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, NOVEMBER 14, 2023 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda

Public Comment

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

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

Correspondence

4.

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

5. Approve October 24, 2023 Board Minutes (pg. 4)

6. Approve October 24, 2023 Board Work Session Minutes (pg. 7)

7. Approve Bills and Journal Entries (pg. 8)

8. Approve Personnel Report (pg. 89)

9. Approve 2024 Interagency Agreement between MN Prairie and Steele County Community Corrections to accept Mental Health Screening Funds and Authorize the Community Corrections Director to sign (pg. 90)

10. Approve Ditch Levies payable for 2024 (pg. 93)

11. Approve 2024 MNPrairie Office Space Lease Agreement in the amount of $192,961 and Authorize the Chair to sign (pg. 95)

12. Approve 2024 MRCI Lease Agreement in the amount of $26,070 and Authorize the Administrator to sign (pg. 99)

13. Approve 2024 – 2025 USICG Contract to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and Authorize the Cathy Piepho, Interim Finance Director to sign the agreement (pg. 104)

14. Approve 2024 Non-Represented Employee COLA & Market Adjustment (pg. 111)

15. Approve Confession of Judgment interest rate at the rate established by the Department of Revenue (pg. 112)

16. Approve 2024 2025 PH-DOC Maintenance and Support Agreement and Authorize the Public Health Director to Execute the Agreement (pg. 115)

17. Approve increase for non-contracted inmate housing rates to $65 per day (pg. 144)

18. Adopt Prioritized Bridge Replacement List Resolution (pg. 145)

Public Hearing – 5:15 p.m.

To hear comments regarding the DRAFT 2024-2028 Highway Capital Improvement Plan

General

19. November Anniversary Report (pg. 148)

County Board Work Session – November 14, 2023

20. Adopt Steele County Body Art Ordinance No. 35 Amendment (pg. 149)

21. Property Tax Appeal Request

22. Other Action Items

Property & Maintenance Committee – November 2, 2023

23. Award Sheriff Addition and Renovation Contract to JD Driver, LTD in the amount of $4,284,000.00 and Authorize the Facilities and Fleet Director to Execute (pg. 150)

24. Award the Steele County/City of Owatonna LEC Generator Upgrade Contract to low bidder Mohs Contracting, Inc. in an amount of $163,098.00 and Authorize the Facilities and Fleet Director to Execute (pg. 155)

Internal Central Services Committee – November 7, 2023

25. 2024 Health Insurance Renewal Rates and Contribution Amounts (pg. 159)

26. Set Public Hearing date for 2024 Fee Schedule for December 26, 2023 (pg. 160)

Public Works Committee- November 9, 2023

27. Adopt Resolution of Support for the East Side Corridor Project Grant Application to the Local Road Improvement Program (pg. 169)

Information Items

28. Property & Maintenance Committee Minutes – November 1, 2023 (pg. 172)

29. Internal Central Services Committee Minutes – November 7, 2023 (pg. 173)

30. Public Safety & Health Committee Minutes – November 8, 2023 (pg. 175)

31. Public Works Committee Minutes – November 9, 2023 (pg. 176)

Presentations:

Commissioner Reports:

Next Meeting Notices:

County/Fair Board Fall meeting – **Wednesday, November 15, 2023 at 11:30 a.m. in the Boardroom**

Steele County Board of Commissioners Planning Session – **Thursday, November 16, 2023 at 8:00 a.m. in the Annex Conference Room**

Land Use & Records – **Tuesday, November 21, 2023 at 8:00 a.m. in the Boardroom**

County Board Work Session – **Tuesday, November 28, 2023 at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, November 28, 2023 at 5:00 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION October 24, 2023

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on October 24, 2023 with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Human Resources Director Julie Johnson, IT Director Dave Purscell, Highway Engineer Greg Ilkka, County Assessor Tom Reineke, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda with notice agenda item #10 is a Resolution. Ayes all.

Public Comment: Two people commented on the eastside corridor project.

Correspondence: None

Consent Agenda:

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

A. Approve the minutes of October 10, 2023 Board Meeting
B. Approve the minutes of the October 10, 2023 Board Work Session
C. Approve Bills
D. Approve Personnel Report

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

Name	***Position/Dept.***	***Rating/Step***	***Date***
Jeremy Wiste	Road Deputy	B25/2	10/09/23
Rachel Heinrichs	Road Deputy	B25/2	10/09/23
David Brown (promotion)	Interim Working Foreperson/Highway	B31/10	10/16/23

E. Adopt a **Resolution** approving Final Payment for Contract No. 231244; SAP 074-612-044 for CSAH 12 in Medford

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

Contract Number: 231244
Contractor: Crane Creek Asphalt
Date Certified: October 5, 2023
Final Pay Request Number: 3

Whereas; Contract No. 231244 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.

General Agenda:

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

Resolution Adopting Arbitration Award And Negotiated Changes to the 2023 – 2025 Minnesota Public Employees Association Sheriff's Department - Essential Jailer Unit Labor Agreement

WHEREAS, the current Collective Bargaining Agreement between Minnesota Public Employees Association (MNPEA), Sheriff's Department – Essential Jailer Unit expires effective December 31, 2022; and

WHEREAS, the County has recently negotiated a three (3) year labor agreement with Minnesota Public Employees Association (MNPEA); and

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

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the arbitration award and proposed labor agreement effective January 1, 2023 through December 31, 2025 between Steele County and Minnesota Public Employees Association, Sheriff's Department – Essential Jailer Unit.

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

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

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

Contract Number: 232301
Contractor: Sir Lines-A-Lot, LLC
Date Certified: October 5, 2023
Final Pay Request Number: 1

Whereas; Contract No. 232301 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.

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

RESOLUTION FOR MnDOT AGREEMENT No. 1053784

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Steele to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

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 an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1053784", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

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 Gnemi, seconded by Commissioner Abbe to Set Public Hearing date for Body Art Ordinance #35 Amendment on November 14, 2023 at 4:00 p.m.

Commissioner Reports:

Commissioner Brady attended an Extension meeting, Public Works meeting, 911 Joint Powers and Human Relations Center meeting.

Commissioner Glynn attended an Extension meeting.
Commissioner Gnemi attended Drug Court meetings, Soil and Water Conservation meeting, Work Force meeting, Historical Society Meeting, AMC Meetings, South Central Human Relations Center meeting and a Work Session meeting.

Commissioner Abbe attended Public Works, Governor Pheasant Opener (part of), Listening Session with DNR, MNP Joint Powers, 911 Joint Powers meeting and a MNP policy Committee.

Commissioner Krueger attended Dodge / Steele Public Health, Interviews for Property Tax and Elections Director, Chamber lunch-in and a Work Session.

LISTING OF BILLS
October 24, 2023

Agile Fleet Inc	13,787.54
Alternative Business Furniture	13,615.23
ArchKey Technologies	8,595.00
Axon Enterprise Inc	2,006.40
Baker Tilly US, LLP	20,580.00
Bureau Of Criminal Apprehension	6,000.00
Counties Providing Technology	4,467.00
CRK Properties LLC	6,653.12
Cybex International Inc	2,500.00
Four Seasons Electric	55,015.00
L & L Street Rods & Sport Trucks	5,372.16
Loffler Companies Inc	4,596.98
Metropolitan Mechanical Contractors Inc	4,388.07
Mike's Repair	2,745.05
Minnesota Counties Computer Coop	6,035.90
Mohs Contracting Inc	101,004.24
Moore Md/Kellyanna J	3,751.69
Nuss Truck & Equipment	7,821.98
Owatonna Heating & Cooling Inc.	2,958.26
Piepho/Catherine L	6,825.00
Steele County Highway Dept	8,056.17
Summit Food Services LLC	6,685.86
Tony's Flooring	4,268.00
UKG Kronos Systems LLC	3,287.38
Wold Architects and Engineers	54,015.52
WSB & Associates Inc	33,870.00
Ziegler,Inc	2,970.00
126 Payments less than 2000	49,804.43
Final Total:	**441,675.98**

Motion by Commissioner Gnemi , seconded by Commissioner Glynn to go into closed session at 5:28 p.m. for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to come out of Closed Session at 5:53 p.m. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve a recommendation from HR and Administration to do a market adjustment of 2%, effective 1/1/2024, for all regular employees in addition to the 3% COLA (cost of living adjustment) that's already been approved, and to engage with the bargaining units for the purpose of implementation and approval. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Brady, to adjourn to the Call of the Chair at 5:54 p.m. Ayes all.

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CHAIRMAN

ATTEST: ________________________
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION October 24, 2023

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on October 24, 2023 with Commissioner's Glynn, Gnemi, Abbe and Krueger present. Also present were Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, County Assessor Tom Reineke, IT Director Dave Purscell, Public Health Director Amber Aaseth, Community Correction Director Tim Schammel, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Sheanne Hediger from Baker Tilly gave the 2022 Financial Audit report.

Tim Schammel presented his budget request for an additional FTE for 2024.

Amber Aaseth gave an overview of changes to the Body Art Ordinance #35 Amendment The changes ensure Steele County Ordinance is the same or better than the statute requirements. Bring to the board a request to set a public hearing date.

Scott Golberg shared information from the AMC District 9 conference held on October 23rd.

Commissioner Abbe asked about the Fleet Commander Program. The program should launch shortly.

Meeting was adjourned at 4:48 p.m.

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CHAIRMAN

ATTEST:______________________

Print List in Order By:	2	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name	Page Break By:	1	1 - Page Break by Fund 2 - Page Break by Dept
Explode Dist. Formulas	Y				
Paid on Behalf Of Name on Audit List?:	N				
Type of Audit List:	D	D - Detailed Audit List S - Condensed Audit List			
Save Report Options?:	N				

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
301	DEPT			Administration			
8251	BRN Lawn & Landscape LLC						
3	10-301-000-0000-6512		700.00	October lawn care	2732	Bldg Repair & Maintenance	Y
8251	BRN Lawn & Landscape LLC		700.00	1 Transactions			
16860	Custom Communications Inc						
24	10-301-000-0000-6512		533.70	LTE System service	561118	Bldg Repair & Maintenance	N
25	10-301-000-0000-6512		985.50	Annual inspection & monitoring	561708	Bldg Repair & Maintenance	N
16860	Custom Communications Inc		1,519.20	2 Transactions			
61505	Gopher State One-Call						
28	10-301-000-0000-6260		35.10	Locates - October 2023	3101477	Consultants/Admin Fee	N
61505	Gopher State One-Call		35.10	1 Transactions			
37025	Innovative Office Solutions LLC						
33	10-301-000-0000-6410		29.00	Post It notes	IN4363958	Office Supplies	N
37025	Innovative Office Solutions LLC		29.00	1 Transactions			
4247	RT Vision Inc						
51	10-301-000-0000-6301		1,697.91	Time card subscr 1/1-12/31/24	INV534	Equip/Software Maint	N
4247	RT Vision Inc		1,697.91	1 Transactions			
301	DEPT Total:		3,981.21	Administration	5 Vendors	6 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
3738	Arrow Ace Hardware						
2	10-302-000-0000-6534		579.80	Rural mailboxes	272867/2	Supplies - Signing	N
3738	Arrow Ace Hardware		579.80	1 Transactions			
5217	Crane Creek Asphalt						
16	10-302-000-0000-6525		52.06	Web Mix - CSAH 3	4800010139	CSAH Supplies - Aggregate/Asphalt	N
17	10-302-000-0000-6525		52.06	Web Mix - CSAH 14	4800010139	CSAH Supplies - Aggregate/Asphalt	N
5217	Crane Creek Asphalt		104.12	2 Transactions			
36550	IFACS						
31	10-302-000-0000-6534		192.03	Screws, nuts, washers for sign	5324754	Supplies - Signing	N
36550	IFACS		192.03	1 Transactions			
48700	M-R Sign Company, Inc						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
34	10-302-000-0000-6534		579.60	1,024 warning decals	222153	Supplies - Signing	N
35	10-302-000-0000-6534		1,214.25	Arrow signs	222187	Supplies - Signing	N
48700	M-R Sign Company, Inc		1,793.85	2 Transactions			
8711	Minnesota Paving & Materials						
36	10-302-000-0000-6525		1,552.20	51.74 ton random rip rap CSAH1	1796859	CSAH Supplies - Aggregate/Asphalt	N
8711	Minnesota Paving & Materials		1,552.20	1 Transactions			
302	DEPT Total:		4,222.00	Road & Bridge Maintenance Expense	5 Vendors	7 Transactions	
303	DEPT			Construction Expense			
52513	Mn Dept Of Transportation						
38	10-303-000-0000-6260		1,783.09	Material insp 074-645-042	P00017821	Consultants/Admin Fee	N
39	10-303-000-0000-6260		710.66	Material insp 074-023-002	P00017821	Consultants/Admin Fee	N
40	10-303-000-0000-6260		714.08	Material insp 074-648-007	P00017821	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		3,207.83	3 Transactions			
303	DEPT Total:		3,207.83	Construction Expense	1 Vendors	3 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10150	Carquest Auto Parts						
4	10-304-000-0000-6520		44.16	5W30 oil, unit#2192	470333	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		168.34	850 CCA battery, unit#2202	470981	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		119.03	Hydraulic fitting & hose #2077	471205	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		5.89	Bracket mounting, unit#2231	471354	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520		2.87	Hydraulic fitting	471642	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520		2.95	Miniature lamp, unit#2133	471833	Machinery/Vehicle Parts	N
10	10-304-000-0000-6513		33.20	Pinch-off pliers	471900	Tools	N
11	10-304-000-0000-6520		18.72	Engine oil filter, unit#2193	472501	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		395.16	8 Transactions			
11215	Central Farm Services						
14	10-304-000-0000-6540		349.77	21.1 gallons of CLT Maxtron	2681494	Fuel & Lubricants	N
15	10-304-000-0000-6540		716.98	56 gallons of Cenex Superlube	2681494	Fuel & Lubricants	N
12	10-304-000-0000-6540		14,966.96	5004 gallons of unleaded	2946425	Fuel & Lubricants	N
13	10-304-000-0000-6521		15,183.00	3000 gallons of dyed diesel	2946430	Supplies-Diesel Fuel	N
11215	Central Farm Services		31,216.71	4 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	16480	Crysteel Truck Equipment Inc						
18		10-304-000-0000-6252		792.91	Custom labor, unit#2194	B32357	Contracted Services	N
20		10-304-000-0000-6252		755.28	Align frt axle, tandems #2151	B32361	Contracted Services	N
19		10-304-000-0000-6520		37.63	Shop supplies for unit#2151	B32361	Machinery/Vehicle Parts	N
21		10-304-000-0000-6520		71.04	Pigtail connector, unit#2074	LP217196	Machinery/Vehicle Parts	N
22		10-304-000-0000-6520		713.88	Hanger wldmt scpr, unit#2162	LP217197	Machinery/Vehicle Parts	N
23		10-304-000-0000-6520		13.92-	Connector pigtail, unit#2074	LP217401	Machinery/Vehicle Parts	N
	16480	Crysteel Truck Equipment Inc		2,356.82	6 Transactions			
	5365	Fleet Pride						
26		10-304-000-0000-6520		231.96	Binder chain assy, ratchet	112006081	Machinery/Vehicle Parts	N
27		10-304-000-0000-6520		513.89	Brake drum, chamber, clevis	112444810	Machinery/Vehicle Parts	N
	5365	Fleet Pride		745.85	2 Transactions			
	36550	IFACS						
30		10-304-000-0000-6520		32.37	Screws & nuts, unit#2077	5323985	Machinery/Vehicle Parts	N
32		10-304-000-0000-6520		60.81	3/8 clevis grab hook	5324942	Machinery/Vehicle Parts	N
	36550	IFACS		93.18	2 Transactions			
	3131	MJ Hydrostatics Inc						
37		10-304-000-0000-6520		83.45	ORB with ball check	201846	Machinery/Vehicle Parts	N
	3131	MJ Hydrostatics Inc		83.45	1 Transactions			
	4097	Nuss Truck & Equipment						
41		10-304-000-0000-6520		401.17	Dosage valve, unit#2151	PSO0536631	Machinery/Vehicle Parts	N
42		10-304-000-0000-6520		347.29	V-ribbed belts, brake & adjust	PSO0545051	Machinery/Vehicle Parts	N
	4097	Nuss Truck & Equipment		748.46	2 Transactions			
	61520	Owatonna Motor Company						
43		10-304-000-0000-6520		304.09	Sensor, unit#2144	164049	Machinery/Vehicle Parts	N
	61520	Owatonna Motor Company		304.09	1 Transactions			
	3743	RDO Equipment Co, Inc.						
46		10-304-000-0000-6600		83,282.24	2023 front mount broom ut#2239	E0354104	Capital Outlay	N
45		10-304-000-0000-6600		21,421.20	2023 Towmaster trailer, unit22	E0356004	Capital Outlay	N
44		10-304-000-0000-6600		44,584.74	2023 Towmaster trailer, unit22	E0356104	Capital Outlay	N
47		10-304-000-0000-6520		394.74	Refrigerant hose & windowpane	P3618902	Machinery/Vehicle Parts	N
48		10-304-000-0000-6520		4,122.15	Valve, unit#9903	P3661502	Machinery/Vehicle Parts	N

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
3743	RDO Equipment Co, Inc.		153,805.07	5 Transactions			
3314	Ronco Engineering Sales Co Inc						
49	10-304-000-0000-6520		117.64	Caps,connectors, valves	3339832	Machinery/Vehicle Parts	N
50	10-304-000-0000-6520		295.16	Strobe light & hose, unit#2053	3340502	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales Co Inc		412.80	2 Transactions			
7915	Sanco Equipment LLC						
52	10-304-000-0000-6252		1,792.00	Custom labor, unit#2135	SW2011140-1	Contracted Services	N
53	10-304-000-0000-6520		2,592.49	Parts - service call unit#2135	SW2011140-1	Machinery/Vehicle Parts	N
7915	Sanco Equipment LLC		4,384.49	2 Transactions			
85167	Stewart Sanitation						
56	10-304-000-0000-6514		114.61	October garbage services	0000814217	Utility Services	N
85167	Stewart Sanitation		114.61	1 Transactions			
4226	Towmaster						
57	10-304-000-0000-6520		855.36	Drop down trailer & fender	464513	Machinery/Vehicle Parts	N
4226	Towmaster		855.36	1 Transactions			
304	DEPT Total:		195,516.05	Equipment Maintenance & Shops	13 Vendors	37 Transactions	
310	DEPT			Capital Construction			
8686	Anderson/James Hurd						
1	10-310-000-0000-6517		2,381.80	Row expenses 074-649-001	231002	Sales Tax Right of Way	Y
8686	Anderson/James Hurd		2,381.80	1 Transactions			
3832	I & S Group Inc						
29	10-310-000-0000-6262		21,447.50	Prof services 074-649-001	97463	Sales Tax Consultants	Y
3832	I & S Group Inc		21,447.50	1 Transactions			
77570	Short Elliott Hendrickson Inc						
54	10-310-000-0000-6262		756.72	Prof services, 074-602-007	455655	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		756.72	1 Transactions			
75514	Steele County Recorder						
55	10-310-000-0000-6517		3.30	State deed tax-Gallea & Borweg	Deed tax	Sales Tax Right of Way	N
75514	Steele County Recorder		3.30	1 Transactions			

	Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
	9217	WHKS & Co						
58		10-310-000-0000-6262		11,488.60	Prof services 074-598-015	49466	Sales Tax Consultants	Y
	9217	WHKS & Co		11,488.60	1 Transactions			
310	DEPT Total:			36,077.92	Capital Construction	5 Vendors	5 Transactions	
10	Fund Total:			243,005.01	Road & Bridge Fund		58 Transactions	
	Final Total:			243,005.01	29 Vendors	58 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	243,005.01	Road & Bridge Fund		
	All Funds	243,005.01	Total	Approved by,	....
					....
					....

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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				

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
5	DEPT			Board Of Commissioners			
6032	APG Media of Southern Minnesota LLC						
193	01-005-000-0000-6242		7.00	Synopsis - 9/12/2023	Ad 137286	Publishing	N
194	01-005-000-0000-6242		12.25	Synopsis - 9/26/2023	Ad 137816	Publishing	N
6032	APG Media of Southern Minnesota LLC		19.25	2 Transactions			
5	DEPT Total:		19.25	Board Of Commissioners	1 Vendors	2 Transactions	
13	DEPT			Law Library			
70550	Thomson Reuters - West						
204	01-013-000-0000-6501		1,229.20	Westlaw information charges	849198245	Books	N
70550	Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
4879	Shred Right						
30	01-031-000-0000-6801		20.00	Shred serv order 0017066-10/19	0010553	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
31	DEPT Total:		20.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
4879	Shred Right						
31	01-032-000-0000-6801		20.00	Shred serv order 0017066-10/19	0010553	General Expense	Y
4879	Shred Right		20.00	1 Transactions			
32	DEPT Total:		20.00	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
37025	Innovative Office Solutions LLC						
95	01-041-000-0000-6410		5.65	Post-it notes	4358953	Office Supplies	N
196	01-041-000-0000-6410		24.55	Wall calendar 2024	4373747	Office Supplies	N
37025	Innovative Office Solutions LLC		30.20	2 Transactions			
41	DEPT Total:		30.20	Auditor	1 Vendors	2 Transactions	

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
42	DEPT				Treasurer			
	6032	APG Media of Southern Minnesota LLC						
195		01-042-000-0000-6242		387.90	2nd 1/2 RE tax 10/10-12, 10/14	Ad 136105	Publishing	N
	6032	APG Media of Southern Minnesota LLC		387.90	1 Transactions			
	3032	Star Eagle						
74		01-042-000-0000-6242		160.00	2nd half RE taxes 10/5, 10/12	3736	Publishing	N
	3032	Star Eagle		160.00	1 Transactions			
	8948	Townsquare Media Faribault						
59		01-042-000-0000-6242		154.00	2nd half taxes KRFO-AM radio	4286885-1	Publishing	Y
60		01-042-000-0000-6242		121.00	2nd half taxes KRFO-FM radio	4286885-1	Publishing	Y
61		01-042-000-0000-6242		44.00	2nd half taxes audio	4286885-1	Publishing	Y
	8948	Townsquare Media Faribault		319.00	3 Transactions			
42	DEPT Total:			866.90	Treasurer	3 Vendors	5 Transactions	
44	DEPT				Financial Administrator			
	5725	Banker's Equipment Svc						
190		01-044-000-0000-6410		44.42	12 rolls of 3" 2 ply paper	73281	Office Supplies	N
	5725	Banker's Equipment Svc		44.42	1 Transactions			
	5287	Piepho/Catherine L						
24		01-044-000-0000-6260		9,650.00	Finance services - October 23	1104	Consultants	Y
	5287	Piepho/Catherine L		9,650.00	1 Transactions			
	84035	Tri-M Graphics						
110		01-044-000-0000-6410		582.06	Finance envelopes - 5000	102380	Office Supplies	N
	84035	Tri-M Graphics		582.06	1 Transactions			
44	DEPT Total:			10,276.48	Financial Administrator	3 Vendors	3 Transactions	
62	DEPT				Central Services			
	8499	Counties Providing Technology						
189		01-062-000-0000-6301		4,467.00	Gen tech/assist/support-Oct	1747	Equip/Software Maint	Y
	8499	Counties Providing Technology		4,467.00	1 Transactions			
	16282	Crosstown Cartage Inc						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9	01-062-000-0000-6801		324.00	Contracted mail services	10/31/2023	General Expense	N
10	01-062-000-0000-6802		165.00	Additional mail services	10/31/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc		489.00	2 Transactions			
5655	High Point Networks						
66	01-062-000-0000-6480		1,840.87	Replacement UPS for Hwy	236590	Non-Capitalized Inventory	N
5655	High Point Networks		1,840.87	1 Transactions			
3693	Loffler Companies Inc						
191	01-062-000-0000-6480		1,231.02	Printer for HR	4512948	Non-Capitalized Inventory	N
3693	Loffler Companies Inc		1,231.02	1 Transactions			
62	DEPT Total:		8,027.89	Central Services	4 Vendors	5 Transactions	
63	DEPT			Auditor Elections			
37025	Innovative Office Solutions LLC						
197	01-063-000-0000-6410		149.00	Dymo labels - 10 boxes	4373747	Office Supplies	N
37025	Innovative Office Solutions LLC		149.00	1 Transactions			
63	DEPT Total:		149.00	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			
14420	Culligan Inc						
65	01-091-000-0000-6315		31.80	Water delivery 10/2/2023	15133397-10312C	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc		31.80	1 Transactions			
37025	Innovative Office Solutions LLC						
198	01-091-000-0000-6410		41.00	Notary stamp - JSpatenka	4373258	Office Supplies	N
37025	Innovative Office Solutions LLC		41.00	1 Transactions			
51300	Metro Sales Inc						
71	01-091-000-0000-6410		300.00	Copier base 9/30/23 - 9/29/24	INV2371320	Office Supplies	N
51300	Metro Sales Inc		300.00	1 Transactions			
9816	Pulanco/Aaron						
105	01-091-000-0000-6331		55.02	Mileage - Courtroom CLE	September 2023	Mileage Reimbursement	N
106	01-091-000-0000-6331		3.35	Parking - Courtroom CLE	September 2023	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9816	Pulanco/Aaron		58.37	2 Transactions			
79350	Sheriff Of Rice County						
109	01-091-000-0000-6343		70.00	Subpoena svc 74-CR23157	202301467	Service Fees	N
79350	Sheriff Of Rice County		70.00	1 Transactions			
70550	Thomson Reuters - West						
78	01-091-000-0000-6410		1,475.92	Westlaw usage - October 2023	849188100	Office Supplies	N
79	01-091-000-0000-6410		93.62	Library plan	849265978	Office Supplies	N
70550	Thomson Reuters - West		1,569.54	2 Transactions			
91	DEPT Total:		2,070.71	County Attorney	6 Vendors	8 Transactions	
101	DEPT			County Recorder			
84035	Tri-M Graphics						
37	01-101-000-0000-6410		88.76	Notary stamp/seal	102439	Office Supplies	N
38	01-101-000-0000-6410		21.56	US Dept of State stamp	102439	Office Supplies	N
39	01-101-000-0000-6410		5.25	Shipping on stamp order	102439	Office Supplies	N
84035	Tri-M Graphics		115.57	3 Transactions			
101	DEPT Total:		115.57	County Recorder	1 Vendors	3 Transactions	
103	DEPT			Assessor			
8176	Anderson/Brian						
83	01-103-000-0000-6330		110.37	Lodging - Vanguard user group	October 2023	Travel Expenses	N
84	01-103-000-0000-6330		46.81	Meals - Vanguard user group	October 2023	Travel Expenses	N
8176	Anderson/Brian		157.18	2 Transactions			
9677	Bahl/Grant						
86	01-103-000-0000-6330		220.74	Lodging - Vanguard user group	October 2023	Travel Expenses	N
87	01-103-000-0000-6330		71.14	Meals - ALP training	October 2023	Travel Expenses	N
9677	Bahl/Grant		291.88	2 Transactions			
9114	Hager/Benjamin						
93	01-103-000-0000-6330		424.84	Lodging - IAAO income training	October 2023	Travel Expenses	N
94	01-103-000-0000-6330		103.25	Meals - IAAO income training	October 2023	Travel Expenses	N
9114	Hager/Benjamin		528.09	2 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9422	Reineke/Thomas						
107	01-103-000-0000-6330		20.00	Registration - Region 1 mtg	October 2023	Travel Expenses	N
9422	Reineke/Thomas		20.00	1 Transactions			
84035	Tri-M Graphics						
41	01-103-000-0000-6401		453.34	Natural envelopes	102376	Forms/Copies/Stationary	N
40	01-103-000-0000-6401		289.09	Regular envelopes	102377	Forms/Copies/Stationary	N
84035	Tri-M Graphics		742.43	2 Transactions			
103	DEPT Total:		1,739.58	Assessor	5 Vendors	9 Transactions	
105	DEPT			Planning & Zoning			
13000	City Of Blooming Prairie						
45	01-105-000-0000-6805		863.23	Bldg permit reimbursemnt-Oct	October 2023	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		863.23	1 Transactions			
37025	Innovative Office Solutions LLC						
47	01-105-000-0000-6410		29.60	Paper & binders	4371072	Office Supplies	N
37025	Innovative Office Solutions LLC		29.60	1 Transactions			
4247	RT Vision Inc						
56	01-105-000-0000-6301		7,000.00	Permit software subscription	INV482	Equip/Software Maint	N
4247	RT Vision Inc		7,000.00	1 Transactions			
105	DEPT Total:		7,892.83	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
8374	Burger/Thomas R						
92	01-111-000-0000-6331		38.65	Mileage July-September 2023	July-Sept 2023	Mileage Reimbursement	N
8374	Burger/Thomas R		38.65	1 Transactions			
5202	Clearview Window Cleaning						
88	01-111-040-0000-6300		985.00	Window cleaning	26468	Bldg Repairs & Maintenance	Y
5202	Clearview Window Cleaning		985.00	1 Transactions			
8866	Diverse Construction Services LLC						
91	01-111-043-0000-6300		466.00	Roof inspection & repair-Atty	3269	Bldg Repairs & Maintenance	N
89	01-111-044-0000-6300		3,000.00	Roof inspection & repair-DC	3269	Bldg Repairs & Maintenance	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8866	Diverse Construction Services LLC		3,466.00	2 Transactions			
52550	MEI Total Elevator Solutions						
18	01-111-040-0000-6300		205.38	Monthly fee - November 2023	1044976	Bldg Repairs & Maintenance	N
17	01-111-042-0000-6300		191.76	Monthly fee - November 2023	1044977	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions		397.14	2 Transactions			
9683	Northland Pest Control						
21	01-111-043-0000-6300		75.00	Pest control	14320	Bldg Repairs & Maintenance	Y
20	01-111-042-0000-6300		105.00	Pest control	14321	Bldg Repairs & Maintenance	Y
23	01-111-041-0000-6300		85.00	Pest control	14322	Bldg Repairs & Maintenance	Y
22	01-111-040-0000-6300		65.00	Pest control	14323	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		330.00	4 Transactions			
111	DEPT Total:		5,216.79	Buildings & Grounds	5 Vendors	10 Transactions	
121	DEPT			Veteran Service			
6032	APG Media of Southern Minnesota LLC						
3	01-121-000-0000-6242		114.00	Memorial flags - October	13476-1023	Publishing	N
6032	APG Media of Southern Minnesota LLC		114.00	1 Transactions			
2072	Gilormini/Rene						
12	01-121-751-0000-6820		2,000.00	CVSO Essentials conference	461750	Grant Expense	N
2072	Gilormini/Rene		2,000.00	1 Transactions			
37025	Innovative Office Solutions LLC						
48	01-121-000-0000-6410		4.59	Call bell	4299201	Office Supplies	N
49	01-121-000-0000-6410		21.56	Frame & poster	4303052	Office Supplies	N
37025	Innovative Office Solutions LLC		26.15	2 Transactions			
9682	National Assn - Co Veterans Svc Officer:						
53	01-121-000-0000-6241		50.00	Annual membership	5281	Membership Dues	N
9682	National Assn - Co Veterans Svc Officer:		50.00	1 Transactions			
121	DEPT Total:		2,190.15	Veteran Service	4 Vendors	5 Transactions	
201	DEPT			Sheriff			
9151	Advanced First Aid Inc						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
63	01-201-000-0000-6320		354.00	2 AED pads	1023-807	Vehicle Maintenance	N
9151	Advanced First Aid Inc		354.00	1 Transactions			
8458	American Tower Corporation						
64	01-201-297-0000-6347		671.95	BP tower lease - November 23	411200400	T-BI Pr Lease Payments	N
8458	American Tower Corporation		671.95	1 Transactions			
3275	Anhorns Gas And Tire						
2	01-201-000-0106-6320		688.20	Tires - Unit 7424	45021	Squad 7424 Maintenance	N
3275	Anhorns Gas And Tire		688.20	1 Transactions			
4877	L & L Street Rods & Sport Trucks						
99	01-201-000-0000-6320		411.25	Shipping costs - 7412	3850	Vehicle Maintenance	Y
100	01-201-000-0000-6320		411.25	Shipping costs - 7426	3850	Vehicle Maintenance	Y
14	01-201-000-0000-6480		910.00	Center window w/barrier-7402	3851	Non-Capitalized Inventory	Y
15	01-201-000-0000-6480		4,822.16	New squad equipment-7418	3852	Non-Capitalized Inventory	Y
67	01-201-000-0000-6320		480.00	Install equipment - old 7402	3856	Vehicle Maintenance	Y
69	01-201-000-0000-6480		4,822.16	New squad equipment - 7426	3857	Non-Capitalized Inventory	Y
68	01-201-000-0000-6480		550.00	Remove all equipment - 7412	3858	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		12,406.82	7 Transactions			
56125	NAPA Auto Parts						
101	01-201-000-0000-6320		422.50	Windshield wash, gas can	995364	Vehicle Maintenance	N
56125	NAPA Auto Parts		422.50	1 Transactions			
18450	Office of MN IT Services						
102	01-201-000-0000-6210		229.67	Sheriff telecom - Sept 2023	W23090513	Telephone	N
18450	Office of MN IT Services		229.67	1 Transactions			
63510	Owatonna Police Dept						
72	01-201-000-0000-6260		9,837.45	SCDIU 3rd qtr - AMartin	10202023	South Central Drug Investigator	N
63510	Owatonna Police Dept		9,837.45	1 Transactions			
83255	Rice-Steele 911 Center						
108	01-201-000-0000-6304		4,320.00	12 MDC's 7/1/23 - 6/30/24	2023-JT-28	Contracts	N
25	01-201-000-0000-6211		8,447.60	Armer system upgrade-radio	2023-JT-36	Radio-Computers-Cameras	N
26	01-201-000-0000-6304		15.00	1 token	2023-JT-36	Contracts	N
83255	Rice-Steele 911 Center		12,782.60	3 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
1663	Sign Pro Of Owatonna, Inc.						
73	01-201-000-0109-6320		60.00	Replaced damaged graphics	23759	Squad 7416 Maintenance	N
1663	Sign Pro Of Owatonna, Inc.		60.00	1 Transactions			
84035	Tri-M Graphics						
80	01-201-000-0000-6293		43.10	2 "Denied" stamps	102469	Gun Permit Expenses	N
81	01-201-000-0000-6293		25.10	Steele County Sheriff stamp	102469	Gun Permit Expenses	N
82	01-201-000-0000-6293		5.25	Shipping fees for stamps	102469	Gun Permit Expenses	N
42	01-201-000-0000-6410		87.34	Business cards-RHeinrichs	102476	Office Supplies	N
84035	Tri-M Graphics		160.79	4 Transactions			
201	DEPT Total:		37,613.98	Sheriff	10 Vendors	21 Transactions	
251	DEPT			Jail			
4346	Advanced Correctional Healthcare Inc						
44	01-251-000-0000-6269		1,660.24	Onsite mental health services	134953	Site Mental Health Services	N
43	01-251-000-0000-6270		6,923.01	Onsite medical services	134953	Medical Services	N
4346	Advanced Correctional Healthcare Inc		8,583.25	2 Transactions			
5750	Bob Barker Company Inc						
5	01-251-000-0000-6418		225.36	Orange uniforms	1955051	Lock-Up Supplies	N
5750	Bob Barker Company Inc		225.36	1 Transactions			
37025	Innovative Office Solutions LLC						
97	01-251-000-0000-6410		338.16	Copy paper, markers, pens, etc	4356062	Office Supplies	N
96	01-251-000-0000-6410		37.92	Disinfectant wipes	4358578	Office Supplies	N
37025	Innovative Office Solutions LLC		376.08	2 Transactions			
9815	Lixipol LLC						
51	01-251-000-0000-6407		2,888.00	CorrectionsOne training	PRA118562	Training Supplies	N
52	01-251-000-0000-6407		86.64	Late fee x 2 months	PRA118562	Training Supplies	N
9815	Lixipol LLC		2,974.64	2 Transactions			
8729	McKesson Medical - Surgical						
16	01-251-000-0000-6432		231.27	A1C test kits	21253584	Medical Payments	N
8729	McKesson Medical - Surgical		231.27	1 Transactions			
18450	Office of MN IT Services						
104	01-251-000-0000-6410		91.07	Jail telecom - Sept 2023	W23090513	Office Supplies	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	18450	Office of MN IT Services		91.07	1 Transactions			
	85300	Streichers Inc						
34		01-251-000-0000-6192		224.97	Employee uniforms-BReese	I1661105	Uniform Allowance	N
	85300	Streichers Inc		224.97	1 Transactions			
	8247	Summit Food Services LLC						
36		01-251-000-0000-6418		25.13	Paper supplies	INV2000188379	Lock-Up Supplies	N
35		01-251-000-0000-6441		3,311.63	Inmate meals 10/14 - 10/20/23	INV2000188379	Prisoner Meals	N
58		01-251-000-0000-6441		3,305.28	Inmate meals 10/21 - 10/27/23	INV2000189006	Prisoner Meals	N
	8247	Summit Food Services LLC		6,642.04	3 Transactions			
	4035	Uline Inc						
62		01-251-000-0000-6560		262.36	Gloves, mop heads, brooms	170039188	Janitorial Supplies	N
	4035	Uline Inc		262.36	1 Transactions			
251		DEPT Total:		19,611.04	Jail	9 Vendors	14 Transactions	
252		DEPT			Community Corrections			
	4064	Alcohol Monitoring System Inc						
1		01-252-000-0000-6274		3,607.19	Cam bracelet	293172	Scram Monitoring	N
	4064	Alcohol Monitoring System Inc		3,607.19	1 Transactions			
	8393	AMC - MACA						
85		01-252-775-0000-6261		250.00	MACCA annual conference	Tim & Steve	Conference & Training - CCA Subsidy	N
	8393	AMC - MACA		250.00	1 Transactions			
	8263	CRK Properties LLC						
8		01-252-000-0000-6341		644.21	Utilities	1232	Office Rent	Y
7		01-252-000-0000-6341		5,922.00	Rent - December 2023	December 2023	Office Rent	Y
	8263	CRK Properties LLC		6,566.21	2 Transactions			
	4838	Risk & Needs Assessment Inc						
28		01-252-000-0000-6278		200.00	Online tests	15364	Domestic Violence/SASSI Screening	N
	4838	Risk & Needs Assessment Inc		200.00	1 Transactions			
	4879	Shred Right						
32		01-252-000-0000-6410		40.00	Shredding	0010552	Office Supplies	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
4879	Shred Right		40.00	1 Transactions			
252	DEPT Total:		10,663.40	Community Corrections	5 Vendors	6 Transactions	
253	DEPT			Law Enforcement Center			
8866	Diverse Construction Services LLC						
90	01-253-000-0000-6300		1,000.00	Roof inspection & repair-Sher	3269	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		1,000.00	1 Transactions			
52550	MEI Total Elevator Solutions						
70	01-253-000-0000-6304		419.56	Monthly service - November 23	1044820	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions		419.56	1 Transactions			
18450	Office of MN IT Services						
103	01-253-000-0000-6211		76.76	LEC telecom - Sept 2023	W23090513	Radio And Telephone	N
18450	Office of MN IT Services		76.76	1 Transactions			
4879	Shred Right						
33	01-253-000-0000-6254		49.08	Paper shredding	0010554	Garbage Disposal	Y
4879	Shred Right		49.08	1 Transactions			
9814	Tapp/Kindra						
75	01-253-000-0000-6410		20.00	Reimburse notary filing fee	11022023	Office Supplies	N
76	01-253-000-0000-6410		9.83	Reimburse mileage - notary	11022023	Office Supplies	N
9814	Tapp/Kindra		29.83	2 Transactions			
4753	Terminix Commercial						
77	01-253-000-0000-6304		40.00	General pest control	229707	Contract Services/Bldg Mtce	N
4753	Terminix Commercial		40.00	1 Transactions			
253	DEPT Total:		1,615.23	Law Enforcement Center	6 Vendors	7 Transactions	
281	DEPT			Emergency Management			
3218	Karnauskas/Tom J						
200	01-281-000-0000-6330		16.00	Meal reimb-REP workshop	October 2023	Travel Expenses	N
199	01-281-000-0000-6331		91.70	Mileage-Region 1 meeting	October 2023	Mileage Reimbursement	N
3218	Karnauskas/Tom J		107.70	2 Transactions			

