



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, DECEMBER 12, 2023 at 5:00 PM

County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

4. Owatonna Area Chamber of Commerce & Tourism – Letter of Support (pg. 4)
5. Minnesota Dept. of Commerce – Dodge County Wind Project (pg. 5)

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

6. Approve November 28, 2023 Board Minutes (pg. 7)

7. Approve November 28, 2023 Board Work Session Minutes (pg. 10)
8. Approve Bills and Journal Entries (pg. 11)
9. Approve Personnel Report (pg. 42)
10. Authorize the Chairman to sign bills on December 29, 2023 (pg. 43)
11. Approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of \$56,623.67 (pg. 44)
12. Approve the 2022-24 Memorandum of Agreement (MOA) as outlined with the University of MN for Extension department staff model and Authorize the Chair to sign (pg. 57)

General

13. December Anniversary Report (pg. 59)
14. Adopt Resolution of Final Payment for Contract No. 232302; CP 074-023-002 Crane Creek Asphalt in the amount of \$15,730.38 (pg. 60)
15. Award 2024 - 2025 Farmland Lease Agreement for 18.5 acres of farmland adjacent to the Public Works facility to Mr. David Janke in the amount of \$361 per acre, for a total of \$6,678.50 (pg. 62)
16. Award 2024 - 2025 Farmland Lease Agreement of 16.5 farmland acres at \$150 per acre and 65 grassland acres at \$5 per acre to Mr. Dean Schroeder for a total of \$2,800.00 (pg. 65)

County Board Work Session – December 12, 2023

17. Community Correction – Authorize request for Bids (pg. 67)
18. Other Action Items

Internal Central Services Committee – December 5, 2023

19. Adopt the First Amendment to the MNPrairie Joint Powers Board Agreement (pg. 69)
20. Approve Human Resource Director to Contract with DDA for Administrator Recruitment (pg. n/a)

Information Items

21. 3rd Quarter Financials (pg. 73)
22. Internal Central Services Committee Minutes – December 5, 2023 (pg. 80)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee– Wednesday, December 13 at 8 a.m. in the Boardroom

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

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

Internal Central Services – Wednesday, December 20 at 8 a.m. in the Boardroom

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

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

6:00 p.m. - Public Hearing - 2024 Budget and Tax Levy Presentation

23. Adopt Resolution setting the 2024 levy at \$29,394,452 and budget of \$67,084,528 (pg. 82)

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.



OWATONNA AREA CHAMBER OF COMMERCE & TOURISM

11/28/2023

Mr. Greg Ilkka
Steele County Engineer
3000 Hoffman Drive
P.O. Box 890
Owatonna, MN 55060

SUBJ: STEELE COUNTY EAST SIDE CORRIDOR

Dear Mr. Ilkka:

On behalf of the Owatonna Area Chamber of Commerce and Tourism and its Board of Directors, I'm pleased to write this letter of support for the East Side Corridor project.

The project, which has been decades in the planning, will address the critical need for a north – south collector route on the east side of Owatonna. This project will improve mobility options for residents and businesses within the city as well as all eastern Steele County. It will facilitate the City's growth and significantly contribute to its economic development. Without this corridor traffic downtown will continue to increase and create congestion which will have a detrimental impact on the economic development of the city.

In addition, the East Side Corridor will add trails to the eastern side of the city, completing a loop that will be a significant improvement to the City's trail system with the potential to bring additional bikers and hikers to the city.

The Owatonna Area Chamber of Commerce and Tourism supports this project because of its local and regional significance. We appreciate the opportunity to advocate for this important project and wish you the best of luck with your grant application to the Minnesota Local Road Improvement Program.

Sincerely,

Mike Herman, Chair
Board of Directors

Brad Meier, President

From: [REDACTED]
Subject: FW: Environmental Assessment for the Dodge County Wind Project in Dodge, Steele, and Mower counties
Date: Friday, December 1, 2023 4:24:20 PM
Attachments: [image001.png](#)

Correspondence item for 12/12 Board Meeting

From: Steinhauer, Suzanne (COMM) <suzanne.steinhauer@state.mn.us>

Sent: Friday, December 1, 2023 10:06 AM

To: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Subject: Environmental Assessment for the Dodge County Wind Project in Dodge, Steele, and Mower counties

You don't often get email from suzanne.steinhauer@state.mn.us. [Learn why this is important](#)

Greetings,

The Minnesota Department of Commerce has issued the environmental assessment (EA) for the proposed Dodge County Wind Project in Dodge, Steele, and Mower counties. A combined notice of public hearings and EA availability will be issued separately.

The EA is available on the Department of Commerce energy facilities website: <https://mn.gov/commerce/energyfacilities>, select *Wind Turbines*, and then *Dodge County Wind Project*.

The EA is also available through this direct link: <https://apps.commerce.state.mn.us/eera/web/file-list/15285>. Please let me know if you would like a printed copy.

Additional information can be found through the Minnesota Public Utilities Commission's website:

<https://mn.gov/puc>, select *eDockets*, enter the year (20) and the docket number (865 (certificate of need), 866 (wind site permit) or 867(transmission line permit)), and then select *Search*.

Please let me know if you have any questions.

Best regards,
Suzanne

Suzanne Steinhauer
Environmental Review Manager
Energy Environmental Review and Analysis
Minnesota Department of Commerce
th

85 7 Place East, Suite 500, Saint Paul, MN 55101
P: 651-539-1843



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PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

November 28, 2023

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on November 28, 2023 with Commissioner’s Glynn, Gnemi, Abbe, Krueger, and Brady present. Also present were Human Resources Director Julie Johnson, IT Director Dave Purscell, Assistant County Engineer Paul Sponholz, Planning & Zoning Director Dale Oolman, UMN Extension Regional Director Lisa Dierks, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Public Comment: Three people spoke regarding the eastside corridor.

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of November 14, 2023 Board Meeting
- B. Approve the minutes of the November 14, 2023 Board Work Session
- C. Approve the minutes of the November 16, 2023 Commissioners Planning Session
- D. Approve Bills
- E. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Ryan Saxton(promotion)	Permit & Maintenance Tech/Highway	B23/2	11/20/23
Jennifer Mueller	Property Tax & Elections Director	D61/7	11/27/23
Whitney Farr	Care Coord - Case Manager/PH	C42/3	11/27/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Adil Lebgue	Correctional Officer	Detention Center	11/24/23

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer	Detention Center	Backfill Lebgue

F. Adopt Resolution

**STEELE COUNTY RESOLUTION
2024 AQUATIC INVASIVE SPECIES PREVENTION AID PLAN**

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County is allocated to receive \$17,032 in FY 2024, and;

WHEREAS, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a

lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Steele County, Minnesota, adopts the Steele County 2024 Aquatic Invasive Species Prevention Plan.

G. Approve 2024-2025 MPCA County Feedlot Delegation Agreement Work Plan

H. Approve contract for Ditch Inspector Services for 2024 with the Soil & Water Conservation District and authorize the Chair to sign

I. Approve the GIS Enterprise Software Renewal Agreement and authorize the GIS Coordinator to sign

General Agenda

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

2024 – 2028 HIGHWAY CAPITAL IMPROVEMENT PLAN AND AMENDING THE USE OF THE TRANSPORTATION SALES TAX

WHEREAS, the Steele County Board of Commissioners annually reviews and updates its 5-year Highway Capital Improvement Plan and funding sources; and

WHEREAS, on December 16, 2014 the Steele County Board of Commissioners authorized and imposed a ½% transportation sales tax as provided for in Minnesota Statutes 297A.993, commencing April 1, 2015 to fund road and drainage improvements as identified in the Steele County 2015-2025 Transportation Capital Improvement Plan dated November 25, 2014; and

WHEREAS, the 2019 Minnesota Legislature clarified, in section 297A.993, subd. 2, the process for a county to dedicate the proceeds of the tax to additional projects, and the purpose of this resolution is to conform to said process for proposed transportation sales tax projects; and

WHEREAS, the Steele County Board held a public hearing on November 14, 2023 regarding the 2024 - 2028 Highway Capital Improvement Plan and the use of the transportation sales tax.

NOW THEREFORE, BE IT RESOLVED that the proposed 2024-2028 Highway Capital Improvement Plan is approved and adopted.

BE IT FURTHER RESOLVED that the proceeds of the transportation sales tax are additionally dedicated exclusively to the payment of the capital costs of any and all projects within the Steele County 2024-2028 Highway Capital Improvement Plan.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve a Geographic Information Systems (GIS) .75 FTE for the 2024 Budget. Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Brady voting against. Motion passed.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve Community Corrections .75 FTE for the 2024 Budget. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to budget \$23K placeholder in the 2024 budget for a .50 FTE position in Human Resource with the condition that the final approval for the position will be considered in 2024. Upon the vote being taken, three Commissioners voted in favor thereof, Commissioner Abbe and Brady voting against. Motion passed.

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve budgeting \$150,000 of levy dollars in 2024 for capital projects. Ayes all.

Commissioner Reports:

Commissioner Glynn attended Commissioner/Fair Board meeting and Planning Session.

Commissioner Brady attended a Commissioner/ Fair Board meeting, Planning Session, MNPrairie meeting, and Human Relations Center meeting.

Commissioner Gnemi attended Commissioner/ Fair Board meeting, Planning Session, Drug Court meetings, Historical Society Board meeting, Land Use & Records Committee, South Central Human Relations Center meeting and a Work Session.

Commissioner Abbe attended a meeting with DDA regarding the Finance Director position. He expressed his appreciate with the assistance he has received these past two weeks.

Commissioner Krueger attended Commissioner/ Fair Board meeting, Strategic Planning Session, Southern Mn Trail meeting, South County Health Alliance meeting and Legislative Lunch-in, Land Use & Records Committee, MNPrairie Joint Powers meeting, DDA regarding the Finance Director position and a Work Session.

LISTING OF BILLS
November 28, 2023

Alcohol Monitoring System Inc	2,102.90
Cardinal Health 110 LLC	5,692.91
Dell Marketing LP	4,937.94
Diverse Construction Services LLC	3,448.90
Erickson Engineering Co LLC	4,786.50
Four Seasons Centre	4,860.00
Four Seasons Electric	4,942.11
I & S Group Inc	23,632.50
Jones Haugh & Smith Inc	4,350.00
Kibble Equipment	28,800.00
L & L Street Rods & Sport Trucks	5,612.66
Minnesota Counties Computer Coop	6,322.00
Mohs Contracting Inc	2,700.00
Moore Md/Kellyanna J	3,751.69
Nagel! Appraisal & Consulting	2,400.00
Short Elliott Hendrickson Inc	2,908.04
Steele County Auditor	2,224.50
Steele County Highway Dept	7,995.79
Streichers Inc	7,422.02
Summit Food Services LLC	6,725.16
UKG Kronos Systems LLC	3,250.39
Valley Asphalt Products Inc	6,307.00
WSB & Associates Inc	40,837.50
73 Payments less than 2000	37,513.90
Final Total:	223,524.41

Motion by Commissioner Gnemi seconded by Commissioner Abbe, to adjourn to the Call of the Chair at 5:34 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION
STATE OF MINNESOTA }
COUNTY OF STEELE }

November 28, 2023

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on November 28, 2023 with Commissioner's Glynn, Gnemi, Abbe, Krueger, and Brady present. Also present were Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, IT Director Dave Purscell, GIS Coordinator Nick Flatgard, Assistant County Engineer Paul Sponholz, UMN Extension Regional Director Lisa Dierks, County Assessor Tom Reineke, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Nick Flatgard spoke regarding the request for an additional 2024 FTE for GIS department. He explained how the additional staff would allow him to provide executive level support to other departments that are currently not using the system. Brady would like to see a summer internship first before hiring a full-time position.

Interim Finance Director Cathy Piepho joined the meeting via Teams. The 2024 CIP and Tax Levy was reviewed and opened up for discussion. In September, the board approved a preliminary 5.6% increase. Since then, there have been changes to the budget that impacted the levy changing the increase to a preliminary 4.36%. It would help bring the budget to a final number if the Commissioners would make a decision on the requested FTEs for 2024. Cathy reviewed the CIP projects on the docket for the next five years. These included the Administration Building, Annex Building which will require a deeper discussion as there is remodeling or possible addition to administration building, the courthouse front entrance, Detention Center parking lot, Administration roof and parking lot, fairground hard surface project and the Four Seasons upcoming repairs. The county may need to bond depending on the decisions being made.

Scott Golberg distributed a list of committees that don't have an alternate appointed and asked Commissioners to consider volunteering for these alternate openings.

Meeting was adjourned at 4:57 p.m.

CHAIRMAN

ATTEST:

