



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, FEBRUARY 13, 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.

Agenda

1. Call to Order
2. Pledge of Allegiance

Regional Rail Authority Meeting

3. Approve Agenda
4. Approve Minutes – February 14, 2023 (pg. 4)
5. Election of Officers for 2024
 - a. Chair – Jim Abbe
 - b. Vice-Chair – James Brady
 - c. Secretary – Scott Golberg
 - d. Treasurer – Candi Lemarr
6. Old Business
7. New Business
8. Regional Rail Authority Adjourn

Steele County Ditch Authority

Continuation Hearing with Commissioners Glynn, Gnemi, and Abbe.

9. Open Public Hearing for Judicial Ditch #6
10. Approve Agenda
11. Purpose of Hearing

12. Public Comment and Questions
13. Action Items (pg. 5)
14. Steele County Ditch Authority Adjourn

Steele County Board of Commissioners Meeting

15. Approve Agenda

Public Comment

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

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

Correspondence

16. Southern Minnesota Initiative Foundation Support thank you letter (pg. 11)

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.*

17. Approve January 23, 2024 Board Minutes (pg. 20)
18. Approve January 23, 2024 Board Work Session Minutes (pg. 26)
19. Approve Bills (pg. 28)
20. Approve Personnel Report (pg. 59)
21. Approve unlimited Fred Pryor Training Courses for up to 10 people in an amount of \$2,250.00 (pg. 60)
22. Approve Out of State Travel for Finance Director and Public Health Accountant to the MACO Conference (pg. 61)
23. Approve the purchase of a Caterpillar 140 Motor Grader with snow equipment in the amount of \$417,090.00 (pg. 64)
24. Approve Out of State Travel for Highway Department Maintenance Personnel to attend AT TSA Training & Education Workshop (pg. 73)

25. Award a contract for the countywide sealcoat project, CP074-024-003, to low bidder Scott Construction, Inc. in the amount of \$825,688.86 (pg. 78)

General

26. Anniversary Report (pg. 79)
27. Memorial Tree Program (pg. 80)
28. Appoint 2 Commissioners to serve on the Presidential Nomination Primary Canvassing Board - Friday, March 8th (pg. 81)

County Board Work Session – February 13, 2024

29. Landfill Charges for Late Hauler Contracts (pg. 82)

Information Items

30. Eastside Corridor City Limits Mileage Comparison Map (pg. 83)
31. Property & Maintenance Policy Committee Minutes – February 1, 2024 (pg. 84)
32. Internal Central Services Policy Committee Minutes – February 7, 2024 (pg. 86)
33. Public Works Policy Committee Minutes – February 8, 2024 (pg. 88)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – **Wed., February 14th at 8 a.m. in the Boardroom**

Land Use & Records – **Tues., February 20th at 8 a.m. in the Boardroom**

County Board Work Session–**Tues., February 27th at 3 p.m. in the Boardroom (*Early*)**

County Board Meeting– **Tues., February 27th at 4 p.m. in the Boardroom (*Early*)**

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.



**STEELE COUNTY
REGIONAL RAILROAD AUTHORITY MINUTES**

Steele County Administration Center – 630 Florence - Owatonna, MN 55060

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

TUESDAY, FEBRUARY 14, 2023, at 5:02 p.m. – Steele County Boardroom

Present: Commissioners Krueger, Abbe, Gnemi, Glynn and Brady.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the agenda.

Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Brady to approve the minutes of February 8, 2022. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the following slate of officers for the Regional Railroad Authority for 2023: Chair – Greg Krueger, Vice-Chair – Jim Abbe, Secretary – Scott Golberg and Treasurer – Cathy Piepho. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adjourn the meeting of the Regional Railroad Authority at 5:04 p.m.

CHAIRMAN

ATTEST: _____
AUDITOR



Steele County Agenda Item

Subject: JD6 Repair Proceeding

Department: Auditor's Office

Committee Meeting Date: February 7, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Review and approve the proposed findings and order document for the repair of Steele/Rice JD #6.

Recommendation:

Approve the proposed Findings and Order document for the repair of Steele/Rice JD #6.

Background (*Including Budget Impact*):

A JD #6 was held on January 24th with the recommendation to continue the hearing at the respective county board meetings on February 13, 2024 to authorize the attorney to proceed with the final order for repairs on JD #6.

Attachments:

Final Order for Repair (Steele-Rice JD 6)

STATE OF MINNESOTA
JOINT DRAINAGE AUTHORITY OF STEELE AND RICE COUNTIES
SITTING AS THE DRAINAGE AUTHORITY FOR
JUDICIAL DITCH 6

In the Matter of the Repair of Steele-Rice
Judicial Ditch 6 Pursuant to Minnesota
Statutes, sections 103E.715

**ORDER FOR REPAIR UNDER STATUTES
SECTION 103E.715**

On January 24, 2024, and continued to Joint/Concurrent sessions of the County Boards at their regular meeting locations on February 13, 2024, at a duly noticed hearing of Joint Drainage Authority of Steele and Rice Counties, sitting as the public drainage authority for Steele-Rice Judicial Ditch 6 pursuant to statutes section 103E.715, the Board considered the engineer's report in the matter of the repair of Steele and Rice Counties Judicial Ditch 6 ("JD 6"). After due consideration of the engineer's report and all evidence and comments presented at the hearing, Commissioner _____ moved, seconded by Commissioner _____ (in Rice County) and Commissioner _____ moved, seconded by Commissioner _____ (in Steele County) to adopt the following Findings and Order:

Findings:

1. The Joint Drainage Authority ("Drainage Authority"), having been duly constituted with members from the Steele and Rice County Boards of Commissioners, is the public drainage authority under Minnesota Statutes, chapter 103E with jurisdiction over Steele-Rice Judicial Ditch 6 ("JD 6").
2. Upon landowner requests, the Drainage Authority engaged the engineering firm of ISG to evaluate options for repair of JD 6. The engineer's report and recommendations are contained in a feasibility study dated August 2021, incorporated into these findings by reference.
3. By order dated July 11, 2022, the Drainage Authority appointed an engineer to evaluate and prepare a repair report for the repair of JD 6.
4. On June 28, 2023, the Drainage Authority held a public meeting to hear a presentation of the engineer's draft report.

5. At the meeting, the engineer provided a presentation of the draft report. The engineer discussed the necessary repairs and recommended future repairs.
6. At the June 28, 2023, meeting, the Board directed the engineers at ISG to apply for grant funding for this proposed project and set the final hearing for January 24, 2024.
7. The Board was unsuccessful in securing grant funding for any portion of the recommended repair. As the engineer explained, the lack of success in securing grant funding is based on the following factors: (1) the size of the grant; (2) the scope of the work proposed to be covered by the grant funds; and (3) the limitations of the grant program to which the Board made its application.
8. The Board provided notice of a hearing on the repair report as required by statutes section 103E.715. Initial defects in the notices were corrected by new, corrected notices provided in advance of the hearing.
9. Evidence of all actions in this matter, including preliminary orders, appointments, oaths, affidavits of mailing, presentation materials and comments are present in the record of proceedings and are incorporated herein by reference.
10. The initial hearing on the repair report was held on January 24, 2024, and was continued as described in the preamble to these findings. All public comment was taken at the initial hearing on January 24, 2024.
11. At the hearing, the engineer appeared and presented the repair report and multiple repair options.
12. Repair options included construction of a two-stage ditch to address bank stabilization; grade stabilization of the lower portion of the ditch at its outlet (the section 28 repairs); crossing replacements; and a limited scope option that included limited bank stabilization, velocity reduction and crossing replacement.
13. Members of the public attended the hearing and asked questions or made comments regarding the drainage system repair and other matters related to public drainage system financing and assessment. The comments and all responses are contained within the minutes of the hearing approved by the Board.
14. The comments were addressed to the satisfaction of the Board during the conduct of the hearing and are reflected in the minutes of the hearing maintained by the County. The minutes of the hearing are incorporated herein by reference.

15. Based on the repair report, the engineer's recommendation and the evidence presented, the Board eliminated from consideration the two-stage ditch repair option and grade stabilization of the lower portion of the ditch (the section 28 repairs). Instead, the Board discussed and considered the limited scope option described by and included in the engineer's revised report and having an estimated cost of \$605,000 – as compared to the full, two-stage ditch option having an estimated cost of \$784,330.
16. Upon recommendation of its attorney and engineer, and in consideration of public comment, the Board deferred consideration of the grade stabilization of the lower portion of the ditch (the section 28 repairs) with an additional estimated cost of \$142,872, opting instead to first pursue a multi-purpose drainage management grant to cover all or a portion of the cost of the grade stabilization option.
17. The Board considered the addition of the replacement of crossing #8, the first private crossing west of Interstate Highway 35, as beneficial to the limited scope repair option.
18. Prior to continuing the hearing and directing its attorney to prepare findings and an order consistent with the proceedings, the Board made the following initial findings regarding the limited scope repair and replacement of crossing #8:
 - a. That the limited scope repair and replacement of crossing #8 as described by the engineer fall into the definition of repair found in the drainage code;
 - b. That the limited scope repair and replacement of crossing #8 as described by the engineer appropriately consider and address the conservation of soil, water, wetlands, woodlands, wild animals and related natural resources;
 - c. Does not create a risk of significant environmental harm and, instead, addresses ecological issues related to continuing degradation of the drainage system;
 - d. That the limited scope repair and replacement of crossing #8 as described by the engineer is of public utility and benefit and promotes the public welfare;
 - e. That the limited scope repair and replacement of crossing #8 as described by the engineer is necessary and the best interest of the affected property owners; and
 - f. That the limited scope repair and replacement of crossing #8 as described by the engineer will require the acquisition of property not contemplated and included in the original proceedings for the establishment of the drainage system.
19. The Board, herein, reaffirms its initial findings.

Based on the forgoing findings and after considering all of the evidence in the proceedings, the Board enters the following:

Order:

- A. The Drainage Authority shall proceed with the repair of JD 6 according to the engineer's recommended limited scope repair and replacement of crossing #8.
- B. The Drainage Authority directs its staff and engineer to prepare final plans, specifications and bidding documents for the limited scope repair and replacement of crossing #8 as recommended by the engineer.
- C. In its final plans and specifications, the engineer shall include a table and diagram showing the additional areas to be acquired prior to constructing the repair.
- D. Upon receipt of the final plans and specifications, the Board shall appoint viewers pursuant to statutes section 103E.715, subd. 6, to determine damages for the additional acquisitions and hold a hearing regarding the acquisition and award of damages.
- E. Upon completion of the required proceedings under section 103E.715, subd. 6, the Board authorizes and directs the advertisement of bids for the work.
- F. The Drainage Authority reserves to itself subsequent actions in these proceedings which require Board action.
- G. The Drainage Authority directs its staff to prepare and submit an application for a multi-purpose drainage management grant for the work proposed to stabilize the outfall of the drainage system (the section 28 repair).

After discussion, the Board, in Joint/Concurrent sessions of the County Boards at their regular meeting locations voted on the adoption of the foregoing Findings and Order, and there were ___ yeas, ___ nays, ___ absent, and ___ abstentions as follows.

	Yea	Nay	Absent	Abstain
ABBE (Steele)	☐	☐	☐	☐
DOCKEN (Rice)	☐	☐	☐	☐
GLYNN (Steele)	☐	☐	☐	☐
GNEMI (Steele)	☐	☐	☐	☐
PURFEERST (Rice)	☐	☐	☐	☐

The Chair declared the motion passed and the Findings and Order adopted.

John Glynn, Chairperson

Dated: _____, 2024

* * * * *

I, Jennifer Mueller, Steele County Property Tax & Elections Director, do hereby certify that I have compared the above motion and Findings and Order with the original thereof as the same appears of record and on file with the Drainage Authority and find the same to be a true and correct transcript thereof.

IN TESTIMONY WHEREOF, I hereunto set my hand this ____ day of _____, 2024.

Jennifer Mueller
Property Tax & Elections Director
Steele County, Minnesota



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

January 2024

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

Dear Mr. Golberg and County Board,

Thank you for your support of Southern Minnesota Initiative Foundation in 2023! Your tax deductible giving for 2023 is \$6,000.00, supporting SMIF's Endowment Fund! Your gift was instrumental in the work we did this year to respond to the needs of our region. Together, we invested over **\$6.4 million** into entrepreneurs, early childhood professionals, and our communities.

Our top 5 in 2023:

1. **Small towns were inventive:** From a National Ruby-Throated Hummingbird Center in Henderson to an Oktoberfest event in Dundas, the small towns in our region are always coming up with innovative ways to enhance community vitality through our Small Town Grant program.
2. **Local wealth was retained:** We welcomed our 32nd Community Foundation under SMIF's umbrella. Southland Community Foundation supports several small towns in Mower County – Adams, Rose Creek, Elkton, Dexter, Taopi and Johnsburg.
3. **The regional foods system was strengthened:** We celebrated the 10th anniversary of the FEAST! Local Foods Marketplace, an event for the public to shop from vendors based in Minnesota, Wisconsin and Iowa. The marketplace has had such an impact on the region that Kim Norton, mayor of Rochester, declared the first Saturday in November as Local Foods Day in Rochester.
4. **Solutions to the child care challenge moved the needle:** SMIF is launching a new “whole community” approach to child care which will provide a network of support for up to four communities as they develop solutions to child care challenges this next year.
5. **Entrepreneurs flourished:** This year, some of our partners received awards including West Oakland Auto, a loan client, who was named SBA's Minnesota Minority-Owned Small Business of the Year. The owners of Angie's BOOMCHICKAPOP, another loan client, were honored by the SBA as a legacy business.

I have included the newest impact report for your review. All the work highlighted is only possible because of you. I look forward to continuing our work together in 2024!

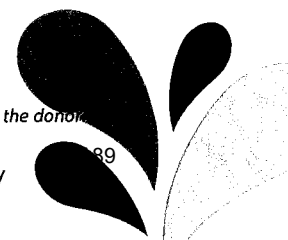
With gratitude,

Tim Penny
President & CEO

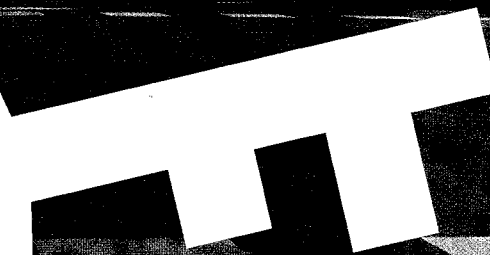
cc: Ibrahim Hussein, Board Member

Southern Minnesota Initiative Foundation is a 501(c) (3) organization; your gift is tax deductible. No goods or services were provided to the donor.

Collaborating for Regional Vitality



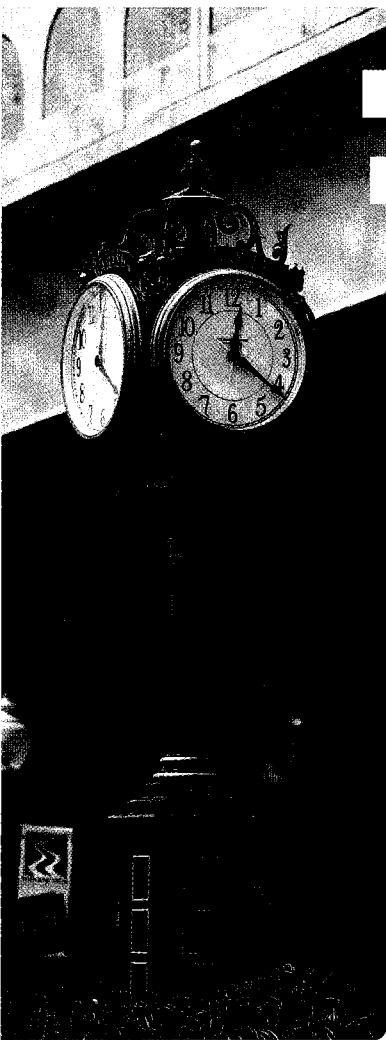
UNLOCKING OPPORTUNITIES



2023
IMPACT REPORT



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION



A Message For Our Partners

In the heart of southern Minnesota, we find heroes every day. They are the community members who unite to address challenges, the entrepreneurs with innovative business ideas, the Early Childhood professionals supporting our youth and the visionaries shaping a brighter future. These individuals are the backbone of our communities, and their dreams and aspirations drive progress like nothing else.

However, we recognize that even heroes need the right tools and support to achieve their goals. Often, projects, ideas and growth can stall when the necessary resources and support systems are absent.

Sometimes, all it takes is the right key to unlock those opportunities.

That's where Southern Minnesota Initiative Foundation (SMIF) comes in. We stand ready to be the key that unlocks opportunities for our remarkable communities, helping pave a path toward a brighter future.

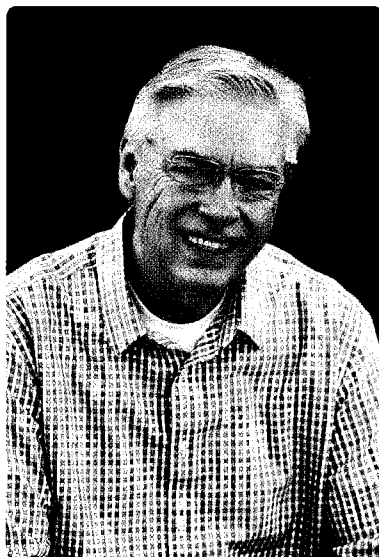
The stories from this year's impact report celebrate the transformation that happens when the resources are there to support growth and vitality. We could not do this work without the donors and partners who are committed to the place they call home. Let's continue to unlock opportunities together, making our region an even better place to live, work and thrive.

Tim Penny
President & CEO

Shawn Vogt Sween
Board Chair



Read the full
versions of
these stories:



Help make a difference
in Southern Minnesota!
DONATE TODAY:





NOELLE VIKTORA

Assistant Executive Director
at Albert Lea Economic
Development Agency (ALEDA)

Board member,
The Children's Center



LOCATION:
Albert Lea
Freeborn County

UNLOCKING CHILD CARE SOLUTIONS

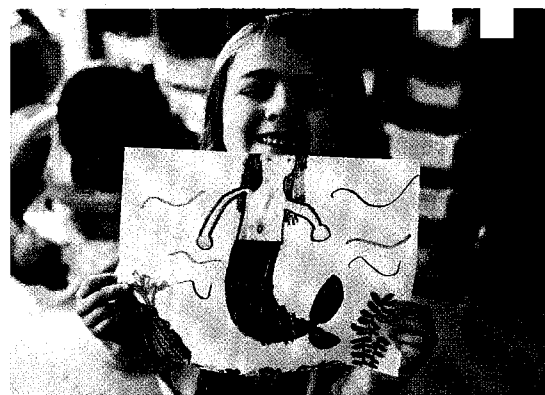
Child care is so important to communities in order to keep parents in the workforce, especially as we are facing a labor shortage in Freeborn County. One of the largest challenges in our community was that the only child care center in Albert Lea, called The Children's Center, was losing money, staff and enrollment.

We needed an outside opinion to come in and look at everything to identify changes. SMIF connected us with their Early Childhood Consultant, Jeff Andrews, who helps communities and providers develop concrete plans to create sustainable child care options.

One of the things I appreciated the most about working with SMIF was that we didn't just focus on problems. Jeff really made us think about what kind of center we strive to be: the premier option for child care in the community. In order to meet that vision and stay open, we had to make changes.