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
9174	Kelleher, Helmrich & Associates Inc						
50	01-281-000-0000-6199		1,500.00	Renewal-Online safety data sys	20231858	Safety Program	Y
9174	Kelleher, Helmrich & Associates Inc		1,500.00	1 Transactions			
9146	Norbeck/Megan						
19	01-281-000-0000-6331		275.10	Mileage - AMEM conference	September 2023	Mileage Reimbursement	N
9146	Norbeck/Megan		275.10	1 Transactions			
61512	Owatonna Community Education						
202	01-281-000-0000-6806		45.00	CERT class posting	2023-2024/A-FE/(	Skywarn System	N
61512	Owatonna Community Education		45.00	1 Transactions			
73830	Riverland Comm College Austin						
55	01-281-000-0000-6261		175.00	Room rent-FEMA training	00181893	Conference & Training	Y
73830	Riverland Comm College Austin		175.00	1 Transactions			
281	DEPT Total:		2,102.80	Emergency Management	5 Vendors	6 Transactions	
391	DEPT			Environmental Services			
36550	IFACS						
46	01-391-000-0000-6550		5.61	Hex screw caps	5323657	Household Hazardous Waste	N
36550	IFACS		5.61	1 Transactions			
435	OSI Environmental Inc						
54	01-391-000-0000-6550		50.00	Filter - uncrushed	20106023	Household Hazardous Waste	N
435	OSI Environmental Inc		50.00	1 Transactions			
9293	Routeware						
57	01-391-000-0000-6361		4,558.92	Online recycling system	INV-024553	Recycling Education	N
9293	Routeware		4,558.92	1 Transactions			
391	DEPT Total:		4,614.53	Environmental Services	3 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
161	01-481-464-6061-6331		13.10	Mileage - October 2023	October 2023	Mileage Reimbursement	N
160	01-481-465-6057-6331		1.97	Mileage - October 2023	October 2023	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
115	Aaseth/Amber		15.07	2 Transactions			
3282	Aaseth/Nijole						
162	01-481-460-6009-6331		13.10	Mileage - October 2023	October 2023	Mileage Reimbursement	N
3282	Aaseth/Nijole		13.10	1 Transactions			
8204	Adams/Penny						
163	01-481-460-6009-6331		69.43	Mileage - October 2023	October 2023	Mileage Reimbursement	N
8204	Adams/Penny		69.43	1 Transactions			
9783	Alternative Business Furniture						
130	01-481-465-6057-6480		831.39	New desks	69174	Non-Capitalized Inventory	N
9783	Alternative Business Furniture		831.39	1 Transactions			
9630	Alvarado/Gabrielle						
132	01-481-461-6066-6330		18.99	Conference meal reimbursement	October 2023	Travel Expenses	N
133	01-481-461-6066-6330		15.64	Conference meal reimbursement	October 2023	Travel Expenses	N
131	01-481-461-6066-6410		64.11	YOLO meeting pizza	October 2023	Office Supplies	N
9630	Alvarado/Gabrielle		98.74	3 Transactions			
1650	American Lung Association						
134	01-481-461-6066-6383		1,375.00	Tobacco contract fees -Aug 23	06	Contract Services	N
1650	American Lung Association		1,375.00	1 Transactions			
2574	Archambault/Kristi						
164	01-481-460-6009-6331		109.39	Mileage - October 2023	October 2023	Mileage Reimbursement	N
2574	Archambault/Kristi		109.39	1 Transactions			
76120	Astrup Drug Inc						
135	01-481-464-6061-6480		1,400.00	Vaccines 12-18	382239-05	Non-Capitalized Inventory	N
76120	Astrup Drug Inc		1,400.00	1 Transactions			
7	Bartsch/Christine						
165	01-481-460-6009-6331		93.67	Mileage - October 2023	October 2023	Mileage Reimbursement	N
7	Bartsch/Christine		93.67	1 Transactions			
8486	Baumgartner/Ann						
166	01-481-460-6009-6331		15.72	Mileage - October 2023	October 2023	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8486	Baumgartner/Ann		15.72	1 Transactions			
9413	Benson/Robert						
167	01-481-460-6009-6331		27.18	Mileage - October 2023	October 2023	Mileage Reimbursement	N
9413	Benson/Robert		27.18	1 Transactions			
6267	Brinkman/Stacie Lynn						
172	01-481-461-6025-6331		82.80	Mileage - October 2023	October 2023	Mileage Reimbursement	N
168	01-481-461-6030-6331		16.44	Mileage - October 2023	October 2023	Mileage Reimbursement	N
171	01-481-461-6034-6331		16.05	Mileage - October 2023	October 2023	Mileage Reimbursement	N
170	01-481-461-6059-6331		6.02	Mileage - October 2023	October 2023	Mileage Reimbursement	N
169	01-481-461-6068-6331		2.36	Mileage - October 2023	October 2023	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn		123.67	5 Transactions			
10084	Cardinal Health 110 LLC						
137	01-481-464-6061-6480		4,606.95	Vaccines	7330568339	Non-Capitalized Inventory	Y
138	01-481-464-6061-6480		4,606.95	Vaccines	7330901380	Non-Capitalized Inventory	Y
139	01-481-464-6061-6480		2,303.48	Vaccines	7331628953	Non-Capitalized Inventory	Y
141	01-481-464-6061-6480		11,383.94	Vaccines	7333226729	Non-Capitalized Inventory	Y
140	01-481-464-6061-6480		5,691.97	Vaccines	7333234026	Non-Capitalized Inventory	Y
136	01-481-462-6047-6467		1,036.44	Hep B vaccines	7333663050	Hep B Vaccine	Y
10084	Cardinal Health 110 LLC		29,629.73	6 Transactions			
12590	Christenson/Yukari						
173	01-481-460-6009-6331		40.28	Mileage - October 2023	October 2023	Mileage Reimbursement	N
12590	Christenson/Yukari		40.28	1 Transactions			
15550	Court Sports And More Inc						
142	01-481-461-6066-6464		1,424.00	SHOC tshirts	1091	General Supplies & Outreach	N
15550	Court Sports And More Inc		1,424.00	1 Transactions			
8789	Dahle/Teya F						
143	01-481-461-6034-6261		75.00	Reflective consult	1508	Conference & Training	Y
144	01-481-461-6059-6261		75.00	Reflective consult	1508	Conference & Training	Y
8789	Dahle/Teya F		150.00	2 Transactions			
9722	Hanson/Whitney						
174	01-481-460-6009-6331		184.71	Mileage - October 2023	October 2023	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9722	Hanson/Whitney		184.71	1 Transactions			
8389	Healthcare First						
145	01-481-460-6009-6383		104.74	HHCAHPS fee - Oct 2023	INV5403982	Contract Services	N
8389	Healthcare First		104.74	1 Transactions			
5987	Hoffmann/Christine A						
175	01-481-464-6061-6331		62.88	Mileage - October 2023	October 2023	Mileage Reimbursement	N
5987	Hoffmann/Christine A		62.88	1 Transactions			
5109	Houck Transit Advertising						
146	01-481-460-6011-6243		280.00	Bus advertising	115922	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising		280.00	1 Transactions			
37025	Innovative Office Solutions LLC						
147	01-481-465-6057-6410		19.53	Colored paper	4357654	Office Supplies	N
148	01-481-465-6057-6410		33.58	Pens & paper	4363420	Office Supplies	N
37025	Innovative Office Solutions LLC		53.11	2 Transactions			
9458	Jongbloedt/Beth						
176	01-481-460-6009-6331		128.45	Mileage - October 2023	October 2023	Mileage Reimbursement	N
9458	Jongbloedt/Beth		128.45	1 Transactions			
3256	Kofstad/Melissa						
177	01-481-460-6012-6331		12.44	Mileage - October 2023	October 2023	Mileage Reimbursement	N
178	01-481-464-6052-6331		76.64	Mileage - October 2023	October 2023	Mileage Reimbursement	N
3256	Kofstad/Melissa		89.08	2 Transactions			
41040	KOWZ-KRUE Radio						
201	01-481-460-6011-6243		180.00	Radio air time - October 2023	9692-10	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio		180.00	1 Transactions			
5754	McMann/Katy						
179	01-481-460-6009-6331		241.04	Mileage - October 2023	October 2023	Mileage Reimbursement	N
5754	McMann/Katy		241.04	1 Transactions			
8341	Mead/Kathleen						
180	01-481-460-6009-6331		5.24	Mileage - October 2023	October 2023	Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8341	Mead/Kathleen		5.24	1 Transactions			
9616	Parrott & Smith LLC						
149	01-481-461-6066-6341		265.00	Rent - December	December 2023	Office Rent	1
9616	Parrott & Smith LLC		265.00	1 Transactions			
2587	Piepho/Nancy June						
181	01-481-461-6034-6331		96.29	Mileage - October 2023	October 2023	Mileage Reimbursement	N
2587	Piepho/Nancy June		96.29	1 Transactions			
7944	Red Oxygen						
150	01-481-460-6011-6210		15.47	Texting services	634781	Telephone	N
151	01-481-461-6040-6210		15.47	Texting services	634781	Telephone	N
7944	Red Oxygen		30.94	2 Transactions			
4597	Sanofi Pasteur Inc						
152	01-481-462-6047-6466		1,843.10	Flu vaccine	921667173	Flu Vaccine	N
4597	Sanofi Pasteur Inc		1,843.10	1 Transactions			
4879	Shred Right						
153	01-481-465-6057-6322		53.18	Shredding service	9720	Service Agreements	Y
154	01-481-465-6057-6322		13.18-	Credit for incorrect billing	9720	Service Agreements	Y
4879	Shred Right		40.00	2 Transactions			
7978	Steffensmeier/Carey L						
182	01-481-460-6012-6331		7.86	Mileage - October 2023	October 2023	Mileage Reimbursement	N
7978	Steffensmeier/Carey L		7.86	1 Transactions			
9818	Steinberg/Meagan						
184	01-481-461-6059-6331		2.42	Mileage - October 2023	October 2023	Mileage Reimbursement	N
183	01-481-464-6061-6331		144.10	Mileage - October 2023	October 2023	Mileage Reimbursement	N
9818	Steinberg/Meagan		146.52	2 Transactions			
85147	Stericycle Inc						
156	01-481-460-6009-6322		88.12	Hazardous waste	8004970682	Service Agreements	N
155	01-481-462-6047-6322		5.71	Hazardous waste	8004970682	Service Agreements	N
157	01-481-464-6061-6322		16.42	Hazardous waste	8004970682	Service Agreements	N
85147	Stericycle Inc		110.25	3 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
84035	Tri-M Graphics						
158	01-481-465-6057-6410		325.04	Envelopes	102440	Office Supplies	N
84035	Tri-M Graphics		325.04	1 Transactions			
90165	UC Lab						
203	01-481-463-6049-6322		103.96	Well water testing	118145	Well Water Service Agreements	N
90165	UC Lab		103.96	1 Transactions			
90609	Urch/Mary						
185	01-481-461-6032-6331		94.32	Mileage - October 2023	October 2023	Mileage Reimbursement	N
90609	Urch/Mary		94.32	1 Transactions			
9811	Vargas/Ruby						
186	01-481-460-6009-6331		10.48	Mileage - October 2023	October 2023	Mileage Reimbursement	N
9811	Vargas/Ruby		10.48	1 Transactions			
9817	Vericor LLC						
159	01-481-464-6061-6480		664.04	Cooler	014488	Non-Capitalized Inventory	N
9817	Vericor LLC		664.04	1 Transactions			
9622	Wencl/Alexa						
187	01-481-460-6012-6331		15.33	Mileage - October 2023	October 2023	Mileage Reimbursement	N
9622	Wencl/Alexa		15.33	1 Transactions			
4100	Wencl/Dianne Marie						
188	01-481-460-6009-6331		39.30	Mileage - October 2023	October 2023	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		39.30	1 Transactions			
481	DEPT Total:		40,538.05	Public Health Nursing	41 Vendors	61 Transactions	
550	DEPT			Four Seasons			
3738	Arrow Ace Hardware						
4	01-550-000-0000-6410		15.99	Hole repair kit	272885/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		15.99	1 Transactions			
8424	Cintas						
6	01-550-000-0000-6420		199.35	Monthly linens	4170962358	Linen Service	Y
8424	Cintas		199.35	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8786	DJ's On Demand						
11	01-550-000-0000-6410		250.00	DJ for Ice Jam	0067	Operating Supplies - Contracts	N
8786	DJ's On Demand		250.00	1 Transactions			
37469	Insty Prints						
13	01-550-000-0000-6410		40.88	Ice Jam posters	157745	Operating Supplies - Contracts	N
37469	Insty Prints		40.88	1 Transactions			
73301	Rink Systems Inc						
27	01-550-000-0000-6480		1,860.00	Hockey nets & rental skates	79590	Non-Capitalized Inventory	N
73301	Rink Systems Inc		1,860.00	1 Transactions			
77390	Schilling Supply Company						
29	01-550-000-0000-6410		211.93	Air fresheners,urinal screens	937568	Operating Supplies - Contracts	N
77390	Schilling Supply Company		211.93	1 Transactions			
550	DEPT Total:		2,578.15	Four Seasons	6 Vendors	6 Transactions	
602	DEPT			Co-Op Extension			
37025	Innovative Office Solutions LLC						
98	01-602-000-0000-6410		81.04	3 boxes of envelopes & paper	4365758	Office Supplies	N
37025	Innovative Office Solutions LLC		81.04	1 Transactions			
602	DEPT Total:		81.04	Co-Op Extension	1 Vendors	1 Transactions	
1	Fund Total:		159,282.77	General Revenue Fund		184 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
631	DEPT			Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law						
192	21-631-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-633-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-634-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-635-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-636-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
192	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	364092	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						
192	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	364092	Attorney Fees	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
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						
192	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	364092	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
192	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
192	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
192	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	364092	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						
192	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	364092	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
192	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	364092	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		200.00	County Ditch Fund		30 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
111	DEPT			Buildings & Grounds			
8681	Mohs Contracting Inc						
111	38-111-000-0000-6600		80,879.23	Admin reno 1 - lower level	5	Capital Outlay - Buildings and Groun	N
8681	Mohs Contracting Inc		80,879.23	1 Transactions			
5889	Wold Architects and Engineers						
115	38-111-045-0000-6600		270.00	New Comm Corr fac thru Oct	88952	Capital Outlay - CCA Bldg	Y
113	38-111-045-0000-6600		10,080.00	New Comm Corr fac thru Oct	89358	Capital Outlay - CCA Bldg	Y
5889	Wold Architects and Engineers		10,350.00	2 Transactions			
111	DEPT Total:		91,229.23	Buildings & Grounds	2 Vendors	3 Transactions	
201	DEPT			Sheriff			
5889	Wold Architects and Engineers						
114	38-201-000-0000-6600		13,714.80	DC/Sheriff reno bill thru Oct	89458	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers		13,714.80	1 Transactions			
201	DEPT Total:		13,714.80	Sheriff	1 Vendors	1 Transactions	
601	DEPT			County Ag Society			
71066	R & K Electric Inc						
112	38-601-000-0000-6600		36,620.69	Electrical upgrades	001R	Capital Outlay - Fairgrounds	N
71066	R & K Electric Inc		36,620.69	1 Transactions			
601	DEPT Total:		36,620.69	County Ag Society	1 Vendors	1 Transactions	
38	Fund Total:		141,564.72	Capital Outlay Fund		5 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
398	DEPT			Landfill			
9087	7 Rivers Recycling LLC						
128	53-398-000-0000-6304		3,640.72	143 mattresses & box springs	8871	Contract Services	Y
9087	7 Rivers Recycling LLC		3,640.72	1 Transactions			
11215	Central Farm Services						
116	53-398-000-0000-6540		1,745.38	437 gallons diesel	26111	Machine Fuel	N
117	53-398-000-0000-6540		1,577.60	400 gallons diesel	26198	Machine Fuel	N
118	53-398-000-0000-6540		1,397.90	350 gallons diesel	26253	Machine Fuel	N
119	53-398-000-0000-6540		1,473.71	299 gallons diesel	26313	Machine Fuel	N
11215	Central Farm Services		6,194.59	4 Transactions			
4329	Express Pressure Washers Inc						
120	53-398-000-0000-6301		200.20	Hose & labor	I-1230763	Equip Repairs	N
4329	Express Pressure Washers Inc		200.20	1 Transactions			
27350	Frontier Communications						
121	53-398-000-0000-6210		246.97	Phone & fax - October 2023	50758377660801ε	Telephone	N
27350	Frontier Communications		246.97	1 Transactions			
37025	Innovative Office Solutions LLC						
125	53-398-000-0000-6410		220.41	Air fresheners & tape runner	4359213	Office Supplies	N
37025	Innovative Office Solutions LLC		220.41	1 Transactions			
38160	J R's Advanced Recyclers Inc						
122	53-398-000-0000-6304		520.00	99 appliances	111527	Contract Services	N
38160	J R's Advanced Recyclers Inc		520.00	1 Transactions			
39600	Jones Haugh & Smith Inc						
124	53-398-000-0000-6304		852.58	Construction staking-Landfill	44703	Contract Services	N
39600	Jones Haugh & Smith Inc		852.58	1 Transactions			
50510	McNeilus Steel Inc						
123	53-398-000-0000-6301		63.76	Steel - 5/16 x 6	0102359	Equip Repairs	N
50510	McNeilus Steel Inc		63.76	1 Transactions			
77570	Short Elliott Hendrickson Inc						
126	53-398-000-0000-6542		13,138.80	Landfill permitting	454953	Testing & Monitoring	N
127	53-398-000-0000-6542		2,523.09	Landfill services	454955	Testing & Monitoring	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
77570	Short Elliott Hendrickson Inc		15,661.89	2 Transactions			
398	DEPT Total:		27,601.12	Landfill	9 Vendors	13 Transactions	
53	Fund Total:		27,601.12	Landfill Fund		13 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
0	DEPT			...			
6032	APG Media of Southern Minnesota LLC						
205	70-000-000-0000-2162		10.00	Notice public sale tax forfeit	Ad 137274	Unapporitoned Rev Sale Forfeited Lan	N
6032	APG Media of Southern Minnesota LLC		10.00	1 Transactions			
0	DEPT Total:		10.00	...	1 Vendors	1 Transactions	
70	Fund Total:		10.00	Tax Collections Fund		1 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
857	DEPT			Well Disclosure			
4225	Mn Dept Of Health						
129	72-857-000-0000-2100		382.50	Jul-Sept 2023 well disclosure	Jul-Sept 2023	Mn State Treasurer-Well Disclosure	N
4225	Mn Dept Of Health		382.50	1 Transactions			
857	DEPT Total:		382.50	Well Disclosure	1 Vendors	1 Transactions	
72	Fund Total:		382.50	State Collections Fund		1 Transactions	
	Final Total:		329,041.11	171 Vendors	234 Transactions		

Recap by Fund	Fund	AMOUNT	Name
	1	159,282.77	General Revenue Fund
	21	200.00	County Ditch Fund
	38	141,564.72	Capital Outlay Fund
	53	27,601.12	Landfill Fund
	70	10.00	Tax Collections Fund
	72	382.50	State Collections Fund
	All Funds	329,041.11	Total

Approved by, ...

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Steele County

JOURNAL ENTRIES

Description MM - AUG 2023 JE ? C6 INVESTMENTS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	906	01-003-000-0000-5710 Interest From Investments	132,165.43	C	Aug Interest From Investments				1
2	8/31/23	906	01-003-000-0000-5710 Interest From Investments	666.80	C	Aug Interest ROI				1
3	8/31/23	906	01-000-000-0000-1001 Cash	107,395.74	D	Aug Investment				1
4	8/31/23	906	01-003-000-0000-5710 Interest From Investments	3,044.99	C	Aug Interest Adjustment				1
5	8/31/23	906	01-003-000-0000-5712 Premiums/Discounts on Investments	28,449.70	D	Aug Premiums/Discounts Invest				1
6	8/31/23	906	01-003-000-0000-6801 General Expense	31.78	D	Aug Investment Adjustment				1
7	8/31/23	906	75-000-000-0000-1001 Cash	30.34	D	Aug 2023 Missing Heir Interest				1
8	8/31/23	906	75-870-000-0000-5710 Interest	30.34	C	Aug 2023 Missing Heir Interest				1

Debit Total 135,907.56 Credit Total 135,907.56 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	901	01-000-000-0000-1001 Cash	8,276.31	D	BMO One Card Allocation Sep	BMO One Card Allocation Sep			1
2	9/30/23	901	01-003-000-0000-6961 Visa One Card Program	42,547.38	C	BMO Charges Sep	BMO Charges Sep			1
3	9/30/23	901	01-032-010-0000-6304 Contract Services -Wellness	150.00	D	Organization Mental Health	Block, Inc.			1
4	9/30/23	901	01-032-010-0000-6304 Contract Services -Wellness	75.00	D	Organization Productivity	Block, Inc.			1
5	9/30/23	901	01-032-010-0000-6464 General Supplies - Wellness	38.90	D	Plastic Document Holders	Amazon.Com, Inc.			1
6	9/30/23	901	01-032-010-0000-6464 General Supplies - Wellness	69.98	D	Under Sink Organizers	Amazon.Com, Inc.			1
7	9/30/23	901	01-032-010-0000-6464 General Supplies - Wellness	56.02	D	Wellness: Punch Cards	Block, Inc.			1
8	9/30/23	901	01-032-010-0000-6464 General Supplies - Wellness	179.26	D	Prizes for Scavenger Hunt	Pacific Market Internatio			1
9	9/30/23	901	01-041-000-0000-6410 Office Supplies	250.19	D	Portable monitor for AUD	Dell International L.L.C			1
10	9/30/23	901	01-041-000-0000-6410 Office Supplies	39.99	D	Keyboard for AUD	Amazon.Com, Inc.			1
11	9/30/23	901	01-044-000-0000-6215 Postage	5.01	D	Cert. Postage, Quarterly IRS	United States Postal Serv			1
12	9/30/23	901	01-061-000-0000-6260 Computer Support	1,056.00	D	CSAT Reporting Software	Smileback, Llc			1
13	9/30/23	901	01-061-000-0000-6260 Computer Support	1,743.48	D	Anti-Phishing Software	Knowbe4 Inc			1
14	9/30/23	901	01-061-000-0000-6260 Computer Support	424.00	D	Performance Mgmt SW	Brightgauge Software, In			1
15	9/30/23	901	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
16	9/30/23	901	01-061-000-0000-6330 Travel Expenses	1,133.64	D	Lodging for ISAC Conference	Grand America			1
17	9/30/23	901	01-061-000-0000-6330 Travel Expenses	140.00	D	Parking for ISAC Conference	Metropolitan Airports Com			1
18	9/30/23	901	01-061-000-0000-6410 Office Supplies	781.00	D	Standing desk legs for IT	Paypal			1
19	9/30/23	901	01-061-000-0000-6410 Office Supplies	149.17	D	Shredder and Computer Cables	Amazon.Com, Inc.			1
20	9/30/23	901	01-061-000-0000-6413 Computer Supplies	32.20	D	Computer Repair Tools	Harbor Freight Tools Usa			1