SBENDORF
12/7/23 11:07AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

12/7/23 11:07AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	61505	Gopher State One-Call						
7		10-301-000-0000-6260		21.60	November locates	3111477	Consultants/Admin Fee	N
	61505	Gopher State One-Call		21.60	1 Transactions			
	5072	MN County Engineers Assn						
20		10-301-000-0000-6261		225.00	MCEA Annual Conference-Ilkka	MCEA Conf	Conference & Training	N
	5072	MN County Engineers Assn		225.00	1 Transactions			
301	DEPT Total:			246.60	Administration	2 Vendors	2 Transactions	
302	DEPT				Road & Bridge Maintenance Expense			
	8884	Highway Construction Products, LLC						
8		10-302-000-0000-6534		410.00	(2) flex beam guard rails	10584	Supplies - Signing	Y
9		10-302-000-0000-6534		1,290.32	Crash, CSAH 45 supplies	10584	Supplies - Signing	6
	8884	Highway Construction Products, LLC		1,700.32	2 Transactions			
	46551	Locators & Supplies Inc						
13		10-302-000-0000-6801		307.15	Safety glasses, Safety vests	0311207-IN	Osha/Safety Supplies	N
14		10-302-000-0000-6801		86.50	Driving gloves	0311219-IN	Osha/Safety Supplies	N
	46551	Locators & Supplies Inc		393.65	2 Transactions			
	48700	M-R Sign Company, Inc						
15		10-302-000-0000-6534		741.94	(6) school advance signs	222489	Supplies - Signing	N
16		10-302-000-0000-6534		254.90	(10) large single arrow signs	222489	Supplies - Signing	N
	48700	M-R Sign Company, Inc		996.84	2 Transactions			
	58850	Northland Farm Systems						
23		10-302-000-0000-6340		150.00	Post auger for crash CSAH 45	Inv64055	Equipment Rental	N
	58850	Northland Farm Systems		150.00	1 Transactions			
	9113	RSBS Management Inc						
28		10-302-000-0000-6537		160.00	Fall Sweeping CSAH 6	179328	County Contracts	N
29		10-302-000-0000-6537		300.00	Fall sweeping CSAH 45	179328	County Contracts	N
30		10-302-000-0000-6537		100.00	Fall sweeping CSAH 4	179328	County Contracts	N
31		10-302-000-0000-6537		360.00	Fall sweeping CSAH 23	179328	County Contracts	N
32		10-302-000-0000-6537		165.00	Fall sweeping CSAH 2	179328	County Contracts	N
	9113	RSBS Management Inc		1,085.00	5 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
302 DEPT Total:		4,325.81	Road & Bridge Maintenance Expense	5 Vendors	12 Transactions
303 DEPT			Construction Expense		
52513 Mn Dept Of Transportation					
21 10-303-000-0000-6260		540.28	Material testing 074-649-001	P00017944	Consultants/Admin Fee N
22 10-303-000-0000-6260		1,740.79	Material testing 074-645-042	P00017944	Consultants/Admin Fee N
52513 Mn Dept Of Transportation		2,281.07	2 Transactions		
303 DEPT Total:		2,281.07	Construction Expense	1 Vendors	2 Transactions
304 DEPT			Equipment Maintenance & Shops		
3738 Arrow Ace Hardware					
1 10-304-000-0000-6513		31.98	Blades & retract utility knife	273062/2	Tools N
3738 Arrow Ace Hardware		31.98	1 Transactions		
10150 Carquest Auto Parts					
2 10-304-000-0000-6520		34.42	HD air filter, unit#2146	472664	Machinery/Vehicle Parts N
3 10-304-000-0000-6520		172.09	850 CCA battery, unit#2051	473464	Machinery/Vehicle Parts N
5 10-304-000-0000-6520		179.36	Hose,fits,lamp & batteries, #2	473534	Machinery/Vehicle Parts N
4 10-304-000-0000-6520		54.03	Blower motor, Unit#2063	473536	Machinery/Vehicle Parts N
10150 Carquest Auto Parts		439.90	4 Transactions		
5365 Fleet Pride					
6 10-304-000-0000-6520		353.96	Brake shoe kits & drum, #2063	112740023	Machinery/Vehicle Parts N
5365 Fleet Pride		353.96	1 Transactions		
36550 IFACS					
10 10-304-000-0000-6520		42.78	Nuts & retaining rind, U#2226	5326091	Machinery/Vehicle Parts N
11 10-304-000-0000-6520		27.95	(6) elbows, unit#2151	5326374	Machinery/Vehicle Parts N
12 10-304-000-0000-6520		165.81	Pipe caps, elbows, couplers	5326703	Machinery/Vehicle Parts N
36550 IFACS		236.54	3 Transactions		
50510 McNeilus Steel Inc					
17 10-304-000-0000-6520		15.25	Drop flaps, unit#2230	01036714	Machinery/Vehicle Parts N
50510 McNeilus Steel Inc		15.25	1 Transactions		
51630 Mike's Repair					
18 10-304-000-0000-6252		50.00	Tire repair, unit#2200	104168	Contracted Services Y

SBENDORF

12/7/23 11:07AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
19	10-304-000-0000-6520	13.00	Tire supplies, unit#2200	104168	Machinery/Vehicle Parts	Y
51630	Mike's Repair	63.00	2 Transactions			
4097	Nuss Truck & Equipment					
25	10-304-000-0000-6252	698.25	Custom labor, unit#2151	SWO0144221	Contracted Services	N
24	10-304-000-0000-6520	246.08	Parts for repairs, unit#2151	SWO0144221	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	944.33	2 Transactions			
3314	Ronco Engineering Sales Co Inc					
27	10-304-000-0000-6520	180.00	LED slim strobe light, U#2133	3343131	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales Co Inc	180.00	1 Transactions			
5239	STEPP MFG					
33	10-304-000-0000-6520	619.00	Oil burner & control	063616	Machinery/Vehicle Parts	N
5239	STEPP MFG	619.00	1 Transactions			
85167	Stewart Sanitation					
34	10-304-000-0000-6514	114.61	November garbage service	0000819824	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
304	DEPT Total:	2,998.57	Equipment Maintenance & Shops	10 Vendors	17 Transactions	
310	DEPT		Capital Construction			
61560	Owatonna Public Utilities					
26	10-310-000-0000-6538	39,422.10	Street lights, 074-648-007	752	Regular State Aid Const	N
61560	Owatonna Public Utilities	39,422.10	1 Transactions			
9217	WHKS & Co					
35	10-310-000-0000-6262	16,099.10	Prof services 074-598-015	49712	Sales Tax Consultants	Y
9217	WHKS & Co	16,099.10	1 Transactions			
310	DEPT Total:	55,521.20	Capital Construction	2 Vendors	2 Transactions	
10	Fund Total:	65,373.25	Road & Bridge Fund		35 Transactions	
	Final Total:	65,373.25	20 Vendors	35 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	65,373.25	Road & Bridge Fund	
	All Funds	65,373.25	Total	Approved by,
				
				

SBENDORF

12/7/23

12:28PM

Steele County



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		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

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	31727 Hansen/Kathy						
8	01-003-000-0000-6194		385.00	Lemond cemetery mowing 7x	July - Nov 2023	Personnel Policy	Y
	31727 Hansen/Kathy		385.00	1 Transactions			
3	DEPT Total:		385.00	County Wide	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	37025 Innovative Office Solutions LLC						
10	01-031-000-0000-6410		77.99	Paper	4394476	Office Supplies	N
11	01-031-000-0000-6410		19.83	Notepads, pens, tape	4394476	Office Supplies	N
	37025 Innovative Office Solutions LLC		97.82	2 Transactions			
	4879 Shred Right						
66	01-031-000-0000-6801		20.00	Shred serv order 0020074-11/16	0012510	General Expense	Y
	4879 Shred Right		20.00	1 Transactions			
31	DEPT Total:		117.82	County Administrator	2 Vendors	3 Transactions	
32	DEPT			Human Resources			
	8412 Barden/Katie						
5	01-032-010-0000-6464		26.74	Plants for BINGO prizes	December 2023	General Supplies - Wellness	N
	8412 Barden/Katie		26.74	1 Transactions			
	37025 Innovative Office Solutions LLC						
9	01-032-000-0000-6410		77.98	Paper	4394476	Office Supplies	N
	37025 Innovative Office Solutions LLC		77.98	1 Transactions			
	4879 Shred Right						
67	01-032-000-0000-6801		20.00	Shred serv order 0020074-11/16	0012510	General Expense	Y
	4879 Shred Right		20.00	1 Transactions			
32	DEPT Total:		124.72	Human Resources	3 Vendors	3 Transactions	
41	DEPT			Auditor			
	37225 Ihrke/Laura L						
101	01-041-000-0000-6260		4,300.00	PT&E services 11/13 -11/29/23	20231129	Consultants Fee	N

