



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 25, 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. Minnesota State Demographic Center – Annual Population Letter (pg. 4)

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

5. Approve June 11, 2024 Board Minutes (pg. 6)
6. Approve June 11, 2024 Board Work Session Minutes (pg. 10)
7. Approve June 18, 2024 Board of Appeal and Equalization Minutes (pg. 11)
8. Approve Bills and Journal Entries (pg. 13)

9. Approve Personnel Report (pg. 90)
10. Adopt a Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-606-015, reconstruct Bridge No. 92779, authorizing the Chair and County Administrator to execute the agreement. (pg. 91)
11. Adopt a Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-628-003, reconstruct Bridge No. 89080, authorizing the Chair and County Administrator to execute the Agreement. (pg. 128)

General Agenda

12. Action Items

County Board Work Session – Tuesday, June 2, 2024

13. Action Items

Public Safety & Health Committee – Wednesday, June 12, 2024

14. Body-Worn Cameras Listening Session
 - Review of Body-worn Camera policy & cost (pg. 159)
 - Public Comments received via email/mail
 - Open for public comments
 - Open for additional discussion
 - Motion to close the Listening Session
15. Body Worn Cameras policy approval and authorization to purchase. (pg. 235)

Public Works Committee- Tuesday, June 18, 2024

16. Award contract for S.A.P. 074-606-015 and S.A.P. 074-628-003 to low bidder Midwest Contracting, LLC in the amount \$689,125.00. (pg. 236)

Information Items

17. Public Safety & Health Committee Minutes (pg. 237)
18. Public Works Committee Minutes (pg. 239)
19. 2023 Highway Department Annual Report (pg. 241)

Presentations:

- SCHA Updates - South Country Health Alliance (pg. 328)
Leota Lind, CEO
Scott Schufman, CFO

Unleashing The Possibilities - Steele County Humane Society
Liane Peterson, President
Liz Bratsch, Vice President

Commissioner Reports:

Next Meeting Notices:

Internal Central Services Committee – **Wednesday, July 3rd at 8 a.m. in the Boardroom**

Property & Maintenance Committee – **Wednesday, July 3rd at 9 a.m. in the Boardroom**

County Board Work Session – **Tuesday, July 9th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, July 9th 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.

**m1 MINNESOTA STATE
DEMOGRAPHIC CENTER**
DEPARTMENT OF ADMINISTRATION

June 1, 2024

Dear Administrator:

The State Demographer is required by law to produce annual population and household estimates for Minnesota's cities and townships. Enclosed you will find the April 1, 2023, population and household estimates for the administrative units in your county, including all cities and townships. The city and township clerks in your county have also received a copy of their estimates.

These estimates are being sent to you for your review and comment. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. The best way to reach us is by e-mail at local.estimatedata.state.mn.us You may also reach us by phone at (651) 201-2473. You will be asked to leave a message on our voice mail system.

These estimates are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July. If there are changes to any of the places in your county, you will be notified. If you have not heard from us by July 25, 2024, you may assume that these estimates are final.

Thank you for taking time to review these estimates.

Sincerely,



Susan Brower
State Demographer

Enclosures

Estimate of the April 1, 2023 Population

Steele	City / Township	Total Population	Households
	Aurora township	507	201
	Berlin township	490	201
	Blooming Prairie city (part)	1,943	805
	Blooming Prairie township	435	181
	Clinton Falls township	377	149
	Deerfield township	529	197
	Ellendale city	664	303
	Havana township	541	213
	Lemond township	480	187
	Medford city	1,357	517
	Medford township	809	300
	Meriden township	602	224
	Merton township	336	129
	Owatonna city	26,647	11,003
	Owatonna township	585	227
	Somerset township	708	292
	Summit township	412	159

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

- F. Approve designating Amber Brooks as the Steele County Building Official
- G. 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.

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
Exec. Director Name: Jennifer Mueller, Property Tax & Elections Director
Will act as the IOwA? ☒ Yes ☐ No

- H. Approve final payment for Courthouse HVAC upgrades project to JD Driver, LTD in an amount of \$450,939.00.
- I. Adopt a Resolution authorizing the continued participation in the Office of the State Auditor Performance Measurement Program.

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.

General Agenda:

Human Resource Director Julie Johnson read the June Anniversary Report

Name	Position-Dept	Anniv. Date	Yrs. Service
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	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

Motion by Commissioner Gnemi to approve the purchase and installation of a backup generator for the Administration Data Center. Motion rejected for a lack of a second. Board requested at least on additional quote be obtained for the project and brought back to the board for review.

Commissioner Reports:

Commissioner Brady reported his attendance at the Extension Committee meeting, District 9 meeting, Children’s Mental Health budget meeting, ICS Committee, 911 dispatch and a Work. session

Commissioner Glynn reported his attendance at the Extension Committee.

Commissioner Gnemi reported his attendance at two Drug Court meetings, AMC District 9 meeting, Property and Maintenance Committee, Work Force Executive Committee, SE Emergency Communication Board meeting, Semcac, and a Work Session.

Commissioner Abbe reported his attendance at MNPrairie Joint Powers Board, District 9 meeting, ICS Meeting, Rice/Steele 911, Property and Maintenance Committee.

Commissioner Krueger reported his attendance at the Mn Supreme Court Hearing, District 9 meeting, Childrens Mental Health at HRC, MNP meeting regarding configuration of office furniture, OPED meeting, South County Health Alliance Joint Powers meeting and their Quality meeting, and SE Emergency Communication Board meeting.

Interim Administrator Fransen reported working on a schedule for Renae Fry’s first day and that her last day will be next Tuesday.

LISTING OF BILLS
June 11, 2024

4imprint Inc	4,974.77
Advanced Correctional Healthcare Inc	,924.01
Anderson/James Hurd	21,131.88
Central Farm Services	21,306.78
CRK Properties LLC	6,702.64
Fransen HR Consulting LLC	12,570.00
High Point Networks	6,705.00
Ihrke/Laura L	3,725.00
JB Stringer dba Carpe Diem w/Jasmine LL	4,045.00
Jones Haugh & Smith Inc	3,502.87
Loken Excavating & Drainage	5,250.00
Metropolitan Mechanical Contractors Inc	3,838.19

Minnesota Signal LLC	36,200.00
Mn Dept Of Transportation	2,143.32
Operation Parent	7,868.07
Plan It Software LLC	2,500.00
Postmaster - Owatonna	2,042.00
Ramy Turf Products	81,700.60
Rice-Steele 911 Center	4,999.80
Summit Food Services LLC	7,154.69
Tony's Flooring	2,332.00
WHKS & Co	12,874.92
72 Payments less than 2000	<u>26,976.92</u>
Final Total:	289,468.46

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:30 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

June 11, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 4:00 p.m. on June 11, 2024, with Commissioner's Krueger, Brady, Gnemi, and Abbe present, Commissioner Glynn absent. Also present were Human Resources Director Julie Johnson, IT Director Dave Purscell, County Assessor Thomas Reineke, MNPrairie Director Tara Reich, Financial Analyst Jonathan Walstrom, Interim County Administrator Janice Fransen and Executive Assistant Rebecca Kubicek.

Human Resource Director Julie Johnson brought forward the options for the Board to consider in backfilling the HR Director position. The Board discussed the options of posting internally only first, HR Department to do a full search process with recruitment internally and externally or to hire a search firm. Commissioners discussed the options. Currently HR services MNPrairie Human Services. Should Steele County still service them. The two Commissioners for MNPrairie will bring up the topic at their next MNPrairie meeting and bring information back to the full Board. Julie reviewed how to withdraw from the Human Resource Steele County/MNPrairie contract. Bring item back to the Work Session on June 25th.

Glenda Smith, Director of Conventions & Tourism from the Owatonna Chamber of Commerce gave a presentation to the Board. She reviewed the community wide branding initiative from 2023 and provided information on the process. Economic Development and tourism and Owatonna all six logos are used depending on the market. She talked about the 2024 visitor guide. Target Audiences are late 20s to mid-40s, High School Graduates, and 55+.

Meeting was adjourned at 4:30 p.m.

CHAIRMAN

ATTEST: _____
Administrator

14-100-1409	TOLZMAN/THEODORE & VIRGINIA	\$ 87,900	\$ 48,600	\$39,300
15-025-1202	30 AG LLC	\$ 28,300	\$ 28,300	\$0
15-025-1203	30 AG LLC	\$ 297,800	\$ 271,200	\$26,600
15-025-1300	30 AG LLC	\$ 123,800	\$ 123,800	\$0
16-100-2803	WEBER/DEAN R & BRENDA J	\$ 309,600	\$ 309,600	\$0
16-101-2914	CHADWICK/TODD R	\$ 206,600	\$ 206,600	\$0
16-117-0303	PETERSON/TODD	\$ 553,200	\$ 508,400	\$44,800
17-004-3302	55060 STORAGE LLC	\$ 1,442,000	\$ 862,200	\$579,800
17-009-1411	STPJS LLC	\$ 265,000	\$ 229,600	\$35,400
17-009-4103	BOSCH AUTOMOTIVE SERVICE	\$ 5,609,500	\$ 4,204,900	\$1,404,600
17-100-2420	LIMBERG/SCOTT F & LYNN M	\$ 168,200	\$ 158,800	\$9,400
17-100-2420	LIMBERG/SCOTT F & LYNN M	\$ 158,800	\$ 158,800	\$0
17-118-0108	SPITZACK/JESSE P	\$ 190,400	\$ 190,400	\$0
17-148-0204	HEIN/DANIEL P	\$ 205,400	\$ 205,400	\$0
17-155-0103	LAITE/LARAY H	\$ 260,700	\$ 260,700	\$0
17-187-0110	RAICHLE/JEANETTE M	\$ 218,900	\$ 218,900	\$0
17-308-0106	MEYER/DEREK	\$ 217,700	\$ 217,700	\$0
17-308-0120	THOMMES/GERALD A	\$ 212,300	\$ 212,300	\$0
17-316-0113	FAST/YVETTE/&	\$ 211,900	\$ 211,900	\$0
17-509-0102	LA MAIN CAPITAL GROUP LLC	\$ 2,372,500	\$ 2,372,500	\$0
17-571-0118	STRAND/APRIL	\$ 394,800	\$ 394,800	\$0
17-574-0901	WOTTRENG PROPERTIES LLC	\$ 858,500	\$ 721,100	\$137,400
17-582-0405	WOODS/SAMUEL A & ARDIS L	\$ 324,400	\$ 324,400	\$0
17-600-0106	ROETHLER/GLEN D & ELIZABETH A	\$ 457,600	\$ 457,600	\$0
17-632-0105	ADDISON HOLDINGS INC	\$ 290,600	\$ 278,600	\$12,000
17-654-0102	WEBER/COLEMAN & DEJA	\$ 291,700	\$ 287,600	\$4,100

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 7:20 p.m. Ayes all.

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

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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

6/18/24 1:49PM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
301	DEPT			Administration			
	19855 DLT Solutions LLC						
3	10-301-000-0000-6301		3,845.70	AutoCad annual subscription	5238576A	Equip/Software Maint	N
	19855 DLT Solutions LLC		3,845.70	1 Transactions			
	61505 Gopher State One-Call						
8	10-301-000-0000-6260		36.45	May locates	4051476	Consultants/Admin Fee	N
	61505 Gopher State One-Call		36.45	1 Transactions			
301	DEPT Total:		3,882.15	Administration	2 Vendors	2 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	23800 Fastenal Company						
7	10-302-000-0000-6801		55.34	18 pairs of safety gloves	OWA245869	Osha/Safety Supplies	N
	23800 Fastenal Company		55.34	1 Transactions			
	36550 IFACS						
10	10-302-000-0000-6534		148.96	Screws, nuts & washers	5339117	Supplies - Signing	N
	36550 IFACS		148.96	1 Transactions			
	46551 Locators & Supplies Inc						
13	10-302-000-0000-6534		179.95	Power hand level	0314612-IN	Supplies - Signing	N
12	10-302-000-0000-6801		36.00	Safety lime pants (2)	0314612-IN	Osha/Safety Supplies	N
	46551 Locators & Supplies Inc		215.95	2 Transactions			
	9922 Owatonna Ace Hardware						
16	10-302-000-0000-6534		75.97	Acetone & saw blades	379/5	Supplies - Signing	N
	9922 Owatonna Ace Hardware		75.97	1 Transactions			
302	DEPT Total:		496.22	Road & Bridge Maintenance Expense	4 Vendors	5 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	3963 Clean Plus Inc - CPI Divisions						
1	10-304-000-0000-6511		155.70	Dry wyes for shop	2406022	Maint Shop Supplies & Materials	N
	3963 Clean Plus Inc - CPI Divisions		155.70	1 Transactions			
	16480 Crysteel Truck Equipment Inc						
2	10-304-000-0000-6252		875.00	Install blade&wiring kit, unit	L35304A	Contracted Services	N

SBENDORF

6/18/24 1:49PM

10 Road & Bridge Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
16480	Crysteel Truck Equipment Inc		875.00	1 Transactions		
14	1308 Miners's Outdoor & Rec					
	10-304-000-0000-6540	17.99	1 gallon of bar & chain oil	213560	Fuel & Lubricants	N
	1308 Miners's Outdoor & Rec	17.99	1 Transactions			
15	4097 Nuss Truck & Equipment					
	10-304-000-0000-6520	34.04	Mack starter motor, unit#2162	PSO109348-1	Machinery/Vehicle Parts	N
	4097 Nuss Truck & Equipment	34.04	1 Transactions			
17	9376 Trueman Welters Inc					
	10-304-000-0000-6520	360.68	Guage wheel, axle & nut	IE44327	Machinery/Vehicle Parts	N
	9376 Trueman Welters Inc	360.68	1 Transactions			
304	DEPT Total:	1,443.41	Equipment Maintenance & Shops	5 Vendors	5 Transactions	
310	DEPT		Capital Construction			
	22460 Erickson Engineering Co LLC					
4	10-310-000-0000-6262	978.60	Prof services 074-643-010	16581	Sales Tax Consultants	Y
5	10-310-000-0000-6535	104.00	Prof services 074-599-041	16582	Town Bridges	Y
6	10-310-000-0000-6262	3,659.62	Prof services 074-618-031	16613	Sales Tax Consultants	Y
	22460 Erickson Engineering Co LLC	4,742.22	3 Transactions			
9	3832 I & S Group Inc					
	10-310-000-0000-6262	230.00	Prof services 074-649-001	105670	Sales Tax Consultants	Y
	3832 I & S Group Inc	230.00	1 Transactions			
11	9849 LeVander, Gillen & Miller PA					
	10-310-000-0000-6262	1,014.00	Prof services 074-648-007	Stmt 5	Sales Tax Consultants	Y
	9849 LeVander, Gillen & Miller PA	1,014.00	1 Transactions			
18	9895 Westwood Professional Services Inc					
	10-310-000-0000-6262	362.64	Prof services 074-021-006	12406000026	Sales Tax Consultants	N
	9895 Westwood Professional Services Inc	362.64	1 Transactions			
19	4364 WSB & Associates Inc					
	10-310-000-0000-6262	25,005.81	Prof services 074-021-006	1985000027	Sales Tax Consultants	Y
20	10-310-000-0000-6262	363.00	Prof services 074-070-008	2326700010	Sales Tax Consultants	Y

SBENDORF
6/18/24 1:49PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4364	WSB & Associates Inc		25,368.81	2 Transactions		
310	DEPT Total:		31,717.67	Capital Construction	5 Vendors	8 Transactions
10	Fund Total:		37,539.45	Road & Bridge Fund		20 Transactions
	Final Total:		37,539.45	16 Vendors	20 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	37,539.45	Road & Bridge Fund	
	All Funds	37,539.45	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

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on Audit List?: N

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

Save Report Options?: N

SBENDORF

6/18/24 1:48PM

1 General Revenue Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	23225 Fame Awards						
194	01-003-000-0000-6801		24.00	Boardroom name plates-RF, RJ	20240717	General Expense	Y
	23225 Fame Awards		24.00	1 Transactions			
	9964 Knutson/Ronald						
157	01-003-972-0000-6801		119.26	Mileage for AIS training	06/10/2024	Aquatic Invasive Species Grant Expen	N
	9964 Knutson/Ronald		119.26	1 Transactions			
	9173 Madden Galanter Hansen LLP						
37	01-003-000-0000-6194		3,112.40	Mediation/personnel matter	6/6/24	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		3,112.40	1 Transactions			
3	DEPT Total:		3,255.66	County Wide	3 Vendors	3 Transactions	
5	DEPT			Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC						
2	01-005-000-0000-6242		7.35	Synopsis - 4/11/2024	Ad 144723	Publishing	N
	6032 APG Media of Southern Minnesota LLC		7.35	1 Transactions			
5	DEPT Total:		7.35	Board Of Commissioners	1 Vendors	1 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
66	01-013-000-0000-6501		1,229.20	West information charges-May	850253880	Books	N
	70550 Thomson Reuters - West		1,229.20	1 Transactions			
13	DEPT Total:		1,229.20	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	4879 Shred Right						
48	01-031-000-0000-6801		21.26	Shred serv order 0044161-5/30	0025148	General Expense	Y
	4879 Shred Right		21.26	1 Transactions			
31	DEPT Total:		21.26	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			

SBENDORF

6/18/24 1:48PM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
4879	Shred Right					
49	01-032-000-0000-6801	21.27	Shred serv order 0044161-5/30	0025148	General Expense	Y
4879	Shred Right	21.27	1 Transactions			
32	DEPT Total:	21.27	Human Resources	1 Vendors	1 Transactions	
41	DEPT		Auditor			
37025	Innovative Office Solutions LLC					
26	01-041-000-0000-6410	7.56	Legal paper	4556895	Office Supplies	N
37025	Innovative Office Solutions LLC	7.56	1 Transactions			
41	DEPT Total:	7.56	Auditor	1 Vendors	1 Transactions	
44	DEPT		Financial Administrator			
6032	APG Media of Southern Minnesota LLC					
3	01-044-000-0000-6242	387.90	1st half RE taxes -May 2024	Ad 144600	Publishing	N
6032	APG Media of Southern Minnesota LLC	387.90	1 Transactions			
37025	Innovative Office Solutions LLC					
27	01-044-000-0000-6410	7.56	Legal paper	4556895	Office Supplies	N
37025	Innovative Office Solutions LLC	7.56	1 Transactions			
3032	Star Eagle					
203	01-044-000-0000-6242	72.00	1st half RE taxes 5/9 ad	4506	Publishing	N
3032	Star Eagle	72.00	1 Transactions			
44	DEPT Total:	467.46	Financial Administrator	3 Vendors	3 Transactions	
61	DEPT		Information Technology			
18450	Office of MN IT Services					
159	01-061-000-0000-6212	1,100.44	Monthly fee	DV24050395	M-Net Expenses	N
18450	Office of MN IT Services	1,100.44	1 Transactions			
83500	Steele County Highway Dept					
52	01-061-000-0000-6540	11.38	Fuel	2337	Gas & Oil	N
83500	Steele County Highway Dept	11.38	1 Transactions			

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
61	DEPT Total:		Information Technology	2 Vendors	2 Transactions	
62	DEPT		Central Services			
8499	Counties Providing Technology					
15	01-062-000-0000-6301	4,475.00	Gen tech/assist/support-May	2174	Equip/Software Maint	Y
8499	Counties Providing Technology	4,475.00		1 Transactions		
16282	Crosstown Cartage Inc					
17	01-062-000-0000-6801	324.00	Contracted mail services	06/07/2024	General Expense	N
18	01-062-000-0000-6802	85.00	Additional mail services	06/07/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc	409.00		2 Transactions		
9767	UKG Kronos Systems LLC					
71	01-062-000-0000-6301	466.44	HRIS operating cost - May 2024	12257847	Equip/Software Maint	N
70	01-062-000-0000-6301	3,077.14	HRIS operating cost - May 2024	12258371	Equip/Software Maint	N
9767	UKG Kronos Systems LLC	3,543.58		2 Transactions		
62	DEPT Total:	8,427.58	Central Services	3 Vendors	5 Transactions	
91	DEPT		County Attorney			
14420	Culligan Inc					
19	01-091-000-0000-6315	45.70	Water delivery 5/17/24	15133397-05312C	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc	45.70		1 Transactions		
7899	Forbes/Julia					
22	01-091-000-0000-6331	61.64	Mileage-3rd Dist Atty meeting	06/07/2024	Mileage Reimbursement	N
23	01-091-000-0000-6331	24.66	Meal-3rd Dist Atty meeting	06/07/2024	Mileage Reimbursement	N
7899	Forbes/Julia	86.30		2 Transactions		
37025	Innovative Office Solutions LLC					
28	01-091-000-0000-6410	22.82	Name plate - RJarrett	4556722	Office Supplies	N
29	01-091-000-0000-6410	61.92	Pens, markers, note pads, etc	4558147	Office Supplies	N
37025	Innovative Office Solutions LLC	84.74		2 Transactions		
9165	Jarrett/Robert J					
31	01-091-000-0000-6331	27.28	Meal-3rd Dist Atty meeting	06/07/2024	Mileage Reimbursement	Y
9165	Jarrett/Robert J	27.28		1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9816	Pulanco/Aaron					
45	01-091-000-0000-6331		61.64	Mileage - CLE - Rochester	04/26/2024	Mileage Reimbursement N
46	01-091-000-0000-6331		91.12	Mileage - CLE - St. Paul	05/08/2024	Mileage Reimbursement N
47	01-091-000-0000-6331		159.46	Mileage - CLE-St. Paul-3 days	05/21 - 05/23/2024	Mileage Reimbursement N
9816	Pulanco/Aaron		312.22	3 Transactions		
70550	Thomson Reuters - West					
68	01-091-000-0000-6410		102.05	Library plan	850319454	Office Supplies N
67	01-091-000-0000-6410		1,339.23	Westlaw usage - May 2024	85242989	Office Supplies N
70550	Thomson Reuters - West		1,441.28	2 Transactions		
91	DEPT Total:		1,997.52	County Attorney	6 Vendors	11 Transactions
101	DEPT			County Recorder		
84035	Tri-M Graphics					
69	01-101-000-0000-6410		199.93	Replacement seal for stamp	104287	Office Supplies N
206	01-101-000-0000-6410		76.45	Business cards-RKVien	104392	Office Supplies N
84035	Tri-M Graphics		276.38	2 Transactions		
101	DEPT Total:		276.38	County Recorder	1 Vendors	2 Transactions
102	DEPT			Surveyor		
39600	Jones Haugh & Smith Inc					
156	01-102-000-0000-6801		1,472.50	Mtgs, ROW plat #22, CSAH 28	45533	General Expense N
39600	Jones Haugh & Smith Inc		1,472.50	1 Transactions		
102	DEPT Total:		1,472.50	Surveyor	1 Vendors	1 Transactions
103	DEPT			Assessor		
6032	APG Media of Southern Minnesota LLC					
4	01-103-000-0000-6242		3.08	Quintile reassessment	12944-0424	Publishing N
6032	APG Media of Southern Minnesota LLC		3.08	1 Transactions		
3693	Loffler Companies Inc					
36	01-103-000-0000-6410		44.89	Assessor copier	4711526	Office Supplies N
3693	Loffler Companies Inc		44.89	1 Transactions		
83500	Steele County Highway Dept					

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
53	01-103-000-0000-6540		132.91	Fuel	2336	Gas & Oil	N
83500	Steele County Highway Dept		132.91	1 Transactions			
103	DEPT Total:		180.88	Assessor	3 Vendors	3 Transactions	
104	DEPT			GIS			
9965	Ellingson/Alison						
20	01-104-000-0000-6330		536.95	Airfare - ESRI conference	July 14-19, 2024	Travel Expenses	N
21	01-104-000-0000-6330		1,497.90	Lodging - ESRI conference	July 14-19, 2024	Travel Expenses	N
9965	Ellingson/Alison		2,034.85	2 Transactions			
104	DEPT Total:		2,034.85	GIS	1 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
139	01-105-000-0000-6242		4.20	Public notice - weed control	13008-0524	Publishing	N
6032	APG Media of Southern Minnesota LLC		4.20	1 Transactions			
13000	City Of Blooming Prairie						
14	01-105-000-0000-6805		425.26	Bldg permit reimb - May	June 2024	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie		425.26	1 Transactions			
51300	Metro Sales Inc						
40	01-105-000-0000-6410		240.38	Copier contract	INV2538685	Office Supplies	N
51300	Metro Sales Inc		240.38	1 Transactions			
83500	Steele County Highway Dept						
151	01-105-000-0000-6540		57.69	Fuel	2331	Gas & Oil	N
83500	Steele County Highway Dept		57.69	1 Transactions			
105	DEPT Total:		727.53	Planning & Zoning	4 Vendors	4 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
138	01-111-044-0000-6300		85.00	Rekey master cylinder, cut key	3580	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		85.00	1 Transactions			
6980	Block Plumbing & Heating Inc						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
140	01-111-044-0000-6300	9.98	Wax rings	68154	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc	9.98	1 Transactions			
8251	BRN Lawn & Landscape LLC					
5	01-111-040-0000-6380	720.00	Weekly mow & trim - Admin	2995	Grounds Maintenance	Y
6	01-111-041-0000-6380	300.00	Weekly mow & trim - Annex	2995	Grounds Maintenance	Y
7	01-111-042-0000-6380	280.00	Weekly mow & trim - CH	2995	Grounds Maintenance	Y
8	01-111-043-0000-6380	120.00	Weekly mow & trim - Atty	2995	Grounds Maintenance	Y
9	01-111-044-0000-6380	620.00	Weekly mow & trim - DC	2995	Grounds Maintenance	Y
10	01-111-049-0000-6380	180.00	Weekly mow & trim - Alex	2995	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC	2,220.00	6 Transactions			
8288	Four Seasons Electric					
24	01-111-040-0000-6300	646.32	Emergency lighting inverters-3	13703	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric	646.32	1 Transactions			
988	Jetter Clean Inc					
141	01-111-042-0000-6300	375.00	Unclog & clean pipes	OWT12839	Bldg Repairs & Maintenance	N
988	Jetter Clean Inc	375.00	1 Transactions			
9161	Kraft Mechanical LLC					
33	01-111-044-0000-6300	3,848.00	Preventative maint contract	35118	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC	3,848.00	1 Transactions			
52550	MEI Total Elevator Solutions					
142	01-111-042-0000-6300	191.76	Monthly service - May	1071396	Bldg Repairs & Maintenance	N
38	01-111-040-0000-6300	205.38	Monthly service - June	1076301	Bldg Repairs & Maintenance	N
39	01-111-042-0000-6300	191.76	Monthly service - June	1076302	Bldg Repairs & Maintenance	N
52550	MEI Total Elevator Solutions	588.90	3 Transactions			
9683	Northland Pest Control					
144	01-111-043-0000-6300	75.00	Pest control - June	14923	Bldg Repairs & Maintenance	Y
145	01-111-042-0000-6300	105.00	Pest control - June	14924	Bldg Repairs & Maintenance	Y
146	01-111-041-0000-6300	85.00	Pest control - June	14930	Bldg Repairs & Maintenance	Y
143	01-111-040-0000-6300	65.00	Pest control - June	14931	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control	330.00	4 Transactions			
7796	Ripple/Mary					
148	01-111-000-0000-6331	55.02	84 mi x .655 Dec 2023	June 2024	Mileage Reimbursement	N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
190	01-111-000-0000-6331	78.79	117.6 mi @ .67 Jan-Feb 2024	June 2024	Mileage Reimbursement	N
7796	Ripple/Mary	133.81	2 Transactions			
74005	Sherwin-Williams Company					
149	01-111-049-0000-6300	52.59	Gallon of paint	0939-8	Bldg Repairs & Maintenance	N
150	01-111-049-0000-6300	9.40	Spackling paste	0940-6	Bldg Repairs & Maintenance	N
74005	Sherwin-Williams Company	61.99	2 Transactions			
83500	Steele County Highway Dept					
54	01-111-000-0000-6562	280.06	Fuel	2334	Fuel And Gas	N
83500	Steele County Highway Dept	280.06	1 Transactions			
85167	Stewart Sanitation					
58	01-111-040-0000-6300	196.98	Trash/recycling - Admin	854094	Bldg Repairs & Maintenance	N
59	01-111-041-0000-6300	89.39	Trash/recycling - Annex	854347	Bldg Repairs & Maintenance	N
61	01-111-042-0000-6300	86.67	Trash/recycling - CH	854350	Bldg Repairs & Maintenance	N
62	01-111-043-0000-6300	64.27	Trash/recycling - Atty	854350	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	437.31	4 Transactions			
3452	Temple Electric Motor Service Inc					
152	01-111-044-0000-6300	242.50	Pressure washer parts	RI-2864	Bldg Repairs & Maintenance	N
3452	Temple Electric Motor Service Inc	242.50	1 Transactions			
9183	Van Meter Inc					
153	01-111-040-0000-6300	8.44	Light switch	SO13313427.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc	8.44	1 Transactions			
111	DEPT Total:	9,267.31	Buildings & Grounds	14 Vendors	29 Transactions	
121	DEPT		Veteran Service			
2072	Gilormini/Rene					
195	01-121-000-0000-6330	72.36	Mileage & meal-CVSO conference	06132024	Travel Expenses	N
196	01-121-000-0000-6330	808.14	Lodging - Co Vets conference	09152024	Travel Expenses	N
2072	Gilormini/Rene	880.50	2 Transactions			
83500	Steele County Highway Dept					
55	01-121-000-0000-6540	182.25	Fuel	2328	Gas & Oil	N
83500	Steele County Highway Dept	182.25	1 Transactions			

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
121	DEPT Total:		1,062.75	Veteran Service	2 Vendors	3 Transactions		
201	DEPT			Sheriff				
	1967 BATTERIES PLUS BULBS							
191	01-201-000-0000-6410		33.60	Batteries	P73596166	Office Supplies		Y
	1967 BATTERIES PLUS BULBS		33.60		1 Transactions			
	8199 Buck/Caleb							
192	01-201-000-0000-6330		15.93	Meal-K9 legal updates training	05/21/2024	Travel Expenses		N
193	01-201-000-0000-6330		11.59	Meal-K9 legal updates training	05/22/2024	Travel Expenses		N
	8199 Buck/Caleb		27.52		2 Transactions			
	37025 Innovative Office Solutions LLC							
30	01-201-000-0000-6410		50.52	Binders	4557034	Office Supplies		N
	37025 Innovative Office Solutions LLC		50.52		1 Transactions			
	5487 LexisNexis Risk Data Management							
35	01-201-000-0000-6425		200.00	Searches/reports - May 2024	1035910-2024053	Investigation Expense		N
	5487 LexisNexis Risk Data Management		200.00		1 Transactions			
	18450 Office of MN IT Services							
198	01-201-000-0000-6210		175.07	Sheriff telecom - May 2024	W24050575	Telephone		N
	18450 Office of MN IT Services		175.07		1 Transactions			
	61520 Owatonna Motor Company							
201	01-201-000-0119-6320		1,623.55	Repair wheel, door shell	712012	Squad 7401 Maintenance		N
202	01-201-000-0119-6320		89.95	Front wheel alignment	714210	Squad 7401 Maintenance		N
	61520 Owatonna Motor Company		1,713.50		2 Transactions			
	83500 Steele County Highway Dept							
56	01-201-000-0000-6562		5,875.58	Fuel	2335	Gas & Oil Squads		N
	83500 Steele County Highway Dept		5,875.58		1 Transactions			
	3050 Tactical Solutions							
64	01-201-000-0000-6211		862.00	Certifications-radar & laser	10176	Radio-Computers-Cameras		N
	3050 Tactical Solutions		862.00		1 Transactions			
	3452 Temple Electric Motor Service Inc							
204	01-201-297-0000-6301		111.00	Parts-motor & conduit box	S2048	T BI Pr-Equipment Repairs		N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
3452	Temple Electric Motor Service Inc		111.00	1 Transactions		
5594	Water Systems Company					
72	01-201-000-0000-6410		19.60	5 gallon water - 2 count	709943	Office Supplies N
73	01-201-000-0000-6410		8.95	Monthly fee - June 2024	722558	Office Supplies N
5594	Water Systems Company		28.55	2 Transactions		
201	DEPT Total:		9,077.34	Sheriff	10 Vendors	13 Transactions
204	DEPT			Sheriff Boat & Water Enf		
15550	Court Sports And More Inc					
16	01-204-000-0000-6410		50.00	Remove old patches, replace	1962	Supplies N
15550	Court Sports And More Inc		50.00	1 Transactions		
204	DEPT Total:		50.00	Sheriff Boat & Water Enf	1 Vendors	1 Transactions
208	DEPT			Coroner		
50965	Meger Funeral Home Inc					
79	01-208-000-0000-6801		150.00	Removal/transport - JO'Brien	SC2024.02	General Expense Y
80	01-208-000-0000-6801		150.00	Removal/transport - CMacht	SC2024.03	General Expense Y
50965	Meger Funeral Home Inc		300.00	2 Transactions		
4229	Moore Md/Kellyanna J					
158	01-208-000-0000-6801		3,864.24	Coroner service - June	June 2024	General Expense 6
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions		
208	DEPT Total:		4,164.24	Coroner	2 Vendors	3 Transactions
251	DEPT			Jail		
18450	Office of MN IT Services					
160	01-251-000-0000-6211		42.50	Fiber management fee	DV24050395	Radio - Computers - Cameras N
200	01-251-000-0000-6410		91.07	Jail telecom - May 2024	W24050575	Office Supplies N
18450	Office of MN IT Services		133.57	2 Transactions		
3248	Personnel Evaluation, Inc					
161	01-251-000-0000-6196		75.00	Personnel eval - CO, KF, AW	51666	Employee Phys And Exams 6
3248	Personnel Evaluation, Inc		75.00	1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
83500	Steele County Highway Dept					
162	01-251-000-0000-6562		533.16	Fuel	2330	Gas & Oil N
83500	Steele County Highway Dept		533.16	1 Transactions		
85167	Stewart Sanitation					
163	01-251-000-0000-6254		262.86	Waste pick up 6/1 - 6/31/24	854091	Garbage Disposal N
85167	Stewart Sanitation		262.86	1 Transactions		
85300	Streichers Inc					
164	01-251-000-0000-6192		407.92	Employee uniforms-KFlynn	I1703350	Uniform Allowance N
165	01-251-000-0000-6192		23.98	Employee uniforms-KFlynn	I1703698	Uniform Allowance N
85300	Streichers Inc		431.90	2 Transactions		
8247	Summit Food Services LLC					
166	01-251-000-0000-6441		3,460.80	Inmate meals 5/25 - 5/31/24	INV2000209122	Prisoner Meals N
8247	Summit Food Services LLC		3,460.80	1 Transactions		
618	Turnkey Corrections					
167	01-251-000-0000-6418		42.63	Indigent fees	11583	Lock-Up Supplies N
618	Turnkey Corrections		42.63	1 Transactions		
251	DEPT Total:		4,939.92	Jail	7 Vendors	9 Transactions
252	DEPT			Community Corrections		
4064	Alcohol Monitoring System Inc					
1	01-252-000-0000-6274		1,283.10	SCRAM monitoring fee	312843	Scram Monitoring N
4064	Alcohol Monitoring System Inc		1,283.10	1 Transactions		
37025	Innovative Office Solutions LLC					
197	01-252-000-0000-6410		26.83	Portfolio & notepads	4562610	Office Supplies N
37025	Innovative Office Solutions LLC		26.83	1 Transactions		
6821	KEYSTONE INTERPRETING SOLUTIONS IN					
32	01-252-000-0000-6284		372.00	Translator services	M11-00002	Interpreter Services N
6821	KEYSTONE INTERPRETING SOLUTIONS IN		372.00	1 Transactions		
6884	Language Line Services Inc					
34	01-252-000-0000-6284		452.67	Translator services	11314724	Interpreter Services Y

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
6884	Language Line Services Inc		452.67	1 Transactions		
51300	Metro Sales Inc					
41	01-252-000-0000-6410		165.85	Copier	INV2538699	Office Supplies N
51300	Metro Sales Inc		165.85	1 Transactions		
5830	Midwest Monitoring & Surveillance					
43	01-252-000-0000-6270		537.55	Lab svc & testing supplies-May	DT0524109	Chemical Testing Y
5830	Midwest Monitoring & Surveillance		537.55	1 Transactions		
4879	Shred Right					
50	01-252-000-0000-6410		42.53	Paper shredding	25147	Office Supplies Y
4879	Shred Right		42.53	1 Transactions		
83500	Steele County Highway Dept					
57	01-252-000-0000-6540		110.75	Fuel	2327	Gas & Oil N
83500	Steele County Highway Dept		110.75	1 Transactions		
252	DEPT Total:		2,991.28	Community Corrections	8 Vendors	8 Transactions
253	DEPT			Law Enforcement Center		
8251	BRN Lawn & Landscape LLC					
12	01-253-000-0000-6304		135.00	Weekly mow & trim - LEC	2995	Contract Services/Bldg Mtce Y
8251	BRN Lawn & Landscape LLC		135.00	1 Transactions		
3832	I & S Group Inc					
25	01-253-000-0000-6600		398.75	LEC generator upgrade-May	105513	Capital Outlay Y
3832	I & S Group Inc		398.75	1 Transactions		
18450	Office of MN IT Services					
199	01-253-000-0000-6211		77.85	LEC telecom - May 2024	W24050575	Radio And Telephone N
18450	Office of MN IT Services		77.85	1 Transactions		
4879	Shred Right					
51	01-253-000-0000-6254		53.70	Paper shredding	25149	Garbage Disposal Y
4879	Shred Right		53.70	1 Transactions		
85167	Stewart Sanitation					
63	01-253-000-0000-6254		83.24	Garbage pick up	854093	Garbage Disposal N

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
85167	Stewart Sanitation					
		83.24		1 Transactions		
4753	Terminix Commercial					
205	01-253-000-0000-6304	40.00	General pest control	244316	Contract Services/Bldg Mtce	N
4753	Terminix Commercial	40.00		1 Transactions		
87305	Thompson Sanitation					
65	01-253-000-0000-6254	17.50	Cardboard recycling	67860	Garbage Disposal	N
87305	Thompson Sanitation	17.50		1 Transactions		
253	DEPT Total:	806.04	Law Enforcement Center	7 Vendors	7 Transactions	
281	DEPT		Emergency Management			
51300	Metro Sales Inc					
42	01-281-000-0000-6251	30.43	Copier fee	INV2539250	Other Administrative Costs	N
51300	Metro Sales Inc	30.43		1 Transactions		
281	DEPT Total:	30.43	Emergency Management	1 Vendors	1 Transactions	
481	DEPT		Public Health Nursing			
115	Aaseth/Amber					
168	01-481-465-6056-6331	12.43	Mileage - May 2024	June 2024	Mileage Reimbursement	N
115	Aaseth/Amber	12.43		1 Transactions		
8204	Adams/Penny					
169	01-481-460-6009-6331	63.99	Mileage - May 2024	June 2024	Mileage Reimbursement	N
8204	Adams/Penny	63.99		1 Transactions		
9630	Alvarado/Gabrielle					
170	01-481-461-6066-6331	90.10	Mileage - May 2024	June 2024	Mileage Reimbursement	N
9630	Alvarado/Gabrielle	90.10		1 Transactions		
2574	Archambault/Kristi					
171	01-481-460-6009-6331	107.20	Mileage - May 2024	June 2024	Mileage Reimbursement	N
2574	Archambault/Kristi	107.20		1 Transactions		
8783	Availity LLC					
123	01-481-460-6009-6383	20.00	Medicare billing charges	INV01165818	Contract Services	N

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8783 Availity LLC		20.00	1 Transactions		
7 Bartsch/Christine					
172 01-481-460-6009-6331		105.19	Mileage - May 2024	June 2024	Mileage Reimbursement N
7 Bartsch/Christine		105.19	1 Transactions		
8486 Baumgartner/Ann					
173 01-481-460-6009-6331		16.75	Mileage - May 2024	June 2024	Mileage Reimbursement N
8486 Baumgartner/Ann		16.75	1 Transactions		
9413 Benson/Robert					
174 01-481-460-6009-6331		67.80	Mileage - May 2024	June 2024	Mileage Reimbursement N
9413 Benson/Robert		67.80	1 Transactions		
6267 Brinkman/Stacie Lynn					
177 01-481-461-6025-6331		37.03	Mileage - May 2024	June 2024	Mileage Reimbursement N
175 01-481-461-6030-6331		7.78	Mileage - May 2024	June 2024	Mileage Reimbursement N
176 01-481-461-6059-6331		11.11	Mileage - May 2024	June 2024	Mileage Reimbursement N
6267 Brinkman/Stacie Lynn		55.92	3 Transactions		
10084 Cardinal Health 110 LLC					
124 01-481-462-6047-6434		184.35	Tubersol - 20 doses	7375832947	Medical Supplies Y
10084 Cardinal Health 110 LLC		184.35	1 Transactions		
10018 CDW Goverment Inc					
13 01-481-465-6064-6480		7,406.20	Headsets for PH	1CF0ZKC	Non Capitalized Inventory N
10018 CDW Goverment Inc		7,406.20	1 Transactions		
12590 Christenson/Yukari					
178 01-481-460-6009-6331		70.35	Mileage - May 2024	June 2024	Mileage Reimbursement N
12590 Christenson/Yukari		70.35	1 Transactions		
8789 Dahle/Teya F					
125 01-481-461-6034-6261		75.00	Reflective consultation	1574	Conference & Training Y
126 01-481-461-6059-6261		75.00	Reflective consultation	1574	Conference & Training Y
8789 Dahle/Teya F		150.00	2 Transactions		
9892 Haroldson/Julie					
179 01-481-460-6009-6331		19.43	Mileage - May 2024	June 2024	Mileage Reimbursement 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
9892	Haroldson/Julie		19.43	1 Transactions		
8389	Healthcare First					
127	01-481-460-6009-6383		111.02	HHCAHPS survey	INV5448652	Contract Services N
8389	Healthcare First		111.02	1 Transactions		
9963	Hoffmann/Jesse					
128	01-481-465-6064-6464		300.00	Water bottle etching	001	General Supplies & Outreach Y
9963	Hoffmann/Jesse		300.00	1 Transactions		
37025	Innovative Office Solutions LLC					
129	01-481-000-0000-6410		5.35	Batteries	4558242	Office Supplies N
37025	Innovative Office Solutions LLC		5.35	1 Transactions		
9962	Jason Lennox LLC					
130	01-481-465-6064-6464		4,200.00	Speaker for 9/19/24 event	SC-001	General Supplies & Outreach Y
9962	Jason Lennox LLC		4,200.00	1 Transactions		
3256	Kofstad/Melissa					
180	01-481-460-6012-6331		30.82	Mileage - May 2024	June 2024	Mileage Reimbursement N
3256	Kofstad/Melissa		30.82	1 Transactions		
9867	Lieske/Michelle					
181	01-481-460-6009-6331		68.34	Mileage - May 2024	June 2024	Mileage Reimbursement N
9867	Lieske/Michelle		68.34	1 Transactions		
46450	Little Professor Books Center					
131	01-481-465-6064-6464		1,659.04	Library books for work force	6624	General Supplies & Outreach G
46450	Little Professor Books Center		1,659.04	1 Transactions		
5754	McMann/Katy					
182	01-481-460-6009-6331		34.84	Mileage - May 2024	June 2024	Mileage Reimbursement N
5754	McMann/Katy		34.84	1 Transactions		
9616	Parrott & Smith LLC					
132	01-481-461-6066-6341		265.00	Rent - June	June 2024	Office Rent 1
9616	Parrott & Smith LLC		265.00	1 Transactions		
2587	Piepho/Nancy June					

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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	
183	01-481-461-6034-6331		Mileage - May 2024	June 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June	13.26				
		13.26	1 Transactions			
9903	Rindfleisch/Ethan					
184	01-481-461-6032-6331	36.85	Mileage - May 2024	June 2024	Mileage Reimbursement	N
9903	Rindfleisch/Ethan	36.85				
			1 Transactions			
9761	Robran/Brianna					
185	01-481-460-6012-6331	12.06	Mileage - May 2024	June 2024	Mileage Reimbursement	N
9761	Robran/Brianna	12.06				
			1 Transactions			
77316	Schroeder/Greg					
134	01-481-460-6009-6331	32.16	Mileage - May 2024	June 2024	Mileage Reimbursement	Y
133	01-481-460-6009-6383	959.18	Physical therapist - May 2024	June 2024	Contract Services	Y
77316	Schroeder/Greg	991.34				
			2 Transactions			
83500	Steele County Highway Dept					
135	01-481-465-6057-6540	151.60	Fuel - County car - May 2024	2332	Gas & Oil	N
83500	Steele County Highway Dept	151.60				
			1 Transactions			
9818	Steinberg/Meagan					
187	01-481-461-6030-6331	1.36	Mileage - April 2024	June 2024	Mileage Reimbursement	N
186	01-481-461-6034-6331	22.78	Mileage - May 2024	June 2024	Mileage Reimbursement	N
9818	Steinberg/Meagan	24.14				
			2 Transactions			
9354	Straight River Taxi					
136	01-481-460-6012-6465	60.00	Client taxi service	168420	Patient Supplies & Services	N
9354	Straight River Taxi	60.00				
			1 Transactions			
90165	UC Lab					
137	01-481-463-6049-6322	390.87	Well water testing	120311	Well Water Service Agreements	N
90165	UC Lab	390.87				
			1 Transactions			
9811	Vargas/Ruby					
188	01-481-460-6009-6331	4.02	Mileage - May 2024	June 2024	Mileage Reimbursement	N
9811	Vargas/Ruby	4.02				
			1 Transactions			
4100	Wencl/Dianne Marie					
189	01-481-460-6009-6331	12.06	Mileage - May 2024	June 2024	Mileage Reimbursement	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
4100 Wencil/Dianne Marie		12.06	1 Transactions		
481 DEPT Total:		16,740.32	Public Health Nursing	33 Vendors	38 Transactions
502 DEPT			Steele Co Community Ctr		
8251 BRN Lawn & Landscape LLC					
11 01-502-000-0000-6380		140.00	Weekly mow & trim - CommCtr	2995	Grounds Maintenance Y
8251 BRN Lawn & Landscape LLC		140.00	1 Transactions		
9683 Northland Pest Control					
147 01-502-000-0000-6300		65.00	Pest control - June	14921	Bldg Repairs & Maintenance Y
9683 Northland Pest Control		65.00	1 Transactions		
8253 Owatonna Filters					
44 01-502-000-0000-6300		189.00	Filters	5096	Bldg Repairs & Maintenance Y
8253 Owatonna Filters		189.00	1 Transactions		
85167 Stewart Sanitation					
60 01-502-000-0000-6300		38.90	Trash/recycling - Comm Ctr	854348	Bldg Repairs & Maintenance N
85167 Stewart Sanitation		38.90	1 Transactions		
502 DEPT Total:		432.90	Steele Co Community Ctr	4 Vendors	4 Transactions
521 DEPT			Park And Recreation		
8251 BRN Lawn & Landscape LLC					
74 01-521-000-0000-6304		610.00	Beaver Lake mowings - May	2993	Lawn Mowing Contract Y
75 01-521-000-0000-6304		200.00	Canoe landing mowings - May	2994	Lawn Mowing Contract Y
8251 BRN Lawn & Landscape LLC		810.00	2 Transactions		
9922 Owatonna Ace Hardware					
81 01-521-000-0000-6823		27.98	Toilet plungers	363/5	Beaver Lake N
9922 Owatonna Ace Hardware		27.98	1 Transactions		
9710 Owatonna Groundsmasters					
82 01-521-000-0000-6823		228.00	Beaver Lake mosquito spraying	18153	Beaver Lake N
9710 Owatonna Groundsmasters		228.00	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
86	01-521-000-0000-6261		238.44	MSHA training - 3 employees	2338	Conference & Training N
84	01-521-000-0000-6540		149.58	Fuel	2338	Gas & Oil N
83500	Steele County Highway Dept		388.02	2 Transactions		
87305	Thompson Sanitation					
88	01-521-000-0000-6823		190.27	Beaver Lake dumpster	67273	Beaver Lake N
87305	Thompson Sanitation		190.27	1 Transactions		
521	DEPT Total:		1,644.27	Park And Recreation	5 Vendors	7 Transactions
550	DEPT			Four Seasons		
8866	Diverse Construction Services LLC					
76	01-550-000-0000-6410		1,900.00	Repair roof leaks	3317	Operating Supplies - Contracts N
8866	Diverse Construction Services LLC		1,900.00	1 Transactions		
33550	Hillyard - Hutchinson					
77	01-550-000-0000-6410		438.18	Toilet paper, roll towels	605501977	Operating Supplies - Contracts N
78	01-550-000-0000-6410		85.64	Base board stripper	605507111	Operating Supplies - Contracts N
33550	Hillyard - Hutchinson		523.82	2 Transactions		
77390	Schilling Supply Company					
83	01-550-000-0000-6410		213.98	Urinal screens, soap,air fresh	965167-00	Operating Supplies - Contracts N
77390	Schilling Supply Company		213.98	1 Transactions		
83500	Steele County Highway Dept					
85	01-550-000-0000-6410		101.10	Hearing tests	2338	Operating Supplies - Contracts N
83500	Steele County Highway Dept		101.10	1 Transactions		
85167	Stewart Sanitation					
87	01-550-000-0000-6254		134.47	Monthly garbage	854070	Garbage Disposal N
85167	Stewart Sanitation		134.47	1 Transactions		
550	DEPT Total:		2,873.37	Four Seasons	5 Vendors	6 Transactions
602	DEPT			Co-Op Extension		
8815	Amazon Capital Services Inc					
154	01-602-000-0000-6410		64.35	Anti fatigue mat	1KF7-QYM7-HQ64	Office Supplies N

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1 General Revenue Fund

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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
8815	Amazon Capital Services Inc		64.35	1 Transactions		
14420	Culligan Inc					
155	01-602-000-0000-6410		60.17	Water & cooler rent - June	15396671-05312C	Office Supplies
14420	Culligan Inc		60.17	1 Transactions		N
602	DEPT Total:		124.52	Co-Op Extension	2 Vendors	2 Transactions
1	Fund Total:		75,443.51	General Revenue Fund		172 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	
11	DEPT		District Court Admin.			
	3832 I & S Group Inc					
90	38-011-000-0000-6600		Courthouse chiller replacement	103095	Capital Outlay - District Court	Y
91	38-011-000-0000-6600		Courthouse prkg lot - May	105505	Capital Outlay - District Court	Y
118	38-011-000-0000-6600		CH chiller replacement-May	105570	Capital Outlay - District Court	Y
117	38-011-000-0000-6600		CH generator replacement-May	105575	Capital Outlay - District Court	Y
	3832 I & S Group Inc		4 Transactions			
	9338 JD DRIVER LTD					
89	38-011-000-0000-6600		Courthouse HVAC - final	7	Capital Outlay - District Court	N
	9338 JD DRIVER LTD		1 Transactions			
11	DEPT Total:		District Court Admin.	2 Vendors	5 Transactions	
111	DEPT		Buildings & Grounds			
	3832 I & S Group Inc					
92	38-111-040-0000-6600		Admin prkg lot - May	105506	Capital Outlay - SCAC	Y
	3832 I & S Group Inc		1 Transactions			
	5889 Wold Architects and Engineers					
95	38-111-045-0000-6600		New Comm Corr fac bill - May	93536	Capital Outlay - CCA Bldg	Y
96	38-111-049-0000-6600		Maint facility quote pkg-May	93687	Capital Outlay - B&G Shop	Y
	5889 Wold Architects and Engineers		2 Transactions			
111	DEPT Total:		Buildings & Grounds	2 Vendors	3 Transactions	
201	DEPT		Sheriff			
	8087 Braun Intertec Eng Inc					
116	38-201-000-0000-6600		Sheriff addn bill thru 6/7	B388958	Capital Outlay - Sheriff	Y
	8087 Braun Intertec Eng Inc		1 Transactions			
	9138 ICS Consulting LLC					
93	38-201-000-0000-6600		Sheriff addn bill thru May	11302	Capital Outlay - Sheriff	Y
	9138 ICS Consulting LLC		1 Transactions			
	5889 Wold Architects and Engineers					
94	38-201-000-0000-6600		DC/Sheriff reno bill thru May	93576	Capital Outlay - Sheriff	Y

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38 Capital Outlay Fund

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Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
5889	Wold Architects and Engineers		6,274.42		1 Transactions		
201	DEPT Total:		15,574.42	Sheriff	3 Vendors		3 Transactions
38	Fund Total:		487,541.15	Capital Outlay Fund			11 Transactions

