



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 27, 2024 at 4:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

4. Southeastern Minnesota Emergency Medical Services (pg. 4)

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

5. Approve February 13, 2024 Board and Railroad Authority Minutes (pg. 6)
6. Approve February 13, 2024 Board Work Session Minutes (pg. 9)
7. Approve Bills (pg. 11)

8. Approve Personnel Report (pg. 42)
9. Accept lawn mowing proposal for Park & Recreation from BRN Lawn & Landscaping, LLC for 2024 – 2026. (pg. 43)
10. Approve Out of State Travel Request for Public Health's MRC Coordinator to attend the MRC National Summit in Chicago IL (pg. 45)
11. Adopt Resolution accepting the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) Award (pg. 46)
12. Adopt Resolution renewing the Joint Powers Agreement for the Internet Crimes Against Children Task Force (pg. 50)
13. Approve 2024 Contract Amendment with Summit Food Service (pg. 56)
14. Approve out of state travel for the GIS Coordinator and the GIS Technician to attend the 2024 Environmental Science Research Institute (Esri) Users Conference (UC) in San Diego CA (pg. 59)
15. Approve the applications for Exempt Permits for Holy Trinity Parish for events to be held on March 24th, July 28th, and November 24th (pg. 60)
16. Approve out of State travel to Davenport Iowa for the annual FIDLAR Technology Educational Symposium for the County Recorder and 1 Deputy in May (pg. 61)
17. Committee recommends approving JD#24 Redetermination 3-year Special Assessment for unpaid balances at a 4% interest rate payable starting in 2024 (pg. 62)
18. Committee recommends approving amendments to the Independent Contractor Agreements for Piepho & Ihrke that would represent reduced levels of service from the current agreements (pg. 63)

General Agenda

19. Adopt Resolution approving MnDOT Contract No. 1028519W02 and Authorize the Chair and Administrator to Execute the Contract (pg. 69)
20. Award the Community Corrections Facility contract to APX Construction Group, LLC. In an amount of \$2,942,500.00 using the base bid and alternate #2, Exterior Brick Veneer, and authorize the Facility and Fleet Director to execute the contract. (pg. 77)

County Board Work Session – February 27, 2024

21. Fairgrounds Easement for City Trail (pg. 82)
22. Authorize signature for Public Land Survey System (PLSS) Monument Grant

Application (pg. n/a)

Information Items

- 23. 2023 Planning & Zoning Department Review (pg. 83)
- 24. Steele County Public Health - Strategic Communication Plan (pg. 89)
- 25. Public Safety & Health Committee Minutes – February 14, 2024 (pg. 101)
- 26. Land Use and Records Committee Minutes – February 20, 2024 (pg. 103)

Presentations:

Commissioner Reports:

Next Meeting Notices:

- Internal Central Services – **Wednesday, March 6th at 8 a.m. in the Boardroom**
- Property & Maintenance Committee – **Thursday, March 7th at 8 a.m. in the Boardroom**
- County Board Work Session – **Tuesday, March 12th at 3 p.m. in the Boardroom (Early)**
- County Board Meeting – **Tuesday, March 12th at 4 p.m. in the Boardroom (Early)**

Closed Session for the purpose of labor negotiations strategy, per MN statute 179A.01, section 13D.03

- Motion to go into closed session
- Discussion
- Motion to end closed session

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.



Southeastern Minnesota Emergency Medical Services

1130 ½ Seventh Street NW • Suite 201 • Rochester, MN 55901
1-800-850-3397 • 507-536-9333 • Fax: 507-536-9337 • www.seems.com

The Southeastern Minnesota EMS Regional System serves Freeborn, Mower, Fillmore, Houston, Winona, Olmsted, Dodge, Steele, Rice, Wabasha and Goodhue counties in Southeastern Minnesota. We are governed by a Joint Powers Board consisting of one county commissioner from each of the eleven counties in our region. Since 1984, the Southeastern Minnesota EMS Regional System has been committed to providing education and support to EMS providers, Fire Departments, Police Departments, as well as the public. Our focus on medical education for our EMS providers is to assure they have the most up to date skills and knowledge to be able to provide quality patient care to the members of their communities. By providing continuing education, operational support, and medical direction to over 58 EMS, Fire, and Law Enforcement agencies in eleven counties, these departments are well equipped to confront medical emergencies within their communities. In addition, SE Minnesota EMS provides staff and resources to inform the public of safety hazards that can affect us all, particularly seat-belt awareness, distracted driving, and facing the opioid epidemic.

All these initiatives have traditionally been funded thru seat-belt fines collected in Minnesota. Over the last decade, the seat belt compliance rate in the state has risen from 75% to 94%. While that's good news for public safety, the decrease in fines has led to a substantial decrease in our funding going from \$175,000 in 2012 to \$40,000 in 2023. To help provide long-term sustainable (and stable) funding, our SE Minnesota EMS Joint Powers Board has asked each of the eleven counties in the SE region to appropriate \$5000 annually to the funding of our program. This amount will directly contribute to providing continuing education (EMS, fire, law enforcement, and the public), operational support, and assistance programs (such as Critical Incident Stress Debriefings, Medical Directors Consortium, etc.) to all 11 counties in our SE Region.

Our Emergency Providers are ESSENTIAL to health and safety of our communities and our SE EMS System helps to assure they are well informed and trained to meet the challenges ahead!

Our Southeastern EMS Joint Powers Board again is requesting a \$5,000 appropriation for calendar year 2024 from your County Board to support our efforts.

Your investment will strengthen your partnership in the regional effort to keep these vital community resources strong, helping to make sure that every emergency response remains robust in your community.

If you have any questions, please don't hesitate to contact any of us, or our Regional Director Don Hauge at 507-536-9333 or by email at don.hauge@seems.com

Thank you!
Sincerely,

The Southeastern Minnesota EMS Joint Powers Board

Mitch Lentz - Chairman
Commissioner
Fillmore County

Cheryl Key - Vice Chair
Commissioner
Wabasha County

Dave Kenworthy
Commissioner
Dodge County

Mark Thein
Commissioner
Olmsted County

Dawn Kaasa
Commissioner
Freeborn County

Todd Greseth
Commissioner
Goodhue County

Marcia Ward
Commissioner
Winona County

Polly Glynn
Commissioner
Mower County

Rick Gnemi
Commissioner
Steele County

Steve Underdahl
Commissioner
Rice County

Dewey Severson
Commissioner
Houston County

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

February 13, 2024

STATE OF MINNESOTA }
COUNTY OF STEELE }

} ss

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on February 13, 2024 with Commissioner's Gnemi, Abbe, Krueger, and Glynn present, Commissioner Brady absent. Also present were County Attorney Julia Forbes, County Engineer Greg Ilkka, Human Resources Assistant Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Landfill Supervisor Josh Johnson, PTE Director Jennifer Mueller, Sheriff Lon Thiele, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Regional Rail Authority Meeting

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the minutes of February 14, 2023. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the following slate of officers for the Regional Railroad Authority for 2024: Chair – Jim Abbe, Vice-Chair – James Brady, Secretary – Administrator and Treasurer – Finance Director. Ayes all.

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

Ditch Authority Meeting:

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to open the Steele County Ditch Authority Continuation Hearing for Judicial Ditch #6 at 5:04 p.m. with Commissioners Glynn, Gnemi, and Abbe present.

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

Public Comment: No comments.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adopt the foregoing Findings and Order as submitted. There were 3 yeas, 0 nays, 0 absent, and 0 abstentions as follows, Commissioner Abbe, Gnemi and Glynn all voting yea.

Motion by Commissioner Glynn seconded by Commissioner Gnemi , to adjourn the meeting of the JD #6 Ditch Authority at 5:10 p.m. Ayes all.

Special Session:

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the agenda with the addition of the Steele Saloon at the Steele County Fairgrounds.

Public Comment: 3 people spoke; 3 regarding the eastside corridor and 1 spoke regarding the heat pump at the detention center.

Correspondence: Southern Minnesota Initiative Foundation Support thank you letter.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the Consent Agenda. Ayes all.

Consent Agenda:

- A. Approve the minutes of January 23, 2024 Board Meeting
- B. Approve the minutes of the January 23, 2024 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

New Hires/Promotions/Demotions/Transfers		(Positions previously approved by Board):	
Name	Position/Dept.	Rating/Step	Date
Tanner Wesely	Maintenance Tech./Highway	B22/2	01/22/24
Greg Huebbe (promotion)	Training & Prog. Coord./DC	C43/5	02/24/24

Open Positions-Pending Board Approval:

Position	Department	Notes
Correctional Sergeant	Detention Center	Backfill Huebbe

- E. Approve unlimited Fred Pryor Training Courses for up to 10 people in an amount of \$2,250.00.
- F. Approve Out of State Travel for Finance Director and Public Health Accountant to the GFOA Conference.
- G. Approve the purchase of a Caterpillar 140 Motor Grader with snow equipment in the amount of \$417,090.00.
- H. Approve Out of State Travel for Highway Department Maintenance Personnel to attend ATTSA Training & Education Workshop.
- I. Award contract for the countywide sealcoat project, CP074-024-003, to low bidder Scott Construction, Inc. in the amount of \$825,688.86.

General Agenda:

Human Resource Assistant Director Gina McGuire read the January Anniversary Report
Motion by Commissioner Gnemi, seconded by Commissioner Krueger to sunset the Memorial Tree Program effective immediately. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to appoint Commissioner Gnemi & Commissioner Krueger to serve on the Presidential Nomination Primary Canvassing Board - Friday, March 8th. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to deny the request for relief from the landfill charges for late hauler contracts. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Agricultural Society’s request to construct the Steele Saloon on the fairground’s property. Ayes all.

Commissioner Reports:

Commissioner Brady absent and not reporting.

Commissioner Glynn attended a JD6 Joint Ditch meeting, JD19 Joint Ditch meeting, Community Health Board, Community Correction Board meeting, Fair Board meeting and the Public Works Committee meeting.

Commissioner Gnemi attended a JD6 Joint Ditch meeting, Drug Court meetings, Property and Maintenance Committee meeting, Cannon River Joint Watershed meeting, SEMCAC, and a Work Session.

Commissioner Abbe attended a JD6 Joint Ditch meeting, Property and Maintenance Committee meeting, Internal Central Services Committee meeting, 911 Joint powers, First round of interviews MNPrairie Director and a Work Session.

Commissioner Krueger attended a Community Health Board meeting, Met with Congressman Finstad, and South Count Health Alliance Joint Board.

Administrator: Update on the use of Law library funds at courthouse security. Was introduced last year and is going before a committee again this year.

LISTING OF BILLS
February 13, 2024

Advanced Correctional Healthcare Inc	8,583.25
Anderson/James Hurd	2,788.00
Baker Tilly US, LLP	7,077.00
Central Farm Services	27,841.37
CRK Properties LLC	6,916.51
Crysteel Truck Equipment Inc	22,316.00
Dodge County Public Health	5,500.00
Express Pressure Washers Inc	4,895.00
Faribo Plumbing & Heating Inc	2,924.75
Freeborn County Auditor- Treas	3,022.77
From the Ground Up LLC	5,230.00
Ihrke/Laura L	7,525.00
Jones Haugh & Smith Inc	3,462.80
Mn Dept Of Transportation	2,078.83
MN Sheriffs Assn	10,151.97
Mower County Jail	40,430.00
Office of MN IT Services	7,323.06
Paape Companies Inc	2,636.43
Semrex	2,475.00
SHI International Corp	94,933.33
Short Elliott Hendrickson Inc	22,415.23
Streichers Inc	2,683.82
Summit Food Services LLC	9,950.82
WHKS & Co	41,568.85
Wold Architects and Engineers	12,590.50
WSB & Associates Inc	14,634.50
Ziegler, Inc	10,068.02
99 Payments less than 2000	31,098.94
Final Total:	413,121.75

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

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

February 13, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on February 13, 2024, with Commissioner's Gnemi, Abbe, Krueger, and Glynn present, Commissioner Brady absent. Also present were County Engineer Greg Ilkka, Finance Director Candi Lemarr, IT Director Dave Purscell, Landfill Supervisor Josh Johnson, County Administrator Scott Golberg and Executive Assistant Rebecca Kubicek.

Scott Golberg presented the request from two haulers to forego the contract late fee where their 2024-2025 landfill contracts were not fully executed by the deadline of January 1, 2024. Based on the contracts not received, those haulers were charged the gate rate for any waste brought to the landfill until the executed contract was received. Seven hauler contracts were sent out on November 29, 2023, five returned their signed contracts by the deadline. One hauler returned their contract one day late and another hauler returned his contract 3 days late. Both late haulers requested relief from the gate rate in the following amounts; for the hauler one day late was a total of \$615.49 and for the hauler that was 3 days late was a total of \$2,724.15. Chris Skjeveland was present and asked the Board to consider this request.

The Steele County Free Fair Board would like permission to build on Steele County Fairgrounds a building called the Steele Saloon. The funding and support are in place to have this project completed for the 2024 Steele County Fair. Commissioner Abbe abstained from the conversation as he serves as a member of the Ag. Society Board.

Scott Golberg brought forward the request from the City of Owatonna who initiated a trail project at the Steele County Fairgrounds. The scope of project includes removing the south end of the track, purchasing/installing a fence, and purchasing/hauling in class 5 material. The County is expecting the city to submit a right-of-way perpetual easement resolution. Project cost estimates and contributions are as follows: \$40,000 in-kind services for removal of the south track and fence consisting of \$20K City and \$20K County. This would be using County and City equipment excavators, trucks, dozers, graders skid steer, pay loader and labor. Additional costs above the in-kind services would be for the fence and the class 5 material in the amount of approximately \$50k. The County and Fair Board need to determine where the funds for the fence material (\$40,000), and class 5 purchase (\$10,000) will come from. No capital improvement funds were included for this project in the County's final 2024 approved budget. No action shall be taken tonight as we wait for the resolution from the city for the easement and to hear from the Ag Society as to what they can put towards this project. Commissioner Abbe abstained from the conversation as he serves as a

member of the Ag. Society Board.

Kirk Kuchera, Transit Manager and Shelly Rockman, Operations Manager from SMART (Southern Minnesota Area Rural Transit) part of Cedar Valley Services, gave a presentation as they celebrate 10 years of service to the community. SMART offers independence for those without transportation so they can go from work to home, shopping, medical appointments, school, and other activities. The bus travels on an hourly route and the demand bus runs at a first come route. In Steele County they delivered nearly 475K passengers in the last 10 years and traveled 1.7 million miles.

Jessica Rollins, Executive Director of FARMAMERICA gave a presentation regarding "Looking to the Future". Started by the state of Minnesota, FARMAMERICA has been around for 45 years servicing the community. They have 360 acres of educational opportunities. People come from approximately a 70-mile radius to take in all the learning activities they provide. Anticipating 10K visitors in 2024. There are roughly 30 other locations throughout the state that compete with FARMAMERICA visitors. FARMAMERICA offered a thank you for the donation of \$500.00 which has been given every year for over 20 years. From Steele County, 372 students from 5 schools attended last year. Discussed upcoming events. Discussion regarding all the different activities visitors can do while they are there along with upcoming additions such as adding a mobile multilingual application and raising \$150K to build an arcade arena.

Meeting was adjourned at 4:49 p.m.

