



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, JUNE 11, 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. Southern Minnesota Initiative Foundation – Thank you letter (pg. 4)
5. Transitional Housing of Steele Co – Thank you letter (pg. 5)
6. City of Owatonna – Event letter (pg. 6)
7. Department of Natural Resources Parks and Trails Land Acquisition Program letter (pg. 7)

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.*

8. Approve May 28, 2024 Board Minutes (pg. 8)
9. Approve May 28, 2024 Board Work Session Minutes (pg. 11)
10. Approve Bills (pg. 13)
11. Approve Personnel Report (pg. 34)
12. Adopt a Resolution appointing Ed Nelson as the Steele County Snowmobile Trail Administrator (pg. 35)
13. Approve designating Amber Brooks as the Steele County Building Official (pg. 37)
14. Adopt a Resolution designating Jennifer Mueller as the identified Official with Authority for the Education Identity and Access Management System and authorize the Board Chair to sign (pg. 39)
15. Approve final payment for Courthouse HVAC upgrades project to JD Driver, LTD in an amount of \$450,939.00 (pg. 41)
16. Adopt a Resolution authorizing the continued participation in the Office of the State Auditor Performance Measurement Program (pg. 45)

General Agenda

17. June Anniversary Report (pg. 47)

County Board Work Session – Tuesday, June 11, 2024

18. Action Items

Internal Central Services Committee – Wednesday, June 5, 2024

19. Installation of Backup Generator for Administration Center Datacenter (pg. 48)

Information Items

20. Steele County Board of Adjustments Minutes – Tuesday, May 7, 2024 (pg. 51)
21. Internal Central Services Committee Minutes – Wednesday, June 5, 2024 (pg. 53)
22. Property & Maintenance Committee Minutes – Thursday, June 6, 2024 (pg. 54)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee - **Wednesday, June 12th at 8 a.m. in the Boardroom**

Land Use & Records – **Tuesday, June 18th at 8 a.m. in the Boardroom**

Public Works Committee – **Tuesday, June 18th at 9 a.m. in the Boardroom**

County Board Work Session – **Tuesday, June 25th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, June 25th 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.



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

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

May 21, 2024

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

Dear Mr. Golberg and County Board,

Thank you for your generous gift of \$6,000 to Southern Minnesota Initiative Foundation (SMIF). Below are some of the things your contribution made possible:



As one of the 23 Small Town Grants approved this summer, the Stewartville Public Library received a \$7,395 grant to update a room so that it can accommodate virtual meetings and test proctoring for the community. "This project will provide the only publicly available virtual meeting space in the Stewartville community, as well as the only private, quiet place for a test to be proctored for free in the greater Rochester area."

Last year we provided an Early Care and Education Grant to the YWCA Mankato for The New American Families program which works to eliminate barriers using the Parents as Teacher Curriculum. The culturally-specific and multilingual team currently serves Latinx, Somali and some additional East African communities. "We met our goal of providing our families with developmentally appropriate toys, bilingual books in their home language, safety supplies and diapers."



Twisted Chicken started as a food truck by friends Delmone Brice and Meum Mek in 2019. Their business grew during the pandemic when food trucks became a popular dining option. They eventually decided they wanted to open a restaurant in a brick-and-mortar location in Faribault. They received a business loan from SMIF in 2022 to help finance their kitchen equipment. "SMIF helped us to finance most of the equipment in our kitchen, and without them this would not be possible. I'm very

appreciative of the resources and the awesome staff at SMIF that helped me and met me where I was," said Delmone Brice, owner.

Your gifts fund this work and so much more, and we are so grateful. Thank you for helping us keep southern Minnesota a wonderful place to live.

With gratitude,

Tim Penny
President and CEO

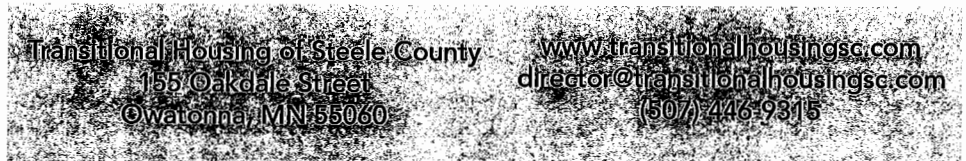
Thank you!

cc: Ibrahim Hussein, Board Member

Southern Minnesota Initiative Foundation is a 501(c)(3) organization. No goods or services were provided to this donor.

Collaborating for Regional Vitality





May 22, 2024

Steele County
Auditors Warrant Check
630 Florence Ave
Owatonna, MN 55060

Dear Steele County Auditor's Office,

On behalf of Transitional Housing of Steele County, our staff, our Board of Directors, and the many clients we serve, we thank you for your gift of \$10,000.00.

Most importantly, this gift will help us to keep families in housing this winter safe and warm. Your gift has helped us in the fight against homelessness, and it has helped us to end the cycle of poverty in Steele County.

This letter is considered your receipt. Please retain it for your records. This letter acknowledges that you have received no goods or services in exchange for this gift. Together, we can end homelessness in Steele County.

Sincerely,

Julie Anderson
Julie Anderson

Executive Director

*Thank You for believing
in our families,
for never giving
up on them and
for convincing them that
they can succeed!*

Transitional Housing of Steele County is a 501(c)3 non-profit organization. Tax ID number: 41-1946337



United Way
of Steele County

Bless You!
Julie Anderson



May 29, 2024

STEELE COUNTY
630 FLORENCE AVE - PO BOX 890
OWATONNA MN 55060

Hello,

The Park & Recreation Department of the City of Owatonna has applied for an Event Permit on Saturday, July 20, 2024. The event planned is a movie to be shown in Central Park in downtown Owatonna. This notice has been sent to property owners within 350 feet of the planned event site which includes your property at 111 MAIN ST E in Owatonna, MN.

During the event, they will show an outdoor movie which may not end until 11:00 p.m. as will be dependent on the start of the movie after the sun sets. They anticipate the movie will be complete and have everything cleared from the park before 11:30 p.m. The city's noise ordinance prohibits outdoor amplified noise after 10:00 p.m. so an exception to this ordinance is required. City Administrator, Kris M. Busse will approve or deny an exception to the noise ordinance with consideration of comments received from surrounding property owners.

If you would like to make a comment regarding these events, please contact our office before Tuesday, June 11th. The Event Application will go to the Council for approval during their meeting on Tuesday, June 18, 2024.

If you have any questions, please call me at 507-774-7341.

Thank you,

Jeanette Clawson, Administrative Coordinator

ADMINISTRATIVE SERVICES DEPARTMENT

540 WEST HILLS CIRCLE | OWATONNA, MN 55060-4701 | OWATONNA.GOV | 507.774-7341



Steele County
630 Florence Ave Po Box 890
Owatonna, MN 55060

May 24, 2024

Greetings!

The Minnesota Department of Natural Resources (DNR) Parks and Trails Division operates a land acquisition program. Our goal in acquiring land within state park boundaries is to protect and preserve this land so that future generations have beautiful places to go to enjoy Minnesota's natural resources. This letter is to acquaint you with our program and to invite you to contact us if you are interested in selling your land to the DNR either now or at some point in the future.

The Parks and Trails Acquisition Program prioritizes its land purchase opportunities based on the quality of the natural and cultural resources within the parcel of land, the ability of the land to enhance recreational opportunities, and the threat that future development of the land may pose to park operations or visitor enjoyment. We offer values for land that are based on an independent appraisal. The typical park acquisition takes 12-18 months to complete. Because of the state funding cycles and the time each acquisition takes to complete, we try to have a list of willing sellers divided into three timeframes: 1) those who wish to sell now; 2) those who wish to sell within the next 1-3 years; and 3) those who think they may want to sell to the DNR but have no immediate plans to sell their land now. Full or partial donations are always appreciated and may provide you some financial benefits.

If you are interested in the Parks and Trails Land Acquisition Program and would consider selling your land to the DNR, please contact me, Joel Wagar, Rice Lake State Park Supervisor at 507-414-6193, joel.wagar@state.mn.us, or feel free to stop by the park office.

There is no obligation for you to sell your private land to the DNR now or ever. If you are not interested in selling your property, you do not need to do anything further. The DNR Parks and Trails Division only acquires land from willing sellers.

As always, feel free to contact me should you have any other comments, questions, or concerns. The DNR's Division of Parks and Trails' vision is to create unforgettable park, trail and water recreation experiences that inspire people to pass along their love for the outdoors to current and future generations. Your property may help us achieve this vision!

Sincerely,

Joel Wagar
Rice Lake State Park Supervisor

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.

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 Property Tax & Elections Office.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to 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. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the 2024 Boat & Water Safety Grant Agreement in the amount of \$3,264 and authorize the Chair and Sheriff to sign. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to renew the Equitable Sharing Agreement and authorize the Chair to sign. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to 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. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to renew the On-Sale 3.2 Beer License and Wine License for Blooming Prairie Country Club. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Owatonna School Reunification Use Agreement & COI with the Four Seasons Facility and authorize the Chair to sign.
Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to appoint Commissioners Brady and Krueger together with the County Administrator and the HR Director to the Hiring Committee for the County Engineer position and to approve the adjusted salary range of \$129,000 to \$158,000 for County Engineer recruitment. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve employment agreement with Renae Fry as Steele County Administrator with a change to the Professional Development section clarifying training shall benefit Steele County. Upon the vote being taken, four voting in favor thereof, Commissioner Krueger voting against. Motion passed.

