



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 28, 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. Farm America – Thank you letter (pg. 3)

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 May 14, 2024 Board Minutes (pg. 4)
6. Approve May 14, 2024 Board Work Session Minutes (pg. 8)

7. Approve Bills (pg. 10)
8. Approve Personnel Report (pg. 44)

General Agenda

9. Adopt Resolution appointing Robert Jarrett as County Attorney on June 21, 2024 (pg. 45)
10. Contract Award – 2024 Culvert Replacements and Drainage Improvements (pg. 47)

County Board Work Session – May 28, 2024

11. Renew Annual County Boat and Water Safety Grant Contract Agreement and authorize the Chair and the Sheriff (pg. 48)
12. Approve Equitable Sharing Agreement and authorize the Chair to sign (pg. 59)
13. Approve GIS Computer from Steele County Compliance Fund (pg. 65)
14. Approve Renewal of Blooming Prairie County Clubs Wine and 3.2 Beer Licenses (pg. 67)
15. Approve Owatonna School Reunification Use Agreement & COI certificate and authorize the Chair to sign (pg. 68)
16. County Engineer recruitment (n/a)
17. Employment Agreement for the new County Administrator (pg. 74)

Information Items:

Presentations:

Commissioner Reports:

Next Meeting Notices:

Internal Central Services – **Wednesday, June 5th at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Thursday, June 6th at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, June 11th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, June 11th 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.



FARMAMERICA

Minnesota's Center for Agricultural Interpretation

Executive Director
Jessica Rollins

May 15, 2024

Board of Directors

Lisa Gjersvik, Chair
Agricultural Utilization
Research Institute

Steele County
630 Florence Ave
Owatonna, MN 55060

Dan Hoffman, Vice-Chair
New Vision Consulting

Roger Toquam, Treasurer
Toquam Family Farm

Lynette Ziegler, Secretary
Ziegler Farms

Duane Alberts
Alberts Bros. Dairy

Judi Baker
Seneca Foods

Jim Checkel
Retired, Mayo Clinic

Jerry Demmer
Demmer Farms

Wanda Patsche
CW Pork, Inc.

Jeanne Poppe
Sen. Tina Smith

Erin Rossow
Ag Management Solutions

Brad Rugg
Retired, U of MN Extension

Lauren Servick
MN Pork Board

Julie Tesch
Center for Rural Policy &
Development (CRPD)

Dear Steele County,

On behalf of the Board of Directors, staff, and volunteers, thank you for your donation of \$500.00 to Farmamerica - the Minnesota Agricultural Interpretive Center.

Your donation is inspiring. Your contribution supports our hands-on educational experiences so Farmamerica visitors can explore Minnesota's rich agricultural history and discover their own personal connections to agriculture all around them today. Together, we can help Minnesotans and consumers understand that the agriculture industry is part of the solution to the food, fiber, energy, and environmental challenges we face.

Thank you for demonstrating your belief in Farmamerica with this gift. We are *truly* grateful for your continued support.

Sincerely,

Jessica Rollins
Executive Director

County Commissioners -

Thank you again for including
Farmamerica in your budget.

We always enjoy welcoming youth &
their families from Steele County.

This spring we welcomed over 130 Owatonna
students for field trips. They enjoy learning

P.S. Farmamerica operates as a tax exempt Not-For-Profit 501(c)(3); Farmamerica did not provide any goods and/or services in whole or partial consideration for this contribution.

about Bushel Boy & the Bob Herrs family who
are right in their backyard.

3 of 74



A part of the GreenSeam.

April 23, 2024

4 of 74

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

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

5/21/24 3:54PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	22531 Erosion Control Inc					
23	10-301-000-0000-6512	80.00	Irrigation repairs	05012024	Bldg Repair & Maintenance	N
	22531 Erosion Control Inc	80.00	1 Transactions			
	37025 Innovative Office Solutions LLC					
28	10-301-000-0000-6410	75.44	Paper, pens & staples	IN4534226	Office Supplies	N
	37025 Innovative Office Solutions LLC	75.44	1 Transactions			
	51039 Med Compass					
35	10-301-000-0000-6260	134.80	Hearing tests - Landfill	45443	Consultants/Admin Fee	N
36	10-301-000-0000-6260	134.80	Hearing tests - Engineering	45443	Consultants/Admin Fee	N
37	10-301-000-0000-6260	101.10	Hearing tests - Four Seasons	45443	Consultants/Admin Fee	N
38	10-301-000-0000-6260	404.30	Hearing tests - Maintenance	45443	Consultants/Admin Fee	N
	51039 Med Compass	775.00	4 Transactions			
	68420 Plunkett's Pest Control, Inc.					
40	10-301-000-0000-6512	109.62	May pest control	8545087	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.	109.62	1 Transactions			
301	DEPT Total:	1,040.06	Administration	4 Vendors	7 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	11215 Central Farm Services					
6	10-302-000-0000-6553	32.68	Roundup - CSAH 45	131054898	Weed Spray & Vegetation Supplies	N
7	10-302-000-0000-6553	32.68	Roundup - CSAH 23	131054898	Weed Spray & Vegetation Supplies	N
8	10-302-000-0000-6553	32.68	Roundup - CSAH 2	131054898	Weed Spray & Vegetation Supplies	N
9	10-302-000-0000-6553	32.69	Roundup - CSAH 7	131054898	Weed Spray & Vegetation Supplies	N
10	10-302-000-0000-6553	224.28	Roundup - CSAH 23	131055395	Weed Spray & Vegetation Supplies	N
11	10-302-000-0000-6553	224.28	Roundup - CSAH 45	131055395	Weed Spray & Vegetation Supplies	N
12	10-302-000-0000-6553	224.28	Roundup - CSAH 7	131055395	Weed Spray & Vegetation Supplies	N
13	10-302-000-0000-6553	224.28	Roundup - CSAH 2	131055395	Weed Spray & Vegetation Supplies	N
	11215 Central Farm Services	1,027.85	8 Transactions			
	13110 City Of Owatonna					
14	10-302-000-0000-6534	63,251.98	Oak/Main Signal damage 12/13/2	2024-08	Supplies - Signing	N
15	10-302-000-0000-6534	1,250.00	Oak/Main Signal damage 12/13/2	2024-08	Supplies - Signing	N
	13110 City Of Owatonna	64,501.98	2 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
23800	Fastenal Company					
24	10-302-000-0000-6801	78.07	First aid kit	MNOWA245618	Osha/Safety Supplies	N
23800	Fastenal Company	78.07	1 Transactions			
36550	IFACS					
27	10-302-000-0000-6534	148.96	Screws, nuts & bolts	5337571	Supplies - Signing	N
36550	IFACS	148.96	1 Transactions			
9136	Kahn Tile Supply LLC					
31	10-302-000-0000-6537	132.00	mini pipe & coupler	24-1632	County Contracts	Y
9136	Kahn Tile Supply LLC	132.00	1 Transactions			
48700	M-R Sign Company, Inc					
33	10-302-000-0000-6534	1,783.30	Film & vinyl	223978	Supplies - Signing	N
48700	M-R Sign Company, Inc	1,783.30	1 Transactions			
51294	Metal Culverts Inc					
39	10-302-000-0000-6524	1,328.40	Culvert supplies, Cty Rd 112	A-28924	Supplies - Culverts	N
51294	Metal Culverts Inc	1,328.40	1 Transactions			
9113	RSBS Management Inc					
43	10-302-000-0000-6537	800.00	Spring Sweeping - CSAH 45	180311	County Contracts	N
44	10-302-000-0000-6537	150.00	Spring Sweeping - CSAH 4	180311	County Contracts	N
45	10-302-000-0000-6537	500.00	Spring Sweeping - CSAH 23	180311	County Contracts	N
46	10-302-000-0000-6537	325.00	Spring Sweeping - CSAH 2	180311	County Contracts	N
47	10-302-000-0000-6537	480.00	Spring Sweeping - CSAH 7	180311	County Contracts	N
48	10-302-000-0000-6537	325.00	Spring Sweeping - CSAH 6	180311	County Contracts	N
9113	RSBS Management Inc	2,580.00	6 Transactions			
8967	Steele Waseca Cooperative Electric					
50	10-302-000-0000-6534	30.17	Maintain street lights, CSAH 1	1094084	Supplies - Signing	N
51	10-302-000-0000-6534	32.69	Maintain street lights, CSAH 2	1117342	Supplies - Signing	N
52	10-302-000-0000-6534	32.69	Maintain street lights, CSAH 4	1117355	Supplies - Signing	N
53	10-302-000-0000-6534	9.68	Maintain street lights, CSAH 1	120426	Supplies - Signing	N
54	10-302-000-0000-6534	9.68	Maintain street lights, CSAH 1	25721	Supplies - Signing	N
55	10-302-000-0000-6534	7.46	Maintain street lights, CSAH 1	25722	Supplies - Signing	N
56	10-302-000-0000-6534	40.21	Maintain street lights, CSAH 6	26898	Supplies - Signing	N
8967	Steele Waseca Cooperative Electric	162.58	7 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
61	8431 Witter/Sean					
	10-302-000-0000-6261	20.00	2024 Maint Sup & Eng Conferenc	Reg fee	Conference & Training	N
	8431 Witter/Sean	20.00	1 Transactions			
302	DEPT Total:	71,763.14	Road & Bridge Maintenance Expense	10 Vendors	29 Transactions	
303	DEPT		Construction Expense			
26	8189 Grieman/Marta					
	10-303-000-0000-6331	120.64	Mileage & meals for training	051424	Mileage Reimbursement	N
	8189 Grieman/Marta	120.64	1 Transactions			
49	9945 Spoonholz/Paul					
	10-303-000-0000-6261	20.00	2024 Maint Sup & Eng Conf - re	04/24/24	Conference & Training	N
	9945 Spoonholz/Paul	20.00	1 Transactions			
303	DEPT Total:	140.64	Construction Expense	2 Vendors	2 Transactions	
304	DEPT		Equipment Maintenance & Shops			
1	6980 Block Plumbing & Heating Inc					
	10-304-000-0000-6512	523.47	Replace leaky valve in washbay	67810	Bldg Repair & Maintenance	N
	6980 Block Plumbing & Heating Inc	523.47	1 Transactions			
2	10150 Carquest Auto Parts					
	10-304-000-0000-6520	6.03	Mometary off switch	483395	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	6.03	Toggle w/led indicator	483426	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	6.03-	Mometary off switch	483426	Machinery/Vehicle Parts	N
5	10-304-000-0000-6480	1,324.97	Scan tool subscription	483575	Non-Capitalized Inventory	N
	10150 Carquest Auto Parts	1,331.00	4 Transactions			
16	16480 Crysteel Truck Equipment Inc					
	10-304-000-0000-6252	180.00	Custom labor, unit#2241	B32750	Contracted Services	N
17	10-304-000-0000-6252	2,881.00	Custom labor, unit#2243	L35304B	Contracted Services	N
18	10-304-000-0000-6520	734.00	Swing arm bent & spring kit	LP219939	Machinery/Vehicle Parts	N
	16480 Crysteel Truck Equipment Inc	3,795.00	3 Transactions			
25	25565 First Supply LLC-Owatonna					
	10-304-000-0000-6512	97.39	Gate valve	1416196500	Bldg Repair & Maintenance	N

