



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, JANUARY 2, 2024 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.

2023 Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve December 26, 2023 Board Meeting Minutes (pg.4)
5. Informational: December 29, 2023 Listing of Bills (Payment Previously Approved)(pg. 8)
6. Adjourn Sine Die

2024 Agenda

7. Call to Order - Administrator
8. Election of 2024 Board Chair
9. Election of 2024 Board Vice Chair
10. Approve Agenda
11. Rules of Order – 2024 (pg. 24)

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

12. Southern MN Tourism Association (pg. 28)

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.*

13. Approve Bills and Journal Entries (pg. 34)
14. Approve 2024 Board of Commissioners Meeting Schedule (pg. 50)
15. Approve Resolution Designating Official Website for Steele County & Advertisement of Transportation Projects (pg. 52)
16. Approve IRS Mileage Rate for 2024 (pg. 53)
17. Appoint 2024 AMC Delegates (pg. 54)
18. Appoint 2024 AMC Policy Committee Members (pg. 55)
19. Approve Travel & Training within State of MN (pg. 56)
20. Approve Travel & Training – AMC & NACO (pg. 57)
21. Approve Out of State Travel - Elected Officials (pg. 58)
22. Approve Resolution Authorizing Property Tax & Elections Director & Finance Director to Process Payment Warrants (pg. 60)
23. Approve Resolution Designating UBS Financial Services as County's Depository (pg. 62)
24. Approve Resolution to Authorize Personnel to Process EFT Transactions (pg. 64)
25. Set Date for Board of Equalization Meeting – June 18th, 2024 at 7:00 p.m. (n/a)
26. Organizational Structure and Reporting Structure for 2024 (pg. 66)
27. Approve Final Payment Resolution for Contract No. 237007: SAP 074-070-007 to Surface Preparation Technologies in the amount of \$1,166.11 (pg. 68)
28. Approve Final Payment Resolution for Contract No. 232303: CP 074-023-003 to Asphalt Surface Technologies in the amount of \$36,169.55 (pg. 70)

General

29. County Administrator Search (pg. n/a)
30. Board Committee Appointments and Committee Structure for 2024 (pg. 72)

31. Resolution for 2024 Citizen Per Diem (pg. 77)
32. Resolution for Delegation of Duties (Salaries & Per Diems) (pg. 79)
33. Award Publication Bid for 2024 (pg. 81)
34. Award 2nd Publication Bid for 2024 (pg. 82)
35. Citizen Appointments (pg. 83)
36. Resolution authorizing a County Absentee Ballot Board for the 2024 Election Cycle (pg. 85)

Information Items:

Presentations:

Commissioner Reports:

Next Meeting Notices:

- Internal Central Services – Wednesday, January 3rd at 8 a.m. in the Boardroom
- Property & Maintenance Committee – Thursday, January 4th at 8 a.m. in the Boardroom
- Public Safety & Health Committee - Wednesday, January 10th at 8 a.m. in the Boardroom
- Public Works Committee – Thursday, January 11th at 8 a.m., Public Works Facility
- Land Use & Records Committee – Tuesday, January 16th at 8 a.m., in the Boardroom
- County Board Work Session – Tuesday, January 23rd at 4 p.m. in the Boardroom
- County Board Meeting – Tuesday, January 23rd 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 26, 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 26, 2023 with Commissioner's Abbe, Krueger, Brady, and Glynn present. Commissioner Gnemi absent. Also Present were Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, IT Director Dave Purscell, Sheriff Lon Thiele, Appraiser Benjamin Hager, Assistant County Engineer Paul Sponholz, and County Administrator Scott Golberg.

Call to order and Pledge of Allegiance.

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

Public Comment: None

Correspondence: None

Consent Agenda:

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

- A. Approve the minutes of December 12, 2023 Board Meeting
- B. Approve the minutes of the December 12, 2023 Board Work Session
- C. Approve the minutes of the December 20, 2023 Special Session
- D. Approve Bills and Journal Entries
- E. Approve Personnel Report

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Kimberly Saenz Juarez	Correctional Officer/DC	B24/1	12/11/23

- F. Adopt **Resolution** Approving 2024 Petty Cash/Cash Change Funds

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

- G. Rescind the Extension Office Memorandum of Agreement passed on 12/12/2023
- H. Approve the Extension Office MOA with the change to the Administrative Professional fee from \$35708 to \$35078 and Authorize the Chair to sign
- I. Approve Community Correction Advisory Board memberships of Amber Aaseth, Steele County Public Health Director and Brian Coleman, Career Pathways Navigator, Owatonna Public Schools
- J. Approve the renewal of Body Art Establishment License for Seven Tattoo Parlor, Irish Eyes Studio and Thee Dragons Lair
- K. Approve 2022 Waste Delivery Contracts Amendment No. 3 and Authorize the Chair to sign
- L. Authorize the Board Chair to sign the Waste Hauler Contracts for the years 2024/2025
- M. Approve Independent Contractor Amendment for Catherine Piepho, Interim Finance Director through February 28, 2024
- N. Approve Personnel Policy updates on Promotions, Reclassifications, and Demotions
- O. Approve Wage Scale updates for Part-Time, On-Call/Intermittent & Seasonal Positions

- P. Approve Backfilling Program Coordinator position for the Detention Center
- Q. Approve Backfilling Training Compliance Officer Position for the Detention Center with changes

Public Hearing:

Motion by Commissioner Abbe, seconded by Commissioner Glynn to open the Public Hearing for the 2024 Fee Schedule at 5:15 p.m. Ayes all.

Administrator, Scott Golberg reviewed the 2024 Fee Schedule Draft with the recommended changes for the upcoming year.

The meeting was then open for public comment. No comments were made.

Motion by Commissioner Glynn, seconded by Commissioner Brady to close the Public Hearing. Ayes all.

General Agenda:

Commissioner Abbe offered the following **Resolution**, seconded by Commissioner Glynn to Adopt the 2024 Fee Schedule with changes

2024 Steele County Fee Schedule

WHEREAS, pursuant to Minn. Stat. §373.4 I, 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 1, 2024 with the following change for the Community Center to be at \$250 for the first day and \$225 for each consecutive day thereafter.

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.

Upon the vote being taken, four Commissioners voted in favor thereof, Gnemi absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Abbe to Adopt the 2024 Commissioner Salary and Per Diem.

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)	LEC Committee
Area Agency on Aging	Law Library Board
Bixby Subordinated District Service	Local Housing Trust Fund
Cannon River 1W1P Policy Committee	MN Counties Intergovernmental Trust
Cannon River Watershed Jnt Pwrs Brd	MNPrairie All Commissioner Mtg
Cedar River Watershed Adv. Committee	MNPrairie County Alliance Meetings
Children's Mental Health Collaborative	Multi-County Solid Waste Committee
Community Corrections Adv. Brd	National Association of Counties (NACo)
Community Health Board - Dodge/Steele	Parks & Recreation Commission Liaison
Counties Providing Technology	Planning Commission Liaison
Criminal Justice Committee	Recorder's Compliance Fund Committee
Cultural Diversity Network	Regional Radio Board
Drainage Ditch Mtgs & Insp.	Regional Railroad Authority
Economic Development Authority	Resource Conservation & Development
Extension Committee	Rice-Steele 911 Dispatch Jnt Pwrs Brd
Fair Board Liaison	SE Mn Association of Regional Trails
Hope Drainage	SEMCAC
Intergovernmental Committee	SEMN Emergency Comm. Board
Intergovernmental Tsk Force	SE MN Emergency Medical Services
Joint Transportation Committee	SE MN Recyclers Exchange

SMART Transit Advisory Board
Soil/Water Conservation Liaison
Southern Minnesota Tourism
So. MN Assoc. of Reg. Trai
Steele Co. Historical Soc. Liaison
Steele Co. Water Planning Com.

Steele Co. Weed Mng. Assoc.
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.

Upon the vote being taken, four Commissioners voted in favor thereof, Gnemi absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Glynn offered the following **Resolution**, seconded by Commissioner Abbe to Adopt the 2023-2025 MNPEA – Correctional Non-Licensed 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.

Upon the vote being taken, four Commissioners voted in favor thereof, Gnemi absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve updating the employee benefits policy to include earned sick & safe time. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve committing the 2023 CCA surplus of \$200,000 toward the new Community Corrections Facility. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve an annual employee blood drive, with the date of the event to be set by the Director of Public Health. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve a letter of support for the City of Owatonna for the Transportation Alternatives Funding for East Side Corridor Multi-Use Trail and authorize the Chair to sign. Ayes all.

Commissioner Reports:

Commissioner Brady attended Public Safety Committee, Public Works, Human Resource Center meeting, Finance Director Interviews, and Soil and Water Conservation District meeting.

Commissioner Glynn attended the Finance Director Interviews.

Commissioner Gnemi was not present to report.

Commissioner Abbe attended MN Prairie meetings, Internal Central Services committee, Finance Director Interviews, and a potluck lunch at the Highway Department.

Commissioner Krueger attended the opening of CDI, MN Prairie Joint Powers meeting, SMART Bus, Internal Central Services meeting, Public Works Lunch in, Finance Director Interviews, Chamber Legislative Breakfast, and South County Health Alliance Finance Committee meeting.

Information from the Administrator: Schedule for the Administrator Search was handed out, reminder letter was distributed about completing the annual economic interest certification in January, notification of the ICS meeting on January 3rd with Commissioner Abbe and Brady attending and Property and Maintenance Committee on January 4th with Commissioners Abbe and Gnemi attending.

LISTING OF BILLS
December 26, 2023

Alcohol Monitoring System Inc	\$ 2,308.70
American Fence Company of MN Inc	6,398.56
Central Farm Services	21,593.21
City Of Owatonna	28,215.00
Clearview Window Cleaning	2,614.59
CRK Properties LLC	6,554.72
Crysteel Truck Equipment Inc	2,800.00
DDA Human Resources Inc	23,000.00
Dodge County Highway Dept	226,814.10
Hoglund Bus Co Inc	120,538.00
I & S Group Inc	20,684.89
Interstate Power Systems Inc	17,745.01
Johnson/Douglas K	9,000.00
Minnesota Valley Testing Labs	8,586.35
Mohs Contracting Inc	27,571.00
Moore Md/KellyannaJ	3,751.69
OPG-3 Inc	3,945.00
Owatonna Eagles	2,483.40
Ramy Turf Products	2,886.00
Road Machinery & Supplies Co	6,084.20
Sandy Anderson Consulting	2,000.00
Skyline Salt Solutions	8,923.51
Steele County Auditor	3,414.14
Steele County Highway Dept	7,776.25
Streichers Inc	4,314.87
Summit Food Services LLC	3,417.96
Thomson Reuters - West	2,798.74
UKG Kronos Systems LLC	3,286.12
Univ Of Mn Regents	55,122.19
WHKS & Co	26,806.64
WSB & Associates Inc	13,495.25
Ziegler,Inc	2,612.34
86 Payments less than 2000	<u>37,726.40</u>
Final Total:	715,268.83

Motion by Commissioner Glynn seconded by Commissioner Brady , to adjourn to the Call of the Chair at 5:32 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

SBENDORF
12/27/23 4:11PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
12/27/23 4:11PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
302	DEPT			Road & Bridge Maintenance Expense				
	8882 D & M Construction LLC							
1	10-302-000-0000-6525		23.62	Rodent guard, CSAH 23	14335	CSAH Supplies - Aggregate/Asphalt	Y	
2	10-302-000-0000-6525		23.63	Rodent guard, CSAH 9	14335	CSAH Supplies - Aggregate/Asphalt	Y	
	8882 D & M Construction LLC		47.25	2 Transactions				
	72120 Univ Of Mn Regents							
4	10-302-000-0000-6261		375.00	Gravel maint conference	2110012493	Conference & Training	N	
5	10-302-000-0000-6261		300.00	Asphalt maint conference	2110012494	Conference & Training	N	
	72120 Univ Of Mn Regents		675.00	2 Transactions				
302	DEPT Total:		722.25	Road & Bridge Maintenance Expense	2 Vendors	4 Transactions		
304	DEPT			Equipment Maintenance & Shops				
	7787 Tri-State Bobcat							
3	10-304-000-0000-6480		1,007.49	Fork Set	P10184	Non-Capitalized Inventory	N	
	7787 Tri-State Bobcat		1,007.49	1 Transactions				
304	DEPT Total:		1,007.49	Equipment Maintenance & Shops	1 Vendors	1 Transactions		
10	Fund Total:		1,729.74	Road & Bridge Fund		5 Transactions		
	Final Total:		1,729.74	3 Vendors	5 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	1,729.74	Road & Bridge Fund	
	All Funds	1,729.74	Total	Approved by,
				
				