Commissioner Reports:

Commissioner Brady reported his attendance at the Joint Transportation Committee and Human Relations Center meeting.

Commissioner Glynn gave no report.

Commissioner Gnemi reported his attendance at the Administrator Interviews, Attorney Interviews, South Central Human Relations Center meeting, History Center, and a Work Session.

Commissioner Abbe gave no report.

Commissioner Krueger reported his attendance at the county attorney interviews, Owatonna Chamber of Commerce symposium, Smart Trails meeting, Joint Transportation committee meeting, MN Finance and Joint Powers Board meetings, Public Works employee recognition event, Steele County Housing Trust Fund meeting, Memorial Service at the Four Seasons building.

County Attorney Julia Forbes reported; with the hiring of Mr. Jarrett, there will be overlap in the office allowing for a smooth transition.

Interim Administrator Janice Fransen reported the closing of the 26th St. lots on May 21st, AMC Spring meeting in Rice County June 3rd, and provided her upcoming schedule. Commended the Finance department for professionally handling a successful tax collection and to the PT&E and Administration staff who took on extra phone duties during this time allowing Finance to focus on the counters.

LISTING OF BILLS
May 28, 2024

City Of Owatonna

64,501.98

Crysteel Truck Equipment Inc	3,795.00
Erickson Engineering Co LLC	9,355.00
J & J Cabinet Works	16,784.20
JD DRIVER LTD	257,735.00
Johnson/Douglas K	3,549.99
Jones Haugh & Smith Inc	5,065.01
Moore Md/Kellyanna J	3,864.24
Road Machinery & Supplies Co	23,558.30
RSBS Management Inc	2,580.00
Short Elliott Hendrickson Inc	2,703.83
Steele County Highway Dept	9,581.31
Stewart Sanitation	2,488.66
Summit Food Services LLC	4,110.89
UKG Kronos Systems LLC	3,461.64
105 Payments less than 2000	<u>40,429.33</u>
Final Total:	453,564.38

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

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

May 28, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 4:00 p.m. on May 28, 2024 with Commissioner's Abbe, Krueger, Brady, Glynn, and Gnemi present. Also present were Human Resources Director Julie Johnson, Finance Director Candi Lemarr, IT Director Dave Purscell, Emergency and Risk Management Director Kristen Sailer, Interim County Administrator Janice Fransen, Assistant County Engineer Paul Sponholz, County Attorney Julia Fores, PT & E Director Jennifer Mueller, and Executive Assistant Rebecca Kubicek.

The Chair brought forward the renewal of the annual County Boat and Water Safety Grant Contract Agreement. There were no questions. The Commissioners agreed to move the item to the Board meeting for a vote.

The County Attorney, Julia Fores brought forward the Annual Equitable Sharing Agreement. There were no questions. The Commissioners agreed to move the item to the Board meeting for a vote.

Nick Flatgard, GIS Coordinator, brought forward the cost of the GIS Technician IT Equipment from the Compliance Fund. There were no questions. The Commissioners agreed to move the item to the Board meeting for a vote.

The Chair brought forward the request renewing the Blooming Prairie County Club Wine and 3.2 beer license. There were no questions. The Commissioners agreed to move the item to the Board meeting for a vote.

Kristen Sailer, Emergency & Risk Management brought forward an Owatonna School Reunification Use Agreement & COI. The agreement is between the County and the School district to use the Four Seasons as a reunification site in case of emergencies. The COI was reviewed by MCIT and Attorney. The school has an umbrella of \$2M which meets the state requirement. Regarding loss revenue, we can submit a claim and each occurrence on a case-by-case basis. It would be a dual submittal; each entity would submit a claim. The insurance companies will determine if there is a valid claim for any type of loss sustained by activating the agreement. Commissioners would like to make sure all schools have the same opportunity as Owatonna; do they all have a unification plan and do they have a place to go. Would like the county to reach out to all schools located in Steele County.

County Engineer recruitment timeline was reviewed. The profile should be ready this week. Advertising starting next week. Discussion regarding wage ranges took place. Two Commissioners need to be selected to sit on the interview selection panel. The commissioners to supply the attributes they are looking for in a County Engineer and return this information to Julie on Thursday, May 30th.

Employment Agreement for the new County Administrator was reviewed with one change to the contract regarding the type of training.

Board of Adjustments and Equalization recommended Commissioner Gnemi, Glynn and Brady to attend the meeting on June 18, 2024.

AMC Fall meeting location recommendation of the History Center. Maybe they will open part of the village for a tour.

Dave Purscell spoke regarding his out of state travel to the Cyber Security Summit in Denver, CO.

Meeting was adjourned at 4:48 p.m.

CHAIRMAN

ATTEST: _____
Administrator

SBENDORF

6/5/24

2:50PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

6/5/24 2:50PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	52304	Mn Counties Intergovernmental Trust						
43		01-003-000-0000-6893		50.00	Value change-Data process cov	11276	Unallocated Insurance	N
	52304	Mn Counties Intergovernmental Trust		50.00	1 Transactions			
	68500	Postmaster - Owatonna						
54		01-003-000-0000-6801		2,042.00	Annual PO Box fee - 890	06302024	General Expense	N
	68500	Postmaster - Owatonna		2,042.00	1 Transactions			
3	DEPT Total:			2,092.00	County Wide	2 Vendors	2 Transactions	
5	DEPT				Board Of Commissioners			
	6032	APG Media of Southern Minnesota LLC						
9		01-005-000-0000-6242		7.70	Synopsis - 02/27/2024	Ad 1397395	Publishing	N
10		01-005-000-0000-6242		5.60	Synopsis - 03/12/2024	Ad 1397710	Publishing	N
	6032	APG Media of Southern Minnesota LLC		13.30	2 Transactions			
5	DEPT Total:			13.30	Board Of Commissioners	1 Vendors	2 Transactions	
31	DEPT				County Administrator			
	8279	Fransen HR Consulting LLC						
81		01-031-000-0000-6260		12,570.00	Admin 5/1 - 5/29/2024	410	Consultants/Admin Fee	Y
	8279	Fransen HR Consulting LLC		12,570.00	1 Transactions			
31	DEPT Total:			12,570.00	County Administrator	1 Vendors	1 Transactions	
41	DEPT				Auditor			
	37225	Ihrke/Laura L						
30		01-041-000-0000-6260		3,725.00	PT&E 05/01 - 05/30/24	05/30/2024	Consultants Fee	3
	37225	Ihrke/Laura L		3,725.00	1 Transactions			
	37025	Innovative Office Solutions LLC						
31		01-041-000-0000-6410		47.98	Copy paper	4544469	Office Supplies	N
	37025	Innovative Office Solutions LLC		47.98	1 Transactions			
	84035	Tri - M Graphics						
66		01-041-000-0000-6410		84.27	Business cards - JMueLLer	104157	Office Supplies	N
94		01-041-000-0000-6410		371.71	Envelopes - 2000	104249	Office Supplies	N

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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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>
	84035 Tri-M Graphics		455.98	2 Transactions		
41	DEPT Total:		4,228.96	Auditor	3 Vendors	4 Transactions
42	DEPT			Treasurer		
	4212 Bussler Publishing Inc					
18	01-042-000-0000-6242		158.40	1st half RE taxes 5/8 & 5/15	37000	Publishing N
	4212 Bussler Publishing Inc		158.40	1 Transactions		
	37025 Innovative Office Solutions LLC					
32	01-042-000-0000-6410		47.98	Copy paper	4544469	Office Supplies N
	37025 Innovative Office Solutions LLC		47.98	1 Transactions		
	8948 Townsquare Media Faribault					
84	01-042-000-0000-6242		180.00	1st half taxes KRFO-AM radio	4452710A-1	Publishing Y
85	01-042-000-0000-6242		150.00	1st half taxes KRFO-FM radio	4452710B-1	Publishing Y
87	01-042-000-0000-6242		30.00	1st half taxes KRFO-FM online	4452710C-2	Publishing Y
86	01-042-000-0000-6242		60.00	1st half taxes KRFO-AM online	4452710C-3	Publishing Y
88	01-042-000-0000-6242		56.00	1st half taxes KRFO-AM banner	4452710D-2	Publishing Y
89	01-042-000-0000-6242		56.00	1st half taxes KRFO-FM banner	4452710D-3	Publishing Y
	8948 Townsquare Media Faribault		532.00	6 Transactions		
42	DEPT Total:		738.38	Treasurer	3 Vendors	8 Transactions
44	DEPT			Financial Administrator		
	8114 DepreciationWorks					
80	01-044-000-0000-6480		129.00	Depreciation software renewal	24060307	Non-Capitalized Inventory N
	8114 DepreciationWorks		129.00	1 Transactions		
	9670 Plan It Software LLC					
53	01-044-000-0000-6480		2,500.00	Plan-It CIP renewal - 1 year	1306	Non-Capitalized Inventory Y
	9670 Plan It Software LLC		2,500.00	1 Transactions		
44	DEPT Total:		2,629.00	Financial Administrator	2 Vendors	2 Transactions
62	DEPT			Central Services		
	16282 Crosstown Cartage Inc					
21	01-062-000-0000-6801		324.00	Contracted mail services	05/24/2024	General Expense N