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	37225 Ihrke/Laura L		4,300.00	1 Transactions			
	37025 Innovative Office Solutions LLC						
12	01-041-000-0000-6410		47.85	Printer toner	4394587	Office Supplies	N
	37025 Innovative Office Solutions LLC		47.85	1 Transactions			
	4501 Safeguard Business Systems						
60	01-041-000-0000-6410		896.29	Pink check stock - 6000 count	9003142082	Office Supplies	N
	4501 Safeguard Business Systems		896.29	1 Transactions			
41	DEPT Total:		5,244.14	Auditor	3 Vendors	3 Transactions	
42	DEPT			Treasurer			
	6032 APG Media of Southern Minnesota LLC						
184	01-042-000-0000-6242		387.90	2nd 1/2 Ag & MH taxes 2023	13098-1123	Publishing	N
	6032 APG Media of Southern Minnesota LLC		387.90	1 Transactions			
	4212 Bussler Publishing Inc						
51	01-042-000-0000-6242		78.00	2nd half Ag & MH tax 11/18,15	36029	Publishing	N
	4212 Bussler Publishing Inc		78.00	1 Transactions			
	9574 Forum Communication Printing						
56	01-042-000-0000-6215		7,460.23	Postage - TNT notice	256495-1	Postage	N
	9574 Forum Communication Printing		7,460.23	1 Transactions			
	8948 Townsquare Media Faribault						
103	01-042-000-0000-6242		154.00	2nd half taxes KRFO-AM radio	4287023-1	Publishing	Y
104	01-042-000-0000-6242		121.00	2nd half taxes KRFO-FM radio	4287023-1	Publishing	Y
105	01-042-000-0000-6242		44.00	2nd half taxes audio	4287023-1	Publishing	Y
	8948 Townsquare Media Faribault		319.00	3 Transactions			
42	DEPT Total:		8,245.13	Treasurer	4 Vendors	6 Transactions	
44	DEPT			Financial Administrator			
	5287 Piepho/Catherine L						
102	01-044-000-0000-6260		10,550.00	Financial services - Nov 2023	1205	Consultants	Y
	5287 Piepho/Catherine L		10,550.00	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
44	DEPT Total:		10,550.00	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
186	01-062-000-0000-6301		4,467.00	Gen tech/assist/support - Nov	1805	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,467.00	1 Transactions			
	16282 Crosstown Cartage Inc						
53	01-062-000-0000-6801		324.00	Contracted mail services	11/24/2023	General Expense	N
54	01-062-000-0000-6802		125.00	Additional mail services	11/24/2023	Internal Chargeback	N
	16282 Crosstown Cartage Inc		449.00	2 Transactions			
	18305 Dell Marketing LP						
55	01-062-000-0000-6480		1,665.20	2 Desktops - 2023 replacements	10714735380	Non-Capitalized Inventory	N
	18305 Dell Marketing LP		1,665.20	1 Transactions			
	7887 Streamline Communications LLC						
22	01-062-000-0000-6600		7,529.00	Projector upgrade - Room 40	1586	Capital Outlay	Y
	7887 Streamline Communications LLC		7,529.00	1 Transactions			
62	DEPT Total:		14,110.20	Central Services	4 Vendors	5 Transactions	
91	DEPT			County Attorney			
	70003 Sheriff of Rice County						
64	01-091-000-0000-6343		140.00	Subpoena svc 74-CR221752	202301616	Service Fees	N
63	01-091-000-0000-6343		140.00	Subpoena svc 74-CR22272	202301618	Service Fees	N
	70003 Sheriff of Rice County		280.00	2 Transactions			
	79850 Sheriff Of Waseca County						
65	01-091-000-0000-6343		75.00	Subpoena svc 74-CR23255	2023-501	Service Fees	N
	79850 Sheriff Of Waseca County		75.00	1 Transactions			
91	DEPT Total:		355.00	County Attorney	2 Vendors	3 Transactions	
101	DEPT			County Recorder			
	83500 Steele County Highway Dept						
19	01-101-000-0000-6540		43.65	Fuel	2206	Gas & Oil	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
83500	Steele County Highway Dept		43.65	1 Transactions		
5114	Vanguard Appraisals Inc					
74	01-101-000-9306-6480	8	21,390.00	Annual Assessor's service fee	18536	Non-Capitalized Inv - Compliance Fu N
5114	Vanguard Appraisals Inc		21,390.00	1 Transactions		
101	DEPT Total:		21,433.65	County Recorder	2 Vendors	2 Transactions
103	DEPT			Assessor		
4212	Bussler Publishing Inc					
52	01-103-000-0000-6242		132.00	Property tax homestead notice	36088	Publishing N
4212	Bussler Publishing Inc		132.00	1 Transactions		
37025	Innovative Office Solutions LLC					
187	01-103-000-0000-6410		103.44	Copy paper	4401039	Office Supplies N
37025	Innovative Office Solutions LLC		103.44	1 Transactions		
51300	Metro Sales Inc					
189	01-103-000-0000-6301		312.11	Ricoh/MP color copier contract	INV2413939	Equip/Software Maint N
51300	Metro Sales Inc		312.11	1 Transactions		
5114	Vanguard Appraisals Inc					
193	01-103-000-0000-6261		1,320.00	Service Plus	21104	Conference & Training N
5114	Vanguard Appraisals Inc		1,320.00	1 Transactions		
103	DEPT Total:		1,867.55	Assessor	4 Vendors	4 Transactions
105	DEPT			Planning & Zoning		
13000	City Of Blooming Prairie					
185	01-105-000-0000-6805		159.62	Bldg permit reimbursement-Nov	December 2023	Bl Pr Reimb-Bldg Permit N
13000	City Of Blooming Prairie		159.62	1 Transactions		
105	DEPT Total:		159.62	Planning & Zoning	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
9537	Brooks/Jocelyn					
46	01-111-000-0000-6331		6.55	Mileage - July 2023	December 2023	Mileage Reimbursement N
47	01-111-000-0000-6331		15.07	Mileage - August 2023	December 2023	Mileage Reimbursement N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
48	01-111-000-0000-6331		Mileage - September 2023	December 2023	Mileage Reimbursement	N
49	01-111-000-0000-6331		Mileage - October 2023	December 2023	Mileage Reimbursement	N
50	01-111-000-0000-6331		Mileage - November 1-2, 2023	December 2023	Mileage Reimbursement	N
9537	Brooks/Jocelyn		5 Transactions			
585	Olympic Fire Protection Corp					
18	01-111-044-0000-6300		Replace leaking head	10001883	Bldg Repairs & Maintenance	N
585	Olympic Fire Protection Corp		1 Transactions			
3162	Safelite Fulfillment Inc					
61	01-111-050-0000-6320		Windshield - 2020 Ford	05157-164008	Vehicle Repairs & Maintenance	N
3162	Safelite Fulfillment Inc		1 Transactions			
111	DEPT Total:		Buildings & Grounds	3 Vendors	7 Transactions	
121	DEPT		Veteran Service			
4212	Bussler Publishing Inc					
98	01-121-000-0000-6242		Memorial flags - November	13476-1123	Publishing	N
99	01-121-751-0000-6820		Digital advertising	13476-1123	Grant Expense	N
4212	Bussler Publishing Inc		2 Transactions			
14420	Culligan Inc					
7	01-121-000-0000-6301		Water - November	15391516-11302C	Repairs/Maintenance	N
14420	Culligan Inc		1 Transactions			
121	DEPT Total:		Veteran Service	2 Vendors	3 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
3	01-201-297-0000-6347		BP tower lease-December 23	411334891	T-BI Pr Lease Payments	N
8458	American Tower Corporation		1 Transactions			
3738	Arrow Ace Hardware					
45	01-201-000-0000-6801		4 Keys for quonset	273065/2	Misc Expense	N
3738	Arrow Ace Hardware		1 Transactions			
1967	BATTERIES PLUS BULBS					
6	01-201-000-0120-6320		Batteries for remote	P68052817	Squad 7402 Maintenance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1967	BATTERIES PLUS BULBS					
		17.80		1 Transactions		
37025	Innovative Office Solutions LLC					
13	01-201-000-0000-6293	827.82	18 boxes of copy paper	4386994	Gun Permit Expenses	N
37025	Innovative Office Solutions LLC	827.82		1 Transactions		
72305	John E Reid & Associates, Inc.					
16	01-201-000-0000-6261	580.00	Investigative conf-MBorash	ACFADOBF-0001	Conference & Training	Y
72305	John E Reid & Associates, Inc.	580.00		1 Transactions		
4877	L & L Street Rods & Sport Trucks					
17	01-201-000-0000-6480	5,062.66	New squad equipment - 7403	3868	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks	5,062.66		1 Transactions		
7713	Magtech Ammunition Company Inc					
71	01-201-000-0000-6285	5,508.00	27 9mm luger ammunition	38078	Firearms/Ammo Training	N
72	01-201-000-0000-6285	3,150.00	7 rifle ammunition	38078	Firearms/Ammo Training	N
73	01-201-000-0000-6285	858.00-	Tax credit	EX38078	Firearms/Ammo Training	N
7713	Magtech Ammunition Company Inc	7,800.00		3 Transactions		
85300	Streichers Inc					
37	01-201-000-0000-6408	114.99	Duty shirts-JRatzloff	I1666037	Uniforms/Uniform Reimbursement	N
23	01-201-000-0000-6285	532.00	4 weapon lights	I1666041	Firearms/Ammo Training	N
24	01-201-000-0000-6408	1,035.00	Ball panel set-JHorejsi	I1666476	Uniforms/Uniform Reimbursement	N
25	01-201-000-0000-6408	117.00	Carrier-JHorejsi	I1666476	Uniforms/Uniform Reimbursement	N
26	01-201-000-0000-6408	99.00	Trama plate-JHorejsi	I1666476	Uniforms/Uniform Reimbursement	N
27	01-201-000-0000-6408	1,035.00	Ball panel set-ASeifert	I1666476	Uniforms/Uniform Reimbursement	N
28	01-201-000-0000-6408	117.00	Carrier-ASeifert	I1666476	Uniforms/Uniform Reimbursement	N
29	01-201-000-0000-6408	99.00	Trama plate-ASeifert	I1666476	Uniforms/Uniform Reimbursement	N
30	01-201-000-0000-6408	1,035.00	Ball panel set-MBorash	I1666476	Uniforms/Uniform Reimbursement	N
31	01-201-000-0000-6408	117.00	Carrier-MBorash	I1666476	Uniforms/Uniform Reimbursement	N
32	01-201-000-0000-6408	99.00	Trama plate-MBorash	I1666476	Uniforms/Uniform Reimbursement	N
33	01-201-000-0000-6408	66.00	6 Tie bars - male	I1667527	Uniforms/Uniform Reimbursement	N
34	01-201-000-0000-6408	83.94	6 Tie bars - female	I1667527	Uniforms/Uniform Reimbursement	N
35	01-201-000-0000-6408	79.98	2/3/8" custom cutout-7410	I1667527	Uniforms/Uniform Reimbursement	N
36	01-201-000-0000-6408	79.98	2/3/8" custom cutout-7421	I1667527	Uniforms/Uniform Reimbursement	N
38	01-201-000-0000-6285	3,324.14	3 Launchers & shipping	I1667807	Firearms/Ammo Training	N
85300	Streichers Inc	8,034.03		16 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
43	9523 Vortex Optics					
	01-201-000-0000-6285		6,239.87	13 Strike eagle rifle scope	1752085	Firearms/Ammo Training N
	9523 Vortex Optics		6,239.87	1 Transactions		
201	DEPT Total:		29,245.29	Sheriff	9 Vendors	26 Transactions
251	DEPT			Jail		
	4346 Advanced Correctional Healthcare Inc					
2	01-251-000-0000-6269		1,660.24	Onsite mental health services	135886	Site Mental Health Services N
1	01-251-000-0000-6270		6,923.01	Onsite medical services	135886	Medical Services N
	4346 Advanced Correctional Healthcare Inc		8,583.25	2 Transactions		
	8247 Summit Food Services LLC					
39	01-251-000-0000-6441		3,668.36	Inmate meals 11/11 - 11/17/23	INV2000191032	Prisoner Meals N
40	01-251-000-0000-6451		27.64	Paper supplies	INV2000191032	Operating Supplies N
41	01-251-000-0000-6441		3,618.28	Inmate meals 11/18 - 11/24/23	INV2000191599	Prisoner Meals N
42	01-251-000-0000-6451		27.64	Paper supplies	INV2000191599	Operating Supplies N
	8247 Summit Food Services LLC		7,341.92	4 Transactions		
251	DEPT Total:		15,925.17	Jail	2 Vendors	6 Transactions
252	DEPT			Community Corrections		
	37025 Innovative Office Solutions LLC					
14	01-252-000-0000-6410		103.44	Copy paper	4395186	Office Supplies N
	37025 Innovative Office Solutions LLC		103.44	1 Transactions		
	6884 Language Line Services Inc					
188	01-252-000-0000-6284		217.01	Translator services	11161787	Interpreter Services Y
	6884 Language Line Services Inc		217.01	1 Transactions		
	4241 Motorola Solutions Inc					
58	01-252-000-0000-6801		21,818.32	Radios	1187111958	General Expense N
	4241 Motorola Solutions Inc		21,818.32	1 Transactions		
	4879 Shred Right					
68	01-252-000-0000-6410		40.00	Shredding	0012509	Office Supplies Y
	4879 Shred Right		40.00	1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
252	DEPT Total:		22,178.77	Community Corrections	4 Vendors	4 Transactions		
253	DEPT			Law Enforcement Center				
4	8501 Ballstadt Enterprises LLC		200.00	Fall clean up	14771	Contract Services/Bldg Mtce		Y
	8501 Ballstadt Enterprises LLC		200.00		1 Transactions			
69	4879 Shred Right		49.08	Paper shredding	0012511	Garbage Disposal		Y
	4879 Shred Right		49.08		1 Transactions			
253	DEPT Total:		249.08	Law Enforcement Center	2 Vendors	2 Transactions		
391	DEPT			Environmental Services				
190	435 OSI Environmental Inc		3,010.78	Tank transfer, rinse with fuel	20106466	Household Hazardous Waste		N
	435 OSI Environmental Inc		3,010.78		1 Transactions			
191	73118 Rice County Solid Waste Dept		1,785.00	Hazardous waste	12/6/2023	Household Hazardous Waste		N
	73118 Rice County Solid Waste Dept		1,785.00		1 Transactions			
20	9510 Steele County SWCD	8	16,543.00	State of MN FY 24 WCA Grant	3000016635	Grant Expense		N
21	9510 Steele County SWCD	8	16,543.00	State of MN FY 25 WCA Grant	3000016635	Grant Expense		N
	9510 Steele County SWCD		33,086.00		2 Transactions			
192	7020 Steele County Times	8	59.00	Annual subscription	Environ Serv	Recycling Education		N
	7020 Steele County Times		59.00		1 Transactions			
391	DEPT Total:		37,940.78	Environmental Services	4 Vendors	5 Transactions		
481	DEPT			Public Health Nursing				
153	115 Aaseth/Amber		5.90	Mileage - November 2023	December 2023	Mileage Reimbursement		N
	115 Aaseth/Amber		5.90		1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3282	Aaseth/Nijole					
154	01-481-460-6009-6331	13.10	Mileage - November 2023	December 2023	Mileage Reimbursement	N
3282	Aaseth/Nijole	13.10	1 Transactions			
8204	Adams/Penny					
155	01-481-460-6009-6331	56.99	Mileage - November 2023	December 2023	Mileage Reimbursement	N
8204	Adams/Penny	56.99	1 Transactions			
6032	APG Media of Southern Minnesota LLC					
122	01-481-465-6057-6243	5.50	Public Hearing notice	13052-1123	Advertising,Marketing & Promotional	N
6032	APG Media of Southern Minnesota LLC	5.50	1 Transactions			
2574	Archambault/Kristi					
156	01-481-460-6009-6331	78.60	Mileage - November 2023	December 2023	Mileage Reimbursement	N
2574	Archambault/Kristi	78.60	1 Transactions			
7	Bartsch/Christine					
157	01-481-460-6009-6331	136.90	Mileage - November 2023	December 2023	Mileage Reimbursement	N
7	Bartsch/Christine	136.90	1 Transactions			
8486	Baumgartner/Ann					
158	01-481-460-6009-6331	15.72	Mileage - November 2023	December 2023	Mileage Reimbursement	N
8486	Baumgartner/Ann	15.72	1 Transactions			
9413	Benson/Robert					
159	01-481-460-6009-6331	44.05	Mileage - November 2023	December 2023	Mileage Reimbursement	N
9413	Benson/Robert	44.05	1 Transactions			
6267	Brinkman/Stacie Lynn					
162	01-481-461-6025-6331	32.62	Mileage - November 2023	December 2023	Mileage Reimbursement	N
160	01-481-461-6030-6331	9.63	Mileage - November 2023	December 2023	Mileage Reimbursement	N
163	01-481-461-6034-6331	3.14	Mileage - November 2023	December 2023	Mileage Reimbursement	N
161	01-481-461-6059-6331	3.28	Mileage - November 2023	December 2023	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	48.67	4 Transactions			
10084	Cardinal Health 110 LLC					
123	01-481-462-6047-6434	176.42	Tubersol - 20 doses	7341097574	Medical Supplies	Y
10084	Cardinal Health 110 LLC	176.42	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12590	Christenson/Yukari					
164	01-481-460-6009-6331	60.92	Mileage - November 2023	December 2023	Mileage Reimbursement	N
12590	Christenson/Yukari	60.92	1 Transactions			
8789	Dahle/Teya F					
124	01-481-461-6034-6261	75.00	Reflective consultation	1520	Conference & Training	Y
125	01-481-461-6059-6261	75.00	Reflective consultation	1520	Conference & Training	Y
8789	Dahle/Teya F	150.00	2 Transactions			
8288	Four Seasons Electric					
126	01-481-464-6061-6600	19,365.00	Generator	13148	Capital Outlay	N
8288	Four Seasons Electric	19,365.00	1 Transactions			
8735	Hanson/Julie					
165	01-481-460-6012-6331	1.31	Mileage - August 2023	December 2023	Mileage Reimbursement	N
166	01-481-460-6012-6331	3.14	Mileage - November 2023	December 2023	Mileage Reimbursement	N
8735	Hanson/Julie	4.45	2 Transactions			
9722	Hanson/Whitney					
167	01-481-460-6009-6331	101.53	Mileage - November 2023	December 2023	Mileage Reimbursement	N
9722	Hanson/Whitney	101.53	1 Transactions			
5109	Houck Transit Advertising					
127	01-481-460-6011-6243	280.00	Bus advertising	115923	Advertising,Marketing & Promotional	N
5109	Houck Transit Advertising	280.00	1 Transactions			
9458	Jongbloedt/Beth					
168	01-481-460-6009-6331	134.67	Mileage - November 2023	December 2023	Mileage Reimbursement	N
9458	Jongbloedt/Beth	134.67	1 Transactions			
3256	Kofstad/Melissa					
169	01-481-460-6012-6331	5.90	Mileage - November 2023	December 2023	Mileage Reimbursement	N
170	01-481-464-6052-6331	62.88	Mileage - November 2023	December 2023	Mileage Reimbursement	N
3256	Kofstad/Melissa	68.78	2 Transactions			
41040	KOWZ-KRUE Radio					
128	01-481-460-6011-6243	180.00	Radio air time - Nov 2023	9692-11	Advertising,Marketing & Promotional	N
41040	KOWZ-KRUE Radio	180.00	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
5754	McMann/Katy					
171	01-481-460-6009-6331	237.11	Mileage - November 2023	December 2023	Mileage Reimbursement	N
5754	McMann/Katy	237.11	1 Transactions			
8975	Minnesota Counties Computer Coop					
129	01-481-465-6057-6330	12.43	CHS user group meeting	2311267	Travel Expenses	N
8975	Minnesota Counties Computer Coop	12.43	1 Transactions			
58013	Noodle Soup Of Weingart Design					
130	01-481-460-6011-6464	533.50	Board books	203926	General Supplies & Outreach	N
58013	Noodle Soup Of Weingart Design	533.50	1 Transactions			
2587	Piepho/Nancy June					
172	01-481-461-6034-6331	79.91	Mileage - November 2023	December 2023	Mileage Reimbursement	N
173	01-481-461-6059-6331	2.62	Mileage - November 2023	December 2023	Mileage Reimbursement	N
2587	Piepho/Nancy June	82.53	2 Transactions			
7944	Red Oxygen					
131	01-481-460-6011-6210	14.78	Texting services	637945	Telephone	N
132	01-481-461-6040-6210	14.77	Texting services	637945	Telephone	N
7944	Red Oxygen	29.55	2 Transactions			
9761	Robran/Brianna					
174	01-481-460-6012-6331	7.21	Mileage - November 2023	December 2023	Mileage Reimbursement	N
9761	Robran/Brianna	7.21	1 Transactions			
7020	Steele County Times					
133	01-481-465-6064-6464	151.00	Subscription - 3 years	December 2023	General Supplies & Outreach	N
7020	Steele County Times	151.00	1 Transactions			
7978	Steffensmeier/Carey L					
175	01-481-460-6012-6331	22.93	Mileage - November 2023	December 2023	Mileage Reimbursement	N
7978	Steffensmeier/Carey L	22.93	1 Transactions			
9818	Steinberg/Meagan					
176	01-481-461-6030-6331	6.03	Mileage - November 2023	December 2023	Mileage Reimbursement	N
178	01-481-461-6034-6331	22.53	Mileage - November 2023	December 2023	Mileage Reimbursement	N
177	01-481-461-6059-6331	2.75	Mileage - November 2023	December 2023	Mileage Reimbursement	N