SBENDORF

5/21/24 3:54PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
25565	First Supply LLC-Owatonna		97.39	1 Transactions		
50510	McNeilus Steel Inc					
34	10-304-000-0000-6520		19.20	11 guage tubing, unit#2212	01098406	Machinery/Vehicle Parts N
50510	McNeilus Steel Inc		19.20	1 Transactions		
8153	Pump & Meter Service					
41	10-304-000-0000-6512		1,390.00	Perform all testing on pumps	1009358	Bldg Repair & Maintenance Y
8153	Pump & Meter Service		1,390.00	1 Transactions		
74090	Rockmount Research & Alloys Inc					
42	10-304-000-0000-6511		343.90	Welding discs for shop	1286209	Maint Shop Supplies & Materials N
74090	Rockmount Research & Alloys Inc		343.90	1 Transactions		
9376	Trueman Welters Inc					
57	10-304-000-0000-6520		256.69	Center & wing skid & bolts	IE43406	Machinery/Vehicle Parts N
58	10-304-000-0000-6520		168.74	Front skirt, plow bolt & flang	IE43488	Machinery/Vehicle Parts N
9376	Trueman Welters Inc		425.43	2 Transactions		
8448	Valek Sandblasting & Painting LLC					
59	10-304-000-0000-6520		237.50	Blasting & zinc primer, #22311	1642 Dhooks	Machinery/Vehicle Parts Y
8448	Valek Sandblasting & Painting LLC		237.50	1 Transactions		
99175	Zarnoth Brush Works Inc					
62	10-304-000-0000-6520		1,317.00	Cablewrap broom refill & core	0197878-IN	Machinery/Vehicle Parts N
99175	Zarnoth Brush Works Inc		1,317.00	1 Transactions		
304	DEPT Total:		9,479.89	Equipment Maintenance & Shops	10 Vendors	16 Transactions
310	DEPT			Capital Construction		
22460	Erickson Engineering Co LLC					
19	10-310-000-0000-6262		8,541.00	Prof services 074-643-010	16519	Sales Tax Consultants Y
20	10-310-000-0000-6535		52.00	Prof services 074-599-042	16520	Town Bridges Y
21	10-310-000-0000-6535		572.00	Prof services 074-599-041	16521	Town Bridges Y
22	10-310-000-0000-6262		190.00	Prof services 074-618-031	16552	Sales Tax Consultants Y
22460	Erickson Engineering Co LLC		9,355.00	4 Transactions		
9834	Johnson/Douglas K					
29	10-310-000-0000-6517		3,549.99	Condemnation hrg 074-649-001	2024-004	Sales Tax Right of Way Y

SBENDORF

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9834	Johnson/Douglas K		3,549.99	1 Transactions		
30	39600 Jones Haugh & Smith Inc					
	10-310-000-0000-6262		775.00	Plat drawings 074-628-003	45428	Sales Tax Consultants N
	39600 Jones Haugh & Smith Inc		775.00	1 Transactions		
32	9849 LeVander, Gillen & Miller PA					
	10-310-000-0000-6262		210.00	Prof services 074-648-007	22088.0	Sales Tax Consultants Y
	9849 LeVander, Gillen & Miller PA		210.00	1 Transactions		
60	9895 Westwood Professional Services Inc					
	10-310-000-0000-6262		1,053.75	Prof services 074-021-006	1240500020	Sales Tax Consultants N
	9895 Westwood Professional Services Inc		1,053.75	1 Transactions		
310	DEPT Total:		14,943.74	Capital Construction	5 Vendors	8 Transactions
10	Fund Total:		97,367.47	Road & Bridge Fund		62 Transactions
	Final Total:		97,367.47	31 Vendors	62 Transactions	

Steele County



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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	97,367.47	Road & Bridge Fund	
	All Funds	97,367.47	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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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
5	DEPT			Board Of Commissioners			
	8241 Gnemi/Rick A						
159	01-005-000-0000-6331		322.66	Mileage reimb March-May 1st	05212024	Mileage Reimbursement	N
160	01-005-000-0000-6331		46.51	Meal reimbursement 2/20-2/21	05212024	Mileage Reimbursement	N
	8241 Gnemi/Rick A		369.17	2 Transactions			
5	DEPT Total:		369.17	Board Of Commissioners	1 Vendors	2 Transactions	
31	DEPT			County Administrator			
	37025 Innovative Office Solutions LLC						
36	01-031-000-0000-6410		13.73	Colored paper	4535605	Office Supplies	N
37	01-031-000-0000-6410		19.03	Labels & pens	4535605	Office Supplies	N
	37025 Innovative Office Solutions LLC		32.76	2 Transactions			
31	DEPT Total:		32.76	County Administrator	1 Vendors	2 Transactions	
32	DEPT			Human Resources			
	4319 Association Of Mn Counties						
5	01-032-000-0000-6261		175.00	MCHRMA Spring conf-Johnson	68598	Conference & Training	N
	4319 Association Of Mn Counties		175.00	1 Transactions			
32	DEPT Total:		175.00	Human Resources	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
	18450 Office of MN IT Services						
53	01-061-000-0000-6212		1,100.44	Monthly fees	DV20404396	M-Net Expenses	N
	18450 Office of MN IT Services		1,100.44	1 Transactions			
	83500 Steele County Highway Dept						
62	01-061-000-0000-6540		23.06	Fuel	2318	Gas & Oil	N
	83500 Steele County Highway Dept		23.06	1 Transactions			
61	DEPT Total:		1,123.50	Information Technology	2 Vendors	2 Transactions	
62	DEPT			Central Services			
	16282 Crosstown Cartage Inc						
23	01-062-000-0000-6801		324.00	Contracted mail services	05/10/2024	General Expense	N

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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	
24	01-062-000-0000-6802		Additional mail services	05/10/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc		2 Transactions			
	9767 UKG Kronos Systems LLC					
86	01-062-000-0000-6301	3,461.64	HRIS operating cost - April	12244371	Equip/Software Maint	N
	9767 UKG Kronos Systems LLC	3,461.64	1 Transactions			
62	DEPT Total:	3,880.64	Central Services	2 Vendors	3 Transactions	
63	DEPT		Auditor Elections			
	37025 Innovative Office Solutions LLC					
35	01-063-000-0000-6410	38.28	Labels for election mailings	4542631	Office Supplies	N
	37025 Innovative Office Solutions LLC	38.28	1 Transactions			
63	DEPT Total:	38.28	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT		County Attorney			
	3901 Diligent Service Network					
25	01-091-000-0000-6343	650.00	Subpoena services	372869	Service Fees	Y
	3901 Diligent Service Network	650.00	1 Transactions			
	1180 Dudley/Teresa					
27	01-091-000-0000-6330	102.00	Airport parking-conference	May 2024	Travel Expenses	N
28	01-091-000-0000-6330	80.52	Meals - St. Louis conference	May 2024	Travel Expenses	N
29	01-091-000-0000-6330	52.66	Uber expense-dinner 4/3/24	May 2024	Travel Expenses	N
26	01-091-000-0000-6331	84.42	Mileage to/from airport	May 2024	Mileage Reimbursement	N
	1180 Dudley/Teresa	319.60	4 Transactions			
	9946 Hernandez San Martin/Katty					
33	01-091-000-0000-6330	95.15	Meals - St Louis conference	May 2024	Travel Expenses	N
34	01-091-000-0000-6330	74.28	Uber from/to airport	May 2024	Travel Expenses	N
32	01-091-000-0000-6331	62.84	Mileage to/from airport	May 2024	Mileage Reimbursement	N
	9946 Hernandez San Martin/Katty	232.27	3 Transactions			
	3659 MCAA					
44	01-091-000-0000-6261	95.00	2024 Juvenile conf-APulanco	200011542	Conference & Training	N
	3659 MCAA	95.00	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	
57	9363 PITNEY BOWES GLOBAL FINANACIAL SVC						
	01-091-000-0000-6410		163.53	Postage meter lease 4/1-6/30	3106657659	Office Supplies	N
	9363 PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions			
83	70550 Thomson Reuters - West						
	01-091-000-0000-6410		1,339.23	Westlaw usage - April 2024	850095206	Office Supplies	N
84	01-091-000-0000-6410		102.05	Library plan	850172530	Office Supplies	N
	70550 Thomson Reuters - West		1,441.28	2 Transactions			
87	90675 Us Postal Service						
	01-091-000-0000-6215		500.00	Postage	May 2024	Postage	N
	90675 Us Postal Service		500.00	1 Transactions			
91	DEPT Total:		3,401.68	County Attorney	7 Vendors	13 Transactions	
102	DEPT			Surveyor			
	39600 Jones Haugh & Smith Inc						
40	01-102-000-0000-6801		3,437.51	ROW plat #22, April survey work	45427	General Expense	N
	39600 Jones Haugh & Smith Inc		3,437.51	1 Transactions			
102	DEPT Total:		3,437.51	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
	9677 Bahl/Grant						
7	01-103-000-0000-6330		578.04	Lodging-Mass Appraisals	5/5 - 5/9/2024	Travel Expenses	N
8	01-103-000-0000-6330		104.21	Meals for overnight confernece	5/5 - 5/9/2024	Travel Expenses	N
	9677 Bahl/Grant		682.25	2 Transactions			
63	83500 Steele County Highway Dept						
	01-103-000-0000-6540		23.43	Fuel	2314	Gas & Oil	N
	83500 Steele County Highway Dept		23.43	1 Transactions			
103	DEPT Total:		705.68	Assessor	2 Vendors	3 Transactions	
105	DEPT			Planning & Zoning			
	6032 APG Media of Southern Minnesota LLC						
4	01-105-000-0000-6242		2.95	Public Notices-BOA & PC mtgs	16085-0424	Publishing	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	
6032	APG Media of Southern Minnesota LLC		2.95	1 Transactions			
83500	Steele County Highway Dept						
64	01-105-000-0000-6540		155.40	Fuel	2321	Gas & Oil	N
83500	Steele County Highway Dept		155.40	1 Transactions			
105	DEPT Total:		158.35	Planning & Zoning	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
1	01-111-049-0000-6300		100.95	Remove old & replace new lock	3508	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		100.95	1 Transactions			
8893	Bell Optical						
9	01-111-000-0000-6408		204.91	Safety glasses - TEDEL	442440162-4525C	Uniforms/Uniform Reimbursement	N
8893	Bell Optical		204.91	1 Transactions			
8251	BRN Lawn & Landscape LLC						
13	01-111-040-0000-6380		180.00	Weekly mowing & trimming-Admin	2939	Grounds Maintenance	Y
14	01-111-041-0000-6380		75.00	Weekly mowing & trimming-Annex	2939	Grounds Maintenance	Y
15	01-111-042-0000-6380		70.00	Weekly mowing & trimming-CH	2939	Grounds Maintenance	Y
16	01-111-043-0000-6380		30.00	Weekly mowing & trimming-Atty	2939	Grounds Maintenance	Y
17	01-111-044-0000-6380		155.00	Weekly mowing & trimming-DC	2939	Grounds Maintenance	Y
18	01-111-049-0000-6380		45.00	Weekly mowing & trimming-Alex	2939	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		555.00	6 Transactions			
10150	Carquest Auto Parts						
21	01-111-050-0000-6320		19.48	Mini bulbs	4763-483277	Vehicle Repairs & Maintenance	N
10150	Carquest Auto Parts		19.48	1 Transactions			
9893	J & J Cabinet Works						
161	01-111-040-0000-6300		629.93	Trim, base & panel-Recorder	399	Bldg Repairs & Maintenance	N
9893	J & J Cabinet Works		629.93	1 Transactions			
9661	Northland Chemical Corp						
48	01-111-044-0000-6300		115.13	VetPlus disinfectant	11774	Bldg Repairs & Maintenance	N
9661	Northland Chemical Corp		115.13	1 Transactions			
83500	Steele County Highway Dept						

