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 26, 2023 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda

Public Comment

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

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

Correspondence

4.

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

5. Approve December 12, 2023 Board Minutes (pg. 4)

6. Approve December 12, 2023 Board Work Session Minutes (pg. 8)

7. Approve December 20, 2023 Special Board Minutes (pg. 9)

8. Approve Bills and Journal Entries (pg. 10)

9. Approve Personnel Report (pg. 80)

10. Adopt Resolution Approving 2024 Petty Cash/Cash Change Funds (pg. 81)

11. Rescind the Extension Office Memorandum of Agreement passed on 12/12/2023 (pg. 83)

12. Approve the Extension Office MOA 2022-2024 with the change to the Administrative Professional fee from $35708 to $35078 and Authorize the Chair to sign (pg. 84)

13. Approve Community Correction Advisory Board memberships of Amber Aaseth, Steele County Public Health Director and Brian Coleman, Career Pathways Navigator, Owatonna Public Schools (pg. 86)

14. Approve the renewal of Body Art Establishment License for Seven Tattoo Parlor, Irish Eyes Studio and Thee Dragons Lair (pg. 87)

15. Approve 2022 Waste Delivery Contracts Amendment No. 3 and authorize the Chair to sign (pg. 88)

16. Authorize the Board Chair to sign the Waste Hauler Contracts for the years 2024/2025 (pg. 91)

17. Approve Independent Contractor Amendment for Catherine Piepho, Interim Finance Director through February 28, 2024 (pg. 92)

18. Approve Personnel Policy on Promotions, Reclassifications, and Demotions updates (pg. 95)

19. Approve Wage Scales for Part-Time, On-Call/Intermittent &Seasonal Position updates (pg. 97)

20. Approve Backfilling Program Coordinator position (pg. 100)

21. Approve Backfilling Training Compliance Officer Position with changes (pg. 107)

5:15 p.m. – 2024 Fee Schedule Public Hearing (pg. 112)

Motion to open Public Hearing
2024 Fee Schedule – Administration
Open public discussion
Motion to close

General

22. Adopt Resolution approving the 2024 Steele County Fee Schedule (pg. 121)

23. Adopt Resolution approving 2024 Commissioner Salary and Per Diem (pg. 122)

24. Adopt Resolution approving 2023-2025 MNPEA – Correctional Non-Licensed Sergeant Unit Contract (pg. 123)

Internal Central Services Committee – Wednesday, December 20, 2023

25. Update Employee Benefits Policy to Include Earned Sick & Safe Time (ESST) (pg. 125)

26. Commit 2023 CCA surplus towards the new CCA Building (pg. 130)

Public Safety& Health Committee – Wednesday, December 13, 2023

27. Approve an Annual Employee Blood Drive with the annual date to be set by the Director of Public Health (pg. 132)

Public Works Committee - Thursday, December 14, 2023

28. Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail (pg. 133)

Information Items

29. Public Safety & Health Committee Minutes – December 13, 2023 (pg. 135)

30. Public Works Committee Minutes – December 14, 2023 (pg. 136)

31. Internal Central Services Committee Minutes – December 20, 2023 (pg. 137)

Presentations:

Commissioner Reports:

Next Meeting Notices:

County Board Meeting – **Tuesday, January 2, 2023 at 5 p.m. in the Boardroom**

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION December 12, 2023

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on December 12, 2023 with Commissioner's Gnemi, Abbe, Krueger, Brady, and Glynn present. Also present were County Engineer Greg Ilkka, Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, Assessor Thomas Reineke, Appraiser Brian Anderson, Community Corrections Director Tim Schammel, Assistant County Engineer Paul Sponholz, Interim Executive Director of Mn Prairie Tara Reich, County Attorney Julia Forbes, County Administrator Scott Golberg.

Call to order and Pledge of Allegiance.

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

Public Comment: Two People spoke regarding the proposed 2024 Community Center fee, one person spoke regarding the OPU solar garden newsletter article and the ground heat pump at the jail, and two people spoke regarding the eastside corridor project.

Correspondence: Owatonna Area Chamber of Commerce & Tourism – Letter of Support and Minnesota Dept. of Commerce – Dodge County Wind Project.

Consent Agenda:

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

A. Approve the minutes of November 28, 2023 Board Meeting
B. Approve the minutes of the November 28, 2023 Board Work Session
C. Approve Bills and Journal Entries
D. Approve Personnel Report

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

Name	***Position/Dept.***	***Rating/Step***	***Date***
Christian Villafane	Correctional Officer/Detention Cntr	B24/1	12/04/23

Resignations/Retirements/Terminations:

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

Open Positions-Pending Board Approval:

Position	***Department***	***Notes***
County Administrator	Administration	Backfill Golberg

E. Authorize the Chairman to sign bills on December 29, 2023
F. Approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of $56,623.67
G. 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

General Agenda:

Human Resource Director Julie Johnson read the December Anniversary Report

Name	***Position-Dept***	***Anniv. Date***	***Yrs. Service***
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
Lesa 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 – Ph Dept	12/31/23	5

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Adopt a **Resolution** for Final Payment: Contract No. 232302; CP 074-023-002 Crane Creek Asphalt in the amount of $15,730.38.

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.

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 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. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to 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. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to authorize the Facility and Fleet Director to Advertise for Bids for Community Corrections Facility final completion of building. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adopt the First Amendment to the MN Prairie Joint Powers Board Agreement to revise the current member-county Cost-Share Formula, to implement the revision in its entirety January 1, 2025, and 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. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve Human Resources to utilize DDA to recruit for the Administrator position.

Commissioner Reports:

Commissioner Brady attended an Extension meeting, City Hall meeting, Employee Recognition event, ICS, 911 Joint Dispatch, Fair Board meeting and a Work Session.

Commissioner Glynn attended an Extension meeting, SEMREX, and Park & Rec meeting.

Commissioner Gnemi attended Drug Court, AMC, Workforce Joint Power meeting, SEMCAC, Employee Recognition event and a Work Session.

Commissioner Abbe attended ICS, City of Owatonna, and the Employee Recognition event.

Commissioner Krueger attended the Employee Recognition event, South County Health Alliance, AMC, South County Health Alliance Joint Powers Board, Steele County Fair Social event, and a Work Session.

LISTING OF BILLS
December 12, 2023

7 Rivers Recycling LLC	6,632.15
Advanced Correctional Healthcare Inc	8,583.25
C & L Communications Inc	30,200.00
Central Farm Services	10,275.28

Counties Providing Technology	4,467.00
Forum Communication Printing	7,460.23
Four Seasons Centre	4,005.00
Four Seasons Electric	19,465.00
Ihrke/Laura L	4,300.00
J R's Advanced Recyclers Inc	3,516.25
L & L Street Rods & Sport Trucks	5,062.66
Magtech Ammunition Company Inc	7,800.00
Mn Dept Of Transportation	2,281.07
Motorola Solutions Inc	21,818.32
OSI Environmental Inc	3,010.78
Owatonna Public Utilities	39,422.10
Piepho/Catherine L	10,550.00
Schultz Excavating	3,058.00
Short Elliott Hendrickson Inc	26,677.83
Steele County SWCD	33,086.00
Streamline Communications LLC	7,529.00
Streichers Inc	8,034.03
Summit Food Services LLC	7,341.92
Superior Jetting Inc	7,750.00
Vanguard Appraisals Inc	22,710.00
Vortex Optics	6,239.87
WHKS & Co	16,099.10
Willies Painting LLC	90,000.00
Wold Architects and Engineers	6,306.82
102 Payments less than 2000	35,647.83
Final Total:	**459,329.49**

Meeting was recessed until 6:00 p.m.

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

County Administrator, Scott Golberg, reviewed the purpose of the 2024 proposed budget and property tax levy meeting and public hearing.

Interim Finance Director, Cathy Piepho, reviewed the proposed 2024 budget and Levy.

The meeting was opened to public.

Motion by Commissioner Gnemi seconded by Commissioner Glynn to close the public hearing at 6:55 p.m. Ayes all.

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

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:

	Tax Levy	**Budget**
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 (excluding cities of Owatonna and Blooming Prairie)	235,000	235,000
TOTAL TAX LEVY	32,200,198	
Less: County Aid	(2,805,746)	

TOTAL CERTIFIED TAX LEVY $ 29,394,452

TOTAL CERTIFIED BUDGET $ 67,084,528

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:

	Scheduled Levy	Proposed Levy
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	1,050,600	1,050,600
Totals	$ 1,826,850	$ 1,865,663

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

Motion by Commissioner Glynn, seconded by Commissioner Brady , to adjourn to the Call of the Chair at 6:57 p.m. Ayes all.

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CHAIRMAN

ATTEST: _________________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION December 12, 2023

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on December 12, 2023 with Commissioner's Gnemi, Abbe, Krueger, Brady and Glynn present. Also present were County Engineer Greg Ilkka, Assessor Tom Reineke, Community Corrections Director Tim Schammel, Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, IT Director Dave Purscell, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

WOLD gave a presentation on the Community Correction Building. Discussion regarding building access, employee entrance, parking area, floor plans and metal detection took place along with the building exterior options.

Interim Finance Director Cathy Piepho reviewed the proposed 2024 budget and levy.

Administrator Scott Golberg requested the presence of two commissioners at the upcoming Department Head meeting on Thursday, December 14th. Commissioner Abbe and Gnemi volunteered to be present. Information was provided regarding the upcoming Finance Director interviews on December 20th. Commissioners reviewed the proposed Board of Commissioners meeting schedule for 2024. Suggestion to move the December 10th meeting to December 12th due to the AMC conflict. Launch status of the Agile Fleet program was given.

Meeting was adjourned at 4:39 p.m.

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CHAIRMAN

ATTEST:______________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION December 20, 2023

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 1:00 p.m. on December 20, 2023 with Commissioner's Abbe, Krueger, Brady, and Glynn present. Also present were Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, and County Administrator Scott Golberg.

Call to order.

Board of Commissioners and interview panel conducted interviews for the Finance Director Position. Two candidates were interviewed.

After interviews were completed, candidate discussions amongst the interview panel and Department Heads commenced.

Motion by Commissioner Abbe, seconded by Commissioner Brady to offer Finance Director Position to Candi Lemarr. Four Commissioners voting in favor thereof, Gnemi absent and not voting.

Motion by Commissioner Brady, seconded by Commissioner Glynn, to adjourn to the Call of the Chair at 4:43 p.m. Ayes all.

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CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

Steele County

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

Explode Dist. Formulas Y

Paid on Behalf Of Name on Audit List?: N

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

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
301	DEPT			Administration			
37025	Innovative Office Solutions LLC						
18	10-301-000-0000-6410		10.14	Desk calendar	IN4400152	Office Supplies	N
19	10-301-000-0000-6410		190.86	Copy paper	IN4410714	Office Supplies	N
37025	Innovative Office Solutions LLC		201.00	2 Transactions			
68420	Plunkett's Pest Control, Inc.						
28	10-301-000-0000-6512		109.62	December pest control	8342370	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.		109.62	1 Transactions			
4879	Shred Right						
43	10-301-000-0000-6410		40.00	Quarterly shredding	0013866	Office Supplies	Y
4879	Shred Right		40.00	1 Transactions			
84035	Tri-M Graphics						
59	10-301-000-0000-6410		93.70	Business cards - Saxton	102725	Office Supplies	N
84035	Tri-M Graphics		93.70	1 Transactions			
301	DEPT Total:		444.32	Administration	4 Vendors	5 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
2505	Andersen Inc/Earl F						
1	10-302-000-0000-6534		1,109.50	35 galvanized posts	0134943-IN	Supplies - Signing	N
2505	Andersen Inc/Earl F		1,109.50	1 Transactions			
3738	Arrow Ace Hardware						
2	10-302-000-0000-6534		49.98	Acetone & screws	273175/2	Supplies - Signing	N
3738	Arrow Ace Hardware		49.98	1 Transactions			
22531	Erosion Control Inc						
12	10-302-000-0000-6553		246.80	Hydromulch,winter wheat & seed	12/4/23	Weed Spray & Vegetation Supplies	N
13	10-302-000-0000-6553		246.80	Hydromulch,winter wheat & seed	12/4/23	Weed Spray & Vegetation Supplies	N
22531	Erosion Control Inc		493.60	2 Transactions			
36550	IFACS						
16	10-302-000-0000-6534		157.05	Screws, nuts & washers	5327267	Supplies - Signing	N
36550	IFACS		157.05	1 Transactions			
1308	Miners's Outdoor & Rec						

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
27	10-302-000-0000-6801		202.48	Helmet & protective hearing	208930	Osha/Safety Supplies	N
1308	Miners's Outdoor & Rec		202.48	1 Transactions			
3690	Ramy Turf Products						
29	10-302-000-0000-6553		131.25	Winter wheat & seed, CSAH 23	OP10020306	Weed Spray & Vegetation Supplies	N
30	10-302-000-0000-6553		131.25	Winter wheat & seed, CSAH 1	OP10020306	Weed Spray & Vegetation Supplies	N
31	10-302-000-0000-6553		131.25	Winter wheat & seed, CSAH 9	OP10020306	Weed Spray & Vegetation Supplies	N
32	10-302-000-0000-6553		131.25	Winter wheat & seed, CSAH 30	OP10020306	Weed Spray & Vegetation Supplies	N
33	10-302-000-0000-6553		240.50	Winter wheat,seed&tack, CSAH 3	OP10025806	Weed Spray & Vegetation Supplies	N
34	10-302-000-0000-6553		240.50	Winter wheat,seed&tack-CSAH 14	OP10025806	Weed Spray & Vegetation Supplies	N
35	10-302-000-0000-6553		240.50	Winter wheat,seed&tack-CSAH34	OP10025806	Weed Spray & Vegetation Supplies	N
36	10-302-000-0000-6553		240.50	Winter wheat,seed&tack-CSAH 23	OP10025806	Weed Spray & Vegetation Supplies	N
37	10-302-000-0000-6553		466.33	Tack, seed & wheat, CSAH 21	OP10041806	Weed Spray & Vegetation Supplies	N
38	10-302-000-0000-6553		466.34	Tack, seed & wheat, CSAH 9	OP10041806	Weed Spray & Vegetation Supplies	N
39	10-302-000-0000-6553		466.33	Tack, seed & wheat, CSAH 23	OP10041806	Weed Spray & Vegetation Supplies	N
3690	Ramy Turf Products		2,886.00	11 Transactions			
9163	Sign Solutions						
44	10-302-000-0000-6534		639.29	Bolts & receivers	409634	Supplies - Signing	N
9163	Sign Solutions		639.29	1 Transactions			
9830	Skyline Salt Solutions						
45	10-302-000-0000-6523		8,923.51	92.29 ton of white salt	2872	Supplies - Road Salt & Sand	N
9830	Skyline Salt Solutions		8,923.51	1 Transactions			
75496	Steele County Auditor						
46	10-302-000-0000-6564		187.04	Prepay Ditch Assess-CTY Rd 162	17-099-001	Intergovernmental Expense	N
47	10-302-000-0000-6564		1,119.14	Prepay Ditch Assess, CSAH 9	17-099-001	Intergovernmental Expense	N
48	10-302-000-0000-6564		938.24	Prepay Ditch Assess, CSAH 2	17-099-001	Intergovernmental Expense	N
49	10-302-000-0000-6564		87.38	Prepay Ditch Assess, CSAH 18	17-099-001	Intergovernmental Expense	N
50	10-302-000-0000-6564		1,082.34	Prepay Ditch Assess, CSAH 17	17-099-001	Intergovernmental Expense	N
75496	Steele County Auditor		3,414.14	5 Transactions			
8967	Steele Waseca Cooperative Electric						
51	10-302-000-0000-6534		31.91	Street lights, CSAH 12	1094084	Supplies - Signing	N
52	10-302-000-0000-6534		34.72	Street lights, CSAH 2	1117342	Supplies - Signing	N
53	10-302-000-0000-6534		33.81	Street lights, CSAH 45	1117355	Supplies - Signing	N
54	10-302-000-0000-6534		9.51	Street lights, CSAH 1	120426	Supplies - Signing	N
55	10-302-000-0000-6534		98.82-	Capital Credit, CSAH 14	25721	Supplies - Signing	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
56	10-302-000-0000-6534		7.42	Street lights, CSAH 19	25722	Supplies - Signing	N
57	10-302-000-0000-6534		45.17	Street lights, CSAH 6	26898	Supplies - Signing	N
8967	Steele Waseca Cooperative Electric		63.72	7 Transactions			
85525	Stussy Construction, Inc						
58	10-302-000-0000-6525		700.07	Rip rap, CSAH 9	48177	CSAH Supplies - Aggregate/Asphalt	N
85525	Stussy Construction, Inc		700.07	1 Transactions			
302	DEPT Total:		18,639.34	Road & Bridge Maintenance Expense	11 Vendors	32 Transactions	
303	DEPT			Construction Expense			
3738	Arrow Ace Hardware						
3	10-303-000-0000-6510		22.98	Water & humidifier treatment	273207/2	Engineering & Surveying Supplies	N
3738	Arrow Ace Hardware		22.98	1 Transactions			
303	DEPT Total:		22.98	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10150	Carquest Auto Parts						
4	10-304-000-0000-6520		17.80	Def & cabin air filter	474208	Machinery/Vehicle Parts	N
5	10-304-000-0000-6511		47.94	Diatom oil absorb	474642	Maint Shop Supplies & Materials	N
6	10-304-000-0000-6511		149.40	Brake cleaner	474676	Maint Shop Supplies & Materials	N
7	10-304-000-0000-6513		13.09	Test bulbs	474932	Tools	N
10150	Carquest Auto Parts		228.23	4 Transactions			
11215	Central Farm Services						
8	10-304-000-0000-6521		8,448.36	2,998 gallons of dyed diesel	2949028	Supplies-Diesel Fuel	N
9	10-304-000-0000-6540		11,584.63	5,002 gallons of unleaded	2949028	Fuel & Lubricants	N
11215	Central Farm Services		20,032.99	2 Transactions			
16480	Crysteel Truck Equipment Inc						
10	10-304-000-0000-6480		2,800.00	Plow kit, unit#2230	L35229	Non-Capitalized Inventory	N
16480	Crysteel Truck Equipment Inc		2,800.00	1 Transactions			
36550	IFACS						
15	10-304-000-0000-6520		91.03	Elbow & tape, unit#2122	5326754	Machinery/Vehicle Parts	N
17	10-304-000-0000-6520		94.91	6/16 proof coil chain, U#2162	5327412	Machinery/Vehicle Parts	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
36550	IFACS		185.94	2 Transactions			
50510	McNeilus Steel Inc						
21	10-304-000-0000-6520		91.35	Drop sheet, unit#2170	01040679	Machinery/Vehicle Parts	N
22	10-304-000-0000-6520		91.35	Drop sheet, unit#2162	01040679	Machinery/Vehicle Parts	N
23	10-304-000-0000-6520		221.80	HR angle pipe & tubing	01041640	Machinery/Vehicle Parts	N
24	10-304-000-0000-6520		76.50	Drop sheet, unit#2170	01042220	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc		481.00	4 Transactions			
51630	Mike's Repair						
26	10-304-000-0000-6252		140.00	Tire mount, unit#2145	104271	Contracted Services	Y
25	10-304-000-0000-6520		124.00	Materials tire mount, U#2145	104271	Machinery/Vehicle Parts	Y
51630	Mike's Repair		264.00	2 Transactions			
3314	Ronco Engineering Sales Co Inc						
40	10-304-000-0000-6520		1,031.93	Hydraulic hoses, unit#2223	3343762	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales Co Inc		1,031.93	1 Transactions			
99250	Zep Sales & Service						
63	10-304-000-0000-6511		116.49	ZEP reach cleaner	9009266658	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service		116.49	1 Transactions			
99500	Ziegler,Inc						
64	10-304-000-0000-6520		247.34	Coupling kit, unit#2223	N001279359	Machinery/Vehicle Parts	N
65	10-304-000-0000-6480		2,365.00	Bucket for skidsteer	N001284469	Non-Capitalized Inventory	N
99500	Ziegler,Inc		2,612.34	2 Transactions			
304	DEPT Total:		27,752.92	Equipment Maintenance & Shops	9 Vendors	19 Transactions	
310	DEPT			Capital Construction			
4982	Dodge County Highway Dept						
11	10-310-000-0000-6565		226,814.10	Bit overlays 074-023-006	62	Sales Tax Construction	N
4982	Dodge County Highway Dept		226,814.10	1 Transactions			
3832	I & S Group Inc						
14	10-310-000-0000-6262		13,225.00	Prof services 074-649-001	99689	Sales Tax Consultants	Y
3832	I & S Group Inc		13,225.00	1 Transactions			
9834	Johnson/Douglas K						

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
20		10-310-000-0000-6517		9,000.00	6 updated appraisals 074-649-0	2023-014	Sales Tax Right of Way	Y
	9834	Johnson/Douglas K		9,000.00	1 Transactions			
	77570	Short Elliott Hendrickson Inc						
41		10-310-000-0000-6262		241.16	Prof services 074-602-007	457870	Sales Tax Consultants	N
42		10-310-000-0000-6262		544.98	Prof services 074-023-008	457877	Sales Tax Consultants	N
	77570	Short Elliott Hendrickson Inc		786.14	2 Transactions			
	9217	WHKS & Co						
60		10-310-000-0000-6262		26,806.64	Prof services 074-598-015	49965	Sales Tax Consultants	Y
	9217	WHKS & Co		26,806.64	1 Transactions			
	4364	WSB & Associates Inc						
61		10-310-000-0000-6262		6,698.50	Prof services 074-070-008	0232670004	Sales Tax Consultants	Y
62		10-310-000-0000-6262		6,796.75	Prof services 074-021-006	1985000021	Sales Tax Consultants	Y
	4364	WSB & Associates Inc		13,495.25	2 Transactions			
310		DEPT Total:		290,127.13	Capital Construction	6 Vendors	8 Transactions	
10		Fund Total:		336,986.69	Road & Bridge Fund		65 Transactions	
		Final Total:		336,986.69	31 Vendors	65 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	336,986.69	Road & Bridge Fund		
	All Funds	336,986.69	Total	Approved by,	....
					....
					....