SBENDORF
12/27/23 3:51PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5	DEPT			Board Of Commissioners			
	8238 Krueger/Gregory D						
12	01-005-000-0000-6330		28.00	Meal reimbursement	20231231	Travel Expenses	N
11	01-005-000-0000-6331		91.08	Mileage October - December	20231231	Mileage Reimbursement	N
	8238 Krueger/Gregory D		119.08	2 Transactions			
5	DEPT Total:		119.08	Board Of Commissioners	1 Vendors	2 Transactions	
31	DEPT			County Administrator			
	4879 Shred Right						
24	01-031-000-0000-6801		20.00	Shred serv order 0023029-12/14	0014265	General Expense	Y
	4879 Shred Right		20.00	1 Transactions			
31	DEPT Total:		20.00	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	4879 Shred Right						
25	01-032-000-0000-6801		20.00	Shred serv order 0023029-12/14	0014265	General Expense	Y
	4879 Shred Right		20.00	1 Transactions			
32	DEPT Total:		20.00	Human Resources	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	5655 High Point Networks						
39	01-062-000-0000-6480		14,736.00	Replacement switches & 3yr sup	239873	Non-Capitalized Inventory	N
	5655 High Point Networks		14,736.00	1 Transactions			
62	DEPT Total:		14,736.00	Central Services	1 Vendors	1 Transactions	
63	DEPT			Auditor Elections			
	5925 Government Forms and Supplies						
7	01-063-000-0000-6410		7,426.82	Envelopes, appls, receipts	0344781	Office Supplies	N
	5925 Government Forms and Supplies		7,426.82	1 Transactions			
63	DEPT Total:		7,426.82	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
38	3901 Diligent Service Network		Subpoena service	344528	Service Fees	Y
	01-091-000-0000-6343	575.00				
	3901 Diligent Service Network	575.00	1 Transactions			
40	37025 Innovative Office Solutions LLC		Copy paper,legal pads,post its	4417444	Office Supplies	N
	01-091-000-0000-6410	193.44				
	37025 Innovative Office Solutions LLC	193.44	1 Transactions			
20	8975 Minnesota Counties Computer Coop		Adobe sign - Attorney	2312071	Office Supplies	N
	01-091-000-0000-6410	207.70				
	8975 Minnesota Counties Computer Coop	207.70	1 Transactions			
91	DEPT Total:	976.14	County Attorney	3 Vendors	3 Transactions	
92	DEPT		Attorney Contingent Exp			
41	37469 Insty Prints		St v Young trial books	158481	General Expense	N
	01-092-000-0000-6801	42.26				
	37469 Insty Prints	42.26	1 Transactions			
46	9451 Shirley K Paradis, RPR, CRR		Transcript 74-CR231066	Gagara	General Expense	Y
	01-092-000-0000-6801	34.00				
	9451 Shirley K Paradis, RPR, CRR	34.00	1 Transactions			
92	DEPT Total:	76.26	Attorney Contingent Exp	2 Vendors	2 Transactions	
103	DEPT		Assessor			
36	8176 Anderson/Brian		Leadership training	468707	Travel Expenses	N
	01-103-000-0000-6330	595.00				
	8176 Anderson/Brian	595.00	1 Transactions			
103	DEPT Total:	595.00	Assessor	1 Vendors	1 Transactions	
105	DEPT		Planning & Zoning			
8	37025 Innovative Office Solutions LLC		Pouch, clips, pens, paper	4226859	Office Supplies	N
	01-105-000-0000-6410	110.84				
	37025 Innovative Office Solutions LLC	110.84	1 Transactions			
	51300 Metro Sales Inc					

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
14	01-105-000-0000-6410	242.83	Copier contract	INV2420169	Office Supplies	N
51300	Metro Sales Inc	242.83	1 Transactions			
83500	Steele County Highway Dept					
27	01-105-000-0000-6540	183.89	Fuel	2244	Gas & Oil	N
83500	Steele County Highway Dept	183.89	1 Transactions			
84625	Steele County Soil & Water Conserv Dist					
48	01-105-971-0000-6801	30,289.60	PrparianBufferAid(40%ofGrant)	December 2023	RPA Buffer Law Expenditures	N
84625	Steele County Soil & Water Conserv Dist	30,289.60	1 Transactions			
105	DEPT Total:	30,827.16	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT		Buildings & Grounds			
8115	Ban-Koe Companies					
3	01-111-044-0000-6300	1,367.12	Trouble shoot smoke detector	408787	Bldg Repairs & Maintenance	N
8115	Ban-Koe Companies	1,367.12	1 Transactions			
6980	Block Plumbing & Heating Inc					
4	01-111-041-0000-6300	77.00	Level float switch	66761	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc	77.00	1 Transactions			
8288	Four Seasons Electric					
6	01-111-040-0000-6300	227.38	Emergency LED light driver-Adm	13193	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	227.38	1 Transactions			
37025	Innovative Office Solutions LLC					
9	01-111-000-0000-6410	99.47	Highlighters,markers,clips,etc	4408301	Office Supplies	N
37025	Innovative Office Solutions LLC	99.47	1 Transactions			
9467	Miller/Nikola					
17	01-111-000-0000-6331	13.12	Mileage - September 2023	December 2023	Mileage Reimbursement	N
18	01-111-000-0000-6331	39.32	Mileage - October 2023	December 2023	Mileage Reimbursement	N
19	01-111-000-0000-6331	9.84	Mileage - November 2023	December 2023	Mileage Reimbursement	N
9467	Miller/Nikola	62.28	3 Transactions			
7771	MN Dept of Labor & Industry					
21	01-111-042-0000-6300	8 100.00	Annual elevator op-Courthouse	ALR0156323X	Bldg Repairs & Maintenance	N

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7771	MN Dept of Labor & Industry		100.00	1 Transactions		
111	DEPT Total:		1,933.25	Buildings & Grounds	6 Vendors	8 Transactions
201	DEPT			Sheriff		
18110	Dean's Westside Towing					
37	01-201-000-0000-6806		150.00	Tow vehicle - SC23-001235	140767	Vehicle Towing Y
18110	Dean's Westside Towing		150.00	1 Transactions		
9845	Mankato Motorsports					
42	01-201-000-0000-6600		10,674.00	2024 Skidoo	4014087	Capital Outlay N
43	01-201-000-0000-6600		10,649.00	2024 Skidoo	4014089	Capital Outlay N
9845	Mankato Motorsports		21,323.00	2 Transactions		
201	DEPT Total:		21,473.00	Sheriff	2 Vendors	3 Transactions
208	DEPT			Coroner		
50965	Meger Funeral Home Inc					
50	01-208-000-0000-6801		150.00	Removal/transport - SLyons	SC2023.11	General Expense Y
44	01-208-000-0000-6801		150.00	Removal/transport-MJackson	SC2023.12	General Expense 6
50965	Meger Funeral Home Inc		300.00	2 Transactions		
208	DEPT Total:		300.00	Coroner	1 Vendors	2 Transactions
251	DEPT			Jail		
9595	Compcare Occupational Medicine & Urge					
51	01-251-000-0000-6196		165.00	Pre-employment exam-GF	7706	Employee Phys And Exams 6
9595	Compcare Occupational Medicine & Urge		165.00	1 Transactions		
9291	Le Seuer County Sheriff's Office					
52	01-251-000-0000-6439		1,725.00	Inmate boarding - November 23	381	Prisoner Board N
9291	Le Seuer County Sheriff's Office		1,725.00	1 Transactions		
3248	Personnel Evaluation, Inc					
53	01-251-000-0000-6196		25.00	Personnel eval profile-GF	49846	Employee Phys And Exams N
3248	Personnel Evaluation, Inc		25.00	1 Transactions		
4879	Shred Right					

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
54	01-251-000-0000-6304		Document shredding	13865	Contract Serv./Bldg Maint	Y
4879	Shred Right		1 Transactions			
40	Southeast Service Cooperative					
55	01-251-000-0000-6260	1,250.00	Recruitment video	SINV000005140	Consultants	N
40	Southeast Service Cooperative	1,250.00	1 Transactions			
85300	Streichers Inc					
58	01-251-000-0000-6192	149.98	Employee uniforms-KSaenz	I1670422	Uniform Allowance	N
56	01-251-000-0000-6192	23.98	Employee uniforms-KSaenz	I1670559	Uniform Allowance	N
57	01-251-000-0000-6192	23.98	Employee uniforms-CVillafane	I1670561	Uniform Allowance	N
85300	Streichers Inc	197.94	3 Transactions			
8247	Summit Food Services LLC					
60	01-251-000-0000-6418	27.64	Paper supplies	INV2000193405	Lock-Up Supplies	N
59	01-251-000-0000-6441	3,286.50	Inmate meals 12/2 - 12/8/23	INV2000193405	Prisoner Meals	N
61	01-251-000-0000-6441	3,311.54	Inmate meals 12/9 - 12/15/23	INV2000193940	Prisoner Meals	N
8247	Summit Food Services LLC	6,625.68	3 Transactions			
251	DEPT Total:	10,028.62	Jail	7 Vendors	11 Transactions	
252	DEPT		Community Corrections			
51300	Metro Sales Inc					
15	01-252-000-0000-6410	131.15	Copier contract	INV242175	Office Supplies	N
51300	Metro Sales Inc	131.15	1 Transactions			
4879	Shred Right					
26	01-252-000-0000-6410	40.00	Shredding	0014264	Office Supplies	Y
4879	Shred Right	40.00	1 Transactions			
83500	Steele County Highway Dept					
28	01-252-000-0000-6540	138.38	Fuel	2252	Gas & Oil	N
83500	Steele County Highway Dept	138.38	1 Transactions			
84035	Tri-M Graphics					
30	01-252-000-0000-6410	86.27	Business cards-JM,WB,ST,AS	102851	Office Supplies	N
84035	Tri-M Graphics	86.27	1 Transactions			

SBENDORF
12/27/23 3:51PM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 7

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
252	DEPT Total:		395.80	Community Corrections	4 Vendors	4 Transactions
253	DEPT			Law Enforcement Center		
	4879 Shred Right					
47	01-253-000-0000-6254		60.36	Paper shredding	0014266	Garbage Disposal Y
	4879 Shred Right		60.36	1 Transactions		
253	DEPT Total:		60.36	Law Enforcement Center	1 Vendors	1 Transactions
281	DEPT			Emergency Management		
	51300 Metro Sales Inc					
16	01-281-000-0000-6251		124.05	Monthly copier fee	INV2421297	Other Administrative Costs N
	51300 Metro Sales Inc		124.05	1 Transactions		
281	DEPT Total:		124.05	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Environmental Services		
	87305 Thompson Sanitation					
29	01-391-000-0000-6548		74,237.98	Recycling contract - November	5585	Recycling N
	87305 Thompson Sanitation		74,237.98	1 Transactions		
391	DEPT Total:		74,237.98	Environmental Services	1 Vendors	1 Transactions
481	DEPT			Public Health Nursing		
	9846 MN Department of Health					
45	01-481-460-6009-6261		60.00	Comm provider designation	December 2023	Conference & Training N
	9846 MN Department of Health		60.00	1 Transactions		
481	DEPT Total:		60.00	Public Health Nursing	1 Vendors	1 Transactions
521	DEPT			Park And Recreation		
	3738 Arrow Ace Hardware					
2	01-521-000-0000-6410		40.48	Rakes & timer	273216/2	Operating Supplies/Truck Repairs N
	3738 Arrow Ace Hardware		40.48	1 Transactions		
	9843 Seykora Automotive					
23	01-521-000-0000-6410		506.74	Tires for John Deere	1008854	Operating Supplies/Truck Repairs N

SBENDORF

12/27/23 3:51PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
9843	Seykora Automotive		506.74	1 Transactions			
521	DEPT Total:		547.22	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
1	1960 Amerigas - Owatonna Mn						
	01-550-000-0000-6258		508.57	Monthly zamboni propane	805842163	LP Gas	N
	1960 Amerigas - Owatonna Mn		508.57	1 Transactions			
5	8786 DJ's On Demand						
	01-550-000-0000-6410		250.00	DJ for Holiday Ice Jam	INV0069	Operating Supplies - Contracts	N
	8786 DJ's On Demand		250.00	1 Transactions			
10	37469 Insty Prints						
	01-550-000-0000-6410		40.88	Ice Jam posters	158350	Operating Supplies - Contracts	N
	37469 Insty Prints		40.88	1 Transactions			
13	52550 MEI Total Elevator Solutions						
	01-550-000-0000-6410		1,995.15	Repairs to elevator	1050925	Operating Supplies - Contracts	N
	52550 MEI Total Elevator Solutions		1,995.15	1 Transactions			
22	56125 NAPA Auto Parts						
	01-550-000-0000-6410		65.97	Exhaust fan belts	001150	Operating Supplies - Contracts	N
	56125 NAPA Auto Parts		65.97	1 Transactions			
550	DEPT Total:		2,860.57	Four Seasons	5 Vendors	5 Transactions	
606	DEPT			Soil Conservation			
49	84625 Steele County Soil & Water Conserv Dist						
	01-606-000-0000-6801		33,750.00	Allocation (2023 4th Qtr)	122723	General Expenses	N
	84625 Steele County Soil & Water Conserv Dist		33,750.00	1 Transactions			
606	DEPT Total:		33,750.00	Soil Conservation	1 Vendors	1 Transactions	
1	Fund Total:		200,567.31	General Revenue Fund		56 Transactions	