CHAIRMAN

ATTEST: _____
Administrator

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

2/22/24 9:53AM

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			
	6980 Block Plumbing & Heating Inc					
1	10-301-000-0000-6512		270.76	(2) stop kits for shop	67154	Bldg Repair & Maintenance N
	6980 Block Plumbing & Heating Inc		270.76	1 Transactions		
	68420 Plunkett's Pest Control, Inc.					
22	10-301-000-0000-6512		109.62	February pest control	8421243	Bldg Repair & Maintenance N
	68420 Plunkett's Pest Control, Inc.		109.62	1 Transactions		
301	DEPT Total:		380.38	Administration	2 Vendors	2 Transactions
302	DEPT		Road & Bridge Maintenance Expense			
	46551 Locators & Supplies Inc					
14	10-302-000-0000-6801		299.00	Gloves, safety vests & jacket	0312287-IN	Osha/Safety Supplies N
	46551 Locators & Supplies Inc		299.00	1 Transactions		
302	DEPT Total:		299.00	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions
304	DEPT		Equipment Maintenance & Shops			
	10150 Carquest Auto Parts					
2	10-304-000-0000-6513		35.64	High pressure foam cannon	478200	Tools N
3	10-304-000-0000-6520		214.35	Starter, unit#2133	478332	Machinery/Vehicle Parts N
	10150 Carquest Auto Parts		249.99	2 Transactions		
	8882 D & M Construction LLC					
4	10-304-000-0000-6520		16.75	Propane, unit#2186	14457	Machinery/Vehicle Parts Y
	8882 D & M Construction LLC		16.75	1 Transactions		
	36550 IFACS					
11	10-304-000-0000-6511		60.81	Clevis grab hook	5330700	Maint Shop Supplies & Materials N
	36550 IFACS		60.81	1 Transactions		
	5096 Matheson Tri-Gas Inc					
15	10-304-000-0000-6520		458.63	Welding tip, metal wire	0029219920	Machinery/Vehicle Parts N
	5096 Matheson Tri-Gas Inc		458.63	1 Transactions		
	51630 Mike's Repair					
16	10-304-000-0000-6252		170.00	Tire mount, unit#2161	104869	Contracted Services Y

SBENDORF

2/22/24 9:53AM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
17	10-304-000-0000-6520	270.90	Stem, oring & scrap, unit#2161	104869	Machinery/Vehicle Parts	Y
51630	Mike's Repair	440.90	2 Transactions			
1308	Miners's Outdoor & Rec					
18	10-304-000-0000-6520	13.49	Brake band, unit#9998	210477	Machinery/Vehicle Parts	N
1308	Miners's Outdoor & Rec	13.49	1 Transactions			
56125	NAPA Auto Parts					
19	10-304-000-0000-6520	13.04	Brake away, unit#2123	006229	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	13.04	1 Transactions			
4097	Nuss Truck & Equipment					
20	10-304-000-0000-6520	138.46	Filter kit, unit#2194	PSO0784071	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	138.46	1 Transactions			
9242	OK Tire Store Inc					
21	10-304-000-0000-6520	4,387.30	Tires, unit#2161	01-651122	Machinery/Vehicle Parts	N
9242	OK Tire Store Inc	4,387.30	1 Transactions			
99250	Zep Sales & Service					
25	10-304-000-0000-6511	153.71	VEH Window Brsh Green	9009455597	Maint Shop Supplies & Materials	N
99250	Zep Sales & Service	153.71	1 Transactions			
99500	Ziegler,Inc					
26	10-304-000-0000-6600	94,651.93	306 caterpillar mini excavator	N001342766	Capital Outlay	N
27	10-304-000-0000-6520	55.38	Oil gear, unit#2190	N001344389	Machinery/Vehicle Parts	N
28	10-304-000-0000-6520	48.11	Fuel filter, unit#2221	N001351430	Machinery/Vehicle Parts	N
29	10-304-000-0000-6520	574.50	Coupling, coupler, fuel filter	N001353010	Machinery/Vehicle Parts	N
99500	Ziegler,Inc	95,329.92	4 Transactions			
304	DEPT Total:	101,263.00	Equipment Maintenance & Shops	11 Vendors	16 Transactions	
310	DEPT		Capital Construction			
22460	Erickson Engineering Co LLC					
5	10-310-000-0000-6262	11,182.00	Prof services 074-643-010	16328	Sales Tax Consultants	Y
6	10-310-000-0000-6535	2,280.00	Prof services 074-599-043	16329	Town Bridges	Y
7	10-310-000-0000-6535	2,925.00	Prof services 074-599-040	16330	Town Bridges	Y
8	10-310-000-0000-6535	4,795.00	Prof services 074-599-042	16331	Town Bridges	Y
9	10-310-000-0000-6535	3,789.00	Prof services 074-599-041	16332	Town Bridges	Y

SBENDORF

2/22/24 9:53AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

	<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
	22460	Erickson Engineering Co LLC		24,971.00	5 Transactions			
10	3832	I & S Group Inc						
		10-310-000-0000-6262		575.00	Prof services 074-649-001	101819	Sales Tax Consultants	Y
	3832	I & S Group Inc		575.00	1 Transactions			
12	39600	Jones Haugh & Smith Inc						
		10-310-000-0000-6262		1,950.95	Prof services 074-606-015	45110	Sales Tax Consultants	N
	39600	Jones Haugh & Smith Inc		1,950.95	1 Transactions			
13	9849	LeVander, Gillen & Miller PA						
		10-310-000-0000-6262		777.00	Prof services 074-648-007	22088	Sales Tax Consultants	Y
	9849	LeVander, Gillen & Miller PA		777.00	1 Transactions			
23	9791	Rochester Title & Escrow Company						
		10-310-000-0000-6262		443.00	Prof services 074-628-003	68584184	Sales Tax Consultants	N
	24	10-310-000-0000-6262		450.00	Prof services 074-628-003	68584186	Sales Tax Consultants	N
	9791	Rochester Title & Escrow Company		893.00	2 Transactions			
310	DEPT Total:			29,166.95	Capital Construction	5 Vendors	10 Transactions	
10	Fund Total:			131,109.33	Road & Bridge Fund		29 Transactions	
	Final Total:			131,109.33	19 Vendors	29 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	131,109.33	Road & Bridge Fund	
	All Funds	131,109.33	Total	Approved by,
				
				

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
2/22/24 9:53AM
1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	9173 Madden Galanter Hansen LLP						
51	01-003-000-0000-6194		112.50	Review email & FMLA issue	February 9, 2024	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		112.50	1 Transactions			
3	DEPT Total:		112.50	County Wide	1 Vendors	1 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
32	01-013-000-0000-6501		1,229.20	Westlaw charges - January	849657359	Books	N
	70550 Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	4879 Shred Right						
99	01-031-000-0000-6801		21.26	Shred serv order 29453-2/8	0018175	General Expense	Y
	4879 Shred Right		21.26	1 Transactions			
31	DEPT Total:		21.26	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
	4879 Shred Right						
100	01-032-000-0000-6801		21.27	Shred serv order 29453-2/8	0018175	General Expense	Y
	4879 Shred Right		21.27	1 Transactions			
32	DEPT Total:		21.27	Human Resources	1 Vendors	1 Transactions	
41	DEPT			Auditor			
	37025 Innovative Office Solutions LLC						
46	01-041-000-0000-6410		93.87	Staplers, chair mat	4461518	Office Supplies	N
	37025 Innovative Office Solutions LLC		93.87	1 Transactions			
41	DEPT Total:		93.87	Auditor	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						

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	
55	01-061-000-0000-6212		Monthly fees	DV24010395	M-Net Expenses	N
18450	Office of MN IT Services		1 Transactions			
61	DEPT Total:	1,100.44	Information Technology	1 Vendors	1 Transactions	
62	DEPT		Central Services			
8499	Counties Providing Technology					
40	01-062-000-0000-6301	4,756.00	Gen tech/assist/support-Feb	1929	Equip/Software Maint	Y
8499	Counties Providing Technology	4,756.00	1 Transactions			
4636	CPS Technology Solutions					
88	01-062-000-0000-6301	7,235.00	AS400 mitigation & hosting	384687	Equip/Software Maint	Y
4636	CPS Technology Solutions	7,235.00	1 Transactions			
9767	UKG Kronos Systems LLC					
62	01-062-000-0000-6301	3,580.71	HRIS operating cost-Jan 2024	12202437	Equip/Software Maint	N
9767	UKG Kronos Systems LLC	3,580.71	1 Transactions			
62	DEPT Total:	15,571.71	Central Services	3 Vendors	3 Transactions	
63	DEPT		Auditor Elections			
21920	Election Systems & Software Inc					
42	01-063-000-0000-6410	6,235.29	Election coding service - PNP	CD2075707	Office Supplies	N
43	01-063-000-0000-6410	3,393.00	Ballot layout charge - PNP	CD2075708	Office Supplies	N
21920	Election Systems & Software Inc	9,628.29	2 Transactions			
37025	Innovative Office Solutions LLC					
45	01-063-000-0000-6410	51.60	Large envelopes, tape	4464146	Office Supplies	N
37025	Innovative Office Solutions LLC	51.60	1 Transactions			
63	DEPT Total:	9,679.89	Auditor Elections	2 Vendors	3 Transactions	
91	DEPT		County Attorney			
14420	Culligan Inc					
9	01-091-000-0000-6315	45.70	Water delivery 1/26/2024	15133397-01312C	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc	45.70	1 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC					

SBENDORF

2/22/24

9:53AM

1 General Revenue 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	
97	01-091-000-0000-6410	163.53	Postage meter lease 1/1-3/31	3106531907	Office Supplies	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC	163.53	1 Transactions			
78151	Sheriff Of Blue Earth Co - Civil Div					
4	01-091-000-0000-6343	70.00	Forfeiture notice - 74-CV24160	2024-150	Service Fees	N
78151	Sheriff Of Blue Earth Co - Civil Div	70.00	1 Transactions			
70550	Thomson Reuters - West					
33	01-091-000-0000-6410	1,475.92	Westlaw usage - January 2024	849649260	Office Supplies	N
34	01-091-000-0000-6410	93.62	Library plan	849726575	Office Supplies	N
70550	Thomson Reuters - West	1,569.54	2 Transactions			
91	DEPT Total:	1,848.77	County Attorney	4 Vendors	5 Transactions	
92	DEPT		Attorney Contingent Exp			
5461	Marvin/Elizabeth M					
52	01-092-000-0000-6801	106.25	Transcript 74-CR23446 Cory	959	General Expense	Y
5461	Marvin/Elizabeth M	106.25	1 Transactions			
9451	Shirley K Paradis, RPR, CRR					
98	01-092-000-0000-6801	1,531.25	Transcripts 74-JV231945	Buck	General Expense	Y
9451	Shirley K Paradis, RPR, CRR	1,531.25	1 Transactions			
4883	Skala/Diane					
58	01-092-000-0000-6801	802.50	Transcripts - State v Horner	74-CR23845	General Expense	Y
4883	Skala/Diane	802.50	1 Transactions			
92	DEPT Total:	2,440.00	Attorney Contingent Exp	3 Vendors	3 Transactions	
101	DEPT		County Recorder			
51300	Metro Sales Inc					
95	01-101-000-0000-6410	177.39	Copies per contract	2462244	Office Supplies	N
51300	Metro Sales Inc	177.39	1 Transactions			
8423	Salamander Technologies LLC					
26	01-101-000-0000-6410	500.00	Badge ID designer renewal	19335	Office Supplies	N
8423	Salamander Technologies LLC	500.00	1 Transactions			

SBENDORF

2/22/24

9:53AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
84035	Tri-M Graphics					
35	01-101-000-0000-6410		29.31	Notary seal	103245	Office Supplies N
84035	Tri-M Graphics		29.31	1 Transactions		
101	DEPT Total:		706.70	County Recorder	3 Vendors	3 Transactions
102	DEPT			Surveyor		
39600	Jones Haugh & Smith Inc					
50	01-102-000-0000-6801		2,832.87	Recover sec corners - 7/25/01	45104	General Expense N
39600	Jones Haugh & Smith Inc		2,832.87	1 Transactions		
102	DEPT Total:		2,832.87	Surveyor	1 Vendors	1 Transactions
103	DEPT			Assessor		
83500	Steele County Highway Dept					
59	01-103-000-0000-6540		40.28	Fuel	2279	Gas & Oil N
83500	Steele County Highway Dept		40.28	1 Transactions		
103	DEPT Total:		40.28	Assessor	1 Vendors	1 Transactions
105	DEPT			Planning & Zoning		
13000	City Of Blooming Prairie					
8	01-105-000-0000-6805		314.73	Bldg permit reimb - Jan 2024	January 2024	Bl Pr Reimb-Bldg Permit Y
13000	City Of Blooming Prairie		314.73	1 Transactions		
1588	MACAI					
17	01-105-000-0000-6241		125.00	MACAI dues - DStenzel	February 2024	Membership Dues N
1588	MACAI		125.00	1 Transactions		
105	DEPT Total:		439.73	Planning & Zoning	2 Vendors	2 Transactions
111	DEPT			Buildings & Grounds		
9075	Access Tonna Lock Service					
1	01-111-049-0000-6300		335.95	Change locks	3308	Bldg Repairs & Maintenance Y
9075	Access Tonna Lock Service		335.95	1 Transactions		
9537	Brooks/Jocelyn					
5	01-111-000-0000-6330	AP	53.05	81 mi @ .655 Nov-Dec 2023	February 2024	Travel Expenses N

SBENDORF

2/22/24 9:53AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
6	01-111-000-0000-6330		72.5 mi @ .67 Jan 2024	February 2024	Travel Expenses	N
9537	Brooks/Jocelyn		2 Transactions			
17862	David/Loren					
41	01-111-041-0000-6300		Remove/repair popcorn ceiling	February 7, 2024	Bldg Repairs & Maintenance	N
17862	David/Loren		1 Transactions			
8288	Four Seasons Electric					
44	01-111-040-0000-6300		Relocate thermostat-Storage rm	13344	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric		1 Transactions			
8551	Jindra/Barbara					
15	01-111-000-0000-6331		26.2 mi @ .67 - Jan 2024		Mileage Reimbursement	N
13	01-111-000-0000-6331	AP	16 mi @ .625 - Dec 2022	February 2024	Mileage Reimbursement	N
14	01-111-000-0000-6331	AP	11.6 mi @ .655 - 2023	February 2024	Mileage Reimbursement	N
8551	Jindra/Barbara		3 Transactions			
8253	Owatonna Filters					
23	01-111-049-0000-6300		Filters - 12 count	4837	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters		1 Transactions			
111	DEPT Total:		3,208.85	Buildings & Grounds	6 Vendors	9 Transactions
121	DEPT			Veteran Service		
37025	Innovative Office Solutions LLC					
48	01-121-000-0000-6410		Copy paper, flag, envelopes	4461804	Office Supplies	N
47	01-121-000-0000-6410		Flash drives	4463867	Office Supplies	N
37025	Innovative Office Solutions LLC		2 Transactions			
83500	Steele County Highway Dept					
60	01-121-000-0000-6540		Fuel	2275	Gas & Oil	N
83500	Steele County Highway Dept		1 Transactions			
121	DEPT Total:		263.08	Veteran Service	2 Vendors	3 Transactions
201	DEPT			Sheriff		
37025	Innovative Office Solutions LLC					
90	01-201-000-0000-6410		3 staple removers	4462732	Office Supplies	N

SBENDORF

2/22/24 9:53AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 7

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
37025	Innovative Office Solutions LLC		9.66	1 Transactions			
91	37600 Intoximeters Inc						
	01-201-000-0000-6320		975.00	3 PBTs for squads	753485	Vehicle Maintenance	N
	37600 Intoximeters Inc		975.00	1 Transactions			
16	5487 LexisNexis Risk Data Management						
	01-201-000-0000-6425		200.00	Searches/reports - Jan 2024	1035910-2024013	Investigation Expense	N
	5487 LexisNexis Risk Data Management		200.00	1 Transactions			
21	56125 NAPA Auto Parts						
	01-201-000-0000-6801		48.99	Combo ball mount	006168	Misc Expense	N
	56125 NAPA Auto Parts		48.99	1 Transactions			
103	83500 Steele County Highway Dept						
	01-201-000-0000-6562		4,984.27	Fuel	2278	Gas & Oil Squads	N
	83500 Steele County Highway Dept		4,984.27	1 Transactions			
104	85300 Streichers Inc						
	01-201-000-0000-6408		90.00	Apex pant	11680822	Uniforms/Uniform Reimbursement	N
	85300 Streichers Inc		90.00	1 Transactions			
39	5594 Water Systems Company						
	01-201-000-0000-6410		11.30	5 gallons of water	640737	Office Supplies	N
37	01-201-000-0000-6410		8.95	Monthly fee - January 2024	649387	Office Supplies	N
38	01-201-000-0000-6410		8.95	Monthly fee - February 2024	663898	Office Supplies	N
	5594 Water Systems Company		29.20	3 Transactions			
201	DEPT Total:		6,337.12	Sheriff	7 Vendors	9 Transactions	
208	DEPT			Coroner			
54	4229 Moore Md/Kellyanna J						
	01-208-000-0000-6801		3,864.24	Coroner services - February	February 2024	General Expense	6
	4229 Moore Md/Kellyanna J		3,864.24	1 Transactions			
208	DEPT Total:		3,864.24	Coroner	1 Vendors	1 Transactions	
251	DEPT			Jail			