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

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

Explode Dist. Formulas Y

Paid on Behalf Of Name on Audit List?: N

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

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
3	DEPT			County Wide			
13110	City Of Owatonna						
79	01-003-000-0000-5810		28,215.00	Rent 2023-50% Dispatch office	December 2023	Rental Income	N
13110	City Of Owatonna		28,215.00	1 Transactions			
8268	DDA Human Resources Inc						
82	01-003-000-0000-6194		23,000.00	Finance Director consult fee	704	Personnel Policy	Y
8268	DDA Human Resources Inc		23,000.00	1 Transactions			
9173	Madden Galanter Hansen LLP						
34	01-003-000-0000-6194		67.50	Phone discussion, review notes	12/8/23	Personnel Policy	Y
9173	Madden Galanter Hansen LLP		67.50	1 Transactions			
3905	Osmundson/Lori A						
162	01-003-000-0000-6194		48.00	Corsages for Recognition party	269428	Personnel Policy	Y
3905	Osmundson/Lori A		48.00	1 Transactions			
62475	Owatonna Eagles						
47	01-003-000-0000-6194		2,483.40	2023 Recognition party	#1	Personnel Policy	N
62475	Owatonna Eagles		2,483.40	1 Transactions			
3	DEPT Total:		53,813.90	County Wide	5 Vendors	5 Transactions	
5	DEPT			Board Of Commissioners			
4319	Association Of Mn Counties						
8	01-005-000-0000-6261		400.00	AMC Annual Conf-Gnemi	67223	Conference & Training	N
7	01-005-000-0000-6261		400.00	AMC Annual Conf-Krueger	67224	Conference & Training	N
4319	Association Of Mn Counties		800.00	2 Transactions			
7867	Glynn/John						
84	01-005-000-0000-6331		61.57	Mileage reimbursement 1/1-8/10	20231215	Mileage Reimbursement	N
7867	Glynn/John		61.57	1 Transactions			
5	DEPT Total:		861.57	Board Of Commissioners	2 Vendors	3 Transactions	
13	DEPT			Law Library			
70550	Thomson Reuters - West						
68	01-013-000-0000-6501		1,229.20	West information charges-Nov	849348754	Books	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
70550	Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
6032	APG Media of Southern Minnesota LLC						
4	01-031-000-0000-6242		0.78	Notice of Public Hrg Ad 139119	12944-1123	Publishing	N
6032	APG Media of Southern Minnesota LLC		0.78	1 Transactions			
31	DEPT Total:		0.78	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
4319	Association Of Mn Counties						
9	01-032-000-0000-6261		400.00	AMC Annual Conf-JJohnson	67222	Conference & Training	N
4319	Association Of Mn Counties		400.00	1 Transactions			
8924	OPG-3 Inc						
88	01-032-000-0000-6801		3,945.00	Annual Laserfiche service	7385	General Expense	N
8924	OPG-3 Inc		3,945.00	1 Transactions			
32	DEPT Total:		4,345.00	Human Resources	2 Vendors	2 Transactions	
41	DEPT			Auditor			
6032	APG Media of Southern Minnesota LLC						
5	01-041-000-0000-6242		8.50	Synopsis - 10/10/2023	Ad 138281	Publishing	N
6	01-041-000-0000-6242		10.77	Synopsis - 10/24/2023	Ad 139210	Publishing	N
6032	APG Media of Southern Minnesota LLC		19.27	2 Transactions			
37025	Innovative Office Solutions LLC						
140	01-041-000-0000-6410		51.72	Copy paper - 1 box	4413274	Office Supplies	N
37025	Innovative Office Solutions LLC		51.72	1 Transactions			
41	DEPT Total:		70.99	Auditor	2 Vendors	3 Transactions	
42	DEPT			Treasurer			
37025	Innovative Office Solutions LLC						
141	01-042-000-0000-6410		51.72	Copy paper - 1 box	4413274	Office Supplies	N

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
37025	Innovative Office Solutions LLC		51.72	1 Transactions			
42	DEPT Total:		51.72	Treasurer	1 Vendors	1 Transactions	
44	DEPT			Financial Administrator			
6032	APG Media of Southern Minnesota LLC						
132	01-044-000-0000-6242		152.40	Publication of 2022 Financials	Ads 139205/6/7/8	Publishing	N
6032	APG Media of Southern Minnesota LLC		152.40	1 Transactions			
44	DEPT Total:		152.40	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT			Central Services			
16282	Crosstown Cartage Inc						
12	01-062-000-0000-6801		324.00	Contracted mail services	12/08/2023	General Expense	N
13	01-062-000-0000-6802		165.00	Additional mail services	12/08/2023	Internal Chargeback	N
16282	Crosstown Cartage Inc		489.00	2 Transactions			
9767	UKG Kronos Systems LLC						
73	01-062-000-0000-6301		3,286.12	Nov 2023 HRIS operating cost	12173988	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		3,286.12	1 Transactions			
62	DEPT Total:		3,775.12	Central Services	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
14420	Culligan Inc						
14	01-091-000-0000-6315		45.70	Water delivery 11/29/2023	15133397-11302C	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc		45.70	1 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC						
48	01-091-000-0000-6410		163.53	Postage meter lease 10/1-12/31	3106409407	Office Supplies	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions			
70550	Thomson Reuters - West						
69	01-091-000-0000-6410		1,475.92	Westlaw usage - November 2023	849337963	Office Supplies	N
70	01-091-000-0000-6410		93.62	Library plan	849419524	Office Supplies	N
70550	Thomson Reuters - West		1,569.54	2 Transactions			

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
91	DEPT Total:		1,778.77	County Attorney	3 Vendors	4 Transactions	
101	DEPT			County Recorder			
9789	Imaging Spectrum Inc						
139	01-101-000-0000-6410		568.59	Media for passport photos	INV18702	Office Supplies	N
9789	Imaging Spectrum Inc		568.59	1 Transactions			
101	DEPT Total:		568.59	County Recorder	1 Vendors	1 Transactions	
102	DEPT			Surveyor			
39600	Jones Haugh & Smith Inc						
204	01-102-000-0000-6801		1,350.00	Plat rvw, event, sec corner 30	44931	General Expense	N
39600	Jones Haugh & Smith Inc		1,350.00	1 Transactions			
102	DEPT Total:		1,350.00	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
37025	Innovative Office Solutions LLC						
29	01-103-000-0000-6410		25.45	Staples, batteries, notepads	4405601	Office Supplies	N
37025	Innovative Office Solutions LLC		25.45	1 Transactions			
83500	Steele County Highway Dept						
52	01-103-000-0000-6540		103.13	Fuel	2239	Gas & Oil	N
83500	Steele County Highway Dept		103.13	1 Transactions			
84035	Tri-M Graphics						
177	01-103-000-0000-6401		104.05	Business cards - JZierden	102885	Forms/Copies/Stationary	N
84035	Tri-M Graphics		104.05	1 Transactions			
103	DEPT Total:		232.63	Assessor	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
11215	Central Farm Services						
78	01-111-044-0000-6300		1,560.22	381.1 gal diesel for generator	43779	Bldg Repairs & Maintenance	N
11215	Central Farm Services		1,560.22	1 Transactions			
5202	Clearview Window Cleaning						
80	01-111-042-0000-6300		2,614.59	Window cleaning - CH	26546	Bldg Repairs & Maintenance	Y

Line	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	5202	Clearview Window Cleaning		2,614.59	1 Transactions			
	9639	Daikin Applied America Inc						
81		01-111-041-0000-6300		986.00	Service AGZ controls	3426229	Bldg Repairs & Maintenance	N
	9639	Daikin Applied America Inc		986.00	1 Transactions			
	8288	Four Seasons Electric						
83		01-111-044-0000-6300		960.22	Outlets in B-pod	13175	Bldg Repairs & Maintenance	N
	8288	Four Seasons Electric		960.22	1 Transactions			
	8521	From the Ground Up LLC						
17		01-111-040-0000-6380		330.00	Ice control- 11/26 & 11/27/23	32172	Grounds Maintenance	Y
20		01-111-041-0000-6380		150.00	Ice control - 11/26 &11/27/23	32174	Grounds Maintenance	Y
19		01-111-043-0000-6380		75.00	Ice control - 11/26/23	32175	Grounds Maintenance	Y
18		01-111-042-0000-6380		75.00	Ice control - 11/26/23	32189	Grounds Maintenance	Y
21		01-111-047-0000-6380		75.00	Ice control - 11/26/23	32200	Grounds Maintenance-Gymnastics	Y
	8521	From the Ground Up LLC		705.00	5 Transactions			
	4710	Interstate Power Systems Inc						
85		01-111-044-0000-6300		17,745.01	Repair radiator leak-generator	R001204542:01	Bldg Repairs & Maintenance	N
	4710	Interstate Power Systems Inc		17,745.01	1 Transactions			
	7906	Mark's						
36		01-111-044-0000-6300		322.91	Electrical parts	INV002121987	Bldg Repairs & Maintenance	Y
86		01-111-044-0000-6300		340.68	Motor assembly kit	INV002124227	Bldg Repairs & Maintenance	Y
	7906	Mark's		663.59	2 Transactions			
	52550	MEI Total Elevator Solutions						
38		01-111-040-0000-6300		205.38	Monthly fee - December 2023	1049312	Bldg Repairs & Maintenance	N
37		01-111-042-0000-6300		191.76	Monthly fee - December 2023	1049313	Bldg Repairs & Maintenance	N
	52550	MEI Total Elevator Solutions		397.14	2 Transactions			
	9683	Northland Pest Control						
45		01-111-041-0000-6300		85.00	Pest control - November 2023	140400	Bldg Repairs & Maintenance	Y
43		01-111-043-0000-6300		75.00	Pest control - November 2023	14397	Bldg Repairs & Maintenance	Y
42		01-111-042-0000-6300		105.00	Pest control - November 2023	14398	Bldg Repairs & Maintenance	Y
44		01-111-040-0000-6300		65.00	Pest control - November 2023	14401	Bldg Repairs & Maintenance	Y
	9683	Northland Pest Control		330.00	4 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
585	Olympic Fire Protection Corp						
87	01-111-044-0000-6300		688.88	Replace 2 ball valves	10001953	Bldg Repairs & Maintenance	N
585	Olympic Fire Protection Corp		688.88	1 Transactions			
83500	Steele County Highway Dept						
90	01-111-000-0000-6562		238.82	Fuel	2241	Fuel And Gas	N
91	01-111-050-0000-6320		161.47	Replace & test thermostat	2241	Vehicle Repairs & Maintenance	N
83500	Steele County Highway Dept		400.29	2 Transactions			
85167	Stewart Sanitation						
95	01-111-041-0000-6300		89.39	Trash/recycling - Annex	819822	Bldg Repairs & Maintenance	N
92	01-111-042-0000-6300		78.69	Trash/recycling - CH	819825	Bldg Repairs & Maintenance	N
93	01-111-043-0000-6300		64.27	Trash/recycling - Attorney	819825	Bldg Repairs & Maintenance	N
55	01-111-040-0000-6300		196.98	Trash/recycling - Admin	820312	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		429.33	4 Transactions			
111	DEPT Total:		27,480.27	Buildings & Grounds	12 Vendors	25 Transactions	
121	DEPT			Veteran Service			
20712	DVS Renewal						
202	01-121-000-0000-6301		20.25	2024-29 renewal-2015 Chevy exp	2015 chev exp 202	Repairs/Maintenance	N
20712	DVS Renewal		20.25	1 Transactions			
37025	Innovative Office Solutions LLC						
30	01-121-000-0000-6410		213.94	Office chair - MBerquist	4405582	Office Supplies	N
203	01-121-000-0000-6410		213.94	Office chair - client	4414462	Office Supplies	N
37025	Innovative Office Solutions LLC		427.88	2 Transactions			
83500	Steele County Highway Dept						
51	01-121-000-0000-6540		170.34	Fuel	2249	Gas & Oil	N
83500	Steele County Highway Dept		170.34	1 Transactions			
121	DEPT Total:		618.47	Veteran Service	3 Vendors	4 Transactions	
201	DEPT			Sheriff			
14805	Corporate Recognition Inc						
133	01-201-000-0000-6293		385.00	500 story pens	21764	Gun Permit Expenses	N

Vendor No.	Name / Account/Formula	Rpt / Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
14805	Corporate Recognition Inc		385.00	1 Transactions			
4877	L & L Street Rods & Sport Trucks						
32	01-201-000-0116-6320		896.00	Inner edge lightbar #7405	3874	Squad 116 Maintenance	Y
33	01-201-000-0120-6320		896.00	Inner edge lightbar #7423	3874	Squad 7402 Maintenance	Y
4877	L & L Street Rods & Sport Trucks		1,792.00	2 Transactions			
5487	LexisNexis Risk Data Management						
35	01-201-000-0000-6425		200.00	Searches/reports - Nov 2023	1035910-2023113	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
8422	Mayo Clinic						
134	01-201-000-0000-6801		65.00	Pre-employment exam-MT	700004026	Misc Expense	6
135	01-201-000-0000-6801		43.00	Drug screen- MT	700004026	Misc Expense	6
8422	Mayo Clinic		108.00	2 Transactions			
18450	Office of MN IT Services						
159	01-201-000-0000-6210		294.77	Sheriff telecom-November 2023	W23110514	Telephone	N
18450	Office of MN IT Services		294.77	1 Transactions			
3248	Personnel Evaluation, Inc						
163	01-201-000-0000-6801		25.00	Personnel evaluation-DP	49847	Misc Expense	N
164	01-201-000-0000-6801		25.00	Personnel evaluation-JH	49847	Misc Expense	N
3248	Personnel Evaluation, Inc		50.00	2 Transactions			
83500	Steele County Highway Dept						
170	01-201-000-0000-6562		5,200.73	Fuel	2240	Gas & Oil Squads	N
83500	Steele County Highway Dept		5,200.73	1 Transactions			
85300	Streichers Inc						
65	01-201-000-0000-6408		70.00	Crewneck-MHolm	I1668494	Uniforms/Uniform Reimbursement	N
59	01-201-000-0000-6408		59.99	Trousers-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
60	01-201-000-0000-6408		70.00	Pants-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
61	01-201-000-0000-6408		284.97	3 duty shirts-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
62	01-201-000-0000-6408		199.98	2 duty shirts-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
63	01-201-000-0000-6408		14.95	5 flags-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
64	01-201-000-0000-6408		19.99	Badge case-MTrupe	I1669435	Uniforms/Uniform Reimbursement	N
171	01-201-000-0000-6285		3,125.00	25 flashlights	I1670714	Firearms/Ammo Training	N
172	01-201-000-0000-6285		450.00	25 flashlights holders	I1670714	Firearms/Ammo Training	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
173	01-201-000-0000-6285		19.99	Shipping costs for flashlights	I1670714	Firearms/Ammo Training	N
85300	Streichers Inc		4,314.87	10 Transactions			
21215	Strohschein Properties LLC						
174	01-201-000-0000-6346		825.00	Rent - December 2023	12122023	Eds Rent Account	Y
175	01-201-000-0000-6346		37.79	Utilities - November 2023	732571	Eds Rent Account	Y
21215	Strohschein Properties LLC		862.79	2 Transactions			
3886	Tri County Law Enforcement Assn						
176	01-201-000-0000-6241	8	90.00	2024 Annual dues	12082023	Membership Dues	N
3886	Tri County Law Enforcement Assn		90.00	1 Transactions			
5594	Water Systems Company						
75	01-201-000-0000-6410		8.95	Monthly fee - December 2023	634350	Office Supplies	N
5594	Water Systems Company		8.95	1 Transactions			
201	DEPT Total:		13,307.11	Sheriff	11 Vendors	24 Transactions	
208	DEPT			Coroner			
8048	Edwardsen/Danette Marie						
15	01-208-000-0000-6801		450.00	Death investigations - #3	November 2023	General Expense	6
8048	Edwardsen/Danette Marie		450.00	1 Transactions			
9158	Harren/Amanda Danielle						
26	01-208-000-0000-6801		50.00	Death investigations - #2	10/25 & 11/27/23	General Expense	6
9158	Harren/Amanda Danielle		50.00	1 Transactions			
4229	Moore Md/Kellyanna J						
40	01-208-000-0000-6801		3,751.69	Coroner services - December	December 2023	General Expense	6
4229	Moore Md/Kellyanna J		3,751.69	1 Transactions			
208	DEPT Total:		4,251.69	Coroner	3 Vendors	3 Transactions	
251	DEPT			Jail			
37025	Innovative Office Solutions LLC						
31	01-251-000-0000-6410		90.66	Clips, markers, etc	4398285	Office Supplies	N
37025	Innovative Office Solutions LLC		90.66	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
9084	Metro FiberNet LLC						
153	01-251-000-0000-6304		325.00	Dark fiber fee-Det Center	1675291 Decembe	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
4498	Oak Glenn						
46	01-251-000-0000-6192		142.00	Trainee/transport polo shirts	12/4/23	Uniform Allowance	N
4498	Oak Glenn		142.00	1 Transactions			
18450	Office of MN IT Services						
161	01-251-000-0000-6410		91.07	Jail telecom-November 2023	W23110514	Office Supplies	N
18450	Office of MN IT Services		91.07	1 Transactions			
74145	South Central Human Relations						
50	01-251-000-0000-6196		320.00	Pre-employment eval-CV	12/6/23	Employee Phys And Exams	Y
74145	South Central Human Relations		320.00	1 Transactions			
83500	Steele County Highway Dept						
53	01-251-000-0000-6562		282.20	Fuel	2245	Gas & Oil	N
83500	Steele County Highway Dept		282.20	1 Transactions			
85167	Stewart Sanitation						
56	01-251-000-0000-6254		262.86	Waste pickup 12/1 - 12/31/23	820309	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
8247	Summit Food Services LLC						
66	01-251-000-0000-6441		3,417.96	Inmate meals 11/25 - 12/1/23	INV2000192532	Prisoner Meals	N
8247	Summit Food Services LLC		3,417.96	1 Transactions			
618	Turnkey Corrections						
72	01-251-000-0000-6418		51.55	Indigent fees	9107	Lock-Up Supplies	N
618	Turnkey Corrections		51.55	1 Transactions			
8070	U N X Inc						
74	01-251-000-0000-6560		435.30	Laundry detergents	2023-42264.00	Janitorial Supplies	N
8070	U N X Inc		435.30	1 Transactions			
251	DEPT Total:		5,418.60	Jail	10 Vendors	10 Transactions	
252	DEPT			Community Corrections			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	99	A Taste Of The Big Apple						
1		01-252-000-0000-6851		65.50	Pizza-Cognitive Skills class	581782	Juvenile/Adult Incentives	Y
	99	A Taste Of The Big Apple		65.50	1 Transactions			
	4064	Alcohol Monitoring System Inc						
3		01-252-000-0000-6274		2,308.70	SCRAM monitoring fee	297138	Scram Monitoring	N
	4064	Alcohol Monitoring System Inc		2,308.70	1 Transactions			
	8815	Amazon Capital Services Inc						
76		01-252-000-0000-6851		577.73	Pens,batteries,binders,etc	11-9910228-6435	Juvenile/Adult Incentives	N
2		01-252-000-0000-6851		575.74	Incentives	111-9284072-645	Juvenile/Adult Incentives	N
	8815	Amazon Capital Services Inc		1,153.47	2 Transactions			
	8263	CRK Properties LLC						
11		01-252-000-0000-6341		632.72	Ulilities	1240	Office Rent	Y
10		01-252-000-0000-6341	8	5,922.00	Rent - January	December 2023	Office Rent	Y
	8263	CRK Properties LLC		6,554.72	2 Transactions			
	9084	Metro FiberNet LLC						
152		01-252-000-0000-6210		300.00	Dark fiber monthly fee-CCA	1677937 Decembe	Telephone	Y
	9084	Metro FiberNet LLC		300.00	1 Transactions			
	9839	Sandy Anderson Consulting						
49		01-252-775-0000-6261		2,000.00	Strength mapping	588	Conference & Training - CCA Subsidy	N
	9839	Sandy Anderson Consulting		2,000.00	1 Transactions			
252		DEPT Total:		12,382.39	Community Corrections	6 Vendors	8 Transactions	
253		DEPT			Law Enforcement Center			
	6032	APG Media of Southern Minnesota LLC						
77		01-253-000-0000-6600		17.16	Bids for LEC generator update	Ad 137661	Capital Outlay	N
	6032	APG Media of Southern Minnesota LLC		17.16	1 Transactions			
	8521	From the Ground Up LLC						
24		01-253-000-0000-6300		75.00	Ice control - 11/27/23	32252	Bldg Repairs & Maintenance	Y
25		01-253-000-0000-6300		75.00	Ice control - 11/28/23	32252	Bldg Repairs & Maintenance	Y
136		01-253-000-0000-6300		75.00	Ice control - 11/26/23	32281	Bldg Repairs & Maintenance	Y
	8521	From the Ground Up LLC		225.00	3 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
3832	I & S Group Inc						
27	01-253-000-0000-6600		4,716.96	LEC generator upgrade	98203	Capital Outlay	Y
28	01-253-000-0000-6600		1,342.93	LEC generator upgrade	99289	Capital Outlay	Y
3832	I & S Group Inc		6,059.89	2 Transactions			
37025	Innovative Office Solutions LLC						
142	01-253-000-0000-6410		143.29	Calendar,paper,notebook,etc	4398245	Office Supplies	N
37025	Innovative Office Solutions LLC		143.29	1 Transactions			
52550	MEI Total Elevator Solutions						
39	01-253-000-0000-6304		419.56	Monthly fee - December 2023	1049151	Contract Services/Bldg Mtce	N
52550	MEI Total Elevator Solutions		419.56	1 Transactions			
18450	Office of MN IT Services						
160	01-253-000-0000-6211		78.03	LEC telecom-November 2023	W23110514	Radio And Telephone	N
18450	Office of MN IT Services		78.03	1 Transactions			
4879	Shred Right						
169	01-253-000-0000-6254		49.08	Paper shredding	0013147	Garbage Disposal	Y
4879	Shred Right		49.08	1 Transactions			
85167	Stewart Sanitation						
57	01-253-000-0000-6254		85.24	Garbage pickup	820311	Garbage Disposal	N
85167	Stewart Sanitation		85.24	1 Transactions			
4753	Terminix Commercial						
67	01-253-000-0000-6304		40.00	General pest control	213898	Contract Services/Bldg Mtce	N
4753	Terminix Commercial		40.00	1 Transactions			
253	DEPT Total:		7,117.25	Law Enforcement Center	9 Vendors	12 Transactions	
481	DEPT			Public Health Nursing			
9842	American Fence Company of MN Inc						
178	01-481-460-6012-6465		6,398.56	Fencing - remaining balance	1516	Patient Supplies & Services	N
9842	American Fence Company of MN Inc		6,398.56	1 Transactions			
9803	Anselmo/Jocelyn M						
115	01-481-461-6066-6464		60.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	9803	Anselmo/Jocelyn M		60.00	1 Transactions			
	8783	Availity LLC						
179		01-481-460-6009-6383		20.00	Medicare billing charges	INV01063834	Contract Services	N
	8783	Availity LLC		20.00	1 Transactions			
	9742	DeLaRosa/Aliyanna						
116		01-481-461-6066-6464		20.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
	9742	DeLaRosa/Aliyanna		20.00	1 Transactions			
	9741	DeLaRosa/Naomie						
117		01-481-461-6066-6464		20.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
	9741	DeLaRosa/Naomie		20.00	1 Transactions			
	9390	Fisher/Madelyn						
126		01-481-461-6066-6464		60.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
123		01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2023	General Supplies & Outreach	N
	9390	Fisher/Madelyn		80.00	2 Transactions			
	9391	Garza/Ruby						
127		01-481-461-6066-6464		40.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
118		01-481-461-6066-6464		40.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
	9391	Garza/Ruby		80.00	2 Transactions			
	9768	Geelle/Samia						
119		01-481-461-6066-6464		40.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
	9768	Geelle/Samia		40.00	1 Transactions			
	9539	Hanson/Carter						
128		01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
120		01-481-461-6066-6464		40.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
	9539	Hanson/Carter		60.00	2 Transactions			
	8389	Healthcare First						
180		01-481-460-6009-6383		104.74	HHCAHPS fee - November 2023	INV5410370	Contract Services	N
	8389	Healthcare First		104.74	1 Transactions			
	9646	Heyne/Ella						
124		01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2023	General Supplies & Outreach	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9646	Heyne/Ella		20.00	1 Transactions			
1163	Hoglund Bus Co Inc						
205	01-481-464-6061-6600		78,738.00	Body - mobile unit	December 2023	Capital Outlay	N
206	01-481-464-6061-6600		1,000.00-	Discount on mobile unit	December 2023	Capital Outlay	N
1163	Hoglund Bus Co Inc		77,738.00	2 Transactions			
9770	Holmen/Molly						
121	01-481-461-6066-6464		80.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
9770	Holmen/Molly		80.00	1 Transactions			
9769	Maas/Carlin Ray						
129	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
9769	Maas/Carlin Ray		20.00	1 Transactions			
9616	Parrott & Smith LLC						
181	01-481-461-6066-6341	8	265.00	Rent - January 2024	December 2023	Office Rent	1
9616	Parrott & Smith LLC		265.00	1 Transactions			
2587	Piepho/Nancy June						
182	01-481-461-6025-6464		49.50	Family connections toys	Five Below	General Supplies & Outreach	N
2587	Piepho/Nancy June		49.50	1 Transactions			
9565	Richardson/Karys						
130	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
122	01-481-461-6066-6464		20.00	Tobacco grant student payment	October 2023	General Supplies & Outreach	N
9565	Richardson/Karys		40.00	2 Transactions			
77316	Schroeder/Greg						
184	01-481-460-6009-6331		47.16	Mileage - November 2023	November 2023	Mileage Reimbursement	Y
183	01-481-460-6009-6383		1,418.11	Physical therapist - Nov 2023	November 2023	Contract Services	Y
77316	Schroeder/Greg		1,465.27	2 Transactions			
4879	Shred Right						
185	01-481-465-6057-6322		40.00	Shredding service	13148	Service Agreements	Y
4879	Shred Right		40.00	1 Transactions			
83500	Steele County Highway Dept						
190	01-481-460-6009-6540		42.46	Fuel - County car - Nov 2023	2242	Gas & Oil	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
195	01-481-460-6011-6540		1.57	Fuel - County car - Nov 2023	2242	Gas & Oil	N
189	01-481-460-6012-6540		25.16	Fuel - County car - Nov 2023	2242	LTC - Gas & Oil	N
186	01-481-461-6025-6540		14.15	Fuel - County car - Nov 2023	2242	Gas & Oil	N
191	01-481-461-6030-6540		3.14	Fuel - County car - Nov 2023	2242	Gas & Oil	N
193	01-481-461-6034-6540		14.15	Fuel - County car - Nov 2023	2242	Gas & Oil	N
194	01-481-461-6040-6540		12.58	Fuel - County car - Nov 2023	2242	Gas & Oil	N
188	01-481-461-6059-6540		28.34	Fuel - County car - Nov 2023	2242	Gas & Oil	N
187	01-481-462-6047-6540		14.15	Fuel - County car - Nov 2023	2242	Gas & Oil	N
192	01-481-465-6057-6540		1.57	Fuel - County car - Nov 2023	2242	Gas & Oil	N
83500	Steele County Highway Dept		157.27	10 Transactions			
84035	Tri-M Graphics						
196	01-481-460-6011-6464		354.43	Envelopes	102826	General Supplies & Outreach	N
84035	Tri-M Graphics		354.43	1 Transactions			
90165	UC Lab						
197	01-481-463-6049-6322		277.22	Well water testing	118465	Well Water Service Agreements	N
90165	UC Lab		277.22	1 Transactions			
9647	Werk/Aubrianna Jo						
131	01-481-461-6066-6464		20.00	Tobacco grant student payment	December 2023	General Supplies & Outreach	N
125	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2023	General Supplies & Outreach	N
9647	Werk/Aubrianna Jo		40.00	2 Transactions			
481	DEPT Total:		87,429.99	Public Health Nursing	23 Vendors	39 Transactions	
502	DEPT			Steele Co Community Ctr			
8521	From the Ground Up LLC						
16	01-502-000-0000-6380		75.00	Ice control - 11/26/23	32187	Grounds Maintenance	Y
8521	From the Ground Up LLC		75.00	1 Transactions			
9840	Robles/Ivaliz						
89	01-502-000-0000-6801		125.00	Reimb SCCC rent for 12/30/23	December 2023	Misc. Expense	N
9840	Robles/Ivaliz		125.00	1 Transactions			
85167	Stewart Sanitation						
94	01-502-000-0000-6300		36.50	Trash/recycling - Comm Ctr	819823	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		36.50	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
502	DEPT Total:		236.50	Steele Co Community Ctr	3 Vendors	3 Transactions	
521	DEPT			Park And Recreation			
9084	Metro FiberNet LLC						
154	01-521-000-0000-6410		325.00	Dark fiber lease	1847031 Decembe	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
83500	Steele County Highway Dept						
54	01-521-000-0000-6540		69.81	Fuel	2238	Gas & Oil	N
83500	Steele County Highway Dept		69.81	1 Transactions			
521	DEPT Total:		394.81	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
56125	NAPA Auto Parts						
41	01-550-000-0000-6314		55.92	Oils for zamboni	000495	Zamboni Repairs	N
56125	NAPA Auto Parts		55.92	1 Transactions			
85167	Stewart Sanitation						
58	01-550-000-0000-6254		140.32	Monthly garbage	820287	Garbage Disposal	N
85167	Stewart Sanitation		140.32	1 Transactions			
84035	Tri-M Graphics						
71	01-550-000-0000-6410		54.81	Public skating cards	102741	Operating Supplies - Contracts	N
84035	Tri-M Graphics		54.81	1 Transactions			
550	DEPT Total:		251.05	Four Seasons	3 Vendors	3 Transactions	
601	DEPT			County Ag Society			
8521	From the Ground Up LLC						
22	01-601-000-0000-6386		500.00	Pretreat/Ice control-11/25 &26	32195	Parking Lot Maintenance	Y
23	01-601-000-0000-6386		300.00	Ice control - 11/26/23	32224	Parking Lot Maintenance	Y
8521	From the Ground Up LLC		800.00	2 Transactions			
601	DEPT Total:		800.00	County Ag Society	1 Vendors	2 Transactions	
602	DEPT			Co-Op Extension			
8012	Gillis/Amy						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
137	01-602-000-0000-6265		130.00	Per diem-2 meetings	December 2023	Per Diems-Brd Members & Exp	N
138	01-602-000-0000-6265		31.44	Mileage - April & June	December 2023	Per Diems-Brd Members & Exp	N
8012	Gillis/Amy		161.44	2 Transactions			
9001	Jensen/Angela						
143	01-602-000-0000-6265		260.00	Per diem-4 meetings	December 2023	Per Diems-Brd Members & Exp	N
144	01-602-000-0000-6265		19.65	Mileage - Feb, June & Nov	December 2023	Per Diems-Brd Members & Exp	N
145	01-602-000-0000-6265		34.06	Mileage - Rice Co - Sept	December 2023	Per Diems-Brd Members & Exp	N
9001	Jensen/Angela		313.71	3 Transactions			
8603	Katzung/Kelly						
146	01-602-000-0000-6265		130.00	Per diem-2 meetings	December 2023	Per Diems-Brd Members & Exp	N
147	01-602-000-0000-6265		18.34	Mileage - Feb & Nov	December 2023	Per Diems-Brd Members & Exp	N
8603	Katzung/Kelly		148.34	2 Transactions			
8820	Kubicek/Scott						
148	01-602-000-0000-6265		195.00	Per diem-3 meetings	December 2023	Per Diems-Brd Members & Exp	N
149	01-602-000-0000-6265		39.30	Mileage - Feb, June & Nov	December 2023	Per Diems-Brd Members & Exp	N
8820	Kubicek/Scott		234.30	2 Transactions			
4067	Kyllo/Eric						
150	01-602-000-0000-6265		195.00	Per diem-3 meetings	December 2023	Per Diems-Brd Members & Exp	N
151	01-602-000-0000-6265		66.81	Mileage - Feb, June & Nov	December 2023	Per Diems-Brd Members & Exp	N
4067	Kyllo/Eric		261.81	2 Transactions			
57370	Nelson/Catherine						
155	01-602-000-0000-6265		130.00	Per diem-2 meetings	December 2023	Per Diems-Brd Members & Exp	N
156	01-602-000-0000-6265		2.62	Mileage - Feb & Nov	December 2023	Per Diems-Brd Members & Exp	N
157	01-602-000-0000-6265		65.00	Per diem-1 interview meeting	December 2023	Per Diems-Brd Members & Exp	N
158	01-602-000-0000-6265		2.62	Mileage - August	December 2023	Per Diems-Brd Members & Exp	N
57370	Nelson/Catherine		200.24	4 Transactions			
72120	Univ Of Mn Regents						
165	01-602-000-0000-6306		19,670.25	Ignaszewski-Q4 2023 MOA	0300033520	Contracted Services	N
166	01-602-000-0000-6306		19,670.25	Erf-Q4 2023 MOA	0300033520	Contracted Services	N
167	01-602-000-0000-6306		10,864.13	LaCanne-Q4 2023 MOA	0300033520	Contracted Services	N
168	01-602-000-0000-6306		4,917.56	Rugg-Q4 2023 MOA	0300033520	Contracted Services	N
72120	Univ Of Mn Regents		55,122.19	4 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
602	DEPT Total:		56,442.03	Co-Op Extension	7 Vendors	19 Transactions	
1	Fund Total:		284,360.83	General Revenue Fund		183 Transactions	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
301	DEPT			Administration			
9084	Metro FiberNet LLC						
198	10-301-000-0000-6210		300.00	Dark fiber monthly fee-PW	1677937 Decembe	Telephone	Y
199	10-301-000-0000-6210		30.03	Elevator phone-PW	1677937 Decembe	Telephone	Y
9084	Metro FiberNet LLC		330.03	2 Transactions			
301	DEPT Total:		330.03	Administration	1 Vendors	2 Transactions	
10	Fund Total:		330.03	Road & Bridge Fund		2 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
631	DEPT			Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law						
97	21-631-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
631	DEPT Total:		6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
73300	Rinke-Noonan Attorney at Law						
97	21-633-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
633	DEPT Total:		6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
73300	Rinke-Noonan Attorney at Law						
97	21-634-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
634	DEPT Total:		6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
73300	Rinke-Noonan Attorney at Law						
97	21-635-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
635	DEPT Total:		6.68	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions	
636	DEPT			Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law						
97	21-636-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			
73300	Rinke-Noonan Attorney at Law						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
97	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
97	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
97	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
97	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
96	21-640-000-0000-6273		558.00	CD24-Owner lateral question	365526	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		564.68	2 Transactions			
640	DEPT Total:		564.68	Judicial Ditch 24	1 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
97	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						
97	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
97	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
97	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
97	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
97	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
97	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
97	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
97	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
97	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
97	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
73300	Rinke-Noonan Attorney at Law						
97	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
97	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
97	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
97	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
97	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law						
97	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
97	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
97	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
97	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
97	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	365502	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		758.00	County Ditch Fund		31 Transactions	