SBENDORF
12/27/23 3:51PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT				Administration			
	8975	Minnesota Counties Computer Coop						
31		10-301-000-0000-6410		102.30	Adobe - Public Works	2312071	Office Supplies	N
	8975	Minnesota Counties Computer Coop		102.30	1 Transactions			
301	DEPT Total:			102.30	Administration	1 Vendors	1 Transactions	
10	Fund Total:			102.30	Road & Bridge Fund		1 Transactions	

SBENDORF
12/27/23 3:51PM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 10

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
632	DEPT			Judicial Ditch 2				
	9239 SF Enterprises LLC							
32	21-632-000-0000-6305		1,460.00	JD2 Rpr-Sec16 Summit-Beav Dam	1049	Construction And Repairs		N
33	21-632-000-0000-6305		1,826.00	JD2 Rpr-Sec15/16 Summit-Dam	1049	Construction And Repairs		N
34	21-632-000-0000-6305		720.00	JD2 Rpr-Sec8 Summit-Beaver Dam	1050	Construction And Repairs		N
	9239 SF Enterprises LLC		4,006.00	3 Transactions				
632	DEPT Total:		4,006.00	Judicial Ditch 2	1 Vendors	3 Transactions		
21	Fund Total:		4,006.00	County Ditch Fund		3 Transactions		

SBENDORF
12/27/23 3:51PM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
111	DEPT			Buildings & Grounds			
	8183 Minnesota Secured Title						
35	38-111-045-0000-6600		1,000.00	Title opinion - Lot 1 Block 16	SC0004521	Capital Outlay - CCA Bldg	N
	8183 Minnesota Secured Title		1,000.00	1 Transactions			
111	DEPT Total:		1,000.00	Buildings & Grounds	1 Vendors	1 Transactions	
251	DEPT			Jail			
	9844 WSN Construction Services LLC						
62	38-251-000-0000-6600		623.31	Complete security sealant	2023-2407	Capital Outlay - Detention Center	N
	9844 WSN Construction Services LLC		623.31	1 Transactions			
251	DEPT Total:		623.31	Jail	1 Vendors	1 Transactions	
38	Fund Total:		1,623.31	Capital Outlay Fund		2 Transactions	

SBENDORF
12/27/23 3:51PM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
20712	DVS Renewal					
72	53-398-000-0000-6301		20.25	2016 Mack	00-0011727494	Equip Repairs N
70	53-398-000-0000-6301		20.25	2006 Chevy	00-016838290	Equip Repairs N
71	53-398-000-0000-6301		20.25	2003 Sterling	00-020911103	Equip Repairs N
67	53-398-000-0000-6301		20.25	2005 Sterling	00-023394439	Equip Repairs N
69	53-398-000-0000-6301		20.25	2019 Freightliner	00-030476818	Equip Repairs N
68	53-398-000-0000-6301		20.25	2022 Mack	00-040842825	Equip Repairs N
66	53-398-000-0000-6301		20.25	2022 Ford	00-043832363	Equip Repairs N
73	53-398-000-0000-6301		20.25	2014 Ford	00-16980695	Equip Repairs N
20712	DVS Renewal		162.00	8 Transactions		
9342	Liberty Tire Recycling LLC					
65	53-398-000-0000-6304		190.55-	Overpayment	12/6/2022	Contract Services N
63	53-398-000-0000-6304		1,836.25	Tires to recycle	2635835	Contract Services N
64	53-398-000-0000-6304		0.17-	Overpayment	5/3/2021	Contract Services N
9342	Liberty Tire Recycling LLC		1,645.53	3 Transactions		
77570	Short Elliott Hendrickson Inc					
74	53-398-000-0000-6542		38,038.07	Landfill permitting - December	458655	Testing & Monitoring N
75	53-398-000-0000-6542		389.15	Landfill services - December	458657	Testing & Monitoring N
77570	Short Elliott Hendrickson Inc		38,427.22	2 Transactions		
398	DEPT Total:		40,234.75	Landfill	3 Vendors	13 Transactions
53	Fund Total:		40,234.75	Landfill Fund		13 Transactions
	Final Total:		246,533.67	54 Vendors	75 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	200,567.31	General Revenue Fund	
	10	102.30	Road & Bridge Fund	
	21	4,006.00	County Ditch Fund	
	38	1,623.31	Capital Outlay Fund	
	53	40,234.75	Landfill Fund	
	All Funds	246,533.67	Total	Approved by,
				
				

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

January 2, 2024 (Draft)

I. Meetings

(A) TIME

1. Regular meetings of the Board shall be as per Statutes, on the 1st Tuesday after the 1st Monday in January
2. Special meetings of the County Board shall be held on the 2nd Tuesday and 4th Tuesday of each month (except January) at 5:00 p.m. or at such time and day as determined by the County Board of Commissioners

(B) PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

II. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

III. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

IV. Order of Business

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence
6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Other
7. General Business/Administration
8. **Work Session: Items of Action**

9. Policy Committee: Items of Action

10. Reports of Officers, Boards & Committees

11. Next Meeting Notices

12. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the **Property Tax and Elections Department** no later than the close of business on the Tuesday proceeding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, that no items of business shall come before the Board until same shall have had a proper review by the Committee of the Board so charged.
- d. Emergency items may be taken in their proper order without going before the Committee upon the affirmative vote of the Board. When an agenda item is added to the Board meeting agenda without previous review by a Committee of the Board, the Chair or presiding officer shall allow Board discussion or comment prior to the making of a formal motion and may, at his or her discretion, allow limited public comment on potential action items.
- e. All items to be included on the proposed agenda shall be listed with the Administrator at least three days preceding the meeting excluding emergency meetings.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the **Executive Assistant** has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

VIII. Motion to Adjourn

A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.

- IX. Silence Constituting Affirmative Vote
Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.
- X. Roll Call Vote
The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.
- XI. Introducing for Passage of Approval
- No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.
 - Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.
 - Proposed resolutions must be in writing and a copy of each before each Commissioner before being considered.
 - All resolutions and ordinances shall become effective upon their publication as provided by law **or as prescribed by the document.**
- XII. Absence from Meeting
Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.
- XIII. Records
It shall be the duty of the County **Administrator** to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. **Administrator** shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.
- XIV. Parliamentary Practice
The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.
- XV. Suspension of Rules
No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended January 4, 2022
Amended January 2, 2023

Amended January 2, 2024

SOUTHERN MINNESOTA TOURISM ASSOCIATION

% Schoeppner & Associates

228 South Main Street

LeSueur, MN 56058

December 21, 2023



GREETINGS:

Tourism is vital part of the economic growth and development of your county. Visitors bring in dollars with little demand for services. Those dollars go into the pockets of your tax-payers through the goods, services and experiences they purchase while they are in your county. Tourism in Minnesota is an \$16 billion industry in Minnesota that creates 18% of Minnesota's sales tax revenue and represents 11% of private sector employment (273,000 in jobs). *Through SMTA you can increase the tourism dollars that flow into your county!*

The goal of **SOUTHERN MINNESOTA TOURISM ASSOCIATION** is to increase tourism in all our member counties by providing innovative marketing and promotion strategies that benefit the region. Regular meetings by the organization's Marketing Committee develop and implement plans to increase tourism numbers. Our part-time manager, Dawn Schreiber, provides skills and guidance to implement the strategies that are adopted.

SMTA is funded through a \$.05 per capita funding request to the 36 counties within the Southern Minnesota Tourism Region. Included with this letter is your county invoice. We ask for your financial support and partnership in 2024 so that your representatives can continue the work that will benefit your county.

WHAT DO YOU GET WITH YOUR INVESTMENT DOLLARS?

- Promotion of your county through the \$40,000+ marketing dollars spent annually
- Appointment of representative to the Board of Directors and multiple appointments to the Marketing Committee (this committee provides input and strategies to be reviewed and adopted by the Board. *(The current appointee list is included.* If you would like to appoint a new board representative or new/additional Marketing Committee member, please notify our manager Dawn at southernminnesotatourism@gmail.com
- The ability to leverage dollars to increase the marketing impact through partnerships Explore Minnesota and individual tourism organizations

Investing in tourism will positively impact your county. Your support of SMTA in 2024 will bring a positive impact to tourism in your county! We look forward to the opportunity to work alongside you in this next year.

Sincerely,

Jane Lanphere, Treasurer

507.283.4061 | southernminnesotatourism@gmail.com

INCLUDED WITH THIS LETTER: 2024 Invoice | 2024 Proposed Budget | November 2023 Financials
SMTA W-9 | Organization Bio & Info | Current List of Appointees for Board & Marketing Committee



2024 SMTA PARTNERSHIP INVESTMENT INVOICE

TO:

DATE: DECEMBER 21, 2023

Steele County
Scott Golberg
630 Florence Avenue
PO Box 890
Owatonna MN, 55060



FUNDING	PER	POPULATION	TOTAL
2024	\$0.05	37406	\$1870.30

SEND PAYMENT TO:

SMTA
% SCHOEPPNER & ASSOCIATES
Bridget Blaido
228 South Main Street
LeSueur MN 56058

QUESTIONS/INFORMATION:

SMTA Treasurer
Jane Lanphere
luvernechamber@co.rock.mn.us
507-283-4061

Payment of this invoice is requested no later than 7/31/2024.
Payments received after that date are considered past due.

The Southern Minnesota Tourism Association (SMTA) is a tourism promotion organization representing 36 counties in the geographic area identified as the Southern Minnesota Region. Membership is based on \$.05/capita per county of the 2020 census. The organization's goal is to make an economic impact on all of its members through tourism.



Working together to generate Travel, Tourism and a positive Economic Impact in Southern Minnesota

WHAT IS THE SOUTHERN MINNESOTA TOURISM ASSOCIATION?

- The Southern Minnesota Tourism Association (SMTA) is a tourism promotional organization made up of representatives from 36 counties in the geographic area identified as the Southern Minnesota Region.
- One email for all organization business: southernminnesotatourism@gmail.com
- The Region served by Southern Minnesota Tourism Association encompasses the following 36 counties: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Lac Qui Parle, Le Sueur, Lincoln, Lyon, Martin, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Redwood, Renville, Rice, Rock, Sibley, Steele, Swift, Traverse, Wabasha, Waseca, Watonwan, Winona, and Yellow Medicine.
- The funding for SMTA marketing comes from a requested \$.05/capita per each of the 36 counties that is recognized as Southern Minnesota. Requests for funding are sent to counties in April with appropriation invoices being mailed to the counties in late December for payment in 2024.
- In 2023, the SMTA Marketing Committee leveraged Explore MN Grant Dollars for print and social media advertising in Wisconsin, Iowa and South Dakota metropolitan areas. Additional dollars were used for scheduled regional Facebook posts and print advertising in Minnesota publications and the SMTA Travel Guide drop in 75,000+ spring Sunday Star Tribunes in the Twin Cities metro.
- Marketing Programs are determined and developed with input from the SMTA Marketing Committee who oversees the placement of print, digital, content, and other advertising/marketing strategies.
- The organization holds regular quarterly meetings each year with educational programming component. Two meetings are in/person and zoom and two meetings are only offered via zoom. The SMTA Annual Meeting is held in March which includes the election of officers and executive committee. The November SMTA Meeting includes the Financial Audit Report.
- In September 2023, SMTA hired DAWN SCHREIBER as the part-time manager/director of the organization. Dawn has done a great job picking up the operational duties from previous director Nicole DeBoer who left after assuming additional duties in her full-time position.