SBENDORF

2/22/24 9:53AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
3	7798 Anchor Paper Company					
	01-251-000-0000-6560	1,444.12	Can liners, toilet tissue, etc	10738586-00	Janitorial Supplies	N
	7798 Anchor Paper Company	1,444.12	1 Transactions			
12	37025 Innovative Office Solutions LLC					
	01-251-000-0000-6410	42.02	Folders, rubberbands	4453913	Office Supplies	N
	37025 Innovative Office Solutions LLC	42.02	1 Transactions			
92	9084 Metro FiberNet LLC					
	01-251-000-0000-6304	325.00	Dark fiber lease-DC-Feb 2024	1675291	Contract Serv./Bldg Maint	Y
	9084 Metro FiberNet LLC	325.00	1 Transactions			
20	5830 Midwest Monitoring & Surveillance					
	01-251-000-0000-6451	6.24	Lab services	DT0124155	Operating Supplies	Y
	5830 Midwest Monitoring & Surveillance	6.24	1 Transactions			
56	18450 Office of MN IT Services					
	01-251-000-0000-6211	42.50	Fiber management fee	DV24010395	Radio - Computers - Cameras	N
	18450 Office of MN IT Services	42.50	1 Transactions			
24	3248 Personnel Evaluation, Inc					
	01-251-000-0000-6196	50.00	Personnel eval profile-MD, TO	50432	Employee Phys And Exams	6
	3248 Personnel Evaluation, Inc	50.00	1 Transactions			
28	4879 Shred Right					
	01-251-000-0000-6304	42.53	Document shredding	17780.	Contract Serv./Bldg Maint	Y
	4879 Shred Right	42.53	1 Transactions			
29	8247 Summit Food Services LLC					
	01-251-000-0000-6441	3,405.44	Inmate meals 1/27 - 2/2/2024	INV2000198745	Prisoner Meals	N
	8247 Summit Food Services LLC	3,405.44	1 Transactions			
36	618 Turnkey Corrections					
	01-251-000-0000-6418	28.00	Indigent fees	9864	Lock-Up Supplies	N
	618 Turnkey Corrections	28.00	1 Transactions			
251	DEPT Total:	5,385.85	Jail	9 Vendors	9 Transactions	

252 DEPT

Community Corrections

SBENDORF

2/22/24

9:53AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
2	4064 Alcohol Monitoring System Inc		SCRAM monitoring fee	302206	Scram Monitoring	N
	01-252-000-0000-6274	1,681.12				
	4064 Alcohol Monitoring System Inc	1,681.12	1 Transactions			
87	8002 Bromley/William		Mileage-MACCAC agent conf	February 2024	Mileage Reimbursement - CCA Subsi	N
	01-252-775-0000-6331	66.64				
	8002 Bromley/William	66.64	1 Transactions			
89	6479 EMPOWER CTC		Mileage-MACCAC agent conf	February 2024	Mileage Reimbursement - CCA Subsi	N
	01-252-775-0000-6331	67.38				
	6479 EMPOWER CTC	67.38	1 Transactions			
93	9084 Metro FiberNet LLC		Dark fiber fee-CCA-Feb 2024	1677937	Telephone	Y
	01-252-000-0000-6210	300.00				
	9084 Metro FiberNet LLC	300.00	1 Transactions			
53	5830 Midwest Monitoring & Surveillance		Lab svs & supplies - Jan 2024	DT0124107	Chemical Testing	Y
	01-252-000-0000-6270	779.57				
	5830 Midwest Monitoring & Surveillance	779.57	1 Transactions			
101	4879 Shred Right		Document shredding	0018174	Office Supplies	Y
	01-252-000-0000-6410	42.53				
	4879 Shred Right	42.53	1 Transactions			
102	8522 Sirek/Kendra		Mileage to Anoka-client meds	February 15, 2024	Mileage Reimbursement	N
	01-252-000-0000-6331	35.64				
	8522 Sirek/Kendra	35.64	1 Transactions			
61	83500 Steele County Highway Dept		Fuel	2281	Gas & Oil	N
	01-252-000-0000-6540	138.88				
	83500 Steele County Highway Dept	138.88	1 Transactions			
252	DEPT Total:	3,111.76	Community Corrections	8 Vendors	8 Transactions	
253	DEPT		Law Enforcement Center			
11	3832 I & S Group Inc		LEC generator upgrade	101435	Capital Outlay	Y
	01-253-000-0000-6600	2,320.27				
	3832 I & S Group Inc	2,320.27	1 Transactions			

SBENDORF

2/22/24 9:53AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
52550	MEI Total Elevator Solutions					
18	01-253-000-0000-6304		5,286.48	Monthly service - Feb 2024	1057679	Contract Services/Bldg Mtce
52550	MEI Total Elevator Solutions		5,286.48	1 Transactions		
87305	Thompson Sanitation					
30	01-253-000-0000-6254		18.25	Recycling 1/1 - 1/31/2024	61537	Garbage Disposal
87305	Thompson Sanitation		18.25	1 Transactions		
253	DEPT Total:		7,625.00	Law Enforcement Center	3 Vendors	3 Transactions
281	DEPT			Emergency Management		
37025	Innovative Office Solutions LLC					
49	01-281-000-0000-6199		502.72	Ergonomic office chair	CIN120842	Safety Program
37025	Innovative Office Solutions LLC		502.72	1 Transactions		
3218	Karnauskas/Tom J					
96	01-281-000-0000-6331		100.50	Mileage HSEM Gov conference	Feb 5-7, 2024	Mileage Reimbursement
3218	Karnauskas/Tom J		100.50	1 Transactions		
9116	Sailer/Kristen					
57	01-281-000-0000-6331		100.50	Mileage-HSEM Gov conference	Feb 5 - 6 2024	Mileage Reimbursement
9116	Sailer/Kristen		100.50	1 Transactions		
281	DEPT Total:		703.72	Emergency Management	3 Vendors	3 Transactions
391	DEPT			Environmental Services		
3426	MACFO					
19	01-391-000-0000-6241		125.00	MACFO dues - DStenzel	February 2024	Membership Dues
3426	MACFO		125.00	1 Transactions		
435	OSI Environmental Inc					
22	01-391-000-0000-6550		100.00	Used filter disposal	20107033	Household Hazardous Waste
435	OSI Environmental Inc		100.00	1 Transactions		
87305	Thompson Sanitation					
31	01-391-000-0000-6548		74,237.98	Recycling contract - January	5588	Recycling
87305	Thompson Sanitation		74,237.98	1 Transactions		

SBENDORF

2/22/24 9:53AM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
391 DEPT Total:		74,462.98	Environmental Services	3 Vendors	3 Transactions
481 DEPT			Public Health Nursing		
8783 Availity LLC					
105 01-481-460-6009-6383		20.00	Medicare billing charges	INV01091313	Contract Services N
8783 Availity LLC		20.00		1 Transactions	
10084 Cardinal Health 110 LLC					
106 01-481-462-6047-6434		185.64	Tubersol - 20 doses	7355589600	Medical Supplies Y
10084 Cardinal Health 110 LLC		185.64		1 Transactions	
37025 Innovative Office Solutions LLC					
107 01-481-000-0000-6410		89.83	Folders, files	4461307	Office Supplies N
37025 Innovative Office Solutions LLC		89.83		1 Transactions	
38900 John's Appliance & Air Cond					
108 01-481-464-6061-6563		400.00	Repair freezer	62269	Maintenance And Repair G
38900 John's Appliance & Air Cond		400.00		1 Transactions	
182 Medline Industries Inc					
122 01-481-460-6009-6434		185.81	INR strips M036	2306508015	Medical Supplies N
109 01-481-464-6061-6464		348.34	Immunization supplies	2306508015	General Supplies & Outreach N
124 01-481-460-6009-6434		246.64	INR strips M006	2307812117	Medical Supplies N
123 01-481-460-6009-6480		878.73	INR machine	2307812117	Non-Capitalized Inventory N
182 Medline Industries Inc		1,659.52		4 Transactions	
83500 Steele County Highway Dept					
114 01-481-460-6009-6540		38.69	Fuel - County car - January	2280	Gas & Oil N
113 01-481-460-6012-6540		23.45	Fuel - County car - January	2280	LTC - Gas & Oil N
118 01-481-461-6011-6540		1.17	Fuel - County car - January	2280	Gas & Oil N
110 01-481-461-6025-6540		5.86	Fuel - County car - January	2280	Gas & Oil N
115 01-481-461-6030-6540		2.35	Fuel - County car - January	2280	Gas & Oil N
117 01-481-461-6034-6540		7.04	Fuel - County car - January	2280	Gas & Oil N
112 01-481-461-6059-6540		23.45	Fuel - County car - January	2280	Gas & Oil N
119 01-481-461-6066-6331		1.17	Fuel - County car - January	2280	Mileage Reimbursement N
111 01-481-462-6047-6540		1.17	Fuel - County car - January	2280	Gas & Oil N
116 01-481-465-6057-6540		12.90	Fuel - County car - January	2280	Gas & Oil N
83500 Steele County Highway Dept		117.25		10 Transactions	

SBENDORF

2/22/24

9:53AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9354	Straight River Taxi					
120	01-481-460-6012-6465	40.00	Taxi services	168410	Patient Supplies & Services	N
9354	Straight River Taxi	40.00	1 Transactions			
90165	UC Lab					
121	01-481-463-6049-6322	160.65	Well water testing	119079	Well Water Service Agreements	N
90165	UC Lab	160.65	1 Transactions			
481	DEPT Total:	2,672.89	Public Health Nursing	8 Vendors	20 Transactions	
521	DEPT		Park And Recreation			
26699	Four Seasons Centre					
10	01-521-000-0000-6831	3,240.00	January Open Ice	4712-1	Ice Rental Pymts	N
26699	Four Seasons Centre	3,240.00	1 Transactions			
9084	Metro FiberNet LLC					
94	01-521-000-0000-6410	325.00	Dark fiber lease-FS-Feb 2024	1847031	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC	325.00	1 Transactions			
521	DEPT Total:	3,565.00	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT		Four Seasons			
8424	Cintas					
7	01-550-000-0000-6420	139.55	Monthly linens	4182432647	Linen Service	Y
8424	Cintas	139.55	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
25	01-550-000-0000-6314	1,203.60	Electronic control for zamboni	81255-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	1,203.60	1 Transactions			
8242	SCR					
27	01-550-000-0000-6410	365.00	Repairs to east rink	W95982	Operating Supplies - Contracts	N
8242	SCR	365.00	1 Transactions			
550	DEPT Total:	1,708.15	Four Seasons	3 Vendors	3 Transactions	
1	Fund Total:	149,047.13	General Revenue Fund		100 Transactions	

SBENDORF
2/22/24 9:53AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 13

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
301	DEPT			Administration				
	9084 Metro FiberNet LLC							
125	10-301-000-0000-6210		300.00	Dark fiber fee-PW-Feb 2024	1677937	Telephone		Y
126	10-301-000-0000-6210		30.04	Elevator phone-PW-Feb 2024	1677937	Telephone		Y
	9084 Metro FiberNet LLC		330.04	2 Transactions				
301	DEPT Total:		330.04	Administration	1 Vendors		2 Transactions	
10	Fund Total:		330.04	Road & Bridge Fund			2 Transactions	

SBENDORF

2/22/24 9:53AM

21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 14

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT			Judicial Ditch 1			
	73300	Rinke-Noonan Attorney at Law					
63	21-631-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	9874	Waseca County Land & Water Resources					
65	21-631-000-0000-6305	AP	3,751.98	2023 Share of expenses JD1	February 5, 2024	Construction And Repairs	N
	9874	Waseca County Land & Water Resources	3,751.98	1 Transactions			
631	DEPT Total:		3,758.66	Judicial Ditch 1	2 Vendors	2 Transactions	
633	DEPT			Judicial Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
63	21-633-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	9874	Waseca County Land & Water Resources					
67	21-633-000-0000-6305	AP	54.98	2023 Share of expenses JD10	February 5, 2024	Construction And Repairs	N
	9874	Waseca County Land & Water Resources	54.98	1 Transactions			
633	DEPT Total:		61.66	Judicial Ditch 10	2 Vendors	2 Transactions	
634	DEPT			Judicial Ditch 5			
	73300	Rinke-Noonan Attorney at Law					
63	21-634-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
	9874	Waseca County Land & Water Resources					
66	21-634-000-0000-6305	AP	513.77	2023 Share of expenses JD5	February 5, 2024	Construction And Repairs	N
	9874	Waseca County Land & Water Resources	513.77	1 Transactions			
634	DEPT Total:		520.45	Judicial Ditch 5	2 Vendors	2 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
	73300	Rinke-Noonan Attorney at Law					
63	21-635-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees	Y
64	21-635-000-0000-6273		3,427.50	JD6 Prof services rendered	367625	Attorney Fees	Y

SBENDORF
2/22/24 9:53AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 15

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
73300	Rinke-Noonan Attorney at Law		3,434.18	2 Transactions		
635	DEPT Total:		3,434.18	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions
636	DEPT			Judicial Ditch 7		
73300	Rinke-Noonan Attorney at Law					
63	21-636-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions
637	DEPT			JD 11 (Ripley Ditch)		
73300	Rinke-Noonan Attorney at Law					
63	21-637-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions
638	DEPT			Judicial Ditch 12		
73300	Rinke-Noonan Attorney at Law					
63	21-638-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions
639	DEPT			Judicial Ditch 23		
73300	Rinke-Noonan Attorney at Law					
63	21-639-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions
640	DEPT			Judicial Ditch 24		
73300	Rinke-Noonan Attorney at Law					
63	21-640-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions		

SBENDORF
2/22/24 9:53AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 16

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
68	9874 Waseca County Land & Water Resources						
	21-640-000-0000-6305	AP	2,237.37	2023 Share of expenses JD24	February 5, 2024	Construction And Repairs	N
	9874 Waseca County Land & Water Resources		2,237.37	1 Transactions			
640	DEPT Total:		2,244.05	Judicial Ditch 24	2 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
63	73300 Rinke-Noonan Attorney at Law						
	21-641-000-0000-6273		6.68	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
63	73300 Rinke-Noonan Attorney at Law						
	21-642-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
63	73300 Rinke-Noonan Attorney at Law						
	21-643-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
63	73300 Rinke-Noonan Attorney at Law						
	21-644-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
63	73300 Rinke-Noonan Attorney at Law						
	21-645-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y

SBENDORF

2/22/24

9:53AM

21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 17

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
63	21-646-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
63	21-647-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
63	21-648-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
63	21-649-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
63	21-650-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

SBENDORF
2/22/24 9:53AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 18

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
63	21-651-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
73300	Rinke-Noonan Attorney at Law						
63	21-652-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
63	21-653-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
63	21-654-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
63	21-655-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	

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	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
63	21-656-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law						
63	21-657-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						
63	21-658-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
63	21-659-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
63	21-660-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						

SBENDORF
2/22/24 9:53AM
21 County Ditch Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 20

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
63	21-665-000-0000-6273		6.66	Ditch Atty monthly retainer	367561	Attorney Fees	Y	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions				
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions		
21	Fund Total:		10,185.60	County Ditch Fund		35 Transactions		