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
11	DEPT			District Court Admin.			
3832	I & S Group Inc						
98	38-011-000-0000-6600		1,400.00	Parking lot project - CH	99310	Capital Outlay - District Court	Y
3832	I & S Group Inc		1,400.00	1 Transactions			
9138	ICS Consulting LLC						
99	38-011-000-0000-6600		1,886.23	Courthouse bill thru 9/30/23	10320	Capital Outlay - District Court	Y
9138	ICS Consulting LLC		1,886.23	1 Transactions			
11	DEPT Total:		3,286.23	District Court Admin.	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
8681	Mohs Contracting Inc						
100	38-111-000-0000-6600		27,571.00	Admin reno 1 - lower level	6	Capital Outlay - Buildings and Groun	N
8681	Mohs Contracting Inc		27,571.00	1 Transactions			
111	DEPT Total:		27,571.00	Buildings & Grounds	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
1163	Hoglund Bus Co Inc						
200	38-481-465-6057-6600		42,800.00	Chassis - Ford T350	Stock #23MN015	Capital Outlay - Public Health	N
1163	Hoglund Bus Co Inc		42,800.00	1 Transactions			
481	DEPT Total:		42,800.00	Public Health Nursing	1 Vendors	1 Transactions	
38	Fund Total:		73,657.23	Capital Outlay Fund		4 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
398	DEPT			Landfill			
8424	Cintas						
101	53-398-000-0000-6304		76.48	Rugs	4173096482	Contract Services	Y
102	53-398-000-0000-6304		76.48	Rugs	4173845871	Contract Services	Y
103	53-398-000-0000-6304		76.48	Rugs	4174694751	Contract Services	Y
104	53-398-000-0000-6304		76.48	Rugs	4175262970	Contract Services	Y
8424	Cintas		305.92	4 Transactions			
38160	J R's Advanced Recyclers Inc						
105	53-398-000-0000-6304		1,050.00	136 appliances	111711	Contract Services	N
106	53-398-000-0000-6304		510.00	96 appliances	111908	Contract Services	N
38160	J R's Advanced Recyclers Inc		1,560.00	2 Transactions			
52975	Minnesota Valley Testing Labs						
201	53-398-000-0000-6545		8,586.35	Well testing - Landfill	1231619	Water Testing	N
52975	Minnesota Valley Testing Labs		8,586.35	1 Transactions			
56125	NAPA Auto Parts						
107	53-398-000-0000-6301		144.90	Floor dry absorbent	800283	Equip Repairs	N
108	53-398-000-0000-6301		28.99	Ratchet straps	800786	Equip Repairs	N
109	53-398-000-0000-6301		83.95	Oil & oil filter	801765	Equip Repairs	N
56125	NAPA Auto Parts		257.84	3 Transactions			
73956	Road Machinery & Supplies Co						
110	53-398-000-0000-6301		6,084.20	BOMAG engine codes	W4715601	Equip Repairs	N
73956	Road Machinery & Supplies Co		6,084.20	1 Transactions			
83500	Steele County Highway Dept						
111	53-398-000-0000-6301		658.70	Equipment repairs	2247	Equip Repairs	N
113	53-398-000-0000-6380		450.00	Road grading	2247	Grounds Maintenance	N
112	53-398-000-0000-6388		283.78	Labor reimbursement	2247	Labor costs-Highway	N
83500	Steele County Highway Dept		1,392.48	3 Transactions			
85167	Stewart Sanitation						
114	53-398-000-0000-6544		989.26	Waste treatment plant bill	819864	Leachate Treatment	N
85167	Stewart Sanitation		989.26	1 Transactions			
398	DEPT Total:		19,176.05	Landfill	7 Vendors	15 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
53	Fund Total:		19,176.05	Landfill Fund		15 Transactions	
	Final Total:		378,282.14	160 Vendors	235 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	Fund	AMOUNT	Name
	1	284,360.83	General Revenue Fund
	10	330.03	Road & Bridge Fund
	21	758.00	County Ditch Fund
	38	73,657.23	Capital Outlay Fund
	53	19,176.05	Landfill Fund
	All Funds	378,282.14	Total

Approved by, ...

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Steele County

JOURNAL ENTRIES

Description MM - OCTOBER 2023 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	904	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	42,804.86	D	Mortgage Tax				1
2	10/31/23	904	72-000-000-0000-1001 Cash	1,284.15	C	Mortgage Tax				1
3	10/31/23	904	72-000-000-0000-1001 Cash	41,520.71	C	Mortgage Tax				1
4	10/31/23	904	01-000-000-0000-1001 Cash	1,284.15	D	Mortgage Tax				1
5	10/31/23	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,284.15	C	Mortgage Tax				1
6	10/31/23	904	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	74,008.38	D	Deed Tax				1
7	10/31/23	904	72-000-000-0000-1001 Cash	2,220.25	C	Deed Tax				1
8	10/31/23	904	72-000-000-0000-1001 Cash	71,788.13	C	Deed Tax				1
9	10/31/23	904	01-000-000-0000-1001 Cash	2,220.25	D	Deed Tax				1
10	10/31/23	904	01-003-000-0000-5014 State Deed Tax Revenue	2,220.25	C	Deed Tax				1
11	10/31/23	904	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	5,767.00	D	Sales Tax				1
12	10/31/23	904	72-000-000-0000-1001 Cash	5,767.00	C	Sales Tax				1
13	10/31/23	904	53-398-000-0000-6540 Machine Fuel	334.00	D	Usage Diesel Tax				1
14	10/31/23	904	53-000-000-0000-1001 Cash	334.00	C	Usage Diesel Tax				1
15	10/31/23	904	53-398-000-0000-6540 Machine Fuel	106.02	D	Diesel Tax				1
16	10/31/23	904	53-000-000-0000-1001 Cash	106.02	C	Diesel Tax				1
17	10/31/23	904	10-304-000-0000-6522 Diesel Fuel Tax	397.29	D	Diesel Tax				1
18	10/31/23	904	10-000-000-0000-1001 Cash	397.29	C	Diesel Tax				1
19	10/31/23	904	01-003-000-0000-6961 Visa One Card Program	36,754.12	D	BMO One Card Payment				1
20	10/31/23	904	01-000-000-0000-1001 Cash	36,754.12	C	BMO One Card Payment				1

Description MM - OCTOBER 2023 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/23	904	53-398-000-0000-6801 General Expense	758.33	D	Landfill CC Fees				1
22	10/31/23	904	53-000-000-0000-1001 Cash	758.33	C	Landfill CC Fees				1
23	10/31/23	904	70-000-000-0000-2460 School District 2168	106,000.00	D	1st Ad 2nd Settle - IDS 2168				1
24	10/31/23	904	70-000-000-0000-1001 Cash	106,000.00	C	1st Ad 2nd Settle - IDS 2168				1
25	10/31/23	904	01-281-000-0000-6540 Gas & Oil	36.79	D	WEX Enterprise Payment Oct2023				1
26	10/31/23	904	01-111-000-0000-6540 Gas & Oil	78.66	D	WEX Enterprise Payment Oct2023				1
27	10/31/23	904	01-251-000-0000-6562 Gas & Oil	128.28	D	WEX Enterprise Payment Oct2023				1
28	10/31/23	904	01-000-000-0000-1001 Cash	243.73	C	WEX Enterprise Payment Oct2023				1
29	10/31/23	904	01-111-000-0000-6540 Gas & Oil	9.42	D	WEX NASPO Payment Oct 2023				1
30	10/31/23	904	01-521-000-0000-6540 Gas & Oil	72.98	D	WEX NASPO Payment Oct 2023				1
31	10/31/23	904	01-000-000-0000-1001 Cash	82.40	C	WEX NASPO Payment Oct 2023				1
32	10/31/23	904	10-304-000-0000-6540 Fuel & Lubricants	335.24	D	WEX NASPO Payment Oct 2023				1
33	10/31/23	904	10-000-000-0000-1001 Cash	335.24	C	WEX NASPO Payment Oct 2023				1
34	10/31/23	904	01-032-000-0000-6260 Background Checks	26.40	D	Background Check - PH				1
35	10/31/23	904	01-000-000-0000-1001 Cash	26.40	C	Background Check - PH				1
36	10/31/23	904	01-111-043-0000-6250 Utilities	53.86	D	OPU Payment Invoice # 718547				1
37	10/31/23	904	01-000-000-0000-1001 Cash	53.86	C	OPU Payment Invoice # 718547				1
38	10/31/23	904	01-111-043-0000-6250 Utilities	115.69	D	OPU Payment Invoice # 705296				1
39	10/31/23	904	01-000-000-0000-1001 Cash	115.69	C	OPU Payment Invoice # 705296				1
40	10/31/23	904	01-111-043-0000-6250 Utilities	465.83	D	OPU Payment Invoice # 718546				1

Description MM - OCTOBER 2023 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/23	904	01-000-000-0000-1001 Cash	465.83	C	OPU Payment Invoice # 718546				1
42	10/31/23	904	01-502-000-0000-6250 Utilities	459.30	D	OPU Payment Invoice # 718550				1
43	10/31/23	904	01-000-000-0000-1001 Cash	459.30	C	OPU Payment Invoice # 718550				1
44	10/31/23	904	10-304-000-0000-6514 Utility Services	36.94	D	OPU Payment Invoice # 718553				1
45	10/31/23	904	10-000-000-0000-1001 Cash	36.94	C	OPU Payment Invoice # 718553				1
46	10/31/23	904	01-111-047-0000-6250 Utilities	33.50	D	OPU Payment Invoice # 716285				1
47	10/31/23	904	01-000-000-0000-1001 Cash	33.50	C	OPU Payment Invoice # 716285				1
48	10/31/23	904	01-111-041-0000-6250 Utilities	1,584.05	D	OPU Payment Invoice # 718556				1
49	10/31/23	904	01-000-000-0000-1001 Cash	1,584.05	C	OPU Payment Invoice # 718556				1
50	10/31/23	904	01-111-042-0000-6250 Utilities	4,672.10	D	OPU Payment Invoice # 718555				1
51	10/31/23	904	01-000-000-0000-1001 Cash	4,672.10	C	OPU Payment Invoice # 718555				1
52	10/31/23	904	01-111-040-0000-6250 Utilities	6,893.84	D	OPU Payment Invoice # 718557				1
53	10/31/23	904	01-000-000-0000-1001 Cash	6,893.84	C	OPU Payment Invoice # 718557				1
54	10/31/23	904	01-111-044-0000-6250 Utilities	16,440.22	D	OPU Payment Invoice # 718563				1
55	10/31/23	904	01-000-000-0000-1001 Cash	16,440.22	C	OPU Payment Invoice # 718563				1
56	10/31/23	904	10-304-000-0000-6514 Utility Services	4,770.70	D	OPU Payment Invoice # 718562				1
57	10/31/23	904	10-000-000-0000-1001 Cash	4,770.70	C	OPU Payment Invoice # 718562				1
58	10/31/23	904	01-201-296-0000-6250 T#9 Utilities	375.38	D	OPU Payment Invoice # 718561				1
59	10/31/23	904	01-000-000-0000-1001 Cash	375.38	C	OPU Payment Invoice # 718561				1
60	10/31/23	904	70-000-000-0000-2163 Unapportioned Other State Revenue	871,000.00	D	Property Tax to State 1st Ad				1

Description MM - OCTOBER 2023 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	10/31/23	904	70-000-000-0000-1001 Cash	871,000.00	C	Property Tax to State 1st Ad				1
62	10/31/23	904	01-062-000-0000-6215 Postage	10,000.00	D	Wire for Postage Meter				1
63	10/31/23	904	01-000-000-0000-1001 Cash	10,000.00	C	Wire for Postage Meter				1
64	10/31/23	904	01-201-000-0000-6172 Unemployment Benefit	81.96	D	3rd Quarter 2023 Unemployment				1
65	10/31/23	904	01-000-000-0000-1001 Cash	81.96	C	3rd Quarter 2023 Unemployment				1
66	10/31/23	904	81-230-000-0000-6172 Unemployment Benefit	214.32	D	3rd Quarter 2023 Unemployment				1
67	10/31/23	904	81-000-000-0000-1001 Cash	214.32	C	3rd Quarter 2023 Unemployment				1
68	10/31/23	904	01-105-000-1000-5523 County Plan Review Fee	6.00	D	Correct Receipt # 232323				1
69	10/31/23	904	01-000-000-0000-1001 Cash	6.00	C	Correct Receipt # 232323				1
70	10/31/23	904	72-000-000-0000-1001 Cash	6.00	D	Correct Receipt # 232323				1
71	10/31/23	904	72-865-000-0320-2100 Steele County Surcharge	6.00	C	Correct Receipt # 232323				1
72	10/31/23	904	70-000-000-0000-2101 Unapportioned Current Tax	1,446.00	D	Returned Check - Gaetz				1
73	10/31/23	904	70-000-000-0000-1001 Cash	1,446.00	C	Returned Check - Gaetz				1
74	10/31/23	904	70-000-000-0000-2101 Unapportioned Current Tax	2,317.00	D	Returned Check - Burnet Title				1
75	10/31/23	904	70-000-000-0000-1001 Cash	2,317.00	C	Returned Check - Burnet Title				1
76	10/31/23	904	70-000-000-0000-2101 Unapportioned Current Tax	3,284.00	D	Returned ACH - Brunner				1
77	10/31/23	904	70-000-000-0000-1001 Cash	3,284.00	C	Returned ACH - Brunner				1
78	10/31/23	904	70-000-000-0000-2101 Unapportioned Current Tax	2,763.00	D	Returned Check - DS Store LLC				1
79	10/31/23	904	70-000-000-0000-1001 Cash	2,763.00	C	Returned Check - DS Store LLC				1
80	10/31/23	904	81-000-000-0000-1001 Cash	41,286.00	D	Returned ACH PMNT				1

Description MM - OCTOBER 2023 JE - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	10/31/23	904	81-230-000-0000-6301 Equip Maint	41,286.00	C	Returned ACH PMNT				1

Debit Total 1,239,427.86 Credit Total 1,239,427.86 Net: 0.00

Description MM - 2023 OCTOBER POSTAGE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	905	01-103-000-0000-6215 Postage	329.34	D	Postage - Assessor				1
2	10/31/23	905	01-041-000-0000-6215 Postage	163.41	D	Postage - Auditor				1
3	10/31/23	905	01-063-000-0000-6215 Postage	20.10	D	Postage - Auditor Elections				1
4	10/31/23	905	01-251-000-0000-6215 Postage	10.71	D	Postage - Detention Center				1
5	10/31/23	905	01-602-000-0000-6215 Postage	104.01	D	Postage - Extension				1
6	10/31/23	905	01-550-000-0000-6215 Postage	3.78	D	Postage - Four Seasons				1
7	10/31/23	905	01-032-000-0000-6215 Postage	1.89	D	Postage - Human Resources				1
8	10/31/23	905	01-062-000-0000-6802 Internal Chargeback	902.00	D	Postage - Court Admin				1
9	10/31/23	905	01-062-000-0000-6802 Internal Chargeback	42.48	D	Postage - MRCI				1
10	10/31/23	905	01-105-000-0000-6215 Postage	61.75	D	Postage - Planning and Zoning				1
11	10/31/23	905	01-252-000-0000-6215 Postage	248.65	D	Postage - CCA				1
12	10/31/23	905	01-101-000-0000-6215 Postage	498.43	D	Postage - Recorder				1
13	10/31/23	905	01-042-000-0000-6215 Postage	425.73	D	Postage - Treasurer				1
14	10/31/23	905	01-121-000-0000-6215 Postage	9.03	D	Postage - Veterans				1
15	10/31/23	905	01-481-460-6009-6215 Postage	25.20	D	Postage - QA				1
16	10/31/23	905	01-481-460-6011-6215 Postage	199.05	D	Postage - CTC				1
17	10/31/23	905	01-481-461-6030-6215 Postage	52.41	D	Postage - MCH				1
18	10/31/23	905	01-481-461-6025-6215 Postage	29.79	D	Postage - FAP/HCB/FC				1
19	10/31/23	905	01-481-462-6047-6215 Postage	0.63	D	Postage - CID				1
20	10/31/23	905	01-481-465-6057-6215 Postage	3.78	D	Postage - LPHG/INF/ENV/MISC				1