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/23	901	01-061-000-0000-6413 Computer Supplies	129.89	D	Shredder and Computer Cables	Amazon.Com, Inc.			1
22	9/30/23	901	01-062-000-0000-6801 General Expense	52.45	D	DisplayPort Cables	Amazon.Com, Inc.			1
23	9/30/23	901	01-062-000-0000-6801 General Expense	8,090.97	D	Monthly AWS Storage	Amazon.Com, Inc.			1
24	9/30/23	901	01-062-000-0000-6801 General Expense	99.00	D	SSL Certificate Renewal	Tucowscom Co			1
25	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
26	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
27	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
28	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
29	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
30	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
31	9/30/23	901	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
32	9/30/23	901	01-103-000-0000-6261 Conference & Training	487.50	D	BRIAN - SUMMER SEMINARS	Minnesota Association Of			1
33	9/30/23	901	01-103-000-0000-6261 Conference & Training	1.72	D	BENJI'S FORM REPORT	Us Bank National Associat			1
34	9/30/23	901	01-103-000-0000-6261 Conference & Training	80.00	D	BENJI'S FORM REPORT	State Of Minnesota			1
35	9/30/23	901	01-103-000-0000-6301 Equip/Software Maint	550.00	D	CO STAR NEWSPAPERS SUB.	Costar Realty Informatio			1
36	9/30/23	901	01-103-000-0000-6501 Publications/Manuals	17.35	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
37	9/30/23	901	01-105-000-0000-6261 Conference & Training	285.00	D	SSTS Soils Training	Regents Of University Of			1
38	9/30/23	901	01-105-000-0000-6330 Travel Expenses	384.40	D	MACPZA Conference Lodging	Etoc Company Inc			1
39	9/30/23	901	01-105-000-0000-6410 Office Supplies	400.00	D	Septic Homeowner Packets	Regents Of University Of			1
40	9/30/23	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Geotabs - Admin, SCSO, DC	T-Mobile Usa, Inc.			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	9/30/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	360.00	D	AC repair	Audrann Inc			1
42	9/30/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	175.00	D	Rekey and Master Cylinder	Intuit Payment Solutions,			1
43	9/30/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	16.00	D	Key Service	Intuit Payment Solutions,			1
44	9/30/23	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee	Intuit Payment Solutions,			1
45	9/30/23	901	01-111-040-0000-6560 Janitorial Supplies	546.16	D	Cleaning Supplies	Hillyard Inc			1
46	9/30/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	50.85	D	Paint supplies	Sherwin Williams Co			1
47	9/30/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	1.50	D	service fee	Invoice Cloud, Inc.			1
48	9/30/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	33.50	D	Water Filtering	Invoice Cloud, Inc.			1
49	9/30/23	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	80.00	D	Repair Lock	Intuit Payment Solutions,			1
50	9/30/23	901	01-111-041-0000-6380 Grounds Maintenance	149.37	D	Lawn Service	Trugreen Limited Partners			1
51	9/30/23	901	01-111-041-0000-6560 Janitorial Supplies	28.26	D	Toilet Bowl Cleaner	Hillyard Inc			1
52	9/30/23	901	01-111-041-0000-6560 Janitorial Supplies	58.44	D	Toilet Bowl Cleaner	Hillyard Inc			1
53	9/30/23	901	01-111-041-0000-6560 Janitorial Supplies	91.26	D	Trash Bags	Hillyard Inc			1
54	9/30/23	901	01-111-041-0000-6560 Janitorial Supplies	60.88	D	Tissue 2 Ply	Hillyard Inc			1
55	9/30/23	901	01-111-041-0000-6560 Janitorial Supplies	311.80	D	Towel Hand	Hillyard Inc			1
56	9/30/23	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	80.00	D	Lock Repair	Intuit Payment Solutions,			1
57	9/30/23	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	11.99	D	Spray Lubricant	Arrow Hardware, Inc			1
58	9/30/23	901	01-111-042-0000-6560 Janitorial Supplies	405.57	D	Cleaning Supplies	Hillyard Inc			1
59	9/30/23	901	01-111-043-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
60	9/30/23	901	01-111-043-0000-6560 Janitorial Supplies	68.18	D	Gloves	Wen-Col Inc			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	9/30/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	39.99	D	Wheel Chair Ramp	Amazon.Com, Inc.			1
62	9/30/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	69.98	D	Grinder	Amazon.Com, Inc.			1
63	9/30/23	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	153.77	D	Pest control	Plunketts Pest Control In			1
64	9/30/23	901	01-111-044-0000-6380 Grounds Maintenance	360.05	D	Lawn Service	Trugreen Limited Partners			1
65	9/30/23	901	01-111-048-0000-6560 Janitorial Supplies	28.26	D	Toilet Bowl Cleaner	Hillyard Inc			1
66	9/30/23	901	01-111-048-0000-6560 Janitorial Supplies	58.50	D	Toilet Bowl Cleaner	Hillyard Inc			1
67	9/30/23	901	01-111-048-0000-6560 Janitorial Supplies	60.88	D	Tissue 2 Ply	Hillyard Inc			1
68	9/30/23	901	01-111-048-0000-6560 Janitorial Supplies	25.56	D	Urinal Screen	Hillyard Inc			1
69	9/30/23	901	01-111-048-0000-6560 Janitorial Supplies	311.80	D	Towel Hand	Hillyard Inc			1
70	9/30/23	901	01-201-000-0000-6210 Telephone	42.94	D	1/Cell phone cord	Global Wireless, Inc.			1
71	9/30/23	901	01-201-000-0000-6210 Telephone	101.98	D	Phone case & Charger	Global Wireless, Inc.			1
72	9/30/23	901	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1
73	9/30/23	901	01-201-000-0000-6261 Conference & Training	925.00	D	Mission Critical Concepts Trng	A & S Training, Llc			1
74	9/30/23	901	01-201-000-0000-6293 Gun Permit Expenses	17.12	D	2/Permit to Carry-VOID	United States Postal Serv			1
75	9/30/23	901	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
76	9/30/23	901	01-201-000-0000-6293 Gun Permit Expenses	8.56	D	Void Permit to Carry	United States Postal Serv			1
77	9/30/23	901	01-201-000-0000-6320 Vehicle Maintenance	284.79	D	Blankets for Squads/emergency	Amazon.Com, Inc.			1
78	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	284.99	D	2/Hats	Let It Ride Tack And Appa			1
79	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	479.97	D	C.Forystek & K Woltman Hats	Boot Barn, Inc.			1
80	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	75.60	D	10/Hat covers	Boot Barn, Inc.			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	159.99	D	Hat	Boot Barn, Inc.			1
82	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	159.99	D	J.Miller-Hat	Boot Barn, Inc.			1
83	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	159.99	D	1/Hat	Boot Barn, Inc.			1
84	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	319.98	D	2/Hats	Boot Barn, Inc.			1
85	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	83.93	D	Covers for Hats	Amazon.Com, Inc.			1
86	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	419.97	D	3/Stetson Straw Hats	Boot Barn, Inc.			1
87	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	279.98	D	2/Stetson Straw Hats	Boot Barn, Inc.			1
88	9/30/23	901	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	279.98	D	2/Stetson Straw Hats	Boot Barn, Inc.			1
89	9/30/23	901	01-201-000-0000-6410 Office Supplies	11.85	D	flash drive	Amazon.Com, Inc.			1
90	9/30/23	901	01-201-000-0000-6410 Office Supplies	92.84	D	Rug,Stationary,Dry Erase,Board	Target Corporation			1
91	9/30/23	901	01-201-000-0000-6410 Office Supplies	79.39	D	Magnet & Velcro	Fleet Farm Group, Llc			1
92	9/30/23	901	01-201-000-0000-6438 K-9 Expenses	76.99	D	K9 Food	Farmers Feed & Pet Sply			1
93	9/30/23	901	01-201-000-0000-6801 Misc Expense	21.55	D	10/storage bins for squads	Lowes Companies, Inc.			1
94	9/30/23	901	01-201-000-0103-6320 Squad 7410 Maintenance	26.46	D	10/storage bins for squads	Lowes Companies, Inc.			1
95	9/30/23	901	01-201-000-0107-6320 Squad 7407 Maintenance	26.46	D	10/storage bins for squads	Lowes Companies, Inc.			1
96	9/30/23	901	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	Geotabs - Admin, SCSO, DC	T-Mobile Usa, Inc.			1
97	9/30/23	901	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	Geotabs - Admin, SCSO, DC	T-Mobile Usa, Inc.			1
98	9/30/23	901	01-201-000-0121-6320 Squad 121 Maintenance	26.46	D	10/storage bins for squads	Lowes Companies, Inc.			1
99	9/30/23	901	01-201-000-0124-6320 20 Chevy Silverado maintenance	11.98	D	10/storage bins for squads	Lowes Companies, Inc.			1
100	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	75.06	D	Misc items for trailer	Lowes Companies, Inc.			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	23.58	D	2/Alum agl	Lowes Companies, Inc.			1
102	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	20.39	D	1/Dry Erase	Target Corporation			1
103	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	112.77	D	Batteries,Dry Erase, Clips	Target Corporation			1
104	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	65.86	D	Misc items for EOC trlr	Lowes Companies, Inc.			1
105	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	62.98	D	2/Wheel Chocks	Wen-Col Inc			1
106	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	253.12	D	Battery & cover	Block, Inc.			1
107	9/30/23	901	01-201-000-0125-6320 21 EOC Trailer Maintenance	26.46	D	10/storage bins for squads	Lowes Companies, Inc.			1
108	9/30/23	901	01-204-000-0000-6320 Repairs & Maintenance	6.43	D	Marine Weld	Fleet Farm Group, Llc			1
109	9/30/23	901	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Geotabs - Admin, SCSO, DC	T-Mobile Usa, Inc.			1
110	9/30/23	901	01-251-000-0000-6406 Program Supplies	12.84	D	inmate music	Sirius Xm Radio Inc.			1
111	9/30/23	901	01-251-000-0000-6406 Program Supplies	85.88	D	hulu- inmates tv	Hulu, Llc			1
112	9/30/23	901	01-251-000-0000-6406 Program Supplies	68.00	D	roku for inmates	Wal-Mart Stores, Inc.			1
113	9/30/23	901	01-251-000-0000-6451 Operating Supplies	109.22	D	SECURITY KEY RINGS	Amazon.Com, Inc.			1
114	9/30/23	901	01-251-000-0000-6562 Gas & Oil	56.10	D	transport fuel	Chs Inc			1
115	9/30/23	901	01-251-000-0000-6801 Misc Expense	12.72	D	securuty detail- meal	Morrison Management Spec			1
116	9/30/23	901	01-251-000-0000-6801 Misc Expense	13.05	D	securuty detail- meal	Morrison Management Spec			1
117	9/30/23	901	01-251-000-0000-6801 Misc Expense	11.82	D	securuty detail- meal	Morrison Management Spec			1
118	9/30/23	901	01-251-000-0000-6801 Misc Expense	17.02	D	transport meal	Raising Cane's Restaurant			1
119	9/30/23	901	01-252-000-0000-6215 Postage	9.49	D	Mail letter	United States Postal Serv			1
120	9/30/23	901	01-252-000-0000-6270 Chemical Testing	246.56	D	Gloves	Henry Schein, Inc.			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	9/30/23	901	01-252-000-0000-6851 Juvenile/Adult Incentives	34.34	C	Credit Caseys	Casey's General Stores In			1
122	9/30/23	901	01-252-000-0000-6851 Juvenile/Adult Incentives	34.34	D	Moving on Pizza Party	Casey's General Stores In			1
123	9/30/23	901	01-252-000-0000-6851 Juvenile/Adult Incentives	34.34	D	Moving on Pizza Party	Casey's General Stores In			1
124	9/30/23	901	01-252-775-0000-6330 Travel Expenses - CCA	667.44	D	Hotel Directors Conference	Madden Brothers Inc			1
125	9/30/23	901	01-252-775-0000-6330 Travel Expenses - CCA	667.44	D	Hotel Directors Conference	Madden Brothers Inc			1
126	9/30/23	901	01-252-775-0000-6330 Travel Expenses - CCA	26.47	D	Director Training meal	Grandma's Inc			1
127	9/30/23	901	01-252-775-0000-6330 Travel Expenses - CCA	576.42	D	Director's training hotel	Zenith Assets Company Ll			1
128	9/30/23	901	01-252-775-0000-6330 Travel Expenses - CCA	13.52	D	Director's training Lunch	Northland Restaurant Grou			1
129	9/30/23	901	01-253-000-0000-6380 Grounds Maintenance	162.14	D	Lawn Service	Trugreen Limited Partners			1
130	9/30/23	901	01-253-000-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
131	9/30/23	901	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monhtly Subscrition	Basecamp, Llc			1
132	9/30/23	901	01-281-000-0000-6261 Conference & Training	30.74	D	ICS 300 Training Class 3 days	Fareway Stores, Inc			1
133	9/30/23	901	01-281-000-0000-6261 Conference & Training	135.24	D	ICS 300 Training Class 3 days	Kwik Trip Inc			1
134	9/30/23	901	01-281-000-0000-6261 Conference & Training	50.98	D	ICS 300 Training Class 3 days	Fareway Stores, Inc			1
135	9/30/23	901	01-281-000-0000-6330 Travel Expenses	615.00	D	AMEM Conf Lodging	Breezy Point Internation			1
136	9/30/23	901	01-281-000-0000-6410 Office Supplies	82.26	D	Office Supplies	Office Depot			1
137	9/30/23	901	01-281-000-0000-6410 Office Supplies	6.99	D	Batteries for Weather Radios	Harbor Freight Tools Usa			1
138	9/30/23	901	01-281-000-0000-6410 Office Supplies	339.04	C	Refund for training supplies	Office Depot			1
139	9/30/23	901	01-281-000-0000-6410 Office Supplies	550.67	D	Training Supplies	Office Depot			1
140	9/30/23	901	01-281-000-0000-6806 Skywarn System	1,503.99	D	ICS 300 Training 3 days food	Hy-Vee, Inc.			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	9/30/23	901	01-281-000-1001-6801 CERT Program Expenditures	50.00	C	Pavillion Deposit Refund	City Of Owatonna			1
142	9/30/23	901	01-481-460-6009-6434 Medical Supplies	9.21	D	QA: Medical Supplies	Amazon.Com, Inc.			1
143	9/30/23	901	01-481-460-6009-6434 Medical Supplies	4.90	D	QA: Medical Supplies	Amazon.Com, Inc.			1
144	9/30/23	901	01-481-460-6009-6434 Medical Supplies	57.84	D	QA: Medical Supplies	Amazon.Com, Inc.			1
145	9/30/23	901	01-481-460-6009-6465 Patient Supplies & Services	39.54	D	QA: Client Supplies	Amazon.Com, Inc.			1
146	9/30/23	901	01-481-460-6009-6465 Patient Supplies & Services	11.95	D	QA: Patient Supplies	Amazon.Com, Inc.			1
147	9/30/23	901	01-481-460-6012-6465 Patient Supplies & Services	141.55	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
148	9/30/23	901	01-481-461-6059-6464 General Supplies & Outreach	60.00	D	SF: Incentives	Target Corporation			1
149	9/30/23	901	01-481-461-6066-6410 Office Supplies	35.62	C	MDH: Tax Credit	Ikea US Retail Llc			1
150	9/30/23	901	01-481-461-6066-6464 General Supplies & Outreach	17.16	D	MDH: SHOC Training	Hat Trick Pizza Inc			1
151	9/30/23	901	01-481-461-6066-6464 General Supplies & Outreach	24.00	D	MDH: General Supplies	Amazon.Com, Inc.			1
152	9/30/23	901	01-481-462-6047-6261 Conference & Training	37.50	D	CID/COVID: Vaccine Workshop	State Of Minnesota			1
153	9/30/23	901	01-481-462-6047-6261 Conference & Training	37.50	D	CID/COVID: Vaccine Workshop	State Of Minnesota			1
154	9/30/23	901	01-481-464-6061-6261 Conference & Training	1.61	D	CID/COVID: Vaccine Workshop	State Of Minnesota			1
155	9/30/23	901	01-481-464-6061-6261 Conference & Training	37.50	D	CID/COVID: Vaccine Workshop	Health E Learning And			1
156	9/30/23	901	01-481-464-6061-6261 Conference & Training	37.50	D	CID/COVID: Vaccine Workshop	Health E Learning And			1
157	9/30/23	901	01-481-464-6061-6261 Conference & Training	1.61	D	CID/COVID: Vaccine Workshop	State Of Minnesota			1
158	9/30/23	901	01-481-464-6061-6464 General Supplies & Outreach	23.97	D	COVID: Supplies	Wal-Mart Stores, Inc.			1
159	9/30/23	901	01-481-465-6057-6261 Conference & Training	250.00	D	LPHG: Training	Minnesota Government Fina			1
160	9/30/23	901	01-502-000-0000-6560 Janitorial Supplies	28.27	D	Toilet Bowl Cleaner	Hillyard Inc			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	9/30/23	901	01-502-000-0000-6560 Janitorial Supplies	273.77	D	Trash Bags	Hillyard Inc			1
162	9/30/23	901	01-502-000-0000-6560 Janitorial Supplies	243.52	D	Tissue 2 Ply	Hillyard Inc			1
163	9/30/23	901	01-502-000-0000-6560 Janitorial Supplies	311.80	D	Towel Hand	Hillyard Inc			1
164	9/30/23	901	01-550-000-0000-6410 Operating Supplies - Contracts	43.94	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
165	9/30/23	901	10-000-000-0000-1001 Cash	3,057.42	C	BMO Charges Sep	BMO Charges Sep			1
166	9/30/23	901	10-301-000-0000-6410 Office Supplies	47.99	D	iPad case for HWY	Amazon.Com, Inc.			1
167	9/30/23	901	10-301-000-0000-6410 Office Supplies	59.70	D	Phone cases & screen protector	Amazon.Com, Inc.			1
168	9/30/23	901	10-301-000-0000-6410 Office Supplies	22.49	D	Otterbox case for Marta	Amazon.Com, Inc.			1
169	9/30/23	901	10-302-000-0000-6526 Csah Maint Supplies	1,745.94	D	Pipe & cable locator supplies	Paypal			1
170	9/30/23	901	10-302-000-0000-6526 Csah Maint Supplies	17.96	D	KMLN Self Lck 25Ft High V	Lowes Companies, Inc.			1
171	9/30/23	901	10-303-000-0000-6510 Engineering & Surveying Supplies	150.30	D	Boots for bridge inspections	Cabela's Wholesale, Llc			1
172	9/30/23	901	10-303-000-0000-6510 Engineering & Surveying Supplies	10.76	D	Vinegar & sponge	Fleet Farm Group, Llc			1
173	9/30/23	901	10-304-000-0000-6252 Contracted Services	26.40	D	Custom labor & Oring	Intuit Payment Solutions,			1
174	9/30/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	35.98	D	Patches for shop	Fleet Farm Group, Llc			1
175	9/30/23	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	27.98	D	Care Touch Glasses wipes	Amazon.Com, Inc.			1
176	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	39.99	D	Car charger, unit#2230	Global Wireless, Inc.			1
177	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	13.32	D	Custom labor & Oring	In Painters Gear Inc.			1
178	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	129.98	D	Hydraulic fluid	Fleet Farm Group, Llc			1
179	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	227.96	D	Hydraulic Fluid, unit#2152	Fleet Farm Group, Llc			1
180	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	97.98	D	Hydraulic fluid, unit#2152	Fleet Farm Group, Llc			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	22.18	D	Filters & paint mixer,unt#9998	Fleet Farm Group, Llc			1
182	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	22.00	D	Titan Manifold, unit#9998	Intuit Payment Solutions,			1
183	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	150.40	D	3500 Prime Valve, unit#9998	Intuit Payment Solutions,			1
184	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	85.73	D	Air freshners & hydraulic flui	Fleet Farm Group, Llc			1
185	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	1.09	D	Hex nut, unit#2211	Fleet Farm Group, Llc			1
186	9/30/23	901	10-304-000-0000-6520 Machinery/Vehicle Parts	21.46	D	Steering wheel cover, ut#2236	Fleet Farm Group, Llc			1
187	9/30/23	901	10-304-000-0000-6540 Fuel & Lubricants	99.83	D	Premium fuel, Unit#9998&2227	Kwik Trip Inc			1
188	9/30/23	901	53-000-000-0000-1001 Cash	986.27	C	BMO Charges Sep	BMO Charges Sep			1
189	9/30/23	901	53-398-000-0000-6300 Bldg Repairs & Maintenance	52.18	D	Door Supplies	Lowes Companies, Inc.			1
190	9/30/23	901	53-398-000-0000-6300 Bldg Repairs & Maintenance	521.72	D	Door Replacement	Lowes Companies, Inc.			1
191	9/30/23	901	53-398-000-0000-6300 Bldg Repairs & Maintenance	68.70	D	Door Supplies	Lowes Companies, Inc.			1
192	9/30/23	901	53-398-000-0000-6300 Bldg Repairs & Maintenance	24.67	D	Cove Entry	Lowes Companies, Inc.			1
193	9/30/23	901	53-398-000-0000-6300 Bldg Repairs & Maintenance	319.00	D	Window for Door Landfill	Lowes Companies, Inc.			1
194	9/30/23	901	70-000-000-0000-1001 Cash	122.50	C	BMO Charges Sep	BMO Charges Sep			1
195	9/30/23	901	70-000-000-0000-2162 Unapporitoned Rev Sale Forfeited Land	122.50	D	For Forfeited Land	Intuit Payment Solutions,			1
196	9/30/23	901	81-000-000-0000-1001 Cash	4,110.12	C	BMO Charges Sep	BMO Charges Sep			1
197	9/30/23	901	81-230-000-0000-6210 Telephone	85.88	D	Cable TV	Hulu, Llc			1
198	9/30/23	901	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Katuin	State Of Minnesota			1
199	9/30/23	901	81-230-000-0000-6261 Conference & Training	1,190.00	D	Supervisor Training	Nena			1
200	9/30/23	901	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Robinson	State Of Minnesota			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	9/30/23	901	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Franklin	State Of Minnesota			1
202	9/30/23	901	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Ryks	State Of Minnesota			1
203	9/30/23	901	81-230-000-0000-6410 Office Supplies	12.89	D	Wireless Mouse	Amazon.Com, Inc.			1
204	9/30/23	901	81-230-000-0000-6410 Office Supplies	9.98	D	Tape refill rolls	Amazon.Com, Inc.			1
205	9/30/23	901	81-230-000-0000-6410 Office Supplies	9.29	D	Wireless Mouse	Amazon.Com, Inc.			1
206	9/30/23	901	81-230-000-0000-6410 Office Supplies	19.78	D	Screen Protector	Amazon.Com, Inc.			1
207	9/30/23	901	81-230-000-0000-6410 Office Supplies	85.74	D	Refrigerator Filters	Amazon.Com, Inc.			1
208	9/30/23	901	81-230-000-0000-6410 Office Supplies	3.50	D	Notebooks	Wal-Mart Stores, Inc.			1
209	9/30/23	901	81-230-000-0000-6410 Office Supplies	9.97	D	Carpet Glue	Wal-Mart Stores, Inc.			1
210	9/30/23	901	81-230-000-0000-6410 Office Supplies	9.94	D	Dish Soap	Wal-Mart Stores, Inc.			1
211	9/30/23	901	81-230-000-0000-6410 Office Supplies	19.46	D	Bathroom Deoderizer	Wal-Mart Stores, Inc.			1
212	9/30/23	901	81-230-000-0000-6410 Office Supplies	11.99	D	Desk Calendar	Amazon.Com, Inc.			1
213	9/30/23	901	81-230-000-0000-6410 Office Supplies	28.07	D	Dish wand & post it notes	Amazon.Com, Inc.			1
214	9/30/23	901	81-230-000-0000-6410 Office Supplies	15.69	D	Iphone case & screen protector	Amazon.Com, Inc.			1
215	9/30/23	901	81-230-000-0000-6410 Office Supplies	7.90	D	Cell Phone Charger	Amazon.Com, Inc.			1
216	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	53.09	D	Radio Speaker	Ebay Commerce Inc			1
217	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	48.31	D	Radio Speaker	Ebay Commerce Inc			1
218	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	40.79	D	Radio Speaker	Ebay Commerce Inc			1
219	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	34.88	D	Weather Alert Radio	Amazon.Com, Inc.			1
220	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	1,975.85	D	Computer Screen	Cdw Llc			1

Description MM - SEP 2023 JE ? C1 BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	9/30/23	901	81-230-000-0000-6480 Non-Capitalized Inventory	237.12	D	Keyboard	Cdw Llc			1

Debit Total 51,282.69 Credit Total 51,282.69 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 JE - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	902	01-031-000-0000-6210 Telephone	48.73	D	Phone Charges - Verizon				1
2	9/30/23	902	01-103-000-0000-6210 Telephone	228.65	D	Phone Charges - Verizon				1
3	9/30/23	902	01-091-000-0000-6210 Telephone	126.07	D	Phone Charges - Verizon				1
4	9/30/23	902	01-111-000-0000-6210 Telephone	393.57	D	Phone Charges - Verizon				1
5	9/30/23	902	01-252-000-0000-6210 Telephone	672.22	D	Phone Charges - Verizon				1
6	9/30/23	902	01-251-000-0000-6210 Telephone	179.92	D	Phone Charges - Verizon				1
7	9/30/23	902	01-281-000-0000-6210 Telephone	186.20	D	Phone Charges - Verizon				1
8	9/30/23	902	01-602-000-0000-6210 Telephone	22.11	D	Phone Charges - Verizon				1
9	9/30/23	902	01-032-000-0000-6210 Telephone	92.46	D	Phone Charges - Verizon				1
10	9/30/23	902	01-061-000-0000-6210 Telephone	83.74	D	Phone Charges - Verizon				1
11	9/30/23	902	01-105-000-0000-6210 Telephone	174.92	D	Phone Charges - Verizon				1
12	9/30/23	902	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	9/30/23	902	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	9/30/23	902	01-253-000-0000-6210 Telephone	43.73	D	Phone Charges - Verizon				1
15	9/30/23	902	01-481-460-6009-6210 Telephone	43.73	D	Phone Charges - QA				1
16	9/30/23	902	01-481-460-6009-6210 Telephone	43.73	D	Phone Charges - QA				1
17	9/30/23	902	01-481-460-6012-6210 Telephone	43.73	D	Phone Charges - LTC				1
18	9/30/23	902	01-481-461-6040-6210 Telephone	43.73	D	Phone Charges - WIC				1
19	9/30/23	902	01-481-460-6011-6210 Telephone	21.86	D	Phone Charges - CTC				1
20	9/30/23	902	01-481-462-6047-6210 Telephone	21.87	D	Phone Charges - CID				1

Description MM - SEP 2023 JE - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/23	902	01-481-461-6040-6210 Telephone	32.80	D	Phone Charges - WIC				1
22	9/30/23	902	01-481-461-6030-6210 Telephone	10.93	D	Phone Charges - MCH				1
23	9/30/23	902	01-481-460-6009-6210 Telephone	43.73	D	Phone Charges - QA				1
24	9/30/23	902	01-481-461-6059-6210 Telephone	10.93	D	Phone Charges - SEMN				1
25	9/30/23	902	01-481-461-6034-6210 Telephone	32.80	D	Phone Charges - TANF				1
26	9/30/23	902	01-481-461-6059-6210 Telephone	43.72	D	Phone Charges - SEMN				1
27	9/30/23	902	01-481-460-6009-6210 Telephone	43.72	D	Phone Charges - QA				1
28	9/30/23	902	01-481-460-6009-6210 Telephone	43.72	D	Phone Charges - QA				1
29	9/30/23	902	01-481-460-6009-6210 Telephone	43.72	D	Phone Charges - QA				1
30	9/30/23	902	01-481-461-6059-6210 Telephone	21.86	D	Phone Charges - SEMN				1
31	9/30/23	902	01-481-461-6040-6210 Telephone	13.12	D	Phone Charges - WIC				1
32	9/30/23	902	01-481-462-6047-6210 Telephone	8.74	D	Phone Charges - CID				1
33	9/30/23	902	01-481-460-6012-6210 Telephone	43.72	D	Phone Charges - LTC				1
34	9/30/23	902	01-481-460-6012-6210 Telephone	65.39	D	Phone Charges - LTC				1
35	9/30/23	902	01-481-461-6040-6210 Telephone	43.72	D	Phone Charges - WIC				1
36	9/30/23	902	01-481-460-6012-6210 Telephone	48.72	D	Phone Charges - LTC				1
37	9/30/23	902	01-481-465-6057-6210 Telephone	43.72	D	Phone Charges - LPHG				1
38	9/30/23	902	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - LPHG				1
39	9/30/23	902	01-481-460-6012-6210 Telephone	29.23	D	Phone Charges - LTC				1
40	9/30/23	902	01-481-464-6052-6210 Telephone	19.49	D	Phone Charges - PHEP				1

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 JE - C2 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	9/30/23	902	01-201-000-0000-6211 Radio-Computers-Cameras	880.38	D	Squad Connections - Verizon				1
42	9/30/23	902	01-201-000-0000-6210 Telephone	1,059.28	D	Phone Charges - Verizon				1
43	9/30/23	902	01-000-000-0000-1001 Cash	5,204.45	C	Verizon Charges Sep				1
44	9/30/23	902	10-301-000-0000-6210 Telephone	1,398.36	D	Phone Charges - Verizon				1
45	9/30/23	902	10-000-000-0000-1001 Cash	1,398.36	C	Phone Charges - Verizon				1
46	9/30/23	902	53-398-000-0000-6210 Telephone	83.74	D	Phone Charges - Verizon				1
47	9/30/23	902	53-000-000-0000-1001 Cash	83.74	C	Phone Charges - Verizon				1

Debit Total 6,686.55 Credit Total 6,686.55 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 JE ? C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	903	01-111-050-0000-6320 Vehicle Repairs & Maintenance	465.34	D	Enterprise Full Maint Fee Admn				1
2	9/30/23	903	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee DC				1
3	9/30/23	903	01-251-000-0000-6320 Vehicle Maintenance	85.00	D	Enterprise Citation Fee DC				1
4	9/30/23	903	01-000-000-0000-1001 Cash	977.83	C	Admin-DC Enterprise Sep 2023				1
5	9/30/23	903	01-111-050-0000-6347 Enterprise Fleet Leasing	7,255.56	D	County Fleet Lease - Sep 23				1
6	9/30/23	903	01-201-000-0000-6347 Enterprise Fleet Leasing	11,299.75	D	Sheriff Fleet Lease - Sep 23				1
7	9/30/23	903	01-000-000-0000-1001 Cash	18,555.31	C	Fleet Lease Payments - Sep 23				1
8	9/30/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	9/30/23	903	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	9/30/23	903	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	9/30/23	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	9/30/23	903	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	9/30/23	903	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	9/30/23	903	01-201-000-0107-6320 Squad 7407 Maintenance	47.61	D	Oil Change				1
15	9/30/23	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	9/30/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	9/30/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	933.82	D	Brake pad, Rotor/Disc, Diagnos				1
18	9/30/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	324.90	D	Oil, Alignment, Filter, Tire R				1
19	9/30/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	9/30/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	337.95	D	Diagnos, Sensors and Switches				1

Description MM - SEP 2023 JE ? C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	146.38	D	Oil, Wiper blades, Air filter				1
22	9/30/23	903	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
23	9/30/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	9/30/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	48.04	D	Oil Change				1
25	9/30/23	903	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	9/30/23	903	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	9/30/23	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VH55				1
28	9/30/23	903	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
29	9/30/23	903	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	9/30/23	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	9/30/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	9/30/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	101.50	D	Battery service				1
33	9/30/23	903	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	9/30/23	903	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
35	9/30/23	903	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
36	9/30/23	903	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
37	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	95.61	D	FVM - Monthly Lease -274XD8				1
38	9/30/23	903	01-201-000-0000-6600 Capital Outlay	45,279.63	D	Cap Price Reduction - 274XD8				1
39	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	95.61	D	FVM - Monthly Lease - 274XDM				1
40	9/30/23	903	01-201-000-0000-6600 Capital Outlay	45,279.63	D	Cap Price Reduction - 274XDM				1

Description MM - SEP 2023 JE ? C3 ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XM2				1
42	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XM2				1
43	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XM3				1
44	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XM3				1
45	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XM5				1
46	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XM5				1
47	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XPR				1
48	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XPR				1
49	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XPV				1
50	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XPV				1
51	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.65	D	Fleet Vehicle Maint - 274XQ6				1
52	9/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	TITLE ONLY-DMV FEE - 274XQ6				1
53	9/30/23	903	01-000-000-0000-1001 Cash	93,186.78	C	Sheriff Enterprise - Sep 2023				1

Debit Total 112,719.92 Credit Total 112,719.92 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - SEPTEMBER 2023 JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	904	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	37,257.36	D	Mortgage Tax				1
2	9/30/23	904	72-000-000-0000-1001 Cash	1,117.72	C	Mortgage Tax				1
3	9/30/23	904	72-000-000-0000-1001 Cash	36,139.64	C	Mortgage Tax				1
4	9/30/23	904	01-000-000-0000-1001 Cash	1,117.72	D	Mortgage Tax				1
5	9/30/23	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,117.72	C	Mortgage Tax				1
6	9/30/23	904	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	58,544.82	D	Deed Tax				1
7	9/30/23	904	72-000-000-0000-1001 Cash	1,756.34	C	Deed Tax				1
8	9/30/23	904	72-000-000-0000-1001 Cash	56,788.48	C	Deed Tax				1
9	9/30/23	904	01-000-000-0000-1001 Cash	1,756.34	D	Deed Tax				1
10	9/30/23	904	01-003-000-0000-5014 State Deed Tax Revenue	1,756.34	C	Deed Tax				1
11	9/30/23	904	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,222.00	D	Sales Tax				1
12	9/30/23	904	72-000-000-0000-1001 Cash	5,222.00	C	Sales Tax				1
13	9/30/23	904	53-398-000-0000-6540 Machine Fuel	272.00	D	Usage Diesel Tax				1
14	9/30/23	904	53-000-000-0000-1001 Cash	272.00	C	Usage Diesel Tax				1
15	9/30/23	904	53-398-000-0000-6540 Machine Fuel	141.65	D	Diesel Tax				1
16	9/30/23	904	53-000-000-0000-1001 Cash	141.65	C	Diesel Tax				1
17	9/30/23	904	10-304-000-0000-6522 Diesel Fuel Tax	419.52	D	Diesel Tax				1
18	9/30/23	904	10-000-000-0000-1001 Cash	419.52	C	Diesel Tax				1
19	9/30/23	904	01-003-000-0000-6961 Visa One Card Program	42,547.38	D	BMO One Card Payment				1
20	9/30/23	904	01-000-000-0000-1001 Cash	42,547.38	C	BMO One Card Payment				1

Description MM - SEPTEMBER 2023 JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/23	904	53-398-000-0000-6801 General Expense	631.86	D	Landfill CC Fees				1
22	9/30/23	904	53-000-000-0000-1001 Cash	631.86	C	Landfill CC Fees				1
23	9/30/23	904	01-254-000-0000-6801 Misc. Expense	238,692.56	D	Dispatch Oper Costs Q3 Steele				1
24	9/30/23	904	01-000-000-0000-1001 Cash	238,692.56	C	Dispatch Oper Costs Q3 Steele				1
25	9/30/23	904	81-000-000-0000-1001 Cash	238,692.56	D	Dispatch Oper Costs Q3 Steele				1
26	9/30/23	904	81-230-000-0000-5251 Revenue From Other Counties	238,692.56	C	Dispatch Oper Costs Q3 Steele				1
27	9/30/23	904	01-252-000-0000-6540 Gas & Oil	43.97	D	WEX Enterprise Payment Sep2023				1
28	9/30/23	904	01-251-000-0000-6562 Gas & Oil	19.06	D	WEX Enterprise Payment Sep2023				1
29	9/30/23	904	01-000-000-0000-1001 Cash	63.03	C	WEX Enterprise Payment Sep2023				1
30	9/30/23	904	01-111-000-0000-6540 Gas & Oil	90.12	D	WEX NASPO Payment Sep 2023				1
31	9/30/23	904	01-521-000-0000-6540 Gas & Oil	88.30	D	WEX NASPO Payment Sep 2023				1
32	9/30/23	904	01-000-000-0000-1001 Cash	178.42	C	WEX NASPO Payment Sep 2023				1
33	9/30/23	904	01-032-000-0000-6260 Background Checks	203.04	D	Background Check - Multi Dept				1
34	9/30/23	904	01-000-000-0000-1001 Cash	203.04	C	Background Check - Multi Dept				1
35	9/30/23	904	01-111-043-0000-6250 Utilities	52.93	D	OPU Payment Invoice # 718547				1
36	9/30/23	904	01-000-000-0000-1001 Cash	52.93	C	OPU Payment Invoice # 718547				1
37	9/30/23	904	01-111-043-0000-6250 Utilities	122.70	D	OPU Payment Invoice # 705296				1
38	9/30/23	904	01-000-000-0000-1001 Cash	122.70	C	OPU Payment Invoice # 705296				1
39	9/30/23	904	01-111-043-0000-6250 Utilities	531.73	D	OPU Payment Invoice # 718546				1
40	9/30/23	904	01-000-000-0000-1001 Cash	531.73	C	OPU Payment Invoice # 718546				1