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53 Landfill 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
398	DEPT		Landfill			
9087	7 Rivers Recycling LLC					
115	53-398-000-0000-6304		3,619.19	138 mattresses/box springs	9017	Contract Services Y
9087	7 Rivers Recycling LLC		3,619.19	1 Transactions		
5465	B To Z Hardware					
97	53-398-000-0000-6301		89.94	Kleenex	B366756	Equip Repairs N
98	53-398-000-0000-6410		37.56	Ear protection	B366911	Office Supplies N
5465	B To Z Hardware		127.50	2 Transactions		
11215	Central Farm Services					
99	53-398-000-0000-6540		774.12	250 gals diesel	27052	Machine Fuel N
100	53-398-000-0000-6540		1,314.95	425 gals diesel	27070	Machine Fuel N
101	53-398-000-0000-6540		1,748.11	565 gals diesel	27119	Machine Fuel N
102	53-398-000-0000-6540		1,253.10	300 gals diesel, 100 unleaded	27152	Machine Fuel N
103	53-398-000-0000-6540		1,092.81	365 gals diesel	27176	Machine Fuel N
11215	Central Farm Services		6,183.09	5 Transactions		
14420	Culligan Inc					
104	53-398-000-0000-6304		12.94	Cooler rental	4424498	Contract Services N
105	53-398-000-0000-6304		37.15	Softener rental	4442384	Contract Services N
106	53-398-000-0000-6304		39.99	Softener rental	4444169	Contract Services N
14420	Culligan Inc		90.08	3 Transactions		
16750	Curt's Truck & Diesel Svc					
107	53-398-000-0000-6301		84.87	Seal	249694	Equip Repairs N
16750	Curt's Truck & Diesel Svc		84.87	1 Transactions		
51295	Metal Services Of Blooming Prairie Inc					
108	53-398-000-0000-6301		1,075.49	Hitch repair on payloador	115029	Equip Repairs N
51295	Metal Services Of Blooming Prairie Inc		1,075.49	1 Transactions		
51630	Mike's Repair					
109	53-398-000-0000-6301		413.99	Tire repair	106178	Equip Repairs Y
51630	Mike's Repair		413.99	1 Transactions		
4097	Nuss Truck & Equipment					
110	53-398-000-0000-6301		10,444.72	Repair mack truck	SWO026343-1	Equip Repairs N

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53 Landfill 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		
4097	Nuss Truck & Equipment		10,444.72		1 Transactions			
8432	Prime Garage Doors & More LLC							
111	53-398-000-0000-6300		260.00	Repair door	11435	Bldg Repairs & Maintenance		N
8432	Prime Garage Doors & More LLC		260.00		1 Transactions			
83500	Steele County Highway Dept							
112	53-398-000-0000-6301		4,819.30	Work roll off & tank truck	2329	Equip Repairs		N
113	53-398-000-0000-6542		134.80	Hearing test	2329	Testing & Monitoring		N
83500	Steele County Highway Dept		4,954.10		2 Transactions			
85167	Stewart Sanitation							
114	53-398-000-0000-6544		1,642.68	Waste treatment plant	854389	Leachate Treatment		N
85167	Stewart Sanitation		1,642.68		1 Transactions			
398	DEPT Total:		28,895.71	Landfill	11 Vendors		19 Transactions	
53	Fund Total:		28,895.71	Landfill Fund			19 Transactions	

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70 Tax Collections Fund

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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	
0	DEPT			...			
	6032 APG Media of Southern Minnesota LLC						
207	70-000-000-0000-2162		19.60	Notice-Exp of Redemption	Ad 1398920	Unapporitioned Rev Sale Forfeited Lan	N
	6032 APG Media of Southern Minnesota LLC		19.60	1 Transactions			
	91 Sheriff Of Steele County						
119	70-000-000-0000-2162		68.02	Notice of Exp-Forti 172650002	202400657	Unapporitioned Rev Sale Forfeited Lan	N
120	70-000-000-0000-2162		68.02	Not of Exp-Renchin 175190323	202400658	Unapporitioned Rev Sale Forfeited Lan	N
121	70-000-000-0000-2162		68.02	Notice of Exp-Larson 020143401	202400659	Unapporitioned Rev Sale Forfeited Lan	N
122	70-000-000-0000-2162		68.02	Notice of Exp-Skow 141000911	202400660	Unapporitioned Rev Sale Forfeited Lan	N
	91 Sheriff Of Steele County		272.08	4 Transactions			
0	DEPT Total:		291.68	...	2 Vendors	5 Transactions	
70	Fund Total:		291.68	Tax Collections Fund		5 Transactions	
	Final Total:		592,172.05	153 Vendors	207 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	75,443.51	General Revenue Fund	
	38	487,541.15	Capital Outlay Fund	
	53	28,895.71	Landfill Fund	
	70	291.68	Tax Collections Fund	
	All Funds	592,172.05	Total	Approved by,
				
				

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/29/24	501	01-111-050-0000-6347 Enterprise Fleet Leasing	6,967.92	D	Lease Fees SCAC - Feb 2024	Enterprise			1
2	2/29/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	369.04	D	Maintenance Fees - Feb 2024	Enterprise			1
3	2/29/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	51.54	D	Unit 19104 - Oil Change	Enterprise			1
4	2/29/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	32.00	D	Unit 18102 - DMV Tab Renewal	Enterprise			1
5	2/29/24	501	01-000-000-0000-1001 Cash	7,420.50	C	SCAC Fleet Charges - Feb 24	Enterprise			1
6	2/29/24	501	01-251-000-0000-6320 Vehicle Maintenance	30.00	D	Maintenance Fees - Feb 2024	Enterprise			1
7	2/29/24	501	01-251-000-0000-6320 Vehicle Maintenance	1,000.48	D	Unit 18202 - Strut/Pump/Sensor	Enterprise			1
8	2/29/24	501	01-251-000-0000-6320 Vehicle Maintenance	453.05	D	Unit 19205 - Oil/Battery/Wiper	Enterprise			1
9	2/29/24	501	01-201-000-0000-6347 Enterprise Fleet Leasing	1,827.89	D	Lease Fees DC - Feb 2024	Enterprise			1
10	2/29/24	501	01-201-000-0000-6347 Enterprise Fleet Leasing	8,547.54	D	Lease Fees Sheriff - Feb 2024	Enterprise			1
11	2/29/24	501	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
12	2/29/24	501	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
13	2/29/24	501	01-201-000-0103-6320 Squad 7410 Maintenance	48.04	D	Oil change	Enterprise			1
14	2/29/24	501	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
15	2/29/24	501	01-201-000-0104-6320 Squad 7404 Maintenance	70.20	D	Oil change & Washer fluid	Enterprise			1
16	2/29/24	501	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
17	2/29/24	501	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
18	2/29/24	501	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
19	2/29/24	501	01-201-000-0107-6320 Squad 7407 Maintenance	158.02	D	Cabin air filter & Headlamp	Enterprise			1
20	2/29/24	501	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/29/24	501	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
22	2/29/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
23	2/29/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	816.99	D	Brake Rotor/Disc & Brake pads	Enterprise			1
24	2/29/24	501	01-201-000-0111-6320 Squad 7422 Maintanace	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
25	2/29/24	501	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
26	2/29/24	501	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
27	2/29/24	501	01-201-000-0113-6320 Squad 7411 Maintenance	315.00	D	Floor mats	Enterprise			1
28	2/29/24	501	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
29	2/29/24	501	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance	Enterprise			1
30	2/29/24	501	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
31	2/29/24	501	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
32	2/29/24	501	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Fleet Vehicle Maintenance	Enterprise			1
33	2/29/24	501	01-201-000-0120-6320 Squad 7402 Maintenance	84.68	D	Fleet Vehicle Maintenance	Enterprise			1
34	2/29/24	501	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
35	2/29/24	501	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
36	2/29/24	501	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance	Enterprise			1
37	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
38	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	127.89	D	Air Filter & Alignment	Enterprise			1
39	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
40	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	592.68	D	Battery, Repair Flat, Wheel B	Enterprise			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
42	2/29/24	501	01-000-000-0000-1001 Cash	14,397.34	C	Sheriff/DC Fleet Charges - Feb	Enterprise			1
43	2/29/24	501	01-031-000-0000-6210 Telephone	48.78	D	Verizon Allocation - Feb 24	Verizon			1
44	2/29/24	501	01-032-000-0000-6210 Telephone	92.56	D	Verizon Allocation - Feb 24	Verizon			1
45	2/29/24	501	01-044-000-0000-6210 Telephone	40.01	D	Verizon Allocation - Feb 24	Verizon			1
46	2/29/24	501	01-061-000-0000-6210 Telephone	68.80	D	Verizon Allocation - Feb 24	Verizon			1
47	2/29/24	501	01-091-000-0000-6210 Telephone	127.57	D	Verizon Allocation - Feb 24	Verizon			1
48	2/29/24	501	01-103-000-0000-6210 Telephone	228.90	D	Verizon Allocation - Feb 24	Verizon			1
49	2/29/24	501	01-105-000-0000-6210 Telephone	215.13	D	Verizon Allocation - Feb 24	Verizon			1
50	2/29/24	501	01-111-000-0000-6210 Telephone	394.02	D	Verizon Allocation - Feb 24	Verizon			1
51	2/29/24	501	01-121-000-0000-6210 Telephone	60.03	D	Verizon Allocation - Feb 24	Verizon			1
52	2/29/24	501	01-201-000-0000-6211 Radio-Computers-Cameras	560.41	D	Verizon Allocation - Feb 24	Verizon			1
53	2/29/24	501	01-201-000-0000-6210 Telephone	1,060.72	D	Verizon Allocation - Feb 24	Verizon			1
54	2/29/24	501	01-251-000-0000-6210 Telephone	180.12	D	Verizon Allocation - Feb 24	Verizon			1
55	2/29/24	501	01-252-000-0000-6210 Telephone	672.88	D	Verizon Allocation - Feb 24	Verizon			1
56	2/29/24	501	01-253-000-0000-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
57	2/29/24	501	01-281-000-0000-6210 Telephone	186.35	D	Verizon Allocation - Feb 24	Verizon			1
58	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
59	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
60	2/29/24	501	01-481-460-6012-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	2/29/24	501	01-481-461-6040-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
62	2/29/24	501	01-481-461-6011-6210 Telephone	21.89	D	Verizon Allocation - Feb 24	Verizon			1
63	2/29/24	501	01-481-462-6047-6210 Telephone	21.89	D	Verizon Allocation - Feb 24	Verizon			1
64	2/29/24	501	01-481-461-6040-6210 Telephone	32.83	D	Verizon Allocation - Feb 24	Verizon			1
65	2/29/24	501	01-481-461-6030-6210 Telephone	10.95	D	Verizon Allocation - Feb 24	Verizon			1
66	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
67	2/29/24	501	01-481-461-6059-6210 Telephone	10.95	D	Verizon Allocation - Feb 24	Verizon			1
68	2/29/24	501	01-481-461-6034-6210 Telephone	32.83	D	Verizon Allocation - Feb 24	Verizon			1
69	2/29/24	501	01-481-461-6059-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
70	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
71	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
72	2/29/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
73	2/29/24	501	01-481-461-6059-6210 Telephone	21.89	D	Verizon Allocation - Feb 24	Verizon			1
74	2/29/24	501	01-481-461-6040-6210 Telephone	13.13	D	Verizon Allocation - Feb 24	Verizon			1
75	2/29/24	501	01-481-462-6047-6210 Telephone	8.76	D	Verizon Allocation - Feb 24	Verizon			1
76	2/29/24	501	01-481-460-6012-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
77	2/29/24	501	01-481-460-6012-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
78	2/29/24	501	01-481-461-6040-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1
79	2/29/24	501	01-481-460-6012-6210 Telephone	48.78	D	Verizon Allocation - Feb 24	Verizon			1
80	2/29/24	501	01-481-465-6057-6210 Telephone	43.78	D	Verizon Allocation - Feb 24	Verizon			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	2/29/24	501	01-481-465-6057-6210 Telephone	40.01	D	Verizon Allocation - Feb 24	Verizon			1
82	2/29/24	501	01-481-460-6012-6210 Telephone	29.27	D	Verizon Allocation - Feb 24	Verizon			1
83	2/29/24	501	01-481-464-6052-6210 Telephone	19.51	D	Verizon Allocation - Feb 24	Verizon			1
84	2/29/24	501	01-602-000-0000-6210 Telephone	40.01	D	Verizon Allocation - Feb 24	Verizon			1
85	2/29/24	501	01-000-000-0000-1001 Cash	4,901.90	C	Verizon Allocation - General	Verizon			1
86	2/29/24	501	10-301-000-0000-6210 Telephone	606.67	D	Verizon Allocation - Feb 24	Verizon			1
87	2/29/24	501	10-000-000-0000-1001 Cash	606.67	C	Verizon Allocation - Highway	Verizon			1
88	2/29/24	501	53-398-000-0000-6210 Telephone	83.79	D	Verizon Allocation - Feb 24	Verizon			1
89	2/29/24	501	53-000-000-0000-1001 Cash	83.79	C	Verizon Allocation - Landfill	Verizon			1
90	2/29/24	501	01-254-000-0000-6801 Misc. Expense	251,322.00	D	Dispatch - QTR 1 Payment				1
91	2/29/24	501	01-000-000-0000-1001 Cash	251,322.00	C	Dispatch - QTR 1 Payment				1
92	2/29/24	501	81-000-000-0000-1001 Cash	251,322.00	D	Dispatch - QTR 1 Payment				1
93	2/29/24	501	81-230-000-0000-5251 Revenue From Other Counties	251,322.00	C	Dispatch - QTR 1 Payment				1
94	2/29/24	501	10-000-000-0000-1001 Cash	330.00	D	Highway Permit Rev - Feb 2024				1
95	2/29/24	501	10-301-000-0000-5140 Permit Revenue	330.00	C	Highway Permit Rev - Feb 2024				1
96	2/29/24	501	01-032-000-0000-6260 Background Checks	83.12	D	Verified 1st Background Checks				1
97	2/29/24	501	01-000-000-0000-1001 Cash	83.12	C	Verified 1st Background Checks				1
98	2/29/24	501	01-003-000-0000-6353 Deferred Comp	4,351.35	D	Brady 2023 HCSP Pmt	HCSP			1
99	2/29/24	501	01-003-000-0000-6353 Deferred Comp	4,495.85	D	Glynn 2023 HCSP Pmt	HCSP			1
100	2/29/24	501	01-003-000-0000-6353 Deferred Comp	3,154.13	D	Thiele 2023 HCSP Pmt	HCSP			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	2/29/24	501	01-000-000-0000-1001 Cash	12,001.33	C	2023 HCSP Payment	HCSP			1
102	2/29/24	501	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	21,213.66	D	Deed and Mortgage - Jan 2024	State of MN			1
103	2/29/24	501	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	73,069.62	D	Deed and Mortgage - Jan 2024	State of MN			1
104	2/29/24	501	72-000-000-0000-1001 Cash	94,283.28	C	Deed and Mortgage - Jan 2024	State of MN			1
105	2/29/24	501	01-000-000-0000-1001 Cash	2,828.50	D	Deed and Mortgage - Jan 2024	State of MN			1
106	2/29/24	501	01-003-000-0000-5013 Mortgage Registry Tax Revenue	636.41	C	Deed and Mortgage - Jan 2024	State of MN			1
107	2/29/24	501	01-003-000-0000-5014 State Deed Tax Revenue	2,192.09	C	Deed and Mortgage - Jan 2024	State of MN			1
108	2/29/24	501	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	3,382.00	D	Sales Tax - January 2024	State of MN			1
109	2/29/24	501	72-000-000-0000-1001 Cash	3,382.00	C	Sales Tax - January 2024	State of MN			1
110	2/29/24	501	53-398-000-0000-6540 Machine Fuel	68.11	D	Diesel Tax	State of MN			1
111	2/29/24	501	53-398-000-0000-6540 Machine Fuel	325.00	D	Usage Diesel Tax	State of MN			1
112	2/29/24	501	53-000-000-0000-1001 Cash	393.11	C	Diesel and Usage Tax	State of MN			1
113	2/29/24	501	10-304-000-0000-6522 Diesel Fuel Tax	743.00	D	Diesel Tax	State of MN			1
114	2/29/24	501	10-000-000-0000-1001 Cash	743.00	C	Diesel Tax	State of MN			1
115	2/29/24	501	01-481-460-6009-6383 Contract Services	29.37	D	Optum Invoice P24010200004154				1
116	2/29/24	501	01-000-000-0000-1001 Cash	29.37	C	Optum Invoice P24010200004154				1
117	2/29/24	501	53-398-000-0000-6801 General Expense	331.55	D	Landfill Credit Card Fees	US Bank			1
118	2/29/24	501	53-000-000-0000-1001 Cash	331.55	C	Landfill Credit Card Fees	US Bank			1
119	2/29/24	501	01-502-000-0000-6250 Utilities	852.28	D	OPU Utility Billing - 718550	OPU			1
120	2/29/24	501	01-201-296-0000-6250 T#9 Utilities	384.65	D	OPU Utility Billing - 718561	OPU			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	2/29/24	501	01-111-041-0000-6250 Utilities	2,817.46	D	OPU Utility Billing - 718556	OPU			1
122	2/29/24	501	01-111-044-0000-6250 Utilities	19,256.73	D	OPU Utility Billing - 718563	OPU			1
123	2/29/24	501	01-111-040-0000-6250 Utilities	8,416.64	D	OPU Utility Billing - 718557	OPU			1
124	2/29/24	501	01-111-042-0000-6250 Utilities	5,389.93	D	OPU Utility Billing - 718555	OPU			1
125	2/29/24	501	01-111-047-0000-6250 Utilities	115.23	D	OPU Utility Billing - 716285	OPU			1
126	2/29/24	501	01-111-043-0000-6250 Utilities	208.28	D	OPU Utility Billing - 718547	OPU			1
127	2/29/24	501	01-111-043-0000-6250 Utilities	763.58	D	OPU Utility Billing - 718546	OPU			1
128	2/29/24	501	01-111-043-0000-6250 Utilities	195.89	D	OPU Utility Billing - 705296	OPU			1
129	2/29/24	501	01-000-000-0000-1001 Cash	38,400.67	C	OPU Utility Billings - General	OPU			1
130	2/29/24	501	10-304-000-0000-6514 Utility Services	6,139.66	D	OPU Utility Billing - 718562	OPU			1
131	2/29/24	501	10-304-000-0000-6514 Utility Services	96.69	D	OPU Utility Billing - 718553	OPU			1
132	2/29/24	501	10-000-000-0000-1001 Cash	6,236.35	C	OPU Utility Billings - Hwy	OPU			1
133	2/29/24	501	01-111-000-0000-6540 Gas & Oil	28.29	D	WEX NASPO Billing - Feb 24	WEX			1
134	2/29/24	501	01-521-000-0000-6540 Gas & Oil	27.09	D	WEX NASPO Billing - Feb 24	WEX			1
135	2/29/24	501	01-000-000-0000-1001 Cash	55.38	C	WEX NASPO Billing - Feb 24	WEX			1
136	2/29/24	501	01-252-000-0000-6540 Gas & Oil	36.70	D	WEX Enterprise Billing - Feb 24	WEX			1
137	2/29/24	501	01-003-000-0000-5831 Miscellaneous Revenue	0.89	C	WEX Enterprise Credit - Feb 24	WEX			1
138	2/29/24	501	01-000-000-0000-1001 Cash	35.81	C	WEX Enterprise Billing - Feb 24	WEX			1
139	2/29/24	501	01-031-000-0000-6215 Postage	38.40	D	Postage Allocation - Feb 24				1
140	2/29/24	501	01-032-000-0000-6215 Postage	185.60	D	Postage Allocation - Feb 24				1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	2/29/24	501	01-041-000-0000-6215 Postage	273.60	D	Postage Allocation - Feb 24				1
142	2/29/24	501	01-044-000-0000-6215 Postage	45.55	D	Postage Allocation - Feb 24				1
143	2/29/24	501	01-062-000-0000-6802 Internal Chargeback	892.23	D	Postage Allocation - Feb 24				1
144	2/29/24	501	01-062-000-0000-6802 Internal Chargeback	45.40	D	Postage Allocation - Feb 24				1
145	2/29/24	501	01-063-000-0000-6215 Postage	77.52	D	Postage Allocation - Feb 24				1
146	2/29/24	501	01-101-000-0000-6215 Postage	360.44	D	Postage Allocation - Feb 24				1
147	2/29/24	501	01-103-000-0000-6215 Postage	106.43	D	Postage Allocation - Feb 24				1
148	2/29/24	501	01-105-000-0000-6215 Postage	109.72	D	Postage Allocation - Feb 24				1
149	2/29/24	501	01-111-000-0000-6215 Postage	10.60	D	Postage Allocation - Feb 24				1
150	2/29/24	501	01-121-000-0000-6215 Postage	26.91	D	Postage Allocation - Feb 24				1
151	2/29/24	501	01-251-000-0000-6215 Postage	13.44	D	Postage Allocation - Feb 24				1
152	2/29/24	501	01-252-000-0000-6215 Postage	195.23	D	Postage Allocation - Feb 24				1
153	2/29/24	501	01-481-460-6009-6215 Postage	12.80	D	Postage Allocation - Feb 24				1
154	2/29/24	501	01-481-461-6011-6215 Postage	158.88	D	Postage Allocation - Feb 24				1
155	2/29/24	501	01-481-460-6012-6215 Postage	54.01	D	Postage Allocation - Feb 24				1
156	2/29/24	501	01-481-461-6025-6215 Postage	36.11	D	Postage Allocation - Feb 24				1
157	2/29/24	501	01-481-461-6030-6215 Postage	22.48	D	Postage Allocation - Feb 24				1
158	2/29/24	501	01-481-461-6040-6215 Postage	7.40	D	Postage Allocation - Feb 24				1
159	2/29/24	501	01-481-462-6047-6215 Postage	1.28	D	Postage Allocation - Feb 24				1
160	2/29/24	501	01-550-000-0000-6215 Postage	3.84	D	Postage Allocation - Feb 24				1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	2/29/24	501	01-602-000-0000-6215 Postage	19.47	D	Postage Allocation - Feb 24				1
162	2/29/24	501	01-062-000-0000-6215 Postage	2,697.34	C	Postage Allocation - Feb 24				1
163	2/29/24	501	10-301-000-0000-6215 Postage	19.84	D	Postage Allocation - Feb 24				1
164	2/29/24	501	10-000-000-0000-1001 Cash	19.84	C	Postage Allocation - Feb 24				1
165	2/29/24	501	01-000-000-0000-1001 Cash	19.84	D	Postage Allocation - Feb 24				1
166	2/29/24	501	01-062-000-0000-5831 Miscellaneous	19.84	C	Postage Allocation - Feb 24				1
167	2/29/24	501	53-398-000-0000-6215 Postage	23.55	D	Postage Allocation - Feb 24				1
168	2/29/24	501	53-000-000-0000-1001 Cash	23.55	C	Postage Allocation - Feb 24				1
169	2/29/24	501	01-000-000-0000-1001 Cash	23.55	D	Postage Allocation - Feb 24				1
170	2/29/24	501	01-062-000-0000-5831 Miscellaneous	23.55	C	Postage Allocation - Feb 24				1
171	2/29/24	501	70-000-000-0000-1001 Cash	34,608.28	D	Void Check 180712 - Dec 23				1
172	2/29/24	501	70-000-000-0000-2410 Merton Township	34,608.28	C	Void Check 180712 - Dec 23				1
173	2/29/24	501	01-003-000-0000-6961 Visa One Card Program	40,471.65	D	BMO Payment - Feb 2024				1
174	2/29/24	501	01-000-000-0000-1001 Cash	40,471.65	C	BMO Payment - Feb 2024				1
175	2/29/24	501	01-032-000-0000-6261 Conference & Training	100.00	D	Gina MPELRA Winter Conf Regist	National Pelra			1
176	2/29/24	501	01-032-000-0000-6410 Office Supplies	59.99	D	Webcam for HR	Amazon.Com, Inc.			1
177	2/29/24	501	01-032-000-0000-6410 Office Supplies	40.92	D	ID Badge Holders & Highlighter	Amazon.Com, Inc.			1
178	2/29/24	501	01-042-000-0000-6410 Office Supplies	1,047.53	D	New Finance Dir Computer	Dell International L.L.C			1
179	2/29/24	501	01-044-000-0000-6215 Postage	5.08	D	941 certified receipt postage	United States Postal Serv			1
180	2/29/24	501	01-044-000-0000-6241 Membership Dues	250.00	D	Candi GFOA membership 2024	Government Finance Offic			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	2/29/24	501	01-044-000-0000-6241 Membership Dues	70.00	D	Membership Dues - Candi	Minnesota Government Fina			1
182	2/29/24	501	01-044-000-0000-6261 Conference & Training	1,200.00	D	Candi CFO Designation Course	Government Finance Offic			1
183	2/29/24	501	01-044-000-0000-6261 Conference & Training	300.00	D	MACO Conference CL	Minnesota Association Of			1
184	2/29/24	501	01-044-000-0000-6410 Office Supplies	103.75	D	StrengthFinder books (5)	Amazon.Com, Inc.			1
185	2/29/24	501	01-044-000-0000-6410 Office Supplies	224.47	D	New Finance Dir Computer	Dell International L.L.C			1
186	2/29/24	501	01-061-000-0000-6260 Computer Support	1,470.30	D	Remote Support Software	Connectwise, Llc			1
187	2/29/24	501	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
188	2/29/24	501	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
189	2/29/24	501	01-061-000-0000-6410 Office Supplies	45.97	D	Charger	Amazon.Com, Inc.			1
190	2/29/24	501	01-061-000-0000-6413 Computer Supplies	90.99	D	KVM for IT	2104 Amazon US Retail			1
191	2/29/24	501	01-062-000-0000-6801 General Expense	179.95	D	DVD Drives for stock	Amazon.Com Services, Inc			1
192	2/29/24	501	01-062-000-0000-6801 General Expense	4,455.94	D	Monthly AWS Storage	Amazon.Com, Inc.			1
193	2/29/24	501	01-062-000-0000-6801 General Expense	199.52	D	EOY23 Refresh-PLZ	Amazon.Com, Inc.			1
194	2/29/24	501	01-062-000-0000-6801 General Expense	1,047.67	D	MNPrairie AWS Charge	Amazon.Com, Inc.			1
195	2/29/24	501	01-091-000-0000-6410 Office Supplies	225.66	D	color printer ink cartridges	Amazon.Com, Inc.			1
196	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
197	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
198	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
199	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
200	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1

Description 02 FEB CASH JOURNALS 1

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201	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
202	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
203	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
204	2/29/24	501	01-101-000-0000-6215 Postage	28.75	D	Passport Postage	United States Postal Serv			1
205	2/29/24	501	01-101-000-9305-6261 Conference & Training - Tech Fund	350.00	D	2024 Annual MACO Conference	Minnesota Association Of			1
206	2/29/24	501	01-101-000-9305-6410 Office Supplies - Technology Fund	26.99	D	Cash Drawer	Amazon.Com, Inc.			1
207	2/29/24	501	01-103-000-0000-6261 Conference & Training	475.00	D	GRANT APPRAISAL PRINCIPLES	Appraisal Institute			1
208	2/29/24	501	01-103-000-0000-6301 Equip/Software Maint	18.87	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
209	2/29/24	501	01-103-000-0000-6301 Equip/Software Maint	550.00	D	CO STAR NEWSPAPERS SUB.	Costar Realty Informatio			1
210	2/29/24	501	01-103-000-0000-6410 Office Supplies	116.00	D	ASR Label Maker	Amazon.Com, Inc.			1
211	2/29/24	501	01-103-000-0000-6410 Office Supplies	80.74	C	ASR Label Maker Refund	Amazon.Com, Inc.			1
212	2/29/24	501	01-103-000-0000-6410 Office Supplies	80.74	D	Label Maker for ASR	Amazon.Com, Inc.			1
213	2/29/24	501	01-105-000-0000-6261 Conference & Training	405.00	D	MOWA Winter Conference	Minnesota Onsite Wastewat			1
214	2/29/24	501	01-105-000-0000-6261 Conference & Training	24.00	D	Building Inspector CEUs	State Of Minnesota			1
215	2/29/24	501	01-105-000-0000-6261 Conference & Training	32.00	D	Building Inspector CEUs	State Of Minnesota			1
216	2/29/24	501	01-105-000-0000-6261 Conference & Training	360.00	D	Building Inspector CEUs	International Code Council			1
217	2/29/24	501	01-105-000-0000-6261 Conference & Training	50.00	D	Building Inspector CEUs	State Of Minnesota			1
218	2/29/24	501	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	GPS Jan subscription	T-Mobile Usa, Inc.			1
219	2/29/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	97.99	D	Table for Room 10	Amazon.Com Services, Inc			1
220	2/29/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	360.89	D	Snow Brushes Screen Pro	Amazon Payments, Inc.			1

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Description 02 FEB CASH JOURNALS 1

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221	2/29/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	69.99	D	Tower Heaters	Fleet Farm Group, Llc			1
222	2/29/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	11.98	D	Coution tape	Lowes Companies, Inc.			1
223	2/29/24	501	01-111-040-0000-6560 Janitorial Supplies	6.59	D	Twist ties	Amazon.Com, Inc.			1
224	2/29/24	501	01-111-040-0000-6560 Janitorial Supplies	845.96	D	Janitorial supplies	Hillyard Inc			1
225	2/29/24	501	01-111-040-0000-6560 Janitorial Supplies	29.59	D	Clorox Whipes	Lowes Companies, Inc.			1
226	2/29/24	501	01-111-040-0000-6560 Janitorial Supplies	9.00	D	Stain Remover	Coborn's Incorporated			1
227	2/29/24	501	01-111-040-0000-6560 Janitorial Supplies	65.33	D	Janitorial supplies	Amazon.Com, Inc.			1
228	2/29/24	501	01-111-041-0000-6560 Janitorial Supplies	78.80	D	Janitorial supplies	Hillyard Inc			1
229	2/29/24	501	01-111-042-0000-6300 Bldg Repairs & Maintenance	84.21	D	Sercurity Mirror	Amazon.Com, Inc.			1
230	2/29/24	501	01-111-042-0000-6560 Janitorial Supplies	16.64	D	Janitorial supplies	Hillyard Inc			1
231	2/29/24	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	20.39	D	Tire gauge	Autozone			1
232	2/29/24	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.30	D	Washer fluid for cars & trucks	Wen-Col Inc			1
233	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	14.99	D	Thermostat Lock Box	Amazon.Com, Inc.			1
234	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	31.34	D	Thermostat Lock Box	Amazon.Com, Inc.			1
235	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	26.91	D	Remote Temp Sensor	Amazon.Com, Inc.			1
236	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	53.50	D	Draino and Screens	Lowes Companies, Inc.			1
237	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	13.98	D	Snow Brushes	Fleet Farm Group, Llc			1
238	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	17.14	D	Splash Weather Repel	Fleet Farm Group, Llc			1
239	2/29/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	73.82	D	Pest control	Plunketts Pest Control In			1
240	2/29/24	501	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1

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241	2/29/24	501	01-201-000-0000-6211 Radio-Computers-Cameras	84.90	D	5/Squad Camera mic batteries	Amazon Payments, Inc.			1
242	2/29/24	501	01-201-000-0000-6211 Radio-Computers-Cameras	61.48	D	PC Battery Replacement	Amazon.Com, Inc.			1
243	2/29/24	501	01-201-000-0000-6261 Conference & Training	250.00	D	Glock Trng class	Glock Professional Inc			1
244	2/29/24	501	01-201-000-0000-6261 Conference & Training	365.00	D	7406-SOTA 28th Annual Conf.	Sota			1
245	2/29/24	501	01-201-000-0000-6285 Firearms/Ammo Training	390.90	D	1/Grappling Dummy/training	Century, Llc			1
246	2/29/24	501	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
247	2/29/24	501	01-201-000-0000-6293 Gun Permit Expenses	8.56	D	Void Permit to Carry	United States Postal Serv			1
248	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	436.00	D	4/Squad Tint Meters	Laser Labs Inc			1
249	2/29/24	501	01-201-000-0000-6320 Vehicle Maintenance	47.46	D	MDC Battery for 7424 & spare	Amazon.Com, Inc.			1
250	2/29/24	501	01-201-000-0000-6408 Uniforms/Uniform Reimbursement	159.99	D	J. Holm - 1/hat	Boot Barn, Inc.			1
251	2/29/24	501	01-201-000-0000-6410 Office Supplies	199.99	D	OFFICE CHAIR	Amazon.Com, Inc.			1
252	2/29/24	501	01-201-000-0000-6410 Office Supplies	12.99	D	3/Ribbon for Time stamp	Amazon.Com, Inc.			1
253	2/29/24	501	01-201-000-0000-6410 Office Supplies	12.99	C	Refund for ribbon	Amazon Payments, Inc.			1
254	2/29/24	501	01-201-000-0000-6425 Investigation Expense	39.27	D	2/Batteries-Invest.. Cameras	Amazon.Com, Inc.			1
255	2/29/24	501	01-201-000-0000-6562 Gas & Oil Squads	33.75	D	Fuel for Squad 7422	Kwik Trip			1
256	2/29/24	501	01-201-000-0000-6801 Misc Expense	327.00	D	3/ Window tint meters	Laser Labs Inc			1
257	2/29/24	501	01-201-000-0106-6320 Squad 7424 Maintenance	47.46	D	MDC Battery for 7424 & spare	Amazon.Com, Inc.			1
258	2/29/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	GPS Jan subscription	Tmobile			1
259	2/29/24	501	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	GPS Jan subscription	Tmobile			1
260	2/29/24	501	01-251-000-0000-6211 Radio - Computers - Cameras	178.48	D	shoulder mic	Amazon.Com, Inc.			1

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261	2/29/24	501	01-251-000-0000-6215 Postage	5.50	D	RETURN PROG BOOKS	United States Postal Serv			1
262	2/29/24	501	01-251-000-0000-6261 Conference & Training	20.00	D	FTO TRAINING	Minnesota State Sheriffs			1
263	2/29/24	501	01-251-000-0000-6261 Conference & Training	80.00	D	FTO TRAINING	Minnesota State Sheriffs			1
264	2/29/24	501	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	GPS Jan subscription	Tmobile			1
265	2/29/24	501	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
266	2/29/24	501	01-251-000-0000-6406 Program Supplies	93.39	D	programs tv	Hulu, Llc			1
267	2/29/24	501	01-251-000-0000-6406 Program Supplies	160.00	D	Program supplies	Wal-Mart Stores			1
268	2/29/24	501	01-251-000-0000-6406 Program Supplies	127.50	D	Program supplies	Dollar Tree Stores, Inc.			1
269	2/29/24	501	01-251-000-0000-6410 Office Supplies	175.98	D	STAND UP DESK	Amazon.Com, Inc.			1
270	2/29/24	501	01-251-000-0000-6432 Medical Payments	34.90	D	inmate stock meds	Amazon Payments, Inc.			1
271	2/29/24	501	01-251-000-0000-6562 Gas & Oil	20.00	D	transport fuel	Kwik Trip Corp			1
272	2/29/24	501	01-251-000-0000-6801 Misc Expense	6.76	D	transport meal	Kwik Trip Corp			1
273	2/29/24	501	01-251-000-0000-6801 Misc Expense	8.12	D	transport meal	Holiday Companies			1
274	2/29/24	501	01-252-000-0000-6261 Conference & Training	173.02	D	Advisory board lunch	Ezcater, Inc			1
275	2/29/24	501	01-252-000-0000-6801 General Expense	224.47	D	CCA New Staff Docking Station	Dell International L.L.C			1
276	2/29/24	501	01-253-000-0000-6410 Office Supplies	59.46	D	32GB USB & Spiral notebooks	Amazon.Com, Inc.			1
277	2/29/24	501	01-253-000-0000-6560 Janitorial Supplies	480.39	D	Janitorial supplies	Hillyard Inc			1
278	2/29/24	501	01-253-000-0000-6560 Janitorial Supplies	2,491.88	D	Janitorial supplies	Hillyard Inc			1
279	2/29/24	501	01-253-000-0000-6560 Janitorial Supplies	298.44	D	Janitorial supplies	Hillyard Inc			1
280	2/29/24	501	01-281-000-0000-6199 Safety Program	350.00	D	Job Safety Analysis Training	Minnesota Safety Council			1

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281	2/29/24	501	01-281-000-0000-6199 Safety Program	64.90	D	OSHA Analysis Training	American Safety Council			1
282	2/29/24	501	01-281-000-0000-6199 Safety Program	25.17	D	Supplies for AED Cabinets	Wal-Mart Stores			1
283	2/29/24	501	01-281-000-0000-6199 Safety Program	428.65	D	Safety Program Supplies	Amazon.Com, Inc.			1
284	2/29/24	501	01-281-000-0000-6199 Safety Program	149.25	D	First Aid kit supplies	Amazon.Com, Inc.			1
285	2/29/24	501	01-281-000-0000-6199 Safety Program	12.99	D	First Aid kit supplies	Amazon.Com, Inc.			1
286	2/29/24	501	01-281-000-0000-6251 Other Administrative Costs	49.00	D	Monthly Subscription	Basecamp, Llc			1
287	2/29/24	501	01-281-000-0000-6251 Other Administrative Costs	399.00	D	SCEM Portal Upgrade	Internet Connections Inc			1
288	2/29/24	501	01-281-000-0000-6410 Office Supplies	37.81	D	Office Supplies	Amazon.Com Services, Inc			1
289	2/29/24	501	01-281-000-0000-6410 Office Supplies	419.88	D	Reunification Kit Grant	Amazon.Com, Inc.			1
290	2/29/24	501	01-281-000-0000-6410 Office Supplies	42.70	D	Batteries_phone casescreenprot	Walmart Stores Inc			1
291	2/29/24	501	01-281-000-0000-6410 Office Supplies	299.85	D	Reunification Kit Grant	Amazon.Com, Inc.			1
292	2/29/24	501	01-281-000-0000-6410 Office Supplies	185.88	D	Reunification Kit Grant	Amazon.Com, Inc.			1
293	2/29/24	501	01-281-000-0000-6410 Office Supplies	5,445.83	D	Reunification Kit Grant	Amazon.Com, Inc.			1
294	2/29/24	501	01-281-000-0000-6410 Office Supplies	1,151.83	D	Reunification Kit Grant	Amazon.Com, Inc.			1
295	2/29/24	501	01-481-460-6009-6434 Medical Supplies	26.99	D	QA: Medical & Patient Supplies	Amazon.Com, Inc.			1
296	2/29/24	501	01-481-460-6009-6465 Patient Supplies & Services	61.73	D	QA: Client Supplies	Amazon.Com, Inc.			1
297	2/29/24	501	01-481-460-6009-6465 Patient Supplies & Services	28.97	D	QA: Client Supplies	Amazon.Com, Inc.			1
298	2/29/24	501	01-481-460-6009-6465 Patient Supplies & Services	31.98	D	QA: Medical Supplies	Amazon.Com, Inc.			1
299	2/29/24	501	01-481-460-6009-6465 Patient Supplies & Services	52.74	D	QA: Medical & Patient Supplies	Amazon.Com, Inc.			1
300	2/29/24	501	01-481-460-6012-6465 Patient Supplies & Services	25.99	D	LTC: Patient Supplies	Amazon Payments, Inc.			1

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301	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	300.00	D	MDH: Incentive for Event	Target Corporation			1
302	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	57.96	D	MDH: General Supplies	Amazon.Com, Inc.			1
303	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	9.00	D	MDH: Organization Items	Target Corporation			1
304	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	65.00	D	MDH: Organization Items	Target Corporation			1
305	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	49.00	D	MDH: Organization Items	Target Corporation			1
306	2/29/24	501	01-481-461-6066-6464 General Supplies & Outreach	15.99	D	MDH: Teen Night Supplies	Amazon.Com, Inc.			1
307	2/29/24	501	01-481-462-6047-6410 Office Supplies	30.12	D	CID: Pendaflex Files VIS Forms	Amazon.Com, Inc.			1
308	2/29/24	501	01-481-462-6047-6464 General Supplies & Outreach	59.97	D	COVID/CID: General Supplies	Amazon.Com, Inc.			1
309	2/29/24	501	01-481-464-6061-6464 General Supplies & Outreach	59.97	D	COVID/CID: General Supplies	Amazon.Com, Inc.			1
310	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	14.99	D	Freight - Switch East Dehumid	Galco Industrial Electron			1
311	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	109.00	D	PO Box Annual Renewal	United States Postal Serv			1
312	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	150.18	D	Timed Switch East Dehumidifier	Galco Industrial Electron			1
313	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	23.12	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
314	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	40.28	D	Tire Repair JD F935	Fleet Farm Group, Llc			1
315	2/29/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	315.00	D	Arena Light Bulbs	Winsupply, Inc			1
316	2/29/24	501	01-000-000-0000-1001 Cash	6,121.12	D	BMO Reimb of Charges				1
317	2/29/24	501	01-003-000-0000-6961 Visa One Card Program	40,471.65	C	BMO Allocation - Feb 24				1
318	2/29/24	501	10-301-000-0000-6410 Office Supplies	26.90	D	Received stamp	Amazon.Com, Inc.			1
319	2/29/24	501	10-302-000-0000-6261 Conference & Training	390.00	D	ATSSA training - Deml & Born	Atssa-Expo			1
320	2/29/24	501	10-302-000-0000-6261 Conference & Training	140.00	D	Work zone safety conference	Regents Of The Universit			1

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321	2/29/24	501	10-302-000-0000-6261 Conference & Training	165.00	D	UofM recert - Grieman	Regents Of The Universit			1
322	2/29/24	501	10-302-000-0000-6261 Conference & Training	130.00	D	U of M recert - Grieman	Regents Of The Universit			1
323	2/29/24	501	10-302-000-0000-6261 Conference & Training	130.00	D	U of M recert - Grieman	Regents Of The Universit			1
324	2/29/24	501	10-302-000-0000-6330 Travel Expenses	694.28	D	Lodging ATSSA - Deml & Born	Expedia, Inc.			1
325	2/29/24	501	10-302-000-0000-6330 Travel Expenses	15.99	D	Lodging ATSSA - Deml & Born	Reservation Counter, Llc			1
326	2/29/24	501	10-302-000-0000-6801 Osha/Safety Supplies	89.21	D	(6) hard hats	Amazon.Com, Inc.			1
327	2/29/24	501	10-302-000-0000-6801 Osha/Safety Supplies	44.28	D	Yaktrax ice cleats	Amazon.Com, Inc.			1
328	2/29/24	501	10-302-000-0000-6801 Osha/Safety Supplies	19.93	D	First Aid supplies	Amazon.Com, Inc.			1
329	2/29/24	501	10-303-000-0000-6261 Conference & Training	225.00	D	MCEA conference - Sponholz	Ppinc Usd P2p 2			1
330	2/29/24	501	10-303-000-0000-6330 Travel Expenses	343.00	D	MCEA lodging - Sponholz	Cragun Corporation			1
331	2/29/24	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	4.99	D	Drop cloths for shop	Fleet Farm Group, Llc			1
332	2/29/24	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	44.50	D	State Decals	Lexisnexis Vitalchek Netw			1
333	2/29/24	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	64.80	D	Sealant, caulk & plugs	Fleet Farm Group, Llc			1
334	2/29/24	501	10-304-000-0000-6512 Bldg Repair & Maintenance	51.54	D	Parts for sign shop table	Ebay Commerce Inc			1
335	2/29/24	501	10-304-000-0000-6513 Tools	74.97	D	Start torch & cup brushes	Fleet Farm Group, Llc			1
336	2/29/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	48.66	D	Supplies for unit#2183 repair	Fleet Farm Group, Llc			1
337	2/29/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	22.28	D	Fog light - Unit#2115	Amazon.Com, Inc.			1
338	2/29/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	42.99	D	Spare tire hoist, unit#2133	Amazon.Com, Inc.			1
339	2/29/24	501	10-304-000-0000-6540 Fuel & Lubricants	30.60	D	Fuel - unit#2232	Casey's General Stores In			1
340	2/29/24	501	10-304-000-0000-6540 Fuel & Lubricants	40.85	D	Fuel - unit#2163	Speedway Llc			1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
341	2/29/24	501	10-000-000-0000-1001 Cash	2,839.77	C	Hwy BMO Purchases - Feb				1
342	2/29/24	501	81-230-000-0000-6210 Telephone	93.39	D	Cable TV	Hulu, Llc			1
343	2/29/24	501	81-230-000-0000-6241 Membership Dues	725.00	D	NENA Membership	Nena			1
344	2/29/24	501	81-230-000-0000-6241 Membership Dues	972.00	D	APCO Membership Dues	Association Of Public-Saf			1
345	2/29/24	501	81-230-000-0000-6261 Conference & Training	165.00	C	Conference Refund	Minnesota State Sheriffs			1
346	2/29/24	501	81-230-000-0000-6261 Conference & Training	687.00	D	Training	Mastercare Institute Pc			1
347	2/29/24	501	81-230-000-0000-6261 Conference & Training	660.00	D	PSAP 911 Conference	Minnesota State Sheriffs			1
348	2/29/24	501	81-230-000-0000-6261 Conference & Training	34.77	D	Training Books	2104 Amazon US Retail			1
349	2/29/24	501	81-230-000-0000-6410 Office Supplies	59.20	D	Hi-Speed Extension Cables	Cdw Llc			1
350	2/29/24	501	81-230-000-0000-6410 Office Supplies	19.99	D	CD's for Call Requests	Amazon.Com Services, Inc			1
351	2/29/24	501	81-230-000-0000-6480 Non-Capitalized Inventory	195.00	D	Headsets	Amazon Payments, Inc.			1
352	2/29/24	501	81-000-000-0000-1001 Cash	3,281.35	C	JD BMO Purchases - Feb				1
Debit Total				813,904.11		Credit Total	813,904.11	Net:		0.00

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/29/24	501	01-000-000-0000-1001 Cash	21,241.17	D	Feb 2024 Interest				1
2	2/29/24	501	01-003-000-0000-5710 Interest From Investments	9,883.10	C	Feb Interest - Magic #1				1
3	2/29/24	501	01-003-000-0000-5710 Interest From Investments	11,243.35	C	Feb Interest - Magic #2				1
4	2/29/24	501	01-003-000-0000-5710 Interest From Investments	114.72	C	Feb Interest - Payroll				1
5	2/29/24	501	05-000-000-0000-1001 Cash, Human Services Fund	1,051.28	D	Feb 2024 Interest				1
6	2/29/24	501	05-445-000-0000-5710 Interest Income	542.43	C	Homeless Prevention - Feb				1
7	2/29/24	501	05-445-000-0000-5710 Interest Income	508.85	C	Housing Affordability - Feb				1
8	2/29/24	501	81-000-000-0000-1001 Cash	2,603.92	D	Feb 2024 Interest				1
9	2/29/24	501	81-230-000-0000-5710 Interest	2,603.92	C	Feb Interest - E911				1
10	2/29/24	501	01-003-000-0000-6357 Bank Charges	459.23	D	Bank Charges - Magic #1				1
11	2/29/24	501	01-003-000-0000-6357 Bank Charges	19.92	D	Bank Charges - Magic #2				1
12	2/29/24	501	01-003-000-0000-6357 Bank Charges	23.54	D	Bank Charges - Payroll				1
13	2/29/24	501	01-000-000-0000-1001 Cash	502.69	C	Feb 2024 Bank Charges				1
14	2/29/24	501	01-003-000-0000-6355 Wex Benefit Administration	503.25	D	Wex Administrative Services				1
15	2/29/24	501	01-000-000-0000-1001 Cash	503.25	C	Wex Administrative Services				1
16	2/29/24	501	81-230-000-0000-6355 Wex Benefit Administration	49.50	D	Wex Administrative Services				1
17	2/29/24	501	81-000-000-0000-1001 Cash	49.50	C	Wex Administrative Services				1
18	2/29/24	501	53-398-000-0000-6388 Labor costs-Highway	835.52	D	Greg Highway Labor - Feb				1
19	2/29/24	501	53-000-000-0000-1001 Cash	835.52	C	Greg Highway Labor - Feb				1
20	2/29/24	501	10-000-000-0000-1001 Cash	835.52	D	Greg Highway Labor - Feb				1

Steele County

JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	2/29/24	501	10-301-000-0000-5511 Charges For Services	835.52	C	Greg Highway Labor - Feb				1
22	2/29/24	501	01-101-000-0000-5520 Fees	78.00	D	Remove Duplicate Vital Check				1
23	2/29/24	501	01-000-000-0000-1001 Cash	78.00	C	Remove Duplicate Vital Check				1
24	2/29/24	501	01-000-000-0000-1001 Cash	68.50	D	Misc Payment - 74 Jan 24 Rev				1
25	2/29/24	501	01-003-000-0000-5831 Miscellaneous Revenue	68.50	C	Misc Payment - 74 Jan 24 Rev				1
26	2/29/24	501	01-201-000-0000-5520 Civil Fees Income	85.00	D	Remove Dup Civil Process Fees				1
27	2/29/24	501	01-000-000-0000-1001 Cash	85.00	C	Remove Dup Civil Process Fees				1
28	2/20/24	501	01-252-000-0000-5567 Drug Testing	375.00	D	Drug Testing Fee - Weller				1
29	2/20/24	501	01-252-000-0000-5567 Drug Testing	25.00	D	Drug Testing Fee - Deml				1
30	2/20/24	501	01-252-000-0000-5567 Drug Testing	75.00	D	Drug Testing Fee - Mata				1
31	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	400.00	D	Adult Supervision Fee - Sandov				1
32	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	700.00	D	Adult Supervision Fee - Weller				1
33	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	200.00	D	Adult Supervision Fee - Carlso				1
34	2/20/24	501	01-252-000-0000-5520 Confirmation Testing Fees	35.00	D	Confirmation Testing - Klau				1
35	2/20/24	501	01-252-000-0000-5849 Thinking for A Change fees	50.00	D	Thinking for A Change fees				1
36	2/20/24	501	01-252-000-0000-5526 Screening Fees	25.00	D	Screening Fees - Carlson				1
37	2/20/24	501	01-252-000-0000-5526 Screening Fees	25.00	D	Screening Fees - Moots				1
38	2/20/24	501	01-252-000-0000-5567 Drug Testing	137.58	D	Drug Testing Fee - Thorson				1
39	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	225.00	D	Adult Supervision Fee - Mata				1
40	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	200.00	D	Adult Supervision Fee - Thorso				1

Steele County
JOURNAL ENTRIES



Description 02 FEB CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	2/20/24	501	01-252-000-0000-5528 Adult Supervision Fee	200.00	D	Adult Supervision Fee - Moots				1
42	2/20/24	501	01-000-000-0000-1001 Cash	2,672.58	C	Remove Duplicated CCA RevRecap				1
43	2/29/24	501	10-310-000-0000-6567 CRRSAA Construction Projects	12,328.50	D	Prof Services 074-021-006				1
44	2/29/24	501	10-310-000-0000-6262 Sales Tax Consultants	12,328.50	C	Prof Services 074-021-006				1
Debit Total				42,855.43		Credit Total	42,855.43	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 03 MAR MISC CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	2/29/24	501	01-003-000-0000-6801 General Expense	29.97	D	IFS to Cashbook Reconcile				1
2	2/29/24	501	01-000-000-0000-1001 Cash	29.97	C	IFS to Cashbook Reconcile				1
3	1/3/24	501	70-000-000-0000-2101 Unapportioned Current Tax	18,363.00	D	Reclass Postmark Taxes 1/3/24				1
4	1/3/24	501	70-000-000-0000-2105 Unapportioned Delinquent Tax	18,363.00	C	Reclass Postmark Taxes 1/3/24				1
5	1/3/24	501	70-000-000-0000-2151 Unapportioned Pen & Int Current	1,841.38	D	Reclass Postmark Taxes 1/3/24				1
6	1/3/24	501	70-000-000-0000-2113 Unapportioned Penalties & Int Delinquent	1,841.38	C	Reclass Postmark Taxes 1/3/24				1
7	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	256.16	D	PAY SP AS (74050) 09-010-2300				1
8	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	12.83	D	2024 INTEREST 09-010-2300				1
9	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	505.13	D	PAY SP AS (74050) 09-014-3000				1
10	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	25.27	D	2024 INTEREST 09-014-3000				1
11	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	127.63	D	PAY SP AS (74050) 09-034-4300				1
12	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	6.40	D	2024 INTEREST 09-034-4300				1
13	12/31/23	501	70-000-000-0000-1001 Cash	933.42	C	Reclass Ditch Assessment to Di				1
14	12/31/23	501	21-000-000-0000-1001 Cash	933.42	D	Reclass Ditch Assessment to Di				1
15	12/31/23	501	21-640-000-0000-5052 Pre Payments	256.16	C	PAY SP AS (74050) 09-010-2300				1
16	12/31/23	501	21-640-000-0000-5052 Pre Payments	12.83	C	2024 INTEREST 09-010-2300				1
17	12/31/23	501	21-640-000-0000-5052 Pre Payments	505.13	C	PAY SP AS (74050) 09-014-3000				1
18	12/31/23	501	21-640-000-0000-5052 Pre Payments	25.27	C	2024 INTEREST 09-014-3000				1
19	12/31/23	501	21-640-000-0000-5052 Pre Payments	127.63	C	PAY SP AS (74050) 09-034-4300				1
20	12/31/23	501	21-640-000-0000-5052 Pre Payments	6.40	C	2024 INTEREST 09-034-4300				1