Description MM - 2023 OCTOBER POSTAGE C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/23	905	01-481-461-6059-6215 Postage	9.21	D	Postage - SEMN				1
22	10/31/23	905	01-481-461-6040-6215 Postage	8.43	D	Postage - WIC				1
23	10/31/23	905	01-481-460-6012-6215 Postage	48.48	D	Postage - LTC				1
24	10/31/23	905	01-062-000-0000-6215 Postage	3,198.29	C	GF Postage Allocation				1
25	10/31/23	905	10-301-000-0000-6215 Postage	5.04	D	Highway Postage				1
26	10/31/23	905	10-000-000-0000-1001 Cash	5.04	C	Highway Postage				1
27	10/31/23	905	01-000-000-0000-1001 Cash	5.04	D	Highway Postage				1
28	10/31/23	905	01-062-000-0000-5831 Miscellaneous	5.04	C	Highway Postage				1
29	10/31/23	905	53-398-000-0000-6215 Postage	68.37	D	Landfill Postage				1
30	10/31/23	905	53-000-000-0000-1001 Cash	68.37	C	Landfill Postage				1
31	10/31/23	905	01-000-000-0000-1001 Cash	68.37	D	Landfill Postage				1
32	10/31/23	905	01-062-000-0000-5831 Miscellaneous	68.37	C	Landfill Postage				1

Debit Total 3,345.11 Credit Total 3,345.11 Net: 0.00

Steele County

JOURNAL ENTRIES

Description MM - OCT 2023 INVESTMENTS C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	906	01-003-000-0000-5710 Interest From Investments	172,802.53	C	Oct Interest From Investments				1
2	10/31/23	906	01-003-000-0000-5710 Interest From Investments	726.95	C	Oct Interest ROI				1
3	10/31/23	906	01-000-000-0000-1001 Cash	338,355.48	D	Oct Investment				1
4	10/31/23	906	01-003-000-0000-5710 Interest From Investments	4,938.15	C	Oct Interest Adjustment				1
5	10/31/23	906	01-003-000-0000-5712 Premiums/Discounts on Investments	160,913.17	C	Oct Premiums/Discounts Invest				1
6	10/31/23	906	01-003-000-0000-6801 General Expense	1,025.32	D	Oct Investment Adjustment				1
7	10/31/23	906	75-000-000-0000-1001 Cash	540.73	D	Oct 2023 Missing Heir Interest				1
8	10/31/23	906	75-870-000-0000-5710 Interest	540.73	C	Oct 2023 Missing Heir Interest				1

Debit Total 339,921.53 Credit Total 339,921.53 Net: 0.00

Description 11 2023 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	901	01-031-000-0000-6210 Telephone	48.75	D	Phone Charges - Verizon				1
2	11/30/23	901	01-103-000-0000-6210 Telephone	228.75	D	Phone Charges - Verizon				1
3	11/30/23	901	01-091-000-0000-6210 Telephone	122.51	D	Phone Charges - Verizon				1
4	11/30/23	901	01-111-000-0000-6210 Telephone	393.75	D	Phone Charges - Verizon				1
5	11/30/23	901	01-252-000-0000-6210 Telephone	672.50	D	Phone Charges - Verizon				1
6	11/30/23	901	01-251-000-0000-6210 Telephone	180.00	D	Phone Charges - Verizon				1
7	11/30/23	901	01-281-000-0000-6210 Telephone	186.26	D	Phone Charges - Verizon				1
8	11/30/23	901	01-602-000-0000-6210 Telephone	35.01	D	Phone Charges - Verizon				1
9	11/30/23	901	01-032-000-0000-6210 Telephone	92.50	D	Phone Charges - Verizon				1
10	11/30/23	901	01-061-000-0000-6210 Telephone	83.76	D	Phone Charges - Verizon				1
11	11/30/23	901	01-105-000-0000-6210 Telephone	175.00	D	Phone Charges - Verizon				1
12	11/30/23	901	01-042-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
13	11/30/23	901	01-121-000-0000-6210 Telephone	75.02	D	Phone Charges - Verizon				1
14	11/30/23	901	01-253-000-0000-6210 Telephone	43.75	D	Phone Charges - Verizon				1
15	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
16	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
17	11/30/23	901	01-481-460-6012-6210 Telephone	43.75	D	Phone Charges - LTC				1
18	11/30/23	901	01-481-461-6040-6210 Telephone	43.75	D	Phone Charges - WIC				1
19	11/30/23	901	01-481-460-6011-6210 Telephone	21.88	D	Phone Charges - CTC				1
20	11/30/23	901	01-481-462-6047-6210 Telephone	21.87	D	Phone Charges - CID				1

Description 11 2023 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/23	901	01-481-461-6040-6210 Telephone	32.81	D	Phone Charges - WIC				1
22	11/30/23	901	01-481-461-6030-6210 Telephone	10.94	D	Phone Charges - MCH				1
23	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
24	11/30/23	901	01-481-461-6059-6210 Telephone	10.94	D	Phone Charges - SEMN				1
25	11/30/23	901	01-481-461-6034-6210 Telephone	32.81	D	Phone Charges - TANF				1
26	11/30/23	901	01-481-461-6059-6210 Telephone	43.75	D	Phone Charges - SEMN				1
27	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
28	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
29	11/30/23	901	01-481-460-6009-6210 Telephone	43.75	D	Phone Charges - QA				1
30	11/30/23	901	01-481-461-6059-6210 Telephone	21.88	D	Phone Charges - SEMN				1
31	11/30/23	901	01-481-461-6040-6210 Telephone	13.12	D	Phone Charges - WIC				1
32	11/30/23	901	01-481-462-6047-6210 Telephone	8.75	D	Phone Charges - CID				1
33	11/30/23	901	01-481-460-6012-6210 Telephone	43.75	D	Phone Charges - LTC				1
34	11/30/23	901	01-481-460-6012-6210 Telephone	43.75	D	Phone Charges - LTC				1
35	11/30/23	901	01-481-461-6040-6210 Telephone	43.75	D	Phone Charges - WIC				1
36	11/30/23	901	01-481-460-6012-6210 Telephone	48.75	D	Phone Charges - LTC				1
37	11/30/23	901	01-481-465-6057-6210 Telephone	43.75	D	Phone Charges - LPHG				1
38	11/30/23	901	01-481-465-6057-6210 Telephone	35.01	D	Phone Charges - LPHG				1
39	11/30/23	901	01-481-460-6012-6210 Telephone	29.25	D	Phone Charges - LTC				1
40	11/30/23	901	01-481-464-6052-6210 Telephone	19.50	D	Phone Charges - PHEP				1

Description 11 2023 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/23	901	01-201-000-0000-6211 Radio-Computers-Cameras	880.22	D	Squad Connections - Verizon				1
42	11/30/23	901	01-201-000-0000-6210 Telephone	1,109.99	D	Phone Charges - Verizon				1
43	11/30/23	901	01-000-000-0000-1001 Cash	5,244.04	C	Verizon Charges Nov				1
44	11/30/23	901	10-301-000-0000-6210 Telephone	617.55	D	Phone Charges - Verizon				1
45	11/30/23	901	10-000-000-0000-1001 Cash	617.55	C	Phone Charges - Verizon				1
46	11/30/23	901	53-398-000-0000-6210 Telephone	83.76	D	Phone Charges - Verizon				1
47	11/30/23	901	53-000-000-0000-1001 Cash	83.76	C	Phone Charges - Verizon				1

Debit Total 5,945.35 Credit Total 5,945.35 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	902	01-000-000-0000-1001 Cash	13,608.68	D	BMO One Card Allocation Nov	BMO One Card Allocation Nov			1
2	11/30/23	902	01-003-000-0000-6961 Visa One Card Program	54,591.61	C	BMO Charges Nov	BMO Charges Nov			1
3	11/30/23	902	01-003-000-0000-6194 Personnel Policy	7.00	D	Mary Urch Retirement - Coffee	Starbucks Corporation			1
4	11/30/23	902	01-003-000-0000-6194 Personnel Policy	43.00	D	Mary Urch Retirement	Casey's General Stores In			1
5	11/30/23	902	01-005-000-0000-6330 Travel Expenses	271.52	C	Credit - AMC Room Charge	Fullsteam Operations Llc			1
6	11/30/23	902	01-031-000-0000-6241 Membership Dues	225.00	D	Rotary dues	Rotary Club Of Owatonna			1
7	11/30/23	902	01-031-000-0000-6261 Conference & Training	53.22	D	MACA Conference lodging	Blackburn Im Ruttgers Spv			1
8	11/30/23	902	01-031-000-0000-6410 Office Supplies	120.96	D	Office supplies	Amazon.Com, Inc.			1
9	11/30/23	902	01-031-000-0000-6410 Office Supplies	63.00	D	Paper trimmer	Amazon.Com, Inc.			1
10	11/30/23	902	01-032-000-0000-6261 Conference & Training	50.00	D	Attend PELRA To learn on ESST	National Pelra			1
11	11/30/23	902	01-032-010-0000-6464 General Supplies - Wellness	110.01	D	Wellness: Veterans Program	Amazon.Com, Inc.			1
12	11/30/23	902	01-041-000-0000-6330 Travel Expenses	176.00	D	MACATFO Lodging (Blood)	Jackpot Junction Casino			1
13	11/30/23	902	01-041-000-0000-6330 Travel Expenses	176.00	D	MACATFO Lodging (Laue)	Jackpot Junction Casino			1
14	11/30/23	902	01-041-000-0000-6330 Travel Expenses	62.61	D	MACATFO (Dinner for 3 10/5/23)	Duffys South Inc			1
15	11/30/23	902	01-041-000-0000-6330 Travel Expenses	32.54	D	MACATFO (Lunch for 3 10/6/23)	Panera, Llc			1
16	11/30/23	902	01-041-000-0000-6330 Travel Expenses	176.00	D	MACATFO Lodging (Bendorf)	Jackpot Junction Casino			1
17	11/30/23	902	01-041-000-0000-6330 Travel Expenses	31.99	D	MACATFO (Dinner for 3 10/4/23)	Lower Sioux Indian Commu			1
18	11/30/23	902	01-044-000-0000-6330 Travel Expenses	14.11	D	Breakfast - MNGFOA Conference	Travelers Inn Restaurant			1
19	11/30/23	902	01-044-000-0000-6330 Travel Expenses	21.93	D	Dinner - Traveling to MNGFOA	Pike And Pint Grill Inc			1
20	11/30/23	902	01-044-000-0000-6410 Office Supplies	16.75	D	Calculator Tape - Front Office	Amazon.Com, Inc.			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/23	902	01-061-000-0000-6241 Membership Dues	215.00	D	NACo TechXchange	National Association Of C			1
22	11/30/23	902	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
23	11/30/23	902	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
24	11/30/23	902	01-061-000-0000-6304 Misc Contracts	790.00	D	Novec 1230 Inspection	Pye-Barker Fire And Safet			1
25	11/30/23	902	01-061-000-0000-6410 Office Supplies	61.12	D	Labels and Markers	Amazon.Com, Inc.			1
26	11/30/23	902	01-061-000-0000-6410 Office Supplies	34.79	D	Map and Chart Storage	Amazon.Com, Inc.			1
27	11/30/23	902	01-062-000-0000-6480 Non-Capitalized Inventory	386.13	D	Rm 40 Conference Hardware	Dell International L.L.C			1
28	11/30/23	902	01-062-000-0000-6801 General Expense	4,732.77	D	AWS Storage Costs	Amazon.Com, Inc.			1
29	11/30/23	902	01-063-000-0000-6410 Office Supplies	105.43	D	Greenbar paper	The Webstaurant Store Llc			1
30	11/30/23	902	01-063-000-0000-6410 Office Supplies	1,504.80	D	Uplift parts for 2 desks	Square Grove Llc			1
31	11/30/23	902	01-091-000-0000-6261 Conference & Training	349.00	D	Julia Forbes - Supreme Court	State Of Minnesota			1
32	11/30/23	902	01-091-000-0000-6381 Cpu Usage & Network Support	53.68	D	Replacement Laptop Charger	Dell International L.L.C			1
33	11/30/23	902	01-091-000-0000-6410 Office Supplies	266.22	D	color printer ink cartridges	Epson America, Inc.			1
34	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
35	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
36	11/30/23	902	01-101-000-0000-6215 Postage	24.90	D	Passport Postage	United States Postal Serv			1
37	11/30/23	902	01-101-000-0000-6215 Postage	24.90	D	Passport Postage	United States Postal Serv			1
38	11/30/23	902	01-101-000-0000-6215 Postage	57.50	D	Passport Postage	United States Postal Serv			1
39	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
40	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
42	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
43	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
44	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
45	11/30/23	902	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
46	11/30/23	902	01-101-000-9305-6261 Conference & Training - Tech Fund	176.70	D	User Group Mtg--Lesa	Silver Leaf Lodging Group			1
47	11/30/23	902	01-101-000-9305-6261 Conference & Training - Tech Fund	176.70	D	User group mtg--Penny	Silver Leaf Lodging Group			1
48	11/30/23	902	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	132.99	D	Passport Photo Bench	Amazon.Com, Inc.			1
49	11/30/23	902	01-103-000-0000-6241 Membership Dues	410.00	D	IAAO MEMBERSHIP - TOM	International Association			1
50	11/30/23	902	01-103-000-0000-6301 Equip/Software Maint	550.00	D	CO STAR NEWSPAPERS SUB.	Costar Realty Informatio			1
51	11/30/23	902	01-103-000-0000-6501 Publications/Manuals	18.87	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
52	11/30/23	902	01-105-000-0000-6261 Conference & Training	30.76	D	MACPZA Conference	Etoc Company Inc			1
53	11/30/23	902	01-111-000-0000-6304 Equipment Maintenance & Repairs	24.95	D	#16 Tirer Repair	Gb Auto Service Inc			1
54	11/30/23	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	150.00	D	Car washes	Kwik Trip Inc			1
55	11/30/23	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	Admin, DC, SO Fleet GeoTabs	T-Mobile Usa, Inc.			1
56	11/30/23	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	111.36	D	Softener Salt	Driessen Water, Inc.			1
57	11/30/23	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	29.88	D	Green Light Bulbs for Vets day	Lowes Companies, Inc.			1
58	11/30/23	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	32.64	D	Wall Compound	Lowes Companies, Inc.			1
59	11/30/23	902	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee	Intuit Payment Solutions,			1
60	11/30/23	902	01-111-040-0000-6560 Janitorial Supplies	24.67	D	Janitorial supplies	Amazon.Com, Inc.			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	11/30/23	902	01-111-040-0000-6560 Janitorial Supplies	587.30	D	Janitorial supplies	Hillyard Inc			1
62	11/30/23	902	01-111-040-0000-6560 Janitorial Supplies	1,181.38	D	Janitorial supplies	Hillyard Inc			1
63	11/30/23	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	3.41	D	4 inch square box	Lowes Companies, Inc.			1
64	11/30/23	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	44.07	D	electrical repairs supplies	Lowes Companies, Inc.			1
65	11/30/23	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	12.27	D	service fee	Invoice Cloud, Inc.			1
66	11/30/23	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	67.00	D	Water Filtering	Culligan/Ultrapure Wat			1
67	11/30/23	902	01-111-041-0000-6300 Bldg Repairs & Maintenance	4,373.69	D	Parts	Bc Solutions Llc			1
68	11/30/23	902	01-111-042-0000-6300 Bldg Repairs & Maintenance	16.56	D	Green Light Bulbs for Vets day	Bpb, Llc			1
69	11/30/23	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	566.94	D	Tools	Fleet Farm Group, Llc			1
70	11/30/23	902	01-111-043-0000-6300 Bldg Repairs & Maintenance	34.35	D	Tools	Fleet Farm Group, Llc			1
71	11/30/23	902	01-111-043-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
72	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	511.07	D	Kitchen Steamer Parts	Parts Town, Llc			1
73	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	3.13	D	O-rings for hose	Lowes Companies, Inc.			1
74	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	46.37	D	Grease For wash bay motors	Wen-Col Inc			1
75	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	39.88	D	Paint supplies	Lowes Companies, Inc.			1
76	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	220.45	D	electrical repairs supplies	Amazon.Com, Inc.			1
77	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	89.93	D	Paint supplies	Lowes Companies, Inc.			1
78	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	66.00	D	schneider electric supplies	Amazon.Com, Inc.			1
79	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	103.75	D	replacement part-timer	Amazon.Com, Inc.			1
80	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	12.27	D	service fee	Ici Fee Culligan			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	634.00	D	Water Filtering	Invoice Cloud, Inc.			1
82	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	18.55	D	Black Fabric Ribbon	Amazon.Com, Inc.			1
83	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	84.07	D	Pest control	Plunketts Pest Control In			1
84	11/30/23	902	01-111-044-0000-6300 Bldg Repairs & Maintenance	538.00	D	Privacy Lock	Mayflower Sales Co Llc			1
85	11/30/23	902	01-111-045-0000-6560 Janitorial Supplies	18.99	D	Janitorial supplies	Amazon.Com, Inc.			1
86	11/30/23	902	01-111-045-0000-6560 Janitorial Supplies	249.44	D	Janitorial supplies	Hillyard Inc			1
87	11/30/23	902	01-111-045-0000-6560 Janitorial Supplies	60.88	D	Janitorial supplies	Hillyard Inc			1
88	11/30/23	902	01-111-045-0000-6560 Janitorial Supplies	30.89	D	Janitorial supplies	Hillyard Inc			1
89	11/30/23	902	01-111-045-0000-6560 Janitorial Supplies	47.66	D	Janitorial supplies	Hillyard Inc			1
90	11/30/23	902	01-111-050-0000-6320 Vehicle Repairs & Maintenance	55.00	D	John deere flat tire	Gb Auto Service Inc			1
91	11/30/23	902	01-201-000-0000-6210 Telephone	155.66	D	7401-Phone accessories	Global Wireless, Inc.			1
92	11/30/23	902	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1
93	11/30/23	902	01-201-000-0000-6211 Radio-Computers-Cameras	80.00	D	Batteries- 5 squad camera mics	Amazon.Com, Inc.			1
94	11/30/23	902	01-201-000-0000-6215 Postage	67.67	D	Return/goggles	Arrow Hardware, Inc			1
95	11/30/23	902	01-201-000-0000-6241 Membership Dues	1.94	D	Post Board-service fee	State Of Minnesota			1
96	11/30/23	902	01-201-000-0000-6241 Membership Dues	90.00	D	Post Board License fee	State Of Minnesota			1
97	11/30/23	902	01-201-000-0000-6261 Conference & Training	350.00	D	7427/7411 Street Officer class	Minnesota State Sheriffs			1
98	11/30/23	902	01-201-000-0000-6261 Conference & Training	350.00	D	7427/7411 Basic Civil class	Minnesota State Sheriffs			1
99	11/30/23	902	01-201-000-0000-6261 Conference & Training	125.00	D	2023 MN zero deaths Conf.	Regents Of The Universit			1
100	11/30/23	902	01-201-000-0000-6261 Conference & Training	300.00	D	2023 Winter Conference	Minnesota State Sheriffs			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	11/30/23	902	01-201-000-0000-6293 Gun Permit Expenses	17.95	D	Lobby Music	Cloud Cover Media Inc			1
102	11/30/23	902	01-201-000-0000-6293 Gun Permit Expenses	8.56	D	Void Permit to Carry	United States Postal Serv			1
103	11/30/23	902	01-201-000-0000-6330 Travel Expenses	492.28	D	5/night stay - Firearms Trng	Riverview Loadin Llc			1
104	11/30/23	902	01-201-000-0000-6330 Travel Expenses	27.23	D	1/meal - Firearms Trng	Whiskey Jacks Of Ramsey L			1
105	11/30/23	902	01-201-000-0000-6330 Travel Expenses	10.06	D	1/meal - Firearms Trng	Whiskey Jacks Of Ramsey L			1
106	11/30/23	902	01-201-000-0000-6330 Travel Expenses	12.53	D	1/meal - Firearms Trng	Chipotle Mexican Grill			1
107	11/30/23	902	01-201-000-0000-6410 Office Supplies	37.58	D	Shelf for Office	Target Corporation			1
108	11/30/23	902	01-201-000-0000-6438 K-9 Expenses	76.99	D	K9 Food	Farmers Feed & Pet Sply			1
109	11/30/23	902	01-201-000-0000-6801 Misc Expense	57.94	D	4/Padlocks for lockers	Fleet Farm Group, Llc			1
110	11/30/23	902	01-201-000-0000-6801 Misc Expense	3.00	D	Parking fee/Post Board lot	Spruce Tree Centre Llp			1
111	11/30/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	Admin, DC, SO Fleet GeoTabs	T-Mobile Usa, Inc.			1
112	11/30/23	902	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	Admin, DC, SO Fleet GeoTabs	T-Mobile Usa, Inc.			1
113	11/30/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	21.73	D	1/Scosche mount	Wal-Mart Stores			1
114	11/30/23	902	01-251-000-0000-6211 Radio - Computers - Cameras	125.79	D	PV Phones	Amazon.Com, Inc.			1
115	11/30/23	902	01-251-000-0000-6215 Postage	4.75	D	postage	United States Postal Serv			1
116	11/30/23	902	01-251-000-0000-6320 Vehicle Maintenance	9.51	D	high bond tape	Amazon.Com, Inc.			1
117	11/30/23	902	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	Admin, DC, SO Fleet GeoTabs	T-Mobile Usa, Inc.			1
118	11/30/23	902	01-251-000-0000-6330 Travel Expenses	273.10	D	medical conf lodging	Fullsteam Operations Llc			1
119	11/30/23	902	01-251-000-0000-6406 Program Supplies	12.84	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
120	11/30/23	902	01-251-000-0000-6406 Program Supplies	9.99	D	Program supplies	Amazon.Com, Inc.			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	11/30/23	902	01-251-000-0000-6406 Program Supplies	93.39	D	programs tv	Hulu, Llc			1
122	11/30/23	902	01-251-000-0000-6406 Program Supplies	21.98	D	Program supplies	Amazon.Com, Inc.			1
123	11/30/23	902	01-251-000-0000-6406 Program Supplies	139.99	D	Program supplies	Amazon.Com, Inc.			1
124	11/30/23	902	01-251-000-0000-6432 Medical Payments	132.99	C	returned medical supplies	Amazon.Com, Inc.			1
125	11/30/23	902	01-251-000-0000-6562 Gas & Oil	22.95	D	transport fuel	Chs Inc			1
126	11/30/23	902	01-251-000-0000-6562 Gas & Oil	44.21	D	transport fuel	Casey's General Stores In			1
127	11/30/23	902	01-251-000-0000-6801 Misc Expense	2.94	D	staff photos	Wal-Mart Stores			1
128	11/30/23	902	01-252-000-0000-6261 Conference & Training	4.49	D	advisoryboardwater	Kwik Trip Inc			1
129	11/30/23	902	01-252-000-0000-6410 Office Supplies	2.15	D	Posterboard	Dollar Tree Stores, Inc.			1
130	11/30/23	902	01-252-000-0000-6410 Office Supplies	19.70	D	Batteries	Amazon.Com, Inc.			1
131	11/30/23	902	01-252-000-0000-6410 Office Supplies	56.48	D	kleenex,dawn,pens,cups	Wal-Mart Stores			1
132	11/30/23	902	01-252-000-0000-6540 Gas & Oil	130.00	D	Car Wash Cards x 2	Kwik Trip Inc			1
133	11/30/23	902	01-252-000-0000-6801 General Expense	33.26	D	Ear Inserts	Streicher'S, Inc.			1
134	11/30/23	902	01-252-000-0000-6801 General Expense	33.26	D	Ear Inserts	Streicher'S, Inc.			1
135	11/30/23	902	01-252-775-0000-6330 Travel Expenses - CCA	17.40	D	Director's training lunch	Smashburger Acquisition			1
136	11/30/23	902	01-252-775-0000-6330 Travel Expenses - CCA	18.20	D	Director's training Lunch	Smashburger Acquisition			1
137	11/30/23	902	01-253-000-0000-6380 Grounds Maintenance	51.05	D	Lawn Service	Trugreen Limited Partners			1
138	11/30/23	902	01-253-000-0000-6560 Janitorial Supplies	31.85	D	Janitorial supplies	Hillyard Inc			1
139	11/30/23	902	01-253-000-0000-6560 Janitorial Supplies	1,122.48	D	Janitorial supplies	Hillyard Inc			1
140	11/30/23	902	01-253-000-0000-6560 Janitorial Supplies	304.40	D	Janitorial supplies	Hillyard Inc			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	11/30/23	902	01-253-000-0000-6560 Janitorial Supplies	30.89	D	Janitorial supplies	Hillyard Inc			1
142	11/30/23	902	01-253-000-0000-6560 Janitorial Supplies	407.85	D	Janitorial supplies	Hillyard Inc			1
143	11/30/23	902	01-281-000-0000-6199 Safety Program	258.37	D	First Aid kit supplies	Amazon.Com, Inc.			1
144	11/30/23	902	01-281-000-0000-6199 Safety Program	13.25	D	CPRCertCard	Paypal Inc			1
145	11/30/23	902	01-281-000-0000-6199 Safety Program	360.00	D	AnnualCPR Training Center Fees	Training Services & Class			1
146	11/30/23	902	01-281-000-0000-6251 Other Administrative Costs	49.00	D	monthly subscription	Basecamp, Llc			1
147	11/30/23	902	01-281-000-0000-6410 Office Supplies	6.18	C	Tax Refund	Office Depot			1
148	11/30/23	902	01-281-000-0000-6410 Office Supplies	41.38	C	Tax Refund	Office Depot			1
149	11/30/23	902	01-281-074-0000-6480 Non-Capitalized Inventory	749.25	D	Roommate conference PC	Dell International L.L.C			1
150	11/30/23	902	01-481-460-6009-6330 Travel Expenses	277.02	D	QA: HOmecare Lodging	Breezy Point Internation			1
151	11/30/23	902	01-481-460-6009-6330 Travel Expenses	24.48	D	QA: Homecare Conf Meal	Breezy Point Internation			1
152	11/30/23	902	01-481-460-6009-6330 Travel Expenses	25.70	D	QA: Homecare Conf Meal	Big Axe Brewing Company			1
153	11/30/23	902	01-481-460-6009-6330 Travel Expenses	21.25	D	QA: Homecare Conf Meal	Breezy Point Internation			1
154	11/30/23	902	01-481-460-6009-6434 Medical Supplies	229.98	D	QA: Medical Supplies	Amazon.Com, Inc.			1
155	11/30/23	902	01-481-460-6009-6465 Patient Supplies & Services	96.29	D	QA: Client Supplies	Amazon.Com, Inc.			1
156	11/30/23	902	01-481-460-6012-6465 Patient Supplies & Services	8,002.64	D	For PH - American Fence Co MN	American Fence Minnesota			1
157	11/30/23	902	01-481-460-6012-6465 Patient Supplies & Services	39.99	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
158	11/30/23	902	01-481-460-6012-6465 Patient Supplies & Services	31.49	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
159	11/30/23	902	01-481-460-6012-6465 Patient Supplies & Services	27.96	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
160	11/30/23	902	01-481-461-6030-6261 Conference & Training	42.50	D	WIC/MCH: MN Nursing Board Lic	State Of Minnesota			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	11/30/23	902	01-481-461-6030-6261 Conference & Training	0.91	D	WIC/MCH: MN Nursing Board Fee	Nurses Board			1
162	11/30/23	902	01-481-461-6040-6261 Conference & Training	42.50	D	WIC/MCH: MN Nursing Board Lic	Nurses Board			1
163	11/30/23	902	01-481-461-6040-6261 Conference & Training	0.92	D	WIC/MCH: MN Nursing Board Fee	Us Bank National Associat			1
164	11/30/23	902	01-481-461-6040-6410 Office Supplies	15.79	D	WIC: Calendar	Amazon.Com, Inc.			1
165	11/30/23	902	01-481-461-6040-6410 Office Supplies	10.79	D	WIC: Stamp	Amazon.Com, Inc.			1
166	11/30/23	902	01-481-461-6066-6330 Travel Expenses	298.50	D	MDH: MN Prevention Conference	Cragun Corporation			1
167	11/30/23	902	01-481-461-6066-6410 Office Supplies	231.69	D	MDH: Red Ribbon Week	Amazon.Com, Inc.			1
168	11/30/23	902	01-481-461-6066-6410 Office Supplies	8.99	D	MDH: Supplies Trunk or Treat	Amazon.Com, Inc.			1
169	11/30/23	902	01-481-461-6066-6410 Office Supplies	23.86	D	MDH: Red Ribbon Week	Amazon.Com, Inc.			1
170	11/30/23	902	01-481-461-6066-6410 Office Supplies	300.00	D	MDH: Canva Subscription	Canva Pty Ltd			1
171	11/30/23	902	01-481-461-6066-6410 Office Supplies	9.30	D	MDH: Beads - Red Ribbon Week	Amazon.Com, Inc.			1
172	11/30/23	902	01-481-461-6066-6410 Office Supplies	23.00	D	MDH: YOLO Office Furnishings	Target Corporation			1
173	11/30/23	902	01-481-462-6047-6117 Meal Reimbursement	18.24	D	CID: Vaccine Clinic	Casey's General Stores In			1
174	11/30/23	902	01-481-462-6047-6117 Meal Reimbursement	2.39	D	CID: Vaccine Clinic	Casey's General Stores In			1
175	11/30/23	902	01-481-462-6047-6464 General Supplies & Outreach	10.00	D	CID: Sign Stakes	Rwv Signs Inc			1
176	11/30/23	902	01-481-465-6057-6261 Conference & Training	85.00	D	LPHG: Nursing License	State Of Minnesota			1
177	11/30/23	902	01-481-465-6057-6261 Conference & Training	1.83	D	LPHG: Nursing License Fee	Us Bank National Associat			1
178	11/30/23	902	01-481-465-6057-6330 Travel Expenses	14.43	D	LPHG: MNGFOA Meals	Travelers Inn Restaurant			1
179	11/30/23	902	01-481-465-6057-6330 Travel Expenses	13.91	D	LPHG: MNGFOA Meals	Pike And Pint Grill Inc			1
180	11/30/23	902	01-481-465-6057-6410 Office Supplies	29.48	D	LPHG: Office Supplies	Amazon.Com, Inc.			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	11/30/23	902	01-481-465-6069-6464 General Supplies & Outreach	17.88	C	CDC:Sales Tax Credit	Stopthebleed.Org			1
182	11/30/23	902	01-481-465-6069-6464 General Supplies & Outreach	286.67	D	CDC: Tourniquet & Wound Mgmt	Stopthebleed.Org			1
183	11/30/23	902	01-481-465-6069-6480 Non-Capitalized Inventory	24.41	C	CDC:Sales Tax Credit	North American Rescue Ho			1
184	11/30/23	902	01-481-465-6069-6480 Non-Capitalized Inventory	388.20	D	CDC: Tourniquet & Wound Mgmt	North American Rescue Ho			1
185	11/30/23	902	01-502-000-0000-6560 Janitorial Supplies	187.08	D	Janitorial supplies	Hillyard Inc			1
186	11/30/23	902	01-502-000-0000-6560 Janitorial Supplies	60.88	D	Janitorial supplies	Hillyard Inc			1
187	11/30/23	902	01-502-000-0000-6560 Janitorial Supplies	30.89	D	Janitorial supplies	Hillyard Inc			1
188	11/30/23	902	01-521-000-0000-6540 Gas & Oil	56.05	D	Fuel - Skid Loader	Hy-Vee, Inc.			1
189	11/30/23	902	01-550-000-0000-6410 Operating Supplies - Contracts	37.20	D	Disinfectant for Rental Skates	Amazon.Com, Inc.			1
190	11/30/23	902	01-550-000-0000-6410 Operating Supplies - Contracts	70.80	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
191	11/30/23	902	01-550-000-0000-6410 Operating Supplies - Contracts	37.49	D	Misc. Shop Supplies	Amazon.Com, Inc.			1
192	11/30/23	902	01-550-000-0000-6410 Operating Supplies - Contracts	81.94	D	Tuflex Installation Supplies	Fleet Farm Group, Llc			1
193	11/30/23	902	10-000-000-0000-1001 Cash	8,942.52	C	BMO Charges Nov	BMO Charges Nov			1
194	11/30/23	902	10-302-000-0000-6553 Weed Spray & Vegetation Supplies	510.00	D	Erosion control, CSAH 1	Albert Lea Seed House Inc			1
195	11/30/23	902	10-302-000-0000-6801 Osha/Safety Supplies	210.00	D	Spray boots - Zeman	Shopify Payments (Usa) In			1
196	11/30/23	902	10-303-000-0000-6261 Conference & Training	250.00	C	Class cancellation - Grieman	Minnesota State Colleges			1
197	11/30/23	902	10-303-000-0000-6261 Conference & Training	250.00	C	Class cancellation - Grieman	Minnesota State Colleges			1
198	11/30/23	902	10-303-000-0000-6261 Conference & Training	250.00	C	Class cancellation - Tschopp	Minnesota State Colleges			1
199	11/30/23	902	10-303-000-0000-6261 Conference & Training	1,000.00	D	Recerts - Grieman	Minnesota State Colleges			1
200	11/30/23	902	10-303-000-0000-6261 Conference & Training	2,775.00	D	Gleason - bridge training	Minnesota State Colleges			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	11/30/23	902	10-303-000-0000-6261 Conference & Training	1,250.00	D	Recerts - Tschopp	Minnesota State Colleges			1
202	11/30/23	902	10-303-000-0000-6510 Engineering & Surveying Supplies	62.95	D	Life vests for lab	Fleet Farm Group, Llc			1
203	11/30/23	902	10-304-000-0000-6252 Contracted Services	710.00	D	Repair parts & custom labor	M2 Powersports			1
204	11/30/23	902	10-304-000-0000-6511 Maint Shop Supplies & Materials	68.97	D	Tubing, antifreeze, straps	Fleet Farm Group, Llc			1
205	11/30/23	902	10-304-000-0000-6512 Bldg Repair & Maintenance	199.00	D	Lock Body	Mayflower Sales Co Llc			1
206	11/30/23	902	10-304-000-0000-6513 Tools	419.88	D	Inflator, grinder & battery	Pe Acquisitions Inc			1
207	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	6.66	D	Plug, adaptor & ties,unit#2170	Fleet Farm Group, Llc			1
208	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	554.75	D	Repair parts & custom labor	M2 Powersports			1
209	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	1.68	D	Hose clamp, unit#2077	Fleet Farm Group, Llc			1
210	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	13.78	D	Fittings, unit#	Fleet Farm Group, Llc			1
211	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	106.85	D	Fittings, unit#2237	Lowes Companies, Inc.			1
212	11/30/23	902	10-304-000-0000-6520 Machinery/Vehicle Parts	1,720.00	D	Hand controls, unit#2134	Associated Partnership Lt			1
213	11/30/23	902	10-304-000-0000-6540 Fuel & Lubricants	83.00	D	Fuel, unit#2202	Holiday Companies			1
214	11/30/23	902	53-000-000-0000-1001 Cash	1,211.27	C	BMO Charges Nov	BMO Charges Nov			1
215	11/30/23	902	53-398-000-0000-6261 Conference & Training	356.17	D	Overnight stay for education	St Criox Inc			1
216	11/30/23	902	53-398-000-0000-6261 Conference & Training	356.17	D	Overnight stay for training	St Criox Inc			1
217	11/30/23	902	53-398-000-0000-6261 Conference & Training	356.17	D	Continuing education stay	St Criox Inc			1
218	11/30/23	902	53-398-000-0000-6261 Conference & Training	142.76	D	Meal	Red Lobster Management L			1
219	11/30/23	902	81-000-000-0000-1001 Cash	3,454.89	C	BMO Charges Nov	BMO Charges Nov			1
220	11/30/23	902	81-230-000-0000-6198 Health Promotion	279.65	D	Blankets for Wellness Prizes	Amazon.Com, Inc.			1