Southern Minnesota Tourism Association
Profit & Loss
 January through November 2023

	Jan - Nov 23	Jan - Nov 22	\$ Change
Ordinary Income/Expense			
Income			
County Appropriations			
Big Stone	258.30	263.45	-5.15
Blue Earth	2,266.00	2,266.00	0.00
Brown	1,296.00	0.00	1,296.00
Cottonwood	575.85	575.85	0.00
Dodge	350.00	350.00	0.00
Faribault / Blue Earth CVB	0.00	682.65	-682.65
Fillmore	1,061.40	1,061.40	0.00
Freeborn / Albert Lea CVB	1,544.75	1,544.75	0.00
Goodhue	2,379.00	2,317.00	62.00
Houston	942.15	942.15	0.00
LeSueur	1,433.70	1,433.70	0.00
Lincoln	282.00	300.00	-18.00
Lyon	1,263.45	1,263.45	0.00
Martin	737.00	737.00	0.00
Mower	2,001.45	1,958.15	43.30
Murray	408.95	436.25	-27.30
Nicollet	1,722.70	1,722.70	0.00
Nobles / Worthington CVB	1,114.50	1,114.50	0.00
Olmsted / Rochester CVB	2,500.00	0.00	2,500.00
Pipestone	471.20	471.20	0.00
Redwood	771.25	771.25	0.00
Renville	736.15	736.15	0.00
Rice	1,350.00	1,331.00	19.00
Rock	500.00	500.00	0.00
Sibley	741.80	0.00	741.80
Steele	1,870.30	1,829.00	41.30
Swift	0.00	491.90	-491.90
Wabasha	750.00	750.00	0.00
Waseca	478.50	1,435.50	-957.00
Watonswan / St. James	562.65	560.55	2.10
Winona	1,000.00	1,000.00	0.00
Yellow Medicine	0.00	476.40	-476.40
Total County Appropriations	31,369.05	29,321.95	2,047.10
Grant Income	9,288.50	15,000.00	-5,711.50
Investments			
Interest-Savings, Short-term CD	52.33	2.04	50.29
Total Investments	52.33	2.04	50.29
Program Income	0.00	6,400.00	-6,400.00
Travel Guide Advertising Income	3,870.00	0.00	3,870.00
Total Income	44,579.88	50,723.99	-6,144.11
Expense			
Contract Services			
Accounting Fees	2,000.00	2,100.00	-100.00
Outside Contract Services	6,289.08	6,206.25	82.83
Total Contract Services	8,289.08	8,306.25	-17.17
Marketing			
Guide Distribution	4,402.91	921.99	3,480.92
Out of State Tourism Marketing	13,577.00	0.00	13,577.00
Social Media	12,000.00	0.00	12,000.00
Marketing - Other	10,163.32	46,918.35	-36,755.03
Total Marketing	40,143.23	47,840.34	-7,697.11
Operations			
Bank Fees	0.00	-6.00	6.00
Postage, Mailing Service	506.00	346.50	159.50

YEAR	2021	2022	2023 Budget	2023 to Date	2024 Proposed
EMT GRANTS		\$15,000.00	\$10,000.00	\$9,288.50	\$5,000.00
PROJECT FUNDING					
COUNTY FUNDING	\$27,976.80	\$29,321.95	\$30,000.00	\$31,369.05	\$30,000.00
INTEREST	\$1.98	\$5.37		\$52.33	\$50.00
PROGRAM INCOME (AD SALES)		\$6,400.00		\$3,870.00	\$80,000.00
TOTAL	\$27,978.78	\$50,727.32	\$45,000.00	\$44,579.88	\$115,050.00
EXPENSES					
Accounting Services	\$600.00	\$2,250.00	\$2,500.00	\$2,000.00	\$2,500.00
Management Services (manager)	\$168.75	\$6,206.25	\$8,000.00	\$6,289.08	\$10,000.00
Contract Services - Other					
Operations	\$3,847.78	\$370.50	\$4,000.00	\$506.00	\$1,000.00
SMTA Guide Distribution				\$4,402.91	\$10,000.00
Social Media				\$12,000.00	\$10,000.00
Printing & Editing (2024-2025 Visitors Guide)					\$75,000.00
Out of State Marketing				\$13,577.00	
Marketing - Other	\$20,486.33	\$47,840.34	\$25,000.00	\$10,163.32	\$10,000.00
SUBTOTAL	\$25,102.86	\$56,667.09	\$39,500.00	\$48,938.31	\$118,500.00
ORDINARY INCOME	\$2,875.92	(\$5,939.77)	\$5,500.00	(\$4,358.43)	(\$3,450.00)

SMIA COUNTIES	SUB-REGION	COUNTY APPOINTED CONTACT - BOARD	EMAIL	DELEGATES AT LARGE - MARKETING COMMITTEE MEMBERS	EMAIL
Big Stone County	MN RIVER VALLEY	Gloria Larson, Big Stone Chamber	chamber@biastonelake.com	Artie Arndt	artieamdt@gmail.com
Blue Earth County	MN RIVER VALLEY			Ashlee White	awhite@visitmankatomi.com
Brown County	MN RIVER VALLEY	Sarah Warnka, Pres/CEO - New Uln Chamber & CVB	sarah@newulm.com	Christina Andres, Sleepy Eye Chamber	director@sleepyeyechamber.com
Chippewa County	MN RIVER VALLEY	Matt Gilbertson, County Commissioner	matt.gilbertson@co.chippewa.mn.us	Tessa Maus	tessa@montechamber.com
Cottonwood County	PRAIRIE LAND	Vacant, Windom Chamber	director@windomchamber.com		
Dodge County	BLUFF COUNTRY			Jackson Miller, Enviro Services	Jackson.Miller@co.dodge.mn.us
Faribault County	SOUTHERN LAKES				chamber@bevcomm.net
Fillmore County	BLUFF COUNTRY			Melissa Vander Plas	director@lanesboro.com
Freeborn Co.	SOUTHERN LAKES	Holly Karsjens, Exec Director - Albert Lea CVB	holly@albertleatourism.org		konrad@explorealbertlea.com
Goodhue County	BLUFF COUNTRY	Vacant, Exec Director - Red Wing VCB			
Houston County	BLUFF COUNTRY			Brian Meeter	chamberofcommerce.lacrescent@gmail.com
Jackson County	PRAIRIE LAND				
Lac qui Parle County	MN RIVER VALLEY				
LeSueur County	SOUTHERN LAKES	Jeanne Zwart, Website & Membership - MNFEA	jkmmz@frontiernet.net		
Lincoln County	PRAIRIE LAND	Connie VanderPoel, Lake Benton Chamber	lbenton@lctel.com	Karen Lichten	lbenton@lctel.com
Lyon County	PRAIRIE LAND	Cassi Weiss, Director - Visit Marshall	cassi.weiss@visitmarshallmn.com	Adri DeBoer, Comm Coord - Visit Marshall	adri.deboer@visitmarshallmn.com
Martin County	SOUTHERN LAKES	Brooke Wohlrabe - Director - Visit Fairmont	director@visitfairmontcvb.com		
Mower County	SOUTHERN LAKES	Nancy Schnable, Exec Director - Discover Austin, MN	director@austincvb.com		
Murray County	PRAIRIE LAND	Justine Wettschreck - Murray County EDA Director	jwettschreck@co.murray.mn.us		
Nicollet County	MN RIVER VALLEY	Jessica Becker, Exec Director - Nicollet Co Historical Society	director@chchsmn.org	Ed Lee, Exec Dir - St. Peter Chamber	edlee@stpetechamber.com
Nobles County	PRAIRIE LAND	Jamie Salinas, Exec Director - FORWARD Worthington	jsalinas@forwardworthington.com		
Olmsted County	BLUFF COUNTRY	Bill VonBank, VP of Marketing Experience Rochester/Rochester CVB	bvonbank@minnesotasrochester.com	Joe Ward	ward@minnesotasrochester.com
Pipestone County	PRAIRIE LAND			Erica Volkir, Exec Dir - Pipestone Area Chamber & CVB	erica.pipestonechamber@gmail.com
Redwood County	MN RIVER VALLEY	Anne Johnson, Exec Director - Redwood Area Chamber & Tourism	anne@redwoodfalls.org		
Renville County	MN RIVER VALLEY	Stefanie Ryan - Communication Coordinator & EDA Assistant	Stefanier@renvillecountymn.com	Ally Johnson, Olivia Chamber	oliviachamberofcommerce@gmail.com
Rice County	SOUTHERN LAKES				
Rock County	PRAIRIE LAND	Jane Lanphere, Exec Director - Luverne Area Chamber & CVB	luvernechamber@co.rock.mn.us		
Sibley County	MN RIVER VALLEY	John Glisczinski Sibley County Administrator	john@sibleycounty.gov		
Steele County	SOUTHERN LAKES	Jim Abbe - Co. Commissioner	jim.abbe@co.steele.mn.us	Glenda Smith, Owatonna Chamber / CVB Director	gsmith@owatonna.org
Swift County	MN RIVER VALLEY	Kelsey Baker, County Administrator	Kelsey.Baker@co.swift.mn.us	Carl Weeding, Appleton Chamber	applebnmn@mchsi.com
Traverse County	MN RIVER VALLEY				
Wabasha County	BLUFF COUNTRY	Courtney	director@wabashamm.org	Edward Hoffman, Director Lake City	lchamber@lakecity.org / historichbluffcountry@gmail.com
Waseca County	SOUTHERN LAKES			Ann Fitch, Exec Dir - Waseca Area Chamber & CVB	ann@wasecachamber.com
Watsonwan Co.	PRAIRIE LAND	Tammy Stevens	tammy.stevens@ci.stjames.mn.us	Karla Angus, Madelia Chamber	chamber@madeliamn.com
Winona Co.	BLUFF COUNTRY	Pat Mutter, Exec Director - Visit Winona	pmutter@visitwinona.com	Kate Carlson, Partnership Dir - Visit Winona	kcarlson@visitwinona.com
Yellow Medicine Co.	MN RIVER VALLEY	Angie Steinbach, County Administrator	angie.steinbach@co.yem.mn.gov	Mary Gillespie	granitefalls.vb@gmail.com / gfchamber@mvtvireless.com

SBENDORF
12/28/23 9:00AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
12/28/23 9:00AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	DEPT			Auditor			
	2673 MACO						
2	01-041-000-0000-6241		480.00	2024 MACO dues	12/11/23	Membership Dues	N
	2673 MACO		480.00	1 Transactions			
41	DEPT Total:		480.00	Auditor	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
	2673 MACO						
3	01-042-000-0000-6241		480.00	2024 MACO dues	12/11/23	Membership Dues	N
	2673 MACO		480.00	1 Transactions			
42	DEPT Total:		480.00	Treasurer	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	8393 AMC - MACA						
1	01-061-000-0000-6261		2,298.00	MNCITLA membership dues-24	MNCITLA2024	Conference & Training	N
	8393 AMC - MACA		2,298.00	1 Transactions			
61	DEPT Total:		2,298.00	Information Technology	1 Vendors	1 Transactions	
62	DEPT			Central Services			
	8975 Minnesota Counties Computer Coop						
6	01-062-000-0000-6301		6,121.19	2024 IFS support	2401185	Equip/Software Maint	N
7	01-062-000-0000-6301		900.00	2024 JIC-IFS enhancement fund	2401185	Equip/Software Maint	N
8	01-062-000-0000-6301		1,250.00	2024 MNCCC dues for JIC	2401185	Equip/Software Maint	N
	8975 Minnesota Counties Computer Coop		8,271.19	3 Transactions			
62	DEPT Total:		8,271.19	Central Services	1 Vendors	3 Transactions	
101	DEPT			County Recorder			
	2673 MACO						
4	01-101-000-0000-6241		480.00	MACO dues - 2024	12/11/23	Membership Dues	N
5	01-101-000-9305-6480		1,500.00	2024 MOMS maintenance fee	2024 - MOMS	Non-Capitalized Inv-Technology Fun	N
	2673 MACO		1,980.00	2 Transactions			

SBENDORF
 12/28/23 9:00AM
 1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
101	DEPT Total:		County Recorder	1 Vendors	2 Transactions	
481	DEPT		Public Health Nursing			
85147	Stericycle Inc					
10	01-481-460-6009-6322	88.12	Hazardous waste	8005589746	Service Agreements	N
9	01-481-462-6047-6322	5.71	Hazardous waste	8005589746	Service Agreements	N
11	01-481-464-6061-6322	16.42	Hazardous waste	8005589746	Service Agreements	N
85147	Stericycle Inc	110.25		3 Transactions		
481	DEPT Total:	110.25	Public Health Nursing	1 Vendors	3 Transactions	
1	Fund Total:	13,619.44	General Revenue Fund		11 Transactions	

SBENDORF
 12/28/23 9:00AM
 21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
635	DEPT			Judicial Ditch 6 & Imp				
	73120	Rice County Finance Department						
12	21-635-000-0000-6305		7,815.38	JD6 2023 share of expense	11/30/23	Construction And Repairs	N	
	73120	Rice County Finance Department	7,815.38	1 Transactions				
635	DEPT Total:		7,815.38	Judicial Ditch 6 & Imp	1 Vendors	1 Transactions		
21	Fund Total:		7,815.38	County Ditch Fund		1 Transactions		
	Final Total:		21,434.82	7 Vendors	12 Transactions			

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	13,619.44	General Revenue Fund	
	21	7,815.38	County Ditch Fund	
	All Funds	21,434.82	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description 11 NOV 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	501	01-003-000-0000-6357 Bank Charges	452.50	D	Bank Charges - Magic #1				1
2	11/30/23	501	01-003-000-0000-6357 Bank Charges	8.91	D	Bank Charges - Magic #2				1
3	11/30/23	501	01-003-000-0000-6357 Bank Charges	23.54	D	Bank Charges - Payroll				1
4	11/30/23	501	01-000-000-0000-1001 Cash	484.95	C	Nov 2023 Bank Charges				1
5	11/30/23	501	01-000-000-0000-1001 Cash	103,659.96	D	Nov 2023 Interest				1
6	11/30/23	501	01-003-000-0000-5710 Interest From Investments	69,813.25	C	Nov Interest - Magic #1				1
7	11/30/23	501	01-003-000-0000-5710 Interest From Investments	33,726.30	C	Nov Interest - Magic #2				1
8	11/30/23	501	01-003-000-0000-5710 Interest From Investments	119.34	C	Nov Interest - Payroll				1
9	11/30/23	501	01-003-000-0000-5710 Interest From Investments	1.07	C	Nov Interest - 6228				1
10	11/30/23	501	05-000-000-0000-1001 Cash, Human Services Fund	285.86	D	Nov 2023 Interest				1
11	11/30/23	501	05-445-000-0000-5710 Interest Income	285.86	C	Homless Prevention (Nov 2023)				1
12	11/30/23	501	81-000-000-0000-1001 Cash	2,701.70	D	Nov 2023 Interest				1
13	11/30/23	501	81-230-000-0000-5710 Interest	2,701.70	C	Nov Interest - E911				1
14	11/30/23	501	53-398-000-0000-6388 Labor costs-Highway	2,129.69	D	Greg Highway Labor - Nov				1
15	11/30/23	501	53-000-000-0000-1001 Cash	2,129.69	C	Greg Highway Labor - Nov				1
16	11/30/23	501	10-000-000-0000-1001 Cash	2,129.69	D	Greg Highway Labor - Nov				1
17	11/30/23	501	10-301-000-0000-5511 Charges For Services	2,129.69	C	Greg Highway Labor - Nov				1
18	12/1/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	1,336.25	D	SA Payoff 13-028-4100 (RJC)				1
19	12/1/23	501	70-000-000-0000-1001 Cash	1,336.25	C	SA Payoff 13-028-4100 (RJC)				1
20	12/1/23	501	21-000-000-0000-1001 Cash	1,336.25	D	SA Payoff 13-028-4100 (RJC)				1