Description MM - SEPTEMBER 2023 JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	9/30/23	904	01-502-000-0000-6250 Utilities	329.32	D	OPU Payment Invoice # 718550				1
42	9/30/23	904	01-000-000-0000-1001 Cash	329.32	C	OPU Payment Invoice # 718550				1
43	9/30/23	904	10-304-000-0000-6514 Utility Services	36.94	D	OPU Payment Invoice # 718553				1
44	9/30/23	904	10-000-000-0000-1001 Cash	36.94	C	OPU Payment Invoice # 718553				1
45	9/30/23	904	01-111-047-0000-6250 Utilities	33.45	D	OPU Payment Invoice # 716285				1
46	9/30/23	904	01-000-000-0000-1001 Cash	33.45	C	OPU Payment Invoice # 716285				1
47	9/30/23	904	01-111-041-0000-6250 Utilities	1,711.69	D	OPU Payment Invoice # 718556				1
48	9/30/23	904	01-000-000-0000-1001 Cash	1,711.69	C	OPU Payment Invoice # 718556				1
49	9/30/23	904	01-111-042-0000-6250 Utilities	6,939.61	D	OPU Payment Invoice # 718555				1
50	9/30/23	904	01-000-000-0000-1001 Cash	6,939.61	C	OPU Payment Invoice # 718555				1
51	9/30/23	904	01-111-040-0000-6250 Utilities	8,397.94	D	OPU Payment Invoice # 718557				1
52	9/30/23	904	01-000-000-0000-1001 Cash	8,397.94	C	OPU Payment Invoice # 718557				1
53	9/30/23	904	01-111-044-0000-6250 Utilities	19,273.24	D	OPU Payment Invoice # 718563				1
54	9/30/23	904	01-000-000-0000-1001 Cash	19,273.24	C	OPU Payment Invoice # 718563				1
55	9/30/23	904	10-304-000-0000-6514 Utility Services	4,676.92	D	OPU Payment Invoice # 718562				1
56	9/30/23	904	10-000-000-0000-1001 Cash	4,676.92	C	OPU Payment Invoice # 718562				1
57	9/30/23	904	01-201-296-0000-6250 T#9 Utilities	354.96	D	OPU Payment Invoice # 718561				1
58	9/30/23	904	01-000-000-0000-1001 Cash	354.96	C	OPU Payment Invoice # 718561				1
59	9/30/23	904	81-230-000-0000-5511 Charges For Services	480.00	D	Correct Receipt 232208				1
60	9/30/23	904	81-230-000-0000-5831 Misc Revenue	480.00	C	Correct Receipt 232208				1

Description MM - SEPTEMBER 2023 JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis

Debit Total 668,681.69 Credit Total 668,681.69 Net: 0.00

Description MM - 2023 SEPTEMBER POSTAGE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	905	01-031-000-0000-6215 Postage	14.49	D	Postage - Admin				1
2	9/30/23	905	01-103-000-0000-6215 Postage	130.65	D	Postage - Assessor				1
3	9/30/23	905	01-041-000-0000-6215 Postage	151.04	D	Postage - Auditor				1
4	9/30/23	905	01-063-000-0000-6215 Postage	13.38	D	Postage - Auditor Elections				1
5	9/30/23	905	01-251-000-0000-6215 Postage	12.24	D	Postage - Detention Center				1
6	9/30/23	905	01-602-000-0000-6215 Postage	374.40	D	Postage - Extension				1
7	9/30/23	905	01-550-000-0000-6215 Postage	1.26	D	Postage - Four Seasons				1
8	9/30/23	905	01-032-000-0000-6215 Postage	6.30	D	Postage - Human Resources				1
9	9/30/23	905	01-062-000-0000-6802 Internal Chargeback	757.80	D	Postage - Court Admin				1
10	9/30/23	905	01-062-000-0000-6802 Internal Chargeback	65.85	D	Postage - MRCI				1
11	9/30/23	905	01-105-000-0000-6215 Postage	99.71	D	Postage - Planning and Zoning				1
12	9/30/23	905	01-252-000-0000-6215 Postage	362.55	D	Postage - CCA				1
13	9/30/23	905	01-101-000-0000-6215 Postage	367.95	D	Postage - Recorder				1
14	9/30/23	905	01-042-000-0000-6215 Postage	208.53	D	Postage - Treasurer				1
15	9/30/23	905	01-121-000-0000-6215 Postage	35.37	D	Postage - Veterans				1
16	9/30/23	905	01-481-460-6009-6215 Postage	14.10	D	Postage - QA				1
17	9/30/23	905	01-481-460-6011-6215 Postage	150.66	D	Postage - CTC				1
18	9/30/23	905	01-481-461-6030-6215 Postage	33.03	D	Postage - MCH				1
19	9/30/23	905	01-481-461-6025-6215 Postage	33.70	D	Postage - FAP/HCB/FC				1
20	9/30/23	905	01-481-465-6057-6215 Postage	3.57	D	Postage - LPHG/INF/ENV/MISC				1

Description MM - 2023 SEPTEMBER POSTAGE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	9/30/23	905	01-481-461-6040-6215 Postage	7.65	D	Postage - WIC				1
22	9/30/23	905	01-481-460-6012-6215 Postage	58.98	D	Postage - LTC				1
23	9/30/23	905	01-062-000-0000-6215 Postage	2,903.21	C	GF Postage Allocation				1
24	9/30/23	905	10-301-000-0000-6215 Postage	2.52	D	Highway Postage				1
25	9/30/23	905	10-000-000-0000-1001 Cash	2.52	C	Highway Postage				1
26	9/30/23	905	01-000-000-0000-1001 Cash	2.52	D	Highway Postage				1
27	9/30/23	905	01-062-000-0000-5831 Miscellaneous	2.52	C	Highway Postage				1
28	9/30/23	905	53-398-000-0000-6215 Postage	31.89	D	Landfill Postage				1
29	9/30/23	905	53-000-000-0000-1001 Cash	31.89	C	Landfill Postage				1
30	9/30/23	905	01-000-000-0000-1001 Cash	31.89	D	Landfill Postage				1
31	9/30/23	905	01-062-000-0000-5831 Miscellaneous	31.89	C	Landfill Postage				1

Debit Total 2,972.03 Credit Total 2,972.03 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - SEP 2023 INVESTMENTS C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	906	01-003-000-0000-5710 Interest From Investments	121,943.08	C	Sep Interest From Investments				1
2	9/30/23	906	01-003-000-0000-5710 Interest From Investments	669.11	C	Sep Interest ROI				1
3	9/30/23	906	01-000-000-0000-1001 Cash	124,013.61	D	Sep Investment				1
4	9/30/23	906	01-003-000-0000-5710 Interest From Investments	2,011.76	C	Sep Interest Adjustment				1
5	9/30/23	906	01-003-000-0000-6801 General Expense	610.34	D	Sep Investment Adjustment				1
6	9/30/23	906	75-000-000-0000-1001 Cash	140.68	D	Sep 2023 Missing Heir Interest				1
7	9/30/23	906	75-870-000-0000-5710 Interest	140.68	C	Sep 2023 Missing Heir Interest				1

Debit Total 124,764.63 Credit Total 124,764.63 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - OCT 2023 JE - C1 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	901	01-031-000-0000-6210 Telephone	48.75	D	Phone Charges - Verizon				1
2	10/31/23	901	01-103-000-0000-6210 Telephone	228.75	D	Phone Charges - Verizon				1
3	10/31/23	901	01-091-000-0000-6210 Telephone	122.51	D	Phone Charges - Verizon				1
4	10/31/23	901	01-111-000-0000-6210 Telephone	393.75	D	Phone Charges - Verizon				1
5	10/31/23	901	01-252-000-0000-6210 Telephone	672.50	D	Phone Charges - Verizon				1
6	10/31/23	901	01-251-000-0000-6210 Telephone	180.00	D	Phone Charges - Verizon				1
7	10/31/23	901	01-281-000-0000-6210 Telephone	186.26	D	Phone Charges - Verizon				1
8	10/31/23	901	01-602-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
9	10/31/23	901	01-032-000-0000-6210 Telephone	92.50	D	Phone Charges - Verizon				1
10	10/31/23	901	01-061-000-0000-6210 Telephone	83.76	D	Phone Charges - Verizon				1
11	10/31/23	901	01-105-000-0000-6210 Telephone	175.00	D	Phone Charges - Verizon				1
12	10/31/23	901	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	10/31/23	901	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	10/31/23	901	01-253-000-0000-6210 Telephone	43.75	D	Phone Charges - Verizon				1
15	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
16	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
17	10/31/23	901	01-481-460-6012-6210 Telephone	43.75	D	Phone Charges - LTC				1
18	10/31/23	901	01-481-461-6040-6210 Telephone	43.75	D	Phone Charges - WIC				1
19	10/31/23	901	01-481-460-6011-6210 Telephone	21.87	D	Phone Charges - CTC				1
20	10/31/23	901	01-481-462-6047-6210 Telephone	21.88	D	Phone Charges - CID				1

Description MM - OCT 2023 JE - C1 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/23	901	01-481-461-6040-6210 Telephone	32.81	D	Phone Charges - WIC				1
22	10/31/23	901	01-481-461-6030-6210 Telephone	10.94	D	Phone Charges - MCH				1
23	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
24	10/31/23	901	01-481-461-6059-6210 Telephone	10.94	D	Phone Charges - SEMN				1
25	10/31/23	901	01-481-461-6034-6210 Telephone	32.81	D	Phone Charges - TANF				1
26	10/31/23	901	01-481-461-6059-6210 Telephone	43.75	D	Phone Charges - SEMN				1
27	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
28	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
29	10/31/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
30	10/31/23	901	01-481-461-6059-6210 Telephone	21.88	D	Phone Charges - SEMN				1
31	10/31/23	901	01-481-461-6040-6210 Telephone	13.12	D	Phone Charges - WIC				1
32	10/31/23	901	01-481-462-6047-6210 Telephone	8.75	D	Phone Charges - CID				1
33	10/31/23	901	01-481-460-6012-6210 Telephone	43.75	D	Phone Charges - LTC				1
34	10/31/23	901	01-481-460-6012-6210 Telephone	42.41	D	Phone Charges - LTC				1
35	10/31/23	901	01-481-461-6040-6210 Telephone	43.75	D	Phone Charges - WIC				1
36	10/31/23	901	01-481-460-6012-6210 Telephone	48.75	D	Phone Charges - LTC				1
37	10/31/23	901	01-481-465-6057-6210 Telephone	43.75	D	Phone Charges - LPHG				1
38	10/31/23	901	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - LPHG				1
39	10/31/23	901	01-481-460-6012-6210 Telephone	29.25	D	Phone Charges - LTC				1
40	10/31/23	901	01-481-464-6052-6210 Telephone	19.50	D	Phone Charges - PHEP				1

Description MM - OCT 2023 JE - C1 VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/23	901	01-201-000-0000-6211 Radio-Computers-Cameras	880.26	D	Squad Connections - Verizon				1
42	10/31/23	901	01-201-000-0000-6210 Telephone	1,060.00	D	Phone Charges - Verizon				1
43	10/31/23	901	01-000-000-0000-1001 Cash	5,192.75	C	Verizon Charges Oct				1
44	10/31/23	901	10-301-000-0000-6210 Telephone	617.55	D	Phone Charges - Verizon				1
45	10/31/23	901	10-000-000-0000-1001 Cash	617.55	C	Phone Charges - Verizon				1
46	10/31/23	901	53-398-000-0000-6210 Telephone	83.76	D	Phone Charges - Verizon				1
47	10/31/23	901	53-000-000-0000-1001 Cash	83.76	C	Phone Charges - Verizon				1

Debit Total 5,894.06 Credit Total 5,894.06 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - OCTOBER 2023 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	902	01-111-050-0000-6320 Vehicle Repairs & Maintenance	366.97	D	Enterprise Full Maint Fee Admn				1
2	10/31/23	902	01-251-000-0000-6320 Vehicle Maintenance	427.49	D	Enterprise Full Maint Fee DC				1
3	10/31/23	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	1,915.76	D	Enterprise Maint- Labor & Mat				1
4	10/31/23	902	01-000-000-0000-1001 Cash	2,710.22	C	Admin-DC Enterprise Oct 2023				1
5	10/31/23	902	01-111-050-0000-6347 Enterprise Fleet Leasing	7,008.67	D	County Fleet Lease - Oct 23				1
6	10/31/23	902	01-201-000-0000-6347 Enterprise Fleet Leasing	11,233.63	D	Sheriff Fleet Lease - Oct 23				1
7	10/31/23	902	01-000-000-0000-1001 Cash	18,242.30	C	Fleet Lease Payments - Oct 23				1
8	10/31/23	902	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	10/31/23	902	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	10/31/23	902	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	10/31/23	902	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	10/31/23	902	01-201-000-0106-6320 Squad 7424 Maintenance	109.98	D	Oil Change				1
13	10/31/23	902	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	10/31/23	902	01-201-000-0107-6320 Squad 7407 Maintenance	66.20	D	Oil Change & Washer fluid				1
15	10/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	10/31/23	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	10/31/23	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	10/31/23	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	10/31/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	10/31/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Description MM - OCTOBER 2023 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	10/31/23	902	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
23	10/31/23	902	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VH55				1
24	10/31/23	902	01-201-000-0112-6320 Squad 7406 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
25	10/31/23	902	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	10/31/23	902	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	10/31/23	902	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
28	10/31/23	902	01-201-000-0116-6320 Squad 116 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	10/31/23	902	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	10/31/23	902	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	10/31/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
32	10/31/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Monthly Lease -274XD8				1
33	10/31/23	902	01-201-000-0120-6320 Squad 7402 Maintenance	52.00	D	Initial Reg -DMV FEE - 274XD8				1
34	10/31/23	902	01-201-000-0121-6320 Squad 121 Maintenance	84.68	D	Monthly Lease - 274XDM				1
35	10/31/23	902	01-201-000-0122-6320 Squad 7409 Maintenance	52.00	D	Initial Reg - DMV FEE - 274XDM				1
36	10/31/23	902	01-201-000-0123-6320 Squad 7423 Maintenance	5.00	D	Fleet Vehicle Maint - 274XM2				1
37	10/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maint - 274XM3				1
38	10/31/23	902	01-201-000-0000-6600 Capital Outlay	5.00	D	Fleet Vehicle Maint - 274XM5				1
39	10/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maint - 274XPR				1
40	10/31/23	902	01-201-000-0000-6600 Capital Outlay	5.00	D	Fleet Vehicle Maint - 274XPV				1

Steele County

JOURNAL ENTRIES

Description MM - OCTOBER 2023 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maint - 274XQ6				1
42	10/31/23	902	01-000-000-0000-1001 Cash	719.74	C	Sheriff Enterprise - Oct 2023				1

Debit Total 21,672.26 Credit Total 21,672.26 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	903	01-000-000-0000-1001 Cash	6,214.28	D	BMO One Card Allocation Oct				1
2	10/31/23	903	01-003-000-0000-6961 Visa One Card Program	36,754.12	C	BMO Charges Oct				1
3	10/31/23	903	01-003-000-0000-6194 Personnel Policy	21.48	D	Coffee for Arbitration Hearing				1
4	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	5.00	C	Credit for overcharge				1
5	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	23.61	D	Employee Wellness Event				1
6	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	987.10	D	Employee Wellness Event				1
7	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	19.46	D	Employee Wellness Event				1
8	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	13.42	D	Supplies for EE Picnic				1
9	10/31/23	903	01-003-010-0000-6820 Wellness Grant Expense	170.65	D	Food for EE Picnic				1
10	10/31/23	903	01-005-000-0000-6261 Conference & Training	291.38	D	AMC Legislative Conf Krueger				1
11	10/31/23	903	01-005-000-0000-6261 Conference & Training	291.38	D	AMC Legislative Conf Gnemi				1
12	10/31/23	903	01-005-000-0000-6261 Conference & Training	120.00	D	Facilitation Training				1
13	10/31/23	903	01-005-000-0000-6330 Travel Expenses	271.52	D	AMC Lodging- Credited 10/23				1
14	10/31/23	903	01-031-000-0000-6261 Conference & Training	481.48	D	MACA training				1
15	10/31/23	903	01-032-000-0000-6245 Recruiting/Advertising	240.00	D	Job Posting Dir Prop Tax & Ele				1
16	10/31/23	903	01-032-000-0000-6261 Conference & Training	534.70	D	Julie MCHRMA Conf				1
17	10/31/23	903	01-032-000-0000-6261 Conference & Training	534.70	D	Gina MCHRMA Conf				1
18	10/31/23	903	01-032-000-0000-6801 General Expense	468.00	D	Survey Monkey Renewal				1
19	10/31/23	903	01-032-010-0000-6464 General Supplies - Wellness	54.68	D	Medicine Balls				1
20	10/31/23	903	01-044-000-0000-6261 Conference & Training	275.00	D	2023 MNGFOA Conference				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/23	903	01-044-000-0000-6330 Travel Expenses	408.63	D	Walstrom Hotel Stay - MN GFOA				1
22	10/31/23	903	01-061-000-0000-6260 Computer Support	1,743.48	C	Reversing Overpayment				1
23	10/31/23	903	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management				1
24	10/31/23	903	01-061-000-0000-6260 Computer Support	424.00	D	Performance Mgmt SW				1
25	10/31/23	903	01-061-000-0000-6410 Office Supplies	98.94	D	Equipment for IT				1
26	10/31/23	903	01-061-000-0000-6410 Office Supplies	39.00	D	Standing Desk Controller				1
27	10/31/23	903	01-061-000-0000-6410 Office Supplies	31.13	D	Power Strip				1
28	10/31/23	903	01-062-000-0000-6801 General Expense	6,557.12	D	Monthly AWS storage costs				1
29	10/31/23	903	01-091-000-0000-6330 Travel Expenses	108.17	D	Lodging for witness				1
30	10/31/23	903	01-091-000-0000-6330 Travel Expenses	108.17	D	Lodging for witness				1
31	10/31/23	903	01-091-000-0000-6410 Office Supplies	40.33	D	file sorter - flash drives				1
32	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
33	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
34	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
35	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
36	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
37	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Marriage Certificate Postage				1
38	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
39	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
40	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1

Steele County
JOURNAL ENTRIES

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
42	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
43	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
44	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
45	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
46	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
47	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
48	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
49	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
50	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
51	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
52	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
53	10/31/23	903	01-101-000-0000-6215 Postage	28.75	D	Passport Postage				1
54	10/31/23	903	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	38.49	D	Keyboard for REC				1
55	10/31/23	903	01-103-000-0000-6301 Equip/Software Maint	550.00	D	CO STAR NEWSPAPERS SUB.				1
56	10/31/23	903	01-103-000-0000-6410 Office Supplies	144.74	D	MISC. OFFICE SUPPLIES				1
57	10/31/23	903	01-103-000-0000-6410 Office Supplies	342.87	D	AMAZON EQUIPMENT FOR DESKS				1
58	10/31/23	903	01-103-000-0000-6501 Publications/Manuals	18.87	D	MONTHLY PEOPLE'S PRESS SUB.				1
59	10/31/23	903	01-111-000-0000-6261 Conference & Training	245.00	D	Boiler Exam				1
60	10/31/23	903	01-111-000-0000-6304 Equipment Maintenance & Repairs	24.95	D	Fix Tier				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	10/31/23	903	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Admin, DC, SO Fleet GeoTabs				1
62	10/31/23	903	01-111-000-0000-6410 Office Supplies	19.98	D	Phone Case				1
63	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,331.00	D	Air Handle Unit Repair				1
64	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	76.24	D	Ballast				1
65	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	503.46	D	Oasis Bottle filler				1
66	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	151.25	D	Vacuum Repair				1
67	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	2.99	D	Supplies for AC unit				1
68	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	307.03	D	Chiller Unit Repair				1
69	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	46.00	D	AC Unit Repair				1
70	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	25.15	D	batteries for fire system				1
71	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	45.71	D	AC Unit Repair				1
72	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	111.70	D	Couplings and Dryer				1
73	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	720.00	D	refrigerant				1
74	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee				1
75	10/31/23	903	01-111-040-0000-6300 Bldg Repairs & Maintenance	4.29	D	Funnels for Boilers				1
76	10/31/23	903	01-111-040-0000-6380 Grounds Maintenance	806.92	D	Lawn Service				1
77	10/31/23	903	01-111-040-0000-6560 Janitorial Supplies	5.56	D	Cleaning Supplies				1
78	10/31/23	903	01-111-040-0000-6560 Janitorial Supplies	601.22	D	Janitorial supplies				1
79	10/31/23	903	01-111-040-0000-6801 General Expense	171.98	D	office supplies				1
80	10/31/23	903	01-111-041-0000-6300 Bldg Repairs & Maintenance	4.29	D	Funnels for Boilers				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	10/31/23	903	01-111-041-0000-6380 Grounds Maintenance	149.37	D	Lawn Service				1
82	10/31/23	903	01-111-042-0000-6300 Bldg Repairs & Maintenance	4.29	D	Funnels for Boilers				1
83	10/31/23	903	01-111-042-0000-6380 Grounds Maintenance	112.33	D	Lawn Service				1
84	10/31/23	903	01-111-042-0000-6560 Janitorial Supplies	59.97	D	Lids for Recycling bins				1
85	10/31/23	903	01-111-042-0000-6560 Janitorial Supplies	451.41	D	Janitorial supplies				1
86	10/31/23	903	01-111-042-0000-6560 Janitorial Supplies	48.76	D	Garbage bags				1
87	10/31/23	903	01-111-042-0000-6560 Janitorial Supplies	119.91	D	Recycling Cans				1
88	10/31/23	903	01-111-043-0000-6300 Bldg Repairs & Maintenance	9.99	D	Garden hose				1
89	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	44.36	D	Belts				1
90	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	23.92	D	Flag Pole Cables				1
91	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	19.96	D	Cooler Caulk				1
92	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	44.77	D	Dimming LED Driver				1
93	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	520.00	D	Shower Doors				1
94	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	84.07	D	Pest control				1
95	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	34.49	D	Pressure washer Nozzle				1
96	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	4.29	D	Funnels for Boilers				1
97	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	82.52	D	Pipes and Glue				1
98	10/31/23	903	01-111-044-0000-6300 Bldg Repairs & Maintenance	69.99	D	RTU's Drains				1
99	10/31/23	903	01-111-044-0000-6380 Grounds Maintenance	915.90	D	Lawn Service				1
100	10/31/23	903	01-201-000-0000-6210 Telephone	64.41	D	Replacement-Clip & Case				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	10/31/23	903	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan				1
102	10/31/23	903	01-201-000-0000-6215 Postage	10.40	D	Uniform patches mailed				1
103	10/31/23	903	01-201-000-0000-6261 Conference & Training	75.00	D	DMT-G Recert training				1
104	10/31/23	903	01-201-000-0000-6261 Conference & Training	75.00	D	DMT-G Recert training				1
105	10/31/23	903	01-201-000-0000-6285 Firearms/Ammo Training	9.99	D	1/40 mm launcher				1
106	10/31/23	903	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music				1
107	10/31/23	903	01-201-000-0000-6410 Office Supplies	47.60	D	office batteries				1
108	10/31/23	903	01-201-000-0000-6410 Office Supplies	96.41	D	Misc Office Supplies				1
109	10/31/23	903	01-201-000-0000-6410 Office Supplies	64.95	D	Keystand for Sgts Office				1
110	10/31/23	903	01-201-000-0000-6438 K-9 Expenses	76.99	D	K9 Food				1
111	10/31/23	903	01-201-000-0000-6438 K-9 Expenses	84.14	D	3/night stay-k9				1
112	10/31/23	903	01-201-000-0000-6562 Gas & Oil Squads	45.75	D	Fuel for 7401-pumps down				1
113	10/31/23	903	01-201-000-0000-6562 Gas & Oil Squads	34.47	D	Fuel for 7414 - pumps down				1
114	10/31/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	33.99	D	1/MDC battery				1
115	10/31/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	Admin, DC, SO Fleet GeoTabs				1
116	10/31/23	903	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	Admin, DC, SO Fleet GeoTabs				1
117	10/31/23	903	01-204-000-0000-6410 Supplies	504.59	D	Boat & Water supplies				1
118	10/31/23	903	01-251-000-0000-6211 Radio - Computers - Cameras	24.00	D	computer mount				1
119	10/31/23	903	01-251-000-0000-6211 Radio - Computers - Cameras	13.34	D	Cables for Sergeants Office				1
120	10/31/23	903	01-251-000-0000-6211 Radio - Computers - Cameras	772.12	D	signature pads-intake				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	10/31/23	903	01-251-000-0000-6261 Conference & Training	150.00	D	medical conf				1
122	10/31/23	903	01-251-000-0000-6261 Conference & Training	250.00	C	conference refund				1
123	10/31/23	903	01-251-000-0000-6261 Conference & Training	250.00	D	sheriff's conference				1
124	10/31/23	903	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Admin, DC, SO Fleet GeoTabs				1
125	10/31/23	903	01-251-000-0000-6330 Travel Expenses	132.12	D	overnight transport				1
126	10/31/23	903	01-251-000-0000-6406 Program Supplies	12.84	D	PROGRAM MUSIC				1
127	10/31/23	903	01-251-000-0000-6406 Program Supplies	155.20	D	inmate supplies				1
128	10/31/23	903	01-251-000-0000-6406 Program Supplies	85.88	D	programs tv				1
129	10/31/23	903	01-251-000-0000-6432 Medical Payments	132.99	D	medical supplies- diab. tests				1
130	10/31/23	903	01-251-000-0000-6451 Operating Supplies	49.48	D	dvd's- bookings				1
131	10/31/23	903	01-251-000-0000-6560 Janitorial Supplies	73.23	D	laundry detergent				1
132	10/31/23	903	01-251-000-0000-6560 Janitorial Supplies	21.44	D	laundry det				1
133	10/31/23	903	01-251-000-0000-6562 Gas & Oil	24.07	D	transport fuel				1
134	10/31/23	903	01-251-000-0000-6801 Misc Expense	11.76	D	staff photos				1
135	10/31/23	903	01-251-000-0000-6801 Misc Expense	5.88	D	staff photos				1
136	10/31/23	903	01-251-000-0000-6801 Misc Expense	5.95	D	screen protect				1
137	10/31/23	903	01-251-000-0000-6801 Misc Expense	34.00	C	tv remote				1
138	10/31/23	903	01-251-000-0000-6801 Misc Expense	236.00	D	tv				1
139	10/31/23	903	01-251-000-0000-6801 Misc Expense	34.99	D	hanging strips				1
140	10/31/23	903	01-251-000-0000-6801 Misc Expense	41.43	D	picture frames				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	10/31/23	903	01-251-000-0000-6801 Misc Expense	59.00	D	microwave				1
142	10/31/23	903	01-251-000-0000-6801 Misc Expense	159.00	D	Fairbo Job Fair Recruit CO				1
143	10/31/23	903	01-252-000-0000-6261 Conference & Training	145.12	D	Advisoryboardcatering				1
144	10/31/23	903	01-252-000-0000-6410 Office Supplies	14.24	D	Index cards/business holder				1
145	10/31/23	903	01-252-000-0000-6540 Gas & Oil	10.00	D	Car Wasg				1
146	10/31/23	903	01-252-000-0000-6851 Juvenile/Adult Incentives	8.99	D	2024 Planner				1
147	10/31/23	903	01-252-775-0000-6261 Conference & Training - CCA Subsidy	359.00	D	TrainingFemaleenforces				1
148	10/31/23	903	01-252-775-0000-6261 Conference & Training - CCA Subsidy	359.00	D	TrainingFemaleenfocers				1
149	10/31/23	903	01-252-775-0000-6261 Conference & Training - CCA Subsidy	939.84	D	Strengthfinder training				1
150	10/31/23	903	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly subscription				1
151	10/31/23	903	01-281-000-0000-6261 Conference & Training	675.00	D	AMEM Conf Registration Fees				1
152	10/31/23	903	01-281-074-0000-6480 Non-Capitalized Inventory	39.99	D	Conference Rm Keyboard				1
153	10/31/23	903	01-481-460-6009-6330 Travel Expenses	138.51	D	QA: HC Conference Lodging				1
154	10/31/23	903	01-481-460-6009-6434 Medical Supplies	8.98	D	QA: Patient & Medical Supplies				1
155	10/31/23	903	01-481-460-6009-6465 Patient Supplies & Services	45.88	D	QA: Patient & Medical Supplies				1
156	10/31/23	903	01-481-460-6012-6261 Conference & Training	2.47	D	LTC: MN Board of Social Work				1
157	10/31/23	903	01-481-460-6012-6261 Conference & Training	115.00	D	LTC: MN Board of Social Work				1
158	10/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	84.95	D	LTC: Patient Supplies				1
159	10/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	27.99	D	LTC: Patient Supplies				1
160	10/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	36.99	D	LTC: Patient Supplies				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	10/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	22.39	D	LTC: Patient Supplies				1
162	10/31/23	903	01-481-460-6012-6465 Patient Supplies & Services	24.49	D	LTC: Patient Supplies				1
163	10/31/23	903	01-481-461-6030-6261 Conference & Training	1.83	D	MCH: Nursing License Renewal				1
164	10/31/23	903	01-481-461-6030-6261 Conference & Training	85.00	D	MCH: Nursing License Renewal				1
165	10/31/23	903	01-481-461-6030-6464 General Supplies & Outreach	11.89	D	WIC/MCH: White Bags & Calendar				1
166	10/31/23	903	01-481-461-6040-6410 Office Supplies	9.98	D	WIC/MCH: White Bags & Calendar				1
167	10/31/23	903	01-481-461-6040-6464 General Supplies & Outreach	16.68	D	WIC: General Supplies				1
168	10/31/23	903	01-481-461-6059-6464 General Supplies & Outreach	21.98	D	SF: Incentives				1
169	10/31/23	903	01-481-461-6066-6410 Office Supplies	38.47	D	MDH: YOLO Office Furnishings				1
170	10/31/23	903	01-481-461-6066-6410 Office Supplies	149.99	D	MDH: YOLO Office Furnishings				1
171	10/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	157.00	D	MDH: Supplies				1
172	10/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	54.53	D	MDH: YOLO Meeting				1
173	10/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	77.18	D	MDH: Supplies				1
174	10/31/23	903	01-481-461-6066-6464 General Supplies & Outreach	28.46	D	MDH: Meeting Food				1
175	10/31/23	903	01-481-461-6068-6261 Conference & Training	599.60	D	SF: MESCH Conference				1
176	10/31/23	903	01-481-465-6057-6330 Travel Expenses	408.63	D	LPHG: MGFOA Conference				1
177	10/31/23	903	01-481-465-6057-6410 Office Supplies	24.99	D	LPHG: Office Supplies				1
178	10/31/23	903	01-502-000-0000-6380 Grounds Maintenance	70.21	D	Lawn Service				1
179	10/31/23	903	01-502-000-0000-6380 Grounds Maintenance	61.26	D	Lawn Service				1
180	10/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	263.02	D	Ice Making Hose				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	10/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	31.00	D	Custodial supplies				1
182	10/31/23	903	01-550-000-0000-6410 Operating Supplies - Contracts	94.50	D	Misc. Shop Supplies				1
183	10/31/23	903	10-000-000-0000-1001 Cash	5,148.23	C	BMO Charges Oct				1
184	10/31/23	903	10-301-000-0000-6410 Office Supplies	19.18	D	(2) calculators				1
185	10/31/23	903	10-302-000-0000-6261 Conference & Training	390.00	D	MN Fall Expo - Maint staff				1
186	10/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	45.91	D	(2) brushes & bulk hardware				1
187	10/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	42.68	D	(2) brushes & bulk hardware				1
188	10/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	45.91	C	Return (2) brushes & hardware				1
189	10/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	87.05	D	Alarm Batteries				1
190	10/31/23	903	10-304-000-0000-6511 Maint Shop Supplies & Materials	4.29	D	Funnels for Boilers				1
191	10/31/23	903	10-304-000-0000-6512 Bldg Repair & Maintenance	438.00	D	Door handle				1
192	10/31/23	903	10-304-000-0000-6512 Bldg Repair & Maintenance	100.30	D	Door Supplies				1
193	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	68.57	D	Hydraulic fluid & funnel				1
194	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	523.77	D	Window & weatherstrip #9980				1
195	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	34.80	D	Air filter & sleeve, unit#2217				1
196	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	14.99	D	Cig lighter adaptor, unit#2217				1
197	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	8.57	D	Versa strap, unit#2236				1
198	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	583.65	D	Cutter Assembly, unit#2212				1
199	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	964.94	D	Cutter unit & blade assembly				1
200	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	5.99	D	Weatherstripping, unit#2236				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	959.38	D	Drive Shaft & blades				1
202	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	607.06	D	Blades				1
203	10/31/23	903	10-304-000-0000-6520 Machinery/Vehicle Parts	46.96	D	Ball & hitch mounts, unit#2236				1
204	10/31/23	903	10-304-000-0000-6540 Fuel & Lubricants	85.69	D	Fuel for gas cans, unit#9998				1
205	10/31/23	903	10-304-000-0000-6540 Fuel & Lubricants	51.54	D	Fuel, unit#2235				1
206	10/31/23	903	10-304-000-0000-6540 Fuel & Lubricants	60.82	D	Fuel, unit#2160				1
207	10/31/23	903	10-304-000-0000-6540 Fuel & Lubricants	50.00	D	Fuel, unit#2193				1
208	10/31/23	903	38-000-000-0000-1001 Cash	326.81	C	BMO Charges Oct				1
209	10/31/23	903	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	326.81	D	Office chair wheels				1
210	10/31/23	903	81-000-000-0000-1001 Cash	739.24	C	BMO Charges Oct				1
211	10/31/23	903	81-230-000-0000-6210 Telephone	85.88	D	Cable TV				1
212	10/31/23	903	81-230-000-0000-6261 Conference & Training	50.00	D	BCA Training Madison Kramer				1
213	10/31/23	903	81-230-000-0000-6330 Travel Expenses	215.64	D	Derrek Matson Training Hotel				1
214	10/31/23	903	81-230-000-0000-6330 Travel Expenses	215.64	D	John Wunderlich Hotel Training				1
215	10/31/23	903	81-230-000-0000-6410 Office Supplies	24.99	C	Weather Band Antenna				1
216	10/31/23	903	81-230-000-0000-6410 Office Supplies	34.88	C	Weather Alert Radio				1
217	10/31/23	903	81-230-000-0000-6410 Office Supplies	79.98	D	Copy Paper				1
218	10/31/23	903	81-230-000-0000-6410 Office Supplies	111.14	D	Ink Toner Cartridge				1
219	10/31/23	903	81-230-000-0000-6410 Office Supplies	15.84	D	Bubble Mailing Envelopes				1
220	10/31/23	903	81-230-000-0000-6480 Non-Capitalized Inventory	24.99	D	Weather Band Antenna				1

Description MM - OCT 2023 - BMO - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1		Desc 2		RC1	RC2	Basis
			Debit Total	45,106.66		Credit Total	45,106.66	Net:	0.00			

PERSONNEL REPORT
November 14, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Madilyn Trupe	Road Deputy/Sheriff's Office	B25/1	11/13/23
Jeremy Zierden	Appraiser III/Assessor's Office	C43/4	12/06/23

Resignations/Retirements/Terminations:

Name	*Position*	*Department*	*End Date*
Joel Jandt	Correctional Officer	Detention Center	11/10/23
Jordynn Finer	HR Generalist/Benefit Specialist	HR Dept.	11/13/23
Brenda Blood	Interim County Auditor	Auditor's Office	11/17/23

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Correctional Officer	Detention Center	Backfill Jandt
HR Generalist/Benefits Specialist	HR Department	Backfill Finer

2. Reclassification Recommendation and Action:

Name	*Current Classification/Rating*	*New Classification/Rating*	*Effective Date*
Christine Laue	Technical Clerk I/B22	Elections Specialist/B23	11/20/23

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Correctional Officer (3)	Det. Center/Sheriff's Office	Recruiting & backgrounding 2
Road Deputy (3)	Sheriff's Office	Recruiting & 1 in background
Care Coordinator/Case Manager	Public Health	Offer Made
Property Tax & Elections Director	Auditor's Office	Offer Made
Finance Director	Finance	Recruiting
Asst. County Attorney I/II/Sr.	County Attorney's Office	Interviewing
Public Health Specialist	Public Health	Preparing to Post/Recruit
Permit/Maintenance Tech	Highway	Offer Pending

Open Positions – In Committee:

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

Steele County
Agenda Item

Subject: INTERAGENCY AGREEMENT WITNESSETH (MN PRARIE/CCA MHS FUNDS)

Department: Community Corrections

Committee Meeting Date: October 11, 2023

Board Meeting Date: October 24, 2023

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

Policy Committee Recommendation:

Committee recommends approving the 2024 Interagency Agreement between MN Prairie and Steele County Community Corrections to accept Mental Health Screening Funds and authorizes the Community Corrections Director to sign.

