



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, MAY 14, 2024 at 5:00 PM

County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

- 4.

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

5. Approve April 23, 2024 Board Minutes (pg. 4)
6. Approve April 23, 2024 Board Work Session Minutes (pg. 8)
7. Approve Bills and Journal Entries (pg. 10)

8. Approve Personnel Report (pg. 63)
9. Approve On-Sale Beer License for Holy Trinity Catholic Church of Litomysl (pg. 64)
10. Approve Annual Renewal of Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods (pg. 65)
11. Approve the Annual ES&S Software License, Maintenance and Support Services Agreement for election equipment August 1, 2024, through July 31, 2025, in the amount of \$6,510 and the Amendment to for Hardware Maintenance and Software License in an amount of \$510 (pg. 66)
12. Approve the Opioid Settlement RFP amount of \$100K. (pg. 87)
13. Committee recommends approving Out of State Travel to CADCA for one employee from Public Health to attend (pg. 105)
14. Approve Contract Award for the 2024 maintenance overlay project on CSAH 8, CP 074-024-002, to Crane Creek Asphalt in an amount of \$1,286,820.22 (pg. 106)
15. Approve Contract Award for CSAH 23 Pipelining and Culvert Joint Repair, CP 074-024-005 to Subsurface Inc. in an amount of \$193,480.00 (pg. 107)
16. Approve Contract Award for 2024 Bituminous Reclamation, SAP 074-637-009 and SAP 020-620-007 to Crane Creek Asphalt in an amount of \$ 2,593,059.82 (pg 108)

General Agenda

17. May Anniversary Report (pg. 109)
18. Approve CUP #214 for Medford North Pit with 18 conditions based on the Findings of Fact (pg. 110)
19. Approve CUP #437 for Oeltjenbruns solar sales & installation with 4 conditions based on the Findings of Fact (pg. 124)
20. Approve CUP #438 for Terpstra repair business with 4 conditions based on Findings of Fact (pg. 136)
21. Approve IUP 2024-01 for EESolar33 LLC with 18 conditions based on Findings of Facts (pg. 145)

County Board Work Session – Tuesday, May 14, 2024

22. Action Items

Internal Central Services Committee – Wednesday, May 1, 2024

- 23. Property Tax Abatement for 04-036-330, 01-001-1000 and 01-001-2000 (pg. 169)
- 24. Building Official FTE change from .5 to a full-time position (pg. 171)
- 25. County Engineer Position Search (pg. 172)

Public Works Committee- Thursday, May 9, 2024

- 26. Adopt a Proclamation – National Public Works Week (pg. 173)

Information Items

- 27. 2023 End of Year unaudited Financials (pg. 175)
- 28. Internal Central Services Committee Minutes – Wednesday, May 1, 2024 (pg. 183)
- 29. Property & Maintenance Committee Minutes –Thursday, May 2, 2024 (pg. 185)
- 30. Planning Commission Meeting Minutes – Monday, May 6, 2024 (pg. 187)
- 31. Public Safety & Health Committee Minutes – Wednesday, May 8, 2024 (pg. 192)
- 32. Public Works Committee Minutes – Thursday, May 9, 2024 (pg. 193)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Land Use & Records – **Tuesday, May 21, 2024 at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, May 28, 2024 at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, May 28, 2024 at 5 p.m. in the Boardroom**

Adjourn

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

April 23, 2024

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NOW, THEREFORE BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 22 is hereby approved and accepted.

- I. Award the SAP 074-602-007 contract to revise two signal systems to Minnesota Signal, LLC in the amount of \$122,475.00.
- J. Approve the cooperative agreement with the City of Owatonna on the 2024 pavement striping and authorized the Chair and Interim Administrator to sign the agreement.
- K. Approve the Cooperative Agreement with the City of Owatonna on the signal revisions and authorize the Chair and Interim Administrator to sign the agreement.
- L. Approve the 2023 Feedlot Officer Annual Report and authorize the Chair to sign the report.
- M. Approve the letters of support for the Olmsted Co.-Materials Recovery Facilities the authorized the Chair to sign.

General Agenda:

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

A RESOLUTION AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE SALE OF STEELE COUNTY'S INTEREST IN THE LAW ENFORCEMENT CENTER (LEC)

WHEREAS; the County of Steele, a political subdivision under the Laws of the State of Minnesota ("Grantor"), and the City of Owatonna, a municipal corporation under the laws of the State of Minnesota ("Grantee"), each own a portion of the Law Enforcement Center, and have entered into a purchase agreement and interim lease for said property legally described as follows:

- PARCEL 1 (Note: 17-100-2101)
Lots 1 and 2, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 2 (Note: 17-100-2102)
Lot 3, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 3 (Note: 17-100-2103)
Lot 4, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 4 (Note: 17-100-2123)
All that part of Lots 16, 17, and 18, Block 21 of the Original Town (now City) of Owatonna, described as follows:
Beginning at the Southwest corner of Lot 18 in said Block 21;
Thence running East 10 rods along the South line of Lots 18, 17, and 16;
Thence North 6 rods 10 ½ links to the Center of Lot 16;
Thence West 10 rods to the Southwest corner of the North ½ of said Lot 18;
Thence South 6 rods 10 ½ links along said West line to the Place of Beginning.
AND
The South 12 feet of the North ½ of Lots 17 and 18, except the East 1 rod of Lot 17.
- PARCEL 5 (Note: 17-100-2116)
The South ½ of Lot 15 and the East ½ of the South ½ of Lot 16, Block 21 in the Original Town (now City) of Owatonna, Minnesota.

WHEREAS; the Purchase Agreement and Interim Lease was approved by the Steele County Board of Commissioners and signed by the chair on April 9, 2024.

WHEREAS; the Purchase Agreement and Interim Lease was approved by the City Council and signed by the Mayor and the City Administrator on April 16, 2024.

NOW THEREFORE BE IT RESOLVED; the Steele County Board of Commissioners do hereby authorize the Interim County Administrator to execute any and all documents necessary for the sale of the property listed above, also known as the Law Enforcement Center.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not

voting. A copy of the Resolution is on file in the Auditor’s office.

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

**AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ALL
NECESSARY DOCUMENTS FOR THE CONVEYANCE OF
THE 26TH ST PROPERTIES**

WHEREAS; County of Steele, a political subdivision under the Laws of the State of Minnesota (“Grantor”), hereby conveys to City of Owatonna, a municipal corporation under the laws of the State of Minnesota (“Grantee”), its real property located in Steele County, Minnesota, legally described as;

- Lot 1, Block 1, Lismore Addition No. 2, Owatonna, Minnesota
- Lot 2, Block 1, Lismore Addition No. 2, Owatonna, Minnesota
- Lot 3, Block 1, Lismore Addition No. 2, Owatonna, Minnesota
- Lot 4, Block 1, Lismore Addition No. 2, Owatonna, Minnesota, and
- Lot 5, Block 1, Lismore Addition No. 2, Owatonna, Minnesota

WHEREAS; the Memorandum of Understanding was approved by the Board of Commissioners and signed by the Board Chair and the Administrator on April 9, 2024; and

WHEREAS; the Memorandum of Understanding was approved by the City Council and signed by the Mayor and the City Administrator on April 16, 2024.

NOW THEREFORE BE IT RESOLVED; the Steele County Board of Commissioners do hereby authorize the Interim County Administrator to execute any and all documents necessary for the conveyance of the property known as the 26th St Lots, as agreed upon in the Memorandum of Understanding with the City of Owatonna.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize the Human Resource Director to start the search for the County Attorney appointed position to hold office for the remainder of the term. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to accept the resignation of appointed County Attorney Julia Forbes. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to authorize the Human Resource Director to reach out to DDA to determine if they have the capacity to search for Steele County Engineer position, what the cost would be and bring this information back to the next Work Session. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to appoint Commissioner Gnemi and Commissioner Krueger, to sit on the County Assessor Interview selection team. Ayes all.

Presentation:

Troy Klecker gave a presentation regarding the Owatonna Partners for Economic Development 2023.

Commissioner Reports:

Commissioner Krueger reported his attendance at a Public Works, MNP Work Session, Land Use and Records Committee meeting, MNPrairie Joint Powers Board, AMC Leadership Conference, Long Range CIP Plan with Finance, Interim Administrator a county Tour, Criminal Justice meeting, South Central Human Resources Childrens Mental Health and a Work Session.

Commissioner Glynn reported his attendance at a Public Works meeting, Land Use and Records Committee meeting, CCA meeting, and a Work Session.

Commissioner Gnemi reported his attendance at a Drug Courts, Steele County Soil and Water Conservation, Historical Society meeting, South Central Human Resources, and a Work Session.

Commissioner Brady reported his attendance at Community Corrections, 911 Dispatch, Human relations center, met with DDA and HR for Administrator position, HRC Childrens collaborative meeting and a Works Session.

Commissioner Abbe reported his attendance at a MNPrairie Work Session, Long Range CIP Plan with Finance, MNPrairie meeting, met with DDA and HR for Administrator position and a work session.

County Attorney Julia Forbes commented how it has been privileged to serve Steele County.

LISTING OF BILLS
April 23, 2024

ArchKey Technologies	6,440.00
Astrup Drug Inc	2,250.00
Citizens Insurance Company	3,597.00
Counties Providing Technology	4,596.00
Erickson Engineering Co LLC	5,810.50
Forum Communication Printing	7,423.63
I & S Group Inc	9,241.25
ICS Consulting LLC	2,100.00
Interstate Power Systems Inc	20,950.00
KnowBe4 Inc	40,180.20
Metro Sales Inc	2,024.35
Mn Pollution Control Agency	133,067.26
Mohs Contracting Inc	27,785.56
Moore Md/Kellyanna J	3,864.24
Negen's Investigative Services LLC	4,000.00
Steele County Highway Dept	2,807.17
Steele County Treasurer	41,816.30
Stewart Sanitation	2,682.98
Summit Food Services LLC	10,653.93
UKG Kronos Systems LLC	3,504.07
Univ Of Mn Regents	52,948.51
WHKS & Co	22,929.21
WSB & Associates Inc	30,017.75
Ziegler,Inc	18,599.71
96 Payments less than 2000	44,107.60
Final Total:	503,397.22

Motion by Commissioner Gnemi seconded by Commissioner Brady , to adjourn to the Call of the Chair at 5:48 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 23, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on April 23, 2024, with Commissioner's Gnemi, Abbe, Krueger, Brady, and Glynn present. Also present were Human Resources Director Julie Johnson, Juvenile PO Kendra Sirek, Juvenile PO Kristi Diercks, County Attorney Julia Forbes, Assistant County Engineer Paul Sponholz, IT Director Dave Purscell, County Assessor Thomas Reineke, Assessor Brian Anderson, Community Corrections Director Tim Schammel, Assistant Community Corrections Director Stephen Rick, Interim County Administrator Janice Fransen and Executive Assistant Rebecca Kubicek.

Discussion regarding a Resolution authorizing Janice Fransen, Interim Administrator to sign the conveyance of the 26th St properties. Forward to the Board meeting.

Discussion regarding a Resolution authorizing Janice Fransen, Interim Administrator to sign the property sale documents for the LEC Property. Forward to the Board meeting.

County Attorney Julia Forbes turned in her resignation. Her last date of employment will be June 28, 2024. Julia Forbes recommended advertising and appointing this position. Discussion regarding other options (i.e. special election) was mentioned. The current office staff is very new to Steele County. Recommended advertising and appointing a county attorney allowing time to cross train with Julia Forbes before her last day. Human Resource feels they could take on the county attorney search. Forward to the Board meeting.

Julie Johnson announced the County Engineer, Greg Ilkka's retirement. He plans to retire in June to a part-time position through the summer if needed. After discussions, it was recommended to hire an outside firm to search for this position. There are other Executive Search companies if DDA cannot take us on. Human Resource to follow up. Forward to the Board meeting.

County Assessor Interview Panel will be scheduled either May 7, 8 or 9th. Looking to have one or two commissioners sit on the interview review board. Forward to the Board meeting.

Juvenile probation unit presentation was given by Juvenile PO's Kendra Sirek and Kristi Diercks. They spoke regarding an average day as a juvenile parole officer. How JV supervision has changed at Community Corrections. Focused on diversion. Spoke about what changes the trajectory for children by offering education, support, pro-social opportunities, and empathy. They meet with kids with their parents and separate from their parents. Let the kids share their

perspective and gain confidence. They get school involvement, CSO outreach & regular contact with principals and keep schools up to date on what is happening. They also covered the areas of therapy & skills worker involvement and referring kids as needed to Children's Mental Health Case Management. Mentoring and the use of diversion changes everything, they talked about their successes. Discussion regarding the different types of cases/offenses they currently are dealing with and the tools they use to monitor and access.

Meeting was adjourned at 4:55 p.m.

CHAIRMAN

ATTEST: _____
Administrator

SBENDORF
5/9/24 11:37AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	8251 BRN Lawn & Landscape LLC					
4	10-301-000-0000-6512	395.00	April lawn care	2937	Bldg Repair & Maintenance	Y
	8251 BRN Lawn & Landscape LLC	395.00		1 Transactions		
	61505 Gopher State One-Call					
18	10-301-000-0000-6260	28.35	April locates	4041479	Consultants/Admin Fee	N
	61505 Gopher State One-Call	28.35		1 Transactions		
	37025 Innovative Office Solutions LLC					
28	10-301-000-0000-6410	40.43	Laminating paper & pens	IN4527021	Office Supplies	N
	37025 Innovative Office Solutions LLC	40.43		1 Transactions		
	52550 MEI Total Elevator Solutions					
33	10-301-000-0000-6512	930.13	Elevator yearly service	1071395	Bldg Repair & Maintenance	N
	52550 MEI Total Elevator Solutions	930.13		1 Transactions		
301	DEPT Total:	1,393.91	Administration	4 Vendors	4 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	8251 BRN Lawn & Landscape LLC					
5	10-302-000-0000-6537	93.75	Lawn mowing, CSAH 48	2938	County Contracts	Y
6	10-302-000-0000-6537	93.75	Lawn mowing, CSAH 34	2938	County Contracts	Y
7	10-302-000-0000-6537	93.75	Lawn mowing, CSAH 2	2938	County Contracts	Y
8	10-302-000-0000-6537	93.75	Lawn mowing, CSAH 7	2938	County Contracts	Y
	8251 BRN Lawn & Landscape LLC	375.00		4 Transactions		
	36550 IFACS					
26	10-302-000-0000-6534	148.96	Screws, nuts & washers	5335695	Supplies - Signing	N
	36550 IFACS	148.96		1 Transactions		
	92635 Warning Lites Of Mn					
62	10-302-000-0000-6801	589.94	Guardian Angel safety lights	5876	Osha/Safety Supplies	N
	92635 Warning Lites Of Mn	589.94		1 Transactions		
302	DEPT Total:	1,113.90	Road & Bridge Maintenance Expense	3 Vendors	6 Transactions	
303	DEPT		Construction Expense			

SBENDORF

5/9/24 11:37AM

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	
8189	Grieman/Marta					
19	10-303-000-0000-6331		72.36	Mileage-Signal & Light train	4/23 & 4/24/24	Mileage Reimbursement N
8189	Grieman/Marta		72.36	1 Transactions		
37025	Innovative Office Solutions LLC					
27	10-303-000-0000-6480		1,809.33	(4) office chairs	CINI22155	Non-Capitalized Inventory N
37025	Innovative Office Solutions LLC		1,809.33	1 Transactions		
46551	Locators & Supplies Inc					
31	10-303-000-0000-6510		142.15	Pink & white construction mark	0313378-IN	Engineering & Surveying Supplies N
46551	Locators & Supplies Inc		142.15	1 Transactions		
9922	Owatonna Ace Hardware					
48	10-303-000-0000-6510		53.97	Utility blade,duct tape,shovel	49/5	Engineering & Surveying Supplies N
9922	Owatonna Ace Hardware		53.97	1 Transactions		
303	DEPT Total:		2,077.81	Construction Expense	4 Vendors	4 Transactions
304	DEPT			Equipment Maintenance & Shops		
7846	Boss Supply Co					
1	10-304-000-0000-6520		9.18	Hose mender, unit#2122	47530	Machinery/Vehicle Parts N
7846	Boss Supply Co		9.18	1 Transactions		
10150	Carquest Auto Parts					
9	10-304-000-0000-6520		449.97	Filters & battery, unit#2053	482011	Machinery/Vehicle Parts N
10	10-304-000-0000-6520		60.00-	Core return, unit#2053	482092	Machinery/Vehicle Parts N
11	10-304-000-0000-6512		49.99	Flexizilla Pro air hose	482178	Bldg Repair & Maintenance N
12	10-304-000-0000-6515		62.64	Hydraulic hose & fittings	482734	Shop Equip Repair & Maintenance N
13	10-304-000-0000-6520		29.16	Air filter, unit#2052	482943	Machinery/Vehicle Parts N
14	10-304-000-0000-6520		1.38	Mini bulb, unit#2153	483186	Machinery/Vehicle Parts N
10150	Carquest Auto Parts		533.14	6 Transactions		
11215	Central Farm Services					
15	10-304-000-0000-6521		9,062.98	2,999 gallons of dyed diesel	2960238	Supplies-Diesel Fuel N
16	10-304-000-0000-6540		12,064.82	5,002 gallons of unleaded	2960319	Fuel & Lubricants N
11215	Central Farm Services		21,127.80	2 Transactions		
9681	Farm-Rite Equipment of Willmar Inc					
17	10-304-000-0000-6520		531.53	Chain kit, unit#2234	P50725	Machinery/Vehicle Parts N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9681	Farm-Rite Equipment of Willmar Inc		531.53	1 Transactions		
35020	Huber Supply Co Inc					
23	10-304-000-0000-6511		52.51	Excalabur SMAW electrode	3163903	Maint Shop Supplies & Materials N
35020	Huber Supply Co Inc		52.51	1 Transactions		
36550	IFACS					
24	10-304-000-0000-6520		3.40	Threaded rod, unit#2150	5335505	Machinery/Vehicle Parts N
25	10-304-000-0000-6520		18.41	Hex screws & nuts, unit#22311	5335624	Machinery/Vehicle Parts N
36550	IFACS		21.81	2 Transactions		
524	Kecks Repair Inc					
30	10-304-000-0000-6520		193.63	Elbow, fittings & hose #2200	304289	Machinery/Vehicle Parts N
524	Kecks Repair Inc		193.63	1 Transactions		
5096	Matheson Tri-Gas Inc					
32	10-304-000-0000-6515		614.12	Band saw supplies for repair	0029539061	Shop Equip Repair & Maintenance N
5096	Matheson Tri-Gas Inc		614.12	1 Transactions		
51630	Mike's Repair					
34	10-304-000-0000-6252		35.50	Custom labor, unit#2239	105504	Contracted Services Y
35	10-304-000-0000-6520		127.79	Tire, unit#2239	105504	Machinery/Vehicle Parts Y
36	10-304-000-0000-6252		27.90	Custom labor, unit#2010	105505	Contracted Services Y
37	10-304-000-0000-6520		30.00	Roller tire, unit#2010	105505	Machinery/Vehicle Parts Y
51630	Mike's Repair		221.19	4 Transactions		
56125	NAPA Auto Parts					
41	10-304-000-0000-6520		29.20	Filters, unit#2186	012874	Machinery/Vehicle Parts N
42	10-304-000-0000-6520		53.48	Battery cleaner & brush	014470	Machinery/Vehicle Parts N
56125	NAPA Auto Parts		82.68	2 Transactions		
5902	North Central International					
44	10-304-000-0000-6252		3,075.00	Custom labor, unit#2122	64703	Contracted Services N
43	10-304-000-0000-6520		2,509.26	Parts for custom labor #2122	64703	Machinery/Vehicle Parts N
5902	North Central International		5,584.26	2 Transactions		
4097	Nuss Truck & Equipment					
45	10-304-000-0000-6520		149.91-	Return filter kit, unit#2194	PSO0775852	Machinery/Vehicle Parts N
46	10-304-000-0000-6520		247.82	Mounting bracket, unit#2151	PSO0975101	Machinery/Vehicle Parts N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4097	Nuss Truck & Equipment		2 Transactions			
9922	Owatonna Ace Hardware					
47	10-304-000-0000-6520	22.48	Galvanized nipple & ball valve	120/5	Machinery/Vehicle Parts	N
9922	Owatonna Ace Hardware	22.48	1 Transactions			
61520	Owatonna Motor Company					
49	10-304-000-0000-6520	34.36	Element kit, unit#2052	167083	Machinery/Vehicle Parts	N
50	10-304-000-0000-6520	27.55	Cap assembly, unit#2052	167088	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company	61.91	2 Transactions			
3690	Ramy Turf Products					
51	10-304-000-0000-6600	54,271.70	Purchase Hydroseeder #2244	104211	Capital Outlay	Y
3690	Ramy Turf Products	54,271.70	1 Transactions			
3743	RDO Equipment Co, Inc.					
52	10-304-000-0000-6520	793.68	Wet charged batteries #9903	P4235902	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.	793.68	1 Transactions			
3314	Ronco Engineering Sales Co Inc					
53	10-304-000-0000-6511	45.55	Nylon/poly flat web sling	3356548	Maint Shop Supplies & Materials	N
3314	Ronco Engineering Sales Co Inc	45.55	1 Transactions			
9935	Sominn Machinery Sales					
54	10-304-000-0000-6511	107.59	Bearing & rings	SI0005248	Maint Shop Supplies & Materials	N
9935	Sominn Machinery Sales	107.59	1 Transactions			
9923	Steve James Excavating Inc					
55	10-304-000-0000-6520	17.45	5 gallons of propane #2186	14749	Machinery/Vehicle Parts	N
9923	Steve James Excavating Inc	17.45	1 Transactions			
85167	Stewart Sanitation					
56	10-304-000-0000-6514	114.61	April garbage service	0000848659	Utility Services	N
85167	Stewart Sanitation	114.61	1 Transactions			
86520	Terminal Supply Company					
58	10-304-000-0000-6511	692.54	Screws, washers, ties for shop	32388-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	692.54	1 Transactions			

SBENDORF

5/9/24 11:37AM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
90353	United Rentals Inc					
61	10-304-000-0000-6252		Annual inspection, unit#2186	232777073	Contracted Services	N
60	10-304-000-0000-6520		Parts, unit#2186	232777073	Machinery/Vehicle Parts	N
90353	United Rentals Inc		2 Transactions			
99500	Ziegler, Inc					
67	10-304-000-0000-6520		Return dryer & belt, unit#2150	CM000207342	Machinery/Vehicle Parts	N
68	10-304-000-0000-6520		Idler, unit#2150	N001442072	Machinery/Vehicle Parts	N
99500	Ziegler, Inc		2 Transactions			
304	DEPT Total:	85,824.09	Equipment Maintenance & Shops	23 Vendors	39 Transactions	
310	DEPT		Capital Construction			
9927	Braaten/Barry & Jane					
2	10-310-000-0000-6517	500.00	PID 03-022-3401, Parcel#3	ROW Purch	Sales Tax Right of Way	N
9927	Braaten/Barry & Jane	500.00	1 Transactions			
9929	Braaten/Jane					
3	10-310-000-0000-6517	125.00	PID 03-022-3401 Par #1,2,4 & 7	ROW Purch	Sales Tax Right of Way	N
9929	Braaten/Jane	125.00	1 Transactions			
9933	Hagen/Erin					
20	10-310-000-0000-6517	250.00	PID 03-022-3401 Par #1,2,4 & 7	ROW Purch	Sales Tax Right of Way	N
9933	Hagen/Erin	250.00	1 Transactions			
9934	Hanke/Christopher					
21	10-310-000-0000-6517	10,000.00	Appraisal costs for 074-649-00	HAC22080-00-074	Sales Tax Right of Way	Y
9934	Hanke/Christopher	10,000.00	1 Transactions			
9928	Hanley/Faith					
22	10-310-000-0000-6517	125.00	PID 03-022-3401 Parc #1,2,4 & 7	ROW Purch	Sales Tax Right of Way	N
9928	Hanley/Faith	125.00	1 Transactions			
9931	Jensen/Steven					
29	10-310-000-0000-6517	125.00	PID 03-022-3401 Par #1,2,4 & 7	ROW Purch	Sales Tax Right of Way	N
9931	Jensen/Steven	125.00	1 Transactions			
3853	Mn Dept Of Natural Resources					
38	10-310-000-0000-6262	140.00	Prof services 074-070-080	233810	Sales Tax Consultants	N

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10 Road & Bridge Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3853	Mn Dept Of Natural Resources		140.00	1 Transactions		
52513	Mn Dept Of Transportation					
39	10-310-000-0000-6260		102.87	Material test insp - 074598016	P00018473	Consultants/Admin Fee N
40	10-310-000-0000-6260		204.45	Struct metal ins - 074-598-016	P00018473	Consultants/Admin Fee N
52513	Mn Dept Of Transportation		307.32	2 Transactions		
9930	Swanson/Suzanne					
57	10-310-000-0000-6517		125.00	PID 03-022-3401 Par #1,2,4& 7	ROW Purch	Sales Tax Right of Way N
9930	Swanson/Suzanne		125.00	1 Transactions		
9932	Thompson/Craig					
59	10-310-000-0000-6517		250.00	PID 03-022-3401 Par #1,2,4& 7	ROW Purch	Sales Tax Right of Way N
9932	Thompson/Craig		250.00	1 Transactions		
9895	Westwood Professional Services Inc					
63	10-310-000-0000-6262		3,815.49	Prof services 074-021-006	1240200018	Sales Tax Consultants N
9895	Westwood Professional Services Inc		3,815.49	1 Transactions		
9217	WHKS & Co					
64	10-310-000-0000-6262		12,667.64	Prof servces 074-628-004	50870	Sales Tax Consultants Y
9217	WHKS & Co		12,667.64	1 Transactions		
4364	WSB & Associates Inc					
65	10-310-000-0000-6262		1,952.00	Prof services 074-070-008	0232670009	Sales Tax Consultants Y
66	10-310-000-0000-6262		19,906.00	Prof services 074-021-006	1985000026	Sales Tax Consultants Y
4364	WSB & Associates Inc		21,858.00	2 Transactions		
310	DEPT Total:		50,288.45	Capital Construction	13 Vendors	15 Transactions
10	Fund Total:		140,698.16	Road & Bridge Fund		68 Transactions
	Final Total:		140,698.16	47 Vendors	68 Transactions	

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	140,698.16	Road & Bridge Fund	
	All Funds	140,698.16	Total	Approved by, ...
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	3072 Acom Solutions						
28	01-003-000-0000-6480		3,710.00	Software annual renewal-EZeDoc	0213065-IN	Non-Capitalized Inventory	Y
	3072 Acom Solutions		3,710.00	1 Transactions			
	1625 American Legion Post #77						
159	01-003-000-0000-6809		1,721.00	Memorial Day appropriation 24	May 2024	Memorial Day	N
	1625 American Legion Post #77		1,721.00	1 Transactions			
	1610 American Legion-Ellendale						
158	01-003-000-0000-6809		190.00	Memorial Day appropriation 24	May 2024	Memorial Day	N
	1610 American Legion-Ellendale		190.00	1 Transactions			
	7018 Blooming Prairie Servicemen's Club						
160	01-003-000-0000-6809		125.00	Memorial Day appropriation 24	May 2024	Memorial Day	G
	7018 Blooming Prairie Servicemen's Club		125.00	1 Transactions			
	13000 City Of Blooming Prairie						
161	01-003-000-0000-6808		5,000.00	Appropriation-EDA 2024	May 2024	Agency Appropriations	N
162	01-003-000-0000-6811		5,000.00	Appropriation-ambulance 2024	May 2024	Ambulance Subsidy	N
	13000 City Of Blooming Prairie		10,000.00	2 Transactions			
	13025 City Of Ellendale						
163	01-003-000-0000-6808		5,000.00	Appropriation-EDA 2024	May 2024	Agency Appropriations	N
164	01-003-000-0000-6811		5,000.00	Appropriation-ambulance 2024	May 2024	Ambulance Subsidy	N
	13025 City Of Ellendale		10,000.00	2 Transactions			
	669 City Of Medford						
165	01-003-000-0000-6808		5,000.00	Appropriation-EDA 2024	May 2024	Agency Appropriations	N
	669 City Of Medford		5,000.00	1 Transactions			
	8979 Community Pathways of Steele County II						
166	01-003-000-0000-6808		15,000.00	Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
	8979 Community Pathways of Steele County II		15,000.00	1 Transactions			
	93948 Crisis Resource Center-Steele Co						
167	01-003-000-0000-6808		10,000.00	Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
	93948 Crisis Resource Center-Steele Co		10,000.00	1 Transactions			

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
23490	FarmAmerica					
168	01-003-000-0000-6808		Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
23490	FarmAmerica		1 Transactions			
32528	Healthy Seniors Of Steele Co					
169	01-003-000-0000-6808		Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
32528	Healthy Seniors Of Steele Co		1 Transactions			
9173	Madden Galanter Hansen LLP					
152	01-003-000-0000-6194		Review email & contract	April 2024	Personnel Policy	Y
9173	Madden Galanter Hansen LLP		1 Transactions			
8304	Owatonna Area Business Dev Center					
170	01-003-000-0000-6808		Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
8304	Owatonna Area Business Dev Center		1 Transactions			
3151	Owatonna Partners For Economic Dev					
171	01-003-000-0000-6808		Appropriation-EDA 2024	May 2024	Agency Appropriations	N
3151	Owatonna Partners For Economic Dev		1 Transactions			
9937	Red Cedar Consulting LLC					
154	01-003-000-0000-6194		Intake & communicate w client	220	Personnel Policy	N
9937	Red Cedar Consulting LLC		1 Transactions			
4191	Revize LLC					
101	01-003-000-0000-6480		Hosting & subscription 2024	18235	Non-Capitalized Inventory	Y
4191	Revize LLC		1 Transactions			
72917	Semcac					
172	01-003-000-0000-6808		Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
72917	Semcac		1 Transactions			
81306	Southern Mn Initiative Foundation					
173	01-003-000-0000-6808		Appropriation-Subsidy 2024	May 2024	Agency Appropriations	N
81306	Southern Mn Initiative Foundation		1 Transactions			
83550	Steele County Humane Society					
176	01-003-000-0000-6815		Appropriation-Subsidy 2024	May 2024	Humane Society	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
83550	Steele County Humane Society		5,000.00	1 Transactions		
2259	Steele County Transitional Housing					
177	01-003-000-0000-6808		10,000.00	Appropriation-Subsidy 2024	May 2024	Agency Appropriations N
2259	Steele County Transitional Housing		10,000.00	1 Transactions		
3	DEPT Total:		116,941.05	County Wide	20 Vendors	22 Transactions
5	DEPT			Board Of Commissioners		
84035	Tri-M Graphics					
55	01-005-000-0000-6410		42.76	Steele County notecards	103946	Office Supplies N
84035	Tri-M Graphics		42.76	1 Transactions		
5	DEPT Total:		42.76	Board Of Commissioners	1 Vendors	1 Transactions
13	DEPT			Law Library		
70550	Thomson Reuters - West					
107	01-013-000-0000-6501		1,229.20	West information charges-April	850101589	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		
8279	Fransen HR Consulting LLC					
92	01-031-000-0000-6260		6,910.00	Admin 4/15 - 4/30/2024	409	Consultants/Admin Fee Y
8279	Fransen HR Consulting LLC		6,910.00	1 Transactions		
4879	Shred Right					
155	01-031-000-0000-6801		4.47	Shred serv order 0036913-4/4	23849	General Expense Y
4879	Shred Right		4.47	1 Transactions		
84035	Tri-M Graphics					
57	01-031-000-0000-6410		21.38	Steele County notecards	103946	Office Supplies N
84035	Tri-M Graphics		21.38	1 Transactions		
31	DEPT Total:		6,935.85	County Administrator	3 Vendors	3 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
32	DEPT		Human Resources			
	4879 Shred Right					
156	01-032-000-0000-6801		4.48	Shred serv order 0036913-4/4	23849	General Expense Y
	4879 Shred Right		4.48	1 Transactions		
	84035 Tri-M Graphics					
56	01-032-000-0000-6410		21.38	Steele County notecards	103946	Office Supplies N
	84035 Tri-M Graphics		21.38	1 Transactions		
	9348 Vault Health					
110	01-032-000-0000-6801		61.16	Landfill pre-emp drug screen	FL00633407	General Expense N
109	01-032-000-0000-6801		352.60	DOT 2nd quarter randoms	FL00634407	General Expense N
	9348 Vault Health		413.76	2 Transactions		
32	DEPT Total:		439.62	Human Resources	3 Vendors	4 Transactions
41	DEPT			Auditor		
	37225 Ihrke/Laura L					
8	01-041-000-0000-6260		4,725.00	PT&E 4/1 - 4/30/24	20240502	Consultants Fee 3
	37225 Ihrke/Laura L		4,725.00	1 Transactions		
	37025 Innovative Office Solutions LLC					
34	01-041-000-0000-6410		206.84	10 key calculator, notary book	4522353	Office Supplies N
	37025 Innovative Office Solutions LLC		206.84	1 Transactions		
41	DEPT Total:		4,931.84	Auditor	2 Vendors	2 Transactions
61	DEPT			Information Technology		
	7891 Cousins/Ethan					
86	01-061-000-0000-6331		45.56	Mileage-Dodge Co support	5/6/24	Mileage Reimbursement N
	7891 Cousins/Ethan		45.56	1 Transactions		
	83500 Steele County Highway Dept					
50	01-061-000-0000-6540		26.00	Fuel	2304	Gas & Oil N
	83500 Steele County Highway Dept		26.00	1 Transactions		
61	DEPT Total:		71.56	Information Technology	2 Vendors	2 Transactions

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
62	DEPT			Central Services			
	8499 Counties Providing Technology						
85	01-062-000-0000-6301		4,646.00	Gen tech/assist/support-Apr	2113	Equip/Software Maint	Y
	8499 Counties Providing Technology		4,646.00	1 Transactions			
	4636 CPS Technology Solutions						
87	01-062-000-0000-6301		3,735.00	AS400 quarterly hosting	384980	Equip/Software Maint	Y
	4636 CPS Technology Solutions		3,735.00	1 Transactions			
	16282 Crosstown Cartage Inc						
88	01-062-000-0000-6801		324.00	Contracted mail services	04/26/2024	General Expense	N
89	01-062-000-0000-6802		130.00	Additional mail services	04/26/2024	Internal Chargeback	N
	16282 Crosstown Cartage Inc		454.00	2 Transactions			
	8859 Quadient Leasing USA Inc						
100	01-062-000-0000-6215		1,121.34	Coverage 5/28 - 8/27/24	Q1310018	Postage	N
	8859 Quadient Leasing USA Inc		1,121.34	1 Transactions			
62	DEPT Total:		9,956.34	Central Services	4 Vendors	5 Transactions	
63	DEPT			Auditor Elections			
	37025 Innovative Office Solutions LLC						
35	01-063-000-0000-6410		83.88	Dymo labels - 30 count	4522353	Office Supplies	N
36	01-063-000-0000-6410		447.00	AutoMark ink - 6 count	4522353	Office Supplies	N
	37025 Innovative Office Solutions LLC		530.88	2 Transactions			
	37473 Intab Inc						
40	01-063-000-0000-6410		219.75	Seals, name tags, thermo rolls	216566A	Office Supplies	N
	37473 Intab Inc		219.75	1 Transactions			
	9936 Mueller/Jennifer						
15	01-063-000-0000-6331		269.34	Mileage - 2024 Election conf	May 2024	Mileage Reimbursement	N
	9936 Mueller/Jennifer		269.34	1 Transactions			
	4879 Shred Right						
157	01-063-000-0000-6410		33.60	Shred serv order 0036913-4/4	23849	Office Supplies	Y
	4879 Shred Right		33.60	1 Transactions			

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
63	DEPT Total:	1,053.57	Auditor Elections	4 Vendors	5 Transactions
101	DEPT		County Recorder		
9783	Alternative Business Furniture				
150	01-101-000-9305-6480	1,070.50	Desk legs	69970	Non-Capitalized Inv-Technology Fun N
9783	Alternative Business Furniture	1,070.50		1 Transactions	
4393	Fidlar Technologies Inc				
32	01-101-000-9305-6480	285.44	Laredo vs Tapestry credits	0236213-IN	Non-Capitalized Inv-Technology Fun N
4393	Fidlar Technologies Inc	285.44		1 Transactions	
37025	Innovative Office Solutions LLC				
37	01-101-000-0000-6410	20.82	Paper & pens	4517949	Office Supplies N
93	01-101-000-0000-6410	17.52	Post-its, clips	4533120	Office Supplies N
37025	Innovative Office Solutions LLC	38.34		2 Transactions	
51300	Metro Sales Inc				
153	01-101-000-0000-6410	172.47	Copies	INV2520518	Office Supplies N
51300	Metro Sales Inc	172.47		1 Transactions	
69675	Pro-West & Associates Inc				
46	01-101-000-9306-6600	4,603.50	ProWest annual maintenance	008395-B	Capital Outlay - Compliance Fund N
69675	Pro-West & Associates Inc	4,603.50		1 Transactions	
84035	Tri-M Graphics				
26	01-101-000-0000-6410	350.96	#10 envelopes	103976	Office Supplies N
84035	Tri-M Graphics	350.96		1 Transactions	
101	DEPT Total:	6,521.21	County Recorder	6 Vendors	7 Transactions
103	DEPT		Assessor		
6032	APG Media of Southern Minnesota LLC				
81	01-103-000-0000-6242	15.33	Notice-Board of Appeals	Ad 142755	Publishing N
6032	APG Media of Southern Minnesota LLC	15.33		1 Transactions	
37025	Innovative Office Solutions LLC				
38	01-103-000-0000-6410	141.43	Copy paper, markers	4526206	Office Supplies N