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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
65	01-111-000-0000-6562		297.60	Fuel	2315	Fuel And Gas N
83500	Steele County Highway Dept		297.60	1 Transactions		
85167	Stewart Sanitation					
72	01-111-040-0000-6300		196.98	Trash/recycling - Admin	848406	Bldg Repairs & Maintenance N
74	01-111-041-0000-6380		89.39	Trash/recycling - Annex	848657	Grounds Maintenance N
73	01-111-042-0000-6300		86.67	Trash/recycling - CH	848660	Bldg Repairs & Maintenance N
76	01-111-043-0000-6380		64.27	Trash/recycling - Atty	848660	Grounds Maintenance N
85167	Stewart Sanitation		437.31	4 Transactions		
111	DEPT Total:		2,360.31	Buildings & Grounds	8 Vendors	16 Transactions
121	DEPT			Veteran Service		
83500	Steele County Highway Dept					
66	01-121-000-0000-6540		306.18	Fuel	2326	Gas & Oil N
83500	Steele County Highway Dept		306.18	1 Transactions		
121	DEPT Total:		306.18	Veteran Service	1 Vendors	1 Transactions
201	DEPT			Sheriff		
4590	Auto Trim Design Of Owatonna					
6	01-201-000-0122-6320		220.00	Tint rear windows - #7409	1072937	Squad 7409 Maintenance Y
4590	Auto Trim Design Of Owatonna		220.00	1 Transactions		
11215	Central Farm Services					
22	01-201-297-0000-6421		306.72	Diesel tank fill	27096	T-BI Pr-Maintenance Operating Exp-l N
11215	Central Farm Services		306.72	1 Transactions		
1064	Kappy's Collision Center					
41	01-201-000-0113-6320		902.61	SC24-000327 - Squad repair	4257	Squad 7411 Maintenance Y
1064	Kappy's Collision Center		902.61	1 Transactions		
5487	LexisNexis Risk Data Management					
43	01-201-000-0000-6425		200.00	Searches/reports - April 2024	1035910-2024043	Investigation Expense N
5487	LexisNexis Risk Data Management		200.00	1 Transactions		
18450	Office of MN IT Services					
50	01-201-000-0000-6210		292.89	Sheriff telecom - April 2024	W24040531	Telephone 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
18450	Office of MN IT Services		292.89	1 Transactions		
3248	Personnel Evaluation, Inc					
55	01-201-000-0000-6801		25.00	Personnel eval - KV	51361	Misc Expense 6
3248	Personnel Evaluation, Inc		25.00	1 Transactions		
9730	Sirchie Acquisition Co LLC					
61	01-201-000-0000-6425		76.56	Swabs for investigations-50	0644151-IN	Investigation Expense Y
9730	Sirchie Acquisition Co LLC		76.56	1 Transactions		
83500	Steele County Highway Dept					
67	01-201-000-0000-6562		6,169.84	Fuel	2324	Gas & Oil Squads N
83500	Steele County Highway Dept		6,169.84	1 Transactions		
8967	Steele Waseca Cooperative Electric					
71	01-201-000-0000-6345		136.54	Sumerset utilities 4/1-5/1/24	76720	Somerset Tower N
8967	Steele Waseca Cooperative Electric		136.54	1 Transactions		
9778	Sweet Towing LLC					
81	01-201-000-0000-6806		100.00	Tow-radiator hose #7416	74604	Vehicle Towing Y
9778	Sweet Towing LLC		100.00	1 Transactions		
201	DEPT Total:		8,430.16	Sheriff	10 Vendors	10 Transactions
207	DEPT			Sheriff Special Deputies		
85300	Streichers Inc					
78	01-207-000-0000-6192		10.00	Nameplate-SAustin	11699210	Uniform Allowance N
85300	Streichers Inc		10.00	1 Transactions		
207	DEPT Total:		10.00	Sheriff Special Deputies	1 Vendors	1 Transactions
208	DEPT			Coroner		
4229	Moore Md/Kellyanna J					
47	01-208-000-0000-6801		3,864.24	Coroner services - May	May 2024	General Expense 6
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions		
208	DEPT Total:		3,864.24	Coroner	1 Vendors	1 Transactions

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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	
251	DEPT				Jail			
	5750	Bob Barker Company Inc						
10		01-251-000-0000-6418		314.67	Tshirts, socks, suit	2017846	Lock-Up Supplies	N
11		01-251-000-0000-6418		125.30	Towels	2018237	Lock-Up Supplies	N
	5750	Bob Barker Company Inc		439.97	2 Transactions			
	9947	Bromley/Michelle						
158		01-251-000-0000-6801		65.62	Meal reimb - training	5/4-5/6/2024	Misc Expense	N
	9947	Bromley/Michelle		65.62	1 Transactions			
	9582	Duffy/Grant						
30		01-251-000-0000-6801		9.16	Meal reimbursement-transport	5/14/2024	Misc Expense	N
	9582	Duffy/Grant		9.16	1 Transactions			
	9084	Metro FiberNet LLC						
162		01-251-000-0000-6304		325.00	Dark fiber lease-DC-June	1675291	Contract Serv./Bldg Maint	Y
	9084	Metro FiberNet LLC		325.00	1 Transactions			
	18450	Office of MN IT Services						
54		01-251-000-0000-6211		42.50	Fiber management fee	DV20404396	Radio - Computers - Cameras	N
52		01-251-000-0000-6410		113.35	Jail telecom - April 2024	W24040531	Office Supplies	N
	18450	Office of MN IT Services		155.85	2 Transactions			
	3248	Personnel Evaluation, Inc						
56		01-251-000-0000-6196		25.00	Personnel eval profile-KF	51360	Employee Phys And Exams	6
	3248	Personnel Evaluation, Inc		25.00	1 Transactions			
	9948	Solseth/Anthony						
165		01-251-000-0000-6801		56.69	Meal reimb - training	4/29-5/1/2024	Misc Expense	N
	9948	Solseth/Anthony		56.69	1 Transactions			
	83500	Steele County Highway Dept						
68		01-251-000-0000-6562		292.56	Fuel	2317	Gas & Oil	N
	83500	Steele County Highway Dept		292.56	1 Transactions			
	8247	Summit Food Services LLC						
79		01-251-000-0000-6441		304.93	Inmate meals 4/27 - 5/3/2024	INV2000206714	Prisoner Meals	N
80		01-251-000-0000-6441		3,805.96	Inmate meals 5/4 - 5/10/2024	INV2000207450	Prisoner Meals	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
8247	Summit Food Services LLC		4,110.89	2 Transactions		
9949	Witter/Michael					
166	01-251-000-0000-6801		60.69	Meal reimb - training	4/29-5/1/2024	Misc Expense
9949	Witter/Michael		60.69	1 Transactions		
251	DEPT Total:		5,541.43	Jail	10 Vendors	13 Transactions
252	DEPT			Community Corrections		
4064	Alcohol Monitoring System Inc					
3	01-252-000-0000-6274		1,409.80	SCRAM monitoring fee	310095	Scram Monitoring
4064	Alcohol Monitoring System Inc		1,409.80	1 Transactions		
957	AlcoPro Inc					
157	01-252-000-0000-6270		181.00	Mouthpiece - AlcoSensor IV	0284116-IN	Chemical Testing
957	AlcoPro Inc		181.00	1 Transactions		
37025	Innovative Office Solutions LLC					
38	01-252-000-0000-6410		95.96	Copy paper	4540548	Office Supplies
37025	Innovative Office Solutions LLC		95.96	1 Transactions		
6821	KEYSTONE INTERPRETING SOLUTIONS IN					
42	01-252-000-0000-6284		200.00	Translator services	48357-00010	Interpreter Services
6821	KEYSTONE INTERPRETING SOLUTIONS IN		200.00	1 Transactions		
9084	Metro FiberNet LLC					
163	01-252-000-0000-6210		300.00	Dark fiber fee-CCA-June	1677937	Telephone
9084	Metro FiberNet LLC		300.00	1 Transactions		
5830	Midwest Monitoring & Surveillance					
46	01-252-000-0000-6270		841.63	Lab svc & testing supplies-Apr	DT0424114	Chemical Testing
5830	Midwest Monitoring & Surveillance		841.63	1 Transactions		
4879	Shred Right					
59	01-252-000-0000-6410		42.53	Paper shedding	0023848	Office Supplies
4879	Shred Right		42.53	1 Transactions		
83500	Steele County Highway Dept					
69	01-252-000-0000-6540		83.93	Fuel	2316	Gas & Oil