Recommendation:

Provide permission to Steele County Community Corrections Director to sign Interagency Agreement between MN Prairie and Steele County Community Corrections.

Background *(Including Budget Impact)*:

The attached Interagency Agreement is regarding Mental Health Screening grant funds through the Minnesota Department of Human Services. Steele County Community Corrections submits Mental Health Screening data to MN Prairie annually. Per statute these screens are subject to reimbursement per a DHS process. This Agreement will allow Steele County Community Corrections to submit service invoices to MN Prairie from January 1, 2024 – December 31, 2024, which will not exceed $11,428.72.

Attachments:

1. Interagency Agreement Witnesseth

INTERAGENCY AGREEMENT
WITNESSETH

This Agreement is made and entered into by and between the MNPrairie County Alliance, 22 East 6th Street, Dept 401, Mantorville, MN 55955 hereafter referred to as “MNPrairie”, and the Steele County Community Corrections, 631 N Cedar Ave, Suite #100, Owatonna, MN 55060hereafter referred to as “Community Corrections.”

WHEREAS, in consideration of the mutual understanding and agreements set forth, MNPrairie and Court Services agree as follows:

1. Term
   The term of this Agreement shall be from January 1, 2024, through December 31, 2024.

2. Services
   Community Corrections will utilize services as outlined within the Children’s Mental Health Screening Grant as follows:
   - BRASS Code 405: $ 6,300.00
   - BRASS Code 457: $ 5,128.72

   Total Available: $ 11,428.72

3. Payment for Services:
   Services arranged through Community Corrections shall comply with the BRASS Codes noted above and invoices for such services shall be sent within 15 days of receipt to:

   patricia.harrelson@MNPrairie.gov

   MNPrairie shall pay invoices presented to it under the Children’s Mental Health Screening Grant for Steele County Community Corrections. No changes shall be made without written permission of the Minnesota Department of Human Services (DHS) through communication with Patricia Harrelson at MNPrairie. No changes may be requested after July 31, 2024.

4. Assignments:
   Neither MNPrairie, nor Community Corrections shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

5. Amendments:
   This Agreement may be supplemented, amended, or revised only in writing by agreement of both parties.

IN WITNESS WHEREOF, MNPrairie, and Community Corrections have executed this Agreement as of the day and year first written above.

Steele County Community Corrections

BY:__________________________________ DATED:________________________________

Timothy Schammel, Director Court Services

MNPrairie County Alliance

DocuSigned by:

BY: Jane Hardwick DATED: 8/22/2023

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Jane Hardwick, Executive Director

Steele County Agenda Item

Subject: Ditch Levies

Department: Auditor's Office

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Committee recommends approving the Ditch Levies payable for 2024

Recommendation:

Approve ditch levies for pay 2024

Background *(Including Budget Impact)*:

There are 30 drainage ditch systems in Steele County. An annual review of the individual ditch fund balances and potential pending maintenance concerns is completed by the Interim County Auditor and the Ditch Inspectors for the following year. Once the review has been completed, a percentage of total benefits is determined along with the levied amounts to be added as a special assessment for payable 2024 property taxes.

Attachments:

Ditch levy spreadsheet

DITCH FUND BALANCES THRU JUNE 2023

Dodge
Rice
Freeborn
Waseca

ASSES CODE	DITCH	ACCT#	TOTAL BENEFITS	5% LEVY	BALANCE 1/1/2023	EXPENSES	REVENUE	BALANCE 6/30/2023	Proposed 2024 LEVY	Levy Amount
7001	J.D. 1	631	308,856.00	15,442.80	(14,470.13)	59,220.51	5,518.36	(68,172.28)	2.50%	7,721.40
7000	J.D. 2 RED	665	822,556.00	41,127.80	167,792.75	3,953.18	13,158.42	176,997.99	2.00%	16,451.12
7005	J.D. 5	634	26,311.50	1,315.58	(49,161.45)	697.83	2,636.35	(47,222.93)	20.00%	5,262.30
7025	J.D. 6	635	7,849,874.00	392,493.70	165,895.23	1,123.06	24,807.11	189,579.28	0.50%	39,249.37
7007	J.D. 7	636	25,358.58	1,267.93	17,480.84	75.06	0.00	17,405.78		0.00
7010	J.D. 10	633	18,905.00	945.25	(63,078.03)	2,930.81	2,878.95	(63,129.89)	20.00%	3,781.00
7011	J.D. 11	637	169,866.00	8,493.30	43,861.47	75.06	3,069.57	46,855.98	2.00%	3,397.32
7012	J.D. 12	638	54,381.06	2,719.05	14,891.54	254.33	1,706.97	16,344.18	2.50%	1,359.53
7019	J.D. 19	662				125.66	0.00	(125.66)		0.00
7023	J.D. 23	639	90,292.00	4,514.60	20,888.28	195.34	2,574.03	23,266.97	2.50%	2,257.30
7024	J.D. 24	640	25,401,704.00	1,270,085.20	(180,202.40)	30,150.80	34,173.12	(176,180.08)	0.10%	25,401.70
7101	C.D. 1	641	843,477.00	42,173.85	51,699.43	75.06	5,052.36	56,676.73	1.00%	8,434.77
7100	C.D. 1 CH BR	642	7,084.60	354.23	(4,197.31)	74.96	968.67	(3,303.60)	20.00%	1,416.92
7102	C.D. 2	643	272,319.00	13,615.95	(11,464.99)	74.96	4,351.63	(7,188.32)	3.00%	8,169.57
7104	C.D. 4	644	1,404,494.80	70,224.74	56,717.72	74.96	4,668.14	61,310.90	0.50%	7,022.47
7105	C.D. 5	645	3,565,913.90	178,295.70	(36,369.77)	2,878.46	18,080.61	(21,167.62)	1.00%	35,659.14
7119	C.D.19	646	57,940.00	2,897.00	18,238.63	74.96	579.40	18,743.07	1.00%	579.40
7120	C.D. 20	647	987,867.00	49,393.35	(2,071.63)	85.40	4,545.14	2,388.11	0.50%	4,939.34
7128	C.D. 21	648	5,267,334.00	263,366.70	44,278.85	$305.96	$8,963.25	52,936.14	0.25%	13,168.34
7130	C.D. 22	649	5,133,603.00	256,680.15	13,571.10	74.96	7,628.53	21,124.67	0.25%	12,834.01
7123	C.D. 23	650	24,715.59	1,235.78	5,054.65	74.96	748.56	5,728.25	5.00%	1,235.78
7124	C.D. 24	651	20,433.00	1,021.65	615.26	74.96	843.31	1,383.61	8.00%	1,634.64
7125	C.D. 25	652	56,074.81	2,803.74	(10,137.33)	74.96	3,000.68	(7,211.61)	11.00%	6,168.23
7129	C.D. 27	653	544,593.00	27,229.65	(20,621.07)	158.96	2,990.34	(17,789.69)	1.00%	5,445.93
7207	PTD 7	654	2,354,086.00	117,704.30	91,488.62	$74.96	$4,399.82	95,813.48	0.10%	2,354.09
7208	PTD 8	655	27,591.00	1,379.55	12,311.44	494.96	4,479.22	16,295.70	5.00%	1,379.55
7209	PTD 9	656	47,126.38	2,356.32	4,326.98	169.47	1,458.62	5,616.13	5.00%	2,356.32
7210	PTD 10	657	6,037.50	301.88	256.21	74.97	150.97	332.21	8.00%	483.00
7211	PTD 11	658	31,758.95	1,587.95	(60,073.79)	74.97	3,461.40	(56,687.36)	20.00%	6,351.79
7217	PTD 17	659	20,387.20	1,019.36	4,518.42	211.47	1,150.55	5,457.50	5.00%	1,019.36
7218	PTD 18	660	14,752.93	737.65	5,113.94	74.96	182.63	5,221.61	2.50%	368.82
				2,772,784.69	287,153.46	104,080.92	168,226.71	351,299.25		225,902.50

Steele County Agenda Item

Subject: Office Space Lease Agreement - MNPrairie

Department: Administrator's Office

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Recommendation:
Approve 2024 office lease agreement with MN Prairie and authorize Chair to sign agreement

Background (*Including Budget Impact*):

MN Prairie (14,336 square feet) leases office space from the County in the Administration Center. Since MN Prairie is a “arms length" agency of the county using federal funds, we are restricted by federal regulations to charge them an amount that cannot exceed our cost to provide the service. The proposed 2024 annual lease rate is $192,961.

Attachments: Proposed 2024 Lease for MN Prairie

LEASE OF COMMERCIAL SPACE

THIS AGREEMENT, by and between Steele County (the County), Lessor, and Minnesota Prairie County Alliance (MNPrairie), Lessee.

WITNESSETH, that the Lessor in consideration of rents and covenants herein mentioned, does hereby lease to the Lessee, and the Lessee does hereby take from the Lessor, the premises described below in the County of Owatonna, State of Minnesota.

1. Term: (1) year commencing January 1, 2024.

2. Commencement of Lease: The date upon which the term of this lease begins is referred to as the "commencement date" and shall be deemed to be the date which occurs on the first date following delivery of possession.

3. Rent: Rent shall be payable as follows: The annual lease shall be $182,961.00 which the Lessee shall pay in quarterly installments of $45,740.25 These rental amounts shall be due in the first month of each calendar quarter, payments beginning January 1, 2024 and in the first month of each successive quarter during the term of this lease. There shall be no security deposit paid.

4. Scope of Lease: Payment of rent **will** cover the following items:

- Approximately 14,336 square feet of office space currently being occupied by employees of Lessee located at 630 Florence Avenue, Owatonna, MN 55060.
- Use of shared conference rooms and other common areas that are presently shared with other employees of Steele County.
- Parking
- Utilities, including water, sewer, gas and electricity
- Garbage and recycling management
- Maintenance of real property
- Lawn care
- Snow removal
- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Access key for existing staff with a to be determined charge for new staff
- Real property insurance

The rent payment **will not** cover the following items:

- Copy machines
- Paper shredding
- MNPrairie owned vehicles
- Furniture

- Future physical plant modifications will be discussed on a case by case basis

5. Use: Exclusive use – Lessor agrees that provided Lessee is not in default herein under during the term of this lease, and any extensions or renewals thereof, Lessors will not lease any portion of the building to any other Lessee.

6. Premises: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor, for the term upon and conditions herein provided, the premises described herein.

7. Care of Property: Lessor and Lessee will keep said premises in a neat, clean, and respectful condition. If Lessee believes an unclean condition exists on the property they shall give notice of the same, including the specific conditions which need to be remedied and the Lessor shall have 30 days in which to cure such condition.

8. Sub-lease or Assignment: Lessee will not assign or underlet said premises or any part thereof without the written consent of Lessor.

9. Renewal: This lease will expire December 31, 2024. The parties can agree to a one year renewal. Unless otherwise agreed to by both parties prior to the expiration date no renewal will be issued. If no renewal is issued by December 31, 2024, all items of the Lessee must be removed from the premises.

10. Taxes: The Lessor shall pay as due all real estate taxes due on the subject property. Payment shall be made directly to the appropriate county officer.

11. Insurance: The Lessor shall maintain insurance on the property and the Lessee shall maintain insurance applicable to its personal property.

12. Maintenance, repairs, and alterations: Routine maintenance which shall include but not be limited to, to light bulbs, cleaning supplies and floor coverings shall be the responsibility of Lessor. In addition, major repairs will be the responsibility of Lessor, unless the negligence and/or abuse of Lessee is the reason for any malfunction or damage.

13. Utilities: The Lessor agrees to pay for all water, light, heat, and other utilities used herein during the term of this lease. Said Lessor is solely responsible for payment of such debts incurred for such use of utilities and will hold the Lessee harmless for any delinquency that may incur from Lessor's non-payment.

14. Waiver and Indemnity: Lessor (including their officers, employees, agents and representatives) shall not be liable to Lessee or those claiming by, through or under Lessee for any injury, death, or property damage occurring in, on or about the property except for negligence directly attributable to the Lessor.

15. Casualty: If the premises or the project shall be partially damaged by fire, or other cause, the Lessor shall at their option, either:

a) undertake to restore such damages with all due diligence; or

b) in the event the premises are damaged by fire or other cause to the extent that damage cannot in Lessor's sole judgment be economically repaired within 30 days after the date of such damage, the lease shall be terminated unless otherwise agreed upon by both the Lessor and Lessee.

16. Default: If the Lessee defaults on this lease, the Lessors may use any legal remedy recognized by laws of the State of Minnesota.

17. Parking of vehicles: Lessee agrees that they shall park no private vehicles or Lessee owned vehicles in locations that are designated for public use.

IN TESTIMONY WHEREOF, both parties have signed this lease the date herein first above written.

____
Lessor, Steele County Board Chair

____
Lessee, MNPrairie Board Chair

Steele County
Agenda Item

Subject: MRCI Lease – Administration Center

Department: Administrator's Office

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Recommendation:

Approve 2024 office space lease for MRCI

Background *(Including Budget Impact)*:

The County leases 1566 sq ft of office space in the lower level of the Administration Center to MRCI, who works with MN Prairie to provide employment services. The proposed 2024 lease is $26,070 annually ($16.65/sq ft), which represents a 4% increase over the 2023 rate.

Attachments:

2024 MRCI Lease

LEASE OF COMMERCIAL SPACE

THIS AGREEMENT is by and between Steele County (the "County"), Lessor, and MRCI WorkSource (MRCI), Lessee.

In consideration of the mutual covenant contained herein, the partied agree as follows:

Section One
Description of Premises

Lessors lease to the Lessee the portion of the premises located at 630 Florence Avenue, City of Owatonna, County of Steele, State of Minnesota, described as follows:

1,566 square feet of office space located on the garden floor of the Steele County Administration Center

Section Two
Term

The term of this lease is for twelve months beginning January 1, 2024 and terminating on December 31, 2024.

Section Three
Rent

Rent shall be payable as follows: the annual lease shall be twenty-six thousand and seventy dollars and zero cents ($26,070.00). The Lessee shall pay in monthly payments of two-thousand one hundred and seventy-two dollars and fifty cents ($2,172.50). These rental amounts shall be on the first of each month during the calendar year, beginning January 1, 2024. There shall be no security deposit paid.

Section Four
Scope of Lease

Payment of rent will cover the following items:
- Approximately 1,566 square feet of office space as defined in Section One.
- Use of common areas that are presently shared with employees of Steele County.
- Parking
- Utilities, including water, sewer, gas and electricity.
- Garbage and recycling management.
- Maintenance of real property
- Lawn care
- Snow removal

- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Real estate taxes due on subject property
- Initial access key card as outlined in Tenant Key Card Policy
- Real property insurance
- Mail processing

The rent payment will not cover the following items:

- Copy Machines and other technology
- Paper shredding
- Furniture
- Insurance applicable to its personal property
- Future physical plant modifications will be discussed on a case-by-case basis.

Section Five
Restrictions

Lessee shall not use the premises in any manner that will increase the risks covered by insurance on the premises and result in an increase in the rate of insurance or a cancellation of any insurance policy, even if such use may be in furtherance of Lessee's business purposes. Lessee shall not keep, use or sell anything prohibited by any policy of fire insurance covering the premises necessary to keep in force the property and liability insurance. Lessee shall make no improvements to the premises without approval, in writing, from Lessors which shall not be unreasonably withheld.

Section Six
Care of Property

Lessor represents that the premises are in fit condition for use by Lessee. Acceptance of the premises by Lessee shall be construed as recognition that the premises are in a good state of repair and in sanitary condition. Lessee shall surrender the premises, in the same condition as when Lessee took possession, allowing for reasonable use and wear, and damage by acts of God, including fires and storms. Before delivery, Lessee shall remove all business signs placed on premises by Lessee and restore the portion of the premises on which they are placed in the same condition as when received.

Lessor and Lessee will keep said premises in a neat, clean and respectful condition. If Lessee believes an unclean condition exists on the property they shall give notice of the same, including the specific conditions which need to be remedied and the Lessor shall have 30 days in which to correct such condition.

Routine maintenance which shall include, but not be limited to: light bulbs, cleaning supplies and floor coverings shall be the responsibility of the Lessor. In addition, major repairs will be the responsibility of Lessor, unless the negligence and/or abuse of the Lessee is the reason for any malfunction or damage.

Section Seven
Entry of Premises by Lessor

Lessor reserve the right to enter on the premises at reasonable times to inspect them, perform required maintenance and repairs, or make additions, alterations, or modifications to any part of the building in which the premises are located. The Lessee shall permit Lessor to do so. Lessor may erect scaffolding, post relevant notices, and place moveable equipment in connection with making alterations, additions, or repairs, all without incurring liability to Lessee for disturbance of quiet enjoyment of the premises, or loss of occupation thereof.

Section Eight
Waiver and Indemnity

Lessor (including their officers, employees, agents and representative) shall not be liable to Lessee or those claiming by, through or under Lessee for any injury, death, or property damage occurring in, on or about the property except for negligence directly attributable to the Lessor.

Section Nine
Sub-Lease or Assignment

Lessee will not assign or underlet said premises or any part thereof without the written consent of the Lessor. Any unauthorized assignment, sub-lease, or license to occupy by any Lessee shall be void and shall terminate the lease at the option of the Lessor.

Section Ten
Breach

The appointment of a receiver to take possession of the assets of Lessee, a general assignment for the benefit of the creditors of Lessee, any action taken or allowed to be taken by Lessee under any bankruptcy act, or the failure of Lessee to comply with each and every term and condition of this lease shall constitute a breach of this lease. Lessee shall have 15 days after receipt of written notice from Lessor of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the 15-day period, Lessee shall have a reasonable time to correct the default if action is commenced by Lessee within 15 days after receipt of the notice.

Section Eleven
Remedies of Lessor for Breach by Lessee

In the event of a breach under this lease, Lessor may terminate the lease on giving 30-days written notice of termination to Lessee. Without such notice, re-entry will not terminate the lease. On termination Lessor may recover from Lessee all damages proximately resulting from the breach, including the cost of recovering the premises and the worth of the balance of this lease over the reasonable rental value of the premises for the remainder of the lease term, which sum shall be immediately due Lessor from Lessee.

MRCI Workforce	**Steele County**
______________________________	______________________________
By:	Steele County Administrator
Its: ______________________________	Date: ______________________________
Date: ______________________________	

Steele County Agenda Item

Subject: USICG Contract

Department: Treasurer's Office/Finance

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation: Committee recommends approving the 2024 – 2025 USICG Contract to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize the Cathy Piepho, Interim Finance Director to sign the agreement

Recommendation:

Approve the two year contract as presented to engage with USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize the Cathy Piepho, Interim Treasurer/Finance Director to sign the agreement

Background *(Including Budget Impact)*:

Attached is a two-year contract to have USICG perform the County's actuarial valuation of its Other Post-Employment Benefits (OPEB) plan as required by GASB 75. The first year of valuation will cost the County $5900, an increase of 3.5% from the previous engagement and the 2nd year of review will cost the County approx. $800 - $1000. The County has used USICG (formerly known as Hildi, Inc) for many years to conduct the required valuation of its OPEB. The County Attorney has reviewed and approved the contract.

Attachments:

USICG two year contract

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated October 17, 2023 by and between USI Consulting Group, Inc. (USICG - earlier as **Hildi Inc.**) USICG with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 with headquarters at 95 Glastonbury Blvd., Suite 102, Glastonbury, CT 06033 (hereinafter referred to as the "Consultant") and Steele County with offices located at 630 Florence Avenue, Owatonna, MN 55060 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.

2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.

3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.

4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by

Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.

6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder.

Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.

8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

   Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.

10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.

11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.

12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.

13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or

certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. Cathy Piepho
Treasurer
Steele County
630 Florence Avenue
Owatonna, MN 55060

If to Consultant: USI Consulting Group, Inc. (USICG- earlier as **Hildi Inc.**)
8000 Norman Center Drive
Suite 400
Bloomington, MN 55437
Attn: Jill Urdahl, FSA
Minnesota Practice Leader / Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.

16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.

17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.

18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.

19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: Steele County	**Consultant: USICG (earlier as Hildi Inc.)**
By: ______________________ (Authorized Signature)	By: Jill Urdahl (Authorized Signature)
Name: Cathy Piepho (Print or Type)	Name: Jill Urdahl
Title: Treasurer/Finance Director (Print or Type)	Title: Minnesota Practice Leader / Consulting Actuary
Date: ______________________	Date: October 17, 2023

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USICG (**Hildi Inc.**) Actuaries and Consultants	Consulting Actuaries	January 1, 2024	December 31, 2025

Base Fees

The approximate budget for USICG (Hildi Inc.) consulting services is as follows:

	2024 Fiscal Year	2025 Fiscal Year
GASB 75	$5,900	January 1, 2024 actuarial valuation to be used as the base results for this fiscal year. GASB 75 disclosures to be developed for the year ending December 31, 2025. Approximately $800 - $1,000
Optional: GASB 75/73/16 consulting review on the true-up benefit payment calculations. Each fiscal year it is possible for some additional fees to occur due to this request from the Company/Client on this important calculation.		

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. USICG (Hildi Inc.) will provide an electronic copy of the actuarial report. One to three hard copies of the report can be sent, too, if requested.
- A results meeting by conference call or video call to discuss the results.
- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated October 17, 2023.

Company: Steele County

____
(Authorized Signature)

____
(Date)

Consultant: USICG (earlier as Hildi Inc.)

Jill Udahl
____
(Authorized Signature)

October 17, 2023
____
(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

Steele County Agenda Item

Subject: 2024 Non-Represented Employee COLA & Market Adjustment

Department: Human Resources

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Recommendation:

Recommend approving a 3% COLA and a 2% market adjustment for all regular, non-represented employees, effective 01/01/24.

Background *(Including Budget Impact)*:

Historically, all regular, non-represented employees have received the same annual general wage increase/COLA as represented employees in the County. All but 1 of the union contracts have been settled for 2023 – 2025.

In addition, the County recently completed a limited scope market salary study, which indicated in the aggregate that in some cases the minimum, mid-point, and maximum salaries were below the market average from the comparable employers surveyed.

Therefore, the 2024 wage recommendation is to provide the same wage increase to all of the County's regular, non-represented employees that the represented employees received; and to provide those same non-represented employees an additional market adjustment as described below:

- 3% general wage increase/COLA for 2024, effective 01/01/24; AND
- 2% market adjustment, effective 01/01/24

Attachments:

N/A

Steele County
Agenda Item

Subject: Confession of Judgment Interest Rates

Department: Auditor's Office

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Approve annual certified Department of Revenue interest rates for Confession of Judgments.

Recommendation:

Approve annual certified Department of Revenue interest rates for Confession of Judgments.

Background: *(Including Budget Impact)*:

Historically the Department of Revenue has set the interest rates for Confession of Judgment for Homestead and Non Homestead properties. Beginning in 2024, a county Board, by resolution, may establish an interest rate lower than the interest rate determined by the Department of Revenue. If the County Board determines the interest rate, this will become an annual review of the rate.

It is our recommendation that the County Board follow the annual certified Department of Revenue interest rates.

Attachments: Interest Rates for Minnesota Counties

Interest Rates for Minnesota Counties

County auditors, treasurers, and land commissioners should use the interest rates in the table below. You can find more information about each rate below the table.

Year	Delinquent Taxes	Property Tax Judgments	Confession of Judgment, Homesteaded Property	Confession of Judgment, All Other Eligible Property	Repurchase, or Tax-Forfeited Land Sold on Contract for Deed
2024	8%	Posted by 1/1/2024	10%	8%	8%
2023	10%	5%	7%	10%	10%
2022	10%	4%	5%	10%	10%
2021	10%	4%	5%	10%	10%
2020	10%	4%	7%	10%	10%
2019	10%	4%	7%	10%	10%
2018	10%	4%	5%	10%	10%
2017	10%	4%	5%	10%	10%
2016	10%	4%	5%	10%	10%
2015	10%	4%	5%	10%	10%
2014	10%	4%	NA	10%	10%

Delinquent Real and Personal Property Taxes and Special Assessments

The interest rate on delinquent real and personal property taxes, including manufactured homes, and special assessments is the same interest rate charged by the state for delinquent income and sales taxes, and is based on the adjusted prime rate charged by banks on bank-to-business loans. This rate cannot exceed 14%. Prior to 2024, the minimum interest rate was 10%.

Beginning for 2024, a county board, by resolution, may establish an interest rate lower than the interest rate determined by the Department of Revenue.

Property Tax Judgments Minnesota Statutes, Chapter 278

The interest rate for court judgments arising out of petitions for review is the floating rate based on the secondary market yield on one-year U.S. treasury bills. This is certified by December 20 each year and published on the Minnesota Judicial Branch's website.

Confessions of Judgment

The interest rate on confession of judgment contracts depends on the classification of the property.

- If the property is classified as class 1a or 1b and is used as the homestead of the owner, the interest rate is the higher of 5% or 2% above the prime rate as determined by the Department of Revenue (Minnesota Statutes, sections 270C.40, subdivision 5; and 279.37, subdivision 2).

- For other property eligible to enter into a confession of judgment, the interest rate is the same as the interest rate for delinquent taxes.

Property eligible to enter into a confession of judgment under M.S. 279.37, subd. 1, has a fixed rate of interest for the duration of the contract (M.S. 279.03, subd. 2, para. (a)). Property eligible to enter into a confession of judgment under M.S. 279.37, subd. 1a, has a variable rate of interest for the duration of the contract.

Repurchase Contracts and Tax-Forfeited Land Sold Under a Contract for Deed on Installment Plan

Interest rates on the following items share the same interest rate as delinquent taxes:

- The unpaid balance of any repurchase contract approved by the county board; and
- The unpaid balance of the purchase price of tax-forfeited land sold under a contract for deed.

Beginning for 2024, a county board, by resolution, or county auditor, if delegated the responsibility to administer tax-forfeited land, may establish an interest rate lower than the interest rate determined by the Department of Revenue.

Questions?

PropTax.Admin@state.mn.us, Auditor/Treasurer Services, 651-556-6074

Steele County
Agenda Item

Subject: PH-DOC Maintenance and Support Agreement

Department: Public Health

Committee Meeting Date: November 8, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:
Committee Recommends approving the PH-DOC Maintenance and Support Agreement

Recommendation:

Renewal of the PH-DOC Maintenance and Support Agreement

Background *(Including Budget Impact)*:

The Public Health Documentation System (PH-DOC) Maintenance and Support Agreement is made and jointly entered by and between the Minnesota Counties Computer Cooperative (MnCCC) by and through the MNCCC Board and Avenu Insights and Analytics. Under this agreement, Avenu will provide the services described to the MnCCC and the members of the CHS user group. Beginning January 1, 2024, MnCCC shall pay Avenu for the maintenance and support services quarterly. Beginning January 1, 2025, the annual increase for each calendar year will be established by the attached formula.

Attachments:

PH-Doc Maintenance and Support Agreement

Board Ratification Statement

PH-DOC MAINTENANCE AND SUPPORT AGREEMENT

Avenu Insights & Analytics, LLC

Minnesota Counties Computer Cooperative

This Public Health Documentation System ("PH-Doc") Maintenance and Support Agreement (this "Agreement") is made and jointly entered into by and between the Minnesota Counties Computer Cooperative ("MnCCC") by and through the MnCCC Board located at 100 Empire Drive Suite 201, St Paul, MN 55103 (hereinafter referred to as "Purchaser"), and Avenu Insights & Analytics, LLC located at 5860 Trinity Parkway, Suite 120, Centreville, VA 20120 (hereinafter referred to as "Vendor").

WHEREAS, the Purchaser requires **Software Support** and services to be provided for PH – Doc and the members of the PH-Doc user group, as further described in Exhibit A.

WHEREAS, Vendor desires to and is capable of providing the necessary software/services/materials/goods/equipment as stated in Exhibit A, and

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein the parties agree as follows:

1. CONTRACT TERM/DURATION

This Agreement shall be effective on January 1, 2024, and shall continue through December 31, 2026, unless otherwise extended or terminated by the parties in accordance with the provisions of this Agreement ("Term"). This Agreement will automatically be extended for up to two additional one year periods (January 1, 2027, through December 31, 2027, and January 1, 2028 through December 31, 2028) unless either party delivers written notice to the other party of an intention not to renew at least one (1) year prior to the then current expiration of the Agreement.

2. VENDOR'S OBLIGATIONS

General Description. Vendor shall provide maintenance and support for the Software as described in Exhibit A. Purchaser will pay Vendor in accordance with the service fees set forth in Exhibit B (User Group & Service Fees). Both Exhibit A and Exhibit B are attached to and incorporated into this Agreement.

3. Prices. Vendor represents and warrants that any and all prices set forth in this Agreement and any and all prices in addition which Vendor may charge under the terms of this Agreement do not and will not violate any existing Federal, State or Municipal law or regulation concerning price discrimination, price fixing and/or any other illegal conduct. Vendor agrees to indemnify, exonerate, and hold Purchaser harmless from any such violation now and throughout the term of this Agreement. Prices quoted shall not be subject to increase, beyond the increases specifically identified in this Agreement, throughout the period of time covered by this Agreement unless specifically agreed to by the parties in writing.