SBENDORF

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
22	01-062-000-0000-6802		Additional mail services	05/24/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc		2 Transactions			
5655	High Point Networks					
29	01-062-000-0000-6301	1,083.00	CradlePoint renewals	250118	Equip/Software Maint	N
28	01-062-000-0000-6301	5,622.00	Renewal for server warranty	250130	Equip/Software Maint	N
5655	High Point Networks	6,705.00	2 Transactions			
62	DEPT Total:	7,209.00	Central Services	2 Vendors	4 Transactions	
63	DEPT		Auditor Elections			
33	37025 Innovative Office Solutions LLC					
33	01-063-000-0000-6410	47.98	Copy paper	4544469	Office Supplies	N
37025	Innovative Office Solutions LLC	47.98	1 Transactions			
63	DEPT Total:	47.98	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT		County Attorney			
52910	Mn State Supreme Court					
44	01-091-000-0000-6261	138.00	Atty registration-APulanco	0403287	Conference & Training	N
52910	Mn State Supreme Court	138.00	1 Transactions			
70003	Sheriff of Rice County					
56	01-091-000-0000-6343	70.00	Subpoena fee - 74-JV24675	202400750	Service Fees	N
70003	Sheriff of Rice County	70.00	1 Transactions			
91	DEPT Total:	208.00	County Attorney	2 Vendors	2 Transactions	
103	DEPT		Assessor			
8176	Anderson/Brian					
5	01-103-000-0000-6330	216.24	Lodging for summer seminar	May 21-22, 2024	Travel Expenses	N
6	01-103-000-0000-6330	45.72	Meals - summer seminar	May 21-23, 2024	Travel Expenses	N
8176	Anderson/Brian	261.96	2 Transactions			
9677	Bahl/Grant					
12	01-103-000-0000-6330	216.24	Lodging for summer seminar	May 21-22, 2024	Travel Expenses	N
13	01-103-000-0000-6330	56.15	Meals - summer seminar	May 21-23, 2024	Travel Expenses	N

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1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9677	Bahl/Grant		272.39	2 Transactions		
9114	Hager/Benjamin					
26	01-103-000-0000-6330		216.24	Lodging for summer seminar	May 21-22, 2024	Travel Expenses N
27	01-103-000-0000-6330		68.61	Meals - summer seminar	May 21-23, 2024	Travel Expenses N
9114	Hager/Benjamin		284.85	2 Transactions		
9873	Zierden/Jeremy					
68	01-103-000-0000-6330		216.24	Lodging for summer seminar	May 21-22, 2024	Travel Expenses N
69	01-103-000-0000-6330		42.36	Meals - summer seminars	May 21-23, 2024	Travel Expenses N
9873	Zierden/Jeremy		258.60	2 Transactions		
103	DEPT Total:		1,077.80	Assessor	4 Vendors	8 Transactions
111	DEPT			Buildings & Grounds		
8288	Four Seasons Electric					
25	01-111-042-0000-6300		200.00	Unravel flag on pole	13668	Bldg Repairs & Maintenance N
8288	Four Seasons Electric		200.00	1 Transactions		
9161	Kraft Mechanical LLC					
40	01-111-042-0000-6300		746.50	Replace heat valve on actuator	34837	Bldg Repairs & Maintenance N
9161	Kraft Mechanical LLC		746.50	1 Transactions		
9683	Northland Pest Control					
47	01-111-043-0000-6300		75.00	Pest control - May	14863	Bldg Repairs & Maintenance Y
48	01-111-042-0000-6300		105.00	Pest control - May	14864	Bldg Repairs & Maintenance Y
49	01-111-041-0000-6300		85.00	Pest control - May	14866	Bldg Repairs & Maintenance Y
46	01-111-040-0000-6300		65.00	Pest control - May	14867	Bldg Repairs & Maintenance Y
9683	Northland Pest Control		330.00	4 Transactions		
111	DEPT Total:		1,276.50	Buildings & Grounds	3 Vendors	6 Transactions
121	DEPT			Veteran Service		
4212	Bussler Publishing Inc					
19	01-121-000-0000-6242		215.00	Memorial Day ad - 3x10	37066	Publishing N
4212	Bussler Publishing Inc		215.00	1 Transactions		

SBENDORF

6/5/24 2:50PM

1 General Revenue 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	
121	DEPT Total:		215.00	Veteran Service	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
8458	American Tower Corporation						
77	01-201-297-0000-6347		671.95	BP tower rent - June 2024	411921255	T-BI Pr Lease Payments	N
8458	American Tower Corporation		671.95	1 Transactions			
3275	Anhorns Gas And Tire						
7	01-201-000-0107-6320		688.20	Tires, mount & balance #7407	45299	Squad 7407 Maintenance	N
8	01-201-000-0106-6320		688.20	Tires, mount & balance #7424	45311	Squad 7424 Maintenance	N
3275	Anhorns Gas And Tire		1,376.40	2 Transactions			
37025	Innovative Office Solutions LLC						
34	01-201-000-0000-6410		32.68	Stapler & scissors	4545743	Office Supplies	N
37025	Innovative Office Solutions LLC		32.68	1 Transactions			
524	Kecks Repair Inc						
83	01-201-000-0102-6320		729.44	Tires mount & balance #7414	304301	Squad 7414 Maintenance	N
524	Kecks Repair Inc		729.44	1 Transactions			
83255	Rice-Steele 911 Center						
57	01-201-000-0000-6304		198.00	SMART weather alerting	2024-JT-10	Contracts	N
58	01-201-000-0000-6304		4,801.80	Mass notification base	2024-JT-10	Contracts	N
83255	Rice-Steele 911 Center		4,999.80	2 Transactions			
85300	Streichers Inc						
62	01-201-000-0000-6408		94.99	Duty shirt-JHolm	11700352	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		94.99	1 Transactions			
201	DEPT Total:		7,905.26	Sheriff	6 Vendors	8 Transactions	
208	DEPT			Coroner			
8048	Edwardsen/Danette Marie						
24	01-208-000-0000-6801		275.00	Death investigations - 1	May 30, 2024	General Expense	6
8048	Edwardsen/Danette Marie		275.00	1 Transactions			
208	DEPT Total:		275.00	Coroner	1 Vendors	1 Transactions	

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1 General Revenue Fund

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
251	DEPT		Jail			
	4346	Advanced Correctional Healthcare Inc				
2	01-251-000-0000-6269	1,726.15	Onsite mental health services	RINV-001396	Site Mental Health Services	6
1	01-251-000-0000-6270	6,827.86	Onsite medical services	RINV-001396	Medical Services	6
3	01-251-000-0000-6270	370.00	Pool management fees	RINV-001396	Medical Services	6
	4346	Advanced Correctional Healthcare Inc	8,924.01	3 Transactions		
	5750	Bob Barker Company Inc				
16	01-251-000-0000-6418	68.94	Socks	2024391	Lock-Up Supplies	N
15	01-251-000-0000-6418	172.56	Sporks, boxers	2025287	Lock-Up Supplies	N
17	01-251-000-0000-6418	56.22	Spit hoods	203771	Lock-Up Supplies	N
	5750	Bob Barker Company Inc	297.72	3 Transactions		
	3134	Dash Medical Gloves				
23	01-251-000-0000-6451	360.00	Latex gloves	1309675	Operating Supplies	N
	3134	Dash Medical Gloves	360.00	1 Transactions		
	37025	Innovative Office Solutions LLC				
35	01-251-000-0000-6410	278.95	Wipes, copy paper, folder tabs	4543585	Office Supplies	N
	37025	Innovative Office Solutions LLC	278.95	1 Transactions		
	85300	Streichers Inc				
60	01-251-000-0000-6192	905.86	Employee uniforms-CBreitbarth	I1699756	Uniform Allowance	N
61	01-251-000-0000-6192	23.98	Employee uniforms-CBreitbarth	I1699866	Uniform Allowance	N
	85300	Streichers Inc	929.84	2 Transactions		
	8247	Summit Food Services LLC				
63	01-251-000-0000-6441	3,647.75	Inmate meals 5/11 - 5/17/2024	INV2000208010	Prisoner Meals	N
64	01-251-000-0000-6441	3,506.94	Inmate meals 5/18 - 5/24/2024	INV2000208571	Prisoner Meals	N
	8247	Summit Food Services LLC	7,154.69	2 Transactions		
	8070	U N X Inc				
67	01-251-000-0000-6560	419.34	Laundry detergents	2024-68401-00	Janitorial Supplies	N
	8070	U N X Inc	419.34	1 Transactions		
251	DEPT Total:	18,364.55	Jail	7 Vendors	13 Transactions	