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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
83500	Steele County Highway Dept		83.93	1 Transactions		
3406	Tonjum/Jenny					
85	01-252-775-0000-6330		11.89	Meal reimb-Trama training	4/30/2024	Travel Expenses - CCA
3406	Tonjum/Jenny		11.89	1 Transactions		
252	DEPT Total:		3,166.74	Community Corrections	9 Vendors	9 Transactions
253	DEPT			Law Enforcement Center		
8251	BRN Lawn & Landscape LLC					
20	01-253-000-0000-6304		45.00	Weekly mowing & trimming-LEC	2939	Contract Services/Bldg Mtce
8251	BRN Lawn & Landscape LLC		45.00	1 Transactions		
37025	Innovative Office Solutions LLC					
39	01-253-000-0000-6410		480.70	Markers, paper, pens, etc	4529923	Office Supplies
37025	Innovative Office Solutions LLC		480.70	1 Transactions		
18450	Office of MN IT Services					
51	01-253-000-0000-6211		76.35	LEC telecom - April 2024	W24040531	Radio And Telephone
18450	Office of MN IT Services		76.35	1 Transactions		
4879	Shred Right					
60	01-253-000-0000-6254		53.70	Paper shedding	0023850	Garbage Disposal
4879	Shred Right		53.70	1 Transactions		
87305	Thompson Sanitation					
82	01-253-000-0000-6254		17.50	Cardboard recycling	66185	Garbage Disposal
87305	Thompson Sanitation		17.50	1 Transactions		
253	DEPT Total:		673.25	Law Enforcement Center	5 Vendors	5 Transactions
481	DEPT			Public Health Nursing		
115	Aaseth/Amber					
99	01-481-465-6056-6331		2.01	Mileage - April 2024	May 2024	Mileage Reimbursement
98	01-481-465-6057-6331		16.32	Mileage - April 2024	May 2024	Mileage Reimbursement
115	Aaseth/Amber		18.33	2 Transactions		
8204	Adams/Penny					

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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	
100	01-481-460-6009-6331	71.69	Mileage - April 2024	May 2024	Mileage Reimbursement	N
8204	Adams/Penny	71.69	1 Transactions			
9630	Alvarado/Gabrielle					
101	01-481-461-6066-6331	68.34	Mileage - April 2024	May 2024	Mileage Reimbursement	N
9630	Alvarado/Gabrielle	68.34	1 Transactions			
2574	Archambault/Kristi					
102	01-481-460-6009-6331	68.04	Mileage - April 2024	May 2024	Mileage Reimbursement	N
2574	Archambault/Kristi	68.04	1 Transactions			
7	Bartsch/Christine					
103	01-481-460-6009-6331	85.13	Mileage - April 2024	May 2024	Mileage Reimbursement	N
7	Bartsch/Christine	85.13	1 Transactions			
8486	Baumgartner/Ann					
104	01-481-460-6009-6331	13.40	Mileage - April 2024	May 2024	Mileage Reimbursement	N
8486	Baumgartner/Ann	13.40	1 Transactions			
9413	Benson/Robert					
105	01-481-460-6009-6331	69.51	Mileage - April 2024	May 2024	Mileage Reimbursement	N
106	01-481-465-6056-6331	28.14	Mileage - April 2024	May 2024	Mileage Reimbursement	N
9413	Benson/Robert	97.65	2 Transactions			
6267	Brinkman/Stacie Lynn					
109	01-481-461-6025-6331	72.41	Mileage - April 2024	May 2024	Mileage Reimbursement	N
107	01-481-461-6030-6331	4.76	Mileage - April 2024	May 2024	Mileage Reimbursement	N
110	01-481-461-6058-6331	1.29	Mileage - April 2024	May 2024	Mileage Reimbursement	N
108	01-481-461-6059-6331	3.35	Mileage - April 2024	May 2024	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	81.81	4 Transactions			
12590	Christenson/Yukari					
111	01-481-460-6009-6331	80.40	Mileage - April 2024	May 2024	Mileage Reimbursement	N
12590	Christenson/Yukari	80.40	1 Transactions			
9603	Exchange Club Center for Family Unity					
88	01-481-461-6032-6464	712.58	Partner award-garden supplies	05162024	General Supplies & Outreach	N
9603	Exchange Club Center for Family Unity	712.58	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
9841	Farr/Whitney					
113	01-481-460-6012-6331		22.78	Mileage - April 2024	May 2024	Mileage Reimbursement N
9841	Farr/Whitney		22.78	1 Transactions		
8735	Hanson/Julie					
114	01-481-460-6012-6331		8.71	Mileage - April 2024	May 2024	Mileage Reimbursement N
8735	Hanson/Julie		8.71	1 Transactions		
9892	Haroldson/Julie					
112	01-481-460-6009-6331		25.46	Mileage - April 2024	May 2024	Mileage Reimbursement N
9892	Haroldson/Julie		25.46	1 Transactions		
5987	Hoffmann/Christine A					
115	01-481-465-6069-6331		2.01	Mileage - April 2024	May 2024	Mileage Reimbursement N
5987	Hoffmann/Christine A		2.01	1 Transactions		
37025	Innovative Office Solutions LLC					
89	01-481-000-0000-6410		266.82	Envelopes & paper	4538805	Office Supplies N
37025	Innovative Office Solutions LLC		266.82	1 Transactions		
9458	Jongbloedt/Beth					
116	01-481-460-6009-6331		9.38	Mileage - April 2024	May 2024	Mileage Reimbursement N
9458	Jongbloedt/Beth		9.38	1 Transactions		
3256	Kofstad/Melissa					
117	01-481-460-6012-6331		1.34	Mileage - March 2024	May 2024	Mileage Reimbursement N
120	01-481-460-6012-6331		4.02	Mileage - April 2024	May 2024	Mileage Reimbursement N
118	01-481-464-6052-6331		0.67	Mileage - April 2024	May 2024	Mileage Reimbursement N
119	01-481-464-6065-6331		22.78	Mileage - April 2024	May 2024	Mileage Reimbursement N
3256	Kofstad/Melissa		28.81	4 Transactions		
9867	Lieske/Michelle					
121	01-481-460-6009-6331		58.96	Mileage - April 2024	May 2024	Mileage Reimbursement N
9867	Lieske/Michelle		58.96	1 Transactions		
5754	McMann/Katy					
122	01-481-460-6009-6331		10.72	Mileage - April 2024	May 2024	Mileage Reimbursement N
5754	McMann/Katy		10.72	1 Transactions		

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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	
90	182 Medline Industries Inc						
	01-481-464-6061-6464		170.99	Epinephrine	2318137438	General Supplies & Outreach	N
	182 Medline Industries Inc		170.99	1 Transactions			
91	9616 Parrott & Smith LLC						
	01-481-461-6066-6341		265.00	Rent - June	May 2024	Office Rent	1
	9616 Parrott & Smith LLC		265.00	1 Transactions			
123	2587 Piepho/Nancy June						
	01-481-461-6034-6331		7.48	Mileage - April 2024	May 2024	Mileage Reimbursement	N
	124 01-481-461-6059-6331		23.12	Mileage - April 2024	May 2024	Mileage Reimbursement	N
	2587 Piepho/Nancy June		30.60	2 Transactions			
125	9903 Rindfleisch/Ethan						
	01-481-461-6032-6331		17.42	Mileage - March 2024	May 2024	Mileage Reimbursement	N
	9903 Rindfleisch/Ethan		17.42	1 Transactions			
93	77316 Schroeder/Greg						
	01-481-460-6009-6331		64.32	Mileage - April 2024	May 2024	Mileage Reimbursement	Y
	92 01-481-460-6009-6383		1,111.43	Physical therapist - April 24	May 2024	Contract Services	Y
	77316 Schroeder/Greg		1,175.75	2 Transactions			
94	83500 Steele County Highway Dept						
	01-481-465-6057-6540		216.42	Fuel - County car - April	2322	Gas & Oil	N
	83500 Steele County Highway Dept		216.42	1 Transactions			
95	9354 Straight River Taxi						
	01-481-460-6012-6465		40.00	Taxi services	168419	Patient Supplies & Services	N
	96 01-481-460-6012-6465		60.00	Taxi services	168423	Patient Supplies & Services	N
	9354 Straight River Taxi		100.00	2 Transactions			
97	90165 UC Lab						
	01-481-463-6049-6322		251.17	Water well testing	119983	Well Water Service Agreements	N
	90165 UC Lab		251.17	1 Transactions			
126	9811 Vargas/Ruby						
	01-481-460-6009-6331		5.36	Mileage - April 2024	May 2024	Mileage Reimbursement	N
	9811 Vargas/Ruby		5.36	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
8654	Waggoner/Jennifer					
127	01-481-461-6025-6331		3.74	Mileage - April 2024	May 2024	Mileage Reimbursement N
8654	Waggoner/Jennifer		3.74	1 Transactions		
4100	Wencl/Dianne Marie					
128	01-481-460-6009-6331		0.67	Mileage - February 2024	May 2024	Mileage Reimbursement N
129	01-481-460-6009-6331		2.01	Mileage - March 2024	May 2024	Mileage Reimbursement N
130	01-481-460-6009-6331		18.76	Mileage - April 2024	May 2024	Mileage Reimbursement N
4100	Wencl/Dianne Marie		21.44	3 Transactions		
481	DEPT Total:		3,988.91	Public Health Nursing	30 Vendors	43 Transactions
502	DEPT			Steele Co Community Ctr		
8251	BRN Lawn & Landscape LLC					
19	01-502-000-0000-6380		35.00	Weekly mowing & trimming-CCTR	2939	Grounds Maintenance Y
8251	BRN Lawn & Landscape LLC		35.00	1 Transactions		
9683	Northland Pest Control					
49	01-502-000-0000-6300		65.00	Pest control	14820	Bldg Repairs & Maintenance Y
9683	Northland Pest Control		65.00	1 Transactions		
85167	Stewart Sanitation					
75	01-502-000-0000-6380		36.50	Trash/recycling - CommCtr	848658	Grounds Maintenance N
85167	Stewart Sanitation		36.50	1 Transactions		
502	DEPT Total:		136.50	Steele Co Community Ctr	3 Vendors	3 Transactions
521	DEPT			Park And Recreation		
9084	Metro FiberNet LLC					
164	01-521-000-0000-6410		325.00	Dark fiber lease-FS-June	1847031	Operating Supplies/Truck Repairs Y
9084	Metro FiberNet LLC		325.00	1 Transactions		
71066	R & K Electric Inc					
58	01-521-000-0000-6823		1,354.26	Circuit panel & breakers	64565	Beaver Lake N
71066	R & K Electric Inc		1,354.26	1 Transactions		
83500	Steele County Highway Dept					
70	01-521-000-0000-6540		113.03	Fuel	2313	Gas & Oil N