3.1 For the contract year, January 1, 2024 amount will be $1,017, 236.00.

3.2 CPI. Beginning January 1, 2025, the annual increase for each calendar year will be established by the following formula:

CPI-U is the Consumer Price Index for All Urban Consumers published monthly by the United States Bureau of Labor Statistics (BLS). The "Inflation Amount" for purposes of this Agreement will be the "Percent change from previous, Annual avg." for the last full calendar year published by the BLS as of June 1 of the year immediately preceding the applicable calendar year as set forth in the monthly CPI Detailed Report under Table 24, Historical Consumer Price Index for All Urban Consumers (CPI-U): U.S. city average, all items. The annual increase for each calendar year will be the Inflation Amount+ 1% (the "Adjustment Percentage"), not to exceed 6%.

Examples: To set the Inflation Amount for 2020, the "Percent change from previous, Annual avg." published as of June 1, 2019, for the full year of 2018, will be used. The Adjustment Percentage for 2020 will be the Inflation Amount+ 1 %. To set the Inflation Amount for 2021, the "Percent change from previous, Annual avg." published as of June 1, 2020, for the full year of 2019, will be used. The Adjustment Percentage for 2021 will be the Inflation Amount+ 1 %, not to exceed 6%.

Each year, the Adjustment Percentage will be set during the CHS user group annual meeting held in June, six (6) months prior to the beginning of the next calendar year.

If the Inflation Amount in 2024 or beyond is less than -1 % or greater than 5%, Vendor and Purchaser will mutually agree in writing upon an equitable Adjustment Percentage prior to the **CHS user group meeting in June** where the Adjustment Percentage is set for the following year. If Vendor and Purchaser cannot agree on an Adjustment Percentage prior to the June CHS meeting, the Adjustment Percentage will be the Inflation Amount+ 1 %, not to exceed 6%.

4.

4.1 Implementation. Vendor shall complete the requirements of this Agreement in accordance with the Statement of Work (hereinafter referred to as Exhibit A).

4.2 Conformance to Specifications. Vendor shall perform its obligations under this Agreement so as to meet or exceed the standards and specifications set out in Exhibit A.

4.3 Timeliness.

a. Time is of the essence, and the failure of Vendor to deliver the specified goods, services and/or other deliverable or work product in accordance with Exhibit A shall constitute a material breach of this Agreement, which shall entitle Purchaser to terminate this Agreement by delivery of written notice to Vendor; provided, however, Vendor will have a period of not less than thirty (30) days from receipt of notice of material breach to cure the breach before Purchaser may terminate this Agreement.

b. It is understood and acknowledged by the parties to this Agreement that in the course of this project Exhibit A may be amended from time to time, upon consultation and written agreement of the parties. Notwithstanding this, it is understood that time is of the essence with regard to the Vendor's performance of obligations under this Agreement and the Vendor is expected to diligently proceed with completion of all such obligations in accordance with the then-current Exhibit A.

c. Vendor expressly agrees that extension of time will not be granted for delays caused by Vendor or Vendor's staff, such as equipment breakdown, inadequate or insufficient staff, failure of Vendor to place orders for equipment or materials or permits or licenses sufficiently in advance to insure delivery when needed, or other causes reasonably within Vendor's control. Vendor further agrees that it will not be allowed extra compensation for costs incurred by it because of accelerated operations to maintain Exhibit A. Vendor agrees that the prices named in this Agreement include allowance for all hindrances and delays from any cause during the performance of the work.

4.4 Reports/Evaluations

a. In order to assist Purchaser in its obligation to evaluate and monitor Vendor's performance, Vendor shall allow personnel of Purchaser access to the work site.

b. Vendor shall maintain and upon request furnish Purchaser with program and financial information, including evaluation and performance criteria and reports which are reasonably required for effective administration and evaluation of services.

c. Vendor shall, upon reasonable notice, meet with Purchaser's personnel to assist Purchaser in evaluation of services and performance under this Agreement.

4.5 Vendor's Personnel. Vendor shall provide Purchaser with such information regarding the qualifications of its staff, including professionals, volunteers, and others, as is required by Purchaser to verify that present and subsequent services are being rendered by competent, trained, and properly licensed or certified personnel.

4.6 Vendor shall comply with the Minnesota Government Data Practices Act (Mn. Stats. Chapter 13), and all other federal, Minnesota and local laws and ordinances and regulations applicable to its obligations under this Agreement.

4.7 Indemnification.

a. Any and all claims that arise or may arise against Vendor, its agents, servants or employees as a consequence of any act or omission on the part of Vendor or its agents, servants, or employees while engaged in the performance of this Agreement shall in no way be the obligation or responsibility of Purchaser (MnCCC) or its participating members. Vendor shall indemnify, hold harmless and defend Purchaser and its members, and their respective agents, officers, employees and other representatives against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which Purchaser, its agents, officers or employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of Vendor, its agents, servants or employees, in the execution, performance, or failure to adequately perform Vendor's obligations pursuant to this Agreement.

b. Vendor warrants and represents that any data or programs provided to MnCCC shall be original, copyrightable works of authorship created by Vendor and its employees, and shall be free, at the time of shipment, of any computer virus, malware or other disabling code. "Virus and malware" shall be defined as any harmful or hidden programs or data incorporated therein with malicious or mischievous intent (the "Virus"). Vendor shall indemnify and hold MnCCC harmless from all losses, damages, judgments, settlements, attorney's fees, costs and expenses incurred by MnCCC as a result of any conflicting ownership claims and/or resulting from any Virus introduced by Vendor, and shall indemnify MnCCC for the resultant cost of: (i) curtailing the spread of said Virus; (ii) correction of all affected system(s) used for the benefit of MnCCC (and temporary replacement of those affected system(s) which can be corrected during period of correction). In addition, Vendor shall, at its option, immediately replace all system(s) which cannot be corrected or cured within a reasonable period of time or shall immediately reestablish the affected system(s) to be functionally equivalent to that which existed prior to the introduction of the Virus.

4.8 Designated Representative. Vendor designates Mary Thompson as Vendor's representative with respect to this Agreement, such person(s) shall have complete authority to transmit instructions, receive information, interpret and define the Vendor's policies and decisions with respect to services covered by this Agreement.

4.9 Vendor shall not enter into any subcontract for performance of any services contemplated under this agreement, nor assign any interest in the agreement without the prior written approval of the Purchaser. Any assignment may be made subject to such conditions and provisions as the Purchaser may impose. If specifically authorized by the Purchaser, Vendor is responsible for the performance of all subcontractors and shall compensate said subcontractors pursuant to the requirements of Minnesota Statute § 471.425. Vendor shall be responsible for prompt payment to all subcontractors, within thirty (30) days.

4.10 Insurance Vendor shall furnish Purchaser an original standard ACORD form type certificate of insurance for any type of insurance required to be carried by Vendor under this Agreement, or required in order to comply with any State or federal law or regulation applicable to this Agreement before work commences. Insurance must be authorized to do business in the State of Minnesota. The certificate of coverage must be provided to Purchaser within thirty (30) days after the Effective Date or prior to commencement of any work covered by that insurance under this Agreement, whichever occurs first. Vendor shall provide at least ten (10) business day's prior written notice to Purchaser of any pending or proposed cancellation and shall include Purchaser and User Group members as additional insureds for claims caused by the negligent acts or omissions of Vendor in relation to commercial general liability and business automobile liability, which may be met through a blanket additional insured basis. Purchaser shall have the right to terminate this Agreement with notice and pursue available legal remedies if Vendor does not provide the required ACORD certificates, or is otherwise not in compliance with the insurance requirements in this Section, Vendor shall require its agents and subcontractors to also carry and maintain the insurance required under this Section.

Specifically, unless otherwise required by law or regulation, Vendor shall maintain and furnish satisfactory evidence of the following insurance coverage, standards, and rights:

(a) Workers' Compensation Insurance: Vendor will provide Workers' Compensation insurance for all Vendor employees and, in case any work is subcontracted, Vendor will require each subcontractor to provide any applicable required Workers Compensation insurance in accordance with the statutory requirements of the state of Minnesota. Employer's Liability Coverage minimum limits shall be in each case, the greater of the minimum coverage requirements of Minnesota law, or any of the following:

a. Bodily Injury by Accident: $500,000 each accident.
b. Bodily Injury by Disease: $500,000 each employee.
c. Bodily Injury by Disease: $500,000 policy limit.

(b) Commercial General Liability: Vendor will maintain insurance protecting Vendor and Purchaser from claims for damages for bodily injury, including death, as well as from claims for property damage including loss of use which may arise from operations under this Agreement, by Vendor employees providing services under this Agreement. Unless otherwise specified within this Agreement, the Vendor insurance minimum amounts will be $1,500,000 per occurrence and $3,000,000 general aggregate - combined single limit. In addition, the coverage for bodily injury and property damage, products and completed operations liability, blanket contractual liability, and personal and advertising injury should be included,

(c) Commercial Automobile Liability: If any business vehicles are used by Vendor for business purposes during this Agreement, Vendor will maintain business automobile liability insurance, Unless otherwise specified within this Agreement, the minimum insurance coverage amount for Commercial Automobile Liability will be one million and :five hundred thousand dollars ($1,500,000) per accident or occurrence combined single limit for bodily injury and property damage, In addition, the coverage for owned, hired, and non-owned vehicles should be included.

(d) Professional Errors and Omissions Liability Insurance: Unless otherwise specified within this Agreement, Vendor insurance minimum limits will be as $2,000,000 per claim and $4,000,000 annual aggregate. This coverage shall include loss, due to the negligent acts, errors, or omissions of Vendor in providing the Services.

(e) Vendor must include legal defense within the liability policy limits; and shall obtain insurance policies from an insurance company having an "AM BEST" rating of A-VIII or better,

4. 11 INDEPENDENT PARTIES, This Agreement shall not constitute, create, give effect to, or otherwise imply a joint venture, partnership, or other business organization of any kind. Vendor and Purchaser are independent parties and neither shall act as an agent for or partner of the other party for any purpose, and the employees and agents of the independent parties shall not be deemed the employees or agents of the other. Each party shall be solely responsible for its own debts and payment of all compensation owed to its employees, including payment of any taxes related to employment and workers' compensation insurance. Each party shall be solely responsible for payments to any lower-tier subcontractors, consultants, or other persons providing goods or services to that party. Each party shall be responsible for its own federal, state, and local income, sales, use, and other taxes, Nothing in this Agreement shall give either party any right to make commitments of any kind for or on behalf of the other without the prior written consent of the other party. Purchaser and Vendor explicitly understand and agree that the members of the User Group are not parties to this Agreement, but that the members of the User Group are the intended recipients and third-party beneficiaries of the Services.

5. PURCHASER'S OBLIGATIONS

5.1 Purchaser shall provide full information as to requirements for the project.

5.2 Purchaser shall assist the Vendor by placing at its disposal all available written public data pertinent to the project, including existing reports and other public data affecting the project.

5.3 Purchaser shall guarantee access to the project site and make all provisions for the Vendor to enter upon public property as required by the Vendor to perform the services under this Agreement.

5.4 Purchaser shall give prompt written notice to the Vendor whenever the Purchaser observes or otherwise becomes aware of any defect in the project.

5.5 Purchaser shall act promptly on all studies, reports, proposals and other documents presented by the Vendor for approval and authorization.

5.6 Any liability of Purchaser or its participating members shall be governed by the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws. Nothing in this Agreement shall constitute a waiver by Purchaser of any immunities, limitations, exclusions, defenses, statute of limitations or exceptions on liability.

5.7 Designated Representative. Purchaser designates MnCCC Executive Director, as Purchaser's initial representative with respect to the Vendor's services to be performed under this Agreement; such person shall have complete authority to transmit instructions, receive information, interpret and define the Purchaser's policies and decisions with respect to products and services covered by this Agreement. Purchaser's representative shall be free at any time to appoint a successor and/or to delegate certain duties or responsibilities hereunder, by providing Vendor with written notice thereof.

5.8 Purchaser agrees to arrange for, coordinate, and assist authorized Vendor personnel (and third parties authorized by Vendor) access to Purchaser and User Group member physical facilities (including data processing facilities) and data communications infrastructure, as well as Purchaser and User Group member information, data, and other resources that are necessary or reasonably appropriate to permit Vendor to perform the Services. Access to resources shall include Purchaser and User Group member professional personnel, administrative personnel, and other employees at reasonable times and hours. The Purchaser, upon request by the Vendor, will attempt to resolve any access issues.

5.9 Purchaser agree to consider and evaluate network and operating system environment updates to the current version reasonably recommended by the Vendor for provision of the Services. Vendor may provide recommendations to Purchaser regarding upgrading network and operating system environments; however any upgrade to the network or operating system environments will be determined by Purchaser. Proposed upgrades to the network and operating systems environments will be determined by Purchaser in its sole discretion and no decision will adversely impact Agreement pricing and/or the scope of services to be provided.

5.10 Purchaser agrees to cooperate with Vendor as more specifically set forth in Exhibit A as required or reasonably necessary for Vendor to perform the Services. The parties understand and agree that the failure of Vendor to perform the Services with respect to any member of the user group that is caused, in whole or in part, by the inability of Vendor to gain access to the facilities, personnel, or data of a User Group member (as required under this section or Exhibit A) shall not be deemed to be a default under Section 4 of this agreement

5.11 Each party shall designate a Project Manager who will have the lead responsibility for coordinating the Services, including communication with the other and other activities as more specifically set forth in Exhibit A.

6. CONFLICTING TERMS

6.1 If there is any conflict between this Agreement and Exhibit A, this Agreement shall govern.

6.2 Vendor shall promptly notify Purchaser of any discrepancy between this Agreement and Exhibit A, and any conditions at the site, or any errors, or omissions, or instructions, which may be discovered in the course of the work. Purchaser will make a determination in writing whether any error or discrepancy exists, and shall advise Vendor whether any such proposed adjustment or work is included in the Services provided hereunder or is provided at the Vendor's own risk and expense.

7. WARRANTIES/GUARANTEES

Vendor warrants that the Services will be performed by Vendor in a lawful (including compliance with all applicable federal and Minnesota statutes and regulations), professional, and workmanlike manner, using personnel generally deemed acceptable in the information technology industry to perform the Services that those Vendor personnel are assigned to perform. Purchaser may request that Vendor remove and replace any Vendor personnel providing Services if, in the reasonable opinion of Purchaser with reasons provided to Vendor, those Vendor personnel do not possess the skills and experience necessary to provide that portion of the Services in which those personnel are engaged or are otherwise unsuitable. If, after discussion with Vendor and an opportunity for remediation (except in extreme circumstances), Purchaser determines that the Vendor personnel should be replaced, Vendor will promptly replace the affected personnel at no cost to Purchaser.

EXCEPT AS EXPRESSLY SET FORTH IN THIS AGREEMENT, VENDOR DISCLAIMS ALL WARRANTIES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, ANY EXPRESS WARRANTIES NOT INCORPORATED INTO THIS AGREEMENT AND ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IMPOSED BY LAW OR WHICH COULD OTHERWISE ARISE IN CONNECTION WITH PERFORMANCE BY VENDOR UNDER THIS AGREEMENT.

8. PAYMENT

8.1 Compensation. Purchaser shall pay for Software Programs and Annual Service Agreements at the rates specified Exhibit B.

8.2 Invoices for System Maintenance and Support Services. Vendor will issue invoices to Purchaser in advance for the following calendar quarter in connection with support and maintenance services. Each invoice will be issued during the first week of the month immediately prior to the beginning of each quarterly period (December for the first quarter, March for the second quarter, June for the third quarter, and September for the fourth quarter), and will set forth the quarterly fee for all maintenance and support charges.

8.3 Invoices for Change Request Services. Vendor shall, within fifteen (15) working days following the last day of each month that additional services were provided, submit an invoice and request for payment on an invoice form acceptable to Purchaser. Vendor shall, within fifteen (15) working days following the acceptance of any milestone deliverables, submit an invoice and request for payment on an invoice form acceptable to Purchaser.

The invoice shall itemize the following:
1) the hours of services or Software Programs rendered, listed by classification;
2) the date such services were provided;
3) a general description of the Products or Services provided;
4) the name of client receiving services;
5) the amount and type of all reimbursable expenses being charged; and
6) the dates of the performance period covered by the invoice.

8.4 Time of Payment. Purchaser shall, after acceptance, make payment to Vendor within thirty (30) days from the dates specified in Exhibit B. If the invoice is incorrect, or there is an issue with acceptance, defects, or some item is otherwise improper, Purchaser will notify Vendor within ten (10) days of receipt and/or testing. Purchaser shall in such case, make payment within thirty (30) days of correction and receipt of the corrected invoice from Vendor.

8.5 Right to Withhold Payment. Purchaser may withhold payment of the whole or part of any amount due to or claimed by the Vendor to such extent as may be necessary to protect Purchaser from loss on account of:

a. defective work not remedied or guarantees not met;

b. failure of Vendor to complete any part of its work in accordance with any identified Milestone(s), binding agreement and/or completion schedules established in or made a part of this Agreement;

c. claims filed or reasonable evidence indicating probable filing of claims; and/or

d. damage to another Vendor.

In the event Purchaser withholds payment, then no interest or other penalty shall accrue against Purchaser for non-payment of disputed claims.

8.6 Required System Revisions. Any required system development, revision or conversion effort will be performed in accordance with predetermined, pre-approved in writing and uniformly applied work plans. In the event Vendor is notified of specific deficiencies, which prevent acceptance of work completed, required changes will be determined in accordance with the following guidelines:

Purchaser shall bear all costs of modifications necessitated by Purchaser's revision of system requirements, as requested by Purchaser in writing, but only to the extent such costs represent additional Vendor effort, as approved by User Group.

8.7 Unauthorized Claims. Purchaser shall not pay any claim which is not specifically authorized by this Agreement. Payment of a claim shall not preclude Purchaser from questioning the propriety of the claim. Purchaser reserves the right to offset any overpayment or disallowance of claim by reducing future payments.

8.8 Payment Upon Early Termination. In the event this Agreement is terminated before the completion of services, Purchaser shall pay Vendor for services provided in a satisfactory manner, a sum based upon the actual time spent on a prorated basis, less any credits or offsets for damages attributable to Vendor's performance and/or its failure to perform as agreed.

9. PAYMENT LIMITATION DUE TO NON-APPROPRIATION OF FUNDS

Non-appropriation. Notwithstanding any provision to the contrary, this Agreement may be immediately terminated by either party in the event sufficient funds from MnCCC, State, or Federal sources are not appropriated, obtained and continued at least at the level relied on for the performance of this Agreement, and the non-appropriation of funds did not result from any act of bad faith on the part of Purchaser (MnCCC). In the event of such termination, Vendor shall be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed.

10. CONTRACT ASSIGNMENT

Vendor shall not assign nor transfer or delegate any right or obligation under this Agreement without the prior written consent of Purchaser.

11. INDEPENDENT VENDOR STATUS

At all times and for all purposes hereunder, Vendor shall be an independent contractor and is not an employee of Purchaser (MnCCC) for any purpose. No statement contained in this Agreement shall be construed so as to find Vendor, its assigns, employees, or servants, to be an employee of Purchaser, and they shall not be entitled to any of the rights, privileges, or benefits of employees of Purchaser, including, but not limited to, wages, benefits, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims, which shall all be the sole liability of Vendor.

12. OWNERSHIP, PROPRIETARY CONSIDERATIONS AND DATA SECURITY

Vendor agrees to ensure confidentiality of all work performed pursuant to this Agreement, including source code development and all Purchaser/Vendor documentation as would conform with actual Agreement language for this project pertaining to the system design to avoid pirating or any other unauthorized misuse of Purchaser's confidential information and subsequent software license disputes. Purchaser shall solely own any data, databases, custom Software Programs, interfaces or other deliverables as work product developed under this Agreement, and Vendor hereby irrevocably assigns and conveys full title therein to Purchaser and its successors and assigns.

12.1 Except for Vendor's internal work papers, Purchaser and Vendor agree that all materials and information developed under this Agreement shall become the sole property of Purchaser.

12.2 Any materials and information not developed under this Agreement, which Vendor considers to be proprietary and confidential, shall be plainly and prominently marked by Vendor as "Trade Secret", "Proprietary", or "Confidential", and shall not be utilized or incorporated into any Software, work product or other deliverable hereunder, except with Purchaser's prior written consent, and provision to Purchaser of a perpetual paid-up, royalty free, transferable, sublicensable, and unrestricted license to use such materials and information in connection with the Software or other deliverables and work product of Purchaser to be developed hereunder.

12.3 Purchaser will use reasonable means to ensure that Vendor's confidential information is safeguarded and held in confidence. Purchaser agrees not to reproduce or distribute Vendor's proprietary material to non-Purchaser agencies without prior written permission from Vendor and/or as part of licensed use as provided in Section 12.2 above. Purchaser's obligation pursuant to this Article shall not apply to any material, data or information not plainly and prominently marked with the restrictive legends as set forth in subsection b, above.

12.4 Vendor agrees to protect the security of and to keep confidential all data received or produced under the provisions of this Agreement, and shall not disclose them without the prior written consent of Purchaser. Vendor further agrees to follow all applicable state and federal laws, rules and policies.

12.5 Vendor shall not disclose to any party any information identifying, characterizing, or relating to any risk, threat, vulnerability, weakness or problem regarding data security in computer systems of Purchaser's licensed users, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by Purchaser, without express written authorization of Purchaser. The provisions 10.4, 10.5, and 10.6, shall survive the expiration or other termination of this Agreement.

13. PROGRAM LEVEL DOCUMENTATION & SOURCE CODE PROTECTION

Vendor acknowledges and agrees that program level documentation, including source code is required to support Vendor's application software developed pursuant to this Agreement, and that Purchaser needs to be insured the on-going ability to access and maintain the application programs. Accordingly, Vendor shall provide the Purchaser with a copy of a current version of the proposed system source code upon Purchaser's acceptance of each deliverable as specified in Exhibit A, and otherwise within twenty (20) business days of Purchaser's written request.

14. CHANGE ORDERS

Without invalidating this Agreement, Purchaser may order changes in the work, including additions, modifications, or deletions. Price and time will be adjusted accordingly as the parties may agree. All such changes in the work shall be in writing and signed by the Vendor and Purchaser and attached to the Agreement. The Vendor must not provide work that is not specified in the Agreement without first obtaining a signed change order.

15. TERMINATION OF AGREEMENT

15.1 Termination for Insolvency. Purchaser may, upon service of Notice of Termination on Vendor, terminate this Agreement immediately in the event of the insolvency of Vendor. Vendor shall be deemed to be insolvent if:

1) Vendor has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not a petition for bankruptcy has been filed, and whether or not insolvent within the meaning of the Federal Bankruptcy Law; or

2) a voluntary petition to have Vendor declared bankrupt has been filed; or

3) a Receiver or Trustee for Vendor has been appointed; or

4) Vendor has executed a general assignment for the benefit of creditors.

15.2 Termination for Nonperformance. Purchaser may terminate all or any part of this Agreement following service of written Notice of Termination on Vendor for nonperformance of this Agreement under the following circumstances:

Vendor fails to perform any of the provisions of this Agreement; or

Vendor fails to perform installation of the software or equipment or fails to perform services under this Agreement within the time specified in this Agreement (or as specified in any authorized extension thereof); or

Vendor so fails to make progress as to endanger performance of this Agreement in accordance with this Agreement's terms.

Before Purchaser can terminate this Agreement for nonperformance, Purchaser must provide Vendor an opportunity to cure such failure(s) within a period of thirty (30) days (or such longer period as Purchaser may authorize in writing) after receipt of Notice of Termination from Purchaser.

16. PROCEDURE UPON TERMINATION

After Vendor receives a Notice of Termination, except as otherwise directed by Purchaser, Vendor shall:

1) Stop work under this Agreement on the date and to the extent specified in the Notice of Termination; and

2) Reconfirm and document the transfer of title, and deliver to Purchaser all completed work and work in process; and

3) Complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and

4) Vendor shall submit to Purchaser, in the form and with any certifications as may be prescribed by Purchaser, its proposed final invoice. Such invoice shall be submitted promptly, but in no event later than three (3) months from the date of termination specified in the Notice of Termination. Said final invoice is subject to provisions 6 and 7 of this Agreement.

5) In the event Vendor fails to submit its final invoice, Purchaser may determine, based upon the information available to Purchaser, the amount, if any, due to Vendor and such determination shall be final.

6) Vendor shall provide Purchaser with current copy of all software and source code upon termination. After data is provided, Vendor shall be required to delete all Purchaser proprietary data, including software source code, and documents.

17. REMEDIES

In the event Purchaser terminates this Agreement in whole or in part due to Vendor's failure to perform, insolvency or breach, Purchaser may (following any agreed upon period of time for Vendor to cure) procure, upon such terms and in such manner as Purchaser may deem appropriate, products and/or services similar to those so terminated, and Vendor shall be liable to Purchaser for any excess costs for such similar goods or services. Vendor shall continue the performance of this Agreement of and to the extent not terminated. If this contract is terminated for Default for Nonperformance, the Vendor will provide Purchaser will all source code developed prior to default.

The rights and remedies of Purchaser provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

Failure or neglect of the Purchaser to require compliance with any term or condition of this

Agreement shall not be deemed a waiver of such term or condition.

18. GOVERNING LAW; JURISDICTION AND VENUE

This Agreement shall be governed by and construed in accordance with the internal substantive and procedural laws of the State of Minnesota, without giving effect to the privileges of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota, County of Ramsey, and Vendor hereby irrevocably submits for the jurisdiction and venue of such courts.

19. DOCUMENTS

It is specifically agreed to by and between the parties that this Agreement also includes the following document incorporated by reference herein:

Exhibit A (Statement of Work)

Exhibit B (User Group & Service Fees)

20. NOTICES

All notices or demands required or permitted to be given or made hereunder shall be in writing and shall be deemed to have been given if made by hand delivery with signed receipt, or when mailed by first class registered or certified mail, postage prepaid, addressed to Purchaser and Vendor at their respective addresses designated below.

MnCCC
100 Empire Drive Suite 201
St. Paul, MN 55103

Avenu Insights & Analytics, LLC
5860 Trinity Parkway, Suite 120
Centreville, VA 20120

21. FORCE MAJEURE.

Neither party will be liable for any failure or delay in the performance of its obligations under this Agreement, if any, to the extent that failure is caused, directly or indirectly, without fault by the party, by fire, flood, earthquake, extreme weather, elements of nature or acts of God; labor disruptions or strikes; acts of war, terrorism, riots, civil disorders, rebellions or revolutions; quarantines, embargoes, or other governmental action; or any other cause beyond the reasonable control of the non-performing party. Any event meeting one or more of these criteria is referred to in this Agreement as a "force majeure event."

Upon the occurrence of a force majeure event, the non-performing party will be excused from any further performance or observance of the affected obligation(s) for as long as the force majeure circumstances prevail and that party continues to attempt to recommence performance to the extent possible without delay. Any party delayed in performance by a force majeure event will immediately notify the other party by telephone or other means (to be confirmed in writing within five (5) business days after initial notification) and describe in reasonable detail the circumstances causing the delay. Any force majeure event asserted by a non-performing party that remains in effect for more than thirty (30) days may require the parties to equitably modify Exhibit A to account for any delay caused by a force majeure event. Either party may terminate this Agreement without penalty in the event that the other party's performance is delayed for sixty (60) days or more by a force majeure event.

22. LIMITATION OF LIABILITY.

Except for liability related to infringement of intellectual property rights, MGDPA, or other violations of applicable federal or Minnesota law, or liability for tort claims resulting in bodily injury or real or tangible personal property damage, or for any claims based on gross negligence or any reckless or willful act or omission as adjudged by a court of competent jurisdiction, **NEITHER PARTY SHALL BE LIABLE, UNDER ANY CIRCUMSTANCES FOR ANY ANTICIPATORY OR LOST PROFIT, SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, INCIDENTAL, OR INDIRECT DAMAGES OF ANY KIND (COLLECTIVELY "NON-DIRECT DAMAGES") RESULTING FROM THE PERFORMANCE OR NON-PERFORMANCE OF ITS OBLIGATIONS UNDER THIS AGREEMENT EVEN IF THOSE NON-DIRECT DAMAGES ARE ATTRIBUTED TO BREACH OF THIS AGREEMENT, TORT, NEGLIGENCE, OR OTHER CAUSE; OR EVEN IF UNDER APPLICABLE LAW THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF NON-DIRECT DAMAGES.**

IN ADDITION, THE TOTAL CUMULATIVE, AGGREGATE LIABILITY OF VENDOR TO PURCHASER FOR ANY AND ALL CLAIMS, DAMAGES, CAUSES OF ACTION, EXPENSES OF ACTION, AND LIABILITIES OF ANY KIND, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED DOUBLE THE AMOUNT OF THE MOST RECENT ANNUAL FEE FOR SERVICES RECEIVED BY VENDOR UNDER THIS AGREEMENT. IN ADDITION, THE TOTAL CUMULATIVE, AGGREGATE LIABILITY OF PURCHASER TO VENDOR FOR ANY AND ALL CLAIMS, DAMAGES, CAUSES OF ACTION, EXPENSES OF ACTION, AND LIABILITIES OF ANY KIND, WHETHER IN CONTRACT, TORT, OR OTHERWISE, WILL NOT EXCEED THE TOTAL AMOUNT PAID TO (OR INVOICED AND UNPAID) TO VENDOR FOR PRODUCTS OR SERVICES PROVIDED TO AND ACCEPTED BY PURCHASER UNDER THIS AGREEMENT.

IN WITNESS WHEREOF, the agreements and covenants contained in this Agreement, Purchaser by resolution of its Board has caused this Agreement to be signed in duplicate and/or counterpart originals, all of which when taken together shall constitute a single original agreement, by the Chair of said Board as of the 25 day of October, 20 23, and as executed and agreed by Vendor, each warranting that they are empowered and authorized to execute the same.

Avenu Insights & Analytics, LLC

By: james barkman (Oct 30, 2023 08:05 EDT)

Name: James Barkman

Title: Chief Financial Officer

Date: 10/30/2023

Minnesota Counties Computer Cooperative

By: Kathy Jenson
Kathy Jenson (Oct 27, 2023 10:24 CDT)

Name: Kathy Jenson

Title: MnCCC Board Chair

Date: October 27, 2023

Minnesota Counties Computer Cooperative

By: Jody Lien
Jody Lien (Oct 27, 2023 10:26 CDT)

Name: Jody Lien

Title: CHS User Group Chair

Date: 10/27/2023

Minnesota Counties Computer Cooperative

By: Lisa C. Meredith
Lisa C. Meredith (Oct 27, 2023 13:39 CDT)

Name: Lisa C. Meredith

Title: Executive Director

Date: 10/27/2023

Exhibit A
Statement of Work

1. Services and System Components Supported

A. Under this Agreement, Avenu will provide the Services described in this Schedule A to the MnCCC and the members of the CHS User Group.

B. As part of Maintenance, Avenu shall support and maintain the following parts of the System:

a) Dailies — time management/reporting system
b) Electronic chart records for the following:
   - Individuals — documents services provided to clients
   - Employees — documents immunizations, certifications, reviews
   - Organizations — documents inspections, investigations, licensing
   - Community Events — documents planning, education, health fairs, clinics, outbreaks.
c) Referrals In/Out Processing
d) Medicare processing including Outcome and Assessment Information Set ("OASIS") assessments.
e) Orders Processing
f) Medications including interfaces with RxTerms (a drug interface terminology derived from RxNorm code system from the National Library of Medicine) and PEPID (a Medical Information Resources company) for medication reconciliation and drug interactions
g) Allergy reconciliation based on most common products based on the RxNorm code system
h) Payroll Processing
   a. Electronic timecard functionality which includes timecard verification, expense
   b. authorization and file export to CGI Payroll System
i) Immunizations
   a. Inventory
   b. Immunization Reporting
j) Environmental Health Processing
   - for the assessment, licensing, and tracking establishments in core PH-Doc
   - license billing
   - Environmental Health Inspection web application
k) Reporting for federal, state mandated, managerial, and outcomes including
   a. sql builder for custom queries
   b. Population groups for identifying groups of clients, employees, organizations, and community events for outcome reporting

    c. Chart audit trails for users showing charts accessed and audit logging for chart changes

l) Supervisor Review screen
    a. Monitor Employees To Do list
    b. FHV case Management
    c. Employee Tasks

m) My Programs for monitoring programs specific to employee

n) Master code tables — statistical, documentation, immunizations, and copy phrases including:
    a. Customizable pathways with optional Omaha System Problem methodology
    b. Customizable HTML forms with required and skip logic

o) Letters/Forms using a rich text control to merge chart components into a MS Word document

p) Family Home Visiting case screens

q) Home page with dashboard reporting capability

r) Health Insurance Portability and Accountability Act ("HIPAA") consent screens for Release of Information ("ROI") and Minnesota Release of Authorization ("MRA")

s) Lab/Test Results

t) ICD Code Deliver/Updates

u) System code tables configured to define the agency with mapping to structured codes needed for Health Information Exchange ("HIE"), including the following:
    - Mapping - Logical Observation Identifiers Names and Codes ("LOINC"),
    - Systematized Nomenclature of Medicine Clinical Terms ("SNOMED CT") and HL7
    - Sending HL7 Admit Discharge Transfer ("ADT") messages to Clinical Data Repository (CDR) Sending HL7 Observation Results ("ORU") messages (vital signs, smoking status, pain scale, MRA consent, Quality of Life form responses) to Clinical Data Repository (CDR)
    - Sending HL7 Pharmacy dispensing information ("RDS") message (Medication lists to Clinical Data Repository (CDR)
    - Transitions of Care ("TOC"), Information sent to public health agency when patient is admitted or discharged from provider. Patient Correlation done from the Patient List (PNP list)

v) The following interfaces:
    - Requests for external documents from HIE partners
    - Availability of Health Level Seven International ("HL7") Clinical Document Architecture ("CDA") documents for viewing as HTML, XML or PDF, Parsed documents can be viewed across documents and across organizations,
    - Import Spreadsheet capability to import spreadsheets from Health Plan or any excel spreadsheet to add/update client records and chart information.