SBENDORF
2/22/24 9:53AM
38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 21

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
111	DEPT					Buildings & Grounds		
		6032	APG Media of Southern Minnesota LLC					
69			38-111-045-0000-6600		12.84	Article for bids - new CC	Ad 140573	Capital Outlay - CCA Bldg N
		6032	APG Media of Southern Minnesota LLC		12.84	1 Transactions		
		3832	I & S Group Inc					
70			38-111-000-0000-6600		225.00	CH chiller replacement	101527	Capital Outlay - Buildings and Groun Y
		3832	I & S Group Inc		225.00	1 Transactions		
111	DEPT Total:				237.84	Buildings & Grounds	2 Vendors	2 Transactions
38	Fund Total:				237.84	Capital Outlay Fund		2 Transactions

SBENDORF
2/22/24 9:53AM
53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
85	53-398-000-0000-6304		562.50	Administration fees	8950	Contract Services Y
9087	7 Rivers Recycling LLC		562.50	1 Transactions		
8424	Cintas					
71	53-398-000-0000-6304		76.48	Rugs	4178899147	Contract Services Y
72	53-398-000-0000-6304		76.48	Rugs	4179563632	Contract Services Y
73	53-398-000-0000-6304		62.85	Rugs	4180291995	Contract Services Y
74	53-398-000-0000-6304		76.48	Rugs	4180992715	Contract Services Y
75	53-398-000-0000-6304		76.48	Rugs	4181716747	Contract Services Y
8424	Cintas		368.77	5 Transactions		
5365	Fleet Pride					
76	53-398-000-0000-6301		1,898.82	Cylinder repairs	ROCH015023	Equip Repairs N
5365	Fleet Pride		1,898.82	1 Transactions		
36550	IFACS					
77	53-398-000-0000-6301		240.00	Shop towels	5330782	Equip Repairs N
36550	IFACS		240.00	1 Transactions		
38160	J R's Advanced Recyclers Inc					
78	53-398-000-0000-6304		575.00	110 appliances	112326	Contract Services N
38160	J R's Advanced Recyclers Inc		575.00	1 Transactions		
9342	Liberty Tire Recycling LLC					
79	53-398-000-0000-6304		1,982.25	Recycle tires	2709440	Contract Services N
9342	Liberty Tire Recycling LLC		1,982.25	1 Transactions		
61520	Owatonna Motor Company					
80	53-398-000-0000-6301		110.00	Mud flaps	165563	Equip Repairs N
61520	Owatonna Motor Company		110.00	1 Transactions		
8432	Prime Garage Doors & More LLC					
81	53-398-000-0000-6300		2,840.00	Door opener	10767	Bldg Repairs & Maintenance N
8432	Prime Garage Doors & More LLC		2,840.00	1 Transactions		
83500	Steele County Highway Dept					
82	53-398-000-0000-6301		271.11	Cylinder removal	2277	Equip Repairs N

SBENDORF
 2/22/24 9:53AM
 53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
83500	Steele County Highway Dept		271.11				
				1 Transactions			
99500	Ziegler,Inc						
83	53-398-000-0000-6301		3,435.59	Serviced D6 1000 hour check	SI000445536	Equip Repairs	N
84	53-398-000-0000-6301		92.52	12 padlock keys	SO02851029	Equip Repairs	N
99500	Ziegler,Inc		3,528.11				
				2 Transactions			
398	DEPT Total:		12,376.56	Landfill	10 Vendors	15 Transactions	
53	Fund Total:		12,376.56	Landfill Fund		15 Transactions	

SBENDORF
2/22/24 9:53AM
70 Tax Collections Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT			...		
	52488 Mn Department Of Revenue					
127	70-000-000-0000-2162	DTG	25.00	State Deed 14-106-0205	Miller 23-0729	Unapportioned Rev Sale Forfeited Lan N
	52488 Mn Department Of Revenue		25.00	1 Transactions		
0	DEPT Total:		25.00	...	1 Vendors	1 Transactions
70	Fund Total:		25.00	Tax Collections Fund		1 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	
857	DEPT			Well Disclosure			
	4225 Mn Dept Of Health						
86	72-857-000-0000-2100	DTG	595.00	Qtr 4 2023 well disclosures	February 2024	Mn State Treasurer-Well Disclosure	N
	4225 Mn Dept Of Health		595.00	1 Transactions			
857	DEPT Total:		595.00	Well Disclosure	1 Vendors	1 Transactions	
72	Fund Total:		595.00	State Collections Fund		1 Transactions	
	Final Total:		172,797.17	129 Vendors	156 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	149,047.13	General Revenue Fund	
	10	330.04	Road & Bridge Fund	
	21	10,185.60	County Ditch Fund	
	38	237.84	Capital Outlay Fund	
	53	12,376.56	Landfill Fund	
	70	25.00	Tax Collections Fund	
	72	595.00	State Collections Fund	
	All Funds	172,797.17	Total	Approved by,
				
				

PERSONNEL REPORT
February 27, 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>
Jesse Steneman (promotion)	Correctional Sergeant/Detention Center	C41/5	02/24/24

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Taylor Derry	Correctional Officer	Detention Center	02/13/24
Braydon Chandler	Landfill Operator	Highway	02/23/24
Ikran Mohamed	Correctional Officer	Detention Center	02/23/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (2)	Detention Center	Backfill Derry & Mohamed

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (5)	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	Interviewing
Public Health Specialist	Public Health	Offer Pending
County Administrator	Administration	Screening Semi-Finalists
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: Parks Lawn Mowing Proposal

Department: Parks & Recreation

Committee Meeting Date: February 8, 2024

Board Meeting Date: February 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends accepting

Recommendation:

Staff recommends accepting the lawn mowing proposal for three years from BRN Lawn & Landscaping for 2024, 2025, and 2026.

Background (*Including Budget Impact*):

BRN Lawn & Landscaping was the low bid for the 2017 lawn mowing season. They have been doing a GREAT job since 2017! Lawn Mowing bids were opened up again in 2020 and BRN Lawn & Landscaping was the only vendor to submit a bid. BRN submitted a proposal for park mowing for 2021 as well as an option to lock in the same rates for 2022 and 2023. BRN has submitted a new proposal for the years 2024, 2025, and 2026. The rates will stay the SAME as the previous contract.

Attachments:

Lawn Mowing Proposal for 2024, 2025, and 2026



BRN Lawn & Landscape LLC
(507) 213 0189 www.brnlawn.com

BRN Lawn & Landscape LLC
507 213 0189
7812 SW 82nd Ave
Ellendale, MN 56026

Prepared For
Steele County - Steve Schroht
Owatonna, MN 55060

Estimate Date
12/03/2023

Estimate Number
Steele Co

Description	Rate	Qty	Line Total
2024 Lawn Care Lawn Mowing of Beaver Lake Park *Includes Mowing, Trimming, Pickup of Waste/Sticks & Blowing Grass Off Hard Surfaces (Weekly/As Needed)	\$95.00	0	\$0.00
2024 Lawn Care Lawn Mowing of Straight River Canoe Landing *Includes Mowing, Trimming, Pickup of Waste/Sticks & Blowing Grass Off Hard Surfaces (Weekly/As Needed)	\$40.00	0	\$0.00
Subtotal			0.00
Tax			0.00
Estimate Total (USD)			\$0.00

Notes

These Prices Will Be Honored For The 2024,2025 & 2026 Lawn Care Seasons

Adjustments / Corrections Can Be Made As Future Changes & Work Is Done At Beaver Lake Park

Terms

Terms Can Be Viewed On Yearly Contract Sheet



Steele County Agenda Item

Subject: Out of State Travel Request

Department: Public Health

Committee Meeting Date: February 14, 2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Approve out of state travel for Public Health's MRC Coordinator to attend the MRC National Summit in Chicago IL, May 22-24th, 2024.

Background (*Including Budget Impact*):

MRC unit leaders and state coordinators from across the MRC network will be brought together to participate in this national conference, "The Power of Community, Collaboration, and Connection: MRC Leading the Way for the Next 20 Years". Our MRC Coordinator applied for a travel award to this conference and received this award which includes travel to and from Public Health to the conference site. Air travel will be booked through NACCHO's travel agency. Three nights lodging at the Hyatt Regency Chicago covered directly by NACCHO. Per diem meals during travel and for meals not covered as part of the conference.

No Budget impact

Attachments:

[Home - MRC National Conference \(mrernationalsummit.org\)](http://mrernationalsummit.org)



Steele County Agenda Item

Subject: Steele County Hazard Mitigation Grant Program (HMGP) Award & Resolution

Department: Emergency Management

Committee Meeting Date: February 14, 2024

Board Meeting Date: February 20, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Accept HMGP funding award for update of the Steele County All-Hazard Mitigation Plan

Background (*Including Budget Impact*):

The Hazard Mitigation Grant Program (HMGP) grant – federal funding awarded on December 8, 2022 in the amount of \$22,012.50 for the update of the Steele County All-Hazard Mitigation Plan. This grant aids county emergency management to update the Steele County All-Hazard Mitigation Plan. The State informed us in January a back-dated resolution is required and was not provided at the time of award notification on December 19, 2022.

There are 25% match requirements for this grant with in-kind personnel time and salaries from all plan participants which includes all townships, the Cities of Blooming Prairie, Ellendale, Medford, and Owatonna, business, non-governmental, and non-profit agencies. No budget impact.

Attachments:

4658.1 Steele County HMP Update Award

Resolution- Authorize to accept award



FEMA

December 8, 2022

Joe Kelly, Director
Minnesota Department of Public Safety
Minnesota Homeland Security and Emergency Management
445 Minnesota Street, Suite 223
St. Paul, Minnesota 55101-6223

Dear Director Kelly:

Thank you for your correspondence to the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) Region 5 office. Your application to update the Steele County All-Hazard Mitigation Plan has been approved. Hazard Mitigation Grant Program (HMGP) funds under the disaster declaration FEMA-4658-DR-MN have been obligated for the following project:

Sub-Recipient	Application	Federal Share	Sub-Recipient Management Costs
Steele County	4658.1-P Steele County HMP Update	\$22,012.50	Not Requested

The project has been cleared under the National Environmental Policy Act and has been determined to be categorically excluded per FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01, Rev. 1. The enclosed NEMIS Project Management Report indicates the amount of funds designated for HMGP project costs. You may only draw down those funds you will disburse within three days of the draw-down date.

Should you have any questions, please have your staff contact Andrew Davis at 202-813-2505 or andrew.davis@fema.dhs.gov.

Sincerely,

JULIA G MCCARTHY FOR
Digitally signed by
JULIA G MCCARTHY
Date: 2022.12.08
10:50:38 -06'00'

Mary Beth Caruso
Mitigation Division Director

cc: Jennifer Davis, State Hazard Mitigation Officer
Enclosures

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4658	1 - P	0	2	MN	Statewide

Subrecipient: Steele (County)

FIPS Code: 147-99147

Project Title : Steele County HMP Update

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : Steele County HMP Update

Recipient : Statewide

Subrecipient : Steele (County)

Recipient County Name : Steele

Subrecipient County Name : Steele

Recipient County Code : 147

Subrecipient County Code : 147

Recipient Place Name : Steele (County)

Subrecipient Place Name : Steele (County)

Recipient Place Code : 0

Subrecipient Place Code : 99147

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	grant award	3 mo	00/00/0000	00/00/0000	00/00/0000
0	update plan	20 mo	00/00/0000	00/00/0000	00/00/0000
0	closeout grant	1 mo	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$29,350.00	75.000000000	\$22,012.50	25.000000000	\$7,337.50

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Number	Proj Alloc Amount Fed Share	Recipient Admin Amount	Subrecipient Admin Amount	Total Alloc Amount
1	A	12/12/2022	12/08/2022	2023	18300960	0	\$22,012.50	\$0.00	\$0.00	\$22,012.50
Total							\$22,012.50	\$0.00	\$0.00	\$22,012.50

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Recipient Admin Amount	Subrecipient Admin Amount	Total Obligated Amount
1	A	12/12/2022	12/12/2022	2023	18308925	0	1	\$22,012.50	\$0.00	\$0.00	\$22,012.50
Total								\$22,012.50	\$0.00	\$0.00	\$22,012.50



RESOLUTION

#2024 - _____

Federal Emergency Management Agency Hazard Mitigation Grant Program Award

NOW THEREFORE BE IT RESOLVED; that Steele County accept the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) Award as of December 8, 2022, with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance. Kristen Sailer, Director is hereby authorized to accept the award and any amendments hereto as are necessary to implement the project on behalf of Steele County.

Adopted by the Steele County Board of Commissioners this _____ day of _____, 2024.

Steele County
Board of Commissioners

Chair

Attest:

Administrator



Steele County Agenda Item

Request for Board Action

Subject: Internet Crimes Against Children Task Force (ICAC JPA)

Department: Sheriff's Office

Committee: Public Safety & Health

Committee Meeting Date: February 14, 2024

Work Session Date: Enter a date.

Board Meeting Date: February 27, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Staff recommends approving

Background (*Including Budget Impact*):

The SCSO will renew the JPA (Joint Powers Agreement) for the Internet Crimes Against Children Task Force. The agreement is through the BCA and will allow the Steele County Sheriff's Office to utilize training and equipment purchased by the State of Minnesota.

The Training has no budget impact.

Attachments:

Joint Powers Agreement and Resolution Draft



STATE OF MINNESOTA

JOINT POWERS AGREEMENT MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE

This Joint Powers Agreement ("Agreement") is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the "County of Steele on behalf of its County Sheriff's Office at 204 East Pearl Street Owatonna, MN 55060" ("Governmental Unit").

Recitals

Under Minnesota Statutes, § 471.59, the BCA and the Governmental Unit are empowered to engage in agreements that are necessary to exercise their powers. The parties wish to work together to investigate and prosecute crimes committed against children and the criminal exploitation of children that is committed and/or facilitated by or through the use of computers, and to disrupt and dismantle organizations engaging in these activities. The Governmental Unit wants to participate in the Minnesota Internet Crimes Against Children (ICAC) Task Force and be provided reimbursement of the following: equipment, training, and expenses (including travel and overtime) as are incurred by law enforcement as a result of ongoing investigations.

Agreement

1. Term of Agreement

- 1.1 Effective Date.** This Agreement is effective on the date BCA obtains all required signatures pursuant to Minnesota Statutes, § 16C.05, subdivision 2.
- 1.2 Expiration Date.** This Agreement expires five years from the date it is effective unless terminated earlier pursuant to clause 12.

2. Purpose

The Governmental Unit and BCA enter into this Agreement to implement a three-pronged approach of prevention, education and enforcement to combat internet crimes against children. This Agreement provides the mechanism to reimburse the Governmental Unit for equipment, training and expenses (including travel and overtime), which are incurred by law enforcement as a result of these investigations.

3. Standards

The Governmental Unit will adhere to the ICAC Program standards identified below.

- 3.1** Investigate activities related to internet crimes and the exploitation of children through the use of computers.
- 3.2** Investigate organizations to disrupt and dismantle crimes committed against children.
- 3.3** Investigators will follow appropriate state and/or federal laws in obtaining arrest warrants, search warrants and civil and criminal forfeitures. Investigators will follow proper legal procedures in securing evidence, including electronic devices.
- 3.4** Investigators will understand and use appropriate legal procedures in the use of informants including documentation of identity, monitoring of activities, and use and recordation of payments.
- 3.5** Investigators will use, as appropriate, the most current investigative technologies and techniques.

- 3.6 Investigators must be licensed Minnesota peace officers.
- 3.7 Investigators will comply with the guidelines of the Department of Justice Internet Crimes Against Children Program Operational and Investigative Standards.