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1 General Revenue Fund

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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
83500	Steele County Highway Dept		113.03		1 Transactions			
521	DEPT Total:		1,792.29	Park And Recreation	3 Vendors	3 Transactions		
550	DEPT			Four Seasons				
2	9075 Access Tonna Lock Service							
	01-550-000-0000-6410		117.00	Service call & new keys	3530	Operating Supplies - Contracts		Y
	9075 Access Tonna Lock Service		117.00		1 Transactions			
31	23800 Fastenal Company							
	01-550-000-0000-6410		17.50	Bolts for table repair	MNOWA245417	Operating Supplies - Contracts		N
	23800 Fastenal Company		17.50		1 Transactions			
45	52550 MEI Total Elevator Solutions							
	01-550-000-0000-6410		139.34	Emergency light batteries-elev	1072411	Operating Supplies - Contracts		N
	52550 MEI Total Elevator Solutions		139.34		1 Transactions			
77	85167 Stewart Sanitation							
	01-550-000-0000-6254		372.17	Monthly garbage	848382	Garbage Disposal		N
	85167 Stewart Sanitation		372.17		1 Transactions			
550	DEPT Total:		646.01	Four Seasons	4 Vendors	4 Transactions		
1	Fund Total:		44,238.59	General Revenue Fund		139 Transactions		

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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	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	9084 Metro FiberNet LLC					
168	10-301-000-0000-6210		300.00	Dark fiber fee-PW-June	1677937	Telephone Y
169	10-301-000-0000-6210		29.96	Elevator phone-PW-June	1677937	Telephone Y
	9084 Metro FiberNet LLC		329.96	2 Transactions		
301	DEPT Total:		329.96	Administration	1 Vendors	2 Transactions
304	DEPT		Equipment Maintenance & Shops			
	3693 Loffler Companies Inc					
167	10-304-000-0000-6511		834.99	Printer for Highway	4697361	Maint Shop Supplies & Materials N
	3693 Loffler Companies Inc		834.99	1 Transactions		
304	DEPT Total:		834.99	Equipment Maintenance & Shops	1 Vendors	1 Transactions
10	Fund Total:		1,164.95	Road & Bridge Fund		3 Transactions

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT		Judicial Ditch 1			
	73300 Rinke-Noonan Attorney at Law					
133	21-631-000-0000-6273	6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:	6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT		Judicial Ditch 10			
	73300 Rinke-Noonan Attorney at Law					
133	21-633-000-0000-6273	6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:	6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT		Judicial Ditch 5			
	73300 Rinke-Noonan Attorney at Law					
133	21-634-000-0000-6273	6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:	6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT		Judicial Ditch 6 & Imp			
	73300 Rinke-Noonan Attorney at Law					
133	21-635-000-0000-6273	6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
135	21-635-000-0000-6273	175.50	JD6 - Prof services rendered	371529	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	182.18	2 Transactions			
635	DEPT Total:	182.18	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions	
636	DEPT		Judicial Ditch 7			
	73300 Rinke-Noonan Attorney at Law					
133	21-636-000-0000-6273	6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:	6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT		JD 11 (Ripley Ditch)			

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21 County Ditch Fund

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73300	Rinke-Noonan Attorney at Law						
133	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
133	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
133	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
133	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
134	21-640-000-0000-6273		297.00	JD24 - Prof services rendered	371473	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		303.68	2 Transactions			
640	DEPT Total:		303.68	Judicial Ditch 24	1 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
133	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
133	21-642-000-0000-6273		Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		1 Transactions			
642	DEPT Total:	6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT		County Ditch 2			
73300	Rinke-Noonan Attorney at Law					
133	21-643-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
643	DEPT Total:	6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT		County Ditch 4			
73300	Rinke-Noonan Attorney at Law					
133	21-644-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
77449	Schultz Excavating					
136	21-644-000-0000-6305	1,585.00	CD4 repairs - OW 18 Buecksler	3129	Construction And Repairs	Y
77449	Schultz Excavating	1,585.00	1 Transactions			
644	DEPT Total:	1,591.66	County Ditch 4	2 Vendors	2 Transactions	
645	DEPT		County Ditch 5			
73300	Rinke-Noonan Attorney at Law					
133	21-645-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
645	DEPT Total:	6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT		County Ditch 19			
73300	Rinke-Noonan Attorney at Law					
133	21-646-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
646	DEPT Total:	6.66	County Ditch 19	1 Vendors	1 Transactions	

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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	
647	DEPT		County Ditch 20			
73300	Rinke-Noonan Attorney at Law					
133	21-647-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
647	DEPT Total:	6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT		County Ditch 21			
73300	Rinke-Noonan Attorney at Law					
133	21-648-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
648	DEPT Total:	6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT		County Ditch 22			
73300	Rinke-Noonan Attorney at Law					
133	21-649-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
649	DEPT Total:	6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT		County Ditch 23			
73300	Rinke-Noonan Attorney at Law					
133	21-650-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
650	DEPT Total:	6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT		County Ditch 24			
73300	Rinke-Noonan Attorney at Law					
133	21-651-000-0000-6273	6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
651	DEPT Total:	6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT		County Ditch 25			
73300	Rinke-Noonan Attorney at Law					

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
133	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
133	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
133	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
133	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
39600	Jones Haugh & Smith Inc						
131	21-656-000-0000-6260		542.50	PTD 9 - mtg to discuss repairs	45442	Inspections And Engineers	N
39600	Jones Haugh & Smith Inc		542.50	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
133	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		549.16	Public Tile Ditch 9	2 Vendors	2 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	
657	DEPT			Public Tile Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
133	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
	73300	Rinke-Noonan Attorney at Law					
133	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
	73300	Rinke-Noonan Attorney at Law					
133	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
	73300	Rinke-Noonan Attorney at Law					
133	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
	39600	Jones Haugh & Smith Inc					
132	21-665-000-0000-6260		310.00	JD 2 - Eng services	45443	Inspections And Engineers	N
	39600	Jones Haugh & Smith Inc	310.00	1 Transactions			
	73300	Rinke-Noonan Attorney at Law					
133	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	371450	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.66	1 Transactions			

SBENDORF
5/21/24 4:12PM
21 County Ditch 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	Service Dates	Paid On Bhf #	On Behalf of Name
665	DEPT Total:		316.66	JD 2 Redetermination	2 Vendors
21	Fund Total:		3,110.00	County Ditch Fund	35 Transactions

SBENDORF

5/21/24 4:12PM

38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 24

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</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		Buildings & Grounds			
	9893 J & J Cabinet Works					
170	38-111-049-0000-6600		16,154.27	Cabinets & counters-Alex bldg	400	Capital Outlay - B&G Shop N
	9893 J & J Cabinet Works		16,154.27	1 Transactions		
111	DEPT Total:		16,154.27	Buildings & Grounds	1 Vendors	1 Transactions
201	DEPT		Sheriff			
	8087 Braun Intertec Eng Inc					
12	38-201-000-0000-6600		1,900.50	Soil testing, management	B384785	Capital Outlay - Sheriff Y
	8087 Braun Intertec Eng Inc		1,900.50	1 Transactions		
	9338 JD DRIVER LTD					
137	38-201-000-0000-6600		257,735.00	DC/Sheriff reno billing	App 1	Capital Outlay - Sheriff N
	9338 JD DRIVER LTD		257,735.00	1 Transactions		
201	DEPT Total:		259,635.50	Sheriff	2 Vendors	2 Transactions
38	Fund Total:		275,789.77	Capital Outlay Fund		3 Transactions