Steele County
JOURNAL ENTRIES



Description 11 NOV 2023 CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/1/23	501	21-640-000-0000-5052 Pre Payments	1,336.25	C	SA Payoff 13-028-4100 (RJC)				1
Debit Total				114,064.35		Credit Total	114,064.35	Net:	0.00	

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12/26/23

4:21PM

Steele County

JOURNAL ENTRIES



Page 1

Description 11 NOV 2023 CASHBOOK AJE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	501	01-000-000-0000-1001 Cash	0.20	D	Correct Wex NASP Pmt - Nov				1
2	11/30/23	501	01-111-000-0000-6540 Gas & Oil	0.20	C	Correct Wex NASP Pmt - Nov				1
3	11/30/23	501	01-000-000-0000-1001 Cash	240,756.16	D	Correct Invest. Nov Journal				1
4	11/30/23	501	01-003-000-0000-5712 Premiums/Discounts on Investments	240,756.16	C	Correct Invest. Nov Journal				1
5	11/30/23	501	01-481-462-6041-5563 Insurance - Private	201.30	D	Remove Pmts with Duplicate Ck#				1
6	11/30/23	501	01-481-462-6041-5563 Insurance - Private	33.03	D	Remove Pmts with Duplicate Ck#				1
7	11/30/23	501	01-000-000-0000-1001 Cash	234.33	C	Remove Pmts with Duplicate Ck#				1
Debit Total				240,990.69		Credit Total	240,990.69	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 11 2023 JE C6 - INVESTMENTS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/23	906	01-003-000-0000-5710 Interest From Investments	91,256.42	C	Nov Interest From Investments				1
2	11/30/23	906	01-003-000-0000-5710 Interest From Investments	673.94	C	Nov Interest ROI				1
3	11/30/23	906	01-000-000-0000-1001 Cash	120,363.76	C	Nov Investment				1
4	11/30/23	906	01-003-000-0000-5710 Interest From Investments	2,262.98	C	Nov Interest Adjustment				1
5	11/30/23	906	01-003-000-0000-5712 Premiums/Discounts on Investments	214,618.32	D	Nov Premiums/Discounts Invest				1
6	11/30/23	906	01-003-000-0000-6801 General Expense	61.22	C	Nov Investment Adjustment				1
7	11/30/23	906	75-000-000-0000-1001 Cash	30.49	D	Nov 2023 Missing Heir Interest				1
8	11/30/23	906	75-870-000-0000-5710 Interest	30.49	C	Nov 2023 Missing Heir Interest				1
Debit Total				214,648.81		Credit Total	214,648.81	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 12 2023 - JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/23	901	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	24,919.19	D	Mortgage Tax				1
2	12/31/23	901	72-000-000-0000-1001 Cash	747.58	C	Mortgage Tax				1
3	12/31/23	901	72-000-000-0000-1001 Cash	24,171.61	C	Mortgage Tax				1
4	12/31/23	901	01-000-000-0000-1001 Cash	747.58	D	Mortgage Tax				1
5	12/31/23	901	01-003-000-0000-5013 Mortgage Registry Tax Revenue	747.58	C	Mortgage Tax				1
6	12/31/23	901	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	41,495.19	D	Deed Tax				1
7	12/31/23	901	72-000-000-0000-1001 Cash	1,244.86	C	Deed Tax				1
8	12/31/23	901	72-000-000-0000-1001 Cash	40,250.33	C	Deed Tax				1
9	12/31/23	901	01-000-000-0000-1001 Cash	1,244.86	D	Deed Tax				1
10	12/31/23	901	01-003-000-0000-5014 State Deed Tax Revenue	1,244.86	C	Deed Tax				1
11	12/31/23	901	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	5,718.00	D	Sales Tax				1
12	12/31/23	901	72-000-000-0000-1001 Cash	5,718.00	C	Sales Tax				1
13	12/31/23	901	53-398-000-0000-6540 Machine Fuel	374.00	D	Usage Diesel Tax				1
14	12/31/23	901	53-000-000-0000-1001 Cash	374.00	C	Usage Diesel Tax				1
15	12/31/23	901	53-398-000-0000-6540 Machine Fuel	152.19	D	Diesel Tax				1
16	12/31/23	901	53-000-000-0000-1001 Cash	152.19	C	Diesel Tax				1
17	12/31/23	901	10-304-000-0000-6522 Diesel Fuel Tax	325.19	D	Diesel Tax				1
18	12/31/23	901	10-000-000-0000-1001 Cash	325.19	C	Diesel Tax				1
19	12/31/23	901	01-003-000-0000-6961 Visa One Card Program	96,104.79	D	BMO One Card Payment				1
20	12/31/23	901	01-000-000-0000-1001 Cash	96,104.79	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 12 2023 - JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/23	901	53-398-000-0000-6801 General Expense	621.02	D	Landfill CC Fees				1
22	12/31/23	901	53-000-000-0000-1001 Cash	621.02	C	Landfill CC Fees				1
23	12/31/23	901	01-032-000-0000-6260 Background Checks	75.56	D	Background Checks				1
24	12/31/23	901	01-000-000-0000-1001 Cash	75.56	C	Background Checks				1
25	12/31/23	901	01-521-000-0000-6540 Gas & Oil	109.36	D	WEX NASPO Payment Dec 2023				1
26	12/31/23	901	01-111-000-0000-6540 Gas & Oil	31.01	D	WEX NASPO Payment Dec 2023				1
27	12/31/23	901	01-000-000-0000-1001 Cash	140.37	C	WEX NASPO Payment Dec 2023				1
28	12/31/23	901	10-304-000-0000-6540 Fuel & Lubricants	27.00	D	WEX NASPO Payment Dec 2023				1
29	12/31/23	901	10-000-000-0000-1001 Cash	27.00	C	WEX NASPO Payment Dec 2023				1
30	12/31/23	901	70-000-000-0000-2163 Unapportioned Other State Revenue	47,391.82	D	Settlement to State of Minn				1
31	12/31/23	901	70-000-000-0000-1001 Cash	47,391.82	C	Settlement to State of Minn				1
32	12/31/23	901	70-000-000-0000-2417 City Of Owatonna	9,594,174.79	D	Settlement to City of Owatonna				1
33	12/31/23	901	70-000-000-0000-1001 Cash	9,594,174.79	C	Settlement to City of Owatonna				1
34	12/31/23	901	70-000-000-0000-2460 School District 2168	69,607.49	D	Settlement to ISD 2168				1
35	12/31/23	901	70-000-000-0000-1001 Cash	69,607.49	C	Settlement to ISD 2168				1
36	12/31/23	901	01-255-000-0000-6253 Contracted Services-MN Prairie SDA	2,805,810.00	D	Levy Payment to MN Prairie				1
37	12/31/23	901	01-000-000-0000-1001 Cash	2,805,810.00	C	Levy Payment to MN Prairie				1
38	12/31/23	901	35-800-000-0000-6701 Bond Principal Disb	325,000.00	D	Bonds Series 2018A Principle				1
39	12/31/23	901	35-000-000-0000-1001 Cash	325,000.00	C	Bonds Series 2018A Principle				1
40	12/31/23	901	35-800-000-0000-6700 Bond And Interest	41,800.00	D	Bonds Series 2018A Interest				1

Steele County

JOURNAL ENTRIES



Description 12 2023 - JE C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/23	901	35-000-000-0000-1001 Cash	41,800.00	C	Bonds Series 2018A Interest				1
42	12/31/23	901	35-800-000-0000-6701 Bond Principal Disb	255,000.00	D	Bonds Series 2020A Principle				1
43	12/31/23	901	35-000-000-0000-1001 Cash	255,000.00	C	Bonds Series 2020A Principle				1
44	12/31/23	901	35-800-000-0000-6700 Bond And Interest	49,150.00	D	Bonds Series 2020A Interest				1
45	12/31/23	901	35-000-000-0000-1001 Cash	49,150.00	C	Bonds Series 2020A Interest				1
46	12/31/23	901	01-003-000-0000-6801 General Expense	495.00	D	Northland Sec Fee - 2020A				1
47	12/31/23	901	01-000-000-0000-1001 Cash	495.00	C	Northland Sec Fee - 2020A				1
48	12/31/23	901	81-230-000-0000-6341 Office Rent	56,430.00	D	JD 2023 Annual Office Rent				1
49	12/31/23	901	81-000-000-0000-1001 Cash	56,430.00	C	JD 2023 Annual Office Rent				1
50	12/31/23	901	01-000-000-0000-1001 Cash	56,430.00	D	JD 2023 Annual Office Rent				1
51	12/31/23	901	01-003-000-0000-5810 Rental Income	56,430.00	C	JD 2023 Annual Office Rent				1
Debit Total 13,473,234.04				Credit Total 13,473,234.04		Net:	0.00			

Steele County

JOURNAL ENTRIES



Description 10 2023 - JE C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/23	907	10-304-000-0000-6511 Maint Shop Supplies & Materials	4.29	C	Funnels for Boilers				1
2	10/31/23	907	10-304-000-0000-6511 Maint Shop Supplies & Materials	87.05	C	Alarm Batteries				1
3	10/31/23	907	10-304-000-0000-6512 Bldg Repair & Maintenance	100.30	C	Door Supplies				1
4	10/31/23	907	10-304-000-0000-6512 Bldg Repair & Maintenance	438.00	C	Door handle				1
5	10/31/23	907	10-301-000-0000-6512 Bldg Repair & Maintenance	4.29	D	Funnels for Boilers				1
6	10/31/23	907	10-301-000-0000-6512 Bldg Repair & Maintenance	87.05	D	Alarm Batteries				1
7	10/31/23	907	10-301-000-0000-6512 Bldg Repair & Maintenance	100.30	D	Door Supplies				1
8	10/31/23	907	10-301-000-0000-6512 Bldg Repair & Maintenance	438.00	D	Door handle				1
9	10/31/23	907	01-105-000-1300-5523 Ellendale Plan Review Fee	44.85	D	Refunded CC Payment for P & Z				1
10	10/31/23	907	01-000-000-0000-1001 Cash	44.85	C	Refunded CC Payment for P & Z				1
11	10/31/23	907	01-003-000-0000-6801 General Expense	0.05	D	Misc Expense				1
12	10/31/23	907	01-000-000-0000-1001 Cash	0.05	C	Misc Expense				1
Debit Total				674.54		Credit Total	674.54	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 12 2023 - JE C2 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/23	902	01-111-050-0000-6320 Vehicle Repairs & Maintenance	346.15	D	Enterprise Full Maint Fee Admn				1
2	12/31/23	902	01-251-000-0000-6320 Vehicle Maintenance	113.77	D	Enterprise Full Maint Fee DC				1
3	12/31/23	902	01-111-000-0000-6320 Fleet Vehicle Maintenance	452.96	D	Enterprise Maint - Parts/Labor				1
4	12/31/23	902	01-000-000-0000-1001 Cash	912.88	C	Admin-DC Enterprise Dec 2023				1
5	12/31/23	902	01-111-050-0000-6347 Enterprise Fleet Leasing	6,967.92	D	County Fleet Lease - Dec 23				1
6	12/31/23	902	01-201-000-0000-6347 Enterprise Fleet Leasing	11,041.42	D	Sheriff Fleet Lease - Dec 23				1
7	12/31/23	902	01-000-000-0000-1001 Cash	18,009.34	C	Fleet Lease Payments - Dec 23				1
8	12/31/23	902	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	12/31/23	902	01-201-000-0102-6320 Squad 7414 Maintenance	620.11	D	Oil, Align, Brake, Liftgate				1
10	12/31/23	902	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	12/31/23	902	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	12/31/23	902	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	12/31/23	902	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	12/31/23	902	01-201-000-0106-6320 Squad 7424 Maintenance	123.20	D	Oil change & Wipers				1
15	12/31/23	902	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	12/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maint - 274XPR				1
17	12/31/23	902	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	FVM RETIRED SQUAD 22VH5C				1
18	12/31/23	902	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	12/31/23	902	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	12/31/23	902	01-201-000-0111-6320 Squad 7422 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES



Description 12 2023 - JE C2 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/23	902	01-201-000-0111-6320 Squad 7422 Maintenace	72.72	D	Oil change				1
22	12/31/23	902	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	12/31/23	902	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	12/31/23	902	01-201-000-0113-6320 Squad 7411 Maintenance	2,105.34	D	Oil, Brake Pad, Sensor, Wiring				1
25	12/31/23	902	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	FVM - RETIRED SQUAD 22VH66				1
26	12/31/23	902	01-201-000-0115-6320 Squad 7405 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VH55				1
27	12/31/23	902	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
28	12/31/23	902	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	FVM - RETIRED SQUAD 22VH65				1
29	12/31/23	902	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maint - 274XM5				1
30	12/31/23	902	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	FVM - RETIRED SQUAD - 22VKWQ				1
31	12/31/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Fleet Vehicle Maintenance				1
32	12/31/23	902	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	FVM - 22VH6C - OLD 7401				1
33	12/31/23	902	01-201-000-0120-6320 Squad 7402 Maintenance	84.68	D	Fleet Vehicle Maintenance				1
34	12/31/23	902	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	FVM - 22VH5M - OLD 7402				1
35	12/31/23	902	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maint - 22VH6K				1
36	12/31/23	902	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
37	12/31/23	902	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
38	12/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVm - 274XM2 - UNASSIGNED				1
39	12/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	329.19	D	Speed Sensor & Labor - 274XM2				1
40	12/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 274XM3 UNASSIGNED				1

Steele County
JOURNAL ENTRIES



Description 12 2023 - JE C2 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 274XPV UNASSIGNED				1
42	12/31/23	902	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVm - 274XQ6 UNASSIGNED				1
43	12/31/23	902	01-000-000-0000-1001 Cash	3,690.12	C	Sheriff Enterprise - Dec 2023				1
Debit Total				22,612.34		Credit Total	22,612.34	Net:	0.00	

Steele County Board of Commissioners

Board Meeting Schedule for 2024

Board of Commissioners – 5:00 p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action or otherwise noted)

Steele County Administration Center Board Room

January 2* January 23	February 13 February 27 (4 p.m.)	March 12 (4 p.m.) March 26	April 9 April 23
May 14 May 28	June 11 June 25	July 9 July 23	August 13 (4 p.m.) August 27
September 10 September 24	October 8 October 22	November 12 November 26	December 12 (Thurs.) December 19 (Thurs.)

*Minn. Stat. §37507 states: "The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January..."

202A.19 No... county board of commissioners... may conduct a meeting after 6:00 p.m. on the day of a major political party precinct caucus.
Feb 27 – Caucus night

204c.03 Public meetings prohibited on election day between 6:00 p.m. and 8:00 p.m. on the day
March 12 – Township Elections
August 13 – Primary Elections

Steele County Board of Commissioners

Board Work Session Schedule for 2024

Board Work Sessions - 4:00 p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action or otherwise noted)

Steele County Administration Center Board Room

January 23	February 13 February 27 (3 p.m.)	March 12 (3 p.m.) March 26	April 9 April 23
May 14 May 28	June 11 June 25	July 9 July 23	August 13 (3 p.m.) August 27
September 10 September 24	October 8 October 22	November 12 November 26	December 12 (Thurs.) December 19 (Thurs.)

Planning Session

Steele County Board of Commissioners 2024 Planning Session

Annex Conference Room

Thursday, November 14th - 8:00 a.m. to Noon

Joint Meetings

Annual County/Township Meeting

Community Center

Monday, March 25th – 4:00 p.m. to 6:00 p.m.

Annual County/Fair Board Fall Meeting

Steele County Administration Center Board Room

Wednesday, November 13th - 11:30 a.m. to 1:00 p.m.

STEELE COUNTY

**RESOLUTION DESIGNATING OFFICIAL WEBSITE
OF STEELE COUNTY AND TRANSPORTATION
PROJECT BIDS 2024**

NOW, THEREFORE, BE IT RESOLVED, that www.steelecountymn.gov will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, County Board of Equalization, financial statements, and other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that www.steelecountymn.gov will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

**STEELE COUNTY
BOARD OF COMMISSIONERS**

Jim Abbe, 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 2nd day of January 2024.

Steele County Administrator



Steele County Agenda Item

Subject: 2024 Mileage Rate

Department: Property Tax and Election

Committee Meeting Date: N/A

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve 2024 Mileage Rate at 67 cents per the IRS guidelines beginning January 1, 2024

Background (*Including Budget Impact*):

The Board sets the rate for mileage reimbursement on an annual basis and per the IRS Standard rate. For 2024 the mileage rate is 67 cents.

Attachments:



Steele County Agenda Item

Subject: AMC Delegates - 2024

Department: Administrator's Office

Committee Meeting Date: n/a

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve the Association of Minnesota Counties (AMC) Delegates

Background (*Including Budget Impact*):

Minnesota Counties are requested to appoint delegates to AMC

Commissioner James Brady

Commissioner John Glynn

Commissioner James Abbe

Commissioner Greg Krueger

Commissioner Rick Gnemi

County Administrator Scott Golberg

*County Finance Director Candi Lemarr

*County Property Tax and Elections Director Jennifer Mueller

*Updated position titles for 2024

Attachments:

n/a



Steele County Agenda Item

Subject: AMC Policy Committee Members - 2024

Department: Administrator's Office

Committee Meeting Date: n/a

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Appoint Commissioners to the same AMC Policy Committees as previous year

Background (*Including Budget Impact*):

AMC Policy Committees:

- Environ. & Natural Resources: Commissioner John Glynn
- General Government: Commissioner Jim Abbe
- Health & Human Services: Commissioner Greg Krueger
- Public Safety: Commissioner Rick Gnemi
- Transportation & Infrastructure: Commissioner James Brady

Attachments:

n/a



Steele County Agenda Item

Subject: Travel & Training – In State

Department: Administration

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules and Policies

Background (*Including Budget Impact*):

Steele County Personnel Rules & Policies states:

Conferences and workshops are to be specifically related to the current job of the attending employee and used to develop the information and skills of departmental staff. These sessions may be attended upon approval of the supervisor and payment of fees and expenses must be part of the approved departmental budget.

Expense reimbursements for such training is outlined in the Personnel Rules & Policies, Chapter 19

Attachments:



Steele County Agenda Item

Subject: Travel & Training – AMC & NACO

meetings Department: Administration

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Authorize the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.

Background (*Including Budget Impact*):

Both AMC & NACO provide various training, meetings and conferences throughout the year available to the Commissioners and staff. The ability to learn best practices and network with peers and state and national leadership (both within the organization and state and federal government) provides a valuable return to Steele County.

Attachments:

STEELE COUNTY

RESOLUTION REGARDING OUT-OF-STATE TRAVEL BY STEELE COUNTY ELECTED OFFICIALS

WHEREAS, the 2005 regular session of the Minnesota State Legislature has mandated that every County develop and approve, by a recorded vote, an Out-of-State Travel Policy for its applicable elected officials (Minn. Stat §471.661) no later than January 1, 2006; and

WHEREAS, the elected officials for Steele County affected by this statutory requirement are the five (5) County Commissioners, Sheriff, Attorney, and Surveyor; and

WHEREAS, each of the elected officials have different statutory duties which require the elected officials to seek ongoing education and training, as well as to receive updated information and technical expertise;

NOW, THEREFORE, BE IT RESOLVED that the following Out-of-State Travel Policy shall apply for all Steele County Elected Officials beginning January 1, 2006.

1. Each elected official shall determine when travel out of the state is appropriate, and in the interest of the office they hold; is in the interest of the citizens of Steele County; and is in the interest of good County Government.
2. Expenses when traveling out of the state shall be limited to:
 - a. Actual transportation costs incurred by the official (i.e., mileage/airfare/parking, ground transportation);
 - b. Actual lodging costs incurred by the official (i.e., room rental, parking, etc.);
 - c. Actual meal expenses incurred by the official, consistent with County policy, provided, however, that a receipt shall be required.
 - d. Event conference, seminar or educational program registration or admittance fee actually incurred.
3. Elected officials shall notify the County Board of Commissioners by letter or e-mail in advance of their intended travel out of state. Approval for elected official travel to out-of-state locations shall be presumed unless the County Board passes a resolution disapproving a specific out-of-state travel request.

This Out-of-State Travel Policy shall be available for public inspection upon request and shall be reviewed annually by the Steele County Board of Commissioners.

This resolution shall become effective upon its passage and without further publication.

RESOLUTION REGARDING OUT-OF-STATE TRAVEL BY STEELE COUNTY ELECTED
OFFICIALS

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, 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 2nd day of January, 2024.

Scott Golberg, Administrator

Reaffirmed Policy	1/30/07
Reaffirmed Policy	2/12/08
Reaffirmed Policy	2/10/09
Reaffirmed Policy	2/23/10
Reaffirmed Policy	1/24/11
Reaffirmed Policy	1/5/16
Reaffirmed Policy	1/3/17
Reaffirmed Policy	1/2/18
Reaffirmed Policy	1/2/24



Steele County Agenda Item

Subject: Resolution-Payment Warrants

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: x Yes No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation: N/A

Recommendation:

Approve Resolution authorizing the Property Tax & Elections Director & Finance Director to process payments by Payment Warrants

Background (*Including Budget Impact*):

Annually the County Board adopts the Resolution authorizing the Property Tax & Elections Director & Finance Director to process payments by Payment Warrants

Attachments:

Accounts Payable Resolution

RESOLUTION

Authorizing Property Tax & Elections Director & Finance Director to Process Payment Warrants

Be it Resolved, that the Property Tax & Elections Director or designee & Finance Director or designee are hereby authorized to process payments by Payment Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

Dated: January 2, 2024

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

Attest: _____

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution duly passed, adopted and approved by the county Board of said County on the 2nd day of January 2024

Administrator



Steele County Agenda Item

Subject: Designating Depository and Persons Authorized to Sign Orders

Department: Finance

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to designate UBS as Steele County's depository and authorize the persons stated to sign orders

Background(*Including Budget Impact*):

The attached resolution is to name UBS as the County's depository for its investments. It also authorizes Catherine Piepho, Interim Finance Director, to purchase, sell, receive, or transfer investment securities on behalf of Steele County. In the event the Interim Finance Director is not available, the resolution requires two signatures of and authorizes both Jennifer Mueller, Steele County Property Tax and Elections Director, and Madison Melcher, Steele County Financial Specialist, to purchase, sell, receive, or transfer investment securities on behalf of Steele County.

Attachments:

Resolution – Designation of depository for the County of Steele and persons authorized to sign orders

RESOLUTION

Resolution designating a depository for the County of Steele and persons authorized to sign orders thereon.

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that “UBS Financial Services, LLC,” be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Interim Finance Director; and by two if signed by Jennifer Mueller, Steele County Property Tax and Elections Director and Madison Melcher, Steele County Financial Specialist.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Interim Finance Director.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

Dated this 2nd day of January 2024.

Chairman

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 2nd day of January 2024.

Administrator



Steele County Agenda Item

Subject: Resolution – EFT Authorization

Department: Finance Department

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

Board Meeting Date: January 4, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to authorize personnel to process EFT transactions

Background (*Including Budget Impact*):

One of the legal compliance standards required by the State Auditor's Office is that the County Board delegate authority on an annual basis to certain personnel to make electronic funds transfers. Attached is the resolution to comply with that standard stating the personnel authorized to initiate such transactions.

RESOLUTION

Electronic Transfer of Funds

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, Interim Finance Director; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; and Bobbie Herzog, Human Resources Generalist.