        - Template for Birth records from the Minnesota Department of Health Vital Statistics
    - Send FHV payloads to Minnesota Department of Health ("MDH")
    - Send visit data to Nurse Family Partnership to NSO repository
    - Send Blood lead test results to MDH
    - Send Immunizations to with interface to Minnesota Immunization Information Connection ("MIIC")
    - iNovah Cash Receipts
    - Acuity Scheduling
    - MN Encounter Alert Service
    - Social Services Information System ("SSIS") monitoring for Authorizations and Intakes

w) Accounts Receivable system
    a. HIPAA 5010 compliant claiming for 837I and 837P
    b. General billing
    c. Clinical template billing
    d. Register and Bill from Social Services Information System ("SSIS") Timecard
    e. Payment and Adjustment processing
    f. Electronic remittances processing
    g. Service and Billing Reporting

x) Direct Mail Processing
y) Agency alerts
z) Ability to save files to database chart attachments folder
aa) Tasks
bb) Inventory tracking for supplies
cc) Purge Client Processes based on Retention rules
dd) Client Visits module (which allows staff to take laptops into the field), including a download / upload synchronization log
ee) Scheduling module used to schedule staff with clients from assignment sheets, including the following:
    - Production of a weekly schedule
    - Produces progress reports
    - Allows for time entry

ff) Security module, including the following:
    - Program Security groups control access for employees in the System
    - Data Security groups to control areas of the chart

gg) System supports Active Directory sign in
hh) Report queue that allows the ability to schedule processes and reports
ii) PH-Doc IIS services to support webservices

2. Items Not Included in Services

The Services do not include any of the following:

a) Installation of the System, operating software, utilities, or other software applications on hosting hardware. Avenu may provide installation recommendations and services on a time and materials basis, upon request.
b) Any work that would require a Change Request, as defined in this Schedule A.
c) Support for computer hardware, computer operating systems, or computer operations, including (but not limited to) the following:
   - Personal Computer (PC) Hardware and Operating Systems; and Third-Party Hardware and Software (i.e. Microsoft Windows10 and SQL Server; Novell; FTP; SQL Anywhere).
   - Peripherals (i.e. printers, scanners, and other peripherals.)
   - Microsoft Windows Server
   - Microsoft Windows Internet Information Services ("IIS") for distributions and help text
   - Microsoft SQL Servers
   - Network and Telecommunications Hardware and Software.
   - PC Software Products such as spreadsheets, word processing, report writing, etc.
   - Upgrades for 3rd party tools including Active X, eDraw, and PepID, Acuity Scheduling software, Inpriva, PowerBuilder Ultimate Suites
   - Actual exchanges of data (operations/communications)
   - Individual client data manipulation, security, sizing, configuration, backup and recovery, memory management, or database management.

3. Hardware and Operating Software

a) Support for the System includes support of the System in the Windows.net environment with database compatibility with SQL Server 2019 and Server 2022.
   - o Acquire and install all future Windows operating system version/release levels and appropriate service packs and hot fixes on a schedule that is agreed upon by Avenu and MnCCC. Avenu will only support the Windows operating system versions and release levels that are supported by Microsoft.

a) The Windows operating systems supported under this Agreement are Windows 10 and Windows 11. Support for any new Windows operating system will be contingent upon agreement between Avenu and MnCCC and a written amendment to this Schedule A.

b) MnCCC will continue to acquire and pay the cost of the each of the following, as required to maintain the Services for the listed appliances:
   - PEPID annual subscription and maintenance renewal
   - Altova MapForce annual subscription and maintenance renewal.

c) Services are explicitly conditioned on up-to-date MS Word software. User Group members will acquire and install all future Microsoft Office Word version/release levels and appropriate service packs and hot fixes on a schedule that is agreed upon by Avenu and MnCCC. Support for any new version of Microsoft Office products will be contingent upon agreement between Avenu and MnCCC and a written amendment to this Schedule A.

4. Maintenance — Technical Hours

The Services include up to one thousand five hundred (1500) hours per year for the following:

a) System analysis, programming, program testing, and user instructions ("Technical Hours").
b) Program changes and enhancements: Avenu will evaluate and report on possible major program changes or enhancements; however, Avenu will make changes or enhancements to the System only upon request from MnCCC. Time spent on program changes and enhancements will be applied to the Technical Hours.
c) Support for PH-Doc databases in the SQL server environment.
d) Allow hours from “Maintenance - Technical hours” to be transferred to “Maintenance - Telephone Support” through mutual agreement between Avenu and through the approval of the User group or Advisory Committee. A maximum of twenty percent (20%) of the total annual Technical Hours may be carried over to the next year.

5. Maintenance — Telephone Support

Avenu will provide telephone support as part of the Services, as follows:

a) Up to one thousand five hundred (1500) hours per year for telephone consultation ("Telephone Support Hours").
b) Telephone support will be available during normal business hours: 8:00 a.m. to 5:00 p.m., Central Time, Monday through Friday, except Avenu holidays.
c) Avenu will provide a return call to User Group members within six (6) hours (during normal business hours) after receipt of a telephone request for assistance.
d) For any User Group member that identifies a request as "Critical," Avenu will provide a return call within two (2) hours (during normal business hours) after receipt of a telephone request for assistance. A "Critical" request is a situation where the System is unable to function.
e) If a User Group member requests a basic SQL (structured query language) statement or query support, and the statement or support can be accomplished in one hour or less, Avenu will provide that statement or support and count the time spent on that task against the Telephone Support Hours. If Avenu determines that the basic SQL statement or query support will require more than one hour to

accomplish, then Avenu will inform MnCCC that the support will require a change request.

f) If a User Group member requests virtual training, and Avenu estimates that the requested training will take one (1) hour or less, then Avenu will provide that training and count the time spent on that training against the Telephone Support Hours. If Avenu determines that the requested WebEx training will take longer than one (1) hour, then Avenu will inform MnCCC user group member that the training will require a change request.

g) Avenu representative will attend any additional work groups meetings (e.g. Roadmap committee, MECSH work group), one person's time will be charged to the Maintenance – Telephone Support hours.

h) Additional user group training requested by the Training focus group outside the once per month training will be charged to the Maintenance – Telephone Support hours.

i) Allow hours from "Maintenance – Telephone Support hours" to be transferred to Maintenance - Technical through the mutual agreement between Avenu and the User group or Advisory Committee. A maximum of twenty percent (20%) of the total annual Telephone Support Hours may be carried over to the next year.

~~6. Maintenance – Health Information Exchange~~

7. Additional Services supplied within this Agreement

a) Additional Services provided under Maintenance include:
   - Project management and account management
   - Weekly Avenu staff project meetings
   - Estimates and design of statements of work for enhancements.
   - Enhancement Focus group prep meeting and attendance by Avenu staff
   - User group meeting/prep and attendance by Avenu staff
   - Training class recordings and distribution of the recording
   - Monthly targeted virtual training for the CHS User group per request of the training committee. This training will occur once a month at a time mutually set by Avenu and MnCCC. Virtual Training Sessions will be recorded and made available to the User Group via the Avenu Resource website. Monthly one-hour virtual training is NOT part of the Technical Hours or Telephone support hours except as otherwise stated in 5(f) of this Schedule.
   - If Alpha software testing support, including preparation and file setup at Avenu offices for up to three User Group members for each major distribution as requested by the user group.
   - BETA testing support and rework with distribution

- Time spent with an individual User Group member with respect to beta testing or discussions regarding approved program changes and enhancements.
- Peer review of enhancements
- Rework/fixes documentation and distribution
- Attend conferences as requested by MnCCC. Expenses, however will be charged back to MnCCC.
- Attend industry standard seminars and meetings (e.g. HL7, HIPAA, MDH, Sybase, PowerBuilder)

b) Periodic reporting of Technical Hours, Telephone Support Hours the HIE Hours (in hour and minute format) used on an aggregate basis and on a per User Group member basis.
c) Avenu will maintain a copy of program backups for the current and one previous release of the System as part of the Services, Any changes made by MnCCC or a User Group Member will not be included in this backup.
d) Avenu will deliver to MnCCC a copy of the updated source code for the System annually, when a phase is delivered, or as reasonably requested by MnCCC. Time spent on this service will be applied to the Technical Hours.
e) Avenu shall provide an annual update to the International Classification of Diseases (ICD) code file (or its replacement, if approved by the User Group). If Avenu determines that the layout of the File has been altered and will require programing and analysis to alter the program. Avenu will advise MnCCC of any changes needed in the form of a change request. MnCCC will pay any cost associated with obtaining the ICD File.

8. Excess Hours for Services — Technical Hours and Telephone Support Hours

Avenu may perform additional services related to the System on a time-and-materials basis, as follows:

a) If MnCCC or a User Group member requests and Avenu performs any system analysis, programming, program testing, or user instructions in excess of the one thousand fifteen hundred (1500) Technical Hours, those Services will be performed on a time and materials basis at the hourly rates set forth in Schedule B.
b) If MnCCC or a User Group member request and Avenu performs any telephone consultation or troubleshooting in excess of the one thousand fifteen hundred (1500) Telephone Support Hours, those Services will be performed on a time and materials basis at the hourly rates set forth in Schedule B. All requests for Services in excess of Technical Hours or Telephone Support Hours must be in writing; however, a change request will not be required.
c) Avenu will invoice MnCCC for all excess hours at the end of each calendar year

9. Optional Services — Change Requests

a) MnCCC or any User Group member may request any of the Following services that are related to the System but are not part of the maintenance and support services provided under this Agreement:

- Programming of enhancements to the System requiring work in excess of programming services using Technical Hours.
- On-site visits, on-site troubleshooting, systems consultation, and training of new personnel requested by a User Group member.
- Installation services
- Training services requiring work more than time allowed under Telephone Support Hours.
- Telephone consultation or technical support after business hours or on weekends or holidays.
- Any changes to the System required to sustain HIE (including changes to firewalls, exchanging security certificates, and other services).
- Certification of new operating systems (e,g, Windows 11, SQL Server 2022, Windows Server 2022).
- Upgrades to developer tools, including PowerBuilder and imbedded SQL database.
- Other services related to the System requested by MnCCC.

b) If services under this Section are requested by MnCCC or a User Group member, Avenu will provide MnCCC with a change request that includes a statement of work, schedule, pricing, and other provisions related to the services ("Change Request").

c) Prior to the provision of any services under a Change Request, that Change Request must be approved in writing by: (i) Avenu; (ii) the MnCCC Executive Director; and (iii) either the affected individual User Group member (the User Group member requesting the services) or the User Group Chair (for changes requested by the User Group).

Exhibit B

CHS User Group & Service Fees

1. USER GROUP

The user group consists of the following community health agencies in Minnesota:

1. Anoka County Community Health and Environmental Services
2. Beltrami County Health and Human Services
3. Benton County Health and Human Services
4. Blue Earth County Human Services
5. Carver County Public Health
6. Cass County Public Health Services
7. Chisago County Public Health and Human Services
8. City of Bloomington Public Health
9. Clay County Public Health
10. Dakota County Health Services
11. Dodge County Public Health
12. Fillmore County Public Health
13. Freeborn County Public Health
14. Goodhue County Public Health Services
15. Hennepin County/Hennepin Health Services
16. Houston County Public Health
17. Kandiyohi County Public Health
18. Meeker, McLeod, Sibley County CHB
19. Morrison County Public Health
20. Mower County Health and Human Services
21. Olmsted County Public Health Services
22. Otter Tail/Becker County Public Health
23. Polk, Norman-Mahnomen County Public Health Services
24. Ramsey County
25. Rice County Public Health Nursing Services
26. Scott County Public Health
27. Sherburne County Public Health
28. Stearns County Human Services
29. Steele County Public Health Nursing
30. Todd County Public Health
31. Wabasha County Public Health
32. Wadena County Public Health
33. Waseca County Public Health
34. Washington County
35. Wilkin County Public Health
36. Winona County Community Health Services
37. Wright County Public Health

Any new agencies shall be added to the user group via a change order.

2. FEES FOR SYSTEM MAINTENANCE AND SUPPORT SERVICES

Beginning January 1,2024 the annual Maintenance and Support agreement will be $1,017,236.00. MnCCC shall pay Avenu the following amounts for the maintenance and support services for the System each quarter during 2024.

1st Quarter	$254,309
2nd Quarter	$254,309
3rd Quarter	$254,309
4th Quarter	$254,309

Beginning January 1,2025 the annual increase for each calendar year will be established by the following formula:

CPI-U is the Consumer Price Index for All Urban Consumers published monthly by the United States Bureau of Labor Statistics (BLS). The "Inflation Amount" for purposes of this Agreement will be the "Percent change from previous, annual avg," for the last full calendar year published by the BLS as of June of the year immediately preceding the applicable calendar year as set forth in the monthly CPI Detailed Report under Table 24, Historical.

For reference – https://www.bls.gov/cpi/tables/supplemental-files/historical-cpi-u-202206.pdf

Archived Consumer Price Index Supplemental Files : U.S. Bureau of Labor Statistics (bls.gov)

The annual increase for each calendar year will be the Inflation Amount + 1% (the "Adjustment Percentage"). Each year, the Adjustment Percentage will be set during the CHS annual user group meeting held in June or six (6) months prior to the beginning of the next calendar year. If the inflation Amount in previous year is less than -1% **or greater than 5%, Avenu and MnCCC** will mutually agree in writing upon an equitable Adjustment Percentage prior to the CHS user group meeting in June where the Adjustment Percentage is set for the following year. If **Avenu** and MnCCC cannot agree on an Adjustment Percentage prior to the **June meeting, the Adjustment Percentage will be the Inflation Amounts + 1%**

Avenu will invoice MnCCC at the beginning of each calendar quarter.

3. FEE FOR CHANGE REQUEST SERVICES

a. Services provided pursuant to an approved Change Request under Section 9 of the SOW will be performed at the following time & materials hourly rates based on the annual increase for the time & materials hourly rate for each calendar year will be the Adjustment Percentage as established under Schedule B, User Group & Service Fees, Section 2, Fees for System Maintenance and Support Services

b. The hourly rate for 2024 will be $200.32.

c. The following discounts will be applied to the rates in paragraph (a) of this Section:

Change Requests that entail commitment of 100 to 199 Hours:	5% Rate Discount
Change Requests that entail commitment of 200 to 500 Hours:	10% Rate Discount
Change Requests that entail commitment above 500 Hours:	15% Rate Discount

d. Applicable discounts must be included in each Change Request, based on the estimate of hours provided by Avenu however, the discount rate will only be applied based on the actual hours invoiced by Avenu for a Change Request.

e. Time for services under Section 9 of the SOW will be calculated in quarter hour increments.

f. Avenu will invoice for services under Section 9 of the SOW monthly.

g. Travel time will be billed at a rate of $100/hour. Any other travel expenses incurred in performing services under Section 9 of the SOW will be billed at actual costs with supporting receipts or other documentation attached.

h. Meeting expenses held at Avenu offices will be billed back to MnCCC.

4. HIPAA Business Associate Agreement, included herein, in its entirety in order to enable Avenu to act as a Business Associate of the covered entity of the MnCCC CHS User Group members to comply with the Health Insurance Portability and Accountability Act (HIPAA) and MN laws governing Protected Health Information (PHI) of Individuals

PH-Doc 2024 Maintenance and Support with Exhibits FINAL

Final Audit Report 2023-10-30

Created:	2023-10-26
By:	Amanda Beyer (amanda@mnccc.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAXK9MfpP2CcKkYBGs7GJUbbDgd4KtX1xy

"PH-Doc 2024 Maintenance and Support with Exhibits FINAL" History

Document created by Amanda Beyer (amanda@mnccc.gov)
2023-10-26 - 2:49:58 PM GMT

Document emailed to kathy.jenson@co.roseau.mn.us for signature
2023-10-26 - 3:00:17 PM GMT

Email viewed by kathy.jenson@co.roseau.mn.us
2023-10-26 - 3:04:24 PM GMT

Signer kathy.jenson@co.roseau.mn.us entered name at signing as Kathy Jenson
2023-10-27 - 3:23:58 PM GMT

Document e-signed by Kathy Jenson (kathy.jenson@co.roseau.mn.us)
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2023-10-27 - 6:39:37 PM GMT

Document e-signed by Lisa C. Meredith (lisa@mnccc.gov)

Signature Date: 2023-10-27 - 6:39:39 PM GMT - Time Source: server

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Email viewed by james.barkman@avenuinsights.com

2023-10-27 - 7:31:33 PM GMT

Signer james.barkman@avenuinsights.com entered name at signing as james barkman

2023-10-30 - 12:05:21 PM GMT

Document e-signed by james barkman (james.barkman@avenuinsights.com)

Signature Date: 2023-10-30 - 12:05:23 PM GMT - Time Source: server

Agreement completed.

2023-10-30 - 12:05:23 PM GMT

BOARD RATIFICATION STATEMENT

The Board of ____________________________ has ratified the PH-DOC MAINTENANCE AND SUPPORT AGREEMENT between Avenu Insights & Analytics, LLC and the Minnesota Counties Computer Cooperative (MnCCC) on behalf of the Community Health Services (CHS) User Group for the maintenance and support of the PH-Doc Software. The Agreement will be effective January 1, 2024 through December 31, 2026 with up to two automatic additional one-year extensions unless the CHS User Group votes not to extend the contract and requires MnCCC to provide at least one-year notice to Avenu. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this project.

Signed:____
Board Chair

Date: ____

Attest: ____

Title: ____

Date: ____

P: 651.917.6969 • F: 651.917.6989 • www.mnccc.org
100 Empire Drive Suite 201, St. Paul, MN 55103

Steele County
Agenda Item

Subject: **Increase Inmate Boarding Rates**

Department: Sheriff's Office

Committee Meeting Date: 11/8/2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Committee recommends the increase for Inmate Boarding Rates to $65.00.

Recommendation:
Recommendation is to approve the increase for non-contracted inmate housing rates from $60 per day to $65 per day.

Background *(Including Budget Impact)*:

Positive budget impact.

This rate has not been modified in quite some time and considering inflation costs and other external factors, the modest increase will assist in offsetting the true cost of housing detainees from other jurisdictions.

Attachments: None

Steele County Agenda Item

Subject: Approve Resolution – Prioritized Bridge Replacement List

Department: Highway

Committee Meeting Date: November 9, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Move to Board for Approval on Consent

Recommendation:

Approve Resolution – Prioritized Bridge Replacement List.

Background *(Including Budget Impact)*:

Each year the MNDOT Office of State Aid requests local agencies provide a prioritized bridge replacement list in the form of a resolution.

The resolution satisfies statutory requirements for requesting Bridge Bonding money as well as for State-Aid to release Township Bridge monies.

In addition, it is used at the Legislature to document statewide funding needs for local bridge replacement.

Bridge L5573 is the closed historical structure in Clinton Falls. It is anticipated that most of the funding to remove, refurbish, and relocate this structure will be State and Federal dollars.

Bridge 4686 carries CR 180 over the Izaak Walton Creek, directly under the Canadian Pacific railroad bridge. These are in preliminary engineering and are also anticipated to be mostly funded with State and Federal dollars.

Attachments:

Resolution – Prioritized Bridge Replacement List

RESOLUTION - PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS, Steele County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Steele County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

NOW, THERFORE BE IT RESOLVED that the following bridges are high priority for replacement, major rehabilitation or removal and Steele County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available, and

Old Bridge Number	Road and Crossing	LPI (1)	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
L5798	76th St NE over Rush Creek	55	$340,000	$320,000	$0	$20,000	2024
74524	14th Ave NE over Medford Cr	48	$430,000	$410,000	$0	$20,000	2024
92779	CSAH 6 over Ditch	48	$252,500	$100,000	$0	$152,500	2024
89080	CSAH 28 over Ditch	57	$300,000	$100,000	$0	$200,000	2024
L5573	50th St NW over Straight River	22	$670,000	$670,000	$0	$0	2025
4686	CR 180 over Izaak Walton Cr	48	$500,000	$300,000	$0	$200,000	2025
6037	Canadian Pacific RR over CR 180 & Izaak Walton Creek	NA	$6,250,000	$5,000,000	$0	$1,250,000	2025
92567	CSAH 18 over Crane Creek	50	$850,000	$400,000	$0	$400,000	2026
74519	CSAH 43 over Ditch	52	$785,000	$315,000	$0	$470,000	2026
74507	34th Ave NE over Rush Creek	50	$450,000	$430,000	$0	$20,000	2026
L8592	64th Ave NE over Maple Cr	55	$225,000	$205,000	$0	$20,000	2027
95786	18th St SE over Ditch	54	$275,000	$255,000	$0	$20,000	2027
6743	CSAH 45 over Turtle Creek	53	$750,000	$325000	$0	$425,000	2028

1. Local Planning Index (LPI) is a measurement of the bridge's condition on a 1-100 point scale, factoring both the consequence of a service interruption and the probability of service interruption. To be eligible for funding, the bridge must have a LPI of less than 60. LPI does not apply to railroad bridges.

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

STEELE COUNTY
BOARD OF COMMISSIONERS

____

Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution 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 28th day of November, 2023, as shown by the minutes of said meeting in my possession

____

Steele County Auditor

Steele County Agenda Item

Subject: Conduct Public Hearing at 5:15 pm for DRAFT 2024-2028 Highway Capital Improvement Plan

Department: Highway

Committee Meeting Date: November 9, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

N/A

Recommendation:

Conduct a Public Hearing on the DRAFT 2024-2028 Highway Capital Improvement Plan (CIP) to gather public input.

Background *(Including Budget Impact)*:

At the October 10, 2023 Board meeting, the Board set a Public Hearing at 5:15 pm on November 14, 2022 to gather public input on the DRAFT 2024 – 2028 Highway Capital Improvement Plan.

Since that date, a Public Notice for the hearing was published two weeks in a row in the Owatonna People's Press on October 24th & 31st. A media release also went out on Friday, November 3rd. In addition, each of the Cities and Townships within the County were notified that the Draft Highway CIP was available on the County website.

The Draft 2024-2028 Highway CIP is on the County website, HERE.

URL - https://www.steelecountymn.gov/highway/capital_improvement_plan_long_range_plans.php

Board members have previously received a hard copy of the document.

Highway department staff will do a short presentation on the draft plan and then open it up for public comment.

Main sources of funding for construction on an annual basis are: State-Aid of approximately $3.8 million, Sales Tax revenue of approximately $3.5 million, Wheelage Tax of approximately $730,000. Maintenance overlays are programmed at $1.3 million annually and funded as a combination of CSAH Maintenance and sales tax, depending on the highway segments.

Attachments: None

STEELE COUNTY PERSONNEL AGENDA ITEM
November 14, 2023 at 5:00 pm

NOVEMBER EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Anniversaries:

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Melissa Trihus	Technical Clerk I – Recorder's Office	11/02/23	8
Dawn Grunklee	Programs Assistant – Detention Center	11/13/23	16
Drew Meyer	Custodian – Facilities & Fleet Dept.	11/16/23	1
Alexa Wencl	Long Term Care Supervisor – Public Health	11/21/23	1
Debbie Grems	Office Support Specialist – Public Health	11/27/23	17

Steele County Agenda Item

Subject: Adopt Steele County Body Art Ordinance No. 35 Amendment

Department: Public Health

Work Session Meeting Date: October 24th, 2023

Board Meeting Date: October 24, 2023

Public Hearing Date: November 14, 2023

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

Recommendation:

Approve Steele County Body Art Ordinance No. 35 Amendment

Background *(Including Budget Impact)*:

Steele County's current Body Art Ordinance was adopted by the board of commissioners of Steele County on November 23rd, 2010. There have been several changes in Chapter 146B requirements since that time. Steele County's ordinance must meet or exceed Chapter 146B requirements. Updates have been made to the ordinance to meet these requirements. All changes or additions are in red color within the ordinance.

Attachments:

Steele County Body Art Ordinance No. 35 amendment

Steele County
Agenda Item

Subject: Steele County Sheriff's Addition and Renovation/Contract Award

Department: Building & Grounds

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Committee recommends accepting the base bid and the 3 alternates in the amount of $4,284,000.00 and awarding the Sheriff's Addition and Renovation contract to JD Driver LTD.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid and alternates 1-3 from JD Driver LTD in the amount of $4,284,000.00 and to execute the contract for the Steele County Sheriff's Addition and Renovation.

Background *(Including Budget Impact)*:

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Steele County Sheriff's Addition and Renovation. Seven bids were received on October 24, 2023, with JD Driver LTD being the low bidder once all alternates were selected in the amount of $4,284,000.00. The alternates are as follow: 1. Add Ballistic Windows. 2. Redo Existing Locker Room Flooring. 3. High Density Storage for Records. See recommendation packet attachment.

Attachments:

Recommendation Letter

Bid Tab

October 30, 2023

Board of Commissioners
Steele County
630 Florence Avenue
Owatonna, Minnesota 55060

Re: Steele County
Sheriff Addition and Renovation
Commission No. 232074

Dear Board of Commissioners:

On October 24, 2023, at 2:00 p.m., bids were received from seven (7) contractors for the Sheriff Addition and Renovation project at the Steele County Detention Center. A bid tabulation is attached for your review. Met-Con Companies, Inc. from Faribault, Minnesota submitted the low base bid in the amount of $4,032,000. Selection of alternates does affect who will be the low bidder. J D Driver Ltd from Rose Creek, Minnesota had the second low base bid and will be the low bidder with acceptance of alternates as follows:

Alternate No. 1 Ballistic Windows **Add $145,000**
This alternate includes ballistic windows in lieu of base bid aluminum windows.
Recommendation: Accept this Alternate

Alternate No. 2 Locker Room Flooring **Add $24,000**
This alternate includes porcelain tile flooring and base in lieu of base bid sealed concrete in locker rooms 1252 and 1257.
Recommendation: Accept this Alternate

Alternate No. 3 High Density Storage **Add $41,000**
This alternate includes a high density storage system in room 1010.
Recommendation: Accept this Alternate

The budget for this project is:

	Construction Documents October 3, 2023	Bid Award November 2, 2023
Construction Cost	$ 4,965,130	$ 4,284,000
Fees, Testing, Printing, Contingency	$ 965,181	$ 965,181
Total Project Cost	$ 5,930,311	**$ 5,249,181 RECOMMENDED BUDGET**

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

PLANNERS
ARCHITECTS
ENGINEERS

We recommend awarding the contract to J D Driver Ltd as follows:

Base Bid		$4,074,000
Alternate No. 1 Ballistic Windows	Add	$ 145,000
Alternate No. 2 Locker Room Flooring	Add	$ 24,000
Alternate No. 3 High Density Storage	Add	$ 41,000
TOTAL CONTRACT		**$4,284,000**

Sincerely,

Wold Architects and Engineers

Jake Wollensak | AIA
Associate

Enclosures

cc: Jake Rysavy, Steele County
John McNamara, Wold
Allison Timmins, Wold
Erin Kopp, Wold

KH/S:/COU-Steele/Detention Center/232074 - Sheriff's Addition/_Admin & PM/Letters/2023.10.30 Letter to Steele County BOC

Project Name: Steele County - Sheriff Addition & Renovation

BID TABULATION

Commission No.: 232074
Date: 10/24/2023
Time: 2:00 p.m.

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alt. No. 1 - Ballistic Windows	Alt. No. 2 - Locker Room Flooring	Alt. No. 3 - High Density Storage	Remarks
Met-Con Companies, Inc. 15760 Acorn Trail Faribault, MN 55021 Phone: (507) 332-2266	1-4	X	$4,032,000	$327,000	$46,000	$58,000	
J D Driver Ltd 201 1st St NE Rose Creek, MN 55970 Phone: (507) 437-6050	1-4	X	$4,074,000	$145,000	$24,000	$41,000	
Brennan Companies 3255 Garfield Avenue Suite 200 Minneapolis, MN 55408 Phone: (507) 625-5417	1-4	X	$4,119,000	$154,000	$20,500	$61,000	
Ebert Companies 23350 County Rd 10 Loretto, MN 55357 Phone: (763) 498-7844	1-4	X	$4,177,000	$105,600	$25,000	$35,900	
Versacon, Inc. 9443 Science Center Dr Minneapolis, MN 55428 Phone: (763) 391-5610	1-4	X	$4,305,500	$341,000	$12,400	$9,000	
Jorgenson Construction Inc 9255 E River Rd NW Coon Rapids, MN 55433 Phone: (763) 784-3877	1-4	X	$4,425,000	$120,000	$30,000	$40,000	
APX Construction Group 3 Civic Center Plaza #400 Mankato, MN 56001 Phone: (507) 387-6836	1-4	X	$4,723,000	$115,000	$15,000	$210,000	

Wold

Project Name: Steele County - Sheriff Addition & Renovation

Commission No.: 232074
Date: 10/24/2023
Time: 2:00 p.m.

BID TABULATION

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, Minnesota 55101
651.227.7773 Fax: 651.223.5646

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alt. No. 1 - Ballistic Windows	Alt. No. 2 - Locker Room Flooring	Alt. No. 3 - High Density Storage	Remarks
Met-Con Companies, Inc. 15760 Acorn Trail Faribault, MN 55021 Phone: (507) 332-2266	1-4	X	$4,032,000	$327,000	$46,000	$58,000	
J D Driver Ltd 201 1st St NE Rose Creek, MN 55970 Phone: (507) 437-6050	1-4	X	$4,074,000	$145,000	$24,000	$41,000	
Brennan Companies 3255 Garfield Avenue Suite 200 Minneapolis, MN 55408 Phone: (507) 625-5417	1-4	X	$4,119,000	$154,000	$20,500	$61,000	
Ebert Companies 23350 County Rd 10 Loretto, MN 55357 Phone: (763) 498-7844	1-4	X	$4,177,000	$105,600	$25,000	$35,900	
Versacon, Inc. 9443 Science Center Dr Minneapolis, MN 55428 Phone: (763) 391-5610	1-4	X	$4,305,500	$341,000	$12,400	$9,000	
Jorgenson Construction Inc 9255 E River Rd NW Coon Rapids, MN 55433 Phone: (763) 784-3877	1-4	X	$4,425,000	$120,000	$30,000	$40,000	
APX Construction Group 3 Civic Center Plaza #400 Mankato, MN 56001 Phone: (507) 387-6836	1-4	X	$4,723,000	$115,000	$15,000	$210,000	

Steele County Agenda Item

Subject: Steele County/City of Owatonna LEC Generator Upgrade/Contract Award

Department: Building & Grounds

Committee Meeting Date: November 7, 2023

Board Meeting Date: October 14, 2023

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

Policy Committee Recommendation:

Committee recommends accepting the base bid in the amount of $163,098.00 and awarding the LEC Generator Upgrade contract to Mohs Contracting, Inc.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid from Mohs Contracting, Inc in the amount of $163,098.00 and to execute the contract for the LEC Generator Upgrade.

Background *(Including Budget Impact)*:

Previously the County/City LEC committee authorized the Facilities and Fleet Director to Advertise for Bids for the LEC Generator Upgrade. Two bids were received on October 31, 2023 with Mohs Contracting, Inc being the low bidder.

Attachments:

ISG Recommendation Letter

Bid Tabs

Budget

Bid Tabulation

ISG

Project Name: Steele County LEC Generator Update
Project Number: 27846
Bid Letting Time + Date: 2:00 pm October 31, 2023
Bid Letting Location: 630 Florence Ave, Owatonna, MN 55060

CONTRACTOR	BID BOND	BIDDER STATUS FORM	ADD. #1	BASE BID		
Met-Con Construction, Inc.	X	X	X	$188,600.00		
Mohs Contracting Inc.	X	X	X	$163,098.00		

Letter of Recommendation

SEPTEMBER 9, 2021

Jake Rysavy
Facilities & Fleet Director/Bldgs & Grounds
Steele County
630 Florence Ave
Owatonna, MN 55060
jacob.rysavy@co.steele.mn.us

Jake,

On October 31, 2023, Bids were received for the Steele County LEC Generator Upgrades. A total of two bids were received ranging from $163,098 to $188,600. The project did not have any bid alternates.

The apparent low bidder is Mohs Construction, with a bid price of $163,098. We have spoken with the contractor and confirmed that Mohs bid is complete and thorough. Therefore, we recommend approval of Mohs bid in the amount of $163,098.