Description 11 2023 JE UPLOAD - C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	11/30/23	902	81-230-000-0000-6210 Telephone	85.88	D	Cable TV	Hulu, Llc			1
222	11/30/23	902	81-230-000-0000-6261 Conference & Training	50.00	C	BCA Katuin Refund	State Of Minnesota			1
223	11/30/23	902	81-230-000-0000-6301 Equip Maint	207.62	D	Cables for New CAD Station	Cdw Llc			1
224	11/30/23	902	81-230-000-0000-6301 Equip Maint	2,574.07	D	New CAD Station	Cdw Llc			1
225	11/30/23	902	81-230-000-0000-6410 Office Supplies	41.09	D	WavePad Sound Editor	Www.Nchsoftware.Com			1
226	11/30/23	902	81-230-000-0000-6410 Office Supplies	16.07	D	Pocket Folders	Amazon.Com, Inc.			1
227	11/30/23	902	81-230-000-0000-6410 Office Supplies	14.20	D	Cap Replacement for Humidifier	Amazon.Com, Inc.			1
228	11/30/23	902	81-230-000-0000-6410 Office Supplies	50.15	D	Employee Lockers	Grafe Auction Co			1
229	11/30/23	902	81-230-000-0000-6410 Office Supplies	36.96	D	Chair Seat Covers	Amazon.Com, Inc.			1
230	11/30/23	902	81-230-000-0000-6410 Office Supplies	68.49	D	Canvas Wall Picture	Myherowearsblue			1
231	11/30/23	902	81-230-000-0000-6801 Misc. Expense	110.71	D	Genovation Keypad	Cdw Llc			1
232	11/30/23	902	81-230-000-0000-6801 Misc. Expense	20.00	D	Charged in error	Vep Il Optometric			1

Debit Total 69,494.65 Credit Total 69,494.65 Net: 0.00

Description 11 2023 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	903	01-111-050-0000-6320 Vehicle Repairs & Maintenance	349.38	D	Enterprise Full Maint Fee Admn				1
2	11/30/23	903	01-251-000-0000-6320 Vehicle Maintenance	127.49	D	Enterprise Full Maint Fee DC				1
3	11/30/23	903	01-111-000-0000-6320 Fleet Vehicle Maintenance	18.50	D	Enterprise Maint- Toll Fee				1
4	11/30/23	903	01-000-000-0000-1001 Cash	495.37	C	Admin-DC Enterprise Nov 2023				1
5	11/30/23	903	01-111-050-0000-6347 Enterprise Fleet Leasing	6,967.92	D	County Fleet Lease - Nov 23				1
6	11/30/23	903	01-201-000-0000-6347 Enterprise Fleet Leasing	11,041.42	D	Sheriff Fleet Lease - Nov 23				1
7	11/30/23	903	01-000-000-0000-1001 Cash	18,009.34	C	Fleet Lease Payments - Nov 23				1
8	11/30/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	11/30/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	1,243.86	D	ParkAssist warning, Oil change				1
10	11/30/23	903	01-201-000-0102-6320 Squad 7414 Maintenance	662.60	D	Manage Repair/Glass/Tow -CLAIM				1
11	11/30/23	903	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	11/30/23	903	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	11/30/23	903	01-201-000-0104-6320 Squad 7404 Maintenance	122.96	D	Oil Change, Balance, Coolant				1
14	11/30/23	903	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	11/30/23	903	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	11/30/23	903	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	11/30/23	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance 274				1
18	11/30/23	903	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	FVM RETIRED SQUAD 22VH5C				1
19	11/30/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	11/30/23	903	01-201-000-0109-6320 Squad 7416 Maintenance	119.96	D	Oil Change, Washer, Balance				1

Description 11 2023 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/23	903	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	11/30/23	903	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
23	11/30/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	11/30/23	903	01-201-000-0112-6320 Squad 7406 Maintenance	3,902.14	D	Spark plugs, bearings, Axel..				1
25	11/30/23	903	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	11/30/23	903	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	FVM- RETIRED SQUAD 22VH66				1
27	11/30/23	903	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM RETIRED SQUAD - 22VH55				1
28	11/30/23	903	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
29	11/30/23	903	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	FVM RETIRED SQUAD 22VH65				1
30	11/30/23	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maint 274XM5				1
31	11/30/23	903	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	FVM RETIRED SQUAD - 22VKWQ				1
32	11/30/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Fleet Vehicle Maint 274XDM				1
33	11/30/23	903	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	FVM - 22VH6C - OLD 7401				1
34	11/30/23	903	01-201-000-0120-6320 Squad 7402 Maintenance	84.68	D	Fleet Vehicle Maint 274XD8				1
35	11/30/23	903	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	FVM - 22VH5M - OLD 7402				1
36	11/30/23	903	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH6K				1
37	11/30/23	903	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
38	11/30/23	903	01-201-000-0122-6320 Squad 7409 Maintenance	126.39	D	Oil Change & Tire Rotation				1
39	11/30/23	903	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
40	11/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 274XM2 - UNASSIGNED				1

Steele County

JOURNAL ENTRIES

Description 11 2023 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 274XM3 UNASSIGNED				1
42	11/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 274XPV UNASSIGNED				1
43	11/30/23	903	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVm - 274XQ6 UNASSIGNED				1
44	11/30/23	903	01-000-000-0000-1001 Cash	6,617.47	C	Sheriff Enterprise - Nov 2023				1

Debit Total 25,122.18 Credit Total 25,122.18 Net: 0.00

Steele County

JOURNAL ENTRIES

INTEGRATED FINANCIAL SYSTEMS

Description 11 2023 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	905	01-103-000-0000-6215 Postage	52.20	D	Postage - Assessor				1
2	11/30/23	905	01-041-000-0000-6215 Postage	148.02	D	Postage - Auditor				1
3	11/30/23	905	01-063-000-0000-6215 Postage	12.82	D	Postage - Auditor Elections				1
4	11/30/23	905	01-251-000-0000-6215 Postage	14.52	D	Postage - Detention Center				1
5	11/30/23	905	01-602-000-0000-6215 Postage	110.88	D	Postage - Extension				1
6	11/30/23	905	01-550-000-0000-6215 Postage	6.30	D	Postage - Four Seasons				1
7	11/30/23	905	01-032-000-0000-6215 Postage	4.41	D	Postage - Human Resources				1
8	11/30/23	905	01-062-000-0000-6802 Internal Chargeback	780.79	D	Postage - Court Admin				1
9	11/30/23	905	01-062-000-0000-6802 Internal Chargeback	41.55	D	Postage - MRCI				1
10	11/30/23	905	01-105-000-0000-6215 Postage	58.83	D	Postage - Planning and Zoning				1
11	11/30/23	905	01-252-000-0000-6215 Postage	181.53	D	Postage - CCA				1
12	11/30/23	905	01-101-000-0000-6215 Postage	382.57	D	Postage - Recorder				1
13	11/30/23	905	01-042-000-0000-6215 Postage	121.65	D	Postage - Treasurer				1
14	11/30/23	905	01-121-000-0000-6215 Postage	4.41	D	Postage - Veterans				1
15	11/30/23	905	01-481-460-6009-6215 Postage	19.77	D	Postage - QA				1
16	11/30/23	905	01-481-460-6011-6215 Postage	164.55	D	Postage - CTC				1
17	11/30/23	905	01-481-461-6030-6215 Postage	23.76	D	Postage - MCH				1
18	11/30/23	905	01-481-461-6025-6215 Postage	49.74	D	Postage - FAP/HCB/FC				1
19	11/30/23	905	01-481-462-6047-6215 Postage	1.26	D	Postage - CID				1
20	11/30/23	905	01-481-465-6057-6215 Postage	1.89	D	Postage - LPHG/INF/ENV/MISC				1

Steele County

JOURNAL ENTRIES

Description 11 2023 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/23	905	01-481-461-6040-6215 Postage	3.78	D	Postage - WIC				1
22	11/30/23	905	01-481-461-6067-6464 General Supplies & Outreach	12.45	D	Postage - Wellness				1
23	11/30/23	905	01-481-460-6012-6215 Postage	85.26	D	Postage - LTC				1
24	11/30/23	905	01-062-000-0000-6215 Postage	2,282.94	C	GF Postage Allocation				1
25	11/30/23	905	10-301-000-0000-6215 Postage	8.49	D	Highway Postage				1
26	11/30/23	905	10-000-000-0000-1001 Cash	8.49	C	Highway Postage				1
27	11/30/23	905	01-000-000-0000-1001 Cash	8.49	D	Highway Postage				1
28	11/30/23	905	01-062-000-0000-5831 Miscellaneous	8.49	C	Highway Postage				1
29	11/30/23	905	53-398-000-0000-6215 Postage	7.77	D	Landfill Postage				1
30	11/30/23	905	53-000-000-0000-1001 Cash	7.77	C	Landfill Postage				1
31	11/30/23	905	01-000-000-0000-1001 Cash	7.77	D	Landfill Postage				1
32	11/30/23	905	01-062-000-0000-5831 Miscellaneous	7.77	C	Landfill Postage				1
33	11/30/23	905	21-640-000-0000-6215 JD 24 Postage	235.20	D	JD 24 Postage				1
34	11/30/23	905	21-000-000-0000-1001 Cash	235.20	C	JD 24 Postage				1
35	11/30/23	905	01-000-000-0000-1001 Cash	235.20	D	JD 24 Postage				1
36	11/30/23	905	01-062-000-0000-5831 Miscellaneous	235.20	C	JD 24 Postage				1

Debit Total 2,785.86 Credit Total 2,785.86 Net: 0.00

Description 11 2023 - JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	904	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	34,825.84	D	Mortgage Tax				1
2	11/30/23	904	72-000-000-0000-1001 Cash	1,044.78	C	Mortgage Tax				1
3	11/30/23	904	72-000-000-0000-1001 Cash	33,781.06	C	Mortgage Tax				1
4	11/30/23	904	01-000-000-0000-1001 Cash	1,044.78	D	Mortgage Tax				1
5	11/30/23	904	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,044.78	C	Mortgage Tax				1
6	11/30/23	904	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	53,676.82	D	Deed Tax				1
7	11/30/23	904	72-000-000-0000-1001 Cash	1,610.30	C	Deed Tax				1
8	11/30/23	904	72-000-000-0000-1001 Cash	52,066.52	C	Deed Tax				1
9	11/30/23	904	01-000-000-0000-1001 Cash	1,610.30	D	Deed Tax				1
10	11/30/23	904	01-003-000-0000-5014 State Deed Tax Revenue	1,610.30	C	Deed Tax				1
11	11/30/23	904	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	3,966.00	D	Sales Tax				1
12	11/30/23	904	72-000-000-0000-1001 Cash	3,966.00	C	Sales Tax				1
13	11/30/23	904	53-398-000-0000-6540 Machine Fuel	352.00	D	Usage Diesel Tax				1
14	11/30/23	904	53-000-000-0000-1001 Cash	352.00	C	Usage Diesel Tax				1
15	11/30/23	904	53-398-000-0000-6540 Machine Fuel	156.75	D	Diesel Tax				1
16	11/30/23	904	53-000-000-0000-1001 Cash	156.75	C	Diesel Tax				1
17	11/30/23	904	10-304-000-0000-6522 Diesel Fuel Tax	314.93	D	Diesel Tax				1
18	11/30/23	904	10-000-000-0000-1001 Cash	314.93	C	Diesel Tax				1
19	11/30/23	904	01-003-000-0000-6961 Visa One Card Program	54,591.61	D	BMO One Card Payment				1
20	11/30/23	904	01-000-000-0000-1001 Cash	54,591.61	C	BMO One Card Payment				1