252 DEPT
8263 CRK Properties LLC

Community Corrections

Steele County

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
79	01-252-000-0000-6341		Utilities	1287	Office Rent	Y
78	01-252-000-0000-6341		Rent - July	June 2024	Office Rent	Y
8263	CRK Properties LLC		2 Transactions			
8719	Martin/Kaiya					
41	01-252-000-0000-6410	28.98	Reimb coffee cups-Coffee Conn	14-11572-95974.	Office Supplies	N
8719	Martin/Kaiya	28.98	1 Transactions			
85300	Streichers Inc					
93	01-252-000-0000-6801	217.00	2 oval badges	11701899	General Expense	N
85300	Streichers Inc	217.00	1 Transactions			
252	DEPT Total:	6,948.62	Community Corrections	3 Vendors	4 Transactions	
253	DEPT		Law Enforcement Center			
37600	Intoximeters Inc					
82	01-253-000-0000-6451	555.00	Straws for Datamaster-1000 ct	760946	Operating Supplies	N
37600	Intoximeters Inc	555.00	1 Transactions			
4879	Shred Right					
91	01-253-000-0000-6254	53.70	Paper shredding	0024504	Garbage Disposal	Y
4879	Shred Right	53.70	1 Transactions			
4753	Terminix Commercial					
65	01-253-000-0000-6304	40.00	Pest control	244316	Contract Services/Bldg Mtce	N
4753	Terminix Commercial	40.00	1 Transactions			
253	DEPT Total:	648.70	Law Enforcement Center	3 Vendors	3 Transactions	
391	DEPT		Environmental Services			
435	OSI Environmental Inc					
50	01-391-000-0000-6550	285.00	Used filter/absorbent disposal	20108507	Household Hazardous Waste	N
435	OSI Environmental Inc	285.00	1 Transactions			
391	DEPT Total:	285.00	Environmental Services	1 Vendors	1 Transactions	
481	DEPT		Public Health Nursing			
5617	4imprint Inc					

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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	
114	01-481-461-6066-6464		Fair giveaways-bucket hats	12605079	General Supplies & Outreach	N
5617	4imprint Inc		1 Transactions			
9630	Alvarado/Gabrielle					
96	01-481-461-6066-6261	84.23	Conference meals	June 2024	Conference & Training	N
95	01-481-461-6066-6464	269.27	Food for monthly meetings	June 2024	General Supplies & Outreach	N
9630	Alvarado/Gabrielle	353.50	2 Transactions			
18365	Deml Heating & Air Cond					
97	01-481-460-6012-6465	95.00	Install screens in vents	22622	Patient Supplies & Services	N
18365	Deml Heating & Air Cond	95.00	1 Transactions			
7951	Genoa Healthcare Company					
98	01-481-461-6025-6434	19.06	Prenatal vitamins	F24051765	Medical Supplies	N
7951	Genoa Healthcare Company	19.06	1 Transactions			
37025	Innovative Office Solutions LLC					
100	01-481-000-0000-6410	18.71	Paper & tape	4546952	Office Supplies	N
99	01-481-000-0000-6410	12.68	Receipt book & staples	4551586	Office Supplies	N
37025	Innovative Office Solutions LLC	31.39	2 Transactions			
9958	JB Stringer dba Carpe Diem w/Jasmine L					
101	01-481-465-6064-6464	4,045.00	Wellness speaker	0402140	General Supplies & Outreach	Y
9958	JB Stringer dba Carpe Diem w/Jasmine L	4,045.00	1 Transactions			
9444	McIntee/Kelly					
102	01-481-461-6066-6331	100.50	Mileage - May 2024	53	Mileage Reimbursement	Y
9444	McIntee/Kelly	100.50	1 Transactions			
182	Medline Industries Inc					
104	01-481-462-6047-6434	54.88	Syringes for TB tests	2320833803	Medical Supplies	N
103	01-481-464-6061-6464	13.57	Filter needles	2320833803	General Supplies & Outreach	N
182	Medline Industries Inc	68.45	2 Transactions			
9960	Operation Parent					
105	01-481-461-6066-6464	7,868.07	Parent handbooks	D1423	General Supplies & Outreach	N
9960	Operation Parent	7,868.07	1 Transactions			
62450	Owatonna Country Club					

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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	
106	01-481-465-6064-6464		Venue for speaker JLennox	70029	General Supplies & Outreach	Y
62450	Owatonna Country Club		1 Transactions			
68140	Phelan, P.A. Inc./Francis J					
107	01-481-460-6009-6383		Medicare cost report - 2023	11323	Contract Services	Y
68140	Phelan, P.A. Inc./Francis J		1 Transactions			
7944	Red Oxygen					
108	01-481-461-6011-6210		Texting services	656774	Telephone	N
109	01-481-461-6040-6210		Texting services	656774	Telephone	N
7944	Red Oxygen		2 Transactions			
4879	Shred Right					
110	01-481-000-0000-6322		Shredding service	24505	Service Agreements	Y
4879	Shred Right		1 Transactions			
83525	Steele County Historical Society					
111	01-481-461-6032-6464		Comm award-veggie bookmarks	June 2024	General Supplies & Outreach	N
83525	Steele County Historical Society		1 Transactions			
85147	Stericycle Inc					
112	01-481-000-0000-6322		Hazardous waste	8007120587	Service Agreements	N
85147	Stericycle Inc		1 Transactions			
81230	Trinity Lutheran Church					
113	01-481-461-6032-6464		Comm award-doors, shelves	June 2024	General Supplies & Outreach	G
81230	Trinity Lutheran Church		1 Transactions			
481	DEPT Total:		Public Health Nursing	16 Vendors	20 Transactions	
521	DEPT		Park And Recreation			
71066	R & K Electric Inc					
55	01-521-000-0000-6823		Panel for light pole	64612	Beaver Lake	N
71066	R & K Electric Inc		1 Transactions			
4599	Stoyks Plumbing LLC					
92	01-521-000-0000-6823		Repairs to Beach House	5227	Beaver Lake	Y
4599	Stoyks Plumbing LLC		1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
521	DEPT Total:		1,186.36	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
4	9434 All American Arena Products						
	01-550-000-0000-6410		375.79	East rink lines	5416	Operating Supplies - Contracts	Y
	9434 All American Arena Products		375.79	1 Transactions			
11	4331 Athletica Sports Systems Unlimited Corp						
	01-550-000-0000-6410		247.60	West rink lines	4012261	Operating Supplies - Contracts	N
	4331 Athletica Sports Systems Unlimited Corp		247.60	1 Transactions			
14	6980 Block Plumbing & Heating Inc						
	01-550-000-0000-6410		258.00	Annual RPZ testing	68012	Operating Supplies - Contracts	N
	6980 Block Plumbing & Heating Inc		258.00	1 Transactions			
20	8424 Cintas						
	01-550-000-0000-6420		139.38	Monthly linens	4193810102	Linen Service	Y
	8424 Cintas		139.38	1 Transactions			
45	32710 Helen M Nagel Inc						
	01-550-000-0000-6410		135.00	Sod for Four Seasons	June 2024	Operating Supplies - Contracts	N
	32710 Helen M Nagel Inc		135.00	1 Transactions			
39	37469 Insty Prints						
	01-550-000-0000-6410		45.46	Spring Ice Jam posters	159272	Operating Supplies - Contracts	N
	37469 Insty Prints		45.46	1 Transactions			
42	5136 Metro Janitorial Supply Inc						
	01-550-000-0000-6410		112.64	Floor soap	11015989	Operating Supplies - Contracts	N
	5136 Metro Janitorial Supply Inc		112.64	1 Transactions			
90	7860 Metropolitan Mechanical Contractors Inc						
	01-550-000-0000-6410		3,838.19	Replace duct & zamboni heaters	10002506	Operating Supplies - Contracts	N
	7860 Metropolitan Mechanical Contractors Inc		3,838.19	1 Transactions			
51	9922 Owatonna Ace Hardware						
	01-550-000-0000-6410		4.79	Velcro strips	252/5	Operating Supplies - Contracts	N
52	01-550-000-0000-6410		44.95	Deck brush, hose coupling, etc	324/5	Operating Supplies - Contracts	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
9922	Owatonna Ace Hardware		49.74	2 Transactions		
74005	Sherwin-Williams Company					
59	01-550-000-0000-6410		18.33	Drywall tape for rink	7845-1	Operating Supplies - Contracts N
74005	Sherwin-Williams Company		18.33	1 Transactions		
550	DEPT Total:		5,220.13	Four Seasons	10 Vendors	11 Transactions
602	DEPT			Co-Op Extension		
37025	Innovative Office Solutions LLC					
37	01-602-000-0000-6410		30.18	Safety pins & post-it notes	4536751	Office Supplies N
36	01-602-000-0000-6410		23.80	Headset	4541669	Office Supplies N
38	01-602-000-0000-6410		47.08	Labels & envelopes	4542630	Office Supplies N
37025	Innovative Office Solutions LLC		101.06	3 Transactions		
602	DEPT Total:		101.06	Co-Op Extension	1 Vendors	3 Transactions
1	Fund Total:		94,761.29	General Revenue Fund		107 Transactions