4. Responsibilities of the Governmental Unit and the BCA

4.1 The Governmental Unit will:

- 4.1.1 Assign a Governmental Unit point of contact to act as the liaison between it and the BCA ICAC Project Commander to assist in reimbursement deadlines.
- 4.1.2 Submit an ICAC reimbursement request for pre-approval of funds. This request shall include a description of the item requested for reimbursement and an explanation of how it qualifies under the required criteria in Clauses 3.1 and 3.2 and an operational plan.
- 4.1.3 Conduct investigations in accordance with provisions of the ICAC Operational and Investigative Standards, identified in Clause 3.7 above, and conclude the investigations in a timely manner.
- 4.1.4 Allow BCA to inform participating agencies of potential case connections based on data submitted to BCA through the ICAC Program.
- 4.1.5 Not comingle ICAC funds with any other existing federal or state grant funded overtime or additional local Governmental Unit funding.

4.2 The BCA will:

- 4.2.1 Provide a Senior Special Agent who will serve as the Commander of the Task Force.
- 4.2.2 Review and approve or decline reimbursement requests under clause 4.1.2 within seven (7) business days of the reimbursement request.

- 4.3 Nothing in this Agreement shall otherwise limit the jurisdiction, powers, and responsibilities normally possessed by a Governmental Unit acting through its employees.

5. Payment

- 5.1 To receive reimbursement for an expense, Governmental Unit must make a request for reimbursement to the BCA Authorized Representative under the required criteria for operational and investigative standards.
- 5.2 To receive approved reimbursement, Governmental Unit must submit an expense form no later than 15 business days after the end of the month during which the expense is incurred.
- 5.3 The BCA will pay the Governmental Unit within thirty (30) calendar days of the submission of the expense form.
- 5.4 In the event Governmental Unit breaches this Agreement, it will not be eligible to receive reimbursement for any expenses.

6. Authorized Representatives

The BCA's Authorized Representative is the following person or his successor:

Name: Bobbi Jo Pazdernik, Commander of MN ICAC
Address: Department of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Street East Saint Paul, MN 55106
Telephone: 651-793-7000
E-mail Address: bobbijo.pazdernik@state.mn.us

The Governmental Unit's Authorized Representative is the following person or his/her successor:

Name: Lon Thiele, Sheriff
Address: Steele County Sheriff's Office
204 East Pearl Street Owatonna, MN 55060
Telephone: 507-444-3815
E-mail Address: lon.thiele@co.steele.mn.us

If the Governmental Unit's Authorized Representative changes at any time during this Agreement, the Governmental Unit must immediately notify the BCA.

7. Assignment, Amendments, Waiver, and Agreement Complete

- 7.1 Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement.
- 7.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 7.3 Waiver.** If the BCA fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 7.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

8. Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes, § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes, §§ 466.01-466.15, and other applicable law.

9. Audits

Under Minnesota Statutes, § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA and/or the State Auditor and/or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement.

10. Government Data Practices

The Governmental Unit and the BCA must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 and other applicable law, as it applies to all data provided by the BCA under this Agreement and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or the BCA.

If the Governmental Unit receives a request to release the data referred to in this Clause, the Governmental Unit must immediately notify the State. The State will give the Governmental Unit instructions concerning the release of the data to the requesting party before the data is released.

11. Venue

The venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Expiration and Termination

- 12.1** Either party may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. To the extent funds are available, the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.
- 12.2** In the event that federal funding is no longer available, the BCA will email the Governmental Unit's Authorized Representative and terminate the Agreement. The termination will be effective two (2) business days after email notification to the Governmental Unit; and the Governmental Unit shall receive reimbursement in accordance with the terms of this Agreement through the date of termination.

13. Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 8, Liability; 9, Audits; 10, Government Data Practices; and 11, Venue.

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT PO Number: 3000085301

2. GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. DEPARTMENT OF PUBLIC SAFETY; BUREAU OF CRIMINAL APPREHENSION

By: _____
(with delegated authority)

Title: Deputy Superintendent, Investigations

Date: _____

4. COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date: _____

RESOLUTION NO. _____

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF _____ ON BEHALF OF ITS SHERIFF REGARDING THE MINNESOTA INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)

WHEREAS, the County of _____ on behalf of its Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

NOW, THEREFORE, BE IT RESOLVED by the County Board of _____, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of _____ on behalf of its Sheriff are hereby approved. Copies of the Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the _[title]_____, _[name]_____, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That _____, the Chair of the County of _____, and _____, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this ____ day of _____, _____.

COUNTY OF _____

By: [name of board chair]
Its Board Chair

ATTEST:

By: [name]
Its County Board Clerk



Steele County Agenda Item

Subject: 2024 Contract Amendment with Summit Food Service

Department: Sheriff's Office - Detention Center

Committee Meeting Date: 2/14/2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Recommendation to approve the 2024 amendment.

Background(Including Budget Impact):

Amendment includes an increase to both the cost for meals and equipment rental fee collected.

Rental fee increased 5.3% (consistent with CPI and historical amendments) and the meal fee increased 5.3% (consistent with CPI and historical amendments).

Attachments: Contract Amendment

AMENDMENT #21 TO THE FOOD SERVICE MANAGEMENT AGREEMENT

This Amendment is made and entered into by and between Steele County Sheriff's Office ("Client"), and Summit Food Service, LLC ("Company") (collectively "the Parties").

WHEREAS, the Parties have entered into a certain Food Service Management Agreement (the "Agreement"), effective February 1, 2007;

WHEREAS, the Parties have agreed to extend with pricing adjustment the partnership; and

WHEREAS, the Parties now desire to amend said Agreement upon the terms and conditions stated herein.

NOW, THEREFORE, the Parties, intending to be legally bound hereby, mutually agree as follows:

1. **Term.** This Agreement shall be extended for an additional year beginning February 1, 2024.
2. **Price.** Company shall charge and Client will pay:

Inmate Population		Current Price	% Increase	New Price
				\$137.44 Per meal Period +
0	24		5.30%	\$1.82 Per meal Prepared
25	34	\$ 6.260	5.30%	\$ 6.592
35	44	\$ 5.610	5.30%	\$ 5.907
45	54	\$ 4.760	5.30%	\$ 5.012
55	64	\$ 4.220	5.30%	\$ 4.444
65	74	\$ 3.800	5.30%	\$ 4.001
75	84	\$ 3.520	5.30%	\$ 3.707
85	94	\$ 3.300	5.30%	\$ 3.475
95	104	\$ 3.080	5.30%	\$ 3.243
105	114	\$ 3.290	5.30%	\$ 3.464
115	124	\$ 3.190	5.30%	\$ 3.359
125	134	\$ 2.880	5.30%	\$ 3.033
135	144	\$ 2.770	5.30%	\$ 2.917

3. **Rice County Jail Service Fee.** Company shall pay Client a rate of \$2959.62 per month for the use of its facilities for service to the Rice County Jail as agreed upon in Section 1, Terms of Agreement, Sub-section D.
4. **Meal Service.** Company shall continue to provide Client meal service that includes a cold breakfast, hot lunch, and cold dinner.
5. **Tray Cost.** The Parties agree to split the cost of 3 compartment trays.
6. **Inmate Labor.** No inmate labor shall be used.

7. **Payment Method.** Any change of banking information or change in the method of monies being transmitted or received shall be documented in hard copy (printed on paper) and delivered by hand, via certified or registered mail return receipt requested, or by overnight delivery service with a receipt of delivery, provided that such delivery is to the parties per Notice. In the alternative, the Company, at its discretion, may request verification by phone of any change of banking information or change in the method of monies being transmitted or received.

This Amendment is effective as of February 1, 2024. All other terms and conditions of the original Agreement (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Agreement.

CLIENT: Steele County Sheriff's Office

COMPANY: Summit Food Service, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Brittany Mayer-Schuler

Title: President

Date: _____



Steele County Agenda Item

Subject: Approve Out of State Travel Esri Users Conference

Department: GIS

Committee Meeting Date: 2/20/2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Approve out of state travel for the GIS Coordinator and the GIS Technician to attend the 2024 Environmental Science Research Institute (Esri) Users Conference (UC) in July 15-19, 2024 in San Diego CA.

Background (*Including Budget Impact*):

Esri develops and produces the ArcGIS software platform. This platform serves as the foundation for Steele County's Enterprise GIS. The opportunities available at this conference can ensure that Steele County is getting the most from our GIS investment. Attendees learn firsthand about new ideas and best practices in the industry, and more importantly, bring this knowledge back to our organization. Attendees can choose from over 450 hours of training, including hundreds of user presentations, hands-on workshops, and chances to meet one-on-one with Esri subject matter experts.

ESRI provides 3 complementary admissions to the UC as part of Steele County's enterprise licensing agreement. The funds needed for airfare, lodging, transportation, and meals has been budgeted in the 2024 department budget.

Attachments:

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



Steele County Agenda Item

Subject: Exempt Permits for Holy Trinity Parish Litomysl

Department: Auditor's Office

Committee Meeting Date: February 20, 2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee Recommends approving

Recommendation:

Approve the applications for Exempt Permits for Holy Trinity Parish for events to be held on March 24th, July 28th and November 24th.

Background (Including Budget Impact):

The Holy Trinity Parish will be holding 3 events this year that require an Exempt Permit for bingo, pull-tabs and raffles and require County approval.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Out of State Travel for Recorder's Office

Department: Recorder's Office

Committee: Land Use & Records

Committee Meeting Date: February 20, 2024

Work Session Date: Enter a date.

Board Meeting Date: February 27, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving out of state travel requesting a recap of the conference at the next Committee meeting.

Recommendation:

Approve out of State travel to Davenport Iowa for the annual Fidlar Technology Educational Symposium for County Recorder and 1 Deputy for May 20th thru May 22nd.

Background *(Including Budget Impact)*:

There is great value in meeting directly with the company and developers in an open educational forum. The cost to the County will be 2 nights lodging for 2 people. No transportation cost as that is paid for by Fidlar Technologies. No budget impact as this is paid out of the Recorder's Technology Fund.

Attachments:

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



Steele County Agenda Item

Request for Board Action

Subject: Ditch Assessment

Department: Property Tax & Elections

Committee: Land Use & Records

Committee Meeting Date: February 20, 2024

Work Session Date: February 27, 2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation to add a levy, as a special assessment, to JD#24 for 2023 redetermination unpaid balances.

Recommendation:

Recommendation to approve to levy landowners for the unpaid balance due for a term of 3 years with interest.

Background (*Including Budget Impact*):

Judicial Ditch #24 underwent a redetermination in 2023. The landowners were offered a prepayment option until December 22, 2023 and notified that unpaid balances would be levied as a special assessment over a one to five year prior including interest at 4%.

Attachments:

NA



Steele County Agenda Item

Request for Board Action

Subject: Independent Contractor Agreements – Piepho, Ihrke

Department: Administration Office

Committee: Land Use & Records

Committee Meeting Date: February 20, 2024

Work Session Date: Enter a date.

Board Meeting Date: February 27, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Amend the current Agreements with Cathy Piepho and Laura Ihrke to continue the support for our new directors in the Property Tax & Elections and Finance Departments through May, 2024.

Background (*Including Budget Impact*):

The new directors in the Property Tax & Elections and Finance Departments began their roles in November and January, respectively. Due the complexity of tasks in these two departments and the lack of experience by the new directors in county/public work, these Agreements with Cathy and Laura have been a lifeline for our organization as we transition with new leadership.

The **changes** from the previous Agreements in the two proposed Agreement Amendments are:

- 1) Date of services would be extended from the end of February to the end of May.
- 2) Service Level
 - a. Laura Ihrke Agreement (Property Tax & Elections) – reduced from 20 hours/week to less than 10 hours/week, not to exceed 150 total hours
 - b. Cathy Piepho Agreement (Finance) – reduced from 20 hours/week to occasional onsite or remote services on an as-needed basis, not to exceed 125 total hours

Attachments:

Independent Contractor Agreement Amendment 3 – Catherine Piepho

Independent Contractor Agreement Amendment 1 – Laura Ihrke

INDEPENDENT CONTRACTOR AGREEMENT

AMENDMENT 1 to EXHIBIT A

INDEPENDENT CONTRACTOR NAME: Laura Ihrke

TERMS OF AGREEMENT

I. TERM: This agreement is effective through **May 31, 2024**.

II. SERVICES TO BE RENDERED: INDEPENDENT CONTRACTOR will continue to provide consultation services to the Steele County Property Tax & Elections Department.

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

INDEPENDENT CONTRACTOR is responsible for the following:

1. Provide training and guidance to the newly appointed Property Tax & Elections Director (DIRECTOR) in matters pertinent to the department.
2. Oversee that all departmental reports, tasks, and projects are completed and deadlines are met.
3. Be available for questions from the staff in the Property Tax & Elections Department.
4. Other related work as apparent or assigned by the Steele County Board of Commissioners or Administrator.

III. COMPENSATION

TOTAL COMPENSATION FOR INDEPENDENT CONTRACTOR SERVICES: shall be \$100.00 per hour over the term of this agreement. The COUNTY will not reimburse the INDEPENDENT CONTRACTOR for any expenses.

The COUNTY and INDEPENDENT CONTRACTOR expect that the services provided under this Agreement will typically require less than 10 hours of work per week through March and be on an as-needed basis after March to not exceed a total of **150 hours** for the term of this Agreement. However, reasonable deviation from this schedule is expected due to the nature of the services to be provided. INDEPENDENT CONTRACTOR shall notify the Steele County Administrator and obtain approval for any significant deviations from the schedule.

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

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

APPROVED:

INDEPENDENT CONTRACTOR:

STEELE COUNTY:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

INDEPENDENT CONTRACTOR AGREEMENT

AMENDMENT 3 to EXHIBIT A

INDEPENDENT CONTRACTOR NAME: Catherine Piepho

TERMS OF AGREEMENT

I. TERM: This agreement is effective through **May 31, 2024**.

II. SERVICES TO BE RENDERED: INDEPENDENT CONTRACTOR will provide occasional onsite and remote consultation services to the Steele County Finance Department.

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

INDEPENDENT CONTRACTOR is responsible for the following:

- Cover the duties of employee on leave.
- Answer questions from the staff in the Finance or Administration Departments.
- Other related work as apparent or assigned by the Administrator, Finance Director, or Steele County Board of Commissioners.

III. COMPENSATION

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

The COUNTY and INDEPENDENT CONTRACTOR expect that the services provided under this Agreement will typically require occasional onsite or remote services on an as-needed basis that will not exceed **125 hours** during the term of this Agreement. However, reasonable deviation from this schedule is expected due to the nature of the services to be provided. INDEPENDENT CONTRACTOR shall notify the Steele County Administrator and obtain approval for any significant deviations from the estimated exceedance amount.

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

IN WITNESS WHEREOF, the parties have caused this Amendment 3 to Exhibit A to be duly executed intending to be bound thereby.

APPROVED:

INDEPENDENT CONTRACTOR:

STEELE COUNTY:

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: Resolution – Approve MnDOT Contract No. 1028519W02 and Authorize the Chair and Administrator to Execute the Contract.

Department: Highway

Committee: Public Works

Committee Meeting Date: N/A

Work Session Date: N/A

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Adopt Resolution - Approve MnDOT Contract No. 1028519W02 and authorize the Chair and Administrator to execute the agreement.

Background (*Including Budget Impact*):

Due to delays in MnDOT's release of old Trunk Highway 14 from CR 180 to the Dodge County line they have agreed to pay Steele County for an additional winter maintenance period. The lump sum agreement amounts to \$31,493.

Attachments:

Resolution

MnDOT Contract No. 1028519W02

STEELE COUNTY
RESOLUTION FOR MnDOT AGREEMENT No. 1028519W02

WHEREAS, To provide for payment by the State to the County for the snow and ice removal maintenance of (Old) Trunk Highway 14 from County Road 180/SE 54th Avenue and the Steele/Dodge County line for 4.09 miles.

IT IS THEREFORE RESOLVED that Steele County enter into MnDOT Agreement No. 1028519W02 with the State of Minnesota, Department of Transportation which provides for said payment.