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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		141.43	1 Transactions			
3693	Loffler Companies Inc						
94	01-103-000-0000-6410		64.28	Assessor copier	4685458	Office Supplies	N
3693	Loffler Companies Inc		64.28	1 Transactions			
84035	Tri-M Graphics						
58	01-103-000-0000-6401		191.96	Business cards-Hager & Rezac	103974	Forms/Copies/Stationary	N
84035	Tri-M Graphics		191.96	1 Transactions			
103	DEPT Total:		413.00	Assessor	4 Vendors	4 Transactions	
105	DEPT			Planning & Zoning			
13000	City Of Blooming Prairie						
82	01-105-000-0000-6805		540.00	Bldg permit reimb - April	May 2024	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		540.00	1 Transactions			
83500	Steele County Highway Dept						
103	01-105-000-0000-6540		63.46	Fuel	2306	Gas & Oil	N
83500	Steele County Highway Dept		63.46	1 Transactions			
105	DEPT Total:		603.46	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
27	01-111-041-0000-6300		82.00	Lock repair - Annex	3477	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		82.00	1 Transactions			
9537	Brooks/Jocelyn						
29	01-111-000-0000-6331		74.17	82 mi @ .67 - 2/5 - 4/15/24	May 2024	Mileage Reimbursement	N
9537	Brooks/Jocelyn		74.17	1 Transactions			
8374	Burger/Thomas R						
3	01-111-000-0000-6331		37.52	56 mi @ .67 - 1/2 - 3/29/24	May 2024	Mileage Reimbursement	N
8374	Burger/Thomas R		37.52	1 Transactions			
10150	Carquest Auto Parts						
178	01-111-050-0000-6320		349.76	Batteries for manlift	4763-481883	Vehicle Repairs & Maintenance	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
10150	Carquest Auto Parts		349.76	1 Transactions		
41	4710 Interstate Power Systems Inc					
	01-111-042-0000-6300		2,535.53	Replaced Gov Controller	R001207921:01	Bldg Repairs & Maintenance N
	4710 Interstate Power Systems Inc		2,535.53	1 Transactions		
42	9161 Kraft Mechanical LLC					
	01-111-044-0000-6300		3,848.00	Preventative maint contract	34363	Bldg Repairs & Maintenance N
180	01-111-042-0000-6300		725.25	Install actuator	34531	Bldg Repairs & Maintenance N
	9161 Kraft Mechanical LLC		4,573.25	2 Transactions		
	7906 Mark's					
43	01-111-044-0000-6300		998.92	Lowler Mod 911E	INV002148557	Bldg Repairs & Maintenance Y
181	01-111-044-0000-6300		180.48	Willoughby repair kit	INV002150743	Bldg Repairs & Maintenance Y
	7906 Mark's		1,179.40	2 Transactions		
	52550 MEI Total Elevator Solutions					
182	01-111-040-0000-6300		205.38	Monthly service - May	1071394	Bldg Repairs & Maintenance N
	52550 MEI Total Elevator Solutions		205.38	1 Transactions		
	9683 Northland Pest Control					
17	01-111-043-0000-6300		75.00	Pest control	14791	Bldg Repairs & Maintenance Y
16	01-111-042-0000-6300		105.00	Pest control	14792	Bldg Repairs & Maintenance Y
19	01-111-041-0000-6300		85.00	Pest control	14795	Bldg Repairs & Maintenance Y
18	01-111-040-0000-6300		65.00	Pest control	14796	Bldg Repairs & Maintenance Y
	9683 Northland Pest Control		330.00	4 Transactions		
	9792 Sentry Security Fasteners Inc					
184	01-111-044-0000-6300		343.90	Switch, 10amp w/ roller	4752	Bldg Repairs & Maintenance N
	9792 Sentry Security Fasteners Inc		343.90	1 Transactions		
	83500 Steele County Highway Dept					
51	01-111-000-0000-6562		261.97	Fuel	2300	Fuel And Gas N
	83500 Steele County Highway Dept		261.97	1 Transactions		
	9923 Steve James Excavating Inc					
53	01-111-049-0000-6300		735.00	Class 5 crushed concrete	14671	Bldg Repairs & Maintenance N
	9923 Steve James Excavating Inc		735.00	1 Transactions		

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
111	DEPT Total:		10,707.88	Buildings & Grounds	12 Vendors	17 Transactions	
121	DEPT			Veteran Service			
	6032 APG Media of Southern Minnesota LLC						
2	01-121-000-0000-6242		57.00	Memorial flags	13476-0424	Publishing	N
1	01-121-751-0000-6820		300.00	Digital marketing	13476-0424	Grant Expense	N
	6032 APG Media of Southern Minnesota LLC		357.00	2 Transactions			
	3304 Cen Tec Cast Metal Products						
31	01-121-000-0000-6450		2,493.69	Bronze marker & stakes	56887	Flag Holders	N
	3304 Cen Tec Cast Metal Products		2,493.69	1 Transactions			
	14420 Culligan Inc						
90	01-121-000-0000-6301		24.85	Water - April 2024	15391516-04302C	Repairs/Maintenance	N
	14420 Culligan Inc		24.85	1 Transactions			
	2072 Gilormini/Rene						
33	01-121-000-0000-6330		180.90	Mileage - MCVSO conference	04182024	Travel Expenses	N
	2072 Gilormini/Rene		180.90	1 Transactions			
	37025 Innovative Office Solutions LLC						
39	01-121-000-0000-6410		60.50	Legal & copy paper, post-its	4526134	Office Supplies	N
9	01-121-000-0000-6410		53.37	Laminator	4527152	Office Supplies	N
	37025 Innovative Office Solutions LLC		113.87	2 Transactions			
121	DEPT Total:		3,170.31	Veteran Service	5 Vendors	7 Transactions	
201	DEPT			Sheriff			
	8458 American Tower Corporation						
80	01-201-297-0000-6347		671.95	BP tower rent - May 2024	411825034	T-BI Pr Lease Payments	N
	8458 American Tower Corporation		671.95	1 Transactions			
	56125 NAPA Auto Parts						
98	01-201-000-0000-6320		18.00-	Credit for battery deposit	014497	Vehicle Maintenance	N
	56125 NAPA Auto Parts		18.00-	1 Transactions			
	63510 Owatonna Police Dept						
45	01-201-000-0000-6260		13,938.16	SCDIU - 4th quarter - Agent	04222024	South Central Drug Investigator	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
63510	Owatonna Police Dept		13,938.16	1 Transactions		
9074	Randall's License Bureau					
99	01-201-000-0000-6320		31.75	Old 7402 tab renewal	May 2024	Vehicle Maintenance N
9074	Randall's License Bureau		31.75	1 Transactions		
83500	Steele County Highway Dept					
52	01-201-000-0000-6562		6,281.52	Fuel	2308	Gas & Oil Squads N
83500	Steele County Highway Dept		6,281.52	1 Transactions		
201	DEPT Total:		20,905.38	Sheriff	5 Vendors	5 Transactions
204	DEPT			Sheriff Boat & Water Enf		
56125	NAPA Auto Parts					
97	01-204-000-0000-6320		294.99	Battery for boat	014465	Repairs & Maintenance N
56125	NAPA Auto Parts		294.99	1 Transactions		
204	DEPT Total:		294.99	Sheriff Boat & Water Enf	1 Vendors	1 Transactions
208	DEPT			Coroner		
51200	Michaelson Funeral Homes Inc					
192	01-208-000-0000-6801		200.00	Removal/transport - WKuntze	03/19/2024	General Expense Y
51200	Michaelson Funeral Homes Inc		200.00	1 Transactions		
208	DEPT Total:		200.00	Coroner	1 Vendors	1 Transactions
251	DEPT			Jail		
4346	Advanced Correctional Healthcare Inc					
76	01-251-000-0000-6270		8.68-	Credit	5/6/2024	Medical Services 6
77	01-251-000-0000-6270		36.52-	Credit	5/6/2024	Medical Services 6
78	01-251-000-0000-6270		0.01-	Credit	5/6/2024	Medical Services 6
79	01-251-000-0000-6270		44.94-	Credit	5/6/2024	Medical Services 6
74	01-251-000-0000-6269		1,726.15	Onsite mental health services	RINV000945	Site Mental Health Services 6
73	01-251-000-0000-6270		6,827.86	Onsite medical services	RINV000945	Medical Services 6
75	01-251-000-0000-6270		370.00	Pool management fees	RINV000945	Medical Services 6
4346	Advanced Correctional Healthcare Inc		8,833.86	7 Transactions		
9595	Compcare Occupational Medicine & Urge					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
84	01-251-000-0000-6196		Pre-employment exam - CB	9106	Employee Phys And Exams	6
83	01-251-000-0000-6196		Pre-employment exam - KF	9184	Employee Phys And Exams	6
9595	Compcare Occupational Medicine & Urge	330.00	2 Transactions			
4879	Shred Right					
102	01-251-000-0000-6304	42.53	Document shredding	23153	Contract Serv./Bldg Maint	Y
4879	Shred Right	42.53	1 Transactions			
85167	Stewart Sanitation					
104	01-251-000-0000-6254	262.86	Waste pick up 5/1 - 5/31/24	848403	Garbage Disposal	N
85167	Stewart Sanitation	262.86	1 Transactions			
8247	Summit Food Services LLC					
25	01-251-000-0000-6451	27.61	Paper supplies	INV 2000204709	Operating Supplies	N
22	01-251-000-0000-6441	3,526.71	Inmate meals 4/6 - 4/12/24	INV2000204709	Prisoner Meals	N
23	01-251-000-0000-6441	3,698.45	Inmate meals 4/13 - 4/19/24	INV2000205272	Prisoner Meals	N
24	01-251-000-0000-6441	3,724.45	Inmate meals 4/20 - 4/26/24	INV2000206139	Prisoner Meals	N
8247	Summit Food Services LLC	10,977.22	4 Transactions			
618	Turnkey Corrections					
108	01-251-000-0000-6418	61.07	Inmate indigent fees	11159	Lock-Up Supplies	N
618	Turnkey Corrections	61.07	1 Transactions			
251	DEPT Total:	20,507.54	Jail	6 Vendors	16 Transactions	
252	DEPT		Community Corrections			
8263	CRK Properties LLC					
6	01-252-000-0000-6341	783.22	Utilities	1279	Office Rent	Y
5	01-252-000-0000-6341	5,922.00	Rent - June	May 2024	Office Rent	Y
8263	CRK Properties LLC	6,705.22	2 Transactions			
6884	Language Line Services Inc					
151	01-252-000-0000-6284	672.26	Translator services	11284199	Interpreter Services	Y
6884	Language Line Services Inc	672.26	1 Transactions			
9466	Rice County Community Corrections					
48	01-252-775-0000-6261	350.00	Peer to Peer training-JTonjum	20244305220248	Conference & Training - CCA Subsidy	N
9466	Rice County Community Corrections	350.00	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
252	DEPT Total:		7,727.48	Community Corrections	3 Vendors	4 Transactions
253	DEPT			Law Enforcement Center		
	3832 I & S Group Inc					
179	01-253-000-0000-6600		1,410.00	LEC generator upgrade-April	104269	Capital Outlay Y
	3832 I & S Group Inc		1,410.00	1 Transactions		
	4710 Interstate Power Systems Inc					
13	01-253-000-0000-6600		78,635.00	Generator switch transfer	U401000154:02	Capital Outlay N
	4710 Interstate Power Systems Inc		78,635.00	1 Transactions		
	8681 Mohs Contracting Inc					
183	01-253-000-0000-6600		54,679.69	LEC generator update-April	2	Capital Outlay N
	8681 Mohs Contracting Inc		54,679.69	1 Transactions		
	4879 Shred Right					
49	01-253-000-0000-6254		53.70	Paper shredding	0022736	Garbage Disposal Y
	4879 Shred Right		53.70	1 Transactions		
	85167 Stewart Sanitation					
105	01-253-000-0000-6254		83.24	Garbage pick up	848405	Garbage Disposal N
	85167 Stewart Sanitation		83.24	1 Transactions		
	4753 Terminix Commercial					
54	01-253-000-0000-6304		40.00	General pest control	242166	Contract Services/Bldg Mtce N
	4753 Terminix Commercial		40.00	1 Transactions		
253	DEPT Total:		134,901.63	Law Enforcement Center	6 Vendors	6 Transactions
281	DEPT			Emergency Management		
	51630 Mike's Repair					
44	01-281-000-0000-6421		684.04	Tires - Unit #602	105630	Maintenance Operating Exp Y
	51630 Mike's Repair		684.04	1 Transactions		
281	DEPT Total:		684.04	Emergency Management	1 Vendors	1 Transactions
391	DEPT			Environmental Services		
	4212 Bussler Publishing Inc					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
30	01-391-000-0000-6550	260.00	Hazardous waste ad	36844	Household Hazardous Waste	N
4212	Bussler Publishing Inc	260.00	1 Transactions			
435	OSI Environmental Inc					
96	01-391-000-0000-6550	50.00	Used filter disposal	20108101	Household Hazardous Waste	N
435	OSI Environmental Inc	50.00	1 Transactions			
87305	Thompson Sanitation					
106	01-391-000-0000-6548	74,202.98	Recycling contract - April	5613	Recycling	N
87305	Thompson Sanitation	74,202.98	1 Transactions			
84035	Tri-M Graphics					
59	01-391-000-0000-6550	629.46	Hazardous waste brochures	103822	Household Hazardous Waste	N
84035	Tri-M Graphics	629.46	1 Transactions			
391	DEPT Total:	75,142.44	Environmental Services	4 Vendors	4 Transactions	
481	DEPT		Public Health Nursing			
9803	Anselmo/Jocelyn M					
129	01-481-461-6066-6464	220.00	Tobacco grant student payment	April 2024	General Supplies & Outreach	N
128	01-481-461-6066-6464	20.00	Tobacco grant student payment	March 2024	General Supplies & Outreach	N
9803	Anselmo/Jocelyn M	240.00	2 Transactions			
8783	Availity LLC					
111	01-481-460-6009-6383	20.00	Medicare billing charges	INV01148203	Contract Services	N
8783	Availity LLC	20.00	1 Transactions			
10084	Cardinal Health 110 LLC					
112	01-481-462-6047-6434	185.64	Tubersol - 20 doses	7369666927	Medical Supplies	Y
10084	Cardinal Health 110 LLC	185.64	1 Transactions			
8252	Control Solutions Inc					
113	01-481-464-6061-6480	1,440.00	WiFi data loggers/Cloud svc	CS275973	Non-Capitalized Inventory	N
8252	Control Solutions Inc	1,440.00	1 Transactions			
8789	Dahle/Teya F					
114	01-481-461-6034-6261	75.00	Reflective consult	1565	Conference & Training	Y
115	01-481-461-6059-6261	75.00	Reflective consult	1565	Conference & Training	Y

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8789	Dahle/Teya F		150.00	2 Transactions		
9390	Fisher/Madelyn					
130	01-481-461-6066-6464		220.00	Tobacco grant student payment April 2024	General Supplies & Outreach	N
9390	Fisher/Madelyn		220.00	1 Transactions		
9391	Garza/Ruby					
131	01-481-461-6066-6464		60.00	Tobacco grant student payment April 2024	General Supplies & Outreach	Y
9391	Garza/Ruby		60.00	1 Transactions		
9768	Geelle/Samia					
132	01-481-461-6066-6464		20.00	Tobacco grant student payment April 2024	General Supplies & Outreach	N
9768	Geelle/Samia		20.00	1 Transactions		
9539	Hanson/Carter					
133	01-481-461-6066-6464		20.00	Tobacco grant student payment March 2024	General Supplies & Outreach	N
9539	Hanson/Carter		20.00	1 Transactions		
8389	Healthcare First					
116	01-481-460-6009-6383		111.02	HHCAHPS fee- May 2024 INV5442449	Contract Services	N
8389	Healthcare First		111.02	1 Transactions		
9770	Holmen/Molly					
134	01-481-461-6066-6464		40.00	Tobacco grant student payment April 2024	General Supplies & Outreach	N
9770	Holmen/Molly		40.00	1 Transactions		
37025	Innovative Office Solutions LLC					
117	01-481-461-6040-6410		23.10	Folders 4521554	Office Supplies	N
37025	Innovative Office Solutions LLC		23.10	1 Transactions		
3256	Kofstad/Melissa					
118	01-481-464-6065-6261		75.81	Workshop meals 4/29 & 4/30/24	Conference & Training	N
3256	Kofstad/Melissa		75.81	1 Transactions		
9769	Maas/Carlin Ray					
135	01-481-461-6066-6464		180.00	Tobacco grant student payment April 2024	General Supplies & Outreach	N
9769	Maas/Carlin Ray		180.00	1 Transactions		
9444	McIntee/Kelly					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
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119	01-481-461-6066-6331		Mileage - April 2024	51	Mileage Reimbursement	Y
120	01-481-461-6066-6464		Food & snacks for Capitol	51	General Supplies & Outreach	Y
9444	McIntee/Kelly	235.46	2 Transactions			
55995	NACCHO					
121	01-481-460-6009-6241	270.00	LHD membership dues	375735	Membership Dues	N
55995	NACCHO	270.00	1 Transactions			
7944	Red Oxygen					
122	01-481-461-6011-6210	16.27	Texting services	653664	Telephone	N
123	01-481-461-6040-6210	16.27	Texting services	653664	Telephone	N
7944	Red Oxygen	32.54	2 Transactions			
9565	Richardson/Karys					
136	01-481-461-6066-6464	20.00	Tobacco grant student payment	April 2024	General Supplies & Outreach	N
9565	Richardson/Karys	20.00	1 Transactions			
9903	Rindfleisch/Ethan					
124	01-481-464-6065-6261	47.00	Workshop meal	4/30/24	Conference & Training	N
9903	Rindfleisch/Ethan	47.00	1 Transactions			
4879	Shred Right					
125	01-481-000-0000-6322	42.53	Shredding services	22737	Service Agreements	Y
4879	Shred Right	42.53	1 Transactions			
83500	Steele County Highway Dept					
126	01-481-465-6057-6540	114.30	County car fuel - March 2024	2307	Gas & Oil	N
83500	Steele County Highway Dept	114.30	1 Transactions			
85147	Stericycle Inc					
127	01-481-000-0000-6322	115.76	Hazardous waste	8006814273	Service Agreements	N
85147	Stericycle Inc	115.76	1 Transactions			
481	DEPT Total:	3,663.16	Public Health Nursing	22 Vendors	26 Transactions	
501	DEPT		Historical Society			
83525	Steele County Historical Society					
175	01-501-000-0000-6801	8,000.00	Appropriation-Subsidy 2024	May 2024	General Expense	N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
83525	Steele County Historical Society		8,000.00	1 Transactions		
501	DEPT Total:		8,000.00	Historical Society	1 Vendors	1 Transactions
521	DEPT			Park And Recreation		
95	9084 Metro FiberNet LLC					
	01-521-000-0000-6410		425.44	Internet & tv for FS-May	1671311	Operating Supplies/Truck Repairs Y
	9084 Metro FiberNet LLC		425.44	1 Transactions		
	51810 MN Dept Of Labor & Industry					
14	01-521-000-0000-6320		105.00	Stage annual inspections	203073	Stage/Showmobile Expense N
	51810 MN Dept Of Labor & Industry		105.00	1 Transactions		
	71075 R & R Specialties Of Wisconsin Inc					
20	01-521-000-0000-6261		420.00	Zamboni training	81975	Conference & Training N
	71075 R & R Specialties Of Wisconsin Inc		420.00	1 Transactions		
	84725 Steele County Trail Assoc					
21	01-521-291-0000-5301		14,155.92	BM2 Steele County Trails	May 2024	State Grants N
	84725 Steele County Trail Assoc		14,155.92	1 Transactions		
521	DEPT Total:		15,106.36	Park And Recreation	4 Vendors	4 Transactions
550	DEPT			Four Seasons		
	8424 Cintas					
4	01-550-000-0000-6420		139.38	Monthly linens	4191071684	Linen Service Y
	8424 Cintas		139.38	1 Transactions		
	8866 Diverse Construction Services LLC					
7	01-550-000-0000-6410		3,630.00	Fix leak in roof	3309	Operating Supplies - Contracts N
	8866 Diverse Construction Services LLC		3,630.00	1 Transactions		
	37025 Innovative Office Solutions LLC					
10	01-550-000-0000-6410		55.24	Binders, envelopes	4518973	Operating Supplies - Contracts N
11	01-550-000-0000-6410		6.56	Sheet protectors	4521580	Operating Supplies - Contracts N
	37025 Innovative Office Solutions LLC		61.80	2 Transactions		

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	<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>	
550	DEPT Total:		3,831.18	Four Seasons	3 Vendors	4 Transactions	
601	DEPT			County Ag Society			
	83025 Steele County Agricultural Society						
174	01-601-000-0000-6801		42,500.00	Appropriation-Subsidy 2024	May 2024	General Expense	N
	83025 Steele County Agricultural Society		42,500.00	1 Transactions			
601	DEPT Total:		42,500.00	County Ag Society	1 Vendors	1 Transactions	
602	DEPT			Co-Op Extension			
	14420 Culligan Inc						
91	01-602-000-0000-6410		21.42	Cooler rental - May 2024	15396671-04302C	Office Supplies	N
	14420 Culligan Inc		21.42	1 Transactions			
	37025 Innovative Office Solutions LLC						
12	01-602-000-0000-6410		95.96	Copy paper - 2 boxes	4522770	Office Supplies	N
	37025 Innovative Office Solutions LLC		95.96	1 Transactions			
	72120 Univ Of Mn Regents						
47	01-602-000-0000-6410		300.00	Subscription for FairEntry	0300034127	Office Supplies	N
	72120 Univ Of Mn Regents		300.00	1 Transactions			
602	DEPT Total:		417.38	Co-Op Extension	3 Vendors	3 Transactions	
1	Fund Total:		496,899.23	General Revenue Fund		159 Transactions	

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11	DEPT		District Court Admin.			
	3832 I & S Group Inc					
187	38-011-000-0000-6600		179.79	CH generator replacement-Apr	104364	Capital Outlay - District Court Y
186	38-011-000-0000-6600		5,900.00	Parking lot survey - CH	104599	Capital Outlay - District Court Y
	3832 I & S Group Inc		6,079.79	2 Transactions		
11	DEPT Total:		6,079.79	District Court Admin.	1 Vendors	2 Transactions
111	DEPT		Buildings & Grounds			
	3832 I & S Group Inc					
185	38-111-040-0000-6600		7,900.00	Parking lot survey - Admin	104600	Capital Outlay - SCAC Y
	3832 I & S Group Inc		7,900.00	1 Transactions		
	5889 Wold Architects and Engineers					
190	38-111-049-0000-6600		2,762.81	Maint facility quote pkg - Apr	93010	Capital Outlay - B&G Shop Y
	5889 Wold Architects and Engineers		2,762.81	1 Transactions		
111	DEPT Total:		10,662.81	Buildings & Grounds	2 Vendors	2 Transactions
201	DEPT		Sheriff			
	9333 KARDEX HANDLING SOLUTIONS LLC					
189	38-201-000-0000-6600		33,579.00	Carousel storage bin-Sher addn	23735	Capital Outlay - Sheriff N
	9333 KARDEX HANDLING SOLUTIONS LLC		33,579.00	1 Transactions		
	5889 Wold Architects and Engineers					
191	38-201-000-0000-6600		6,589.31	DC/Sheriff reno bill thru Apr	92810	Capital Outlay - Sheriff Y
	5889 Wold Architects and Engineers		6,589.31	1 Transactions		
201	DEPT Total:		40,168.31	Sheriff	2 Vendors	2 Transactions
502	DEPT		Steele Co Community Ctr			
	3832 I & S Group Inc					
188	38-502-000-0000-6600		227.50	Retaining wall - CommCtr - Apr	104363	Capital Outlay-Community Center Y
	3832 I & S Group Inc		227.50	1 Transactions		
502	DEPT Total:		227.50	Steele Co Community Ctr	1 Vendors	1 Transactions

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38	Fund Total:		57,138.41	Capital Outlay Fund		7 Transactions

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
149	53-398-000-0000-6304		3,633.69	138 mattresses & box springs	8996	Contract Services Y
9087	7 Rivers Recycling LLC		3,633.69	1 Transactions		
5465	B To Z Hardware					
137	53-398-000-0000-6301		15.02	Muriatic acid	B365842	Equip Repairs N
138	53-398-000-0000-6410		13.95	Lithium battery	B365990	Office Supplies N
5465	B To Z Hardware		28.97	2 Transactions		
10150	Carquest Auto Parts					
60	53-398-000-0000-6301		143.37	Filters & lube	482590	Equip Repairs N
10150	Carquest Auto Parts		143.37	1 Transactions		
11215	Central Farm Services					
141	53-398-000-0000-6540		1,856.25	DEF & oil	2688291	Machine Fuel N
142	53-398-000-0000-6540		2,418.62	625 gal diesel, 130 unleaded	2688401	Machine Fuel N
139	53-398-000-0000-6540		1,997.21	625 gals diesel	26906	Machine Fuel N
140	53-398-000-0000-6540		1,663.47	505 gals diesel	26960	Machine Fuel N
11215	Central Farm Services		7,935.55	4 Transactions		
14584	Continental Research Corp					
61	53-398-000-0000-6301		684.95	Hand cleaner, air fresheners	53325	Equip Repairs N
14584	Continental Research Corp		684.95	1 Transactions		
14420	Culligan Inc					
144	53-398-000-0000-6304		12.94	Cooler rental	4354054	Contract Services N
145	53-398-000-0000-6304		37.15	Softener rental	4361860	Contract Services N
146	53-398-000-0000-6304		39.99	Softener rental	4368553	Contract Services N
143	53-398-000-0000-6304		52.65	Water & fuel surcharge, salt	4387981	Contract Services N
14420	Culligan Inc		142.73	4 Transactions		
4329	Express Pressure Washers Inc					
62	53-398-000-0000-6301		336.66	Vacuum sweeper paper filters	1132311	Equip Repairs N
4329	Express Pressure Washers Inc		336.66	1 Transactions		
5365	Fleet Pride					
63	53-398-000-0000-6301		224.79	Brake chambers rod, pin	116324778	Equip Repairs N

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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	Service Dates	Paid On Bhf #	On Behalf of Name	
5365	Fleet Pride		224.79	1 Transactions		
37025	Innovative Office Solutions LLC					
147	53-398-000-0000-6410		198.14	Copy paper,pens, ribbon,clips	4530781	Office Supplies N
37025	Innovative Office Solutions LLC		198.14	1 Transactions		
43300	Krell/Denise K					
64	53-398-000-0000-6261		361.80	Mileage 1/1 - 2/20/24	May 2024	Conference & Training N
65	53-398-000-0000-6261		361.80	Mileage 2/27 - 4/19/24	May 2024	Conference & Training N
43300	Krell/Denise K		723.60	2 Transactions		
50510	McNeilus Steel Inc					
66	53-398-000-0000-6301		159.27	Steel, pipe	01093976	Equip Repairs N
50510	McNeilus Steel Inc		159.27	1 Transactions		
52975	Minnesota Valley Testing Labs					
67	53-398-000-0000-6545		7,747.10	Well testing	1248879	Water Testing N
52975	Minnesota Valley Testing Labs		7,747.10	1 Transactions		
56125	NAPA Auto Parts					
68	53-398-000-0000-6301		59.83	Lamp bracket	013846	Equip Repairs N
56125	NAPA Auto Parts		59.83	1 Transactions		
8761	Quality Flow Systems Inc					
69	53-398-000-0000-6301		1,866.44	Trash pump & labor	46743	Equip Repairs N
8761	Quality Flow Systems Inc		1,866.44	1 Transactions		
77570	Short Elliott Hendrickson Inc					
70	53-398-000-0000-6542		27,661.25	Landfill services	464740	Testing & Monitoring N
71	53-398-000-0000-6542		6,905.07	Solid waste planning	465064	Testing & Monitoring N
77570	Short Elliott Hendrickson Inc		34,566.32	2 Transactions		
3897	Venture Hydraulics Inc					
72	53-398-000-0000-6301		459.81	Rebuilt & seal kit	38893	Equip Repairs N
3897	Venture Hydraulics Inc		459.81	1 Transactions		
99500	Ziegler,Inc					
148	53-398-000-0000-6301		1,017.16	Repairs on D6	SI000477849	Equip Repairs N

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 23

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
99500	Ziegler,Inc		1,017.16	1 Transactions		
398	DEPT Total:		59,928.38	Landfill	17 Vendors	26 Transactions
53	Fund Total:		59,928.38	Landfill Fund		26 Transactions
	Final Total:		613,966.02	153 Vendors	192 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	496,899.23	General Revenue Fund	
	38	57,138.41	Capital Outlay Fund	
	53	59,928.38	Landfill Fund	
	All Funds	613,966.02	Total	Approved by, ...
				
				