Description 11 2023 - JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/23	904	53-398-000-0000-6801 General Expense	612.83	D	Landfill CC Fees				1
22	11/30/23	904	53-000-000-0000-1001 Cash	612.83	C	Landfill CC Fees				1
23	11/30/23	904	70-000-000-0000-2460 School District 2168	106,000.00	D	2nd Ad 2nd Settle - IDS 2168				1
24	11/30/23	904	70-000-000-0000-1001 Cash	106,000.00	C	2nd Ad 2nd Settle - IDS 2168				1
25	11/30/23	904	01-252-000-0000-6540 Gas & Oil	28.47	D	WEX Enterprise Payment Nov2023				1
26	11/30/23	904	01-032-000-0000-6540 Gas & Oil	7.53	D	WEX Enterprise Payment Nov2023				1
27	11/30/23	904	01-251-000-0000-6562 Gas & Oil	56.53	D	WEX Enterprise Payment Nov2023				1
28	11/30/23	904	01-041-000-0000-6540 Gas & Oil	29.88	D	WEX Enterprise Payment Nov2023				1
29	11/30/23	904	01-044-000-0000-6540 Gas & Oil	45.42	D	WEX Enterprise Payment Nov2023				1
30	11/30/23	904	01-000-000-0000-1001 Cash	167.83	C	WEX Enterprise Payment Nov2023				1
31	11/30/23	904	01-111-000-0000-6540 Gas & Oil	163.85	D	WEX NASPO Payment Nov 2023				1
32	11/30/23	904	01-000-000-0000-1001 Cash	163.85	C	WEX NASPO Payment Nov 2023				1
33	11/30/23	904	01-032-000-0000-6260 Background Checks	155.12	D	Background Checks				1
34	11/30/23	904	01-000-000-0000-1001 Cash	155.12	C	Background Checks				1
35	11/30/23	904	01-111-043-0000-6250 Utilities	64.62	D	OPU Payment Invoice # 718547				1
36	11/30/23	904	01-000-000-0000-1001 Cash	64.62	C	OPU Payment Invoice # 718547				1
37	11/30/23	904	01-111-043-0000-6250 Utilities	114.10	D	OPU Payment Invoice # 705296				1
38	11/30/23	904	01-000-000-0000-1001 Cash	114.10	C	OPU Payment Invoice # 705296				1
39	11/30/23	904	01-111-043-0000-6250 Utilities	379.59	D	OPU Payment Invoice # 718546				1
40	11/30/23	904	01-000-000-0000-1001 Cash	379.59	C	OPU Payment Invoice # 718546				1

Description 11 2023 - JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/23	904	01-502-000-0000-6250 Utilities	242.22	D	OPU Payment Invoice # 718550				1
42	11/30/23	904	01-000-000-0000-1001 Cash	242.22	C	OPU Payment Invoice # 718550				1
43	11/30/23	904	10-304-000-0000-6514 Utility Services	36.94	D	OPU Payment Invoice # 718553				1
44	11/30/23	904	10-000-000-0000-1001 Cash	36.94	C	OPU Payment Invoice # 718553				1
45	11/30/23	904	01-111-047-0000-6250 Utilities	33.95	D	OPU Payment Invoice # 716285				1
46	11/30/23	904	01-000-000-0000-1001 Cash	33.95	C	OPU Payment Invoice # 716285				1
47	11/30/23	904	01-111-041-0000-6250 Utilities	1,674.91	D	OPU Payment Invoice # 718556				1
48	11/30/23	904	01-000-000-0000-1001 Cash	1,674.91	C	OPU Payment Invoice # 718556				1
49	11/30/23	904	01-111-042-0000-6250 Utilities	3,778.86	D	OPU Payment Invoice # 718555				1
50	11/30/23	904	01-000-000-0000-1001 Cash	3,778.86	C	OPU Payment Invoice # 718555				1
51	11/30/23	904	01-111-040-0000-6250 Utilities	6,176.79	D	OPU Payment Invoice # 718557				1
52	11/30/23	904	01-000-000-0000-1001 Cash	6,176.79	C	OPU Payment Invoice # 718557				1
53	11/30/23	904	01-111-044-0000-6250 Utilities	13,000.47	D	OPU Payment Invoice # 718563				1
54	11/30/23	904	01-000-000-0000-1001 Cash	13,000.47	C	OPU Payment Invoice # 718563				1
55	11/30/23	904	10-304-000-0000-6514 Utility Services	3,643.86	D	OPU Payment Invoice # 718562				1
56	11/30/23	904	10-000-000-0000-1001 Cash	3,643.86	C	OPU Payment Invoice # 718562				1
57	11/30/23	904	01-201-296-0000-6250 T#9 Utilities	363.14	D	OPU Payment Invoice # 718561				1
58	11/30/23	904	01-000-000-0000-1001 Cash	363.14	C	OPU Payment Invoice # 718561				1
59	11/30/23	904	70-000-000-0000-2163 Unapportioned Other State Revenue	871,000.00	D	Property Tax to State 2nd Ad				1
60	11/30/23	904	70-000-000-0000-1001 Cash	871,000.00	C	Property Tax to State 2nd Ad				1

Description 11 2023 - JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	11/30/23	904	01-062-000-0000-6215 Postage	20,000.00	D	Wire for Postage Meter				1
62	11/30/23	904	01-000-000-0000-1001 Cash	20,000.00	C	Wire for Postage Meter				1
63	11/30/23	904	10-000-000-0000-1001 Cash	300.00	D	November Road & Bridge Permits				1
64	11/30/23	904	10-301-000-0000-5140 Permit Revenue	300.00	C	November Road & Bridge Permits				1
65	11/30/23	904	01-254-000-0000-6801 Misc. Expense	238,692.56	D	Dispatch Op Costs 4 Qtr SC Pmt				1
66	11/30/23	904	01-000-000-0000-1001 Cash	238,692.56	C	Dispatch Op Costs 4 Qtr SC Pmt				1
67	11/30/23	904	81-000-000-0000-1001 Cash	238,692.56	D	Dispatch Op Costs 4 Qtr SC Pmt				1
68	11/30/23	904	81-230-000-0000-5251 Revenue From Other Counties	238,692.56	C	Dispatch Op Costs 4 Qtr SC Pmt				1
69	11/30/23	904	35-800-000-0000-6701 Bond Principal Disb	1,025,000.00	D	GO Refunding Bond Principal				1
70	11/30/23	904	35-000-000-0000-1001 Cash	1,025,000.00	C	GO Refunding Bond Principal				1
71	11/30/23	904	35-800-000-0000-6700 Bond And Interest	19,268.75	D	GO Refunding Bond Interest				1
72	11/30/23	904	35-000-000-0000-1001 Cash	19,268.75	C	GO Refunding Bond Interest				1
73	11/30/23	904	01-003-000-0000-6801 General Expense	495.00	D	Northland Securities Fee				1
74	11/30/23	904	01-000-000-0000-1001 Cash	495.00	C	Northland Securities Fee				1
75	11/30/23	904	70-000-000-0000-2101 Unapportioned Current Tax	3,649.00	D	Returned Check 07-018-1201				1
76	11/30/23	904	70-000-000-0000-2151 Unapportioned Pen & Int Current	72.98	D	Returned Check 07-018-1201				1
77	11/30/23	904	70-000-000-0000-1001 Cash	3,721.98	C	Returned Check 07-018-1201				1
78	11/30/23	904	01-000-000-0000-1001 Cash	1,679.98	D	Returned PR Deposit 233933				1
79	11/30/23	904	01-251-000-0000-6110 Full-Time Wages	1,679.98	C	Returned PR Deposit 233933				1
80	11/30/23	904	01-251-000-0000-6110 Full-Time Wages	1,679.98	D	Manual PR Check # 63524				1

Description 11 2023 - JE C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	11/30/23	904	01-000-000-0000-1001 Cash	1,679.98	C	Manual PR Check # 63524				1

Debit Total 2,707,678.92 Credit Total 2,707,678.92 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 08 2023 - 08 2023 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	8/31/23	907	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	33,108.98	C	Mortgage Tax				1
2	8/31/23	907	72-000-000-0000-1001 Cash	33,108.98	D	Mortgage Tax				1
3	8/31/23	907	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	46,010.77	C	Deed Tax				1
4	8/31/23	907	72-000-000-0000-1001 Cash	46,010.77	D	Deed Tax				1

Debit Total 79,119.75 Credit Total 79,119.75 Net: 0.00

PERSONNEL REPORT
December 26, 2023 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Kimberly Saenz Juarez	Correctional Officer/Detention Center	B24/1	12/11/23

Resignations/Retirements/Terminations:

Name	*Position*	*Department*	*End Date*

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Correctional Officer (3)	Det. Center/Sheriff's Office	Backgrounding & shadowing
Road Deputy (3)	Sheriff's Office	Backgrounding
Asst. County Attorney I/II/Sr.	County Attorney	Recruiting/Interviewing
Finance Director	Finance	Finalist Interviews 12/20
Public Health Specialist	Public Health	Offer Pending
HR Generalist/Benefits Specialist	Human Resources	Interviewing
Maintenance Technician	Highway	Interviewing

Open Positions – In Committee:

Position	*Department*	*Notes*
Lead Custodian	Facilities & Grounds	On Hold

Steele County Agenda Item

Subject: Petty Cash and Cash Change

Funds Department: Finance

Committee Meeting Date:

Board Meeting Date: December 26,

2023 **Consent Agenda:** ☒ Yes ☐ No **Resolution:** ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to appropriate petty cash and cash change fund to listed departments

Background *(Including Budget Impact)*:

The attached resolution is to appropriate cash for petty cash and change funds to the respective departments listed.

Attachments:

Resolution – Petty Cash/Cash Change Funds

RESOLUTION

Petty Cash/Cash Change Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2024:

Department	Petty Cash	Change Fund
Treasurer	$ -	$ 500
Recorder	-	200
LEC - Records Dept	-	200
Sheriff's Advance	200	-
Sheriff's Civil	50	-
Planning & Zoning	-	100
Four Seasons	-	100
Public Health	-	25
Road & Bridge	-	50
Landfill	-	500
Totals	$ 250	$ 1,675

Chairman

Steele County: Administrator

CERTIFICATION

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

Steele County: Administrator

Steele County
Agenda Item

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

Department: Extension

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

Policy Committee Recommendation:

Committee recommends rescinding the Extension MOA Addendum passed on 12/12/2023

Recommendation:

Rescind the approved MOA and make the change to the Administrative Professional from $35708 to $35078 and resubmit MOA for approval.

Background *(Including Budget Impact)*:

Attachments:

Steele County
Agenda Item

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

Department: Extension

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

Policy Committee Recommendation:

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 with the updated Principal Administrative Professional amount of $35,078.

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 ad 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	$35,078
Total		$269,144

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

BY ______________________
Chair, County Extension Committee

DATE 12/15/2023

BY ______________________
Chair, County Board of Commissioners

DATE ______________________

Regents of the University of Minnesota

By ______________________
Dean

DATE ______________________

Steele County
Agenda Item

Subject: Community Corrections Advisory Board - Additional Members

Department: Community Corrections

Committee Meeting Date: December 13, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Committee recommends approving the additional advisory board members of Amber Aaseth and Brian Coleman.

Recommendation:
Recommendation is to approve new Advisory Board memberships of Amber Aaseth, Steele County Public Health Director and Brian Coleman, Career Pathways Navigator, Owatonna Public Schools

Background *(Including Budget Impact)*:

Steele County Community Corrections is making a formal recommendation to add new Steele County Community Corrections Advisory Board members; Steele County Public Health Director, Amber Aaseth and Brian Coleman, Career Pathways Navigator, Owatonna Public Schools. Per MN Statute 401.08 Subd. 2; Members of the corrections advisory board shall be appointment by the board of county commissioners.

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"

Steele County Agenda Item

Subject: Body Art Establishment License

Department: Public Health

Committee Meeting Date: December 13, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:
Committee recommends renewing the Body Art Establishment License for Seven Tattoo Parlor, Irish Eyes Studio and Thee Dragons Lair.

Recommendation:

Renewal of Body Art Establishment License for Seven Tattoo Parlor, Thee Dragons Lair and Irish Eyes Studio.

Background *(Including Budget Impact)*:

Facilities were inspected by Steele County Public Health on November 7th, 2023. All facilities passed inspections.

Attachments:

Application for a Body Art Establishment License

Seven Tattoo Parlor

Irish Eyes Studio

Thee Dragons Lair

Steele County
Agenda Item

Subject: Approve Amendment No. 3 to Waste Delivery Contracts 2022

Department: Landfill

Committee Meeting Date: December 14, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Amendment No. 3 to Waste Delivery Contracts 2022 and authorize the Chair to sign the amendments.

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

The last waste delivery contracts were two-year contracts, covering 2022-2023. The big change to the contracts was the elimination of out of county waste. Each hauler that signed the contract estimated their Steele County tonnage for 2023. A couple haulers missed their estimates and have explained why. We have agreed to allow them to amend their contract for 2023 to better reflect their experience, with the goal of eliminating all out of county waste from being delivered to the Steele County landfill.

Amendment No. 3 amends the hauler's contract to reflect their tonnage for 2023.

Attachments:

Amendments

Steele County Waste Delivery Contract 2022

Amendment No. 3

This Amendment No. 3 to the Waste Delivery Contract by and between Steele County and Hauler is effective upon signature of both Parties.

1. Article V.A.1. is amended to read:

   Except as otherwise provided in this Contract, Hauler agrees to deliver any and all Acceptable Waste that it collects in the Service Area to the Facility. The Hauler shall provide the County with documentation of the quantity of Acceptable Waste collected in Steele County at the beginning of Contract and as subsequently requested by the County. Based upon Hauler projections, the Hauler intends to collect from the Service Area an annual tonnage of Acceptable Waste of Eight-Hundred (800) tons.

In witness whereof, the Parties have caused this Amendment No. 3 to be executed as of the latest date below.

STEELE COUNTY
BOARD OF COMMISSIONERS

____
Greg Krueger, Chair

____
Date

____
Scott Golberg, Administrator

____
Date

THOMPSON SANITATION, INC.

____

11.27.23
____
Date

Steele County Waste Delivery Contract 2022

Amendment No. 3

This Amendment No. 3 to the Waste Delivery Contract by and between Steele County and Hauler is effective upon signature of both Parties.

1. Article V.A.1. is amended to read:

   Except as otherwise provided in this Contract, Hauler agrees to deliver any and all Acceptable Waste that it collects in the Service Area to the Facility. The Hauler shall provide the County with documentation of the quantity of Acceptable Waste collected in Steele County at the beginning of Contract and as subsequently requested by the County. Based upon Hauler projections, the Hauler intends to collect from the Service Area an annual tonnage of Acceptable Waste of One-Hundred-Ten (110) tons.

In witness whereof, the Parties have caused this Amendment No. 3 to be executed as of the latest date below.

STEELE COUNTY
BOARD OF COMMISSIONERS

____
Greg Krueger, Chair

____
Date

____
Scott Golberg, Administrator

____
Date

ARCHAMBAULT BROTHERS, INC.

Barry Archambault
____

12/7/23
____
Date

Steele County Agenda Item

Subject: Authorize the Board Chair to sign the Waste Hauler Contracts for the years 2024/2025

Department: Landfill

Committee Meeting Date: December 14, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Move to Board for approval on Consent.

Recommendation:

Approve Board Chair to Sign

Background *(Including Budget Impact)*:

Approve the Board Chair to sign the Waste Hauler Contracts for the years 2024/2025.

Attachments:

Steele County

Agenda Item

Subject: Independent Contractor Agreement - Piepho

Department: Administrator's Office

Work Session Date: December 20, 2023

Board Meeting Date: December 26, 2023

Consent Agenda: x Yes ☐ No

Recommendation:
Execute Contract agreement with Cathy Piepho as an independent Contractor to administer the main Finance Department functions of budgeting, capital planning/financing, investments, employee on leave, implement processes and procedures relating to receipting of revenues using new software Cash Drawer and Mentor and transfer information to new directors in Finance and Property Tax & Elections. Compensation of $110.00 per hour and submit billing to the Administrator.

Background*(Including Budget Impact*):

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

To make the transition as seamless as possible, Administration is requesting the approval to execute an independent contractor agreement with Cathy Piepho which started on July 17th. The Amendment will extend the contract a third time. Expiring February 28, 2024.

Attachments:

Independent Contractor Agreement & Exhibit A

INDEPENDENT CONTRACTOR AGREEMENT

AMENDMENT 2 to EXHIBIT A

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

EXHIBIT A

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

INDEPENDENT CONTRACTOR NAME: Catherine Piepho

TERMS OF AGREEMENT

I. TERM: This agreement is effective from July 17, 2023 through **February 28, 2024**.

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

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

INDEPENDENT CONTRACTOR is responsible for the following:

- Formulate and recommend purchases and other actions to the Board.
- Coordinate the preparation of the annual 2024 County Budget.
- Coordinate capital improvement planning and financing.
- Be available for questions from the staff in the Finance/Treasurer Department.
- Oversee County investments.
- Cover the duties of employee on leave
- Implement processes and procedures relating to receipting of revenues using new software Cash Drawer
- Other related work as apparent or assigned by the Steele County Board of Commissioners.
- Assist the County Board in developing and executing a process to hire a permanent County Finance Director.
- Mentor and transfer information to new directors in Finance and Property Tax & Elections

III. COMPENSATION

TOTAL COMPENSATION FOR INDEPENDENT CONTRACTOR SERVICES: shall be $110.00 per hour over the term of this agreement. The COUNTY will not reimburse the INDEPENDENT CONTRACTOR for any expenses.

The COUNTY and INDEPENDENT CONTRACTOR expect that the services provided under this Agreement will typically require 20 hours of work per week and will not exceed a total of **710 hours** for the term of this Agreement. However, reasonable deviation from this schedule is expected due to the nature of the services to be provided. INDEPENDENT CONTRACTOR shall notify the Steele County Administrator and obtain approval for any significant deviations from the 20 hour-per-week schedule.

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

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

APPROVED:

INDEPENDENT CONTRACTOR:	STEELE COUNTY:
By: ______________________	By: ______________________
Name: ______________________	Name: ______________________
Title: ______________________	Title: ______________________
Date: ______________________	Date: ______________________

Steele County Agenda Item

Subject: Personnel Policy Update on Promotions, Reclassifications, and Demotions

Department: Human Resources

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation: Committee recommends Approving

Recommendation:

Recommend approval of updated Promotions, Reclassifications, and Demotions Personnel Policy and definitions, as described below.

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

The County last updated their Promotion/Reclassification/Demotion Personnel Policy in 2014. The current Personnel Policy under **Section 12: Classification Status Changes** states:

> **12.5 Salary Changes Due To Reclassifications, Promotions Or Demotions**
>
> When an employee is promoted, he or she shall receive an increase as of the date of promotion which shall be the higher of:
>
> 1. The minimum of the new range, or
> 2. A minimum of three percent (3%) and up to a 5% wage increase for each higher DBM rating/grade of the new position, not to exceed the maximum of the new grade.
>
> An employee who is demoted to a lower classification shall be placed at the same hourly rate of the position previously held, not to exceed the maximum of the new grade.

Numerous factors have changed since the policy was last updated, such as market conditions, recruitment/retention challenges, and a workforce shortage. Current policy language deters county employees from seeking and accepting promotional opportunities because of the prohibitive wage increase requirements. In comparison, external candidates can be placed anywhere on the wage schedule. Therefore, the current language is negatively impacting the County's ability to retain high quality, experienced employees and also has a negative impact on the morale of current employees when they are treated less favorably than external candidates.

In addition, further clarifying language is proposed for the definition section and reclassification and demotion sections of the Personnel Rules & Policies Handbook.

PROPOSED NEW DEFINITIONS

Promotion: The appointment of an employee to a higher job classification involving greater responsibility and more complex work.

Reclassification: The changing of a position to a higher or lower classification due to a significant change in duties, responsibilities, decision making authority, or complexity of work performed over time.

Demotion: A change to a lower job classification, responsibilities, duties, and work.

PROPOSED NEW POLICY LANGUAGE IN 12.5

12.5 Salary Changes Due To Promotions, Reclassifications, Or Demotions

When an employee is **promoted,** they shall receive a minimum wage increase of 5%. The employer may place the employee on any step within the wage range of the new classification and will be determined based on their qualifications, experience, market conditions, credentials/licensures, education, consideration of salaries of existing staff with similar qualifications, and any other relevant job-related factors. The wage increase shall be effective on the first day of the promotion.

When an employee is **reclassified**, they shall receive a wage increase as of the date of reclassification, which shall be the higher of:

1. Step 1 of the new classification, OR
2. Five percent (5%) for each higher DBM rating/grade of the new position, not to exceed the maximum of the new classification. The employee will be placed on the next closest higher step of the new classification after the 5% is applied.

When an employee is **demoted** to a lower classification, they shall receive a wage decrease of a minimum of 5% and shall then be placed on the next closest lower step of the new classification, which will result in a total wage decrease of more than 5%. The new wage may not exceed the maximum of the new classification and will be effective on the first day of the demotion.

Attachments:

N/A

Steele County
Agenda Item

Subject: Updated Wage Scales For Part-Time, On-Call/Intermittent & Seasonal Positions

Department: HUman Resources

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation: Committee recommends approving.

Recommendation:

Recommend approval of updated wage schedules for Part-time, Intermittent, Seasonal Positions

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

In response to the changing market and recruitment challenges, the Human Resources Director met with the Department Heads/Supervisors that employ part-time, on-call/intermittent and seasonal employees to evaluate the current wages for those positions.

The outcome from that meeting is that 2 separate wage schedules are being recommended to meet the specific needs of the departments as follows:

1) Wage Schedule For Sheriff's Office, Detention Center and Election Workers
2) Wage Schedule For All Other Departments

Both schedules include wage increases and the #2 wage schedule went from 10 steps to 5.

The Department Heads and Human Resources are recommending adoption of these two (2) updated wage schedules, effective 01/01/24.

Attachments:

- Updated Wage Scale for Sheriff's Office/Detention Center/Property Tax & Elections Part-Time, On-Call/Intermittent, Seasonal Positions

- Updated Wage Scale For All Other County Department's Part-Time, On-Call/Intermittent, Seasonal Positions

Steele County Wage Scale For Sheriff's Department & Auditor's Department
Part-Time, On-Call, Intermittent & Seasonal Positions

	Wage Per Hour
Transport Officer	21.00
Bailiff	21.00
Jury Attendant	21.00
Special Deputy	21.00
Background Investigator	21.00
Posse	21.00
Election Worker	18.00

Steele County Wage Scale (Excluding Sheriff's Dept. & Auditor's Dept.)					
Part-Time, On-Call, Intermittent & Seasonal Positions					
	Step 1	Step 2	Step 3	Step 4	Step 5
Homemaker	17.00	17.50	18.00	18.50	19.00
Home Health Aide	18.00	18.50	19.00	19.50	20.00
Arena/Park Worker	16.00	16.50	17.00	17.50	18.00
Landfill Worker	17.00	17.50	18.00	18.50	19.00
Deputy Emergency Mgmt. Director	26.50	27.50	28.50	29.50	30.50
Seasonal Facilities Worker	15.00	15.50	16.00	16.50	17.00
Seasonal Highway Engineering Worker	17.00	17.50	18.00	18.50	19.00
Seasonal Highway Maintenance Worker	16.00	16.50	17.00	17.50	18.00
Seasonal Office Support Worker	16.00	16.50	17.00	17.50	18.00

Eligibility Requirements for Step Increase:

1) Must have completed 300 hours of work in preceeding calendar year
2) Must have had satisfactory work performance
3) Must have completed one full year of employmenrt with county

Steele County Agenda Item

Subject: Backfill Programs Coordinator

Department: Sheriff's Office

Committee Meeting Date: 12/20/2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Committee recommends approving

Recommendation:
Recommendation is to proceed with the proposed rewrite of the Programs Coordinator position to now include duties once carried out by the Training and Compliance officer.

Background *(Including Budget Impact)*:

Combining duties of the Programs Coordinator and the Training and Compliance Officer will offer the following efficiencies:

- Places a high level management position in charge of fulfilling state and local requirements.
- Creates efficiencies for the auditing process through the DOC

Attachments: Job description rewrite

POSITION DESCRIPTION
STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Training and Programming Coordinator	**Department**: Detention Center
Immediate Supervisor's Position Title: Jail Administrator	**FLSA Status**: Non-exempt

Job Summary:

Under the direction of the Jail Administrator, the primary goal and objective of the Training and Programming Coordinator is to maintain the Steele County Detention Center Programs and Training Divisions. This position is responsible for creating, maintaining, supervising, evaluating inmate programs and staff training requirement. This position is also responsible for reporting the status of both departments and taking an active role in administering policy and procedural changes to ensure compliance with state and local requirements, including MN 2911 rules and meet compliance standards for all emergency drills surrounding procedures, security and health/safety.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises
- Program Assistant position:
  - Evaluates and monitors performance of Program Assistants
  - Responsible for the training and supervision of Program Assistants
  - Assigns and monitors daily program tasks and duties
- Utility Correctional Officer position:
  - Evaluates and monitors the performance of the Training/Transport Officer
  - Responsible for the training and supervision of Training/Transport Officer
  - Assigns and monitors daily Training/Transport Officer's tasks and duties

Researches, implements, and monitors:
- New and existing inmate programs and services; including:
  - GED/educational programming
  - Chemical dependency programming
  - Religious programming
  - Recreation programming
  - DBT, CARE and DRP programming for successful re-entry of inmates to the community
- New and existing training curriculums for all Detention Center staff, including:
  - Development of the Annual Training Plan and required training curriculums
  - Scheduling and coordinating in service training; including recruitment and staffing of specialized training roles
  - Conduct onboarding for new hires and oversee Field Training requirements for all new hires.
  - Ensures compliance with MN 2911 rules surrounding employee training requirements

Provides oversight of the work release and inmate worker programs:

- Monitors contract compliance
- Enforces work release rules
- Monitors work release violations

Coordinates, Recruits and Oversees the volunteer program:

- Recruits, screens, trains, schedules and supervises volunteers
- Monitors volunteer compliance with Detention Center rules
- Ensures volunteers receive required PREA training

Develops and conducts training for:

- Contract employees
- Non-custodial staff (Medical, Maintenance, Transport Officers, Support Staff)

Assists with budget planning for the programs and training departments:

- Recommends purchase of needed equipment
- Maintains inventory lists of:
  - Materials to support inmate worker program
  - Training supplies
  - Programs Supplies

Responsible for all record keeping of staff training records

- Ensures training/refresher training is completed in a timely manner and stored in a facility approved location
- Ensures that annual training requirements are met

Represents the 6th district Training and Programming Professional groups (MSA)

Conducts, evaluates and implements regular emergency procedure reviews and drills involving but not limited to medical emergencies, fires, detainee death, suicides and natural disasters. Monitors and recommends updates to emergency policies and procedure manuals as needed.