Through the process of working with SMIF we ended up with a long-term plan. We raised our tuition, gave our

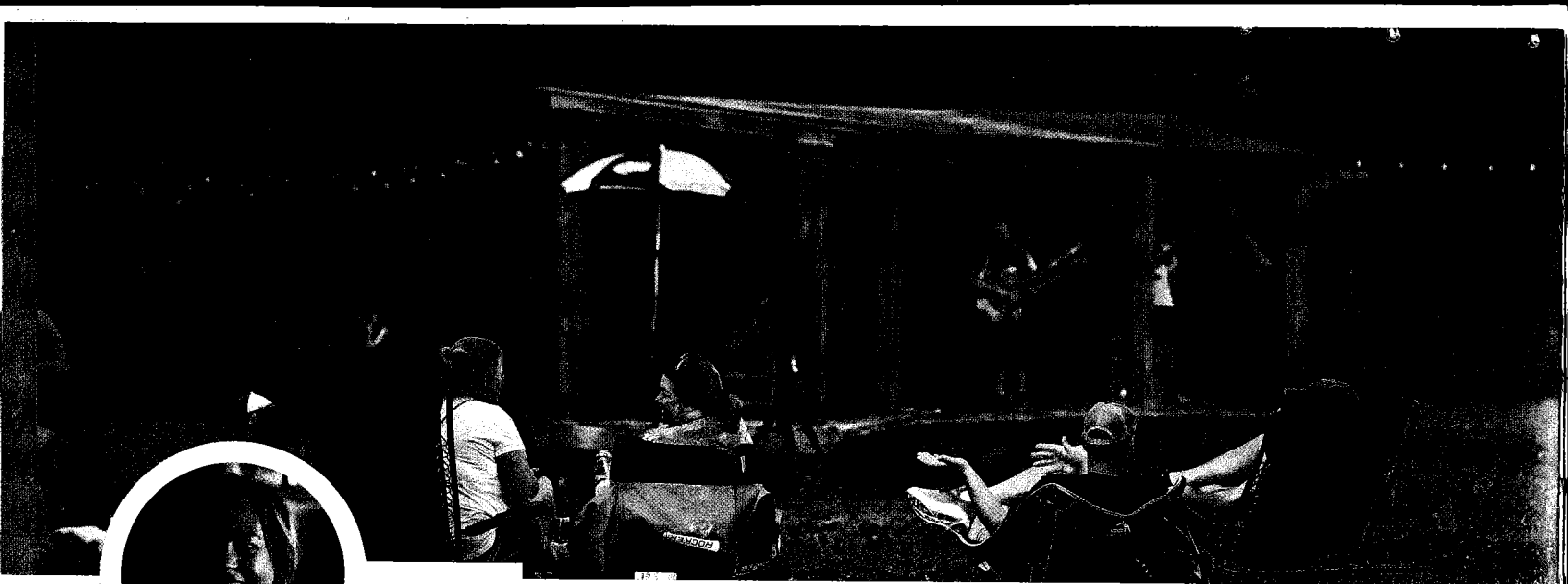
32,463
children supported



staff raises and created consistency with our scheduling. Last summer, we let our teachers know that, although we still have work to do, we are making improvements that would allow us to pay them better wages.

The fact that SMIF was able to offer Jeff as someone that we could work with was a huge gift. If we had to pay for a consultant of Jeff's caliber, it would have cost us a lot of money. It's been an incredible benefit.

I don't think we would have ever gotten as far as we did without SMIF's help.



EMILY KNUDSEN

Owner, Pleasant
Grove Pizza Farm



LOCATION
Waseca
Waseca County

UNLOCKING PEER SUPPORT

I had a secret dream of owning a pizza farm one day because I fell in love with the first one I ever went to when I was 21. Within an hour of sitting down, I wanted to do this. Then, when I was 30, I met Bill and he had this property in Waseca. To me, it felt like a perfect fit for a pizza farm.



Without the support, assistance and guidance from SMIF, we simply wouldn't be where we are.

We finally opened our business in 2016. After receiving a Small Enterprise Loan from SMIF in 2018, I learned about their Local Food Peer Network. I knew a little about how to run a kitchen and staff from previous jobs, but I thought that the Peer Network would be a great way to learn from other business owners.

The thing I loved about the Peer Network was that it was all food-based peers. We'd talk about the good

and bad things that were happening with our businesses. Getting advice on how to hire and who to hire was really important.

Another cool thing was that the Peer Network would connect you with other people you could collaborate with. We're still collaborating with Hannah's Honey out of Waseca on our Sweet Georgia Pie pizza. Mike from Half Pint Brewing, another Peer Network member, is another collaborator – we deliver pizzas out there and we'll start selling his beer here.

We talked a lot about how to grow business the right way and how to maintain growth. One way we've expanded our business is through starting a mobile unit – it's really gotten our name and product out there. We started out making about 25 pizzas on a Sunday; now on a weekend we might make 700 pizzas.

We wouldn't be where we are without the support provided by SMIF and the Peer Network. SMIF staff were also huge in helping us grow, succeed, navigate and manage everything. SMIF has been a very valuable asset to our business.



CHRISTINE "MONTANA" RASMUSSEN

Owner, River Rock Kitchen & Baking Co.



LOCATION:
Saint Peter
Winnebago County

For years, I had been working as the manager at River Rock Coffee, a Saint Peter coffee shop with baked goods which is owned by a friend of mine. In 2016, I purchased the food portion of the business, and in 2017 we were able to move River Rock Kitchen & Baking Co. into our own commercial space.

We make a variety of products – morning baked goods, scones, coffee cakes, quiches, soups, sandwiches, salads and a full line of artisan breads.

The entire business is wholesale – it's not open to the public. We sell our products to River Rock Coffee, the St. Peter Food Co-op, and Morgan Creek Vineyards, to name a few.

Running a small business can be a really hard – and somewhat lonely – endeavor. In 2018, I decided to join SMIF's Local Food Peer Network because I think it's valuable to have other people support you who are also running small businesses and experiencing the same things.

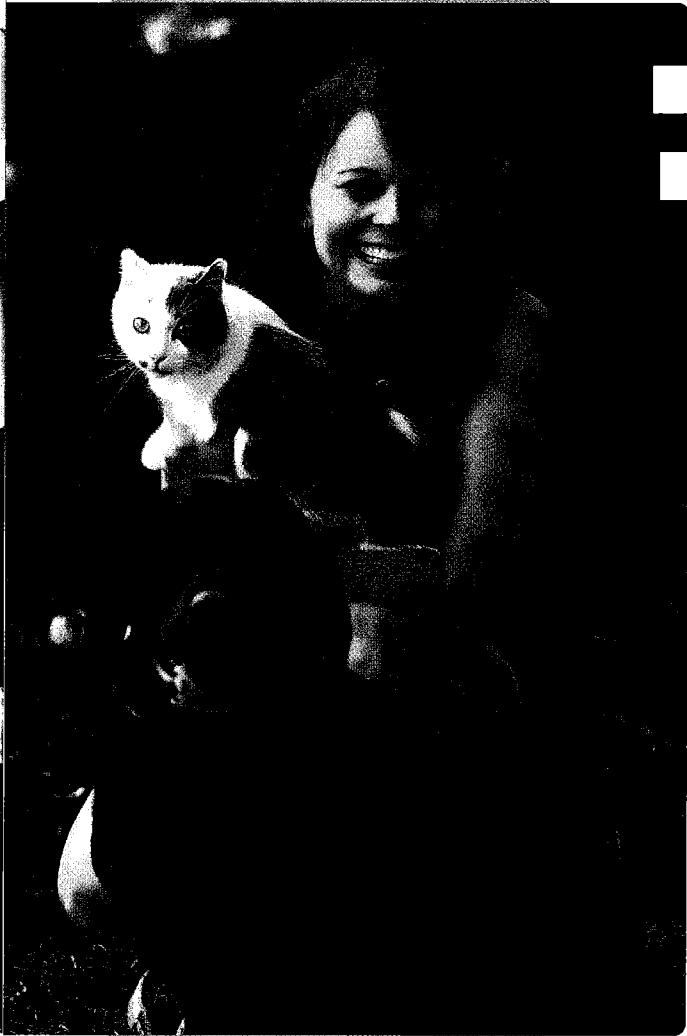
The person who led the meetings had a lot of useful information about being in the food industry. We would sometimes go on field trips to different locations to visit people's businesses – that was always interesting to see. One of the biggest things we worked on was a training manual for staff. Everyone developed their own manual based on their industry.

It's such a welcoming and great group of people. I reach out when I think they could help answer a question I have, and it has always been helpful. Over the years, we've talked about staffing, advertising and adding a new product. It's nice to have other people to bounce things off or to ask questions. The Peer Network and SMIF are resources that I really value.



904
entrepreneurs
supported





NICOLE GRIENSEWIC

Executive Director of
Region Nine Development
Commission (RNDC)



LOCATION:
Mankato
Blue Earth County

UNLOCKING A LEGACY

The work I get to do through Region Nine is really interwoven with SMIF, so over time I have become more attached to their mission. Through my work, I've been able to see the direct impact that SMIF's grants and programs have had on the region – and it also really matches my own values.

When I saw that SMIF was offering a tool to make writing a will easy, I was like, "Oh, okay. Let's do that." During the process of writing my will, I decided to leave a planned gift to SMIF. I've been able to leverage different educational programs, grants and

professional development opportunities through SMIF – but more importantly, the people of this region have helped me as well as my organization and programs succeed. Leaving a planned gift to SMIF is my way to help those programs continue or expand.

This region has invested a lot into me and helped me succeed. Leaving a gift to SMIF is my way of giving back.

There are a lot of professionals and even younger professionals, like myself, who haven't thought about writing

a will. But laying out your plan is important because things happen, people pass and you don't expect it. It helps to not put the pressure of figuring everything out on your loved ones. Leaving a planned gift isn't just for millionaires; this is about whoever is able to leave any funds. It's really important to make that plan and to help organizations expand and continue to grow and thrive.

I would like to be remembered as someone who truly cared about the local communities in the region and wanted to leave it better than I found it. Leaving a gift to SMIF is where I feel I can make the largest impact, especially in helping rural and smaller communities throughout the region thrive into the future.

Scan here to
write your
FREE WILL:





BOB MANN

Dentist at Wabasha Dentistry
and a member of the Wabasha-
Kellogg Area Community
Foundation since 2012.

SMIF Board Trustee



LOCATION:
Wabasha
and Kellogg
Wabasha County

UNLOCKING LOCAL GIVING

In Wabasha and Kellogg, there is a strong community spirit and a willingness to help each other no matter which town you live in. When the Wabasha-Kellogg Area Community Foundation (WKACF) formed in 2012, it became a great way for people to give back.

Our Community Foundation has done a lot in a short period of time. Six years ago, we started providing free pool passes for every kid in town through eighth grade. The pool has now become a life source for kids in the summer. We also provided the funds to support the education for an individual to become a mental health professional, as long as they returned to our community, which they did. We distribute many grants of \$5,000 or less because we've found that the more we spread it around, the more people we affect – and the more likely people are to give back.

SMIF was there from the beginning. They helped us through the planning stages; they handle our accounting; they make sure we're properly taxed. They're there every step of the way to make us functional. They pay for QuickBooks so we can keep track of who donates to us. They

provide educational seminars for board members from all of SMIF's Community Foundations from which I've been able to pick up a lot of ideas and information. Each year, SMIF matches funds for some of our grantmaking.

Now that we have an established Community Foundation, it's amazing the things we can support. Community members tell us what the needs are, and we can usually help. There are so many ways a foundation can enhance a community. It is our mission that we connect people – keeping Wabasha and Kellogg a great place to live, work and play.

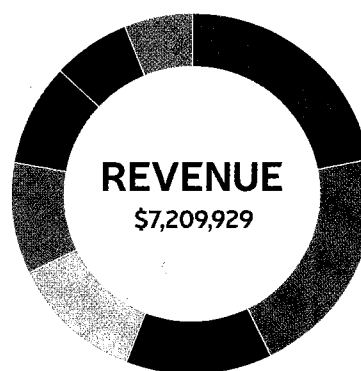
Without SMIF, I don't think we would have ever formed, and we wouldn't have accomplished what we've been able to accomplish.

132
communities
impacted through
community
vitality efforts

FISCAL YEAR 2023



- 30% Entrepreneurship
- 25% Early Childhood
- 21% Affiliate Funds
- 12% Loans
- 11% Admin and Fundraising
- 1% Equity Investments



- 22% Spending Policy
- 21% Affiliate Funds
- 13% Loan Proceeds/Repay
- 12% Federal Grants
- 10% Other
- 9% In-Kind
- 7% The McKnight Foundation
- 6% Local Donations

COMMUNITY INVESTMENT MAP

July 1, 2022–June 30, 2023

★ EARLY CHILDHOOD

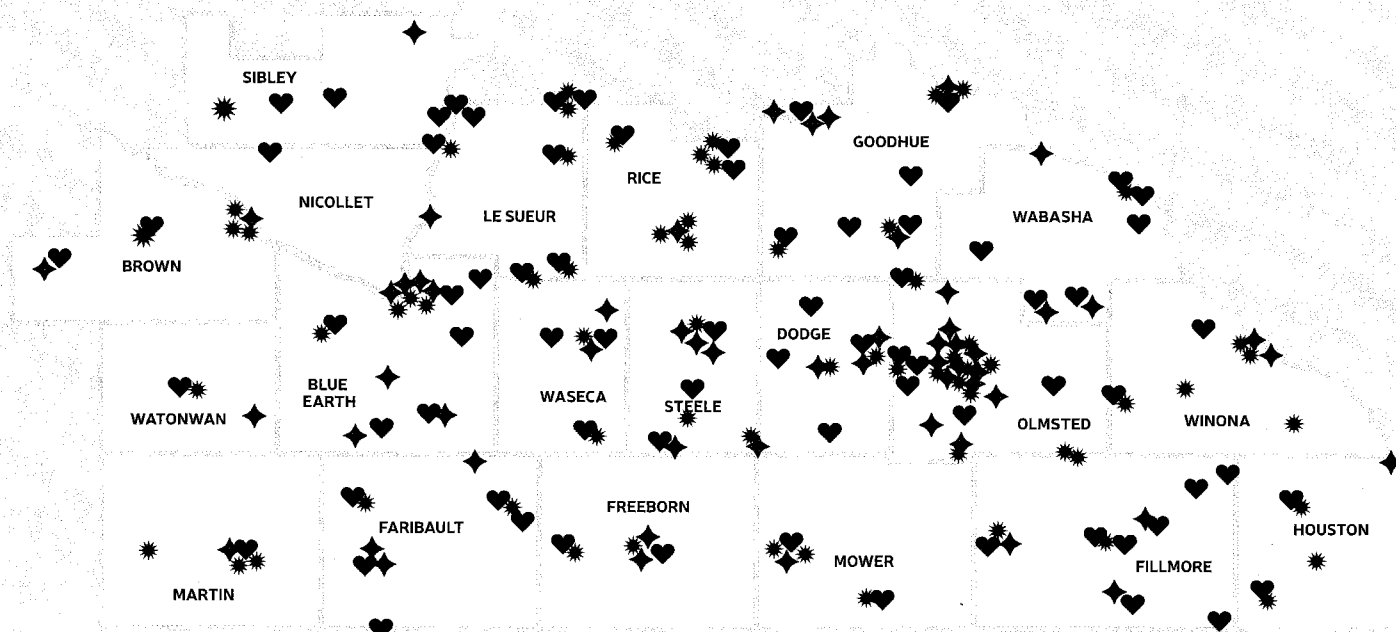
- Early Care and Education Grant
- Early Childhood Initiative communities
- Early Childhood Trainings
- Early Literacy Grant
- Technical Assistance clients

◆ ECONOMIC DEVELOPMENT

- Business Trainings
- Equity investments
- Inclusive and Equitable Communities Grant
- Loan clients
- Peer Network members
- Prosperity Initiative members
- Rural Entrepreneurial Venture communities
- Minnesota Main Street Economic Revitalization Grant (DEED)
- Technical Assistance clients

♥ COMMUNITY VITALITY

- Community Foundations
- Designated Funds
- Paint the Town Grant
- Small Town Grant



To view an interactive map, visit smifoundation.org/impactreport

CONNECT WITH US:



WHEREAS; the Steele County Administrator, Human Resource Director, in partnership with Deputy Auditor and the Treasurer/Finance Director prepared a recommendation for reorganization as follows:

- Create a Property Tax and Election Department
- Create a Finance Department

WHEREAS; the Steele County Board of Commissioners supported these recommendations with the establishment and hiring of a Property Tax and Elections Director position and Finance Director position.

NOW THEREFORE BE IT RESOLVED; that the Steele County Board of Commissioners establishes a Property Tax and Elections Services Department consisting of the Auditor’s responsibilities as cited by Statute unless otherwise indicated within the department responsibilities or directed by the Administrator and establishes a Finance Department consisting of the Treasurer’s responsibilities as cited by Statute unless otherwise indicated within the department responsibilities or directed by the Administrator.

- F. Approve Property Tax Fire Abatement for PID#17-274-0232 in an amount of \$1,358.49.
- G. Approve the 2024 Delegation Agreement - AIS Prevention Inspection of Water-Related Equipment and authorize the chair to sign.
- H. Award contract SAP 074-598-016 – Bridge No. 74562 – CR 162 over Crane Creek to low bidder Structural Specialties, Inc. in an amount \$889,868.67.
- I. Approve **Resolution** for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-598-016, Construct Bridge 74562 on CR 162, authorizing the Chair and County Administrator to execute the Agreement.

**LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS SAP 074-598-016**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 74513; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$784,791.88 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Steele County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

- J. Adopt **Resolution** updating UBS designees to include new Finance Director as Steele County’s depository and authorize the persons stated to sign orders.

**Designate a depository for the County of Steele
and persons authorized to sign orders**

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 Candi Lemarr, Finance Director of Steele County; 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 Candi Lemarr, Steele County 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.

- K. Adopt **Resolution** updating authorized personnel process EFT transactions

EFT Authorization

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: Candi Lemarr, County 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; Candi Lemarr - 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

General Agenda:

Human Resource Director Julie Johnson read the January Anniversary Report

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve contract with WHKS for the final design of CSAH 28 (South Beaver Lake Road to North Beaver Lake Road) and Beaver Lake Park Improvements in the amount of \$378,000. Ayes all.

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

AUTHORIZING SPONSORING APPLICATION FOR FEDERAL TRANSPORTATION ALTERNATIVES PROGRAM

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to reconstruct a portion of CSAH 48 Main Street; and

WHEREAS, Steele County is applying to the Transportation Alternatives Program for funding for the project; and

NOW THEREFORE, be it resolved that Steele County agrees to act as sponsoring agency for the project identified as CSAH 48 Main Street Reconstruction seeking Federal Transportation Alternatives Program Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

NOW THEREFORE, be it further resolved that the Steele County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

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

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

**AGREEING TO MAINTAIN FACILITY
CSAH 48 MAIN STREET**

WHEREAS, Steele County has programmed a project in its Highway Capital Improvement Program to reconstruct a portion of CSAH 48 Main Street; and

WHEREAS, Steele County is applying to the Transportation Alternatives Program for funding for the project; and

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, Steele County is the sponsoring agency for the transportation alternatives project identified as CSAH 48 Main Street Reconstruction.