Steele County
JOURNAL ENTRIES



Description 01 2024 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/24	901	01-003-000-0000-5710 Interest From Investments	156,847.37	C	Jan Interest From Investments				1
2	1/31/24	901	01-003-000-0000-5710 Interest From Investments	678.81	C	Jan Interest ROI				1
3	1/31/24	901	01-000-000-0000-1001 Cash	160,747.27	D	Jan Investment				1
4	1/31/24	901	01-003-000-0000-5710 Interest From Investments	3,015.94	C	Jan Interest Adjustment				1
5	1/31/24	901	01-003-000-0000-6801 General Expense	205.15	C	Jan Investment Adjustment				1
6	1/31/24	901	75-000-000-0000-1001 Cash	539.33	D	Jan 2024 Missing Heir Interest				1
7	1/31/24	901	75-870-000-0000-5710 Interest	539.33	C	Jan 2024 Missing Heir Interest				1
Debit Total				161,286.60		Credit Total	161,286.60	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/24	901	01-000-000-0000-1001 Cash	5,134.74	D	BMO One Card Allocation Apr	BMO One Card Allocation Apr			1
2	4/30/24	901	01-003-000-0000-6961 Visa One Card Program	34,591.93	C	BMO Charges Apr	BMO Charges Apr			1
3	4/30/24	901	01-003-000-0000-6194 Personnel Policy	295.82	D	Township/County Annual Mtg	Kerr-McCauley Investments			1
4	4/30/24	901	01-005-000-0000-6261 Conference & Training	113.21	D	CoTownship meeting supplies	Cash Wise Foods - Ow			1
5	4/30/24	901	01-031-000-0000-6410 Office Supplies	87.24	D	Podium Table Board Room	Amazon.Com, Inc.			1
6	4/30/24	901	01-031-000-0000-6410 Office Supplies	22.85	D	Hanging Folders	Amazon.Com, Inc.			1
7	4/30/24	901	01-041-000-0000-6261 Conference & Training	147.12	D	Election Conf hotel down pymt	Grand View Lodge			1
8	4/30/24	901	01-041-000-0000-6261 Conference & Training	147.12	D	Election Conf hotel down pymt	Grand View Lodge			1
9	4/30/24	901	01-041-000-0000-6261 Conference & Training	147.12	D	Election Conf hotel down pymt	Grand View Lodge			1
10	4/30/24	901	01-041-000-0000-6410 Office Supplies	26.72	D	Election Results to OSS	Fedex Cis			1
11	4/30/24	901	01-041-000-0000-6410 Office Supplies	107.82	D	PNP Election night snacks	Hy-Vee, Inc.			1
12	4/30/24	901	01-041-000-0000-6410 Office Supplies	289.95	D	Anti Fatigue Mat	Amazon.Com, Inc.			1
13	4/30/24	901	01-041-000-0000-6410 Office Supplies	13.91	D	name tags for election	Target Corporation			1
14	4/30/24	901	01-044-000-0000-6410 Office Supplies	44.97	D	"Steele County Finance" stamps	Amazon.Com, Inc.			1
15	4/30/24	901	01-044-000-0000-6410 Office Supplies	22.99	D	Pens for Front Counter	Amazon.Com, Inc.			1
16	4/30/24	901	01-044-000-0000-6410 Office Supplies	19.99	D	Compressed Air Cans	Amazon.Com, Inc.			1
17	4/30/24	901	01-044-000-0000-6410 Office Supplies	89.82	D	Updated Finance "Paid" Stamper	Amazon.Com, Inc.			1
18	4/30/24	901	01-044-000-0000-6410 Office Supplies	149.25	D	GFOA 2024 Bluebook regs	Government Finance Offic			1
19	4/30/24	901	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya.Com			1
20	4/30/24	901	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/24	901	01-061-000-0000-6330 Travel Expenses	130.88	D	Lodging - MNCITLA Day on Hill	Capitol Ridge			1
22	4/30/24	901	01-061-000-0000-6410 Office Supplies	34.89	D	Office Supplies - Scissors	Amazon.Com, Inc.			1
23	4/30/24	901	01-061-000-0000-6410 Office Supplies	110.58	D	Office Supplies	Amazon.Com, Inc.			1
24	4/30/24	901	01-061-000-0000-6413 Computer Supplies	269.00	C	Refund	B&h Photo 800-606-6969			1
25	4/30/24	901	01-061-000-0000-6413 Computer Supplies	94.00	D	Deep Freeze Software for IT	Faronics Technologies Usa			1
26	4/30/24	901	01-061-000-0000-6413 Computer Supplies	58.95	D	Software - Treesize Pro	Www.Jam-Software.Com			1
27	4/30/24	901	01-061-000-0000-6413 Computer Supplies	269.00	D	Headset for testing	B&h Photo 800-606-6969			1
28	4/30/24	901	01-061-000-0000-6413 Computer Supplies	228.00	D	Headset SCIT / PHN	Amazon.Com, Inc.			1
29	4/30/24	901	01-062-000-0000-6480 Non-Capitalized Inventory	1,832.98	D	2023 PC Replacement for ASR	Microsoft Corporation			1
30	4/30/24	901	01-062-000-0000-6801 General Expense	13.95	D	SSL Certificate Renewal	Tucowscom Co			1
31	4/30/24	901	01-062-000-0000-6801 General Expense	193.90	D	Demo headset	Amazon.Com, Inc.			1
32	4/30/24	901	01-062-000-0000-6801 General Expense	1,856.63	D	Monthly AWS	Amazon.Com, Inc.			1
33	4/30/24	901	01-091-000-0000-6261 Conference & Training	669.44	D	Registration fee for conferenc	Wepay, Inc			1
34	4/30/24	901	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	Usps			1
35	4/30/24	901	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	Usps			1
36	4/30/24	901	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	Usps			1
37	4/30/24	901	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	Usps			1
38	4/30/24	901	01-101-000-9305-6261 Conference & Training - Tech Fund	29.29	C	Credit from MACO Conference	Double Tree By Hilton			1
39	4/30/24	901	01-103-000-0000-6241 Membership Dues	0.86	D	BENJI - AMA LICENSE CONV. FEE	Us Bank National Associat			1
40	4/30/24	901	01-103-000-0000-6241 Membership Dues	40.00	D	BENJI - AMA LICENSE FEE	State Of Minnesota			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/24	901	01-103-000-0000-6261 Conference & Training	300.00	D	BRIAN - SUMMER SEMINARS	Minnesota Association Of			1
42	4/30/24	901	01-103-000-0000-6261 Conference & Training	300.00	D	BENJI - SUMMER SEMINARS	Minnesota Association Of			1
43	4/30/24	901	01-103-000-0000-6261 Conference & Training	300.00	D	GRANT'S SUMMER SEMINARS	Minnesota Association Of			1
44	4/30/24	901	01-103-000-0000-6261 Conference & Training	300.00	D	JEREMY'S SUMMER SEMINARS	Minnesota Association Of			1
45	4/30/24	901	01-103-000-0000-6261 Conference & Training	109.00	D	BRIAN LEADERSHIP CLASS	Southeast Service Coopera			1
46	4/30/24	901	01-103-000-0000-6261 Conference & Training	100.00	D	BENJI INCOME CASE STUDY EXAM	Minnesota Association Of			1
47	4/30/24	901	01-103-000-0000-6301 Equip/Software Maint	18.87	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Subscription			1
48	4/30/24	901	01-105-000-0000-6261 Conference & Training	18.96	D	Training MeetingNoxWeeds-DNTS	Kwik Trip Inc			1
49	4/30/24	901	01-105-000-0000-6261 Conference & Training	5.98	D	Training Meeting Nox Weeds-H2O	Wal-Mart Stores, Inc.			1
50	4/30/24	901	01-111-000-0000-6261 Conference & Training	480.00	D	Electrical License	Minnesota State Colleges			1
51	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	212.15	D	Chair Dollies	Amazon.Com, Inc.			1
52	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,898.92	D	Chair Dollies	School Outfitters Llc			1
53	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	23.79	D	Key Replacement	Easykeyscom Inc			1
54	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	253.07	D	Wires, Ice melt, floor repair	Hillyard Inc			1
55	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	821.06	D	Wires, Ice melt, floor repair	Hillyard Inc			1
56	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	454.32	D	Chair Dollies	Amazon.Com, Inc.			1
57	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	75.00	D	Car Washes	Kwik Trip Inc			1
58	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	169.50	D	Recycled Light blubs	Block, Inc.			1
59	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	1.50	D	Service Fee	Ici Fee Culligan			1
60	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	50.79	D	New Tools	Van Meter - Owatonna			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	345.06	D	New Tools	Van Meter - Owatonna			1
62	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	80.98	D	Stamping kits	Grainger			1
63	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	65.94	D	Maintenance tools	Harbor Freight Tools 7			1
64	4/30/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	141.94	D	Key stamping kit	Grainger			1
65	4/30/24	901	01-111-040-0000-6560 Janitorial Supplies	9.37	D	Dusters	Amazon.Com, Inc.			1
66	4/30/24	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	33.50	D	equipment rental	Invoice Cloud, Inc.			1
67	4/30/24	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	141.94	C	Parts return	Grainger			1
68	4/30/24	901	01-111-042-0000-6560 Janitorial Supplies	465.23	D	janitorial Supplies	Hillyard Inc			1
69	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	1,528.64	D	Wall guards	Bluesnap Inc			1
70	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	201.67	D	Steamer Timer Kit	Parts Town, Llc			1
71	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	8.45	D	Visting vent	Lowes #02518			1
72	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	836.00	D	Wires, Ice melt, floor repair	Hillyard Inc			1
73	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	97.82	D	Wires, Ice melt, floor repair	Hillyard Inc			1
74	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	221.99	D	Replacement filters	Amazon.Com, Inc.			1
75	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	179.71	D	Ice Machine Cleaner	Amazon.Com, Inc.			1
76	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	16.45	D	Plow trap	Fleet Farm Group, Llc			1
77	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	538.00	D	Mortise Lock with Lever & Rose	Mayflower Sales Co Llc			1
78	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	37.90	D	Caulk	Lowes #02518			1
79	4/30/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	73.82	D	pest control	Plunketts Pest Control			1
80	4/30/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	374.45	D	Weed Control	Trugreen Lockbox			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	4/30/24	901	01-111-050-0000-6410 Office Supplies	374.78	D	Card Readers - Agile Kiosks	Levata Chicago, Il			1
82	4/30/24	901	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple.Com/Bill			1
83	4/30/24	901	01-201-000-0000-6211 Radio-Computers-Cameras	159.90	D	20/Ear buds for Radios	Amazon.Com, Inc.			1
84	4/30/24	901	01-201-000-0000-6215 Postage	14.00	D	Redemption check-certified mai	Usps			1
85	4/30/24	901	01-201-000-0000-6293 Gun Permit Expenses	108.60	D	Shipping to repair AccuBanker	Usps			1
86	4/30/24	901	01-201-000-0000-6293 Gun Permit Expenses	17.46	D	Void Permit to Carry	Usps			1
87	4/30/24	901	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Music			1
88	4/30/24	901	01-201-000-0000-6330 Travel Expenses	21.67	D	1/supper-CornerHouse trng	Apple American Group Llc			1
89	4/30/24	901	01-201-000-0000-6330 Travel Expenses	580.18	D	4/Night Stay-CornerHouse trng	Home2 Suites			1
90	4/30/24	901	01-201-000-0000-6330 Travel Expenses	13.62	D	1/lunch-CornerHouse trng	Portillo's Hot Dogs, Llc			1
91	4/30/24	901	01-201-000-0000-6330 Travel Expenses	17.27	D	1/supper-CornerHouse trng	India Palace Inc			1
92	4/30/24	901	01-201-000-0000-6330 Travel Expenses	20.88	D	1/supper-CornerHouse trng	Lisu Thai Taste			1
93	4/30/24	901	01-201-000-0000-6330 Travel Expenses	16.66	D	1/lunch-CornerHouse trng	Sachi Foods Llc			1
94	4/30/24	901	01-201-000-0000-6330 Travel Expenses	25.02	D	1/supper-CornerHouse trng	Pizza Luce			1
95	4/30/24	901	01-201-000-0000-6330 Travel Expenses	59.80	D	Refund Program for hotel stay	Protecht, Inc			1
96	4/30/24	901	01-201-000-0000-6330 Travel Expenses	703.52	D	3/night stay Sota	Hotel Lodging			1
97	4/30/24	901	01-201-000-0000-6410 Office Supplies	74.55	D	kleenex	Amazon.Com, Inc.			1
98	4/30/24	901	01-201-000-0000-6801 Misc Expense	154.45	D	Printer ink & Phone case	Wal-Mart Stores, Inc.			1
99	4/30/24	901	01-251-000-0000-6261 Conference & Training	400.00	D	FTO TRAINING-2	Minnesota Sheriffs Ass			1
100	4/30/24	901	01-251-000-0000-6261 Conference & Training	750.00	D	def tactics train - 3 officers	Minnesota Sheriffs Ass			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	4/30/24	901	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sxm Siriusxm.Com/Acct			1
102	4/30/24	901	01-251-000-0000-6406 Program Supplies	93.39	D	programs tv	Hulu 877-8244858 Ca			1
103	4/30/24	901	01-251-000-0000-6418 Lock-Up Supplies	13.99	D	clear bags	Amazon.Com, Inc.			1
104	4/30/24	901	01-251-000-0000-6432 Medical Payments	16.74	D	medical bandages	Amazon.Com, Inc.			1
105	4/30/24	901	01-251-000-0000-6451 Operating Supplies	108.60	D	phone stations	Amazon.Com, Inc.			1
106	4/30/24	901	01-251-000-0000-6560 Janitorial Supplies	19.99	D	cleaning cloths	Amazon.Com, Inc.			1
107	4/30/24	901	01-251-000-0000-6560 Janitorial Supplies	15.99	C	refund cleaning supplies	Amazon.Com, Inc.			1
108	4/30/24	901	01-251-000-0000-6560 Janitorial Supplies	15.99	D	cleaning towels	Amazon.Com, Inc.			1
109	4/30/24	901	01-251-000-0000-6801 Misc Expense	6.07	D	transport meal	Casey's General Stores In			1
110	4/30/24	901	01-251-000-0000-6801 Misc Expense	11.42	D	transport meal	Culvers Of Marshall			1
111	4/30/24	901	01-252-000-0000-6278 Domestic Violence/SASSI Screening	200.00	D	Risk & Needs Assessments	Behavior Data Systems			1
112	4/30/24	901	01-252-000-0000-6410 Office Supplies	31.83	D	Glasses, dishsoap, spray	Wal-Mart Stores, Inc.			1
113	4/30/24	901	01-252-000-0000-6410 Office Supplies	257.58	D	Monitors for new CCA Staff	Dell International L.L.C			1
114	4/30/24	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	39.00	D	Training Shrooms, psychedelics	J. Chad Professional Trai			1
115	4/30/24	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	39.00	D	Training Gas Station Heroin	J. Chad Professional Trai			1
116	4/30/24	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	450.00	D	MNATSA Training	Ppinc Usd Ce 3			1
117	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	30.00	D	Training-Baggage	Delta Airlines Inc			1
118	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	17.30	D	Training Supper	Paradies Lagardere @ Okc,			1
119	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	153.00	D	Training-Parking	Msp Airport Parking			1
120	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	31.28	D	Training Supper	Bricktown Brewery Restau			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	37.50	D	Training Supper	Tkr Llc			1
122	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	26.36	D	Training Supper	Doordash			1
123	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	34.55	D	Training Supper	Tkr Llc			1
124	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	14.28	D	Training Breakfast	Host International Inc			1
125	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	13.03	D	Training Lunch	Okc Hotel Ventures Llc			1
126	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	30.00	D	Training-Oklahoma-luggage	American Airlines Inc			1
127	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	16.00	D	ICOTS Training lunch	Ummies Bar Inc			1
128	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	14.04	D	ICOTS Training Lunch	Toast Inc			1
129	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	3.45	D	Parking ICOTS Training	City Of Rochester Mn			1
130	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	15.17	D	ICOTS Training Lunch	Block, Inc.			1
131	4/30/24	901	01-252-775-0000-6330 Travel Expenses - CCA	15.08	D	ICOTS Training Lunch	Block, Inc.			1
132	4/30/24	901	01-253-000-0000-6261 Conference & Training	175.00	D	K.Tapp-Basic Civil Process	Minnesota Sheriffs Ass			1
133	4/30/24	901	01-253-000-0000-6300 Bldg Repairs & Maintenance	82.80	D	Light Blubs	Van Meter - Owatonna			1
134	4/30/24	901	01-253-000-0000-6410 Office Supplies	132.93	D	12pk/Banker Boxes	Amazon.Com, Inc.			1
135	4/30/24	901	01-253-000-0000-6410 Office Supplies	44.71	D	Note books,Memo pads.etc.	Amazon.Com, Inc.			1
136	4/30/24	901	01-281-000-0000-6251 Other Administrative Costs	59.00	D	Monthly Subscription	Bc.Campfire 1343188			1
137	4/30/24	901	01-281-000-0000-6261 Conference & Training	50.13	D	5 hr mtg food	Kwik Trip Inc			1
138	4/30/24	901	01-281-000-0000-6410 Office Supplies	119.90	D	Supply Storage Tubs	Fleet Farm Group, Llc			1
139	4/30/24	901	01-281-000-1001-6801 CERT Program Expenditures	81.67	D	CERT Final Drill Refreshments	Hy-Vee, Inc.			1
140	4/30/24	901	01-481-460-6009-6261 Conference & Training	85.00	D	QA: Beth Nursing License	Nurses Board			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	4/30/24	901	01-481-460-6009-6383 Contract Services	1.83	D	QA: Beth Nursing License	Mn Nursing Board Fee			1
142	4/30/24	901	01-481-460-6009-6806 Miscellaneous	44.00	D	QA: Add'l Background Check	Dept Of Human Services			1
143	4/30/24	901	01-481-460-6012-6465 Patient Supplies & Services	66.47	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
144	4/30/24	901	01-481-461-6040-6464 General Supplies & Outreach	43.14	D	WIC: Lancets	Amazon.Com, Inc.			1
145	4/30/24	901	01-481-461-6066-6464 General Supplies & Outreach	1,686.74	D	MDH: Educational Playing Cards	Shirts Without Buttons			1
146	4/30/24	901	01-481-461-6066-6464 General Supplies & Outreach	316.38	D	MDH: General Supplies	Amazon.Com, Inc.			1
147	4/30/24	901	01-481-461-6066-6464 General Supplies & Outreach	23.91	D	MDH: General Supplies	Amazon.Com, Inc.			1
148	4/30/24	901	01-481-461-6067-6464 General Supplies & Outreach	6.96	D	Wellness: Health Fair	Amazon.Com, Inc.			1
149	4/30/24	901	01-481-461-6067-6464 General Supplies & Outreach	45.00	D	Wellness: Health Fair	Td Health Store			1
150	4/30/24	901	01-481-461-6067-6464 General Supplies & Outreach	30.50	D	Wellness: Health Fair	Amazon.Com, Inc.			1
151	4/30/24	901	01-481-461-6068-6261 Conference & Training	820.75	D	SFC: Training	Center For Breastfeedin			1
152	4/30/24	901	01-481-462-6047-6261 Conference & Training	20.00	D	CID: Immunization Conference	Eventbrite Inc.			1
153	4/30/24	901	01-481-462-6047-6261 Conference & Training	20.00	D	CID: Immunization Conference	Eventbrite Inc.			1
154	4/30/24	901	01-481-465-6057-6261 Conference & Training	12.63	D	LPHG: All Staff Training Meal	Brhb Inc			1
155	4/30/24	901	01-481-465-6057-6261 Conference & Training	25.86	D	LPHG: All Staff Training Meal	Hy-Vee, Inc.			1
156	4/30/24	901	01-481-465-6064-6261 Conferences & Training	50.00	D	CDCWF:	Government Finance Offic			1
157	4/30/24	901	01-481-465-6064-6261 Conferences & Training	905.00	D	CDCWF: Annual Conference	Government Finance Offic			1
158	4/30/24	901	01-481-465-6064-6480 Non Capitalized Inventory	228.00	D	Headset SCIT / PHN	Amazon.Com, Inc.			1
159	4/30/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	16.48	D	Misc. Shop Supplies	Fleet Farm Group, Llc			1
160	4/30/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	113.68	D	Ceiling tiles - West Lobby	Lowes #02518			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	4/30/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	84.38	D	Ice Rink Removal Supplies	Lowes #02518			1
162	4/30/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	60.34	D	Cable Ties	Fastenal Company			1
163	4/30/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	5.96	D	Distilled Water	Hy-Vee, Inc.			1
164	4/30/24	901	07-000-000-0000-1001 Cash	89.66	C	BMO Charges Apr	BMO Charges Apr			1
165	4/30/24	901	07-483-000-0000-6464 General Supplies & Outreach	89.66	D	Opiod: Comm Partner Lunch Mtg	Hy-Vee, Inc.			1
166	4/30/24	901	10-000-000-0000-1001 Cash	1,878.50	C	BMO Charges Apr	BMO Charges Apr			1
167	4/30/24	901	10-302-000-0000-6261 Conference & Training	21.24	D	Culver's - ATTSA training meal	Monticello Ventures Ks,			1
168	4/30/24	901	10-302-000-0000-6261 Conference & Training	41.01	D	Wild Bill's - \$41.01	Toast, Inc.			1
169	4/30/24	901	10-302-000-0000-6261 Conference & Training	41.90	D	Lucky's - \$41.90	Eclectic Culinary Concept			1
170	4/30/24	901	10-303-000-0000-6330 Travel Expenses	275.54	D	Gleason - lodging for training	Midway Hospitality Llc			1
171	4/30/24	901	10-304-000-0000-6261 Conference & Training	110.00	D	Training - Gabe Kasper	Minnesota State Colleges			1
172	4/30/24	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	55.79	D	Paint, flag, braces & cable	Fleet Farm Group, Llc			1
173	4/30/24	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	20.98	D	5/8x5 edge	Lowes #02518			1
174	4/30/24	901	10-304-000-0000-6512 Bldg Repair & Maintenance	177.62	D	Sign shop cabinet supplies	Amazon.Com, Inc.			1
175	4/30/24	901	10-304-000-0000-6513 Tools	274.64	D	Gearbox housing	Amazon.Com, Inc.			1
176	4/30/24	901	10-304-000-0000-6513 Tools	129.00	D	33pc Center Transfer Punches	Amazon.Com, Inc.			1
177	4/30/24	901	10-304-000-0000-6513 Tools	479.00	D	Battery packs	Pe Acquisitions Inc			1
178	4/30/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	119.15	D	Cplr pin lock & LED Corner lig	Harbor Freight Tools 7			1
179	4/30/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	16.00	C	Return tie-downs, unit#2190	Fleet Farm Group, Llc			1
180	4/30/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	95.94	D	D-ring & tie downs, unit#2190	Fleet Farm Group, Llc			1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	4/30/24	901	10-304-000-0000-6540 Fuel & Lubricants	52.69	D	Fleet Farm - fuel ATTSA train	Fleet Farm Group, LLC			1
182	4/30/24	901	38-000-000-0000-1001 Cash	1,116.37	C	BMO Charges Apr	BMO Charges Apr			1
183	4/30/24	901	38-111-045-0000-6600 Capital Outlay - CCA Bldg	181.98	D	Cable Management	Amazon.Com, Inc.			1
184	4/30/24	901	38-111-049-0000-6600 Capital Outlay - B&G Shop	62.27	D	Parts for Alexander Rack	McMaster-Carr			1
185	4/30/24	901	38-111-049-0000-6600 Capital Outlay - B&G Shop	181.98	D	Cable Management	Amazon.Com, Inc.			1
186	4/30/24	901	38-111-049-0000-6600 Capital Outlay - B&G Shop	692.45	D	Rack for Alexander Building	Rack Solutions, Inc.			1
187	4/30/24	901	38-201-000-0000-6600 Capital Outlay - Sheriff	90.99	D	Cable Management	Amazon.Com, Inc.			1
188	4/30/24	901	38-201-000-0000-6600 Capital Outlay - Sheriff	93.30	C	Refund Lost Shipment	Amazon.Com, Inc.			1
189	4/30/24	901	81-000-000-0000-1001 Cash	2,050.21	C	BMO Charges Apr	BMO Charges Apr			1
190	4/30/24	901	81-230-000-0000-6210 Telephone	93.39	D	Cable TV	Hulu 877-8244858 Ca			1
191	4/30/24	901	81-230-000-0000-6215 Postage	108.80	D	Stamps	Usps			1
192	4/30/24	901	81-230-000-0000-6330 Travel Expenses	423.64	D	Hotel for Training	Fsp Alexandria Arrowwo			1
193	4/30/24	901	81-230-000-0000-6330 Travel Expenses	423.64	D	Hotel for Training	Fsp Alexandria Arrowwo			1
194	4/30/24	901	81-230-000-0000-6330 Travel Expenses	423.64	D	Hotel for Training	Fsp Alexandria Arrowwo			1
195	4/30/24	901	81-230-000-0000-6410 Office Supplies	13.18	D	Note Pads	Amazon.Com, Inc.			1
196	4/30/24	901	81-230-000-0000-6410 Office Supplies	29.99	D	CD Envelope Sleeves	Amazon.Com, Inc.			1
197	4/30/24	901	81-230-000-0000-6410 Office Supplies	29.99	D	Webcam	Amazon.Com, Inc.			1
198	4/30/24	901	81-230-000-0000-6410 Office Supplies	89.98	D	Copy Paper	Amazon.Com, Inc.			1
199	4/30/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	384.00	D	Headsets	Amazon.Com, Inc.			1
200	4/30/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	29.96	D	Replacement Ear Pads	Amazon.Com, Inc.			1

Steele County
JOURNAL ENTRIES



Description 04 2024 - JE C1 - BMO

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
			Debit Total	40,292.19		Credit Total	40,292.19	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C2 - POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/24	902	01-031-000-0000-6215 Postage	0.88	D	Postage - Admin				1
2	4/30/24	902	01-103-000-0000-6215 Postage	117.76	D	Postage - Assessor				1
3	4/30/24	902	01-041-000-0000-6215 Postage	312.54	D	Postage - PT&E				1
4	4/30/24	902	01-252-000-0000-6215 Postage	183.77	D	Postage - CCA				1
5	4/30/24	902	01-062-000-0000-6802 Internal Chargeback	977.07	D	Postage - Court Admin				1
6	4/30/24	902	01-251-000-0000-6215 Postage	12.75	D	Postage - Detention Center				1
7	4/30/24	902	01-063-000-0000-6215 Postage	11.52	D	Postage - Auditor Elections				1
8	4/30/24	902	01-602-000-0000-6215 Postage	8.32	D	Postage - Extension				1
9	4/30/24	902	01-044-000-0000-6215 Postage	65.52	D	Postage - Treas/Finance				1
10	4/30/24	902	01-550-000-0000-6215 Postage	5.12	D	Postage - Four Seasons				1
11	4/30/24	902	01-062-000-0000-6802 Internal Chargeback	53.58	D	Postage - MRCI				1
12	4/30/24	902	01-105-000-0000-6215 Postage	97.81	D	Postage - Planning and Zoning				1
13	4/30/24	902	01-101-000-0000-6215 Postage	365.35	D	Postage - Recorder				1
14	4/30/24	902	01-121-000-0000-6215 Postage	37.19	D	Postage - Veterans				1
15	4/30/24	902	01-481-460-6009-6215 Postage	31.23	D	Postage - QA				1
16	4/30/24	902	01-481-461-6011-6215 Postage	29.04	D	Postage - CTC				1
17	4/30/24	902	01-481-460-6012-6215 Postage	229.43	D	Postage - LTC				1
18	4/30/24	902	01-481-461-6025-6215 Postage	37.04	D	Postage - FAP/HCB/FC				1
19	4/30/24	902	01-481-461-6030-6215 Postage	40.08	D	Postage - MCH				1
20	4/30/24	902	01-481-461-6059-6215 Postage	2.35	D	Postage - SEMN/FHV				1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C2 - POSTAGE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/24	902	01-481-462-6047-6215 Postage	1.28	D	Postage - CID				1
22	4/30/24	902	01-481-464-6061-6215 Postage	0.64	D	Postage - COVID				1
23	4/30/24	902	01-481-465-6057-6215 Postage	3.52	D	Postage - LPHG/INF/MISC/ENV				1
24	4/30/24	902	01-062-000-0000-6215 Postage	2,623.79	C	GF Postage Allocation				1
25	4/30/24	902	10-301-000-0000-6215 Postage	1.28	D	Highway Postage				1
26	4/30/24	902	10-000-000-0000-1001 Cash	1.28	C	Highway Postage				1
27	4/30/24	902	01-000-000-0000-1001 Cash	1.28	D	Highway Postage				1
28	4/30/24	902	01-062-000-0000-5831 Miscellaneous	1.28	C	Highway Postage				1
29	4/30/24	902	53-398-000-0000-6215 Postage	22.91	D	Landfill Postage				1
30	4/30/24	902	53-000-000-0000-1001 Cash	22.91	C	Landfill Postage				1
31	4/30/24	902	01-000-000-0000-1001 Cash	22.91	D	Landfill Postage				1
32	4/30/24	902	01-062-000-0000-5831 Miscellaneous	22.91	C	Landfill Postage				1
Debit Total				2,672.17		Credit Total	2,672.17	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C4 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/24	904	01-111-050-0000-6320 Vehicle Repairs & Maintenance	438.58	D	Enterprise Full Maint Fee Admn				1
2	4/30/24	904	01-251-000-0000-6320 Vehicle Maintenance	563.34	D	Enterprise Full Maint Fee DC				1
3	4/30/24	904	01-000-000-0000-1001 Cash	1,001.92	C	Admin-DC Enterprise Apr 2024				1
4	4/30/24	904	01-111-050-0000-6347 Enterprise Fleet Leasing	6,967.92	D	County Fleet Lease - Apr 24				1
5	4/30/24	904	01-201-000-0000-6347 Enterprise Fleet Leasing	9,820.75	D	Sheriff Fleet Lease - Apr 24				1
6	4/30/24	904	01-000-000-0000-1001 Cash	16,788.67	C	Fleet Lease Payments - Apr 24				1
7	4/30/24	904	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	4/30/24	904	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	4/30/24	904	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	4/30/24	904	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
11	4/30/24	904	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	4/30/24	904	01-201-000-0106-6320 Squad 7424 Maintenance	160.23	D	Oil, washfluid, balance,filter				1
13	4/30/24	904	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
14	4/30/24	904	01-201-000-0107-6320 Squad 7407 Maintenance	72.85	D	Oil change & Tire rotation				1
15	4/30/24	904	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
16	4/30/24	904	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	4/30/24	904	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
18	4/30/24	904	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
19	4/30/24	904	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
20	4/30/24	904	01-201-000-0112-6320 Squad 7406 Maintenance	78.03	D	Oil change				1

Steele County

JOURNAL ENTRIES



Description 04 2024 - JE C4 - ENTERPRISE

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/24	904	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
22	4/30/24	904	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
23	4/30/24	904	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
24	4/30/24	904	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	4/30/24	904	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
26	4/30/24	904	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Fleet Vehicle Maintenance				1
27	4/30/24	904	01-201-000-0120-6320 Squad 7402 Maintenance	84.68	D	Fleet Vehicle Maintenance				1
28	4/30/24	904	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maint 274XM2				1
29	4/30/24	904	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
30	4/30/24	904	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
31	4/30/24	904	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FV Maint - 22VH5M/Old 7402				1
32	4/30/24	904	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FV Maint - 22VH68/Old 7426				1
33	4/30/24	904	01-201-000-0000-6320 Vehicle Maintenance	1,435.15	D	Oil, fluid, balance, axle seal				1
34	4/30/24	904	01-000-000-0000-1001 Cash	2,150.82	C	Sheriff Enterprise - Apr 2024				1
Debit Total				19,941.41		Credit Total	19,941.41	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 12 2023 JE UPLOAD - C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/23	903	01-003-000-0000-5710 Interest From Investments	145,617.96	C	Dec Interest From Investments				1
2	12/31/23	903	01-003-000-0000-5710 Interest From Investments	731.64	C	Dec Interest ROI				1
3	12/31/23	903	01-000-000-0000-1001 Cash	149,397.95	D	Dec Investment				1
4	12/31/23	903	01-003-000-0000-5710 Interest From Investments	3,080.71	C	Dec Interest Adjustment				1
5	12/31/23	903	01-003-000-0000-6801 General Expense	32.36	D	Dec Investment Adjustment				1
6	12/31/23	903	75-000-000-0000-1001 Cash	139.83	D	Dec 2023 Missing Heir Interest				1
7	12/31/23	903	75-870-000-0000-5710 Interest	139.83	C	Dec 2023 Missing Heir Interest				1
Debit Total				149,570.14		Credit Total	149,570.14	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 2024 04 - JE C3 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	4/30/24	903	01-031-000-0000-6210 Telephone	48.76	D	Phone Charges - Verizon				1
2	4/30/24	903	01-032-000-0000-6210 Telephone	92.52	D	Phone Charges - Verizon				1
3	4/30/24	903	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
4	4/30/24	903	01-061-000-0000-6210 Telephone	68.78	D	Phone Charges - Verizon				1
5	4/30/24	903	01-091-000-0000-6210 Telephone	127.53	D	Phone Charges - Verizon				1
6	4/30/24	903	01-103-000-0000-6210 Telephone	245.24	D	Phone Charges - Verizon				1
7	4/30/24	903	01-105-000-0000-6210 Telephone	215.05	D	Phone Charges - Verizon				1
8	4/30/24	903	01-111-000-0000-6210 Telephone	393.84	D	Phone Charges - Verizon				1
9	4/30/24	903	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
10	4/30/24	903	01-251-000-0000-6210 Telephone	180.04	D	Phone Charges - Verizon				1
11	4/30/24	903	01-252-000-0000-6210 Telephone	672.64	D	Phone Charges - Verizon				1
12	4/30/24	903	01-253-000-0000-6210 Telephone	43.76	D	Phone Charges - Verizon				1
13	4/30/24	903	01-281-000-0000-6210 Telephone	186.29	D	Phone Charges - Verizon				1
14	4/30/24	903	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
16	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
17	4/30/24	903	01-481-460-6012-6210 Telephone	48.76	D	Phone Charges - LTC				1
18	4/30/24	903	01-481-461-6040-6210 Telephone	43.76	D	Phone Charges - WIC				1
19	4/30/24	903	01-481-461-6011-6210 Telephone	21.88	D	Phone Charges - CTC				1
20	4/30/24	903	01-481-462-6047-6210 Telephone	21.88	D	Phone Charges - CID				1

Steele County

JOURNAL ENTRIES



Description 2024 04 - JE C3 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	4/30/24	903	01-481-461-6040-6210 Telephone	32.82	D	Phone Charges - WIC				1
22	4/30/24	903	01-481-461-6030-6210 Telephone	10.94	D	Phone Charges - MCH				1
23	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
24	4/30/24	903	01-481-461-6059-6210 Telephone	10.94	D	Phone Charges - SEMN				1
25	4/30/24	903	01-481-461-6034-6210 Telephone	32.82	D	Phone Charges - TANF				1
26	4/30/24	903	01-481-461-6059-6210 Telephone	43.76	D	Phone Charges - SEMN				1
27	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
28	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
29	4/30/24	903	01-481-460-6009-6210 Telephone	43.76	D	Phone Charges - QA				1
30	4/30/24	903	01-481-461-6059-6210 Telephone	21.80	D	Phone Charges - SEMN				1
31	4/30/24	903	01-481-461-6040-6210 Telephone	13.13	D	Phone Charges - WIC				1
32	4/30/24	903	01-481-462-6047-6210 Telephone	8.83	D	Phone Charges - CID				1
33	4/30/24	903	01-481-460-6012-6210 Telephone	48.76	D	Phone Charges - LTC				1
34	4/30/24	903	01-481-460-6012-6210 Telephone	48.76	D	Phone Charges - LTC				1
35	4/30/24	903	01-481-461-6040-6210 Telephone	40.01	D	Phone Charges - WIC				1
36	4/30/24	903	01-481-460-6012-6210 Telephone	43.76	D	Phone Charges - LTC				1
37	4/30/24	903	01-481-465-6057-6210 Telephone	48.76	D	Phone Charges - LPHG				1
38	4/30/24	903	01-481-465-6057-6210 Telephone	43.76	D	Phone Charges - LPHG				1
39	4/30/24	903	01-481-460-6012-6210 Telephone	29.26	D	Phone Charges - LTC				1
40	4/30/24	903	01-481-464-6052-6210 Telephone	19.50	D	Phone Charges - PHEP				1

Steele County
JOURNAL ENTRIES



Description 2024 04 - JE C3 - VERIZON

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	4/30/24	903	01-201-000-0000-6211 Radio-Computers-Cameras	560.41	D	Squad Connections - Verizon				1
42	4/30/24	903	01-201-000-0000-6210 Telephone	1,060.20	D	Phone Charges - Verizon				1
43	4/30/24	903	01-000-000-0000-1001 Cash	4,931.56	C	Verizon Charges Apr				1
44	4/30/24	903	10-301-000-0000-6210 Telephone	2,991.99	D	Phone Charges - Verizon				1
45	4/30/24	903	10-000-000-0000-1001 Cash	2,991.99	C	Phone Charges - Verizon				1
46	4/30/24	903	53-398-000-0000-6210 Telephone	83.77	D	Phone Charges - Verizon				1
47	4/30/24	903	53-000-000-0000-1001 Cash	83.77	C	Phone Charges - Verizon				1
Debit Total				8,007.32		Credit Total	8,007.32	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description MARCH 2024 JE - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/24	901	01-000-000-0000-1001 Cash	110.25	D	VOID ACH 93918				1
2	3/31/24	901	01-481-000-0000-6322 Service Agreements	110.25	C	VOID ACH 93918				1
3	3/31/24	901	01-000-000-0000-1001 Cash	67.38	D	Void Warrant 181392				1
4	3/31/24	901	01-252-775-0000-6331 Mileage Reimbursement - CCA Subsidy	67.38	C	Void Warrant 181392				1
5	3/31/24	901	70-000-000-0000-1001 Cash	723.56	D	Voided Duplicate Payment				1
6	3/31/24	901	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	723.56	C	Voided Duplicate Payment				1
Debit Total				901.19		Credit Total	901.19	Net:	0.00	

PERSONNEL REPORT
May 14, 2024 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
Connor Breitbarth	Correctional Officer/Det. Ctr.	B24/1	05/13/24

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Julia Forbes	County Attorney	Attorney's Office	06/28/24
Greg Ilkka (going part-time)	County Engineer	Highway	06/17/24
Greg Ilkka (retirement)	County Engineer	Highway	10/01/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
County Attorney	Attorney's Office	Backfill Forbes
County Engineer	Planning & Zoning	Backfill Ilkka

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (4)	Det. Center/Sheriff's Office	Backgrounding
Road Deputy (1.5)	Sheriff's Office	Backgrounding 1
Asst. County Attorney I/II/Sr.	County Attorney	Interviewing
County Administrator	Administration	Interviewing
County Assessor	Assessor	Interviewing
GIS Technician	IT	Interviewing
IT Security Analyst	IT	Working on Job Description
Probation Officer I/II/III	Community Corrections	Recruiting
County Attorney	Attorney's Office	Recruiting

Open Positions – In Committee:

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



Steele County Agenda Item

Request for Board Action

Subject: On-Sale Beer License

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date:

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve the On-Sale Beer License for Holy Trinity Catholic Church of Litomysl

Background (*Including Budget Impact*):

This is an annual renewal request for an On-Sale Beer License for their Summer Event to be held on July 28, 2024 and to waive the fee.

The applicant has provided the certificate of insurance and has the required authorized signatures.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Tobacco Licenses

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date:

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve the annual renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods.

Background (*Including Budget Impact*):

This is an annual renewal request for a Tobacco License. The applicants have provided the required forms.

The cost of the Tobacco license is \$200.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: ES&S Software Agreement and Amendment

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date: May 14, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve the Annual ES&S Software License, Maintenance and Support Services Agreement for election equipment August 1, 2024, through July 31, 2025, in the amount of \$6,510. And the First Amendment to Agreement for the Hardware Maintenance and Software License in the amount of \$510.

Recommendation:

Approve the annual agreement and the amendment agreement.

Background (*Including Budget Impact*):

The annual agreement is routine for our existing election equipment. The amendment was to correct inconsistency on the recent purchase of DS200, putting it under the same service agreement as the existing DS200's.

Attachments:

Agreements

**ELECTION SYSTEMS & SOFTWARE, LLC
SOFTWARE LICENSE, MAINTENANCE AND SUPPORT SERVICES AGREEMENT**

THIS ANNUAL SOFTWARE LICENSE/MAINTENANCE AND SUPPORT SERVICES AGREEMENT ("Agreement") is made effective as of the date set forth below, by and between **Steele County, Minnesota** ("Customer").

RECITALS:

- A. ES&S has licensed the software ("Software") described on Attachment 1 and Customer now desires to obtain license, maintenance and support services for such Software.
- B. ES&S has agreed to provide such services, subject to the terms and conditions of this Agreement.
- C. This Agreement supersedes and replaces in their entirety any and all prior agreements between ES&S and Customer respecting license and support services for such Software.

NOW, THEREFORE, in consideration of the foregoing recitals (which are specifically incorporated herein by this reference) and the mutual representations, warranties, covenants and agreements set forth below, the parties hereby agree as follows:

**ARTICLE I
GENERAL**

1. **Term; Termination.** This Agreement for Software License, Maintenance and Support Services shall be in effect for the coverage period as described in Attachment 1 (the "Initial Term"). Upon expiration of the Initial Term, this Agreement shall automatically renew for an unlimited number of successive **One-Year Periods** (each a "Renewal Period") until this Agreement is terminated by the first to occur of (a) either party's written election not to renew, which shall be delivered to the other party at least sixty (60) days prior to the end of the Initial Term or any Renewal Period, as applicable, (b) the date which is thirty (30) days after either party notifies the other that it has materially breached this Agreement, if the breaching party fails to cure such breach (except for a breach pursuant to subsection (d), which will require no notice), (c) the date on which the Software and/or firmware installed on ES&S equipment is no longer certified by federal and/or state authorities for use in Customer's jurisdiction, or (d) the date which is thirty (30) days after Customer fails to pay any amount due to ES&S under this Agreement. The termination of this Agreement shall not relieve Customer of its liability to pay any amounts due to ES&S hereunder and shall only entitle Customer to a prorated refund of any fees already paid to ES&S in the event that this Agreement is terminated pursuant to subsections 1(b) or 1(c) above.

2. **Fees.** In consideration for ES&S' agreement to provide Software License, Maintenance and Support Services under this Agreement, Customer shall pay to ES&S the Software License, Maintenance and Support Fees set forth on Attachment 1 for the Initial Term and any Renewal Periods. The Software License, Maintenance and Support Fees for the Initial Term are due as set forth on Attachment 1. ES&S may increase the Software License, Maintenance and Support Fees for a Renewal Period by not more than 10% of the amount of the most recent Fees paid by Customer. All fees for any Renewal Period shall be due and payable no later than thirty (30) days prior to the beginning of such Renewal Period. The Software License, Maintenance and Support Fee shall be comprised of (i) a fee for the Software License, Maintenance and Support provided for the ES&S Firmware, and (ii) a fee for the Software License, Maintenance and Support provided for all other ES&S Software, and shall be in addition to any fees or charges separately referred to in any Section of this Agreement. If Customer elects to receive Software License, Maintenance and Support for an Add-On or New Product during the Initial Term or any Renewal Period thereof, ES&S will charge an incremental Software License, Maintenance and Support Fee for such services.

ARTICLE II ANNUAL LICENSE OF SOFTWARE

1. **Grant of License.** Subject to the terms and conditions of this Agreement, ES&S hereby grants to Customer a nonexclusive, nontransferable license for its bona fide full time, part time or temporary employees to use the Software and all related operating instructions, user manuals and training materials supplied by ES&S (collectively the "Documentation") in **Steele County, Minnesota** ("Jurisdiction"). The license allows Customer to use and copy the Software (in object code only) and the Documentation, solely for the purposes of defining an election and tabulating and reporting election results in the Jurisdiction. The license does not permit Customer to take any of the following actions:

a. Reverse engineer, decompile, disassemble, re-engineer or otherwise create, attempt to create, or permit, allow or assist others to create, the source code or the structural framework for part or all of the Software;

b. Cause or permit any use, display, loan, publication, transfer of possession, sublicensing or other dissemination of the Software or Documentation, in whole or in part, to or by any third party including, but not limited to, any transfer of possession to, or use of the ES&S Software or Documentation by any third party to perform any services for Customer (including, but not limited to, any coding, programming or layout services) without ES&S' prior written consent; or

c. Cause or permit any change to be made to the Software without ES&S' prior written consent.

d. Allow a third party to cause or permit any copying, reproduction or printing of any output generated by the Software (except finished ballots by ballot printers selected by Customer) in which ES&S owns or claims any proprietary intellectual property rights (e.g., copyright, trademark, patent pending or patent), including, but not limited to, any ballot shells or ballot code stock.

2. **License Fees.** In consideration for ES&S' grant of the license for the ES&S Software described in Section 1, Customer shall pay ES&S the ES&S Software License Fees set forth on Attachment 1. Any license or royalty fees payable to any Third Parties for the use of any third party items are the sole responsibility of Customer.

3. **Term of License.** The licenses granted in Section 1 shall commence upon the delivery of the ES&S Software described in Section 1 and shall continue for a one-year period (the "Initial License Term"). Upon expiration of the Initial License Term, the licenses shall automatically renew for an unlimited number of successive one-year periods (each a "License Renewal Term") upon the payment by Customer of the annual software license and software maintenance and support fee as set forth on Attachment 1. ES&S may terminate either license if Customer fails to pay the consideration due for, or breaches Sections 1, 2, or 5 with respect to, such license. Upon the termination of either of the licenses granted in Section 1 for ES&S Software or upon Customer's discontinuance of the use of any ES&S Software, Customer shall immediately return such ES&S Software and the related Documentation (including any and all copies thereof) to ES&S, or (if requested by ES&S) destroy such ES&S Software and Documentation and certify in writing to ES&S that such destruction has occurred.

4. **Updates.** During the Initial License Term or any License Renewal Term for which Customer has paid the associated renewal fees, ES&S may provide new releases, upgrades or maintenance patches to the ES&S Software, together with appropriate Documentation ("Updates"), on a schedule defined by ES&S. Customer is solely responsible for obtaining and purchasing any upgrades or Third Party Items required to operate the Updates as well as the cost of any replacements, retrofits or modifications to the ES&S Equipment which may be necessary in order to operate the Updates. All Updates shall be deemed to be ES&S Software for purposes of this Agreement upon delivery. Updates to the ES&S Equipment Firmware will be incorporated by ES&S into a regularly schedule preventative maintenance event at no additional charge to

Customer. If this foregoing is not acceptable to Customer and subject to Customer's prior execution of a purchase order therefor, ES&S shall charge to install the Updates to the ES&S Equipment Firmware. ES&S shall also charge Customer at its then-current rates to (i) train Customer on Updates, if such training is requested by Customer; and (ii) if applicable, provide maintenance and support on the ES&S Software that is required as a result of Customer's failure to timely or properly install an Update. Notwithstanding the foregoing, Customer shall pay ES&S to install all election management software Updates. If applicable, Customer shall be responsible for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee which is caused by Customer's failure to install the most recent Update provided to it by ES&S. If Customer proposes changes in the ES&S Software to ES&S, such proposals will become ES&S' property. ES&S may, in its sole discretion, elect to make or not to make such changes without reference or compensation to Customer or any third party. ES&S represents to Customer that the Updates will comply with all applicable state law requirements at the time of delivery. Customer shall be responsible to ensure that it has installed and is using only certified versions of ES&S Software in accordance with applicable law. In the event that any Updates are required due to changes in state law, Customer shall be responsible for:

- (i) the total cost of any third party items that are required in order to operate the Updates;
- (ii) the total cost of any replacements, retrofits or modifications to the ES&S Equipment contracted for herein that may be developed and offered by ES&S in order for such ES&S Equipment to remain compliant with applicable laws and regulations; and
- (iii) Customer's pro-rata share of the costs of designing, developing and/or certification by applicable federal and state authorities of such state mandated Updates.

Customer's pro-rata share of the costs included under subsection (iii) above shall be determined at the time by dividing the number of registered voters in Customer's jurisdiction by the total number of registered voters in all counties in Customer's state to which ES&S has sold and/or licensed the Equipment and/or Licensed Software purchased and licensed by Customer under this Agreement. Customer shall pay ES&S the entire costs incurred for design, development and certification of any Update which is required due to a change in local law or is otherwise requested or required by Customer.