Steele County

JOURNAL ENTRIES



Description 03 MAR MISC CASH JOURNALS 1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/23	501	21-000-000-0000-2520 Advance From Other Funds	933.42	D	Revised Ditch Loan Balance				1
22	12/31/23	501	21-000-000-0000-1001 Cash	933.42	C	Revised Ditch Loan Balance				1
23	12/31/23	501	01-000-000-0000-1001 Cash	933.42	D	Revised Ditch Loan Balance				1
24	12/31/23	501	01-000-000-0000-1410 Advances To Other Funds	933.42	C	Revised Ditch Loan Balance				1
25	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	15,683.74	D	Rename Receipt 233110				1
26	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	15,229.26	C	Pay ASMT (17238) 17-509-0102				1
27	12/31/23	501	70-000-000-0000-2122 Unapportioned Prepaid Special Assessment	454.48	C	2024 Int. (17238) 17-509-0102				1
Debit Total				39,651.77		Credit Total	39,651.77	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/24	501	01-111-050-0000-6347 Enterprise Fleet Leasing	6,967.92	D	Lease Fees SCAC - Mar 2024	Enterprise			1
2	3/31/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	369.04	D	Maintenance Fees - Mar 2024	Enterprise			1
3	3/31/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	570.24	D	Unit 19110 - Crankcase Work	Enterprise			1
4	3/31/24	501	01-111-050-0000-6320 Vehicle Repairs & Maintenance	926.50	D	Tab Renewals - 18 Fleet Cars	Enterprise			1
5	3/31/24	501	01-000-000-0000-1001 Cash	8,833.70	C	SCAC Fleet Charges - Feb 24	Enterprise			1
6	3/31/24	501	01-251-000-0000-6320 Vehicle Maintenance	30.00	D	Maintenance Fees - Mar 2024	Enterprise			1
7	3/31/24	501	01-251-000-0000-6320 Vehicle Maintenance	85.08	D	Unit 19204 - Oil Change	Enterprise			1
8	3/31/24	501	01-251-000-0000-6320 Vehicle Maintenance	298.25	D	DMV Tab Renewal - DC	Enterprise			1
9	3/31/24	501	01-201-000-0000-6347 Enterprise Fleet Leasing	1,827.89	D	Lease Fees DC - Mar 2024	Enterprise			1
10	3/31/24	501	01-201-000-0000-6347 Enterprise Fleet Leasing	8,174.76	D	Lease Fees Sheriff - Mar 2024	Enterprise			1
11	3/31/24	501	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
12	3/31/24	501	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
13	3/31/24	501	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
14	3/31/24	501	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
15	3/31/24	501	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
16	3/31/24	501	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
17	3/31/24	501	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
18	3/31/24	501	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
19	3/31/24	501	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
20	3/31/24	501	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
22	3/31/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	79.20	D	Oil Change, Coolant & Washer	Enterprise			1
23	3/31/24	501	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
24	3/31/24	501	01-201-000-0111-6320 Squad 7422 Maintenace	58.07	D	Oil Change& License plate bulb	Enterprise			1
25	3/31/24	501	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
26	3/31/24	501	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
27	3/31/24	501	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
28	3/31/24	501	01-201-000-0114-6320 Squad 7421 Maintenance	49.40	D	Oil Change	Enterprise			1
29	3/31/24	501	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance	Enterprise			1
30	3/31/24	501	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
31	3/31/24	501	01-201-000-0117-6320 Squad 7420 Maintenance	75.20	D	Oil Change & Washer fluid	Enterprise			1
32	3/31/24	501	01-201-000-0118-6320 Squad 7412 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
33	3/31/24	501	01-201-000-0118-6320 Squad 7412 Maintenance	124.96	D	Oil/Washer fluid/Wheel Balance	Enterprise			1
34	3/31/24	501	01-201-000-0119-6320 Squad 7401 Maintenance	84.68	D	Fleet Vehicle Maintenance	Enterprise			1
35	3/31/24	501	01-201-000-0120-6320 Squad 7402 Maintenance	84.68	D	Fleet Vehicle Maintenance	Enterprise			1
36	3/31/24	501	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
37	3/31/24	501	01-201-000-0121-6320 Squad 121 Maintenance	70.20	D	Oil Change & Washer fluid	Enterprise			1
38	3/31/24	501	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance	Enterprise			1
39	3/31/24	501	01-201-000-0122-6320 Squad 7409 Maintenance	49.40	D	Oil Change	Enterprise			1
40	3/31/24	501	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance	Enterprise			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	3/31/24	501	01-000-000-0000-1001 Cash	11,326.97	C	Sheriff/DC Fleet Charges - Feb	Enterprise			1
42	3/31/24	501	01-031-000-0000-6210 Telephone	48.78	D	Verizon Allocation - Mar 24	Verizon			1
43	3/31/24	501	01-032-000-0000-6210 Telephone	92.56	D	Verizon Allocation - Mar 24	Verizon			1
44	3/31/24	501	01-044-000-0000-6210 Telephone	40.01	D	Verizon Allocation - Mar 24	Verizon			1
45	3/31/24	501	01-061-000-0000-6210 Telephone	68.80	D	Verizon Allocation - Mar 24	Verizon			1
46	3/31/24	501	01-091-000-0000-6210 Telephone	127.57	D	Verizon Allocation - Mar 24	Verizon			1
47	3/31/24	501	01-103-000-0000-6210 Telephone	228.90	D	Verizon Allocation - Mar 24	Verizon			1
48	3/31/24	501	01-105-000-0000-6210 Telephone	215.13	D	Verizon Allocation - Mar 24	Verizon			1
49	3/31/24	501	01-111-000-0000-6210 Telephone	394.02	D	Verizon Allocation - Mar 24	Verizon			1
50	3/31/24	501	01-121-000-0000-6210 Telephone	60.03	D	Verizon Allocation - Mar 24	Verizon			1
51	3/31/24	501	01-251-000-0000-6210 Telephone	180.12	D	Verizon Allocation - Mar 24	Verizon			1
52	3/31/24	501	01-252-000-0000-6210 Telephone	672.92	D	Verizon Allocation - Mar 24	Verizon			1
53	3/31/24	501	01-253-000-0000-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
54	3/31/24	501	01-281-000-0000-6210 Telephone	186.35	D	Verizon Allocation - Mar 24	Verizon			1
55	3/31/24	501	01-602-000-0000-6210 Telephone	40.01	D	Verizon Allocation - Mar 24	Verizon			1
56	3/31/24	501	01-201-000-0000-6211 Radio-Computers-Cameras	560.41	D	Verizon Allocation - Mar 24	Verizon			1
57	3/31/24	501	01-201-000-0000-6210 Telephone	1,060.68	D	Verizon Allocation - Mar 24	Verizon			1
58	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
59	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
60	3/31/24	501	01-481-460-6012-6210 Telephone	49.12	D	Verizon Allocation - Mar 24	Verizon			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	3/31/24	501	01-481-461-6040-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
62	3/31/24	501	01-481-461-6011-6210 Telephone	21.89	D	Verizon Allocation - Mar 24	Verizon			1
63	3/31/24	501	01-481-462-6047-6210 Telephone	21.89	D	Verizon Allocation - Mar 24	Verizon			1
64	3/31/24	501	01-481-461-6040-6210 Telephone	32.83	D	Verizon Allocation - Mar 24	Verizon			1
65	3/31/24	501	01-481-461-6030-6210 Telephone	10.95	D	Verizon Allocation - Mar 24	Verizon			1
66	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
67	3/31/24	501	01-481-461-6059-6210 Telephone	10.95	D	Verizon Allocation - Mar 24	Verizon			1
68	3/31/24	501	01-481-461-6034-6210 Telephone	32.83	D	Verizon Allocation - Mar 24	Verizon			1
69	3/31/24	501	01-481-461-6059-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
70	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
71	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
72	3/31/24	501	01-481-460-6009-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
73	3/31/24	501	01-481-461-6059-6210 Telephone	21.89	D	Verizon Allocation - Mar 24	Verizon			1
74	3/31/24	501	01-481-461-6040-6210 Telephone	13.13	D	Verizon Allocation - Mar 24	Verizon			1
75	3/31/24	501	01-481-462-6047-6210 Telephone	8.76	D	Verizon Allocation - Mar 24	Verizon			1
76	3/31/24	501	01-481-460-6012-6210 Telephone	49.12	D	Verizon Allocation - Mar 24	Verizon			1
77	3/31/24	501	01-481-460-6012-6210 Telephone	49.12	D	Verizon Allocation - Mar 24	Verizon			1
78	3/31/24	501	01-481-461-6040-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1
79	3/31/24	501	01-481-460-6012-6210 Telephone	48.78	D	Verizon Allocation - Mar 24	Verizon			1
80	3/31/24	501	01-481-465-6057-6210 Telephone	43.78	D	Verizon Allocation - Mar 24	Verizon			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	3/31/24	501	01-481-465-6057-6210 Telephone	40.01	D	Verizon Allocation - Mar 24	Verizon			1
82	3/31/24	501	01-481-460-6012-6210 Telephone	29.27	D	Verizon Allocation - Mar 24	Verizon			1
83	3/31/24	501	01-481-464-6052-6210 Telephone	19.51	D	Verizon Allocation - Mar 24	Verizon			1
84	3/31/24	501	01-000-000-0000-1001 Cash	4,917.92	C	Verizon Allocation - General	Verizon			1
85	3/31/24	501	10-301-000-0000-6210 Telephone	606.67	D	Verizon Allocation - Mar 24	Verizon			1
86	3/31/24	501	10-000-000-0000-1001 Cash	606.67	C	Verizon Allocation - Highway	Verizon			1
87	3/31/24	501	53-398-000-0000-6210 Telephone	83.79	D	Verizon Allocation - Mar 24	Verizon			1
88	3/31/24	501	53-000-000-0000-1001 Cash	83.79	C	Verizon Allocation - Landfill	Verizon			1
89	3/31/24	501	05-445-000-0000-6253 Contracted Services-MN Prairie SDA	1,189.65	D	Dec 2023 Hotel Vouchers PMT	MNPrairie			1
90	3/31/24	501	05-000-000-0000-1001 Cash, Human Services Fund	1,189.65	C	Dec 2023 Hotel Vouchers PMT	MNPrairie			1
91	3/31/24	501	01-062-000-0000-5831 Miscellaneous	380.00	D	PMT to MNPrairie - Cell Phones	MNPrairie			1
92	3/31/24	501	01-000-000-0000-1001 Cash	380.00	C	PMT to MNPrairie - Cell Phones	MNPrairie			1
93	3/31/24	501	01-032-000-0000-6260 Background Checks	92.12	D	Verified 1st Background Checks	Verified 1st			1
94	3/31/24	501	01-000-000-0000-1001 Cash	92.12	C	Verified 1st Background Checks	Verified 1st			1
95	3/31/24	501	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	25,151.81	D	Deed and Mortgage - Feb 2024	State of MN			1
96	3/31/24	501	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	25,416.14	D	Deed and Mortgage - Feb 2024	State of MN			1
97	3/31/24	501	72-000-000-0000-1001 Cash	50,567.95	C	Deed and Mortgage - Feb 2024	State of MN			1
98	3/31/24	501	01-000-000-0000-1001 Cash	1,517.03	D	Deed and Mortgage - Feb 2024	State of MN			1
99	3/31/24	501	01-003-000-0000-5013 Mortgage Registry Tax Revenue	754.55	C	Deed and Mortgage - Feb 2024	State of MN			1
100	3/31/24	501	01-003-000-0000-5014 State Deed Tax Revenue	762.48	C	Deed and Mortgage - Feb 2024	State of MN			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	3/31/24	501	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	4,187.00	D	Sales Tax - Feb 2024	State of MN			1
102	3/31/24	501	72-000-000-0000-1001 Cash	4,187.00	C	Sales Tax - Feb 2024	State of MN			1
103	3/31/24	501	53-398-000-0000-6540 Machine Fuel	126.83	D	Diesel Tax	State of MN			1
104	3/31/24	501	53-398-000-0000-6540 Machine Fuel	310.00	D	Usage Diesel Tax	State of MN			1
105	3/31/24	501	53-000-000-0000-1001 Cash	436.83	C	Diesel and Usage Tax	State of MN			1
106	3/31/24	501	10-304-000-0000-6522 Diesel Fuel Tax	378.19	D	Diesel Tax	State of MN			1
107	3/31/24	501	10-000-000-0000-1001 Cash	378.19	C	Diesel Tax	State of MN			1
108	3/31/24	501	53-398-000-0000-6801 General Expense	368.24	D	Landfill Credit Card Fees				1
109	3/31/24	501	53-000-000-0000-1001 Cash	368.24	C	Landfill Credit Card Fees				1
110	3/31/24	501	01-502-000-0000-6250 Utilities	1,033.58	D	OPU Utility Billing - 718550	OPU			1
111	3/31/24	501	01-201-296-0000-6250 T#9 Utilities	443.09	D	OPU Utility Billing - 718561	OPU			1
112	3/31/24	501	01-111-041-0000-6250 Utilities	2,551.74	D	OPU Utility Billing - 718556	OPU			1
113	3/31/24	501	01-111-044-0000-6250 Utilities	16,747.79	D	OPU Utility Billing - 718563	OPU			1
114	3/31/24	501	01-111-040-0000-6250 Utilities	7,630.54	D	OPU Utility Billing - 718557	OPU			1
115	3/31/24	501	01-111-042-0000-6250 Utilities	4,581.02	D	OPU Utility Billing - 718555	OPU			1
116	3/31/24	501	01-111-047-0000-6250 Utilities	93.25	D	OPU Utility Billing - 716285	OPU			1
117	3/31/24	501	01-111-043-0000-6250 Utilities	160.93	D	OPU Utility Billing - 718547	OPU			1
118	3/31/24	501	01-111-043-0000-6250 Utilities	581.01	D	OPU Utility Billing - 718546	OPU			1
119	3/31/24	501	01-111-043-0000-6250 Utilities	168.99	D	OPU Utility Billing - 705296	OPU			1
120	3/31/24	501	01-000-000-0000-1001 Cash	33,991.94	C	OPU Utility Billings - General	OPU			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	3/31/24	501	10-304-000-0000-6514 Utility Services	5,154.34	D	OPU Utility Billing - 718562	OPU			1
122	3/31/24	501	10-304-000-0000-6514 Utility Services	96.69	D	OPU Utility Billing - 718553	OPU			1
123	3/31/24	501	10-000-000-0000-1001 Cash	5,251.03	C	OPU Utility Billings - Hwy	OPU			1
124	3/31/24	501	01-111-000-0000-6540 Gas & Oil	4.42	D	WEX NASPO Billing - Mar 24	WEX			1
125	3/31/24	501	01-000-000-0000-1001 Cash	4.42	C	WEX NASPO Billing - Mar 24	WEX			1
126	3/31/24	501	01-252-000-0000-6540 Gas & Oil	19.76	D	WEX Enterprise Billing- Mar 24	WEX			1
127	3/31/24	501	01-105-000-0000-6540 Gas & Oil	29.13	D	WEX Enterprise Billing- Mar 24	WEX			1
128	3/31/24	501	01-000-000-0000-1001 Cash	48.89	C	WEX Enterprise Billing- Mar 24	WEX			1
129	3/31/24	501	01-031-000-0000-6215 Postage	0.64	D	Postage Allocation - Mar 24				1
130	3/31/24	501	01-103-000-0000-6215 Postage	40.67	D	Postage Allocation - Mar 24				1
131	3/31/24	501	01-041-000-0000-6215 Postage	168.13	D	Postage Allocation - Mar 24				1
132	3/31/24	501	01-252-000-0000-6215 Postage	245.84	D	Postage Allocation - Mar 24				1
133	3/31/24	501	01-062-000-0000-6802 Internal Chargeback	808.48	D	Postage Allocation - Mar 24				1
134	3/31/24	501	01-251-000-0000-6215 Postage	19.16	D	Postage Allocation - Mar 24				1
135	3/31/24	501	01-063-000-0000-6215 Postage	13.52	D	Postage Allocation - Mar 24				1
136	3/31/24	501	01-602-000-0000-6215 Postage	82.94	D	Postage Allocation - Mar 24				1
137	3/31/24	501	01-044-000-0000-6215 Postage	39.68	D	Postage Allocation - Mar 24				1
138	3/31/24	501	01-550-000-0000-6215 Postage	8.80	D	Postage Allocation - Mar 24				1
139	3/31/24	501	01-032-000-0000-6215 Postage	10.88	D	Postage Allocation - Mar 24				1
140	3/31/24	501	01-062-000-0000-6802 Internal Chargeback	41.53	D	Postage Allocation - Mar 24				1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	3/31/24	501	01-000-000-0000-1001 Cash	15,811.69	D	Mar 2024 Interest				1
2	3/31/24	501	01-003-000-0000-5710 Interest From Investments	6,656.90	C	Mar Interest - Magic #1				1
3	3/31/24	501	01-003-000-0000-5710 Interest From Investments	9,032.53	C	Mar Interest - Magic #2				1
4	3/31/24	501	01-003-000-0000-5710 Interest From Investments	122.26	C	Mar Interest - Payroll				1
5	3/31/24	501	05-000-000-0000-1001 Cash, Human Services Fund	1,120.73	D	Mar 2024 Interest				1
6	3/31/24	501	05-445-000-0000-5710 Interest Income	575.66	C	Homeless Prevention - Mar				1
7	3/31/24	501	05-445-000-0000-5710 Interest Income	545.07	C	Housing Affordability - Mar				1
8	3/31/24	501	81-000-000-0000-1001 Cash	2,777.66	D	Mar 2024 Interest				1
9	3/31/24	501	81-230-000-0000-5710 Interest	2,777.66	C	Mar Interest - E911				1
10	3/31/24	501	01-003-000-0000-6357 Bank Charges	497.09	D	Bank Charges - Magic #1				1
11	3/31/24	501	01-003-000-0000-6357 Bank Charges	19.11	D	Bank Charges - Magic #2				1
12	3/31/24	501	01-003-000-0000-6357 Bank Charges	23.42	D	Bank Charges - Payroll				1
13	3/31/24	501	01-000-000-0000-1001 Cash	539.62	C	Mar 2024 Bank Charges				1
14	3/31/24	501	01-003-000-0000-6355 Wex Benefit Administration	508.75	D	Wex Administrative Services				1
15	3/31/24	501	01-000-000-0000-1001 Cash	508.75	C	Wex Administrative Services				1
16	3/31/24	501	81-230-000-0000-6355 Wex Benefit Administration	46.75	D	Wex Administrative Services				1
17	3/31/24	501	81-000-000-0000-1001 Cash	46.75	C	Wex Administrative Services				1
18	3/31/24	501	53-398-000-0000-6388 Labor costs-Highway	954.88	D	Greg Highway Labor - Mar				1
19	3/31/24	501	53-000-000-0000-1001 Cash	954.88	C	Greg Highway Labor - Mar				1
20	3/31/24	501	10-000-000-0000-1001 Cash	954.88	D	Greg Highway Labor - Mar				1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	3/31/24	501	10-301-000-0000-5511 Charges For Services	954.88	C	Greg Highway Labor - Mar				1
22	3/31/24	501	01-003-000-0000-6801 General Expense	0.67	D	Close Out Northland Cash Bal				1
23	3/31/24	501	01-000-000-0000-1001 Cash	0.67	C	Close Out Northland Cash Bal				1
24	3/31/24	501	01-000-000-0000-1001 Cash	66.00	D	Removal of ATV From Insurance				1
25	3/31/24	501	01-281-000-0000-6350 Property & Liability Insurance	66.00	C	Removal of ATV From Insurance				1
26	3/31/24	501	38-000-000-0000-1001 Cash	48,240.00	D	Squad Car Damage MCIT PMT				1
27	3/31/24	501	38-000-000-0000-5831 Miscellaneous Revenue - Capital Outlay	48,240.00	C	Squad Car Damage MCIT PMT				1
28	3/31/24	501	01-000-000-0000-1001 Cash	1,009.43	D	EMG Protective Care Hearings				1
29	3/31/24	501	01-011-000-0000-5301 State Grants	1,009.43	C	EMG Protective Care Hearings				1
30	3/31/24	501	01-000-000-0000-1001 Cash	20.00	D	Record Additional REC Fees				1
31	3/31/24	501	01-101-000-0000-5520 Fees	20.00	C	Record Additional REC Fees				1
Debit Total				72,051.06		Credit Total	72,051.06	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	3/31/24	501	01-105-000-0000-6215 Postage	203.40	D	Postage Allocation - Mar 24				1
142	3/31/24	501	01-101-000-0000-6215 Postage	395.89	D	Postage Allocation - Mar 24				1
143	3/31/24	501	01-121-000-0000-6215 Postage	18.56	D	Postage Allocation - Mar 24				1
144	3/31/24	501	01-481-460-6009-6215 Postage	7.68	D	Postage Allocation - Mar 24				1
145	3/31/24	501	01-481-461-6011-6215 Postage	249.12	D	Postage Allocation - Mar 24				1
146	3/31/24	501	01-481-460-6012-6215 Postage	61.35	D	Postage Allocation - Mar 24				1
147	3/31/24	501	01-481-461-6025-6215 Postage	39.68	D	Postage Allocation - Mar 24				1
148	3/31/24	501	01-481-461-6030-6215 Postage	35.89	D	Postage Allocation - Mar 24				1
149	3/31/24	501	01-481-461-6040-6215 Postage	1.52	D	Postage Allocation - Mar 24				1
150	3/31/24	501	01-481-461-6059-6215 Postage	0.64	D	Postage Allocation - Mar 24				1
151	3/31/24	501	01-481-462-6047-6215 Postage	1.28	D	Postage Allocation - Mar 24				1
152	3/31/24	501	01-481-465-6057-6215 Postage	0.64	D	Postage Allocation - Mar 24				1
153	3/31/24	501	01-062-000-0000-6215 Postage	2,495.92	C	Postage Allocation - Mar 24				1
154	3/31/24	501	10-301-000-0000-6215 Postage	2.27	D	Postage Allocation - Mar 24				1
155	3/31/24	501	10-000-000-0000-1001 Cash	2.27	C	Postage Allocation - Mar 24				1
156	3/31/24	501	01-000-000-0000-1001 Cash	2.27	D	Postage Allocation - Mar 24				1
157	3/31/24	501	01-062-000-0000-5831 Miscellaneous	2.27	C	Postage Allocation - Mar 24				1
158	3/31/24	501	53-398-000-0000-6215 Postage	20.59	D	Postage Allocation - Mar 24				1
159	3/31/24	501	53-000-000-0000-1001 Cash	20.59	C	Postage Allocation - Mar 24				1
160	3/31/24	501	01-000-000-0000-1001 Cash	20.59	D	Postage Allocation - Mar 24				1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	3/31/24	501	01-062-000-0000-5831 Miscellaneous	20.59	C	Postage Allocation - Mar 24				1
162	3/31/24	501	01-000-000-0000-1001 Cash	1,454.73	D	Void Duplicate Payment- 177126				1
163	3/31/24	501	01-201-000-0000-6287 SWAT Training	1,454.73	C	Void Duplicate Payment- 177126				1
164	3/31/24	501	01-000-000-0000-1001 Cash	131.39	D	Void Check 178447 & 178518				1
165	3/31/24	501	01-481-460-6009-6331 Mileage Reimbursement	22.81	C	Void Check 178447 & 178518				1
166	3/31/24	501	01-481-460-6012-6261 Conference & Training	85.00	C	Void Check 178447 & 178518				1
167	3/31/24	501	01-481-460-6012-6331 Mileage Reimbursement	23.58	C	Void Check 178447 & 178518				1
168	3/31/24	501	01-000-000-0000-1001 Cash	554.61	D	Void Duplicate Payment- 177780				1
169	3/31/24	501	01-550-000-0000-6258 LP Gas	554.61	C	Void Duplicate Payment- 177780				1
170	3/31/24	501	01-000-000-0000-1001 Cash	78.75	D	Void Check 177671 - Probst				1
171	3/31/24	501	01-481-464-6061-6331 Mileage Reimbursement	0.63	C	Void Check 177671 - Probst				1
172	3/31/24	501	01-481-460-6009-6331 Mileage Reimbursement	78.12	C	Void Check 177671 - Probst				1
173	3/22/24	501	21-640-000-0000-5052 Pre Payments	55.87	D	74055 JD Redet - 2024 Tax				1
174	3/22/24	501	21-640-000-0000-5052 Pre Payments	44.31	D	74055 JD Redet - 2024 Tax				1
175	3/22/24	501	21-640-000-0000-5052 Pre Payments	71.91	D	74055 JD Redet - 2024 Tax				1
176	3/22/24	501	21-000-000-0000-1001 Cash	172.09	C	74055 JD Redet - 2024 Tax				1
177	3/22/24	501	70-000-000-0000-1001 Cash	172.09	D	74055 JD Redet - 2024 Tax				1
178	3/22/24	501	70-000-000-0000-2112 Unapportioned Advanced Real & Pers Prop	55.87	C	74055 JD Redet - 2024 Tax				1
179	3/22/24	501	70-000-000-0000-2112 Unapportioned Advanced Real & Pers Prop	44.31	C	74055 JD Redet - 2024 Tax				1
180	3/22/24	501	70-000-000-0000-2112 Unapportioned Advanced Real & Pers Prop	71.91	C	74055 JD Redet - 2024 Tax				1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
181	3/31/24	501	01-003-000-0000-6961 Visa One Card Program	43,489.52	D	BMO Payment - Mar 2024				1
182	3/31/24	501	01-000-000-0000-1001 Cash	43,489.52	C	BMO Payment - Mar 2024				1
183	3/31/24	501	01-005-000-0000-6261 Conference & Training	396.30	D	AMC Conference Hotel Rm -Gnemi	11 East Kellogg Blvd Llc			1
184	3/31/24	501	01-005-000-0000-6261 Conference & Training	173.95	D	AMC Conference Hotel Rm -Gnemi	Etoc Company Inc			1
185	3/31/24	501	01-005-000-0000-6261 Conference & Training	347.90	D	AMC Conference Hotel Rm -Gnemi	Etoc Company Inc			1
186	3/31/24	501	01-032-000-0000-6241 Membership Dues	175.00	D	Gina Annual PELRA Membership	National Pelra			1
187	3/31/24	501	01-032-000-0000-6330 Travel Expenses	347.90	D	Julie Hotel for AMC Leadership	Etoc Company Inc			1
188	3/31/24	501	01-032-000-0000-6410 Office Supplies	13.47	D	Mouse/Wrist Pad for Emma	Amazon.Com, Inc.			1
189	3/31/24	501	01-041-000-0000-6261 Conference & Training	132.71	D	MACO Conf Hotel stay	Mlcv Stlp Llc			1
190	3/31/24	501	01-041-000-0000-6330 Travel Expenses	145.69	D	Drainage Conf hotel stay	Fullsteam Operations Llc			1
191	3/31/24	501	01-041-000-0000-6331 Mileage Reimbursement	37.62	D	Drainage Conf fuel	Holiday Companies			1
192	3/31/24	501	01-044-000-0000-6241 Membership Dues	70.00	D	MNGFOA 2024 Dues - Jon W	Minnesota Government Fina			1
193	3/31/24	501	01-044-000-0000-6261 Conference & Training	75.00	D	Long Term Financial Planning	Government Finance Offic			1
194	3/31/24	501	01-044-000-0000-6261 Conference & Training	50.00	D	GFOA Closing ticket	Government Finance Offic			1
195	3/31/24	501	01-044-000-0000-6261 Conference & Training	1,005.00	D	GFOA Training and registration	Government Finance Offic			1
196	3/31/24	501	01-044-000-0000-6261 Conference & Training	140.00	D	Gov. Training Academy- Jon	Clifton Larson Allen			1
197	3/31/24	501	01-044-000-0000-6261 Conference & Training	140.00	D	Gov. Training Academy- Candi	Clifton Larson Allen			1
198	3/31/24	501	01-044-000-0000-6330 Travel Expenses	676.20	D	Airline To Orlando - Erin Edel	Delta Air Lines, Inc			1
199	3/31/24	501	01-044-000-0000-6330 Travel Expenses	94.66	D	Airline GFOA Travel insurance	Aga Service Company			1
200	3/31/24	501	01-044-000-0000-6330 Travel Expenses	676.20	D	Airline to Orlando GFOA	Delta Air Lines, Inc			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	3/31/24	501	01-044-000-0000-6330 Travel Expenses	330.12	D	Hotel for MACO Confer 2 nights	MlcV Stlp Llc			1
202	3/31/24	501	01-061-000-0000-6260 Computer Support	237.73	D	PSA -Ticketing Software	Connectwise, Llc			1
203	3/31/24	501	01-061-000-0000-6260 Computer Support	475.46	D	PSA -Ticketing Software	Connectwise, Llc			1
204	3/31/24	501	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
205	3/31/24	501	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
206	3/31/24	501	01-062-000-0000-6301 Equip/Software Maint	206.06	D	Teams Voice Direct Routing	Calltower, Inc.			1
207	3/31/24	501	01-062-000-0000-6801 General Expense	48.00	D	Deep Freeze software	Faronics Technologies Usa			1
208	3/31/24	501	01-062-000-0000-6801 General Expense	1,882.71	D	AWS Storage	Amazon.Com, Inc.			1
209	3/31/24	501	01-063-000-0000-6410 Office Supplies	36.53	D	colored paper	Amazon.Com, Inc.			1
210	3/31/24	501	01-091-000-0000-6261 Conference & Training	132.00	D	Sheilan Attorney Registration	State Of Minnesota			1
211	3/31/24	501	01-091-000-0000-6261 Conference & Training	132.00	D	Campbell Attorney Registration	State Of Minnesota			1
212	3/31/24	501	01-091-000-0000-6801 County Attorney Misc	15.45	D	certified documents for trial	Eau Claire County- Clerk			1
213	3/31/24	501	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	United States Postal Serv			1
214	3/31/24	501	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	United States Postal Serv			1
215	3/31/24	501	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	United States Postal Serv			1
216	3/31/24	501	01-101-000-0000-6215 Postage	30.45	D	Passport Postage	United States Postal Serv			1
217	3/31/24	501	01-101-000-9305-6261 Conference & Training - Tech Fund	398.13	D	MACO \$29,29 credit back	MlcV Stlp Llc			1
218	3/31/24	501	01-101-000-9305-6261 Conference & Training - Tech Fund	29.29	D	MACO \$29,29 credit back	MlcV Stlp Llc			1
219	3/31/24	501	01-101-000-9305-6261 Conference & Training - Tech Fund	398.13	D	MACO Winter Conference	MlcV Stlp Llc			1
220	3/31/24	501	01-103-000-0000-6261 Conference & Training	450.00	D	GRANT MASS APPRAISALS	Minnesota Association Of			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	3/31/24	501	01-103-000-0000-6301 Equip/Software Maint	18.87	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
222	3/31/24	501	01-105-000-0000-6261 Conference & Training	298.88	D	hotel stay	Minneapolis Hotel Acquisi			1
223	3/31/24	501	01-105-000-0000-6261 Conference & Training	21.36	D	Dinner 2/14/24	Minneapolis Hotel Acquisi			1
224	3/31/24	501	01-105-000-0000-6330 Travel Expenses	478.10	D	Lodging	Canal Park Lodge, Llc			1
225	3/31/24	501	01-105-000-0000-6330 Travel Expenses	16.84	D	Dinner	Grandma's Inc			1
226	3/31/24	501	01-105-000-0000-6330 Travel Expenses	29.95	D	Dinner	Toast, Inc.			1
227	3/31/24	501	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	GPS Feb subscription	T-Mobile Usa, Inc.			1
228	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	8.94	D	Washer Fluid and Hose	Wen-Col Inc			1
229	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	13.77	D	Ring Gaskets	Block Plumbing & Heating			1
230	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	55.65	D	Punch and Chisel	Wen-Col Inc			1
231	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	539.00	D	Tool Box	Lowes Companies, Inc.			1
232	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	1,017.96	D	Tool Box	Lowes Companies, Inc.			1
233	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	539.00	C	Tool Box Return	Lowes Companies, Inc.			1
234	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	35.41	D	3/16-in 30 count	Lowes Companies, Inc.			1
235	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	27.90	D	Touch up paint	Sherwin Williams Co			1
236	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Fee Feb	Intuit Payment Solutions,			1
237	3/31/24	501	01-111-040-0000-6300 Bldg Repairs & Maintenance	275.00	D	Frosted window glass	Minnesota Elevator Inc			1
238	3/31/24	501	01-111-040-0000-6560 Janitorial Supplies	1,044.78	D	janitorial Supplies	Hillyard Inc			1
239	3/31/24	501	01-111-041-0000-6300 Bldg Repairs & Maintenance	12.27	D	service fee	Invoice Cloud, Inc.			1
240	3/31/24	501	01-111-041-0000-6300 Bldg Repairs & Maintenance	67.00	D	Water Filtering	Culligan/Ultrapure Wat			1

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Description 03 MAR CASH JOURNALS 2

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241	3/31/24	501	01-111-041-0000-6560 Janitorial Supplies	11.97	D	Cleaning Rags	Harbor Freight Tools Usa			1
242	3/31/24	501	01-111-041-0000-6560 Janitorial Supplies	852.17	D	Janitorial supplies	Hillyard Inc			1
243	3/31/24	501	01-111-042-0000-6300 Bldg Repairs & Maintenance	34.47	D	Oil change	Wen-Col Inc			1
244	3/31/24	501	01-111-042-0000-6300 Bldg Repairs & Maintenance	164.59	D	Pump	First Supply Llc			1
245	3/31/24	501	01-111-042-0000-6560 Janitorial Supplies	403.80	D	Janitorial supplies	Hillyard Inc			1
246	3/31/24	501	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.30	D	Washer Fluid	Wen-Col Inc			1
247	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	29.72	D	Water Cooler	Lowes Companies, Inc.			1
248	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	12.27	D	service fee	Ici Fee Culligan			1
249	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	634.00	D	Water Filtering	Invoice Cloud, Inc.			1
250	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	73.82	D	pest control	Plunketts Pest Control In			1
251	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	19.85	D	Rotation Tester and AC dec	Amazon.Com, Inc.			1
252	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	18.46	D	Pipes and Glue	Lowes Companies, Inc.			1
253	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	21.25	D	Tabs for Trailer	State Of Minnesota			1
254	3/31/24	501	01-111-044-0000-6300 Bldg Repairs & Maintenance	0.46	D	Sevice charge for tabs	Elavon			1
255	3/31/24	501	01-111-048-0000-6560 Janitorial Supplies	4.18	D	Janitorial supplies	Hillyard Inc			1
256	3/31/24	501	01-111-048-0000-6560 Janitorial Supplies	1,158.29	D	Janitorial supplies	Hillyard Inc			1
257	3/31/24	501	01-111-049-0000-6300 Bldg Repairs & Maintenance	25.15	D	Batteries for Alarm	Bpb, Llc			1
258	3/31/24	501	01-111-050-0000-6410 Office Supplies	1,794.90	D	2 Agile Fleet Kiosks	Dell International L.L.C			1
259	3/31/24	501	01-111-050-0000-6410 Office Supplies	297.98	D	Agile Kiosk Card Readers	Amazon Payments, Inc.			1
260	3/31/24	501	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data-Storage GB Plan	Apple Inc.			1

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Description 03 MAR CASH JOURNALS 2

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261	3/31/24	501	01-201-000-0000-6215 Postage	14.25	D	Redemption check -certified mai	United States Postal Serv			1
262	3/31/24	501	01-201-000-0000-6215 Postage	5.08	D	74CV23447/check-garnishment	United States Postal Serv			1
263	3/31/24	501	01-201-000-0000-6261 Conference & Training	3,297.00	D	7409, 7405 & 7422 training	Storm Training Group Llc			1
264	3/31/24	501	01-201-000-0000-6261 Conference & Training	365.00	D	SOTA 28th Annual Conf.	Sota			1
265	3/31/24	501	01-201-000-0000-6261 Conference & Training	90.00	D	MSA ERPO training	Minnesota State Sheriffs			1
266	3/31/24	501	01-201-000-0000-6261 Conference & Training	395.00	D	IAPE Membership Class	Paypal			1
267	3/31/24	501	01-201-000-0000-6261 Conference & Training	550.00	D	7424-Defensive Edge Trng	Defensive Edge Training			1
268	3/31/24	501	01-201-000-0000-6285 Firearms/Ammo Training	19.26	D	cleaner for firearms	Lowes Companies, Inc.			1
269	3/31/24	501	01-201-000-0000-6285 Firearms/Ammo Training	178.24	D	1/hardcase optics toolkit	Titan Product Development			1
270	3/31/24	501	01-201-000-0000-6285 Firearms/Ammo Training	474.54	D	Firearms equip.	Bravo Company Usa Inc			1
271	3/31/24	501	01-201-000-0000-6285 Firearms/Ammo Training	240.88	D	Misc. firearms items	Sps Marketing, Inc.			1
272	3/31/24	501	01-201-000-0000-6285 Firearms/Ammo Training	150.31	D	1/shotgun	Cabela's Wholesale, Llc			1
273	3/31/24	501	01-201-000-0000-6287 SWAT Training	284.99	D	2/Noisefighters	Tnvc Inc			1
274	3/31/24	501	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
275	3/31/24	501	01-201-000-0000-6293 Gun Permit Expenses	8.73	D	Void Permit to Carry	United States Postal Serv			1
276	3/31/24	501	01-201-000-0000-6320 Vehicle Maintenance	10.69	D	Squad Keys	Fleet Farm Group, Llc			1
277	3/31/24	501	01-201-000-0000-6320 Vehicle Maintenance	705.40	D	30/Tourniquets for squads	N America Rescue Product			1
278	3/31/24	501	01-201-000-0000-6320 Vehicle Maintenance	367.52	D	2/Medical backpacks	Liveactionsafety.Com			1
279	3/31/24	501	01-201-000-0000-6410 Office Supplies	38.06	D	pens & label tape	Amazon.Com, Inc.			1
280	3/31/24	501	01-201-000-0000-6801 Misc Expense	568.40	D	Medical Gloves, Razor & Shears	Bound Tree Medical Llc			1

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Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
281	3/31/24	501	01-201-000-0000-6801 Misc Expense	17.98	D	30/Blue line bands	Amazon.Com, Inc.			1
282	3/31/24	501	01-201-000-0000-6801 Misc Expense	41.37	D	4/Ice picks for wet suits	Amazon Payments, Inc.			1
283	3/31/24	501	01-201-000-0107-6320 Squad 7407 Maintenance	27.90	D	2/Magazine clips for squad	Cabela's Wholesale, LLC			1
284	3/31/24	501	01-201-000-0109-6320 Squad 7416 Maintenance	10.06	D	phone charger for squad	Wal-Mart Stores, Inc.			1
285	3/31/24	501	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	GPS Feb subscription	Tmobile Auto Pay			1
286	3/31/24	501	01-201-000-0114-6320 Squad 7421 Maintenance	367.51	D	2/Medical backpacks	Pay Pal Inc			1
287	3/31/24	501	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	GPS Feb subscription	Tmobile Auto Pay			1
288	3/31/24	501	01-201-000-0117-6320 Squad 7420 Maintenance	39.69	D	Squad equipment	Lowes Companies, Inc.			1
289	3/31/24	501	01-209-000-0000-6320 Vehicle Maintenance	1,678.28	C	Credit for an overcharge	M2 Powersports LLC			1
290	3/31/24	501	01-209-000-0000-6320 Vehicle Maintenance	2,935.91	D	Repair snowmobile	M2 Powersports LLC			1
291	3/31/24	501	01-251-000-0000-6211 Radio - Computers - Cameras	31.32	D	USB Extension for MC	Amazon.Com, Inc.			1
292	3/31/24	501	01-251-000-0000-6211 Radio - Computers - Cameras	24.91	D	mouse, keyboard	2104 Amazon US Retail			1
293	3/31/24	501	01-251-000-0000-6215 Postage	4.13	D	postage	United States Postal Serv			1
294	3/31/24	501	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	GPS Feb subscription	Tmobile Auto Pay			1
295	3/31/24	501	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
296	3/31/24	501	01-251-000-0000-6406 Program Supplies	93.39	D	programs tv	Hulu, LLC			1
297	3/31/24	501	01-251-000-0000-6432 Medical Payments	48.98	D	medical bandages	Amazon.Com, Inc.			1
298	3/31/24	501	01-251-000-0000-6451 Operating Supplies	69.00	D	intox mouthpiece	Intoximeters Inc			1
299	3/31/24	501	01-251-000-0000-6560 Janitorial Supplies	65.40	D	cleaning wipes	Amazon.Com, Inc.			1
300	3/31/24	501	01-251-000-0000-6560 Janitorial Supplies	103.04	D	laundry det	2104 Amazon US Retail			1

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301	3/31/24	501	01-251-000-0000-6801 Misc Expense	12.99	D	mourning badges	Amazon.Com, Inc.			1
302	3/31/24	501	01-251-000-0000-6801 Misc Expense	120.50	D	locker tokens	Cki Locker, Llc			1
303	3/31/24	501	01-252-000-0000-6261 Conference & Training	4.49	D	Water-Advisory Board	Kwik Trip Corp			1
304	3/31/24	501	01-252-000-0000-6410 Office Supplies	34.99	D	Keyboard for CCA	Amazon.Com, Inc.			1
305	3/31/24	501	01-252-000-0000-6410 Office Supplies	241.63	D	PC Headset for CCA	Cdw Llc			1
306	3/31/24	501	01-252-000-0000-6410 Office Supplies	18.99	D	hand sanitizer	Amazon.Com, Inc.			1
307	3/31/24	501	01-252-000-0000-6410 Office Supplies	15.81	D	Letter openers	Amazon.Com, Inc.			1
308	3/31/24	501	01-252-000-0000-6410 Office Supplies	15.38	D	Dust off	Amazon.Com, Inc.			1
309	3/31/24	501	01-252-000-0000-6410 Office Supplies	10.16	D	Screen Protectors	Amazon.Com, Inc.			1
310	3/31/24	501	01-252-000-0000-6410 Office Supplies	1,641.78	D	New CCA Staff Computer	Dell International L.L.C			1
311	3/31/24	501	01-252-000-0000-6801 General Expense	59.38	D	2 flashlights	Amazon.Com, Inc.			1
312	3/31/24	501	01-252-000-0000-6801 General Expense	256.00	D	4 Microphones	Shopify Payments (Usa) In			1
313	3/31/24	501	01-252-000-0000-6801 General Expense	46.52	D	Antennas-radios	Amazon.Com, Inc.			1
314	3/31/24	501	01-252-775-0000-6261 Conference & Training - CCA Subsidy	335.00	D	MNatsa Conference	Ppinc Usd Ce 3			1
315	3/31/24	501	01-252-775-0000-6261 Conference & Training - CCA Subsidy	200.00	D	Consulting & Coaching	Intuit Payment Solutions,			1
316	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	19.09	D	MACCAC Lunch Kaiya/Spring	Central Eats, Llc			1
317	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	25.52	D	MACCAC Dinner	Toast, Inc.			1
318	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	15.66	D	MACCAC Dinner	Toast, Inc.			1
319	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	314.48	D	MACCAC Hotel	Silver Leaf Lodging Grou			1
320	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	16.29	D	MACCAC Lunch	Rogers/Cul Restaurant In			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
321	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	314.48	D	MACCAC Hotel	Silver Leaf Lodging Grou			1
322	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	314.48	D	MACCAC Hotel	Silver Leaf Lodging Grou			1
323	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	25.28	D	MACCAC Supper	Toast, Inc.			1
324	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	28.00	D	MACCAC Dinner	Gmri, Inc.			1
325	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	28.00	D	MACCAC Supper	Gmri, Inc.			1
326	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	25.36	D	MACCAC Dinner	Toast Inc			1
327	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	6.98	D	MACCAC Dinner	Toast Inc			1
328	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	16.00	D	MACCAC Lunch	Lakeville Capital Invest			1
329	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	16.00	D	MACCAC Lunch	Lakeville Capital Invest			1
330	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	16.00	D	MACCAC Lunch	Lakeville Capital Invest			1
331	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	28.00	D	MACCAC supper	Toast Inc			1
332	3/31/24	501	01-252-775-0000-6330 Travel Expenses - CCA	10.81	D	LunchCo-occurring training	J & M Bell Properities LI			1
333	3/31/24	501	01-252-790-0000-6801 General Expense	23.26	C	Credit Antennas	Amazon.Com, Inc.			1
334	3/31/24	501	01-253-000-0000-6300 Bldg Repairs & Maintenance	9.43	D	Flush Valve	Lowes Companies, Inc.			1
335	3/31/24	501	01-281-000-0000-6199 Safety Program	579.00	D	CPR Cert Cards	Training Services & Class			1
336	3/31/24	501	01-281-000-0000-6199 Safety Program	420.00	D	CPR Instructor Course	Training Services & Class			1
337	3/31/24	501	01-281-000-0000-6199 Safety Program	44.26	D	ClassFoodover4hours	Kerr-McCauley Investments			1
338	3/31/24	501	01-281-000-0000-6199 Safety Program	18.25	D	Safety Program AHA Instr video	American Heart Assoc			1
339	3/31/24	501	01-281-000-0000-6199 Safety Program	7.50	D	CPR Cert Card	Training Services & Class			1
340	3/31/24	501	01-281-000-0000-6199 Safety Program	308.40	D	CPRInstructorManuals	Amazon.Com, Inc.			1

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341	3/31/24	501	01-281-000-0000-6199 Safety Program	5.50	D	First Aid Box replace Sticker	Amazon Payments, Inc.			1
342	3/31/24	501	01-281-000-0000-6199 Safety Program	227.50	D	CPR Pocketmasks	Amazon.Com, Inc.			1
343	3/31/24	501	01-281-000-0000-6199 Safety Program	7.50	D	CPR eCards	Training Services & Class			1
344	3/31/24	501	01-281-000-0000-6251 Other Administrative Costs	59.00	D	Monthly Subscription	Basecamp, Llc			1
345	3/31/24	501	01-281-000-0000-6330 Travel Expenses	332.12	D	Lodging HSEM Gov Conf	Brooklyn Hotel Partners			1
346	3/31/24	501	01-281-000-0000-6330 Travel Expenses	166.06	D	GovHSEMConfLodging	Brooklyn Hotel Partners			1
347	3/31/24	501	01-281-000-0000-6330 Travel Expenses	13.17	D	Meal - HSEM Gov Conf	Davannis #6 B Center			1
348	3/31/24	501	01-281-000-0000-6410 Office Supplies	60.67	D	Printerpaper	Amazon.Com, Inc.			1
349	3/31/24	501	01-281-000-0000-6806 Skywarn System	57.87	D	CERT Backpack Supplies	Harbor Freight Tools Usa			1
350	3/31/24	501	01-281-000-0000-6806 Skywarn System	21.99	D	CERT Backpack Supplies	Amazon.Com, Inc.			1
351	3/31/24	501	01-281-000-0000-6806 Skywarn System	49.97	D	CERT Backpack Supplies	Amazon.Com, Inc.			1
352	3/31/24	501	01-281-000-0000-6806 Skywarn System	8.99	D	CERT Backpack Supplies	Amazon.Com, Inc.			1
353	3/31/24	501	01-281-000-0000-6806 Skywarn System	15.28	D	CERT Backpack Supplies	Amazon.Com, Inc.			1
354	3/31/24	501	01-481-460-6009-6434 Medical Supplies	9.99	D	QA: Medical Supplies	Amazon.Com, Inc.			1
355	3/31/24	501	01-481-460-6009-6434 Medical Supplies	22.80	D	QA: Medical Supplies	Amazon.Com, Inc.			1
356	3/31/24	501	01-481-460-6009-6434 Medical Supplies	13.97	D	QA: Medical & Patient Supplies	Amazon.Com, Inc.			1
357	3/31/24	501	01-481-460-6009-6434 Medical Supplies	39.08	D	QA: Patient & Medical Supplies	Amazon.Com, Inc.			1
358	3/31/24	501	01-481-460-6009-6434 Medical Supplies	5.99	C	QA: Wound Cleaner Return	Amazon.Com, Inc.			1
359	3/31/24	501	01-481-460-6009-6465 Patient Supplies & Services	6.92	D	QA: Medical & Patient Supplies	Amazon.Com, Inc.			1
360	3/31/24	501	01-481-460-6009-6465 Patient Supplies & Services	8.45	D	QA: Client Supplies	Amazon.Com, Inc.			1

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361	3/31/24	501	01-481-460-6009-6465 Patient Supplies & Services	29.99	D	QA: Client Supplies	Amazon.Com, Inc.			1
362	3/31/24	501	01-481-460-6009-6465 Patient Supplies & Services	11.76	D	QA: Patient & Medical Supplies	Amazon.Com, Inc.			1
363	3/31/24	501	01-481-460-6009-6465 Patient Supplies & Services	40.00	D	QA: Client Supplies	Amazon.Com, Inc.			1
364	3/31/24	501	01-481-460-6009-6806 Miscellaneous	44.00	D	QA: Homecare Background	State Of Minnesota			1
365	3/31/24	501	01-481-460-6012-6465 Patient Supplies & Services	31.99	D	LTC: Patient Supplies	Amazon.Com, Inc.			1
366	3/31/24	501	01-481-460-6012-6465 Patient Supplies & Services	39.99	D	LTC: Patient Bed Rail	Amazon.Com, Inc.			1
367	3/31/24	501	01-481-461-6040-6464 General Supplies & Outreach	34.34	D	WIC: Lancets	Amazon.Com, Inc.			1
368	3/31/24	501	01-481-461-6040-6464 General Supplies & Outreach	70.80	D	WIC: General Supplies	Amazon.Com, Inc.			1
369	3/31/24	501	01-481-461-6067-6464 General Supplies & Outreach	45.00	D	Wellness: Stanley Cup	2104 Amazon US Retail			1
370	3/31/24	501	01-481-461-6067-6464 General Supplies & Outreach	38.58	D	Wellness: Valentines Day	Amazon.Com, Inc.			1
371	3/31/24	501	01-481-465-6057-6410 Office Supplies	11.29	D	LPHG: Expanding File	Amazon.Com Services, Inc			1
372	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	206.17	D	JD F-935 Parts	Kibble Equipment Llc			1
373	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	1.00	D	Registration 2041	State Of Minnesota			1
374	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	0.02	D	Registration 2041	Elavon			1
375	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	1.00	D	Registration 2072	State Of Minnesota			1
376	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	0.02	D	Registration 2072	Elavon			1
377	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	9.58	D	Glass Cleaning Equipment	2104 Amazon US Retail			1
378	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	34.98	D	Lights Trophy Case	Lowes Companies, Inc.			1
379	3/31/24	501	01-550-000-0000-6410 Operating Supplies - Contracts	243.00	D	Software Subscription	When I Work			1
380	3/31/24	501	01-000-000-0000-1001 Cash	5,634.49	D	BMO Reimb of Charges				1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
381	3/31/24	501	01-003-000-0000-6961 Visa One Card Program	43,489.52	C	BMO Allocation - Feb 24				1
382	3/31/24	501	10-301-000-0000-6261 Conference & Training	257.78	D	Holmen MCHAA Registration	Sq Mn Cnty Hwy Accoun			1
383	3/31/24	501	10-302-000-0000-6261 Conference & Training	250.00	D	Grading & Base inspec training	Minnesota State Colleges			1
384	3/31/24	501	10-302-000-0000-6534 Supplies - Signing	99.99	D	3/8 x 50 ft encl airhose	Harbor Freight Tools Usa			1
385	3/31/24	501	10-302-000-0000-6534 Supplies - Signing	107.36	C	Return sales tax charged	Harbor Freight Tools Usa			1
386	3/31/24	501	10-302-000-0000-6534 Supplies - Signing	107.36	D	3/8 x 50 ft encl airhose	Harbor Freight Tools Usa			1
387	3/31/24	501	10-302-000-0000-6801 Osha/Safety Supplies	384.00	D	Chainsaw boots - Wesley	Shopify Payments (Usa) In			1
388	3/31/24	501	10-302-000-0000-6801 Osha/Safety Supplies	39.68	D	Forklift training cards	Jj Keller & Associates I			1
389	3/31/24	501	10-302-000-0000-6801 Osha/Safety Supplies	31.50	D	Lockout tagout tags	Amazon.Com, Inc.			1
390	3/31/24	501	10-302-000-0000-6801 Osha/Safety Supplies	83.98	D	High Visibility Rain Suit	Fleet Farm Group, Llc			1
391	3/31/24	501	10-303-000-0000-6261 Conference & Training	350.00	D	MN Dot training - Grieman	State Of Minnesota			1
392	3/31/24	501	10-303-000-0000-6261 Conference & Training	7.53	D	MN Dot training - Grieman	Us Bank National Associat			1
393	3/31/24	501	10-303-000-0000-6261 Conference & Training	200.00	D	Guardrail training-Grieman	Regents Of The Universit			1
394	3/31/24	501	10-303-000-0000-6261 Conference & Training	200.00	D	Roadside safety - Grieman	Regents Of The Universit			1
395	3/31/24	501	10-303-000-0000-6510 Engineering & Surveying Supplies	80.48	D	Wicks & humidifier trmt - lab	Fleet Farm Group, Llc			1
396	3/31/24	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	37.84	D	Air freshners, boot scrapers	Fleet Farm Group, Llc			1
397	3/31/24	501	10-304-000-0000-6511 Maint Shop Supplies & Materials	54.50	D	State Decals - Andrist	Lexisnexis Vitalchek Netw			1
398	3/31/24	501	10-304-000-0000-6512 Bldg Repair & Maintenance	115.19	D	Sign shop slides & dry erase	Amazon.Com, Inc.			1
399	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	4.87	D	Credit card service fee	Elavon			1
400	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	226.63	D	Lic plates & title, unit#607	State Of Minnesota			1

Steele County

JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
401	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	299.90	D	(2) battery tenders	Amazon.Com, Inc.			1
402	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	14.50	D	Duplicate tabs, unit#602	State Of Minnesota			1
403	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	0.31	D	Credit card service fee	Elavon			1
404	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	29.99	D	Laser Bore sighter	Fleet Farm Group, Llc			1
405	3/31/24	501	10-304-000-0000-6520 Machinery/Vehicle Parts	48.95	D	Halogen bulbs & replace filter	Amazon.Com, Inc.			1
406	3/31/24	501	10-304-000-0000-6540 Fuel & Lubricants	93.94	D	Fuel, unit#9998	Kwik Trip Inc			1
407	3/31/24	501	10-000-000-0000-1001 Cash	2,911.56	C	Hwy BMO Purchases - Mar				1
408	3/31/24	501	38-201-000-0000-6600 Capital Outlay - Sheriff	186.60	D	Cable Management	Amazon.Com, Inc.			1
409	3/31/24	501	38-201-000-0000-6600 Capital Outlay - Sheriff	926.00	D	IT Rack for SCSO Project	Rack Solutions, Inc.			1
410	3/31/24	501	38-000-000-0000-1001 Cash	1,112.60	C	CP BMO Purchases - Mar				1
411	3/31/24	501	53-398-000-0000-6300 Bldg Repairs & Maintenance	418.06	D	Burner Plate Assembly	Supplyhouse.Com			1
412	3/31/24	501	53-398-000-0000-6300 Bldg Repairs & Maintenance	613.64	D	Burner Head Assembly	Supplyhouse.Com			1
413	3/31/24	501	53-398-000-0000-6300 Bldg Repairs & Maintenance	65.29	D	Ignitor	Supplyhouse.Com			1
414	3/31/24	501	53-000-000-0000-1001 Cash	1,096.99	C	LF BMO Purchases - Mar				1
415	3/31/24	501	81-230-000-0000-6210 Telephone	93.39	D	Cable TV	Hulu, Llc			1
416	3/31/24	501	81-230-000-0000-6410 Office Supplies	149.98	D	Dehumidifier Filters	Amazon.Com, Inc.			1
417	3/31/24	501	81-230-000-0000-6600 Capital Outlay	269.97	D	Computer Arm Mounts	Amazon.Com, Inc.			1
418	3/31/24	501	81-000-000-0000-1001 Cash	513.34	C	JD BMO Purchases - Mar				1
419	3/31/24	501	01-003-000-0000-6997 Transfer Out	200,000.00	D	CCA Approved Tnsfer to Fund 38				1
420	3/31/24	501	01-000-000-0000-1001 Cash	200,000.00	C	CCA Approved Tnsfer to Fund 38				1

Steele County
JOURNAL ENTRIES



Description 03 MAR CASH JOURNALS 2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
421	3/31/24	501	38-000-000-0000-1001 Cash	200,000.00	D	CCA Approved Tnsfer to Fund 38				1
422	3/31/24	501	38-000-000-0000-5997 Transfers In	200,000.00	C	CCA Approved Tnsfer to Fund 38				1
Debit Total				624,255.06		Credit Total	624,255.06	Net:		0.00

PERSONNEL REPORT
June 25, 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>
-------------	-----------------------	--------------------	-------------

Resignations/Retirements/Terminations/Change in Status:

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

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
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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	Recruiting
Juvenile Probation Officer	Community Corrections	Recruiting
Records Supervisor	Sheriff's Office	Working on Recruitment Info
Director of Human Resources	Human Resources	Pending MNPrarie Discussion
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: Resolution – Approving Local Bridge Replacement Program Grant Agreement
SAP 074-606-015**

Department: Highway

Committee: Public Works

Committee Meeting Date: June 18, 2024

Work Session Date: N/A

Board Meeting Date: June 25, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-606-015, reconstruct Bridge No. 92779, authorizing the Chair and County Administrator to execute the Agreement.