Sincerely,

Bob Mickelson

Bob Mickelson
Sr Project Manager
Bob.mickelson@ISGInc.com

Probable Project Cost Summary

ISG

Projct Name Steele Co LEC Generator

Owatonna, MN

Modifications to electrical system to have entire faciliy on generator

ISG Project #:	27846	Bldg SF:	1
Date:	5/16/2023	Time (Months):	2
		Revision Date:	0/00/0000

CONSTRUCTION DOCUMENTS PHASE

SUMMARY	Rate	Estimated Construction Cost	Actual Construction Cost	Cost / SF
Division 1 - General Requirements		$ 35,136.62	$ -	$ 35,136.62
Division 2 - Existing Conditions & Demolition		-		$ -
Division 3 - Concrete		32,620.00		$ 32,620.00
Division 4 - Masonry		-		$ -
Division 5 - Metals		-		$ -
Division 6 - Wood and Plastics		-		$ -
Division 7 - Thermal and Moisture Protection		-		$ -
Division 8 - Doors and Windows		-		$ -
Division 9 - Finishes		-		$ -
Division 10 - Specialties		-		$ -
Division 11 - Equipment		-		$ -
Division 12 - Furnishings		-		$ -
Division 13 - Special Construction		-		$ -
Division 14 - Conveying Systems		-		$ -
Division 21- Fire Suppression		-		$ -
Division 22- Plumbing		1,200.00		$ 1,200.00
Division 23 - HVAC		-		$ -
Division 26 - Electrical		140,890.00		$ 140,890.00
Division 27 - Communications		-		$ -
Division 28 - Electronic Safety & Security		-		$ -
Division 31 - Earthwork		-		$ -
Division 32 - Site Improvments		-		$ -
Division 33 - Utilities		-		$ -
Construction Cost Subtotal		$ 209,846.62	$ -	$ -
			$ -	
Contingencies	10.00%	$ 20,984.66	$ -	$ 20,984.66
			$ -	
Regional Adjustment Factors	0.00%	$ -	$ -	$ -
Total Construction Cost		$ 230,831.28	$ -	$ 230,831.28
Design Fees	0.00%	$ 40,300.00	$ -	$ 40,300.00
Other Costs Identified By Owner		$ -		$ -
200kW Generator		$ 52,750.00		$ 52,750.00
1000 Amp Automatic Transfer Switch		$ 25,885.00		$ 25,885.00
800 Amp Docking Station		$ 20,950.00		$ 20,950.00
PROJECT COST TOTAL		$ 370,716.28	$ -	$ 370,716.28

Steele County
Agenda Item

Subject: 2024 Health Insurance Renewal Rates and Contribution Amounts

Department: HUman Resources

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Bringing to the Board

Recommendation:

Recommend approval of 2024 health insurance renewal rates.

Background *(Including Budget Impact*):
The County received information from the SE Service Cooperative that our health insurance rates for 2024 will be increasing 5% in the aggregate. The 5% increase represents the maximum rate guarantee we agreed upon previously. The renewal rates and contribution amounts are as follows:

Medica Choice Passport	Single Coverage	Emp + 1 Coverage	Family Coverage
Employee Monthly Premium	$53.36	$355.32	$430.32
Employer Monthly Premium	$845.12	$1,880.72	$1,805.72
Total Monthly Premium	$898.48	$2,236.04	$2,236.04
Annual Deductible	$4,000	$8,000	$8,000
Co-Insurance	80/20%	80/20%	80/20%
Annual Out of Pocket Maximum	$5,000	$10,000	$10,000
County Annual HSA/VEBA contribution	$1,700.16	$3,500.16	$3,500.16

Budget/Fiscal Impact:
The approved preliminary budget included the 5% aggregate increase.

Attachment:
N/A

Steele County
Agenda Item

Subject: 2024 Fee Schedule – Set Public Hearing Date for Tuesday, December 26, 2023

Department: Administrator's Office

Committee Meeting Date: November 7, 2023

Board Meeting Date: November 14, 2023

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

Recommendation:

2024 Fee Schedule – Set Public Hearing Date for Tuesday, December 26, 2023

Background *(Including Budget Impact)*:

n/a

Attachments:

2024- Steele County Fee Schedule - DRAFT

Approved by the Board of Commissioners on XXX XX, 2023

Recommended Changes are in Red

General

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
	Copy Costs - Unless cost noted elsewhere or put Minn. Stat.		
	≤100 pages	$.25 per side/page	$.25 per side/page
	Most other types of copies	Actual Cost	Actual Cost

Auditor's Office

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Licenses			
	Auctioneer License*	$20	$20
	Dangerous Dog	~~$100/year~~	Remove
	Dangerous Dog Appeals Hearing Fee	$100	$100
	Dangerous Dog Registration Fee	$100	$300
	Dangerous Dog Renewal Fee		$100
	Potentially Dangerous Dog Registration Fee		$100
	Potentially Dangerous Dog Renewal Fee		$100
	Liquor Licenses		
	3.2 Liquor License (Off-Sale)	$20	$20
	3.2 Liquor License (On-Sale)	$50	$50
	Liquor License	$2,500	$2,500
	Sunday Liquor License	$200	$200
	Wine License	$200	$200
	Precious Metals	$50	$50
	Tobacco License	$200	$200
Maps/Plat Books			
	E-911 Map	$3	$3
	Plat Book (Old)	$7	$7
	Plat Book (New)	$20	$20
Delinquent Tax Publishing Fee		$20	$20
Plat Fee		$300	$300
Special Assessment/Tax Search		$10	$10
Voter Certificate		$3	$3

Community Corrections

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Adult Supervision Fees			
	Adult Felony Supervision Fee	$400	$400
	Adult Gross Misdemeanor Supervision Fee	$300	$300
	Adult Misdemeanor Supervision Fee	$200	$200
	Supervised Release: up to 12 months	$200	$200
	Supervised Release: 1 year+	$400	$400
	Pre-trial Drug Testing Fee	$5/test	$5/test
	Drug Testing Fee	$75	$75
	Courtesy Testing Fee	$10/test	$10/test
	Lab Positive Confirmation	$35/per drug	$35/per drug
Program/Screening Fees			
	Cognitive Skills Class "T4C" & "Moving On"	$50	$50
	Driving w/Care	$20	$50
	Domestic Violence Inventory	$25	$25
	~~Domestic Violence Education Program~~	~~$320~~	Remove
	Substance Abuse Subtle Screening Inventory	$25	$25
	Adult Diversion	$200	$200
Juvenile Diversion Fees		$50	$50

SCRAM Fees*

	Remote Breath Device	$10/day	$10/day
	SCRAM - Direct Connect/Base Station	$10/day	$10/day
	SCRAM - House Arrest/Ethernet Base Station	$11/day	$11/day

*For all non-REAM clients, first two weeks must be paid up front.

Detention Center			Detention Center
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Detainee Fees			
	Copy Service Fee	$1 per request	$1 per request
	Copy Fee	$0.25 per page	$0.25 per page
	Booking Fee	$20	$20
	Finger Printing (up to two cards)*	$20	$20
	Intake Fee	$10	$10
	Medical Co-Pay	$10	$10
	UA Fee	$10	$10
	UA Fee (Lab Verified)	$45	$45
	Work Release	$25	$25
	Work Release (Out of County)	$60	$60

Extension Office			Extension Office
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Community Garden		~~$30/plot~~	Remove
	Garden Plot 20' x 20'*		$40
	Raised Bed 4' x 16' x 1'*		$20
	Raised Bed 4' x 16' x 2'*		$25
	Raised Beds (metal)*		$25

Four Seasons Centre			Four Seasons Centre
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Community Center			
	Room Rental	$125/day	$125/day
	Refundable Damage Deposit	$400	$400
Complex Rental			
	East Rink	$1,100 First Day $1,000 Second Day	$1,200 First Day $1,100 Second Day
	West Rink	$1,000 First Day $975 Second Day	$1,100 First Day $1,000 Second Day
	Entire Complex	Contact Manager	Contact Manager
	Admission Charged Event	$1,750/day	$2,000/day
Ice Rental			
	Ice (regular season)	$180/hour	$185/hour
	Ice (Summer)	$160/hour	$165/hour

Geographic Information System (GIS)			Geographic Information System (GIS)
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Mapping Services			
	Professional Service Fee	$50/hour (one hour minimum)	$50/hour (one hour minimum)
Land Records Mapping			
	Parcel Splits/Reconfigurations	$75	$75
Printed Media			

	8.5" x 11"	$5	$5
	Parcel info w/image 8.5" x 11"	$5	$5
	11" x 17"	$6	$6
	Plotter ≤ 24" x 36"	$15	$15
	Plotter > 24" x 36"	$25	$25

Highway			Highway
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Utility Permit			
	Registration Fee	$30/utility owner	$30/utility owner
	Registration Bond	$10,000/utility owner	$10,000/utility owner
	Annual Construction	$90/year	$90/year
	Utility	$30/project	$30/project
Work in R.O.W. Permit			
	Tile Crossing /Drainage	$100/location	$100/location
	Residential Driveway or Field Entrance	$100/access	$100/access
	Commercial Access or Street	$250/access	$250/access
	Culverts, Bands, & Aprons	Actual Cost	Actual Cost
	Culvert Handling Fee	$.50/lineal foot	$.50/lineal foot
	Special Farm Product Permit/6 axle - per Minn. Stat. §169.865*	$300 Per Minn. Stat. §169.865	$300
	Special Farm Product Permit/7 axle - per Minn. Stat. §169.865*	$500 Per Minn. Stat. §169.865	$500

Highway, cont…			Highway, cont…
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Transportation Permit			
	House Moving	$60/load	$60/load
	Oversize/Overweight	$30/load	$30/load
	Oversize (Annual)	$150 per vehicle	$150 per vehicle
Intersection Modification Permit			
	Temporary Modification Permit	$30/radius	$30/radius
	Temporary Modification Security	$100,000/project	$100,000/project
Swing Away Mailbox Posts			
	Post Assembly (Materials Only)	$120/Assembly	$122/Assembly
	Post Assembly (Installed)	$185/Installed	$270/Installed (includes Assembly)
E911 Rural Address Signs			
	New Address & Installation	$160/Installation	$160/Installation
	Replacement	$109/Installation	$109/Installation
	Repair (Sign & Hardware)	$40/Sign	$40/Sign
	Repair (Post)	$15/Post	$15/Post
	Repair (Installation)	$54/Installation	$54/Installation
Rural Business Signs			
	New Installation	$400/Installation	$400/Installation
	Replacement/Repair of Sign Assembly	$200/Assembly	$200/Assembly
Field Tile Signs			
	New Installation	$109/installation	$109/installation
	Sign & Hardware	$40/Sign	$40/Sign
	Post	$15/Post	$15/Post

Landfill			Landfill
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Mixed Solid Waste & Demolition/Debris			
	Gate Rate	$74/ton gate rate	$74/ton
	Contracted Rate	$45/ton	$46/ton
	Cars	$17 ea.	$17 ea.
	Pickups	$27 ea.	$27 ea.

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Demolition/Debris			
	Large Trucks	$29/ton	$74/ton
	Contracted Rate		$46/ton
	Pickup (each)	$20 ea.	$27 ea.
	Concrete (clean and separated)	$6 ton/yd	$6 ton/yd
Special Wastes			
	Appliances/Air Conditioners (each)	$13 ea.	$13 ea.
	TV's, Computer Monitors (each)	$20 ea.	$20 ea.
	Misc. Electronics (VCR's, DVD's, CPU's, etc.)	$5 ea.	$5 ea.
	Tires (each)	$400/ton	$400/ton
	Motorcycle	$4 ea.	$4 ea.
	Car	$5 ea.	$5 ea.
	Truck	$15 ea.	$15 ea.
	Tractor	$30 ea.	$30 ea.
	Tracks (Tractor/Skid loader)	$100 ea.	$100 ea.
	Asbestos	$100 ton	$100 ton
		$50 / Pickup	$50 / Pickup
		$10 bag	$10 bag
	Industrial Waste	$74/ton	$74/ton
	Petroleum Contaminated Soil	$10/ton	$10/ton
	Mattresses & Box Springs	$500/ton	$500/ton
		$25 ea. / recycled	$25 ea. / recycled
		$50 ea. / Non-Recycled	$50 ea. / Non-Recycled

Planning & Zoning			Planning & Zoning
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Building Permits:			
	Project Valuation		
	$1 to $2,000	$69.25	$69.25
	$2001 to $25,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	$69.25 for first $2,000 + $14.00 for each add. $1,000
	$25,001 to $50,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	$391.25 for first $25,000 + 10.10 for each add. $1,000
	$50,001 to $100,000	$643.75 for first $50,000 + $7 for each additional $1,000	$643.75 for first $50,000 + $7 for each additional $1,000
	$100,001 to $500,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	$993.75 for first $100,000 + $5.60 for each add. $1,000
	$500,001 to $1,000,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000
	$1,000,001 and up	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000
Building Permits:			
	Demolition Permit	$69/ea.	$69/ea.
	Gas/Mechanical	$69/ea.	$69/ea.
	Plumbing Permit	$69/ea.	$69/ea.
	Re-roof (Residential Only)	$69/ea.	$69/ea.
	Re-siding (Residential Only)	$69/ea.	$69/ea.
	Replacement windows (Residential Only)	$69/ea.	$69/ea.
	Retaining Wall over 4 ft. in height	$69/ea.	$69/ea.
	Manufactured Home Placement	$350/ea.	$350/ea.
	Prefab Home	$400/ea. + foundation permit	$400/ea. + foundation permit
	Inspections outside of business hours (2 hr. min charge)	$47/hr.	$47/hr.

	Re-inspections fees as allowed by code	$47/ea.	$47/ea.
	Inspections for which no fee is specifically indicated	$47/ea.	$47/ea.
	Additional plan review required by changes, additions or revisions to plans	$47/ea.	$47/ea.
	Use of outside consultants for plan checking, inspections, or both	Actual Cost	Actual Cost
	After the fact permit investigation fee	Double Permit Fee	Double Permit Fee
	Plan Review Fee	65% of permit fee	65% of permit fee
	State Surcharge	0.0005 x valuation or $1.00 on fixed fees	0.0005 x valuation or $1.00 on fixed fees
Agricultural:			
	Agricultural Construction Permit (≤$50,000)	$75/ea.	$75/ea.
	Agricultural Construction Permit (>$50,000)	$150/ea.	$150/ea.
Septic Construction Permits:			
	Type I, II & III Systems(≤2500 gpd)	$300/ea.	$300/ea.
	Type IV and Type V Systems (≤2500 gpd)	$500/ea.	$500/ea.
	Any Systems Greater than 2500 gpd	$800/ea. + $200 per additional hook-up	$800/ea. + $200 per additional hook-up
Septic Operating Permits		$50/ea.	$50/ea.
Feedlot Permits:			
	New or Expanded Feedlot	$1.00/animal unit	$1.00/animal unit
	Registration Fee <300 AU	$50/feedlot	$50/feedlot
	Registration Fee ≥300 AU	$150/feedlot	$150/feedlot

Planning & Zoning, cont...			Planning & Zoning, cont...
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Land Use Permits:			
	Conditional Use Permit Application	$400/ea.	$400/ea.
	Variance Application	$300/ea.	$300/ea.
	Administrative Appeal	$300/ea.	$300/ea.
	Rezoning Application	$500/ea.	$500/ea.
	Platting	$500/ea. + $50/lot over 10	$500/ea. + $50/lot over 10
	Special Meeting (Planning Commission or Board of Adjustment)	Double Application Fee	Double Application Fee
	Shoreland Alteration/Construction Permit	$100	$100
	EAW/EIS	Costs Associated with Preparation	Costs Associated with Preparation
Solid Waste			
	Hauling Licenses	$25/business/year	$25/business/year

Public Health			Public Health
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Visits, Education & other Fees			
	Public Health Nurse Visit	$180.00	$180.00
	Public Health Nurse Office Visit	$75.00	$75.00
	School Nurse & Other nursing contracts	$90/hour	$90/hour
	Physical Therapy Visit	$125.00	$125.00
	Home Health Aide	$16.25/15 minutes	$19.50/15 minutes
	Homemaker	$10.75/15 minues	$11.00/15 minues
	Case Management	$135/hour	$135/hour
	Interpreter Fee	$50/hour	$50/hour
	Car Seat Education	$120.00	$120.00
Screening and Tests Fees			
	Blood Lead Screening	$74.00	$74.00
	Cholesterol Screening	$25.00	$25.00
	Diabetic Screening	$11.00	$11.00

	~~PCA Assessment~~	~~$400.00~~	Remove
	Post-Partum Depression Screening	$55.00	$55.00
	Pregnancy Test	$65.00	$65.00
	Tuberculin Skin Test	$45.00	$45.00
Vaccinations / Immunizations			
	~~Immunization - Donation per treatment~~	~~$10.00~~	Remove
	Flu Vaccination	$52.00	$55.00
	Flublok Quadriavalent	$93.00	$95.00
	Flu Vaccination High Dose	$93.00	$95.00
	Flu Vaccination Administration- WIC eligible, non-MNVFC eligible	$24.00	$24.00
	Tdap Immunization (Private)	$60.00	$60.00
	Td Immunization (Private)	$60.00	$60.00
	COVID		$185.00
Vaccinations / Immunizations			
	Hepatitis B Immunization (Private)	$54.00	$54.00
	Hepatitis B Heplisav	$110.00	$120.00
	Hepatitis A Immunization (Private)	$59.00	$59.00
	Worksite Education	$120 for 1st hour + $50 for each addl 30 minutes	$120 for 1st hour + $50 for each addl 30 minutes
Supplies Used in Care*:		Fees for Medical Assistance & Medicare Services established by DHS & CMS	Fees for Medical Assistance & Medicare Services established by DHS & CMS
Body Art Licenses			
	Establishment	$400/year	500/year
	Multi-Event Temporary Permit	$100/year	$100/year
	Single Event Temporary Permit	$50.00	$50.00
	Body Art Mobile Establishment	$100/year	$100/year

Public Health, cont...			Public Health, cont...
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Water Testing Fees (Inc. courier cost)			
	Coliform Bacteria & Nitrate+Nitrite	$60.00	$65.00
	Coliform Bacteria (Present or Absent)	$55.00	$55.00
	Nitrate+Nitrite Nitrogen	$55.00	$55.00
	Sulfate	$55.00	$55.00
	Fluoride	$55.00	$55.00
	Manganese	$55.00	$55.00
	Arsenic	$55.00	$55.00
	Lead	$55.00	$95.00
	Hardness	$70.00	$70.00
	Iron	$60.00	$60.00
	Iron Bacteria	$85.00	$85.00
	Ecoli	$55.00	$55.00

Recorder's Office			Recorder's Office
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
General Fees			
	Copies	$1/page	$1/page
	Emailing Documents	$1/fee + $1/page	$1/fees + $1/page
	Emailing Tract Indexes	$5/tract index	$5/tract index
	Emailing a plat	$5/plat	$5/plat
	Research Fee	$50.00/hour	$60.00/hour
	Laredo Fee (Online searching per month)	$70 to $520/fee based on plan selection	$70 to $520 - fees based on plan selection
	Owners and Encumbrances Reports (NEW)		$75.00
Vital Statistics			
	Birth Certificate (Certified)*	$26.00	$26.00
	Birth Certificate (Certified) - Additional Copies*	$19.00	$19.00

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Marriage			
	Marriage License - Reduced Fee*	$40.00	$40.00
	Marriage License - Regular Fee*	$115.00	$115.00
	Marriage Certificate License (Certified Copy)	$9.00	$9.00
	Marriage Ceremony Only	$75.00	$75.00
	Marriage Certificate - Amend	$20.00	$40.00
Passports			
	Passport Application Fee*	Contact Recorder's Office	Contact Recorder's Office
	Passport Photos	$20	$20
Ordination			
	Ordination Credentials	$20.00	$50.00
Notary			
	Filing of Notary Commission	$20.00	$20.00
Recording Fees			
	Document Recording Fee	$46.00	$46.00
	Mortgage Registration Tax (Per Thousand)	$2.30	$2.30
	Deed Tax (Per thousand)	$3.30	$3.30

Sheriff's Office

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Gun Permit Fees			
	Permit to Purchase	No Charge	No Charge
	Permit to Carry		
	New Permit	$100	$100
	Renewal - 0 to 90 Days Prior to Expiration	$75.00	$75.00
	Renewal - 1 to 30 Days Past Expiration	$85.00	$85.00
	Veteran/Military - Documentation of service needed	$25.00	$25.00
	Card Replacement	$10.00	$10.00
	Data Change	$10.00	$10.00

Sheriff's Office, cont...

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Records Department			
	Copy Charges		
	1-4 Pages	No Charge	No Charge
	5-9 Pages	$1.25	$1.25
	10-99 Pages	.25 Per Page	.25 Per Page
	Disks	$5.00 Each	$5.00 Each
	Flash Drives	$12.00 Each	$12.00 Each
Civil Processing Fees			
	Paper Services - Flat Rate per Individual Served / Per Case	$85	$85
	Foreclosure/Sheriff Sales	$100	$100
	Fail to Notify/Postpone/Cancel	$75	$75
	Intent to Redeem	$100	$100
	Redemptions	$250	$250
Deputy Standby Fee		$100 Hour	$100 Hour
Forfeiture/Tow Storage Fees		$10.00 Daily	$10.00 Daily
Special Deputy			
	Security for Events (4 Hour Minimum)	$25.00 Hour ($100 Minimum)	$25.00 Hour ($100 Minimum)

Treasurer's Office

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
General Fees			
	Copy of Tax Statement	$1	$1
	Escrow Tax Statements	$3/parcel	$3/parcel

Tax Research	$40/hour	$40/hour
Tax Lien Recording and Release	$30	$30

** indicates a fee where the cost is mandated by Statute or by another entity*

Steele County Agenda Item

Subject: Approve Resolution of Support for the East Side Corridor Project Grant Application to the Local Road Improvement Program

Department: Highway

Committee Meeting Date: November 9, 2023

Board Meeting Date: November 14, 2023

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

Policy Committee Recommendation:

Move to Board for Approval

Recommendation:

Approve resolution of support for the East Side Corridor project application to the Local Road Improvement Program.

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

The LRIP is a State funded program available to local agencies on a competitive basis. The 2023 Legislature provided roughly $85 million in general obligation bonds and $18 million in general funds for LRIP.

Steele County is currently in the environmental review phase of the East Side Corridor. The project is currently programmed to be constructed starting in 2026.

LRIP funds can only be used for construction and the maximum grant award is $1,500,000. The estimated construction cost of the East Side Corridor project is currently programmed at $16,500,000 in the Highway CIP. The application will request $1,500,000.

Project applications are due December 8, 2023 and project selections should be announced in March 2024.

Attachments:

Resolution

RESOLUTION FOR SUPPORT OF LOCAL ROAD IMPROVEMENT PROGRAM FUNDING REQUEST FOR EAST SIDE CORRIDOR

WHEREAS, the State legislature has provided $102.967 million in Local Road Improvement Program (LRIP) funding, with a cap of $1.5 million for each project, and

WHEREAS, the County acknowledges that LRIP funds can be used on reasonable elements associated with roadway construction and that other costs, including but not limited to: consultant engineering and inspection, utility construction, as well as construction costs above the LRIP award will need to have alternate funding sources, and

WHEREAS, the County has programmed the construction of the East Side Corridor, a new road on a new alignment from CSAH 48 Bixby Road to CSAH 8 Kenyon Road with necessary extensions of 18th Street SE and CSAH 34 (26th Street NE) on the east side of the City of Owatonna, and

WHEREAS, the County has identified transportation deficiencies in the City of Owatonna and east side of the county, including: lack of continuous north-south routes for four miles between CSAH 45 Oak Avenue and CSAH 43, no direct routes between the northeast and southeast portions of the City, except through downtown, county routes and city streets that are near or will exceed capacity in the near future, and residential growth areas planned for on the east side of Owatonna have no collector route system, and

WHEREAS, the East Side Corridor will address these deficiencies by providing a new north-south route expected to relieve congestion in the downtown area, provide traffic relief to parallel CSAH 45 Oak Avenue, Mineral Springs Road and many residential streets, and provide an additional route from the northeast and southeast portions of the City, and

WHEREAS, the East Side Corridor is considered a route of regional significance as it will connect to the regional county highway system, including directly to CSAH 8, CSAH 19, CSAH 34, CSAH 35, CR 171, CR 180, along with several other City and township streets, and

WHEREAS, the County is making application to request funding from the Local Road Improvement Program, and

WHEREAS, the roadway is estimated to have 3000 vehicles per day when it opens, and

WHERAS, the new roadway is expected to function and be assigned the functional classification at least a Major Collector, and

WHEREAS, the project will benefit multiple agencies, including the City of Owatonna, Steele County, and surrounding Townships, and

WHEREAS, the project will include multi-modal or non-motorized components including a multi-use trail along the entire route making needed connections to the City of Owatonna trail system, and

WHEREAS, the construction cost of the project is estimated at $16,500,000 and is scheduled to be constructed in phases in 2026 and 2027.

WHEREAS, the City and County been planning for this project since the 1990's by completing several engineering studies, an Environmental Assessment Worksheet in 1999, a recorded Official Map in 2000, a Joint Powers Agreement in 2006, and including the project in City and County 2040 Transportation Plans, and

WHEREAS, by mid-2024, the County will complete an updated Environmental Assessment Worksheet and Non-Programmatic Categorical Exclusion document and then begin final construction plans, and

WHERAS, the County has secured $3,960,000 in federal funding, Local Use Sales Tax funding, County Highway State Aid funding, and City of Owatonna funding for the project, and

NOW THEREFORE BE IT RESOLVED THAT the Steele County Board of Commissioners hereby supports the construction of the East Side Corridor project, agrees to maintain such improvements, supports submittal of the LRIP application, and provides assurance the County will pay all costs associated with the project beyond the LRIP grant award.

STEELE COUNTY
BOARD OF COMMISSIONERS

____
Greg Krueger, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution 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 14th day of November 2023, as shown by the minutes of said meeting in my possession.

____
Steele County Auditor

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

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

Thursday, November 2, 2023 at 8:00 a.m. – Steele County Boardroom

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Attendees: Commissioner Glynn, Commissioner Gnemi, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, and Administrator Scott Golberg.

General Agenda:

1. Committee recommends awarding the Sheriff Addition and Renovation Contract to JD Driver
   J D Driver Ltd had the second low base bid and will be the low bidder with acceptance of alternates of ballistic windows, locker room flooring and storage.

Information:

1. Community Correction update / Advertisement for Bids – One more user group meeting is coming up with the team. After the last meeting, Jake would like to bring forward the advertisement for bids on this project due to the favorable bids received on the sheriff addition.
2. Agile Fleet update – Will start to launch the program with public health by the end of the next week.
3. LEC appraisals should be received in the next few days. The city should receive their appraisal as well. With both parties receiving their appraisals, the city and county will be able to discuss and come to a proposal amount for the buyout on the property. The appraiser will be taking into account all the maintenance upkeep and the age of the building.
   a. Generator at the LEC – Two Bids received, will bring forward to the board to accept a bid.
4. Construction: Mailroom has started, will be updated the vestibule in the Administration building. The election equipment will have a storage and testing area located downstairs in what is currently a storage room.

Department Head Reports:

Information Technology: Planning stages on Alexander building, the grant funds were spent. Waiting for approval to run the fiber across the street. Wrapping up MNPrairie refresh. Will be staring on the Steele County refresh. MNP approved the addition of access control doors (24). Discussion regarding badges.

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

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

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

Attendees: Commissioner Abbe, Commissioner Krueger, Interim Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Interim Auditor Brenda Blood, IT Director Dave Purscell sand Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the 2024 Interagency Agreement between MN Prairie and Steele County Community Corrections to accept Mental Health Screening Funds and authorizes the Community Corrections Director to sign.

2. Committee recommends approving the Ditch Levies payable for 2024.

3. Committee recommends approving 2024 MNPrairie Office Space Lease Agreement in the amount of $192,961 and authorizes the Chair to sign.

4. Committee recommends approving the 2024 MRCI Lease Agreement in the amount of $26,070 and authorizes the Administrator to sign.

5. Committee recommends approving the 2024 – 2025 USICG Contract to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize the Cathy Piepho, Interim Treasurer/Finance Director to sign the agreement

6. Committee recommends approving the 2024 Non-Represented Employee COLA & Market Adjustment

7. Committee recommends approving the Confession of Judgment interest rate at the rate established by the Department of Revenue.

General Agenda

8. 2024 Health Insurance Renewal Rates and Contribution Amounts
   Request to go out for bids for the year of 2025

9. Set Public Hearing for the 2024 Fee schedule – Committee recommends 12-26-2023

Information

Discussion regarding the MNPrairie $1.1M turnback. Would like to set up the fund/dedicate account with these funds to help defray MNP cost increases in future years.

Wish Brenda the best and thank her for her many years of service.

Department Head Reports

Treasurer/Finance: 2024 budget handouts were supplied and reviewed. Currently at a 4.7% levy increase from last year. Cathy is asking the board to make decision on FTEs by the end of the month so final budget can be presented at December meeting. Training for a 3-month absence in the Finance department has begun. The Finance team is working on a cash flow fund model. Taking a look at the difference and benefits of leasing the Sheriff vehicles or purchasing them.

Human Resources: Open enrolment continues. Jordyn will be leaving on November 13th. Working on transition her workload to the others in department. Continue to work through the details on earned safe and sick time to meet the requirements. Dec 1 is the recognition event at the Eagles Club. Recruitment continues.

It was asked if there are any tasks that can be outsourced. The only one they know of is payroll and that is located in the Finance department.

Administration: November 16th is the Strategic Planning Session at the Annex. Agile training starts this morning. Operation Green Light – picture of the Administration Building lit up was shown. Discussion regarding Brenda's resignation.

Auditor Office: Moving forward with cash drawer. The tax forfeited property was sold last week.

IT: Carbon Black was purchased, coming up for renewal but looking at other options.

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

Attendees: Commissioner Brady, Commissioner Glynn, Sheriff Lon Thiele, County Attorney Julia Forbes, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Interim Finance Director Cathy Piepho and Administrator Scott Golberg.

Consent Agenda

1. Committee Recommends approving the PH-DOC Maintenance and Support Agreement.

2. Committee recommends the increase for Inmate Boarding Rates to $65.00.

Information

An email was received from Deja Weber regarding the appointment of the Steele County Attorney Julia Forbes and was distributed to the commissioners appointed to this committee and a discussion proceeded. The following information will be provided to D. Weber along with the portion of the minutes: The County Attorney vacancy was discussed at the May 9 work session and at the Board meeting. On May 23rd the County Attorney Appointment process was reviewed. On June 13th, the Board filled the position by appointment following MN Statute 375.08.

Department Head Reports

Attorney's Office: Still need to fill the open Attorney position. They are current short staffed. Working with Administration at doing some outsourcing for internal specialty items to assist with the workload.

Public Health: Discussion regarding the appropriations for some 501c3 organizations and transition of those to the SHIP grant process; a letter will go out to the 501c3's that will be affected with the change in appropriations. Wellness committee is going back to public health. Posting for the SHIP Program coordinator. A brief discussion regarding Home Health Ade and Homemaker services and the need to supply these services so the elderly can stay in their homes. Body art inspections are completed. OPIOD settlements is still being worked on. Working on a communication plan.

Finance: Cathy updated the committee that the currently at a 4.7% levy increase from last year. Cathy is asking the board to make a decision on requested FTEs by the end of the month so final budget can be presented at December meeting.

STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Administration Center – 630 Florence Ave. Owatonna, MN 55060

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

Thursday, November 9, 2023 at 8:00 a.m. – Administration Center Boardroom

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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 the Resolution to prioritize Bridge Replacement List

General:

2. Resolution of Support for the East Side Corridor Project Grant Application to the Local Road Improvement Program

Information:

Administrator and County Engineer will be meeting with some residents to discuss the East Side Corridor project on Monday, November 13th at 5:00 p.m. at the Public Works Facility. This meeting stems from a request from those who have attended the Board Meetings.

County Engineer will be looking for letters of recommendation for the Grant Application for the Eastside Corridor.

City of Owatonna is looking for a letter of support for the South Trail along the fairgrounds

Department Head Reports

Four Seasons: Ice season is in full swing. Youth hockey is full. First tournament will be mid-month. Painting update: Steve met with Bill from the company who provided the painting service. They looked over the areas where there needs to be some correction including areas of overspray, areas that did not get painted, paint chips and paint peeling. Foundation Grant - Steve will resubmit the grant request this spring. Zamboni has a lead time of 500 days. There will be a Community Center fee discussion at the Work Session next week. Recommend fee to be between $250 and $400 rental fee. The transfer of all the rental dates and information has been completed from Extension to Four Seasons.

Landfill: Discussion regarding in-county waste. Waste generated in Steele County can come to the landfill. Landfill Farmland Lease discussion took place. Suggested to place on the Steele County website a request for quotes to rent the land. Waste Hauler contracts are drafted. Need to watch for out-of- county waste and bill accordingly.. Prices are going up 10% next year. Would like to place an order now for the Hydro seeder for landfill. Cost of this product is going up in January and would like to take advantage of the lower cost. This item is a 2024 proposed budget item.

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

Medford Speed Zone – Discussion regarding the four entrances to Medford, the state findings will be coming in soon. MnDot Traffic Engineer will be invited to the next PW Committee meeting.

Update and discussion on CSAH28/ Beaver Lake project took place. Need to make sure to use the DNR funding they have received before the grant expires.

East side Corridor –Update on the status of the field work for the wetlands and archeology was given.

Roundabout update- project proceeding, open to traffic late November. With final construction next season.

Discussion regarding Public Hearing for the CSAH 49 turnback in Medford.