5. **Proprietary Rights.** Customer acknowledges and agrees that ES&S owns all right, title and interest in and to the Software and Documentation, subject to the license granted herein. ES&S likewise owns all patents, trademarks, copyrights, trade names and other proprietary or intellectual property in, or used in connection with, the Software and Documentation. The Software and Documentation also contain confidential and proprietary trade secrets of ES&S which are protected by law and are of substantial value to ES&S. Customer shall keep the Software and Documentation free and clear of all claims, liens and encumbrances and shall maintain all copyright, trademark, patent or other intellectual or proprietary rights notices which are set forth on the Software, the Documentation, and all permitted copies thereof.

ARTICLE III SOFTWARE LICENSE, MAINTENANCE AND SUPPORT

1. **Services Provided.** ES&S shall provide license, maintenance and support services ("Software License, Maintenance and Support") for the ES&S Software and ES&S Firmware (collectively, "ES&S Software") during the Initial License Term and any License Renewal Term Thereof, to allow Customer to continue to license and use the software in accordance with the license terms set forth in Article I as well as to enable it to perform in accordance with its Documentation in all material respects, and to cure any defect in material or workmanship. The specific Software License, Maintenance and Support services provided by ES&S and each party's obligations with respect to such services are set forth on Attachment 1.

2. **Updates.** During the Initial License Term and any License Renewal Term thereof, ES&S may continue to provide Updates in accordance with the terms of Article II, Section 4. In addition, Customer shall pay ES&S to install any election management software Updates at its then current rates.

3. **Conditions.** ES&S shall not provide Software License, Maintenance and Support for any item of ES&S Software if such item requires such services as a result of (a) repairs, changes, modifications or alterations not authorized or approved by ES&S, (b) Maintenance or repairs by an individual other than an authorized representative of ES&S, (c) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by ES&S, (d) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, flooding, riots, acts of war, terrorism or insurrection, government acts or orders, epidemics, pandemics or outbreak of communicable disease, quarantines, national or regional emergencies, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, (e) Customer's failure to timely and properly install and use the most recent update provided to it by ES&S, or (f) Customer's failure to notify ES&S within three (3) business days after Customer knows of the need for such services. Any such Software License, Maintenance and Support shall be provided at the fees to be agreed upon by the parties if and when the need for such Software License, Maintenance and Support arises. Replacement versions of Software requested by Customer as a result of items set forth in this Section 5 or as a result of Customer's actions or inactions shall be billable to Customer at ES&S' then current rates.

4. **Proprietary Rights.** ES&S shall own the entire right, title and interest in and to all corrections, programs, information and work product conceived, created or developed, alone or with Customer or others, as a result of or related to the performance of this Agreement, including all proprietary rights therein or based thereon. Subject to the payment of all Software Maintenance Fees, ES&S hereby grants to Customer a non-exclusive license to use that portion of such corrections, programs, information and work product that ES&S actually delivers to Customer pursuant to this Agreement. All licensed items shall be deemed to be ES&S Software for purposes of this Agreement. Except and to the extent expressly provided herein, ES&S does not grant to Customer any right, license, or other proprietary right, express or implied, in or to any corrections, programs, information, or work product covered by this Agreement.

5. **Reinstatement of Software License and Maintenance and Support.** If the Initial License Term or any License Renewal Term thereof expires without being renewed, Customer may thereafter receive a Software License and resume receiving Software Maintenance and Support upon (a) notification to ES&S, (b) payment of all fees which would have been due to ES&S had the Initial Term or any Renewal Period not expired, and (c) the granting to ES&S of access to the ES&S Software, so that ES&S may analyze it and perform such maintenance as may be necessary before resuming the Software License, Maintenance and Support services.

ARTICLE IV MISCELLANEOUS

1. **Taxes; Interest.** Customer will provide ES&S with proof of its tax-exempt status. If Customer does not provide such proof, it shall pay, or shall reimburse ES&S for, all sales and use, excise or other similar taxes imposed on the transactions contemplated by this Agreement, but shall in no event be liable for taxes imposed on or measured by ES&S' income. If Customer disputes the applicability of any tax to be paid pursuant to this Section 1, it shall pay the tax and may thereafter seek a refund. Any disputed or undisputed payment which is past due to ES&S will bear interest at the rate of one and one-half percent per month (or such lesser amount as may be permitted by applicable law) for each month or portion thereof during which it remains unpaid.

2. **Limitation of Liability.** Neither party shall be liable for any indirect, incidental, punitive, exemplary, special or consequential damages of any kind whatsoever arising out of or relating to this Agreement. Neither party shall be liable for the other party's negligent or willful misconduct. ES&S' total liability to Customer arising out of or relating to this Agreement shall not exceed the aggregate amount to be paid to ES&S hereunder. By entering into this Agreement, Customer agrees to accept responsibility for (a) the selection of, use of and results obtained from any equipment, software or services not provided by ES&S and used with the Equipment or Software; or (b) user errors, voter errors or problems encountered by any individual in voting that are not otherwise a result of the failure of ES&S to perform. ES&S shall not be liable under this Agreement for any claim, damage, loss, judgment, penalty, cost, amount paid in settlement or fee that is caused by (y) Customer's failure to timely or properly install and use the most

recent Update provided to it by ES&S or (z) Customer's election not to receive, or to terminate, the Hardware Maintenance Services or the Software License and Maintenance and Support.

3. **Excusable Nonperformance.** Except for obligations to make payments hereunder, if either party is delayed or prevented from performing its obligations under this Agreement as a result of any cause beyond its reasonable control, including acts of God, fire, riots, acts of war, terrorism or insurrection, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, the delay shall be excused during the continuance of, and to the extent of, such cause, and the period of performance shall be extended to the extent necessary to allow performance after the cause of delay has been removed. ES&S agrees to work with Customer, at Customer's request, to develop mutually agreeable alternatives in order to minimize the negative impact of any such delay.

4. **Notice.** Any notice or other communication required or permitted hereunder shall be in writing, and will be deemed given when (a) delivered personally, (b) sent by confirmed email, (c) sent by confirmed fax, (d) sent by commercial overnight courier (with written verification of receipt) or (e) sent by registered or certified mail, return receipt requested, postage prepaid, when the return receipt is received. All communications shall be sent to the attention of the persons listed on the signature page to this Agreement and at the addresses, email address or fax numbers set forth on such signature page unless other names, addresses or fax numbers are provided by either or both parties in accordance herewith.

5. **Assignment.** Except in the case of a reorganization of the assets or operations of ES&S with one or more affiliates of ES&S or the sale, transfer or assignment of all or substantially all of the assets of ES&S to a successor who has asserted its intent to continue the business of ES&S, neither party may assign or transfer this Agreement or assign, subcontract or delegate any of its rights, duties or obligations hereunder without the prior written consent of the other party hereto, such consent not to be unreasonably withheld or conditioned, nor unduly delayed.

6. **Entire Agreement.** This Agreement, including all exhibits hereto, shall be binding upon and inure to the benefit of the parties and their respective representatives, successors and assigns. This Agreement, including Attachment 1 (which is specifically incorporated herein by this reference), contains the entire agreement of the parties with respect to the subject matter hereof and supersedes and replaces any and all other prior or contemporaneous discussions, negotiations, agreements or understandings between the parties, whether written or oral, regarding the subject matter hereof. Any provision of any purchase order, form or other agreement which conflicts with or is in addition to the provisions of this Agreement shall be of no force or effect. In the event of any conflict between a provision contained in an Attachment to this Agreement and these General Terms, the provision contained in the Attachment shall control. No waiver, amendment or modification of any provision of this Agreement shall be effective unless in writing and signed by the party against whom such waiver, amendment or modification is sought to be enforced. No consent by either party to, or waiver of, a breach by either party shall constitute a consent to or waiver of any other different or subsequent breach by either party. This Agreement shall be governed by and construed in accordance with the laws of the State in which the Customer resides, without regard to its conflicts of laws principles. The parties agree that venue for any dispute or cause of action arising out of or related to this Agreement shall be in the state and federal courts of the United States located in the State in which the Customer resides. ES&S is providing services to Customer as an independent contractor, and shall not be deemed to be a "state actor" for purposes of 42 U.S.C. § 1983. ES&S may engage subcontractors to provide certain of the services, but shall remain fully responsible for such performance. The provisions of Article I, Section 1; Article II, Sections 1, 3-5; Article III, Sections 1-5; Article IV Sections 1-5 shall survive the termination of this Agreement, to the extent applicable.

7. **Counterparts; Execution By Email.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument. The parties may execute this Agreement and exchange counterparts of the signature pages by means of email transmission, and the receipt of such executed counterparts by email transmission shall be binding on the parties. Following such exchange, the parties shall promptly exchange original versions of such signature pages.

IN WITNESS WHEREOF, this Agreement has been executed effective as of the date it is signed by the last of the parties hereto.

ELECTION SYSTEMS & SOFTWARE, LLC
11208 John Galt Boulevard
Omaha, NE 68137
Fax No.: 402-970-1291

STEELE COUNTY, MINNESOTA
630 Florence Avenue
Owatonna, MN 55060
Fax No.: N/A

Signature

Signature

Name (Printed or Typed)

Name (Printed or Typed)

Title

Title

Date

Date

PRICING SUMMARY AND PAYMENT TERMS

<u>Sale Summary:</u>		
Description	Refer To	Amount
ES&S Software License, Maintenance and Support Fees	Attachment 1	\$6,510.00
Total License, Maintenance and Support Fees for the Initial Term:		\$6,510.00
<u>Terms & Conditions:</u>		
Note 1: Any applicable state and local taxes are not included, and are the responsibility of Customer.		
Note 2: <u>Invoicing and Payment Terms are as follows:</u>		
\$6,510.00 due on or before July 1, 2024 for the Coverage Period of August 1, 2024 through July 31, 2025.		

Attachment 1

**ES&S SOFTWARE LICENSE MAINTENANCE AND SUPPORT DESCRIPTION AND FEES
SOFTWARE**

Initial Term: **August 1, 2024 through July 31, 2025**

Listed below are the Software Modules and Fees for which Software License, Maintenance and Support will be provided:

Qty	Description	Coverage Period	Software License, Maintenance and Support Fee In Total
1	Electionware Software - Reporting Only	8/1/2024 through 7/31/2025	\$6,510.00
Total Software License, Maintenance and Support Fees for the Initial Term			\$6,510.00

Software License, Maintenance and Support Services Provided by ES&S under the Agreement

1. Telephone Support.
2. Issue Resolution.
3. Technical Bulletins will be available through Customer's ES&S Web-based portal.

Note: Except for those Software License, Maintenance and Support services specifically set forth herein, ES&S is under no obligation and shall not provide other Software License and Support services to the Customer unless previously agreed upon by the parties.

Software License, Maintenance and Support and Hardware Maintenance and Support Services – Customer Responsibilities

1. Customer shall have completed a full software training session for each product selected.
 - Customer shall have completed training at a proficiency level to successfully use the hardware (firmware) and software products.
 - Customer shall have the ability to install firmware and application software and make changes to date and time settings.
 - Customer shall have the ability to change consumable items. Any other changes made made by the customer must be pre-approved in writing by ES&S.
2. Customer shall have reviewed a complete set of User Manuals.
3. Customer shall be responsible for the installation and integration of any third party hardware or software application or system purchased by the Customer, unless otherwise agreed upon, in writing, by the parties.
4. Customer shall be responsible for data extraction from Customer voter registration system.
5. Customer shall be responsible for implementation of any security protocols physical, network or otherwise which are necessary for the proper operation of the ES&S Equipment and ES&S Software.

6. Customer shall be responsible for the acceptance of the Equipment and Software, unless otherwise agreed upon, in writing, by the parties.
7. Customer shall be responsible for the design, layout, set up, administration, maintenance or connectivity of the Customer's network.
8. Customer shall be responsible for the resolution of any errors associated with the Customer's network or other hardware and software not purchased or recommended by ES&S and not otherwise identified in the User Guides as part of ES&S' Equipment and Software.
9. Customer shall be responsible for all costs associated with diagnosing ballot printing problems resulting from the use of non-ES&S Ballot Partner Printers ballots.
10. Customer shall be responsible for the payment of additional or replacement Software CDs or DVDs requested by Customer. The price for such additional or replacement Software CDs or DVDs shall be at ES&S' then current rates.

FIRST AMENDMENT TO AGREEMENT

This First Amendment to Agreement ("Amendment") shall be deemed a material part of that certain Model DS200 Sales Order Agreement by and between Election Systems & Software, LLC, a Delaware limited liability company ("ES&S") and **Steele County, Minnesota** ("Customer") dated February 28, 2023 ("Agreement"). The terms of this Amendment shall modify and supersede any and all inconsistent terms of the Agreement. Capitalized terms not otherwise defined herein shall have the same meanings ascribed to them in the Agreement.

RECITALS

WHEREAS, ES&S and Customer entered into the Agreement under which ES&S will be providing equipment, licensing software and performing certain services for Customer;

WHEREAS, both ES&S and Customer wish to amend the Agreement with respect to the maintenance program provided during the Post-Warranty Period.

WHEREAS, the Agreement is a valid and subsisting agreement between ES&S and Customer and both parties shall continue to be bound by the terms and conditions of the Agreement not otherwise amended herein.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Incorporation of Recitals.** The foregoing recitals are hereby specifically incorporated into, and deemed a material part of, this Amendment.
2. **Exhibit A to Agreement.** Exhibit A to the Agreement is hereby deleted in its entirety and replaced with Exhibit A, attached hereto and incorporated herein by this reference.
3. **Continuing Validity of Agreement.** Except as specifically set forth in this Amendment, all remaining terms and conditions of the Agreement shall remain in full force and effect.

EXECUTED as of the ____ day of _____, 2023.

ELECTION SYSTEMS & SOFTWARE, LLC.

STEELE COUNTY, MINNESOTA

By: _____

By: _____

Its: _____

Its: _____

EXHIBIT A
ES&S HARDWARE MAINTENANCE AND SOFTWARE LICENSE, MAINTENANCE
AND SUPPORT SERVICES
(POST-WARRANTY PERIOD)

ARTICLE I
GENERAL

1. **Term; Termination.** This Exhibit A for ES&S Hardware Maintenance and Software License, Maintenance and Support Services shall be in effect for the coverage period as described in Schedule A1 (the "Initial Post Warranty Term"). Upon expiration of the Initial Post Warranty Term, this Exhibit A shall automatically renew for an unlimited number of successive **Two-Year Periods** (each a "Renewal Period") until this Exhibit A is terminated by the first to occur of (a) either party's written election not to renew, which shall be delivered to the other party at least thirty (30) days prior to the end of the Initial Post Warranty Term or any Renewal Period, as applicable, (b) the date which is thirty (30) days after either party notifies the other that it has materially breached this Exhibit A, if the breaching party fails to cure such breach (except for a breach pursuant to subsection (e), which will require no notice), (c) the date which is thirty (30) days after ES&S notifies Customer that it is no longer able to procure replacement parts that may be needed in order to perform the ES&S Hardware Maintenance Services contemplated hereunder, (d) the date on which the ES&S Hardware or firmware installed thereon is no longer certified by federal and/or state authorities for use in Customer's jurisdiction, or (e) the date which is thirty (30) days after Customer fails to pay any amount due to ES&S under this Exhibit A. The termination of this Exhibit A shall not relieve Customer of its liability to pay any amounts due to ES&S hereunder and shall only entitle Customer to a prorated refund of any fees already paid to ES&S in the event that this is Exhibit A is terminated pursuant to subsection 1(c) or 1(d) above.

2. **Fees.** In consideration for ES&S' agreement to provide ES&S Hardware Maintenance and Software License, Maintenance and Support Services under this Exhibit A, Customer shall pay to ES&S the ES&S Hardware Maintenance and Software License, Maintenance and Support Fees set forth on Schedule A1 for the Initial Post Warranty Term. The Hardware Maintenance and Software License, Maintenance and Support Fees for the Initial Post Warranty Term are due as set forth on Schedule A1. ES&S may increase the Hardware Maintenance and Software License, Maintenance and Support Fees for a Renewal Period by not more than 10% of the amount of the most recent Fees paid by Customer. All fees for any Renewal Period shall be due and payable no later than thirty (30) days prior to the beginning of such Renewal Period. The Software License, Maintenance and Support Fee shall be comprised of (i) a fee for the Software License, Maintenance and Support provided for the ES&S Firmware, and (ii) a fee for the Software License, Maintenance and Support provided for all other ES&S Software, and shall be in addition to any fees or charges separately referred to in any Section of this Exhibit A. If Customer elects to receive Software License, Maintenance and Support for an Add-On or New Product during the Initial Post Warranty Term or any Renewal Period thereof, ES&S will charge an incremental Software License, Maintenance and Support Fee for such services.

ARTICLE II
HARDWARE

1. **Maintenance Services.** The ES&S Hardware Maintenance Services to be provided to Customer under this Agreement for the ES&S Hardware set forth on Schedule A1 (the "Products") shall be subject to the following terms and conditions:

a. **Routine Maintenance Services.** An ES&S Representative shall provide such services as may be necessary to keep the Products working in accordance with their Documentation, normal wear and tear excepted ("Normal Working Condition"). The services provided by ES&S pursuant to this Subsection 1(a) are referred to herein as "Routine Maintenance Services". Routine Maintenance Services shall be provided once each **Twenty-Four (24) Months** during the Initial Post Warranty Term or any Renewal Period thereof.

Generally, Routine Maintenance Services shall include cleaning, lubrication, diagnostic check, and calibration services. The Routine Maintenance Services shall not include the repair or replacement of any ES&S Hardware components that are consumed in the normal course of operating the ES&S Hardware, including, but not limited to, headphones and headphone protective covers, printer cartridges or ribbons, paper, batteries, drums, toners, fusers, transfer belts, removable media storage devices, seals, keys, power supplies/cords, PCMCIA, Smart, or CF cards or marking devices (collectively, the "Consumables"). ES&S may modify and make available additional Consumables as they may become available from time to time. Customer may request that Routine Maintenance Services be performed more than once during the Initial Post Warranty Term or any Renewal Period. Any such request shall be made at least sixty (60) days before the Routine Maintenance Services are desired. The per-unit fee for such additional Routine Maintenance Services is set forth on Schedule A1 and shall be due within thirty (30) days after invoice date. ES&S will schedule the Routine Maintenance Services with Customer. The Routine Maintenance Services will be provided at Customer's Designated Location. Customer's "Designated Location" shall mean Customer's owned or leased facility at which Customer desires ES&S to perform the ES&S Hardware Maintenance Services.

b. **Repair Services.**

i. **Defects Under Normal Use and Service.** If a defect or malfunction occurs in any Product while it is under normal use and service, Customer shall promptly notify ES&S, and ES&S shall use reasonable efforts to restore the item to Normal Working Condition as soon as practicable. The services provided by ES&S pursuant to this Subsection 1(b)(i) are referred to herein as "Repair Services". ES&S will perform Repair Services in conjunction with a Routine Maintenance Service event at the Customer's Designated Location.

ii. **Defects Due to Customer Actions or Omissions.** If a defect or malfunction occurs in any Product as a result of (1) repairs, changes, modifications or alterations not authorized or approved by ES&S, (2) use, modification, dismantling, disassembly, or transfer to third party without ES&S's prior written consent, (3) accident, theft, vandalism, neglect, abuse or use that is not in accordance with instructions or specifications furnished by ES&S or (4) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, floods, riots, acts of war, terrorism or insurrection, government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, rodent infestation, or if Customer does not notify ES&S within 72 hours after it knows of the defect or malfunction, Customer shall pay ES&S for the Repair Services at ES&S' then-current rates, as well as for the cost of all parts used in connection with such Repair Services.

iii. **Timing.** The date(s) on which any Repair Services shall be provided shall be mutually agreed upon by ES&S and Customer. If Customer requires ES&S to provide "emergency" Repair Services (which shall be defined as Repair Services that are provided by ES&S within 48 hours after Customer notifies ES&S of the need therefore), and such emergency Repair Services are not needed as a result of an action, error or omission by ES&S, Customer shall pay a surcharge, as set forth on Schedule A1.

iv. **Loaner Unit.** At Customer's request and if such product is available, ES&S shall use reasonable efforts to promptly make available to Customer a product that is the same as, or substantially similar to, the Product for which Repair Services are being performed (a "Loaner Unit"). If the Repair Services are being performed

pursuant to Subsection 1(b)(ii) above, Customer shall pay ES&S for the use of the Loaner Unit at ES&S' then-current rates including the cost of shipping.

c. **Exclusions.** ES&S has no obligation under this Agreement to (i) assume the obligations under any existing or expired warranty for a Third Party Item; (ii) repair or replace Product components that are consumed in the normal course of operating the Product, including, but not limited to, headphones and headphone protective covers, printer cartridges or ribbons, paper, batteries, drums, toners, fusers, transfer belts, removable media storage devices, seals, keys, power supplies/cords, PCMCIA, Smart, or CF cards or marking devices (collectively, the "Consumables"), or (iii) repair any Product from which the serial number has been removed or altered. In addition, ES&S may, at any time in its discretion, determine that any Product is no longer fit for ES&S Hardware Maintenance Services because it is in such poor condition that it cannot practically be restored to Normal Working Condition, or cannot be restored to Normal Working Condition at an expense that is less than the then-current value of the Product. If such a determination is made, ES&S shall no longer be required to provide ES&S Hardware Maintenance Services for such Product. ES&S shall also refund to Customer an amount equal to (1) that portion of the most recent fee paid for ES&S Hardware Maintenance Services that is attributable to such Product, multiplied by (2) a fraction, the numerator of which is the remaining number of days within the Term for which such fee was paid and the denominator of which is the total number of days within the Term.

d. **Sole Provider; Access.** Customer shall not permit any individual other than an ES&S Representative to provide maintenance or repairs with respect to the Products for so long as the Initial Post Warranty Term or any Renewal Period is in effect. Customer shall provide ES&S Representatives with all information necessary to enable them to provide ES&S Hardware Maintenance Services. Customer shall likewise provide full access to the Products and adequate working space for all ES&S Hardware Maintenance Services performed at its Designated Location, including sufficient heat, lights, ventilation, electric current and outlets.

e. **Environmental Conditions.** Products should be stored in a clean, dry and secure environment. During the storage and operation of the Products, the temperature and moisture ranges should be maintained in accordance with the Products' Documentation.

f. **Reinstatement of ES&S Hardware Maintenance Services; Inspection.** If the Initial Post Warranty Term or any Renewal Period thereof expires without being renewed, Customer may thereafter resume receiving ES&S Hardware Maintenance Services upon (a) notification to ES&S and (b) the granting to ES&S of access to the Products. ES&S requires Customer to allow it to inspect such Products before it provides any ES&S Hardware Maintenance Services. The purpose of such inspection shall be to determine whether or not the Products are in Normal Working Condition. The cost of such inspection will be at ES&S' then current rates and shall be due from Customer within thirty (30) days of its receipt of ES&S' invoice therefore. If any of the Products is not in Normal Working Condition, ES&S, at the option of Customer, (i) shall provide such repairs and replacements as it deems reasonable and necessary to restore such item to Normal Working Condition, at Customer's expense with respect to the cost of any labor (charged at ES&S' then current rates) and parts used in such repairs or replacements, or (ii) shall not provide any ES&S Hardware Maintenance Services with respect to such Product(s).

ARTICLE III

SOFTWARE LICENSE, MAINTENANCE AND SUPPORT SERVICES

1. **License and Services Provided.** ES&S shall provide license, maintenance and support services ("Software License, Maintenance and Support") for the ES&S Software, to allow Customer to continue to license and use the software in accordance with the license terms set forth in Sections 2-4 of the General Terms as well as to enable it to perform in accordance with its Documentation in all material respects, and to cure any defect in material or workmanship. The specific Software License,

Maintenance and Support services provided by ES&S and each party's obligations with respect to such services are set forth on Schedule A1.

2. **Updates.** During the Initial Post Warranty Term and any Renewal Period thereof, ES&S may continue to provide Updates in accordance with the terms of Section 4 of the General Terms. Unless otherwise agreed to by the parties, and subject to Customer's prior execution of a purchase order therefor, ES&S shall install ES&S Firmware Updates in accordance with Section 4 of the General Terms. Updates to the ES&S Firmware will be incorporated by ES&S into a regularly scheduled preventative maintenance event at no additional charge to Customer. If Customer requests installation of an Update at a time other than a regularly scheduled preventative maintenance event, then Customer shall execute and deliver to ES&S a purchase order therefore and ES&S shall charge Customer accordingly for such installation. ES&S shall also charge Customer at its then-current rates to; (i) train Customer on Updates, if such training is requested by Customer and (ii) if applicable, provide maintenance and support on the ES&S Software that is required as a result of Customer's failure to timely or properly install an Update. Notwithstanding the foregoing, Customer shall pay ES&S to install all ES&S Software Updates.

3. **Conditions.** ES&S shall not provide Software License, Maintenance and Support for any item of ES&S Software if such item requires such services as a result of (a) repairs, changes, modifications or alterations not authorized or approved by ES&S, (b) use, modification, dismantling, or transfer to third party without ES&S's prior written consent, (c) accident, theft, vandalism, neglect, abuse, liquid contact or use that is not in accordance with the Documentation, (d) causes beyond the reasonable control of ES&S or Customer, including acts of God, fire, floods, riots, acts of war, terrorism or insurrection, government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies, labor disputes, transportation delays, governmental regulations and utility or communication interruptions, (e) Customer's failure to timely and properly install and use the most recent update provided to it by ES&S, or (f) Customer's failure to notify ES&S within three (3) business days after Customer knows of the need for such services. Any such Software License, Maintenance and Support shall be provided at the fees to be agreed upon by the parties if and when the need for such Software License, Maintenance and Support arises. Replacement versions of Software and/or Third Party Items or any services required in order to replace the same as a result of items set forth in this Section 3 or as a result of Customer's actions or inactions shall be billable to Customer at ES&S' then current rates.

4. **Proprietary Rights.** ES&S shall own the entire right, title and interest in and to all corrections, programs, information and work product conceived, created or developed, alone or with Customer or others, as a result of or related to the performance of this Exhibit A, including all proprietary rights therein or based thereon. Subject to the payment of all Software License, Maintenance and Support Fees, ES&S hereby grants to Customer a non-exclusive license to use that portion of such corrections, programs, information and work product that ES&S actually delivers to Customer pursuant to this Exhibit A. All licensed items shall be deemed to be ES&S Software for purposes of this Exhibit A. Except and to the extent expressly provided herein, ES&S does not grant to Customer any right, license, or other proprietary right, express or implied, in or to any corrections, programs, information, or work product covered by this Exhibit A.

5. **Reinstatement of Software License, Maintenance and Support.** If the Initial Post Warranty Term or any Renewal Period thereof expires without being renewed, Customer may thereafter receive a Software License and resume receiving Software Maintenance and Support upon (a) notification to ES&S, (b) payment of all fees, which would have been due to ES&S had the Initial Post Warranty Term or any Renewal Period not expired, and (c) the granting to ES&S of access to the ES&S Software, so that ES&S may analyze it and perform such maintenance as may be necessary before resuming the Software License, Maintenance and Support services.

Schedule A1
Pricing Summary

<u>Summary:</u>		
Description	Refer To	Amount
ES&S Hardware Maintenance Fees	ES&S Hardware Maintenance Description and Fees Below	\$320.00
ES&S Firmware License, Maintenance and Support Fees	ES&S Firmware License, Maintenance and Support Description and Fees Below	\$190.00
Total Maintenance Fees for the Initial Post Warranty Term:		\$510.00
<u>Payment Terms:</u> ES&S shall Invoice Customer annually for each year of the Initial Post Warranty Term. Payment is due before the start of each period within the Initial Post Warranty Term.		
<u>Terms & Conditions:</u>		
Note 1: Any applicable state and local taxes are not included and are the responsibility of Customer.		

ES&S HARDWARE MAINTENANCE DESCRIPTION AND FEES

Initial Post Warranty Term: Expiration of the Warranty Period through the **second** anniversary thereof

Qty	Description	Coverage Period	Annual Maintenance Fee Per Unit	Maintenance Fee In Total
1	Model DS200 Scanner	Year 1	\$160.00	\$160.00
1	Model DS200 Scanner	Year 2	\$160.00	\$160.00
Total ES&S Hardware Maintenance Fees for the Initial Post Warranty Term				\$320.00

Note 1: The Per-Unit Fees if Customer requests more than one Routine Maintenance visit in a 24-month period shall be 75% of the then current maintenance fee per unit.

Note 2: Surcharge for Emergency Repair Services shall be the daily maintenance service rate in effect at the time such service is requested.

Note 3: Customer's Designated Location: Steele County, Minnesota

Note 4: The Per Unit Surcharge for performance of Routine Maintenance visit at more than one Customer Designated Location shall be \$25.00 per unit for all units located at second or more locations.

ES&S Hardware Maintenance Services Provided by ES&S Under this Schedule A1

1. Telephone Support.
2. Issue Resolution.
3. Technical Bulletins will be available through Customer's ES&S Web-based portal.
4. Routine Maintenance Services.
 - Onsite scheduled maintenance inspection per Article II, Section 1(a). The Inspection includes:
 - Service performed by an ES&S trained and certified technician.
 - Performance of factory approved diagnostics on the unit, identifying and making adjustments where necessary as indicated by the testing.
 - Replacement of worn or defective parts with new or remanufactured federally and state certified parts.
 - Conducting a final test to verify that the unit is working according to manufacturer's specifications.
 - Use of a checklist tailored for each piece of ES&S Tabulation Hardware.
5. Repair Services.

- Customer will receive coverage for interim repair calls.
 - Interim repair calls may be provided during a scheduled Routine Maintenance Services event or scheduled in conjunction with other service work being performed in close proximity to Customer's location if such repairs are not election critical.
 - A Product may be sent to ES&S' Depot location for repairs at a time to be mutually agreed upon by ES&S and Customer.

6. Priority Services.

- Customer has access to the ES&S Help Desk for assistance.
- The customer receives priority on service calls.
- The customer receives priority on response time.
- The customer receives priority on certified ES&S parts inventory.

Note: Except for those ES&S Hardware Maintenance Services specifically set forth herein, ES&S is under no obligation and shall not provide other ES&S Hardware Maintenance Services to the Customer unless previously agreed upon in writing by the parties.

**ES&S SOFTWARE LICENSE, MAINTENANCE AND SUPPORT DESCRIPTION AND FEES
FIRMWARE**

Initial Post Warranty Term: Expiration of the Warranty Period through the **second** anniversary thereof

Listed below are the Hardware Products and Fees for which Firmware License, Maintenance and Support will be provided:

Qty	Description	Coverage Period	Annual Firmware License, Maintenance and Support Fee Per Unit	Firmware License, Maintenance and Support Fee In Total
1	Model DS200 Scanner	Year 1	\$95.00	\$95.00
1	Model DS200 Scanner	Year 2	\$95.00	\$95.00
Total Firmware License, Maintenance and Support Fees for the Initial Post Warranty Term				\$190.00

Software License, Maintenance and Support Services Provided by ES&S under the Agreement

1. Telephone Support.
2. Issue Resolution.
3. Technical Bulletins will be available through Customer's ES&S Web-based portal.

Note: Except for those Software License, Maintenance and Support services specifically set forth herein, ES&S is under no obligation and shall not provide other Software License, Maintenance and Support services to the Customer unless previously agreed upon by the parties.

Software License, Maintenance and Support and ES&S Hardware Maintenance and Support Services – Customer Responsibilities

1. Customer shall have completed a full software training session for each product selected.
 - Customer shall have completed training at a proficiency level to successfully use the hardware (firmware) and software products.
 - Customer shall have the ability to install hardware firmware and make changes to date and time settings.
 - Customer shall have the ability to change accessible consumable items on hardware. Any other changes made by the customer must be pre-approved in writing by ES&S.
2. Customer shall have reviewed a complete set of User Manuals.
3. Customer shall be responsible for the installation and integration of any third-party hardware or software application, or system purchased by the Customer, unless otherwise agreed upon, in writing, by the parties.
4. Customer shall be responsible for data extraction from Customer's voter registration system.

5. Customer shall be responsible for implementation of any security protocols physical, network or otherwise which are necessary for the proper operation of the ES&S Hardware and ES&S Software.
6. Customer shall be responsible for the acceptance of the ES&S Hardware and Software, unless otherwise agreed upon, in writing, by the parties.
7. Customer shall be responsible for the design, layout, set up, administration, maintenance or connectivity of the Customer's network.
8. Customer shall be responsible for the resolution of any errors associated with the Customer's network or other hardware and software not purchased or recommended by ES&S and not otherwise identified in the User Guides as part of ES&S' Hardware and Software.
9. Customer shall be responsible for all costs associated with diagnosing ballot printing problems resulting from the use of non-ES&S Ballot Partner Printers ballots.
10. Customer shall be responsible for the payment of additional or replacement Software CDs or DVDs requested by Customer. The price for such additional or replacement Software CDs or DVDs shall be at ES&S' then current rates.



Steele County
Purchase Proposal Quote
Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Price
Tabulation Hardware		
3	DS200 Precinct Scanner: Standard 4GB Memory Device (Additional)	\$315.00
Software		
1	Electionware Software - Base Package - Reporting Only (ERM)	\$6,200.00
Election Services		
1	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$1,795.00
X	Project Management	
X	1 Year Hardware and Software Warranty	Included
X	Shipping & Other Shipping and Handling	Per Quote
Total Purchase Solution		\$8,310.00

Annual Post-Warranty License and Maintenance and Support Fees
(Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)

1	Annual Post-Warranty Software License and Maintenance and Support Fees: Electionware Software - Base Package - Reporting Only (ERM)	\$6,200.00
Total Annual Post-Warranty License and Maintenance and Support Fees		\$6,200.00

Footnotes:

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
5. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

Paura Shoke
Steele County Auditor

3-3-2022



Steele County Agenda Item

Request for Board Action

Subject: Opioid Settlement RFP Amount

Department: Public Health

Committee: Public Safety & Health

Committee Meeting Date: May 8, 2024

Work Session Date: May 14, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve up to \$100,000 of Opioid Settlement Funds to go towards Steele County projects that will have a high impact towards the opioid crisis.

Background (*Including Budget Impact*):

Purpose of RFP

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice. The goal of this approach is to fund projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis. Multiple applicants may be selected for funding contracts. Through this process, up to \$100,000 could be awarded, with individual projects receiving \$2,000 – \$20,000.

Attachments:

Opioid Settlement RFP

Application Form for Steele County Opioid Settlement RFP



Request for Proposals (RFP)
Steele County Opioid Settlement Funding

Proposal due date: (Insert Date), 2024 at 12:00 p.m.

RFP release: (Insert Date), 2024

Initial information session: (Insert Date), 2024, (Insert Time).

Question and answer session: April 26th, 2024 (Insert Time)

Questions due by: (Insert Date), 2024 at 4:00 p.m.

Steele County Contact

Email: SCPHN@SteeleCountyMN.gov

Phone: 507-444-7650

Overview

Minnesotans have suffered tremendously from the opioid epidemic. Opioid overdose deaths have increased dramatically during the COVID-19 pandemic. Data from the Minnesota Department of Health shows that from 2020 to 2021, opioid-involved overdose deaths increased by 44%. In 2022, Minnesota had an all-time high of 1002 deaths. Fentanyl, a highly potent synthetic opioid, was involved in the majority of fatalities.

Additional data on the opioid epidemic in Minnesota can be found on the [Minnesota Department of Health's drug overdose dashboard](#). Further information on Steele County and the Southeast region in Minnesota can be found in the [Opioid Data Profile](#), linked on the Steele County Public Health webpage.

In 2021, the Office of the Minnesota Attorney General joined a \$26 billion multi-state settlement agreement involving several key distributors and manufacturers of opioid medications, believed to have played a role in fueling the opioid crisis. In 2022, the Attorney General signed on to five additional national settlements with major manufacturers and retail pharmacy chains. Minnesota's share from this "second wave" of settlements could be \$235 million over 15 years, on top of the \$300 million the state will be receiving over 18 years from the "first wave." Steele County's expected portion of the settlement will be approximately \$1.5 million over an 18-year period.

According to the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#), Public Health Departments have been designated as the lead agency and chief strategist in the disbursement of funding. Public health thus has a responsibility to convene multi-sector meetings and lead efforts that build upon local work such as Community Health Assessments.

Settlements with some drug companies have been finalized and legal actions with additional companies are still underway. Up to date information on any changes and further details on the settlement is available from [The Office of Minnesota Attorney General](#).

Purpose of RFP

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice. The goal of this approach is to fund projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis.

Multiple applicants may be selected for funding contracts. Through this process, up to \$100,000 could be awarded, with individual projects receiving \$2,000 – \$20,000 (these amounts are used as an example and a placeholder and will be adjusted according to approved amounts).

Schedule

The following is a comprehensive listing of project milestones and duration.

RFP Release	(Insert Date), 2024
RFP Information Session Add Teams Details	(Insert Date), 2024, TIME
Question and Answer Session Add Teams details	(Insert Date), 2024, TIME
Questions on RFP due by	(Insert Date), 2024 at 4:00 p.m.
Proposals due by	(Insert Date), 2024 at 12:00 p.m.
Estimated applicant approval by Steele County Board of Commissioners	(Insert Date), 2024
Estimated project start date	(Insert Date), 2024
Project check-ins	Quarterly (at a minimum)
Estimated project end date	(Insert Date), 2025
Estimated due date for project report	(Insert Date), 2025

Information Sessions

A virtual information session will be held via Microsoft Teams on (Insert Date), 2024 from TIME. This will include a presentation on the RFP by Steele County Public Health as well as the opportunity for questions from potential applicants. This will be recorded and posted on the application webpage (make a page and insert link).

Another virtual question and answer session held on (Insert Date), 2024 from TIME. This will be an opportunity for applicants to ask final questions prior to submission. This session will also be recorded and posted on the application webpage (make a page and insert link).

Any individuals who require an interpreter or other accommodations for either information session, or for application materials, should contact Steele County Public Health at SCPHN@SteeleCountyMN.gov.

Questions

All questions regarding the RFP should be directed to Steele County Public Health via email at SCPHN@SteeleCountyMN.gov or via the information sessions. Questions are due by (Insert Date), at 4:00 p.m.

Questions and answers will be posted on the application webpage (insert link) by (Insert Date), 2024 at 4:00 p.m.