Background *(Including Budget Impact)*:

Bridge No. 74J21, replacing Bridge No. 92779 on CSAH 6, has been approved for the Local Bridge Replacement Program General Obligation Bond funding. The use of Local Bridge Replacement Program funds requires local agencies to enter into a Grant Agreement with MnDOT. It also requires the County to pay any costs in excess of the grant amount, or return any funds not used. MnDOT requires a resolution from the County Board to approve entering into the Grant Agreement.

Since this project is located on a County State-Aid Highway, it is eligible for 50% bridge bond funds for eligible items. Generally, eligible items include everything except the removal of the old bridge, approach grading and pavement.

This bridge was included in a contract with a bridge on CSAH 28. The low bid for the total project was \$689,125.00, of which \$280,721.00 is for this bridge. \$115,767.50 will be funded with State bridge funds. \$164,953.50 is not eligible for State bridge funds and will be funded with State Aid funds.

Attachments:

Resolution
Grant Agreement

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-606-015**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 92779; and

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

WHEREAS, the amount of the grant has been determined to be **\$115,767.50** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 25th day of June 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP)
GRANT AGREEMENT

This Agreement between the Minnesota Department of Transportation (“MnDOT”) and the Grantee named below is made pursuant to Minnesota Statutes Section 174.50 and pursuant to Minn. Laws 2023, Chapter 72- H.F. 669. The provisions in that section and the Exhibits attached hereto and incorporated by reference constitute this Agreement and the persons signing below agree to fully comply with all of the requirements of this Agreement. This Agreement will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.

1. Public Entity (Grantee) name, address and contact person:

Steele County
PO Box 890
3000 Hoffman Drive NW
Owatonna, MN 55016-0890
Contact: Assistant County Engineer, Paul Sponholz, P.E.

2. Project(s):

Name of Project & Project Number (See Exhibit C for location)	Amount of LBRP Funds	Amount of Required Matching Funds	Completion Date
Old Bridge No. 92779 CSAH 6 over Ditch SAP 074-606-015	\$115,767.50	\$164,953.50	December 31, 2028

3. Total Amount of LBRP Grant for all projects under this Agreement: \$115,767.50

4. The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

Exhibit A	Completed Sources and Uses of Funds Schedule
Exhibit B	Project Schedule, Workforce Certificate, and Equal Pay Certificate
Exhibit C	Bond Financed Property Certification
Exhibit D	Grant Application
Exhibit E	Grantee Resolution Approving Grant Agreement
Exhibit F	General Terms and Conditions

5. Additional requirements, if any:

NONE

6. Any modification of this Agreement must be in writing and signed by both parties.

(The remaining portion of this page was intentionally left blank.)

PUBLIC ENTITY (GRANTEE)

By: _____

Title: County Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Approval and Certifying Encumbrance

By: _____

State Aid Programs Manager

Date: _____

Office of Contract Management

By: _____

Contract Administrator

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP Grant (SAAS Acct 377)	\$115,767.50	Grant Funds:	
		Reconstruct Bridge No. 92779	\$115,767.50
Subtotal	\$115,767.50	Subtotal	\$115,767.50
Public Entity Funds:		Items paid for with Non-LBRP Grant Funds:	
Local County Funds	\$164,953.50	Reconstruct Bridge No. 92779	\$115,767.50
		Bridge approach work and removals	\$49,186.00
Other:			
Subtotal	\$164,953.50	Subtotal	\$164,953.50
TOTAL FUNDS	\$280,721.00	TOTAL PROJECT COSTS	\$280,721.00

EXHIBIT B

PROJECT SCHEDULE, WORKFORCE CERTIFICATE, AND EQUAL PAY CERTIFICATE

PROJECT SCHEDULE

Award Date: June 25, 2024

Construction Start Date: July 1, 2024

Construction Substantial Complete Date: June 30, 2025

Contract Final Completion Date: December 31, 2028

WORKFORCE **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MIDWEST CONTRACTING, LLC** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **8/13/2021**

Certificate expiration date: **8/12/2025**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Rebecca Lucero, Commissioner

EQUAL PAY **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MIDWEST CONTRACTING, LLC** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.44.

Certificate start date: **November 18, 2022**

Certificate expiration date: **November 17, 2026**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Rebecca Lucero, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • mn.gov/mdhr

EXHIBIT C

BOND FINANCED PROPERTY CERTIFICATION

State of Minnesota
General Obligation Bond Financed Property

The undersigned states that it has a fee simple, leasehold and/or easement interest in the real property located in the **County of Steele**, State of Minnesota that is generally described or illustrated graphically in **Attachment 1** attached hereto and all improvements thereon (the “Restricted Property”) and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is State bond-financed property under Minn. Stat. Sec. 16A.695, is subject to the requirements imposed by that statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget; and
- B. The Restricted Property is subject to the provisions of the Local Bridge Replacement Program Grant Agreement between the Minnesota Department of Transportation and the undersigned dated _____, 2024; and
- C. The Restricted Property shall continue to be deemed State bond-financed property for 37.5 years or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: _____, 2024

Steele County,
a political subdivision of the State of Minnesota

By: _____
Name: Greg Ilkka
Title: County Engineer

Attachment 1 to Exhibit C

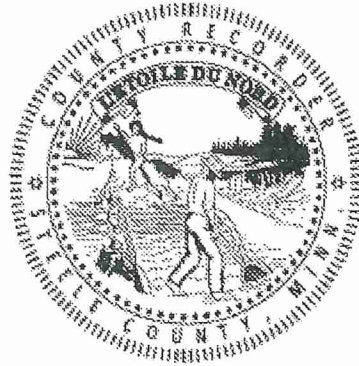
GENERAL DESCRIPTION OF RESTRICTED PROPERTY

See attached Steele County Highway Easement

DocId: 8095561
Tx: A000451411

A000451411
OFFICE OF THE COUNTY RECORDER
STEELE COUNTY, MINNESOTA
CERTIFIED, FILED, AND/OR RECORDED ON
02/22/2024 01:30 PM
PAGES: 5 FEES: 0.00
RICK G. KVIENT
STEELE COUNTY RECORDER
BY: PMILLER

This cover page is Page 1 of your document & is part of the Official Public Record



Document Type: EASEMENT

Rick Kvien, Steele County Recorder and Registrar of Titles

Steele County Recorder
630 Florence Avenue
PO Box 890
Owatonna, MN 55060

STEELE COUNTY HIGHWAY EASEMENT

Project Number: S.A.P. 074-606-015

CSAH / CR No.: CSAH 6

PID Number: 04-005-3100

Parcels: A & B

Name of Owner: Richard M. Thamert Revocable Trust
and Mary K. Thamert Revocable Trust
Attn: Mary Thamert
1150 Foxtail Lane
Owatonna, MN 55060-4528

GRANT OF PERMANENT EASEMENT

Mary Thamert as Trustee of the Richard M. Thamert Revocable Trust and the Mary K. Thamert Revocable Trust, "Grantors", in consideration of **One Thousand Nine Hundred and No/100 Dollars (\$1,900.00)** and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby grant unto the County of Steele, the Grantee, hereinafter referred to as the "County", its successors and assigns, a permanent easement for public ***highway, drainage, and utility purposes*** over, on, across, under, and through the land situated in the County of Steele, State of Minnesota, as legally described on the attached Exhibit A, including the rights of the County, its contractors, agents, servants, and

assigns, to enter upon the permanent easement premises at all reasonable times to construct, reconstruct, inspect, repair, and maintain said public **highway, drainage, and utility systems** over, across, on, under, and through the permanent easement premises, together with the right to grade, level, fill, construct, operate, maintain, use, alter, repair and remove a public highway, trails, sidewalks, storm sewers, sanitary sewers, other public facilities or utilities, boulevards and appurtenances, including for drainage and utility purposes and for other public and/or quasi-public uses, and excavate the permanent easement premises.

The Grantors further convey all trees, bushes, undergrowth, and other obstructions within the permanent easement along with the right to remove trees, bushes, undergrowth, and other obstructions interfering with the location, construction, and maintenance of said public **highway, drainage, and utility systems**.

The above-named Grantors, for themselves, their successors and assigns, do covenant with the County, its successors and assigns, that they are well seized in fee title of the above described easement premises; that they have the sole right to grant and convey the easements to the County; that there are no unrecorded interests in the easement premises; and that they will indemnify and hold the County harmless for any breach of the foregoing covenants.

IN TESTIMONY WHEREOF, the Grantor hereto has signed this document this 13th day of February, 2024.

GRANTORS:

Richard M. Thamert Revocable Trust

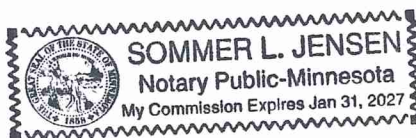
By: Mary K. Thamert
Mary K. Thamert, Trustee

Mary K. Thamert Revocable Trust

By: Mary K. Thamert
Mary K. Thamert, Trustee

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 13th day of February, 2024, by Mary K. Thamert as Trustee of the Richard M. Thamert Revocable Trust and the Mary K. Thamert Revocable Trust, Grantors.



[Signature]
Notary Public

This instrument was drafted by:

Steele County Highway Department
PO Box 890
3000 Hoffman Drive NW
Owatonna, Minnesota 55060-0890

DRAWING OF EASEMENTS

IN SW1/4 SECTION 5-T106N-R19W
STEELE COUNTY, MINNESOTA

EXHIBIT A

PREPARED LEGAL DESCRIPTION

EASEMENT A:

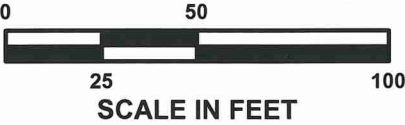
A 45.50 foot wide easement for highway, drainage and utility purposes over, under and across all that part of the E1/2 SW1/4 Section 5-T106N-R19W, Steele County Minnesota; said easement described as follows:
Commencing at the southeast corner of said E1/2; thence North 00°01'01" East a distance of 1597.32 feet on an assumed bearing on the east line of said E1/2 to a point on the centerline of C.S.A.H. No. 6; thence North 60°46'55" West a distance of 77.74 feet, on said centerline; thence Northwest a distance of 76.95 feet, on said centerline, on a tangential curve, concave to the southwest, having a central angle of 00°23'05", a radius of 11459.00 feet, a chord bearing of North 60°58'28" West, and a chord length of 76.95 feet; thence South 28°50'00" West a distance of 49.50 feet, nontangential to the previously described line to a point on the southerly right-of-way line of said C.S.A.H. No. 6, said point being the point of beginning;

thence Northwest a distance of 47.84 feet, nontangential to the previously described line, on said southerly line, on a curve, concave to the southwest, having a central angle of 00°14'25", a radius of 11409.50 feet, a chord bearing of North 61°17'13" West, and a chord length of 47.84 feet;
thence North 61°24'25" West a distance of 51.95 feet, on said southerly line;
thence South 28°35'35" West a distance of 45.50 feet;
thence South 61°24'25" East a distance of 51.95 feet;
thence Southeast a distance of 47.65 feet, on a tangential curve, concave to the southwest, having a central angle of 00°14'25", a radius of 11364.00 feet, a chord bearing of South 61°17'13" East, and a chord length of 47.65 feet;
thence North 28°50'00" East a distance of 45.50 feet, nontangential to the previously described line to the point of beginning.

EASEMENT B:

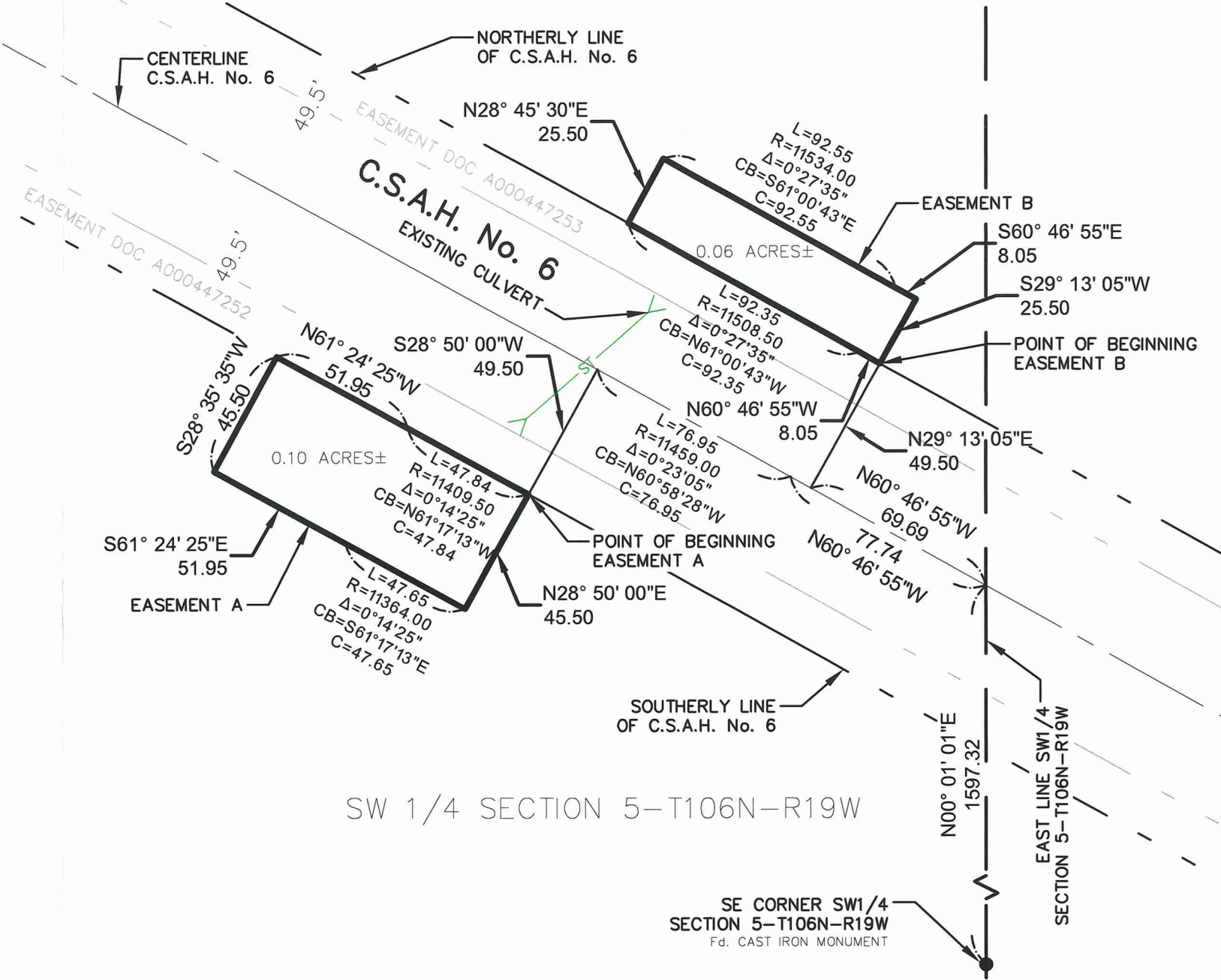
A 25.50 foot wide easement for highway, drainage and utility purposes over, under and across all that part of the E1/2 SW1/4 Section 5-T106N-R19W, Steele County Minnesota; said easement described as follows:
Commencing at the southeast corner of said E1/2; thence North 00°01'01" East a distance of 1597.32 feet on an assumed bearing on the east line of said E1/2 to a point on the centerline of C.S.A.H. No. 6; thence North 60°46'55" West a distance of 69.69 feet, on said centerline; thence North 29°13'05" East a distance of 49.50 feet to a point on the northerly right-of-way line of said C.S.A.H. No. 6, said point being the point of beginning;

thence North 60°46'55" West a distance of 8.05 feet on said northerly line;
thence Northwest a distance of 92.35 feet, on said northerly line, on a tangential curve, concave to the southwest, having a central angle of 00°27'35", a radius of 11508.50 feet, a chord bearing of North 61°00'43" West, and a chord length of 92.35 feet;
thence North 28°45'30" East a distance of 25.50 feet, nontangetial to the previously described line;
thence Southeast a distance of 92.55 feet, nontangential ot the previously describe line, concave to the southwest, having a central angle of 00°27'35", a chord bearing of South 61°00'43" East, and a chord length of 92.55 feet;
thence South 60°46'55" East a distance of 8.05 feet;
thence South 29°13'05" West a distance of 25.50 feet, to the point of beginning.



LEGEND:
● = Iron monument-Found

SCALE: 1" = 50'



FOR: STEELE COUNTY ENGINEERING

LOCATION MAP

Date: 01/09/2024
Drawn by: TTH
Field Book:-
Coord-System: MNDOT CO. NAD83 (11)
Job No: 24-1003

Revised date: 01/10/2024
Survey: TTH
Page 1 of 1
File: -

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I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Scott A. Tuchtenhagen
Date: 1/17/24
L.S. No. 52646

JONES HAUGH SMITH

Engineers + Surveyors

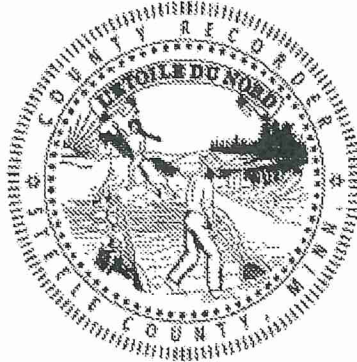
515 South Washington Ave.
Albert Lea, MN 56007
507-373-4876

415 West North Street
Owatonna, MN 55060
507-451-4598
106 of 334

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Tx: A000451409

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OFFICE OF THE COUNTY RECORDER
STEELE COUNTY, MINNESOTA
CERTIFIED, FILED, AND/OR RECORDED ON
02/22/2024 01:30 PM
PAGES: 6 FEES: 0.00
RICK G. KVIEN
STEELE COUNTY RECORDER
BY: PMILLER

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Document Type: CERT OF TRUST W/AFF OF
TRUSTEE

Rick Kvien, Steele County Recorder and Registrar of Titles

Steele County Recorder
630 Florence Avenue
PO Box 890
Owatonna, MN 55060

(Top 3 inches reserved for recording data)

CERTIFICATE OF TRUST
by Individual

State of Minnesota, County of Steele

Mary K. Thamert, being first duly sworn on oath states, or affirms under penalties of perjury, that:

1. The name of the trust, if one is given, is: Mary K. Thamert Revocable Trust.
2. The date of the trust instrument is: September 16, 2003.
3. The name and address of each trustee empowered to act under the trust instrument at the time of execution of this Certificate of Trust is:
Mary K. Thamert
Richard M. Thamert
4. The Trustees are authorized by the trust Instrument to sell, convey, pledge, mortgage, lease, or transfer title to any interest in real or personal property, except as limited by the following: None.
5. The number of trustees required to act is: One.
6. The trust has not been terminated.
The trust instrument has not been revoked.

Pursuant to Minn. Stat. 501C.1013 subd. 2:

The name of each settlor of the trust is:
Mary K. Thamert

The name of each original Trustee is:
Richard M. Thamert
Mary K. Thamert

An Affidavit of Trustee, consisting of 3 pages, is attached to this Certificate of Trust.

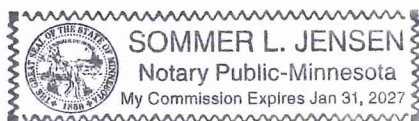
The statements contained in this Certificate of Trust are true and correct and there are no other provisions in the trust instrument, or amendments to it, that limit (i) the powers of the trustee(s) to sell, convey, pledge, mortgage, lease, or transfer title to interest in real or personal property, or (ii) the authority of the trustees to exercise any other power identified in this Certificate of Trust.

Trustee or Settlor

Mary K. Thamert
Mary K. Thamert

Signed and sworn to (or affirmed) before me on February 13th, 2024, by Mary K. Thamert.

(Stamp)



Sommer L. Jensen
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Steele County Highway Department
PO Box 890
3000 Hoffman Drive NW
Owatonna, MN 55060-0890

EXHIBIT D
GRANT APPLICATION



APPLICATION FOR BRIDGE FUNDS

State of Minnesota - Department of Transportation
State Aid for Local Transportation

Identification	Project Number	074-606-015	Old Bridge Number	92779	
	New Bridge No.	74J21	Over	Unnamed Ditch	
	County of	Steele	Road or Street No.	CSAH 6	
	Township of	Aurora	Road or Street Name	Austin Road	
	Municipality of		Proposed Const Year	2024	
	Does the municipality have a population of 5,000 or less? ☐ Yes ☐ No				
Eligibility	Local Bridge Planning Index (LPI) <u>48</u>				
	NBI Appraisal Ratings: Deck Geometry _____ Approach Roadway <u>7</u> Waterway Adequacy <u>6</u>				
	Date of Council/Board action prioritizing this bridge <u>11/28/2023</u>				
	Is this a road-in-lieu of bridge project? ☐ Yes ☒ No				
Prioritization	How many people are affected by this deficiency? <u>356</u>		What is the ADT on this bridge? <u>356</u>		
	Describe the economic importance of replacing this bridge.				
	Farm to market route				
	Is the road designated or planned to be designated as a Minimum Maintenance road? ☐ Yes ☒ No				
	(Attach additional sheets for explanation if necessary)				
	Is the township net tax capacity less than \$300,000? ☐ Yes ☒ No				
Cost Estimate	Is the bridge listed on the National Register of Historic Places or been determined to be eligible? ☐ Yes ☒ No				
	National Register of Historic Places link here: http://www.nps.gov/history/nr/research/				
		Eligible Amount		Ineligible Amount	
	Structure Costs	\$ 210,000		\$	
	Approach Costs	\$		\$ 55,000	
	Engineering Costs	\$		\$ 10,000	
	Total Costs	\$ 210,000		\$ 65,000	
Total Project Cost		\$ 275,000			
DSAE	County/City Engineer <u><i>Kerry M. Gephart</i></u>		Date <u>12/21/2023</u>		
	DISTRICT STATE AID ENGINEER RECOMMENDATION				
Approval	Replace <u>X</u>	Defer _____	District State Aid Engineer Signature <u><i>Fausto Cabral</i></u>		
			Date <u>2023.12.22 07:15:13 -06'00'</u>		
	STATE AID USE ONLY		Federal-Aid	\$	
			State-Aid	\$	
			Local/Other	\$	
			Town Bridge	\$	
			Unallocated Town Bridge	\$	
		State Bridge Funds	\$		
		Total	\$		

EXHIBIT E

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-606-015**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 92779; and

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

WHEREAS, the amount of the grant has been determined to be **\$115,767.50** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 25th day of June 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

EXHIBIT F

GENERAL TERMS AND CONDITIONS FOR LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP) GRANTS

Article I DEFINITIONS

Section 1.01 **Defined Terms.** The following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined) unless the context specifically indicates otherwise:

“Advance(s)” - means an advance made or to be made by MnDOT to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means the Local Bridge Replacement Program Grant Agreement between the Public Entity and the Minnesota Department of Transportation to which this Exhibit is attached.

“Certification” - means the certification, in the form attached as **Exhibit C**, in which the Public Entity acknowledges that its interest in the Real Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695 and is subject to certain restrictions imposed thereby.

“Code” - means the Internal Revenue Code of 1986, as amended, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner” - means the Commissioner of Minnesota Management & Budget.

“Commissioner’s Order” - means the “Fourth Order Amending Order of the Commissioner of Minnesota Management & Budget Relating to Use and Sale of State Bond Financed Property” dated July 30, 2012, as it may be amended or supplemented.

“Completion Date” - means the projected date for completion of the Project as indicated in the Agreement.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to MnDOT, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor(s) for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” - means the work to be performed under the Construction Contract Documents.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to MnDOT when an Advance is requested, as referred to in Section 4.02.

“G.O. Bonds” - means the state general obligation bonds issued under the authority granted in Article XI, Sec. 5(a) of the Minnesota Constitution, the proceeds of which are used to fund the LBRP Grant, and any bonds issued to refund or replace such bonds.

“Grant Application” - means the grant application that the Public Entity submitted to MnDOT which is attached as **Exhibit D**.

“LBRP Grant” - means a grant from MnDOT to the Public Entity under the LBRP in the amount specified in the Agreement, as such amount may be modified under the provisions hereof.

“LBRP” - means the Local Bridge Replacement Program pursuant to Minn. Stat. Sec. 174.50 and rules relating thereto.

“MnDOT” - means the Minnesota Department of Transportation.

“Outstanding Balance of the LBRP Grant” - means the portion of the LBRP Grant that has been disbursed to the Public Entity minus any amounts returned to the Commissioner.

“Project” - means the Project identified in the Agreement to be totally or partially funded with a LBRP grant.

“Public Entity” - means the grantee of the LBRP Grant and identified as the Public Entity in the Agreement.

“Real Property” - means the real property identified in the Agreement on which the Project is located.

Article II GRANT

Section 2.01 **Grant of Monies.** MnDOT shall make the LBRP Grant to the Public Entity, and disburse the proceeds in accordance with the terms and conditions herein.

Section 2.02 **Public Ownership.** The Public Entity acknowledges and agrees that the LBRP Grant is being funded with the proceeds of G.O. Bonds, and as a result all of the Real Property must be owned by one or more public entities. The Public Entity represents and warrants to MnDOT that it has one or more of the following ownership interests in the Real Property: (i) fee simple ownership, (ii) an easement that is for a term that extends beyond the date that is 37.5 years from the Agreement effective date, or such shorter term as authorized by statute, and which cannot be modified or terminated early without the prior written consent of MnDOT and the Commissioner; and/or (iii) a prescriptive easement for a term that extends beyond the date that is 37.5 years from the Agreement effective date.

Section 2.03 **Use of Grant Proceeds.** The Public Entity shall use the LBRP Grant solely to reimburse itself for expenditures it has already made, or will make, to pay the costs of one or more of the following activities: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient. The Public Entity shall not use the LBRP Grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement. .

Section 2.04 Operation of the Real Property. The Real Property must be used by the Public Entity in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street and for other uses customarily associated therewith, such as trails and utility corridors, and for no other purposes or uses. The Public Entity shall have no intention on the effective date of the Agreement to use the Real Property as a trunk highway or any part of a trunk highway. The Public Entity must annually determine that the Real Property is being used for the purposes specified in this Section and, upon written request by either MnDOT or the Commissioner, shall supply a notarized statement to that effect.

Section 2.05 Sale or Lease of Real Property. The Public Entity shall not (i) sell or transfer any part of its ownership interest in the Real Property, or (ii) lease out or enter into any contract that would allow another entity to use or operate the Real Property without the written consent of both MnDOT and the Commissioner. The sale or transfer of any part of the Public Entity's ownership interest in the Real Property, or any lease or contract that would allow another entity to use or operate the Real Property, must comply with the requirements imposed by Minn. Stat. Sec. 16A.695 and the Commissioner's Order regarding such sale or lease.

Section 2.06 Public Entity's Representations and Warranties. The Public Entity represents and warrants to MnDOT that:

- A. It has legal authority to execute, deliver and perform the Agreement and all documents referred to therein, and it has taken all actions necessary to its execution and delivery of such documents.
- B. It has the ability and a plan to fund the operation of the Real Property for the purposes specified in Section 2.04, and will include in its annual budget all funds necessary for the operation of the Real Property for such purposes.
- C. The Agreement and all other documents referred to therein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.
- D. It will comply with all of the provisions of Minn. Stat. Sec. 16A.695, the Commissioner's Order and the LBRP. It has legal authority to use the G.O. Grant for the purpose or purposes described in this Agreement.
- E. All of the information it has submitted or will submit to MnDOT or the Commissioner relating to the LBRP Grant or the disbursement of the LBRP Grant is and will be true and correct.
- F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property, or its ownership interest therein, and it is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into the Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.
- G. Neither the execution and delivery of the Agreement or any document referred to herein nor compliance with any of the provisions or requirements of any of such documents is prevented by, is a breach of, or will result in a breach of, any provision of any agreement or document to which it is now a party or by which it is bound.

- H. The contemplated use of the Real Property will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.
- I. The Project will be completed and the Real Property will be operated in full compliance with all applicable laws, rules, ordinances, and regulations of any federal, state, or local political subdivision having jurisdiction over the Project and the Real Property.
- J. All applicable licenses, permits and bonds required for the performance and completion of the Project and for the operation of the Real Property as specified in Section 2.04 have been, or will be, obtained.
- K. It reasonably expects to possess its ownership interest in the Real Property described in Section 2.02 for at least 37.5 years, and it does not expect to sell such ownership interest.
- L. It does not expect to lease out or enter into any contract that would allow another entity to use or operate the Real Property.
- M. It will supply whatever funds are needed in addition to the LBRP Grant to complete and fully pay for the Project.
- N. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date and all such items will be situated entirely on the Real Property.
- O. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.
- P. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either MnDOT or the Commissioner.
- Q. It has made no material false statement or misstatement of fact in connection with its receipt of the G.O. Grant, and all the information it has submitted or will submit to the State Entity or Commissioner of MMB relating to the G.O. Grant or the disbursement of any of the G.O. Grant is and will be true and correct.

Section 2.07 Event(s) of Default. The following events shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement upon either MnDOT or the Commissioner giving the Public Entity 30 days' written notice of such event and the Public Entity's failure to cure such event during such 30-day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default; however, in no event shall the time period to cure any Event of Default exceed six (6) months unless otherwise consented to, in writing, by MnDOT and the Commissioner.

- A. If any representation, covenant, or warranty made by the Public Entity herein or in any other document furnished pursuant to the Agreement, or to induce MnDOT to disburse the LBRP Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.

- B. If the Public Entity fails to fully comply with any provision, covenant, or warranty contained herein.
- C. If the Public Entity fails to fully comply with any provision, covenant or warranty contained in Minn. Stat. Sec. 16A.695, the Commissioner's Order, or Minn. Stat. Sec. 174.52 and all rules related thereto.
- D. If the Public Entity fails to use the proceeds of the LBRP Grant for the purposes set forth in Section 2.03, the Grant Application, and in accordance with the LBRP.
- E. If the Public Entity fails to operate the Real Property for the purposes specified in Section 2.04.
- F. If the Public Entity fails to complete the Project by the Completion Date.
- G. If the Public Entity sells or transfers any portion of its ownership interest in the Real Property without first obtaining the written consent of both MnDOT and the Commissioner.
- H. If the Public Entity fails to provide any additional funds needed to fully pay for the Project.
- I. If the Public Entity fails to supply the funds needed to operate the Real Property in the manner specified in Section 2.04.

Notwithstanding the foregoing, any of the above events that cannot be cured shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement immediately upon either MnDOT or the Commissioner giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of MnDOT, MnDOT or the Commissioner may enforce any or all of the following remedies.

- A. MnDOT may refrain from disbursing the LBRP Grant; provided, however, MnDOT may make such disbursements after the occurrence of an Event of Default without waiving its rights and remedies hereunder.
- B. If the Event of Default involves a sale of the Public Entity's interest in the Real Property in violation of Minn. Stat. Sec. 16A.695 or the Commissioner's Order, the Commissioner, as a third party beneficiary of the Agreement, may require that the Public Entity pay the amounts that would have been paid if there had been compliance with such provisions. For other Events of Default, the Commissioner may require that the Outstanding Balance of the LBRP Grant be returned to it.
- C. Either MnDOT or the Commissioner, as a third party beneficiary of the Agreement, may enforce any additional remedies it may have in law or equity.

The rights and remedies specified herein are cumulative and not exclusive of any rights or remedies that MnDOT or the Commissioner would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained herein within 30 days of demand by the Commissioner, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor

of MnDOT and/or the Commissioner, then such amount may, unless precluded by law, be offset against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

Section 2.09 Notification of Event of Default. The Public Entity shall furnish to MnDOT and the Commissioner, as soon as possible and in any event within seven (7) days after it has obtained knowledge of the occurrence of each Event of Default, a statement setting forth details of each Event of Default and the action which the Public Entity proposes to take with respect thereto.

Section 2.10 Effect of Event of Default. The Agreement shall survive Events of Default and remain in full force and effect, even upon full disbursement of the LBRP Grant, and shall only be terminated under the circumstances set forth in Section 2.11.

Section 2.11 Termination of Agreement and Modification of LBRP Grant.

A. If the Project is not started within five (5) years after the effective date of the Agreement or the LBRP Grant has not been disbursed within four (4) years after the date the Project was started, MnDOT's obligation to fund the LBRP Grant shall terminate. In such event, (i) if none of the LBRP Grant has been disbursed by such date, MnDOT shall have no obligation to fund the LBRP Grant and the Agreement will terminate, and (ii) if some but not all of the LBRP Grant has been disbursed by such date, MnDOT shall have no further obligation to provide any additional funding for the LBRP Grant and the Agreement shall remain in force but shall be modified to reflect the amount of the LBRP Grant that was actually disbursed and the Public Entity is still obligated to complete the Project by the Completion Date.

B. The Agreement shall terminate upon the Public Entity's sale of its interest in the Real Property and transmittal of the required portion of the proceeds of the sale to the Commissioner in compliance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order, or upon the termination of the Public Entity's ownership interest in the Real Property if such ownership interest is an easement.

Section 2.12 Excess Funds. If the full amount of the G.O. Grant and any matching funds referred to in Section 5.13 are not needed to complete the Project, then, unless language in the G.O. Bonding Legislation indicates otherwise, the G.O. Grant shall be reduced by the amount not needed.

Article III
COMPLIANCE WITH MINNESOTA STATUTE, SEC. 16A.695
AND THE COMMISSIONER'S ORDER

Section 3.01 State Bond Financed Property. The Public Entity acknowledges that its interest in the Real Property is, or when acquired by it will be, "state bond financed property", as such term is used in Minn. Stat. Sec. 16A.695 and the Commissioner's Order and, therefore, the provisions contained in such statute and order apply, or will apply, to its interest in the Real Property, even if the LBRP Grant will only pay for a portion of the Project.

Section 3.02 Preservation of Tax Exempt Status. In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

A. It will not use the Real Property or use or invest the LBRP Grant or any other sums treated as "bond proceeds" under Section 148 of the Code (including "investment proceeds," "invested sinking funds" and "replacement proceeds") in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Code Section 148.

- B. It will deposit and hold the LBRP Grant in a segregated non-interest-bearing account until such funds are used for payments for the Project.
- C. It will, upon written request, provide the Commissioner all information required to satisfy the informational requirements set forth in the Code, including Sections 103 and 148, with respect to the G.O. Bonds.
- D. It will, upon the occurrence of any act or omission by the Public Entity that could cause the interest on the G.O. Bonds to no longer be tax exempt and upon direction from the Commissioner, take such actions and furnish such documents as the Commissioner determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include: (i) compliance with proceedings intended to classify the G.O. Bonds as a “qualified bond” within the meaning of Code Section 141(e), or (ii) changing the nature of the use of the Real Property so that none of the net proceeds of the G.O. Bonds will be deemed to be used, directly or indirectly, in an “unrelated trade or business” or for any “private business use” within the meaning of Code Sections 141(b) and 145(a).
- E. It will not otherwise use any of the LBRP Grant or take, permit or cause to be taken, or omit to take, any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, and if it should take, permit or cause to be taken, or omit to take, as appropriate, any such action, it shall take all lawful actions necessary to correct such actions or omissions promptly upon obtaining knowledge thereof.

Section 3.03 **Changes to G.O. Compliance Legislation or the Commissioner’s Order.** If Minn. Stat. Sec. 16A.695 or the Commissioner’s Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity’s interest in the Real Property becomes exempted from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order, then upon written request by the Public Entity, MnDOT shall execute an amendment to the Agreement to implement such amendment or exempt the Public Entity’s interest in the Real Property from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order.

Article IV

DISBURSEMENT OF GRANT PROCEEDS

Section 4.01 **The Advances.** MnDOT agrees, on the terms and subject to the conditions set forth herein, to make Advances of the LBRP Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the LBRP Grant. If the amount of LBRP Grant that MnDOT cumulatively disburses hereunder to the Public Entity is less than the amount of the LBRP Grant delineated in Section 1.01, then MnDOT and the Public Entity shall enter into and execute whatever documents MnDOT may request in order to amend or modify this Agreement to reduce the amount of the LBRP Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, MnDOT’s obligation to make Advances shall terminate as of the dates specified in Section 2.11 even if the entire LBRP Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as **Exhibit A**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LBRP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate

of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 5.13. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 5.13 that have been disbursed as of such point in time. This requirement is expressed by way of the following two formulas:

Formula #1:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of matching funds, if any, required under Section 5.13 that have been disbursed})$$

Formula #2:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of Project completed})$$

Section 4.02 Draw Requisitions. Whenever the Public Entity desires a disbursement of a portion of the LBRP Grant the Public Entity shall submit to MnDOT a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and MnDOT, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to MnDOT, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by MnDOT unless the Public Entity shall advise MnDOT, in writing, of its intention to so store materials prior to their delivery and MnDOT has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to MnDOT such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

The final Draw Requisition shall not be submitted before completion of the Project, including any correction of material defects in workmanship or materials (other than the completion of punch list items). At the time of submission of the final Draw Requisition the Public Entity shall submit to MnDOT: (I) such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities and that all requisite certificates and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and MnDOT approves the relevant Draw Requisition, then MnDOT shall disburse the amount of the requested Advance to the Public Entity.

Section 4.03 Additional Funds. If MnDOT shall at any time in good faith determine that the sum of the undisbursed amount of the LBRP Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then MnDOT may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in MnDOT's notice.

Section 4.04 **Condition Precedent to Any Advance.** The obligation of MnDOT to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

- A. MnDOT shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the LBRP Grant set forth in Section 1.01.
- B. No Event of Default under this Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.
- C. No determination shall have been made by MnDOT that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 4.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to MnDOT that sufficient funds are available.
- D. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has sufficient funds to fully and completely pay for the Project and all other expenses that may occur in conjunction therewith.
- E. The Public Entity has supplied to the State Entity all other items that the State Entity may reasonably require

Section 4.05 **Processing and Disbursement of Advances.** The Public Entity acknowledges and agrees as follows:

- A. Advances are not made prior to completion of work performed on the Project.
- B. All Advances are processed on a reimbursement basis.
- C. The Public Entity must first document expenditures to obtain an Advance.
- D. Reimbursement requests are made on a partial payment basis or when the Project is completed.
- E. All payments are made following the “Delegated Contract Process or State Aid Payment Request” as requested and approved by the appropriate district state aid engineer.

Section 4.06 **Construction Inspections.** The Public Entity shall be responsible for making its own inspections and observations regarding the completion of the Project, and shall determine to its own satisfaction that all work done or materials supplied have been properly done or supplied in accordance with all contracts that the Public Entity has entered into regarding the completion of the Project.

Article V MISCELLANEOUS

Section 5.01 **Insurance.** If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property, then the Public Entity shall have MnDOT named as an additional named insured therein.

Section 5.02 **Condemnation.** If, after the Public Entity has acquired the ownership interest set forth in Section 2.02, all or any portion of the Real Property is condemned to an extent that the Public Entity can no longer comply with Section 2.04, then the Public Entity shall, at its sole option, either: (i) use the condemnation proceeds to acquire an interest in additional real property needed for the Public Entity to continue to comply with Section 2.04 and to provide whatever additional funds that may be needed for such purposes, or (ii) submit a request to MnDOT and the Commissioner to allow it to sell the remaining portion of its interest in the Real Property. Any condemnation proceeds which are not used to acquire an interest in additional real property shall be applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order as if the Public Entity's interest in the Real Property had been sold. If the Public Entity elects to sell its interest in the portion of the Real Property that remains after the condemnation, such sale must occur within a reasonable time period after the date the condemnation occurred and the cumulative sum of the condemnation and sale proceeds applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

If MnDOT receives any condemnation proceeds referred to herein, MnDOT agrees to or pay over to the Public Entity all of such condemnation proceeds so that the Public Entity can comply with the requirements of this Section.

Section 5.03 **Use, Maintenance, Repair and Alterations.** The Public Entity shall not, without the written consent of MnDOT and the Commissioner, (i) permit or allow the use of any of the Real Property for any purpose other than the purposes specified in Section 2.04, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in Section 2.04, (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property in accordance with this Section, MnDOT may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Public Entity irrevocably authorizes MnDOT to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by MnDOT shall be at its sole discretion, and nothing contained herein shall require MnDOT to take any action or incur any expense and MnDOT shall not be responsible, or liable to the Public Entity or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by MnDOT pursuant to this Section shall be due and payable on demand by MnDOT and will bear interest from the date of payment by MnDOT at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

Section 5.04 **Recordkeeping and Reporting.** The Public Entity shall maintain books and records pertaining to Project costs and expenses needed to comply with the requirements contained herein, Minn. Stat. Sec. 16A.695, the Commissioner's Order, and Minn. Stat. Sec. 174.52 and all rules related thereto, and upon request shall allow MnDOT, its auditors, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract all of such items. The Public

Entity shall use generally accepted accounting principles in the maintenance of such items, and shall retain all of such books and records for a period of six years after the date that the Project is fully completed and placed into operation.

Section 5.05 Inspections by MnDOT. The Public Entity shall allow MnDOT to inspect the Real Property upon reasonable request by MnDOT and without interfering with the normal use of the Real Property.

Section 5.06 Liability. The Public Entity and MnDOT agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of MnDOT and the Commissioner is governed by the provisions of Minn. Stat. Sec. 3.736. If the Public Entity is a “municipality” as that term is used in Minn. Stat. Chapter 466, then the liability of the Public Entity is governed by the provisions of Chapter 466. The Public Entity’s liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusion from coverage in any insurance policy.

Section 5.07 Relationship of the Parties. Nothing contained in the Agreement is to be construed as establishing a relationship of co-partners or joint venture among the Public Entity, MnDOT, or the Commissioner, nor shall the Public Entity be considered to be an agent, representative, or employee of MnDOT, the Commissioner, or the State of Minnesota in the performance of the Agreement or the Project.

No employee of the Public Entity or other person engaging in the performance of the Agreement or the Project shall be deemed have any contractual relationship with MnDOT, the Commissioner, or the State of Minnesota and shall not be considered an employee of any of those entities. Any claims that may arise on behalf of said employees or other persons out of employment or alleged employment, including claims under the Workers’ Compensation Act of the State of Minnesota, claims of discrimination against the Public Entity or its officers, agents, contractors, or employees shall in no way be the responsibility of MnDOT, the Commissioner, or the State of Minnesota. Such employees or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from MnDOT, the Commissioner, or the State of Minnesota, including tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

Section 5.08 Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the address of the party specified below or to such different address as may in the future be specified by a party by written notice to the others:

To the Public Entity: At the address indicated on the first page of the Agreement.

To MnDOT at: Minnesota Department of Transportation
Office of State Aid
395 John Ireland Blvd., MS 500
Saint Paul, MN 55155
Attention: Marc Biese, State Aid Programs Engineer

To the Commissioner at: Minnesota Management & Budget
400 Centennial Office Bldg.
658 Cedar St.
St. Paul, MN 55155
Attention: Commissioner

Section 5.09 **Assignment or Modification.** Neither the Public Entity nor MnDOT may assign any of its rights or obligations under the Agreement without the prior written consent of the other party.

Section 5.10 **Waiver.** Neither the failure by the Public Entity, MnDOT, or the Commissioner, as a third party beneficiary of the Agreement, in one or more instances to insist upon the complete observance or performance of any provision hereof, nor the failure of the Public Entity, MnDOT, or the Commissioner to exercise any right or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such provision or the right to exercise such right or remedy thereafter. In addition, no delay by any of the Public Entity, MnDOT, or the Commissioner in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

Section 5.11 **Choice of Law and Venue.** All matters relating to the validity, interpretation, performance, or enforcement of the Agreement shall be determined in accordance with the laws of the State of Minnesota. All legal actions arising from any provision of the Agreement shall be initiated and venued in the State of Minnesota District Court located in St. Paul, Minnesota.

Section 5.12 **Severability.** If any provision of the Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 5.13 **Matching Funds.** Any matching funds as shown on Page 1 of the Grant Agreement that are required to be obtained and supplied by the Public Entity must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to pay for the Project. The Public Entity shall supply to MnDOT whatever documentation MnDOT may request to substantiate the availability and source of any matching funds.

Section 5.14 **Sources and Uses of Funds.** The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibit A** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

Section 5.15 **Project Completion Schedule.** The Public Entity represents to MnDOT and the Commissioner that the Project Completion Schedule attached as **Exhibit B** correctly and accurately sets forth the projected schedule for the completion of the Project.

Section 5.16 **Third-Party Beneficiary.** The Governmental Program will benefit the State of Minnesota and the provisions and requirements contained herein are for the benefit of both the State Entity and the State of Minnesota. Therefore, the State of Minnesota, by and through its Commissioner of MMB, is and shall be a third-party beneficiary of this Agreement.

Section 5.17 **Public Entity Tasks.** Any tasks that the Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 5.18 **Data Practices.** The Public Entity agrees with respect to any data that it possesses regarding the G.O. Grant or the Project to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as such may subsequently be amended or replaced from time to time.

Section 5.19 **Non-Discrimination.** The Public Entity agrees to not engage in discriminatory employment practices regarding the Project and it shall fully comply with all of the provisions contained in Minnesota Statutes Chapters 363A and 181, as such may subsequently be amended or replaced from time to time.

Section 5.20 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. Secs. 176.181 subd. 2 and 176.182, as they may be amended or replaced from time to time with respect to the Project.

Section 5.21 **Antitrust Claims.** The Public Entity hereby assigns to MnDOT and the Commissioner of MMB all claims it may have for over charges as to goods or services provided with respect to the Project that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 5.22 **Prevailing Wages.** The Public Entity agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the Project. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project.

Section 5.23 **Entire Agreement.** The Agreement and all of the exhibits attached thereto embody the entire agreement between the Public Entity and MnDOT, and there are no other agreements, either oral or written, between the Public Entity and MnDOT on the subject matter hereof.

Section 5.24 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

Section 5.25 **Telecommunications Certification.** If federal funds are included in Exhibit A, by signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

Section 5.26 **Title VI/Non-discrimination Assurances.** Public Entity agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Public Entity will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. MnDOT may conduct a review of the Public Entity's compliance with this provision. The Public Entity must cooperate with MnDOT throughout the review

process by supplying all requested information and documentation to MnDOT, making Public Entity staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by MnDOT.

Section 5.27 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

Section 5.28 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.



Steele County Agenda Item

Request for Board Action

**Subject: Resolution – Approving Local Bridge Replacement Program Grant Agreement
SAP 074-628-003**

Department: Highway

Committee: Public Works

Committee Meeting Date: June 18, 2024

Work Session Date: N/A

Board Meeting Date: June 25, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Move to Board for Approval on Consent.

Recommendation:

Approve Resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-628-003, reconstruct Bridge No. 89080, authorizing the Chair and County Administrator to execute the Agreement.

Background *(Including Budget Impact)*:

Bridge No. 74J20, replacing Bridge No. 89080 on CSAH 28, has been approved for the Local Bridge Replacement Program General Obligation Bond funding. The use of Local Bridge Replacement Program funds requires local agencies to enter into a Grant Agreement with MnDOT. It also requires the County to pay any costs in excess of the grant amount, or return any funds not used. MnDOT requires a resolution from the County Board to approve entering into the Grant Agreement.

Since this project is located on a County State-Aid Highway, it is eligible for 50% bridge bond funds for eligible items. Generally, eligible items include everything except the removal of the old bridge, approach grading and pavement.

This bridge was included in a contract with a bridge on CSAH 6. The low bid for the total project was \$689,125.00, of which \$408,404.00 is for this bridge. \$167,488 will be funded with State bridge funds. \$240,916.00 is not eligible for State bridge bond funds and will be funded with State Aid funds.

Attachments:

Resolution
Grant Agreement

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-628-003**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 89080 and

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

WHEREAS, the amount of the grant has been determined to be **\$167,488.00** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 25th day of June 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP)
GRANT AGREEMENT

This Agreement between the Minnesota Department of Transportation (“MnDOT”) and the Grantee named below is made pursuant to Minnesota Statutes Section 174.50 and pursuant to Minn. Laws 2023, Chapter 72- H.F. 669. The provisions in that section and the Exhibits attached hereto and incorporated by reference constitute this Agreement and the persons signing below agree to fully comply with all of the requirements of this Agreement. This Agreement will be effective on the date State obtains all required signatures under Minnesota Statutes §16C.05, subdivision 2.