NOW THEREFORE, be it resolved that: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

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

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve CUP #435 / Dobberstein Craft Retreat Center with 9 Conditions based of the Finding of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to renew IUP 2009-06 / Wencil Pit with 18 conditions based on the Findings of Fact. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to authorize Public Health Director sign the MRC STTRONG Grant Agreement. Ayes all.

Commissioner Reports:

Commissioner Glynn reported attendance at Land Use and Records.

Commissioner Krueger reported attendance at South County Health Alliance Joint Powers Board meeting, Public Works committee, Land Use and Records committee, Prairie, Blooming Prairie Chamber dinner, and a Work Session.

Commissioner Gnemi reported attendance at Drug Court meetings, Property and Maintenance Committee meeting, Zoom meeting with Workforce, Virtual meeting with SEMCAC, Zoom with Workforce, Soil and Water Conservation meeting, Human Relations Center meetings and a Work Session.

Commissioner Brady reported attendance at 911 Joint Powers meeting, planning and zoning meeting, Public Works, Soil and water conservation meeting, Human Relations meeting, and a Work Session.

Commissioner Abbe reported attendance at 911 Joint Powers meeting, Internal Central Services Committee meeting, Property and Maintenance Committee meeting, MNPrairie meeting, zoom meeting with Counties Providing Technology, and a Work Session.

LISTING OF BILLS
January 23, 2024

7 Rivers Recycling LLC	3,413.53
Advanced Correctional Healthcare Inc	6,269.99
Alcohol Monitoring System Inc	2,441.70
Alternative Business Furniture	2,553.31
AMC- MACA	2,774.00
Ancom Technical Center Inc	2,063.80
Association Of Mn Counties	22,051.00
Bussler Publishing Inc	2,739.00
Central Farm Services	8,568.08
CRK Properties LLC	6,767.37
Four Seasons Centre	6,795.00
From the Ground Up LLC	5,200.00
High Point Networks	13,626.33
Houston Engineering Inc	4,000.00
I & S Group Inc	4,945.00
KnowBe4 Inc	7,144.26
Kraft Mechanical LLC	3,848.00
Loken Excavating & Drainage	3,721.94
MCAA	5,776.00
Metro Sales Inc	4,735.06
Minnesota Counties Computer Coop	17,199.25
Mn Dept Of Transportation	2,384.67
Mohs Contracting Inc	10,554.80
Moore Md/Kellyanna J	3,864.24
Nelson/Christopher	3,079.72
Northland Securities Inc	2,150.00
Nuss Truck & Equipment	19,530.51
Owatonna Public Utilities	52,217.00
Quality Flow Systems Inc	2,420.00
Road Machinery & Supplies Co	15,847.22
Sign Solutions	4,608.07
Skyline Salt Solutions	29,771.81
South Central Drug Investigation Unit	23,000.00
Steele County Highway Dept	5,472.26
SC Soil & Water Conserv Dist	9,435.25
Stewart Sanitation	2,080.01
Streamline Communications LLC	2,195.18
Streichers Inc	2,987.79
Summit Food Services LLC	6,701.88
TheTransportation Alliance	2,803.00
Thompson Sanitation	74,255.48
Thomson Reuters - West	2,829.74

TNVCINC	8,239.06
UKG Kronos Systems LLC	3,335.11
131 Payments less than 2000	<u>50,368.04</u>
Final Total:	476,763.46

Commissioner Abbe called the meeting into closed session at 5:30 p.m. per Minn. Stat. § 13D.05, subd. 3(b), to evaluate the performance of an individual who is subject to its authority.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to come out of closed session at 5:53 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 5:53 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 23, 2024

STATE OF MINNESOTA }
COUNTY OF STEELE } ss

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on January 23, 2024 with Commissioner's Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Human Resources Director Julie Johnson, Interim Finance Director Cathy Piepho, Finance Director Candi Lemarr, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, Public Health Director Amber Aaseth, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Amber Aaseth discussed the MRC STTRONG funding. The purpose, to strengthen the Medical Reserve Corps (MRC) network in Minnesota- focusing on emergency preparedness, response, and health equity needs. The Minnesota Department of Health (MDH) and its subrecipients planned activities are intended to bolster community response capabilities and build on the invaluable role that MRCs played during the COVID-19 response effort. There is a deadline for use of May 2025. This is not a match grant.

Candi Lemarr and Cathy Piepho discussed the two Resolutions on the consent agenda where Candi Lemarr is replacing Cathy Piepho as the Finance Director on these resolutions.

Agile FleetCommander launched on January 23rd. Discussion regarding the value of this system was discussed as Commissioners asked questions.

Maddie Hessian with Public Health gave a presentation updating the Board of Commissioners on the Opioid Settlement. As of January 2024, Steele County has received 10 opioid settlement payments, totaling to \$215,166.75. The team is gathering community feedback through a process of community partner meetings, funding prioritization survey and a community advisory team. The goal is to ensure this is a process that is evidence-based and community driven, from beginning to end. Other Opioid Initiatives: Work to expand harm reduction efforts in Steele County and raise community awareness of the opioid epidemic. Next steps are building on the foundation established in 2023 of gathering data and expanding relationships between partners, in 2024 the plan is to convene a group of those partners and utilize our combined expertise to begin funding distribution in a transparent, equitable, and community-based manner.

Meeting was adjourned at 4:53 p.m.

CHAIRMAN

ATTEST: _____

ADMINISTRATOR

DRAFT

SBENDORF
2/7/24 10:30AM

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

2/7/24 10:30AM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
303	DEPT		Construction Expense			
52513	Mn Dept Of Transportation					
5	10-303-000-0000-6260	AP	Material testing 074-648-007	P00018302	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		1 Transactions			
303	DEPT Total:		Construction Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
17215	Dagry Tooling Inc					
2	10-304-000-0000-6520	AP	Sharpen chipper blades	F120094	Machinery/Vehicle Parts	G
17215	Dagry Tooling Inc		1 Transactions			
5096	Matheson Tri-Gas Inc					
4	10-304-000-0000-6511	AP	Welding supplies	0029075975	Maint Shop Supplies & Materials	N
5096	Matheson Tri-Gas Inc		1 Transactions			
304	DEPT Total:		Equipment Maintenance & Shops	2 Vendors	2 Transactions	
310	DEPT		Capital Construction			
8686	Anderson/James Hurd					
1	10-310-000-0000-6517	AP	Prof services 074-649-001	231204	Sales Tax Right of Way	Y
8686	Anderson/James Hurd		1 Transactions			
39600	Jones Haugh & Smith Inc					
3	10-310-000-0000-6262	AP	Prof services 074-649-001	45029	Sales Tax Consultants	N
39600	Jones Haugh & Smith Inc		1 Transactions			
77570	Short Elliott Hendrickson Inc					
6	10-310-000-0000-6262	AP	Prof services 074-602-007	459781	Sales Tax Consultants	N
7	10-310-000-0000-6262	AP	Prof services 074-023-008	459786	Sales Tax Consultants	N
77570	Short Elliott Hendrickson Inc		2 Transactions			
9217	WHKS & Co					
8	10-310-000-0000-6262	AP	Prof services 074-598-015	50258	Sales Tax Consultants	Y
9217	WHKS & Co		1 Transactions			
9859	Wilmshurst/Jonathan James					
9	10-310-000-0000-6517	AP	Prof services 074-649-001	10128	Sales Tax Right of Way	Y

SBENDORF

2/7/24 10:30AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9859	Wilmshurst/Jonathan James		1,268.75	1 Transactions		
4364	WSB & Associates Inc					
10	10-310-000-0000-6262	AP	2,306.00	Prof services 074-070-008	0232670005	Sales Tax Consultants Y
11	10-310-000-0000-6262	AP	12,328.50	Prof services 074-021-006	1985000022	Sales Tax Consultants Y
4364	WSB & Associates Inc		14,634.50	2 Transactions		
310	DEPT Total:		64,288.05	Capital Construction	6 Vendors	8 Transactions
10	Fund Total:		66,878.00	Road & Bridge Fund		11 Transactions
	Final Total:		66,878.00	9 Vendors	11 Transactions	

SBENDORF
2/7/24

10:30AM

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	66,878.00	Road & Bridge Fund	
	All Funds	66,878.00	Total	Approved by,
				
				

SBENDORF
2/7/24 11:11AM

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

2/7/24 11:11AM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	6032 APG Media of Southern Minnesota LLC					
2	10-301-000-0000-6242	0.51	Official paper notification	130970124	Publishing	N
	6032 APG Media of Southern Minnesota LLC	0.51	1 Transactions			
	16860 Custom Communications Inc					
21	10-301-000-0000-6512	74.62	Fire alarm monitoring	569401	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc	74.62	1 Transactions			
	61505 Gopher State One-Call					
23	10-301-000-0000-6260	62.15	January locates	4011479	Consultants/Admin Fee	N
	61505 Gopher State One-Call	62.15	1 Transactions			
	37025 Innovative Office Solutions LLC					
24	10-301-000-0000-6410	77.21	Legal size bankers boxes	IN4443039	Office Supplies	N
	37025 Innovative Office Solutions LLC	77.21	1 Transactions			
	52300 Mn Counties Insurance Trust					
27	10-301-000-0000-6350	84.00	Ins for street lights	10044	Property & Liability Insurance	N
	52300 Mn Counties Insurance Trust	84.00	1 Transactions			
	65100 Paape Companies Inc					
31	10-301-000-0000-6512	500.00	Boiler parts for repairs	112110	Bldg Repair & Maintenance	N
32	10-301-000-0000-6512	1,355.00	3rd qtr svc contract Jan-Mar	112121	Bldg Repair & Maintenance	N
33	10-301-000-0000-6512	781.43	Boiler repairs	112370	Bldg Repair & Maintenance	N
	65100 Paape Companies Inc	2,636.43	3 Transactions			
301	DEPT Total:	2,934.92	Administration	6 Vendors	8 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	23800 Fastenal Company					
22	10-302-000-0000-6801	111.15	First Aid kit supplies	MNOWA244130	Osha/Safety Supplies	N
	23800 Fastenal Company	111.15	1 Transactions			
302	DEPT Total:	111.15	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
304	DEPT		Equipment Maintenance & Shops			
	150 Alexander Lumber Company					

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
1	10-304-000-0000-6512		Sign shop cabinet supplies	216030/1	Bldg Repair & Maintenance	N
150	Alexander Lumber Company	139.81	1 Transactions			
7846	Boss Supply Co					
3	10-304-000-0000-6520	139.80	Couplers, unit#2162	47256	Machinery/Vehicle Parts	N
7846	Boss Supply Co	139.80	1 Transactions			
10150	Carquest Auto Parts					
4	10-304-000-0000-6520	95.22	Hydraulic fittings & hoses	476047	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	37.29	Connector, unit#2230	476350	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520	3.99	Bushing & 45 degree fitting	477655	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520	5.08	Fuel filter, unit#2123	477696	Machinery/Vehicle Parts	N
8	10-304-000-0000-6511	1.32	Roll pin	477697	Maint Shop Supplies & Materials	N
10150	Carquest Auto Parts	142.90	5 Transactions			
11215	Central Farm Services					
9	10-304-000-0000-6521	7,614.46	2,999 gallons diesel fuel	2953666	Supplies-Diesel Fuel	N
10	10-304-000-0000-6540	11,455.00	5,000 gallons unleaded fuel	2953666	Fuel & Lubricants	N
11	10-304-000-0000-6540	442.50	175 gallons bulk def antifreez	701373	Fuel & Lubricants	N
11215	Central Farm Services	19,511.96	3 Transactions			
16480	Crysteel Truck Equipment Inc					
12	10-304-000-0000-6600	9,246.00	Snowplow, box, shoe, deflector	L35304	Capital Outlay	N
13	10-304-000-0000-6600	11,555.00	12' Fusion pusher loader	LP217579	Capital Outlay	N
14	10-304-000-0000-6600	132.00	Ret JRB 416, Cat Fusion	LP217579A	Capital Outlay	N
15	10-304-000-0000-6520	229.00	Slide weldment, unit#2226	LP218740	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	229.00	Slide weldment, unit#2200	LP218740	Machinery/Vehicle Parts	N
17	10-304-000-0000-6520	229.00	Slide weldment, unit#2216	LP218740	Machinery/Vehicle Parts	N
18	10-304-000-0000-6520	229.00	Slide weldment, unit#2201	LP218740	Machinery/Vehicle Parts	N
19	10-304-000-0000-6520	233.50	Slide weldment, unit#2170	LP219029	Machinery/Vehicle Parts	N
20	10-304-000-0000-6520	233.50	Slide weldment, unit#2171	LP219029	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	22,316.00	9 Transactions			
51630	Mike's Repair					
26	10-304-000-0000-6252	50.00	Custom labor, unit#2200	104672	Contracted Services	Y
25	10-304-000-0000-6520	14.00	Patch & stem, unit#2200	104672	Machinery/Vehicle Parts	Y
51630	Mike's Repair	64.00	2 Transactions			
56125	NAPA Auto Parts					

SBENDORF

2/7/24 11:11AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
28	10-304-000-0000-6520		Mix cup, hardener & primer	004805	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	103.36	1 Transactions			
4097	Nuss Truck & Equipment					
29	10-304-000-0000-6520	154.57	Oil & fuel filters, unit#2200	PSO0735671	Machinery/Vehicle Parts	N
30	10-304-000-0000-6520	481.59	Filters, elements & injectors	PSO0775851	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	636.16	2 Transactions			
5239	STEPP MFG					
35	10-304-000-0000-6520	65.00	Oil burner & nozzle, unit#2123	063948	Machinery/Vehicle Parts	N
5239	STEPP MFG	65.00	1 Transactions			
85167	Stewart Sanitation					
36	10-304-000-0000-6514	114.61	January garbage service	0000831341	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
99250	Zep Sales & Service					
37	10-304-000-0000-6511	165.85	ZEP 45 Dualforce	9009355135	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service	165.85	1 Transactions			
99500	Ziegler,Inc					
38	10-304-000-0000-6520	200.69	Elements, air filters & filter	0001331063	Machinery/Vehicle Parts	N
39	10-304-000-0000-6600	8,850.00	Caterpillar power box rake	N001339267	Capital Outlay	N
99500	Ziegler,Inc	9,050.69	2 Transactions			
304	DEPT Total:	52,450.14	Equipment Maintenance & Shops	12 Vendors	29 Transactions	
310	DEPT		Capital Construction			
9791	Rochester Title & Escrow Company					
34	10-310-000-0000-6262	432.00	Prof services 074-606-015	68583025	Sales Tax Consultants	N
9791	Rochester Title & Escrow Company	432.00	1 Transactions			
310	DEPT Total:	432.00	Capital Construction	1 Vendors	1 Transactions	
10	Fund Total:	55,928.21	Road & Bridge Fund		39 Transactions	
	Final Total:	55,928.21	20 Vendors	39 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	55,928.21	Road & Bridge Fund	
	All Funds	55,928.21	Total	Approved by,
				
				

SBENDORF
2/8/24 10:55AM

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

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			
	8578 Abbe/James						
1	01-005-000-0000-6331	AP	32.75	Mileage 7/05 - 12/19/23	20240130	Mileage Reimbursement	N
	8578 Abbe/James		32.75	1 Transactions			
	6032 APG Media of Southern Minnesota LLC						
77	01-005-000-0000-6242	AP	7.70	Synopsis - 12/12/2023	Ad 140526	Publishing	N
78	01-005-000-0000-6242	AP	8.40	Synopsis - 12/26/2023	Ad 140691	Publishing	N
	6032 APG Media of Southern Minnesota LLC		16.10	2 Transactions			
	8241 Gnemi/Rick A						
23	01-005-000-0000-6331	AP	204.74	Mileage 11/8 - 12/11/23	20231211	Mileage Reimbursement	N
	8241 Gnemi/Rick A		204.74	1 Transactions			
5	DEPT Total:		253.59	Board Of Commissioners	3 Vendors	4 Transactions	
32	DEPT			Human Resources			
	8393 AMC - MACA						
42	01-032-000-0000-6241		125.00	Membership renewal-JJohnson	8841	Membership Dues	N
43	01-032-000-0000-6241		75.00	Membership renewal-GMcGuire	9928	Membership Dues	N
	8393 AMC - MACA		200.00	2 Transactions			
	9348 Vault Health						
140	01-032-000-0000-6801		352.60	DOT 1st quarter randoms	FL00622229	General Expense	N
141	01-032-000-0000-6801		500.00	Annual D&A test fee	FL00622229	General Expense	N
	9348 Vault Health		852.60	2 Transactions			
32	DEPT Total:		1,052.60	Human Resources	2 Vendors	4 Transactions	
41	DEPT			Auditor			
	37225 Ihrke/Laura L						
100	01-041-000-0000-6260		7,525.00	PT&E 1/1 - 1/31/24	20240202	Consultants Fee	N
	37225 Ihrke/Laura L		7,525.00	1 Transactions			
	8975 Minnesota Counties Computer Coop						
51	01-041-000-0000-6261		125.00	Legal descr training-JMueller	2401360	Conference & Training	N
	8975 Minnesota Counties Computer Coop		125.00	1 Transactions			