BE IT FURTHER RESOLVED, that the Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives;

Catherine Piepho, Interim Finance Director _____

Madison Melcher, Financial Specialist _____

Jonathan Walstrom, Financial Analyst _____

Barb Osmon, Financial Specialist _____

Karen Winter, Property Tax Specialist _____

Susan Bendorf, Accounting Technician _____

Bobbie Herzog, Human Resources Generalist _____

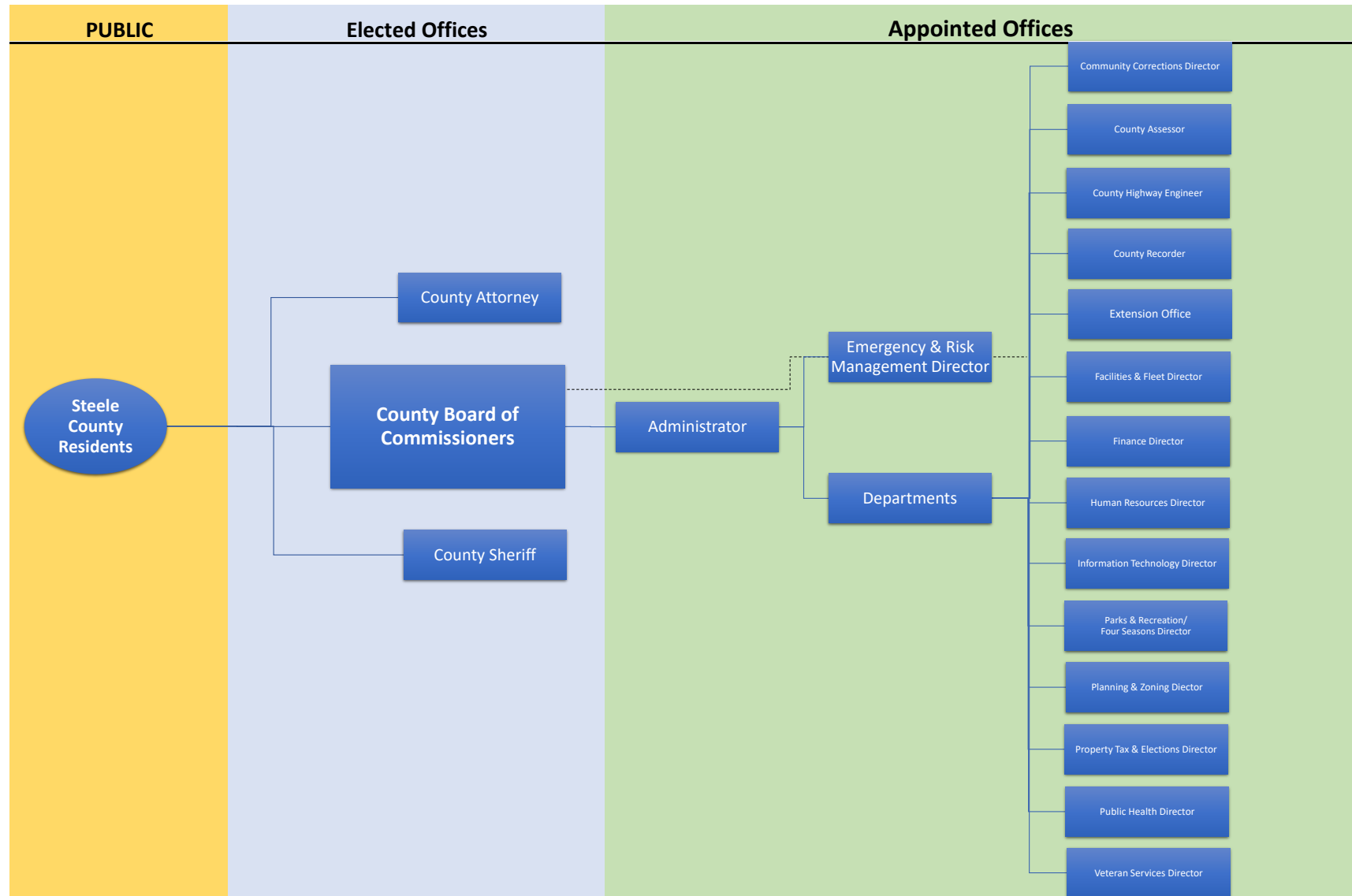
Board Chairman

Administrator

Date

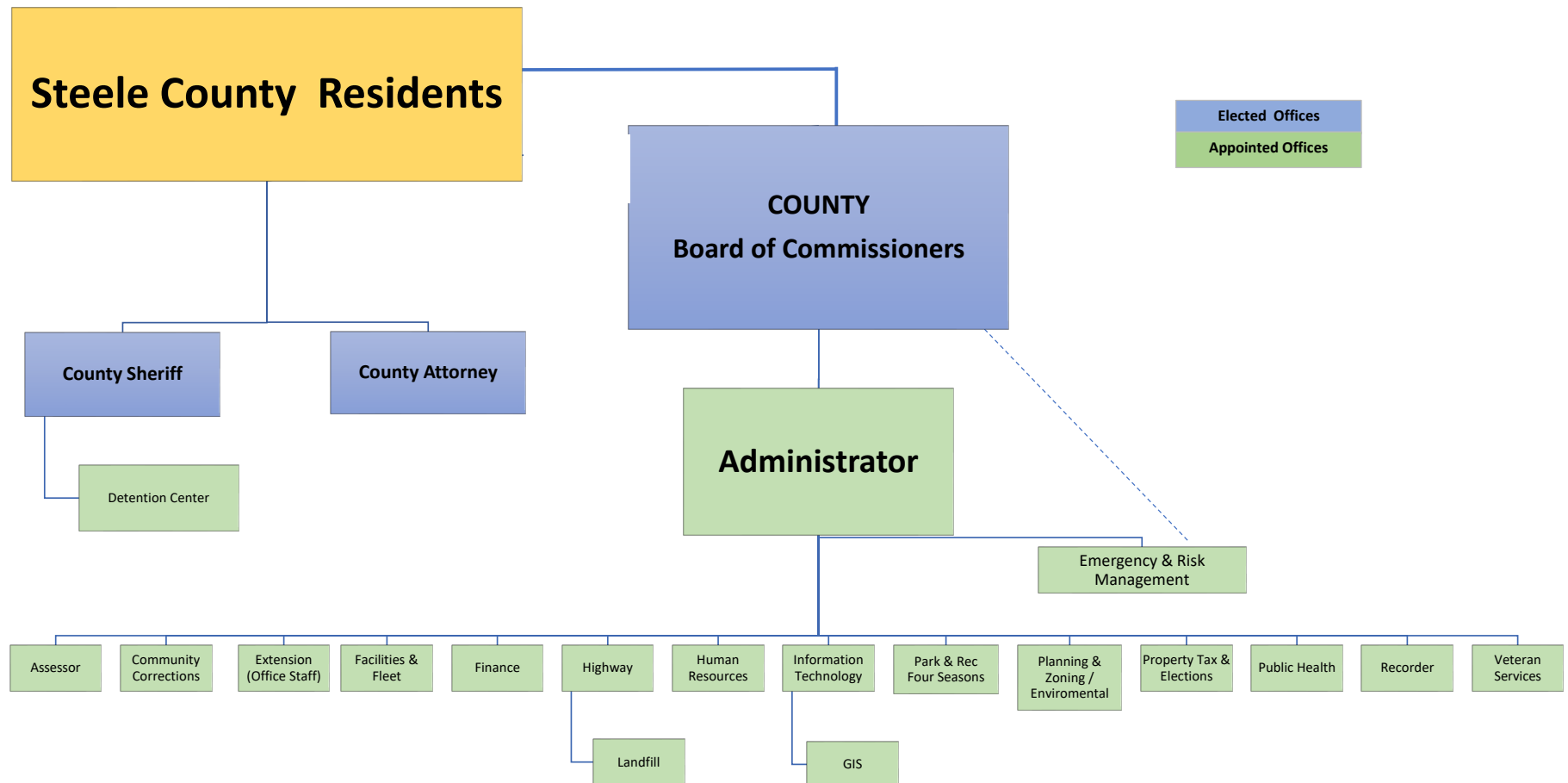


Steele County 2024 Organizational Structure DRAFT





Steele County Reporting Structure 2024





Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 237007; SAP 074-070-007

County Wide Rumble Strips

Department: Highway

Committee Meeting Date: December 14, 2023

Board Meeting Date: January 2, 2024

Consent Agenda: x Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 237007: SAP 074-070-007 to Surface Preparation Technologies in the amount of \$1,166.11.

Background (*Including Budget Impact*):

This project provided shoulder rumble strips on 99.8 miles of county roads and highways, including most roads with at least a one-foot-wide paved shoulder. Shoulder rumble strips are a top safety strategy used to address the run-off-the-road crashes which are a significant portion of the crashes on the county highway system. The project was funded with 90% Federal Highway Safety Improvement Program safety grant and 10% sales tax revenues. The final contract amount was \$116,610.71.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 237007
Contractor: Surface Preparation Technologies, LLC
Date Certified: December 8, 2023
Final Pay Request Number: 3

Whereas; Contract No. 237007 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this 26th day of December, 2023

Signed by _____
County Administrator



Steele County Agenda Item

Subject: Resolution - Approve Final Payment for Contract No. 232303; CP 074-023-003 2023

Seal Coat

Department: Highway

Committee Meeting Date: December 14, 2023

Board Meeting Date: January 2, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Resolution – Approve Final Payment for Contract No. 232303; CP 074-023-003 to Asphalt Surface Technologies in the amount of \$36,169.55.

Background (*Including Budget Impact*):

This project provided seal coating to 27.54 miles of county highways, including portions of CSAH 7, 29, 42, 43, 45, 24, 26, and 36. Seal coating is part of the annual highway pavement preservation program. The project was funded with sales tax and wheelage tax revenues. The final contract amount was \$957,085.09.

Attachments:

Resolution – Certificate of Final Acceptance

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

Contract Number: 232303
Contractor: Asphalt Surface Technologies Corp.
Date Certified: October 20, 2023
Final Pay Request Number: 3

Whereas; Contract No. 232303 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

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

State of Minnesota
County of Steele

Dated this 26th day of December, 2023

Signed by

County Administrator



Steele County Agenda Item

Subject: 2024 County Board Committee Assignments

Department: County Board

Committee Meeting Date:

Board Meeting Date: January 2, 2024

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

Policy Committee Recommendation:

Recommendation:

Approve appointments of the 2024 County Board Committee Appointments

Background (*Including Budget Impact*):

The 2024 Committee Appointments has been updated based on feedback from the Board of Commissioners.

Attachments:

2024 Steele County Board Committee Assignments - Draft

2024 STEELE COUNTY BOARD

COMMITTEE APPOINTMENTS (01/01/2024)

2024 Chair: Jim Abbe

2024 Vice Chair: Jim Brady

Internal / Policy Committees

Internal Central Services Committee

Jim Abbe (Board Chair)
James Brady, (Board Vice-Chair)
John Glynn, Alternate

Land Use/Records Committee

Greg Krueger, Chair
John Glynn, Member
Jim Abbe, Alternate

Property & Maintenance Committee

Rick Gnemi, Chair
Jim Abbe, Member
Jim Brady, Alternate

Public Safety & Health Committee

John Glynn, Chair
Rick Gnemi, Member
Greg Krueger, Alternate

Public Works Committee

James Brady, Chair
Greg Krueger, Member
John Glynn, Alternate

Board of Equalization

All Commissioners

Joint Powers, Advisory Board, Regional Representation

Alliance for Greater Equity

Greg Krueger, Member
Jim Abbe, Alternate

Cannon River 1W1P Joint Policy Committee

Rick Gnemi, Member
James Brady, Alternate

Cannon River Watershed Joint Powers Board

Rick Gnemi, Member
James Brady, Alternate

Children's Mental Health Collaborative

James Brady, Member
Greg Krueger, Member
Jim Abbe, Alternate

Community Corrections Advisory Board

John Glynn, Member
Greg Krueger, Alternate

Community Health Board (Dodge/Steele)

John Glynn, Member
Jim Abbe, Member
Greg Krueger, Member
Rick Gnemi, Alternate

Counties Providing Technology

Jim Abbe, Delegate
John Glynn, Alternate

Criminal Justice Committee

Greg Krueger, Member
Rick Gnemi, Alternate

Economic Development Authority

Jim Abbe, Member
Greg Krueger, Alternate

Extension Committee

James Brady, Member
John Glynn, Member
Jim Abbe, Alternate

Fair Board Liaison

John Glynn, Member
James Brady, Alternate

Hope Drainage

James Brady, Member
John Glynn, Alternate

Joint Powers, Advisory Board, Regional Representation

Intergovernmental Committee

All Commissioners

Intergovernmental Joint Agency Task Force

Jim Abbe, Member

James Brady, Member

Greg Krueger, Alternate

Intergovernmental Joint Transportation Committee

Jim Brady, Member

Greg Krueger, Member

John Glynn, Alternate

Judicial Ditch 1, 6, 24

Jim Abbe, Member

John Glynn, Member

Rick Gnemi, Member

Judicial Ditch 2

John Glynn, Member

James Brady, Member

Jim Abbe, Member

Judicial Ditch 5

James Brady, Member

John Glynn, Member

Greg Krueger, Member

Judicial Ditch 7, 10, 11, 12, 19, 23

James Brady, Member

John Glynn, Member

Law Enforcement Center Committee

John Glynn, Member

Greg Krueger, Member

Law Library

Jim Abbe, Member

Greg Krueger, Alternate

Local Housing Trust Fund

Greg Krueger, Member

Rick Gnemi, Alternate

MNPrairie County Alliance – All Commissioner

All Commissioners

MNPrairie County Alliance – Board

Jim Abbe, Member

Greg Krueger, Member

James Brady, Alternate

MNPrairie County Alliance - Finance

Greg Krueger, Member

Finance Director

Administrator, Alternate

MNPrairie County Alliance - Personnel

Jim Abbe, Member

Greg Krueger, Alternate

Multi-County Solid Waste Committee

Jim Abbe, Member

Rick Gnemi, Alternate

Planning Commission Liaison

James Brady, Member

John Glynn, Alternate

Recorder's Compliance Fund Committee

Greg Krueger (Land Use/Record Chair)

John Glynn, Alternate

Regional Railroad Authority

All Commissioners

Rice-Steele 911 Dispatch Joint Powers Board

James Brady, Member

Jim Abbe, Member

Rick Gnemi, Alternate

SE MN Comm Action Agency (SEMCAAC)

Rick Gnemi, Member

Greg Krueger, Alternate

SE MN Emergency Communications Board

Greg Krueger, Member

Rick Gnemi, Alternate

Joint Powers, Advisory Board, Regional Representation

SE MN Emergency Medical Services

Rick Gnemi, Member
Jim Abbe, Alternate

SE MN Recyclers Exchange (SEMREX)