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38 Capital Outlay 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	
111	DEPT			Buildings & Grounds			
	9645 Tony's Flooring						
70	38-111-049-0000-6600		2,332.00	Carpet replacement	4613	Capital Outlay - B&G Shop	Y
	9645 Tony's Flooring		2,332.00	1 Transactions			
111	DEPT Total:		2,332.00	Buildings & Grounds	1 Vendors	1 Transactions	
38	Fund Total:		2,332.00	Capital Outlay Fund		1 Transactions	

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53 Landfill Fund

Steele County

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
398 DEPT			Landfill		
10150 Carquest Auto Parts					
71 53-398-000-0000-6301		10.11	Shaft collar	484156	Equip Repairs N
10150 Carquest Auto Parts		10.11	1 Transactions		
36550 IFACS					
72 53-398-000-0000-6301		93.18	Gloves	5338125	Equip Repairs N
36550 IFACS		93.18	1 Transactions		
38160 J R's Advanced Recyclers Inc					
73 53-398-000-0000-6304		870.00	97 appliances	113139	Contract Services N
38160 J R's Advanced Recyclers Inc		870.00	1 Transactions		
435 OSI Environmental Inc					
74 53-398-000-0000-6304		200.00	Oil filters - 4 drums	20108506	Contract Services N
435 OSI Environmental Inc		200.00	1 Transactions		
3690 Ramy Turf Products					
75 53-398-000-0000-6600		81,700.60	Hydro-seeder	105485 E	Capital Outlay Y
3690 Ramy Turf Products		81,700.60	1 Transactions		
73956 Road Machinery & Supplies Co					
76 53-398-000-0000-6301		1,188.04	Repair Bomag window	W4849301	Equip Repairs N
73956 Road Machinery & Supplies Co		1,188.04	1 Transactions		
398 DEPT Total:		84,061.93	Landfill	6 Vendors	6 Transactions
53 Fund Total:		84,061.93	Landfill Fund		6 Transactions
Final Total:		181,155.22	82 Vendors	114 Transactions	

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	94,761.29	General Revenue Fund	
	38	2,332.00	Capital Outlay Fund	
	53	84,061.93	Landfill Fund	
	All Funds	181,155.22	Total	Approved by,
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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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			
6	8251 BRN Lawn & Landscape LLC					
	10-301-000-0000-6512	905.00	May lawn mowing PW bldg	2997	Bldg Repair & Maintenance	Y
	8251 BRN Lawn & Landscape LLC	905.00		1 Transactions		
36	4879 Shred Right					
	10-301-000-0000-6410	42.53	Security console	0024827	Office Supplies	Y
	4879 Shred Right	42.53		1 Transactions		
40	85820 Superior Foods & Catering					
	10-301-000-0000-6261	212.50	PW appreciation breakfast	052324	Conference & Training	Y
	85820 Superior Foods & Catering	212.50		1 Transactions		
301	DEPT Total:	1,160.03	Administration	3 Vendors	3 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	8251 BRN Lawn & Landscape LLC					
2	10-302-000-0000-6537	150.00	Median mowing, CSAH 48	2996	County Contracts	Y
3	10-302-000-0000-6537	150.00	Median mowing, CSAH 34	2996	County Contracts	Y
4	10-302-000-0000-6537	150.00	Median mowing, CSAH 2	2996	County Contracts	Y
5	10-302-000-0000-6537	300.00	Median mowing, CSAH 7	2996	County Contracts	Y
	8251 BRN Lawn & Landscape LLC	750.00		4 Transactions		
11	23800 Fastenal Company					
	10-302-000-0000-6801	210.24	Stop bleed kit	MNOWA245766	Osha/Safety Supplies	N
	23800 Fastenal Company	210.24		1 Transactions		
18	5010 Loken Excavating & Drainage					
	10-302-000-0000-6537	5,250.00	Ditch cleaning - CSAH 45	133485	County Contracts	N
	5010 Loken Excavating & Drainage	5,250.00		1 Transactions		
23	8711 Minnesota Paving & Materials					
	10-302-000-0000-6529	66.94	12.17 ton of 3/4" fines-Cty Rd	1822671	Co Rd Supplies	N
	8711 Minnesota Paving & Materials	66.94		1 Transactions		
26	9955 Minnesota Signal LLC					
	10-302-000-0000-6537	24,254.00	Signal improvements - CSAH 45	2024-0514	County Contracts	N
27	10-302-000-0000-6537	11,946.00	Signal improvements - CSAH 2	2024-0514	County Contracts	N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9955	Minnesota Signal LLC		36,200.00	2 Transactions		
33	3743 RDO Equipment Co, Inc.		319.99	Notch krank	P4325902	CSAH Supplies - Aggregate/Asphalt N
	10-302-000-0000-6525		319.99	1 Transactions		
	3743 RDO Equipment Co, Inc.					
34	77570 Short Elliott Hendrickson Inc		193.57	Hoffman State signal, CSAH 45	467257	County Contracts N
	10-302-000-0000-6537		96.79	Hoffman-State signal, CSAH 2	467257	County Contracts N
35	10-302-000-0000-6537		290.36	2 Transactions		
	77570 Short Elliott Hendrickson Inc					
302	DEPT Total:		43,087.53	Road & Bridge Maintenance Expense	7 Vendors	12 Transactions
303	DEPT			Construction Expense		
	46551 Locators & Supplies Inc					
17	10-303-000-0000-6510		211.15	Marking paint & flagging tape	0314517-IN	Engineering & Surveying Supplies N
	46551 Locators & Supplies Inc		211.15	1 Transactions		
	52513 Mn Dept Of Transportation					
30	10-303-000-0000-6510		163.65	(72) molds for engineering	P00018562	Engineering & Surveying Supplies N
	52513 Mn Dept Of Transportation		163.65	1 Transactions		
303	DEPT Total:		374.80	Construction Expense	2 Vendors	2 Transactions
304	DEPT			Equipment Maintenance & Shops		
	10150 Carquest Auto Parts					
7	10-304-000-0000-6520		102.06	Oil, air & fuel filter #2145	484655	Machinery/Vehicle Parts N
8	10-304-000-0000-6520		174.62	Battery & core return #2215	484684	Machinery/Vehicle Parts N
	10150 Carquest Auto Parts		276.68	2 Transactions		
	11215 Central Farm Services					
9	10-304-000-0000-6521		7,511.99	3,006 gallons of diesel fuel	2962623	Supplies-Diesel Fuel N
10	10-304-000-0000-6540		13,794.79	5,009 gallons of unleaded fuel	2962623	Fuel & Lubricants N
	11215 Central Farm Services		21,306.78	2 Transactions		
	8459 Freerksen Oil LLC					
12	10-304-000-0000-6540		402.00	60 tubes MP synthetic grease	2397	Fuel & Lubricants Y

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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	
8459	Freerksen Oil LLC		402.00		1 Transactions		
36550	IFACS						
13	10-304-000-0000-6511		33.22	Batteries	5337896	Maint Shop Supplies & Materials	N
14	10-304-000-0000-6511		2.27	screws & nails	5337922	Maint Shop Supplies & Materials	N
15	10-304-000-0000-6511		60.00	2x60 silver duct tape	5338567	Maint Shop Supplies & Materials	N
36550	IFACS		95.49		3 Transactions		
50125	Manke's Outdoor Equipment & Appliance						
19	10-304-000-0000-6520		24.19	Weed whip trimmer head	P12568	Machinery/Vehicle Parts	N
50125	Manke's Outdoor Equipment & Appliance		24.19		1 Transactions		
51630	Mike's Repair						
20	10-304-000-0000-6252		278.90	Tire repair, unit#2161	106088	Contracted Services	Y
22	10-304-000-0000-6252		490.00	Mounting & balance, unit#2151	106115	Contracted Services	Y
21	10-304-000-0000-6520		683.50	Tires, unit#2151	106115	Machinery/Vehicle Parts	Y
51630	Mike's Repair		1,452.40		3 Transactions		
56125	NAPA Auto Parts						
31	10-304-000-0000-6520		179.61	Hub seals,bearing,cone set etc	017447	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts		179.61		1 Transactions		
3743	RDO Equipment Co, Inc.						
32	10-304-000-0000-6520		108.00-	Ret wet charged battery box	P4263302	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.		108.00-		1 Transactions		
9935	Sominn Machinery Sales						
37	10-304-000-0000-6511		57.19	Rotary shaft sealing ring	SI0005321	Maint Shop Supplies & Materials	N
9935	Sominn Machinery Sales		57.19		1 Transactions		
9923	Steve James Excavating Inc						
38	10-304-000-0000-6540		20.24	5.80 gallons propane #2116	14984	Fuel & Lubricants	N
9923	Steve James Excavating Inc		20.24		1 Transactions		
85167	Stewart Sanitation						
39	10-304-000-0000-6514		114.61	May garbage service	0000854349	Utility Services	N
85167	Stewart Sanitation		114.61		1 Transactions		
99500	Ziegler,Inc						