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
41	DEPT Total:		7,650.00	Auditor	2 Vendors	2 Transactions	
44	DEPT			Financial Administrator			
	6032 APG Media of Southern Minnesota LLC						
79	01-044-000-0000-6242		3.50	Publication of 2024 budget	Ad 140525	Publishing	N
	6032 APG Media of Southern Minnesota LLC		3.50	1 Transactions			
	8589 Baker Tilly US, LLP						
81	01-044-000-0000-6279		7,077.00	Progress fee - 2023 F/S audit	BT2672234	Audit Costs	Y
	8589 Baker Tilly US, LLP		7,077.00	1 Transactions			
44	DEPT Total:		7,080.50	Financial Administrator	2 Vendors	2 Transactions	
61	DEPT			Information Technology			
	9866 Enterprise Training Solutions Inc						
87	01-061-000-0000-6261		1,316.00	IT training	5765	Conference & Training	N
	9866 Enterprise Training Solutions Inc		1,316.00	1 Transactions			
	18450 Office of MN IT Services						
114	01-061-000-0000-6212 AP		1,100.44	Monthly fees - July 2023	DV23070394	M-Net Expenses	N
115	01-061-000-0000-6212 AP		1,100.44	Monthly fees - August 2023	DV23080392	M-Net Expenses	N
116	01-061-000-0000-6212 AP		1,100.44	Monthly fees - September 2023	DV23090393	M-Net Expenses	N
117	01-061-000-0000-6212 AP		1,100.44	Monthly fees - October 2023	DV23100398	M-Net Expenses	N
118	01-061-000-0000-6212 AP		1,100.44	Monthly fees - November 2023	DV23110395	M-Net Expenses	N
119	01-061-000-0000-6212 AP		1,100.44	Monthly fees - December 2023	DV23120396	M-Net Expenses	N
	18450 Office of MN IT Services		6,602.64	6 Transactions			
61	DEPT Total:		7,918.64	Information Technology	2 Vendors	7 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
14	01-062-000-0000-6801		324.00	Contracted mail services	01/19/2024	General Expense	N
15	01-062-000-0000-6802		125.00	Additional mail services	01/19/2024	Internal Chargeback	N
84	01-062-000-0000-6801		324.00	Contracted mail services	02/02/2024	General Expense	N
85	01-062-000-0000-6802		85.00	Additional mail services	02/02/2024	Internal Chargeback	N
	16282 Crosstown Cartage Inc		858.00	4 Transactions			
	8859 Quadient Leasing USA Inc						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
126	01-062-000-0000-6215		Coverage 2/28 - 5/27/24	Q1173981	Postage	N
8859	Quadient Leasing USA Inc		1 Transactions			
3778	SHI International Corp					
132	01-062-000-0000-6301	AP	Microsoft Teams voice licenses	B15533778	Equip/Software Maint	N
131	01-062-000-0000-6301	AP	Microsoft EA licensing	B17431668	Equip/Software Maint	N
129	01-062-000-0000-6301	AP	Microsoft visio licenses	B17432436	Equip/Software Maint	N
128	01-062-000-0000-6301	AP	Microsoft licensing	B17433106	Equip/Software Maint	N
133	01-062-000-0000-6301	AP	Microsoft Team voice licenses	B17433429	Equip/Software Maint	N
130	01-062-000-0000-6301	AP	Microsoft Teams voice licenses	B17436651	Equip/Software Maint	N
127	01-062-000-0000-6301	AP	DUO MFA annual renewal	B17725809	Equip/Software Maint	N
3778	SHI International Corp		7 Transactions			
62	DEPT Total:		96,912.67	Central Services	3 Vendors	12 Transactions
63	DEPT		Auditor Elections			
21920	Election Systems & Software Inc					
44	01-063-000-0000-6410		PNP Election Svs-Media burn	CD2074626	Office Supplies	N
21920	Election Systems & Software Inc		1 Transactions			
63	DEPT Total:		671.29	Auditor Elections	1 Vendors	1 Transactions
101	DEPT		County Recorder			
37025	Innovative Office Solutions LLC					
46	01-101-000-0000-6410		Dust-off cleaner	4444494	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
101	DEPT Total:		11.20	County Recorder	1 Vendors	1 Transactions
102	DEPT		Surveyor			
39600	Jones Haugh & Smith Inc					
28	01-102-000-0000-6801		S 1/4 S19-108-21, Cedar Mills	45033	General Expense	N
39600	Jones Haugh & Smith Inc		1 Transactions			
102	DEPT Total:		750.00	Surveyor	1 Vendors	1 Transactions
103	DEPT		Assessor			
9677	Bahl/Grant					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
10	01-103-000-0000-6330		Meal-Appraisal Principles	January 2024	Travel Expenses	N
9	01-103-000-0000-6330		Lodging-Appraisal Principles	Lake Elmo Conf	Travel Expenses	N
9677	Bahl/Grant		2 Transactions			
3693	Loffler Companies Inc					
102	01-103-000-0000-6410	39.36	Assessor copier	4600126	Office Supplies	N
3693	Loffler Companies Inc	39.36	1 Transactions			
103	DEPT Total:	662.09	Assessor	2 Vendors	3 Transactions	
105	DEPT		Planning & Zoning			
1110	SMART					
134	01-105-000-0000-6241	25.00	SMART membership - 2024	February 2024	Membership Dues	N
1110	SMART	25.00	1 Transactions			
105	DEPT Total:	25.00	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT		Buildings & Grounds			
9075	Access Tonna Lock Service					
2	01-111-040-0000-6300	40.00	Key per Mark	3280	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service	40.00	1 Transactions			
6032	APG Media of Southern Minnesota LLC					
80	01-111-043-0000-6300	1.83	Article for garage bid	Ad 141341	Bldg Repairs & Maintenance	N
6032	APG Media of Southern Minnesota LLC	1.83	1 Transactions			
8374	Burger/Thomas R					
12	01-111-000-0000-6331	66.16	Mileage - 101 mi @.655	January 2024	Mileage Reimbursement	N
8374	Burger/Thomas R	66.16	1 Transactions			
8288	Four Seasons Electric					
90	01-111-040-0000-6300	180.00	Replace pump lights-boiler rm	13332	Bldg Repairs & Maintenance	N
88	01-111-040-0000-6300	625.65	3 emergency LE light drivers	13334	Bldg Repairs & Maintenance	N
89	01-111-040-0000-6300	444.00	Boiler room power supply	13344	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	1,249.65	3 Transactions			
8521	From the Ground Up LLC					
96	01-111-040-0000-6380	1,112.50	Ice control, removal, pretreat	32732	Grounds Maintenance	Y

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
97	01-111-041-0000-6380		Ice control, removal, pretreat	32735	Grounds Maintenance	Y
95	01-111-043-0000-6380		Ice control, snow removal	32736	Grounds Maintenance	Y
99	01-111-042-0000-6380		Ice control, snow removal	32742	Grounds Maintenance	Y
98	01-111-044-0000-6380		Ice control, removal, pretreat	32746	Grounds Maintenance	Y
93	01-111-047-0000-6380		Ice control	32757	Grounds Maintenance-Gymnastics	Y
8521	From the Ground Up LLC	2,897.50	6 Transactions			
52550	MEI Total Elevator Solutions					
104	01-111-040-0000-6300	205.38	Monthly service - February	1057814	Bldg Repairs & Maintenance	N
103	01-111-042-0000-6300	191.76	Monthly service - February	1057815	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	397.14	2 Transactions			
9683	Northland Pest Control					
111	01-111-043-0000-6300	75.00	Pest control	14546	Bldg Repairs & Maintenance	Y
110	01-111-042-0000-6300	105.00	Pest control	14547	Bldg Repairs & Maintenance	Y
113	01-111-041-0000-6300	85.00	Pest control	14549	Bldg Repairs & Maintenance	Y
112	01-111-040-0000-6300	65.00	Pest control	14550	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	330.00	4 Transactions			
8253	Owatonna Filters					
34	01-111-041-0000-6300	456.00	Filters - 36 count	4817	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters	456.00	1 Transactions			
85167	Stewart Sanitation					
136	01-111-041-0000-6380	89.39	Trash/recycling - Annex	831339	Grounds Maintenance	N
139	01-111-042-0000-6300	86.67	Trash/recycling - Courthouse	831342	Bldg Repairs & Maintenance	N
138	01-111-043-0000-6380	64.27	Trash/recycling - Attorney	831342	Grounds Maintenance	N
135	01-111-040-0000-6380	196.98	Trash/recycling - Admin	831836	Grounds Maintenance	N
85167	Stewart Sanitation	437.31	4 Transactions			
111	DEPT Total:	5,875.59	Buildings & Grounds	9 Vendors	23 Transactions	
121	DEPT		Veteran Service			
6032	APG Media of Southern Minnesota LLC					
6	01-121-000-0000-6242	142.50	Memorial flags - January 2024	13476-0124	Publishing	N
7	01-121-751-0000-6820	600.00	Digital campaign - Jan & Feb	13476-0124	Grant Expense	N
6032	APG Media of Southern Minnesota LLC	742.50	2 Transactions			
14420	Culligan Inc					

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86	01-121-000-0000-6301		January 2024 water	15391516-01312C	Repairs/Maintenance	N
14420	Culligan Inc		1 Transactions			
9605	Panoramic Software Inc					
33	01-121-000-0000-6301		Vetpro annual 7/2024 - 1/2025	13888	Repairs/Maintenance	N
32	01-121-751-0000-6820		Vetpro annual 2/2024 - 6/2024	13888	Grant Expense	N
9605	Panoramic Software Inc		2 Transactions			
121	DEPT Total:		1,750.40	Veteran Service	3 Vendors	5 Transactions
201	DEPT			Sheriff		
9075	Access Tonna Lock Service					
3	01-201-000-0000-6801		4.00	Key for Lockbox	3299	Misc Expense Y
4	01-201-000-0000-6801		4.00	Key for Beaver Lake	3299	Misc Expense Y
9075	Access Tonna Lock Service		8.00	2 Transactions		
8458	American Tower Corporation					
5	01-201-297-0000-6347		671.95	BP tower rent - February 2024	411529190	T-BI Pr Lease Payments N
8458	American Tower Corporation		671.95	1 Transactions		
37025	Innovative Office Solutions LLC					
47	01-201-000-0000-6410		57.17	Calculator	4440573	Office Supplies N
37025	Innovative Office Solutions LLC		57.17	1 Transactions		
52784	MN Sheriffs Assn					
52	01-201-000-0000-6241		4,135.18	2024 MSA annual dues	24-0074	Membership Dues N
53	01-201-000-0000-6304		4,502.44	2024 MSA Lexipol dues	24-0161	Contracts N
54	01-201-000-0000-6304		1,514.35	2024 MSA ICLD dues	24-0248	Contracts N
52784	MN Sheriffs Assn		10,151.97	3 Transactions		
18450	Office of MN IT Services					
56	01-201-000-0000-6210	DTG	294.77	Sheriff telecom - Dec 2023	W23120512	Telephone N
18450	Office of MN IT Services		294.77	1 Transactions		
85300	Streichers Inc					
60	01-201-000-0000-6408	AP	18.00	Pant alteration-JHolm	I1676941	Uniforms/Uniform Reimbursement N
61	01-201-000-0000-6408	AP	219.00	Jacket shell-JHolm	I1676941	Uniforms/Uniform Reimbursement N
62	01-201-000-0000-6408	AP	124.99	Jacket softshell-JHolm	I1676941	Uniforms/Uniform Reimbursement N
63	01-201-000-0000-6408	AP	870.00	6 badges-LThiele	I1677838	Uniforms/Uniform Reimbursement N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
85300	Streichers Inc		1,231.99	4 Transactions		
41	84035 Tri-M Graphics		110.83	Business cards - JHolm	103188	Office Supplies N
	01-201-000-0000-6410					
	84035 Tri-M Graphics		110.83	1 Transactions		
67	4035 Uline Inc		33.67	Pack of Kraft coin envelopes	173295025	Misc Expense N
	01-201-000-0000-6801					
	4035 Uline Inc		33.67	1 Transactions		
201	DEPT Total:		12,560.35	Sheriff	8 Vendors	14 Transactions
208	DEPT			Coroner		
11	5357 Bluhm/Christine	AP	356.25	Death investigations - 3	Dec 4-24, 2023	General Expense 6
	01-208-000-0000-6801					
	5357 Bluhm/Christine		356.25	1 Transactions		
109	4229 Moore Md/Kellyanna J		47.29	Strip tests, med supplies	AMZ2195425	General Expense 6
	01-208-000-0000-6801					
107	01-208-000-0000-6801		258.15	Disposable gloves, footies,etc	AMZ8317811	General Expense 6
108	01-208-000-0000-6801		78.75	Evidence tape	Galls25758376	General Expense 6
106	01-208-000-0000-6801		98.30	COVID tests	WSD38943	General Expense 6
	4229 Moore Md/Kellyanna J		482.49	4 Transactions		
208	DEPT Total:		838.74	Coroner	2 Vendors	5 Transactions
251	DEPT			Jail		
173	4346 Advanced Correctional Healthcare Inc		1,660.24	Onsite mental health services	137493	Site Mental Health Services 6
	01-251-000-0000-6269					
172	01-251-000-0000-6270		6,923.01	Onsite medical services	137493	Medical Services 6
	4346 Advanced Correctional Healthcare Inc		8,583.25	2 Transactions		
175	5750 Bob Barker Company Inc		199.43	Female hygiene products	1984008	Lock-Up Supplies N
	01-251-000-0000-6418					
174	01-251-000-0000-6418		439.33	Inmate shorts,shirts,bras,etc	1985277	Lock-Up Supplies N
	5750 Bob Barker Company Inc		638.76	2 Transactions		
37025	Innovative Office Solutions LLC					

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
24	01-251-000-0000-6410		380.34	Folders, tape, paper, etc	4442991	Office Supplies	N
37025	Innovative Office Solutions LLC		380.34	1 Transactions			
524	Kecks Repair Inc						
29	01-251-000-0000-6320		903.00	Replace shocks, sensor wires	303639	Vehicle Maintenance	N
524	Kecks Repair Inc		903.00	1 Transactions			
9291	Le Seuer County Sheriff's Office						
181	01-251-000-0000-6439		1,500.00	Inmate boarding - Jan 2024	406	Prisoner Board	N
9291	Le Seuer County Sheriff's Office		1,500.00	1 Transactions			
9580	Mower County Jail						
31	01-251-000-0000-6439	DTG	40,430.00	Inmate boarding 1/1 - 12/31/23	1/18/2024	Prisoner Board	N
9580	Mower County Jail		40,430.00	1 Transactions			
18450	Office of MN IT Services						
120	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - July 2023	DV23070394	Radio - Computers - Cameras	N
121	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - Aug 2023	DV23080392	Radio - Computers - Cameras	N
122	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - Sept 2023	DV23090393	Radio - Computers - Cameras	N
123	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - Oct 2023	DV23100398	Radio - Computers - Cameras	N
124	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - Nov 2023	DV23110395	Radio - Computers - Cameras	N
125	01-251-000-0000-6211	DTG	42.50	Fiber mgmt fee - Dec 2023	DV23120396	Radio - Computers - Cameras	N
58	01-251-000-0000-6410	DTG	91.07	Jail telecom - Dec 2023	W23120512	Office Supplies	N
18450	Office of MN IT Services		346.07	7 Transactions			
85167	Stewart Sanitation						
182	01-251-000-0000-6254		262.86	Waste pickup 2/1 - 2/28/2024	831833	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
85300	Streichers Inc						
39	01-251-000-0000-6192		664.94	Employee uniforms-CVillafane	I1676823	Uniform Allowance	N
37	01-251-000-0000-6192		762.91	Employee uniforms-GFelstead	I1678053	Uniform Allowance	N
38	01-251-000-0000-6192		23.98	Employee uniforms-GFelstead	I1678391	Uniform Allowance	N
85300	Streichers Inc		1,451.83	3 Transactions			
8247	Summit Food Services LLC						
65	01-251-000-0000-6418		26.88	Paper products	INV2000196545	Lock-Up Supplies	N
64	01-251-000-0000-6441		3,317.80	Inmate meals 1/6 - 1/12/24	INV2000196545	Prisoner Meals	N
40	01-251-000-0000-6441		3,292.76	Inmate meals 1/13 - 1/19/24	INV2000197376	Prisoner Meals	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
184	01-251-000-0000-6418		Paper products	INV2000198197	Lock-Up Supplies	N
183	01-251-000-0000-6441		Inmate meals 1/20 - 1/26/2024	INV2000198197	Prisoner Meals	N
8247	Summit Food Services LLC		5 Transactions			
251	DEPT Total:	64,446.93	Jail	10 Vendors	24 Transactions	
252	DEPT		Community Corrections			
8263	CRK Properties LLC					
83	01-252-000-0000-6341	994.51	Utilities	1256	Office Rent	Y
82	01-252-000-0000-6341	5,922.00	Rent - March	February 2024	Office Rent	Y
8263	CRK Properties LLC	6,916.51	2 Transactions			
6279	Diercks/Kristi					
16	01-252-000-0000-6331	41.54	Mileage - visit with client	01/17/2024	Mileage Reimbursement	N
6279	Diercks/Kristi	41.54	1 Transactions			
6821	KEYSTONE INTERPRETING SOLUTIONS IN					
30	01-252-000-0000-6284	903.00	Translator services	48357-00005	Interpreter Services	N
6821	KEYSTONE INTERPRETING SOLUTIONS IN	903.00	1 Transactions			
6884	Language Line Services Inc					
101	01-252-000-0000-6284	176.09	Translator services	11204337	Interpreter Services	Y
6884	Language Line Services Inc	176.09	1 Transactions			
9732	VonRuden/Jeffrey					
68	01-252-000-0000-5538	70.00	SCRAM reimb-JVonRuden	74-CR2384	Scram Revenue	N
9732	VonRuden/Jeffrey	70.00	1 Transactions			
252	DEPT Total:	8,107.14	Community Corrections	5 Vendors	6 Transactions	
253	DEPT		Law Enforcement Center			
8288	Four Seasons Electric					
45	01-253-000-0000-6300	204.24	Repair frozen front gate	13296	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	204.24	1 Transactions			
8521	From the Ground Up LLC					
17	01-253-000-0000-6300	75.00	Ice control 1/18/24	32761	Bldg Repairs & Maintenance	Y
18	01-253-000-0000-6300	215.00	Sidewalk/ice removal 1/18/24	32761	Bldg Repairs & Maintenance	Y

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
19	01-253-000-0000-6300		Lot snow removal 1/18/24	32761	Bldg Repairs & Maintenance	Y
20	01-253-000-0000-6300		Ice control 1/19/24	32761	Bldg Repairs & Maintenance	Y
21	01-253-000-0000-6300		Sidewalk/ice removal 1/19/24	32761	Bldg Repairs & Maintenance	Y
22	01-253-000-0000-6300		Sidewalk/ice removal 1/25/24	32761	Bldg Repairs & Maintenance	Y
8521	From the Ground Up LLC		6 Transactions			
37025	Innovative Office Solutions LLC					
48	01-253-000-0000-6410		Highlighters	4426833	Office Supplies	N
37025	Innovative Office Solutions LLC		1 Transactions			
18450	Office of MN IT Services					
57	01-253-000-0000-6211	DTG	LEC telecom - Dec 2023	W23120512	Radio And Telephone	N
18450	Office of MN IT Services		1 Transactions			
4753	Terminix Commercial					
66	01-253-000-0000-6304		General pest control	235951	Contract Services/Bldg Mtce	N
4753	Terminix Commercial		1 Transactions			
253	DEPT Total:		1,150.10	Law Enforcement Center	5 Vendors	10 Transactions
281	DEPT		Emergency Management			
3218	Karnauskas/Tom J					
50	01-281-000-0000-6331		Mileage-CERT program	1/16/2024 Conf	Mileage Reimbursement	N
3218	Karnauskas/Tom J		1 Transactions			
281	DEPT Total:		80.40	Emergency Management	1 Vendors	1 Transactions
391	DEPT		Environmental Services			
892	Semrex					
59	01-391-000-0000-6241		2024 SEMREX annual dues	KBarden	Membership Dues	N
892	Semrex		1 Transactions			
76225	SWAA - AMC					
8	01-391-000-0000-6241		2024 SWAA dues - DOolman	3555	Membership Dues	N
76225	SWAA - AMC		1 Transactions			
391	DEPT Total:		2,725.00	Environmental Services	2 Vendors	2 Transactions