John Glynn, Member
Rick Gnemi, Alternate

SMART Transit Advisory Board

Greg Krueger, Member
James Brady, Alternate

Soil & Water Conservation District Liaison

James Brady, Member
John Glynn, Alternate

South Central Human Relations Center

James Brady, Member
Rick Gnemi, Member
Greg Krueger, Alternate

South Country Health Alliance

Greg Krueger, Member
Jim Abbe, Alternate

Southern MN Tourism

James Brady, Member
John Glynn, Alternate

Southern MN Association of Regional Trails

Greg Krueger, Member
Jim Abbe, Alternate

Steele County Historical Society Liaison

Rick Gnemi, Member
Greg Krueger, Alternate

Steele County Water Planning Committee

All Commissioners

Steele County Weed Management Association

James Brady, Member
John Glynn, Alternate

Steele-Waseca Drug Court

Rick Gnemi, Member
James Brady, Alternate

U.S. Highway 14 Partnership

All Commissioners

Workforce Development Board

Rick Gnemi, Member
Greg Krueger, Alternate

Zumbro River Watershed Partnership

James Brady
John Glynn, Alternate

State / National

Association of Minnesota Counties (AMC)

All Commissioners

AMC Policy Committees

Environ. & Natural Resources: John Glynn
General Government: Jim Abbe
Health & Human Services: Greg Krueger
Public Safety: Rick Gnemi
Transportation & Infrastructure: James Brady

Minnesota Counties Intergovernmental Trust

James Brady, Member
Greg Krueger, Alternate

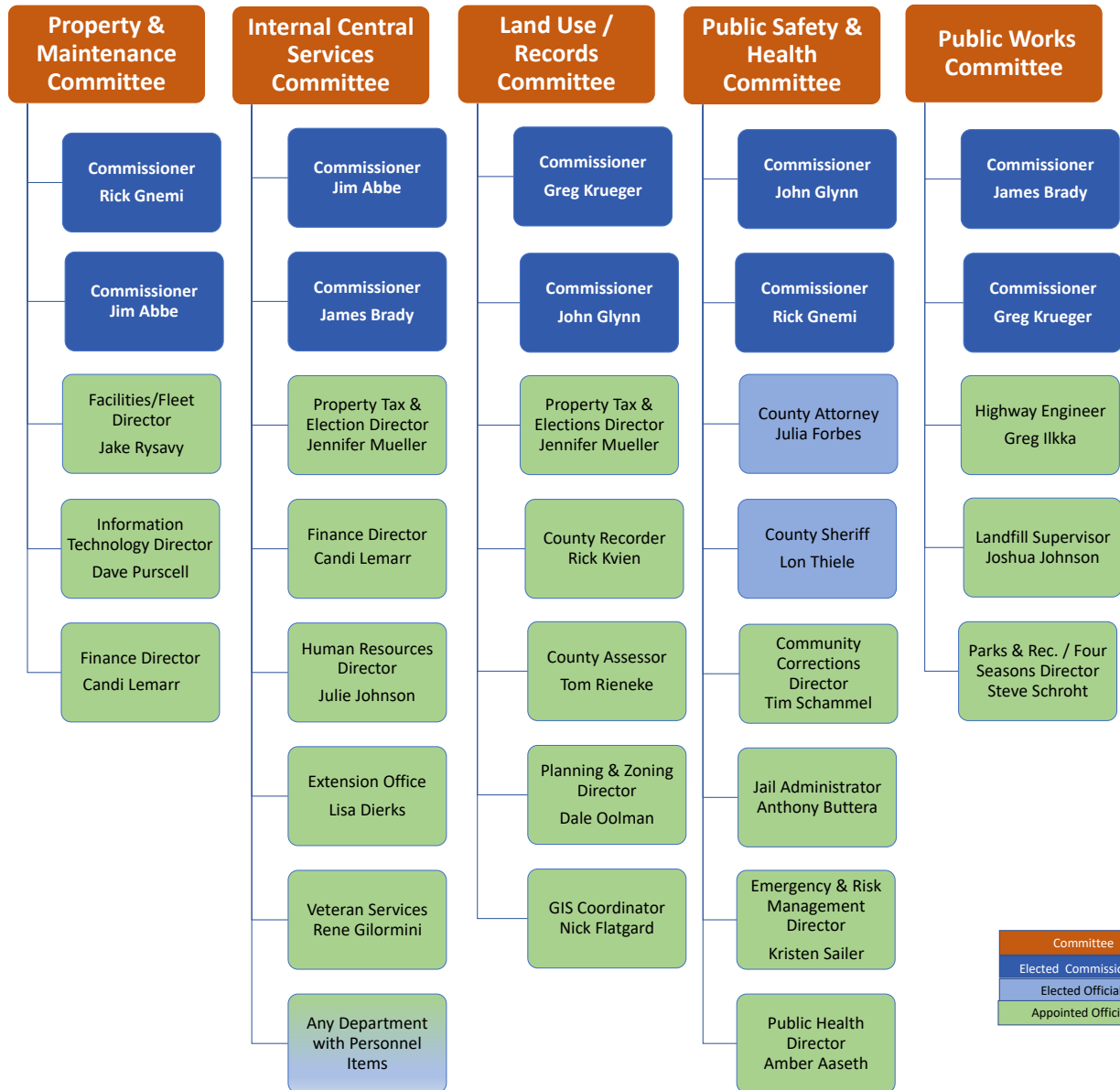
National Association of Counties

All Commissioners



Steele County

2024 Committee Structure



Committee
Elected Commissioners
Elected Officials
Appointed Officials



Steele County Agenda Item

Subject: Citizen Per Diem Amounts

Department: County Board

Committee Meeting Date: N/A

Board Meeting Date: January 2, 2024

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

Policy Committee Recommendation:

Recommendation:

Approve the Per Diem Amounts for Citizens on Steele County Boards and Commissions

Background (*Including Budget Impact*):

Minn. Stat. §375.47 permits a County Board to set a per diem and a mileage allowance to be paid to members of boards or agencies authorized by statute.

In 2023, members of the Extension Committee received a \$65 per diem; members of the Planning Commission and Board of Adjustments received a \$65 per diem; and the Park & Recreation Board Committee received a \$65 per diem. There was a change in 2023 to \$65 from \$55 in 2022.

Attachments:

Resolution

STEELE COUNTY

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2024

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$65.00 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

This resolution shall become effective upon its passage and without further publication.

Dated this 2nd day of January, 2024.

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, 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 2nd day of January, 2024.

Administrator



Steele County Agenda Item

Subject: Delegation of Payment

Department: Property Tax & Election

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the Resolution providing specific authorization to the Property Tax & Elections Director or County Finance Director in the payment of Salaries, Wages and Per Diems which align with policies and resolutions approved by the Steele County Board of Commissioners

Background (*Including Budget Impact*):

It is recommended that the resolution be reviewed and approved annually at the organizational meeting.

Attachments:

Resolution

RESOLUTION
Delegation of Duties

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Property Tax & Elections Director and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Property Tax & Elections Director and Finance Director has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Property Tax & Elections Director and Finance Director or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2024.

Dated: January 2, 2024

Chairman

Attest: _____



Steele County Agenda Item

Subject: Award Publication Bid for 2024

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the publication bid for printing of the Financial Statement for 2023; Commissioner proceedings for 2024, Delinquent Tax List for 2023 and all other legal publications as required

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:



Steele County Agenda Item

Subject: Award 2nd Publication Bid

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Award the 2nd Publication bid for the 2023 Financial Statement to another paper located in the County.

Background (*Including Budget Impact*):

Annually the County Board awards the bid for the 2nd Publication of the Financial Statement to another paper located in the County.

Attachments:



Steele County Agenda Item

Subject: Citizen Committee Appointments

Department: County Board

Committee:

Committee Meeting Date:

Board Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Board to reappoint those members who's term expires in 2023 and to appoint new members to replace Amy Gillis & Tim Nelson who's 3 term expired in 2023.

Background *(including budget impact)*

There are three (3) members on the Citizen Advisory Committees for reappointment and two (2) members who's term has expired and need to be replaced.

Planning Commission:

- Re-appoint Gary Spatenka for 3rd term.

Board of Adjustments:

- Re-appoint Brian Schmidt for 3rd term
- Appoint Dan Hanson to replace Tim Nelson

Bixby Sewer District Committee

- Re-appoint Dan Johnson.

Extension Committee:

- Appoint Dawn Kasper to replace Amy Gillis

Park & Recreation Committee:

- No Change

Attachments:

2023 Citizen Advisory Committee Appointment Listing attached.

Citizen Advisory Committees Appointments for 2024

Approved 01/02/2024

Extension Committee				\$65	3 year term-maximum of 3 terms
Name	District	Term Ends	Term #	12/31/2022	
Kelly Katzung	4	12/31/2024	2		
Angie Jensen	3	12/31/2025	2		
Eric Kylo	1	12/31/2025	3		
Cathy Nelson	1	12/31/2024	1		
Scott Kubicek	2	12/31/2024	2		
Dawn Kasper	1	12/31/2026	1		<i>New - First year</i>

Planning Commission				\$65	3 year term-maximum of 3 terms Min. of 5 members must be from unincorp areas of the county.
Name	District	Term Ends	Term #	12/31/2023	2020= went from 9 member to 7 members
Mike Ingvalson*	2	12/31/2024	3		<i>Final Term</i>
Greg Lammers*	1	12/31/2025	3		
Myron Pool*	2	12/31/2025	1		
Gary Spatenka*	5	12/31/2026	3		<i>Accepted 3rd Term</i>
Keith Dinse*	1	12/31/2025	1		
Curt Esplan	2	12/31/2024	3		<i>Final Term</i>
Lee Queen	4	12/31/2024	2		

Board of Adjustment				\$65	3 year term-maximum of 3 terms * 4 must be from unincorp areas and 1 must be a Planning Commission member
Name	District	Term Ends	Term #	12/31/2023	
Brian Schmidt*	1	12/31/2026	3		<i>Accepted 3rd Term</i>
Greg Lammers*	2	12/31/2025	2		
Scott Ulrich	3	12/31/2024	2		
Steve Jaster*	1	12/31/2025	2		
Dan Hansen	1	13/31/2026	1		<i>New - First year</i>

Bixby Sewer District Committee				0	3 year term- no limit
Name	District	Term Ends	Term #	12/31/2023	
Dan Johnson		12/31/2026			<i>Accepted - Renewed term</i>
Tom Kramer		12/31/2025			
Alice Spinler		12/31/2024			

Park & Recreation Board Committee				\$65	3 year term-maximum of 3 terms
Name	District	Term Ends	Term #	12/31/2023	
Eric Stanton	4	12/31/2024	2		
Jennifer Wayne	2	12/31/2025	3		
Jeff Kropp	3	12/31/2024	2		
Grace Bartlett	1	12/31/2024	2		
Mark Spurgeon	1	12/31/2024	3		<i>Final Term</i>



Steele County Agenda Item

Subject: Absentee Ballot Board

Department: Auditor's Office

Committee Meeting Date: Board

Meeting Date: January 2, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve the Resolution authorizing a County Absentee Ballot Board for the 2024 Election Cycle

Recommendation:

Approve the Resolution authorizing a County Absentee Ballot Board for the 2024 Election Cycle

Background (*Including Budget Impact*):

This authorization will bring uniformity in the processing of accepting or rejecting returned absentee ballots to Steele County Elections that would consist of a number of election judges as provided in sections 204B.19 to 204B.22

Attachments:

Resolution

**RESOLUTION ESTABLISHING ABSENTEE BALLOT BOARD
AND UOCAVA BALLOT BOARD FOR THE 2024 ELECTION CYCLE**

WHEREAS, the Steele County Board of Commissioners is required by Minnesota Statutes 203B.121, Subd. 1, to establish an Absentee Ballot Board; and

WHEREAS, the Steele County Department of Property Tax & Elections, and its Director have the same duties and responsibilities of a county auditor; and

WHEREAS, the Board also authorized the Director to delegate said duties to employees working within the Director's department to fulfill the duties of deputy county auditors; and

WHEREAS, the Director has determined that the volume of work to be performed by the Absentee Ballot Board cannot be accomplished solely by election judges; and

WHEREAS, Minnesota Statutes Section 203B.121 permits the Board to appoint the Director's employees to the Absentee Ballot Board if they have received adequate training in the processing and counting of absentee ballots;

NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby authorizes the Steele County Property Tax & Elections Director to implement a County Absentee Ballot Board and UOCAVA Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 and any of the Director's employees who have received adequate training in the processing and counting of absentee ballots; and

BE IT RESOLVED, that these Boards will meet on an as-needed basis when called by the Steele County Elections Director during the 45 calendar days prior to each election; and

BE IT RESOLVED, the 2024 Absentee Ballot Board and 2024 UOCAVA Ballot Board shall consist of a sufficient number of appointed election judges and as needed staff from the Property Tax & Elections Department, trained in the examination of all returned Absentee and UOCAVA ballot envelopes and in the acceptance, rejection, processing and counting of said ballots.

Dated this 2nd day of January, 2024.

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

Scott Golberg, County Administrator