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name	No.	Account/Formula	Rpt	Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	1099	On Behalf of Name
9818 Steinberg/Meagan					31.31		3 Transactions					
85147 Stericycle Inc												
135		01-481-460-6009-6322			88.12	Hazardous waste		8005280223		Service Agreements	N	
134		01-481-462-6047-6322			5.71	Hazardous waste		8005280223		Service Agreements	N	
136		01-481-464-6061-6322			16.42	Hazardous waste		8005280223		Service Agreements	N	
85147 Stericycle Inc					110.25		3 Transactions					
9811 Vargas/Ruby												
179		01-481-460-6009-6331			16.38	Mileage - November 2023		December 2023		Mileage Reimbursement	N	
9811 Vargas/Ruby					16.38		1 Transactions					
74928 Waypa/Lisa A												
180		01-481-461-6030-6331			5.24	Mileage - November 2023		December 2023		Mileage Reimbursement	N	
181		01-481-464-6061-6331			1.97	Mileage - October 2023		December 2023		Mileage Reimbursement	N	
183		01-481-465-6064-6331			5.24	Mileage - November 2023		December 2023		Mileage Reimbursement	N	
74928 Waypa/Lisa A					12.45		3 Transactions					
4100 Wencil/Dianne Marie												
182		01-481-460-6009-6331			29.48	Mileage - November 2023		December 2023		Mileage Reimbursement	N	
4100 Wencil/Dianne Marie					29.48		1 Transactions					
481 DEPT Total:					22,203.33	Public Health Nursing		32 Vendors		46 Transactions		
521 DEPT						Park And Recreation						
8251 BRN Lawn & Landscape LLC												
139		01-521-000-0000-6304			190.00	Beaver Lake mowings - Nov		2768		Lawn Mowing Contract	Y	
8251 BRN Lawn & Landscape LLC					190.00		1 Transactions					
26699 Four Seasons Centre												
143		01-521-000-0000-6831			4,005.00	November Open Ice		4629.-1		Ice Rental Pymts	N	
26699 Four Seasons Centre					4,005.00		1 Transactions					
8805 Kropp/Jeff												
145		01-521-000-0000-6265			130.00	Per diems - Sept & Dec 2023		December 2023		Per Diems-Committee Mtgs	N	
8805 Kropp/Jeff					130.00		1 Transactions					
71066 R & K Electric Inc												
59		01-521-000-0000-6823			100.00	Check pwr-siren at Beaver Lake		63778		Beaver Lake	N	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
147	01-521-000-0000-6823		New pavillion light	63781	Beaver Lake	N
71066	R & K Electric Inc		2 Transactions			
77320	Schroht/Steve					
62	01-521-000-0000-6210		Cell phone usage	December 2023	Telephone	N
77320	Schroht/Steve		1 Transactions			
81852	Spurgeon/Mark					
148	01-521-000-0000-6265		Per diems - Sept & Dec 2023	December 2023	Per Diems-Committee Mtgs	N
81852	Spurgeon/Mark		1 Transactions			
8731	Stanton/Eric					
149	01-521-000-0000-6265		Per diems - Sept & Dec 2023	December 2023	Per Diems-Committee Mtgs	N
8731	Stanton/Eric		1 Transactions			
9183	Van Meter Inc					
76	01-521-000-0000-6823		Light fixture for pavillion	SO13022838.001	Beaver Lake	N
75	01-521-000-0000-6823		Light bulb for pavillion	SO13022838.002	Beaver Lake	N
9183	Van Meter Inc		2 Transactions			
8287	Wayne/Jennifer					
152	01-521-000-0000-6265		Per diems - Sept 2023	December 2023	Per Diems-Committee Mtgs	N
8287	Wayne/Jennifer		1 Transactions			
521	DEPT Total:		Park And Recreation	9 Vendors	11 Transactions	
550	DEPT		Four Seasons			
3738	Arrow Ace Hardware					
138	01-550-000-0000-6410		Tape, liquid nails	273096/2	Operating Supplies - Contracts	N
3738	Arrow Ace Hardware		1 Transactions			
6	ASCAP					
137	01-550-000-0000-6410	8	Annual music license	500704503	Operating Supplies - Contracts	N
6	ASCAP		1 Transactions			
15550	Court Sports And More Inc					
140	01-550-000-0000-6408		Staff jackets	1278	Uniforms/Uniform Reimbursement	N
15550	Court Sports And More Inc		1 Transactions			

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
141	16860 Custom Communications Inc		Annual inspection	564262	Operating Supplies - Contracts	N
	01-550-000-0000-6410	473.40				
	16860 Custom Communications Inc	473.40	1 Transactions			
142	23225 Fame Awards		Name plate for bench-Bogen	20231567	Operating Supplies - Contracts	Y
	01-550-000-0000-6410	20.00				
	23225 Fame Awards	20.00	1 Transactions			
57	33550 Hillyard - Hutchinson		Janitorial supplies	605312280	Operating Supplies - Contracts	N
	01-550-000-0000-6410	1,031.32				
	33550 Hillyard - Hutchinson	1,031.32	1 Transactions			
144	37025 Innovative Office Solutions LLC		Copy paper, cleaner, wipes	4391317	Operating Supplies - Contracts	N
	01-550-000-0000-6410	100.27				
	37025 Innovative Office Solutions LLC	100.27	1 Transactions			
146	56125 NAPA Auto Parts		Exhaust fan belt, tire cleaner	999788	Operating Supplies - Contracts	N
	01-550-000-0000-6410	49.47				
	56125 NAPA Auto Parts	49.47	1 Transactions			
70	1663 Sign Pro Of Owatonna, Inc.		Lettering for old entrance	23846	Non-Capitalized Inventory	N
	01-550-000-0000-6480	1,217.00				
	1663 Sign Pro Of Owatonna, Inc.	1,217.00	1 Transactions			
150	4599 Stoyks Plumbing LLC		Clean urinals & new valves	5038	Operating Supplies - Contracts	Y
	01-550-000-0000-6410	630.67				
	4599 Stoyks Plumbing LLC	630.67	1 Transactions			
151	8289 Twin City Filter Service Inc		Furnance & dehumid filters	0750710-IN	Operating Supplies - Contracts	N
	01-550-000-0000-6410	420.03				
	8289 Twin City Filter Service Inc	420.03	1 Transactions			
550	DEPT Total:	4,825.13	Four Seasons	11 Vendors	11 Transactions	
602	DEPT		Co-Op Extension			
44	8815 Amazon Capital Services Inc		Planners	1TLM-QKMF-F437	Office Supplies	N
	01-602-000-0000-6410	23.97				
	8815 Amazon Capital Services Inc	23.97	1 Transactions			

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
14420	Culligan Inc						
100	01-602-000-0000-6410		60.77	Water & cooler rent-December	15396671-11302C	Office Supplies	N
14420	Culligan Inc		60.77	1 Transactions			
37025	Innovative Office Solutions LLC						
15	01-602-000-0000-6410		81.78	Colored & copy paper, markers	4385149	Office Supplies	N
37025	Innovative Office Solutions LLC		81.78	1 Transactions			
602	DEPT Total:		166.52	Co-Op Extension	3 Vendors	3 Transactions	
1	Fund Total:		202,280.37	General Revenue Fund		156 Transactions	

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21 County Ditch Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
632	DEPT		Judicial Ditch 2			
	8137 Farr/Troy					
77	21-632-000-0000-6305	225.00	JD2-remove 3 beavers	November 2023	Construction And Repairs	N
	8137 Farr/Troy	225.00	1 Transactions			
632	DEPT Total:	225.00	Judicial Ditch 2	1 Vendors	1 Transactions	
640	DEPT		Judicial Ditch 24			
	5564 Behrends/Mark					
106	21-640-000-0000-6266	390.00	6 hrs @ \$65/hr - JD24	December 2023	Viewers	Y
	5564 Behrends/Mark	390.00	1 Transactions			
	39600 Jones Haugh & Smith Inc					
79	21-640-000-0000-6260	450.00	Review JD24 - NSevcik property	44865	Inspections And Engineers	N
	39600 Jones Haugh & Smith Inc	450.00	1 Transactions			
640	DEPT Total:	840.00	Judicial Ditch 24	2 Vendors	2 Transactions	
644	DEPT		County Ditch 4			
	77449 Schultz Excavating					
80	21-644-000-0000-6305	225.00	CD4 repairs-Sec 18 Owat Twp	3109	Construction And Repairs	Y
	77449 Schultz Excavating	225.00	1 Transactions			
644	DEPT Total:	225.00	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT		County Ditch 5			
	8190 Hansen/Daniel M					
78	21-645-000-0000-6305	225.00	CD5-remove 3 beavers	November 2023	Construction And Repairs	Y
	8190 Hansen/Daniel M	225.00	1 Transactions			
	77449 Schultz Excavating					
81	21-645-000-0000-6305	245.00	CD5 repairs-Sec 9 Lemond Twp	3110	Construction And Repairs	Y
82	21-645-000-0000-6305	881.00	CD5 repairs-Sec 4 Lemond Twp	3111	Construction And Repairs	Y
	77449 Schultz Excavating	1,126.00	2 Transactions			
645	DEPT Total:	1,351.00	County Ditch 5	2 Vendors	3 Transactions	

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21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
659	DEPT			Public Tile Ditch 17				
	77449 Schultz Excavating							
83	21-659-000-0000-6305		1,707.00	PTD17 repairs-Sec 36 C Falls	3108	Construction And Repairs		Y
	77449 Schultz Excavating		1,707.00	1 Transactions				
659	DEPT Total:		1,707.00	Public Tile Ditch 17	1 Vendors		1 Transactions	
21	Fund Total:		4,348.00	County Ditch Fund			8 Transactions	

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	9138 ICS Consulting LLC						
86	38-011-000-0000-6600		1,886.23	Courthouse bill thru 11/30/23	10528	Capital Outlay - District Court	Y
	9138 ICS Consulting LLC		1,886.23	1 Transactions			
11	DEPT Total:		1,886.23	District Court Admin.	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
	9783 Alternative Business Furniture						
84	38-111-000-0000-6600		1,039.77	Office furniture-SCAC remodel	69025	Capital Outlay - Buildings and Groun	N
	9783 Alternative Business Furniture		1,039.77	1 Transactions			
	3265 C & L Communications Inc						
194	38-111-049-0000-6600		29,710.00	Fiber install-SCDC - Alex bldg	12174	Capital Outlay - B&G Shop	N
195	38-111-049-0000-6600		490.00	ROW permit - fiber SCDC-Alex	12181	Capital Outlay - B&G Shop	N
	3265 C & L Communications Inc		30,200.00	2 Transactions			
	8288 Four Seasons Electric						
85	38-111-000-0000-6600		100.00	Repair mail room lights	13109	Capital Outlay - Buildings and Groun	N
	8288 Four Seasons Electric		100.00	1 Transactions			
	38175 J & J Cabinet Works Inc						
87	38-111-000-0000-6600		272.81	Mail slot nametags & install	260	Capital Outlay - Buildings and Groun	N
	38175 J & J Cabinet Works Inc		272.81	1 Transactions			
111	DEPT Total:		31,612.58	Buildings & Grounds	4 Vendors	5 Transactions	
201	DEPT			Sheriff			
	5889 Wold Architects and Engineers						
88	38-201-000-0000-6600		6,306.82	DC/Sheriff reno bill thru Nov	90244	Capital Outlay - Sheriff	Y
	5889 Wold Architects and Engineers		6,306.82	1 Transactions			
201	DEPT Total:		6,306.82	Sheriff	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
	8276 Willies Painting LLC						
196	38-550-000-0000-6600		90,000.00	East rink painting	23-9281	Capital Outlay - Four Seasons	G

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38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8276	Willies Painting LLC		90,000.00	1 Transactions		
550	DEPT Total:		90,000.00	Four Seasons	1 Vendors	1 Transactions
38	Fund Total:		129,805.63	Capital Outlay Fund		8 Transactions

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
121	53-398-000-0000-6304	6,632.15	278 mattresses & box springs	8898	Contract Services	Y
9087	7 Rivers Recycling LLC	6,632.15	1 Transactions			
5465	B To Z Hardware					
107	53-398-000-0000-6301	39.69	Ammonia, hammer	B360471	Equip Repairs	N
108	53-398-000-0000-6301	88.00	Hook, wire brush, grind wheel	B361197	Equip Repairs	N
109	53-398-000-0000-6301	36.89	Gloves & cable ties	B361563	Equip Repairs	N
5465	B To Z Hardware	164.58	3 Transactions			
11215	Central Farm Services					
110	53-398-000-0000-6540	3,339.91	650 gal diesel,190 gal unlead	26365	Machine Fuel	N
111	53-398-000-0000-6540	2,108.70	550 gal diesel	26433	Machine Fuel	N
112	53-398-000-0000-6540	1,593.60	400 gal diesel	26495	Machine Fuel	N
113	53-398-000-0000-6540	896.40	225 gal diesel	26520	Machine Fuel	N
114	53-398-000-0000-6540	284.91	95 gal unleaded	26521	Machine Fuel	N
115	53-398-000-0000-6540	2,051.76	515 gal diesel	26555	Machine Fuel	N
11215	Central Farm Services	10,275.28	6 Transactions			
14584	Continental Research Corp					
89	53-398-000-0000-6301	330.62	CJ industrial cleaner	0049679	Equip Repairs	N
14584	Continental Research Corp	330.62	1 Transactions			
14420	Culligan Inc					
116	53-398-000-0000-6304	17.90	Water & fuel surcharge	4009410	Contract Services	N
117	53-398-000-0000-6304	12.94	Cooler rental	4029775	Contract Services	N
118	53-398-000-0000-6304	37.15	Softener rental	4047355	Contract Services	N
119	53-398-000-0000-6304	39.99	Softener rental	4054039	Contract Services	N
14420	Culligan Inc	107.98	4 Transactions			
9829	Green Pro Solutions					
90	53-398-000-0000-6301	563.87	Green clean ez citrus	23688	Equip Repairs	N
9829	Green Pro Solutions	563.87	1 Transactions			
35020	Huber Supply Co Inc					
91	53-398-000-0000-6301	497.96	Helmet & clamps	2127706	Equip Repairs	N
35020	Huber Supply Co Inc	497.96	1 Transactions			