Participates in the recruitment and hiring process for detention personnel by assisting with interview panels that recommend candidates for hire.

Provides input to Jail Administration concerning placement, advancement, transfer and/or promotional decisions.

Fills in and provides coverage for Detention Personnel to cover absences, illnesses or leaves if needed.

Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)** AA /AS Degree
	less than high school diploma			
	High school diploma or GED.			**Major field of study or degree emphasis:**
	1 year college	x	**2 years college**	
	3 years college		**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**
	2nd year graduate level			• Knowledge of Steele County Detention Center policy and procedure • 2911 Rules Governing Correctional Facilities • Knowledge of PREA standards • Knowledge of practices, fundamentals and procedures associated with developing, implementing and evaluating jail programs and services • Security and emergency procedures of Steele County Detention Center

Required Work Experience in Addition to Formal Education/Training:
Minimum of 5 years' experience working in a Correctional setting with two years as a Correctional Supervisor and relevant training experience; or, an equivalent combination of education and experience sufficient to successfully perform the duties of the job.

LICENSE/ CERTIFICATION	**Identify licenses/certification required:** Requires a valid drivers license in the State of MN.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	• Interpersonal Communication Skills to use good judgement and discretion in conducting training and providing feedback to subjects • Oral and written communication skills • Use of computers and specific software applications • Time management skills • Ability to self-start and work independently or with a team • Recruitment, training and supervision of employees, volunteers and facilitator staff • Applying judgement and discretion in coordinating, monitoring and implementing work release programs, inmate worker programs, recreation, visitation and other programs • Assess current trends in corrections and assign appropriate training • Time management skills and schedule creation

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x

Taste or smell		x		
Physical (Lift & carry): **up to 10 pounds**			x	
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows: **Medium Work:** Exerting up to 50 pounds of force occasionally and up to 25 lbs frequently to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Employees are frequently case management responsibilities within the County involving travel to client locations, agencies or provider locations. The employee works closely with inmates within the Detention Center or in their homes or other locations after discharge. Employees may be exposed to unpleasant human interactions such as exposure to clients that are hostile, violent, angry, upset, or clients with chemical/emotional illnesses. The potential of risks and hazards can be minimized through professional training, judgment, county risk management procedures, and the ability to adjust schedules and appointments.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature **Date**

Classification History:
Prepared 3/2014 by BCC.

Steele County
Agenda Item

Subject: Backfill Training Compliance Officer Position with changes

Department: Sheriff's Office

Committee Meeting Date: 12/20/2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Committee recommends approving

Recommendation:
Recommendation is to proceed with the proposed rewrite of Training and Compliance Officer Position and classify the position as a Utility Correctional Officer.

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

Reassigning the Training and Compliance Officer positions to a Correctional Utility Officer position will offer the following efficiencies:

- Budget savings- Condense workload and change one position from a B25 to a B24 rating.
- Budget savings- Built in coverage for staff shortages. Ability to pull back the Officer assigned as Utility to assist in covering for staff shortages (which we have seen in record amounts over the last 3 years)
- Operational benefit – Utility officer position will offer some growth and learning opportunities to corrections staff by involving them in a wide array of additional duties.
- Operational benefit – Utility officer will offer the ability to have staff in place in the event of a large scale resignation. Former TACO position did this and we were able to save in both OT and burnout.
- Operational Benefit – Utility officer would offer a Monday through Friday option to conduct inmate transports.

Attachments: Job description rewrite

POSITION DESCRIPTION
STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Utility Correctional Officer	**Department**: Detention Center
Immediate Supervisor's Position Title: Training and Programming Coordinator	**FLSA Status**: Non-exempt

Job Summary:

Under the direction of the Training and Programming Coordinator, the primary goal and objective of the Utility Correctional Officer is to assist in developing, scheduling and coordinating the delivery of all training to Detention Center employees, volunteers, contractors, assisting with inmate transports as needed and fulfil other tasks as assigned. Additionally, this position will assist in ensuring that detention center staff meet requirements set forth under MN 2911 rules and meet compliance standards for all emergency drills surrounding procedures, security and health/safety.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

The Utility Correctional Officer assists in researching and conducting training for all Correctional Staff

- This position assists in developing a training curriculum, including development of the Annual Training Plan
- Schedules and conducts in service training
- Assists with academy training
- Works with the Training and Programming Coordinator to create in service training for new hires

Assists in developing and conducting training for others at Detention Center

- Volunteers
- Contract employees
- Non-custodial staff i.e. records, programs, maintenance and medical

Serves as a transport officer

- Assists with conducting transports bot in and out of state.
- Assists with transporting inmates to court or other off-site appointments.
- Assists with creating and coordinating training for the transport department.

Assists in all record keeping of staff training records

- Assists in annual refresher training for Detention Center staff

Assists in Conducting, evaluating and implementing regular emergency procedure reviews and drills involving but not limited to medical emergencies, fires, detainee death, suicides and natural disasters. Monitors and recommends updates to emergency policies and procedure manuals as needed.

Fills in and provides coverage for Detention Personnel to cover absences, illnesses or leaves if needed.

Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION:** **Type of degree: (B.S., M.A., etc.)** N/A
	less than high school diploma			
x	**High school diploma or GED.**			**Major field of study or degree emphasis:** N/A
	1 year college		**2 years college**	
	3 years college		**4 years college**	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Knowledge of Steele County Detention Center policy and procedure • 2911 Rules Governing Correctional Facilities • Knowledge of practices, fundamentals and procedures associated with developing, implementing and jail training standards • Security and emergency procedures of Steele County Detention Center
	2nd year graduate level			

Required Work Experience in Addition to Formal Education/Training:
Minimum of 2 years correctional experience

LICENSE/ CERTIFICATION	**Identify licenses/certification required:** Requires a valid drivers license in the State of MN.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	• Interpersonal Communication Skills to use good judgement and discretion in conducting training and providing feedback to subjects • Oral and written communication skills • Use of computers and specific software applications • Time management skills • Ability to self-start and work independently or with a team • Assess current trends in corrections and assist in assigning appropriate training

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds			x	

up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally and up to 25 lbs frequently to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Employees are frequently case management responsibilities within the County involving travel to client locations, agencies or provider locations. The employee works closely with inmates within the Detention Center or in their homes or other locations after discharge. Employees may be exposed to unpleasant human interactions such as exposure to clients that are hostile, violent, angry, upset, or clients with chemical/emotional illnesses. The potential of risks and hazards can be minimized through professional training, judgment, county risk management procedures, and the ability to adjust schedules and appointments.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

______________________________ ________________

Department Head's Signature **Date**

Classification History:
Prepared 3/2014 by BCC.

Steele County
Agenda Item

Subject: 2024 Fee Schedule - Public Hearing

Department: Administrator's Office

Committee Meeting Date:

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:
Committee set a Public Hearing Date of 12/26 at 5:15 p.m.

Recommendation:

Bring to Public Hearing

Background

(Including Budget Impact):

Department Heads prepare an updated fee schedule each year for Board approval. This process allows for appropriate adjustments to fees and to consolidate the fees into one document for transparency.

Attachments:

Proposed fee schedule

2024- Steele County Fee Schedule - DRAFT

Approved by the Board of Commissioners on XXX XX, 2023

Recommended Changes are in Red

General

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

Auditor's Office

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

Community Corrections

Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Adult Supervision Fees			
	Adult Felony Supervision Fee	$400	$400
	Adult Gross Misdemeanor Supervision Fee	$300	$300
	Adult Misdemeanor Supervision Fee	$200	$200
	Supervised Release: up to 12 months	$200	$200
	Supervised Release: 1 year+	$400	$400
	Pre-trial Drug Testing Fee	$5/test	$5/test
	Drug Testing Fee	$75	$75
	Courtesy Testing Fee	$10/test	$10/test
	Lab Positive Confirmation	$35/per drug	$35/per drug
Program/Screening Fees			
	Cognitive Skills Class "T4C" & "Moving On"	$50	$50
	Driving w/Care	$20	$50
	Domestic Violence Inventory	$25	$25
	~~Domestic Violence Education Program~~	~~$320~~	Remove
	Substance Abuse Subtle Screening Inventory	$25	$25
	Adult Diversion	$200	$200
Juvenile Diversion Fees		$50	$50
SCRAM Fees*			
	Remote Breath Device	$10/day	$10/day
	SCRAM - Direct Connect/Base Station	$10/day	$10/day
	SCRAM - House Arrest/Ethernet Base Station	$11/day	$11/day

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

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

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

Four Seasons Centre			Four Seasons Centre
Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Community Center			
	Room Rental	$125/day	$400/first day, $350/second consecutive day, $300/each consecutive day there after
	3 Refundable Damage Deposit	$400	
Complex Rental			
	East Rink	$1,100 First Day $1,000 Second Day	$1,200 First Day $1,100 Second Day
	West Rink	$1,000 First Day $975 Second Day	$1,100 First Day $1,000 Second Day
	Entire Complex	Contact Manager	Contact Manager
	Admission Charged Event	$1,750/day	$2,000/day
Ice Rental			
	Ice (regular season)	$180/hour	$185/hour
	Ice (Summer)	$160/hour	$165/hour

Geographic Information System (GIS)			Geographic Information System (GIS)
Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Mapping Services			
	Professional Service Fee	$50/hour (one hour minimum)	$50/hour (one hour minimum)
Land Records Mapping			
	Parcel Splits/Reconfigurations	$75	$75
Printed Media			
	8.5" x 11"	$5	$5
	Parcel info w/image 8.5" x 11"	$5	$5
	11" x 17"	$6	$6
	Plotter ≤ 24" x 36"	$15	$15
	Plotter > 24" x 36"	$25	$25

Highway			Highway
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Utility Permit			
	Registration Fee	$30/utility owner	$30/utility owner
	Registration Bond	$10,000/utility owner	$10,000/utility owner
	Annual Construction	$90/year	$90/year
	Utility	$30/project	$30/project
Work in R.O.W. Permit			
	Tile Crossing /Drainage	$100/location	$100/location
	Residential Driveway or Field Entrance	$100/access	$100/access
	Commercial Access or Street	$250/access	$250/access
	Culverts, Bands, & Aprons	Actual Cost	Actual Cost
	Culvert Handling Fee	$.50/lineal foot	$.50/lineal foot
	Special Farm Product Permit/6 axle - per Minn. Stat. §169.865*	$300 Per Minn. Stat. §169.865	$300
	Special Farm Product Permit/7 axle - per Minn. Stat. §169.865*	$500 Per Minn. Stat. §169.865	$500
Transportation Permit			
	House Moving	$60/load	$60/load
	Oversize/Overweight	$30/load	$30/load
	Oversize (Annual)	$150 per vehicle	$150 per vehicle
Intersection Modification Permit			
	Temporary Modification Permit	$30/radius	$30/radius
	Temporary Modification Security	$100,000/project	$100,000/project
Swing Away Mailbox Posts			
	Post Assembly (Materials Only)	$120/Assembly	$122/Assembly
	Post Assembly (Installed)	$185/Installed	$270/Installed (includes Assembly)
E911 Rural Address Signs			
	New Address & Installation	$160/Installation	$160/Installation
	Replacement	$109/Installation	$109/Installation
	Repair (Sign & Hardware)	$40/Sign	$40/Sign
	Repair (Post)	$15/Post	$15/Post
	Repair (Installation)	$54/Installation	$54/Installation
Rural Business Signs			
	New Installation	$400/Installation	$400/Installation
	Replacement/Repair of Sign Assembly	$200/Assembly	$200/Assembly
Field Tile Signs			
	New Installation	$109/installation	$109/installation
	Sign & Hardware	$40/Sign	$40/Sign
	Post	$15/Post	$15/Post

Landfill			Landfill
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Mixed Solid Waste & Demolition/Debris			
	Gate Rate	$74/ton gate rate	$74/ton
	Contracted Rate	$45/ton	$46/ton
	Cars	$17 ea.	$17 ea.
	Pickups	$27 ea.	$27 ea.
Demolition/Debris			
	Large Trucks	$29/ton	$74/ton
	Contracted Rate		$46/ton
	Pickup (each)	$20 ea.	$27 ea.
	Concrete (clean and separated)	$6 ton/yd	$6 ton/yd

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

Planning & Zoning			Planning & Zoning
Type	Fee Description	2023 - Approved Fees	2024 - DRAFT FEE
Building Permits:			
	Project Valuation		
	$1 to $2,000	$69.25	$69.25
	$2001 to $25,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	$69.25 for first $2,000 + $14.00 for each add. $1,000
	$25,001 to $50,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	$391.25 for first $25,000 + 10.10 for each add. $1,000
	$50,001 to $100,000	$643.75 for first $50,000 + $7 for each additional $1,000	$643.75 for first $50,000 + $7 for each additional $1,000
	$100,001 to $500,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	$993.75 for first $100,000 + $5.60 for each add. $1,000
	$500,001 to $1,000,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000
	$1,000,001 and up	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000
Building Permits:			
	Demolition Permit	$69/ea.	$69/ea.
	Gas/Mechanical	$69/ea.	$69/ea.
	Plumbing Permit	$69/ea.	$69/ea.
	Re-roof (Residential Only)	$69/ea.	$69/ea.
	Re-siding (Residential Only)	$69/ea.	$69/ea.
	Replacement windows (Residential Only)	$69/ea.	$69/ea.
	Retaining Wall over 4 ft. in height	$69/ea.	$69/ea.
	Manufactured Home Placement	$350/ea.	$350/ea.
	Prefab Home	$400/ea. + foundation permit	$400/ea. + foundation permit
	Inspections outside of business hours (2 hr. min charge)	$47/hr.	$47/hr.
	Re-inspections fees as allowed by code	$47/ea.	$47/ea.
	Inspections for which no fee is specifically indicated	$47/ea.	$47/ea.

Planning & Zoning			Planning & Zoning
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
	Additional plan review required by changes, additions or revisions to plans	$47/ea.	$47/ea.
	Use of outside consultants for plan checking, inspections, or both	Actual Cost	Actual Cost
	After the fact permit investigation fee	Double Permit Fee	Double Permit Fee
	Plan Review Fee	65% of permit fee	65% of permit fee
	State Surcharge	0.0005 x valuation or $1.00 on fixed fees	0.0005 x valuation or $1.00 on fixed fees
Agricultural:			
	Agricultural Construction Permit (≤$50,000)	$75/ea.	$75/ea.
	Agricultural Construction Permit (>$50,000)	$150/ea.	$150/ea.
Septic Construction Permits:			
	Type I, II & III Systems(≤2500 gpd)	$300/ea.	$300/ea.
	Type IV and Type V Systems (≤2500 gpd)	$500/ea.	$500/ea.
	Any Systems Greater than 2500 gpd	$800/ea. + $200 per additional hook-up	$800/ea. + $200 per additional hook-up
Septic Operating Permits		$50/ea.	$50/ea.
Feedlot Permits:			
	New or Expanded Feedlot	$1.00/animal unit	$1.00/animal unit
	Registration Fee <300 AU	$50/feedlot	$50/feedlot
	Registration Fee ≥300 AU	$150/feedlot	$150/feedlot

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

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

Public Health			Public Health
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Screening and Tests Fees			
	Blood Lead Screening	$74.00	$74.00
	Cholesterol Screening	$25.00	$25.00
	Diabetic Screening	$11.00	$11.00
	~~PCA Assessment~~	~~$400.00~~	Remove
	Post-Partum Depression Screening	$55.00	$55.00
	Pregnancy Test	$65.00	$65.00
	Tuberculin Skin Test	$45.00	$45.00
Vaccinations / Immunizations			
	~~Immunization - Donation per treatment~~	~~$10.00~~	Remove
	Flu Vaccination	$52.00	$55.00
	Flublok Quadriavalent	$93.00	$95.00
	Flu Vaccination High Dose	$93.00	$95.00
	Flu Vaccination Administration- WIC eligible, non-MNVFC eligible	$24.00	$24.00
	Tdap Immunization (Private)	$60.00	$60.00
	Td Immunization (Private)	$60.00	$60.00
	COVID		$185.00
Vaccinations / Immunizations			
	Hepatitis B Immunization (Private)	$54.00	$54.00
	Hepatitis B Heplisav	$110.00	$120.00
	Hepatitis A Immunization (Private)	$59.00	$59.00
	Worksite Education	$120 for 1st hour + $50 for each addl 30 minutes	$120 for 1st hour + $50 for each addl 30 minutes
Supplies Used in Care*:		Fees for Medical Assistance & Medicare Services established by DHS & CMS	Fees for Medical Assistance & Medicare Services established by DHS & CMS
Body Art Licenses			
	Establishment	$400/year	500/year
	Multi-Event Temporary Permit	$100/year	$100/year
	Single Event Temporary Permit	$50.00	$50.00
	Body Art Mobile Establishment	$100/year	$100/year
Water Testing Fees (Inc. courier cost)			
	Coliform Bacteria & Nitrate+Nitrite	$60.00	$65.00
	Coliform Bacteria (Present or Absent)	$55.00	$55.00
	Nitrate+Nitrite Nitrogen	$55.00	$55.00
	Sulfate	$55.00	$55.00
	Fluoride	$55.00	$55.00
	Manganese	$55.00	$55.00
	Arsenic	$55.00	$55.00
	Lead	$55.00	$95.00
	Hardness	$70.00	$70.00
	Iron	$60.00	$60.00
	Iron Bacteria	$85.00	$85.00
	Ecoli	$55.00	$55.00

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

Recorder's Office			Recorder's Office
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Vital Statistics			
	Birth Certificate (Certified)*	$26.00	$26.00
	Birth Certificate (Certified) - Additional Copies*	$19.00	$19.00
Marriage			
	Marriage License - Reduced Fee*	$40.00	$40.00
	Marriage License - Regular Fee*	$115.00	$115.00
	Marriage Certificate License (Certified Copy)	$9.00	$9.00
	Marriage Ceremony Only	$75.00	$75.00
	Marriage Certificate - Amend	$20.00	$40.00
Passports			
	Passport Application Fee*	Contact Recorder's Office	Contact Recorder's Office
	Passport Photos	$20	$20
Ordination			
	Ordination Credentials	$20.00	$50.00
Notary			
	Filing of Notary Commission	$20.00	$20.00
Recording Fees			
	Document Recording Fee	$46.00	$46.00
	Mortgage Registration Tax (Per Thousand)	$2.30	$2.30
	Deed Tax (Per thousand)	$3.30	$3.30

Sheriff's Office			Sheriff's Office
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
Gun Permit Fees			
	Permit to Purchase	No Charge	No Charge
	Permit to Carry		
	New Permit	$100	$100
	Renewal - 0 to 90 Days Prior to Expiration	$75.00	$75.00
	Renewal - 1 to 30 Days Past Expiration	$85.00	$85.00
	Veteran/Military - Documentation of service needed	$25.00	$25.00
	Card Replacement	$10.00	$10.00
	Data Change	$10.00	$10.00
Records Department			
	Copy Charges		
	1-4 Pages	No Charge	No Charge
	5-9 Pages	$1.25	$1.25
	10-99 Pages	.25 Per Page	.25 Per Page
	Disks	$5.00 Each	$5.00 Each
	Flash Drives	$12.00 Each	$12.00 Each
Civil Processing Fees			
	Paper Services - Flat Rate per Individual Served / Per Case	$85	$85
	Foreclosure/Sheriff Sales	$100	$100
	Fail to Notify/Postpone/Cancel	$75	$75
	Intent to Redeem	$100	$100
	Redemptions	$250	$250
Deputy Standby Fee		$100 Hour	$100 Hour
Forfeiture/Tow Storage Fees		$10.00 Daily	$10.00 Daily
Special Deputy			
	Security for Events (4 Hour Minimum)	$25.00 Hour ($100 Minimum)	$25.00 Hour ($100 Minimum)

Treasurer's Office			Treasurer's Office
Type	**Fee Description**	**2023 - Approved Fees**	**2024 - DRAFT FEE**
General Fees			
	Copy of Tax Statement	$1	$1
	Escrow Tax Statements	$3/parcel	$3/parcel
	Tax Research	$40/hour	$40/hour
	Tax Lien Recording and Release	$30	$30

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

RESOLUTION

2024 Steele County Fee Schedule

WHEREAS, pursuant to Minn. Stat. §373.4 l, the County Board of Commissioners may charge fees for services provided by any county office, official, department, or employee, and

WHEREAS, the Steele County Department Heads have reviewed the department fees and the recommended changes were presented along with the complete proposed Fee Schedule in a public hearing on December 26, 2023, and

WHEREAS, the Steele County Board of Commissioners reviewed the proposed Fee Schedule and amendments.

NOW THEREFORE BE IT RESOLVED, by the Steele County Board of Commissioners that the 2024 Steele County Fee Schedule, as presented has been approved and adopted, effective January l, 2024.

BE IT FURTHER RESOLVED, certain fees are established by state statute and provided in this schedule for informational purposes, and

BE IT FURTHER RESOLVED, the schedule may be periodically updated throughout the year.

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 County Board of said County on the _______day of __________________, 2023.

____

Administrator

RESOLUTION
SETTING THE 2024 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at $ 26,413 per year for 2024.

BE IT RESOLVED that the per diem rate shall be set at $ 80.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Association of Minnesota Counties (AMC)
Area Agency on Aging
Bixby Subordinated District Service
Cannon River 1W1P Policy Committee
Cannon River Watershed Joint Powers Board
Cedar River Watershed Advisory Committee
Children's Mental Health Collaborative
Community Corrections Advisory Board
Community Health Board - Dodge/Steele
Counties Providing Technology
Criminal Justice Committee
Cultural Diversity Network
Drainage Ditch Meetings and Inspections
Economic Development Authority
Extension Committee
Fair Board Liaison
Hope Drainage
Intergovernmental Committee
Intergovernmental Joint Agency Task Force
Joint Transportation Committee (City/County)
Law Enforcement Center Committee
Law Library Board
Local Housing Trust Fund
MN Counties Intergovernmental Trust
MNPrairie All Commissioner Meeting
MNPrairie County Alliance Meetings
Multi-County Solid Waste Committee
National Association of Counties (NACo)
Parks & Recreation Commission Liaison
Planning Commission Liaison
Recorder's Compliance Fund Committee
Regional Radio Board
Regional Railroad Authority
Resource Conservation & Development
Rice-Steele 911 Dispatch Joint Powers Board
SE Minnesota Association of Regional Trails
SE MN Community Action Agency (SEMCAC)
SE MN Emergency Communications Board
SE MN Emergency Medical Services
SE MN Recyclers Exchange (SEMREX)
SMART Transit Advisory Board
Soil & Water Conservation District Liaison
Southern Minnesota Tourism
Southern MN Association of Regional Trails
Steele County Historical Society Liaison
Steele County Water Planning Committee
Steele County Weed Management Association
Steele-Waseca Drug Court
U.S. Highway 14 Partnership
Watershed Meetings
Workforce Development Board
Zumbro River Watershed Partnership

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

CERTIFICATION

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

Steele County

Steele County Agenda Item

Subject: Approval of 2023-2025 MNPEA – Correctional Non-Licensed Sergeant Unit Contract

Department: HUman Resources

Board Meeting Date: December 21, 2023

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

Recommendation:

Recommend approval of the 2023 - 2025 MNPEA Correctional Non-Licensed Sergeant Unit Contract

Background *(Including Budget Impact)*:

An agreement was reached for a new contract with the MNPEA – Correctional Non-Licensed Sergeant Unit at the Detention Center. The significant contract changes are as follows:

- 3-year contract duration (2023-2025)
- Wages:
  - 4.0 % COLA in 2023 retro to 1/1/23; 3.0% COLA & 2% Market Adjustment in 2024 to = 5% wage increase; 3.0% COLA in 2025
  - Agreed to eliminate bottom 3 steps of wage scale/schedule
- Allow employees the use of 1 day of vacation on short-notice to attend funeral service or visitation of a significant person/loved one in their life
- Change funeral leave to bereavement leave and add domestic partner to list of immediate family members for use of funeral leave with the following definition:
  - *A Domestic Partner is an adult who the employer determines, 1) is in a committed and mutually exclusive relationship, jointly responsible for the employee's welfare and financial obligations; 2) resides with the employee in the same principle residence and intends to do so permanently, 3) is at least 18 years of age and unmarried, 4) is not a blood relative of the employee, and 5) is mentally competent. The Employee may be required to submit a Domestic Partner Verification Form with Human Resources to utilize this benefit.*
- Health Insurance:
  - County agrees to pay full 5% health insurance premium increase in 2023
  - Continued language of 50/50 cost share responsibility between employer and employees premium increase or decrease in years 2 & 3 of contract, with maximum monthly out of pocket exposure increases to employees of $30.00 for single coverage and $75.00 for employee +1 and family coverage
  - Keep same county contribution amounts to HSA/VEBA accounts for all 3 years of contract
- Increased shift differential pay from $.40/hr. to $1.00/hr., effective 1/1/24
- Update promotional language to match other units in county as follows:
  - 17.2 Employees promoted from one classification to another shall receive an increase as of the date of promotion which shall be the higher of:
    1. The minimum of the new range, OR
    2. A minimum of 3% and up to 5% wage increase for each higher grade of the new position.
- Holiday pay will be paid in a separate check/deposit, beginning in 2024.