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
481	DEPT			Public Health Nursing			
	3282 Aaseth/Nijole						
207	01-481-460-6009-6331		6.70	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	3282 Aaseth/Nijole		6.70	1 Transactions			
	8204 Adams/Penny						
208	01-481-460-6009-6331		64.32	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	8204 Adams/Penny		64.32	1 Transactions			
	9630 Alvarado/Gabrielle						
186	01-481-461-6066-6464	AP	33.04	Meetings - Thriving Minds	December 2023	General Supplies & Outreach	N
209	01-481-461-6066-6331		29.48	Mileage - January 2024	January 2024	Mileage Reimbursement	N
185	01-481-461-6066-6464		109.18	Meetings - Thriving Minds	January 2024	General Supplies & Outreach	N
	9630 Alvarado/Gabrielle		171.70	3 Transactions			
	2574 Archambault/Kristi						
210	01-481-460-6009-6331		69.45	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	2574 Archambault/Kristi		69.45	1 Transactions			
	7 Bartsch/Christine						
211	01-481-460-6009-6331		90.54	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	7 Bartsch/Christine		90.54	1 Transactions			
	8486 Baumgartner/Ann						
212	01-481-460-6009-6331		16.08	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	8486 Baumgartner/Ann		16.08	1 Transactions			
	9413 Benson/Robert						
213	01-481-460-6009-6331		88.44	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	9413 Benson/Robert		88.44	1 Transactions			
	6267 Brinkman/Stacie Lynn						
216	01-481-461-6025-6331		67.66	Mileage - January 2024	January 2024	Mileage Reimbursement	N
214	01-481-461-6030-6331		16.09	Mileage - January 2024	January 2024	Mileage Reimbursement	N
215	01-481-461-6059-6331		6.43	Mileage - January 2024	January 2024	Mileage Reimbursement	N
	6267 Brinkman/Stacie Lynn		90.18	3 Transactions			
	9549 BStark & Co						
187	01-481-461-6066-6464		1,080.50	YOLO tshirts	122756	General Supplies & Outreach	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9549	BStark & Co		1 Transactions			
12590	Christenson/Yukari					
217	01-481-460-6009-6331	67.17	Mileage - January 2024	January 2024	Mileage Reimbursement	N
12590	Christenson/Yukari	67.17	1 Transactions			
8789	Dahle/Teya F					
188	01-481-461-6034-6261	75.00	Reflective consult	1538	Conference & Training	Y
189	01-481-461-6059-6261	75.00	Reflective consult	1538	Conference & Training	Y
8789	Dahle/Teya F	150.00	2 Transactions			
1335	Dodge County Public Health					
190	01-481-465-6057-6383	5,500.00	Accounting services - 2024	01172024	Contract Services	N
1335	Dodge County Public Health	5,500.00	1 Transactions			
9841	Farr/Whitney					
218	01-481-460-6012-6331	2.68	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9841	Farr/Whitney	2.68	1 Transactions			
24893	Frank/Jessica					
219	01-481-460-6009-6331	10.72	Mileage - January 2024	January 2024	Mileage Reimbursement	N
24893	Frank/Jessica	10.72	1 Transactions			
9722	Hanson/Whitney					
220	01-481-460-6009-6331	169.49	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9722	Hanson/Whitney	169.49	1 Transactions			
8389	Healthcare First					
191	01-481-460-6009-6383	111.02	HHCAHPS fee - February 2024	INV5423396	Contract Services	N
8389	Healthcare First	111.02	1 Transactions			
9857	Hessian/Madelyn					
221	01-481-460-6009-6331	33.50	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9857	Hessian/Madelyn	33.50	1 Transactions			
5109	Houck Transit Advertising					
192	01-481-461-6011-6243	280.00	Bus advertising	115925	Postage	N
5109	Houck Transit Advertising	280.00	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC						
196	01-481-000-0000-6410		16.16	Notepads	4437710	Office Supplies	N
195	01-481-000-0000-6410		6.25	Hooks	4440594	Office Supplies	N
194	01-481-000-0000-6410		6.66	Clipboards	4441424	Office Supplies	N
193	01-481-000-0000-6410		12.36	Wall panel clip	4451404	Office Supplies	N
197	01-481-461-6040-6410		35.20	Folders	4453863	Office Supplies	N
198	01-481-461-6040-6464		26.48	Paper towels	4453863	General Supplies & Outreach	N
37025	Innovative Office Solutions LLC		103.11	6 Transactions			
9458	Jongbloedt/Beth						
222	01-481-460-6009-6331		100.69	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9458	Jongbloedt/Beth		100.69	1 Transactions			
3256	Kofstad/Melissa						
223	01-481-460-6012-6331		32.16	Mileage - January 2024	January 2024	Mileage Reimbursement	N
224	01-481-464-6052-6331		64.32	Mileage - January 2024	January 2024	Mileage Reimbursement	N
3256	Kofstad/Melissa		96.48	2 Transactions			
9867	Lieske/Michelle						
225	01-481-460-6009-6331		42.88	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9867	Lieske/Michelle		42.88	1 Transactions			
9444	McIntee/Kelly						
199	01-481-461-6066-6331		77.72	Mileage - January 2024	45	Mileage Reimbursement	Y
9444	McIntee/Kelly		77.72	1 Transactions			
5754	McMann/Katy						
226	01-481-460-6009-6331		152.09	Mileage - January 2024	January 2024	Mileage Reimbursement	N
5754	McMann/Katy		152.09	1 Transactions			
9868	MN Government Finance Officers Assn						
200	01-481-465-6057-6241		70.00	MNGFOA membership	16851	Membership Dues	N
9868	MN Government Finance Officers Assn		70.00	1 Transactions			
5424	Northstar Calibration Inc						
201	01-481-462-6047-6563		204.00	Thermometer check	645147	Maintenance And Repair	N
5424	Northstar Calibration Inc		204.00	1 Transactions			
2587	Piepho/Nancy June						

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
227	01-481-461-6034-6331		Mileage - January 2024	January 2024	Mileage Reimbursement	N
228	01-481-461-6059-6331		Mileage - January 2024	January 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June		2 Transactions			
7944	Red Oxygen					
202	01-481-461-6011-6210	14.66	Texting services	644251	Telephone	N
203	01-481-461-6040-6210	14.66	Texting services	644251	Telephone	N
7944	Red Oxygen	29.32	2 Transactions			
4879	Shred Right					
204	01-481-000-0000-6322	40.00	Shredding service	16965	Service Agreements	Y
4879	Shred Right	40.00	1 Transactions			
83475	Steele County Free Fair					
205	01-481-461-6066-6464	436.00	Fair booth rental	February 2024	General Supplies & Outreach	N
83475	Steele County Free Fair	436.00	1 Transactions			
85147	Stericycle Inc					
206	01-481-000-0000-6322	110.25	Hazardous waste	8005888628	Service Agreements	N
85147	Stericycle Inc	110.25	1 Transactions			
9811	Vargas/Ruby					
229	01-481-460-6009-6331	12.06	Mileage - January 2024	January 2024	Mileage Reimbursement	N
9811	Vargas/Ruby	12.06	1 Transactions			
74928	Waypa/Lisa A					
230	01-481-461-6040-6331	3.35	Mileage - January 2024	January 2024	Mileage Reimbursement	N
74928	Waypa/Lisa A	3.35	1 Transactions			
9622	Wencl/Alexa					
231	01-481-460-6012-6331	1.64	Mileage - November 2023	January 2024	Mileage Reimbursement	N
9622	Wencl/Alexa	1.64	1 Transactions			
4100	Wencl/Dianne Marie					
232	01-481-460-6009-6331	27.47	Mileage - January 2024	January 2024	Mileage Reimbursement	N
4100	Wencl/Dianne Marie	27.47	1 Transactions			
481	DEPT Total:	9,608.04	Public Health Nursing	35 Vendors	48 Transactions	

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1 General Revenue Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
502	DEPT		Steele Co Community Ctr			
	8521 From the Ground Up LLC					
94	01-502-000-0000-6380	75.00	Ice control	32741	Grounds Maintenance	Y
	8521 From the Ground Up LLC	75.00	1 Transactions			
	85167 Stewart Sanitation					
137	01-502-000-0000-6380	36.50	Trash/recycling - Comm Ctr	831340	Grounds Maintenance	N
	85167 Stewart Sanitation	36.50	1 Transactions			
502	DEPT Total:	111.50	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT		Park And Recreation			
	9084 Metro FiberNet LLC					
105	01-521-000-0000-6410	425.44	Internet & tv for FS	1671311-Feb	Operating Supplies/Truck Repairs	Y
	9084 Metro FiberNet LLC	425.44	1 Transactions			
521	DEPT Total:	425.44	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT		Four Seasons			
	9810 CCP Industries Inc					
13	01-550-000-0000-6410	373.20	Wipes	03454443	Operating Supplies - Contracts	N
	9810 CCP Industries Inc	373.20	1 Transactions			
	37025 Innovative Office Solutions LLC					
25	01-550-000-0000-6410	138.87	Batteries, binders, paper, etc	4445816	Operating Supplies - Contracts	N
26	01-550-000-0000-6410	30.36	Batteries, tickets	4446960	Operating Supplies - Contracts	N
27	01-550-000-0000-6410	2.54	Binder	4448052	Operating Supplies - Contracts	N
	37025 Innovative Office Solutions LLC	171.77	3 Transactions			
	56125 NAPA Auto Parts					
55	01-550-000-0000-6410	24.99	Belt for furnace	4257	Operating Supplies - Contracts	N
	56125 NAPA Auto Parts	24.99	1 Transactions			
	62900 Owatonna Heating & Cooling Inc.					
35	01-550-000-0000-6410	190.00	Repair basement furnace	56890	Operating Supplies - Contracts	N
	62900 Owatonna Heating & Cooling Inc.	190.00	1 Transactions			
	71075 R & R Specialties Of Wisconsin Inc					

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1 General Revenue Fund

Steele County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
36	01-550-000-0000-6314		Zamboni blade sharpening	81045	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc		1 Transactions			
550	DEPT Total:	909.96	Four Seasons	5 Vendors	7 Transactions	
601	DEPT		County Ag Society			
8521	From the Ground Up LLC					
91	01-601-000-0000-6386	840.00	Ice control, snow removal	32751	Parking Lot Maintenance	Y
92	01-601-000-0000-6386	600.00	Ice control	32774	Parking Lot Maintenance	Y
8521	From the Ground Up LLC	1,440.00	2 Transactions			
601	DEPT Total:	1,440.00	County Ag Society	1 Vendors	2 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
176	01-602-000-0000-6410	67.12	Water & cooler rent - Feb 2024	15396671-01312C	Office Supplies	N
14420	Culligan Inc	67.12	1 Transactions			
37025	Innovative Office Solutions LLC					
49	01-602-000-0000-6410	37.16	Name tags, pencils, pens	4434680	Office Supplies	N
37025	Innovative Office Solutions LLC	37.16	1 Transactions			
3568	Koenig/Joleen					
177	01-602-000-0000-6331	30.60	Mileage- staff meeting	1/31/24	Mileage Reimbursement	N
3568	Koenig/Joleen	30.60	1 Transactions			
8380	LaCanne/Claire					
178	01-602-000-0000-6260	23.18	Reimb coffee-Farm Family mtg	Caribou	Extension Programming - Agriculture	N
180	01-602-000-0000-6260	36.19	Reimb bev & snacks for PPAT	Costco	Extension Programming - Agriculture	N
179	01-602-000-0000-6260	69.76	Reimb bev & snacks for PPAT	HyVee	Extension Programming - Agriculture	N
8380	LaCanne/Claire	129.13	3 Transactions			
602	DEPT Total:	264.01	Co-Op Extension	4 Vendors	6 Transactions	
1	Fund Total:	233,281.18	General Revenue Fund		194 Transactions	

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21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
638	DEPT			Judicial Ditch 12			
	27100 Freeborn County Auditor - Treas						
70	21-638-000-0000-6305	DTG	95.26	2023 Share of expenses-JD12	1/19/24	Construction And Repairs	N
	27100 Freeborn County Auditor - Treas		95.26	1 Transactions			
638	DEPT Total:		95.26	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
	27100 Freeborn County Auditor - Treas						
71	21-639-000-0000-6305	DTG	120.27	2023 Share of expenses-JD23	1/19/24	Construction And Repairs	N
	27100 Freeborn County Auditor - Treas		120.27	1 Transactions			
639	DEPT Total:		120.27	Judicial Ditch 23	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
	27100 Freeborn County Auditor - Treas						
69	21-665-000-0000-6305	DTG	2,807.24	2023 Share of expenses-JD2	1/19/24	Construction And Repairs	N
	27100 Freeborn County Auditor - Treas		2,807.24	1 Transactions			
665	DEPT Total:		2,807.24	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		3,022.77	County Ditch Fund		3 Transactions	

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38 Capital Outlay Fund

Steele County

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
111 DEPT		Buildings & Grounds			
8125 Faribo Plumbing & Heating Inc					
142 38-111-040-0000-6600		2,924.75	Heater hook up & parts	25045	Capital Outlay - SCAC N
8125 Faribo Plumbing & Heating Inc		2,924.75	1 Transactions		
9659 Sunde Land Surveying LLC					
143 38-111-045-0000-6600 AP		125.00	Redo preliminary plat	57721	Capital Outlay - CCA Bldg Y
144 38-111-045-0000-6600 AP		125.00	Redo final plat	57721	Capital Outlay - CCA Bldg Y
145 38-111-045-0000-6600 AP		187.50	Prepare final plat	57721	Capital Outlay - CCA Bldg Y
9659 Sunde Land Surveying LLC		437.50	3 Transactions		
5889 Wold Architects and Engineers					
147 38-111-045-0000-6600 AP		1,120.00	New Comm Ctr fac thru Dec	90542	Capital Outlay - CCA Bldg Y
146 38-111-045-0000-6600		7,078.60	New Comm Ctr fac thru Jan	91212	Capital Outlay - CCA Bldg Y
5889 Wold Architects and Engineers		8,198.60	2 Transactions		
111 DEPT Total:		11,560.85	Buildings & Grounds	3 Vendors	6 Transactions
201 DEPT			Sheriff		
5889 Wold Architects and Engineers					
149 38-201-000-0000-6600 AP		2,999.50	DC/Sheriff reno bill thru Dec	90627	Capital Outlay - Sheriff Y
148 38-201-000-0000-6600		1,392.40	DC/Sheriff reno bill thru Jan	91313	Capital Outlay - Sheriff Y
5889 Wold Architects and Engineers		4,391.90	2 Transactions		
201 DEPT Total:		4,391.90	Sheriff	1 Vendors	2 Transactions
38 Fund Total:		15,952.75	Capital Outlay Fund		8 Transactions

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53 Landfill Fund

Steele County

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
5465	B To Z Hardware					
150	53-398-000-0000-6301		122.22 Torch, glass cleaner, supplies	B363001	Equip Repairs	N
151	53-398-000-0000-6301		121.15 Gas cylinder, batteries, etc	B363452	Equip Repairs	N
5465	B To Z Hardware		243.37	2 Transactions		
11215	Central Farm Services					
153	53-398-000-0000-6541		1,107.14 466 gal LP new, 225 gal LP old	186239	Heating Fuel	N
154	53-398-000-0000-6541		324.28 202.8 gal LP - office	186240	Heating Fuel	N
158	53-398-000-0000-6541		488.81 305 gals LP - old shop	230145	Heating Fuel	N
159	53-398-000-0000-6541		881.21 551 gal LP - new shop	230146	Heating Fuel	N
152	53-398-000-0000-6540		716.80 200 gal diesel	26662	Machine Fuel	N
155	53-398-000-0000-6540		1,666.56 465 gal diesel	26690	Machine Fuel	N
156	53-398-000-0000-6540		645.12 180 gal diesel	26705	Machine Fuel	N
157	53-398-000-0000-6540		1,071.02 212 gal diesel, 130 gal unlead	26718	Machine Fuel	N
160	53-398-000-0000-6540		1,428.47 425 gal diesel	26760	Machine Fuel	N
11215	Central Farm Services		8,329.41	9 Transactions		
14420	Culligan Inc					
161	53-398-000-0000-6304		38.75 Water & fuel surcharge	4147492	Contract Services	N
162	53-398-000-0000-6304		12.94 Cooler rental	4167454	Contract Services	N
163	53-398-000-0000-6304		37.15 Softener rental	4174918	Contract Services	N
164	53-398-000-0000-6304		39.99 Softener rental	4188646	Contract Services	N
14420	Culligan Inc		128.83	4 Transactions		
4329	Express Pressure Washers Inc					
72	53-398-000-0000-6301		4,895.00 Vacuum sweeper	I-131487	Equip Repairs	N
4329	Express Pressure Washers Inc		4,895.00	1 Transactions		
27350	Frontier Communications					
165	53-398-000-0000-6210		274.02 Phone & fax - 1/25 - 2/24/24	50758377660801E	Telephone	N
27350	Frontier Communications		274.02	1 Transactions		
37025	Innovative Office Solutions LLC					
73	53-398-000-0000-6410		113.56 Credit card tape, binders, etc	4445938	Office Supplies	N
37025	Innovative Office Solutions LLC		113.56	1 Transactions		
43300	Krell/Denise K					
166	53-398-000-0000-6261	AP	251.52 Mileage 11/9 - 12/31/23	February 2024	Conference & Training	N

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
43300	Krell/Denise K		251.52	1 Transactions		
51630	Mike's Repair					
167	53-398-000-0000-6301		492.59	Tire repair on loader	104670	Equip Repairs Y
51630	Mike's Repair		492.59	1 Transactions		
4097	Nuss Truck & Equipment					
168	53-398-000-0000-6301		28.26	Truck freight out	PSO066225-2	Equip Repairs N
4097	Nuss Truck & Equipment		28.26	1 Transactions		
61520	Owatonna Motor Company					
74	53-398-000-0000-6301		85.03	Oil change	709337	Equip Repairs N
61520	Owatonna Motor Company		85.03	1 Transactions		
77570	Short Elliott Hendrickson Inc					
75	53-398-000-0000-6625	AP	13,091.99	Landfill permitting	460113	Capital Improvements N
76	53-398-000-0000-6542	AP	8,008.09	Landfill services	460114	Testing & Monitoring N
77570	Short Elliott Hendrickson Inc		21,100.08	2 Transactions		
7020	Steele County Times					
169	53-398-000-0000-6410		141.00	Annual subscription - 3 years	2/5/2024	Office Supplies N
7020	Steele County Times		141.00	1 Transactions		
85167	Stewart Sanitation					
170	53-398-000-0000-6544		958.84	Waste treatment plant	831381	Leachate Treatment N
85167	Stewart Sanitation		958.84	1 Transactions		
99500	Ziegler,Inc					
171	53-398-000-0000-6301		1,017.33	Serviced D6	SI000442020	Equip Repairs N
99500	Ziegler,Inc		1,017.33	1 Transactions		
398	DEPT Total:		38,058.84	Landfill	14 Vendors	27 Transactions
53	Fund Total:		38,058.84	Landfill Fund		27 Transactions
	Final Total:		290,315.54	134 Vendors	232 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	233,281.18	General Revenue Fund	
	21	3,022.77	County Ditch Fund	
	38	15,952.75	Capital Outlay Fund	
	53	38,058.84	Landfill Fund	
	All Funds	290,315.54	Total	Approved by,
				
				

PERSONNEL REPORT
February 13, 2024 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Tanner Wesely	Maintenance Technician/Highway	B22/2	01/22/24
Greg Huebbe (promotion)	Training & Programs Coordinator/Det. Ctr.	C43/5	02/24/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
-------------	-----------------	-------------------	-----------------

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Sergeant	Detention Center	Backfill Huebbe

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (3)	Det. Center/Sheriff's Office	1 in Background & Recruiting
Road Deputy (1.5)	Sheriff's Office	Recruiting
Asst. County Attorney I/II/Sr.	County Attorney	Recruiting
Public Health Specialist	Public Health	Recruiting
County Administrator	Administration	Semi-Finalists Selected
Technical Clerk II	Property Tax & Elections	Recruitment/Posting Materials

Open Positions – In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	On Hold



Steele County Agenda Item

Subject: Fred Pryor Learning

Department: Recorder's Office

Committee Meeting Date: February 7, 2024

Board Meeting Date: February 13, 2024

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

Policy Committee Recommendation:

Committee recommendation approving

Recommendation:

Land use and Records Policy Committee recommends spending up to \$2,250.00 for up to 10 employees of unlimited Fred Pryor Training Courses.

Background (*Including Budget Impact*):

In the past we offered Fred Pryor online training to the Land Use Records Offices, it was well attended and was recommended by employees to offer this again.

Attachments:

Attached cost basis for up to 10 people is \$2,250.00



Steele County Agenda Item

Subject: Out of State travel for Finance Director and Public Health Accountant to 2024

MACO Conference

Department: Finance

Committee Meeting Date: February 7th, 2024

Board Meeting Date: February 13th, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving out of state travel and requests an update on the conference at the next committee meeting.