1. Public Entity (Grantee) name, address and contact person:

Steele County
PO Box 890
3000 Hoffman Drive NW
Owatonna, MN 55016-0890
Contact: Assistant County Engineer, Paul Sponholz, P.E.

2. Project(s):

Name of Project & Project Number (See Exhibit C for location)	Amount of LBRP Funds	Amount of Required Matching Funds	Completion Date
Old Bridge No. 89080 CSAH 28 over Ditch SAP 074-628-003	\$167,488.00	\$240,916.00	December 31, 2028

3. Total Amount of LBRP Grant for all projects under this Agreement: \$167,488.00

4. The following Exhibits for each project are attached and incorporated by reference as part of this Agreement:

Exhibit A	Completed Sources and Uses of Funds Schedule
Exhibit B	Project Schedule, Workforce Certificate, and Equal Pay Certificate
Exhibit C	Bond Financed Property Certification
Exhibit D	Grant Application
Exhibit E	Grantee Resolution Approving Grant Agreement
Exhibit F	General Terms and Conditions

5. Additional requirements, if any:

NONE

6. Any modification of this Agreement must be in writing and signed by both parties.

(The remaining portion of this page was intentionally left blank.)

PUBLIC ENTITY (GRANTEE)

By: _____

Title: County Board Chair

Date: _____

By: _____

Title: County Administrator

Date: _____

DEPARTMENT OF TRANSPORTATION

Approval and Certifying Encumbrance

By: _____

State Aid Programs Manager

Date: _____

Office of Contract Management

By: _____

Contract Administrator

Date: _____

EXHIBIT A

SOURCES AND USES OF FUNDS SCHEDULE

SOURCES OF FUNDS		USES OF FUNDS	
Entity Supplying Funds	Amount	Expenses	Amount
State Funds:		Items Paid for with LBRP	
LBRP Grant (SAAS Acct 377)	\$167,488.00	Grant Funds:	
		Reconstruct Bridge No. 89080	\$167,488.00
Subtotal	\$167,488.00	Subtotal	\$167,488.00
Public Entity Funds:		Items paid for with Non-LBRP Grant Funds:	
Local Match (CSAH)	\$240,916.00	Reconstruct Bridge No. 89080	\$167,488.00
		Bridge approach work and removals	\$73,428.00
Other:			
Subtotal	\$240,916.00	Subtotal	\$240,916.00
TOTAL FUNDS	\$408,404.00	TOTAL PROJECT COSTS	\$408,404.00

EXHIBIT B

PROJECT SCHEDULE, WORKFORCE CERTIFICATE, AND EQUAL PAY CERTIFICATE

PROJECT SCHEDULE

Award Date: June 25, 2024

Construction Start Date: July 1, 2024

Construction Substantial Complete Date: June 30, 2025

Contract Final Completion Date: December 31, 2028

WORKFORCE **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MIDWEST CONTRACTING, LLC** is hereby certified as a contractor under the Minnesota Human Rights Act, §363A.

Certificate start date: **8/13/2021**

Certificate expiration date: **8/12/2025**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Rebecca Lucero, Commissioner

EQUAL PAY **CERTIFICATE OF COMPLIANCE**

The Commissioner of the Minnesota Department of Human Rights by the signature below attests that **MIDWEST CONTRACTING, LLC** is hereby certified as a contractor under the Minnesota Human Rights Act, § 363A.44.

Certificate start date: **November 18, 2022**

Certificate expiration date: **November 17, 2026**

Minnesota Department of Human Rights

FOR THE DEPARTMENT BY:



Rebecca Lucero, Commissioner

AN EQUAL OPPORTUNITY EMPLOYER

540 Fairview Ave N, Suite 201 • St. Paul, MN 55104 • Tel 651.539.1100
MN Relay 711 or 1.800.627.3529 • Toll Free 1.800.657.3704 • mn.gov/mdhr

EXHIBIT C

BOND FINANCED PROPERTY CERTIFICATION

State of Minnesota
General Obligation Bond Financed Property

The undersigned states that it has a fee simple, leasehold and/or easement interest in the real property located in the **County of Steele**, State of Minnesota that is generally described or illustrated graphically in **Attachment 1** attached hereto and all improvements thereon (the “Restricted Property”) and acknowledges that the Restricted Property is or may become State bond-financed property. To the extent that the Restricted Property is or becomes State bond-financed property, the undersigned acknowledges that:

- A. The Restricted Property is State bond-financed property under Minn. Stat. Sec. 16A.695, is subject to the requirements imposed by that statute, and cannot be sold, mortgaged, encumbered or otherwise disposed of without the approval of the Commissioner of Minnesota Management and Budget; and
- B. The Restricted Property is subject to the provisions of the Local Bridge Replacement Program Grant Agreement between the Minnesota Department of Transportation and the undersigned dated _____, 2024; and
- C. The Restricted Property shall continue to be deemed State bond-financed property for 37.5 years or until the Restricted Property is sold with the written approval of the Commissioner of Minnesota Management and Budget.

Date: _____, 2024

Steele County,
a political subdivision of the State of Minnesota

By: _____
Name: Greg Ilkka
Title: County Engineer

Attachment 1 to Exhibit C

GENERAL DESCRIPTION OF RESTRICTED PROPERTY

All of the following:

That part of Government Lot 2 of Section 22, Township 105 North, Range 21 West, shown as Parcel 1 on STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22 as the same is on file and of record in the office of the County Recorder in and for Steele County, Minnesota.

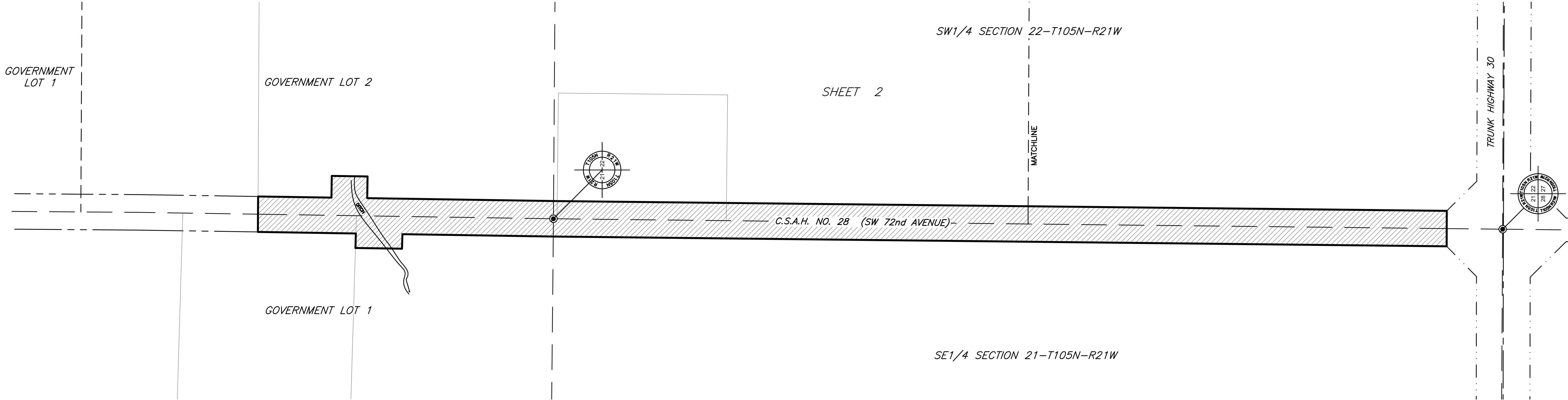
AND

That part of Government Lot 1 of Section 21, Township 105 North, Range 21 West, shown as Parcel 6 on STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22 as the same is on file and of record in the office of the County Recorder in and for Steele County, Minnesota.

See attached STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22

STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22

C.S.A.H. NO. 28 LOCATED IN OF GOVERNMENT LOT 1 AND SE1/4 SECTION 21-T105N-R21W AND GOVERNMENT LOT 2 AND SW1/4 SECTION 22-T105N-R21W
STEELE COUNTY, MINNEOSOTA



The Board of County Commissioners for Steele County, Minnesota, Pursuant to County Board Resolution dated _____ is hereby designating the definite location of SW 72nd Avenue (C.S.A.H. No. 28) lying between Trunk Highway 30 and S Beaver Lake Road.

That portion of said highway is located in Section(s) 21, & 22, Township 105 North, Range 21 West, Steele County, Minnesota.

I hereby certify that the highway location and right-of-way is correctly designated on this plat.

_____, Minnesota License No. 22557
Gregory M. Ilkka, County Engineer

Dated _____, 20____.

I hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota; that the monuments for the guidance of future surveys will be correctly placed in the ground as shown after completion of construction; that all measurements are correctly shown on this plat; and the proposed right-of-way boundary lines are correctly designated on this plat.

_____, Date: _____, 20____

Scott A. Tuchtenhagen, County Surveyor
Minnesota License No. 52646

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 20____ by Scott A. Tuchtenhagen, a licensed land surveyor.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

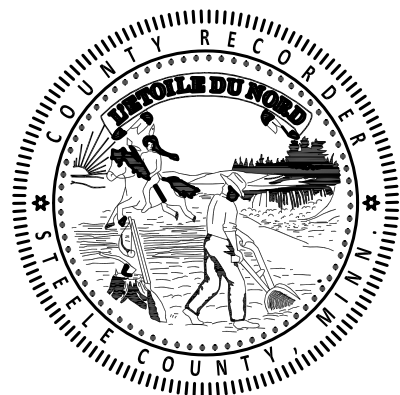
This is to certify that the Steele County Highway Right of Way Plat No. 22 was approved and accepted by the Board of Commissioners, Steele County, Minnesota on the ____ day of _____, 20____

Jennifer Mueller, Property Tax and Elections Director
Steele County, Minnesota

DOCUMENT NO. _____ FILE NO. _____

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____ at ____ o'clock ____ M. and was duly recorded in the _____ County records.

_____, by _____
Rick G. Kvien, County Recorder Deputy

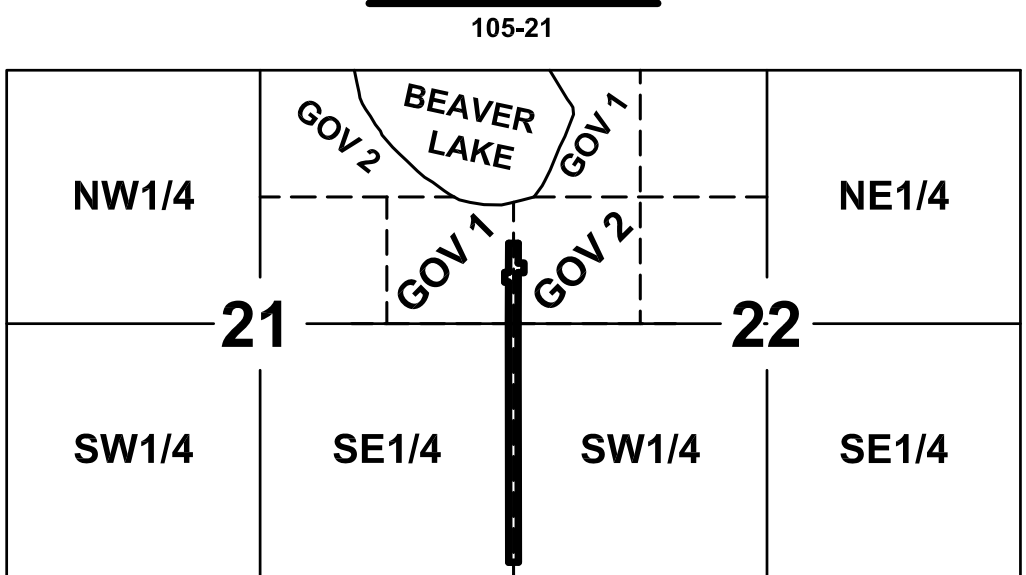


PARCEL	OWNERS	P I D	LOCATION	EXIST R/W (ACRES±)	NEW R/W (ACRES±)	INTEREST	TOTAL R/W IN FEE (ACRES±)
1	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-4301	GOVERNMENT LOT 2 SECTION 22-T105N-R21W	0.94	0.14	FEE	1.08
2	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-3400	NW1/4 SW1/4 SECTION 22-T105N-R21W	0.97	0	FEE	0.97
3	BRAATEN/BARRY A & JANE L	03-022-3401	NW1/4 SW1/4 SECTION 22-T105N-R21W	0.54	0	FEE	0.54
4	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-022-3300	SW1/4 SW1/4 SECTION 22-T105N-R21W	1.33	0	FEE	1.23
5	SCHUMAKER/NICOLE TRUSTEE	03-021-1202	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.31	0	FEE	0.31
6	TOFT/TIMOTHY J & NANCY K	03-021-1203	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.63	0.12	FEE	0.75
7	THOMPSON/CRAIG L/& ERIN L HAGAN & JANE BRAATEN ET AL	03-021-2000	SE1/4 SECTION 21-T105N-R21W	2.84	0	FEE	2.84

NOTES

- The methods and equipment used in the control surveys for this plat and the checks made on monument location were accomplished with electronic distance measuring devices.
- Parcel areas shown hereon are computed from legal descriptions and not from actual boundary surveys..
- The listings of owners noted in the parcel tables were formed from current deeds of record available in Steele County records. Existing and new highway right-of-way easements are shown on the graphic portion of this plat.
- Values shown to the nearest foot are right angle road width to the nearest hundredth of a foot; e.g. 50' is equal to 50.00 feet.
- All right angle road widths shown on this right-of-way plat are to the construction centerline, which is also called the plat centerline.
- For details concerning this right-of-way plat, contact the Steele County Surveyor's Office.

VICINITY MAP



LEGEND

- = 5/8" X 16" iron monument (capped SAT 52646)-Placed
- = Iron monument - Found
- = Steele County monument-Found
- 1 = R/W Parcel Number (Typical)
- 100240010 = Parcel Number (Typical)
- = Section Line
- = Property Line
- = R/W Plat Boundary Line
- = Existing Road R/W Line
- = Proposed Road Centerline
- = Existing Road Centerline
- = Control Access

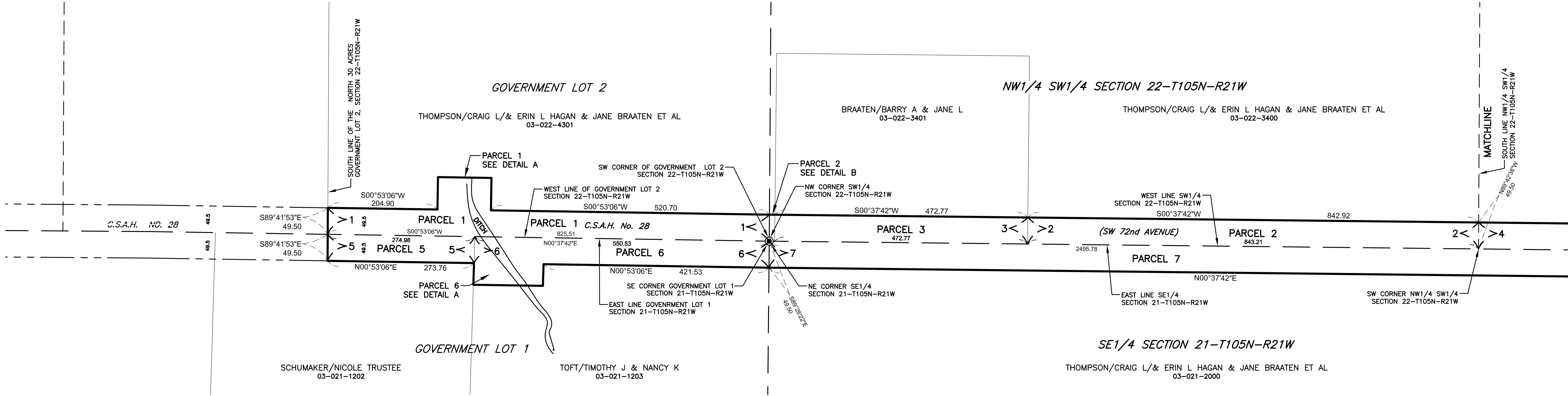
BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

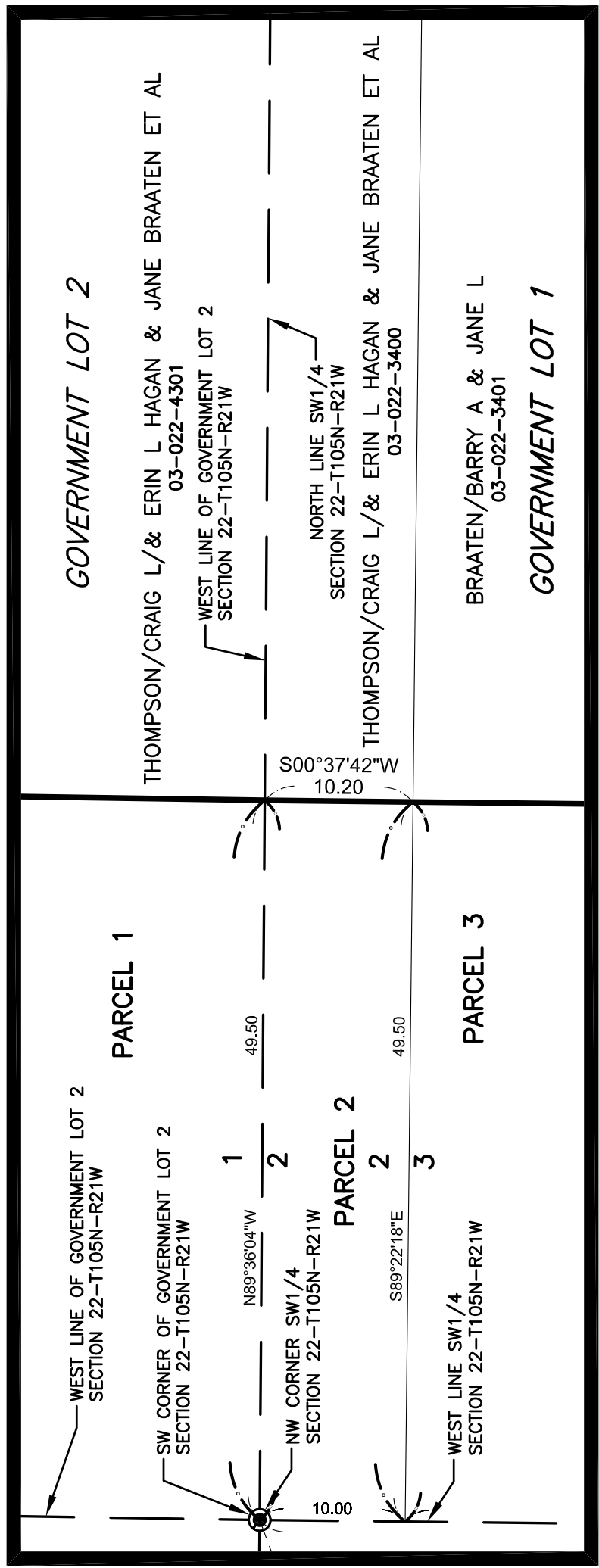
JONES, HAUGH & SMITH INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS

STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 22

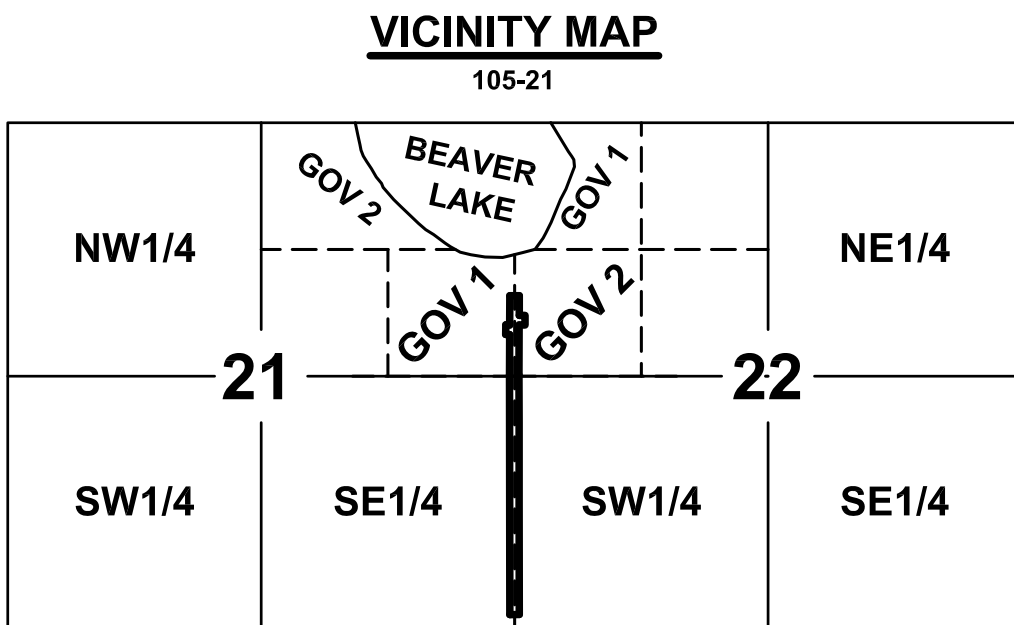
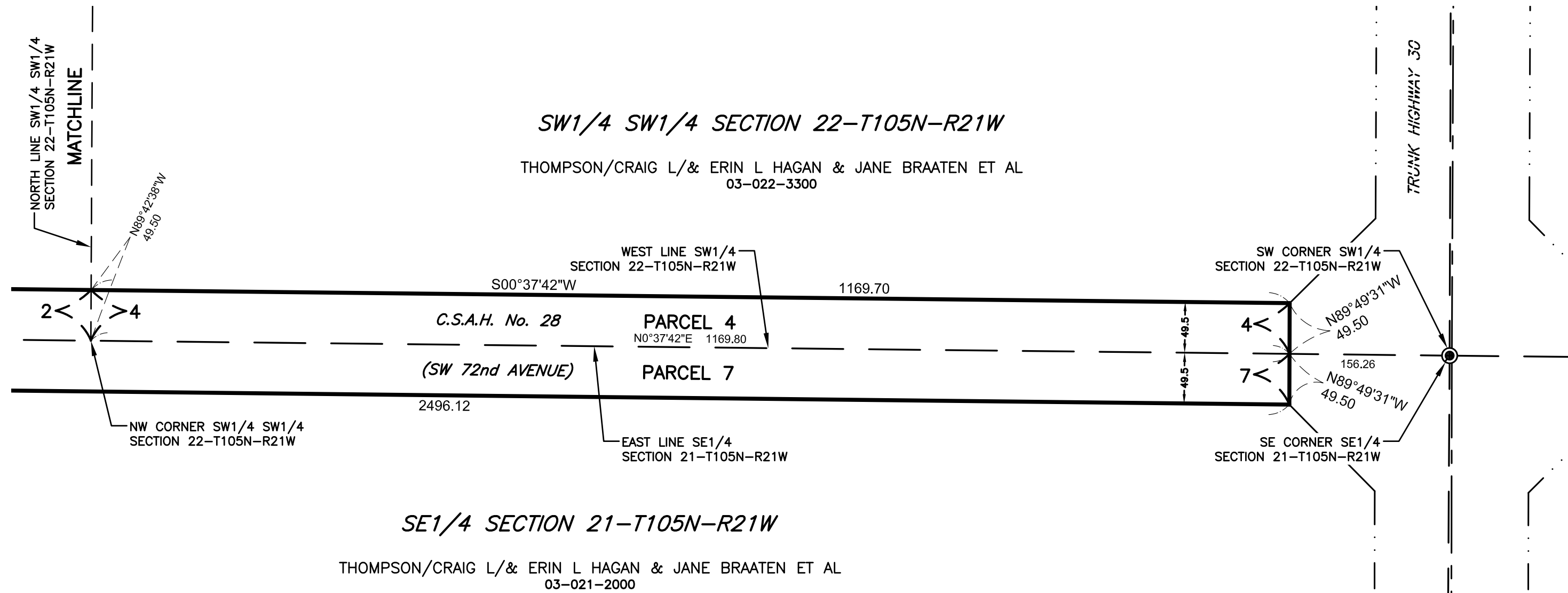
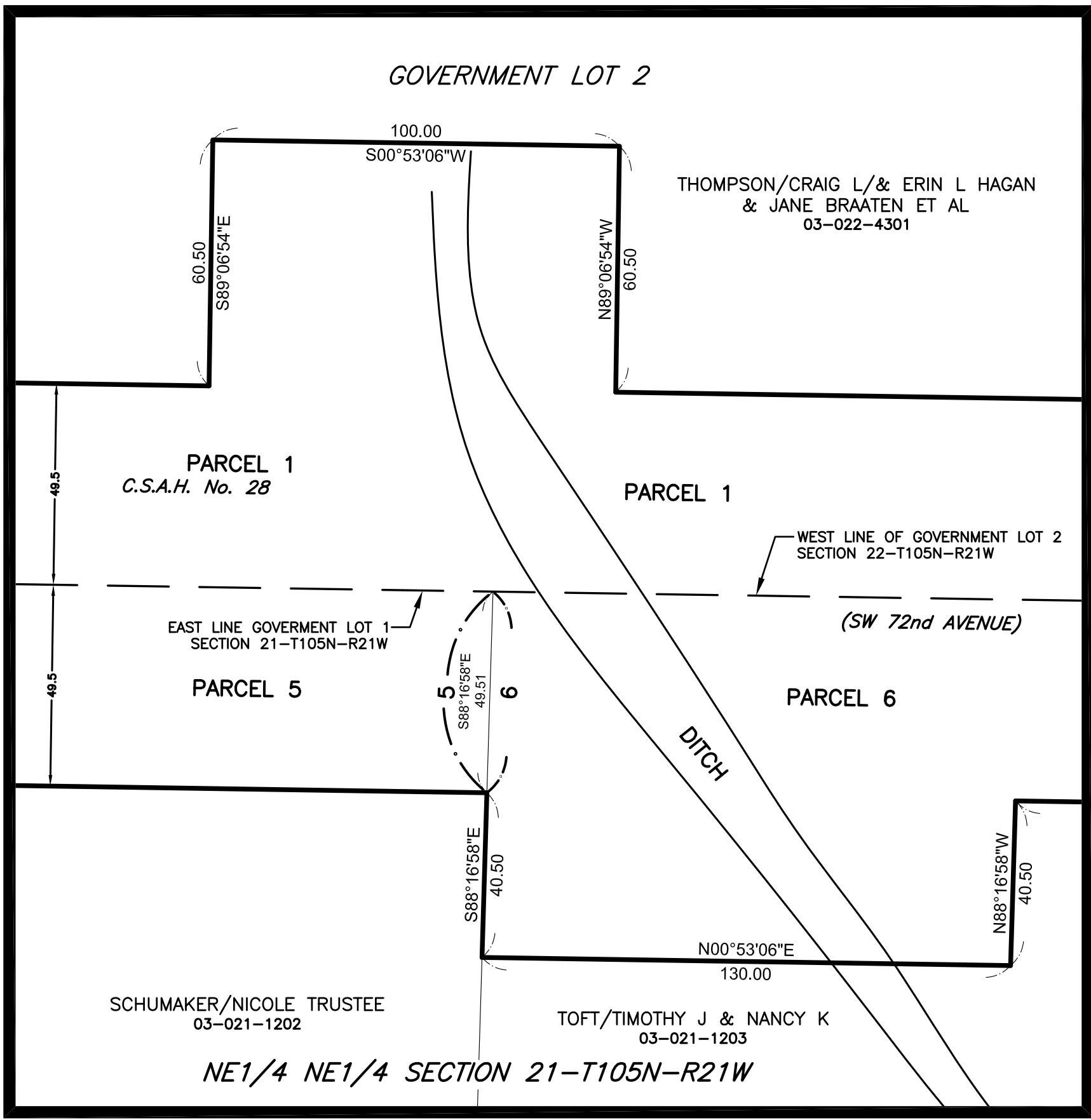
C.S.A.H. NO. 28 LOCATED IN OF GOVERNMENT LOT 1 AND SE1/4 SECTION 21-T105N-R21W AND GOVERNMENT LOT 2 AND SW1/4 SECTION 22-T105N-R21W
STEELE COUNTY, MINNEOSOTA



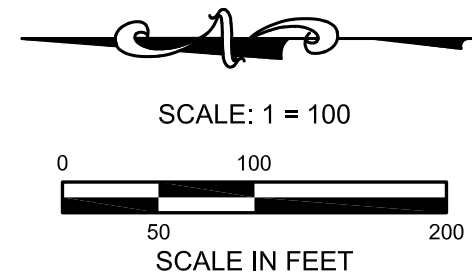
DETAIL B:
SCALE: 1" = 10'



DETAIL A:
SCALE: 1" = 30'



- LEGEND**
- = 5/8" X 16 inch iron monument (capped SAT 52646)-Placed
 - = Iron monument - Found
 - ⊙ = Steele County monument-Found
 - 1 = R/W Parcel Number (Typical)
 - 100240010 = Parcel Number (Typical)
 - = Section Line
 - = Property Line
 - = R/W Plat Boundary Line
 - = Existing Road R/W Line
 - = Proposed Road Centerline
 - = Existing Road Centerline
 - = Control Access



BASIS OF BEARING SYSTEM
All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

JONES, HAUGH & SMITH INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS

EXHIBIT D
GRANT APPLICATION



APPLICATION FOR BRIDGE FUNDS

State of Minnesota - Department of Transportation

State Aid for Local Transportation

Identification	Project Number	074-628-003	Old Bridge Number	89080
	New Bridge No.	74J20	Over	Unnamed Ditch
	County of	Steele	Road or Street No.	CSAH 28
	Township of	Berlin	Road or Street Name	
	Municipality of		Proposed Const Year	2024
	Does the municipality have a population of 5,000 or less? ☐ Yes ☐ No			
Eligibility	Local Bridge Planning Index (LPI) <u>57</u>			
	NBI Appraisal Ratings: Deck Geometry _____ Approach Roadway <u>5</u> Waterway Adequacy <u>8</u>			
	Date of Council/Board action prioritizing this bridge <u>11/28/2023</u>			
	Is this a road-in-lieu of bridge project? ☐ Yes ☒ No			
Prioritization	How many people are affected by this deficiency? <u>363</u> What is the ADT on this bridge? <u>363</u>			
	Describe the economic importance of replacing this bridge.			
	Farm to market route and route to Beaver Lake Park			
	Is the road designated or planned to be designated as a Minimum Maintenance road? ☐ Yes ☒ No			
	(Attach additional sheets for explanation if necessary)			
	Is the township net tax capacity less than \$300,000? ☐ Yes ☒ No			
Cost Estimate	Is the bridge listed on the National Register of Historic Places or been determined to be eligible? ☐ Yes ☒ No			
	National Register of Historic Places link here: http://www.nps.gov/history/nr/research/			
		Eligible Amount		Ineligible Amount
	Structure Costs	\$ 260,600	\$	
	Approach Costs	\$	\$ 86,200	
	Engineering Costs	\$	\$ 10,000	
	Total Costs	\$ 260,600	\$ 96,200	
Total Project Cost		\$ 356,800		
DSAE	Gregory M. Ilkka		1/12/2024	
	County/City Engineer		Date	
Approval	DISTRICT STATE AID ENGINEER RECOMMENDATION			
	Replace <u>X</u>	Defer _____	Fausto Cabral 2024.01.18 15:44:42 -06'00'	
Approval	STATE AID USE ONLY		District State Aid Engineer Signature	
			Date	
	Federal-Aid		\$	
	State-Aid		\$	
	Local/Other		\$	
	Town Bridge		\$	
	Unallocated Town Bridge		\$	
State Bridge Funds		\$		
Total		\$		

EXHIBIT E

GRANTEE RESOLUTION APPROVING GRANT AGREEMENT

**RESOLUTION FOR
LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT
GRANT TERMS AND CONDITIONS
SAP 074-628-003**

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 89080 and

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

WHEREAS, the amount of the grant has been determined to be **\$167,488.00** by reason of the lowest responsible bid;

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

STEELE COUNTY
BOARD OF COMMISSIONERS

Jim Abbe, Chair

**CERTIFICATION
STATE OF MINNESOTA
COUNTY OF STEELE**

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 25th day of June 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator

EXHIBIT F

GENERAL TERMS AND CONDITIONS FOR LOCAL BRIDGE REPLACEMENT PROGRAM (LBRP) GRANTS

Article I DEFINITIONS

Section 1.01 **Defined Terms.** The following terms shall have the meanings set out respectively after each such term (the meanings to be equally applicable to both the singular and plural forms of the terms defined) unless the context specifically indicates otherwise:

“Advance(s)” - means an advance made or to be made by MnDOT to the Public Entity and disbursed in accordance with the provisions contained in Article VI hereof.

“Agreement” - means the Local Bridge Replacement Program Grant Agreement between the Public Entity and the Minnesota Department of Transportation to which this Exhibit is attached.

“Certification” - means the certification, in the form attached as **Exhibit C**, in which the Public Entity acknowledges that its interest in the Real Property is bond financed property within the meaning of Minn. Stat. Sec. 16A.695 and is subject to certain restrictions imposed thereby.

“Code” - means the Internal Revenue Code of 1986, as amended, and all treasury regulations, revenue procedures and revenue rulings issued pursuant thereto.

“Commissioner” - means the Commissioner of Minnesota Management & Budget.

“Commissioner’s Order” - means the “Fourth Order Amending Order of the Commissioner of Minnesota Management & Budget Relating to Use and Sale of State Bond Financed Property” dated July 30, 2012, as it may be amended or supplemented.

“Completion Date” - means the projected date for completion of the Project as indicated in the Agreement.

“Construction Contract Documents” - means the document or documents, in form and substance acceptable to MnDOT, including but not limited to any construction plans and specifications and any exhibits, amendments, change orders, modifications thereof or supplements thereto, which collectively form the contract between the Public Entity and the Contractor(s) for the completion of the Construction Items on or before the Completion Date for either a fixed price or a guaranteed maximum price.

“Construction Items” - means the work to be performed under the Construction Contract Documents.

“Contractor” - means any person engaged to work on or to furnish materials and supplies for the Construction Items including, if applicable, a general contractor.

“Draw Requisition” - means a draw requisition that the Public Entity, or its designee, submits to MnDOT when an Advance is requested, as referred to in Section 4.02.

“G.O. Bonds” - means the state general obligation bonds issued under the authority granted in Article XI, Sec. 5(a) of the Minnesota Constitution, the proceeds of which are used to fund the LBRP Grant, and any bonds issued to refund or replace such bonds.

“Grant Application” - means the grant application that the Public Entity submitted to MnDOT which is attached as **Exhibit D**.

“LBRP Grant” - means a grant from MnDOT to the Public Entity under the LBRP in the amount specified in the Agreement, as such amount may be modified under the provisions hereof.

“LBRP” - means the Local Bridge Replacement Program pursuant to Minn. Stat. Sec. 174.50 and rules relating thereto.

“MnDOT” - means the Minnesota Department of Transportation.

“Outstanding Balance of the LBRP Grant” - means the portion of the LBRP Grant that has been disbursed to the Public Entity minus any amounts returned to the Commissioner.

“Project” - means the Project identified in the Agreement to be totally or partially funded with a LBRP grant.

“Public Entity” - means the grantee of the LBRP Grant and identified as the Public Entity in the Agreement.

“Real Property” - means the real property identified in the Agreement on which the Project is located.

Article II GRANT

Section 2.01 **Grant of Monies.** MnDOT shall make the LBRP Grant to the Public Entity, and disburse the proceeds in accordance with the terms and conditions herein.

Section 2.02 **Public Ownership.** The Public Entity acknowledges and agrees that the LBRP Grant is being funded with the proceeds of G.O. Bonds, and as a result all of the Real Property must be owned by one or more public entities. The Public Entity represents and warrants to MnDOT that it has one or more of the following ownership interests in the Real Property: (i) fee simple ownership, (ii) an easement that is for a term that extends beyond the date that is 37.5 years from the Agreement effective date, or such shorter term as authorized by statute, and which cannot be modified or terminated early without the prior written consent of MnDOT and the Commissioner; and/or (iii) a prescriptive easement for a term that extends beyond the date that is 37.5 years from the Agreement effective date.

Section 2.03 **Use of Grant Proceeds.** The Public Entity shall use the LBRP Grant solely to reimburse itself for expenditures it has already made, or will make, to pay the costs of one or more of the following activities: (i) constructing or reconstructing a bridge, (ii) abandoning an existing bridge that is deficient and in need of replacement, but where no replacement will be made, or (iii) constructing a road to facilitate the abandonment or removal of an existing bridge determined to be deficient. The Public Entity shall not use the LBRP Grant for any other purpose, including but not limited to, any work to be done on a state trunk highway or within a trunk highway easement. .

Section 2.04 Operation of the Real Property. The Real Property must be used by the Public Entity in conjunction with or for the operation of a county highway, county state-aid highway, town road, or city street and for other uses customarily associated therewith, such as trails and utility corridors, and for no other purposes or uses. The Public Entity shall have no intention on the effective date of the Agreement to use the Real Property as a trunk highway or any part of a trunk highway. The Public Entity must annually determine that the Real Property is being used for the purposes specified in this Section and, upon written request by either MnDOT or the Commissioner, shall supply a notarized statement to that effect.

Section 2.05 Sale or Lease of Real Property. The Public Entity shall not (i) sell or transfer any part of its ownership interest in the Real Property, or (ii) lease out or enter into any contract that would allow another entity to use or operate the Real Property without the written consent of both MnDOT and the Commissioner. The sale or transfer of any part of the Public Entity's ownership interest in the Real Property, or any lease or contract that would allow another entity to use or operate the Real Property, must comply with the requirements imposed by Minn. Stat. Sec. 16A.695 and the Commissioner's Order regarding such sale or lease.

Section 2.06 Public Entity's Representations and Warranties. The Public Entity represents and warrants to MnDOT that:

- A. It has legal authority to execute, deliver and perform the Agreement and all documents referred to therein, and it has taken all actions necessary to its execution and delivery of such documents.
- B. It has the ability and a plan to fund the operation of the Real Property for the purposes specified in Section 2.04, and will include in its annual budget all funds necessary for the operation of the Real Property for such purposes.
- C. The Agreement and all other documents referred to therein are the legal, valid and binding obligations of the Public Entity enforceable against the Public Entity in accordance with their respective terms.
- D. It will comply with all of the provisions of Minn. Stat. Sec. 16A.695, the Commissioner's Order and the LBRP. It has legal authority to use the G.O. Grant for the purpose or purposes described in this Agreement.
- E. All of the information it has submitted or will submit to MnDOT or the Commissioner relating to the LBRP Grant or the disbursement of the LBRP Grant is and will be true and correct.
- F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no actions or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it relating to the Real Property, or its ownership interest therein, and it is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into the Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.
- G. Neither the execution and delivery of the Agreement or any document referred to herein nor compliance with any of the provisions or requirements of any of such documents is prevented by, is a breach of, or will result in a breach of, any provision of any agreement or document to which it is now a party or by which it is bound.

- H. The contemplated use of the Real Property will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.
- I. The Project will be completed and the Real Property will be operated in full compliance with all applicable laws, rules, ordinances, and regulations of any federal, state, or local political subdivision having jurisdiction over the Project and the Real Property.
- J. All applicable licenses, permits and bonds required for the performance and completion of the Project and for the operation of the Real Property as specified in Section 2.04 have been, or will be, obtained.
- K. It reasonably expects to possess its ownership interest in the Real Property described in Section 2.02 for at least 37.5 years, and it does not expect to sell such ownership interest.
- L. It does not expect to lease out or enter into any contract that would allow another entity to use or operate the Real Property.
- M. It will supply whatever funds are needed in addition to the LBRP Grant to complete and fully pay for the Project.
- N. The Construction Items will be completed substantially in accordance with the Construction Contract Documents by the Completion Date and all such items will be situated entirely on the Real Property.
- O. It will require the Contractor or Contractors to comply with all rules, regulations, ordinances, and laws bearing on its performance under the Construction Contract Documents.
- P. It shall furnish such satisfactory evidence regarding the representations and warranties described herein as may be required and requested by either MnDOT or the Commissioner.
- Q. It has made no material false statement or misstatement of fact in connection with its receipt of the G.O. Grant, and all the information it has submitted or will submit to the State Entity or Commissioner of MMB relating to the G.O. Grant or the disbursement of any of the G.O. Grant is and will be true and correct.

Section 2.07 Event(s) of Default. The following events shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement upon either MnDOT or the Commissioner giving the Public Entity 30 days' written notice of such event and the Public Entity's failure to cure such event during such 30-day time period for those Events of Default that can be cured within 30 days or within whatever time period is needed to cure those Events of Default that cannot be cured within 30 days as long as the Public Entity is using its best efforts to cure and is making reasonable progress in curing such Events of Default; however, in no event shall the time period to cure any Event of Default exceed six (6) months unless otherwise consented to, in writing, by MnDOT and the Commissioner.

- A. If any representation, covenant, or warranty made by the Public Entity herein or in any other document furnished pursuant to the Agreement, or to induce MnDOT to disburse the LBRP Grant, shall prove to have been untrue or incorrect in any material respect or materially misleading as of the time such representation, covenant, or warranty was made.

- B. If the Public Entity fails to fully comply with any provision, covenant, or warranty contained herein.
- C. If the Public Entity fails to fully comply with any provision, covenant or warranty contained in Minn. Stat. Sec. 16A.695, the Commissioner's Order, or Minn. Stat. Sec. 174.52 and all rules related thereto.
- D. If the Public Entity fails to use the proceeds of the LBRP Grant for the purposes set forth in Section 2.03, the Grant Application, and in accordance with the LBRP.
- E. If the Public Entity fails to operate the Real Property for the purposes specified in Section 2.04.
- F. If the Public Entity fails to complete the Project by the Completion Date.
- G. If the Public Entity sells or transfers any portion of its ownership interest in the Real Property without first obtaining the written consent of both MnDOT and the Commissioner.
- H. If the Public Entity fails to provide any additional funds needed to fully pay for the Project.
- I. If the Public Entity fails to supply the funds needed to operate the Real Property in the manner specified in Section 2.04.

Notwithstanding the foregoing, any of the above events that cannot be cured shall, unless waived in writing by MnDOT and the Commissioner, constitute an Event of Default under the Agreement immediately upon either MnDOT or the Commissioner giving the Public Entity written notice of such event.

Section 2.08 **Remedies.** Upon the occurrence of an Event of Default and at any time thereafter until such Event of Default is cured to the satisfaction of MnDOT, MnDOT or the Commissioner may enforce any or all of the following remedies.

- A. MnDOT may refrain from disbursing the LBRP Grant; provided, however, MnDOT may make such disbursements after the occurrence of an Event of Default without waiving its rights and remedies hereunder.
- B. If the Event of Default involves a sale of the Public Entity's interest in the Real Property in violation of Minn. Stat. Sec. 16A.695 or the Commissioner's Order, the Commissioner, as a third party beneficiary of the Agreement, may require that the Public Entity pay the amounts that would have been paid if there had been compliance with such provisions. For other Events of Default, the Commissioner may require that the Outstanding Balance of the LBRP Grant be returned to it.
- C. Either MnDOT or the Commissioner, as a third party beneficiary of the Agreement, may enforce any additional remedies it may have in law or equity.

The rights and remedies specified herein are cumulative and not exclusive of any rights or remedies that MnDOT or the Commissioner would otherwise possess.

If the Public Entity does not repay the amounts required to be paid under this Section or under any other provision contained herein within 30 days of demand by the Commissioner, or any amount ordered by a court of competent jurisdiction within 30 days of entry of judgment against the Public Entity and in favor

of MnDOT and/or the Commissioner, then such amount may, unless precluded by law, be offset against any aids or other monies that the Public Entity is entitled to receive from the State of Minnesota.

Section 2.09 Notification of Event of Default. The Public Entity shall furnish to MnDOT and the Commissioner, as soon as possible and in any event within seven (7) days after it has obtained knowledge of the occurrence of each Event of Default, a statement setting forth details of each Event of Default and the action which the Public Entity proposes to take with respect thereto.

Section 2.10 Effect of Event of Default. The Agreement shall survive Events of Default and remain in full force and effect, even upon full disbursement of the LBRP Grant, and shall only be terminated under the circumstances set forth in Section 2.11.

Section 2.11 Termination of Agreement and Modification of LBRP Grant.

A. If the Project is not started within five (5) years after the effective date of the Agreement or the LBRP Grant has not been disbursed within four (4) years after the date the Project was started, MnDOT's obligation to fund the LBRP Grant shall terminate. In such event, (i) if none of the LBRP Grant has been disbursed by such date, MnDOT shall have no obligation to fund the LBRP Grant and the Agreement will terminate, and (ii) if some but not all of the LBRP Grant has been disbursed by such date, MnDOT shall have no further obligation to provide any additional funding for the LBRP Grant and the Agreement shall remain in force but shall be modified to reflect the amount of the LBRP Grant that was actually disbursed and the Public Entity is still obligated to complete the Project by the Completion Date.

B. The Agreement shall terminate upon the Public Entity's sale of its interest in the Real Property and transmittal of the required portion of the proceeds of the sale to the Commissioner in compliance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order, or upon the termination of the Public Entity's ownership interest in the Real Property if such ownership interest is an easement.

Section 2.12 Excess Funds. If the full amount of the G.O. Grant and any matching funds referred to in Section 5.13 are not needed to complete the Project, then, unless language in the G.O. Bonding Legislation indicates otherwise, the G.O. Grant shall be reduced by the amount not needed.

Article III
COMPLIANCE WITH MINNESOTA STATUTE, SEC. 16A.695
AND THE COMMISSIONER'S ORDER

Section 3.01 State Bond Financed Property. The Public Entity acknowledges that its interest in the Real Property is, or when acquired by it will be, "state bond financed property", as such term is used in Minn. Stat. Sec. 16A.695 and the Commissioner's Order and, therefore, the provisions contained in such statute and order apply, or will apply, to its interest in the Real Property, even if the LBRP Grant will only pay for a portion of the Project.

Section 3.02 Preservation of Tax Exempt Status. In order to preserve the tax-exempt status of the G.O. Bonds, the Public Entity agrees as follows:

A. It will not use the Real Property or use or invest the LBRP Grant or any other sums treated as "bond proceeds" under Section 148 of the Code (including "investment proceeds," "invested sinking funds" and "replacement proceeds") in such a manner as to cause the G.O. Bonds to be classified as "arbitrage bonds" under Code Section 148.

- B. It will deposit and hold the LBRP Grant in a segregated non-interest-bearing account until such funds are used for payments for the Project.
- C. It will, upon written request, provide the Commissioner all information required to satisfy the informational requirements set forth in the Code, including Sections 103 and 148, with respect to the G.O. Bonds.
- D. It will, upon the occurrence of any act or omission by the Public Entity that could cause the interest on the G.O. Bonds to no longer be tax exempt and upon direction from the Commissioner, take such actions and furnish such documents as the Commissioner determines to be necessary to ensure that the interest to be paid on the G.O. Bonds is exempt from federal taxation, which such action may include: (i) compliance with proceedings intended to classify the G.O. Bonds as a “qualified bond” within the meaning of Code Section 141(e), or (ii) changing the nature of the use of the Real Property so that none of the net proceeds of the G.O. Bonds will be deemed to be used, directly or indirectly, in an “unrelated trade or business” or for any “private business use” within the meaning of Code Sections 141(b) and 145(a).
- E. It will not otherwise use any of the LBRP Grant or take, permit or cause to be taken, or omit to take, any action that would adversely affect the exemption from federal income taxation of the interest on the G.O. Bonds, and if it should take, permit or cause to be taken, or omit to take, as appropriate, any such action, it shall take all lawful actions necessary to correct such actions or omissions promptly upon obtaining knowledge thereof.

Section 3.03 **Changes to G.O. Compliance Legislation or the Commissioner’s Order.** If Minn. Stat. Sec. 16A.695 or the Commissioner’s Order is amended in a manner that reduces any requirement imposed against the Public Entity, or if the Public Entity’s interest in the Real Property becomes exempted from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order, then upon written request by the Public Entity, MnDOT shall execute an amendment to the Agreement to implement such amendment or exempt the Public Entity’s interest in the Real Property from Minn. Stat. Sec. 16A.695 and the Commissioner’s Order.

Article IV

DISBURSEMENT OF GRANT PROCEEDS

Section 4.01 **The Advances.** MnDOT agrees, on the terms and subject to the conditions set forth herein, to make Advances of the LBRP Grant to the Public Entity from time to time in an aggregate total amount not to exceed the amount of the LBRP Grant. If the amount of LBRP Grant that MnDOT cumulatively disburses hereunder to the Public Entity is less than the amount of the LBRP Grant delineated in Section 1.01, then MnDOT and the Public Entity shall enter into and execute whatever documents MnDOT may request in order to amend or modify this Agreement to reduce the amount of the LBRP Grant to the amount actually disbursed. Provided, however, in accordance with the provisions contained in Section 2.11, MnDOT’s obligation to make Advances shall terminate as of the dates specified in Section 2.11 even if the entire LBRP Grant has not been disbursed by such dates.

Advances shall only be for expenses that (i) are for those items of a capital nature delineated in Source and Use of Funds that is attached as **Exhibit A**, (ii) accrued no earlier than the effective date of the legislation that appropriated the funds that are used to fund the LBRP Grant, or (iii) have otherwise been consented to, in writing, by the Commissioner.

It is the intent of the parties hereto that the rate of disbursement of the Advances shall not exceed the rate

of completion of the Project or the rate of disbursement of the matching funds required, if any, under Section 5.13. Therefore, the cumulative amount of all Advances disbursed by the State Entity at any point in time shall not exceed the portion of the Project that has been completed and the percentage of the matching funds required, if any, under Section 5.13 that have been disbursed as of such point in time. This requirement is expressed by way of the following two formulas:

Formula #1:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of matching funds, if any, required under Section 5.13 that have been disbursed})$$

Formula #2:

$$\text{Cumulative Advances} \leq (\text{Program Grant}) \times (\text{percentage of Project completed})$$

Section 4.02 Draw Requisitions. Whenever the Public Entity desires a disbursement of a portion of the LBRP Grant the Public Entity shall submit to MnDOT a Draw Requisition duly executed on behalf of the Public Entity or its designee. Each Draw Requisition with respect to construction items shall be limited to amounts equal to: (i) the total value of the classes of the work by percentage of completion as approved by the Public Entity and MnDOT, plus (ii) the value of materials and equipment not incorporated in the Project but delivered and suitably stored on or off the Real Property in a manner acceptable to MnDOT, less (iii) any applicable retainage, and less (iv) all prior Advances.

Notwithstanding anything herein to the contrary, no Advances for materials stored on or off the Real Property will be made by MnDOT unless the Public Entity shall advise MnDOT, in writing, of its intention to so store materials prior to their delivery and MnDOT has not objected thereto.

At the time of submission of each Draw Requisition, other than the final Draw Requisition, the Public Entity shall submit to MnDOT such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the relevant Draw Requisition or to substantiate all payments then made with respect to the Project.

The final Draw Requisition shall not be submitted before completion of the Project, including any correction of material defects in workmanship or materials (other than the completion of punch list items). At the time of submission of the final Draw Requisition the Public Entity shall submit to MnDOT: (I) such supporting evidence as may be requested by MnDOT to substantiate all payments which are to be made out of the final Draw Requisition or to substantiate all payments then made with respect to the Project, and (ii) satisfactory evidence that all work requiring inspection by municipal or other governmental authorities having jurisdiction has been duly inspected and approved by such authorities and that all requisite certificates and other approvals have been issued.

If on the date an Advance is desired the Public Entity has complied with all requirements of this Agreement and MnDOT approves the relevant Draw Requisition, then MnDOT shall disburse the amount of the requested Advance to the Public Entity.

Section 4.03 Additional Funds. If MnDOT shall at any time in good faith determine that the sum of the undisbursed amount of the LBRP Grant plus the amount of all other funds committed to the Project is less than the amount required to pay all costs and expenses of any kind which reasonably may be anticipated in connection with the Project, then MnDOT may send written notice thereof to the Public Entity specifying the amount which must be supplied in order to provide sufficient funds to complete the Project. The Public Entity agrees that it will, within 10 calendar days of receipt of any such notice, supply or have some other entity supply the amount of funds specified in MnDOT's notice.