Funding Requirements

Selected organizations will receive funding to complete the following activities:

- Implement an opioid epidemic response project, which must:

- Fall under one of the following main priorities: Prevention, Treatment & Recovery, Criminal Justice, and Harm Reduction
- Be listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) as an allowable abatement strategy
- Participate in, at minimum, quarterly check-ins with the Chief Strategist, Steele County Public Health.
- Present to the Steele County Board of Commissioners at least once during the funding period.
- Complete a final Project Summary Report, with updated organization contact information, an account of the use of funds, and a description of outcomes.

Project Funding

It is anticipated that approximately \$(Insert Amount) will be awarded through this RFP cycle, with individual projects receiving a maximum of \$(Insert Amount). Selected projects will be funded for 12 months (Insert Month 2024 to Insert Month 2025).

Each application may only address one category as listed in Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) (treatment, prevention, and other). Applicants may apply for multiple subcategories and abatement strategies within one category.

Agencies may partner to submit a joint application. A lead agency should be designated and will be responsible for application submission and will hold the contract with Steele County in the event of proposal selection.

Funds may be used for expenses associated with conducting approved activities, including:

- Staffing and benefits
- Staff time to attend conferences, events, and trainings that link to project
- Capital improvements
- Transportation, lodging, meals, and other travel costs that link to project
- Printing and copying
- Education and informational campaigns/outreach materials
- Equipment needed for project
- Youth/community member stipends
- Costs for events are allowable, but the applicant must demonstrate a plan for larger program development/community change that stems from the event
- Other items that serve to further the project goal

For guidance on determining food and travel costs, applicants may utilize the U.S. General Services Administration [Fiscal Year 2024 Per Diem Rates for Minnesota](#). Ineligible costs include direct lobbying expenses.

Upon contracting, Steele County will reimburse grantees for prior-authorized, rendered services only.

Grantees will work closely with Steele County to ensure appropriate expenditures. Grantees must state budget changes via a budget amendment process with grant managers from Steele County.

Eligible Applicants and Projects

Eligible applicants include non-profit and for-profit organizations, faith-based organizations, businesses, and other agencies that serve Steele County residents, including but not limited to health care organizations, neighborhood organizations, youth groups, schools and/or school programs, and other organizations serving a specific affinity group, cultural community, or geographic area.

Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) contains an extensive list of opioid abatement strategies. The strategies listed under each category/subcategory of Exhibit A are eligible to be funded through this RFP. Linked here is another document, [Opioid Abatement Strategies by Sector Guide](#) (developed by Wright County), which can also assist with identifying eligible projects.

Application Submission Instructions

The application documents must be submitted via email to SCPHN@SteeleCountyMN.gov by (Insert Date), 2024 at 12:00 p.m. The documents will be Word/Excel files that applicants can access on the application webpage, download, and modify. Hard copies will be accepted as well, if delivered to Steele County Public Health by the same deadline, at the following address: 635 Florence Avenue, Owatonna, MN 55060.

Upon submission, the proposal cannot be edited.

Evaluation of Proposals

Proposals will be reviewed by an Application Review Team made up of representatives from the Opioid Advisory Team, Steele County, and external partners. The group will objectively review and discuss each proposal. Key components reviewers will be looking for include, but are not limited to:

- Quality, thoroughness, and clarity of the proposal
- Qualifications and experience
- Financial responsibility and the applicant's capacity to meet funding requirements
- Cost of services proposed
- Sustainability of project after funding has ended

Following the review process, the Review Team will make a recommendation to the Steele County Board of Commissioners regarding projects to be funded. The board will make the final funding decisions.

Contract Agreement

Selected proposals, along with the RFP and any counter proposal will be incorporated into a formal agreement after potential negotiations. It is the intent of Steele County to award contracts for a term of (Insert number) months.

Rejection of Proposals

Steele County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any and all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any applicant, or to proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by Steele County.

Application Process

Applicants are required to submit:

- Applicant information
- Organization overview
- Project narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Additional required attachments:
 - Copy of applicant's insurance policy or waiver request
 - W-9

The applicant information, organization overview, and project narrative will be combined into an application form. The application form and workplan template will be Word documents available on the application webpage on (Insert Date), 2024. The budget and budget narrative must be downloaded and submitted as an .xlsx file using the template, also found on the application webpage. Additional required documents should be submitted as PDFs.

Those seeking to submit their proposal via hard copy must include all the items in one packet, with the applicant information used as a cover page.

Applicants should respond to each question individually and in order, building each response on previous responses so all answers together tell a cohesive story of the project. Each question must be answered in its entirety. The application will be scored according to how well the applicant answers each question.

The application questions below are for informational purposes only. To apply, please download the specified documents from the application webpage and submit them via email.

Applicant Information:

- Legal name of your organization:
- Organization address:
- Organization website:
- Organization contact name:
- Organization contact email address:
- Organization contact phone number:
- Organization director name:
- Organization director email address:
- Organization director phone number:
- Organization financial contact name:
- Organization financial contact email address:
- Organization financial contact phone number:

Section A: Organization Overview (10 points)

- a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.
- b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

- a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) the project addresses. *Each project proposal can only address one category, but may address multiple subcategories and abatement strategies.*
- b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.
- c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD considered in this project? How does your project address potential barriers to accessing your programming?
- d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?
- e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.

- f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a .docx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Tips for Creating the Workplan:

- Applicants must use the template in Appendix A; it is available as a downloadable file found on the application webpage (insert link).
- Applicants must use a legible font in the Action Plan.
- Applicants must include at least one objective with action steps for each abatement strategy chosen in the project proposal.
- Applicants may add/remove abatement strategies and related objectives and action steps from the template as appropriate to their proposal.
- All objectives must be measurable and include a specific target date (i.e. 7/30/24) by when the objective will be accomplished, as well as how much change will occur (i.e. increase/decrease) and the population addressed (i.e. youth ages 12-17). For further guidance on how to write objectives and action steps, please visit the [Minnesota Department of Health](#).

Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. The template from Appendix B must be used; a downloadable file is available on the application webpage (insert link). The second sheet of the template includes instructions for how to complete the budget.

The budget narrative is included on the budget template. In this section, applicants must provide budget details and justification for expenditures for the entirety of the funding period. If applicable, describe other funding used to support the project.

There is no page limit for the budget or budget narrative. The template is provided as a .xlsx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section E: Additional Required Attachments

- Attachment 1: Insurance policy
 - *If unable to meet the requirements, must include a written request to waive these requirements.*
- Attachment 2: W-9

Your application will not be accepted without these two attachments.

Application Review Information

This RFP does not commit Steele County to award funds. Submission of an application shall neither obligate nor entitle an applicant to any funding. Steele County reserves the following

rights, to be exercised in Steele County's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor; 4) to reject any or all applications with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by agenda with RFP, in part or entirely; 7) to award multiple awards to applicants; and/or 8) award reimbursement to a vendor that did not submit an application.

Prior to entering the review process, applications will be screened by the Chief Strategist to determine whether they meet the requirements outlined in this RFP. Submissions that meet all requirements will then be scored by an Application Review Team consisting of 3-5 reviewers. Each application is reviewed and scored out of 80 by each reviewer, and the composite of the scores becomes the application's final score. Applications that do not score above 65 will not be funded. Applications are then brought back to the Opioid Settlement Advisory Team. Using the application's final review score, considerations from the review team, and the availability of funds, the advisory team will make a recommendation to the Steele County Board of Commissioners regarding what proposals to fund. All final grant award decisions will be made by the Steele County Board of Commissioners.

Application Scoring Criteria

The only applications considered by the Application Review Team are ones that contain all elements listed below.

- Applicant information
- Organization overview
- Project narrative
- Workplan (see Appendix A)
- Budget and Budget Narrative (see Appendix B)
- Additional required attachments:
 - Copy of applicant's insurance policy or waiver request
 - W-9

Selected applicants will be those that most clearly detail the following:

- A clear, comprehensive, culturally relevant, and high-impact plan for addressing the chosen opioid abatement strategies
- Financial responsibility and capacity to meet funding requirements

Individuals on the review team will score the application's Organization Overview (10 points), Project Narrative (40 points), Workplan (20 points), and Budget/Budget Narrative (10 points), creating a total score for the application ranging from 0 to 80 points. The primary decision criterion is the application's final review score and the availability of funds based on other selected projects. Projects recommended by the review team will be brought forth to the Steele

County Board of Commissioners. All final grant award decisions will be made by the Steele County Board of Commissioners.

Appendix A

Opioid Epidemic Response Grant Workplan

Abatement Strategy 1:

Objective 1:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Objective 2:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Abatement Strategy 2:

Objective 1:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Objective 2:

Timeframe:

Action Steps Activities, steps, or processes to achieve objective	By When	Milestone How will you know the activity has been accomplished	Lead Agency	Key Partners Individuals or organizations helping to implement the action step

Appendix B

Opioid Epidemic Response Grant Budget	
Date	
Organization Name	
Phone Number	
Email	
Total Amount Requested	\$0.00
Budget Category	Insert month, 2024- Insert month, 2025
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	
Other	
TOTAL	\$0.00
Budget Narrative	
Salaries and Benefits	
Contractual Services	
Travel	
Operating Supplies	

Other

APPLICATION FORM

2024 Steele County Opioid Settlement Funding Request for Proposals (RFP)

Steele County is soliciting proposals for community-based initiatives to address opioid misuse and opioid-related fatalities. The contract term for accepted proposals will be (Insert number) months, from (Insert Date) to (Insert Date).

Please see the Request for Proposals document, linked on the application webpage (insert link), for further information and instructions to prepare your application.

Complete and submit this application and all attachments to: SCPHN@SteeleCountyMN.gov.

All applications are due by (insert date), 2024 at 12:00 p.m.

Applicant Information:

Organization Name:			
Mailing Address:			
Website (if applicable):			
Director/Primary Contact Name:		Director/Contact Email:	
		Director/Contact Phone:	
Financial Contact Name:		Financial Contact Email:	
		Financial Contact Phone:	

Section A: Organization Overview (10 points)

- Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.

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- b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

- a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement](#) the project addresses. *Each project proposal can only address one category, but may address multiple subcategories and abatement strategies.*

- b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.

- c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD

considered in this project? How does your project address potential barriers to accessing your programming?

- d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?

- e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.

- f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a .docx file on the application webpage (insert link); if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. The template from Appendix B must be used; a downloadable file is available on the application webpage (insert link). The second sheet of the template includes instructions for how to complete the budget. There is no page limit for the budget or budget narrative. The template is provided as a .xlsx file; if another file type is needed, please contact SCPHN@SteeleCountyMN.gov.

Section E: Additional Required Attachments

- Attachment 1: Insurance policy or waiver request
- Attachment 2: W-9



Steele County Agenda Item

Request for Board Action

Subject: CADCA Training

Department: Public Health

Committee: Public Safety & Health

Committee Meeting Date: May 8, 2024

Work Session Date: May 14, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approval of either our Health Educator or Public Health Specialist to attend the 23rd Annual CADCA training in Chicago Il July 14th-18th.

Background (*Including Budget Impact*):

CADCA is the Community Anti-Drug Coalitions of America. These trainings are relevant to the work Public Health does with our mental health/substance use coalition as well as the Blooming Positive Action coalition & the Steele County Coalition for Healthy Youth. United Way has funding available through their Positive Community Norms Grant, to pay for an employee to attend this training and is offering this opportunity to Public Health. The employees time would be covered under either the Steele County Youth Tobacco Grant or SHIP grant..

Attachments:

<https://s2.goeshow.com/cadca/midyear/2024/>



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – 2024 Bituminous Resurfacing, CP 074-024-002

Department: Highway

Committee: Public Works

Committee Meeting Date: May 9, 2024

Work Session Date: N/A

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award a contract for the 2024 maintenance overlay project on CSAH 8, CP 074-024-002, to Crane Creek Asphalt in the amount of \$1,286,820.22.

Background (*Including Budget Impact*):

This project is located on CSAH 8 from 1.1 miles east of CSAH 77 to CSAH 12.

The project is programmed/budgeted using State-Aid Maintenance and Sales Tax funds in a total amount of \$1,300,000.

The contract was advertised for bids, which were opened on Tuesday, April 23, 2024. One bid was received:

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$1,391,275.10	-
Crane Creek Asphalt	\$1,286,820.22	7.5% under

Crane Creek Asphalt. is a responsible contractor capable of performing the work.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – CSAH 23 Pipe Lining and Culvert Joint Repair, CP 074-024-005

Department: Highway

Committee: Public Works

Committee Meeting Date: May 9, 2024

Work Session Date: N/A

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract for CSAH 23 pipe lining and culvert joint repair, CP 074-024-005, to Subsurface, Inc., in the amount of \$193,480.00.

Background (*Including Budget Impact*):

This project is located on CSAH 23 between CSAH 34 (26th St. NW) and NW 32nd Ave. It will line eight centerline culverts with ultraviolet cured in place liner and perform minor joint repair.

The project was programmed/budgeted with Sales Tax funds in the amount of \$200,000.

The project was advertised for bids, which were opened on Tuesday, May 7, 2024. One bid was received.

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$184,740.00	-
Subsurface, inc.	\$193,480.00	4.7% Over

Subsurface, Inc. is a responsible contractor capable of performing the work.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – 2024 Bituminous Reclamation, SAP 074-637-009 and SAP 020-620-007

Department: Highway

Committee: Public Works

Committee Meeting Date: May 9, 2024

Work Session Date: N/A

Board Meeting Date: May 14, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Award contract for 2024 bituminous reclamation, SAP 074-637-009 and SAP 020-620-007, to Crane Creek Asphalt in the amount of \$2,593,059.82.

Background (Including Budget Impact):

This project is located on CSAH 37 from CSAH 43 to approximately County Road 135 and on Dodge County CSAH 20 (the county line) from Steele CSAH 19 to approximately County Road 135. It will reclaim and resurface these sections of roadway.

The project was programmed/budgeted with State-Aid and Sales Tax funds in the amount of \$2,900,000, in addition to Dodge County's share of \$400,000. A cooperative agreement for cost participation was approved at a previous Board meeting.

The project was advertised for bids, which were opened on Tuesday, May 7, 2024. Three bids were received:

Bidder	Amount	% Over/Under Estimate
Engineer's Estimate	\$3,094,419.60	-
Crane Creek Asphalt	\$2,593,059.82	16.2% Under
Duininck, inc.	\$2,759,784.58	10.8% Under
Central Specialties, Inc.	\$3,096,753.94	0.1 % Over

Crane Creek Asphalt is a responsible contractor capable of performing the work.

Attachments:

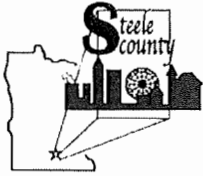
N/A

STEELE COUNTY PERSONNEL AGENDA ITEM

May 14, 2024 at 5:00 pm

MAY EMPLOYEE ANNIVERSARIES*(Information Only – No Action Required)***Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Katty Hernandez San Martin	Legal Admin Asst. – Attorney’s Office	05/02/24	2
Caleb Buck	Deputy – Sheriff’s Office	05/09/24	8
Rose Root	Accounting Technician – Public Health	05/12/24	10
Bill Youngquist	Sergeant – Sheriff’s Office	05/12/24	27
Janet Korogi	Case Aide – Public Health	05/14/24	6
Lisa Waypa	Family Health Supervisor – Public Health	05/15/24	24
Kevin Kozel	Correctional Sergeant – Detention Center	05/15/24	12
Michelle McMurphy	RN – Public Health	05/16/24	5
Dan Murphy	Building Official – Planning & Zoning	05/20/24	5
Mike Smith	Sergeant – Sheriff’s Office	05/21/24	10
Anthony Solseth	Correctional Office – Detention Center	05/22/24	1
Steven Schulz	Correctional Officer – Detention Center	05/27/24	10
Mary Jo Bergquist	Admin. Support Asst. – Veteran’s Services	05/28/24	5
Christina Wassell	Network Support Specialist – IT	05/28/24	5



Steele County Agenda Item

Subject: Review of CUP #214 (Medford North Pit)

Department: Planning & Zoning

Committee Meeting Date: May 6, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 18 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Medford Sand and Gravel to renew CUP #214 allowing the mining of sand and gravel on properties located in the W $\frac{1}{2}$ of the NW $\frac{1}{4}$ of Section 4, and the E $\frac{1}{2}$ of the NE $\frac{1}{4}$ of Section 5, Medford Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
REVIEW of CONDITIONAL USE PERMIT #214

Medford North Pit

Applicant:

Medford Sand and Gravel LLC

Land Owner:

IMS Holdings LLC: parcel #s 11-004-4402, 11-004-4402, 11-005-1102,
11-005-1201, 11-005-1201

Chris Hanke: parcel #s 11-004-4405, 11-005-1202

St. Marc's Materials: parcel #s 11-004-4304, 11-004-4305

Project Description:

The applicant is requesting the renewal of CUP #214 allowing the mining of sand and gravel and the stockpiling of aggregate material.

Zoning District:

Agricultural District

Ordinance Section:

Condition #18 of the permit requires it to be renewed.

Property Description:

The project is on multiple parcels located in the West ½ of the NW ¼ of Section 4 and E ½ of the NE ¼ of Section 5 between County Road 49 and the abandoned rail. This property includes a total of 90 acres under the permit. The original permit included an additional 300 acres located between County Road 49 and the river and another 60 acres located east of the Straight River in Section 9. These properties have since been transferred to other owners and are no longer mined.

Property Address:

Not Assigned

Permit History:

1996: CUP #214 issued to Crane Creek Aggregate

2006: CUP #214 renewed (SMC operator)

2009: CUP #214 renewed (Medford Sand & Gravel operator)

2014: CUP #214 renewed

2020: CUP #214 renewed

Total Area: 90 ac.

Minable Area: 87 ac.

Active Areas: 74 ac. of mining and stockpiling

Reclaimed Areas: 13 ac.

Natural Elev: estimated to be 1090 feet

Permitted Elev: 1015 feet

Mining Elev: 1045 feet

Material Removed: 203,943 tons reported in last five years
Recyclable Amts: Approximately 20,000 cubic yards.
Other Permits: NPDES – General Permit
DNR Permit: 1994-5057 allows up to 50 MGY – no reported pumping in last 5 years,
Road Access: North onto County Road 102 (Gravel County Road)
South onto County Road 49 (Cabot Ave.)

General Criteria for considering an Interim Use Permit:

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**
The planning commission find the only public facilities being used will be public roads. Conditions #8, #10 deal with mitigation efforts concerning the road.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**
The planning commission find the nearest neighboring residence is located adjacent to the mine. Condition #4, #11, #12 and #13 are in place to mitigate issues to neighboring residences.
- 3) The appearance will not have an adverse effect on adjacent properties:**
The planning commission find the appearance of the pit has not had an adverse effect on adjacent properties. Condition #14 limits the amount of recyclable material that can be stored at any one time.
- 4) The use is related to the needs of the county and the existing land use:**
The planning commission find the existing land use has been a sand and gravel mine for decades.
- 5) The use is consistence with the purpose of the zoning ordinance and zoning district:**
The planning commission find mining of aggregate material is consistent with the Zoning Ordinance.
- 6) The use will not creation a traffic hazards or congestion:**
The planning commission find there have been no reported issues with truck traffic from this pit. Condition #8, #9, and #10 are implemented to reduce the potential for hazards.
- 7) Existing businesses will not be adversely affected because of curtailment of customers trade:**
The planning commission find the site has not adversely affected nearby businesses.
- 8) Adequate utilities, access roads, drainage and other facilities will be provided:**
The planning commission find:
 - **Utilities:** Utilities have been provided.
 - **Access Road:** The existing accesses have been established.
 - **Drainage:** Drainage flows toward the pit.

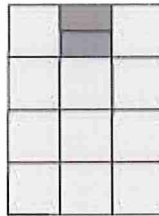
Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the renewal of CUP 214 with the following conditions.

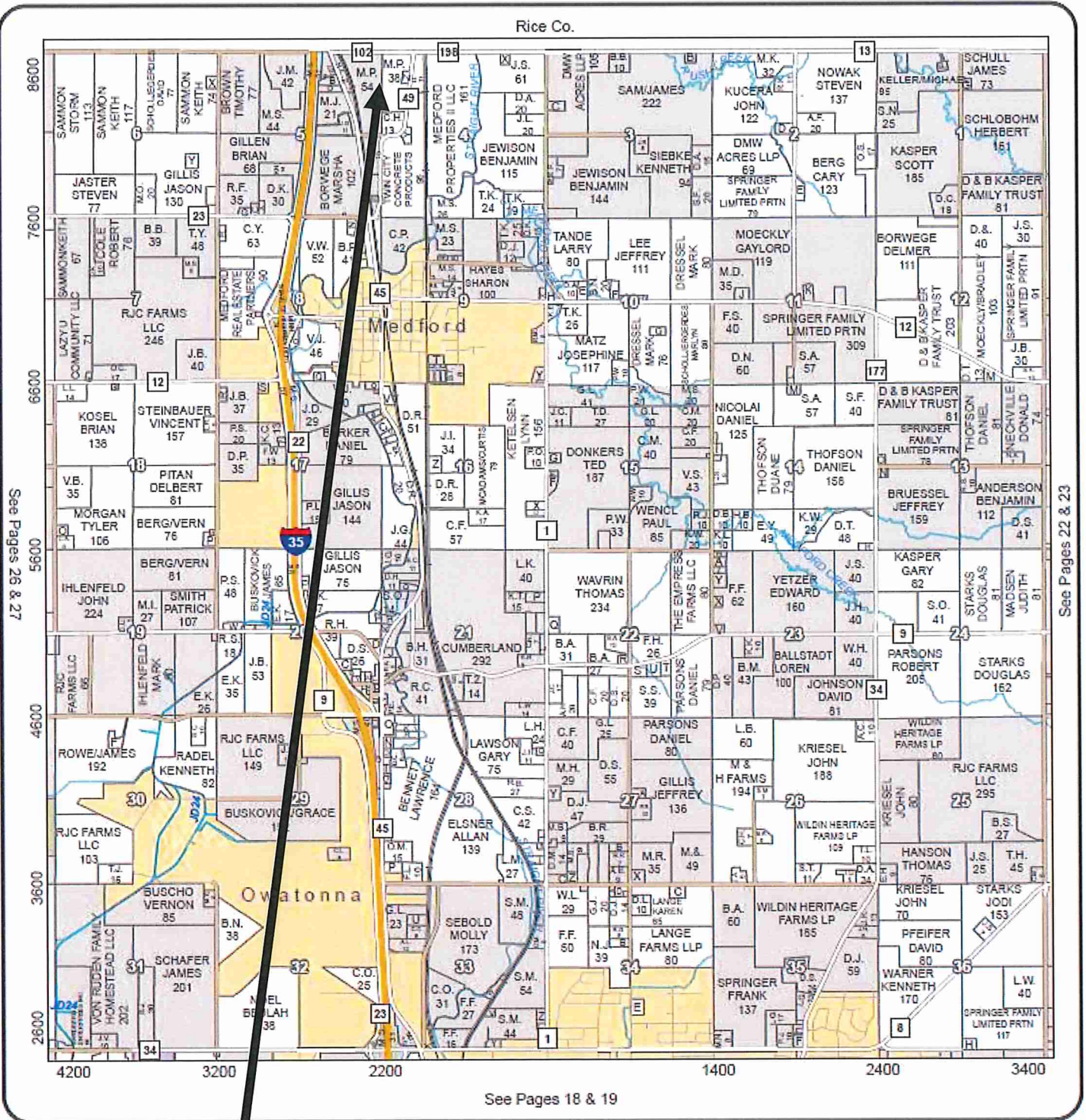
(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining is limited to those areas identified on the submitted site map.
2. Mining is limited to a bottom elevation of 1015. ~~for those areas west of the Straight River.~~
3. ~~Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.~~
- 3 4- A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.
- 5 ~~A 100 foot undisturbed buffer shall be left adjacent to the Straight River.~~
- 6 ~~No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.~~
7. ~~All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.~~
4. 8 Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
5. 9 If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
- 6 40 Trucks shall not track material from the pit onto the public road.
- 7 41 Trucks hauling material to and from this pit shall not use "jake brakes"
- 8 42 Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. ~~Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.~~
- 9 43 Mining, processing and hauling activities ~~excluding farming activities~~ are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
- 10 44 Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
- 11 45 Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 12 46 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
- 13 47 The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
- 14 48 The operator is responsible to initiate renewal proceeding on or before January 1, 2024 2029 or this permit becomes invalid.

Medford & Clinton Falls



T.108N. - R.20W.



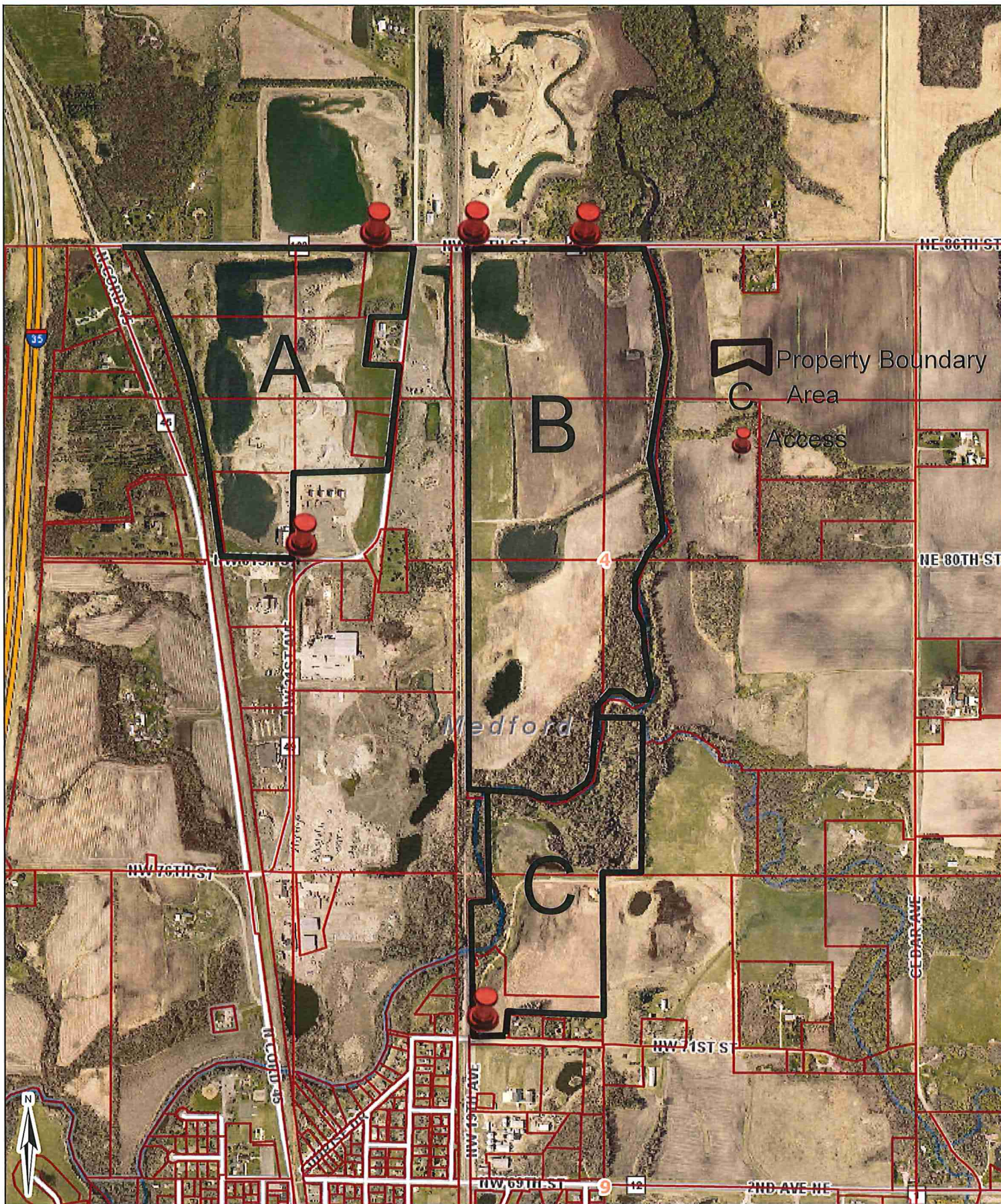
Medford Sand and Gravel Pit



Medford Sand & Gravel Pit

February 26, 2024





Staff Report
for
2024 Review of Conditional Use Permit #214
Medford Sand & Gravel – North Pit
(Section 4 and 5 of Medford Township)

- Operator:** Medford Sand and Gravel LLC
- Owner(s):** Medford Properties II LLC: parcel #s 11-004-4402, 11-004-4402, 11-005-1102,
11-005-1201, 11-005-1201
Chris Hanke: parcel #s 11-004-4405, 11-005-1202
St. Marc's Materials: parcel #s 11-004-4304, 11-004-4305
- Project Location:** The project is on multiple parcels located in the West ½ of the NW ¼ of Section 4 and E ½ of the NE ¼ of Section 5 between County Road 49 and the abandoned rail. This property includes a total of 90 acres under the permit. The original permit included an additional 300 acres located between County Road 49 and the river and another 60 acres located east of the Straight River in Section 9. These properties have since been transferred to other owners and are no longer mined.
- Zoning District:** Agricultural District
- Permitted Uses:** Mining of sand, gravel, clay, and topsoil including crushing, screening, washing and the stockpiling of aggregate material and the processing and stockpiling of recyclable aggregate material.
- Permit History:** 1996: CUP #214 issued to Crane Creek Aggregate
2006: CUP #214 renewed (SMC operator)
2009: CUP #214 renewed (Medford Sand & Gravel operator)
2014: CUP #214 renewed
2020: CUP #214 renewed
- Conditions:**
1. Mining is limited to those areas identified on the submitted site map.
 2. Mining is limited to a bottom elevation of 1015 for those areas west of the Straight River.
 3. Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.
 4. A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.
 5. A 100 foot undisturbed buffer shall be left adjacent to the Straight River.
 6. No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.
 7. All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.
 8. Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
 9. If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
 10. Trucks shall not track material from the pit onto the public road.
 11. Trucks hauling material to and from this pit shall not use "jake brakes"

12. Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.
13. Mining, processing and hauling activities excluding farming activities are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
14. Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
15. Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
16. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
17. The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
18. The operator is responsible to initiate renewal proceeding on or before January 1, 2024 or this permit becomes invalid.

Total Area: 309 acres permitted at last review in 3 areas.

- Area A – 90 acres located between the Canadian Pacific Railroad and NW 21st Ave.
- Area B - 161 acres are located between Union Pacific Railroad and the Straight River.
- Area C - 56 acres are located east of the Straight River.

Area A:

Total Acres: 90 acres
Minable Acres: 87 acres
Reclaimed Areas: 13 acres
Active Areas: 74 acres of mining and stockpiling.
Natural Elev: Estimated to be at approximately 1090 feet
Permitted Elev: 1015 feet
Mining Elev: Estimated to be at 1045 feet.
Road Accesses: Two accesses from this part of the permit.
One onto County Road 49 (Cabot Ave.) Paved road.
One access onto Steele County 102 located 375 feet west of County Road 49.
(Gravel County road.)
Recyclable Amt: Approximately 20,000 Cubic Yards located in Area A

Area B:

Total Acres: 161 acres
Reclaimed Areas: Reclaimed and sold to the DNR

Area C:

Total Acres: 56 acres
Reclaimed Areas: Sold to Marie Sexton and has been reclaimed.

Material Removed: Records indicated the following amount of material was removed the past 5 years..

2023 – 17,170 ton
2022 – 24,138 ton
2021 – 4,835 ton
2020 – 72,142 ton
2019 – 85,658 tons

Other Permits: National Pollution Disposal Elimination System (NPDES): Permit MNG490064
Allows for the discharge of pumping water into the Straight River
DNR Water Appropriations: 1994-5057 – Up to 50 million gallons per year.
No report of pumping since at least 2003.

Comments:

Area B has been reclaimed and sold to the DNR so it is being removed from the permit.
Area C has been sold to Marie Sexton and has been reclaimed to her satisfaction, so it is also being removed from the permit.
Area A is currently an active site. Four of the parcels in Area A have also been sold but according to Don Redman, they still have an agreement to utilize it for mining.

The neighboring property owner has expressed concerns about stockpile of concrete millings located west of his place. This pile appears to come from a slurry of concrete millings that are deposited in an impoundment on the property. The solids are allowed to settle in the impoundment before they are scooped out, piled up and allowed to dry. The solids are then typically combined and mixed along with other aggregate or recycled aggregate material. This method to deal with concrete slurry is an approved method by the MPCA. However, the neighbor's concern is with the dust that blows off the stockpiles after the slurry dries out. According to OSHA, high levels of silica dust can be an irritant to eyes, nose, throat and the respiratory system.

**Condition
Considerations:**

This permit was one of those that was originally issued as a Conditional Use Permit for a large area. Since mining has been completed in many of those areas and the land sold off, we should consider the following changes. (~~strike through~~ is deleted, underlined is added)

1. Mining is limited to those areas identified on the submitted site map.
2. Mining is limited to a bottom elevation of 1015. ~~for those areas west of the Straight River.~~
3. ~~Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.~~
4. A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. ~~The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.~~
5. ~~A 100 foot undisturbed buffer shall be left adjacent to the Straight River.~~
6. ~~No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.~~
7. ~~All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.~~
8. Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
9. If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
10. Trucks shall not track material from the pit onto the public road.
11. Trucks hauling material to and from this pit shall not use "jake brakes"
12. ~~Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.~~
13. Mining, processing and hauling activities ~~excluding farming activities~~ are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
14. Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
15. Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
16. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.

17. The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
18. The operator is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.

CONDITIONAL USE PERMIT

PERMIT# 214
Review

PARCEL #(s): 11-004-4304 11-004-4305 11-004-4402 11-004-4403 11-004-4405
11-005-1102 11-005-1104 11-005-1201 11-005-1202

DISTRICT(s): Agricultural **HEARING DATE:** 03/04/24
DECISION DATE: 05/14/24

APPLICANT:	<u>Medford Sand & Gravel LLC</u>	LANDOWNER:	<u>Medford Properties II LLC</u>
ADDRESS:	<u>PO Box 149</u>	ADDRESS:	<u>PO Box 60</u>
	<u>Medford, MN 55049</u>		<u>Medford, MN 55049</u>

PROPERTY ADDRESS:

8060 NW 21st Ave.
Medford, MN 55049

LEGAL DESCRIPTION OF PROPERTY:

See Attached Sheet

REFERENCE ORDINANCE FOR CUP:

Section 1524.02 of the Steele County Zoning Ordinance required a Conditional Use Permit for the mining of sand and gravel.

Condition # 18 of CUP #214 requires the renewal of this permit.

PROPOSED USE(S):

Mining of sand and gravel, including crushing, screening and washing of material and the stockpiling of aggregate material and the stockpiling of recyclable aggregate material.

CONDITIONAL USE PERMIT

PERMIT#

214
Review

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 14 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Mining is limited to those areas identified on the submitted site map.
- 2 Mining is limited to a bottom elevation of 1015.
- 3 A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant.
- 4 Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
- 5 If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
- 6 Trucks shall not track material from the pit onto the public road.
- 7 Trucks hauling material to and from this pit shall not use "jake brakes".
- 8 Dust control shall be maintained in the pit at all times so that dust does not negatively effect nearby residences or the Union Cemetery.
- 9 Mining, processing and hauling activities excluding farming activities are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
- 10 Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
- 11 Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 12 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
- 13 The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
- 14 The operator is responsible to initiate renewal proceeding on or before January 1, 2029 or this permit becomes invalid.

CONDITIONAL USE PERMIT

PERMIT# 214
Review

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

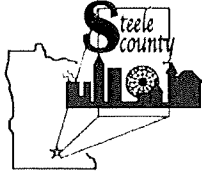
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: CUP #437 (Oeltjenbruns – Solar Sales & Installation)

Department: Planning & Zoning

Committee Meeting Date: May 6, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 4 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Mark and Jessica Oeltjenbruns to start a new business on property adjacent to their rural building site in the SW ¼, SW ¼, Section 34 of Havana Township. The business would sell and install solar energy systems. He would also repair other types of equipment and vehicles.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #437

Applicant:

Mark & Jessica Oeltjenbruns

Land Owner(s):

O's Farms Inc.

Zoning District(s):

Agricultural

Property Address:

Not Assigned

Project Site Legal Description:

The South Half of the Southwest Quarter of Section 34, Township 107 North, Range 19 West, excepting therefrom the following:

Commencing at the southeast corner of said Southwest Quarter; thence North 89°53'48" West a distance of 812.96 feet on an assumed bearing on the south line of said Southwest Quarter, to the point of beginning;

thence North 89°53'48" West a distance of 577.09 feet on said south line;

thence North 00°06'12" East a distance of 428.67 feet;

thence South 89°53'48" East a distance of 577.09 feet;

thence South 00°06'12" West a distance of 428.67 feet, to the point of beginning.

Said exception containing 5.68 acres, more or less.

AND

Further excepting; Beginning at the northwest corner of the South Half of the Southwest Quarter; thence South 89°51'12" East 295.92 feet along the north line of the South Half of the Southwest Quarter;

thence South 00°10'20" West 736.00 feet along a line parallel with the west line of said Southwest Quarter;

thence North 89°51'12" West 295.92 feet to the west line of said Southwest Quarter;

thence North 00°10'20" East 736 feet to the point of beginning.

Said exception containing 5.00 acres, more or less.

Ordinance Section:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

Project Description:

Mark and Jessica Oeltjenbruns are looking to start a new business on property adjacent to their rural building site in Section 34 of Havana Township. The business would sell and install solar energy systems. He would also repair other types of equipment and vehicles. The business would be operated from a new 66 feet by 190 feet building located on a separate parcel of land from his home. There may be up to 5 employees eventually in the business with most employees reporting directly to job sites.

General Criteria for considering a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission finds the proposal will not affect parks or schools. Electrical service is already provided to the site. Water and sewer will be handled by private systems. The road is adequate to handle the expected traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

The planning commission finds the proposal will be located on land that is currently agricultural but will have no effect on neighboring agricultural land. The nearest residential building sites, other than the applicant's, are located 625 feet to the NW and 950 feet to the East. At these distances the proposed business should not have an effect on the residential properties other than potential aesthetics.

3) The appearance will not have an adverse effect on adjacent properties:

The planning commission finds the applicant is proposing a new 66 feet x 190 feet building for the business. Outside storage, clutter and security lighting could be an annoyance to neighbors. Conditions will be included in the permit to address potential issues with the appearance of outside storage or lighting.

4) The use is reasonable and is related to the existing land use and the needs of the county:

The planning commission finds the proposal will be consistent with the existing land use.

5) The use is consistent with the purpose of the zoning ordinance and zoning district:

Zoning Ordinance:

The planning commission finds that the proposed use is consistent with allowable uses in the agricultural district.