Attachments:

Resolution approving 2023 – 2025 MNPEA Non-Licensed Correctional Sergeant Unit contract

Resolution Adopting Negotiated Changes To The

2023 – 2025 Minnesota Public Employees Association

Detention Center Non-Licensed Essential Correctional Sergeants Labor Agreement

WHEREAS, the current Collective Bargaining Agreement between the Minnesota Public Employees Association, Detention Center Non-Licensed Essential Correctional Sergeants expired effective December 31, 2022; and

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2023 through December 31, 2025 between Steele County and Minnesota Public Employees Association, Detention Center Non-Licensed Essential Correctional Sergeants Unit.

Dated this 26th day of December, 2023

STEELE COUNTY
BOARD OF COMMISSIONERS

____

ATTEST:

____

Scott Golberg
Administrator

Steele County Agenda Item

Subject: Updated Employee Benefits Policy To Include Earned Sick & Safe Time (ESST)

Department: Human Resources

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Committee recommends Approval bring to full board for discussion

Recommendation:

Approval of updated **Employee Benefits Policy** to include Earned Sick & Safe Time provision.

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

Beginning January 1, 2024, Minnesota employers must provide employees with up to 48 hours of Earned Sick & Safe Time (ESST) for care of themselves, their family members, or another designee.

Under the new law, an employee accrues a minimum of one hour of ESST for every 30 hours worked, up to a maximum of 48 hours of ESST in 2024; and up to a maximum of 80 hours of ESST thereafter in each calendar year.

An employer with an existing paid leave policy that meets or exceeds this law and does not otherwise conflict with the minimum standards and requirements is not required to provide additional, separate accruals earned sick & safe time (ESST) to their employees.

Several options exist for the implementation of this new law. After extensive research, training, and consultation with the County's employment/labor attorney, the attached new policy language contained in **sections 7.2 – 7.2.7 (highlighted in gray)** are being recommended to meet the requirements of the new legislation and describe how it will be implemented for Steele County.

Attachments:

"Employee Benefits Policy" from Steele County Personnel Rules & Policies Handbook

CHAPTER 7: EMPLOYEE BENEFITS

7.1 HOLIDAYS

7.1.1 Designation

Official holidays of the County are:

New Years Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	
Christmas Eve	½ or full refer to union contracts
Christmas Day	December 25

When any regular holiday falls on a Saturday or Sunday the preceding Friday or following Monday shall be declared a holiday for employees whose normal schedule is Monday through Friday.

7.1.2 Eligibility

With the exceptions of part-time employees not regularly scheduled to work at least twenty (20) or more hours per week, and intermittent, temporary, seasonal and emergency employees, all other employees shall be paid a holiday allowance at straight time for the day of observance of each of the above listed holidays. To be eligible to receive compensation for an observed holiday, employees must be in a pay status on the work day before or after the holiday. Part-time employees scheduled to work a minimum of 20 hours per week shall be paid pro-rata for holidays.

7.1.3 December 24th Hours

If December 24th falls on a Monday, Tuesday, Wednesday or Thursday the County will observe that day as a full day holiday. When Christmas Eve falls on a Friday, Saturday or Sunday, Christmas Eve will not be observed as a holiday and each employee shall be eligible for one-half (1/2) floating holiday in lieu of Christmas Eve holiday. In this instance the floating holiday may be observed on a date mutually agreed to by the employer and employee. This policy does not apply to employees of the Sheriff's Department and does not apply to those other departments and employees expected to remain on duty during adverse weather or other work requirements, as determined by union contract.

7.2 Earned Sick & Safe Time (ESST), Vacation, Sick Leave, Paid Time Off

7.2.1 Earned Sick & Safe Time (ESST)

It is the policy of Steele County to provide paid time away from work to eligible employees. This policy is to define the availability, accrual and use of ESST for eligible employees, per MN Statutes §181.9445- 181.9448. Earned sick & safe time (ESST) will be cross-designated with vacation, sick, and paid time off (PTO).

7.2.2 Definitions.

Accrued Paid Leave. Existing vacation/sick & PTO accruals.

Earned Sick & Safe Time (ESST). The law requiring employers to provide earned sick and safe paid leave to eligible employees who work in Minnesota.

Eligible Employee. Any employee that works at least 80 hours in a calendar year regardless of state of residence.

Family Member. Under ESST, family member includes: spouse or registered domestic partner; child, foster child, adult child, legal ward, child for whom employee is legal guardian, or child to whom employee stands or stood in loco parentis; sibling, step sibling, or foster sibling; biological, adoptive or foster parent, stepparent, or other person who stood in loco parentis when employee was a minor child; grandchild, foster grandchild, or step grandchild; grandparent or step grandparent; a child of a sibling of the employee; a sibling of the parent of the employee; a child-in-law or sibling-in-law; any of the above family members of a spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is equivalent of a family relationship; up to one individual annually designated by the employee.

7.2.3 Overview.

Beginning January 1, 2024, Minnesota employers must provide employees with up to 48 hours of ESST for care of themselves, their family members, or another designee.

Under the new law, an employee accrues a minimum of one hour of ESST for every 30 hours worked up to a maximum of 48 hours of ESST in 2024; and up to a maximum of 80 hours of ESST thereafter in a calendar year.

An employer with an existing paid leave policy that meets or exceeds this law and does not otherwise conflict with the minimum standards and requirements are not required to provide additional ESST sick and safe time.

7.2.4 Eligible Usage.

An employee can utilize ESST in 15-minute increments for any of the following for which they need to care for themselves, their family members, or another designee:

Sickness.

- Mental or physical illness, injury, or other health condition.
- Medical diagnosis, care, or treatment of a physical illness or injury.
- Preventative medical or health care.

Safety.
Absence due to domestic abuse, sexual assault, stalking if the absence is to:

- Seek medical attention.
- Obtain services from a victim services organization.
- Obtain psychological or other counseling.
- Seek relocation or take steps to secure housing.
- Seek legal advice or take legal action.

Closures.

- Closure of employee's place of business due to weather.
- To care for a family member whose school or place of business has been closed for the same reason.

Public Emergency.

- Employee is unable to work or telework because employee is:
    - Prohibited from working by employer due to health concerns related to transmission of a communicable illness related to a public emergency.
    - Seeking or awaiting the results of diagnostic test for medical diagnosis of communicable disease related to public health emergency.
- Absence when it has been determined by health authorities with jurisdiction that presence of employee, or family member of employee, in the community would jeopardize health of others because of exposure of employee or their family member to a communicable disease.

ESST can only be utilized on a scheduled workday and cannot exceed the number of scheduled work hours for that scheduled day.

7.2.5 Notice.

The County may require notice of up to one (1) week in advance to use ESST when the leave is foreseeable. If the need is unforeseeable, the employer may require notice as soon as practicable.

Documentation.
An employee may be required to provide a statement from their health care provider for leave lasting more than three consecutive workdays. If a healthcare provider was not consulted or documentation cannot be obtained in a reasonable time without added expense, then the employee may provide a written statement indicating they are using ESST for a qualifying purpose.

Employment Separation & Rehire.
Upon separation from employment, sick/vacation/PTO payout will be subject to the current applicable collective bargaining agreement and/or County Personnel Rules & Policies.

For employees who do not accrue sick/vacation or PTO, ESST hours are not eligible for payout at separation.

When an employee is rehired within 180 days of separation from employment, they retain their previously accrued and unused ESST hours that were not paid out at separation.

7.2.6 Employees who accrue sick/vacation or PTO.

Designated ESST Hours.
ESST will be designated as the first 48 hours of paid leave (vacation, sick, PTO) taken in a calendar year. Once 48 hours of accrued paid leave (vacation, sick, PTO) has been taken, use of sick leave must follow the current applicable bargaining agreement and/or County Personnel Rules & Policies requirements.

Once an employee utilizes 48 hours of accrued leave in a calendar year, their ESST entitlement is fulfilled for the year and no additional ESST hours will be provided.

7.2.7 Employees who do NOT accrue sick/vacation or PTO.

ESST Accrual.
An eligible employee will accrue one hour of ESST for every 30 hours worked during a calendar year. The employee is eligible to begin utilizing accrued ESST hours after they have worked 80 hours during that calendar year.

Carry Over.
An employee may carry over any unused ESST from one calendar year to another, up to a maximum of 80 hours. At no time can an employee have more than 80 hours of ESST available for use.

Steele County
Agenda Item

Subject: Commit 2023 CCA surplus towards new building

Department: Treasurer's Office/Finance

Committee Meeting Date: December 20, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Recommendation:

Commit $200,000 towards the construction of CCA building

Background *(Including Budget Impact)*:

Recently, the MN State Legislature increased its funding of community corrections agencies. Attached is a projection of CCA's budget for 2023. Based on the projection, CCA's budget will most likely have a surplus due to the additional funding the department received from the State this year. Due to the additional costs relating to the construction of the CCA building, staff recommends committing $200,000 of the surplus expected towards the costs of the building.

Attachments:

CCA Committed Funds

Steele County Community Corrections						
Account Number	Object	Account Description	Range	Jan - Nov 2023 Actual	Est. Dec 2023 Actual	Total for 2023
01-252-783-0000-5301	5301	REAM-Alcohol Monitoring	State Grants	(11,406)	-	(11,406)
01-252-784-0000-5301	5301	CCA Subsidy	State Grants	(744,353)	(87,604)	(831,957)
01-252-000-0000-5520	5520	Confirmation Testing Fees	Charges For Services	(833)	-	(833)
01-252-000-0000-5526	5526	Screening Fees	Charges For Services	(1,100)	-	(1,100)
01-252-000-0000-5528	5528	Adult Supervision Fee	Charges For Services	(61,930)	(500)	(62,430)
01-252-000-0000-5538	5538	Scram Revenue	Charges For Services	(23,345)	(1,252)	(24,597)
01-252-000-0000-5546	5546	Domestic Violence Fee	Charges For Services	(550)	-	(550)
01-252-000-0000-5567	5567	Drug Testing	Charges For Services	(12,405)	-	(12,405)
01-252-000-0000-5610	5610	Diversion Revenue	Fines And Forfeitures	(3,850)	-	(3,850)
01-252-000-0000-5849	5849	Thinking for A Change fees	Miscellaneous	(1,700)	-	(1,700)
01-252-000-0000-6110	6110	Full-Time Wages	Personal Services	1,202,131	103,410	1,305,541
01-252-000-0000-6150	6150	Life Insurance	Personal Services	1,082	102	1,184
01-252-000-0000-6151	6151	Health Insurance	Personal Services	179,665	21,840	201,505
01-252-000-0000-6152	6152	Disability Insurance	Personal Services	3,699	360	4,059
01-252-000-0000-6160	6160	Pera	Personal Services	88,684	7,804	96,488
01-252-000-0000-6170	6170	Fica	Personal Services	71,355	6,158	77,513
01-252-000-0000-6171	6171	Workers Comp	Personal Services	15,572	-	15,572
01-252-000-0000-6180	6180	Medicare	Personal Services	16,688	1,440	18,128
01-252-000-0000-6210	6210	Telephone	Services And Charges	10,909	300	11,209
01-252-000-0000-6215	6215	Postage	Services And Charges	2,478	-	2,478
01-252-000-0000-6241	6241	Membership Dues	Services And Charges	1,816	-	1,816
01-252-000-0000-6261	6261	Conference & Training	Services And Charges	452	-	452
01-252-775-0000-6261	6261	Conference & Training - CCA Subsidy	Services And Charges	4,469	-	4,469
01-252-000-0000-6262	6262	Purchased And Contractual Services	Services And Charges	8,638	-	8,638
01-252-000-0000-6270	6270	Chemical Testing	Services And Charges	3,985	708	4,693
01-252-000-0000-6274	6274	Scram Monitoring	Services And Charges	20,306	2,103	22,409
01-252-000-0000-6278	6278	Domestic Violence/SASSI Screening	Services And Charges	830	-	830
01-252-000-0000-6284	6284	Interpreter Services	Services And Charges	696	725	1,421
01-252-000-0000-6330	6330	Travel Expenses	Services And Charges	(20)	-	(20)
01-252-775-0000-6330	6330	Travel Expenses - CCA	Services And Charges	4,961	-	4,961
01-252-000-0000-6331	6331	Mileage Reimbursement	Services And Charges	69	-	69
01-252-775-0000-6331	6331	Mileage Reimbursement - CCA Subsidy	Services And Charges	160	-	160
01-252-000-0000-6341	6341	Office Rent	Services And Charges	73,903	5,922	79,825
01-252-000-0000-6381	6381	Cpu Usage	Services And Charges	135	-	135
01-252-000-0000-6406	6406	Program Supplies	Supplies And Materials	67	-	67
01-252-000-0000-6410	6410	Office Supplies	Supplies And Materials	4,409	454	4,863
01-252-000-0000-6540	6540	Gas & Oil	Supplies And Materials	1,131	205	1,336
01-252-000-0000-6480	6480	Non-Capitalized Inventory	Supplies And Materials	-	21,818	21,818
01-252-000-0000-6801	6801	General Expense	Other Expenditures	2,789	450	3,239
01-252-790-0000-6801	6801	General Expense	Other Expenditures	51	-	51
01-252-000-0000-6851	6851	Juvenile/Adult Incentives	Other Expenditures	174	-	174
			Total	859,812	84,443	944,255
			Total Budgeted Property Tax Levy			1,187,211
			Surplus Committed to Building*			242,956

**Actual committed funds will vary due to estimates being used for December Activity*

Steele County
Agenda Item

Subject: Employee Blood Drive

Department: Public Health

Committee Meeting Date: December 13, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:
Committee recommends approving the employee Blood drive in March and recommends the Board to approve an Annual Employee Blood Drive allowing employees up to one hour of paid time to donate blood contingent upon department schedules and maintaining of uninterrupted service with the annual date to be set by the Director of Public Health

Recommendation:

Allow employees up to one hour of paid time to donate blood contingent upon department schedules and maintaining of uninterrupted service.

Background *(Including Budget Impact)*:

The Public Health Department will be sponsoring a Red Cross blood drive on March 6th, 2024, at the Community Center. This will run from 9:00am to 3:00pm. For the past 2 years, county employees have been allowed to donate blood during paid work hours and we would like to continue this opportunity for employees. We would like this to become a part of our Wellness program, giving back to our community.

Attachments:

Steele County Agenda Item

Subject: Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail

Department: Highway

Committee Meeting Date: December 14, 2023

Board Meeting Date: December 26, 2023

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

Policy Committee Recommendation:

Move to Board for Approval.

Recommendation:

Approve and Sign Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail

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

The City of Owatonna is applying to the Transportation Alternatives Program (TAP) for funding for the multi-use trail that is proposed to be constructed alongside the East Side Corridor. The City is requesting a Letter of Support from the County for the application.

TAP is a federally funded competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School, and more. The State of Minnesota is soliciting projects for approximately $12.5 million in available grant funding across the state.

The construction of the proposed 4.5-mile trail is estimated to cost about $990,000. Of the trail cost, $846,000 is eligible TAP expenditures (bituminous, base, common excavation and embankment). The City is requesting $676,800 in funding. The remaining 20 percent matching funds and non-eligible costs will be shared between the City and County.

Project applications are due January 12, 2024 and project selections should be announced in April 2024.

Attachments:

Draft Letter of Support

December xx, 2023

RE: Transportation Alternatives Application – City of Owatonna East Side Corridor Trail

Dear Transportation Alternatives Program Review Team,

On behalf of Steele County, I would like to express our support for the City of Owatonna's Transportation Alternatives Program grant application. We appreciate the past funding and the opportunity for funding from the Transportation Alternatives Program.

The City of Owatonna and Steele County are partnering to build the East Side Corridor, a new road on a new alignment from CSAH 48 Bixby Road to CSAH 8 Kenyon Road with necessary extensions of 18th Street SE and CSAH 34 (26th Street NE) on the east side of the City of Owatonna. This new roadway will address significant transportation deficiencies on the east side of Owatonna.

The project also proposes to construct a multi-use, paved trail long its entire length of the corridor that will expand transportation options to people walking, biking, rolling and using other non-motorized methods of transportation. The proposed multi-use trail will connect into trails and sidewalks existing or proposed as part of the City of Owatonna's Parks and Trails System Master Plan (2019). The trail alongside the East Side Corridor fills a large gap in the city's trail system that currently does not have a north-south route. The trail will connect with five current or proposed east/west trails, further expanding opportunities. Connections to this trail include all of the main thoroughfares in town including 26th Street NE, Dane Road, Rose Street, School Street, Havana Road and 18th Street SE.

This proposed trail improves access to employment, shopping, schools, and recreation, specifically creating easier access to destinations served by east/west routes, including Owatonna High School, Owatonna Soccer Complex, Lincoln School, Hamman Park, Daikin Soccer Complex, Nass Woods Park and Mineral Springs Park. It brings the City's Parks & Recreation Department a step closer to creating an entire trail loop throughout the city, by providing a route for those walking, running, and bicycling the trails in Owatonna. Additionally, it provides families a safe opportunity to bicycle to schools, restaurants, and family entertainment venues.

Although the main purpose of the corridor trail is a safe transportation route, it also provides the benefits of a connection to nature. Eventually, the Master Plan for the Stagecoach State Trail would connect to Owatonna at the East Side Corridor Trail and connecting to Rice Lake State Park on Steele County's east side, further connecting Southeastern Minnesota's Trail System

Please consider funding this request from the City of Owatonna. Thank you.

Sincerely,

Greg Krueger
Steele County Board Chair

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

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

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

Attendees: Commissioner Brady, EM&S Director Kristen Sailer, Attorney Julia Forbes, Community Corrections Director Tim Schammel, Public Health Amber Aaseth, Interim Finance Director Cathy Piepho and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the additional advisory board members of Amber Aaseth and Brian Coleman.
2. Committee recommends renewing the Body Art Establishment License for Seven Tattoo Parlor, Irish Eyes Studio and Thee Dragons Lair.

Agenda

3. Committee recommends approving the employee Blood drive in March and recommends the Board to approve an Annual Employee Blood Drive allowing employees up to one hour of paid time to donate blood contingent upon department schedules and maintaining of uninterrupted service with the annual date to be set by the Director of Public Health.

Department Head Reports

Community Corrections: Busy. Discussion regarding concerns and trends that are being seen by the officers. The team is creating channels to share more real time information.

Attorney's Office: Needing to fill an attorney position since September. Jury trails are this coming week. Very busy in December and January. Looking at contracting an attorney to help with the workload. Looking at amending the dangerous dog ordinance.

Emergency Management: CERT volunteers helped with traffic control and support during the holiday parade and the holiday train events. Finalizing and proofreading mitigation control plan.

Public Health: Training employees on emergency preparedness and increasing emergency response. End of year reporting is coming up. New grants are coming, more information to follow.

Finance: Working with public health on the 501c3 coming through SHIP vs appropriations. Great things are happening.

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

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

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

Attendees: Commissioner Abbe, Commissioner Brady, Engineer Greg Ilkka, Assistant Engineer Paul Sponholz, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving 2022 Waste Delivery Contracts Amendment No. 3
2. Committee recommends authorizing the Board Chair to sign the Waste Hauler Contracts for the years 2024/2025
3. Committee recommends approving Final Payment Resolution for Contract No. 237007: SAP 074-070-007 to Surface Preparation Technologies in the amount of $1,166.11
4. Committee recommends approving Final Payment Resolution for Contract No. 232303: CP 074-023-003 to Asphalt Surface Technologies in the amount of $36,169.55.

General:

5. Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail

Informational:

The Mayor of Medford, a School district Representative, other Medford representative from the city, and MnDOT District Traffic Engineer Michael Schweyen were present for a discussion about the speed studies that MnDOT has performed in Medford. Speed limits must fit the conditions and be reasonable and relative to normal driver expectations and experiences. Request to revisit the speed limit by the Medford High School.

Department Head Reports

Four Seasons: Ice is very busy.

Landfill: Due to lead times, the order for the hydro seeder at the landfill will be placed. Item is budgeted and the cost would be around $80K.

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

- Placing order for the Ford Super duty Cab Truck which will replace the vehicle going to government auction.
- In September the committee agreed in September of 2022 to order the Mack Chasse. The product is on backorder with no date of arrival. Table the discussion on this item till January 2024.
- Brief update regarding the 18th St roundabout.
- Hired an outside attorney to review the railroad contract language. Will advise the committee when more information is available.

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 20, 2023, at 8:00 a.m. – Steele County Boardroom

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Attendees: Commissioner Abbe, Commissioner Krueger, Interim Finance Director Cathy Piepho, Human Resource Director Julie Johnson, Jail Administrator Anthony Buttera and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving the updated Personnel Policy on Promotions, Reclassifications, and Demotions.

2. Committee recommends approving the updated Wage Scales for Part-Time, On-Call/Intermittent & Seasonal Positions.
   Discussion regarding wages and different wage scales looking at union and non-union scales.

3. Committee recommends Backfilling Program Coordinator position
   Cindy Fowler is retiring at the end of January. This position will now be overseeing the training department. The rating will stay the same as current.

4. Committee recommends Backfilling Training Compliance Officer Position with changes
   Assist with training items, extra program items, transfer of inmates, and fill in for corrections staff.

5. Committee recommends rescinding Extension Office MOA and make the change to the Administrative Professional from $35708 to $35078.

6. Committee recommends approving the Extension Office MOA with the change to the Administrative Professional from $35708 to $35078

7. Committee recommends approving the Independent Contractor Agreement Amendment with Cathy Piepho.

General Agenda

8. Update Employee Benefits Policy to Include Earned Sick & Safe Time (ESST)

9. Commit 2023 CCA surplus towards the new CCA Building.

Informational

Committee discussed a change in the years of service recognition practice. The plan is to continue to pay employees based on their years of service at the recognition event unless the employee terminates employment before the event then the employee will be paid the following month after their last day of employment and the day off would be forfeited.

Currently anniversaries are celebrated at the end of the year. Years ago, anniversaries were celebrated the following January. The policy was changed to offer a paid day off and anniversary dollar amount. In order to receive the anniversary amount and the day off, the employee would need to remain in employment through the recognition event. The practice moving forward for situations where an employee leaves during the year before the recognition event will be to pay them the recognition dollar award, but the day off would be forfeited. Implementation effective 2023.

Department Head Reports

Administration: The appraisal on the LEC Building was $1.4M. Looking at splitting the appraisal with the County share at $700K. Still need to look at the capital projects current and from the past 5 years in order to determine final buyout amount and then discuss a lease amount. Another committee meeting with the city will be called to continue the negotiations.