Section 4.04 **Condition Precedent to Any Advance.** The obligation of MnDOT to make any Advance hereunder (including the initial Advance) shall be subject to the following conditions precedent:

- A. MnDOT shall have received a Draw Requisition for such Advance specifying the amount of funds being requested, which such amount when added to all prior requests for an Advance shall not exceed the amount of the LBRP Grant set forth in Section 1.01.
- B. No Event of Default under this Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.
- C. No determination shall have been made by MnDOT that the amount of funds committed to the Project is less than the amount required to pay all costs and expenses of any kind that may reasonably be anticipated in connection with the Project, or if such a determination has been made and notice thereof sent to the Public Entity under Section 4.03, then the Public Entity has supplied, or has caused some other entity to supply, the necessary funds in accordance with such section or has provided evidence acceptable to MnDOT that sufficient funds are available.
- D. The State Entity shall have received evidence, in form and substance acceptable to the State Entity, that the Public Entity has sufficient funds to fully and completely pay for the Project and all other expenses that may occur in conjunction therewith.
- E. The Public Entity has supplied to the State Entity all other items that the State Entity may reasonably require

Section 4.05 **Processing and Disbursement of Advances.** The Public Entity acknowledges and agrees as follows:

- A. Advances are not made prior to completion of work performed on the Project.
- B. All Advances are processed on a reimbursement basis.
- C. The Public Entity must first document expenditures to obtain an Advance.
- D. Reimbursement requests are made on a partial payment basis or when the Project is completed.
- E. All payments are made following the “Delegated Contract Process or State Aid Payment Request” as requested and approved by the appropriate district state aid engineer.

Section 4.06 **Construction Inspections.** The Public Entity shall be responsible for making its own inspections and observations regarding the completion of the Project, and shall determine to its own satisfaction that all work done or materials supplied have been properly done or supplied in accordance with all contracts that the Public Entity has entered into regarding the completion of the Project.

Article V MISCELLANEOUS

Section 5.01 **Insurance.** If the Public Entity elects to maintain general comprehensive liability insurance regarding the Real Property, then the Public Entity shall have MnDOT named as an additional named insured therein.

Section 5.02 **Condemnation.** If, after the Public Entity has acquired the ownership interest set forth in Section 2.02, all or any portion of the Real Property is condemned to an extent that the Public Entity can no longer comply with Section 2.04, then the Public Entity shall, at its sole option, either: (i) use the condemnation proceeds to acquire an interest in additional real property needed for the Public Entity to continue to comply with Section 2.04 and to provide whatever additional funds that may be needed for such purposes, or (ii) submit a request to MnDOT and the Commissioner to allow it to sell the remaining portion of its interest in the Real Property. Any condemnation proceeds which are not used to acquire an interest in additional real property shall be applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order as if the Public Entity's interest in the Real Property had been sold. If the Public Entity elects to sell its interest in the portion of the Real Property that remains after the condemnation, such sale must occur within a reasonable time period after the date the condemnation occurred and the cumulative sum of the condemnation and sale proceeds applied in accordance with Minn. Stat. Sec. 16A.695 and the Commissioner's Order.

If MnDOT receives any condemnation proceeds referred to herein, MnDOT agrees to or pay over to the Public Entity all of such condemnation proceeds so that the Public Entity can comply with the requirements of this Section.

Section 5.03 **Use, Maintenance, Repair and Alterations.** The Public Entity shall not, without the written consent of MnDOT and the Commissioner, (i) permit or allow the use of any of the Real Property for any purpose other than the purposes specified in Section 2.04, (ii) substantially alter any of the Real Property except such alterations as may be required by laws, ordinances or regulations, or such other alterations as may improve the Real Property by increasing its value or which improve its ability to be used for the purposes set forth in Section 2.04, (iii) take any action which would unduly impair or depreciate the value of the Real Property, (iv) abandon the Real Property, or (v) commit or permit any act to be done in or on the Real Property in violation of any law, ordinance or regulation.

If the Public Entity fails to maintain the Real Property in accordance with this Section, MnDOT may perform whatever acts and expend whatever funds necessary to so maintain the Real Property, and the Public Entity irrevocably authorizes MnDOT to enter upon the Real Property to perform such acts as may be necessary to so maintain the Real Property. Any actions taken or funds expended by MnDOT shall be at its sole discretion, and nothing contained herein shall require MnDOT to take any action or incur any expense and MnDOT shall not be responsible, or liable to the Public Entity or any other entity, for any such acts that are performed in good faith and not in a negligent manner. Any funds expended by MnDOT pursuant to this Section shall be due and payable on demand by MnDOT and will bear interest from the date of payment by MnDOT at a rate equal to the lesser of the maximum interest rate allowed by law or 18% per year based upon a 365-day year.

Section 5.04 **Recordkeeping and Reporting.** The Public Entity shall maintain books and records pertaining to Project costs and expenses needed to comply with the requirements contained herein, Minn. Stat. Sec. 16A.695, the Commissioner's Order, and Minn. Stat. Sec. 174.52 and all rules related thereto, and upon request shall allow MnDOT, its auditors, the Legislative Auditor for the State of Minnesota, or the State Auditor for the State of Minnesota, to inspect, audit, copy, or abstract all of such items. The Public

Entity shall use generally accepted accounting principles in the maintenance of such items, and shall retain all of such books and records for a period of six years after the date that the Project is fully completed and placed into operation.

Section 5.05 Inspections by MnDOT. The Public Entity shall allow MnDOT to inspect the Real Property upon reasonable request by MnDOT and without interfering with the normal use of the Real Property.

Section 5.06 Liability. The Public Entity and MnDOT agree that each will be responsible for its own acts and the results thereof to the extent authorized by law, and neither shall be responsible for the acts of the other party and the results thereof. The liability of MnDOT and the Commissioner is governed by the provisions of Minn. Stat. Sec. 3.736. If the Public Entity is a “municipality” as that term is used in Minn. Stat. Chapter 466, then the liability of the Public Entity is governed by the provisions of Chapter 466. The Public Entity’s liability hereunder shall not be limited to the extent of insurance carried by or provided by the Public Entity, or subject to any exclusion from coverage in any insurance policy.

Section 5.07 Relationship of the Parties. Nothing contained in the Agreement is to be construed as establishing a relationship of co-partners or joint venture among the Public Entity, MnDOT, or the Commissioner, nor shall the Public Entity be considered to be an agent, representative, or employee of MnDOT, the Commissioner, or the State of Minnesota in the performance of the Agreement or the Project.

No employee of the Public Entity or other person engaging in the performance of the Agreement or the Project shall be deemed have any contractual relationship with MnDOT, the Commissioner, or the State of Minnesota and shall not be considered an employee of any of those entities. Any claims that may arise on behalf of said employees or other persons out of employment or alleged employment, including claims under the Workers’ Compensation Act of the State of Minnesota, claims of discrimination against the Public Entity or its officers, agents, contractors, or employees shall in no way be the responsibility of MnDOT, the Commissioner, or the State of Minnesota. Such employees or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from MnDOT, the Commissioner, or the State of Minnesota, including tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

Section 5.08 Notices. In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the address of the party specified below or to such different address as may in the future be specified by a party by written notice to the others:

To the Public Entity: At the address indicated on the first page of the Agreement.

To MnDOT at: Minnesota Department of Transportation
Office of State Aid
395 John Ireland Blvd., MS 500
Saint Paul, MN 55155
Attention: Marc Briesse, State Aid Programs Engineer

To the Commissioner at: Minnesota Management & Budget
400 Centennial Office Bldg.
658 Cedar St.
St. Paul, MN 55155
Attention: Commissioner

Section 5.09 **Assignment or Modification.** Neither the Public Entity nor MnDOT may assign any of its rights or obligations under the Agreement without the prior written consent of the other party.

Section 5.10 **Waiver.** Neither the failure by the Public Entity, MnDOT, or the Commissioner, as a third party beneficiary of the Agreement, in one or more instances to insist upon the complete observance or performance of any provision hereof, nor the failure of the Public Entity, MnDOT, or the Commissioner to exercise any right or remedy conferred hereunder or afforded by law shall be construed as waiving any breach of such provision or the right to exercise such right or remedy thereafter. In addition, no delay by any of the Public Entity, MnDOT, or the Commissioner in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of any right or remedy preclude other or further exercise thereof or the exercise of any other right or remedy.

Section 5.11 **Choice of Law and Venue.** All matters relating to the validity, interpretation, performance, or enforcement of the Agreement shall be determined in accordance with the laws of the State of Minnesota. All legal actions arising from any provision of the Agreement shall be initiated and venued in the State of Minnesota District Court located in St. Paul, Minnesota.

Section 5.12 **Severability.** If any provision of the Agreement is finally judged by any court to be invalid, then the remaining provisions shall remain in full force and effect and they shall be interpreted, performed, and enforced as if the invalid provision did not appear herein.

Section 5.13 **Matching Funds.** Any matching funds as shown on Page 1 of the Grant Agreement that are required to be obtained and supplied by the Public Entity must either be in the form of (i) cash monies, (ii) legally binding commitments for money, or (iii) equivalent funds or contributions, including equity, which have been or will be used to pay for the Project. The Public Entity shall supply to MnDOT whatever documentation MnDOT may request to substantiate the availability and source of any matching funds.

Section 5.14 **Sources and Uses of Funds.** The Public Entity represents to MnDOT and the Commissioner that the Sources and Uses of Funds Schedule attached as **Exhibit A** accurately shows the total cost of the Project and all of the funds that are available for the completion of the Project. The Public Entity will supply any other information and documentation that MnDOT or the Commissioner may request to support or explain any of the information contained in the Sources and Uses of Funds Schedule. If any of the funds shown in the Sources and Uses of Funds Schedule have conditions precedent to the release of such funds, the Public Entity must provide to MnDOT a detailed description of such conditions and what is being done to satisfy such conditions.

Section 5.15 **Project Completion Schedule.** The Public Entity represents to MnDOT and the Commissioner that the Project Completion Schedule attached as **Exhibit B** correctly and accurately sets forth the projected schedule for the completion of the Project.

Section 5.16 **Third-Party Beneficiary.** The Governmental Program will benefit the State of Minnesota and the provisions and requirements contained herein are for the benefit of both the State Entity and the State of Minnesota. Therefore, the State of Minnesota, by and through its Commissioner of MMB, is and shall be a third-party beneficiary of this Agreement.

Section 5.17 **Public Entity Tasks.** Any tasks that the Agreement imposes upon the Public Entity may be performed by such other entity as the Public Entity may select or designate, provided that the failure of such other entity to perform said tasks shall be deemed to be a failure to perform by the Public Entity.

Section 5.18 **Data Practices.** The Public Entity agrees with respect to any data that it possesses regarding the G.O. Grant or the Project to comply with all of the provisions and restrictions contained in the Minnesota Government Data Practices Act contained in Minnesota Statutes Chapter 13, as such may subsequently be amended or replaced from time to time.

Section 5.19 **Non-Discrimination.** The Public Entity agrees to not engage in discriminatory employment practices regarding the Project and it shall fully comply with all of the provisions contained in Minnesota Statutes Chapters 363A and 181, as such may subsequently be amended or replaced from time to time.

Section 5.20 **Worker's Compensation.** The Public Entity agrees to comply with all of the provisions relating to worker's compensation contained in Minn. Stat. Secs. 176.181 subd. 2 and 176.182, as they may be amended or replaced from time to time with respect to the Project.

Section 5.21 **Antitrust Claims.** The Public Entity hereby assigns to MnDOT and the Commissioner of MMB all claims it may have for over charges as to goods or services provided with respect to the Project that arise under the antitrust laws of the State of Minnesota or of the United States of America.

Section 5.22 **Prevailing Wages.** The Public Entity agrees to comply with all of the applicable provisions contained in Minnesota Statutes Chapter 177, and specifically those provisions contained in Minn. Stat. §. 177.41 through 177.435 as they may be amended or replaced from time to time with respect to the Project. By agreeing to this provision, the Public Entity is not acknowledging or agreeing that the cited provisions apply to the Project.

Section 5.23 **Entire Agreement.** The Agreement and all of the exhibits attached thereto embody the entire agreement between the Public Entity and MnDOT, and there are no other agreements, either oral or written, between the Public Entity and MnDOT on the subject matter hereof.

Section 5.24 **E-Verification.** The Public Entity agrees and acknowledges that it is aware of Minn.Stat. § 16C.075 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

Section 5.25 **Telecommunications Certification.** If federal funds are included in Exhibit A, by signing this agreement, Contractor certifies that, consistent with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232 (Aug. 13, 2018), and 2 CFR 200.216, Contractor will not use funding covered by this agreement to procure or obtain, or to extend, renew, or enter into any contract to procure or obtain, any equipment, system, or service that uses "covered telecommunications equipment or services" (as that term is defined in Section 889 of the Act) as a substantial or essential component of any system or as critical technology as part of any system. Contractor will include this certification as a flow down clause in any contract related to this agreement.

Section 5.26 **Title VI/Non-discrimination Assurances.** Public Entity agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035. If federal funds are included in Exhibit A, Public Entity will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. MnDOT may conduct a review of the Public Entity's compliance with this provision. The Public Entity must cooperate with MnDOT throughout the review

process by supplying all requested information and documentation to MnDOT, making Public Entity staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by MnDOT.

Section 5.27 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.

Section 5.28 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

Portable Audio/Video Recorders

418.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Steele County Sheriff's Office facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

418.1.1 DEFINITIONS

Definitions related to this policy include:

Portable recording system - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

418.2 POLICY

The Steele County Sheriff's Office may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

418.3 MEMBER PRIVACY EXPECTATION

All recordings made by members on any office-issued device at any time or while acting in an official capacity of this office, regardless of ownership of the device, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

418.4 MEMBER RESPONSIBILITIES

Prior to going into service, uniformed members will be responsible for making sure that they are equipped with a portable recorder issued by the Office, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner at or above the mid-line of the waist and notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a

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conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a portable recorder, the assigned member shall record their name, employee number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording (Minn. Stat. § 626.8473). Members should include the reason for deactivation.

418.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Rice/Steele 911 Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

418.5.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

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418.5.2 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order unless lawfully authorized by the Sheriff or the authorized designee.

418.5.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

418.6 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark the recordings in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.
- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an under-cover officer or confidential informant.
- (g) The recording or portions of the recording may be protected under the Minnesota Data Practices Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

418.6.1 RETENTION REQUIREMENTS

Portable recordings may be considered criminal investigative data subject to public disclosure (Minn. Stat. § 13.82, Subd. 7). All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

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418.7 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (b) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Sheriff or the authorized designee.
- (e) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

418.8 COORDINATOR

The Sheriff or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
 - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
 - 2. The coordinator should work with the Custodian of Records to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.

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1. These procedures should include the process to obtain written authorization for access to non-public data by SCSO members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
 1. Total number of devices owned or maintained by the Steele County Sheriff's Office.
 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
 3. Total amount of recorded audio and video data collected by the devices and maintained by the Steele County Sheriff's Office.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the Steele County Sheriff's Office that expands the type or scope of surveillance capabilities of the office's portable recorders.
- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Office website.

418.9 PROHIBITED USE OF AUDIO/VIDEO RECORDERS

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Patrol Sergeant. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

418.10 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days.

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If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any recordings before the end of the applicable records retention period (Minn. Stat. § 626.8473).

418.10.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

418.10.2 ACCESS TO RECORDINGS

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

418.11 ACCOUNTABILITY

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

Billing Address:
STEELE COUNTY SHERIFF'S
OFFICE
204 E PEARL ST
OWATONNA, MN 55060
US

Quote Date:06/06/2024
Expiration Date:09/04/2024
Quote Created By:
Nathan Kinsey
Nate.Kinsey@
motorolasolutions.com

End Customer:
STEELE COUNTY SHERIFF'S OFFICE
Chad Forystek
cforyst@co.steele.mn.us
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
Video as a Service							
1	AAS-BWC-5YR-001	BODY WORN CAMERA AND VIDEO MANAGER EL CLOUD - 5 YEARS VIDEO-AS-A-SERVICE	26	5 YEAR	\$4,140.00	\$107,640.00	
2	AAS-BWC-WIF-DOC	V300/V700 WIFI CHARGE/UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$5 PER MON)	18	5 YEAR	\$300.00	\$5,400.00	
3	AAS-BWC-USB-DOC	V300/V700 USB CHARGE/UPLOAD DOCK - 5 YEARS VIDEO-AS-A-SERVICE (\$4 PER MON)	18	5 YEAR	\$240.00	\$4,320.00	
4	WGB-0138AAS	VIDEO EQUIPMENT, V300/V700 TRANSFER STATION (\$30 PER MON)	1		Included	Included	
5	WGC02001-VAAS	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER BODY WORN CAMERA VAAS*	26	5 YEAR	Included	Included	



Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price	Refresh Duration
6	PSV00S03897A	REMOTE DEPLOYMENT, CONFIGURATION AND PROJECT MANAGEMENT	1		Included	Included	
7	WGB-0741A	V700 BODY WORN CAMERA FIRSTNET READY	26		Included	Included	3 YEAR
8	LSV07S03512A	ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT	26	5 YEAR	Included	Included	
9	SWV07S03593A	SOFTWARE ENHANCEMENTS	26	5 YEAR	Included	Included	
10	WGP02798-KIT	V700 MAGNETIC MOUNT WITH BWC BOX	26		Included	Included	
11	WGB-0142AAS	VIDEO EQUIPMENT, V300/ V700 WIFI BASE FOR 4RE VAAS (\$5 PER MON)	18		Included	Included	
12	WGB-0178AAS	VIDEO EQUIPMENT, V300/ V700 USB DESKTOP DOCK VAAS (\$4 PER MON)	18		Included	Included	
13	WGP02950	V700 BATTERY, 3.8V, 4180MAH, REMOVABLE	26		\$0.00	\$0.00	
	VideoManager EL & EX: Video Evidence Management						
14	WGC02002	VIDEOMANAGER EL CLOUD, ANNUAL UNLIMITED STORAGE PER IN-CAR VIDEO SYSTEM WITH 2 CAMERAS*	18	1 YEAR	\$895.00	\$16,110.00	
15	WGA00421-501	UPLOAD APPLIANCE, SVR 1U, 60 CONCRNT DEV	1		\$3,850.00	\$3,850.00	
16	WGW00140-100	EXTENDED WARRANTY, UPLOAD SERVER EL.COM (WGA00421-501), FULL SERVICE ON SITE, 5-YEAR (MONTHS 37-60)	1	5 YEARS	\$650.00	\$650.00	
17	WGW00166-100	EL4 TO VIDEOMANAGER EL DATA MIGRATION SERVICE, PER TB OF DATA	5		\$630.00	\$3,150.00	



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Grand Total

\$141,120.00(USD)



Pricing Summary

		Payment Term	Upfront Sale Price	
Upfront Costs*				
				\$7,000.00
Upfront Subscription Fee				
	Video as a Service	Annually		\$23,472.00
	VideoManager EL and EX: Video Evidence Management	Annually		\$130.00
	VideoManager EL and EX: Video Evidence Management	Annually		\$16,110.00
Sub Total:				\$46,712.00
		Payment Term	Sale Price	Annual Sale Price
Year 2 Subscription Fee				
	Video as a Service	Annually	\$23,472.00	\$23,472.00
	VideoManager EL and EX: Video Evidence Management	Annually	\$130.00	\$130.00
Year 3 Subscription Fee				
	Video as a Service	Annually	\$23,472.00	\$23,472.00
	VideoManager EL and EX: Video Evidence Management	Annually	\$130.00	\$130.00
Year 4 Subscription Fee				
	Video as a Service	Annually	\$23,472.00	\$23,472.00
	VideoManager EL and EX: Video Evidence Management	Annually	\$130.00	\$130.00
Year 5 Subscription Fee				



Video as a Service	Annually	\$23,472.00	\$23,472.00
VideoManager EL and EX: Video Evidence Management	Annually	\$130.00	\$130.00
Sub Total:			\$94,408.00
Grand Total System Price (Inclusive of Upfront and Annual Costs)			\$141,120.00

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

- The Pricing Summary is a breakdown of costs and does not reflect the frequency at which you will be invoiced.
- Additional information is required for one or more items on the quote for an order.
- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.
- Unless otherwise noted in this quote / order, installation of equipment is not included.



VIDEOMANAGER EL CLOUD SOLUTION DESCRIPTION

VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of the Customer's cloud-based, off-premises storage solution.

It is compatible with V300/V700 body-worn cameras and M500 in-car video systems, as well as, legacy VISTA body-worn cameras and 4RE in-car video systems enabling the Customer to upload video evidence quickly and securely. VideoManager EL Cloud allows live streaming from the V300/V700 body-worn cameras and the M500 in-car video system to CommandCentral Aware.



VIDEO EVIDENCE MANAGEMENT

VideoManager EL Cloud delivers benefits to all aspects of video evidence administration. With this streamlined process, the Customer minimizes the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. This information includes a recording's date and time, device used to capture the evidence, event ID, officer name, and event type. This allows the Customer to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage. Its built-in media player includes a visual display for incident data, highlighting moments of interest when lights, sirens, or brakes are activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together.

Easy Evidence Sharing

VideoManager EL Cloud allows you to easily share information by exporting evidence. Ways to export evidence include downloading to a PC, sharing evidence through a cloud-based service, or Rimage. Rimage is a robust tool responsible for exporting evidence to DVD/BR discs.

Automatic Data Maintenance

VideoManager EL Cloud can schedule the automatic purging of events based on recorded event category and age. It is user customizable.

Security

The Customer will sync security groups and users from the Azure Active Directory. In VideoManager EL Cloud, the Customer can grant groups access to the evidence on an as-needed basis.



Integration with In-Car Video Systems and Body-Worn Cameras

Video and audio captured by the integration of in-car video systems (4RE, M500) and body-worn cameras (VISTA, V300, V700) are automatically linked in VideoManager EL Cloud based on time, officer name, or group recordings. The Customer can utilize synchronized playback and export of video and audio from multiple devices in the same recording group.

DEVICE MANAGEMENT

The Customer can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Body-worn cameras are checked out to a given officer, where VideoManager EL Cloud keeps record of who last had the body-worn camera. In contrast, in-car video systems are configured with a list of officers who are authorized to use it. When an officer logs into the device, the officer is marked as the owner of any evidence that is created by the device. VideoManager EL Cloud does not display the officer's name who is currently associated with the in-car video system, but it does for body-worn cameras.

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of pooled body-worn cameras. The cameras can be checked out at the beginning of a shift using an easy-to-use interface. At the end of a shift, the body-worn camera will be returned to its dock, where video is automatically uploaded. The camera is then ready to be checked out for the next shift.

The in-car and body-worn cameras can also be configured to remember preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific user. There are other settings in VideoManager EL Cloud that will enable the Customer to configure devices to operate in alignment with your agency's policies and procedures.

REPORTING

VideoManager EL Cloud's Report Management allows the creation of reports that will give the Customer greater insight into the system. Reports are created to provide a specific type of data from a specified time period. Report types cover areas such as recorded event details, purged recorded events, recorded events with unknown metadata, body-worn camera assignments, device use, and case details.



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
 - Create event categories.
 - Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formally known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



MOTOROLA SOLUTIONS **VIDEO-AS-A-SERVICE OVERVIEW**

QUOTE-2595558
SCSO (26) V700 ELC VaaS (18) ICV
ELC

Video-as-a-Service (VaaS) is a subscription-based solution that provides agencies with Motorola's industry-leading evidence collection and management tools. VaaS includes access to high definition camera systems and the VideoManager EL Cloud evidence management platform.

VideoManager EL Cloud automates data maintenance and facilitates administration of your department's devices in a Government cloud-based storage solution. Agencies can capture, record, store, and efficiently manage all evidentiary data with VideoManager.

In addition, the VaaS solution can be expanded with CommandCentral Evidence to provide a single, streamlined workflow in the industry's only end-to-end digital evidence management ecosystem.



When combined into a single solution, these tools enable officers in the field to easily capture, record, and upload evidence, as well as efficiently manage and share that evidentiary data. Because Video-as-a-Service requires no up-front purchase of equipment or software, it provides a simple way to quickly deploy and begin using a complete camera and evidence management solution for a per device charge, billed quarterly.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

MOTOROLA SOLUTIONS

VIDEOMANAGER EL CLOUD SOLUTION DESCRIPTION

QUOTE-2595558
SCSO (26) V700 ELC VaaS (18) ICV
ELC

VideoManager EL Cloud simplifies evidence management, automates data maintenance, and facilitates management of your department's devices, all in a cloud-based, off-premises storage solution.

It is compatible with V300 and VISTA body-worn cameras, as well as M500 and 4RE in-car video systems, enabling you to upload video evidence quickly and securely. It also allows live-streaming capabilities through the optional SmartControl and SmartConnect applications.

VIDEO EVIDENCE MANAGEMENT

Using VideoManager EL Cloud delivers benefits to all aspects of video evidence management. From streamlining the evidence review process to automatically maintaining your stored data, VideoManager EL Cloud makes evidence management as efficient as possible. With VideoManager EL Cloud, you minimize the amount of time spent manually managing evidence, allowing your team to spend more time in the field.

Simplified Evidence Review

VideoManager EL Cloud makes evidence review easier by allowing users to upload evidence into cloud storage from their in-field devices. When evidence is uploaded, important information is sorted, which groups relevant evidence together. This information includes a recording's date and time, device used to capture, event ID, officer name, and event type. This allows you to view recordings of an incident that were taken from several devices simultaneously, eliminating the task of reviewing irrelevant footage during review.

Its built-in media player includes a visual display of incident data, allowing you to tag moments of interest, such as when lights, sirens, or brakes were activated during the event timeline.

Other relevant files, such as PDFs, spreadsheets, reports, third-party videos, audio recordings, pictures, and drawings, can also be grouped together and stored under a specific case entry, allowing all pertinent information to be stored together in VideoManager EL.

Easy Evidence Sharing

VideoManager EL Cloud allows you to easily share information in the evidence review or judiciary sharing process by exporting evidence data as MP4 files.

You can also find relevant evidence data using audit log filters, including criteria such as import, export, playback, download, share, and modify dates.

Automatic Data Maintenance

VideoManager EL Cloud lets you automatically organize the evidence data you store, allowing you to save time that would be spent manually managing it. It can schedule the automatic movement or purging of events on a daily, weekly, or monthly basis, based on how the user wants to configure the system.

Security groups and permissions are easily set-up in VideoManager EL Cloud, allowing you to grant individuals access to evidence on an as-needed basis.



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**Integration with In-Car and Body-Worn Cameras**

Officers on the road are able to automatically upload encrypted video from in-car systems and body cameras. This eliminates the need for trips to and from the station solely for uploading data into the system.

Video and audio captured by the M500, V300, 4RE and VISTA camera systems are automatically linked in VideoManager EL Cloud based on time and location. You can then utilize synchronized playback and export of video and audio from multiple devices in the same recording group, where video and audio streams can be matched together.

Optional Live Video Streaming

VideoManager EL Cloud integrates with SmartControl, an optional mobile application for Android or iOS that allows officers to complete evidence review work normally completed at their desk from their smartphone.

SmartControl also allows officers to categorize recordings using event tags, stream live video from, and change camera settings, such as adjusting field of view, brightness, and audio levels.

SmartConnect, an optional smartphone application, provides VISTA body-worn camera users with immediate in-field access to their body cameras. SmartConnect includes the ability to pair with VISTA cameras, adjust officer preferences, categorize recordings with incident IDs and case numbers, and play back recordings.

DEVICE MANAGEMENT

Agencies using VideoManager EL Cloud are able to assign users to devices, track them, and streamline shift changes. You can easily manage, configure, update firmware, and deploy in-car and body-worn cameras. Individual preference settings can be configured based on user profiles, allowing quick device transactions within a pooled device system. VideoManager EL Cloud also tracks devices and enables them to be quickly exchanged between officers during shift changes. This minimizes the amount of devices needed for your fleet.

Device Tracking

You can easily manage, configure, and deploy their in-car and body-worn cameras in VideoManager EL Cloud. Devices can be assigned to personnel within VideoManager EL Cloud and tracked, helping agencies keep track of which users have specific devices.

Faster Shift Changes

VideoManager EL Cloud's Rapid Checkout Kiosk feature allows agencies to take advantage of a pooled camera system to utilize fewer cameras. Rapid Checkout Kiosk feature allows agencies using a pooled camera system to use fewer cameras. Cameras can be checked out at the start of a shift using an easy-to-use interface. At the end of the shift, the camera can be returned to its dock, where the video is automatically uploaded and the camera is made ready to be checked out and used for the next shift.

Devices can also be configured to remember individual preference settings for each user, including volume level, screen brightness and camera aim. These settings are applied whenever a device is assigned to a specific officer. A variety of settings within VideoManager EL Cloud also enable you to configure devices to operate in alignment with your agency's policies and procedures.



1 V700 BODY-WORN CAMERA SOLUTION DESCRIPTION

The V700 body-worn camera captures clear video and audio of every encounter from the user's perspective. Its continuous- operation capabilities allow constant recording, helping the user to capture every detail of each situation and create a reliable library of evidence for case-building and review. The V700 can stream live video and report real time GPS location through a built-in LTE modem, directly to the suite of CommandCentral applications.

The V700 is easy to operate, with four control buttons. Its innate Record-After-the-Fact® (RATF) technology enables the device to capture important video evidence that can be retrieved hours or days after an incident occurs, even if a recording is not triggered by the user or sensor. With RATF, officers can prioritize response to immediate threats versus manually activating their camera.



1.1. KEY FEATURES OF THE V700

- **Detachable Battery** – The V700's detachable battery allows officers to switch to a fully-charged battery if their shift goes longer than expected. Since the battery charges without being attached to the V700, the battery is kept fully charged in the dock ready for use. This feature is especially helpful for agencies that share body-worn cameras with multiple officers.
- **Wireless Uploading** – Recordings made by the V700 are uploaded to the agency's evidence management system via LTE. Upload over WiFi will be available soon. This enables easy transfer of critical recordings to headquarters for immediate review or long-term storage.
- **Real-time Location and Video Streaming** – With built-in LTE connectivity, the V700 paired with CommandCentral Aware will send location updates and stream live video to a dispatch center or Real Time Crime Center (RTCC) giving the agency a complete and accurate view of their officers for better coordination and quicker response times.
- **LTE Service Ready** – The V700 is approved for use on Verizon and FirstNet networks in the U.S. and Bell Mobility in Canada. The V700 will ship with a pre-installed SIM from both carriers, ready for service activation upon arrival with a data plan that best suits the agency's needs. LTE service activation would be on the agency's carrier account. Motorola Solutions does not provide LTE service for the V700 camera.
- **Data Encryption** – The V700 uses FIPS-140-2 compliant encryption at-rest and in-transit. This ensures recordings made by the agency's officers are secure from unauthorized access.
- **Record-After-The-Fact®** – Our patented Record-After-the-Fact® technology captures footage even when the recording function is not engaged. The camera user or admin can request video footage from a specific point in the past to be uploaded to the evidence management system, hours or even days after the event occurred.
- **Natural Field of View** – The V700 eliminates the fisheye effect from wide-angle lenses that warps video footage. Distortion correction ensures a clear and complete evidence review process. The V700's high quality, low light sensor captures an accurate depiction of recorded events, even in challenging lighting conditions.
- **SmartControl Application** – To maximize efficiency in the field, the Motorola Solutions SmartControl app enables V700 users to preview video recordings, add or edit tags, change camera settings and view live video from the camera. The app is available for both iOS and Android phones.
- **In-Field Tagging** – The V700 enables easy in-field event tagging. It allows officers to view event tags and save them to the appropriate category directly from the body-worn camera or via the SmartControl app.
- **Auto Activation** – The V700 body-worn camera(s) paired with an M500 or 4RE in-car video system(s) can form a recording group, which automatically starts recording when one of the devices begins to



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record. Each device can be configured to initiate a group recording using triggers like lights, sirens, doors, gun racks, and other auxiliary inputs. Up to eight V700s can form a recording group and collaborate on recordings, without a corresponding in-car video system, using similar triggers. Group recordings are uploaded and automatically linked to the evidence management system as part of one event.

1.2. **V700 AND IN-CAR VIDEO INTEGRATION**

The V700 integrates seamlessly with the M500 or 4RE in-car video systems, capturing video of an incident from multiple vantage points. This integration includes the following features:

- **Distributed Multi-Peer Recording** – Multiple V700 body-worn cameras and in-car video systems can form a recording group and based on the configuration, automatically start recording when one of the devices begins to record. Group recordings are uploaded and automatically linked to the evidence management system as part of one incident.
- **Automatic Tag Pairing** – Recordings captured by integrated V700 body-worn cameras and in-car video systems can be uploaded to the evidence management system with the same tags. From the in-car video system's display, videos can be saved under the appropriate tag category. The tag is then automatically shared with the V700 video and uploaded as part of one incident along with the officer's name.
- **Evidence Management Software** – When V700 body-worn cameras and in-car video systems record the same incident, the Motorola Solutions evidence management software automatically links those recordings based on officer name, date, and time overlap.
- **Additional Audio Source** – The V700 can serve as an additional audio source when integrated with the in-car video system. The V700 also provides an additional view of the incident and inherits the event properties of the in-car video system's record, such as officer name, event category, and more, based on configuration.

1.3. **V700 AND APX RADIO INTEGRATION**

Motorola Solutions' APX two-way radios can pair with V700 body-worn cameras to automate video capture through Bluetooth. When the APX's emergency mode button is pressed, or the ManDown feature is activated, the V700 is triggered to start recording immediately. The recording will continue until manually stopped by the officer via the start/stop button on the V700 or group in-car video system.

1.4. **HOLSTER AWARE™ INTEGRATION**

The V700 integrates with a Holster Aware™ sensor through Bluetooth. If configured, the sensor automatically prompts the V700 to record the moment the holstered equipment is drawn. The holster sensor information is stored with the V700 user profile and uploaded to the evidence management system. If the user is assigned to a different camera, the holster sensor information will be applied to the new camera. The holster sensor allows officers to record high-stress events as they unfold, without having to sacrifice situational awareness by manually activating the V700.



1.5. DOCKING STATIONS

The V700 has three docking options:



Transfer Station – The Transfer Station is built for large, multi-location agencies with large numbers of V700 cameras in service at any given time. It can charge up to eight fully assembled body-worn cameras or individual batteries. The eight docking slots include an LED indication of a battery charging and upload status. While the V700 charges, the Transfer Station can automatically offload recordings from the camera to the evidence management system via an integrated 2.5Gb switch. The Transfer Station connects directly to the LAN for fast offload of recorded events to storage, while charging the body-worn camera battery. The Transfer Station supports comprehensive device management capabilities, such as camera configuration, checkout and officer assignment options; rapid checkout, kiosk, and individual camera checkout; automatic firmware and configuration updates.



USB Base – The USB Base charges the battery of a single V700 or standalone battery pack. The USB Base can be mounted in a vehicle or attached to a desktop or Mobile Data Computer with 12V or USB connection for power. The USB Base has LED indications for battery charging status and upload, and an ambient light sensor for optimal LED brightness control from bright sunlight to the dim interior of a patrol car. When connected to a laptop or desktop computer, the USB Base can be used to upload recordings to the evidence management system, as well as, receive firmware and configuration updates.



Wi-Fi Base – The Wi-Fi Base is mounted in a vehicle. It facilitates V700 upload of video evidence to the evidence management system, firmware updates, communication between V700 and in-car video system group devices and charges fully assembled V700s or individual battery packs. It has LED indications of battery charging status and upload, and an ambient light sensor for optimal LED brightness control, from bright sunlight to the dim interior of a patrol car.

1.6. MOUNTING SOLUTIONS

V700 is compatible with the entire line of V300 mounting solutions as depicted below.

WGP02798

WGA00669

WGA00668

WGP02697

WGP03088

WGP03085



Magnetic
Center Shirt
Mount



Tek-Lok Belt
Mount



Molle Locking
Mount



Shirt
Clip



Heavy
Jacket Clip



Heavy Jacket
Magnetic Mount



MOBILE VIDEO PRODUCTS NEW SYSTEM STATEMENT OF WORK

OVERVIEW

This Statement of Work (SOW) outlines the responsibilities of Motorola Solutions, Inc. (Motorola) and the Customer for the implementation of body-worn camera(s) and/or in-car video system(s) and your digital evidence management solution. For the purpose of this SOW, the term "Motorola" may refer to our affiliates, subcontractors, or certified third-party partners. A third-party partner(s) (Motorola-certified installer) will work on Motorola's behalf to install your in-car video system(s) (if applicable).

This SOW addresses the responsibilities of Motorola and the Customer that are relevant to the implementation of the hardware and software components listed in the Solutions Description. Any changes or deviations from this SOW must be mutually agreed upon by Motorola and the Customer and will be addressed in accordance with the change provisions of the Contract. The Customer acknowledges any changes or deviations from this SOW may incur additional cost.

Motorola and the Customer will work to complete their respective responsibilities in accordance with the Project Schedule. Any changes to the Project Schedule must be mutually agreed upon by both parties in accordance with the change provisions of the Contract.

Unless specifically stated, Motorola will perform the work remotely. The Customer will provide Motorola personnel with access to their network and facilities so Motorola is able to fulfill its obligations. All work will be performed during normal business hours based on the Customer's time zone (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

The number and type of software subscription licenses, products, or services provided by Motorola are specifically listed in the Contract and referenced in the SOW. Services provided under this SOW are governed by the mutually executed Contract between the parties, or Motorola's Master Customer Agreement and applicable addenda ("Contract").

AWARD, ADMINISTRATION, AND PROJECT INITIATION

Project Initiation and Planning will begin following the execution of the Contract between Motorola and the Customer. At the conclusion of Project Planning, Motorola's Project Manager (PM) will begin status meetings and provide status reports on a regular cadence with the Customer's PM. The status report will provide a summary of activities completed, activities planned, progress against the project schedule, items of concern requiring attention, as well as, potential project risks and agreed upon mitigation actions.

Motorola utilizes Google Meet as its teleconference tool. If the Customer desires to use an alternative teleconferencing tool, any costs incurred from the use of this alternate teleconferencing tool will be the responsibility of the Customer.

FBI-CJIS SECURITY POLICY – CRIMINAL JUSTICE INFORMATION

CJIS Security Policy Compliance

Motorola does not believe our Mobile Video offerings (i.e. in-car/body-worn cameras) require compliance with the FBI-CJIS Security Policy (CJISSECPOL) based on the definition in Section 4 of CJISSECPOL and how the FBI-CJIS defines Criminal Justice Information. However, Motorola does design its products with the CJISSECPOL



security controls as a guide. Motorola's Mobile Video system design and features support best practice security controls and policy compliance. In the event of a CJIS technical audit request, Motorola will support the Customer throughout this process.

Personnel Security – Background Screening

Motorola will assist the Customer with completing the CJIS Security Policy Section 5.12 Personnel Security related to authorized personnel background screening when requested to do so by the Customer. Based on Section 5.12, a Motorola employee is defined as someone who is required to be on the Customer's property with unescorted access. Motorola employees will also have access to the Customer's network(s) and stored information. Motorola has remote access tools to support virtual escorted access to on-premises customer assets.

Additionally, Motorola performs independent criminal background investigations including name based background checks, credential and educational vetting, credit checks, U.S. citizen and authorized worker identity verification on its employees.

Motorola will support the Customer in the event of a CJIS audit request to validate employees assigned to the project requiring CJIS Section 5.12 Personnel Security screening and determine whether this list is up to date and accurate. Motorola will notify the Customer within 24 hours or next business day of a personnel status change.

Security Awareness Training

Motorola requires all employees who will support the Customer to undergo Level 3 Security Awareness Training provided by Peak Performance and their CJIS online training platform. If the Customer does not have access to these records, Motorola can facilitate proof of completion. If the Customer requires additional and/or separate training, Motorola will work with the Customer to accommodate this request at an additional cost.

CJIS Security Addendum

Motorola requires all employees directly supporting the Customer to sign the CJIS Security Addendum if required to do so by the Customer.

Third Party Installer

The Motorola-certified third party installer will work independently with the Customer to complete the Section 5.12 Personnel Security checks, complete Security Awareness Training and execute the CJIS Security Addendum.

COMPLETION CRITERIA

The project is considered complete once Motorola has completed all responsibilities listed in this SOW. The Customer's task completion will occur based on the Project Schedule to ensure Motorola is able to complete all tasks without delays. Motorola will not be held liable for project delays due to incomplete Customer tasks.

The Customer must provide Motorola with written notification if they do not accept the completion of Motorola responsibilities. Written notification must be provided to Motorola within ten (10) business days of task completion. The project will be deemed accepted if no written notification is received within ten (10) business days.

In the absence of written notification for non-acceptance, beneficial use will occur thirty (30) days after functional demonstration of the system.



SUBSCRIPTION SERVICE PERIOD

If the contracted system includes a subscription, the subscription service period will begin upon the Customer's receipt of credentials for access. The provision and use of the subscription service is governed by the Contract.

PROJECT ROLES AND RESPONSIBILITIES OVERVIEW

Motorola Project Roles and Responsibilities

The Motorola Project Team will be assigned to the project under the direction of the Motorola PM. Each team member will be engaged in different phases of the project as necessary. Some team members will be multi-disciplinary and may fulfill more than one role.

In order to maximize effectiveness, the Motorola Project Team will provide various services remotely by teleconference, web-conference, or other remote method in order to fulfill our commitments as outlined in this SOW.

Our experience has shown customers who take an active role in the operational and educational process of their system realize user adoption sooner and achieve higher levels of success with system operation. The subsections below provide an overview of each Motorola Project Team Member.

Project Manager (PM)

The PM will be the principal business representative and point of contact for Motorola. The PM's responsibilities may include but are not limited to:

- Manage Motorola responsibilities related to the delivery of the project.
- Maintain the Project Schedule, and manage assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Coordinate schedules of assigned Motorola personnel, subcontractors, and suppliers as applicable.
- Conduct equipment inventory if applicable.
- Maintain project communications with the Customer.
- Identify and manage project risks.
- Coordinate collaboration of Customer resources to minimize project delays.
- Evaluate project status against Project Schedule.
- Conduct status meetings on mutually agreed upon dates to discuss project status.
- Provide timely responses to Customer inquiries and issues related to project progress.
- Conduct daily status calls with the Customer during Go-Live.

Post Sales Engineer

The Post Sales Engineer will work with the Customer's Project Team on:

- Discovery validation.
- System provisioning.
- Covers the IT portion of the Project Kickoff Call with the Customer.
- Contracted data migration between two disparate digital evidence management systems (if applicable).



System Technologist (ST)

The ST will work with the Customer's Project Team on:

- Configure Customer's digital evidence management system.
- Inspect installation and configure hardware devices.
- Provide instructions to the Customer on how to configure the hardware.
- Review Deployment Checklist with the Customer.
- Develop and submit a Trip Report.
- Update Customer IP Map.

Professional Services Engineer (if applicable)

The Professional Services Engineer is engaged on projects that include integration between Motorola's digital evidence management system and the Customer's third-party software application. Their responsibilities include:

- Delivery of the interface between Motorola's digital evidence management system and the Customer's third-party software (e.g. CAD).
- Work with the Customer to access required systems/data.

Application Specialist (if applicable)

The Application Specialist will work with the Customer Project Team on system provisioning and education. The Application Specialist's responsibilities include but are not limited to:

- Deliver provisioning education and guidance to the Customer for operating and maintaining their system.
- Provide product education as defined by this SOW and described in the Education Plan.
- Provide on-site training based on the products the Customer purchased.

Technical Trainer / Instructor

The Technical Trainer / Instructor provides training on-site or remote depending on the training topic and deployment services purchased.

Motorola-Certified Installer

The Motorola-certified installer is primarily responsible for installing in-car video systems (ICVs) into Customer vehicles. There are specific requirements the 3rd party partner must meet in order to be considered a Motorola-certified installer, and they include the following:

- **Required Training**
 - WTG0501 - M500 Vehicle Installation Certification (Remote) or WTG0503 - M500 Vehicle Installation Certification (Live)
 - Needs to be renewed yearly.
 - Needs to be submitted to the PM by the technician completing the installation no less than thirty (30) days prior to the installation.
 - Review of any previous Motorola Solutions Technical Notifications (MTNs).
- **Optional Training**
 - WGD00186 - M500 Installation Overview and Quick Start (NA)
 - Not required for installation. Available for the installing technician.
 - WGD00177 - M500 In-Car Video System Installation Guide
 - Not required for installation. Available for the installing technician.
 - MN010272A01 - M500 In-Car Video System Basic Service Manual



- Not required for installation. Available for the installing technician.

Other responsibilities the Motorola-certified installer may be involved in include the installation of cellular routers or Access Points. These activities will only be completed by Motorola if Motorola quotes these services; otherwise, the completion of these services are solely the responsibility of the Customer.

Customer Support Services Team

The Customer Support Services Team will provide on-going support to the Customer following Go-Live and final acceptance of the project.

Customer Project Roles and Responsibilities

Motorola has defined key resources that are critical to this project and must participate in all the activities defined in this SOW. During the Project Planning phase, the Customer will be required to provide names and contact information for the roles listed below. It is critical that these resources are empowered to make decisions based on the Customer's operational and administration needs. The Customer Project Team will be engaged from Project Initiation through Beneficial Use of the system. In the event the Customer is unable to provide the resources identified in this section, Motorola may be able to supplement these resources at an additional cost.

Project Manager

The PM will act as the primary point of contact for the duration of the project. In the event the project involves multiple locations, Motorola will work exclusively with the Customer's primary PM. The PM's responsibilities will include, but are not limited to:

- Communicate and coordinate with other project participants.
- Manage the Customer Project Team including subcontractors and third-party vendors. This includes timely facilitation of tasks and activities.
- Maintain project communications with the Motorola PM.
- Identify tasks required of Customer staff that are outlined in this SOW and the Project Schedule.
- Consolidate all project inquiries from Customer staff to present to Motorola PM.
- Approve a deployment date offered by Motorola.
- Review Project Schedule with the Motorola PM and finalize tasks, dates, and responsibilities.
- Measure and evaluate progress against the Project Schedule.
- Monitor project to ensure resources are available as required.
- Attend status meetings.
- Provide timely responses to issues related to project progress.
- Liaise and coordinate with other agencies, Customer vendors, contractors, and common carriers.
- Review and administer change control procedures, hardware and software certification, and all related project tasks required to meet the deployment date.
- Ensure Customer vendors' readiness ahead of the deployment date.
- Assign one or more personnel to work with Motorola staff as needed for the duration of the project, including one or more representatives from the IT department.
- Identify a resource with authority to formally acknowledge and approve milestone recognition certificates, as well as, approve and release payments in a timely manner.
- Provide Motorola personnel with access to all Customer facilities where system equipment is to be installed. Temporary identification cards are to be issued to Motorola personnel, if required for access.
- Ensure remote network connectivity and access for Motorola resources.



- Assume responsibility for all fees pertaining to licenses, inspections and any delays associated with inspections due to required permits as applicable to this project.
- Provide reasonable care to prevent equipment exposure from contaminants that may cause damage to the equipment or interruption of service.
- Ensure a safe working environment for Motorola personnel.
- Identify and manage project risks.
- Provide signature(s) of Motorola-provided milestone recognition certificate(s) within ten (10) business days of receipt.

IT Support

IT Support manages the technical efforts and ongoing activities of the Customer's system. IT Support will be responsible for managing Customer provisioning and providing Motorola with the required information for LAN, WAN, server and client infrastructure.

The IT Support Team responsibilities include but are not limited to:

- Participate in delivery and training activities to understand the software and functionality of the system.
- Participate with Customer Subject Matter Experts (SMEs) during the provisioning process and associated training.
- Authorize global provisioning decisions and be the Point of Contact (POC) for reporting and verifying problems.
- Maintain provisioning.
- Implement changes to Customer infrastructure in support of the proposed system.

Video Management Point of Contact (POC)

The Video Manager POC will educate users on digital media policy, participate in Discovery tasks, and complete the Video Management Administration training. The Customer is responsible for its own creation and enforcement of media protection policies and procedures for any digital media created, extracted, or downloaded from the digital evidence management system.

Subject Matter Experts (SMEs)

SMEs are a core group of users involved with the analysis, training and provisioning process, including making decisions on global provisioning. The SMEs should be experienced users in their own respective field (evidence, dispatch, patrol, etc.) and should be empowered by the Customer to make decisions based on provisioning, workflows, and department policies related to the proposed system.

Training POC

The Training POC will act as the course facilitator and is considered the Customer's educational monitor. The Training POC will work with Motorola when policy and procedural questions arise. They will be responsible for developing any agency specific training material(s) and configuring new users on the Motorola Learning eXperience Portal (LXP) system. This role will serve as the first line of support during Go-Live for the Customer's end users.



General Customer Responsibilities (if applicable)

In addition to the Customer responsibilities listed above, the Customer is responsible for the following:

- All Customer-provided equipment, including third-party hardware and software needed for the proposed system but not listed as a Motorola deliverable. Examples include end user workstations, network equipment, etc.
- Configure, test, and maintain third-party system(s) that will interface with the proposed system.
- Establish an Application Programming Interface (API) for applicable third-party system(s) and provide documentation that describes the integration to the Motorola system.
- Coordinate and facilitate communication between Motorola and Customer third-party vendor(s) as required.
- Motorola-certified installers must be certified through LXP for remote or in person installation training. The Customer is responsible for work performed by non-certified installers.
- Upgrades to Customer's existing system(s) in order to support the proposed system.
- Mitigate the impact of upgrading Customer third-party system(s) that will integrate with the proposed system. Motorola strongly recommends working with the Motorola Project Team to understand the impact of such upgrades prior to taking action.
- Active participation of Customer SMEs during the course of the project.
- Electronic versions of any documentation associated with business processes identified.
- Providing a facility with the required computer and audio-visual equipment for training and work sessions.
- Ability to participate in remote project meetings using Google Meet or a mutually agreed upon Customer-provided remote conferencing tool.

Motorola is not responsible for any delays that arise from Customer's failure to perform the responsibilities outlined in this SOW or delays caused by Customer's third-party vendor(s) or subcontractor(s).

NETWORK AND HARDWARE REQUIREMENTS

The following requirements must be met by the Customer prior to Motorola installing the proposed system:

- Provide network connectivity for the transfer and exchange of data for the proposed system.
- Provide Virtual Private Network (VPN) remote access for Motorola personnel to configure the system and conduct diagnostics.
- Provide Internet access to server(s).
- Provide devices such as workstations, tablets, and smartphones with Internet access for system usage. Chrome is the recommended browser for optimal performance. The workstations must support MS Windows 11 Enterprise.
- Provide and install antivirus software for workstation(s).
- Provide Motorola with administrative rights to Active Directory for the purpose of installation, configuration, and support.
- Provide all environmental conditions such as power, uninterruptible power sources (UPS), HVAC, firewall and network requirements.
- Ensure required traffic is routed through Customer's firewall.

Motorola is not responsible for any costs or delays that arise from Customer's failure to meet network and hardware requirements.



PROJECT PLANNING

A clear understanding of the needs and expectations of Motorola and the Customer is critical to fostering a collaborative environment of trust and mutual respect. Project Planning requires the gathering of specific information to set clear project expectations and guidelines, as well as lay the foundation for a successful implementation.

PROJECT PLANNING SESSION

A Project Planning Session will be scheduled after the Contract has been executed. The Project Planning Session is an opportunity for the Motorola and Customer PM to meet prior to the Project Kickoff Meeting and review key elements of the project and expectations. Depending on the items purchased, the agenda will typically include:

- A high level review of the following project elements:
 - Contract documents.
 - A summary of contracted applications and hardware as purchased.
 - Customer's involvement in project activities to confirm understanding of scope and required time commitments.
 - A high level Project Schedule with milestones and dates.
- Confirm CJIS background investigations and fingerprint requirements for Motorola employees and/or subcontractors.
- Determine Customer location for Motorola to ship their equipment for installation.

Motorola Responsibilities

- Schedule the remote Project Planning Session.
- Request the assignment of Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Provide the initial Project Schedule.
- Baseline the Project Schedule.
- Review Motorola's delivery approach and its reliance on Customer-provided remote access.
- Document mutually agreed upon Project Kickoff Meeting Agenda.
- Request user information required to establish the Customer in LXP.

Customer Responsibilities

- Identify Customer Project Team and any additional Customer resources that are instrumental to the project's success.
- Acknowledge the mutually agreed upon Project Kickoff Meeting Agenda.
- Provide approval to proceed with the Project Kickoff Meeting.

Motorola Deliverables

- Project Kickoff Meeting Agenda.

PROJECT KICKOFF

Motorola will work with the Customer to understand the impact of introducing a new solution and the preparedness needed for a successful implementation.



Note – The IT Questionnaire is completed during the pre-sales process and prior to Contract award. The IT Questionnaire is given to Motorola at the time of offer acceptance. Delay in completing the IT Questionnaire may delay shipment of equipment. Motorola will not be responsible for any delays associated with or related to the completion of the IT Questionnaire.

Motorola Responsibilities

- Review Contract documents including project delivery requirements as described in this SOW.
- Discuss the deployment start date and deliver the Deployment Checklist.
- Discuss vehicle equipment installation activities and responsibilities.
- Discuss the equipment inventory process (if applicable).
- Discuss project team participants and their role(s) in the project with fulfilling the obligations of this SOW.
- Review resource and scheduling requirements.
- Discuss Motorola remote system access requirements (24-hour access to a secured two-way Internet connection through the Customer's firewall for the purpose of deployment and maintenance).
- Discuss and deliver the Business Process Review (BPR) Workbook.
- Complete all necessary documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Discuss the LXP training approach.
- Provide designated Customer administrator with access to LXP.
- Review and agree on completion criteria and the process for transitioning to support.