6) The use will not create a traffic hazard or congestion:

The planning commission finds the expected traffic to the site is not expected to cause traffic hazards or congestions.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The planning commission finds the use will not negatively affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission finds:

- Utilities: Utilities will be provided by the service provider. The demand is not expected to be any greater than a typical farm site.
- Access: A new access will need to be constructed to the parcel. Havana Township will need to approve the access.
- Drainage: If the proposal creates more than 1 ac. of impervious surface, the MPCA may require additional stormwater measures.
- Septic: A septic system for the proposed building will need to be installed.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #437 to Mark and Jessica Oeltjenbruns with the following four conditions.

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

See Pages 18 & 19

Map showing land parcels with owner names and acreage. The map includes a grid with coordinates (3400 to 9400 East, 2600 to 4800 North) and a north arrow. A yellow line indicates a specific survey or boundary. The map is titled "See Pages 18 & 19" in the top left corner.

4677 SE 64th Ave.



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herewith, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN, shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

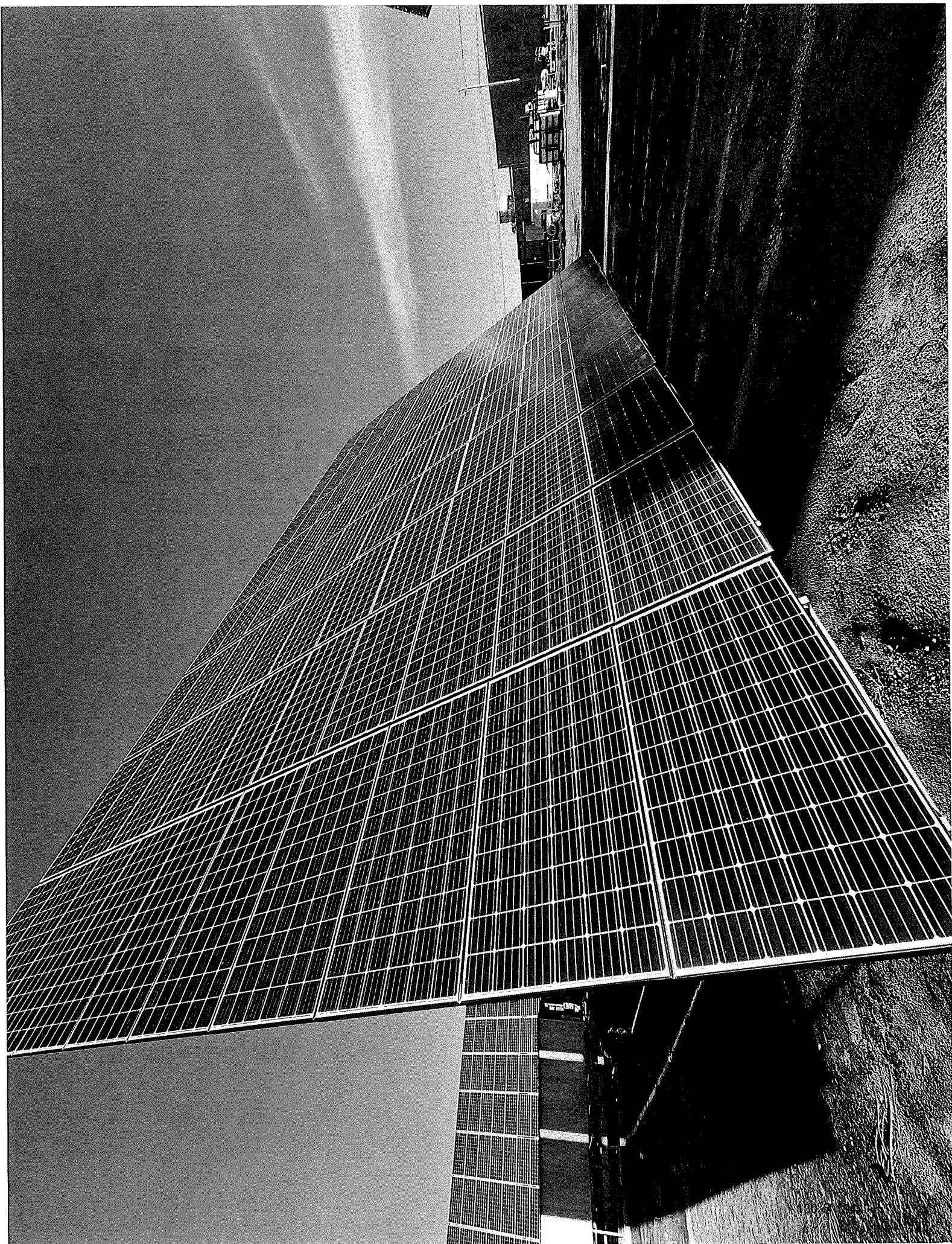
Oeltjenbruns

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April 19, 2024

129 of 194





Staff Report
for
Conditional Use Permit Application #437
Oeltjenbruns – Solar Sales and Equipment Repair

Applicant:

Mark & Jessica Oeltjenbruns

Property Owner(s):

O's Farms Inc.

Property Address:

Not assigned

Project Legal Description:

The South Half of the Southwest Quarter of Section 34, Township 107 North, Range 19 West, excepting therefrom the following:

Commencing at the southeast corner of said Southwest Quarter; thence North 89°53'48" West a distance of 812.96 feet on an assumed bearing on the south line of said Southwest Quarter, to the point of beginning; thence North 89°53'48" West a distance of 577.09 feet on said south line; thence North 00°06'12" East a distance of 428.67 feet; thence South 89°53'48" East a distance of 577.09 feet; thence South 00°06'12" West a distance of 428.67 feet, to the point of beginning.

Said exception containing 5.68 acres, more or less.

AND

Further excepting; Beginning at the northwest corner of the South Half of the Southwest Quarter; thence South 89°51'12" East 295.92 feet along the north line of the South Half of the Southwest Quarter; thence South 00°10'20" West 736.00 feet along a line parallel with the west line of said Southwest Quarter; thence North 89°51'12" West 295.92 feet to the west line of said Southwest Quarter; thence North 00°10'20" East 736 feet to the point of beginning.

Said exception containing 5.00 acres, more or less.

Zoning District:

Agricultural

Project Description:

Mark and Jessica Oeltjenbruns are looking to start a new business on property adjacent to their rural building site in Section 34 of Havana Township. The business would sell and install solar energy systems. He would also repair other types of equipment and vehicles. The business would be operated from a new 66 feet by 190 feet building located on a separate parcel of land from his home. There may be up to 5 employees eventually in the business with most employees reporting directly to job sites.

Reason for Conditional Use Permit Application:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

General Criteria for Issuing Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

Public facilities used by this development will be electricity and SE 64th Ave. Electricity demand would be consistent other rural building sites. SE 64th Ave. is a gravel township road.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter development:

The site is predominantly surrounded by agricultural land. The business, if approved, would have not have an effect on neighboring agricultural land. The nearest residential building sites, other than the applicant's, are located 625 feet to the NW and 950 feet to the East. At these distances the proposed business should not have an effect on the residential properties other than potential aesthetics.

3) The appearance will not have an adverse effect on adjacent properties:

The appearance will be a proposed 66 feet x 190 feet building. Outside storage, clutter and security lighting could be an annoyance to neighbors. The planning commission could consider conditions on outside storage or lighting to mitigate these issues.

4) The use is related to the existing land use and the county needs of the county:

The applicant is proposing to subdivide an approximately 3 acre parcel on which to construct his building. The property is currently used as cropland.

5) The use is consistence with the zoning ordinance and zoning district:

The property is zoned as agricultural. The applicant has applied under Section 704.1 of the Zoning Ordinance which allows agricultural related businesses as a conditional use. There is no definition in the ordinance that defines agricultural related business. We have permitted machinery and vehicle repair in the agricultural district by CUP but have never considered a solar sales and installation business. The planning commission will need to determine if this request meets the intended definition of Agricultural Related business.

6) The use will not creation a traffic hazards or congestion:

The proposed business estimates additional traffic to the site would consist of limited truck traffic delivering equipment, passenger vehicle traffic for an estimated 5 employees, and customer traffic for either the repair business or solar sales business.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

There are no permitted businesses in the area.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

- Utilities: Utilities will be provided by the service provider. The demand is not expected to be any greater than a typical farm site.
- Access: A new access will need to be constructed to the parcel. Havana Township will need to approve the access.
- Drainage: If the proposal creates more than 1 ac. of impervious surface, the MPCA may require additional stormwater measures.
- Septic: A septic system for the proposed building will need to be installed.

Staff Comments:

If the Planning Commission recommends approval of this application, they may wish to consider the following conditions:

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

CONDITIONAL USE PERMIT**PERMIT# 437**

PARCEL #:	<u>07-034-3301</u>	HEARING DATE:	<u>05/06/24</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>05/14/24</u>

APPLICANT:	<u>Mark & Jessica Oeltjenbruns</u>	LANDOWNER:	<u>O's Farms Inc.</u>
ADDRESS:	<u>4677 SE 64th Ave.</u>	ADDRESS:	<u>6674 SE 48th St.</u>
	<u>Claremont, MN 55924</u>		<u>Claremont, MN 55924</u>

PROPERTY ADDRESS:

Not Assigned

LEGAL DESCRIPTION OF PROPERTY:

The South Half of the Southwest Quarter of Section 34, Township 107 North, Range 19 West, excepting therefrom the following:

Commencing at the southeast corner of said Southwest Quarter; thence North 89°53'48" West a distance of 812.96 feet on an assumed bearing on the south line of said Southwest Quarter, to the point of beginning;

thence North 89°53'48" West a distance of 577.09 feet on said south line;

thence North 00°06'12" East a distance of 428.67 feet;

thence South 89°53'48" East a distance of 577.09 feet;

thence South 00°06'12" West a distance of 428.67 feet, to the point of beginning.

Said exception containing 5.68 acres, more or less.

AND

Further excepting; Beginning at the northwest corner of the South Half of the Southwest Quarter; thence South 89°51'12" East 295.92 feet along the north line of the South Half of the Southwest Quarter; thence South 00°10'20" West 736.00 feet along a line parallel with the west line of said Southwest Quarter;

thence North 89°51'12" West 295.92 feet to the west line of said Southwest Quarter;

thence North 00°10'20" East 736 feet to the point of beginning.

Said exception containing 5.00 acres, more or less.

CONDITIONAL USE PERMIT**PERMIT# 437**

REFERENCE ORDINANCE FOR CUP:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

PROPOSED USE(S):

Equipment repair and solar energy system sales business.

DECISION OF BOARD OF COMMISSIONERSDeny ☐Approve ☒ with four conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 Building must meet all applicable building codes and accessibility codes.
 - 2 Outside storage must be screened from neighboring residential uses.
 - 3 Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
 - 4 All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.
-

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

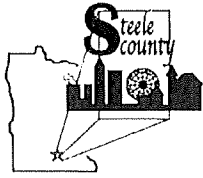
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: CUP #438 (Terpstra – Repair Business)

Department: Planning & Zoning

Committee Meeting Date: May 6, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 4 conditions based on the Findings of Fact.

Background (*Including Budget Impact*):

This request is from Derek Terpstra requesting to start a new business from his rural building site in Section 26, Owatonna Township. The business would repair boats, trailers, ATV's UTV's and other miscellaneous equipment. The site address is 3673 Austin Road.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #438**

Applicant:

Derek Terpstra

Land Owner(s):

Derek Terpstra

Zoning District(s):

Agricultural

Property Address:

3673 Austin Road
Owatonna, MN 55060

Project Site Legal Description:

Starting at a point in the center of the Old Austin Road 451 feet due South of the North boundary of the South Half of the Southeast Quarter (S 1/2 of SE 1/4) of Section 26, Township 107 North, Range 20 West, thence due East to a point 1350 feet West of East Section line of Section 26, thence southeasterly to a point 1269 feet West of East line of Section 26 and 407 feet North of South line of Section 26, thence due West to center of Old Austin Road, thence Northwesterly along center of Old Austin Road to starting point, Steele County, Minnesota.

Ordinance Section:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

Project Description:

Derek Terpstra is requesting to start a new business from his rural building site in Section 26, Owatonna Township. The business would repair boats, trailers, ATV's UTV's and other miscellaneous equipment. He would utilize an existing 4800 square feet building onsite.

General Criteria for considering a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission finds the proposal will not affect parks or schools. Electrical service is already provided to the site. Water and sewer will be handled by private systems. The road is adequate to handle the expected traffic.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

The planning commission finds the proposal will have no effect on agricultural land. The nearest neighboring residents are located 1000 feet to the north and 1400 feet to the east and west. At these distances the proposed business should not have an effect on these residences.

3) The appearance will not have an adverse effect on adjacent properties:

The planning commission finds the applicant is proposing to use an existing building for the business so the appearance should not change. Conditions shall be placed on the permit to address outside storage, clutter and security lighting which could be an annoyance to neighbors.

4) The use is reasonable and is related to the existing land use and the needs of the county:

The planning commission finds the proposal will be consistent with the existing building site if the building meets the building codes for a repair shop.

5) The use is consistent with the purpose of the zoning ordinance and zoning district:

Zoning Ordinance:

The planning commission finds that the proposed use is consistent with allowable uses in the agricultural district.

6) The use will not create a traffic hazard or congestion:

The planning commission finds the expected traffic to the site is not expected to cause traffic hazards or congestions.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The planning commission finds the use will not negatively affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission finds:

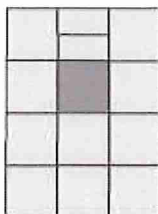
- Access: The existing access roads onto Austin Road 45 will be used. No new accesses are proposed.
- Drainage: Drainage should not change.
- Septic: The business will have to install a bathroom and septic system for the building.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #438 to Derek Terpstra with the following conditions.

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

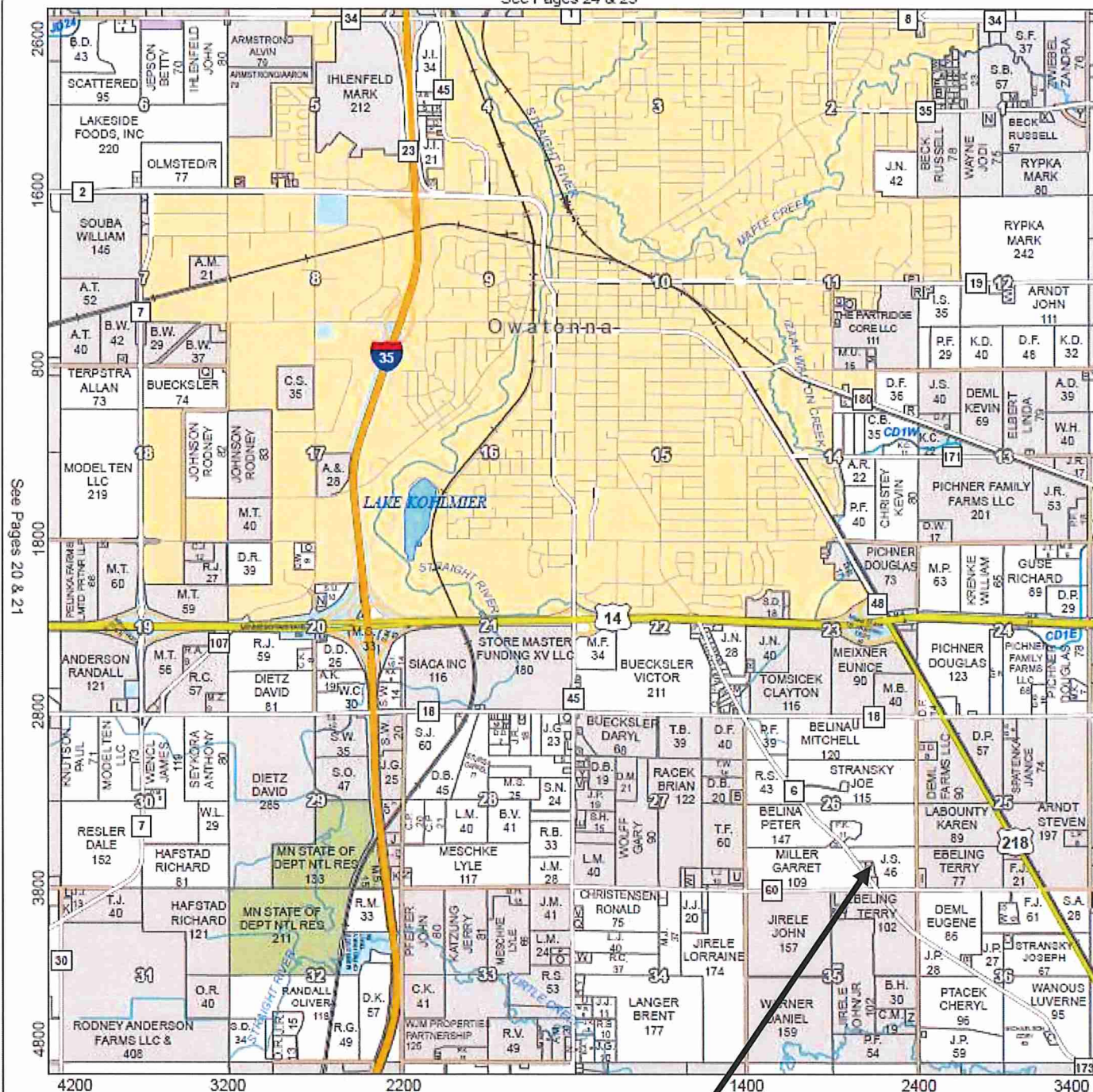
Owatonna



T.107N. - R.20W.



See Pages 24 & 25



See pages 12 & 13

Terpstra Proposed Location

3673 Austin Road



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Terpstra

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mi

April 19, 2024



Staff Report
for
Conditional Use Permit Application #438
Terpstra – Marine and ATV Repair

Applicant:

Derek Terpstra

Property Owner(s):

Derek Terpstra

Property Address:

3673 Austin Road
Owatonna, MN 55060

Project Legal Description:

Starting at a point in the center of the Old Austin Road 451 feet due South of the North boundary of the South Half of the Southeast Quarter (S 1/2 of SE 1/4) of Section 26, Township 107 North, Range 20 West, thence due East to a point 1350 feet West of East Section line of Section 26, thence southeasterly to a point 1269 feet West of East line of Section 26 and 407 feet North of South line of Section 26, thence due West to center of Old Austin Road, thence Northwesterly along center of Old Austin Road to starting point, Steele County, Minnesota.

Zoning District:

Agricultural

Project Description:

Derek Terpstra is requesting to start a new business from his rural building site in Section 26, Owatonna Township. The business would repair boats, trailers, ATV's UTV's and other miscellaneous equipment. He would utilize an existing 4800 square feet building onsite.

Reason for Conditional Use Permit Application:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

General Criteria for Issuing a Conditional Use Permit:

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**
Public facilities used by this development will be electricity and Austin Road. Electricity is already provided to the site and demand will not be any greater than normal building site usage. Austin Road is a paved County Road with a 9 ton per axel load limit. It should be adequate to handle the expected traffic from this proposed business.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter development:**
The site is predominantly surrounded by agricultural land. The proposed use should not have any effect on the agricultural land. The nearest neighboring residents are located 1000 feet to the north and 1400 feet to the east and west. At these distances the proposed business should not have an effect on these residences.

3) The appearance will not have an adverse effect on adjacent properties:

The applicant is proposing to use an existing building for the business so the appearance should not change. Outside storage, clutter and security lighting could be an annoyance to neighbors. The planning commission could consider conditions on outside storage to mitigate this issue.

4) The use is related to the existing land use and the county needs of the county:

The site is a 4 acre rural building site with a house, a couple of agricultural buildings and a 4800 square foot quonset building built in the 1950's he will use for the business. The building should be required to meet codes for a repair shop.

5) The use is consistent with the zoning ordinance and zoning district:

The property is zoned as agricultural. The applicant has applied under Section 704.1 of the Zoning Ordinance which allows agricultural related businesses as a conditional use. There is no definition in the ordinance that defines agricultural related business although we have allowed machinery and vehicle repair. The planning commission will need to determine if this request meets the intended definition of Agricultural Related business.

6) The use will not create traffic hazards or congestion:

Traffic will be sporadic as customers drop off and pick up equipment. It would be expected that traffic would be more frequent in the spring and summer but the assumed traffic is not expected to cause traffic hazards or congestion on the road.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The nearest existing business is Owatonna RV Service located ¼ mile to the southwest. This proposed business should not have a negative effect on Owatonna RV Services. There is also a substation located adjacent to the property to the south. Once again, the proposed business should not affect this substation.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

- Utilities: Will not change from present.
- Access: The existing access roads onto Austin Road will be used. No new accesses are proposed.
- Drainage: Drainage should not change.
- Septic: The business will have to install a bathroom and septic system for the building.

Staff Comments:

If the Planning Commission recommends approval of this application, they may wish to consider the following conditions:

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

CONDITIONAL USE PERMIT**PERMIT# 438**

PARCEL #:	08-026-2202	HEARING DATE:	05/06/24
DISTRICT:	Agricultural	DECISION DATE:	05/14/23

APPLICANT:	Derek Terpstra	LANDOWNER:	Same
ADDRESS:	3673 Austin Road	ADDRESS:	
	Owatonna, MN 55060		

PROPERTY ADDRESS:

3673 Austin Road
Owatonna, MN 55060

LEGAL DESCRIPTION OF PROPERTY:

Starting at a point in the center of the Old Austin Road 451 feet due South of the North boundary of the South Half of the Southeast Quarter (S 1/2 of SE 1/4) of Section 26, Township 107 North, Range 20 West,
thence due East to a point 1350 feet West of East Section line of Section 26,
thence southeasterly to a point 1269 feet West of East line of Section 26 and 407 feet North of South line of Section 26,
thence due West to center of Old Austin Road,
thence Northwesterly along center of Old Austin Road to starting point, Steele County, Minnesota.

REFERENCE ORDINANCE FOR CUP:

Section 704.1 of the Steele County Zoning Ordinance allows Agricultural Related Businesses as a conditional use in the agricultural district.

PROPOSED USE(S):

Repair for boats, trailers, atv's, utv's, and other miscellananeous equipment.

CONDITIONAL USE PERMIT**PERMIT# 438****DECISION OF BOARD OF COMMISSIONERS**Deny ☐Approve ☒ with four conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

*Date***Conditions**

- 1 Building must meet all applicable building codes and accessibility codes.
- 2 Outside storage must be screened from neighboring residential uses.
- 3 Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
- 4 All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

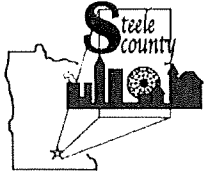
Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Subject: IUP 2024-01 (EESolar33 LLC)

Department: Planning & Zoning

Committee Meeting Date: May 6, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approval with 18 conditions based on the Findings of Fact.

Background *(Including Budget Impact)*:

This request is from Enterprise Energy on behalf of EESolar33 LLC to construct and operate a 4 MW (Mega Watt) Alternating Current Community Solar Array on approximately 30 acres of land located in the N 1/2 of the NE 1/4 of Section 31, Clinton Falls Township on property owned by the Busho Trust. The system will consist of single axis trackers placed in north-south rows and rotating from east to west mounted on a steel racking structure. The expected lifespan of the project is at least 25 years up to 35 years

Attachments:

Findings of Fact

Location Map

Site Map

Design Info

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
INTERIM USE PERMIT #2024-01

EESolar33, LLC

Applicant:

Enterprise Energy LLC for EESolar33, LLC

Land Owner(s):

Vernon R. Buscho Trust

Project Description:

Construct and operate a 4 MW (Mega Watt) Alternating Current Community Solar Array on approximately 30 acres of land. The solar energy system will consist of single axis trackers placed in north-south rows and rotating from east to west mounted on a steel racking structure. The applicant is requesting the permit to be active until the end of 2061.

Zoning District(s):

Agricultural
Airport Zone C

Ordinance Section:

Section 1528.03 of the Steele County Zoning Ordinance requires an interim use permit for "Primary Use Solar Energy Systems in the Agricultural District.

Property Address:

Not Assigned

Project Site Legal Description:

All that part of the N 1/2 of the NE 1/4 of Section 31, Township 108 North, Range 20 West, Steele County, MN.

EXCEPT: Commencing at the Northeast corner of said Section 31; thence South 0 degrees East, assumed bearing, 225 feet along the East line of NE 1/4 of NE 1/4 to the true point of beginning; thence South 0 degrees East 538 feet along the East line of said NE 1/4 of NE 1/4; thence North 90 degrees West 412 feet; thence North 0 degrees East 538 feet; thence North 90 degrees East 412 feet to said true point of beginning,

AND EXCEPT; Beginning at the northeast corner of said NE 1/4; thence S 0°19'00" W assumed bearing, 225.00 feet along the east line of said NE 1/4; thence N 89°41'00" W 412.00 feet; thence N0°19'00" E 220.59 feet to the north line of said NE 1/4; thence N 89°42'14" E, 412.02 feet to beginning,

AND FURTHER EXCEPT: Beginning at the Northwest corner of said NE 1/4; thence North 89°42'14" east, assumed bearing, 482.00 feet along the North line of said NE 1/4 to the centerline of Crane Creek; thence South 56°06'14" West 582.67 feet along said Creek centerline to the West line of said NE; thence North 0°17'34" East 322.46 feet to beginning.

General Criteria for considering a Conditional Use Permit:

1) The use will not create a burden on parks, schools, streets, public facilities or utilities:

The planning commission finds the proposal will have no impact on parks or schools. Electricity will be sold to Xcel Energy.

2) The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter the development of vacant land:

The planning commission finds the project has no negative effects on the surrounding agricultural land. There is one residential site adjacent to the proposed site. Once constructed, the solar farm produces no odors, no noise, and minimal traffic so its operation should not negatively affect the residence.

3) The appearance will not have an adverse effect on adjacent properties:

The planning commission finds the appearance may be objectionable to residential properties. A vegetative screening required by IUP 2023-02 between that project and the nearest residential property will mitigate some of that appearance. That screening shall be a requirement of this permit as well. Also, the appearance of the fence should be a woven wire fence to make the project appear less industrial in nature.

4) The use is reasonable and is related to the existing land use and the needs of the county:

The planning commission finds the request is reasonably related to the existing land use and the needs of the county.

5) The use is consistence with the purpose of the zoning ordinance and zoning district:

Zoning Ordinance:

The planning commission find the zoning ordinance allows primary use solar energy systems by Interim Use Permit in the agricultural district

The initial glare study indicated some concern with glare and the airport. Re-adjusting the panels at a different angle while at rest eliminated the glare concern on a revised glare study. A condition of the permit will be to require this revised position. The site is also located in Zone C height restriction zone of the Airport Zoning District. An FAA 7460 shall be completed and submitted to the FAA.

6) The use will not creation a traffic hazards or congestion:

The planning commission find there will be a significant amount of traffic during construction but minimal traffic after construction. Construction equipment shall abide by weight restrictions when roads are posted. At the township's request, any damage done to the road as part of the construction is to be remediated by the developer. Parking shall not be allowed on the road except for exceptional circumstances.

7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:

The planning commission finds the proposal should not affect nearby businesses.

8) Adequate utilities, access roads, drainage and other facilities will be provided:

The planning commission find:

Access: The project will utilize an access road constructed for the development of IUP 2023-02. The proposer shall be required to obtain any permits required from Clinton Falls Township.

Drainage: No drainage tile have been identified on the proposed site. If drainage tile are discovered, the developer shall be required to allow maintenance of the tile throughout the life of the project.

Runoff: The project will require a storm water pollution prevention plan. The proposer shall be required to follow the plan.

Wetland: A formal wetland delineation and/or application should be completed and sent to the Soil and Water Conservation district.

Floodplain: The proposed panels will not be located in the designated floodplain areas.

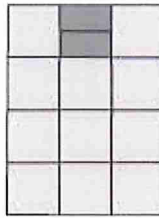
Ground Cover: The operator shall be required to control noxious weeds on the site.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Interim Use Permit request #2024-01 with 18 conditions.

1. This permit allows for the construction and operation of 4 MW Solar Array in the location identified on the submitted application. Any additional expansion of the project will require the permit to be amended.
2. This permit shall expire on December 31, 2061 and all solar components and accessory facilities removed by December 31, 2062.
3. If the project ceases to generate electricity before the permit expiration date, all solar components and accessory facilities shall be removed within one year of the discontinuation of use/operation.
4. The operator shall notify the Steele County planning and zoning office of any changes in management or ownership of the project.
5. Any private drainage tile servicing adjoining properties shall be protected during construction and maintained throughout the life of the project.
6. A wetland determination shall be completed and submitted to the Steele Soil and Water Conservation District. The applicant shall follow all procedures and requirements of the wetland conservation act.
7. The developer shall construct a security fence around the perimeter of the solar panels to deter unauthorized entrance. The fence shall utilize woven wire and be a maximum of 8 feet tall without barbed or razor wire.
8. Permanent vegetative shall be planted within the fenced project area.
9. All noxious weeds shall be controlled throughout the life of the project. If the weeds are not controlled the operator shall allow the county access to the site to implement weed control and the costs assessed back to the property.
10. If required by the township, an access permit shall be obtained from the township.
11. Prior to the start of construction, the developer shall document with the township the condition of the haul road(s) to be used during the construction of the project. Any haul road(s) degradation caused by construction traffic shall be remedied by the developer.
12. All construction crew vehicles must park on the site unless site conditions prohibit it. If vehicles must park on the road because of site conditions, vehicle parking shall be limited to a single side of the road.
13. The developer must obtain a 911 address and sign for the site.
14. The developer shall obtain building permit(s) from the Steele County Building Inspection office.
15. The developer and/or operator is responsible to acquire or maintain any federal, state, or local permits required in the construction, operation, and maintenance of the solar energy system.
16. A vegetative screen is required between this project and the neighboring property to the east. The screen shall consist of healthy, hardy plant materials that provides a minimum screen height of 8 feet and a minimum density of 75% at maturity. An alternate planting plan may be used if approved by the neighboring property owner. Screening planted as required by IUP 2023-02 will satisfy this condition.
17. Prior to the start of construction, the developer shall provide a letter of agreement from the land owner that states they understand they are liable for decommissioning if EESolar33 LLC or future lessees abandon the site.
18. The operator shall program the panels as modeled in the glare analysis dated April 3, 2024, 1:45PM to produce zero glare affecting the airport. If glare becomes an issue for the airport the operator shall work with the airport to determine a solution.

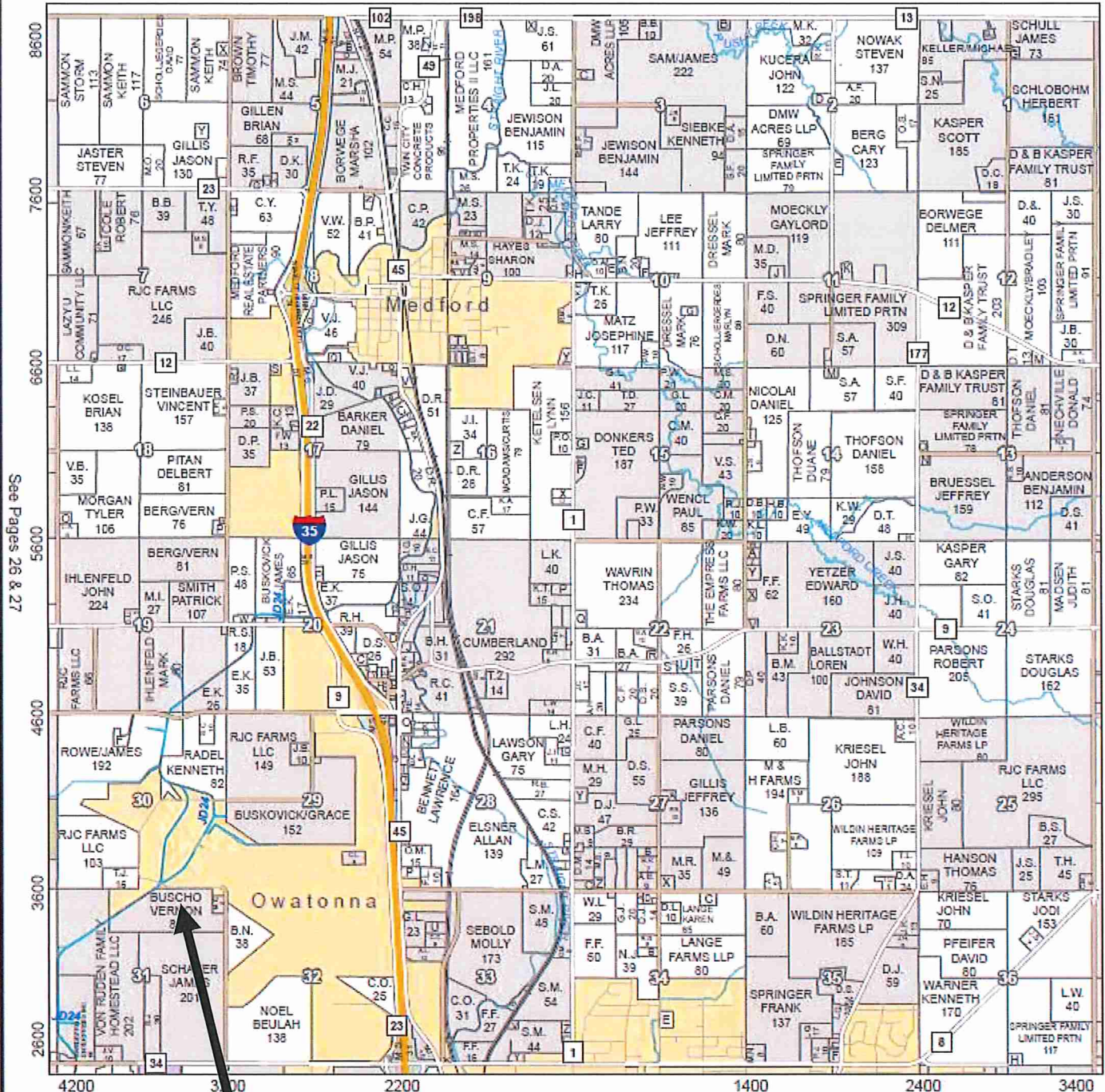
Medford & Clinton Falls



T.108N. - R.20W.



Rice Co.



See Pages 18 & 19

Proposed 4 MW Solar Location

EESolar33 LLC



2025 DEAN PARKWAY, EXECUTIVE STE 300
MINNEAPOLIS, MN 55416
612-470-7152
WWW.ENTRIPRISEENERGY.COM

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THIS DRAWING IS FOR PLANNING PURPOSES ONLY, AND NOT TO BE USED FOR CONSTRUCTION.

PV SYSTEM OVERVIEW	
DC SYSTEM SIZE (kWAC)	6.004
AC SYSTEM SIZE (MW)	4.500
DC SYSTEM VOLTAGE (V)	1500
GRID VOLTAGE (V)	115/120
CITY	LOS ANGELES
CITY COORDINATES	18
ARRAY TILT	18°
ARRAY AZIMUTH	180°
PV MODULE SPECIFICATIONS	
MANUFACTURER	Q CELLS
MODEL NUMBER	Q.PAK 60-210/150
POWER (WAC-210)	210
VOLTAGE (VAC)	1500
PV INVERTER SPECIFICATIONS	
MANUFACTURER	SOLAREXTRA
MODEL NUMBER	XP2 150/250-600
MAX OUTPUT POWER (WAC)	250 / 250
INPUT VOLTAGE (VAC)	600
MAX INPUT VOLTAGE (VAC)	1500

ENGINEER'S STAMP:

NAME _____	DATE _____	REGISTRATION NUMBER _____			
			NO.	REASON / ISSUE	DATE
			0	INTERCONNECTION APPLICATION	8/25/23
			1	REEL COMMENTS	10/2/23
			2	REEL COMMENTS	10/2/23
			3	INVERTER AND NEW ARRAY FOOTPRINT	2/12/2024
			4		
			5		
			6		
			7		
			8		
			9		
			10		
			11		

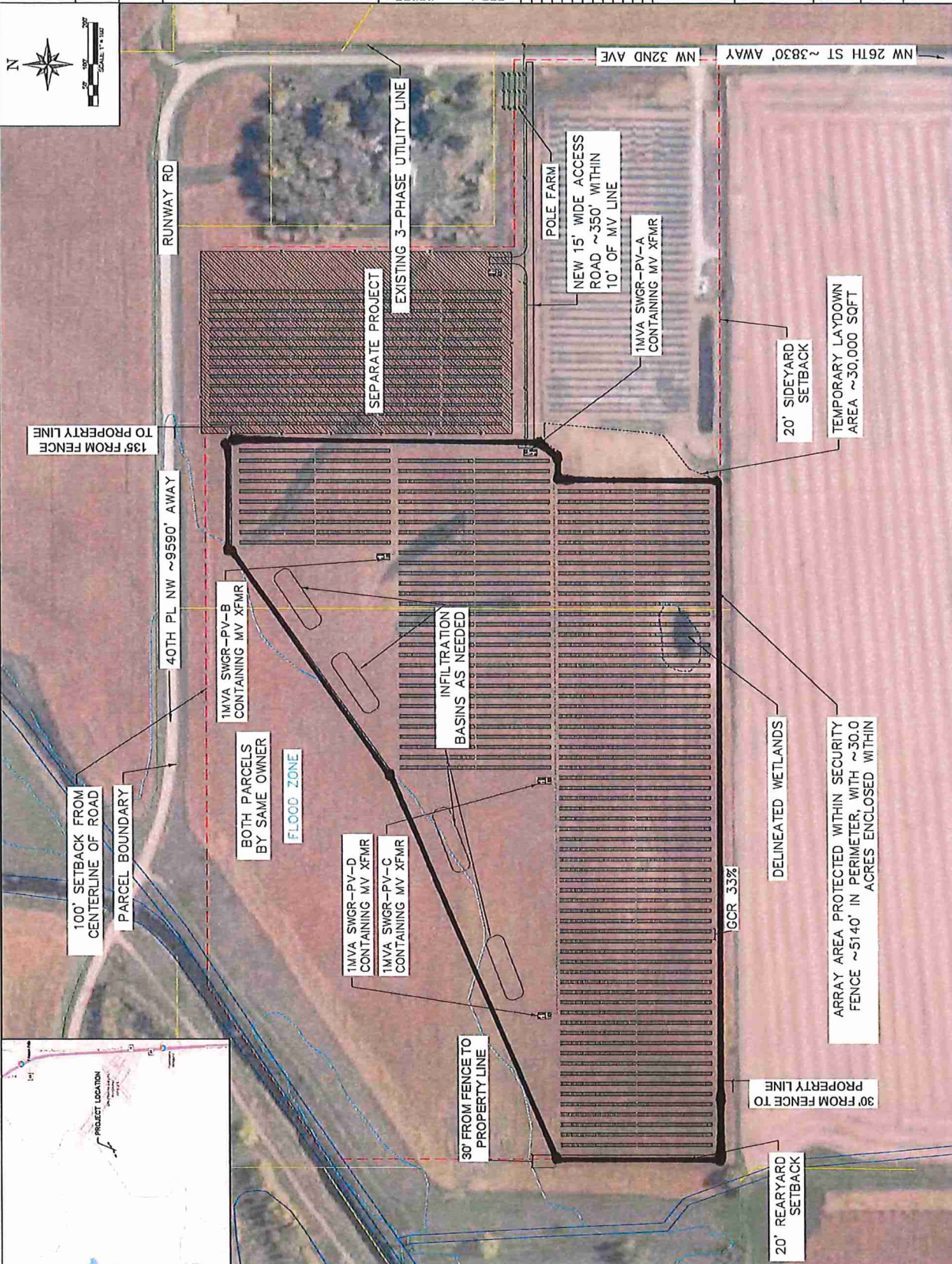
PROJECT NAME: BUSCHO 4MW CSG
EESOLAR33 LLC
SRC#: _____

LOCATION: 3490 32ND AVE NW
OWATONNA, MN 55060
44.122066814°, -93.2736128935°
TOWNSHIP 108, RANGE 20, MN

EPC OPERATOR:
XCEL ENERGY

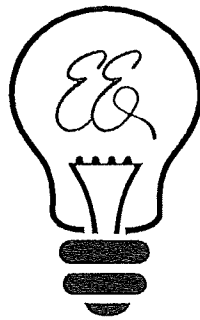
DRAWING TITLE: SITE PLAN

SHEET:	SHEET SIZE:
A001	22"x34"



Date:
Land Use Authority:

February 12, 2024
Steele County, MN



ENTERPRISE

ENERGY

Application for Interim Use Permit

Buscho 4MW Community Solar Garden

Enterprise Energy LLC for EESolar33 LLC

Enterprise Energy LLC, a Minnesota limited liability company (“Applicant”) submits this Interim Use Permit and Lot Combination application on behalf of EESolar33 LLC, a Minnesota limited liability company and subsidiary of Enterprise Energy. Applicant requests a permit to construct 4MW Alternating Current of community solar gardens on land owned by Esther I Buscho Revocable Living Trust and Vernon R. Buscho Disclaimer Trust, Steele County, MN, Tax ID 12-031-1100, legally described by Section 10 of this Narrative.