SBENDORF

5/21/24 4:12PM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 25

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
10150	Carquest Auto Parts					
173	53-398-000-0000-6301	32.33	Bulbs	483945	Equip Repairs	N
172	53-398-000-0000-6301	39.53	LED grommet	483954	Equip Repairs	N
10150	Carquest Auto Parts	71.86		2 Transactions		
8424	Cintas					
138	53-398-000-0000-6304	76.48	Rugs	4188208734	Contract Services	Y
139	53-398-000-0000-6304	76.48	Rugs	4188916593	Contract Services	Y
140	53-398-000-0000-6304	76.48	Rugs	4189643767	Contract Services	Y
141	53-398-000-0000-6304	76.48	Rugs	4190362090	Contract Services	Y
142	53-398-000-0000-6304	76.48	Rugs	4191072363	Contract Services	Y
8424	Cintas	382.40		5 Transactions		
16750	Curts Truck & Diesel Svc					
143	53-398-000-0000-6301	240.16	Mighty mess	249338	Equip Repairs	N
16750	Curts Truck & Diesel Svc	240.16		1 Transactions		
38160	J R's Advanced Recyclers Inc					
174	53-398-000-0000-6304	470.00	89 appliances	112991	Contract Services	N
38160	J R's Advanced Recyclers Inc	470.00		1 Transactions		
51630	Mike's Repair					
144	53-398-000-0000-6301	65.00	Tire repair	105499	Equip Repairs	Y
51630	Mike's Repair	65.00		1 Transactions		
1308	Miners's Outdoor & Rec					
145	53-398-000-0000-6301	104.33	Pre-mix fuel	212580	Equip Repairs	N
1308	Miners's Outdoor & Rec	104.33		1 Transactions		
52975	Minnesota Valley Testing Labs					
176	53-398-000-0000-6545	148.00	Stormwater testing	1251799	Water Testing	N
175	53-398-000-0000-6545	148.00	Stormwater testing	1251800	Water Testing	N
52975	Minnesota Valley Testing Labs	296.00		2 Transactions		
9432	PARTS ALLIANCE NORTH/BOYER TRUCK					
171	53-398-000-0000-6301	57.20	Timing case seal & tee	091P5272	Equip Repairs	N
9432	PARTS ALLIANCE NORTH/BOYER TRUCK	57.20		1 Transactions		

SBENDORF

5/21/24 4:12PM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 26

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
73956	Road Machinery & Supplies Co					
149	53-398-000-0000-6301	195.70	Rubber frame	S5276701	Equip Repairs	N
147	53-398-000-0000-6301	3,511.76	Bomag repairs 3/15/24	W4792101	Equip Repairs	N
146	53-398-000-0000-6301	16,959.40	Bomag repairs 4/25/24	W4796301	Equip Repairs	N
148	53-398-000-0000-6301	2,891.44	Bomag repairs 4/30/24	W4831401	Equip Repairs	N
73956	Road Machinery & Supplies Co	23,558.30	4 Transactions			
77570	Short Elliott Hendrickson Inc					
151	53-398-000-0000-6542	806.81	Solid waste planning	466131	Testing & Monitoring	N
150	53-398-000-0000-6542	1,190.94	Landfill services	466133	Testing & Monitoring	N
152	53-398-000-0000-6542	706.08	Landfill expansion	466135	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	2,703.83	3 Transactions			
83500	Steele County Highway Dept					
156	53-398-000-0000-6380	807.75	Road grading	2319	Grounds Maintenance	N
153	53-398-000-0000-6388	1,092.11	Labor costs	466135	Labor costs-Highway	N
83500	Steele County Highway Dept	1,899.86	2 Transactions			
85167	Stewart Sanitation					
154	53-398-000-0000-6544	1,642.68	Waste treatment plant	848699	Leachate Treatment	N
85167	Stewart Sanitation	1,642.68	1 Transactions			
4035	Uline Inc					
155	53-398-000-0000-6301	401.98	Label, board, liquid, gloves	177610549	Equip Repairs	N
4035	Uline Inc	401.98	1 Transactions			
398	DEPT Total:	31,893.60	Landfill	13 Vendors	25 Transactions	
53	Fund Total:	31,893.60	Landfill Fund		25 Transactions	
	Final Total:	356,196.91	156 Vendors	205 Transactions		

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	44,238.59	General Revenue Fund	
	10	1,164.95	Road & Bridge Fund	
	21	3,110.00	County Ditch Fund	
	38	275,789.77	Capital Outlay Fund	
	53	31,893.60	Landfill Fund	
	All Funds	356,196.91	Total	Approved by, ...
				
				

PERSONNEL REPORT
May 28, 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>
Alison Ellingson	GIS Technician/IT	B24/1	06/03/24
Robert Jarrett	County Attorney/Attorney's Office	E83/7	06/05/24

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Gabrielle Alvarado	Health Educator	Public Health	05/31/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Health Educator	Public Health	Backfill Alvarado

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	Scheduling Interviews
County Administrator	Administration	Offer Pending
County Assessor	Assessor's Office	Recruiting
Probation Officer I/II/III	Community Corrections	Interviewing Finalists
County Engineer	Highway	Preparing Info. For Search Firm
IT Security Analyst	IT	Working on Job Description

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: Appoint Robert Jarrett to fill the remainder of the Steele County Attorney's Term

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Appoint Robert Jarrett to fill the remainder of the Steele County Attorney's Term

Background (*Including Budget Impact*):

Appointed County Attorney Julia Forbes resigned the office of County Attorney effective June 21, 2024 making the county attorney position vacant in Steele County. Minnesota Statute 375.08 states when a vacancy occurs in the office of an elected county attorney ("office"), the county board shall fill it by appointment.

The County accepted applications to fill this appointment and these applications were reviewed on May 15, 2024 by a committee appointed by the County Board. The committee determined Robert Jarrett to be the most qualified candidate for Steele County Attorney and offered him the position and he accepted.

Robert Jarrett will start in the County Attorney's office on June 5, 2024. Upon Julia Forbes last day of employment, Robert Jarrett will become the Steele County Attorney (Appointed)

Attachments:

Resolution



RESOLUTION APPOINTING ROBERT JARRETT AS THE STEELE COUNTY ATTORNEY

WHEREAS, Minnesota Statute 375.08 states when a vacancy occurs in the office of an elected county attorney ("office"), the county board shall fill it by appointment; and

WHEREAS, previously appointed County Attorney Julia Forbes resigned the office effective June 21, 2024, making the county attorney position vacant in Steele County; and

WHEREAS, pursuant to Minnesota Statute 375.08, when a vacancy occurs in an office of an elected County Attorney, the county board shall fill the position by appointment; and

WHEREAS, the County accepted applications to fill this appointment, these applications were reviewed on May 15th, 2024 and it was determined that Robert Jarrett was the most qualified applicant for Steele County Attorney; and

WHEREAS, pursuant to Minnesota Statute 388.18, the county board shall annually set by resolution the salary of the county attorney; and

NOW, THEREFORE, BE IT RESOLVED, the Steele County Board of Commissioners appoints Robert Jarrett to serve as the Steele County Attorney commencing June 21, 2024, and for the remainder of the current term of office.

THEREFORE, BE IT FURTHER RESOLVED, the annual salary for Robert Jarrett as Steele County Attorney in 2024 shall be set at the Steele County Comparable Rating and Wage Scale: E83, commencing June 21, 2024.

STEELE COUNTY BOARD OF COMMISSIONERS

Chair

CERTIFICATION

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

Steele County Auditor



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – 2024 Culvert Replacements and Drainage Improvements

Department: Highway

Committee: Public Works

Committee Meeting Date: N/A

Work Session Date: N/A

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award a contract for the 2024 Culvert Replacements and Drainage Improvements projects, SAP 074-628-005 and 074-643-011, to low bidder Borneke Construction in the amount of \$370,963.50.

Background (*Including Budget Impact*):

These projects will replace culverts and complete drainage improvements on CSAH 28 (from MN 30 to CSAH 21) and CSAH 43 (from US 14 to CSAH 8) in anticipation of pavement reclamation projects.

The projects were programmed/budgeted using State-Aid and Sales Tax revenue totaling \$900,000.

The contract was advertised for bids which were opened on Tuesday, May 14, 2024. There were seven bidders, results are shown below.

Bidder	Total Amount	Percent Over/ Under Estimate
Engineer's Estimate	\$442,360.50	-
Borneke Construction	\$370,963.50	16.14% UNDER
Selly Excavating, Inc.	\$382,841.50	13.45% UNDER
Heselton Construction	\$384,328.45	13.12% UNDER
Brunz Construction Co Inc.	\$387,769.50	12.34% UNDER
Steve James Excavating Inc.	\$393,691.60	11.00% UNDER
Timm's Trucking	\$401,202.40	9.30% UNDER
JJD Companies	\$519,216.60	17.37% OVER

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

Attachments:

N/A



Boat & Water Safety Grant Agreement

Steele County Agenda Item

Request for Board Action

Subject: Boat & Water Safety Grant Agreement

Department: Choose an item.

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Approve the 2024 Boat & Water Safety Grant Agreement in the amount of \$3,264 and authorize the Chair and Sheriff to sign.

Background (*Including Budget Impact*):

The Sheriff's Office has been allocated \$3,264 for the 2024 Boat & Water Safety Grant. In order to fulfill the grant application, we are in need of signatures from both the Board Chair and the Sheriff. The entire grant amount will be used to reimburse personnel costs for our security presence at Beaver Lake.

Attachments:

Grant Agreement



DEPARTMENT OF NATURAL RESOURCES

2024 STATE OF MINNESOTA ANNUAL COUNTY BOAT AND WATER SAFETY GRANT CONTRACT AGREEMENT

ENCUMBRANCE WORKSHEET

Contract#

244847

PO#

3-249210

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2024	Source Type State	Vendor Number 0000197345-001
Total Amount \$3264	Project ID R29G70CBLA22	Billing Location R297000221	UEI HL8DTMNGN5T5	

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Appropriation ID R297400	Category 84101501	Account 441302	Activity A7CG002
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Grant Begin Date January 1, 2024	Grant End Date June 30, 2025
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Grantee Name and Address:
Steele County Sheriff's Office
204 E. Pearl St.
Owatonna, MN 55060

Payment Address:
(where DNR sends the check)
Steele Co. Treasurer
630 Florence Ave.
Owatonna, MN 55060-0890

**2024 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Steele County Sheriff's Office, 204 E. Pearl St., Owatonna, MN 55060, (HL8DTMNGN5T5) ("Grantee"). The payment address for this grant contract agreement is Steele Co. Treasurer, 630 Florence Ave., Owatonna, MN 55060-0890.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules", including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 **Effective date:** January 1, 2024 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for 2024 grant expenditures incurred back to effective date. Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Reimbursements will only be made for expenditures made according to the terms of this grant contract agreement.
- 1.2 **Expiration date:** June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State and Single Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures. The Grantee is responsible for maintaining an adequate conflict of interest policy throughout the term of this grant contract.