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36550	IFACS					
92	53-398-000-0000-6301	210.46	Drill bits, ratchet binder	5326298	Equip Repairs	N
36550	IFACS	210.46	1 Transactions			
37025	Innovative Office Solutions LLC					
93	53-398-000-0000-6410	382.55	Calendars, computer paper	4393638	Office Supplies	N
37025	Innovative Office Solutions LLC	382.55	1 Transactions			
38160	J R's Advanced Recyclers Inc					
94	53-398-000-0000-6304	3,516.25	14065 pounds electronics	111754	Contract Services	N
38160	J R's Advanced Recyclers Inc	3,516.25	1 Transactions			
51295	Metal Services Of Blooming Prairie Inc					
120	53-398-000-0000-6301	412.71	Repair probe	113527	Equip Repairs	N
51295	Metal Services Of Blooming Prairie Inc	412.71	1 Transactions			
77570	Short Elliott Hendrickson Inc					
95	53-398-000-0000-6542	25,054.23	Landfill permitting - 2023	456353	Testing & Monitoring	N
96	53-398-000-0000-6542	1,623.60	Landfill services - 2023	456354	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	26,677.83	2 Transactions			
3867	Superior Jetting Inc					
97	53-398-000-0000-6300	7,750.00	Leachate line work	223164	Bldg Repairs & Maintenance	N
3867	Superior Jetting Inc	7,750.00	1 Transactions			
398	DEPT Total:	57,522.24	Landfill	13 Vendors	24 Transactions	
53	Fund Total:	57,522.24	Landfill Fund		24 Transactions	
	Final Total:	393,956.24	135 Vendors	196 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	202,280.37	General Revenue Fund	
	21	4,348.00	County Ditch Fund	
	38	129,805.63	Capital Outlay Fund	
	53	57,522.24	Landfill Fund	
	All Funds	393,956.24	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description 09 SEPT 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/23	501	01-003-000-0000-6357 Bank Charges	456.47	D	Bank Charges - Magic #1				1
2	9/30/23	501	01-003-000-0000-6357 Bank Charges	19.37	D	Bank Charges - Magic #2				1
3	9/30/23	501	01-003-000-0000-6357 Bank Charges	23.78	D	Bank Charges - Payroll				1
4	9/30/23	501	01-000-000-0000-1001 Cash	499.62	C	Sept 2023 Bank Charges				1
5	9/30/23	501	01-000-000-0000-1001 Cash	30,587.96	D	Sept 2023 Interest				1
6	9/30/23	501	01-003-000-0000-5710 Interest From Investments	15,402.51	C	Sept Interest - Magic #1				1
7	9/30/23	501	01-003-000-0000-5710 Interest From Investments	15,065.93	C	Sept Interest - Magic #2				1
8	9/30/23	501	01-003-000-0000-5710 Interest From Investments	118.46	C	Sept Interest - Payroll				1
9	9/30/23	501	01-003-000-0000-5710 Interest From Investments	1.06	C	Sept Interest - 6228				1
10	9/30/23	501	05-000-000-0000-1001 Cash, Human Services Fund	283.28	D	Sept 2023 Interest				1
11	9/30/23	501	05-445-000-0000-5710 Interest Income	283.28	C	Homless Prevention (Sept 2023)				1
12	9/30/23	501	81-000-000-0000-1001 Cash	2,677.00	D	Sept 2023 Interest				1
13	9/30/23	501	81-230-000-0000-5710 Interest	2,677.00	C	Sept Interest - E911				1
14	9/30/23	501	53-398-000-0000-6388 Labor costs-Highway	682.08	D	Greg Highway Labor - Sept				1
15	9/30/23	501	53-000-000-0000-1001 Cash	682.08	C	Greg Highway Labor - Sept				1
16	9/30/23	501	10-000-000-0000-1001 Cash	682.08	D	Greg Highway Labor - Sept				1
17	9/30/23	501	10-301-000-0000-5511 Charges For Services	682.08	C	Greg Highway Labor - Sept				1
18	9/30/23	501	01-101-000-0000-5520 Fees	75.00	D	Remove Duplicate Payment				1
19	9/30/23	501	01-000-000-0000-1001 Cash	75.00	C	Remove Duplicate Payment				1
Debit Total				35,487.02		Credit Total	35,487.02	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 10 OCT 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	501	01-003-000-0000-6357 Bank Charges	456.97	D	Bank Charges - Magic #1				1
2	10/31/23	501	01-003-000-0000-6357 Bank Charges	19.73	D	Bank Charges - Magic #2				1
3	10/31/23	501	01-003-000-0000-6357 Bank Charges	23.42	D	Bank Charges - Payroll				1
4	10/31/23	501	01-000-000-0000-1001 Cash	500.12	C	Oct 2023 Bank Charges				1
5	10/31/23	501	01-000-000-0000-1001 Cash	96,412.53	D	Oct 2023 Interest				1
6	10/31/23	501	01-003-000-0000-5710 Interest From Investments	73,802.11	C	Oct Interest - Magic #1				1
7	10/31/23	501	01-003-000-0000-5710 Interest From Investments	22,487.45	C	Oct Interest - Magic #2				1
8	10/31/23	501	01-003-000-0000-5710 Interest From Investments	121.88	C	Oct Interest - Payroll				1
9	10/31/23	501	01-003-000-0000-5710 Interest From Investments	1.09	C	Oct Interest - 6228				1
10	10/31/23	501	05-000-000-0000-1001 Cash, Human Services Fund	291.88	D	Oct 2023 Interest				1
11	10/31/23	501	05-445-000-0000-5710 Interest Income	291.88	C	Homless Prevention (Oct 2023)				1
12	10/31/23	501	81-000-000-0000-1001 Cash	2,756.75	D	Oct 2023 Interest				1
13	10/31/23	501	81-230-000-0000-5710 Interest	2,756.75	C	Oct Interest - E911				1
14	10/31/23	501	53-398-000-0000-6388 Labor costs-Highway	1,932.56	D	Greg Highway Labor - Oct				1
15	10/31/23	501	53-000-000-0000-1001 Cash	1,932.56	C	Greg Highway Labor - Oct				1
16	10/31/23	501	10-000-000-0000-1001 Cash	1,932.56	D	Greg Highway Labor - Oct				1
17	10/31/23	501	10-301-000-0000-5511 Charges For Services	1,932.56	C	Greg Highway Labor - Oct				1
18	11/1/23	501	70-000-000-0000-2162 Unapportioned Rev Sale Forfeited Land	923.21	D	Staff Time Spent on Forfeiture				1
19	11/1/23	501	70-000-000-0000-1001 Cash	923.21	C	Staff Time Spent on Forfeiture				1
20	11/1/23	501	01-000-000-0000-1001 Cash	923.21	D	Staff Time Spent on Forfeiture				1

Steele County

JOURNAL ENTRIES



Description 10 OCT 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/1/23	501	01-111-000-0000-5842 Wage Reimbursement	494.90	C	Staff Time Spent on Forfeiture				1
22	11/1/23	501	01-041-000-0000-5842 Wage Reimbursement	428.31	C	Staff Time Spent on Forfeiture				1
23	11/1/23	501	01-000-000-0000-1001 Cash	8.70	D	Postage for Forfeiture				1
24	11/1/23	501	01-041-000-0000-6215 Postage	8.70	C	Postage for Forfeiture				1
25	11/1/23	501	70-000-000-0000-2162 Unapportioned Rev Sale Forfeited Land	8.70	D	Postage for Forfeiture				1
26	11/1/23	501	70-000-000-0000-1001 Cash	8.70	C	Postage for Forfeiture				1
Debit Total				105,690.22		Credit Total	105,690.22	Net:		0.00

PERSONNEL REPORT
December 12, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Christian Villafane	Correctional Officer/Detention Center	B24/1	12/04/23

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Scott Golberg (retirement)	County Administrator	Administration	04/12/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
County Administrator	Administration	Backfill Golberg

2. Reclassification Recommendations:

<i>Job/Position Classification</i>	<i>Current</i>	<i>Recommended</i>	<i>Effective Date</i>
Health Services Asst/LPN	B23	B24	09/01/23
Patrol/Road Deputy	B25	C41	09/01/23
Investigator	C41	C43	09/01/23
Patrol/Road Sergeant	C43	C52	09/01/23
Building Official	C42	C44	09/01/23
Asst. County Attorney I	C43	C45	09/01/23
Asst. County Attorney II	C45	D61	09/01/23
Senior Asst. County Attorney	D61	D62	09/01/23

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (4)	Det. Center/Sheriff's Office	Recruiting
Road Deputy (3)	Sheriff's Office	Backgrounding
Asst. County Attorney I/II/Sr.	County Attorney	Backgrounding
Finance Director	Finance	Scheduling Interviews
Public Health Specialist	Public Health	Screening Applicants
HR Generalist/Benefits Specialist	Human Resources	Screening Applicants
Maintenance Technician	Highway	Recruiting

Open Positions – In Committee:

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



Steele County Agenda Item

Subject: Authorize Chairman to sign bills

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: December 12, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Authorize the Chairman to sign bills on December 29, 2023

Background

In order to process 2023 accounts payable in the current year we are requesting the Chairman to sign bills on December 29, 2023 for payment of claims.

Attachments:



Steele County Agenda Item

Subject: Snowmobile Grant-In-Aid Agreement

Department: Auditor's Office

Committee Meeting Date: December 5, 2023

Board Meeting Date: December 12, 2023

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of \$56,623.67.

Background (*Including Budget Impact*):

This is an annual Agreement between the Dept. of Natural Resources and Steele County for the maintenance and grooming of the Steele County Trails. The State disburses funds based on upon the satisfactory completion of performance benchmarks.

Attachments:

Snowmobile Grant-In-Aid Agreement



**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

**SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2024 MAINTENANCE AND GROOMING GRANTS**

Local Unit of Government Sponsor:	Steele County
Trail/Club Name:	Steele County Trails/The Steele County Snowmobile Trail Association
Grant Amount:	\$56,623.67

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and **Steele County, 630 Florence Ave, Owatonna, MN 55060**. ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in [Minn. Stat. 84.83](#) to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: **Steele County Trails/The Steele County Snowmobile Trail Association**.
3. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
4. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
5. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to [Minn.Stat.§43A.38](#) in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 *Effective date:*

July 1, 2023 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per [Minn. Stat. §16B.98](#) Subd. 5 and Subd. 7. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 *Expiration date:*

June 30, 2024, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 *Incur Expenses.*

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2023 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

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

- (a) Comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), Subd. 4 (a) (1).
- (b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.
- (c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.
- (d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 *Total Obligation.*

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed **\$56,623.67**.

4.3 *Payment*

1. **Trail Completion Benchmark, 45% of Total Grant Amount**

Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. **Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount**

A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. **Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount**

The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. **Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount**

The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 *Contracting and Bidding Requirements*

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

- (a) If the amount of the contract is estimated to exceed \$175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (b) If the amount of the contract is estimated to exceed \$25,000 but not \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2) and paragraph (c).
- (c) If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minn. Stat. §16C.28](#), Subd. 1, paragraph (a), clause (2)
- (d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
- (e) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per; [Minn. Stat. §§177.41](#) through [177.44](#) consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 Penalties

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.
2. If it is determined that the **Grooming Certification benchmark for the period of opening day**

through January 15 in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.
4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is **Joel Wagar, Area Supervisor, 8485 Rose Street, Owatonna MN 55060, 507-414-6193, joel.wagar@state.mn.us**, or his successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is **Brenda Blood, Chief Deputy Auditor, 630 Florence Ave, Owatonna, 55060, (507) 444-7415, brenda.blood@co.steele.mn.us**. If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 Assignment

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Complete

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Sponsor and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law

10.2 *Intellectual Property Rights*

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11 Workers Compensation

The Sponsor certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of

these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 *Endorsement*

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

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

14 Termination and Funding

14.1 *Termination by the State*

The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Sponsor. Upon termination, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 *Termination for Cause*

The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 *Termination or Reduction for Insufficient Funding*

The state can reduce or terminate this grant contract if:

- (a)** It does not obtain funding from the Minnesota Legislature.
- (b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Sponsor. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Sponsor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Sponsor notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 *Termination by Contract*

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 *Funding*

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event

that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 Data Disclosure

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

16 Invasive Species Prevention

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the project site includes a water body, the grantee shall clean equipment and clothing as noted

above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.

If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here:

https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines*.

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at <http://www.access-board.gov>.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.

(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)

(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.

(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

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

Signed by: Karen Patrin

Signed: 69FBE77957A34A8...

November 17, 2023

Date:

239559/PO# 3000243558

SWIFT Contract/PO No(s):

2. SPONSOR

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

By:

Title:

Date:

By:

Title:

Date:

3. STATE AGENCY

By:

(with delegated authority)

Title:

Date:

Distribution:
Agency
Sponsor
State's Authorized Representative

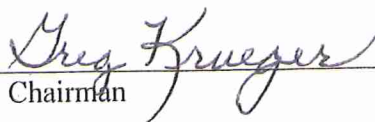
RESOLUTION

WHEREAS, Steele County agrees to be sponsors of the Steele County Trail Association, Inc;
and

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners do hereby name Ed Nelson as the Steele County Trail Administrator.

Dated: 5/23/2023

STEELE COUNTY BOARD OF COMMISSIONERS

By: 
Chairman

ATTEST: 
Steele County Auditor

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 23rd day of May, 2023.


County Auditor
County of Steele



Steele County Agenda Item

Subject: Request Approval of Addendum for 2022-24 Memorandum of Agreement

Department: Extension

Committee Meeting Date: December 5, 2023

Board Meeting Date: December 12, 2023

Policy Committee Recommendation:

Committee recommends approving the Extension MOA Addendum

Recommendation: The Steele County Extension Committee requests the Steele County Board approve and sign the addendum for the 2022-24 Memorandum of Agreement (MOA) as outlined with the University of Minnesota for Extension department staff model for 2024. The Internal Central Service Committee reviewed the request and has approved moving it forward for board approval.

Background (*Including Budget Impact*):

The Extension Department has requested budget increases for 2024 of an additional 0.1 FTE for the Program Coordinator, Master Gardener position and to hire a part time administrative support person thru the University hiring option.

Attachments:

MOA Addendum for 2024

ADDENDUM TO
Agreement between the University of Minnesota and Steele County
For providing Extension programs locally and employing Extension Staff

This Addendum is made to the Memorandum of Agreement (“MOA”) for providing Extension programs locally and employing Extension staff between the County of Steele, Minnesota (“County”) and Regents of the University of Minnesota, through Extension. The Addendum will remain in place for the term of the Memorandum of Agreement and will be effective as of January 1, 2024.

County agrees to provide the funds identified below to support the following Extension programs and positions. This table replaces Table A in current Memorandum of Agreement with the following for 2024 staffing to reflect additional administrative support position and increase in FTE for the Master Gardener Coordinator position.

Table A

Program/Position	FTE	2024 Price
Extension Educator Agriculture	0.5	\$44,543
Extension Educator, 4-H Youth Development	2	\$161,296
Program Coordinator, Horticulture or Master Gardener	0.35	\$28,227
Principal Administrative Professional	0.5 X 47 weeks 1.0 FTE X 5 weeks	\$35,708
Total		\$266,067

This Addendum may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Addendum may be delivered by electronic means, such as email and/or facsimile, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

The parties by their respective authorized agents or officers have executed this addendum.

COUNTY of Steele

Regents of the University of Minnesota

BY


Chair, County Extension Committee

By

Dean

DATE

11/29/2023

DATE

BY

Chair, County Board of Commissioners

DATE

STEELE COUNTY PERSONNEL AGENDA ITEM

December 12, 2023 at 5:00 pm

DECEMBER EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Jesse Steneman	Corporal – Detention Center	12/02/23	10
Penny Miller	Technical Clerk I – Recorder's Office	12/03/23	5
Kristin Otto	Legal Admin Asst – Attorney's Office	12/04/23	6
Christine Laue	Technical Clerk I – Auditor's Office	12/07/23	3
Josh Andrist	Senior Mechanic – Highway Dept	12/07/23	8
Lacy Standke	Assessment Technician – Assessor's Office	12/07/23	14
Grant Bahl	Appraiser I – Assessor's Office	12/12/23	1
Patrick Zeman	Maintenance Tech – Highway	12/14/23	3
Jake Rysavy	Director of Facilities & Fleet – F & F	12/16/23	4
Lesla Hullopeter	Chief Deputy Recorder – Recorder's Office	12/17/23	14
Jacob Miller	Road Deputy – Sheriff's Office	12/21/23	8
Lisa Risch	Records Specialist – Detention Center	12/26/23	11
Scott Mittelstaedt	Landfill Operator – Landfill	12/31/23	5
Jennifer Waggoner	Registered Nurse – Public Health Dept	12/31/23	5



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 232302; CP 074-023-002

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 232302: CP 074-023-002 to Crane Creek Asphalt in the amount of \$15,730.38.

Background (*Including Budget Impact*):

This project provided resurfacing of CSAH 12 from CSAH 8 to the Dodge County line in Merton township. The project was funded with CSAH - Maintenance and transportation sales tax funds. The final contract amount was \$995,041.51.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 232302
Contractor: Crane Creek Asphalt
Date Certified: November 29, 2023
Final Pay Request Number: 3

Whereas; Contract No. 232302 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this 12th day of December, 2023

Signed by _____
County Administrator



Steele County Agenda Item

Subject: Award Farmland Leases at Public Works Facility and Landfill

Department: Highway

Committee Meeting Date: N/A

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award the lease of 18.5 acres of farmland adjacent to the Public Works facility to Mr. David Janke in the amount of \$361 per acre, for a total of \$6,678.50, and award the lease of 16.5 acres of farmland and 65 acres of grassland at the Landfill to Mr. Dean Schroeder in the amount of \$150 per acre and \$5 per acre, respectively, for a total of \$2,800.00.