Customer Responsibilities

- Provide feedback on project delivery requirements.
- Review the Deployment Checklist.
- Review the roles of project participants to identify decision-making authority.
- Provide VPN access to Motorola personnel to facilitate delivery of services described in this SOW.
- Validate non-disclosure agreements, approvals, and other related items are complete (if applicable).
- Provide all documentation (i.e. fingerprints, background checks, card keys, etc.) required for Motorola resources to gain access to Customer facilities.
- Provide Motorola with names and contact information to the designated LXP Administrator(s).

Motorola Deliverables

- Project Kickoff Meeting Minutes.
- BPR Workbook.
- Deployment Checklist.

DISCOVERY TELECONFERENCE

During the Discovery Teleconference, Motorola will meet with the Customer to define system configuration, as well as, agency recording and retention policies. This information will be documented in the Business Process Review (BPR) Workbook, which is used as a guide for configuration and provisioning decisions.

Motorola Responsibilities

- Facilitate Discovery Teleconference(s).
- Review and complete BPR Workbook with the Customer.



- Confirm Customer-provided configuration inputs.

Customer Responsibilities

- Gather and review information required to complete the BPR Workbook during the Discovery Teleconference.
- Schedule Customer Project Team and SMEs to attend the Discovery Teleconference. SMEs should be present to weigh-in on hardware, software and network components. Customer attendees should be empowered to convey policies and make modifications to policies as necessary.
- Return completed BPR Workbook no later than five (5) business days after the conclusion of the Discovery Teleconference.

Motorola Deliverables

- Completed BPR Workbook.



PROJECT EXECUTION

HARDWARE PROCUREMENT AND INSTALLATION

Motorola will procure contracted hardware as part of the ordering process. The hardware will be configured with a basic profile in line with the information provided by the IT Questionnaire or Discovery Teleconference for installation and configuration of the system. The Customer is responsible for providing an installation environment that meets manufacturer's specifications for the hardware, which includes but is not limited to:

- Power
- Heating and Cooling
- Network Connectivity
- Access and Security
- Conduit and Cabling

Motorola Responsibilities

- Procure contracted equipment and ship to the Customer's designated location.
- Inventory equipment after arrival at Customer location (if applicable).
- Install backend server in Customer's designated area (if applicable).
- Conduct a power-on test to validate the installed hardware and software are ready for configuration.
- Verify remote connection to hardware.
- For an on-site deployment, Motorola will be responsible for verifying the body-worn camera Transfer Stations are connected to the Customer's network. The Customer is responsible for ensuring Motorola has the correct IP address(es) for configuring the Transfer Stations, and the Customer's network is operational.
- The installer will be responsible for installing the Access Point(s) (APs) if provided by Motorola (if applicable).
- The ST will verify whether the AP(s) are properly installed and connected to the network (if applicable).
- Create a Trip Report outlining the activities completed during configuration and testing of system hardware.

Customer Responsibilities (if applicable)

- Procure Customer-provided equipment and make it available at the installation location.
- Confirm the server room complies with environmental requirements (i.e. power, uninterruptible power, surge protection, heating/cooling, etc.).
- Verify the server is connected to the Customer's network.
- Provide, install, and maintain antivirus software for server(s) and/or workstation(s).
- Enable outgoing network connection (external firewall) to the CommandCentral cloud by utilizing the Customer's Internet connection (if applicable).
- Install Customer-supplied APs (if applicable).
- Verify APs are properly installed and connected to the network (if applicable).
- For remote deployments, the Customer is responsible for verifying the body-worn camera Transfer Stations are connected to their network.
- Confirm access to installed software on Customer-provided workstation(s).
- For body-worn cameras, the Customer will verify whether the Transfer Station(s) are connected to their network.

Motorola Deliverables

- Contracted Equipment.



- Equipment Inventory (if applicable).

In-Car Video System Configuration (if applicable)

The Motorola-certified installer will complete the installation of the in-car video (ICV) system(s) within the Customer-provided vehicle(s). The installer may also be responsible for installing cellular routers or WiFi radios inside the vehicle(s) for wireless upload of video to the Customer's digital evidence management system.

The Customer vehicles must be available for the ST to complete the configuration and testing of the contractual number of ICVs. If the Customer does not have all vehicles available during the agreed upon date and time, the Customer may opt to sign-off on the number of ICV configurations completed. If the Customer requires the ST to complete the full contractual number of ICVs at a later date and time, additional cost may be incurred. **Table 1-1** shows the number of ICVs an ST is contractually obligated to configure and test based on the number of ICVs purchased.

Table 1-1: Number of Contractual ICV Configurations

Number of ICV Purchased	Number of ICV to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Note – The Pricing Page will reflect in-car video installation services by Motorola if Motorola is responsible for the vehicle installations.

Motorola Responsibilities

- Setup server for ICV digital video recorder (DVR) configuration.
- Create configuration USB used to complete ICV hardware configuration and validation.
- Travel to the Customer site to conduct configuration and testing of ICVs.
- Complete ICV configuration on a single vehicle, and validate the configuration with the Customer.
- Receive Customer approval to proceed with remaining ICV configurations.
- Complete remaining contracted vehicle configurations.
- Test a subset of completed ICV hardware configurations.



- For Motorola-certified installer, complete the installation of cellular router and confirm placement of antenna mounting with Customer (if applicable).
- The Motorola-certified installer will install Customer-provided SIM card into cellular router and connect cellular router to ICV (if applicable).
- Activities surrounding ICV (M500) interface to Automatic License Plate Recognition (ALPR) (if applicable).
 - Install Car Detector Mobile MDC Software on Customer-provided mobile data terminal (MDT) within the vehicle.
 - Configure MDC Network Card.

Customer Responsibilities

- Provide Motorola with remote connection and access credentials to complete ICV hardware configuration.
- Notify Motorola of the vehicle installation location.
- Coordinate and schedule date and time for ICV hardware configuration(s).
- Make ICV hardware available to Motorola for configuration and testing in accordance with the Project Schedule.
- Provide cellular SIM Card for Internet connectivity to the installer at time of vehicle installation.

Motorola Deliverables

- Complete Functional Validation Plan as it applies to the proposed solution.

NOTE - The Customer is responsible for having all vehicles and devices available for installation per the Project Schedule. All cellular data fees and Internet connectivity charges are the responsibility of the Customer. If a Motorola-certified installer is not used to install the ICV(s), Motorola is not responsible for any errors in hardware installation, performance or delays in the Project Schedule. In the event the Customer takes on the responsibility of installing the ICV(s) through a Motorola-certified installer, Motorola is also not responsible for any errors in hardware installation, performance or delays in the Project Schedule. For ALPR installations, an MDT is required for all vehicles (if applicable).

Body Worn Camera Configuration (if applicable)

The Transfer Station will be utilized to configure each body-worn camera according to the Business Process Review. In order for this process to be successfully completed, the Transfer Station must be connected to the Customer's digital evidence management system. The table below shows the number of body-worn cameras an ST is contractually obligated to configure and test based on the number of body-worn cameras purchased.

Table 1-2: Number of Contractual Body-Worn Camera Configurations

Number of BWC Purchased	Number of BWC to Test
1	1
2	2
3	3
4	4
5 - 25	5
26 - 50	10



Number of BWC Purchased	Number of BWC to Test
51 - 75	15
76 - 100	20
101 - 150	30
151 - 200	40
201+	20%

Motorola Responsibilities

- Configure Transfer Station(s) for connectivity to the digital evidence management system.
- Verify the Transfer Station(s) is configured properly and connected to the network.
- Configure body-worn camera(s) within the digital evidence management system.
- Check out body-worn camera(s) and create a test recording.
- Verify completion of upload from body-worn camera(s) after it is docked in a Transfer Station or USB dock.
- Install and provide a demonstration of client software as part of the same on-site engagement as Go-Live, unless otherwise outlined in this SOW.

Customer Responsibilities

- Select physical location(s) for Transfer Station(s).
- Provide and install workstation hardware.
- Complete installation of client software on remaining workstations and mobile devices.
- Validate functionality of components and solution utilizing the Deployment Checklist.
- Provide Motorola remote connection information and necessary credentials.

Automatic License Plate Recognition (ALPR) Commissioning (if applicable)

This section highlights the responsibilities of Motorola and the Customer when an in-car video system interfaces with the Law Enforcement Archival Report Network (LEARN) database.

Motorola Responsibilities

- Create a Customer account in the LEARN system with user emails.
- Verify the Customer has installed and launched the Vigilant Car Detector Mobile Software per the Vigilant LEARN Quickstart Guide.
- Provide Mobile LPR - Officer Safety Basic and Advanced Pre-Installation Checklist.
- Provide Agency Manager with Training Materials and Car Detector Mobile MDC software installation guide.
- Advise Agency Manager of different options available to add new users.
- Confirm Agency Manager is aware of registration required for Hotlists.
- Confirm Agency Manager understands how to set up data-sharing.

Customer Responsibilities

- Identify the Agency Manager.
- Register to receive access to Hotlists.



SOFTWARE INSTALLATION AND CONFIGURATION

Motorola will install VideoManager Evidence Library (EL) software on a specified number of workstations dictated by the Contract. The Customer will be responsible for installing the software on the remaining workstations. Provisioning of VideoManager EL software will be done in accordance with the information contained in the BPR Workbook.

Installation of VideoManager EL software consists of the following activities:

- Delivery and installation of server hardware (if applicable).
- Network discovery.
- Operating system and software installation.
- Onboarding user / group identity set up.
- Provide access to the application.

VideoManager EL (if applicable)

The VideoManager EL software is an on-premises solution that requires an onsite server and supports both body worn cameras and in-car video systems.

Motorola Responsibilities

- Install software on a specified number of customer workstations and/or mobile devices.
- Use information provided in the BPR Workbook to configure VideoManager EL software.
- Test software using applicable portions of the Functional Validation Plan.
- Provide instruction on client software USB utility.

Customer Responsibilities

- Provide a network environment that conforms to the requirements presented in the Solution Description.
- Procure and install server and storage hardware at desired location in accordance with Solution Description requirements.
- Perform a power on test with Motorola.
- Provide assigned Motorola System Administrator with access to SQL database for installation purposes (Motorola's access will be revoked upon conclusion of the installation).
- For Active Directory integration, provide domain user (service account), security group (for application administrators including service account), and domain read access (if applicable).
- Provide workstation and/or mobile device hardware in accordance with specifications listed in the Solution Description.
- Complete online training.
- Complete installation of client software on remaining workstations and/or mobile devices.

VideoManager ELC (if applicable)

VideoManager ELC software is a cloud solution that does not require an onsite server and supports both body-worn cameras and in-car video systems.

Motorola Responsibilities

- Use information provided in BPR Workbook to configure VideoManager ELC software.
- Based on Customer feedback, perform the following activities:



- Create users, groups, and setup permissions.
- Create event categories.
- Set retention policies.
- Test software using applicable portions of the Functional Validation Plan.
- Ensure training POC can access the system.

Customer Responsibilities

- Verify traffic can be routed through Customer's firewall and reaches end user workstations.

CloudConnect Installation and Configuration (applicable for CommandCentral Aware purchase)**Motorola Responsibilities**

- Verify remote access capability.
- Remotely configure CloudConnect Virtual Machine within the Cloud Anchor Server.
- Configure network connectivity and test connection to the CloudConnect Virtual Machine.
- Create an IPSEC tunnel.
- Provide Customer with the information for setting up the IPSEC tunnel.

Customer Responsibilities

- Provide Motorola with two static IP addresses, corresponding subnet masks/default gateway, and available NTP and DNS IP for the CloudConnect Virtual Machine and the Cloud Anchor Server.
- Confirm with Motorola the network performance requirements are met.
- Configure firewall to allow traffic from IPSEC tunnel.

Completion Criteria

- CloudConnect Virtual Machine configuration is complete and accessible throughout the network.

CommandCentral Evidence (if applicable)

Motorola will work with the Customer to determine best industry practices, current operations environment, and subsystem integration to ensure optimal configuration of your CommandCentral Evidence solution.

Motorola Responsibilities

- Use the CommandCentral Admin Portal to provision users, groups, and rules based on Customer Active Directory data.
- Guide the Customer in the configuration of CommandCentral Evidence.

Customer Responsibilities

- Supply access and credentials to Customer's Active Directory for the purpose of Motorola conducting CommandCentral Evidence provisioning.
- Respond to Motorola's inquiries regarding users, groups and agency mapping to CommandCentral Evidence.
- Provision policies, procedures, and user permissions.
- Configure evidence as directed by Motorola.



DATA MIGRATION SERVICES (IF APPLICABLE)

The Customer is responsible for partitioning data to be converted from a legacy or on-premises digital evidence management system to an on-cloud solution as part of this offer. The Customer will have ten (10) business days to provide feedback after Motorola validates the migrated data. If feedback is not received on or before ten (10) business days, Motorola will assume the migration is complete.

Motorola Responsibilities

- Receive access to Customer video data.
- Perform contracted data migration and validation.

Customer Responsibilities

- Provide remote access to partitioned data to be migrated.
- Validate migrated dataset, and provide Motorola with feedback within ten (10) business days.

Completion Criteria

- A migrated dataset as defined in the Contract.

DEMS INTEGRATIONS AND THIRD-PARTY INTERFACES (IF APPLICABLE)

The integration between Motorola's digital evidence management system and the Customer's third-party system may consist of an iterative series of activities depending on the complexity of accessing the third-party system. Interfaces will be installed and configured in accordance with the Project Schedule. The Customer is responsible for engaging third-party vendors as required to facilitate connectivity and testing of the interface(s).

Motorola Responsibilities

- Develop and configure interface(s) to support the functionality described in the Solution Description.
- Establish and validate connectivity between Motorola and third-party systems.
- Perform functional demonstration to confirm the interface(s) can transmit and receive data to the Customer's digital evidence management system.

Customer Responsibilities

- Act as liaison between Motorola and third-party vendor(s) as required to establish connectivity to the digital evidence management system.
- Provide personnel authorized to make changes to the network and third-party systems to support Motorola's integration efforts.
- Provide network connectivity between digital evidence management system and the third-party system(s).
- Provide information on API, SDKs, data scheme, and any documentation necessary to establish interfaces with all local and remote systems. This information should be provided to the Motorola PM within ten (10) business days of the Interface Engagement Meeting.

NOTE - At the time of initial design, unknown circumstances, requirements or anomalies may present difficulties with interfacing Motorola products to a third-party application. These difficulties could result in a poorly performing or a non-functional interface. By providing Motorola with this information early in the deployment process, will put us in the best position to mitigate these potential issues. If the resolution requires additional third-party integration, application upgrades, APIs, and/or additional software licenses, the Customer is responsible for addressing these issues at their cost. Motorola is not responsible for any delays or costs associated with third-party applications or Customer-provided third-party hardware or software.



SYSTEM TRAINING

The objective of this section is to prepare for and deliver training. Motorola training consists of computer-based (online) and instructor-led (on-site or remote) depending on what is purchased. Our training delivery methods will vary depending on course content. Training will be delivered in accordance with the Education Plan. As part of our training delivery, Motorola will provide user guides and training materials in an electronic format.

ONLINE TRAINING (IF APPLICABLE)

Online training is made available to the Customer through LXP. This subscription service provides customers with unlimited access to our online training content and provides users with the flexibility of learning the content at their own pace. Training content is added and updated on a regular basis to keep information current.

Through LXP, a list of available online training courses, Motorola User Guides, and Training Material are accessible in electronic format.

Motorola Responsibilities

- Designate a LXP Administrator to work with the Customer.
- Establish an accessible instance of LXP for the Customer.
- Configure a Customer-specific portal view.
- Organize content to align with Customer's selected technologies.
- Create initial Customer user accounts and a single Primary Administrator account.
- During onboarding, assist the Customer with LXP usage.
- Provide technical support for user account and access issues, LXP functionality, and Motorola managed content.
- Provide instruction to Customer LXP Administrator on building groups.

Customer Responsibilities

- Provide user information for the initial creation of accounts.
- Complete LXP Administrator training.
- Ensure network and Internet connectivity for Customer access to LXP.
- Customer's primary LXP Administrator is required to complete the following self-paced training: LXP Introduction (LXP0001), LXP Primary Site Administrator Overview (LXP0002), and LXP Group Administrator Overview (LXP0003).
- Advise users on the availability of training through LXP.
- Ensure users complete LXP training in accordance with the Project Schedule.
- Build groups as needed.

INSTRUCTOR-LED TRAINING (ON-SITE AND REMOTE, IF APPLICABLE)

Instructor-led courses are based on products purchased and the Customer's Education Plan.

Motorola Responsibilities

- Deliver User Guides and training materials in an electronic format.
- Perform training in accordance with the Education Plan.



- Provide the Customer with training attendance rosters and summarize any pertinent information that may impact end user training.

Customer Responsibilities

- Supply classroom(s) based on the requirements listed in the Education Plan.
- Designate training representatives who will work with the Motorola trainer(s) to deliver the training content.
- Facilitate training of all Customer end users in accordance with the Customer's Education Plan.

Motorola Deliverables

- Electronic versions of User Guides and training materials.
- Attendance rosters.



PROJECT GO-LIVE, CLOSURE, AND HANDOVER TO SUPPORT

Motorola will utilize the Deployment Checklist throughout the deployment process to verify features and functionality are in line with installation and configuration requirements. The Customer will witness the ST demonstrating the Deployment Checklist and provide feedback as features and functionality are demonstrated. The Customer is considered Live on the system after the equipment has been installed, configured, and made available for use, and training has been delivered or made available to the Customer.

Upon the conclusion of Go-Live, the project is prepared for closure. Project closure is defined as the completion of tasks and the Customer's receipt of contracted components. The Deployment Checklist serves as the artifact that memorializes a project closure. A System Acceptance Certificate will be provided to the Customer for signature to formally close out the project. The Customer has ten (10) business days to provide Motorola with a signed System Acceptance Certificate. If the Customer does not sign off on this document or provide Motorola written notification rejecting project closure, the project will be deemed closed. Upon project closure, the Customer will engage with Technical Support for on-going needs in accordance with the Customer's specific terms and conditions of support.

Motorola Responsibilities

- Provide the Customer with Motorola Technical Support engagement process and contact information.
- Provide Technical Support with the contact information of Customer users who are authorized to engage Technical Support.
- Ensure Deployment Checklist is complete.
- Obtain Customer signature on the System Acceptance Certificate.
- Provide Customer survey upon closure of the project.

Customer Responsibilities

- Within ten (10) business days of receiving the System Acceptance Certificate, provide signatory approval signifying project closure.
- Provide Motorola with the contact information of users who are authorized to engage Motorola's Technical Support.
- Engage Technical Support as needed.

Motorola Completion Criteria

Provide Customer with survey upon closure of the project.



ASSUMPTIONS

This SOW is based on the following list of assumptions (if applicable):

- Videomanager EL Cloud (VMELC) must be connected to the Microsoft Entra ID (formerly known as Microsoft Azure Active Directory) for user authentication to the VMELC application. Microsoft Entra ID can be synchronized with the Customer's on-premises Active Directory using Azure AD Connect. If the Customer is using Microsoft Office 365, Motorola will be able to integrate with this Microsoft Entra ID.
- Must be 2003 or later for Microsoft Entra ID integration.
- Upload Speed Requirements for Hardware Devices
 - 5 Mbps + 3 Mbps per additional device.
 - This assumes it will take 8 hours to upload 5 GB of video on a device.
 - 40-50 Mbps per concurrent uploading device.
 - This assumes video is required to upload within 30-40 minutes with approximately 5 GB to upload.
- If the Customer is supplying an upload server to temporarily store video, please verify the server complies with the specifications provided in the Solutions Description.
- By default, M500 ICVs and V300/V700 BWCs do not need an upload server for cloud deployments. An upload server may be required depending on how many devices are uploading concurrently and the need for the Customer to upload video evidence at a given speed.
- Upload appliance required if using 4REs or VISTA body worn cameras connected to VideoManager EL Cloud
- Cellular upload of ICVs and BWCs (if applicable) requires an Ethernet connection to an LTE modem in the vehicle.
- If the Customer is supplying a server for VideoManager EL (On-premises) solution, the Customer must verify the server is not a Domain Controller.
- VideoManager EL for on-premises cannot be installed on a server running Active Directory or Exchange applications on the Customer's network.
- The ICVs are configured with a hidden SSID and WPA2-AES Security with a 128-bit Pre-shared Key. If another type of security is desired, the Customer will be responsible for configuring these security requirements into the ICVs. This information must be supplied through the IT Questionnaire in order for the factory to configure the correct security requirements.
- If the Customer is supplying their own Access Point, it must be 5 GHz 802.11n compatible.



ESSENTIAL SERVICE FOR V700 BODY WORN CAMERA DEVICE (NORTH AMERICA)

This Statement of Work ("SOW") is subject to the terms and conditions of the Motorola Solutions Service Agreement or other applicable agreement in effect between the parties ("Agreement"). The terms of this SOW are an integral part of an Agreement with the Customer to which this SOW is appended and is made a part thereof by this reference. In the event of a conflict between the terms and conditions of an Agreement and the terms and conditions of this SOW, this SOW will control the inconsistency only. This SOW applies to the Device(s) specifically named in the Agreement.

1.1. DESCRIPTION OF SERVICES AND OBLIGATIONS

The term "Customer" refers to any end-user who has a purchase agreement with Motorola Solutions.

Essential Service provides either three (3) or five (5) years of coverage, as selected by the Customer, and includes:

- Remote Technical Support
- Software Maintenance
- Software Enhancements
- Hardware Repair for manufacturing defects

Motorola Solutions includes three (3) years of Essential Service with each Body Worn Camera (BWC) device purchase, with optional service upgrades to extend and/or provide additional coverage for the device.

1.2. ESSENTIAL SERVICE

1.2.1. Remote Technical Support

Remote Technical Support is provided for device issues related to software and/or hardware that require troubleshooting expertise. Motorola Solutions' System Support Center (SSC) and Technical Support Operations (TSO) center are staffed with highly trained technologists who specialize in the diagnosis and resolution of product issues. Motorola Solutions' SSC and TSO are continuously monitored against stringent, industry recognized incident and problem management processes.

Motorola Solutions will respond to calls, e-mails, and web portal submissions during normal support hours, five (5) business days per week, excluding holidays, and weekends. In addition, Customers may contact the Motorola Service Desk and a Motorola Solutions representative will log a technical request on Motorola Solutions' Case Management System.

1.2.1.1 Technical Problem Isolation, Analysis and Resolution.

A Motorola Solutions representative or technologists will:

- Work to isolate the problem/issue
- Analyze and determine the cause of the problem/issue
- Work to achieve problem/issue resolution



1.2.2. Software Maintenance

Software maintenance is important for ensuring device performance and operation. Essential Service provides the Customer with access to the latest available Body Worn Camera (BWC) device operating system (OS) software, device firmware, and application software. Device software releases maintain the device software performance such that the Device operates in accordance with its specifications and documented functionality, and is aligned with the applicable Motorola Solutions infrastructure platform lifecycle. Each release may include bug fixes, security patches, and/or new feature activation enablements.

Configuration of the Body Worn Camera (BWC) device is made possible through the use of the VideoManager EL On-Premise, or VideoManager EL Cloud, solution.

Access to software updates will remain available until the expiration of the initial term of the Essential Service Package. Upon expiration of the initial Essential Service term, availability of software updates will terminate, unless the Customer renews Essential Service.

1.2.3. Software Enhancements

Software Enhancements are included with all BWC devices that have a valid Essential Service Package. Software Enhancements may include, or introduce, new device features, functionality, or capabilities, that were not available at time of device purchase. Availability of software enhancements depends on the device hardware and software capability to work with the new enhancements. Certain enhancements, not included with Essential Service Packages, may only be available as an additional purchase.

Motorola Solutions, at its discretion, reserves the right to add new software enhancements, or remove existing software enhancements, from any of its Essential Service Package. Please contact your Motorola Solutions Sales associate, or visit the Motorola Solutions' Web portal, for additional information regarding device features and capabilities.

Software Enhancements for the device will be continuously available until the expiration of the initial term of the Essential Service Package. Upon expiration of the initial term of Essential Service, availability of Software Enhancements will terminate, unless the Customer renews Essential Service.

1.2.4. Device Hardware Repair

Essential Service provides the Customer with repair services at a Motorola Solutions owned and operated, supervised, or certified Repair Center that employs the latest test equipment and original or certified replacement components used in the manufacturing of the BWC device. Device Hardware Repair provides the Customer with repair services for internal and external device components that are damaged as a result of manufacturing defects and defects due to normal wear and tear. With this Service, the device is repaired to ensure full compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device via:

- Repairs, adjustments and restorations, if appropriate, of any device that malfunctions while being used within the operational and environmental parameters specified by Motorola Solutions.
- Device updates, if applicable, as may be released, from time to time, by Motorola Solutions in accordance with an Engineering Change Notice.



At the discretion of Motorola Solutions, if the device is considered “un-repairable”, for technical or economic reasons, Motorola will replace the device with a new or refurbished device.

1.2.5. Essential Software Service

If for any reason the Customer declines or chooses to exclude the hardware repair option that is included with the three (3) year Essential Service Package, the Customer will automatically default to, and be entitled to, three (3) years of Essential Software Service and one (1) year of hardware repair against manufacturing defects, as covered by the standard product warranty.

Essential Software Service provides three (3) years of coverage and includes:

- Remote Technical Support
- Software Maintenance
- Software Enhancements

1.2.6. Scope of Products or Services included

Essential Service, and optional Service upgrades, are currently available for all V700 Body Worn Camera devices. Check with your Motorola Solutions’ Sales representative if you have a question about the eligibility of your device.

1.3. MOTOROLA SOLUTIONS RESPONSIBILITIES

Software Release Availability. Motorola Solutions will provide access to the latest BWC device software and firmware releases via the VideoManager EL On-Premise, or VideoManager EL Cloud, solution. For customers using the VideoManager EL Cloud, software and firmware upgrades will occur automatically when the Body Worn Camera device connects to the agency’s VideoManager EL Cloud instance. If using the VideoManager EL On-Premise solution, the on-prem server will periodically connect to the VideoManager EL Cloud database to check for new software and firmware versions, download the latest version, and apply the new software and/or firmware automatically to the BWC device when it connects to the server.

Software Release Notes. Motorola Solutions may, from time to time, provide release notes for the BWC Device software release. Information regarding training material will be posted on the Learning Experience Portal (LXP) at <https://learning.motorolasolutions.com>

Hardware Repair. Motorola Solutions will provide repair or replacement of a device, at its option, with a five (5) business day in-house turnaround time, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time), and replacement parts, components, and/or devices are available. Business days do not include holidays or weekends. Repair may include the replacement of parts, or boards with new parts or complete boards or, at Motorola Solutions’ option, with functionally equivalent, reconditioned parts, boards, or with a new or refurbished replacement device. All replaced parts, boards or devices will become the property of Motorola Solutions. Turnaround time represents the time a product spends in the repair process; it does not include time in transit, including customs clearance.

LTE/4G Service. Motorola Solutions supports the operation of the V700 BWC device on multiple approved LTE/4G Carrier Networks. Based on the Customer’s selection of a Carrier during the initial ordering process,



Motorola Solutions will install, in the device, the Customer's selected Carrier SIM, before the device is shipped to the Customer. The Customer is responsible for contacting the Carrier and activating the LTE/4G data service.

Shipping. For devices repaired under Essential Service, Motorola Solutions will provide one-way shipping, from an Authorized Motorola Repair Center to the Customer. The Customer is responsible for the shipping method and any shipping costs incurred when returning the faulty device to an Authorized Motorola Solutions repair center. Based on the country of purchase, Motorola Solutions may also cover, or include, two-way shipping for the damaged or defective device. Eligibility for two-way shipping will be confirmed during the repair submission process.

1.4. CUSTOMER RESPONSIBILITIES

Serial Numbers. If device orders are submitted via Motorola Solutions' Partner Hub, OCC, or CPQ ordering systems, the hardware serial number(s) for three (3) year Essential Service and Essential Software, as well as five (5) year Essential Service, and three (3) and five (5) year Essential Service with Accidental Damage and Advanced Replacement, will be automatically captured and included in the Service Agreement.

If five (5) year Essential Service or three (3) and five (5) year Essential Service with Accidental Damage and Advanced Replacement is purchased within 90 days of device shipment, the Customer must provide a complete list, preferably in electronic format, or by completing a Service Order Form (SOF), of all hardware serial numbers to be covered under the Agreement.

Initiating Repair. When initiating a repair, the Customer must contact Motorola Solutions to obtain a Return Material Authorization (RMA) number for each faulty BWC device. The Customer can submit a repair, and request an RMA, via the Partner Hub Portal, or by contacting the Motorola Solutions' Service Desk. If two-way shipping is included, the customer can generate a shipping label via Partner Hub, or by contacting the Motorola Solutions Service Desk. The Return Material Authorization (RMA) must be included with the device when shipped to the Authorized Motorola Repair Center.

- Only the BWC device should be returned for repair. The battery must be removed before shipping the device to a Motorola Solutions Repair Center.
- Device accessories should not be included when returning a device to a Motorola Solutions Repair Center for repair. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.
- The SIM card must remain in the device, and intact, when the device is shipped to a Motorola Solutions Repair Center. If the SIM card is removed, or if any evidence of SIM card tampering is found, including disassembling of the device, the warranty will be null and void.

Motorola Solutions is not responsible for any accessories, or device batteries, that are shipped with the device for repair.

Device software releases. The Customer will be responsible for updating each eligible BWC device with the latest available software and/or firmware, and of advising users of any operational changes that may have been introduced as a result of the new software or firmware.

LTE/4G Service. The Customer is responsible for selecting a Motorola Solutions approved LTE/4G Carrier/Provider during the initial ordering process, and for contacting the Carrier and activating LTE service for the device. The Customer is solely responsible for all financial obligations with the selected LTE Carrier.



WiFi Connectivity. The Customer is responsible for providing all WiFi connectivity to the device.

Removing Customer Data. The Customer is responsible for removing, from the device, any data, video, or other information that the Customer wishes to retain or destroy, prior to sending the device to a Motorola Solutions Repair Center for repair.

Motorola Solutions may provide a Video Evidence Recovery Service for the BWC device, as an additional charge. Video Evidence Recovery is a best effort service that is dependent on the condition of the device. This service, if applicable, will have a separated Agreement, with Terms and Conditions, outside the scope of this Statement of Work (SOW). Please contact your Motorola Solutions Representative for more information regarding the Video Evidence Recovery Service.

1.5. ESSENTIAL SERVICE LIMITATIONS AND RESTRICTIONS

Customer will incur additional charges at the prevailing rates for any of the following activities, which are not covered under this Agreement:

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, mounts, or clips.
- Repair of problems caused by natural or manmade disasters, including but not limited to fire, theft and floods that would cause internal or external component damage or destruction.
- Repair of problems caused by third parties' Software, accessories or peripherals not approved in writing by Motorola Solutions for use with the device.
- Repair of problems caused by using the device outside of the product's operational and environmental specifications, including improper handling, carelessness or reckless use, or repaired by a third party.
- Repair of problems caused by unauthorized alterations or attempted repair.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products; for example, any hardware or software products not specifically listed on the service order form.
- Any file or video backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Use of Software or Firmware releases, except as provided for under the responsibilities outlined in this document.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, unless the Customer has purchased the optional Essential Service with Accidental Damage and Advanced Replacement package.
- Cosmetic imperfections that do not affect the functionality of the device.

Where a Body Worn Camera device is submitted for repair that is outside the scope of Service, such repair may be quoted by Motorola Solutions for additional cost in accordance with Motorola Solutions' standard Time and Materials (T&M) rates and terms and conditions. Motorola Solutions will notify the Customer of any incremental charges related to the aforementioned exclusions prior to completing the repair and said repair will be subject to acceptance of the quotation by the Customer.

Software support for unauthorized modifications, or other misuse of the device software, is not covered under this Agreement.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Access to the software and firmware releases for updating the device under this SOW is available only for the device named in the Agreement. Software updates to any additional devices are expressly excluded and prohibited. Notwithstanding the foregoing, Motorola Solutions may, at its sole discretion, include coverage for other devices.

Any implementation tools not required to support the device software and firmware updates are excluded from coverage.

1.6. MOTOROLA SOLUTIONS IS NOT OBLIGATED TO PROVIDE SUPPORT FOR ANY DEVICE:

- That has been repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- That has been subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If Customer fails to comply with the obligations contained in the product purchase agreement and/or the applicable software license agreement and/or Motorola Solutions terms and conditions of service.

1.7. ESSENTIAL SERVICE WITH ACCIDENTAL DAMAGE REPAIR AND ADVANCED REPLACEMENT

1.7.1. Description of Services and Obligations

Accidental Damage coverage is an optional, prepaid service that adds coverage for accidentally damaged BWC devices. Accidental Damage coverage must be purchased together with, or within 90 days of, a qualifying Motorola Solutions device purchase. This three (3) or five (5) year service offer reduces unexpected expenses related to the repair of the device. Accidental Damage and Advanced Replacement coverage includes all services provided under Essential Service, plus additional coverage for Accidental Damage and Advanced Replacement of the damaged device.

Examples of repairs covered under Accidental Damage include:

- Electrical repair for failures caused by accidental water or chemical damage
- Electrical repair for accidental internal damage
- Replacement of accidentally cracked or broken housings.
- Replacement of accidentally cracked or broken camera lens or displays.
- Replacement of accidentally cracked or broken or missing buttons, knobs, or keypads

Repair or Replacement. Motorola Solutions will provide repair or replacement of a BWC device, at its option, with a five (5) business day in-house turnaround time, excluding weekends and holidays, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time), and replacement parts, components, and/or devices are available. Repair may include the replacement of parts, or boards with new parts or complete boards or, at Motorola Solutions option, with functionally equivalent, reconditioned parts, boards, or with a new replacement or refurbished device. All replaced parts, boards or devices will become the property of Motorola Solutions. Turnaround time represents the time a product spends in the repair process; it does not include time in transit, including customs clearance.

Serial Numbers. If the Accidental Damage Service is purchased with the device, in the same order, using Motorola Solutions' Partner Hub Portal, OCC, or CPQ when ordering, the hardware serial number(s) are



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

automatically captured and included in the Service Agreement. If Accidental Damage Service is purchased within 90 days of device shipment, the Customer must provide a complete list, preferably in electronic format, or by completing a Service Order Form (SOF), of all hardware serial numbers to be covered under the Agreement.

Initiating Repair. When initiating a repair, the Customer must contact Motorola Solutions to obtain a Return Material Authorization (RMA) number for each faulty BWC device. The Customer can submit a repair, and request an RMA, via the Partner Hub Portal, or by contacting the Motorola Solutions' Service Desk. If two-way shipping is included, the customer can generate a shipping label via Partner Hub, or by contacting the Motorola Solutions Service Desk. The Return Material Authorization (RMA) must be included with the device when shipped to the Authorized Motorola Repair Center.

- Only the BWC device should be returned for repair. The battery must be removed before shipping the device to a Motorola Solutions Repair Center.
- Device accessories should not be included when returning a device to a Motorola Solutions Repair Center for repair. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.
- The SIM card must remain in the device, and intact, when the device is shipped to a Motorola Solutions Repair Center. If the SIM card is removed, or if any evidence of SIM card tampering is found, including disassembling of the device, the warranty will be null and void.

Motorola Solutions is not responsible for any accessories, or device batteries, that are shipped with the device for repair.

Advanced Replacement. Under Accidental Damage and Advanced Replacement Service, Motorola Solutions will provide Advanced Replacement for the damaged device. Motorola Solutions will ship a new or refurbished replacement device to the Customer within two (2) business days of receiving the Customer repair request, subject to availability of replacement devices. Business days do not include weekends or holidays.

The Customer must return the defective or damaged device to a Motorola Solutions Repair Center within 60 days after receiving the replacement device. Failure to return the damaged device to Motorola Solutions will result in an additional Customer charge for the replacement device.

When returning a device for Advanced Replacement, device accessories should not be included. Accessories include batteries, chargers or charging stations, cables, mounts, and clips.

Motorola Solutions is not responsible for any accessories that are shipped with the device.

1.8. ACCIDENTAL DAMAGE AND ADVANCED REPLACEMENT LIMITATIONS AND RESTRICTIONS

Customer will incur additional charges at the prevailing rates for any of the following activities, which are not covered under this Agreement:

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, chargers, charging stations, mounts, and clips.
- Repair of problems caused by natural or manmade disasters, including but not limited to fire, theft and floods that would cause internal or external component damage or destruction.
- Repair of problems caused by third parties' Software, accessories or peripherals not approved in writing by Motorola Solutions for use with the device.
- Repair of problems caused by using the device outside of the product's operational and environmental specifications, including improper handling, carelessness or reckless use, or repair by a third party.



- Repair of problems caused by unauthorized alterations or attempted repair.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products; for example, any hardware or software products not specifically listed on the service order form.
- Any file or video backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Use of Software or Firmware releases except as provided for under the responsibilities outlined in this document.

There is a maximum limit of one (1) Body Worn Camera device repair, per contract year, for Essential Service with Accidental Damage and Advanced Replacement.

Where ongoing "Accidental Damage" repair is deemed by Motorola Solutions to be excessive, systemic, or the result of device mishandling, the Customer may be subject to an additional charge. Should the accidental damage continue unabated, the Customer will incur repair charges at Motorola Solutions' discretion and prevailing charges for devices deemed by Motorola Solutions to have been damaged through improper handling, carelessness or reckless use.





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Q-486811-45071.905LD

Issued: 05/25/2023

Quote Expiration: 06/30/2023

Estimated Contract Start Date: 01/01/2024

Account Number: 225496

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO	SALES REPRESENTATIVE	PRIMARY CONTACT
Business;Delivery;Invoice-204 E Pearl St 204 E Pearl St Owatonna, MN 55060-2422 USA	Steele County Sheriff's Office - MN 204 E Pearl St Owatonna MN 55060-2422 USA Email:	Lily Dokic Phone: Email: lyost@axon.com Fax:	Chad Forystek Phone: (507) 444-3800 Email: cforyst@co.steele.mn.us Fax: 507-444-0330

Quote Summary

Program Length	60 Months
TOTAL COST	\$156,264.92
ESTIMATED TOTAL W/ TAX	\$156,264.92

Discount Summary

Average Savings Per Year	\$1,823.18
TOTAL SAVINGS	\$9,115.88

Payment Summary

Date	Subtotal	Tax	Total
Dec 2023	\$31,253.00	\$0.00	\$31,253.00
Dec 2024	\$31,252.98	\$0.00	\$31,252.98
Dec 2025	\$31,252.98	\$0.00	\$31,252.98
Dec 2026	\$31,252.98	\$0.00	\$31,252.98
Dec 2027	\$31,252.98	\$0.00	\$31,252.98
Total	\$156,264.92	\$0.00	\$156,264.92

Quote Unbundled Price:	\$165,380.80
Quote List Price:	\$157,325.80
Quote Subtotal:	\$156,264.92

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
BWCamTAP	Body Worn Camera TAP Bundle	25	60	\$37.87	\$32.50	\$32.50	\$48,750.00	\$0.00	\$48,750.00
A la Carte Hardware									
AB3C	AB3 Camera Bundle	25			\$749.00	\$749.00	\$18,725.00	\$0.00	\$18,725.00
A la Carte Software									
73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	60		\$26.04	\$26.04	\$39,060.00	\$0.00	\$39,060.00
BasicLicense	Basic License Bundle	20	60		\$16.87	\$16.25	\$19,500.00	\$0.00	\$19,500.00
ProLicense	Pro License Bundle	8	60		\$42.91	\$42.25	\$20,279.92	\$0.00	\$20,279.92
A la Carte Services									
85144	AXON STARTER	1			\$9,950.00	\$9,950.00	\$9,950.00	\$0.00	\$9,950.00
Total							\$156,264.92	\$0.00	\$156,264.92

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
AB3 Camera Bundle	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	28	12/01/2023
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	25	12/01/2023
AB3 Camera Bundle	74028	WING CLIP MOUNT, AXON RAPIDLOCK	28	12/01/2023
Body Worn Camera TAP Bundle	73309	AXON CAMERA REFRESH ONE	25	06/01/2026
Body Worn Camera TAP Bundle	73310	AXON CAMERA REFRESH TWO	25	12/01/2028

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Basic License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	20	01/01/2024	12/31/2028
Basic License Bundle	73840	EVIDENCE.COM BASIC ACCESS LICENSE	20	01/01/2024	12/31/2028
Pro License Bundle	73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	24	01/01/2024	12/31/2028
Pro License Bundle	73746	PROFESSIONAL EVIDENCE.COM LICENSE	8	01/01/2024	12/31/2028
A la Carte	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	01/01/2024	12/31/2028

Services

Bundle	Item	Description	QTY
A la Carte	85144	AXON STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
Body Worn Camera TAP Bundle	80464	EXT WARRANTY, CAMERA (TAP)	25	12/01/2024	12/31/2028

Payment Details

Dec 2023						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	\$7,812.00	\$0.00	\$7,812.00
Year 1	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 1	AB3C	AB3 Camera Bundle	25	\$3,745.00	\$0.00	\$3,745.00
Year 1	BasicLicense	Basic License Bundle	20	\$3,900.00	\$0.00	\$3,900.00
Year 1	BWCamTAP	Body Worn Camera TAP Bundle	25	\$9,750.00	\$0.00	\$9,750.00
Year 1	ProLicense	Pro License Bundle	8	\$4,056.00	\$0.00	\$4,056.00
Total				\$31,253.00	\$0.00	\$31,253.00

Dec 2024						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	\$7,812.00	\$0.00	\$7,812.00
Year 2	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 2	AB3C	AB3 Camera Bundle	25	\$3,745.00	\$0.00	\$3,745.00
Year 2	BasicLicense	Basic License Bundle	20	\$3,900.00	\$0.00	\$3,900.00
Year 2	BWCamTAP	Body Worn Camera TAP Bundle	25	\$9,750.00	\$0.00	\$9,750.00
Year 2	ProLicense	Pro License Bundle	8	\$4,055.98	\$0.00	\$4,055.98
Total				\$31,252.98	\$0.00	\$31,252.98

Dec 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	\$7,812.00	\$0.00	\$7,812.00
Year 3	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 3	AB3C	AB3 Camera Bundle	25	\$3,745.00	\$0.00	\$3,745.00
Year 3	BasicLicense	Basic License Bundle	20	\$3,900.00	\$0.00	\$3,900.00
Year 3	BWCamTAP	Body Worn Camera TAP Bundle	25	\$9,750.00	\$0.00	\$9,750.00
Year 3	ProLicense	Pro License Bundle	8	\$4,055.98	\$0.00	\$4,055.98
Total				\$31,252.98	\$0.00	\$31,252.98

Dec 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	\$7,812.00	\$0.00	\$7,812.00
Year 4	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 4	AB3C	AB3 Camera Bundle	25	\$3,745.00	\$0.00	\$3,745.00
Year 4	BasicLicense	Basic License Bundle	20	\$3,900.00	\$0.00	\$3,900.00
Year 4	BWCamTAP	Body Worn Camera TAP Bundle	25	\$9,750.00	\$0.00	\$9,750.00
Year 4	ProLicense	Pro License Bundle	8	\$4,055.98	\$0.00	\$4,055.98
Total				\$31,252.98	\$0.00	\$31,252.98

Dec 2027						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	25	\$7,812.00	\$0.00	\$7,812.00
Year 5	85144	AXON STARTER	1	\$1,990.00	\$0.00	\$1,990.00
Year 5	AB3C	AB3 Camera Bundle	25	\$3,745.00	\$0.00	\$3,745.00
Year 5	BasicLicense	Basic License Bundle	20	\$3,900.00	\$0.00	\$3,900.00
Year 5	BWCamTAP	Body Worn Camera TAP Bundle	25	\$9,750.00	\$0.00	\$9,750.00
Year 5	ProLicense	Pro License Bundle	8	\$4,055.98	\$0.00	\$4,055.98
Total				\$31,252.98	\$0.00	\$31,252.98

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

5/25/2023





Steele County Agenda Item

Subject: Implementation of (BWC) Body Worn Cameras

Department: Sheriff's Office

Committee Meeting Date: June 12, 2024

Board Meeting Date: Click or tap to enter a date.

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

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

Recommendation:

Include staff recommendation (or list as "Discussion Only" or "Information Only").

Background (*Including Budget Impact*):

With approval of the Board, the SCSO will implement Body Worn Cameras (BWC). To implement the BWC, the SCSO will need to allow public comment during a Board Meeting. The budget impact will be \$141,120.00.

Attachments:

Motorola Solutions Bid sheet. SCSO Lexipol Policy # 418.



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – CSAH 6 and CSAH 28 Box Culverts

Department: Highway

Committee: Public Works

Committee Meeting Date: June 18, 2024

Work Session Date: N/A

Board Meeting Date: June 25, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Move to Board for Approval on General.

Recommendation:

Award contract for S.A.P. 074-606-015 and S.A.P. 074-628-003 to low bidder Midwest Contracting, LLC in the amount \$689,125.00.

Background (*Including Budget Impact*):

This project replaces Bridge No. 922779, a deteriorating steel pipe arch structure built in 1971 on CSAH 6 over an unnamed ditch, with Bridge No. 74J21, a 10' x 8' concrete box culvert. It also replaces Bridge No. 89080, a deteriorating 10' x 8' concrete box culvert built in 1920 on CSAH 28 over an unnamed ditch, with Bridge No. 74J20, a 10' x 8' box culvert.

The project was advertised for bids which were opened on Tuesday, June 4, 2024. Six bids were received:

Bidder	Total	% Over/Under Estimate
Engineer's Estimate	\$561,561.50	N/A
Midwest Contracting, LLC	\$689,125.00	22.72% OVER
Fitzgerald Excavating & Trucking	\$707,405.25	25.97% OVER
Selly Excavating, Inc.	\$741,205.50	31.99% OVER
JJD Companies	\$779,541.00	38.82% OVER
Ulland Brothers Inc.	\$785,858.00	39.94% OVER
Heselton Construction	\$911,284.00	62.28% OVER

MnDOT has approved up to \$115,767.50 for Bridge No. 74J20 and up to \$167,488.00 for Bridge No. 74J21 in Local Bridge Replacement Program funds for eligible costs for this project. County State Aid Highway funds will fund the remaining and ineligible costs of the project. Industry consolidation among the precast concrete suppliers has led to significant construction cost inflation.

Midwest Contracting, LLC is a responsible contractor capable of performing the work.

Attachments: N/A



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

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

Wednesday, June 12, 2024, at 8:00 a.m. – Board Room

Attendees: Commissioner Gnemi, Commissioner Glynn, Sheriff Lon Thiele, Interim County Attorney Robert Jarrett, Community Corrections Director Tim Schammel, Public Health Director Amber Aaseth, Financial Analyst Jonathan Walstrom, and Administrator Jan Fransen.

Consent Agenda

General Agenda

1. Committee recommends bringing the Body Worn Cameras (BWC) policy request to the full Board for a public listening session, policy approval, and authorization to purchase.

Information

Body Worn Camera:

Body Worn Cameras (BWC's) are not mandatory but provide several benefits. Budgeted \$120K for Body Worn Cameras from the Public Safety funding. Two quotes were received. The Motorola quote was \$140,120.00 and the quote from Axon Enterprise was \$156,264.92.

SCSO suggests going with Motorola. The Motorola product will be compatible with the current car technology. Would order 26 cameras for Sheriff's Office, nothing for the jail personnel at this time. Sergeant Chad Forystek discussed how he has received excellent customer service from Motorola with their current product. By going with Motorola, the Sheriff's Office can keep the squad cams and the system can be retrofitted to work with the body cams. The quote includes migration into the Motorola cloud. This technology was discussed with IT Director Dave Purscell. This product would be replaced every five years. There is one free refresh available in that five years if a new model from Motorola becomes available. Storage is unlimited. Steele County would need to set up the proper data retention on the storage.

Regarding body mounts, there are primarily two types of mounts, one for winter clothing (magna plate) and other types of mounts for the other seasons.

Interim County Attorney Robert Jarrett provided comments on his experience with BWC's. The main concern is storage. Looks like that is covered. He also spoke about several reasons why body worn cams are worth having. The downside of BWC is the cost to purchase, the possible storage cost and the cost in time for redactions when the Records department has requests for data. He has already reviewed the policy and it looks good.

Department Head Reports

County Sheriff: Just returned from the MSA Convention. There will be out-of-state travel to the National Command Course in Virginia, at the FBI Headquarters at no cost to Steele County. Lon was one of two that were selected from the state to participate in this class. Commissioners asked the Sheriff if he would give a short synopsis upon his return. Discussion regarding the future purchase of Body Bunkers for law enforcement for safety and encryption radios. More information to come in the future.

Community Corrections: Staff evaluations are due. Building will be ready roughly in March with a tentative move in date of April.

Attorney's Office: Robert met with staff. Interviews for the last open position are being held. Submitted the budget yesterday. Busy trial schedule this summer. Looking at reconfiguring caseloads and doing trial co-staffing to gain experience. June 21st official start date as County Attorney. Swearing in is on June 26th. Transition has been great.

Public Health: Community health workers started yesterday. One health worker is Spanish speaking, and the other is Somali speaking. COVID grant ends this month for wellness of employees. To use the funds, they booked a speaker for September and one for next year to talk to all of Steele County. More information to follow. Community Education notified Public Health that they have 16 students ages 11-14 that are looking for a county project they can do to give back to the community. Looking for service ideas. Meeting with Kari and Kristen regarding applying for the TDZ grant. Tobacco Congratulate and Educate Tobacco Compliance Check passed at 100%.

Finance: Wrapping up 2023 Audit. Looking good especially with all the changing regulations on what needs to be reported. No journal entries have been requested. Continuing the budget meeting process.

Administration: Working on a schedule for Renae Fry's first day and Jan's last day will be next Tuesday.



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

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

Tuesday, June 18, 2024, at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Brady, County Engineer Greg Ilkka, Four Seasons Director Steve Schroht, Assistant County Engineer Paul Sponholz, Finance Director Candi Lemarr, Interim Administrator Jan Fransen, Administrator Jan Fransen and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends adopting a resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-606-015, reconstruct Bridge No. 92779, authorizing the Chair and County Administrator to execute the Agreement.
2. Committee recommends adopting a resolution for Local Bridge Replacement Program Grant Agreement for S.A.P. 074-628-003, reconstruct Bridge No. 89080, authorizing the Chair and County Administrator to execute the Agreement.

General:

3. Bring to the full Board: Award contract for S.A.P. 074-606-015 and S.A.P. 074-628-003 to low bidder Midwest Contracting, LLC in the amount \$689,125.00.
4. Bring to the full Board the request to purchase a Landfill Semi-Tractor and Tanker contingent of 2025 Budget.
Tanker could not be found on a state bid site. Received two quotes. With a significant difference in price of the tankers, Commissioners requested more information regarding the differences in the tankers. (e.g. tanker material the same gauge)

Information:

1. Highway Department Annual report for 2023
Questions see Carrie Holman

Department Head Reports

Four Seasons:

Summer Ice is in West arena. Numbers are looking good. Two events in the other rink. Beaver Lake water level is coming up. There are several weeds this year they are dealing with when it comes to beach cleanup. There has not been a lot of usage due to weather. Four Seasons lobby remodel will start around the 4th of July. The staff are doing as much as they can for the remodel. The painting on the outside of the building has not been signed off on. Weather has not cooperative. Will be receiving the grant from the Owatonna Foundation in an amount of \$75K for the electric Zamboni. Will be ordering the Zamboni as it

is on the CIP. Since the opening of the Four Seasons facility, Owatonna Foundation has given \$1.6M to the facility.

Administration:

Rena: Thank you to all the staff, first day went well.

Jan: It has been a pleasure.

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

Road construction is in full swing. The rain has slowed down a few things, but everything is still on track. Will be starting County Road 8 as soon as they can along with the signal project. Then culvert replacements will start.

Still trying to close out #49 project. Arbitration is still pending.

Roundabout on 18th: Still dealing with RR and MNDOT so project will go into next year. Steele County has been accepted into a 130 program which absolves us from railroad liability issues.

County Road Safety Plan is being reviewed and updated from the 2012 safety report. This is our second review of the report. Looking at scheduling a workshop on September 16th. The Commissioners will be invited. Paul was on a Technical Advisory Committee to share his thoughts on mini roundabouts.

Speed study in Medford has not been received from the state yet.