The project will consist of 4 1MW gardens that will look and function as a single garden and be under common ownership. The 4MW project is collectively referred to as the “solar array.” The site was selected due to its compliance with the zoning ordinance, its proximity to electrical infrastructure, it’s physical characteristics and suitability for solar development, and landowner participation. There is a preexisting solar development on the parcel and another 1MW project under development. This CUP application is unrelated to those projects.

1. Summary of Project 2

2. Methods of Construction 5

3. Access, Parking, Roads 6

4. Operation 6

5. Landscaping Plan & Visual Impact.....6

6. Stormwater Management Plan.....8

7. Decommissioning Plan 8

8. Fire Prevention Plan.....9

9. Parcel Legal Description.....9

10. Exhibit List.....9



1. Summary of Project

A Community Solar Garden is a solar power plant that allows people who don't have a good spot for solar panels to be treated by the electric utility as though these solar panels are on their property. We lease land somewhere that is good for solar, such as this parcel, and pay to develop and install the Community Solar Garden. When the array puts power into the grid, it receives a "bill credit" from the electric utility for that amount of power. The bill credit grants the right to take that same amount of power out of the electric grid at a different location for no cost. We then sell the bill credit to the people who don't have a good spot for solar, thereby allowing them to save money through solar even though they don't have a good spot for solar panels. The people who buy the bill credits are referred to as the "subscribers" since they subscribe to the Community Solar Garden by agreeing to buy the bill credits. The installation will operate as a "Community Solar Garden" as defined by Minn. Stat. 216B.1641. The requested term of the IUP is 35 years from the commercial operation date.

The Minnesota legislature recently passed a bill that increases the size of Community Solar developments from 1MW AC to 5MW AC. This size increase is important because projects over 1MW pay more in tax revenue. In Minnesota, solar projects under 1MW don't pay a type of tax called production tax. However, under the new law, this 4MW project will pay production tax. Production Tax is \$1.20 per Megawatt Hour produced. A 4MW Solar Array can produce about 10,000 MWH of solar per year resulting in additional \$12,000/year in tax revenue and \$420,000.00 over the 35 year life of the project.

Apart from Production Tax, Farmland generates far more tax revenue for when it has a large solar installation on it because the assessor can change the tax *usage* classification of the property from Agricultural to Commercial / Industrial. Solar does not change the zoning or property valuation. However, there is an enormous increase in tax revenue from changing *use* alone, not including the production tax.

2. Methods of Construction

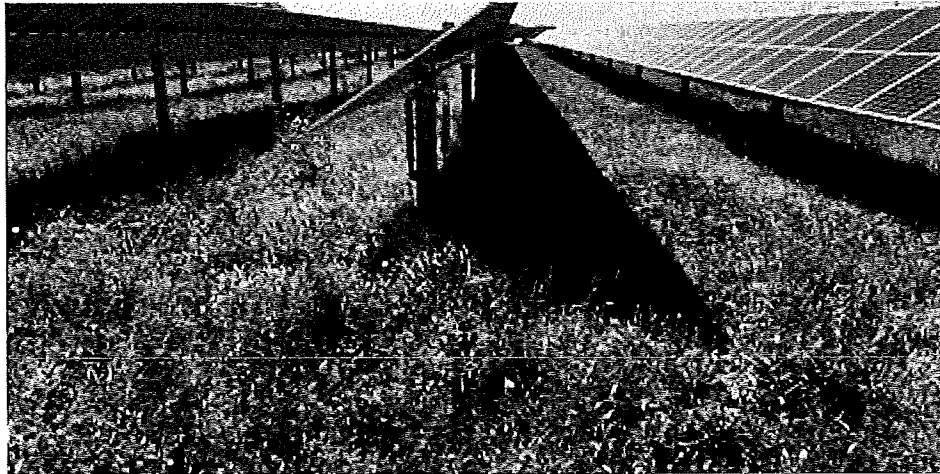
We would like to begin construction as soon as spring 2025 and complete before winter. However, the actual construction process will only take about three months. We haven't set an exact groundbreaking date yet. The construction process begins with preliminary site testing for soil conditions for footings, as well as environmental, historical, and cultural diligence. A construction trailer and portable toilet will be placed on site when we begin groundbreaking.

Construction can be thought of as five phases: footings, racking, panels, electrical, and testing. Typically, a subsequent phase begins when the previous phase is about halfway done. Footings will consist of rows of I-beams that are driven into the ground to a depth of about 10-15 feet with no concrete footing. When about half of the field has I-beams installed, the racking



system begins being placed on the I-beams. When the racking is installed on about half of the field, electricians will begin installing the solar panels on the completed portion. When the solar panels about installed about halfway through the field, electricians will begin wiring the system together. After the installation is complete it will undergo about a month of testing from the installer and the electric utility before it becomes commercially operational.

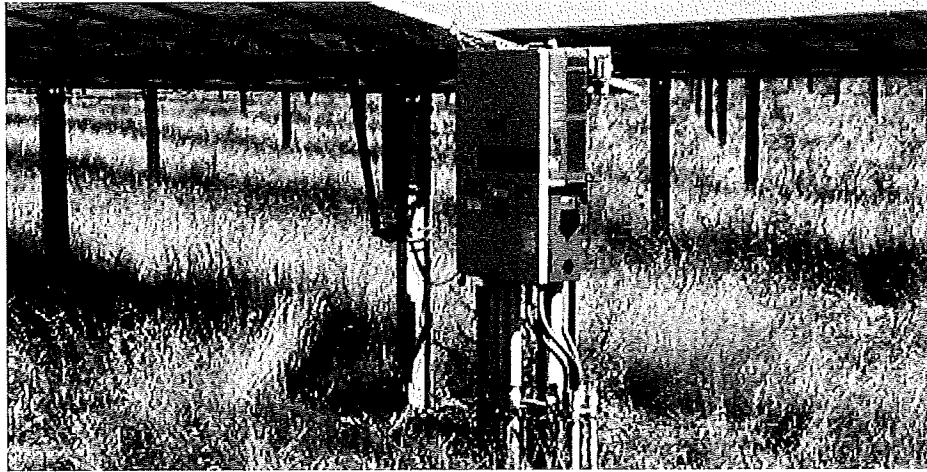
The rows of solar panels will run from North to South, and pivot on a single axis following the sun from East to West.



The racking system is attached to driven I-beam that secures the installation to the ground. The I-Beam is driven directly into the ground. The racking and footings are within accepted professional standards given the local soil and climate, and are professional engineered to withstand winds exceeding 150 MPH.



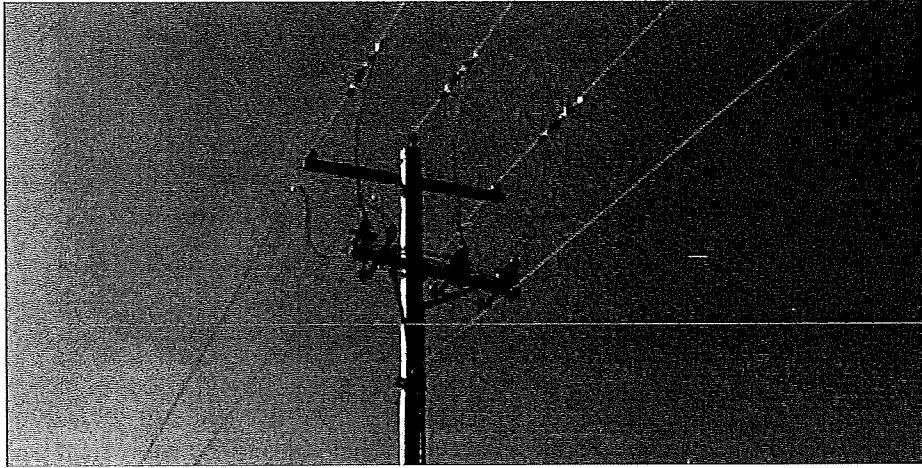
Solar panels produce direct current (DC) electricity. The electrical grid uses alternating current (AC) electricity. The power produced from the array will be run through an “Inverter” that changes the power from direct current to alternating current. The process of inverting the electricity loses some efficiency. Therefore, it will produce more DC power than AC. This conversion is expressed as a DC/AC ratio. This project will have roughly a 1.5 DC/AC Ratio, meaning that for every MW AC that it produces, it produces 1.5MW direct current.



A community solar garden has one concrete equipment pad that takes up about 200 sf. The solar panels are connected by underground electric conduit that leads to the equipment pad where metering equipment is mounted. The amount of electricity that is produced by the solar development is measured by the solar development owner and the electric utility. The power production and equipment are monitored 24/7 by a satellite or cellular based security system. An emergency shutoff switch is also on site.



After the power is metered at the equipment pad, it interconnects into the electric utility's existing three phase distribution power distribution network. The solar installation includes a pole that houses overhead wires and leads to another pole that is controlled by the electric utility. Each 1MW of solar on the site will have its own point of interconnection. All points of interconnection will be adjacent to one another.



The solar array will be contained within a 6 foot tall chain link security fence as described by the site plan. The fence will meet electrical code requirements and prevent people from trespassing, while allowing birds, insects, rodents, and other wildlife to pass through. A single fence will surround all 4 MW.





3. Access, Parking and Roads

Access to the site will be by a packed class five gravel road approximately fifteen feet wide with a 20-foot entrance. Construction parking will be located entirely within the parcel. No additional parking is required. Multiple semi truckloads of equipment such as solar panels and steel racking will be delivered through the construction process. Multiple pickup trucks, workers, passenger vehicles, bobcats and equipment will be on site most days during construction.



4. Operation



Access to the site will be minimal after construction. An engineer will need to access the property by pickup truck at least twice a year to examine the equipment. Maintenance crews will be on site at least twice a year to manage the vegetative cover and remove weeds.

The array will be monitored 24/7 365 days a year by a computer monitoring system that measures the power being produced on site. If a problem arises, the system will alert the system owner so that appropriate personnel can be dispatched to the site to resolve the issue.

The development will be owned and operated by an owner operator selected by the Developer. We have not determined who the owner will be yet, or if it will be sold at all.

5. Landscape Plan & Visual Impact

The Minnesota state legislature has passed a law that encourages solar developers to plant solar arrays in pollinator friendly plantings, Minn Stat. 216B.1642. The Minnesota Board of Water and Soil Resources has issues guidelines for the establishment of such pollinator habitat underneath solar developments, including tools evaluating the establishment and maintenance of the pollinator plantings.

We propose to submit a vegetation management plan in compliance with the abovementioned guidelines. The vegetative management plan will create wildlife habitat for birds, rodents, and insects that cannot live in farmed soils due to pesticides, as well as carnivorous animals that eat them. Unlike row crops, the vegetative cover will have deep roots that will improve the permeability of the soil, promote soil health, slow down the velocity of water runoff, and prevent topsoil erosion, thereby naturally improving the quality of any surrounding waterbodies or wetlands.

The Minnesota board of Soil and Water has recognized these benefits outside of solar by creating the CREP program, which pays farmers to remove farmland from agricultural production to create wildlife habitat like this solar installation creates for free. Removing overworked farmland from production and returning it to wildlife habitat is a windfall for the community and farmers.

The home to the East already has vegetation obstructing the view of the solar array. Also, the CUP for the IMW Community Solar Garden that has not been built yet requires screening along the West line of the home. That screening will also serve to screen this project.





6. Stormwater Management Plan

Stormwater management measures will be determined by a Minnesota licensed civil engineer as part of a full civil design set, which will be submitted for a building permit, and be subject to review and approval by environmental staff. The plan may include a SWPPP, stormwater runoff calculations, identify water retention basins, and utilize measures such as erosion control logs, silt fences, and infiltration basins. The stormwater management plan will comply with local laws and rules, as well as the Minnesota Board of Soil and Water, DNR, MPCA, and other state and federal requirements.

No County drain tile or cross property tile is located on the parcel. Under the lease agreement with the landowner, the developer assumes responsibility for any tile damaged during construction. The developer will identify the location of tile and either avoid hitting it or replace it to restore drainage to its preexisting condition.

7. Decommissioning Plan

The solar tenant and its successors shall be responsible for decommission of the solar installation upon the expiration of the lease, land use permits, or the cessation of power generation for a period longer than 12 months, at which point the solar installation will be deconstructed and removed. All footings, electrical components and underground wires, fences, and other solar equipment will be removed, and the land can be restored to agricultural production.

The solar installation will comply with any decommissioning security requirements or procedures that are required by the land use authority. The land lease for solar installation contains a contractual obligation for the solar tenant to decommission the solar installation and restore the



property. It also requires that the tenant post a security for removal in the form of a bond, escrow, or letter of credit prior to construction, payable to the property owner, in the event that the land use authority does not require one. The purpose of the security is to ensure that sufficient money is set aside to remove the solar installation before it is built.

8. Fire Prevention Plan

The solar installation will comply with the international building code, including sections 605.11-605.11.2 regarding the location of underground electrical conduit, the national electric code, and all local electric and fire codes and ordinances. The solar installation will have emergency contact information posted on a sign at the fence entrance. The local fire department will be given an emergency key to the security fence. Solar production will be monitored 24/7 for electrical and mechanical issues.

9. Legal Description

PID 12-031-1100

All that part of the North ½ of the Northeast ¼ of Section 31, Township 108 North, Range 20 West, Steele County, MN.

EXCEPT: Commencing at the Northeast corner of said Section 31; thence South 0 degrees East, assumed bearing, 225 feet along the East line of the NE ¼ of the NE ¼ to the true point of beginning; thence South 0 degrees East 538 feet along the East line of said NE ¼ of the NE ¼; thence North 90 degrees West 412 feet; thence North 0 degrees East 538 feet; thence North 90 degrees East 412 feet to said true point of beginning. (PID 12.031.1101)

EXCEPT: Beginning at the Northeast corner of said NE ¼; thence South 0 degrees 19 minutes 00 seconds West, assumed bearing, 225.00 feet along the East line of said NE ¼; thence North 89 degrees 41 minutes 00 seconds West 412 feet; thence North 0 degrees 19 minutes 00 seconds East 220.59 feet to the North line of said NE ¼; thence North 89 degrees 42 minutes 14 seconds East 412.02 feet to beginning. (PID 17-042-1102)

AND FURTHER EXCEPT: Beginning at the Northwest corner of said Northeast ¼; thence North 89 degrees 42 minutes 14 seconds east, assumed bearing, 482.00 feet along the North, line of said Northeast ¼ to the centerline of Crane Creek; thence South 56 degrees 06 minutes 14 seconds West 582.67 feet along said Creek centerline to the West line of said Northeast ¼; thence North 0 degrees 17 minutes 34 seconds East 2.46 feet to beginning.

10. Exhibit List

- a. Site Plan (Site Map)
- b. Demonstration Equipment Specifications
- c. Application Form



ENTERPRISE
ENERGY

- d. Glare Study
- e. Decommissioning Plan



10

Enterprise Energy
2925 Dean Parkway, Executive Suite 300
Minneapolis, MN 55416
(952) 212-0824

Staff Report
for
2024 Review of Conditional Use Permit #214
Medford Sand & Gravel – North Pit
(Section 4 and 5 of Medford Township)

- Operator:** Medford Sand and Gravel LLC
- Owner(s):** Medford Properties II LLC: parcel #s 11-004-4402, 11-004-4402, 11-005-1102,
11-005-1201, 11-005-1201
Chris Hanke: parcel #s 11-004-4405, 11-005-1202
St. Marc's Materials: parcel #s 11-004-4304, 11-004-4305
- Project Location:** The project is on multiple parcels located in the West ½ of the NW ¼ of Section 4 and E ½ of the NE ¼ of Section 5 between County Road 49 and the abandoned rail. This property includes a total of 90 acres under the permit. The original permit included an additional 300 acres located between County Road 49 and the river and another 60 acres located east of the Straight River in Section 9. These properties have since been transferred to other owners and are no longer mined.
- Zoning District:** Agricultural District
- Permitted Uses:** Mining of sand, gravel, clay, and topsoil including crushing, screening, washing and the stockpiling of aggregate material and the processing and stockpiling of recyclable aggregate material.
- Permit History:** 1996: CUP #214 issued to Crane Creek Aggregate
2006: CUP #214 renewed (SMC operator)
2009: CUP #214 renewed (Medford Sand & Gravel operator)
2014: CUP #214 renewed
2020: CUP #214 renewed
- Conditions:**
1. Mining is limited to those areas identified on the submitted site map.
 2. Mining is limited to a bottom elevation of 1015 for those areas west of the Straight River.
 3. Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.
 4. A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.
 5. A 100 foot undisturbed buffer shall be left adjacent to the Straight River.
 6. No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.
 7. All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.
 8. Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
 9. If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
 10. Trucks shall not track material from the pit onto the public road.
 11. Trucks hauling material to and from this pit shall not use "jake brakes"

12. Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.
13. Mining, processing and hauling activities excluding farming activities are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
14. Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
15. Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
16. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
17. The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
18. The operator is responsible to initiate renewal proceeding on or before January 1, 2024 or this permit becomes invalid.

Total Area: 309 acres permitted at last review in 3 areas.

- Area A – 90 acres located between the Canadian Pacific Railroad and NW 21st Ave.
- Area B - 161 acres are located between Union Pacific Railroad and the Straight River.
- Area C - 56 acres are located east of the Straight River.

Area A:

Total Acres: 90 acres
Minable Acres: 87 acres
Reclaimed Areas: 13 acres
Active Areas: 74 acres of mining and stockpiling.
Natural Elev: Estimated to be at approximately 1090 feet
Permitted Elev: 1015 feet
Mining Elev: Estimated to be at 1045 feet.
Road Accesses: Two accesses from this part of the permit.
One onto County Road 49 (Cabot Ave.) Paved road.
One access onto Steele County 102 located 375 feet west of County Road 49.
(Gravel County road.)
Recyclable Amt: Approximately 20,000 Cubic Yards located in Area A

Area B:

Total Acres: 161 acres
Reclaimed Areas: Reclaimed and sold to the DNR

Area C:

Total Acres: 56 acres
Reclaimed Areas: Sold to Marie Sexton and has been reclaimed.

Material Removed: Records indicated the following amount of material was removed the past 5 years..

2023 – 17,170 ton
2022 – 24,138 ton
2021 – 4,835 ton
2020 – 72,142 ton
2019 – 85,658 tons

Other Permits: Nation Pollution Disposal Elimination System (NPDES): Permit MNG490064
Allows for the discharge of pumping water into the Straight River
DNR Water Appropriations: 1994-5057 – Up to 50 million gallons per year.
No report of pumping since at least 2003.

Comments:

Area B has been reclaimed and sold to the DNR so it is being removed from the permit.
Area C has been sold to Marie Sexton and has been reclaimed to her satisfaction, so it is also being removed from the permit.
Area A is currently an active site. Four of the parcels in Area A have also been sold but according to Don Redman, they still have an agreement to utilize it for mining.

The neighboring property owner has expressed concerns about stockpile of concrete millings located west of his place. This pile appears to come from a slurry of concrete millings that are deposited in an impoundment on the property. The solids are allowed to settle in the impoundment before they are scooped out, piled up and allowed to dry. The solids are then typically combined and mixed along with other aggregate or recycled aggregate material. This method to deal with concrete slurry is an approved method by the MPCA. However, the neighbor's concern is with the dust that blows off the stockpiles after the slurry dries out. According to OSHA, high levels of silica dust can be an irritant to eyes, nose, throat and the respiratory system.

**Condition
Considerations:**

This permit was one of those that was originally issued as a Conditional Use Permit for a large area. Since mining has been completed in many of those areas and the land sold off, we should consider the following changes. (~~strike through~~ is deleted, underlined is added)

1. Mining is limited to those areas identified on the submitted site map.
2. Mining is limited to a bottom elevation of 1015. ~~for those areas west of the Straight River.~~
3. ~~Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.~~
4. A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.
5. ~~A 100 foot undisturbed buffer shall be left adjacent to the Straight River.~~
6. ~~No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.~~
7. ~~All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.~~
8. Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
9. If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
10. Trucks shall not track material from the pit onto the public road.
11. Trucks hauling material to and from this pit shall not use "jake brakes"
12. ~~Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.~~
13. Mining, processing and hauling activities ~~excluding farming activities~~ are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
14. Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
15. Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
16. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.

17. The operator shall report quarterly to the Steele County Auditor's office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
18. The operator is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.

INTERIM USE PERMIT**Permit # 2024-01**

PARCEL #:	<u>12-031-1100</u>	HEARING DATE:	<u>03/04/24</u>
DISTRICT:	<u>Agricultural</u>	DECISION DATE:	<u>05/14/24</u>
APPLICANT:	<u>EESolar33 LLC</u>	LANDOWNER:	<u>Buscho Trust</u>
ADDRESS:	<u>2925 Dean Parkway, Ste 300</u> <u>Minneapolis, MN 55416</u>	ADDRESS:	<u>16595 Festal Ave.</u> <u>Farmington, MN 55024</u>

LEGAL DESCRIPTION OF PROPERTY:

All that part of the N 1/2 of the NE 1/4 of Section 31, Township 108 North, Range 20 West, Steele County, MN.

EXCEPT: Commencing at the Northeast corner of said Section 31; thence South 0 degrees East, assumed bearing, 225 feet along the East line of NE 1/4 of NE 1/4 to the true point of beginning; thence South 0 degrees East 538 feet along the East line of said NE 1/4 of NE 1/4; thence North 90 degrees West 412 feet; thence North 0 degrees East 538 feet; thence North 90 degrees East 412 feet to said true point of beginning,

AND EXCEPT; Beginning at the northeast corner of said NE 1/4; thence S 0°19'00" W assumed bearing, 225.00 feet along the east line of said NE 1/4; thence N 89°41'00" W 412.00 feet; thence N 0°19'00" E 220.59 feet to the north line of said NE 1/4; thence N 89°42'14" E, 412.02 feet to beginning,

AND FURTHER EXCEPT: Beginning at the Northwest corner of said NE 1/4; thence North 89°42'14" east, assumed bearing, 482.00 feet along the North line of said NE 1/4 to the centerline of Crane Creek; thence South 56°06'14" West 582.67 feet along said Creek centerline to the West line of said NE; thence North 0°17'34" East 322.46 feet to beginning.

REFERENCE ORDINANCE FOR CUP:

Section 1528.03 of the Steele County Zoning Ordinance requires an Interim Use Permit for Primary Use Solar Energy Systems in the Agricultural District.

PROPOSED USE(S):

4 MW Community Solar Energy System

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒

18 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 This permit allows for the construction and operation of 4 MW Solar Array in the location identified on the submitted application. Any additional expansion of the project will require the permit to be amended.
- 2 This permit shall expire on December 31, 2061 and all solar components and accessory facilities removed by December 31, 2062.
- 3 If the project ceases to generate electricity before the permit expiration date, all solar components and accessory facilities shall be removed within one year of the discontinuation of use/operation.
- 4 The operator shall notify the Steele County planning and zoning office of any changes in management or ownership of the project.
- 5 Any private drainage tile servicing adjoining properties shall be protected during construction and maintained throughout the life of the project.
- 6 A wetland determination shall be completed and submitted to the Steele Soil and Water Conservation District. The applicant shall follow all procedures and requirements of the wetland conservation act.
- 7 The developer shall construct a security fence around the perimeter of the solar panels to deter unauthorized entrance. The fence shall utilize woven wire and be a maximum of 8 feet tall without barbed or razor wire.
- 8 Permanent vegetative shall be planted within the fenced project area.
- 9 All noxious weeds shall be controlled throughout the life of the project. If the weeds are not controlled the operator shall allow the county access to the site to implement weed control and the costs assessed back to the property.
- 10 If required by the township, an access permit shall be obtained from the township.
- 11 Prior to the start of construction, the developer shall document with the township the condition of the haul road(s) to be used during the construction of the project. Any haul road(s) degradation cause by construction traffic shall be remedied by the developer.

- 12 All construction crew vehicles must park on the site unless site conditions prohibit it. If vehicles must park on the road because of site conditions, vehicle parking shall be limited to a single side of the road.
- 13 The developer must obtain a 911 address and sign for the site.
- 14 The developer shall obtain building permit(s) from the Steele County Building Inspection office.
- 15 The developer and/or operator is responsible to acquire or maintain any federal, state, or local permits required in the construction, operation, and maintenance of the solar energy system.
- 16 A vegetative screen is required between this project and the neighboring property to the east. The screen shall consist of healthy, hardy plant materials that provides a minimum screen height of 8 feet and a minimum density of 75% at maturity. An alternate planting plan may be used if approved by the neighboring property owner. Screening planted as required by IUP 2023-02 will satisfy this condition.
- 17 Prior to the start of construction, the developer shall provide a letter of agreement from the land owner that states they understand they are liable for decommissioning if EESolar33 LLC or future lessees abandon the site.
- 18 The operator shall program the panels as modeled in the glare analysis dated April 3, 2024, 1:45PM to produce zero glare affecting the airport. If glare becomes an issue for the airport the operator shall work with the airport to determine a solution.

CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the _____ day of _____, 2024.

Steele County Auditor

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: Property Tax Abatement – Mervin Nelson

Department: Assessor's Office

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date: Enter a date.

Board Meeting Date: Enter a date.

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends bringing to full Board

Recommendation:

Approve Abatement

Background (*Including Budget Impact*):

Ag homestead parcel was split, making the un-improved ag land parcel eligible for “special-Ag homestead status. Attempts to contact owner, who was in a nursing home were not successful. The phone number was changed and letters sent via U.S. mail were returned to the county as “undeliverable”. Forwarded letters to the owner’s daughter were not received and she claims to have not received phone calls from the assessor’s office. The property has met and continues to meet the requirements to receive “homestead treatment”. The County recommends giving merit to the owner’s claim and grant homestead status. Parcels include: 04-036-3300, 01-001-1000 and 01-001-2000.

Attachments:

Copy of corrected pay 2024 property tax

NAME Mervin Nelson
 PARCEL# 01-001-2000
 DESCR
 REASON Homestead

2023 Pay 2024

756

	<u>MKT</u>	<u>IC</u>	<u>COUNTY</u>	<u>TCV</u>	<u>SCHOOL</u>	<u>SCH MV</u>	<u>STATE</u>	<u>DEBT</u>	<u>WTR DIST</u>	<u>SPEC</u>	<u>TOTAL</u>
ORIG	945300	9453	4302.11	570.02	994.28				79.59		5946.00
NEW	945300	5116	2328.32	308.49	538.11				43.08		3218.0
DIFF	0	4337	1973.79	261.52	456.17	0	0	0	0.00	0.00	2728.0 Red

NAME Mervin Nelson
 PARCEL# 01-001-1000
 DESCR
 REASON Homestead

2023 Pay 2024

756

	<u>MKT</u>	<u>IC</u>	<u>COUNTY</u>	<u>TCV</u>	<u>SCHOOL</u>	<u>SCH MV</u>	<u>STATE</u>	<u>DEBT</u>	<u>WTR DIST</u>	<u>SPEC</u>	<u>TOTAL</u>
ORIG	1330500	13305	6055.41	802.29	1399.46					4.84	8262.00
NEW	1330500	6892	2777.30	367.98	641.88					4.84	3792.0
DIFF	0	6413	3278.11	434.31	757.58	0	0	0	0	0.00	4470.0 Red



Steele County Agenda Item

Request for Board Action

Subject: Building Official FTE Increase

Department: Planning & Zoning & HR

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date: Enter a date.

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Bring to full Board

Recommendation:

Recommend changing Building Official position from .5 FTE to 1.0 FTE

Background (*Including Budget Impact*):

The Planning & Zoning Department currently has a .5 FTE Building Official position and a 1.0 FTE Building Inspector position. Dan Murphy will be resigning from the .5 FTE Building Official position the end of May 2024.

The current Building Inspector is interested in becoming the Building Official for the County and takes the test to become a licensed Building Official on 5/1/24. The County would be better served having a full-time/1.0 FTE Building Official position and then not replacing the Building Inspector position if this employee passes the BO test because there aren't enough building permits in the County to justify having 1.5 FTE's at this time.

Therefore, I'm proposing the following:

- 1) Change Building Official position from .5 FTE to 1.0 FTE;
- 2) Not backfill the Building Inspector position;
- 3) Keep money in the budget from the BI position in the event the County would need to contract for those services if the number of building permits significantly increased

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: County Engineer Position Search

Department: Human Resources

Committee: Internal Central Services

Committee Meeting Date: May 1, 2024

Work Session Date: Enter a date.

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Seek bids/quotes from executive search companies to backfill the County Engineer position.

Recommendation:

Background *(Including Budget Impact)*:

The County Engineer will be transitioning to retirement by going from full-time to part-time, beginning June 17, 2024. He will fully retire on or before October 1, 2024 based on when a new County Engineer is hired and appointed. The County has requested and received several bids/ quotes to conduct a search for a new County Engineer on the county's behalf. The quotes that have been received so far are as follows:

- 1) **DDA (David Drown & Associates)**
Recruitment Only Search W/No Guarantee Clause
Cost: \$12,000
- 2) **South Central Service Cooperative**
Full Search W/2 Year Guarantee Clause
Cost: \$17,530

A 3rd quote has been requested from Government HR USA but has not been received yet. South Central Service Cooperative shared with us that they have not conducted any County Engineer searches to date.

Of Note: DDA's quote was verbal (via telephone call)



Steele County Agenda Item

Request for Board Action

Subject: Proclamation – National Public Works Week

Department: Highway

Committee: Public Works

Committee Meeting Date: May 9, 2024

Work Session Date: N/A

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board on General for adoption.

Recommendation:

Approve Proclamation designating May 19-25, 2024 as National Public Works Week in Steele County.

Background (*Including Budget Impact*):

This year marks the 64th year of celebrating Public Works employees through National Public Works Week sponsored by the American Public Works Association.

Whether it be a challenging winter or a devastating rain storm, Public Works crews are out every day advancing the quality of life for all. During the pandemic, Public Works employees were considered essential and were on the job everyday serving the public. Just a couple examples of the many challenges the local Public Works and Highway Department crews overcome, and it is appropriate to acknowledge their work on behalf of all Steele County residents

Attachments:

Proclamation



PROCLAMATION

WHEREAS, Public Works services provided by Steele County, City of Medford, City of Owatonna, City of Blooming Prairie, City of Ellendale, the thirteen Townships within Steele County, and those contractors working within are all an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and operations such as streets, highways and bridges, sewer and water systems, solid waste and recycling programs, parks, and buildings and grounds; and

WHEREAS, the health, safety, economic vitality, and comfort of this community greatly depend on these facilities and services every day; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, construction, and maintenance of public infrastructure and facilities, is vitally dependent upon the efforts and skills of the public works teams; and

WHEREAS, the efficiency of qualified and dedicated personnel who staff Public Works functions is materially influenced by the public's attitude and understanding of the importance of the work they perform; now

THEREFORE; we, the Steele County Board of Commissioners, do hereby proclaim the week of May 19-25, 2024 as

“National Public Works Week”

in Steele County, and we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing for our public works and to recognize the contributions which public works teams make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

Steele County Board Chair

Date

Attest: Steele County Administrator

Date



Steele County Agenda Item

Subject: 2023 Year End Financials (Cash Basis Financials)

Department: Finance

Committee Meeting Date: May 1, 2024

Board Meeting Date: May 14, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

For information only

Background (Including Budget Impact):

The County finished the year 2023 with revenues exceeding expenditures by just over \$2.1 million. Revenues totaled \$57.9 million (under budgeted revenues by \$4.5 million) and expenditures totaled \$55.7 million (under budgeted expenditures by \$6.7 million).

Some highlights when looking at fiscal year 2023 include:

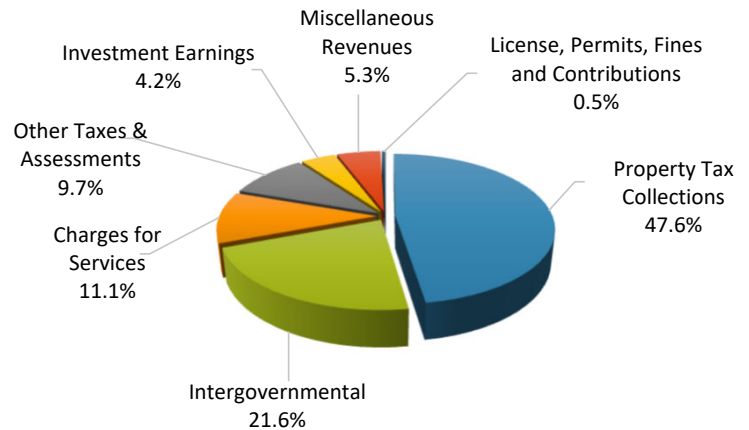
- Interest income exceeded the budget - \$2.1 million.
- The County received additional, non budgeted intergovernmental revenues from the Minnesota legislative session including one-time public safety funds and additional Community Corrections Aid - \$831 thousand.
- During the year the County received various miscellaneous or restricted revenues including an equity payment from MNPrairie, funds received from the state for homeless prevention & housing affordability aid, and opioid settlement funds - \$1.4 million.
- One of the primary reasons for the under budget revenues and expenditures relates to capital projects. Various capital projects including the Community Corrections building, fairgrounds electrical project, and Courthouse secured front entrance were budgeted with the use of county reserves and ended up getting delayed - \$4.3 million was budgeted in 2023 for these three projects.
- Additional reasons for underspent expenditures were due to delays in highway construction/maintenance projects and employee vacancies.

Cash at the end of the year amounted to \$68.3 million. \$61.4 million was held in investments and the remaining \$6.9 million was held in readily available cash.

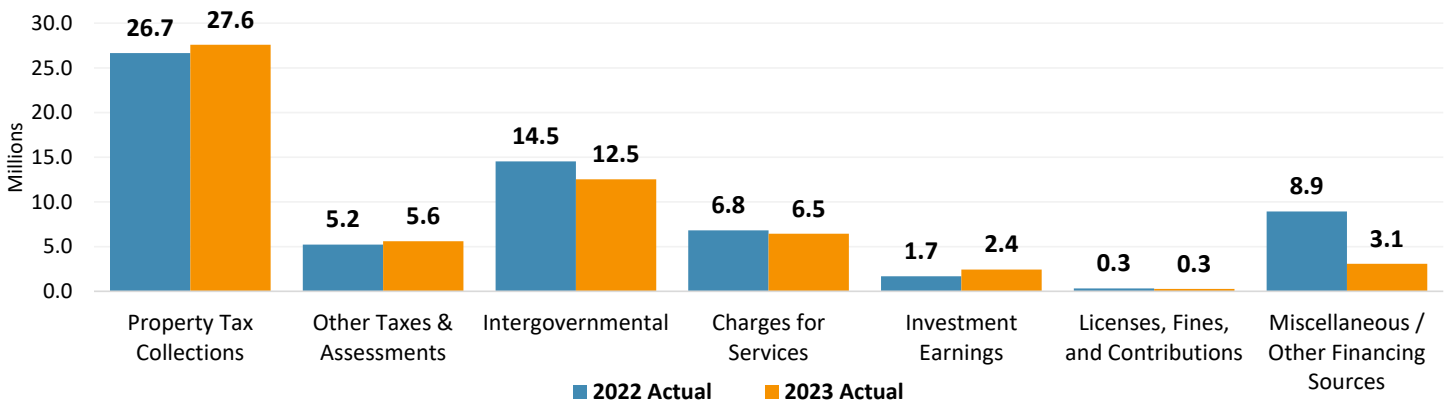
Steele County
Overview of Activities
January - December 2023

January - December 2023 Revenues

Property Tax Collections	\$ 27,595,943
Intergovernmental	12,539,888
Charges for Services	6,452,328
Other Taxes & Assessments	5,595,580
Investment Earnings	2,442,169
Miscellaneous Revenues	3,070,695
License, Permits, Fines and Contributions	269,065
Total Revenues	\$ 57,965,668



Revenues in Comparison to Prior Year



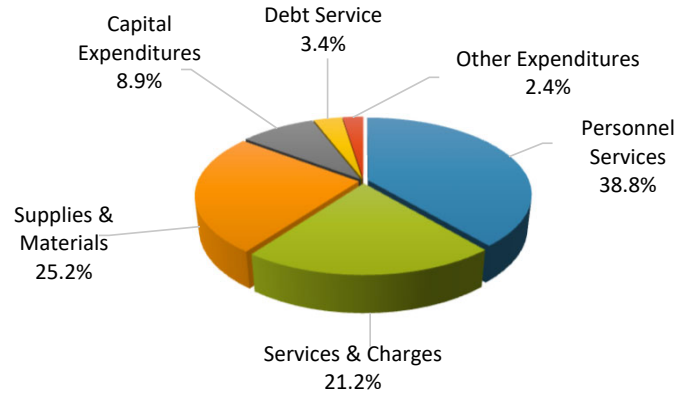
Significant changes between 2022 and 2023 are outlined below:

- **Property Tax Collections** increased by 3.5% due to the board approved property tax levy increase of 3.6% for 2023.
- **Other Taxes & Assessments** increased by 7.0% mainly from an increase in delinquent property tax collections during the first property tax settlement of 2023 and additional sales tax revenue.
- **Intergovernmental** revenues decreased by 13.7% due to the County receiving the second American Rescue Plan Act (ARPA) payment in 2022 for \$3,559,320. In 2023, the County received additional non budgeted funding including \$599,864 in Public Safety Aid and an additional \$231,542 in Community Corrections funding. These funding increases were passed at the Minnesota legislative session.
- **Investment Earnings** increased by 44.9% due to improvements in market conditions yielding higher interest income. For example, back in December of 2022, the County's checking account interest rate was at 4.22% and as of December 2023 the County's checking account interest rate was at 5.49%.
- **Miscellaneous / Other Financing Sources** decreased by 65.6% due to the 2022 board-approved transfer of \$5,817,237 from the General Fund to the Capital Projects Fund to restore the fund balance for capital projects budgeted with County reserves. In 2023, an additional \$900,000 was transferred to the Capital Projects fund for the expected County portion of the Fairgrounds electrical project.