Background (*Including Budget Impact*):

The availability of these leases was advertised on the County website from November 13-27, 2023. One bid on each lease was received.

The bid received for the Public Works Facility property was at \$361 per acre. Long term lessor David Janke was the only bidder. The lease contains a clause to allow renewal up to one term (2 years) upon mutual agreement.

The bid received for the Landfill property was \$150 per acre for farmland and \$5 per acre for grassland. Long term lessor Dean Schroeder was the only bidder. The lease contains the requirement to mow the grassland no later than July 15th of each year. The lease contains a clause to allow renewal up to one term (2 years) upon mutual agreement.

2021-22 lease rate was \$303 per acre for 18.5 acres, renewed in 2023

2018-19 lease rate was \$317 per acre for 18.5 acres, renewed in 2020

2016-17 lease rate was \$317 per acre for 18.5 acres

2015 lease rate was \$431 per acre for 45 acres

Attachments:

Lease Agreements

Farmland Lease

This agreement, made this 12th day of December 2023 by and between Steele County (Lessor), and David Janke of the County of Steele and State of Minnesota, (Lessee).

Witnesseth, That Lessor, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the Lessee, and Lessee does hereby hire and take from Lessor, the following described premises situated in the City of Owatonna, County of Steele, and State of Minnesota,

In section number 5, Township Number 107N, Range Number 20W, containing 18.5 acres be the same, more or less, of which described premises Lessee hereby agrees to plow and put in crops not less than 18.5 acres each year during the continuance of this lease. The specific acreage will be staked by the Lessor upon execution of this lease document and request.

To Have and to Hold, the above rented premises unto Lessee, heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the time period from and after the 12th day of December 2023, the term of this Lease ending the 15th day of November 2025 or fifteen days after the crop is harvested, whichever is earlier.

And Lessee agrees to and with the Lessor to pay as rent for the above-mentioned premises, for and during the full term of this Lease, the sum of \$6,678.50 dollars per year payable upon execution of this lease document and no later than April 1st of each year. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term (2 years).

And it is Further Agreed, by and between the parties as follows: That should Lessee fail to make the above-mentioned payment as herein specified, or fail to fulfill any of the covenants herein contained, then and in that case Lessor may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by Lessee for the full term of this lease. That if Lessor sells said premises during the life of this lease and before the crop is in ground, and desires to give possession to the purchaser, that Lessee will forthwith surrender possession of said leased premises upon the payment to him of \$240 per acre for each acre of said premises newly plowed by Lessee at the time said possession is demanded if sold after the crop is in, then Lessee shall have the rights to remove such crop when ready to be harvested. That if Lessor sells said premises during the term of lease, the purchaser may at any time enter upon the leased premises for the purpose of plowing, breaking more land, summer-fallowing, cultivating or otherwise improving any part of said premises not in actual cultivation by said Lessee and without such entry working any forfeiture of the rents herein agreed to be paid. That if Lessee remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be renewal of this lease, but to be tenancy at the will of the Lessor, which may be terminated upon ten days' notice, given by the said Lessor in writing, either delivered to Lessee or sent to him in a sealed envelope, duly stamped and directed to him at 4677 Crane

Creek Road, Owatonna, MN 55060 which is hereby declared by Lessee to be his usual Post Office address.

And the Lessee also covenants and agrees to and with Lessor, not to assign this lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the Lessor and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforesaid premises to the Lessor, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Lessee also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to maintain and keep up any fences so as to protect all crops from injury and waste, and to protect any shade trees thereon and to cut no green trees and to commit no waste or damage on said real estate and to suffer none to be done.

Lessee is also to destroy noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds. And, Lessor or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop, or for any other purpose whatsoever.

And Lessor covenants that Lessee, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises for the term aforesaid. In the event of any rents due hereon being collected by suit, the Lessee further agrees to pay all expenses which may be incurred thereby.

Lessee agrees that it will save and hold harmless Lessor from any and all claims, causes of action or liability whatever arising out of the use of said premises, including but not limited to property sublet by Lessee.

IN TESTIMONY WHEREOF, both parties have hereunto set their hands the day and year hereinbefore written.

County of Steele

By _____
Lessor – County Board Chair

By _____
Lessee – David Janke

LANDFILL FARMLAND LEASE

THIS AGREEMENT is made by and between Steele County (Lessor), and Dean P. Schroeder (Lessee).

Description of the Farm. In consideration of the lease and covenants specified below, the Lessor hereby leases to the Lessee real property located in Steele County, Minnesota, legally described as follows:

A portion of the E 1/2 of Section 28, Aurora Township (T 106 N. – R 19 W.) consisting of approximately 81.5 acres (herein called the “Farm”).

Use of Property. The Farm is to be used for the purpose of farming. Lessee agrees to control noxious weeds and to complete an NRCS Conservation Plan for the farmland, if participating in a current government farm program.

Tillable acres will have crop residue at the beginning and end of the lease.

Liability insurance coverage in the amount of \$500,000 per claimant, \$1.5 million per occurrence will be required for the term of the lease, as per MN Statute.

First cutting of grassland including all slopes shall be completed by July 15', or renter will be billed an hourly Landfill rate-of \$75.00 hr.

The road ditch along the west side of 64th Ave will be maintained by Landfill and will not be part the lease agreement.

Length of Lease. This lease is for a term of two (2) years beginning on January 1, 2024 and ending November 30, 2025 or 15 days after the crop is harvested, whichever is earlier. The lessor and lessee may upon mutual agreement renew this lease for up to one additional term (2 years).

Amount of Lease. The Lessee shall pay to the Lessor as rental for the Farm, the sum of \$2,800.00 each year from 2024-2025, due on or before April 1st of each year of agreement.

Default. If Lessee fails to make the rental payments when due or fails to fulfill any of the covenants contained in this Lease, the Lessor may terminate this lease agreement and take possession of the Farm.

No Assignment. Lessee agrees not to assign this Lease or sublet the Farm or any part thereof without the written consent of the Lessor.

Surrender of Premises. Lessee agrees at the expiration or termination of the Lease to vacate the Farm, return gate key, and leave it in as good condition as when taken, subject only to reasonable wear and tear and damage by the elements.

No Waste by Tenant. Lessee agrees to cultivate the Farm in a careful and husband-like manner and to protect all crops from injury and waste, and to protect the trees on the Farm and to cut no green trees and to commit no waste or damage on the Farm and

to suffer none to be done

Removal of Dirt. Lessee agrees not to remove any dirt from the Farm.

Security Deposit in Crops. To secure the payment of the rental and any advance made under this Lease, Lessee hereby sells, conveys and mortgages unto Lessor his entire interest in and to all crops of small grains, corns and all tame and wild hay raised and secured upon the Farm during the season, provided, that if Lessee shall pay or cause to be paid to Lessor, the rent set forth above when due, that this part of the Lease is void and of no effect, otherwise the same shall be construed for all intents and purposes a chattel mortgage with power of statutory foreclosure sales. Lessee agrees to sign any documents to perfect this lien.

Communication. Lessee shall communicate to Lessor when grassland cutting, fertilizer application, and other events are scheduled, and if subcontractors or operators other than Lessee are doing the work.

Lessee agrees that it will save and hold harmless Lessor from any and all claims, causes of action or liability whatever arising out of the use of said premises, including but not limited to property sublet by Lessee.

COUNTY OF STEELE:

LESSEE:

By _____
Lessor – Chairman County Board
for Steele County

By _____
Dean P. Schroeder

Date

Date



Steele County Agenda Item

Subject: Steele County Community Corrections Facility/Advertisement for Bids

Department: Building & Grounds

Committee Meeting Date: December 12, 2023

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

To approve the Facilities and Fleet Director to Advertise for Bids for the Steele County Community Corrections Facility upon final completion of the construction documents.

Background (*Including Budget Impact*):

Previously the County Board approved Wold to complete construction documents for the Steele County Community Corrections Facility. The plans are near completion with minor adjustments to make. The scope of work includes a new pre-engineered metal building including all associated site work, interior construction, metal structure/footings/foundations, mechanical equipment, and electrical equipment. With plans near completion, we would like to request authorization to advertise for bids for the project once plans are 100% complete.

Attachments:

Ad for Bids

SECTION 00 11 13
ADVERTISEMENT FOR BIDS
New Community Corrections Facility
121 Mill Street E.
Owatonna, Minnesota 55060

Steele County will receive single prime sealed bids for New Community Corrections Facility until 2:00 PM CST local time on January 30, 2024 at the Administration Building, 630 Florence Avenue, Owatonna, Minnesota 55060, at which time and place all bids will be publicly opened and read aloud.

Bidding documents, including the Proposal Form, Drawings and Specifications, will be on file at the Minnesota Builders Exchange; McGraw Hill Construction/Dodge Plan Center; Reed Construction; iSqFt Plan Room (St. Paul, MN), The Blue Book Building and Construction Network; and from PlanWell at:

https://order.e-arc.com/arcEOC/Secures/PWELL_PrivateList.aspx?PrjType=pub

Albert Lea Builders Exchange; Austin Builders Exchange; Duluth Builders Exchange; Hibbing Plan Room; Mankato Builders Exchange; Builders Exchange of Rochester; Southwest Builders Exchange (Marshall, MN); Mid Minnesota Builders Exchange (Willmar, MN); Northwest Regional Builders Exchange (Eau Claire); Fargo-Moorhead Builders Exchange; Grand Forks Builders Exchange; Sioux Falls Builders Exchange; LaCrosse Builders Exchange.

This project includes: A new pre-engineered metal building including all associated site work, interior construction, metal structure/footings/foundations, mechanical equipment, and electrical equipment.

American Reprographics Company, 4730 Park Glen Road, St. Louis Park, Minnesota 55416 (952) 697-8800, facsimile (952) 697-8803 will provide complete downloadable sets of the Bidding Documents to prospective bidders and subcontractors. The downloads will be available January 5, 2024. A deposit check in the amount of \$25 made out to ARC for each set downloaded via the internet at <https://www.e-arc.com/location/st-louis-park/> and clicking on the PlanWell icon, then the Public Plan Room icon, select New Community Corrections Facility.

Make proposals on the bid forms supplied in the Project Manual. No oral, telegraphic or telephonic proposals or modifications will be considered. Submit with each bid, a certified check or acceptable bidder's bond payable to Steele County in an amount equal to five percent (5%) of the total bid. The successful bidder will be required to furnish satisfactory Labor and Material Payment Bond, and Performance Bond.

Bids may not be withdrawn within thirty (30) days after the scheduled time of opening bids, without the consent of the Owner. The Owner reserves the right to accept any bid or to reject any or all bids, or parts of such bids, and waive informalities or irregularities in bidding.

The Owner requires Substantial Completion of the project on or before December 1, 2024.

Board of Commissioners
Steele County

END OF SECTION 00 11 13



Steele County Agenda Item

Subject: First Amendment to the MNPrairie Joint Powers Board Agreement

Department: Administrator's Office

Committee Meeting Date: December 5, 2023

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Recommendation:

Recommend a motion to adopt the First Amendment to the Minnesota (MNPrairie) County Alliance Joint Powers Agreement as written.

Background (*Including Budget Impact*):

On November 21, 2023, the Minnesota Prairie County Alliance Joint Powers Board approved the First Amendment to the MNPrairie Joint Powers Board Agreement by a supermajority that would:

1. Revise the current member-county cost-share formula to incorporate the following factors and weights: 40% population, 40% net tax capacity, 10% poverty & 10% equal share, utilizing a 3-year rolling average; and,
2. Implement the member-county cost-share formula revision in its entirety, effective January 1, 2025; and,
3. Add a provision to restrict the review of the member-county cost-share formula by creating an option for review exclusively in the year immediately following each decennial census.

Per Section 16 of the Joint Powers Agreement, in addition to approval by a supermajority of the Joint Powers Board in accordance with section 4.5, amendments to this Agreement must be approved by two-thirds of the County Boards of the Member Counties.

Attachments:

1. First Amendment to the MNPrairie Joint Powers Agreement
2. Calculation of Each Member County's Portion of MNPrairie's Operating Budget

Calculation of Each Member County's Portion of MNPrairie's Operating Budget

Apportionment Formula - 3 Year - 2024 Comparison

Number of years	Percent of formula		Dodge	Steele	Waseca	Total
3	40%	% of Total Population	10.81%	19.41%	9.78%	40.00%
3	0%	% of Total Estimated Market Value	0.00%	0.00%	0.00%	0.00%
3	40%	% of Net Tax Capacity	12.67%	17.51%	9.81%	40.00%
	10%	Equal Share	3.33%	3.33%	3.33%	10.00%
	10%	Poverty ratio	1.78%	5.56%	2.66%	10.00%
	100%					
		Proposed Member County Share	28.59%	45.82%	25.59%	100.00%
		Member County Share 2024	30.07%	45.25%	24.68%	100.00%
		Impact on share	-1.48%	0.57%	0.91%	

Apportionment Formula - 3 Year - 2023 Comparison

Number of years	Percent of formula		Dodge	Steele	Waseca	Total
3	40%	% of Total Population	10.86%	19.35%	9.79%	40.00%
3	0%	% of Total Estimated Market Value	0.00%	0.00%	0.00%	0.00%
3	40%	% of Net Tax Capacity	12.67%	17.28%	10.05%	40.00%
	10%	Equal Share	3.33%	3.33%	3.33%	10.00%
	10%	Poverty ratio	1.78%	5.56%	2.66%	10.00%
	100%					
		Propose Member County Share	28.64%	45.52%	25.84%	100.00%
		Member County Share 2023	30.43%	44.48%	25.09%	100.00%
		Impact on share	-1.79%	1.04%	0.75%	

Apportionment Formula - 3 Year - 2022 Comparison

Number of years	Percent of formula		Dodge	Steele	Waseca	Total
3	40%	% of Total Population	10.87%	19.34%	9.78%	40.00%
3	0%	% of Total Estimated Market Value	0.00%	0.00%	0.00%	0.00%
3	40%	% of Net Tax Capacity	12.45%	17.21%	10.33%	40.00%
	10%	Equal Share	3.33%	3.33%	3.33%	10.00%
	10%	Poverty ratio	1.78%	5.56%	2.66%	10.00%
	100%					
		Proposed Member County Share	28.44%	45.45%	26.11%	100.00%
		Member County Share 2022	30.51%	44.20%	25.29%	100.00%
		Impact on share	-2.07%	1.25%	0.82%	

**FIRST AMENDMENT TO
Minnesota Prairie County Alliance
Joint Powers Agreement**

Superseding Section 10.2, Member County operating cost share, the formula utilized to calculate the annual contribution from each Member County to the Minnesota Prairie County Alliance budget will be modified. This modification will take effect on January 1, 2025.

Modified Base Formula. The base formula includes four components:

- (i) Forty percent of the total of a Member County's contribution is determined by the relative proportion of each Member County's population.

The population for each Member County will be calculated as an average of the annual certified estimates provided by the Minnesota State Demographer for the preceding three years.

- (ii) Forty percent of the total of a Member County's contribution is determined by the relative proportion of each Member County's net tax capacity.