BE IT FURTHER RESOLVED, the Chairman and the Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said payment as set forth and contained in “Minnesota Department of Transportation Agency Contract No. 1028519W02“, a copy of which said agreement was before the County Board and which is made a part hereof by reference

STEELE COUNTY
BOARD OF COMMISSIONERS

James Abbe, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the County of Steele at a duly authorized meeting thereof held on the 27th day of February 2024, as shown by the minutes of said meeting.

Steele County Administrator

**STATE OF MINNESOTA
WORK ORDER UNDER
MASTER PARTNERSHIP CONTRACT**

Location: Trunk Highway 14 between County Road 180/SE 54th Avenue and the Steele/Dodge County line.

Project Description: Snow and Ice Removal Maintenance.

This Work Order Contract is issued under the authority of the State of Minnesota, Department of Transportation (MnDOT) Master Partnership Contract No. 1028519 between the state of Minnesota acting through its Commissioner of Transportation ("State") and Steele County, a political subdivision of the State of Minnesota ("Local Government") and is subject to all applicable provisions and covenants of that Contract which are incorporated herein by reference.

Work Order Contract

1. Term of Work Order Contract; Incorporation of Exhibits

- 1.1. **Effective date:** This Work Order Contract will be effective on the date that all required signatures are obtained by State, pursuant to Minnesota Statutes Section 16C.05, subdivision 2. The Local Government must not begin work under this Contract until ALL required signatures have been obtained and the Local Government has been notified in writing to begin such work by the State's Authorized Representative.
- 1.2. **Expiration date:** This Work Order Contract will expire on 06/01/2024, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Exhibits:** Exhibits A and B are attached and incorporated into this Work Order Contract.

2. Nature of Work

- 2.1. X the blanks below to indicate the nature of the work to be performed. See Article 3. Services Requiring a Work Order Contract, of the Master Partnership Contract for applicable definitions.
☐ Contract Administration
☐ Emergency Services
☐ Professional/Technical Services
☒ Roadway Maintenance

3. Scope of Work

- 3.1. The Local Government will perform services under this Work Order in accordance with Exhibit A and summarized generally as follows:
The Local Government will provide snow and ice removal maintenance on the portions of the trunk highway system within their corporate limits, as shown on the map attached as Exhibit B and as described in section 4.1.

4. State Cost and Consideration of Payment

The State will pay Local Government a lump sum amount to complete the snow and ice removal maintenance.

- 4.1. Maintenance will be conducted on TH No. 14 from County Road 180/SE 54th Avenue and the Steele/Dodge County line for 4.09 miles (2 lanes wide and shoulders @ 10' wide) under Control Sections 7402 in Steele County.
- 4.2 **Total Obligation.** The State's total obligation for the snow and ice removal maintenance performed under this Contract is \$31,493.

5. Terms of Payment

- 5.1. The State will pay the Local Government a Lump Sum amount upon completion of the work and invoicing. The Local Government will submit signed invoices, and the signature will attest that the

services have actually been performed, and that the claimed amounts have not been previously claimed or paid. Upon request of the State, the Local Government must provide documentation showing the actual costs incurred.

- 5.2. The Local Government must submit the signed invoice, and all required supporting documentation, for review and payment, to State's District 6 - mndotD6accounts payable.DOT@state.mn.us . Invoices will not be considered "received" within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State's District Accounts Payable Group.

5.2.1. The Local Government will keep records and accounts that enable it to provide the State, when requested, with documentation itemizing the labor, materials, and equipment used to perform the snow and ice removal maintenance.

6. Authorized Representatives

- 6.1. The State's Authorized Representative, for this Work Order is:

Name/Title: Mark Panek / ADE Operations Owatonna, or successor.
MnDOT - District 6
Street Address: 1010 21st Ave NW
City State Zip: Owatonna MN 55060
Telephone: 507-446-5503
Email: mark.panek@state.mn.us

The State's Authorized Representative is responsible for overseeing the State's fulfillment of its obligations under this Work Order, reviewing, providing and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

- 6.2. The Local Government's Authorized Representative for this Work Order is:

Name/Title: Greg Ilkka / County Engineer, or successor
Name of Gov't: Steele County
Street Address: P.O. Box 890, 3000 Hoffman Drive NW,
City State Zip: Owatonna, MN 55060
Telephone: 507-451-8232
Email: gregory.ilkka@co.steele.mn.us

- 6.3. The Local Government's Authorized Representative for this Work Order is responsible for overseeing the Local Government's fulfillment of its obligations under this Work Order, reviewing, and approving invoices, resolving disputes related to this Work Order, and for giving or receiving any notices required or permitted by this Work Order.

7. Termination

- 7.1. **Termination by the State or Local Government.** The Local Government, the State or the Commissioner of Administration may cancel this Work Order at any time, with or without cause, upon 30 days' written notice to the other Party. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 7.2. **Termination for Insufficient Funding.** The State may immediately terminate this Work Order if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Work Order is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

8. Additional Provisions NONE

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK.]

LOCAL GOVERNMENT

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

By: _____

Title: Chairman

Date: _____

By: _____

Title: Administrator

Date: _____

STATE ENCUMBRANCE VERIFICATION

The individual certifies funds have been encumbered as required by Minn. Stat. 16A.15 and 16C.05

By: _____

Date: _____

Swift Contract #: _____

SWIFT PO #: _____

COMMISSIONER OF TRANSPORTATION

By: _____

Title: District Engineer or Assistant District Engineer

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____

Date: _____

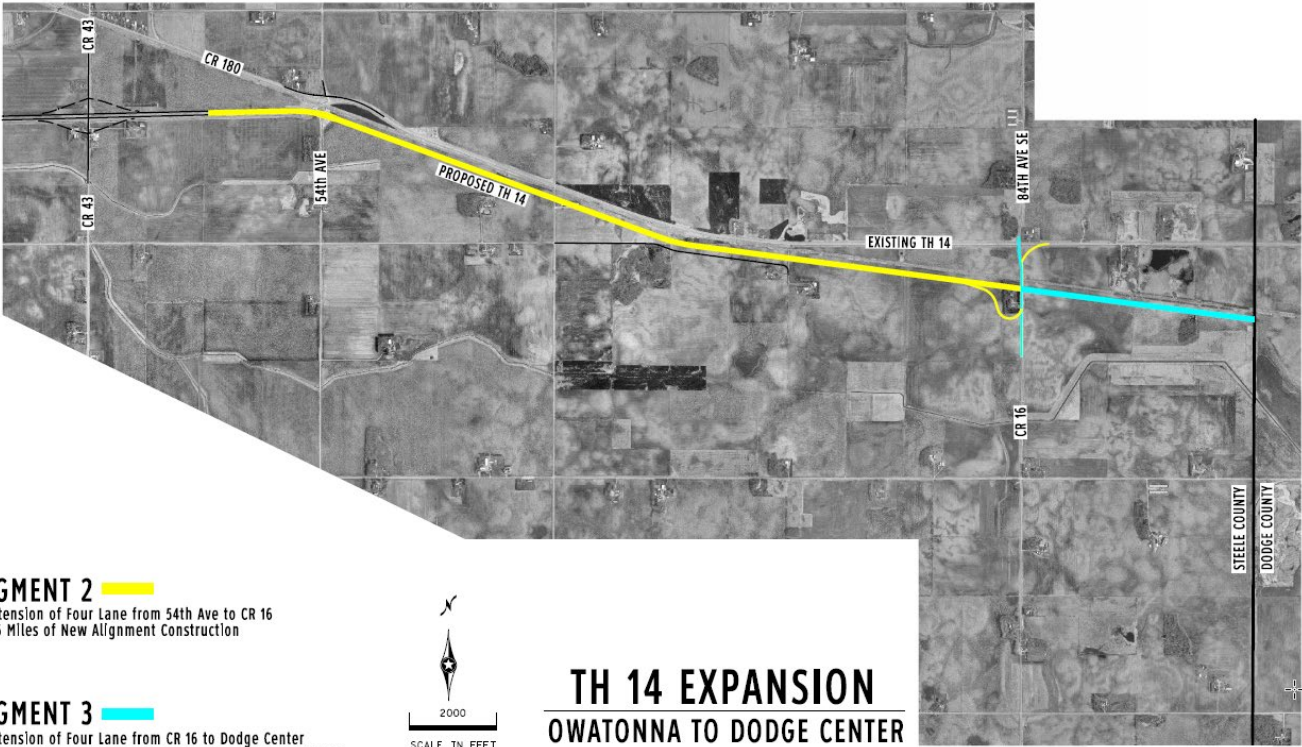
EXHIBIT A – STANDARD TERMS

STANDARD TERMS FOR SNOW ICE REMOVAL MAINTENANCE

1. ***Maintenance Responsibilities (Reimbursable).*** The Local Government will perform the following snow and ice removal maintenance duties to the satisfaction of the State's District Maintenance Engineer at Owatonna. Snow and ice removal maintenance consists of the following duties, which must be performed in a timely and efficient manner so not to cause untimely delay or hinder trunk highway traffic:
 - A. All winter snow and ice operations dictated by winter.
 - B. Regularly patrol the traveled roadway and keep the roadway free and clear of debris, obstructions, and impediments to traffic and any other foreign matter of any nature to the satisfaction of the State's Authorized Representative.
2. ***Traffic Control.***
 - A. The Local Government may partially block the trunk highway to perform the routine snow and ice removal maintenance under this Contract. In cases of emergency, the Local Government may block the trunk highway and prevent passage of traffic thereon. At no time, however, may the Local Government continue to obstruct the free passage of traffic on the trunk highway for a longer period of time than is reasonably required for making the necessary repairs.
3. ***Extraordinary Maintenance.*** The Local Government is not required to perform any extraordinary maintenance, construction or reconstruction under this Contract. If the Local Government is willing to perform extraordinary maintenance, and the State's District Maintenance Engineer at Owatonna approves such performance, the parties to this Contract must enter into a separate Contract therefore. No expenses may be incurred on the extraordinary maintenance prior to the full execution of such a Contract as governed by Minnesota Statutes§ 16A.15, subdivision 3.
4. ***Inspection of Local Government Performed Maintenance.*** Authorized representatives of the Local Government and the State will jointly inspect the involved trunk highways on a regular basis during the life of this Contract to determine if snow and ice removal maintenance is being performed according to the terms of this Contract.

[THE BALANCE OF THIS PAGE IS INTENTIONALLY LEFT BLANK.]

Exhibit B



SEGMENT 2

- Extension of Four Lane from 54th Ave to CR 16
- 3.6 Miles of New Alignment Construction

SEGMENT 3

- Extension of Four Lane from CR 16 to Dodge Center
- 1.0 Mile of New Alignment Construction in Steele County



TH 14 EXPANSION
OWATONNA TO DODGE CENTER

EXHIBIT A



Steele County Agenda Item

Subject: Steele County – New Community Corrections Facility/Contract Award

Department: Building & Grounds

Committee Meeting Date: February 1, 2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends accepting the base bid and alternate #2, Exterior Brick Veneer, in the amount of \$2,942,500.00 and awarding the New Community Corrections Facility contract to APX Construction Group, LLC.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid and alternate #2 from APX Construction Group, LLC in the amount of \$2,942,500.00 and to execute the contract for the New Community Corrections Facility.

Background (*Including Budget Impact*):

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the New Community Corrections Facility. Seven bids were received on January 30, 2024, APX Construction Group, LLC being the low bidder, which includes alternate #2, in the amount of \$2,942,500.00. See recommendation packet attachment.

Attachments:

Recommendation Letter

Bid Tab



Project Name: Steele County - New Communiity Corrections Facility

BID TABULATION

Commission No.: 222189
Date: 1/30/2024
Time: 2:00 p.m.

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

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alt. No. 1 - Garage Demolition	Alt. No. 2 - Exterior Brick Veneer	Alt. No. 3 - CMU Screening Wall	Remarks
APX Construction Group, LLC 3 Civic Center Plaza, STE 400 Mankato, MN 56001 Phone: (507) 387-6836	1,2	X	\$2,884,000	\$4,550	\$58,500	(\$9,000)	
Brennan Companies 3255 Garfield Avenue Suite 200 Minneapolis, MN 55408 Phone: (507) 625-5417	1,2	X	\$2,920,000	\$4,000	\$54,000	\$11,500	
Met-Con Companies, Inc. 15760 Acorn Trail Faribault, MN 55021 Phone: (507) 332-2266	1,2	X	\$2,920,000	\$4,600	\$74,500	\$26,000	
Ebert Companies 23350 County Rd 10 Loretto, MN 55357 Phone: (763) 498-7844	1,2	X	\$3,047,000	\$4,200	\$88,700	\$62,700	
Weber Inc. 2497 7th Ave. East, Suite 110 North St. Paul, MN 55109 Phone: (651) 770-5350	1,2	X	\$3,177,000	\$4,400	\$86,930	\$19,160	
The Joseph Company Inc. 2003 14th ST NE #106 Austin, MN 55912 Phone: (507) 437-3284	1,2	X	\$3,215,000	\$5,100	\$64,500	\$14,200	
Versacon Inc. 9443 Science Center Drive New Hope, MN 55428 Phone: (763) 391-5610	1,2	X	\$3,305,000	\$1,750	\$61,000	\$51,000	



February 22, 2024

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

Re: New Community Corrections Facility
Commission No.: 232189

Dear Board of Commissioners:

On January 30, 2024, at 2:00 p.m., bids were received from seven (7) contractors for the New Community Corrections Facility project in Owatonna, Minnesota. A bid tabulation is attached for your review. APX Construction Group, LLC, from Mankato, Minnesota submitted the low base bid in the amount of \$2,884,000. Selection of alternates does affect who will be the low bidder. In conjunction with Steele County staff, we are recommending the acceptance of alternates as follows:

Alternate No. 1: Garage Demolition **Add \$4,500**

This alternate includes removals of the existing wood stud garage. As discussed with County staff, this item can be executed by County personnel. Additionally, it is more cost effective to utilize County resources to complete this work; therefore, we are recommending that this alternate not be accepted.

Recommendation: Reject this Alternate

Alternate No. 2: Exterior Brick Veneer Base **Add \$58,000**

This alternate includes a red thin brick base around the perimeter of the new building in lieu of a stucco look material. The additional cost associated with this alternate is under the estimate we shared in September of 2023. The red brick base is intended to compliment the nearby downtown Owatonna buildings, including the Steele County Courthouse across the street. We are recommending that this alternate be accepted.

Recommendation: Accept this Alternate

Alternate No. 3: CMU and Brick Screening Wall **Credit (\$9,000)**

This alternate includes a concrete block and brick screening wall for the exterior mechanical equipment in the northwest corner of the site, adjacent to the mechanical room. The base bid includes a metal framed screening system that is durable and designed to blend in with the aesthetics of the new building. We are recommending that this alternate be rejected.

Recommendation: Reject this Alternate

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

**PLANNERS
ARCHITECTS
ENGINEERS**



The budget for this project is:

	CD Estimate September 7, 2023	Bid Award February 22, 2024
Construction Cost	\$2,572,663	\$2,942,000
Fees, Testing, Printing, Contingency	\$551,653	\$551,653
Total Project Cost (Recommended Budget):	\$3,124,316	\$3,493,653

We recommend awarding the contract to APX Construction Group, LLC as follows:

Base Bid		\$2,884,000
Alternate No. 2 Exterior Brick Veneer	Add	\$58,000
TOTAL CONTRACT		\$2,942,000

We have reached out to APX Construction Group and verified that they are capable of completing the project as outlined in the construction documents and within the timeframe specified.

Sincerely,

Wold Architects and Engineers

Jake Wollensak | AIA
Associate

Enclosure

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



Project Name: Steele County - New Communiity Corrections Facility

BID TABULATION

Commission No.: 222189
Date: 1/30/2024
Time: 2:00 p.m.