SBENDORF

6/5/24 3:15PM

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	Service Dates	Paid On Bhf #	On Behalf of Name	
42	10-304-000-0000-6520		Air filters, unit#2161	N001488877	Machinery/Vehicle Parts	N
99500	Ziegler, Inc		1 Transactions			
304	DEPT Total:	24,051.54	Equipment Maintenance & Shops	12 Vendors	18 Transactions	
310	DEPT		Capital Construction			
8686	Anderson/James Hurd					
1	10-310-000-0000-6517	21,131.88	Condemnation costs 074-649-001	240503	Sales Tax Right of Way	Y
8686	Anderson/James Hurd	21,131.88	1 Transactions			
39600	Jones Haugh & Smith Inc					
16	10-310-000-0000-6262	3,502.87	Prof services 074-628-003	45260	Sales Tax Consultants	N
39600	Jones Haugh & Smith Inc	3,502.87	1 Transactions			
8183	Minnesota Secured Title					
24	10-310-000-0000-6517	75.00	O & E report 074-643-010	68602811	Sales Tax Right of Way	Y
25	10-310-000-0000-6517	75.00	O & E report 074-643-010	68602820	Sales Tax Right of Way	Y
8183	Minnesota Secured Title	150.00	2 Transactions			
52513	Mn Dept Of Transportation					
28	10-310-000-0000-6260	1,831.12	Specific mat test 074-598-016	P00018562	Consultants/Admin Fee	N
29	10-310-000-0000-6260	148.55	Material testing 074-598-016	P00018562	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation	1,979.67	2 Transactions			
9217	WHKS & Co					
41	10-310-000-0000-6262	12,874.92	Prof services 074-628-004	51120	Sales Tax Consultants	Y
9217	WHKS & Co	12,874.92	1 Transactions			
310	DEPT Total:	39,639.34	Capital Construction	5 Vendors	7 Transactions	
10	Fund Total:	108,313.24	Road & Bridge Fund		42 Transactions	
	Final Total:	108,313.24	29 Vendors	42 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	108,313.24	Road & Bridge Fund	
	All Funds	108,313.24	Total	Approved by,
				
				

PERSONNEL REPORT
June 11, 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>
Amber Brooks (promotion)	Building Official	C44/2	06/01/24
Kolten Flynn	Correctional Officer/Detention Ctr.	B24/1	06/04/24
Renae Fry	County Administrator/Admin.	E92/5+	06/17/24
Sarah Danielson	Probation Officer I/Comm. Corr.	C42/2	06/24/24

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Kristi Diercks	Probation Officer II	Comm. Corrections	06/17/24
Julie Johnson	Director of Human Resources	Human Resources	08/09/24
Kathleen Schroeder (retirement)	Records Supervisor	Sheriff's Office	08/29/24

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Probation Officer	Community Corrections	Backfill Diercks
Director of Human Resources	Human Resources	Backfill Johnson
Records Supervisor	Sheriff's Office	Backfill Schroeder

STAFFING STATUS (Information Only – No Action Required)

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Correctional Officer (3)	Det. Center/Sheriff's Office	Backgrounding 2; Interviewing
Road Deputy (1.5)	Sheriff's Office	Backgrounding 1
Asst. County Attorney I/II/Sr.	County Attorney	Interviewing
County Assessor	Assessor's Office	Recruiting
County Engineer	Highway	Recruiting
Health Educator	Public Health	Getting Ready to Recruit
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: Appointment of Steele County Snowmobile Trail Administrator

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: June 5, 2024

Work Session Date: June 11, 2024

Board Meeting Date: June 11, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting a Resolution appointing Ed Nelson as the Steele County Snowmobile Trail Administrator.

Recommendation:

Appoint Ed Nelson as Steele County Trail Administrator

Background (*Including Budget Impact*):

The Board annually agrees to be the sponsors for the Steele County Trail Association, Inc and appoints Ed Nelson to be the Steele County Trail Administrator. He applies for grants to maintain and groom the snowmobile trails in Steele County and does the required reporting to the DNR. Ed has been serving in this capacity since 1986.

Attachments:

Resolution

RESOLUTION

WHEREAS, Steele County agrees to be sponsors of the Steele County Trail Association, Inc;
and

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners do
hereby name Ed Nelson as the Steele County Trail Administrator.

Dated:_____

STEELE COUNTY BOARD OF COMMISSIONERS

By:_____
Chairman

ATTEST:_____

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 11th day of June 2024.

County Auditor
County of Steele



Steele County Agenda Item

Request for Board Action

Subject: Designated Building Official

Department: Planning & Zoning

Committee: Internal Central Services

Committee Meeting Date: June 5, 2024

Work Session Date: Enter a date.

Board Meeting Date: June 11, 2024

Consent Agenda: X Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends designating Amber Brooks as the Steele County Building Official.

Recommendation:

Designate Amber Brooks as the Building Official for Steele County

Background (*Including Budget Impact*):

The MN Department of Labor and Industry requires each municipality to designate the building official who administers the code. Our former Building Official, Dan Murphy's last day was May 31st and we have hired Amber Brooks to assume that role. We now need to appoint Amber Brooks as the Building Official for Steele County.

Attachments:

DOLI - Notice of Designation of Certified Building Official

Notice of Designation or Vacancy of Certified Building Official

To the Commissioner of Labor and Industry:

According to [M.S. §326B.133, Subd. 1](#),

Each municipality shall designate a building official to administer the code. A municipality may designate no more than one building official responsible for code administration defined by *each* form of certification established in [Minnesota Rules, 1301.0200](#)

and further, according to [M.S. §326B.133, Subd. 7](#),

In the event that a designated building official position is vacant within a municipality, that municipality shall designate a certified building official to fill the vacancy *as soon as possible*. The commissioner must be notified of any vacancy or designation in writing within 15 days.

The administrative authority for the municipality of

Hereby notifies the Commissioner, pursuant to M.S. §326B.133, that it has made one of the following designations (**A or B selected**):

A. ☐	The municipality has designated:	NAME (INCLUDE MIDDLE INITIAL)	as a:	☐ Certified Building Official Limited
				☐ Certified Building Official
	Effective Date:		Certification Number: (Include Letters of Cert. #)	
According to M.S. §326B.133, Subd. 3a(c) the "Certified Building Official Limited" may perform code administration only for one- and two-family dwellings, their accessory structures, and "exempt classes of buildings" as provided in Minnesota Rules, 1800.5900. The municipality shall also designate a "Certified Building Official" with a separate Notice of Designation form, for the code administration for all other structures when a Certified Building Official Limited is designated as the municipality's building official.				

MUNICIPALITY CONTACT INFORMATION

MUNICIPALITY STREET ADDRESS (do not provide a PO Box)			
CITY		STATE	ZIP
PHONE	FAX		E-MAIL

MUNICIPALITY BUILDING OFFICIAL CONTACT INFORMATION

BUILDING OFFICIAL STREET ADDRESS (do not provide a PO Box)			
CITY		STATE	ZIP
WORK PHONE NUMBER	MOBILE PHONE NUMBER		E-MAIL

OR B. ☐ Municipality has a vacancy in the building official position.	Effective Date:
--	-----------------

The statutory definitions of Designate and Administrative Authority are established in M.S. §326B.103, Subd. 6 . Please have the appointed administrative authority of the municipality sign this form. (Usually known as the Administrator or Manager)		
NAME OF ADMINISTRATIVE AUTHORITY (Type or Print)	SIGNATURE OF ADMINISTRATIVE AUTHORITY	
	TITLE	DATE



Steele County Agenda Item

Request for Board Action

Subject: Education Identity and Access Management

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: June 5, 2024

Work Session Date: June 11, 2024

Board Meeting Date: June 11, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting a Resolution designating Jennifer Mueller as the identified Official with Authority for the Education Identity and Access Management System and authorizes the Board Chair to sign the Resolution.

Recommendation:

Authorize Jennifer Mueller, PT&E Director, to act as Identified Official with Authority for the Minnesota Department of Education's security system, Education Identity and Access Management.

Background (*Including Budget Impact*):

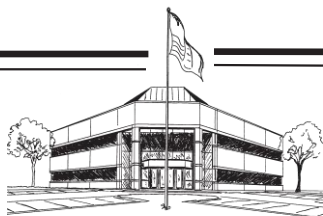
The Minnesota Department of Education has modernized the data submission process for tax data reporting. This secure system, Education Identity and Access Management, requires an Identified Official with Authority to access and report tax data, as well as manage user access. This access will need to be renewed each year.