Recommendation:

To approve Finance Director and Public Health Accountant to attend the 118th Annual Conference for Government Finance Officers Association (GFOA).

Background (*Including Budget Impact*):

The National Conference for GFOA conducts an annual conference and it will be held in June 2024 in Orlando, Florida. Estimated budget impact is \$2450 and was included in the 2024 budget. Since being new to the role, they offer many classes that would be beneficial to understand better such as topics as follows: bond debt, single government audits, best practices for Government finance, portfolio management, capital improvement planning, and other various topics that would help in the role for Steele County.

The Public Health Accountant expense will be paid for with a grant under the CDC Workforce Grant to cover travel expenses and registration fees. Expected expense is also \$2,450 for the Public Health Accountant.

	<u>Registration</u>	<u>Flight</u>	<u>Lodging</u>	<u>Meals</u>	<u>Incidentals</u>	<u>Total</u>
GFOA - Orlando	600	800	750	200	100	2,450

Attachments:

Listing of classes to attend at the Conference

COMPENSATION AND BENEFITS

Options for Cutting the Cost of Employee Health Benefits

For many local governments, the cost of employee health benefits takes up a bigger share of the total budget every year, but given how competitive the labor market is right now, many local governments are hesitant to cut benefits to achieve lower costs. This session will provide an overview of options for cutting the cost of employee health benefits without cutting the benefit provided to the employee.

1 CPE credit Basic

BUDGETING AND FORECASTING

Performance-Informed Budgeting: The Prospects and Problems

The notion of basing budget decisions on performance rather than precedent or politics is a powerful one, but also a concept that can be much more easily said than done. As many governments have attempted to make this shift, they often face technical, communication, leadership, and political challenges that make sustainability of performance-informed budgeting a rare occurrence. Speakers in this session will confront the obstacles that stand in the way and identify what budget leaders can do to prepare for this transition and recommendations for achieving success, transforming the budget function, and benefiting the community.

CAPITAL PLANNING AND ASSET MANAGEMENT

Putting Assets to Work: Unlocking the Value of Underused Real Estate

GFOA's Putting Assets to Work (PAW) initiative has brought together 14 jurisdictions to explore best practices, policy tools, and approaches to unlock new revenue and other public benefits from unused or underutilized land. PAW leaders have identified underutilized government-owned real estate valued at billions of dollars in both small and large jurisdictions. These jurisdictions are already beginning to realize new revenue and other community benefits, including affordable housing, clean energy, infrastructure, and criminal justice innovations. At this session, you will hear from the partners leading these efforts and the governments that have engaged in and are implementing this transformative work and learn how your government could engage in this initiative.

LEADERSHIP, ETHICS, AND TRUST, TREASURY AND INVESTMENT MANAGEMENT

Small Government Forum: Investing for Small Governments

This event will give GFOA members that work for small governments the opportunity to interact with their peers, exchange experiences and ideas, and make new connections. This year's session will also provide small governments with limited fiscal and/or personnel resources best practices and tools for investing public funds. Discussion of GFOA's suite of investing best practices from practitioners will be highlighted during this session and tailored specifically for small organizations.

ACCOUNTING AND FINANCIAL REPORTING

A is for Analysis: Using the MD&A to Tell the Story Behind the Numbers

Readers often flip first to the Management Discussion and Analysis (MD&A) for a succinct overview of the financial condition and key financial highlights. However, past studies have shown that the typical MD&A is written at a level that the average citizen would not be able to understand. This session will cover tips for developing a great MD&A and provide examples. Speakers will identify ways for finance professionals to improve their analysis and ability to communicate important information to readers while also meeting financial reporting standards.

TREASURY AND INVESTMENT MANAGEMENT

The Importance of an Investment Program

Governments need a robust investment program to manage risk and provide proper structure for carrying out investment activities. The core of an investment program is an organization's investment policy, which addresses investment strategies, permissible investment products, risk profile, and reporting requirements. This session, focused on GFOA's best practice statement, will highlight ways governments can develop or enhance their investment program, including utilizing the due diligence of external parties, understanding the risks of various financial products, and analyzing their investment profile to address multiple factors, all rooted in the core principles of

CAPITAL PLANNING AND ASSET MANAGEMENT, FEDERAL ADVOCACY

Halfway Through: What Can IIJA Still Do for You?

The Infrastructure Investment and Jobs Act (IIJA) provides over a half-trillion dollars in infrastructure investment to communities due to a bipartisan effort to enhance the nation's traditional and non-traditional infrastructure network. Come to this session to hear from representatives from the U.S. Department of Treasury and Environmental Protection Agency to understand the investments already made and the opportunities ahead.

DEBT MANAGEMENT

Hot Topics in the Municipal Bond Sector

In addition to managing a debt program, finance professionals need to be aware of various initiatives afoot that impact the municipal bond market and bond issuances. This session will look at key matters being discussed by federal regulators, the issuer community, and market leaders in an effort to prepare governments for what's next.

ACCOUNTING AND FINANCIAL REPORTING

Not Getting Any Easier: Ongoing Difficulty with Reporting for Pensions and OPEB

Current accounting and financial reporting standards for pensions became effective for fiscal years beginning after June 15, 2014, and similar changes for other postemployment benefits followed three years later. Even now, many governments still struggle with accounting and reporting for postemployment benefits, given the large number and high complexity of

Welcome to 2030. Long-Term Financial Planning in Government

As governments contend with new and more complex challenges in their communities, long-term financial planning has become even more important, as it is the key to ensuring that government can continue to provide the programs and services the community needs both today and in the future. While no finance professional can predict the future, GFOA believes it is the responsibility of all to develop financial forecasts, understand local demographic and socioeconomic

DEBT MANAGEMENT

Making a Good First Impression: How to Prepare for Your Bond Ratings

Governments have a tremendous opportunity to present their entity and its achievements during the bond rating process. Rating agency presentations and ongoing communications are integral to establishing

conference-sessions

118th Annual Conference Sessions

within some agencies. Issuers from entities of various sizes will also present their approach to the ratings and rating presentation processes.

DEBT MANAGEMENT

Managing Your Debt Portfolio and Program

Municipal bonds provide governments with a powerful tool to raise funding to address a variety of needs for the organization and community. However, knowing your organization's limits both in terms of overall debt capacity and ability to track and support post-issuance compliance requirements is critical. GFOA recommends all governments have a debt management program that addresses policies related to when to use debt, how to navigate the issuance process and roles and responsibilities after the debt is issued. In this session, speakers will provide an overview of these responsibilities and demonstrate ways to leverage technologies and best practices to help governments develop appropriate workflows and checklists.

DEBT MANAGEMENT

Debt Market Trends and Future Outlook

While some may long for the calm market days of just a couple years ago, issuers should be looking at current market conditions and trends to determine the opportunities available to them as they manage their outstanding portfolio and plan to issue new debt. Marketplace leaders will present insights and trends of interest to issuers, and issuance participants will provide an overview of different bond structures and

BUDGETING AND FORECASTING

Budgeting in a Post-ARPA World

Many local governments across the United States have relied on ARPA funds (and other COVID-related financial assistance) to balance their budgets in recent years. In many cases, these one-time funds were used to pay for ongoing costs, resulting in structural budget deficits. As local governments face the expiration of ARPA funds, additional challenges have emerged, including decreasing commercial property values, rising inflation, and difficulty recruiting new employees--not to mention the threat of a recession. This panel will discuss strategies for improving fiscal sustainability and recommend steps that finance officers can take now to protect community priorities as federal relief disappears.



Steele County Agenda Item

Subject: Approve Purchase of a Cat 140 Motor Grader

Department: Highway

Committee Meeting Date: February 8, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving since the item has been budgeted.

Recommendation:

Approve the purchase of a Caterpillar 140 Motor Grader with snow equipment in the amount of \$417,090.00.

Background (*Including Budget Impact*):

The 2024 Highway Capital Equipment Budget includes \$416,000 for the replacement of one motor grader.

Staff received quotes from two manufacturers, Caterpillar and John Deere. Both are available through State contracts. As part of the quotes, we asked for guaranteed repurchase quotes at 5 year/2500 hours and 7 year/3500 hours. While the Caterpillar has a higher initial cost of \$37,090, the difference in their guaranteed repurchase quotes of \$57,400 at 5 years and \$46,300 at 7 years, both exceed the difference in initial cost, thereby making the Caterpillar a better value for the County.

The County currently has two Caterpillar motor graders in the fleet. The one being replaced this year is a 2012 machine with about 5,200 hours. We estimate it's value at around \$150,000 and it will be traded or auctioned.

Attachments:

Ziegler CAT Quote

RDO Equipment Co. Quote

Date: 9/20/2023



Customer:
STEELE CTY HWY DEPT
PO BOX 890
OWATONNA, MN 55060
ATTN: SEAN WITTER

Equipment:
(1) NEW CAT 140JOY AWD
MOTORGRADER

Expires: **October 31, 2023**

Ziegler submits the following
of Minnesota Contract #

description and price for your approval. The pricing is based off the State
Release #

	<u>Description</u>	<u>Price</u>	<u>Repurchase</u>
1	NEW CATERPILLAR 140JOY MOTOR GRADER	\$327,970.00	
	5 YEAR / 2500HR GUARANTEED REPURCHASE		\$265,000.00
	7 YEAR / 3500HR GUARANTEED REPURCHASE		\$220,000.00
4.2.3	ALL WHEEL DRIVE	\$39,860.00	
4.2.6	PRECLEANER - SY KLONE	\$570.00	
4.3.16	WHELEN L22 LED BEACON - AMBER	\$1,030.00	
4.4.1	MICHELIN XSNO+ 14.0-R24 TIRES	INCLUDED	
4.9.10	FREIGHT TO LITTLE FALLS FOR SNOW EQUIPMENT INSTALL	\$1,080.00	
4.9.16	2014 ALL HYDRAULIC SNOW WING -- SHORT POST (66") -- 14'	\$19,670.00	
4.9.18	ADD FOR HYDRAULIC ELEVATING REAR SLIDE	\$1,540.00	
4.10.13	FENDERS, FRONT, CATERPILLAR, AWD	\$2,910.00	
4.10.14	FENDERS, REAR, CATERPILLAR	\$3,850.00	
4.10.17	ONE COMPLETE SET OF OEM AIR/FLUID FILTERS	INCLUDED	
4.10.18	ONE SET OF PARTS, SERVICE, & OPERATORS MANUALS	INCLUDED	
4.10.20	SNOW FIGHTER PACKAGE	\$13,510.00	
	INCLUDES:		
	CAB PREMIUM	WARNING LIGHT MOUNT PLATE	
	HEATED MIRRORS	BASE +4 HYDRAULICS	
	AUTOSHIFT TRANSMISSION	14' X 27" X 1" BLADE	
	COLD WEATHER PLUS	MOUNTING, FRONT LIFT	
	EXTREME DUTY STARTER	ARTICULATION GUARD	
	HIGH BAR HEADLIGHTS	SNOW WING READY	
	WORKING LIGHTS PLUS	LIGHTS, ARM, FOLD DOWN	
4.13	FREIGHT DELIVERY	\$500.00	
4.14.12	60 MONTH / 3000HR POWERTRAIN WARRANTY	\$4,600.00	
	<u>Net Total</u>	\$417,090.00	
	<u>Less Trade Allowance</u>		
	<u>Total</u>	\$417,090.00	

Terms and Conditions

The prices quoted are current and subject to change to those in effect at the time of shipment. Caterpillar products are sold subject to the terms of the applicable Caterpillar warranty. Copies of the warranties applicable to this purchase are attached hereto, and the purchaser by signing this order acknowledges receipt of the Caterpillar Warranties. The Purchaser agrees to pay any and all taxes, assessments, licenses, and government charges of every kind and nature whatsoever upon said equipment by Purchaser. All provisions hereof are contingent upon government restrictions, strikes, accidents, delays of carrier and other delays unavoidable and beyond Seller's control. It is intended and understood that title and ownership of said equipment is and shall remain vested in the Seller, notwithstanding delivery or possession, until the entire price is paid by cash in full.

THIS PROPOSAL IS SUBJECT TO ALL PROVISIONS OF THE CONTRACT AND WARRANTY AS SPECIFIED HEREIN:

ACCEPTED:

By _____

Respectfully submitted, Chad Adams

Subject to approval by:

Ziegler Inc.

Approved:

By _____



Contact name: Sean Witter
Company: Steele County Highway Department
Location: Owatonna, MN

VALUE SUMMARY REPORT (LIFETIME)

Advantage of Cat 140-15 AWD (1x New) over John Deere 772GP (1x New)

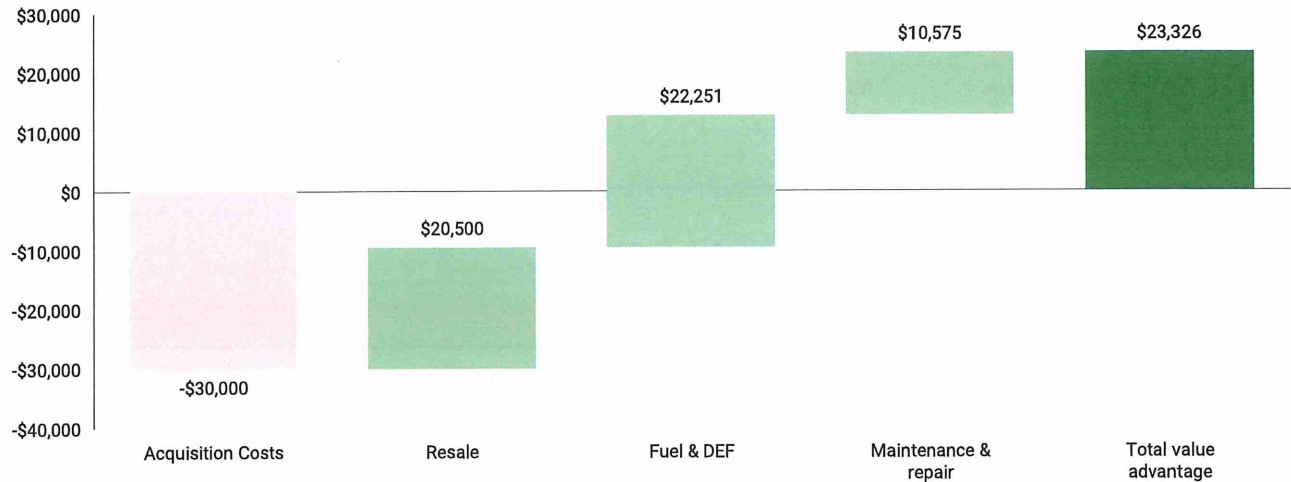


CHART LEGEND

- Negative values
- Positive values
- Total value advantage

TOTAL VALUE ADVANTAGE (LIFETIME)

\$23,326

Each bar shows the difference in owning costs, operating costs, and revenue for the selected comparison. The Total value advantage represents the overall value difference between products.
Average value advantage based on 10 years ownership period, 750h/year, diesel price 4.39 \$/gal



Contact name: Sean Witter
Company: Steele County Highway Department
Location: Owatonna, MN

COST SUMMARY REPORT

Comparing Cat 140-15 AWD (1x New) vs other models

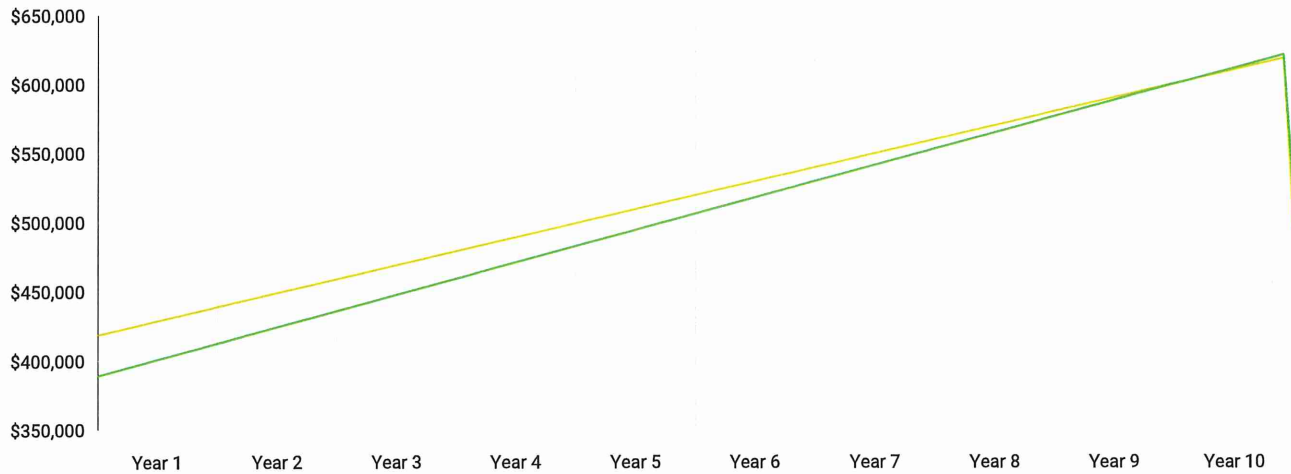


CHART LEGEND

● Cat 140-15 AWD (1x New) ■ John Deere 772GP (1x New)

TOTAL COST ADVANTAGE (LIFETIME)

\$23,380



COST BREAK EVEN COMPARISON

	Cat 140-15 AWD (1x New)	John Deere 772GP (1x New)
Cost on month 120	\$493,800	\$517,180
Cat 140-15 AWD (1x New) advantage, month 120	—	+ \$23,380
Cat 140-15 AWD (1x New) advantage starts on	—	Month 110



Contact name: Sean Witter
Company: Steele County Highway Department
Location: Owatonna, MN

DISCLAIMER

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The information contained in this report is based on data provided by the user and on other estimates and projections derived from available performance reports, production studies, maintenance and repair estimates, measured fuel consumption, public auction data, customer specific data, etc. The CO2 estimates are based only on fuel information and the emission factor of 2.7 kg CO2 per liter of diesel fuel (22.5 lb of CO2 per gallon of diesel fuel). Your results may vary based on machine configuration, condition, age, operator experience, site conditions and other environmental factors. This report is provided for informational purposes only and should not be considered as investment advice or a recommendation of any particular product. Any forecasts, estimates or projections contained in this report may be affected by inaccurate assumptions or by known or unknown factors and uncertainties, and may differ materially from results ultimately achieved.

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DEALERS MUST MAKE AN INDEPENDENT ASSESSMENT AND JUDGMENT ABOUT WHETHER THE LAWS OF THE JURISDICTION IN WHICH THEY ARE LOCATED AUTHORIZE SHARING THE FOLLOWING CUSTOMER REPORT WITH CUSTOMERS. IN JURISDICTIONS WHERE PERMISSIBLE, DEALER MAY SHARE THE CUSTOMER REPORT WITH BONA FIDE CUSTOMERS TO PROVIDE THE CUSTOMER WITH A COMPARISON OF A CATERPILLAR MACHINE AND ITS FEATURES AGAINST CERTAIN COMPETITORS' MACHINES. DEALER SHALL ASSUME FULL RESPONSIBILITY AND SHALL INDEMNIFY AND HOLD CATERPILLAR HARMLESS AGAINST ANY AND ALL LIABILITIES, FINES OR DAMAGES ARISING OUT OF DEALERS USE OR SHARING OF THE CUSTOMER REPORT WITH ITS CUSTOMERS.