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

Bidders Name	Addendum Numbers	Bid Security	Base Bid	Alt. No. 1 - Garage Demolition	Alt. No. 2 - Exterior Brick Veneer	Alt. No. 3 - CMU Screening Wall	Remarks
APX Construction Group, LLC 3 Civic Center Plaza, STE 400 Mankato, MN 56001 Phone: (507) 387-6836	1,2	X	\$2,884,000	\$4,550	\$58,500	(\$9,000)	
Brennan Companies 3255 Garfield Avenue Suite 200 Minneapolis, MN 55408 Phone: (507) 625-5417	1,2	X	\$2,920,000	\$4,000	\$54,000	\$11,500	
Met-Con Companies, Inc. 15760 Acorn Trail Faribault, MN 55021 Phone: (507) 332-2266	1,2	X	\$2,920,000	\$4,600	\$74,500	\$26,000	
Ebert Companies 23350 County Rd 10 Loretto, MN 55357 Phone: (763) 498-7844	1,2	X	\$3,047,000	\$4,200	\$88,700	\$62,700	
Weber Inc. 2497 7th Ave. East, Suite 110 North St. Paul, MN 55109 Phone: (651) 770-5350	1,2	X	\$3,177,000	\$4,400	\$86,930	\$19,160	
The Joseph Company Inc. 2003 14th ST NE #106 Austin, MN 55912 Phone: (507) 437-3284	1,2	X	\$3,215,000	\$5,100	\$64,500	\$14,200	
Versacon Inc. 9443 Science Center Drive New Hope, MN 55428 Phone: (763) 391-5610	1,2	X	\$3,305,000	\$1,750	\$61,000	\$51,000	



Steele County Agenda Item

Request for Board Action

Subject: Fairgrounds Easement for City Trail

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: February 27, 2024

Board Meeting Date: February 27, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

Approve easement and authorize Administrator to sign, subject to legal review.

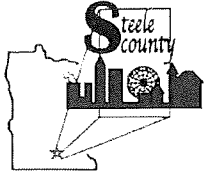
Background (*Including Budget Impact*):

The City of Owatonna is proposing a trail extension along the north side of 18th Street SE on the Fairgrounds property that is scheduled to be completed by the end of 2024. In order to construct this trail the City would need a temporary and perpetual easement from Cedar Avenue to Austin Road (see attached map). The County and City public works departments and Ag Society members met on January 30th to discuss the project as it relates to the south end of the track area, which will have to be removed. The City has committed to splitting in-kind services/contributions with the County to remove the south end track and to provide topsoil for the hydroseeding portion of the project.

Attachments:

Easement

Right-of-Way Parcel Map



Steele County Agenda Item

Informational

Subject: 2023 Planning & Zoning Department Review

Department: Planning & Zoning

Committee: Land Use & Records

Committee Meeting Date: February 20, 2024

Work Session Date: Enter a date.

Board Meeting Date: Enter a date.

Purpose:

Review of 2023 permits and programs in the planning and zoning department

Background:

Information Only

Financial Impacts:

none

Attachments:

2023 Planning & Zoning Department Review

Building Permit comparison by jurisdiction

2023 Planning and Zoning Department Review

Zoning Program (11 hearings)

5 Conditional / Interim Use Permits (approved)

- 1 Gravel Pit Amended or Reviewed
- 1 Asphalt / Bituminous Processing
- 1 Kennel
- 1 Solar
- 1 Business

6 Variance Requests

4 approved

- Side yard setback
- Lot width
- Mandatory septic inspection
- Feedlot setback

2 denied

- Feedlot setback
- Front yard setback

0 Rezone Requests

0 Ordinance Amendment

Subdivisions

- 0 Plats
- 49 Parcel Splits

Septic Program

56 Compliance Inspections

46 Permits Issued

46 Systems Installed

- 10 triggered by building permits
- 25 triggered by property transfer
- 11 as a result of existing system failure

4 Septic Grants (\$28,000)

Feedlot / Agricultural Inspection Program

191 Registered Feedlots

1 New or Expansion of Feedlot Sites (Cattle)

17 Feedlot inspections

12 Complaint investigations (1 odors, 5 manure app, 1 *site run-off*, 2 *dead animals*, 3 *spills*)

3 Noxious Weed Enforcement Actions

Water Resources

604 Watercraft Inspections

313 Pesticide Applicator Tests Given

2 Well Sealing Cost-Share

7 Ag. BMP Loans (\$263,142)

3 Buffer Violations

Building Inspections Program

338 Building / Zoning Permits

- 197 Rural Steele County Building Permits
- 22 Agricultural Permits
- 72 City of Blooming Prairie Permits
- 26 City of Medford Permits
- 21 City of Ellendale Permits

2023
Annual Summary of Building Permits Issued
Steele County

Type	2017		2018		2019		2020		2021		2022		2023	
	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1. Farm Home New Replacement	0 4	\$0 771,488	0 0	\$0 0	0 1	\$0 296,105.00	0 0	\$0 -	0 0		0 0		0 0	
2. Non Farm Home New Replacement	0 12	0 2,514,767	0 11	0 2,444,373	2 13	933,000.00 3,764,362.00	3 5	1,371,000.00 1,157,064.00	1 9	\$725,000 2,828,817.00	1 8	\$725,000 2,828,817.00	0 4	\$0 \$ 655,841.00
3. Garage/Storage	27	777,579	34	908,079	35	1,516,256.00	36	1,337,855.00	25	1,335,497.00	23	1,335,497.00	27	\$1,661,935.57
4. Additions	13	530,196	9	395,425	3	111,500.00	2	129,000.00	5	552,536.00	8	552,536.00	7	\$ 626,000.00
5. Remodeling	4	137,600	3	72,000	3	51,500.00	13	660,500.00	7	269,278.00	12	269,278.00	10	\$ 194,390.00
6. Agricultural Buildings	21	17,289,784	18	2,509,678	18	23,287,735.00	9	727,496.00	20	2,238,246.00	17	2,238,246.00	22	\$2,389,992.00
7. Commercial/Industrial	12	1,819,441	26	1,071,852	17	587,288.00	12	1,640,973.00	29	913,006.00	13	913,006.00	17	\$ 867,205.38
8. Building Maintenance	84	606,758	72	648,739	86	841,955.00	116	1,055,758.00	111	1,329,173.00	126	1,329,173.00	93	\$1,491,955.25
9. Miscellaneous	20	841,760	14	152,700	18	436,565.00	36	441,064.00	41	671,204.00	48	671,204.00	39	\$ 679,176.00
10. Public Buildings	0	0	0	0	0	-	0	-	0	-	0	-	0	\$ -
11. Post Frame	0	0	0	0	0	-	-	-	0	-	0	-	0	\$ -
Total	197	\$25,289,373	187	\$8,202,846	196	\$37,116,266	232	\$8,520,710	248	\$10,862,757	256	\$10,862,757	219	\$8,566,495

2023

Annual Summary of Building of Building Permits Issued
City of Blooming Prairie

	2017		2018		2019		2020		2021		2022		2023	
Type	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
Type	2017		2018		2019		2020		2021		2022		2023	
1. New Homes	1	\$295,857	6	\$ 1,013,279	1	55,000	2	\$ 393,535	4	\$ 672,608	2	\$ 625,000	2	\$ 529,720
2. Garages	3	41,352	5	91,472	5	81,800	4	\$ 60,000	4	\$ 99,552	5	\$ 119,820	5	\$ 282,000
3. Additions	3	28,140	3	44,100	3	113,840		\$ -	0	\$ -	0	\$ -	1	\$ 55,000
4. Remodeling	5	42,500	1	43,000	10	115,500	3	\$ 40,500	3	\$ 64,500	3	\$ 15,653	7	\$ 120,085
5. Commercial/Industrial	5	180,000	1	157,000	11	368,500	12	\$ 135,500	11	\$ 2,609,207	15	\$ 4,018,180	10	\$ 430,050
6. Building Maintenance	36	232,676	38	435,509	32	303,296	42	\$ 249,783	29	\$ 246,356	51	\$ 455,507	30	\$ 286,734
7. Misc. (Decks, etc.)	1	2,800	1	1,600	6	38,895	6	\$ 58,069	15	\$ 38,645	15	\$ 38,645	16	\$ 60,904
8. Public Buildings	0	0	0	0	0	-					0	-	1	1,619,900
Total	54	823,325	55	1,785,960	68	1,076,831	69	\$937,387.00	66	\$3,730,868.00	91	\$ 5,272,805.00	72	\$3,384,393.00

2023
Annual Summary of Building Permits Issued
City of Ellendale

Type		2017		2018		2019		2020		2021		2022		2023	
		Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1.	New Homes	1	\$140,400	1	\$262,470	1	\$210,000	3	\$1,100,000	2	\$560,000	2	\$505,000	1	\$400,000
2.	Garages	0	0	4	56,681	1	49,247	1	34,055	1	150,000	0	0	2	40,000
3.	Additions	0	0	0	0	0	0	1	35000	1	32000	1	38600	0	0
4.	Remodeling	2	16,000	0	0	0	0	1	12000	1	1858	2	19165	4	59492
5.	Commercial/Industrial	0	0	1	7,200	1	60,000	2	220,800	5	89,550	3	30,000	2	61,757
6.	Building Maintenance	3	26,620	9	65,572	8	40,681	11	96,551	8	48,311	13	102,213	10	82,199
7.	Misc. (Decks, etc.)	0	0	1	3,840	1	10,000	1	10,000	2	14,000	6	80,420	2	5,436
8.	Public Buildings	1	10,000	0	0	0	0	0	0	0	0	0	0	0	0
Total		7	\$193,020	16	\$395,763	12	\$370,428	740844	\$1,111,260	20	\$895,719.00	27	\$775,398.00	21	\$648,884.00

2023

Annual Summary of Building Permits Issued
City of Medford

Type	2017		2018		2019		2020		2021		2022		2023	
	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation	Number	Valuation
1. New Homes	1	\$231,000	1	\$234,890	3	\$984,944	2	\$545,000	0	\$0	0	\$0	1	\$550,000
2. Garages	4	42,459	2	26,000	0	-	2	60,673	1	40,000	0	-	0	-
3. Additions	0	0	0	0	1	35,520	1	13,000	2	57,000	0	-	0	-
4. Remodeling	2	65,000	2	15,016	4	146,000	2	4,000	6	126,000	3	28,817	3	45,000
5. Commercial/Industrial	3	461,400	3	2,274,000	3	252,090	13	2,301,544	12	2,874,829	0	-	0	-
6. Building Maintenance	22	100,775	16	101,428	29	223,386	138	1,520,176	40	491,489	31	343,617	15	172,900
7. Misc. (Decks, etc.)	4	17,000	3	13,500	3	28,860	8	49,800	2	20,550	4	28,400	7	33,566
8. Public Buildings	0	0	1	82,000	0	-	0	-	0	-	0	-	0	-
Total	36	\$917,634	28	\$2,746,834	43	\$ 4,670,800.00	166	\$ 4,494,193.00	63	\$ 3,609,868.00	38	\$ 400,834.00	26	\$ 801,466.00

Steele County Public Health

Strategic Communications Plan 2024-2028



Public Health
Prevent. Promote. Protect.

Steele County Public Health

EXECUTIVE SUMMARY

Background

Since the passage of the 1976 Community Health Services Act, Steele County Public Health (SCPH) has functioned as a Community Health Board with Dodge County Public Health. Each agency provides public health services in its respective county while supporting each other on certain health initiatives such as the Community Health Improvement Plan. Based in Owatonna, SCPH is dedicated to preventing disease, promoting wellness, and protecting the health of Steele County residents through a variety of services such as family health programs, immunization clinics, and home health care. SCPH also provides resources for radon and water testing, health education, and emergency preparedness to realize its vision of *Healthy People in Healthy Communities*.

Effective health communication is an essential aspect of the public health profession. Historically, SCPH has faced challenges in reaching various populations within Steele County, particularly those who do not regularly access SCPH's existing communication network. As of December 2023, SCPH leverages local newspapers, radio announcements, mass emails, the SCPH website, the Steele County Facebook page, and word-of-mouth to disseminate information throughout the community. SCPH recognizes the value of these existing communication channels and aims to enhance them, focusing on accessibility and coordination. Meanwhile, SCPH also understands the necessity of integrating new communication channels to effectively engage with diverse segments of the Steele County population through web broadcasts, e-newsletters, and social media.

Purpose

Recognizing the diverse communication needs of Steele County residents and aiming to meet community members where they are, SCPH is introducing the 2024-2028 Steele County Public Health Strategic Communications Plan as a framework to strengthen its communications infrastructure. This plan strives to increase the capacity, diversity, and coordination of SCPH's communication methods in alignment with the SCPH mission and vision. Its goal is to provide accurate, relevant, and timely information about public health services, resources, and events, contributing to a well-informed community. Additionally, the plan is designed to enhance strategies for sharing information about priority health issues and public health emergencies with target populations in Steele County. Lastly, with a focus on accessibility, health literacy, and collaboration, the plan strives to ensure every resident of Steele County receives clear and impactful public health messages.

Goals

- 1) Promote community health resources and healthy lifestyle choices to Steele County residents to improve their overall health and well-being
- 2) Strengthen the effectiveness of SCPH's communications by diversifying communication tools and updating policies related to communications work
- 3) Positively shape public perception and strategically promote SCPH's services by establishing and implementing a brand strategy for SCPH
- 4) Ensure effective communication during public health emergencies by providing authoritative guidance and timely updates to the community

Audiences

Steele County Public Health has a variety of target audiences, both internal and external:

Internal: staff, interns, and volunteers in all Steele County departments

External: Steele County residents, business owners, community organizations, health care professionals, elected officials, media representatives, faith communities, and schools

To effectively reach the entire population of Steele County, it is essential to adopt an inclusive approach that incorporates special considerations and diverse communication methods tailored to various target populations. These may include, but are not limited to:

Women, parents, youth, senior citizens, refugees, immigrants, migrant workers, LGBTQ+ individuals, individuals with disabilities, individuals with limited or no insurance coverage, individuals who are not fluent in English, individuals experiencing food or housing insecurity, and individuals facing difficulties with addiction or substance abuse.

Communication Channels & Tools

Steele County Public Health will use various communication channels and tools to share messages and information with Steele County residents. Communication channels are the means used to carry a message, while communication tools send the message through a chosen channel.

Channel	Examples	Tools
Social Media	Steele County Facebook page	Canva, Microsoft Office
Mass Media	Paper (Owatonna People's Press, Steele County Times) Radio (KOWZ/KRUE, KRFO) PEG Channels (Spectrum 191 & MetroNet 900) Owatonna Live (HealthTalk) Everbridge	Press Release PSA Canva Video Recording Health Alert
Website	Steele County website; SCPH webpage EngageOwatonna	Revize, Adobe
Digital Signage	Four Seasons Centre Steele County Informational Network Steele County Admin Building Display Monitors Steele County Annex Lobby TV	Canva PowerPoint
Printed Resources	Brochures, Flyers, Posters, Fact Sheets, Leave-Behinds, Handouts, Business Cards	Canva Microsoft Office
Word-of-Mouth	Meetings Presentations Press conferences	Teams, Zoom Microsoft Office, Canva
Phone	Phone calls	NEC IP Desktop Phones
Email	General correspondence Newsletters Digital flyers	Outlook govDelivery Canva Pro
Mail	Mailings	Letterhead Postcard

Accessibility Guidelines for Steele County Public Health Communications

Purpose

Steele County Public Health (SCPH) is committed to ensuring that all individuals, regardless of ability, have equal and inclusive access to information shared by our department. These guidelines emphasize our commitment to fostering an environment of inclusivity, diversity, and equal participation for all residents of Steele County. By providing clear standards for our communications work, we strive to empower community members to connect, learn, and engage effectively in public health matters.

Health Literacy & Plain Language

Health literacy refers to the ability of an individual to access, understand, and use health information to make informed decisions about their health. All communications should be written clearly and concisely using plain language (i.e., writing that is easy to read, understand, and use) to ensure that our messaging is relevant and useful for community members. Avoid jargon and spell out acronyms when possible.