Attachments:

Education Identity and Access Management Board Resolution

STEELE COUNTY

Administration Center
630 Florence Ave. • P.O. Box 890
Owatonna, MN 55060
Ph. 507.444.7400 • Fax 507.444.7470



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Steele County
6-Digit or 9-Digit Organization Number: 0074-91
Superintendent or Exec. Director Name: Jennifer Mueller, Property Tax & Elections Director
Will act as the IOwA? x Yes No

STEELE COUNTY BOARD OF COMMISSIONERS

Commissioner James Abbe, Chair

CERTIFICATION

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

Interim Steele County Administrator



Steele County Agenda Item

Subject: Steele County Courthouse HVAC Upgrades/Final Payment

Department: Building & Grounds

Committee Meeting Date: June 6, 2024

Board Meeting Date: June 11, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends making the Courthouse final payment for HVAC to JD Driver Ltd in the amount of \$450,939.

Recommendation:

To approve the Final Payment to JD Driver, Ltd. for the Steele County Courthouse HVAC Upgrades project in the amount of \$450,939.00.

Background (*Including Budget Impact*):

JD Driver, Ltd. was awarded the contract for the Steele County Courthouse HVAC Upgrades project in the amount of \$1,835,000.00. The project is completed with all punchlist items and closeout documents completed. The final contract amount after change orders was \$1,956,046.00.

Attachments:

Final Pay Application

CONSTRUCTION PROGRESS PAYMENT APPLICATION

The Construction
Manager™

TCM

TO OWNER:	Steele County 630 Florence Ave Owatonna, MN 55060	PROJECT:	Steele County Courthouse HVAC 2022 111 East Main St Owatonna, MN 55060	APPLICATION #:	7 (Final)
				PERIOD TO:	1/26/24
				PROJECT #:	23986
FROM CONTRACTOR:	JD Driver, Ltd. 201 1st St NE Rose Creek, MN 55970	VIA Architect:	ISG, Inc. 115 East Hickory St, Ste 300 Mankato, MN 56001	CONTRACT DATE:	09/17/2021
CONTRACT FOR:	General Construction	VIA Consultant:			

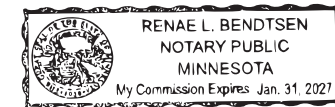
CONTRACTOR'S APPLICATION FOR PAYMENT

1. ORIGINAL CONTRACT SUM	1,835,000
2. NET CHANGE BY CHANGE ORDERS	121,046
3. CONTRACT SUM TO DATE (LINE 1 + 2)	1,956,046
4. TOTAL COMPLETED AND STORED TO DATE	1,956,046
5. RETAINAGE: 0.00%	-
6. TOTAL EARNED LESS RETAINAGE	1,956,046
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	1,505,107
8. CURRENT PAYMENT DUE	450,939
9. BALANCE TO FINISH PLUS RETAINAGE	-

CHANGE ORDER SUMMARY	ADDS	DEDUCTS
Changes approved by Owner in previous months	10,223	0
Total approved this month	110,823	0
TOTALS	121,046	0
NET CHANGE ORDERS	121,046	

The undersigned Contractor certifies that to the best of his knowledge, the Work covered by this application has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

CONTRACTOR: JD Driver, Ltd.
BY: 
Dean Bendtsen, President



DATE: 1/22/24



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the amount certified.

AMOUNT CERTIFIED:

\$450,939.00

Architect: ISG, Inc.

BY: 

DATE: 5/31/2024

Consultant:

BY:

DATE:

SCHEDULE OF VALUES SHEET

Steele County Courthouse HVAC 2022

APPLICATION NO.: 7 (Final)

APPLICATION DATE: 1/22/24

PERIOD TO: 1/26/24

ARCHITECT'S PROJECT NO.: 23986

CONSTRUCTION PROGRESS PAYMENT APPLICATION, containing Contractor's signed Certification, is attached. Amounts listed below are stated to the nearest dollar.

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHED. VALUE	PREVIOUS (D + E)	WORK THIS PERIOD	STORED MATERIAL	COMPLETE TO DATE	% (G/C)	BALANCE TO FINISH	RETAIN.
10000+A11:DS	General Bonds and Permits	28,300	28,300	-		28,300	100.00%	-	-
10000.2	Project Management, Coordinaton, Supervision	24,500	18,200	6,300		24,500	100.00%	-	-
10000.3	Dumpsters and Temporary Facilities	13,800	12,800	1,000		13,800	100.00%	-	-
10000.4	Protection and Cleaning	22,900	20,900	2,000		22,900	100.00%	-	-
10000.5	Other General Requirements	38,000	27,000	11,000		38,000	100.00%	-	-
10000.6	Closout Procedures and Documentation	10,000	-	10,000		10,000	100.00%	-	-
24119	Interior Selective Demolition	79,200	79,200	-		79,200	100.00%	-	-
33000	Cast-in-Place Concrete	4,500	4,500	-		4,500	100.00%	-	-
42000	Unit Masonry	27,100	27,100	-		27,100	100.00%	-	-
51200	Structural Steel Framing	21,500	21,500	-		21,500	100.00%	-	-
55000	Metal Fabrications	2,000	2,000	-		2,000	100.00%	-	-
61000	Rough Carpentry	9,400	9,400	-		9,400	100.00%	-	-
62000	Finish Carpentry	4,500	4,500	-		4,500	100.00%	-	-
74313	Laminated Metal Panels	2,300	2,300	-		2,300	100.00%	-	-
76200	Sheet Metal Flashing and Trim	500	-	500		500	100.00%	-	-
78400	Firestopping	4,000	4,000	-		4,000	100.00%	-	-
79200	Joint Sealants	2,700	1,700	1,000		2,700	100.00%	-	-
81213	Doors, Frames, Hardware	4,400	4,400	-		4,400	100.00%	-	-
88000	Glazing	1,200	1,200	-		1,200	100.00%	-	-
92116	Gypsum Board Assemblies	29,600	29,600	-		29,600	100.00%	-	-
95100	Acoustical Ceilings	29,500	29,500	-		29,500	100.00%	-	-
96500	Resilient Flooring	2,500	2,500	-		2,500	100.00%	-	-
99123	Interior Painting	9,100	9,100	-		9,100	100.00%	-	-
220000	Plumbing								
220000.1	General Conditions and Mobilization	23,200	22,200	1,000		23,200	100.00%	-	-
220000.2	Plumbing and Piping Demolition	18,400	18,400	-		18,400	100.00%	-	-
220000.3	Sanitary	3,600	3,600	-		3,600	100.00%	-	-
220000.4	Hydronic Piping	115,100	115,100	-		115,100	100.00%	-	-
220000.5	Hydronic Equipment	28,800	28,800	-		28,800	100.00%	-	-
220000.6	Boilers	52,300	52,300	-		52,300	100.00%	-	-
220000.7	Gas Piping	2,200	2,200	-		2,200	100.00%	-	-
220000.8	Plumbing and Piping Insulation	21,800	21,800	-		21,800	100.00%	-	-
230000	HVAC								
230000.1	General Conditions and Mobilization	20,600.00	18,600	2,000		20,600	100.00%	-	-
230000.2	Cranes/Lifts	6,000.00	6,000	-		6,000	100.00%	-	-
230000.3	HVAC Demolition	64,200.00	64,200	-		64,200	100.00%	-	-
230000.4	Chimneys & Breeching	16,200.00	16,200	-		16,200	100.00%	-	-
230000.5	Dampers	2,100.00	2,100	-		2,100	100.00%	-	-
230000.6	Ductwork	298,700.00	268,700	30,000		298,700	100.00%	-	-
230000.7	Ductwork Accessories	1,800.00	1,800	-		1,800	100.00%	-	-
230000.8	Exhaust Fans	12,900.00	12,900	-		12,900	100.00%	-	-



Steele County Agenda Item

Request for Board Action

Subject: Authorization to participate in the performance measurement program resolution

Department: Finance Department

Committee: Property & Maintenance

Committee Meeting Date: June 6, 2024

Work Session Date: Enter a date.

Board Meeting Date: June 11, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends adopting a Resolution authorizing the continued participation in the Office of the State Auditor Performance Measurement Program.

Recommendation:

Recommend the committee approve the continued participation in the Office of the State Auditor performance measurement program.

Background (*Including Budget Impact*):

Steele County has participated in the performance measurement program since 2018.

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. The total amount of funding received in 2023 was \$5,429.

Attachments:

Resolution

RESOLUTION

AUTHORIZATION TO PARTICIPATE IN THE PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, Benefits to Steele County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Steele County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Steele County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Steele County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

Adopted this _____ day of June, 2024

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

Candi Lemarr
Steele County Finance Director

STEELE COUNTY PERSONNEL AGENDA ITEM

June 11, 2024 at 5:00 pm

JUNE EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position - Department</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Teresa Dudley	Victim Services Coord. – Cty Attorney	06/02/24	20
Steve Schroht	Park & Recreation Director – Park & Rec	06/03/24	28
Travis Avelar	Correctional Officer – Detention Center	06/04/24	17
Anthony Buttera	Jail Administrator – Detention Center	06/04/24	17
Kathleen Schroeder	Records Supervisor – Sheriff's Office	06/05/24	7
Whitney Hanson	RN – Public Health & Detention Center	06/05/24	1
Tom Reineke	County Assessor – Assessor's Office	06/06/24	2
Campbell Housh	Asst Cty Attorney I – County Attorney	06/06/24	2
Nikola Miller	Custodian – Facilities	06/07/24	2
Tanner Wobschall	Facilities Maint Worker – Facilities	06/10/24	11
Tara Pitzl	Probation Officer II – Comm Corrections	06/12/24	7
Mark Holm	Road Deputy – Sheriff's Office	06/13/24	1
Becky Melchert	Records Specialist – Sheriff's Office	06/15/24	7
Kristen Sailer	Emergency & Risk Management Director – EM	06/21/24	3
Tim Larson	Landfill Operator – Landfill	06/22/24	14
Karen Meier	Administrative Assistant – Sheriff's Office	06/22/24	26
Sierra Gleason	Engineering Tech I – Highway	06/26/24	1
Kendra Sirek	Probation Officer II – Comm Corrections	06/27/24	6
Meagan Steinberg	Family Support Educator/RN – Public Health	06/27/24	2



Steele County Agenda Item

Request for Board Action

Subject: Approve Installation of Backup Generator for Admin Center Datacenter

Department: Information Technology

Committee: Internal Central Services

Committee Meeting Date: June 5, 2024

Work Session Date: Enter a date.