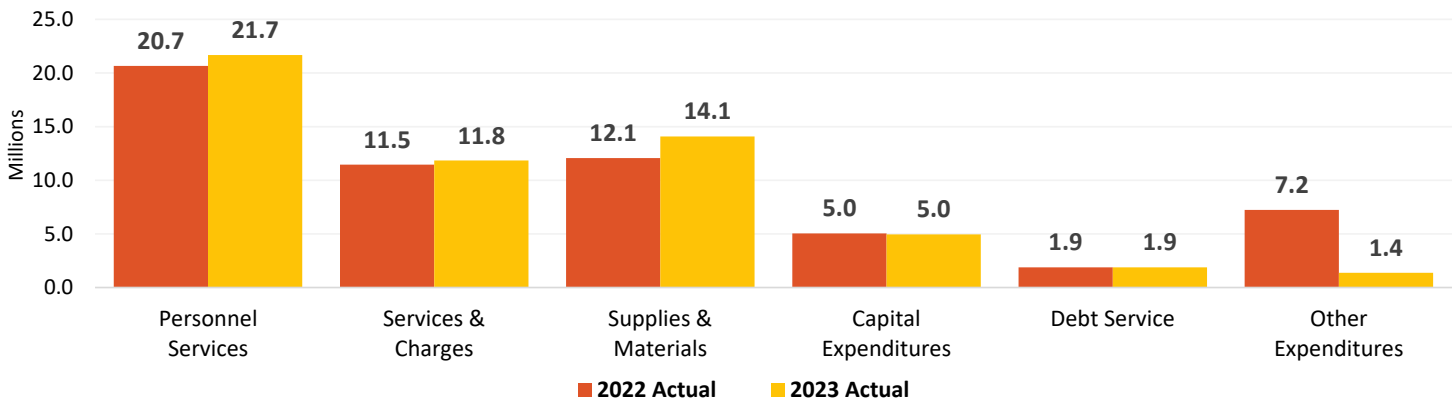
Steele County
Overview of Activities (Continued)
January - December 2023

January - December 2023 Expenditures

Personnel Services	\$ 21,675,650
Services & Charges	11,841,197
Supplies & Materials	14,085,054
Capital Expenditures	4,952,327
Debt Service	1,878,848
Other Expenditures	1,364,395
Total Expenditures	\$ 55,797,471



Expenditures in Comparison to Prior Year

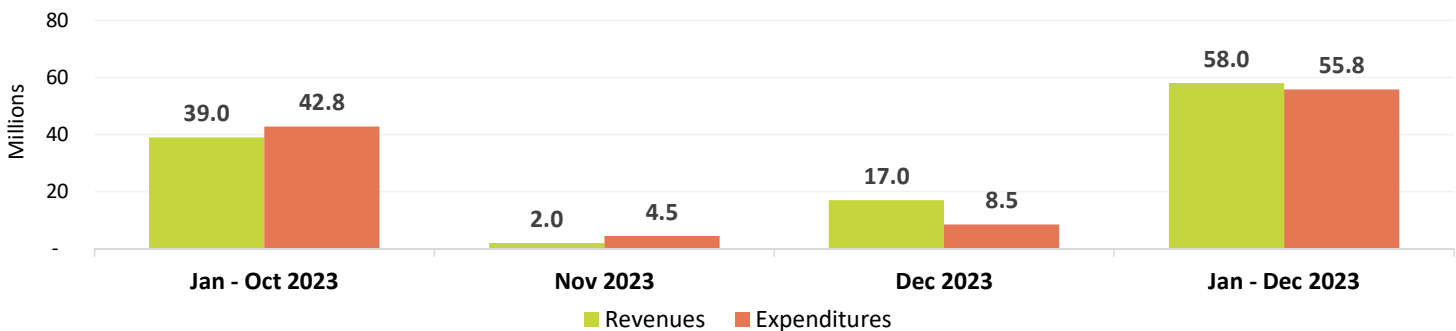


Significant changes between 2022 and 2023 are outlined below:

- **Personnel Services** are the main driver for expenditures in most County departments, which increased by 4.9% over the prior year. This increase is due to changes in the cost of living adjustment (COLA), employee anniversary step increases, health insurance premiums, retirement contributions, payroll taxes, and worker's compensation insurance. Other factors for personnel services include vacation and sick leave payouts, uniforms provided by the county, and unemployment benefits.
- **Services & Charges** expenditures increased by 3.3% primarily from the following reasons:
 - Enterprise fleet - The County switched the payments being made to the enterprise fleet leasing program from capital expenditures in 2022 to services and charges in 2023.
 - Contracted services - increases in joint venture payments to MNPrairie County Alliance and Rice-Steele Consolidated Dispatch payments over the previous year. Increases over the previous year totaled \$106,783 for both joint ventures.
 - Professional services - including Highway consulting fees and District Court attorney fees.
- **Supplies & Materials** increased 16.7% mainly due to expenditures for road and bridge construction projects in comparison to the prior year. Many of these additional costs are related to the County State Aid Highway (CSAH) 49 reconstruction project located north of Medford.
- **Other Expenditures** decreased by 81.2% due to the 2022 board-approved transfer of \$5,817,237 from the General Fund to the Capital Projects Fund to restore the fund balance for capital projects budgeted with County reserves. In 2023, an additional \$900,000 was transferred to the Capital Projects fund for the expected County portion of the Fairgrounds electrical project.

Steele County
Comparative Financial Statements
January - December 2023

Revenues	Jan - Oct 2023 Actual	November 2023 Actual	December 2023 Actual	2023 Actual	2023 Budget	% of 2023 Budget
Property Tax Collections	\$ 14,825,897	\$ -	\$ 12,770,046	\$ 27,595,943	\$ 28,021,403	98.5%
Other Taxes & Assessments	4,538,983	386,069	670,528	5,595,580	4,430,000	126.3%
Intergovernmental	9,741,108	561,626	2,237,154	12,539,888	13,431,648	93.4%
Charges for Services	4,845,816	580,213	1,026,299	6,452,328	8,219,308	78.5%
Licenses and Permits	146,029	9,100	4,662	159,791	194,000	82.4%
Fines and Forfeitures	7,043	1,342	242	8,627	12,000	71.9%
Investment Earnings	2,028,327	224,277	189,565	2,442,169	315,000	775.3%
Gifts and Contributions	57,770	42,877	-	100,647	100,000	100.6%
Miscellaneous / Other Financing Sources	2,779,659	144,896	146,140	3,070,695	7,819,534	39.3%
Total Revenues	38,970,632	1,950,400	17,044,636	57,965,668	62,542,893	92.7%
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	13,141,462	1,531,543	1,236,546	15,909,551	16,552,056	96.1%
Health, Life and Disability Insurance	2,540,593	253,733	251,467	3,045,793	3,309,315	92.0%
PERA Contributions	1,135,892	132,139	108,506	1,376,537	1,461,481	94.2%
FICA / Medicare Tax	853,069	100,113	80,243	1,033,425	1,097,023	94.2%
Other Payroll Related Expenses	289,203	22,801	(1,660)	310,344	405,801	76.5%
Total Personnel Services	17,960,219	2,040,329	1,675,102	21,675,650	22,825,676	95.0%
Services & Charges	7,894,893	514,809	3,431,495	11,841,197	12,287,614	96.4%
Supplies & Materials	11,377,127	491,682	2,216,245	14,085,054	17,525,405	80.4%
Capital Expenditures	4,159,685	361,882	430,760	4,952,327	7,021,100	70.5%
Debt Service Levy	110,219	1,044,269	670,950	1,825,438	1,863,533	98.0%
Non-Levied Debt	30,677	-	22,733	53,410	53,410	100.0%
Other Expenditures	1,307,178	10,045	47,172	1,364,395	966,155	141.2%
Total Expenditures	42,839,998	4,463,016	8,494,457	55,797,471	62,542,893	89.2%
Net Revenues Over (Under) Expenditures	\$ (3,869,366)	\$ (2,512,616)	\$ 8,550,179	\$ 2,168,197	\$ -	



Steele County
Fund Financial Statements
January - December 2023

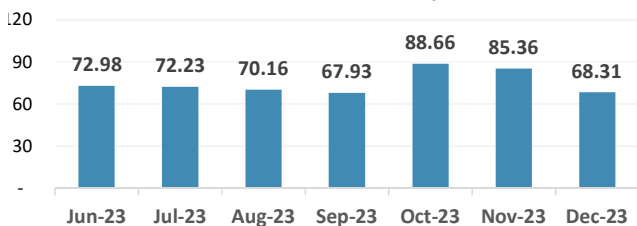
Revenues	General Fund	Highway Fund	Debt Service Fund	Capital Projects Fund	Other County Funds/Dept*	Total
Property Tax Collections	\$ 23,225,627	\$ 2,510,241	\$ 1,700,863	\$ 159,212	\$ -	\$ 27,595,943
Other Taxes & Assessments	555,219	4,639,737	19,732	9,495	371,397	5,595,580
Intergovernmental	5,455,326	6,574,784	150,558	114,146	245,074	12,539,888
Charges for Services	3,861,973	704,297	-	-	1,886,058	6,452,328
Licenses and Permits	150,711	9,080	-	-	-	159,791
Fines and Forfeitures	8,627	-	-	-	-	8,627
Investment Earnings	2,418,531	-	-	-	23,638	2,442,169
Gifts and Contributions	100,647	-	-	-	-	100,647
Miscellaneous / Other Financing Sources	1,887,018	8,934	-	1,087,281	87,462	3,070,695
Total Revenues	37,663,679	14,447,073	1,871,153	1,370,134	2,613,629	57,965,668
Expenditures						
<i>Personnel Services</i>						
Wages and Overtime	13,935,322	1,597,233	-	-	376,996	15,909,551
Health, Life and Disability Insurance	2,574,107	411,939	-	-	59,747	3,045,793
PERA Contributions	1,233,865	116,548	-	-	26,124	1,376,537
FICA / Medicare Tax	891,936	113,646	-	-	27,843	1,033,425
Other Payroll Related Expenses	257,977	43,353	-	-	9,014	310,344
Total Personnel Services	18,893,207	2,282,719	-	-	499,724	21,675,650
Services & Charges	10,770,147	422,377	-	-	648,673	11,841,197
Supplies & Materials	1,934,841	11,937,347	-	-	212,866	14,085,054
Capital Expenditures	930,423	498,530	-	2,220,476	1,302,898	4,952,327
Debt Service Levy	-	-	1,825,438	-	-	1,825,438
Non-Levied Debt	-	-	-	-	53,410	53,410
Other Expenditures	1,336,660	-	7,100	-	20,635	1,364,395
Total Expenditures	33,865,278	15,140,973	1,832,538	2,220,476	2,738,206	55,797,471
Net Revenues Over (Under) Expenditures	3,798,401	(693,900)	38,615	(850,342)	(124,577)	2,168,197
Cash and Investment Balance - Dec 31, 2022	23,361,115	18,251,564	1,193,793	11,540,526	9,442,878	63,789,876
Balance Sheet Cash Changes	111,927	-	-	-	(110,993)	934
Cash and Investment Balance - Dec 31, 2023	\$ 27,271,443	\$ 17,557,664	\$ 1,232,408	\$ 10,690,184	\$ 9,207,308	65,959,007

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

Cash and Investments - Funds Held for Other Agencies Dec 31, 2023 2,350,988

Total County Cash and Investments on Dec 31, 2023 **\$ 68,309,995**

Cash & Investment History



Asset Allocation

Investment Portfolio	\$ 61,380,233
Checking Accounts	6,927,837
Petty Cash	1,925
Total County Cash and Investments on Dec 31, 2023	\$ 68,309,995

Steele County
Net (Revenues)/Expenditures in Comparison to Levied Funding Per Department
For Twelve Months Ended December 31, 2022 and 2023

	Net (Revenues)/ Expenditures		Percentage of 2022	Net (Revenues)/ Expenditures		Percentage of 2023
	2022 Actual	2022 Levy	Actual to Levy	2023 Actual	2023 Levy	Actual to Levy
General Government						
Commissioners	\$ 217,514	\$ 216,862	100.3%	\$ 233,099	\$ 231,496	100.7%
Courts	291,175	310,750	93.7%	379,304	364,750	104.0%
Law Library	13,410	-	0.0%	12,017	-	0.0%
County Administrator	230,646	228,287	101.0%	299,504	249,671	120.0%
Human Resources	254,778	260,123	97.9%	272,987	302,442	90.3%
Property Tax & Elections	566,498	576,179	98.3%	488,975	630,601	77.5%
Finance	503,324	513,504	98.0%	536,045	544,878	98.4%
Information Technology	311,761	320,742	97.2%	316,586	378,926	83.5%
Central Services	421,525	241,600	174.5%	404,925	389,591	103.9%
County Attorney	1,122,027	1,209,352	92.8%	1,133,806	1,163,640	97.4%
Drug Court	-	54,400	0.0%	-	-	0.0%
Recorder	142,356	180,363	78.9%	234,177	205,450	114.0%
Surveyor	37,499	30,000	125.0%	32,943	30,000	109.8%
County Assessor	717,387	769,978	93.2%	706,747	761,888	92.8%
Geographic Information Systems (GIS)	97,853	96,572	101.3%	120,369	128,374	93.8%
Planning & Zoning	165,394	262,808	62.9%	313,055	313,804	99.8%
Buildings and Grounds	1,418,122	1,462,235	97.0%	1,674,931	1,615,428	103.7%
Veterans Service	209,477	231,991	90.3%	227,941	244,651	93.2%
Other General Government	1,239,491	(2,188,749)	(56.6%)	(5,194,522)	(2,091,735)	248.3%
Total General Government	7,960,237	4,776,997	166.6%	2,192,889	5,463,855	40.1%
Public Safety						
Sheriff	3,065,711	2,910,456	105.3%	3,075,780	3,481,377	88.3%
Coroner	108,894	102,999	105.7%	81,491	110,000	74.1%
Public Transit	100	-	0.0%	5	-	0.0%
Detention Center	3,749,784	3,761,422	99.7%	3,819,293	4,287,210	89.1%
Community Corrections	1,134,735	1,130,766	100.4%	942,215	1,187,211	79.4%
Law Enforcement Center	186,716	334,733	55.8%	316,930	322,282	98.3%
Joint Dispatch	880,169	880,169	100.0%	954,770	954,770	100.0%
Emergency Management	171,599	151,642	113.2%	302,367	166,620	181.5%
Total Public Safety	9,297,708	9,272,187	100.3%	9,492,851	10,509,470	90.3%
Sanitation						
Environmental Services	(85,237)	-	0.0%	(50,440)	-	0.0%
Landfill	(291,378)	-	0.0%	465,342	-	0.0%
Total Sanitation	(376,615)	-	0.0%	414,902	-	0.0%

Steele County
Net (Revenues)/Expenditures in Comparison to Levied Funding Per Department
For Twelve Months Ended December 31, 2022 and 2023

	Net (Revenues)/ Expenditures 2022 Actual	2022 Levy	Percentage of 2022 Actual to Levy	Net (Revenues)/ Expenditures 2023 Actual	2023 Levy	Percentage of 2023 Actual to Levy
<i>Road and Bridge</i>						
Highway	1,869,843	2,512,001	74.4%	3,204,134	2,512,001	127.6%
<i>Human Services</i>						
MNPRairie County Alliance	5,579,438	5,579,438	100.0%	5,611,620	5,611,620	100.0%
Homelessness & Housing	-	-	0.0%	(246,393)	-	0.0%
Total Human Services	5,579,438	5,579,438	100.0%	5,365,227	5,611,620	95.6%
<i>Health</i>						
Public Health	828,980	1,070,060	77.5%	1,270,165	1,070,060	118.7%
Opioid Settlement Funds	(172,382)	-	0.0%	(42,785)	-	0.0%
Total Health	656,598	1,070,060	61.4%	1,227,380	1,070,060	114.7%
<i>Culture and Recreation</i>						
Historical Society	8,000	8,000	100.0%	8,000	8,000	100.0%
Parks and Recreation	338,129	308,476	109.6%	343,877	318,567	107.9%
Four Seasons Center	(5,938)	22,571	(26.3%)	4,427	31,719	14.0%
Community Center	8,281	10,700	77.4%	9,561	11,200	85.4%
Total Culture and Recreation	348,472	349,747	99.6%	365,865	369,486	99.0%
<i>Conservation of Natural Resources</i>						
U of M Extension	370,795	379,551	97.7%	363,775	390,722	93.1%
Soil and Water Conservation	135,000	135,000	100.0%	135,000	135,000	100.0%
Agricultural Society/County Fair	57,743	72,500	79.6%	43,300	72,500	59.7%
County Ditch	(61,006)	-	0.0%	(85,934)	-	0.0%
Clean Water Loan Program	25,470	-	0.0%	36,195	-	0.0%
Bixby Sewer Project	(8,429)	-	0.0%	361	-	0.0%
Total Conservation of NR	519,573	587,051	88.5%	492,697	598,222	82.4%
<i>Debt Service</i>						
Debt Service Levy	1,613,959	1,707,994	94.5%	1,662,247	1,711,589	97.1%
<i>Capital Improvements</i>						
Capital Projects Fund	(6,658,455)	1,192,208	(558.5%)	1,009,555	175,100	576.6%
Net Decrease in Cash without Current Property Tax Levy Collections	20,810,758	27,047,683	76.9%	25,427,747	28,021,403	90.7%
Current Property Tax Levy Collections	(26,663,355)	(27,047,683)	98.6%	(27,595,944)	(28,021,403)	98.5%
Net (Increase)/Decrease in Cash with Property Tax Levy Collections	\$ (5,852,597)	\$ -		\$ (2,168,197)	\$ -	

Steele County
Non-Recurring or Restricted Funds Included in Cash Balance
January - December 2023

Description	Amount
Net Change in Cash Balance - County Funds	\$ 2,168,197
<i>Non-recurring or restricted funds included cash balance:</i>	
Equity payment received from Minnesota Prairie County Alliance	(1,157,955)
Funds received from the State of Minnesota for Homless Prevention Aid and Housing Affordablity Aid	(246,393)
Minnesota one time public safety aid	(211,815)
A total of \$599,864 was received, and \$388,048 was spent in 2023	
Ditch revenues exceeding expenditures primarily due to JD 24 redetermination pre-payments	(85,934)
Funds received for the prescription opioid settlement	(42,785)
Net Change in Cash Balance	\$ 423,315



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

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

Wednesday, May 1, 2024, at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Julie Johnson, , Finance Director Candi Lemarr, PT&E Director Jennifer Mueller, IT Director Dave Purscell, County Assessor Tom Reineke, Financial Analyst Jonathan Walstrom, and Interim Administrator Janice Fransen.

Consent Agenda

1. Committee recommends approval of the On-Sale Beer License for Holy Trinity Catholic Church of Litomysl.
2. Committee recommends approval of the annual renewal Tobacco Licenses for Anhorn's Gas & Tire, Casey's-Medford, Casey's-Ellendale, Medford Municipal Liquor Store and Lerberg's Foods.
3. Committee recommends approval of the Annual ES&S Software License, Maintenance and Support Services Agreement for election equipment August 1, 2024, through July 31, 2025, in the amount of \$6,510 and the Amendment to for Hardware Maintenance and Software License in an amount of \$510.

General Agenda

4. Property Tax Abatement for 04-036-330, 01-001-1000 and 01-001-2000.
5. Building Official FTE changing from a .5 to a full-time position.

Information

6. Health Insurance Market search for 2025. Based on the preliminary review of Steele County claims experience for the past 20 months, there is a possibility that Steele County might see and increase in insurance renewal rates. HR will be engaging with NIS to complete an RFP process to shop the health care market for health care opportunities.
7. Recruitment for the County Highway Engineer position. DDA offers a recruitment only option for \$12K. This would not include finding a suitable candidate, filling the position and will not give a guarantee to re-advertise if position is vacated. Looking for additional companies that might offer a guarantee of hiring. Bring any information back to the Board on May 14th.
8. 2023 End of Year unaudited Financials were reviewed. Documents attached.

Department Head Reports

Finance: Property tax season coming up. Budget letters went out to department heads. Started to review the CIP. Meeting with MNP regarding the front desk redesign as they want Steele County to pay for.

Human Resources: Training Emma, HR Director conference is this week. Large number of position vacancies.

Administration: Closing on the LEC Building and the 26th St lots.

PT & E Office: Elections conference was last week. Additional hours for absentee voting.

IT: Attended the MN Tech Connect conference. Includes counties, cities, PD, Fire, EMS, etc. There were 98 attendees plus virtual. BCA was present which allowed Dave to ask questions directly. MNET – State of MN's WAN (Wide Area Network) including our primary Internet recently enabled Geo Fencing to block inbound traffic from the top four worst countries (China, North Korea, Iran, and Russia). It is working very well. Reviewed pending changes to the FBI / BCA Security Policy. Lots of changes to review. Currently getting quotes for a generator for our primary datacenter. It is critical for multiple offices.

Appraiser: Preparations for upcoming quintile. Board of Appeals: There were only two people that came forward. Three different properties (apartment complexes) filed a tax court appeal on their value. Discussion regarding some upcoming market changes.



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

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

Tuesday, May 2, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Gnemi, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, Interim Administrator Jan Fransen and Executive Assistant Rebecca Kubicek.

Information:

Sheriff Office: Project Started. Demo in the front lobby is complete. Started building the new road (driveway). Ran into old field tile (6")- determining what to do. Permits are in place. Tentative move in date is December/January depending on weather.

Detention Center: Nothing

Alexander building: Main fence is up, secure fence is being worked on. Auto gate installation starts on Friday. Moving items out of the garage to the Alexander building. Still needing to get the permit from the city. Discussed mail delivery and access for USPS Fed Ex and UPS. Further discussions regarding Coroner storage of needed supplies.

Highway: Nothing

Courthouse: Generator replacement bids come in today. The old generator has roughly 18 psi on oil pressure. This is on the CIP. HVAC is complete just need to close out the job. Front steps; can we do anything with them in the future? Looking at additional cameras including outside the building and in the elevator. Parking lot core samples have been taken.

Community Corrections: Starting appx. May 15th/ June 1st. The start date is dependent on the permit from the state for plumbing. Update next week. Roughly a January completion.

Maintenance garage: No one bid on the garage. Starting to remove items from the garage. Working with demo company to teardown the garage. Fiber is going in between the courthouse and CC building.

Attorney Office: Looking at carpet, exterior steel doors and card readers. Nothing started. Possible Coroner storage in back.

Current Sheriff Office (LEC): Closing on the LEC Building is May 8th. Generator will be complete in the next few weeks, and the county will bill out the cost to the city. Jake will be meeting with the city for a hand off of building issues.

Community Center: Adding internet to the building through a grant. Tearing out the retaining wall and get rid of the berm. Putting in hard service area.

SCFF Safety Electrical Project: Spring of next year to be complete before Fair of August 2025.

Four Seasons: Steve is looking at reflooring front lobby. Looking at the possibility of working with Jake on roofs.

Roofing discussion, Garland company discussion and the warranty on ballasted roofs.

Annex: No construction currently.

Administration Center: Parking lot will be done sometime this year. Patches will be done as soon as possible. Need to clean up the front of the building, and paint. Administrator is working on the crosswalk between the Annex and the Administration Building.

Department Head Reports

Finance: Budget and Audit

Information Technology: Meeting with Finance regarding budget.

Administration: ATM was moved over to the Four Seasons building from the fair office to accommodate the needs of the Four Seasons customers.



STEELE COUNTY PLANNING COMMISSION MINUTES

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

Monday, May 6th, 2024, at 7:00 p.m. – Steele County Boardroom

Call to Order:

The meeting was called to order by chair Esplan at 7 pm. Present were Lammers, Dinse, Spatenka, Queen, Commissioner Brady, and staff member Oolman.

Agenda:

Motion by Queen, second by Dinse to approve the agenda as submitted. Motion passed unanimously.

Minutes:

Motion by Lammers, second by Spatenka to approve the April 1st, 2024, minutes as submitted. Motion passed unanimously.

Building Permits:

The building permits for April were reviewed.

County Board Action

Oolman reported the County Board approved CUP #250 (Monterey Ballroom) and approved CUP #436 (Prime 45 LLC – Storage Buildings) as recommended by the Planning Commission

CUP #437 (Oeltjenbruns- Solar Sales and Equipment Repair)

This request is from Mark and Jessica Oeltjenbruns to operate a solar energy system sales and installation business along with an equipment repair business on property located in the SW ¼, SW ¼, SW ¼ Section 34 Havana Township.

Questions and comments of the commission.

Spatenka- Can we put a limit on how many vehicles can be located on the property?

Oolman- Yes

The public hearing was opened.

As there were no questions or comments, the public hearing was closed.

Motion by Spatenka, second by Lammers to recommend approval of CUP #437 with the following 4 conditions:

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

Motion passed unanimously.

CUP# 438 (Terpstra- Marine and Powersport Repair)

This request is from Derek Terpstra to operate a marine and powersport vehicle repair business from property located in the SW ¼, SW, ¼, SE ¼, Section 26, Owatonna Township. The property address is 3673 Austin Road.

Questions and comments of the commission.

Spakenta- Has the county been out to the property to see if the building was compliant?

Oolman- Yes, the Building Official and I looked at the building.

The public hearing was opened.

Jerry Zatzung, of Owatonna Township- The Township has no issues.

As there were no further questions or comments, the public hearing was closed.

Motion by Dinse, second by Spakenta to recommend approval of CUP #438 with the following 4 conditions:

1. Building must meet all applicable building codes and accessibility codes.
2. Outside storage must be screened from neighboring residential uses.
3. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
4. All waste products including but not limited to solvents, paints, oils, and fuels shall be disposed of in a manner approved by the State of Minnesota and Steele County.

Motion passed unanimously.

Renew of CUP# 214 (Medford Sand & Gravel North Pit)

This request is from Medford Sand and Gravel LLC to renew conditional use permit #214 allowing the mining of sand and gravel on properties located in the W ½ of the NW ¼, Section 4, and the E ½ of the NE ¼, Section 5, Medford Township.

Motion by Lammers, second by Dinse to remove CUP #214 from the table for discussion.

Oolman explained this item was tabled at the March meeting to give Medford Sand and Gravel time to complete restoration on part of the properties. That reclamation has been completed to the satisfaction of the owner.

The public hearing was opened.

Scott Svenby, neighbor – Commented that trucks are operating all hours of the night, who can I talk to about this issue?

Esplan- then they would be in violation of their current permit.

Oolman- Contact the Zoning Director

Don Redman explained those were trucks from an outside contractor and he was un-aware that it was occurring. He has sold the properties to IMS Contracting and they will be taking over the permit.

As there were no further questions or comments, the public hearing was closed.

Motion by Lammers, second by Queen to recommend to approve the renewal of CUP #214 with the following 14 conditions: (underlined is added, ~~strikethrough~~ is deleted)

1. Mining is limited to those areas identified on the submitted site map.
2. Mining is limited to a bottom elevation of 1015. ~~for those areas west of the Straight River.~~
3. ~~Mining is limited to a bottom elevation of 1060 for those areas east of the Straight River. If mining takes place into the water table on the east side of the river or this area is de-watered this permit will need to be amended.~~
- 3 ~~4~~ A 30 foot unexcavated buffer with 4:1 side slopes shall remain adjacent to all property and road right of way lines. Any erosion to neighboring properties as a result of this mine shall be corrected by the applicant. ~~The buffer between this property and adjacent properties east of the Straight River may be removed with agreement between both landowners.~~
- ~~5~~ A 100 foot undisturbed buffer shall be left adjacent to the Straight River.
- ~~6~~ No hazardous material may be stored in the floodplain areas. Stockpiles of aggregate material, recycled material, and any equipment in the floodplain shall not be placed in a manner that will impede water flow during a flood event.
- ~~7.~~ All accesses to the sites shall be gated. Access shall be restricted to seven locations identified on the site map. All other existing accesses shall be removed, fenced, or gated to aid in safety.
- 4 ~~8~~ Signage and other traffic warning devices shall be installed as directed by the Steele County Highway Engineer.
- 5 ~~9~~ If areas along CSAH 49 are mined below the water level, a six feet high berm shall be installed along the road right-of-way.
- ~~6~~ ~~10~~ Trucks shall not track material from the pit onto the public road.
- ~~7~~ ~~11~~ Trucks hauling material to and from this pit shall not use “jake brakes”
- 8 ~~12~~ Dust control shall be maintained in the pit at all times so that dust does not negatively affect nearby residences or the Union Cemetery. ~~Dust must be controlled on NW 19th Ave. any time there is truck traffic from this pit using that road.~~
- 9 ~~13~~ Mining, processing and hauling activities ~~excluding farming activities~~ are limited to the hours of 6:00 AM to 7:00 PM Monday thru Saturday.
- 10 ~~14~~ Storage of recyclable aggregate material shall not exceed 60,000 cu. yds.
- 11 ~~15~~ Final reclamation shall be completed in phases and shall include grading slopes to a 4:1 slope or flatter for a minimum distance of 10 feet into the water, replacing topsoil, and vegetating exposed areas not used for cropland or reclaimed to open water.
- 12 ~~16~~ Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits and DNR Water Appropriation Permits.
- 13 ~~17~~ The operator shall report quarterly to the Steele County Auditor’s office the amount of aggregate removed as required by the Steele County Aggregate ordinance #31 and all taxes shall remain current.
- 14 ~~18~~ The operator is responsible to initiate renewal proceeding on or before January 1, ~~2024~~ 2029 or this permit becomes invalid.

Motion passed unanimously.

IUP 2024-01 (EESolar33-Busho Site)

This request is from EESolar33 LLC to construct and operate a 4 MW Community Solar Project on property located in the N 1/2 of the NE 1/4, Section 31 Clinton Falls township on property owned by the Buscho Trust.

Motion by Queen, second by Spakenta to remove IUP 2024-01 from the table for discussion.

Oolman explained this item was tabled at the March meeting at the request of the Airport because the submitted glare study showed the potential for glare to affect the airport. The position of the panels has been reconfigured, and the new glare study shows no potential to affect the airport. The airport is not opposed to the permit with an added condition concerning the panel position.

The public hearing was opened.

As there were no further questions or comments, the public hearing was closed.

Motion by Lammers, second by Dinse to recommend approval of IUP 2024-01 with the following 18 conditions:

1. This permit allows for the construction and operation of 4 MW Solar Array in the location identified on the submitted application. Any additional expansion of the project will require the permit to be amended.
2. This permit shall expire on December 31, 2061 and all solar components and accessory facilities removed by December 31, 2062.
3. If the project ceases to generate electricity before the permit expiration date, all solar components and accessory facilities shall be removed within one year of the discontinuation of use/operation.
4. The operator shall notify the Steele County planning and zoning office of any changes in management or ownership of the project.
5. Any private drainage tile servicing adjoining properties shall be protected during construction and maintained throughout the life of the project.
6. A wetland determination shall be completed and submitted to the Steele Soil and Water Conservation District. The applicant shall follow all procedures and requirements of the wetland conservation act.
7. The developer shall construct a security fence around the perimeter of the solar panels to deter unauthorized entrance. The fence shall utilize woven wire and be a maximum of 8 feet tall without barbed or razor wire.
8. Permanent vegetative shall be planted within the fenced project area.
9. All noxious weeds shall be controlled throughout the life of the project. If the weeds are not controlled the operator shall allow the county access to the site to implement weed control and the costs assessed back to the property.
10. If required by the township, an access permit shall be obtained from the township.
11. Prior to the start of construction, the developer shall document with the township the condition of the haul road(s) to be used during the construction of the project. Any haul road(s) degradation cause by construction traffic shall be remedied by the developer.
12. All construction crew vehicles must park on the site unless site conditions prohibit it. If vehicles must park on the road because of site conditions, vehicle parking shall be limited to a single side of the road.
13. The developer must obtain a 911 address and sign for the site.
14. The developer shall obtain building permit(s) from the Steele County Building Inspection office.
15. The developer and/or operator is responsible to acquire or maintain any federal, state, or local permits required in the construction, operation, and maintenance of the solar energy system.
16. A vegetative screen is required between this project and the neighboring property to the east. The screen shall consist of healthy, hardy plant materials that provides a minimum screen height of 8 feet and a minimum density of 75% at maturity. An alternate planting plan may be used if approved by the neighboring property owner. Screening planted as required by IUP 2023-02 will satisfy this condition.
17. Prior to the start of construction, the developer shall provide a letter of agreement from the land owner that states they understand they are liable for decommissioning if EESolar33 LLC or future

lessees abandon the site.

18. The operator shall program the panels as modeled in the glare analysis dated April 3, 2024, 1:45PM to produce zero glare affecting the airport. If glare becomes an issue for the airport the operator shall work with the airport to determine a solution.

Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Lammers to adjourn at 7:46pm.

DRAFT



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, May 8, 2024, at 8:00 a.m. – Board Room

Attendees: Commissioner Gnemi, Commissioner Glynn, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Jail Administrator Anthony Buttera, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, and Interim Administrator Jan Fransen.

Consent Agenda

1. Committee recommends approving the Opioid Settlement RFP amount of \$100K.
 - a. The opioid team is formed. Application for funds is completed. They are starting to request RFP's. The team is requesting up to \$100K to give for awards. The award amount depends on what actually comes in for requests.
2. Committee recommends approving Out of State Travel to CADCA for one employee from Public Health to attend. Training is fully paid.

Department Head Reports

Community Corrections: Pre-construction meeting for the CCA building was last week. Timeline is end of December / January. Waiting on some permits. Working on going paperless as part of getting ready to move into the new building.

Detention Center: Thanks to Finance Department for lunch yesterday. Good turnout. National Correctional Officer week. Construction has started. Interior records office is demolished. Hiring status: Currently down 6 staff. Hoping in the next few weeks to have an additional 5 employees hired.

Emergency Management: Conducted a train derailment exercise. There are some after action items being worked on.

Public Health: Staffing is looking good. Attended "College and Career Day" at the High School. Family Festival at McKinley school. Doing the Owatonna Live Health talk with local businesses. High School is doing a Driving Minds walk on May 19th.

Finance: Tax payments are coming in. Budget meetings have begun. No real surprises. Appropriations are starting to be paid.

Administration: Thank you to finance department for the Detention Center lunch.



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

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

Thursday, May 9, 2024 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Brady, County Engineer Greg Ilkka, Assistant County Engineer Paul Sponholz, Landfill Supervisor Josh Johnson, Interim Administrator Jan Fransen and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving Contract Award – 2024 Bituminous Resurfacing, CP 074-024-002
2. Committee recommends approving Contract Award – CSAH 23 Pipelining and Culvert Joint Repair, CP 074-024-005 \$193,480.00 Subsurface
3. Committee recommends approving Contract Award – 2024 Bituminous Reclamation, SAP 074-637-009, and SAP 020-620-007 \$ 2,593,059.82 Crane Creek

General:

4. Proclamation – National Public Works Week

Department Head Reports

Four Seasons: Been a really busy spring with all the dry floor events / attendance has been really good. Spring of 2025 looks to be even busier with 2 new events already booked besides all the annual events already booked. Will be putting ice back in the West Arena later this month with an opening date of May 28th. Summer ice looks extremely busy / potentially busiest summer ever! Continuing to get Beaver Lake ready for the summer.

Administration: Closed on the LEC building. The 26th St closing is on May 21st. The city will be using this land as a trail head and public restrooms.

Landfill: Discussion regarding out of county waste coming into the landfill and the need to stay with our procedures and charge rates accordingly. Looking at trash compactors for next year. Will be taking a tour of another landfill operation. MCIT consultant came out to review the landfill for safety. Need to address some of the safety issues.

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

Hwy 8 resurfacing project was discussed.

Roundabout 18th st: Working with railroad regarding the agreement. Met with the attorneys last week. It was a positive meeting. Working on obtaining additional funding that could help resolve the liability issues with the railroad.

Commissioner hearing for Hwy 49 was this week. Closing arguments are due end of this month.

Eastside corridor: Highway Department announced the Federal Highway Administration sign-off on the eastside corridor project concurrence points. Purpose and need statement was discussed with the committee. Need to complete the evaluation of all 7 corridors, set the criteria on how the county will evaluate the impacts noted in the study and prepare an evaluation of the information to be presented at the Joint Transportation meeting.

There is a **City Public Meeting** at OPU next Thursday, May 16th at 4:00 p.m. regarding the City Comprehensive plan.