JOHN DEERE

Investment Proposal (Quote)

RDO Equipment Co.
1910 LorRay Drive
North Mankato MN, 56003
Phone: (507) 387-1836 - Fax: (507) 387-1838

Proposal for:
STEELE COUNTY HIGHWAY DEPT
635 FLORENCE AVE
PO BOX 890
OWATONNA, MN, 550600890
STEELE

Investment Proposal Date: 6/9/2023
Pricing Valid Until: 6/23/2023
Deal Number: 1667422
Customer Account#: 8040005
Sales Professional: Jerod Gadiant
Phone:
Fax:
Email: JGadiant@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2023 JOHN DEERE 672G 8450T 672G MOTOR GRADER with 6WD 1140 John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions 1840 Engine Exhaust W/ Chrome Stack (FT4 or Stage V only) 1410 Standard Fuel & Water Filtration 1310 Quick Service Group 9360 Engine Block Heater 9380 Heavy Duty Air Cleaner - 9.0L 14 in 9395 Adjusting Rotary Ejector Precleaner 1030 Dual Joystick Controls 5060 Grade Pro Low Cab w/ Lower Front and Side Opening Windows 8830 Rear Camera (R4) 8220 Heated Exterior Mounted Rearview Mirrors 8415 Premium AM/FM Radio with Bluetooth, Aux and Weather Band (WB). 8310 Lower Front Intermittent Wiper & Washer 6010 Powered Cab Air Precleaner 6140 Grade Pro Premium Heated, Leather/Fabric, High-Wide Back Air Suspension Seat 8720 No Sound Absorption Package 6595 Grade Pro Controls w/3 Front Auxiliary Function AND 3 Rear Auxiliary Functions 6650 Grade Pro Controls - Left Side 8510 Air Conditioner Refrigerant Charged 9130 Rear Retractable Sun Shade 9210 Decelerator 2575 No Grade Control Base Kit Installed 2775 No Topcon 3D GPS Grade Control System installed 9215 AUTOMATION SUITE 5830 Hydrau XR 1610 Hydraulic Pump Disconnect 170K JDLINK™ 1910 Blade Impact Absorption System 2080 14 Ft. x 27 In. x 1 In. (4.27M x 686mm x 25mm) w/ 8 In. x 3/4 In. (203 x 19mm) Cutting Edge & 3/4 in. (19mm) Hardware 2840 Heavy Duty Dual Input Gearbox with Slip Clutch 1240 Dual 100 Amp Alternators (200 Amp total) 7180 Premium Grading Lights (18 LED Lights) 8120 24-to-12 Volt Converter (30 amps peak / 25 amps continuous) 9270 Tall (26in.(660mm) higher than Standard Frame Lights) Front Snow Plow Light Bar 9298 Beacon with Flip Down Cab Beacon Bracket (RH) 6740 Balderson Style Front Lift Group 6850 No Rear Attachment 9220 5.0 lbs. multi purpose (ABC) Dry Chemical Fire Extinguisher 9280 Slow Moving Vehicle (SMV) Sign 5515 Autoshift Plus Transmission 5710 Transmission Solenoid Valve Guard 4636 Michelin SnoPlus 7810 Front Fenders 9005 Rear Wheel Fenders 2605 English Manual W/ English Labels & Decals ZEROOUTMDP ZERO OUT MDP SO THE CONTRACT MDP CAN BE ADDED	\$359,437.21

CONTRACT MDP PRICE PROTECTED CONTRACT MDP

Freight in FROM LITTLE FALLS

\$1,200.00

Warranty -John Deere Power Train & Hyd.-72 Months, 3000

Hours,Deductible: 0, Exp Date: 6/15/2029

1

TBD
TBD

0

Attachment - New 2023 LITTLE FALLS MACHINE 2014ASP WING

\$19,362.79

2014ASP 14' MOLDBOARD/STD REAR POST/4 PORT

RELIEF/SHORT PO

HYD REAR POST HYD REAR POST

Equipment Subtotal: \$380,000.00

Purchase Order Totals

Balance:	\$380,000.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$380,000.00
Cash with Order:	\$0.00
Balance Due:	\$380,000.00



TOTAL COST REPURCHASE

Application Date:	10-17-23	Store Location:	North Mankato
RDO Contact Person:	Tom Ambroz	Phone Number:	612-900-9108
S2 DEAL #: 1667422			
Customer's Business Name: Steel County Highway Dept			
Address:	1140 Industrial RD Owatonna MN 55060		
Contact Person:	Josh Andquist	Phone Number:	507-273-6706

UNIT QUOTED

Quantity (if not like units, fill out a form for each unit quoted)	Make	Model	Year	Serial Numbers
1	Deere	672GP	2024	TBD

CUSTOMER QUOTE

RDOE (actual book sale)

Quoted Price:	\$380,000	Actual Price:	\$
Trade Allowance:	\$	Trade Book:	\$
Balance Due:	\$	Balance Due:	\$
Repurchase Price:	\$	Actual Repurchase Book Value:	\$
Term of Agreement: 1	Hours	1Years	\$
Term of Agreement: 2	Hours	2Years	\$
Term of Agreement: 3	Hours	3Years	\$
Term of Agreement: 4	Hours	4Years	\$
Term of Agreement: 5	Hours 2500	5Years	\$207,600 Includes wing
Term of Agreement: 6	Hours	6Years	\$
Term of Agreement: 7	Hours 3500	7Years	\$173,700 Includes wing

***Machine must come back with matching tires (undercarriage) in a condition of 50% or better. No broken, cracked, or badly scratched glass. Sheet metal straight, oil sampled and serviced at recommended intervals. Unit must be in good working order.**

Machine Cost in S2	\$ 352676.85	Store Margin in S2:	\$
Deere PPF %	\$	RDO 1.5% Reserve	\$6992.75
Deere invoice (MDP):	\$466183		
Invoice on any attachments over \$3,000 please explain:	\$18,240		
Comments about this quote:	Machine will be equipped with a Falls Snow wing and hydraulic rear post		
Special Deere HELP: %	Governmental Discount GMUD 30%		
Margin earned on PDI, Guaranteed Maintenance, Etc; (40% of list)Please explain:	\$		



Steele County Agenda Item

Subject: Approve Out of State Travel for Highway Department Maintenance Personnel to Attend ATTSA Training & Education Workshop

Department: Highway

Committee Meeting Date: February 8, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve out of State travel to Fargo, North Dakota for Highway Maintenance Technicians Chris Deml and Greg Born.

Background (*Including Budget Impact*):

The American Traffic Safety Services Association annually holds the Northland “How To” workshop in Fargo, ND. This year the workshop is March 11th -13th. Sign men and other maintenance personnel from highway departments around the Midwest attend this workshop. It is a great learning and networking opportunity for our staff. Total cost for two staff to attend will be about \$1,200.

The 2024 Highway Maintenance Training budget includes the cost of this training.

Attachments:

ATTSA 2024 Northland “How To” Training & Education Workshop

JOIN US

Northland "How To" Conference



March 11-13, 2024
Delta Marriott
Fargo, N.D.

REGISTER TODAY • ATSSA.com/HowTo

\$195

Included in your registration:

- Entrance into the exhibit hall featuring 30+ displays of the latest in roadway safety products and services.
- 20+ workshops and general sessions led by local, state and federal industry professionals.
- Special preconference workshop included in full registration.
- Enjoy breakfast, lunch, breaks and an evening reception.

Hotel information

Delta Marriott™ Fargo
1635 42nd Street South
701-277-9000

\$139-259 per night for rooms
available March 9-14

*Room rates available until
Feb. 16, 2024*



PROGRAM 2024

Northland "How To" Training & Education Workshop

March 11-13 • Fargo, N.D.

Monday, March 11

Noon - 4 p.m.

12:30 - 4 p.m.

REGISTRATION OPEN

PRECONF. WORKSHOP

Traffic Control 101

This workshop is offered by the Northland ATSSA Chapter at no additional cost to registrants. The course covers Low-Volume/Low-Speed (Field Manual) and Traffic Control fundamentals for new hires.

Tuesday, March 12

7 a.m. - 4:30 p.m.

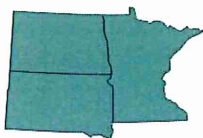
7:30 - 8:30 a.m.

REGISTRATION

EXHIBITS OPEN (Breakfast)

8:30 - 9:30 a.m.

GENERAL SESSION 1



Cannabis & Construction

The construction industry is still struggling to navigate the new Minnesota cannabis law that went into effect in August 2023. This session will touch on some of the most pressing concerns and ongoing challenges that contractors are facing.

9:35 - 10:20 a.m.

BREAKOUT SESSIONS

1. MN Work Zone Training Initiatives

MnDOT and SRF developed a work zone traffic control training plan that provides insight and direction on how to develop a robust training program that addresses the needs of all public agencies as well as private companies that work on or near the roadway in Minnesota. This plan is being implemented by both MnDOT and the Center for Transportation Studies Local Technical Assistance Program. Come and learn about the status of this training and how you and your agency or company can take advantage of training to improve work zone traffic controls and safety for both workers and the traveling public.

2. Winter Equipment and Material Maintenance

Learn about basic truck and paint cart maintenance for fall shut down and how to prepare for the spring. Includes how to carry your materials over winter and proper storage.

3. OK Teen Driver Work Zone Safety

Learn how Oklahoma became the first in the nation to modernized teen driver work zone and move safety.

10:20 - 10:50 a.m.

10:50 - 11:35 a.m.

EXHIBITS OPEN (Coffee Break)

BREAKOUT SESSIONS

4. Sign and Sign Placement

Fundamentals and basics for both new hires and seasoned vets. Explore the most-common issue installers run into.

5. Transforming Work Zone Training Using Virtual Reality

This presentation will provide the latest advances in the development and evaluation of VR technology for work zone

training. Examples of flagger setup and work zone inspection scenarios will be provided. Evaluation results from trainings deployed in Missouri will be presented.

6. CDL Updates

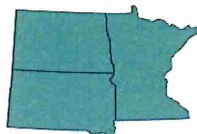
This session will cover any new updates for CDL drivers provided by Kelly Krapu of True North Compliance Services.

11:35 a.m. - 1 p.m.

EXHIBITS OPEN (Lunch)

1 - 2 p.m.

GENERAL SESSION 2



Mental Health

In a rapidly changing world, we find ourselves at "A New Frontier: Leading Boldly through Mental Health." This presentation explores how individuals in various roles can

step into a new landscape and make a significant impact on mental health and well-being. It provides practical insights, lived-experience stories, evidence-based resources, and inspiration for individuals to lead with empathy, offer opportunities to foster open conversations, and champion mental health and well-being initiatives in our professional and personal lives. Join us as we embark on this exciting journey to boldly lead in the new frontier of mental health.

2:05 - 2:50 p.m.

BREAKOUT SESSIONS

7. Using technology to enhance safety in the future

Safety is and will always be MnDOT's top priority. This session focuses on efforts MnDOT's CAV-X team is working on to improve worker safety by using technology. The Automated Truck Mounted Attenuator project is testing technology to potentially remove workers from the cab of crash attenuator host trucks and allow operation from a safer location on the work site. The Work Zone Data Exchange effort seeks to provide high-quality, real-time traveler information to connected vehicles and driver navigation apps, leading to more timing and accurate work zone information to the public.

8. Distance Based User Fees

Dependence on the motor fuel tax as a revenue source may become increasingly difficult for transportation agencies, as the number of vehicles on the road using little to no gasoline—including electric vehicles (EV)—begins to grow. One area being explored to fill potential lost revenue is distance-based user fees (DBUF)—calculated based on distance driven rather than fuel burned. Some states have completed pilots exploring this option, others have implementing test programs and an advisory board is assembling to guide a national pilot through FHWA. This presentation will discuss the current state of DBUFs research and other tax revenue sources surrounding EV and other emerging technologies.

9. Pavement Marking Retroreflectivity Requirements

Section 3A.03 Maintaining Minimum Pavement Marking Retroreflectivity of the MUTCD requires agencies to establish a method designed so all longitudinal markings (edgelines and centerlines) that meet specific criteria. FHWA has set a target compliance date of Sept. 6, 2026, for having a method in place for maintaining pavement marking retroreflectivity. This presentation will outline the Minnesota Local Road Research Program guidance for local agencies to implement a method for maintaining pavement marking retroreflectivity at or above minimum levels.

Tuesday, March 12 *(continued)*2:50 – 3:20 p.m.
3:20 – 4:05 p.m.**EXHIBITS OPEN** (Coffee Break)
BREAKOUT SESSIONS**10. Reducing Adverse Driving Behaviors in Work Zones**

Most work zone crashes can be attributed to speeding, inattention and aggressive driving behaviors. This session will cover Minnesota trends in work zone crashes and mitigation strategies being deployed to address some of these behaviors.

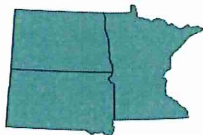
11. Pavement Marking Patterns and Widths - Humans vs. Machines

MnDOT has studies investigating appropriate pavement marking dimensions and contrast with respect to human vision and driver comfort. There is a concurrent effort that will also evaluate the implications of pavement marking dimensions on machine vision technology that is used in ADASs and AVs. The results of these studies will provide insight as to how MnDOT can effectively leverage its resources to provide pavement markings that effectively meet the needs of all road users.

12. Permanent Signing in the Era of MASH

The rollout of the MASH Crashworthy standard at the national level has impacted signing policy and standards across the map and continues to affect all traffic control device development. A panel of signing subject matter experts from North Dakota, South Dakota and Minnesota have assembled information on how each States' signing policies and standards have evolved and continue to since the federally mandated MASH criteria was instituted. Please join us for this update from our Tri-State area and come prepared with any questions that may be on your mind!

4:05 – 4:50 p.m.

GENERAL SESSION 3**Drive Safe, Work Safe, Live Safe & Be Rewarded For It!**

Employers are working harder than ever to attract and retain workers; and it's no secret that a talented, healthy employee

is an extremely valuable asset! "Your Good Health is your Greatest Wealth"... let's talk about how to cash in on it.

4:50 – 6:30 p.m.

WELCOME RECEPTION & EXHIBITS OPEN

Come mingle with old friends and meet new acquaintances with cocktails and hors d'oeuvres at this annual event in the exhibit hall.

Wednesday, March 137:30 – 10 a.m.
7:30 – 8:30 a.m.
8:30 – 9:15 a.m.**REGISTRATION**
EXHIBITS OPEN (Breakfast)
BREAKOUT SESSIONS**13. CAV Update – AVs on the Road Today**

Connected and automated vehicles (CAV) are on the road today and will continue to increase. This session will provide an overview of the current and emerging technology for connected and automated vehicles, the efforts by MnDOT's CAV-X to plan and prepare for CAV technology and how CAVs impact the work we do.

**Northland
"How To"
Conference****14. Understanding Tort Liability**

This session will provide an understanding of tort liability in the work zone. It will help participants understand their responsibility to provide proper temporary traffic control, what steps they can take to reduce their risk and provide some solutions to better prepare them to testify regarding what they did to provide clear and positive guidance in the work zone.

15. Sign Maintenance and Management for Local Agencies

The MUTCD requires public agencies or officials having jurisdiction shall use an assessment or management method that is designed to maintain sign retroreflectivity at or above the minimum levels. MnDOT has developed Minnesota's Best Practices for Traffic Sign Maintenance/ Management Handbook. Minnesota's Local Technical Assistance Program (LTAP) offers a course that covers the best practices contained in this handbook. This presentation will outline this course that helps maintenance staff better understand sign materials, placement, installation and retroreflectivity, as well as general maintenance and management practices.

9:15 – 10 a.m.

BREAKOUT SESSIONS**16. Turning Asset Data into Asset Information at MnDOT**

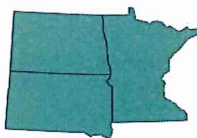
The Minnesota Department of Transportation (MnDOT) has been maturing enterprise asset management practices and obtaining valuable asset management data for over a decade. This presentation will focus on how MnDOT is using asset data to enhance decision making.

17. Portable Traffic Signals, Unique and Effective Case Studies

There have been many advancements in the functional applications of portable traffic signals (PTSs). In this session you will see and learn multiple examples of how PTSs safely and effectively controlled vehicle and pedestrian traffic while using outside-of-the-box strategies.

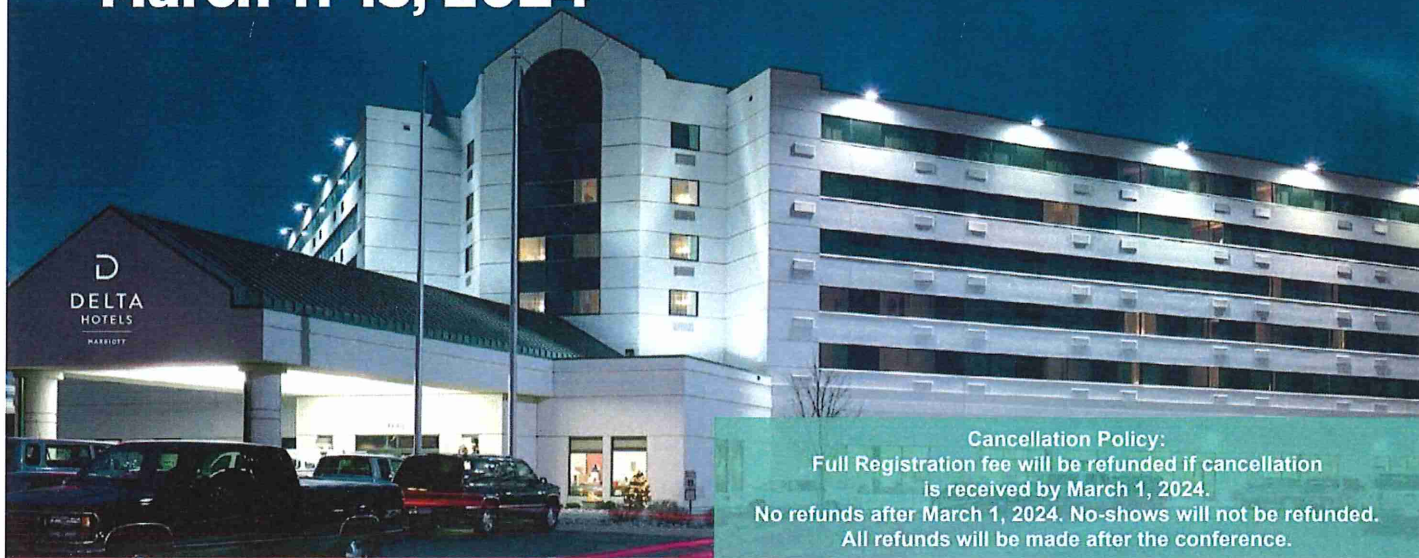
18. Transportation Management Plans

Transportation Management Plans (TMPs) are required for many federal aid projects. Even though not required for many projects, they provide an excellent opportunity to work zone project stakeholders such as emergency responders, law enforcement, school districts, impacted residents and local agencies to identify concerns and issues related to work zone operations. The TMP can then identify solutions and mitigations to address these concerns during development of the temporary traffic control plan and contract documents. Not all TMPs are the same and they vary in scope dependent on project needs. Come and learn how effective TMPs improve the construction operations and safety in work zones.