Board Meeting Date: June 11, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends moving to the full Board for discussion the request for Installation of Backup Generator for Administration Center Datacenter.

Recommendation:

Approve purchase and installation of a critical load generator for the Admin Center Datacenter. Cost is \$52,480 plus the installation of a concrete pad.

Background (*Including Budget Impact*):

We requested and received a quote from Four Seasons Electric for a critical load generator to protect our Data Center beyond the 90 – 120 minutes of runtime on our datacenter UPS. This would include not just the UPS (which covers servers, switches, firewalls, and access control). It would also include the CRAC (Computer Room AC) which is important. Thanks to some design engineering from Ryan, it came in substantially lower than expected.

Adding this generator would close the gap which would result if we lost power for an extended time at the Steele County Admin Center. At present, we would also lose Internet and WAN connectivity for Alexander Building (Emergency Management, Maintenance, and Sheriff's Storage), Annex (Public Health and Extension), Attorneys Office, CCA, Courthouse, Four Seasons, some functions at the LEC, Public Works, some functions at the Landfill, MNPrairie-Dodge, MNPrairie-Steele, MNPrairie-Waseca, MNPrairie teleworkers, and Mower County's access to CaseWorks (which is hosted on the MNPrairie servers).

Many of those locations have their own generators, but this critical connection has remained unprotected. With this generator in place, all of the above sites could remain connected to the Internet and each other. In addition, WiFi in the Steele County Admin Center would remain active, allowing laptop users to continue functioning (provided they still have battery remaining). Docking stations and monitors would not be protected.

I initially raised this concern when I started more than six years ago. While many other critical solutions have been approved and implemented, this one kept being pushed down the road due to the high cost of a whole building generator. It is time to make this one happen as well.

This is a non-budgeted item. Cost is \$52,480 plus the installation of a concrete pad.

We are still working to determine the best allocation between the various beneficiary departments and organizations. The Recorder's Tech Fund has graciously offered to cover half of the cost.

Attachments:

Quote from Four Seasons Electric

Four Seasons Electric
3127 S County Road 45
Owatonna, MN 55060

Proposal

Ph 507-446-8415

Proposal Date: 5/13/2024
Proposal #: 5616
Project: IT Generator

Bill To:
Steele County
630 Florence Ave
Owatonna, MN 55060

Description	Est. Hours/Qty.	Rate	Total
Supply & install 80KW, Diesel standby generator with transfer switch to supply IT Room	1	52,480.00	52,480.00
-wiring to remote annunciator panel included			
* concrete pad to be installed by the County			
THANK YOU!!		Total	\$52,480.00

**Minutes
of the
Steele County Board of Adjustments
May 7th, 2024**

Call to Order:

The meeting was called to order by Chair Schmidt at 7:00 pm. Members present were Ulrich, Lammers, Jaster, Hansen, Schmidt and staff member Oolman.

Agenda:

Motion by Lammers, second by Ulrich to approve the agenda as submitted. Motion passed.

Minutes:

Motion by Hansen, second by Jaster to approve the April 2nd, 2024, minutes as submitted. Motion passed 5 to 0.

Public Hearing – Variance #661

This hearing is to consider a variance request from Mark and Jessica Oeltjenbruns to develop a new lot with only 75 feet of frontage on a public road. Ordinances require new lots to have 200 feet of frontage on a public road.

Questions & Comments by board members:

- Hansen- Why wasn't more land purchased to have the required frontage?
Oeltjenbruns- We don't need anymore land for the proposed project.
- Schmidt- Why was the proposed parcel drawn up in a flag shape?
Oeltjenbruns- The land in front of the building is to wet for our purpose, we thought that it would be more beneficial to leave it as is. That way it could still be farmed with the rest of the land.
- Schmidt asked why the lot couldn't be 200 feet wide but reduced in other areas not being used for the business.
- There was additional discussion on the shape of the lot and that the additional land needed for the frontage could still be farmed by the family.

The public hearing was opened.

As there were no comments the public hearing was closed.

The board reviewed the criteria for considering variance request #661

1) Is the variance in harmony with the intent of the comprehensive plan and ordinance?

All members felt the request met the intent of the comprehensive plan and ordinance.

2) Is the property owner proposing to use the property in a reasonable manner?

All members felt the property owner was using the property in a reasonable manner.

3) The plight of the applicant is due to circumstances unique to the property.

Ulrich, Hansen, and Lammers felt the uniqueness of the property contributed to the plight of the applicant. Schmidt and Jaster felt they were not.

4) Was the plight of the landowner created by someone other than the landowner?

All members felt the circumstances were created by someone other than the landowner.

5) The variance will not alter the essential character of the locality.

All members felt the character of the locality would remain the same.

6) Economic considerations alone are not the only practical difficulty?

All of the members felt that economics were the reason for the variance request and that the shape of the parcel could be changed to meet the ordinance without a practicality difficulty.

Motion by Jaster, second by Schmidt to deny variance request #661 a based upon the findings of the board that it did not meet all of the criteria.

All ayes. Motion to deny passes.

Adjournment:

Motion by Ulrich, second by Lammers to adjourn. Motion passed. Meeting adjourned at 7:30 PM.



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

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

Wednesday, June 5, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Julie Johnson, PT&E Director Jennifer Mueller, Building Inspector Amber Brooks, And Executive Assistant Rebecca Kubicek.

Consent Agenda

1. Committee recommends adopting a Resolution appointing Ed Nelson as the Steele County Snowmobile Trail Administrator.
2. Committee recommends designating Amber Brooks as the Steele County Building Official.
3. Committee recommends adopting a Resolution designating Jennifer Mueller as the identified Official with Authority for the Education Identity and Access Management System and authorizes the Board Chair to sign the Resolution.

General Agenda

4. Committee recommends moving to the full Board for discussion the request for Installation of Backup Generator for Administration Center Datacenter.

Information

5. HR Director Julie Johnson submitted her resignation with her last day being August 9th. Julie will be flexible with her last day as she wants to make this a smooth transition. Committee recommends moving this item to the June 11th Work Session for discussion.

Department Head Reports

Administration: Preparing for the Administrator to start on Monday, June 17th.

PT & E: Jennifer covered those who filled for offices in Steele County. The department is working on settlements and getting ready for Primary election.

Planning Zoning: The Beaver Lake aquatic boat inspectors have started working the boat landing.



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

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

Tuesday, June 6, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Gnemi, Commissioner Abbe, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, IT Director Dave Purscell, Financial Analyst Jonathon Walstrom, and Executive Assistant Rebecca Kubicek.

Consent Agenda:

1. Committee recommends making the Courthouse final payment for HVAC to JD Driver Ltd in the amount of \$450,939.
2. Committee recommends authorizing Finance Department to continue to participate in the Performance Measurement Program.

Information:

3. Courthouse generator will be awarded to R & K Electric in an amount of \$64,780. This meets our procurement policy requirements and will not need to go to the Board for approval.
4. Safety Glass for PT&E and the Finance Department. Issues with disgruntled customers during tax season and for the safety of having something more secure vs. Plexi glass, Jake has requested pricing for impact resistant glass. The departments would like to have this installed before elections this fall. Jake to bring back quotes and to advise where the funds will be coming from since this is not a scheduled improvement.

Department Head Reports:

Facilities & Fleet: Foundation at the Detention center is being set. Still planning on having the building completed by the end of the year. Community Corrections is still waiting on one permit. Jake has authorized the maintenance garage to be demolished. Emergency management has moved into the Alexander building. More work to continue at that location. Parking lots should be done this fall.

Finance: Wrapping up audit, doing well so far. Meeting on the budgets with each department. Candi covered the process of budgeting with the department heads. Discussion regarding how to correct the one minor deficiency received last year. Discussion regarding doing the financials ourselves (ACFER). Trying to be done with audit by the end of June.

Information Technology: Pre discussions with departments on their upcoming technology has been fantastic. Microsoft licensing costs to increase as we increase the level of security. Discussion regarding a 4-year refresh being financially better than a 7-year refresh.