Reference the tools below to assess content for readability and health literacy before sharing publicly:

- [Hemingway Editor \(HemingwayApp.com\)](https://hemingwayapp.com)
- [Health Literacy Tool Shed \(HealthLiteracy.bu.edu\)](https://healthliteracy.bu.edu)
- [Readable \(Readable.com\)](https://readable.com)
- [CDC Clear Communication Index \(cdc.gov/CCIndex\)](https://cdc.gov/CCIndex)

Translation

SCPH staff should make an effort to create content in multiple languages to accommodate the diverse linguistic needs of the community. Currently, the largest non-English language communities in Steele County are Spanish and Somali. Important communications (e.g., health alerts, press releases, public service announcements) as well as information about community health resources and health education should be translated to ensure equal access to information throughout the community.

URLs & Hashtags

URLs and hashtags should be short and meaningful using CamelCase (i.e., capitalization of the first letter of each word) to ensure the links and hashtags are easy to read and understand. For example, using CamelCase to share county email addresses would read “First.Last@SteeleCountyMN.gov” rather than “first.last@steelecountymn.gov.” To shorten website links, use [Bitly \(bitly.com\)](https://bitly.com).

Content Warnings

Content warnings should be included when there is potential for sensitive or triggering material. These warnings should be placed at the beginning of the material and clearly state the nature of the content and specific triggers to allow individuals to make informed choices about how they interact with the content. Relevant supportive resources should also be mentioned. Topics that may necessitate content warnings include but are not limited to the following: self-harm, suicide, mental health, substance abuse, assault, trauma, sexual content, discrimination, hate speech, and graphic content.

Color Contrast

When creating content, ensure sufficient color contrast exists between the text and background colors. Use this tool to assess contrast: [WebAIM Contrast Checker \(WebAim.org/Resources/ContrastChecker\)](https://webaim.org/Resources/ContrastChecker).

Alternative Text & Closed Captions

Images and other graphics included in communications materials should include descriptive alternative text (alt text) to make them accessible to screen readers and provide context for the image. Additionally, closed captions should be provided for all videos to make them accessible to individuals with hearing impairments. Always review and edit captions to ensure accuracy and synchronization with the video.

Training & Compliance

All SCPH staff responsible for creating and/or disseminating communications material should undergo annual training to review these guidelines and become familiar with tools for best practices in accessible communications. Regular accessibility checks of SCPH communications material should be conducted to ensure compliance with these guidelines.

Review and Revision

These guidelines should be regularly reviewed and updated by SCPH management to ensure compliance with the latest accessibility standards and practices.

Guidelines for Employee Use of Steele County Public Health Social Media Accounts

Purpose

The purpose of these guidelines is to provide standards for the appropriate and secure use of Steele County Public Health's social media accounts. These guidelines aim to ensure the responsible use of social media platforms to enhance effective communication, community engagement, and public health awareness while maintaining the highest standards of professionalism, privacy, and security. Employees who violate these guidelines may be subject to disciplinary action.

Authorized Users

Only authorized personnel designated by SCPH and the Steele County Administrator are allowed to manage and post on the official social media accounts. Employees who have access to the official social media accounts are expected to maintain professionalism and ensure a distinction between sharing personal opinions and County views. Inappropriate use of official social media platforms can be grounds for disciplinary action.

Posting & Content Creation Guidelines

All social media posts must be approved by the SCPH Director before being published.

All posts must align with the mission, vision, and values of SCPH and Steele County. Content should be informative, relevant, timely, and accurate. All social media posts should also reflect the SCPH branding guidelines, including logo usage, color schemes, and fonts.

Confidential information, partisan political views, commercial endorsements, and spam are prohibited from being posted. Additionally, profane, racist, sexist, threatening, or derogatory content are also prohibited. Be mindful of language, tone, and cultural sensitivities in all communications. Always obtain proper permissions to use copyrighted material. Attribute sources and give credit as necessary.

Social media users should establish a consistent posting schedule. The frequency may vary, but ensure it aligns with audience expectations and organizational capacity. Maintain an editorial calendar that outlines the content topics, dates, and times for posting. Plan content in advance. Schedule posts at times that align with the target audience's online activity patterns for maximum reach and engagement. Plan content around holidays, observances, and special events.

Archiving & Deletion

All content produced or maintained on a Steele County social media platform, including comments posted by SCPH and communication received from community members, is a public record subject to the Minnesota Government Data Practices Act. Content should never be removed or deleted from social media platforms without prior approval from the Steele County Administrator.

Authorized SCPH account users must maintain a record of all communications to ensure compliance with public records law and to easily reference material for future use. This archive should be stored in the "Communications" folder, "Archive" sub-folder. Users should adhere to the following naming convention for each file: "MM.DD.YY SCPH <Social Media Platform> <Custom Title>". This format will facilitate easy retrieval and organization of archived content.

Additionally, Steele County uses an automated archiving solution provided by CivicPlus (formerly, ArchiveSocial) to comply with applicable public records law. This archive is available at [CivicPlus Social Media Archiving \(CivicPlus.com/Social-Media-Archiving\)](https://CivicPlus.com/Social-Media-Archiving).

Monitoring and Management of Comments

Social media accounts are treated as a “Limited Public Forum,” meaning that SCPH maintains both the right and responsibility to control the “time, place, and manner” of public discussion. Steele County does not discriminate in regard to differing viewpoints or opinions.

Authorized SCPH account users should routinely monitor comments and messages on official accounts for inappropriate or offensive content. Comments that violate the “Guidelines for Public Interactions with Steele County Public Health Social Media Accounts” should be reported to the Steele County Administrator who must give proper permission before any comment is hidden or deleted.

SCPH account users are not authorized to engage directly with comments and messages received on social media accounts. Rather, it should be made clear through the social media accounts that community members must contact SCPH directly via official channels such as the SCPH email or phone to receive a response to their comment.

Endorsements

Endorsements on social media include following and tagging other accounts as well as liking, reposting, and sharing posts from other accounts. SCPH social media accounts may only endorse verified, official accounts of community partners and public health-related organizations when it aligns with SCPH’s mission, vision, and values. Authorized users must obtain proper permission from the SCPH Director before endorsing any account or post.

Privacy & Security

Authorized users may not share any protected health information on social media platforms and must always comply with the Health Insurance Portability and Accountability Act (HIPAA) regulations. Ensure that sensitive, private, or personally identifiable information is not disclosed on social media platforms.

Access to social media accounts is restricted to authorized employees. Account privacy and security settings should be regularly reviewed and updated to protect the accounts from unauthorized access. Additionally, passwords should be regularly updated to reinforce secure access to social media accounts.

Policy Review & Revision

These guidelines will be regularly reviewed and updated as needed to stay up to date with new social media guidance, platforms, tools, and features.

Guidelines for Public Interactions with Steele County Public Health Social Media Accounts

Purpose

These guidelines establish standards and expectations for community members who interact with Steele County Public Health's social media accounts. SCPH aims to use social media platforms responsibly and respectfully to enhance communication, community engagement, and public health awareness while maintaining the highest standards of professionalism, privacy, and security. To maintain the family-friendly nature of this page, we ask everyone to keep comments on topic and suitable for all users. Please review and adhere to the guidelines below before engaging with our account.

Community Guidelines

SCPH official social media accounts are treated as *limited public forums*, meaning that we maintain both the right and responsibility to control the time, place, and manner of public discussion. SCPH welcomes the sharing of diverse ideas and opinions and does not discriminate in regard to differing viewpoints.

We encourage all users to utilize SCPH social media platforms to learn about public health topics, engage with community health resources, and participate in respectful civil discourse about relevant public health information.

Comments made by individuals or entities other than SCPH are the opinions of those individuals or entities and are not necessarily endorsed by SCPH. The department makes no warranties regarding the accuracy, reliability, validity, and/or completeness of third-party information.

Users who post comments that hinder meaningful engagement with others or SCPH may be subject to deletion. Grounds for deletion include threatening, graphic, obscene, explicit, vulgar, racially offensive, abusive, hateful, or defamatory comments. Comments that incite or promote violence, encourage illegal activity, or contain personally identifiable information, partisan political views, spam, or commercial endorsements may also be deleted. All links posted as comments may be deleted on the same grounds.

Repeated or egregious violations of these guidelines may result in blocking the user from the account.

Privacy and Confidentiality

Users participate at their own risk, taking personal responsibility for their comments, username, and any information provided. SCPH will not disclose any sensitive, private, or personally identifiable information on social media accounts. Posts will never share protected health information, keeping in compliance with the Health Insurance Portability and Accountability Act (HIPAA) regulations.

Moderation Policies

Comments from the public are reviewed by SCPH staff during normal business hours, Monday – Friday, 8:00 a.m. – 5:00 p.m., excluding holidays. While comments will not be edited, they may be deleted if they violate the community guidelines.

Contact Us

SCPH will not respond directly to comments or private messages on social media accounts. For questions or concerns about a post or comment, contact us at SCPHN@SteeleCountyMN.gov or (507) 444-7650.



Steele County Public Health

635 Florence Ave, PO Box 890

Owatonna, Minnesota 55060

Phone: 507-444-7650

Fax: 507-444-7668

SCPHN@SteeleCountyMN.gov

FOR IMMEDIATE RELEASE

[Date]

[**Headline**]

[**Sub-headline**]

[CITY/COUNTY, MN] – [Date] – [First paragraph: short (less than 30-35 words); contains the most important information]

[Body paragraphs (1-3): contains the who, what, why, where, when of the story. Try to include a quote from the lead spokesperson or agency leadership.]

Steele County Public Health is dedicated to preventing disease, promoting wellness, and protecting the health of Steele County residents through a variety of services such as family health programs, immunization clinics, and home health care. SCPH also provides resources for radon and water testing, health education, and emergency preparedness to realize its vision of *Healthy People in Healthy Communities*. Learn more: https://steelecountymn.gov/public_health.

###

Prevent. Promote. Protect.



Steele County Public Health

635 Florence Ave, PO Box 890

Owatonna, Minnesota 55060

Phone: 507-444-7650

Fax: 507-444-7668

SCPHN@SteeleCountyMN.gov

Health Alert: **[Disease/Condition]** **[Date]**

Please distribute to all appropriate personnel in your organization.

Initial information about this alert:

- Health issue of concern: **[insert text]**
- Location(s): **[insert text]**
- Clinical Information
 - Number affected: **[insert text]**
 - Number who could potentially be affected: **[insert text]**
 - Incident onset: **[insert text]**
 - Infectious period: **[insert text]**
 - Symptoms/case definition: **[insert text]**

Recommended actions:

- **[insert text]**

Background or Comments:

- Providers are urged to follow MDH guidance for **[disease/condition]** and follow up at **[link]**

Contact for additional information:

Melissa Kofstad
Steele County Public Health
(507) 444-7635

###

Prevent. Promote. Protect.



Steele County Public Health

635 Florence Ave, PO Box 890

Owatonna, Minnesota 55060

Phone: 507-444-7650

Fax: 507-444-7668

SCPHN@SteeleCountyMN.gov

FOR IMMEDIATE RELEASE

[Date]

Public Service Announcement

[Date]

[**Headline**]

[CITY/COUNTY, MN] – [Date] – [Text goes here, double-spaced, short (30 seconds or less to read aloud)]

Steele County Public Health is dedicated to preventing disease, promoting wellness, and protecting the health of Steele County residents through a variety of services such as family health programs, immunization clinics, and home health care. SCPH also provides resources for radon and water testing, health education, and emergency preparedness to realize its vision of *Healthy People in Healthy Communities*. Learn more: https://steelecountymn.gov/public_health.

###

Prevent. Promote. Protect.



Steele County Public Health

635 Florence Ave, PO Box 890

Owatonna, Minnesota 55060

Phone: 507-444-7650

Fax: 507-444-7668

SCPHN@SteeleCountyMN.gov



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

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

Wednesday, February 14, 2024 at 8:00 a.m. – Board Room

Attendees: Commissioner Gnemi, Commissioner Glynn, Sheriff Lon Thiele, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Project Coordinator Ethan Rindfleisch, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, and Administrator Scott Golberg.

Consent Agenda

1. Committee recommends approving Out of State Travel Request for Public Health's MRC Coordinator to attend the MRC National Summit in Chicago IL.
2. Committee recommends approving Steele County Hazard Mitigation Grant Program (HMGP) Award & Resolution.
3. Committee recommends approving Internet Crimes Against Children Task Force (ICAC JPA) & Resolution.
4. Committee recommends approving 2024 Contract Amendment with Summit Food Service.

Information

1. Strategic Communications Plan 2024-2028 - Ethan Rindfleisch, Public Health Project Coordinator
Strategic Communications Plan is a framework on how to strengthen Public Health's communications infrastructure. This plan strives to increase the capacity, diversity, and coordination of SCPH's communication methods in alignment with the SCPH mission and vision. Its goal is to provide accurate, relevant, and timely information about public health services, resources, and events, contributing to a well-informed community.

Department Head Reports

Sheriff: Close to full staff. FBI Leada Board travel out of county.

Detention Center: Cindy Fowler has retired. Currently the DC is 5 people short staff. DOC inspection is this month.

Public Health: Grants are coming in. Continuing with grant writing and budgets. Working on well testing information. FleetCommander is going well. One open position.

Community Corrections: Upswing on arrests. Working on getting all the State requirements in place as required.

Emergency Management: Started community emergency response team training last night. Hazard mitigation plan was submitted to the state for review. There is an upcoming Hazard mitigation training for train derailment in Blooming Prairie. Offering CPR Training this month.

Finance: Met with PH as their grants are coming in. Cathy's last official day is Friday next week. Getting ready for the audit.

Administration: Cathy has agreed to be on consult. New contracts will come to the Board for both Cathy and Laura.



STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, February 20, 2024, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Krueger, Planning & Zoning Director Dale Oolman, County Assessor Tom Reineke, County Recorder Rick Kvien, PT & E Director Jennifer Mueller, GIS Coordinator Nick Flatgard, Finance Director Candi Lemarr, and Administrator Scott Golberg.

Consent:

1. Committee recommends approving out of state travel for the GIS Coordinator and the GIS Technician to attend the 2024 Environmental Science Research Institute (Esri) Users Conference (UC) in San Diego CA
Note: Nick attends this conference every other year
2. Committee recommends approving Exempt Permits for Holy Trinity Parish Litomysl
3. Committee recommends approving out of State travel to Davenport Iowa for the annual FIDLAR Technology Educational Symposium for the County Recorder and 1 Deputy in May
Committee posed the questions: Does this conference need to be attended every year?
4. Committee recommends approving JD#24 Redetermination 3-year Special Assessment for unpaid balances at a 4% interest rate payable starting in 2024.
5. Committee recommends approving amendments to the Independent Contractor Agreements for Piepho & Ihrke that would represent reduced levels of service from the current agreements (<10 hours a week for Laura and on an as-needed basis for Cathy).

General:

Information:

6. 2023 Planning & Zoning Department Review
Building permits are down. With the high interest rates seems to have reduced the construction. 600 watercraft inspections last year, almost twice as many as has been done in the past. Wind turbine in Havana and Aurora. Look at allowing some pockets of builds in the county.

Department Head Reports

Assessor: Finalizing 2024 valuations for taxes payable in 2025. Appealed the state issued agricultural time trend, went from appx. 20% down to about 9%.

Recorder: More abstractors are coming in using online service called Tapestry. When Tapestry usage increases it shows a trend of increasing in recordings of real estate documents.

Auditor: Working on calculating property taxes. Two weeks before election. Not much early voting.

GIS: Monumented 86% of Steele County's section corners. GIS would like to recertify the corners. Applying for a grant to do this starting with filing a letter of intent. New position description is out to be rated.

Planning & Zoning: Working with the same people on issues. Cannabis questions regarding what the county is going to do. The state is still working through the controls. Only a few counties have proceeded with a moratorium.

Finance: Cathy's last week. MACO conference starts Tuesday – Thursday. Getting ready for property tax collection in May. Meeting with the security groups, banks and vendors at MACO.

Administration: AMC legislative update on 2/16 indicated a potential influx of people who are seeking asylum that may be flown into different states at smaller airports.