10 – 10:30 a.m.
10:30 a.m. – Noon**EXHIBITS OPEN** (Coffee Break)
GENERAL SESSION 4**State of the States**

Minnesota, South Dakota and North Dakota overview of transportation issues and updates.

Northland "How To" Conference March 11-13, 2024



Cancellation Policy:

Full Registration fee will be refunded if cancellation is received by March 1, 2024.
No refunds after March 1, 2024. No-shows will not be refunded.
All refunds will be made after the conference.

Exhibits • Workshops • Networking

Who Should Attend?

This conference is a must for roadway safety infrastructure industry professionals involved in the selection, inspection or maintenance of all types of pavement markings, traffic signs and temporary (work zone) traffic control, including:

- Field personnel
- Field supervisors
- Designers of both permanent and temporary traffic control
- State, county and local agency personnel
- Contractors
- Consulting engineers
- Traffic control device and material manufacturers
- Work zone traffic control supervisors

**Attend 20+ sessions
focusing on real-world
roadway safety issues**

 **Preconference
Workshop, March 11**

ATSSA
Northland Chapter

Northland Chapter of ATSSA
Minnesota • North Dakota • South Dakota

American Traffic Safety Services Association
15 Riverside Parkway
Fredericksburg, VA 22406-1077

**REGISTER TODAY! • [ATSSA.com/HowTo](https://atssa.com/HowTo)
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10' x 10' spaces are \$795 for ATSSA Members, \$1,295 for Non-members. Receive 2 free registrations with each booth space. Sponsorships supporting the Vendor Reception are available for an additional \$200.

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Steele County Agenda Item

Request for Board Action

Subject: Contract Award – Countywide Sealcoat CP 074-024-003

Department: Highway

Committee: Public Works

Committee Meeting Date: February 8, 2024

Work Session Date: N/A

Board Meeting Date: February 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends awarding contract to low bidder

Recommendation:

Award a contract for the countywide sealcoat project, CP074-024-003, to low bidder Scott Construction, Inc. in the amount of \$825,688.86.

Background (*Including Budget Impact*):

The project will place a chip seal on 21.71 miles of county highways to preserve the bituminous pavements. The project was programmed using Wheelage Tax and Sales Tax funds in a total amount of \$810,000. The overage of \$15,688.86 will be paid for from the Sales Tax fund balance.

The contract was advertised for bids, which were opened on Tuesday, February 6, 2024. Five bids were received.

Bidder	Total	% Over/Under Estimate
Engineer's Estimate	\$869,962.50	
Scott Construction, Inc.	\$825,688.86	5.09% UNDER
Asphalt Surface Technologies Corp.	\$892,332.92	2.57% OVER
Allied Blacktop Company	\$935,653.84	7.55% OVER
Fahrner Asphalt Sealers, LLC - Eau Claire	\$1,116,831.76	28.38% OVER
Pearson Bros., Inc.	\$1,236,857.60	42.17% OVER

Scott Construction is a responsible contractor capable of performing the work.

Attachments:

N/A

STEELE COUNTY PERSONNEL AGENDA ITEM

February 13, 2024 at 5:00 pm

FEBRUARY EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Jonathan Walstrom	Financial Analyst – Finance	02/06/24	7
Jessica Guggisberg	Correctional Officer – Det. Ctr.	02/06/24	1
Stacey Zabel	Legal Admin Asst – Attorney	02/11/24	33
Chad Staska	Arena/Park Maint Worker – Park & Rec.	02/13/24	7
Karen Winter	Property Tax Specialist – PT & E	02/19/24	11
Timothy Schammel	Community Corrections Director	02/19/24	20
Gabrielle Alvarado	Health Educator – Public Health	02/21/24	1
Nicole Meixner	Admin Asst – Comm Corrections	02/24/24	14
Todd Edel	Facilities Maint. Worker – Facilities	02/26/24	23
Renee Babcock	Records Specialist – Sheriff's Office	02/27/24	23
Loren Jensen	Maintenance Technician – Highway	02/28/24	30



Steele County Agenda Item

Subject: Memorial Tree Program

Department: Administrator's Office

Committee Meeting Date: February 1, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends sunsetting this program

Recommendation:

Recommendation of Facilities and Fleet Director and Administration to discontinue the Memorial Tree Program

Background (*Including Budget Impact*):

Assessment:

- Primary objective of the program in mid-90's was to beautify our property here where the Admin Center was built.
- Secondary objective was to provide a "public" connection to the county with a feel-good program.
- Program requires administration time (Administration and Facilities depts.)
- The program comes with some short/long-term expectations from the public:
 - Trees will be replanted if they die or suffer wind damage.
 - Some trees were planted at sites that are no longer county property (i.e., Crane Creek and Hope Schools)
- Cost of trees has increased to the point that it is no longer as affordable to the public.
- We've run out of space to plant trees at the Admin Center, as well as other county property sites.
- Memorial trees have fallen some in popularity.

Attachments:

.



Steele County Agenda Item

Subject: Canvassing Board

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: February 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Appoint 2 Commissioners to serve on the Canvassing Board on Friday, March 8th for the Presidential Nomination Primary.

Background (*Including Budget Impact*):

The returns from every election held in this state must be reported to a legally constituted canvassing board.

The county canvassing board shall consist of the county auditor, the court administrator of the district court, the mayor or chair of the town board of the county's most populous municipality, and two members of the county board selected by the board from its members who are not candidates at the election.

Attachments:



Steele County Agenda Item

Request for Board Action

Subject: Charges for Late Hauler Contracts

Department: Landfill

Committee: Public Works

Committee Meeting Date: February 8, 2024

Work Session Date: February 13, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for consideration.

Recommendation:

Consider the Hauler's request to relieve the additional landfill charges incurred due to signing their contract after January 1, 2024.

Background (*Including Budget Impact*):

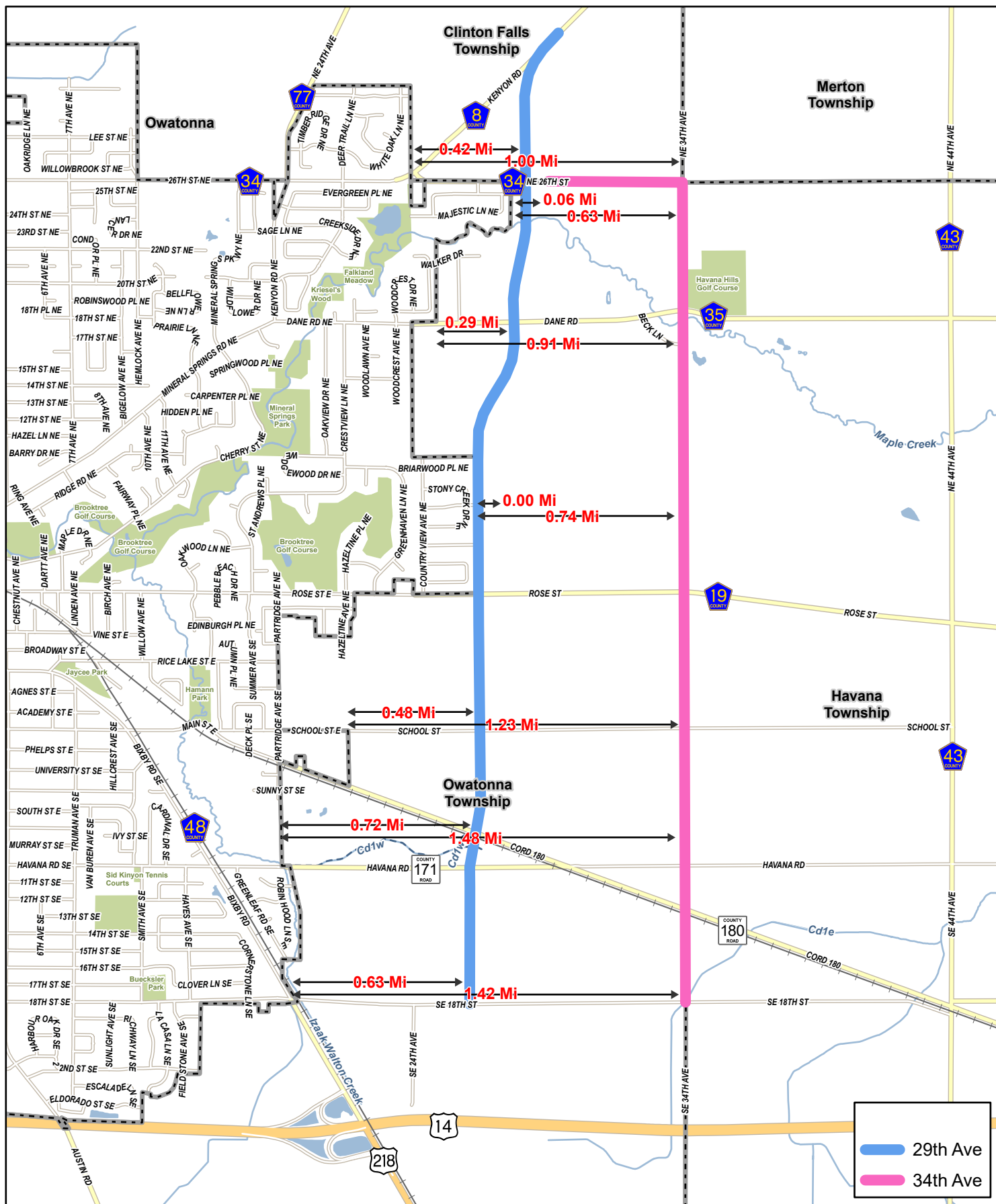
At the Board's direction, each contract hauler was informed to sign and return their 2024-2025 landfill contract by January 1, 2024, or be charged the gate rate for any waste brought to the landfill until they signed the contract. Hard copy contracts were sent out on November 29, 2023.

The contract was sent to seven haulers, five of which returned their signed contracts by the January 1st deadline. One hauler returned their contract one day late and another hauler returned his contract 3 days late. Both haulers have requested consideration of relief from the gate rate.

Relief for the hauler that was one day late amounts to \$615.49. Relief for the hauler that was 3 days late amounts to \$2,724.15.

Attachments:

N/A



Mileage Comparison from City Limits

East Side Corridor Study
Steele County, Minnesota



0 2,500 Feet
1 inch = 2,500 Ft





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

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

Tuesday, February 1, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Gnemi, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, Interim Finance Director Cathy Piepho, IT Director Dave Purscell, and Administrator Scott Golberg.

Information:

LEC Update: Although the settlement agreement is not complete or approved, the current numbers are as follows: \$700K for ½ of the property value, this does not include the garage that was erected by the city. Add in recent capital improvements of \$130K for the counties portion of the improvements. This is equal to \$830K so far. Still reviewing the lease and settlement payment arrangements. Considering the monthly operating cost of \$14K, split is \$7K. This number includes maintenance and custodial provided by the county. Leasing roughly \$13K/month less city payment to county for custodial/maintenance. More to follow. Hoping to move into new facility by October 31st.

Fairgrounds Building Project: SCF Board wants to build a permanent “Steele Saloon” site. Abbe abstains from this item. Moving item to Work Session for discussion.

CIP Funding: Need to work on the capital improvement plan. Decide what years to do the projects coming up so finance can plan fund expenditures accordingly. Projects on the list are fluid, our reserves are good, it is the unknown expenditures we need to be thinking about. If the county bonds, they look at how the reserves are spent. Keep this in mind to so our rating remains high. There are several roofs that need to be redone as we have already patched some of these roofs. At some point they will not be able to be patched. Roofs that need to be replaced are expensive. Additional Annex discussion - repair or build remembering building costs will continue to rise.

Lawn Mowing: Parttime lawn mowing employee has retired. Received a mowing quote of \$575 per occurrence for roughly 17 to 22 times a year. Looking at hire out the lawn mowing. Reviewed the wage cost for mowing the 6 buildings (does not include public works?). Should we hire out or keep inside. Jake to obtain additional bids then bring item to the board.

Community Correction bid yesterday. Low bid was \$2.8M. Low bidder was over our estimate by \$200K. The next bid was \$2.92M which is \$300K over. Discussion regarding the bids and the three alternates listed in the bid. Each bidder is looked at to determine if they are responsive and responsible. WOLD is going through this process now. Each bidder uses their own metal buildings which uses different technics that may or may not meet spec. Still working on how/if the additional funding that CCA is receiving could be used for the building.

Fairgrounds South Track Project: County Highway put together a cost estimate of \$40K in labor/equipment to remove and finish the south track area. (\$20K City/\$20K County). There is an additional \$50k needed for a fence and class 5 fill. Scott has talked to SCF Director Scott Kozelka about this cost as this is not a budgeted item. Additional questions: What does the county want to contribute to the project as the city is contributing in-kind services? What is the Fair Board contribution towards this project? Bringing this item to the work session.

Memorial Tree discussion: Origin of the program was given. Expectations of the public and the issues that we have had servicing the program. Cost is prohibitive. Bring to the Board.

Move the July meeting to July 3rd at 9:00 am pending the completion of the ICS meeting.

Department Head Reports:

Information Technology: Projector screen 2 no longer works. Looking at getting costs.

Administration: City reached out on the 26th Street lots. Advised the city to come with a conveyance proposal if they are wanting to acquire the property for trail amenities and airport zone protection.



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

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

Wednesday, February 7, 2024, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Julie Johnson, Finance Director Candi Lemarr, Interim PT&E Director Laura Ihrke, IT Director Dave Purscell, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving Fred Pryor Training Courses for up to 10 people is \$2,250.00.
2. Committee recommends approving Out of State travel for Finance Director and Public Health Accountant in 2024. Upon return the commissioners would like a summary of the conference at the following Committee meeting.

General Agenda

3. Canvassing Board on March 8th - need two commissioners to serve on the Board.

Department Head Reports

Human Resources: Emma is onboarding. Working on filling positions. There were 27 applicants for the Administrator position. Narrowed down to 10 semifinalists. Working on backfilling Jane Hardwick position. 13 applicants that applied. Starting Juneteenth bargaining. Congratulations to Julie who was elected as the 2024 president of the Minnesota County Human Resource Professionals Association.

Administration: The agreements with Laura and Cathy end this month. Scott working on updated agreements for future needs. More to follow at the end of the month. As requested by the Chair, a map of the eastside corridor was provided with the distances of 29th and 34th from the city limits shown. LEC negotiations continue. Settlement is really close to being complete. The cost to rent per square foot would be \$19.00 a square foot, roughly \$1,300.00 a month to rent if the county goes this direction. More to follow. Discussion regarding the 26th Street parcels: The city to bring a conveyance agreement for these parcels so the conversation can start. The county does not want these properties have access to 26th street. South Highway property - recommended to keep the property for now. Discussion regarding the cities bike trail going through the county fairgrounds property. The removal of the trees for planned trail at the SCFG. County-city discussed the south side of the track work that can be done in conjunction with the trail project. City is committed to helping with the south track project though in-kind services (i.e. equipment, labor). The city has not come forward with an easement request. Key issue remaining is how the costs for the south track project will be allocated between the county and fair board (i.e. fill and fence removal, fill and class 5 hauling, new fence)

Property Tax & Elections: Working on Taxes. Conducting election judge training. Completing reports.

Finance: Debt book submission is complete. December books are close to complete. Preliminary audit looks good with full audit to be done in May. Cash Drawer training is going well.

IT: Steele County refresh should be completed by end of February. Discussion regarding the room notifier located outside of room 40.

Recorder's Office: Ditch project is coming along. Recorders are scanning and imaging the plats and indexing them. Working with the Highway Department recording old easements.



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

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

Thursday, February 8, 2024, at 8:00 a.m. – Public Works Conference Room

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

Consent:

1. Committee recommends accepting the lawn mowing proposal from BRN Lawn & Landscaping for 2024 – 2026.
2. Committee recommends approving the purchase of a Cat 140 Motor Grader in the amount of \$417,090.00 from Caterpillar.
3. Committee recommends approving Out of State Travel for Highway Department Maintenance Personnel to attend ATTSA Training & Education Workshop.

General:

4. Relief request for Skjeveland, LLC

Information:

Mr. Chris Skjeveland came to speak to the committee requesting relief for the first three days of January where he was not under a hauler contract so his price per ton was billed at gate rate. The cost per ton is as follows: Hauler rate is \$46.00/ton, gate rate is \$74.00/ton in which he is billed \$63.25 as they pay tax directly.

Hauler contracts were sent out the first part of December with a due date of January 1st. There were two haulers that submitted their contracts late. One hauler was one day late submitting their contract and Skjeveland was 3 days late. Both haulers were invited to speak at the committee meeting, Skjeveland attended, and the other hauler declined to attend.

Mr. Skjeveland cited a few reasons why his contract was submitted late. The contract was sent out the beginning of January vs late November, he wanted to talk to the county about some of the content in the contract and when he was late in 2022, the change in billing was not enforced. Being a member of the community (locally-owned business) and 17 years in business, he was asking for 10% to 20% variance for delivery of out of county waste due to having fringe accounts. No data was provided. He also suggested the county grandfather in his company and other existing haulers with the ability to bring in out of county waste.

Commissioner Brady spoke stating the county will continue to treat all haulers equally.

Regarding the request for relief:

The invoice Skjeveland received is the actual cost of business for doing business without a contract for those three days. The request for relief will be brought before the whole board for discussion at the Work Session, February 13th at 4:00 p.m. Skjeveland was invited to attend. Once hearing the request for relief, the commissioners can move the item to the Board meeting for a vote if they so decide.

Regarding out of county waste:

Based on the Board's previous decision, there will be no out of county waste allowed at the landfill. This is not the decision of the landfill employees, and employees cannot alter this regulation change. When the county makes these decisions they are guided by state regulations and the future sustainability for the landfill and the citizens of Steele County. Since the Board of Commissioners is responsible for this regulation change at the landfill, haulers are welcome to discuss their concerns with the commissioners and shouldn't harass landfill employees. The county employees are charged with validating the origin of loads as part of the contract enforcement. When out of county loads are discovered, employees shall continue to follow procedures. Employees are carrying out the request of the Commissioners and will continue to do their jobs as described.

Department Head Reports

Four Seasons: Season continues to be busy. There have been no weather postponements this year so far. Public skating continues to be higher in participation than other years. Steve provided information on upcoming events. The Park Board will be having their next meeting on February 26th to discuss spring ice. They have also placed concrete barriers at specific areas of the Fairgrounds to keep heavy traffic off the newly paved roads.

Landfill: Discussions regarding the safety of county employees. Current suggestions: No one allowed in the scale office. Posting Zero Tolerance / No Harassment signs at the landfill and what penalty should be imposed if there are threats or harassment from drivers. Should all haulers be required to go paperless at the scales? Need to discuss safety of haulers. What requirements should there be? Example: Drivers will remain in or near their trucks, no roaming on the hill. Need further discussion regarding implementing the delivery of out of county waste policy as indicated in the hauler contracts.

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

Eastside Corridor map, as requested at the Board meeting on January 23rd, will be posted as an informational item on the 2/13 agenda showing the distances from the city boundaries to the proposed 29th and 34th avenues. Status: The state has reviewed the purpose and need statement and evaluation criteria. This now moves to the Federal Highway Administration for review.

Steele County received an award: From the Minnesota County of Engineers Association, Steele County received the state award for Project of the Year Award for CSAH 49. Congratulations!

CSAH 49: The court hearing has been moved to May 6th regarding the price of the land north of Medford on CSAH 49 project.

County Road 180: Reviewing all options and costs on the redesign of the Railroad underpass.