The Grantee shall monitor and report any actual, potential or perceived conflicts of interest to the State's Authorized Representative.

The grantee will comply with required grants management policies and procedures set forth through Minnesota Statutes Section 16B.97, subdivision 4 (a)(1), and 2CFR 200.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing. Exhibit "B", which is attached and incorporated into this grant further defines reporting requirements.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Three thousand two hundred sixty four dollars.
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed Three thousand two hundred sixty four dollars.
- (c) **Match:** *Grant funds cannot be used by the Grantee as match or for reimbursement for any other grant or program without written authorization from the State's Authorized Representative.*

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Submit one invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first in a form prescribed by the State within the dates previously noted in "Term of Grant Contract Agreement" in this contract.

4.3 **Contracting and Bidding Requirements**

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- (b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>
- (c) The grantee agrees if it subcontracts any portion of the project to another entity, the agreement with the subcontractor will contain all applicable provisions of the agreement with the state. The grantee also agrees to comply with 2 CFR 200.318-3321 and 2 CFR 200.323-326.

5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 **Authorized Representative**

The State's Authorized Representative is Adam Block, Boating Law Administrator, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, adam.block@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Sheriff Lon Thiele, Steele County Sheriff's Office, 204 E. Pearl St., Owatonna, MN 55060. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 **Assignment, Amendments, Waiver, and Grant Contract Agreement Complete**

- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Contract Agreement Complete.** This grant contract agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract agreement, whether written or oral, may be used to bind either party.

8 **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 **Audits (State and Single)**

Under Minn. Stat. §16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

If the grantee expends \$750,000 or more of Federal awards in a fiscal year, they must have a single audit according to the OMB Uniform Guidance: Cost Principles, Audit and Administrative Awards Requirements for Federal Awards. This is \$750,000 in total Federal awards received from all sources. The grantee will forward a copy of the audit report to both the State's Authorized Representative and the State Auditor.

- 10 Government Data Practices and Intellectual Property**
10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 Workers' Compensation**
The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 Publicity and Endorsement**
12.1 **Publicity.** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant contract agreement. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.
12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14 Termination**
14.1 **Termination by the State.** (a) The State may immediately terminate this grant contract agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
(b) **Termination by The Commissioner of Administration.** The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.
14.2 **Termination for Cause.** The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
14.3 **Termination for Insufficient Funding.** The State may immediately terminate this grant contract if:
(a) It does not obtain funding from the Minnesota Legislature.
(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.
- 15 Data Disclosure**
Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.
- 16 American Disabilities Act**
The Grantee is subject to complying with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) and all applicable regulations and guidelines.

17 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

- (a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.
- (c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;
- (d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.
- (e) Any other applicable non-discrimination law(s).

18 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area.

The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

19 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- 19.1 The prospective lower tier participant certifies, by submission of this grant contract agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 19.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this grant contract agreement.

20 Whistleblower Protection Rights

41 USC §4712, Enhancement of Recipient and Subrecipient Employee Whistleblower Protection

- (a) This award and employees working on this financial assistance agreement will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239).
- (b) Recipients, their subrecipients, and their contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712.
- (c) The recipient shall insert this clause, including this paragraph (c), in all subawards and in contracts over the simplified acquisition threshold related to this award.

Attachments:

- _____ A. State Boat Grant Contract Agreement
- _____ B. Exhibit A
- _____ C. Exhibit B
- _____ D. Conflict of Interest Disclosure

1. STATE ENCUMBRANCE VERIFICATION

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

Signed: **Pamela D. Brisson**
Digitally signed by Pamela D. Brisson
Date: 2024.03.13 11:08:39
244847 -0500

SWIFT Contract # _____

Purchase Order # 3-249210

2. GRANTEE:

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

By: _____

Title: _____

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(With delegated authority)

Distribution:

1. DNR - OMBS
2. Grantee
3. State's Authorized Representative

By: [Signature]

Title: Sheriff

Date: 05-16-2024

COUNTY BOAT AND WATER SAFETY
2024 BUDGET SPENDING PLAN
 (January 1, 2024 - June 30, 2025)

Exhibit A

MN DNR - Enforcement Division
 Boat & Water Safety
 500 Lafayette Road
 St. Paul, MN 55155-4047
 E-mail: kelly.affeldt@state.mn.us
 Kelly Affeldt phone #: 651-259-5361

STEELE

County

KAREN MEIER

Contact Name

507-444-3805

Contact Phone

GROUP I - PERSONNEL	Number	Amount		TOTAL
		County	State	
Full-Time				\$ -
Seasonal	1.0		\$ 1,600.00	\$ 1,600.00
GROUP I SUBTOTALS	1.0	\$ -	\$ 1,600.00	\$ 1,600.00

GROUP II - SUPPLIES & EXPENSES	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
Uniform		\$ 150.00	\$ 150.00
Winterize Boat		\$ 250.00	\$ 250.00
Fuel		\$ 50.00	\$ 50.00
Insurance		\$ 176.00	\$ 176.00
Battery		\$ 295.00	\$ 295.00
Supplies		\$ 743.00	\$ 743.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP II SUBTOTALS	\$ -	\$ 1,664.00	\$ 1,664.00

GROUP III - EQUIPMENT	Amount		TOTAL
	County	State	
DESCRIPTION -- (Itemize)			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
GROUP III SUBTOTALS	\$ -	\$ -	\$ -

2024 STATE GRANT TOTAL	\$ -	\$ 3,264.00	\$ 3,264.00
-------------------------------	------	-------------	-------------

Scan and email the signed form. Send to:
kelly.affeldt@state.mn.us

"This is to certify that the state funds will be used only for purposes set forth in M.S. Chapter § 86B and that the information contained on this form is correct to the best of my knowledge."


 Signature

5-15-24
 Date

ALLOWABLE EXPENDITURES & REPORTING REQUIREMENTS

2024 BOAT & WATER SAFETY STATE GRANT PROGRAM

Use these guidelines when completing the proposed Budget --- Exhibit "A" form.

GENERAL - All of the expenditures listed below must be directly related to the boat and water safety program. When personnel or equipment costs are split between general law enforcement duties and boat and water safety work, the percentage paid out of the boat and water safety account may not exceed the percentage of time the individual or piece of equipment is actually used for boat and water safety enforcement. Boat and water safety activities are those activities outlined in: 1) M.S. § Chapter 86B, 2) Minn. Rules - Chapter 6110, 3) search and recovery operations in the waters of the state and 4) the portions of Chapter 169A that are applicable to motorboats.

(SPENDING PLAN, INVOICES, ACCOUNTING and REPORTS) – Submit one reimbursement invoice at the end of the grant period or when all obligations have been satisfactorily fulfilled, whichever occurs first. The proposed expenditures listed on your spending plan (Exhibit A) must reasonably match both your invoice and annual year-end report. If you need to purchase or pay for something that was not on the original Spending Plan, you will need to first send in a revised plan (Exhibit A) signed by the sheriff or designee, and if approved by the State, proceed from there. The Grantee must satisfactorily submit all annual performance reports and reimbursement requests for each year of participation in this Program by the date(s) requested by the State, unless the Grantee requests an extension in writing and the State approves an extension in writing. Minnesota statutes and rules require that you have a separate account for the state boat & water safety funds.

PERSONNEL - Personnel expenses (including salary, insurance, social security, retirement, worker's compensation, etc.) for persons who are actually engaged in boating and water safety duties. Records or logs of time spent on the program are necessary to support these expenses and should be retained not less than three years. If officer hours are a part of your reimbursement, please send one (1) completed officer log for the time period in which reimbursement is being requested.

SUPPLIES AND EXPENSES - This includes uniforms, fuel, oil, lubricants, repairs, rental/lease costs (docks, buildings, office facilities, equipment, etc.), insurance, travel costs, training expenses and expendable supplies (fuel, rope, paint, printing, etc.). No cell phone charges will be allowed. All expenditures need to be verifiable as allowable expenditures under this grant. Items must be listed on Exhibit A (proposed spending plan) of this grant and be descriptive in nature.

EQUIPMENT - Includes boats, motors, trailers, buoys, depth locators, radios, etc. Equipment that is being used for general duties may be either charged to the boat and water safety account according to percentage of use or by mile/hour of operation. Mileage logs showing dates, odometer readings and assignment are necessary to support all vehicle use and should be retained not less than three years. If you purchase equipment and it is greater than \$5,000, please submit a copy of the purchase invoice. The purchase of snowmobiles and ATVs with boat and water funds is not allowed.

County sheriff's departments are urged to contact Boat and Water Safety at the Minnesota Department of Natural Resources for a determination prior to any questionable proposed expenditure. All expenditures are subject to state audit. Be sure to keep accurate documentation and records of all expenditures.

Conflict of Interest Disclosure Form for Grantees

Conflict of Interest

A conflict of interest occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper or illegal act results from it. There are several types of conflicts of interest.

Actual Conflict of Interest

An actual conflict of interest occurs when a person's decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.

Potential Conflict of Interest

A potential conflict of interest may exist if a person has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests.

Individual Conflict of Interest

A conflict of interest that may benefit an individual employee *or a* grant reviewer is any situation in which *their* judgment, actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to *an immediate family member*, business, or organization with which they are involved.

Organizational Conflict of Interest

A conflict of interest can also occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties
- A grantee, potential grantee or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

This section to be completed by Grantee's Authorized Representative

I certify that we will maintain an adequate Conflict of Interest Policy, and throughout the term of our agreement will report any actual or potential conflicts of interests by individual employees or our organization as a whole to the State's Authorized Representative.

Organization Name: Steele County Sheriff's Office

Project Name: 2024 State Boat Grant

Legal Citation: Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.