The net tax capacity of each Member County will be calculated as an average of the annual net tax capacity provided by the Minnesota Department of Revenue for the preceding three years.

- (iii) Ten percent of the total of a Member County's contribution is determined by the relative proportion of each Member County's poverty ratio.

The poverty ratio of each Member County will be calculated using the most recent five-year estimate provided by the US Census Bureau.

- (iv) Ten percent of the total of a Member County's contribution represents an equal share among the three Member Counties.

Formula Review. A provision is herein added to limit future modifications of the member-county cost-share formula. The Joint Powers Board may review the member-county cost-share formula exclusively in the year immediately following each decennial census (e.g., 2031, 2041, 2051). Any approved¹ modification to the member-county cost-share formula, can be implemented no sooner than January 1 of the subsequent year.

¹ In addition to approval by a supermajority of the Joint Powers Board in accordance with section 4.5, amendments to the Joint Powers Agreement must be approved by two-thirds of the County Boards of the Member Counties.

The Member Counties hereby commit to the terms and conditions of this Amendment to be executed by the persons authorized to act for their respective county on the date shown below.

DODGE

County of:

Chair of Board

Date of Signature

STEELE

County of:

Chair of Board

Date of Signature

WASECA

County of:

Chair of Board

Date of Signature



Steele County Agenda Item

Subject: 3rd Qtr 2023 Financial Reports

Department: Treasurer's Office/Finance

Committee Meeting Date: December 5, 2023

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Information Only

Background (*Including Budget Impact*):

For the nine months ending September 30, 2023, Steele County's expenditures exceeded the revenues collected by \$2.1 million, leaving the County with \$67.9 million in cash and investments. Steele County collected 57.9% of the budget revenues for the year. Most of the remaining revenues will be collected during October and November when the second half of property taxes are collected.

Expenditures spent accounted for 61.4% of budget. A large majority of the expenditures underspent included the areas of service & charges, supplies & materials, and capital expenditures. Capital projects such as the Community Corrections building and the burial of electrical wires at the Fairgrounds have not been started but will start next year instead. Also, a lot of the highway projects are not paid until the 4th quarter of the year. So due to these reasons, expenditures fell behind budget.

Attached are the financial reports including the County's investment portfolio at September 30, 2023.

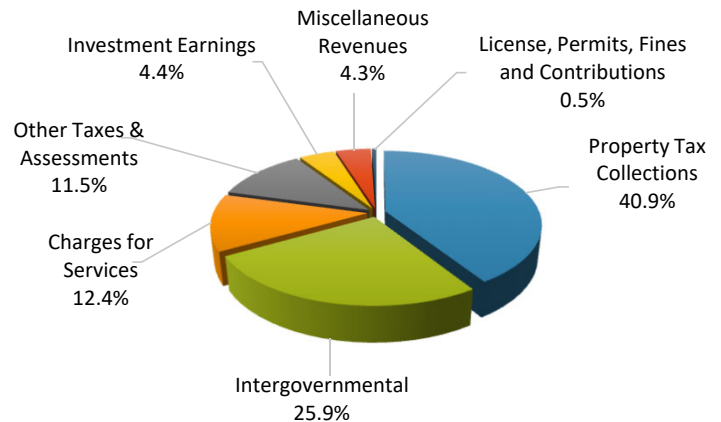
Attachments:

3rd Quarter Financial Reports & Investment Reports

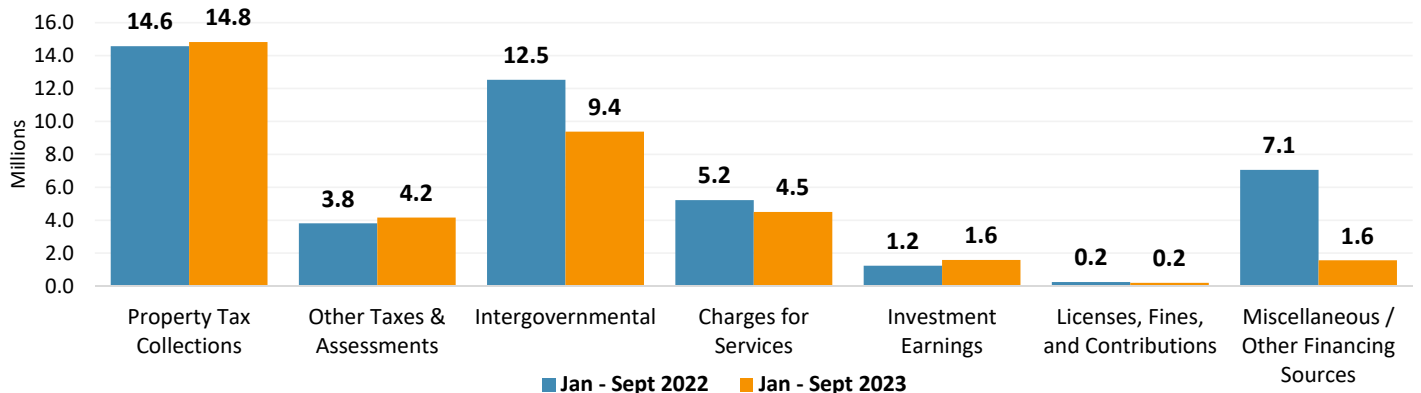
Steele County
Overview of Activities
January - September 2023

January - September 2023 Revenues

Property Tax Collections	\$ 14,825,898
Intergovernmental	9,378,862
Charges for Services	4,503,365
Other Taxes & Assessments	4,165,784
Investment Earnings	1,589,152
Miscellaneous Revenues	1,563,813
License, Permits, Fines and Contributions	197,026
Total Revenues	\$ 36,223,900



Revenues in Comparison to Prior Year



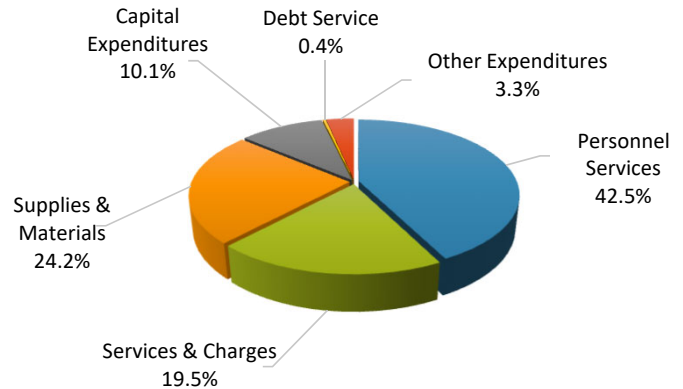
Significant changes between 2022 and 2023 are outlined below:

- **Other Taxes & Assessments** increased by 9.4% mainly from an increase in delinquent property tax collections during the first property tax settlement of 2023 and additional sales tax revenue.
- **Intergovernmental** revenues decreased by 25.1% due to the County receiving the second American Rescue Plan Act (ARPA) payment in 2022 for \$3,559,320.
- **Charges for Service** revenue decreased by 13.8% mainly due to Highway construction project reimbursement revenue received in comparison to the prior year. These revenues are received when projects are completed for other governmental entities.
- **Investment Earnings** increased by 28.9% due to improvements in market conditions yielding higher interest income. For example, back in September of 2022, the County's checking account interest rate was at 2.48% and as of September 2023 the County's checking account interest rate was at 5.45%.
- **Miscellaneous / Other Financing Sources** decreased by 77.8% due to the 2022 board-approved transfer of \$5,817,237 from the General Fund to the Capital Projects Fund to restore the fund balance for capital projects budgeted with County reserves. In 2023, an additional \$900,000 was transferred to the Capital Projects fund for the expected County portion of the Fairgrounds electrical project.

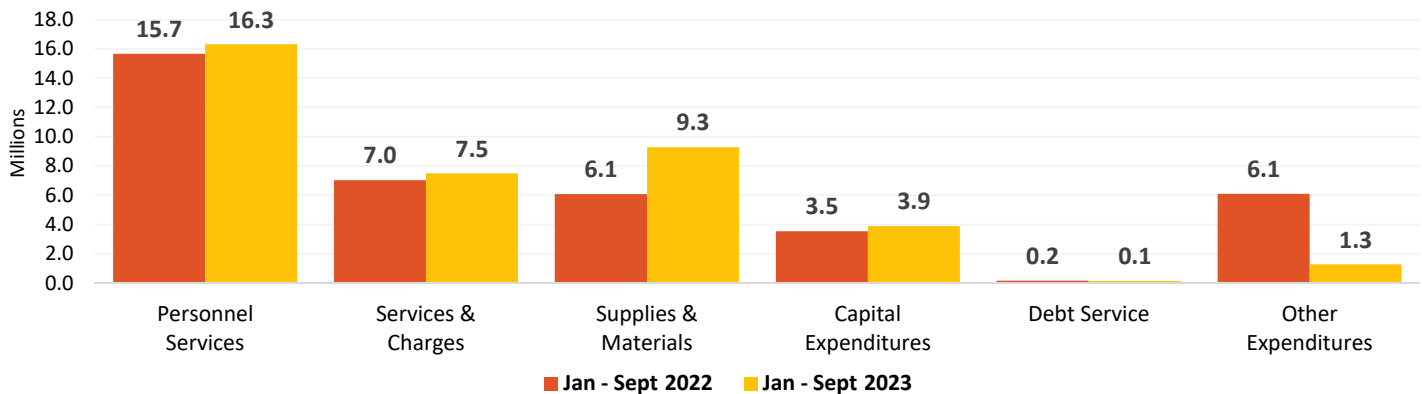
Steele County
Overview of Activities (Continued)
January - September 2023

January - September 2023 Expenditures

Personnel Services	\$ 16,318,786
Services & Charges	7,494,454
Supplies & Materials	9,285,359
Capital Expenditures	3,892,389
Debt Service	140,896
Other Expenditures	1,274,703
Total Expenditures	\$ 38,406,587



Expenditures in Comparison to Prior Year

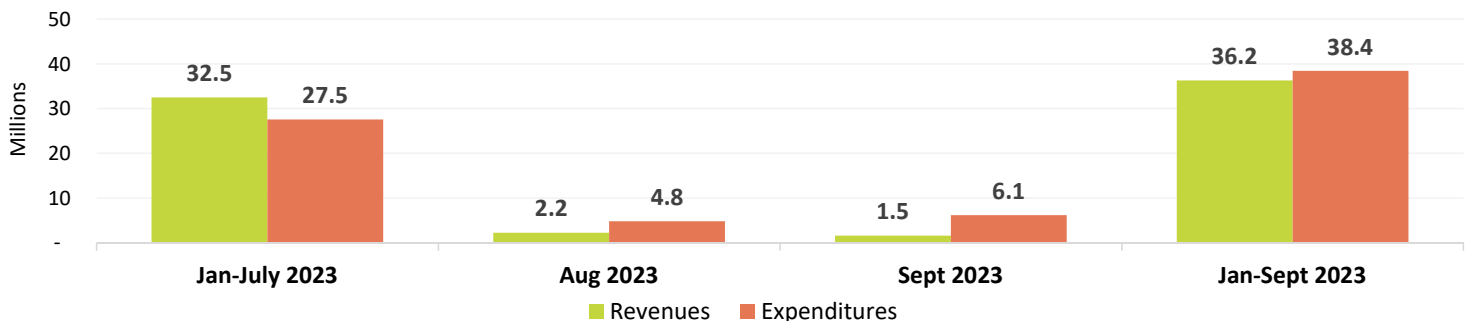


Significant changes between 2022 and 2023 are outlined below:

- **Personnel Services** are the main driver for expenditures in most County departments, which increased by 4.2% over the prior year. This increase is due to changes in the cost of living adjustment (COLA), employee anniversary step increases, health insurance premiums, retirement contributions, payroll taxes, and worker's compensation insurance. Other factors for personnel services include vacation and sick leave payouts, uniforms provided by the county, and unemployment benefits.
- **Services & Charges** expenditures increased by 6.6% primarily from the following reasons:
 - Enterprise fleet - The County switched the payments being made to the enterprise fleet leasing program from capital expenditures in 2022 to services and charges in 2023.
 - Contracted services - increases in joint venture payments to MNPrarie County Alliance and Rice-Steele Consolidated Dispatch payments over the previous year.
 - Professional services - including Highway consulting fees and District Court attorney fees.
- **Supplies & Materials** increased 52.9% mainly due to expenditures for road and bridge construction projects in comparison to the first nine months of 2022. Many of these additional costs are related to the County State Aid Highway (CSAH) 49 reconstruction project located north of Medford.
- **Capital Expenditures** increased by 9.7% mainly due to major Landfill capital equipment purchases during the year including a truck, track loader, and dozer.
- **Other Expenditures** decreased by 79.1% due to the 2022 board-approved transfer of \$5,817,237 from the General Fund to the Capital Projects Fund to restore the fund balance for capital projects budgeted with County reserves. In 2023, an additional \$900,000 was transferred to the Capital Projects fund for the expected County portion of the Fairgrounds electrical project.