Authorized Representative Printed Name: Lon Thiele, Sheriff

Authorized Representative Signature/Date:

_____



Steele County Agenda Item

Request for Board Action

Subject: Equitable Sharing Agreement and Certification Renewal

Department: Attorney's Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Renew Equitable Sharing Agreement and Certification and authorize the Chair to sign

Background (*Including Budget Impact*):

This is an annual form to keep the SCAO eligible to receive any federal forfeiture funds. No negative impact. This creates the opportunity to receive funds associated with criminal cases.

Attachments:

Equitable Sharing Agreement



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: MN074013A
Agency Name: Steele County Attorneys' Office
Mailing Address: 303 South Cedar
Owatonna, MN 55060

Type: Prosecutor's Office

Agency Finance Contact

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@steelecountymn.gov

Jurisdiction Finance Contact

Name: Lemarr, Candi

Phone: 5074447422

Email: candi.lemarr@SteeleCountyMN.gov

ESAC Preparer

Name: Zabel, Stacey L.

Phone: 507-444-7782

Email: stacey.zabel@steelecountymn.gov

FY End Date: 12/31/2023

Agency FY 2024 Budget: \$1,183,778.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$2,554.60	\$610.55
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$0.00	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	\$2,554.60	\$610.55

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
	Total	\$0.00	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor****Name:** Hediger, Sheanne**Company:** Baker, Tilly, Virchow, Krause, LLP**Phone:** 6128764599**Email:** sheanne.hediger@bakertilly.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☐ NO ☐ THRESHOLD NOT MET ☒

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administrated in the same manner as the jurisdictions's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Forbes, Julia A

Title: Steele County Attorney

Email: julia.forbes@SteeleCountyMN.gov

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Abbe, Jim

Title: Chair/Board of Commissioners

Email: jim.abbe@SteeleCountyMN.gov

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.



Steele County Agenda Item

Request for Board Action

Subject: Compliance fund: GIS Technician I.T. equipment

Department: GIS

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve the expenditure of \$3,534.67 from the Recorder's Compliance Fund to purchase two monitors, a mobile workstation and dock for the GIS Technician position.

Background *(Including Budget Impact)*:

I.T. equipment is needed for the new GIS Tech position. There is no budget impact as the Recorder's Compliance Fund will be utilized for this purchase.

Attachments:

Price Summary

Price Summary

		Qty	Unit Price	Subtotal
	Dell UltraSharp 27 Monitor - U2724D	2	\$479.99	\$595.18

Contract Code: C000001145017

Premier Discount -24.14

	Dell Performance Dock- WD19DCS	1	\$449.99	\$269.99
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Contract Code: C000001145017

Premier Discount -11.26

	Precision 5690	1	\$5,339.00	\$2,669.50
--	----------------	---	------------	------------

Contract Code: C000001145017

Premier Discount -213.56

	Subtotal:	\$3,534.67
	Shipping &/or Handling:	\$0.00
	Non-Taxable Amount:	\$3,534.67
	Taxable Amount:	\$0.00
	Estimated Tax:	\$0.00
	Total (USD):	\$3,534.67

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Steele County Agenda Item

Request for Board Action

Subject: On-Sale 3.2 Beer and Wine License for Blooming Prairie Country Club

Department: Property Tax & Elections

Committee:

Committee Meeting Date:

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes x No

Resolution: ☐ Yes x No

Policy Committee Recommendation:

Recommendation:

Approve the On-Sale 3.2 Beer License and Wine License for Blooming Prairie Country Club

Background (*Including Budget Impact*):

This is an annual request for On-Sale 3.2 Beer License and Wine License. The applicant has received consent from the appropriate Township Board, has the required authorized signatures and has provided the Certificate of Insurance.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Owatonna School District Facility Use Agreement

Department: Emergency Management

Committee: Public Safety & Health

Committee Meeting Date: March 28, 2023

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Staff recommends approving the Owatonna School Reunification Use Agreement with the Four Seasons and the Board authorizes the Administrator to sign.

Background (*Including Budget Impact*):

Emergency Management Director, Kristen Sailer and Four Seasons Director, Steve Schroht presented the Four Seasons Reunification Facility Agreement draft between ISD 761 and the Four Seasons Centre in a Work Session on March 28, 2023. This agreement would provide the use of the Four Seasons Centre after an emergency occurs where they must reunify parents with students. The Commissioners provided input regarding the agreement. Main concern was for the safety of the children. Review of insurance coverage for interruptions based on catastrophic event MCIT would consider claims to cover interruptions. MCIT would also consider insurance coverage for lost revenue. Request the County Administrator be approved to sign agreement.

Attachments:

Facility Use Agreement

Certificate of Insurance from School District

This agreement is between Independent School District 761 (I.S.D. 761) and Steele County, a Minnesota Political subdivision. Whereas I.S.D. 761 can use the facility to provide reunification services to students, staff, and parents to reunite after disaster. This agreement only applies when I.S.D. 761 requests the use of the facility and is managing the activity at the facility.

Reunification Center Facility Use Agreement

Owner:

Full Name of Owner	Steele County
Address	630 Florence Avenue Owatonna MN 55060
Name and Title Work Phone Cell Phone	Scott Golberg, Administrator 507-444-7431

School District of Owatonna:

Name	Independent School District 761 (I.S.D. 761)
Address	515 W Bridge St, Owatonna, MN 55060
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Bob Olson Director of Facilities, Infrastructure and Security Work - 507-444-8606 Cell - 507-390-4127

Facility:

Four Seasons Centre 1525 S Cedar Avenue Owatonna MN 55060 Office 507-451-1093 24/7 Facility Coordinator Contacts: Steve Schroht Cell: 507-390-4647 Sean Benz Cell: 507-363-6338
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Terms and Conditions

1. Use of Facility: Upon request, Steele County (Owner) will permit I.S.D. 761 to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	I.S.D. 761
Reunification Center (Operations, Services, or Volunteer Intake)		JSE
Storage of supplies		JSE
Parking of vehicles		JSE

2. Facility Management: I.S.D. 761 will designate an official to manage the activities at the Facility. The Owner will designate a Facility Coordinator to coordinate with I.S.D. 761 regarding the use of the Facility by I.S.D. 761.
3. Condition of Facility: The Facility Coordinator and I.S.D. 761 (or designee) will jointly conduct a survey of the Facility before it is turned over to I.S.D. 761. They will use the first page of the *Reunification Center Opening/Closing Form* to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that I.S.D. 761 should not use. I.S.D. 761 will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. Custodial Services (*This paragraph applies only when the Facility is used as a reunification center.*): Upon request of I.S.D. 761 and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with I.S.D. 761.
5. Security/Safety: In coordination with the Facility Coordinator, I.S.D. 761, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
6. Signage and Publicity: I.S.D. 761 may post signs identifying the Facility as a site reunification operation in locations approved by the Facility Coordinator. I.S.D. 761 will remove such signs when I.S.D. 761 concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning I.S.D. 761 activities at the Facility without the written consent of I.S.D. 761 Designee. The Owner will refer all media questions about I.S.D. 761 activities to I.S.D. 761 Designee.
7. Closing the Facility: I.S.D. 761 will work cooperatively and in good faith with the Owner or Facility Coordinator to establish the date and time when I.S.D. 761 will vacate the Facility. Before I.S.D.

761 vacates the Facility, the Designee and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Reunification Center Opening/Closing Form*, to record any damage or conditions.

8. Fee: I.S.D. 761 does not pay a usage or rental fee to use facilities as reunification centers. Both parties must initial one of the two statements below:

a. Owner will not charge a fee for the use of the Facility.

Owner initials: _____ I.S.D. 761 initials: _____

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9. Reimbursement: Subject to the conditions in paragraph 10(c) below, I.S.D. 761 will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of I.S.D. 761. Reimbursement for facility damage will be based on replacement value. The I.S.D. 761, in consultation with the Owner, will select from bids from at least three reputable contractors. I.S.D. 761 is not responsible for storm damage or other damage caused by the disaster.
- b. The Owner will submit any request for reimbursement to I.S.D. 761 within 60 days after the occupancy of I.S.D. 761 ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- d. If the disaster is a Federally declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Steele County Emergency Management is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

10. Insurance: I.S.D. 761 shall maintain general liability insurance for bodily injury and property damage claims consistent with the Owner's liability limits pursuant to Minn. Stat. §466.04. I.S.D. 761 shall provide the Owner with a Certificate of Insurance demonstrating the general liability coverage. The Owner shall be named as an "Additional Insured" under I.S.D. 761's general liability coverage in the event the Owner is the subject of a claim, suit, or demand for damages as a result of I.S.D. 761's negligent acts in connection with this agreement.
11. Indemnification: I.S.D. 761 shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from I.S.D. 761 use of the Facility.
12. Term: The term of this agreement begins on the date of the last signature below and will remain in effect for 60 months thereafter. Either party may terminate this agreement with 30 days written notice to the other party.

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Signed:
Steele County

_____ Date
By (Signature)

Name (Printed)

Title

I.S.D. 761



Date **10.24.23**

By (Signature)

Jeffrey S. Elstad
Name (Printed)

Superintendent
Title



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/03/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Risk Partners 285 18th St. SE Owatonna MN 55060	CONTACT NAME: Bonnie Ebner PHONE (A/C, No, Ext): (507) 451-3684 E-MAIL ADDRESS: bonnie.ebner@northriskpartners.com FAX (A/C, No): (507) 451-6874
INSURED Owatonna ISD #761 515 West Bridge Street Owatonna MN 55060	INSURER(S) AFFORDING COVERAGE INSURER A: EMC Insurance INSURER B: Employers Mutual Casualty Company INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 21415

COVERAGES**CERTIFICATE NUMBER:** 23/24**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BBB0193	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			6E57507	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			6J57507	07/01/2023	07/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Public Officials and Employment Practices Liability			6K57507	07/01/2023	07/01/2024	Each Loss \$1,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**Steele County Emergency & Risk Management
630 Florence Avenue

Owatonna

MN 55060

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Steele County Agenda Item

Request for Board Action

Subject: County Administrator Employment Agreement

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: May 28, 2024

Board Meeting Date: May 28, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Employment Agreement

Background (*Including Budget Impact*):

Employment Agreement between the County and Renae Fry, which is attached, as negotiated between Ms. Fry and the Negotiating Committee

Attachments:

Employment Agreement