Steele County
Comparative Financial Statements
January - September 2023

Revenues	Jan-July 2023 Actual	Aug 2023 Actual	Sept 2023 Actual	YTD Q3 2023	2023 Budget	% of 2023 Budget
Property Tax Collections	\$ 14,825,898	\$ -	\$ -	\$ 14,825,898	\$ 28,021,403	52.9%
Other Taxes & Assessments	3,298,927	459,215	407,642	4,165,784	4,430,000	94.0%
Intergovernmental	7,827,967	1,039,620	511,275	9,378,862	13,431,648	69.8%
Charges for Services	3,678,727	476,459	348,179	4,503,365	8,219,308	54.8%
Licenses and Permits	108,086	12,975	11,513	132,574	194,000	68.3%
Fines and Forfeitures	5,279	564	840	6,683	12,000	55.7%
Investment Earnings	1,271,293	161,728	156,131	1,589,152	315,000	504.5%
Gifts and Contributions	57,769	-	-	57,769	100,000	57.8%
Miscellaneous / Other Financing Sources	1,408,872	61,610	93,331	1,563,813	7,819,534	20.0%
Total Revenues	32,482,818	2,212,171	1,528,911	36,223,900	62,542,893	57.9%
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	8,918,398	1,235,565	1,789,206	11,943,169	16,552,056	72.2%
Health, Life and Disability Insurance	1,783,540	250,498	251,937	2,285,975	3,309,315	69.1%
PERA Contributions	772,348	104,166	155,446	1,031,960	1,461,481	70.6%
FICA / Medicare Tax	576,857	80,502	118,560	775,919	1,097,023	70.7%
Other Payroll Related Expenses	272,093	3,868	5,802	281,763	405,801	69.4%
Total Personnel Services	12,323,236	1,674,599	2,320,951	16,318,786	22,825,676	71.5%
Services & Charges	6,553,016	386,796	554,642	7,494,454	12,287,614	61.0%
Supplies & Materials	5,312,726	1,624,896	2,347,737	9,285,359	17,525,405	53.0%
Capital Expenditures	2,007,814	1,049,502	835,073	3,892,389	7,021,100	55.4%
Debt Service Levy	110,219	-	-	110,219	1,863,533	5.9%
Non-Levied Debt	26,706	3,971	-	30,677	53,410	57.4%
Other Expenditures	1,200,949	43,007	30,747	1,274,703	966,155	131.9%
Total Expenditures	27,534,666	4,782,771	6,089,150	38,406,587	62,542,893	61.4%
Net Revenues Over (Under) Expenditures	\$ 4,948,152	\$ (2,570,600)	\$ (4,560,239)	\$ (2,182,687)	\$ -	

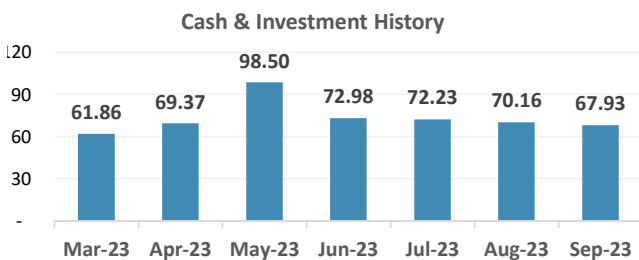


Steele County
Fund Financial Statements
January - September 2023

Revenues	General	Highway	Debt Service	Capital Projects	Other County Funds/Dept*	Total
Property Tax Collections	\$ 12,481,577	\$ 1,346,406	\$ 912,235	\$ 85,680	\$ -	\$ 14,825,898
Other Taxes & Assessments	430,834	3,541,753	16,364	8,606	168,227	4,165,784
Intergovernmental	2,956,972	6,184,821	67,792	106,370	62,907	9,378,862
Charges for Services	2,542,902	578,804	-	-	1,381,659	4,503,365
Licenses and Permits	124,904	7,670	-	-	-	132,574
Fines and Forfeitures	6,683	-	-	-	-	6,683
Investment Earnings	1,584,504	-	-	-	4,648	1,589,152
Gifts and Contributions	57,769	-	-	-	-	57,769
Miscellaneous / Other Financing Sources	447,328	7,966	-	1,061,781	46,738	1,563,813
Total Revenues	20,633,473	11,667,420	996,391	1,262,437	1,664,179	36,223,900
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	10,419,106	1,241,213	-	-	282,850	11,943,169
Health, Life and Disability Insurance	1,934,168	306,999	-	-	44,808	2,285,975
PERA Contributions	922,626	89,885	-	-	19,449	1,031,960
FICA / Medicare Tax	666,783	88,258	-	-	20,878	775,919
Other Payroll Related Expenses	229,255	43,710	-	-	8,798	281,763
Total Personnel Services	14,171,938	1,770,065	-	-	376,783	16,318,786
Services & Charges	6,527,471	387,881	-	-	579,102	7,494,454
Supplies & Materials	1,287,177	7,835,139	-	-	163,043	9,285,359
Capital Expenditures	629,497	339,132	-	1,740,914	1,182,846	3,892,389
Debt Service Levy	-	-	110,219	-	-	110,219
Non-Levied Debt	-	-	-	-	30,677	30,677
Other Expenditures	1,255,230	-	7,100	-	12,373	1,274,703
Total Expenditures	23,871,313	10,332,217	117,319	1,740,914	2,344,824	38,406,587
Net Revenues Over (Under) Expenditures	(3,237,840)	1,335,203	879,072	(478,477)	(680,645)	(2,182,687)
Cash and Investment Balance - Dec 31, 2022	23,361,115	18,251,564	1,193,793	11,540,526	9,442,878	63,789,876
Balance Sheet Cash Changes	100	-	-	-	624	724
Cash and Investment Balance - Sept 30, 2023	\$ 20,123,375	\$ 19,586,767	\$ 2,072,865	\$ 11,062,049	\$ 8,762,857	61,607,913

* Includes Landfill, Ditch, Bixby, Clean Water Partnership, Opioid Settlement, Homelessness & Housing, and Trust Funds (Excludes County Custodial Funds)

Cash and Investments - Funds Held for Other Agencies Sept 30, 2023	6,326,856
Total County Cash and Investments on Sept 30, 2023	\$ 67,934,769



Asset Allocation

Investment Portfolio	\$ 60,932,914
Checking Accounts	6,999,930
Petty Cash	1,925
Total County Cash and Investments on Sept 30, 2023	\$ 67,934,769

Steele County
Net (Revenues)/Expenditures in Comparison to Levied Funding Per Department
For Nine Months Ended September 30, 2022 and 2023

	Net (Revenues)/ Expenditures Jan - Sept 2022		2022 Levy	Percentage of 2022 Actual to Levy	Net (Revenues)/ Expenditures Jan - Sept 2023		2023 Levy	Percentage of 2023 Actual to Levy		
<i>General Government</i>										
Commissioners	\$	162,308	\$	216,862	74.8%	\$	177,233	\$	231,496	76.6%
Courts		234,287		310,750	75.4%		285,702		364,750	78.3%
Law Library		10,429		-	0.0%		8,666		-	0.0%
County Administrator		156,092		228,287	68.4%		220,312		249,671	88.2%
Human Resources		195,363		260,123	75.1%		269,723		302,442	89.2%
Property Tax & Elections		429,325		576,179	74.5%		353,159		630,601	56.0%
Finance		388,487		513,504	75.7%		434,545		544,878	79.8%
Information Technology		238,850		320,742	74.5%		297,542		378,926	78.5%
Central Services		264,251		241,600	109.4%		208,370		389,591	53.5%
County Attorney		881,825		1,209,352	72.9%		900,132		1,163,640	77.4%
Drug Court		-		54,400	0.0%		-		-	0.0%
Recorder		113,438		180,363	62.9%		196,361		205,450	95.6%
Surveyor		32,040		30,000	106.8%		25,518		30,000	85.1%
County Assessor		581,497		769,978	75.5%		541,968		761,888	71.1%
Geographic Information Systems (GIS)		71,699		96,572	74.2%		91,710		128,374	71.4%
Planning & Zoning		126,814		262,808	48.3%		285,825		313,804	91.1%
Buildings and Grounds		1,049,013		1,462,235	71.7%		1,244,796		1,615,428	77.1%
Veterans Service		156,413		231,991	67.4%		173,005		244,651	70.7%
Other General Government		3,273,704		(2,188,749)	(149.6%)		(1,868,383)		(2,091,735)	89.3%
Total General Government		8,365,835		4,776,997	175.1%		3,846,184		5,463,855	70.4%
<i>Public Safety</i>										
Sheriff		2,184,550		2,910,456	75.1%		2,699,444		3,481,377	77.5%
Coroner		75,690		102,999	73.5%		67,318		110,000	61.2%
Public Transit		(40)		-	0.0%		(140)		-	0.0%
Detention Center		2,790,509		3,761,422	74.2%		2,721,788		4,287,210	63.5%
Community Corrections		843,167		1,130,766	74.6%		734,920		1,187,211	61.9%
Law Enforcement Center		149,239		334,733	44.6%		346,922		322,282	107.6%
Joint Dispatch		660,127		880,169	75.0%		716,078		954,770	75.0%
Emergency Management		130,891		151,642	86.3%		111,986		166,620	67.2%
Total Public Safety		6,834,133		9,272,187	73.7%		7,398,316		10,509,470	70.4%
<i>Sanitation</i>										
Environmental Services		86,105		-	0.0%		176,869		-	0.0%
Landfill		(219,438)		-	0.0%		656,188		-	0.0%
Total Sanitation		(133,333)		-	0.0%		833,057		-	0.0%

Steele County
Net (Revenues)/Expenditures in Comparison to Levied Funding Per Department
For Nine Months Ended September 30, 2022 and 2023

	Net (Revenues)/ Expenditures Jan - Sept 2022	2022 Levy	Percentage of 2022 Actual to Levy	Net (Revenues)/ Expenditures Jan - Sept 2023	2023 Levy	Percentage of 2023 Actual to Levy
<i>Road and Bridge</i>						
Highway	(3,581,400)	2,512,001	(142.6%)	11,207	2,512,001	0.4%
<i>Human Services</i>						
MNPrairie County Alliance	2,789,719	5,579,438	50.0%	2,805,810	5,611,620	50.0%
Homelessness & Housing	-	-	0.0%	(63,524)	-	0.0%
Total Human Services	2,789,719	5,579,438	50.0%	2,742,286	5,611,620	48.9%
<i>Health</i>						
Public Health	542,368	1,070,060	50.7%	890,304	1,070,060	83.2%
Opioid Settlement Funds	-	-	0.0%	(35,833)	-	0.0%
Total Health	542,368	1,070,060	50.7%	854,471	1,070,060	79.9%
<i>Culture and Recreation</i>						
Historical Society	4,000	8,000	50.0%	8,000	8,000	100.0%
Parks and Recreation	253,129	308,476	82.1%	247,054	318,567	77.6%
Four Seasons Center	(14,039)	22,571	(62.2%)	4,265	31,719	13.4%
Community Center	8,268	10,700	77.3%	8,571	11,200	76.5%
Total Culture and Recreation	251,358	349,747	71.9%	267,890	369,486	72.5%
<i>Conservation of Natural Resources</i>						
U of M Extension	210,892	379,551	55.6%	222,546	390,722	57.0%
Soil and Water Conservation	67,500	135,000	50.0%	67,500	135,000	50.0%
Agricultural Society/County Fair	36,743	72,500	50.7%	42,500	72,500	58.6%
County Ditch	39,143	-	0.0%	103,375	-	0.0%
Clean Water Loan Program	12,325	-	0.0%	18,844	-	0.0%
Bixby Sewer Project	(765)	-	0.0%	3,089	-	0.0%
Total Conservation of NR	365,838	587,051	62.3%	457,854	598,222	76.5%
<i>Debt Service</i>						
Debt Service Levy	54,653	1,707,994	3.2%	33,162	1,711,589	1.9%
<i>Capital Improvements</i>						
Capital Projects Fund	(7,004,497)	1,192,208	(587.5%)	564,157	175,100	322.2%
Net Decrease in Cash without Current Property Tax Levy Collections	8,484,674	27,047,683	31.4%	17,008,584	28,021,403	60.7%
Current Property Tax Levy Collections	(14,570,972)	(27,047,683)	53.9%	(14,825,897)	(28,021,403)	52.9%
Net (Increase)/Decrease in Cash with Property Tax Levy Collections	\$ (6,086,298)	\$ -		\$ 2,182,687	\$ -	



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

Attendees: Commissioner Abbe, Commissioner Brady, Interim Finance Director Cathy Piepho, Extension Regional Director Lisa Dierks, Property Tax and Elections Director Jennifer Mueller, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving Snowmobile Grant-in-Aid Program
2. Committee recommends approving the Extension MOA Addendum

General Agenda

3. Committee recommends approval of the MN Prairie Joint Powers Agreement Amendment
4. Contract DDA to start search for Administrator
Discussion regarding contracting DDA to search for a new Administrator. The current reduced rate for this position search would be \$22K. Recommend to start search immediately.

Information

5. Employee Recognition on Display Monitor: The display is currently used as informational so individuals can make their way around the different county departments. During the vetting of this request, some employees have come forward advising they do not want the picture / names on a monitor for privacy reasons. The committee recommends tabling this request.
6. 3rd Quarter Financials Review: Investment earnings are high and interest rates are coming down slightly. Expenses are less than 75% of budget. The major contributors are the following: Highway department as most of the payments are made in the 4th quarter and some large projects that are on hold. Changes to department costs was discussed and how some of the costs have been moved from one department to another. **Steele County received a higher bond rating (from AA to AA+).**

Department Head Reports

Finance: Madison is going on leave soon. Cathy is taking over some of those responsibilities. End of year is coming up. Finance has taken over Cash Drawer and receipting will be happening in Finance. Cash Drawer changes the process that needs to be worked through in Finance. It will also require additional training needed within other departments regarding cash drawer that needs to be pushed out before the beginning of the year. Interviews on 12/20 for the Finance position.

Extension Office: Looking to replace one member that has a term and in need of a county designee to serve as recording secretary. Newsletter has been sent out and they are having a good response in interest.

IT: Alexander building fiber is in the ground. Not moving forward with Carbon Black for security. They are moving forward with CrowdStrike which offers a discount and no fees from Feb to August. Discussion regarding AS400 and CPS. The job description for the Cyber Security position has been turned into HR.

Administration: Discussion regarding the recommended fee for the Community Center. Meeting notes were sent out from the 11/30 Joint Transportation Committee meeting with the City of Owatonna. Looking for two commissioners to attend the next Department Head meeting on Thursday, December 14th.

Property Tax & Elections: Property tax settlement has been finished. Getting ready for the PnP. Trying to navigate the new structure.



Steele County Agenda Item

Subject: 2024 Budget/Tax Levy Resolution

Department: Finance

Committee Meeting Date:

Board Meeting Date: December 12, 2023

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to set the 2024 levy at \$29,394,452 and budget of \$67,084,528

Background(Including Budget Impact):

Attached is the resolution to set the 2024 budget and tax levy. The tax levy is an increase of \$1,373,049 or 4.9% increase from the prior year's levy. The budget amounts to \$67,084,528 for 2024.

Attachments:

2024 Budget/Tax Levy

RESOLUTION
Steele County
2024 Final Budget and Tax Levy

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners approves the following 2024 tax levy totaling \$29,394,452. The 2024 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>		<u>Budget</u>
General Government	\$ 26,843,943		\$ 35,625,694
Road & Bridge	2,865,820		18,205,408
Ditch Fund	-		300,000
Bixby Sewer District	-		11,440
Bonded Debt	1,865,663		1,865,663
Capital Improvements	389,772		7,466,600
Landfill	-		3,328,956
Clean Water Partnership	-		45,467
Other Trust Funds	-		300
SUBTOTAL	31,965,198		66,849,528
Public Library	235,000		235,000
(excluding cities of Owatonna and Blooming Prairie)			
TOTAL TAX LEVY	32,200,198		
Less: County Aid	(2,805,746)	TOTAL	
		CERTIFIED	
TOTAL CERTIFIED TAX LEVY	<u><u>\$ 29,394,452</u></u>	BUDGET	<u><u>\$ 67,084,528</u></u>

BE IT FURTHER RESOLVED, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are unavailable, the debt service levy will be increased as indicated in the table below:

	<u>Scheduled Levy</u>	<u>Proposed Levy</u>
2020A - G.O. CIP Bond		
Detention Center HVAC & LED Lighting	\$ 355,650	\$ 373,433
2018A - G.O. CIP Bond		
Public Works Facility Construction	420,600	441,630
2015A - G.O. Refunding Bond		
Detention Center & Road Bonds	<u>1,050,600</u>	<u>1,050,600</u>
Totals	<u>\$ 1,826,850</u>	<u>\$ 1,865,663</u>

The above resolution was presented by Commissioner _____ who moved its adoption, duly seconded by Commissioner _____. Upon the vote being taken there were ____ Ayes, ____ Nays, and ____ absent and not voting.

STEELE COUNTY
BOARD OF COMMISSIONERS

Greg Krueger, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Steele County Board of Commissioners on the 12th day of December 2023.

Steele County