Finance:

During the next Board meeting would like to share the information about the out of state conference. Budgeting is going well. Working on updating the CIP. Working through the health insurance with Human Resource. Tax collections are similar as last year. Late letters went out for a June 30th payment date. There is a possibility of receiving an equity distribution from South County Health Alliance and MNPrairie. In final stages of the 2023 audit. Looking good so far. Cathy Piepho received a National GFOA Excellence reward this week for her work that she did in Steele County Finance Department.



Steele County Agenda Item

Request for Board Action

Subject: FOR INFORMATION ONLY – 2023 Highway Department Annual Report

Department: Highway

Committee: Public Works

Committee Meeting Date: June 18, 2024

Work Session Date: N/A

Board Meeting Date: June 25, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Receive the 2023 Highway Department Annual Report.

Background (*Including Budget Impact*):

Minnesota statutes §163.07, subd. 7 requires “The county highway engineer shall prepare and submit to the county board annually a full and complete report covering all county highway work and shall prepare and submit such other reports relating to the county highway system as the county board directs.”

In accordance with the statute the 2022 Highway Department Annual Report is submitted for your information.

Hard copies of the report have been provided to each of the Commissioners.

Attachments:

2023 Highway Department Annual Report

ANNUAL FINANCIAL REPORT
For the Year Ending December 31, 2023
STEELE COUNTY HIGHWAY DEPARTMENT
STEELE COUNTY, MINNESOTA



Steele County, Minnesota, Highway Department
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For the Year Ended December 31, 2023

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STATE AID FOR LOCAL TRANSPORTATION
Annual Summary of Highway Information - County

Steele County Highway Department

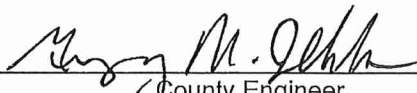
Year Ended: 12/31/2023

	Regular	Municipal	County
Total Mileage	297.115	7.960	62.210
Construction:			
Allotment	\$3,677,943.00	\$289,633.00	
Total Cost	\$6,717,786.70	\$315,117.34	\$573,637.42
Maintenance:			
Allotment	\$2,451,962.00	\$193,089.00	
State Aid Bond Interest	\$0.00		
Maintenance Cost (* Includes costs below)	\$2,491,510.68	\$92,643.99	\$321,040.06
Total Maintenance Plus Bond Int.	\$2,491,510.68	\$92,643.99	
* Unallocated Costs:	\$122,907.62	\$3,034.75	\$25,795.43
* Adj. to Equalize Depreciation:	\$419,172.80	\$10,349.95	\$87,974.54

CERTIFICATION STATEMENT

I certify that the above information is true and correct. I also certify that the Steele County Highway Department has followed the accounting procedures as established in the State Aid Accounting Manual or an alternative method as approved by the Mn/DOT. It is understood that all records, books, documents, and accounting procedures pertaining to this information are subject to audit and examination by the Mn/DOT and the State Auditor's Office. It is also understood that the Mn/DOT reserves the right to withhold future State Aid payments if the county has not complied with the procedures and practices as approved and established.

Certified:


County Engineer

5/9/24
Date

Approved:


Fausto Cabral
2024.05.09 16:00:52 -05'00'
D.S.A.E.

Date

Steele County Highway Department
Financial Statement
As of December 31, 2023

ASSETS

Current Assets

Cash		\$ 17,557,613.97
Taxes Receivable	-	.
Accounts Receivable		109,271.53
Due From State of Minnesota		
CSAH Reg Maint AR	245,196.20	
CSAH Reg Construction AR	167,983.38	
CSAH Municipal Maint AR	-	
CSAH Municipal Construction AR	-	
Federal Construction AR	-	
Township Bridge	-	
Special Town Bridge	-	
Total due from state of MN		413,179.58

Allotment and Grants

CSAH Regular Construction Allotment	4,085,134.97	
Township Bridge Allotment	90,429.18	
Fund 29/Bridge Bond Allocation	818,205.00	
CSAH Municipal Construction Allotment	747,280.82	
MN/DOT Overpayments/FAS Transfer	(12,664.41)	
Total Allotment and Grants		5,728,385.56

Total Current Assets \$ 23,808,450.64

Supplies and Inventories

Equipment Materials	\$ 117,799.22	
Road Materials	99,703.62	
Total Supplies and Inventories		\$ 217,502.84

TOTAL ASSETS \$ 24,025,953.48

Steele County Highway Department
Financial Statement
As of December 31, 2023

LIABILITIES, RESERVES, AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	279,249.31
Town Road payable	\$	0.01

Salaries and Benefits Payable		
Salaries and Wages Payable	56,526.54	
PERA ER Payable	4,239.48	
FICA ER Payable	3,157.41	
MEDICARE ER Payable	738.42	
Total Salaries and Benefits Payable		64,661.85

Contracts Payable		362,675.26
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Employee Accumulated Benefits		
Vacation	129,103.81	
Vested sick leave	41,305.95	
Comp time	19,291.71	
Total Employee Accumulated Benefits		189,701.47

Unearned Revenue		
CSAH Regular Construction	4,125,965.69	
CSAH Municipal Construction	747,280.82	
Township Bridge	90,429.18	
Fund 29/Br Bond	818,205.00	
CRRSAA	19,352.92	
Total Unearned Revenue		5,801,233.61

Total Current Liabilities

\$ 6,697,521.51

Reserve - Sales Tax Projects	\$	10,152,539.46
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Reserve -MSAH Projects		-
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Reserve - uncompleted contracts - county portion		-
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Reserve - Wheelage Tax Projects		664,020.59
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Reserve - Supplies Inventory		217,502.84
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Unreserved/Undesignated Fund Balance		6,294,369.08
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Total Fund Balance

\$ 17,328,431.97

TOTAL LIABILITIES, RESERVE, AND FUND BALANCE

\$ 24,025,953.48

**Steele County Highway Department
Receivables
For the Year Ended December 31, 2023**

	Beginning Balance	Charges Billed	Payments Received	Ending Balance
Due From Other Funds				
Annex	\$ -			\$ -
Administrator's Office	-	37.77	37.77	-
Administration Center	-			-
Assesor	60.24	944.15	1,004.39	-
Attorney Office	-			-
Auditor's Office	-			-
Building Maintenance	1,057.33	3,094.69	4,152.02	-
Community Center	-			-
Corrections	(10.88)	1,225.42	1,214.54	-
Courthouse	-			-
Detention Center	505.44	4,533.16	5,038.60	(0.00)
Detention Center - Parking Lot	-			-
Fairgrounds - Parking lot	-			-
Four Seasons/P&R	100.03	1,357.61	1,457.64	(0.00)
Gymnastics Club	-			-
IT	25.31	260.03	285.34	-
Landfill	3,991.04	26,938.63	30,929.67	0.00
Law Enforcement Building	-			-
Parking Lot maint - COB	-			-
Planning & Zoning	192.62	1,824.25	2,016.87	-
Public Health	(40.72)	1,219.70	1,178.98	-
Recorder Office	-	109.19	109.19	-
Sheriff	7,895.17	56,967.65	64,862.82	-
Special Projects	-			-
Veteran Services	238.21	2,224.78	2,462.99	0.00
Subtotal	\$ 14,013.79	\$ 100,737.03	\$ 114,750.82	\$ 0.00
Firms & Individuals				
Fairboard	15,000.00	13,366.94	27,000.00	1,366.94
GIS	-			-
Other individuals	194.46			194.46
Individuals	29,090.76	8,741.18	1,015.35	36,816.59
Subtotal	\$ 44,285.22	\$ 22,108.12	\$ 28,015.35	\$ 38,377.99
Due From Other Governments				
Municipalities				
Blooming Prairie, City of	\$ -			\$ -
Ellendale	-	175.10	175.10	-
Owatonna, City of	162,358.38	51,505.22	163,088.82	\$ 50,774.78
Medford, City of	-	16,520.24	16,520.24	-
Subtotal	\$ 162,358.38	\$ 51,680.32	\$ 163,263.92	\$ 50,774.78

**Steele County Highway Department
Receivables
For the Year Ended December 31, 2023**

	Beginning Balance	Charges Billed	Payments Received	Ending Balance
Due From Other Governments cont. . .				
Townships				
Aurora	\$ 82.49		\$ 82.49	\$ -
Berlin	-			-
Bloomington	(19,989.25)	43,992.71	24,003.46	-
Clinton Falls	-	20,375.60	375.60	20,000.00
Deerfield	-	215.43	215.43	-
Havana	-	193.21	193.21	-
Lemond	-	94.70	94.70	-
Medford	143.44	118.76	143.44	118.76
Meriden	-	20,767.79	20,767.79	-
Merton	187.59	103.54	291.13	-
Owatonna	-	84.78	84.78	-
Somerset	-	712.87	712.87	-
Summit	-	202.70	202.70	-
Subtotal	\$ (19,575.73)	\$ 86,862.09	\$ 47,167.60	\$ 20,118.76
Counties & Other Government				
MNDOT District 6				\$ -
Dodge County	-			-
Freeborn County	-			-
Waseca County Highway	-			-
Rice County Highway		546.97	546.97	-
Subtotal	\$ -	\$ 546.97	\$ 546.97	\$ -
State Aid				
Regular Maintenance	\$ 254,713.00	\$ 2,451,962.00	\$ 2,461,478.80	\$ 245,196.20
Regular Construction	84,128.04	3,290,772.10	3,206,916.76	167,983.38
Municipal Maintenance	-	193,089.00	193,089.00	-
Municipal Construction	50,136.33	265,801.42	315,937.75	0.00
Federal Construction	4,179.51	103,900.14	108,079.65	-
Bridge & LRIP Safety Bonding	-			-
Special Town Bridge	26,668.64	(26,668.64)		-
Town Bridge	26,853.04	112,844.82	139,697.86	-
Subtotal	\$ 446,678.56	\$ 6,391,700.84	\$ 6,425,199.82	\$ 413,179.58
Grand Total	\$ 647,760.22	\$ 6,653,635.37	\$ 6,778,944.48	\$ 522,451.11

**Steele County Highway Department
Town Road Allotment
For the Year Ended December 31, 2023**

TOWNSHIP	DISTRIBUTION AMOUNT
Aurora	\$ 19,391.91
Berlin	21,994.49
Blooming Prairie	21,204.19
Clinton Falls	13,973.78
Deerfield	19,235.97
Havana	20,794.57
Lemond	21,537.88
Medford	17,977.05
Meriden	23,985.91
Merton	16,490.50
Owatonna	16,941.43
Somerset	26,391.88
Summit	<u>23,912.44</u>
 TOTAL	 <u><u>\$ 263,832.00</u></u>

**Steele County Highway Department
Inventory of Materials Supplies
For the Year Ended December 31, 2023**

Parts and Replacements

Cutting Edges, Snowplow & Wing C.E.	\$ 79,750.20
Hose And Fittings	-
Miscellaneous Repair Parts	-

Total Parts and Replacements **\$ 79,750.20**

Motor Fuels, Fluids, Oil and Grease

All Motor Fuels	\$ 29,109.40
Motor Oils	7,452.12
Anti-Freeze	655.04
Automatic Transmission Fluid	832.46

Total Motor Fuels, Fluids, Oil and Grease **\$ 38,049.02**

Field Materials and Supplies

Culverts, Aprons, and Bands	\$ -
Bituminous Materials	14,614.20
Salt/Sand	53,331.96
Seal Coating Materials	-
Turf Establishment	-
Construction Materials	-
Signs & Posts	31,757.46

Total Field Material and Supplies **\$ 99,703.62**

Total Inventory and Supplies **\$ 217,502.84**

**Steele County Highway Department
Liabilities and Fund Balance Reserves
For the Year Ended December 31, 2023**

LIABILITIES

Accounts Payable	\$ 279,249.31
Salaries Payable	56,526.54
Contracts Payable	362,675.24
Vacation Payable	129,103.81
Vested Sick Leave Payable	41,305.95
Comp Time Payable	19,291.71
PERA Employer Payable	4,239.49
FICA Employer Payable	3,157.41
Medicare Employer Payable	738.42
Subtotal	<u>\$ 896,287.88</u>

Unearned Revenue	
Special Town Bridge	\$ 818,205.00
CRRSAA Funds	19,352.92
Regular Construction	4,125,965.69
Municipal Construction	747,280.82
Town Bridge Construction	90,429.18
Subtotal	<u>\$ 5,801,233.61</u>

TOTAL LIABILITIES	<u><u>\$ 6,697,521.49</u></u>
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Reserve - Supplies Inventory	\$ 217,502.84
Reserve - Uncompleted Contracts - County	-
Reserve - Sales Tax Projects	10,152,539.46
Reserve - MSAH projects	-
Reserve - Wheelage Tax	664,020.59
Unreserved/Undesignated	<u>6,294,369.08</u>

TOTAL RESERVE AND FUND BALANCE	<u><u>\$ 17,328,431.97</u></u>
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Steele County, Minnesota, Highway Department
Liabilities and Fund Balance Addendum
For the Year Ended December 31, 2023

ACCOUNTS PAYABLE	ADMIN	CONST	MAINT	SHOP	Other	TOTAL
ANDERSON, JAMES HURD		\$ 2,788.00				\$ 2,788.00
BAUER BUILT, INC.				1,500.92		1,500.92
BLOOMING PRAIRIE, CITY OF			12,076.82			12,076.82
BMO CARDS	2,423.63			\$ 79.98		2,503.61
CANADIAN PACIFIC RAILWAY		4,983.12				4,983.12
CARQUEST AUTO PARTS	(97.66)			462.27		364.61
CITY OF OWATONNA			81,199.36			81,199.36
DAGRY TOOLING				218.00		218.00
ELLENDALE, CITY OF			8,302.81			8,302.81
ERICKSON ENGINEERING CO LLC		19,601.00				19,601.00
GILLUND ENTERPRISES	82.60					82.60
GOPHER STATE ONE-CALL	10.80					10.80
I & S GROUP INC.		4,945.00				4,945.00
INNOVATIVE OFFICE SOLUTIONS	12.54					12.54
JONES HAUGH & SMITH INC.		2,712.80				2,712.80
KAHN TILE SUPPLY LLC			311.36			311.36
LEVANDER, GILLEN & MILLER PA		1,029.00				1,029.00
MATHESON TRI-GAS INC.	293.12					293.12
MEDFORD, CITY OF			11,455.22			11,455.22
MN DEPT OF TRANSPORTATION		4,463.50				4,463.50
NAPA AUTO PARTS				21.18		21.18
OLDCASTLE INFRASTRUCTURE			2,154.00			2,154.00
OLYMPIC FIRE PROTECTION CORP	647.45					647.45
OWATONNA PUBLIC UTILITIES	4,396.00					4,396.00
RT VISION INC.	260.00					260.00
SHORT ELLIOTT HENDRICKSON INC.		1,315.15				1,315.15
SIGN SOLUTIONS					4,608.07	4,608.07
SKYLINE SALT SOLUTIONS	29,771.81					29,771.81
STEELE COUNTY AUDITOR		7.92				7.92
STEWART SANITATION	114.61					114.61
WHKS & CO.		41,568.85				41,568.85
WILMSHURST/JONATHAN JAMES		1,268.75				1,268.75
WSB & ASSOCIATES INC.		33,750.50				33,750.50
ZIEGLER, INC.				510.83		510.83
						-
						-
						-
						-
TOTALS	\$37,914.90	\$ 118,433.59	\$ 115,499.57	\$ 2,793.18	\$ 4,608.07	\$ 279,249.31

**Steele County, Minnesota, Highway Department
Liabilities and Fund Balance Addendum
For the Year Ended December 31, 2023**

Contracts Payable	Contractor	Regular CSAH	Town Bridge	Local (City)	Federal	Sales Tax	Total
CP 074-023-005	Asphalt Surface Technologies					\$ 9,302.18	\$ 9,302.18
SAP 074-648-007	Heselton Construction	\$105,386.91		\$210,773.83			\$316,160.74
CP 074-023-004	IMS Contracting					\$10,194.50	\$ 10,194.50
SAP 074-645-042	IMS Contracting	\$ 9,758.60					\$ 9,758.60
SAP 074-649-001	IMS Contracting	\$ 16,093.10					\$ 16,093.10
SP 074-070-007	Surface Preparation Technologies				\$1,166.11		\$ 1,166.11
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,302.18</u>	<u>\$362,675.24</u>

**Steele County, Minnesota, Highway Department
Liabilities and Fund Balance Addendum
For the Year Ended December 31, 2023**

SALARIES PAYABLE	ADMINISTRATION	CONSTRUCTION	MAINTENANCE	SHOP	TOTAL
Subtotal	\$ 8,679.87	\$ 14,953.67	\$ 29,151.91	\$ 3,741.11	\$ 56,526.54
FICA Employer	520.72	872.49	1,587.59	176.61	3,157.41
Medicare Employer Share	121.77	204.05	371.29	41.31	738.42
PERA Employer	650.99	1,121.53	2,186.39	280.58	4,239.49
Sub-Total	\$ 9,973.35	\$ 17,151.74	\$ 33,297.18	\$ 4,239.61	\$ 64,661.86

VACATION PAYABLE	ADMINISTRATION	CONSTRUCTION	MAINTENANCE	SHOP	TOTAL
Sub-Total	\$ 24,505.11	\$ 44,079.24	\$ 52,985.46	\$ 3,900.49	\$ 129,103.81

VESTED SICK LEAVE	ADMINISTRATION	CONSTRUCTION	MAINTENANCE	SHOP	TOTAL
Sub-Total	\$ -	\$ 15,341.40	\$ 25,964.55	\$ -	\$ 41,305.95

COMP TIME PAYABLE	ADMINISTRATION	CONSTRUCTION	MAINTENANCE	SHOP	TOTAL
Sub-Total	\$ -	\$ 4,060.64	\$ 14,332.06	\$ 899.01	\$ 19,291.71
Total Salaries and Benefits	\$ 34,478.46	\$ 80,633.01	\$ 126,579.26	\$ 9,039.12	\$ 254,363.33

**Steele County Highway Department
Fixed Assets**

As of December 31, 2023

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
0015	DYNAMIC CONE PETROMETER	7/17/2007	1	Active	1,363.72	.00	.00	.00	.00	.00	.00	.00
0017	GIS BASE	12/28/2007	10	Active	34,727.00	.00	.00	.00	.00	.00	.00	.00
0019	HANDHELD GPS - SIGN GUYS	5/19/2008	10	Active	8,509.35	.00	.00	.00	.00	.00	.00	.00
0020	TRIMBLE GPS TOTAL STATION ROVE	8/21/2008	10	Active	44,614.95	.00	.00	.00	.00	.00	.00	.00
0022	Gyratory Compactor	6/13/2011	15	Active	35,000.00	.00	.00	.00	.00	.00	.00	.00
0023	Water Bath	1/18/2011	10	Active	3,202.00	.00	.00	.00	.00	.00	.00	.00
0024	Forced Convection Bench Oven	1/18/2011	10	Active	1,645.00	.00	.00	.00	.00	.00	.00	.00
0025	Big Shaker	1/18/2011	10	Active	6,063.00	.00	.00	.00	.00	.00	.00	.00
0026	Trimble Ranger Data Collector	8/29/2012	1	Active	2,500.00	.00	.00	.00	.00	.00	.00	.00
0027	Adam Eclipse Scale	5/28/2020	1	Active	2,306.00	.00	.00	.00	.00	.00	.00	.00
0068	INGRAM ROLLER	6/2/1997	0	Active	.00	.00	.00	.00	.00	.00	.00	.00
0070	HYDRAULIC JACK	2/5/2009	1	Active	2,081.92	.00	.00	.00	.00	.00	.00	.00
0071	DRILL PRESS	11/29/2010	1	Active	4,916.26	.00	.00	.00	.00	.00	.00	.00
0072	BAND SAW	11/29/2010	1	Active	2,356.88	.00	.00	.00	.00	.00	.00	.00
0073	PARTS WASHER	4/26/2011	1	Active	4,804.03	.00	.00	.00	.00	.00	.00	.00
0270	CITY:DYNAPAC ROLLER	6/2/1997	1	Active	.00	.00	.00	270.38	270.38	.00	.00	.00
0271	PRESSURE WASHER -SHOP	10/15/2010	10	Active	6,500.00	.00	273.06	.00	-273.06	.00	.00	.00
0272	POST LIFT	12/8/2010	1	Active	6,762.57	.00	.00	.00	.00	.00	.00	.00
2001	HOMEMADE TRAILER (SL/RL)	4/15/2000	1	Active	6,500.00	.00	334.51	1,785.00	1,450.49	.00	.00	.00
2010	PULL BEHIND TYPE ROLLER	11/29/2000	1	Active	2,050.12	.00	1,646.90	1,260.00	-386.90	.00	.00	.00
2021	FORD F350 CREW CAB TRK	5/3/2002	10	Active	34,188.70	.00	1,779.65	755.12	-1,024.53	.00	.00	.00
2022	2002 F-650 Chipper Truck	7/18/2002	10	Active	66,290.15	17,567.91	1,603.48	5,800.00	2,800.40	1,396.12	.00	16,171.79
2023	SULLAIR COMPRESSOR	6/28/2002	10	Sold	8,224.00	.00	761.41	2,860.00	2,098.59	.00	.00	.00
2051	2006 FORD F150	11/16/2005	6	Active	22,836.80	.00	5,025.27	872.00	-4,153.27	.00	.00	.00
2052	2006 FORD F350	11/16/2005	6	Active	25,037.88	.00	6,137.28	10,071.25	3,933.97	.00	.00	.00
2053	2005 JD 6501 DOZER	1/31/2005	10	Active	103,092.00	.00	34,930.14	10,545.00	-24,385.14	.00	.00	.00
2054	2000 INGERSALL SHEEPSFOOT	2/17/2005	10	Active	61,350.00	.00	53.82	240.00	186.18	.00	.00	.00
2062	2006 STERLING TANDEM TRUCK	8/29/2006	10	Sold	151,666.92	.00	412.58	.00	-412.58	.00	.00	.00
2063	2006 STERLING TANDEM TRUCK	8/31/2006	10	Active	151,666.92	.00	4,755.83	1,050.00	-3,705.83	.00	.00	.00
2065	2006 TOWMASTER SL TRAILER	10/2/2006	1	Sold	4,598.11	.00	383.51	360.00	-23.51	.00	.00	.00

Steele County Highway Department
Fixed Assets
As of December 31, 2023

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
2070	2007 DURACO DURAPATCHER 81DJ	1/8/2007	1	Sold	20,500.00	.00	63.91	.00	-63.91	.00	.00	.00
2074	2008 FORD F350 (MTC)	7/2/2007	10	Active	28,445.00	.00	5,774.86	16,852.50	11,077.64	.00	.00	.00
2077	2007 ROSCO 4820 BROOM	10/23/2007	1	Active	35,471.00	.00	1,597.47	3,780.00	2,182.53	.00	.00	.00
2080	SILT FENCE PLOW	6/18/2008	10	Traded	3,930.91	.00	245.21	175.00	-70.21	.00	.00	.00
2090	2009 TOWMASTER LOWBOY TRAILER	9/1/2009	10	Active	58,745.49	.00	3,088.46	3,600.00	511.54	.00	.00	.00
2092	2010 TOWMASTER TRI-AXLE PUP TR	3/31/2010	10	Active	30,874.05	.00	3,016.80	652.50	-2,364.30	.00	.00	.00
2101	2004 RANDCO END DUMP TRAILER	10/14/2010	10	Active	25,000.00	.00	.00	.00	.00	.00	.00	.00
2102	HOIST SYSTEM	10/1/2010	20	Active	46,162.00	17,887.77	.00	.00	-2,308.10	2,308.10	.00	15,579.67
2103	AIR COMPRESSOR	10/12/2010	10	Active	4,729.22	.00	.00	.00	.00	.00	.00	.00
2104	GRAPHTEC VIP CUTTER	10/17/2010	10	Active	8,575.00	.00	.00	.00	.00	.00	.00	.00
2105	TIRE CHANGER	11/4/2010	1	Active	2,457.06	.00	.00	.00	.00	.00	.00	.00
2110	2011 ADVANCE ADGRESSOR 2820C S	1/5/2011	20	Active	16,392.75	6,557.07	.00	.00	-819.64	819.64	.00	5,737.43
2111	2011 FORD EDGE	5/25/2011	10	Sold	25,596.26	.00	1,139.07	996.32	-142.75	.00	.00	.00
2112	2011 SIGN TRAILER	6/17/2011	10	Active	3,491.00	.00	133.41	1,260.00	1,126.59	.00	.00	.00
2114	2012 TOWMASTER TRI-AXLE PUP TR	11/1/2011	10	Active	36,556.00	.00	2,422.15	790.00	-1,632.15	.00	.00	.00
2116	RENTAL CRACKFILL KETTLE with Hon	12/19/2011	0	Active	.00	.00	2,829.25	5,080.00	2,250.75	.00	.00	.00
2117	Landfill Hydroseeder	12/22/2011	0	Active	.00	.00	1,138.87	1,590.00	451.13	.00	.00	.00
2120	2012 F-250 Super Duty Pick-Up	7/10/2012	10	Active	35,000.00	.00	9,322.69	1,915.28	-7,407.41	.00	.00	.00
2122	International Medium Duty Truck (Wat	7/11/2012	10	Active	80,000.00	.00	7,479.19	9,030.00	1,550.81	.00	.00	.00
2123	Hot Box Patcher - Trailer Type	5/22/2012	10	Active	18,501.00	.00	6,415.09	6,082.50	-332.59	.00	.00	.00
2130	2014 Mack GU713 Tandem Truck	9/20/2013	15	Active	225,900.00	85,340.00	23,469.28	18,585.00	-19,944.28	15,060.00	.00	70,280.00
2131	2014 Mack GU713 Tandem Truck	9/20/2013	15	Active	225,900.00	85,340.00	43,114.92	19,905.00	-38,269.92	15,060.00	.00	70,280.00
2132	Engineering Core Trailer	6/19/2013	7	Active	1,100.00	.00	.00	.00	.00	.00	.00	.00
2133	2013 F-150 Ford Pick-up	9/5/2013	10	Active	26,174.51	1,744.98	4,044.88	2,043.62	-3,746.24	1,744.98	.00	.00
2134	2013 F-150 Pick-Up	9/5/2013	10	Active	26,174.51	1,744.98	5,587.35	3,984.69	-3,347.64	1,744.98	.00	.00
2135	S650 Bobcat Skid Steer Loader	9/5/2013	10	Active	37,491.24	2,499.45	13,769.59	2,537.50	-13,731.54	2,499.45	.00	.00
2140	2014 Volvo L90 Wheel Loader	1/21/2014	15	Active	165,020.00	130,546.05	4,237.73	7,380.00	-18,921.86	22,064.13	.00	108,481.92
2141	Bobcat SB240 X84"	3/6/2014	10	Active	5,561.84	648.91	1,450.02	.00	-2,006.20	556.18	.00	92.73
2142	24" Bobcat Mill	6/12/2014	10	Active	12,800.00	1,813.33	.00	202.50	-1,077.50	1,280.00	.00	533.33

**Steele County Highway Department
Fixed Assets
As of December 31, 2023**

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
2143	2014 Bobcat SGX 60 Stump Grinder	11/6/2014	15	Active	6,446.32	2,936.69	31.81	.00	-461.56	429.75	.00	2,506.94
2144	2015 F550 w/Plow	1/15/2015	10	Active	58,787.14	11,757.46	11,691.11	7,455.00	-10,114.82	5,878.71	.00	5,878.75
2145	2015 Ford F550 Supercab	1/15/2015	10	Active	54,317.92	10,863.60	7,696.87	14,901.25	1,772.59	5,431.79	.00	5,431.81
2146	Brush Bandit 1390XP Chipper	12/5/2014	15	Active	41,900.00	19,320.58	985.76	4,680.00	900.91	2,793.33	.00	16,527.25
2150	2012 CAT 12M2 AWD Motor Grader	5/14/2015	15	Active	191,915.00	93,825.13	40,237.61	28,650.00	-24,381.94	12,794.33	.00	81,030.80
2151	2016 Mack GU713	10/5/2015	15	Active	195,308.15	100,909.23	38,091.04	21,810.00	-29,301.58	13,020.54	.00	87,888.69
2152	Highline Mower	5/25/2015	15	Active	46,500.00	22,733.33	12,723.26	15,170.00	-653.26	3,100.00	.00	19,633.33
2153	2014 Case IH Maxxum Tractor	5/14/2015	15	Active	73,650.00	36,006.67	6,795.77	17,740.00	6,034.23	4,910.00	.00	31,096.67
2154	Grapple Bucket (SL Attachment)	11/9/2015	10	Active	2,523.50	714.99	530.00	776.25	-6.10	252.35	.00	462.64
2160	2016 Chevrolet Pick up	3/16/2016	10	Active	30,709.00	9,724.52	2,305.86	1,661.21	-3,715.55	3,070.90	.00	6,653.62
2161	2014 CAT Motorgrader	4/28/2016	15	Active	188,740.00	103,806.98	56,355.03	28,875.00	-40,062.70	12,582.67	.00	91,224.31
2162	2017 Mack Tandem Truck	7/1/2016	10	Active	233,208.89	163,246.60	36,689.89	14,475.00	-68,856.61	46,641.72	.00	116,604.88
2163	2017 Chevy Silverado	10/17/2016	10	Active	30,779.00	11,285.63	1,013.77	1,540.27	-2,551.40	3,077.90	.00	8,207.73
2170	2018 Mack GU 713 Tandem Truck	12/7/2017	10	Active	121,532.09	143,112.75	30,727.39	17,235.00	-46,518.41	33,026.02	.00	110,086.73
2171	2018 Mack Tandem	9/15/2017	10	Active	234,288.11	218,668.91	37,967.85	23,415.00	-61,410.47	46,857.62	.00	171,811.29
2172	2017 Ford F550	9/25/2017	10	Active	64,641.22	30,156.58	2,495.83	3,106.25	-5,851.70	6,462.12	.00	23,694.46
2173	2012 Boom Mower (Rental)	6/28/2017	0	Active	.00	.00	379.65	.00	-379.65	.00	.00	.00
2180	Message Board	2/13/2018	10	Active	15,670.00	15,931.17	.00	1,700.00	-1,434.00	3,134.00	.00	12,797.17
2181	Schulte XH1000 Series Rotary Cutter	6/29/2018	10	Active	21,400.00	23,183.33	5,916.64	18,390.00	8,193.36	4,280.00	.00	18,903.33
2182	Schulte XH1500	6/29/2018	10	Active	25,400.00	27,516.67	2,969.11	7,530.00	-519.11	5,080.00	.00	22,436.67
2183	2018 Towmaster Tandem Trailer	8/7/2018	10	Active	9,534.25	10,646.58	1,799.78	9,345.00	5,638.37	1,906.85	.00	8,739.73
2184	2018 Case IH 40 tractor	7/3/2018	15	Active	80,454.13	56,317.89	13,710.87	18,990.00	-84.48	5,363.61	.00	50,954.28
2185	2018 Enclosed Trailer	7/31/2018	10	Active	6,623.74	3,643.07	.00	2,240.00	1,577.63	662.37	.00	2,980.70
2186	2014 Caterpillar P5000 Forklift	10/26/2018	10	Active	20,000.00	11,500.00	356.12	420.00	-1,936.12	2,000.00	.00	9,500.00
2187	Survey Equipment - Hiper Base/Rover	10/26/2018	7	Active	32,387.00	12,723.48	.00	.00	-4,626.71	4,626.71	.00	8,096.77
2190	2019 Caterpillar 289DW Compact Tractor	3/19/2019	10	Active	67,530.00	41,643.50	2,585.26	8,190.00	-1,148.26	6,753.00	.00	34,890.50
2191	2019 Message Board	4/5/2019	10	Active	15,670.00	9,793.75	.00	1,690.00	123.00	1,567.00	.00	8,226.75
2192	2019 Ford Crew Cab (4-door)	8/1/2019	10	Active	35,576.63	23,421.29	5,311.03	22,430.00	13,561.31	3,557.66	.00	19,863.63
2193	2019 Ford Super Cab (2-door)	8/1/2019	10	Active	32,876.86	34,570.17	8,987.70	780.00	-13,458.86	5,251.16	.00	29,319.01
2194	2020 Mack - Sign Truck	9/9/2019	15	Active	202,668.43	157,631.00	12,143.09	46,387.50	20,733.18	13,511.23	.00	144,119.77

**Steele County Highway Department
Fixed Assets
As of December 31, 2023**

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
2195	2020 Mack Grant- Lowboy Tractor	9/13/2019	15	Active	122,478.09	95,260.72	3,509.50	5,400.00	-6,274.71	8,165.21	.00	87,095.51
2196	2019 Volvo Roller	11/22/2019	15	Active	40,230.00	31,737.00	.00	2,270.00	-412.00	2,682.00	.00	29,055.00
2197	Snowblower (walk behind for facility)	12/3/2019	5	Active	.00	1,034.99	.00	.00	-540.00	540.00	.00	494.99
2198	2020 F350 Flatbed and hoist	12/23/2019	15	Active	38,416.89	30,520.07	3,970.40	15,187.50	8,655.97	2,561.13	.00	27,958.94
2199	Total Station	12/19/2019	10	Active	33,825.00	23,395.62	.00	.00	-3,382.50	3,382.50	.00	20,013.12
2200	2020 Mack Tandem	9/15/2020	10	Active	245,613.12	171,929.19	22,915.66	28,145.00	-19,331.97	24,561.31	.00	147,367.88
2201	2020 Mack Tandem	7/24/2020	10	Active	247,613.12	185,709.84	23,524.84	23,757.50	-24,528.65	24,761.31	.00	160,948.53
2202	2020 Ford F-350 PU	3/26/2020	10	Active	36,290.93	26,008.51	6,607.60	18,220.00	7,983.31	3,629.09	.00	22,379.42
2210	2021 Cat 440 Rubber Tire Backhoe	3/23/2021	15	Active	104,834.35	92,021.26	1,457.69	3,180.00	-5,266.65	6,988.96	.00	85,032.30
2211	2021 VRM M6050 H & F Equipment	4/5/2021	10	Active	12,350.00	10,188.75	2,679.98	7,400.00	3,485.02	1,235.00	.00	8,953.75
2212	2021 VRM M6050 H&F Equipment	4/5/2021	10	Active	12,350.00	10,188.75	10,142.89	4,887.50	-6,490.39	1,235.00	.00	8,953.75
2213	2021 Ford F-150 (Survey)	6/7/2021	10	Active	37,971.85	31,959.64	8,779.39	7,206.05	-5,370.53	3,797.19	.00	28,162.45
2214	2021 Caterpillar Jackhammer	6/14/2021	5	Active	7,100.00	4,851.67	.00	.00	-1,420.00	1,420.00	.00	3,431.67
2215	Boom Mower - Massey Ferguson 5711	6/23/2021	10	Active	122,579.00	103,170.66	2,451.20	5,830.00	-8,879.10	12,257.90	.00	90,912.76
2216	2022 GR64F Mack Tandem Truck	11/22/2021	15	Active	253,762.65	234,025.55	21,005.81	25,772.50	-12,150.82	16,917.51	.00	217,108.04
2217	500 Polaris ATV	11/18/2021	20	Active	.00	.00	2,502.09	1,810.00	-692.09	.00	.00	.00
2220	American Eagle ATV trailer	3/1/2022	0	Active	.00	.00	.00	3,900.00	3,900.00	.00	.00	.00
2221	2022 Caterpillar 299D3 Ultra Compact	4/21/2022	10	Active	91,214.47	84,373.38	3,014.28	17,187.50	5,051.77	9,121.45	.00	75,251.93
2222	2022 Caterpillar HM316 Mulcher	4/21/2022	10	Active	32,200.00	29,785.00	135.47	575.00	-2,780.47	3,220.00	.00	26,565.00
2223	2019 Caterpillar 938MSW Small Wheel	6/1/2022	10	Active	248,009.74	231,475.76	8,106.96	16,275.00	-17,232.93	25,400.97	5,600.00	211,674.79
2224	Snow Wolf Alpha Blower	5/20/2022	10	Active	62,973.00	58,774.80	2,156.51	750.00	-7,703.81	6,297.30	.00	52,477.50
2225	Schulte 10ft Batwing Mower	6/15/2022	10	Active	35,964.20	33,866.29	7,379.21	13,230.00	2,254.37	3,596.42	.00	30,269.87
2226	2023 Mack Granite 64FR	8/10/2022	9	Active	267,701.34	267,701.34	17,667.19	21,303.75	-26,108.03	29,744.59	.00	237,956.75
2227	2023 Arctic Cat Prowler Pro LTD	12/28/2022	10	Active	22,747.88	22,747.88	1,048.28	990.00	-2,333.07	2,274.79	.00	20,473.09
2230	2022 Chevy Silverado Crew Cab	5/1/2023	10	New	49,742.49	49,742.49	22,454.79	10,450.00	-15,320.96	3,316.17	.00	46,426.32
2231	2023 P2 Trailer patcher	5/11/2023	10	New	100,978.00	100,978.00	1,032.04	4,850.00	-2,913.91	6,731.87	.00	94,246.13
2232	2023 Ford Maverick (Greg)	5/23/2023	10	New	32,331.75	32,331.75	3,167.20	1,345.91	-3,976.74	2,155.45	.00	30,176.30
2233	2023 Diamond Retriever AAD - SW All	5/16/2023	10	New	10,623.00	10,623.00	.00	.00	-708.20	708.20	.00	9,914.80
2234	2023 Diamond Retriever AAD - No Sw	5/22/2023	10	New	9,086.00	9,086.00	.00	.00	-605.73	605.73	.00	8,480.27
2235	2023 Ford F-150 (Marta)	6/14/2023	10	New	49,510.37	49,510.37	5,537.59	250.05	-8,175.64	2,888.10	.00	46,622.27

Steele County Highway Department
Fixed Assets
As of December 31, 2023

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
2236	2023 Ford F-150 Gray (Doug)	6/14/2023	10	New	57,134.99	57,134.99	9,621.69	4,148.61	-8,805.95	3,332.87	.00	53,802.12
2237	2023 Sullair 185 Air Compressor	8/4/2023	10	New	24,843.25	24,843.25	981.31	100.00	-1,916.45	1,035.14	.00	23,808.11
2238	2023 Cargo Pro Trailer	8/23/2023	10	New	4,881.43	4,881.43	.00	.00	-203.39	203.39	.00	4,678.04
2239	Superior Broom SM74J	10/16/2023	10	New	83,282.24	83,282.24	702.68	780.00	-2,004.74	2,082.06	.00	81,200.18
4001	2012 Rammer	5/4/2012	10	Active	2,671.88	.00	.00	.00	.00	.00	.00	.00
4002	Universal Laser	6/29/2012	1	Active	3,000.00	.00	.00	.00	.00	.00	.00	.00
4003	Snap On ProLink Scan Tool	2/11/2020	1	Active	6,333.78	.00	.00	.00	.00	.00	.00	.00
4004	Hydraulic Post Driver	3/5/2020	1	Active	2,631.50	.00	.00	.00	.00	.00	.00	.00
4006	HP LJ 400 color M475DN MFP	7/16/2013	1	Active	661.56	.00	.00	.00	.00	.00	.00	.00
4049	Stihl 5- Chop Saw	9/25/2015	1	Active	899.96	.00	.00	.00	.00	.00	.00	.00
4050	Paint Sprayer	7/19/2021	1	Active	2,900.00	.00	.00	.00	.00	.00	.00	.00
4060	Wacker	3/30/2017	1	Active	.00	.00	.00	.00	.00	.00	.00	.00
4061	Bosch ADS 625X	3/25/2022	1	Active	3,375.35	.00	.00	.00	.00	.00	.00	.00
5000	Rental Belly Dump	6/15/2018	1	Active	.00	.00	.00	.00	.00	.00	.00	.00
8902	1989 FORD F800 DISTRIBUTOR	3/28/1989	8	Active	25,198.00	.00	2,623.07	1,125.00	-1,498.07	.00	.00	.00
9504	1995 SHOULDER MACHINE	10/13/1995	10	Active	1,597.50	.00	.00	.00	.00	.00	.00	.00
9603	CRAFCO CRACK ROUTER	4/16/1996	5	Active	4,792.50	.00	.00	.00	.00	.00	.00	.00
9605	TRUAX GRASS SEEDER	3/8/1996	10	Sold	8,948.13	.00	330.68	140.00	-190.68	.00	.00	.00
9607	Homemade Sign Trailer	1/1/2010	0	Active	.00	.00	1,699.79	.00	-1,699.79	.00	.00	.00
9701	DYNAPAC ROLLER CC142 DBL DRUM	2/27/1997	10	Active	24,900.77	.00	270.39	1,240.00	969.61	.00	.00	.00
9800	1998 TOWMASTER TILT BED TRAILER	5/4/1998	7	Active	11,319.00	.00	81.40	3,097.50	3,016.10	.00	.00	.00
9900	Sullair 185 Compressor	5/24/2023	0	Sold	.00	.00	.00	.00	.00	.00	.00	.00
9902	1999 CASE IH C70 TRACTOR	6/16/1999	7	Sold	21,174.33	.00	85.47	.00	-85.47	.00	.00	.00
9903	2006 JD 240 DLC EXCAVATOR	10/15/2007	0	Active	.00	.00	14,382.23	18,168.75	3,786.52	.00	.00	.00
9905	84" Angle Broom (SL Attachment) John	12/6/2011	0	Active	.00	.00	93.04	.00	-93.04	.00	.00	.00
9907	72" Pick-up Broom (SL) John Deere B	3/1/2003	20	Active	.00	.00	.00	.00	.00	.00	.00	.00
9980	Rental Tractor - Farmall 75C	6/17/2019	0	Active	.00	.00	1,792.99	8,460.00	6,667.01	.00	.00	.00
9981	Rental Tractor - Farmall 75C	6/17/2019	0	Active	.00	.00	1,996.21	9,920.00	7,923.79	.00	.00	.00
9982	Rental Belly Dump	5/8/2020	0	Active	50,000.00	.00	.00	.00	.00	.00	.00	.00
9989	FLOOD EQUIPMENT DUMMY	9/23/2010	0	Active	.00	.00	.00	.00	.00	.00	.00	.00

Steele County Highway Department
Fixed Assets
As of December 31, 2023

Unit number	Description	Date Acquired	Est. Life	Status	Original Cost	Beginning Balance	Cost Added	Equipment Rental	Adjustment to Equalize Depreciation	Annual Depreciation	Capital Improvement	Ending Balance
9991	PRESSURE WASHER TRAILER	2/22/2010	10	Active	.00	.00	1,820.58	.00	-1,820.58	.00	.00	.00
9994	RENTAL TRACTORS- Farmall 120C HI	1/1/2001	0	Active	.00	.00	2,390.65	8,450.00	6,059.35	.00	.00	.00
9995	1971 HEIL TANDEM AXLE PUP TRAIL	3/31/1999	10	Scrapped	4,500.00	.00	149.33	.00	-149.33	.00	.00	.00
9996	GARWOOD TANDEM AXLE PUP TRAIL	3/4/1998	10	Scrapped	2,130.00	.00	.00	.00	.00	.00	.00	.00
9997	Rental Tractor - Farmall 120C HI LO	5/18/2018	0	Active	.00	.00	3,563.92	14,360.00	10,796.08	.00	.00	.00
9998	CHAINSaws, BLOWERS, ETC	1/1/1984	10	Active	11,176.85	.00	6,277.96	3,316.25	-2,961.71	.00	.00	.00
9999	EXTRA PLOWS	1/1/1984	10	Active	2,000.00	.00	53.08	.00	-53.08	.00	.00	.00
22310	Towmaster Trailers T-16DT	11/3/2023	10	New	22,960.41	22,960.41	.00	255.00	-127.67	382.67	.00	22,577.74
22311	Towmaster Trailers T-40LP	11/3/2023	10	New	47,556.25	47,556.25	218.94	255.00	-756.54	792.60	.00	46,763.65
2020T	Tank on unit#2020	2/21/2018	1	Scrapped	.00	.00	49.66	.00	-49.66	.00	.00	.00
2120T	Tank on unit#2120	2/21/2018	0	Active	.00	.00	-667.43	.00	667.43	.00	.00	.00
2133T	Unit #2133 Tank	4/1/2018	0	Active	.00	.00	783.28	.00	-783.28	.00	.00	.00
2192T	2019 Ford Crew Cab (4 door) tank	8/1/2019	10	Active	.00	.00	2,157.10	.00	-2,157.10	.00	.00	.00
2193T	2019 Ford Super Cab (2-door) tank	10/1/2019	0	Active	.00	.00	1,159.42	.00	-1,159.42	.00	.00	.00
FINAL TOTAL					6,911,807.42	4,032,938.85	772,799.75	795,883.26	-517,497.29	540,580.80	5,600.00	3,497,958.05

**Steele County Highway Department
Land and Buildings
For the Year Ended December 31, 2023**

Description	Year Acquired	Original Cost	Beginning Accumulated Value	Current Year Betterment	Ending Accumulated Value
Public Works Facility Land	2019	\$ 452,940.00	\$ 452,940.00	\$ -	\$ 452,940.00
Steele County Public Works Building	2019	11,099,047.00	11,099,047.00	-	11,099,047.00
Public Works Cold Storage Building	2019	239,970.00	239,970.00	-	239,970.00
Public Works Salt Shed Building	2019	242,250.00	242,250.00	-	242,250.00
Gasboy Atlas Fuel System - PWF Fuel System	2017	196,201.00	196,201.00		196,201.00
Total		<u>\$ 12,230,408.00</u>	<u>\$ 12,230,408.00</u>	<u>\$ -</u>	<u>\$ 12,230,408.00</u>

Description	Year Acquired	Original Cost	Beginning Accumulated Value	Current Year Betterment	Ending Accumulated Value
County Shop***	1978	\$ 296,215.00	\$ 362,803.00	\$ -	\$ 362,803.00
Patrol Building***	1970	30,000.00	58,825.00	-	58,825.00
Salt Shed*	1974	11,479.00	11,479.00	-	11,479.00
Pole Buildings***	1976	16,039.00	16,039.00	-	16,039.00
Above Ground Fuel Tanks**	1992	16,194.00	39,678.47	-	39,678.47
Total		<u>\$ 369,927.00</u>	<u>\$ 488,824.47</u>	<u>\$ -</u>	<u>\$ 488,824.47</u>

*Flood - Demo one salt shed in October 2011

** Above Ground Fuel Tanks sold in September 2016

*** Rest of Flooded Shop Demo in January 2021

Steele County, Minnesota, Highway Department
Statement of Revenue and Expenditures
Year Ended December 31, 2023

Revenues	Cash Receipts	Prior Year Receivable	Current Year Receivable	Transfers/ Adjustments	Modified Accrual Balance	Trial Balance 8X Account
<u>Property Taxes and Penalties</u>						
Current Tax	\$ 2,510,240.79	\$ -	\$ -	\$ -	\$ 2,510,240.79	
Delinquent Tax	27,028.14	-	-	-	27,028.14	
Current Tax Mobile Home	2,858.60	-	-	-	2,858.60	
Gravel Tax	38,836.22	-	-	-	38,836.22	
Wheelage Tax Revenue	689,003.75	-	-	-	689,003.75	
Sales Tax Revenue	3,882,009.76	-	-	-	3,882,009.76	
Sub-Total	\$ 7,149,977.26	\$ -	\$ -	\$ -	\$ 7,149,977.26	
<u>Intergovernmental Revenues</u>						
Local Government Aid/Disparity Aid	\$ 2,377.58	\$ -	\$ -	\$ -	\$ 2,377.58	
Mv Credit Ag	22,096.48	-	-	-	22,096.48	
Co Aid Program	197,763.00	-	-	-	197,763.00	
State Aid - Regular Construction	3,215,680.66	84,128.04	167,983.38	205,212.60	3,504,748.60	3,504,748.60
State Aid - Regular Maintenance	2,461,478.80	254,713.00	245,196.20	-	2,451,962.00	2,451,962.00
State Aid - Municipal Construction	315,937.75	50,136.33	-	(173,157.43)	92,643.99	92,643.99
State Aid - Municipal Maintenance	111,672.34	15,127.84	-	665,603.24	762,147.74	762,147.74
Township Bridge	139,697.86	53,521.68	-	858,119.03	944,295.21	944,295.21
State Grants - LRIP	-	-	-	-	-	
Federal Aid Construction	108,079.65	4,179.51	-	-	103,900.14	
State Disaster	-	-	-	-	-	
Federal Grants - CRRSAA	-	-	-	134,727.47	134,727.47	
Sub-Total	\$ 6,574,784.12	\$ 461,806.40	\$ 413,179.58	\$ 1,690,504.91	\$ 8,216,662.21	
<u>Charges For Service</u>						
Townships	\$ 45,546.93	\$ (19,575.73)	\$ 109,271.53	\$ -	\$ 174,394.19	
Municipalities	178,878.62	162,358.38	-	-	16,520.24	
Counties	546.97	-	-	-	546.97	
Other Departments	129,646.90	14,013.79	-	-	115,633.11	
State of Minnesota	-	-	-	-	-	
Miscellaneous Others	24,398.03	44,285.22	-	-	(19,887.19)	
Sub-Total	\$ 379,017.45	\$ 201,081.66	\$ 109,271.53	\$ -	\$ 287,207.32	
<u>Miscellaneous Revenues</u>						
Permits	\$ 9,080.00	\$ -	\$ -	\$ -	\$ 9,080.00	
Farm Lease	5,864.50	-	-	-	5,864.50	
Miscellaneous	-	-	-	-	-	
Refunds and Reimbursements	2,485.83	-	-	-	2,485.83	
MCIT Refunds/Claims	-	-	-	-	-	
Recycling	584.00	-	-	-	584.00	
Sale of Equipment	61,448.01	-	-	-	61,448.01	
Sub-Total	\$ 79,462.34	\$ -	\$ -	\$ -	\$ 79,462.34	
<u>Non-Revenue Receipts</u>						
State Grants - Town Road Allotment	263,832.00	-	-	-	263,832.00	
Sub-Total	\$ 263,832.00	\$ -	\$ -	\$ -	\$ 263,832.00	
Total Revenues	\$14,447,073.17	\$ 662,888.06	\$ 522,451.11	\$ 1,690,504.91	\$15,997,141.13	
Total Revenues from Monthly Totals	14,447,073.17		6,373,582.36			
Difference		-				

Steele County, Minnesota, Highway Department
Statement of Revenue and Expenditures
Year Ended December 31, 2023

Expenditures	Cash Disbursements	Prior Year Payable	Current Year Payable	Transfers/ Adjustments	Modified Accrual Balance
<u>Highway Administration</u>					
Personal Services Total	\$ 296,989.21	\$291,714.78	\$ 254,363.32	\$ -	\$ 259,637.75
Services and Charges Total	154,386.57	199,777.24	279,249.32	-	233,858.65
Supplies and Materials Total	30,642.77	-	-	-	30,642.77
Transfers Total	-	-	-	-	-
Sub-Total	\$ 482,018.55	#####	\$ 533,612.64	\$ -	\$ 524,139.17
<u>Construction/Capital Construction</u>					
Personal Services Total	\$ 556,232.38	\$ -	\$ -	\$ -	\$ 556,232.38
Services and Charges Total	(46,149.10)	-	-	-	(46,149.10)
Supplies and Materials Total	84,559.36	-	-	-	84,559.36
Other Expenditures	-	-	-	-	-
Consultant Fees	585,836.71	-	-	-	585,836.71
Right of Way	58,075.52	-	-	-	58,075.52
Town Bridges	913,960.57	-	-	-	913,960.57
Federal Funds	103,900.16	-	-	-	103,900.16
County Contracts	2,635,772.77	-	-	-	2,635,772.77
Regular State Aid Const	3,469,868.38	40,790.81	362,675.26	-	3,791,752.83
Municipal State Aid Const	312,018.80	-	-	-	312,018.80
Sales Tax Construction	1,397,384.35	-	-	-	1,397,384.35
CRRSAA Construction Projects	68,548.97	-	-	-	68,548.97
Sub-Total	\$10,140,008.87	\$ 40,790.81	\$ 362,675.26	\$ -	\$10,461,893.32
<u>Highway Maintenance</u>					
Personal Services Total	\$ 1,218,508.57	-	\$ -	\$ -	\$ 1,218,508.57
Services and Charges Total	\$ 172,441.05	-	-	-	172,441.05
Supplies and Materials Total	1,588,598.18	-	-	-	1,588,598.18
Other Expenditures	5,071.20	-	-	-	5,071.20
Sub-Total	\$ 2,984,619.00	\$ -	\$ -	\$ -	\$ 2,984,619.00
<u>Equipment Maintenance & Shop</u>					
Personal Services Total	\$ 217,384.94	\$ -	\$ -	\$ -	\$ 217,384.94
Services and Charges Total	41,047.22	-	-	-	41,047.22
Supplies and Materials Total	513,532.51	-	-	-	513,532.51
Capital Expenditures Total	498,530.18	-	-	-	498,530.18
Sub-Total	\$ 1,270,494.85	\$ -	\$ -	\$ -	\$ 1,270,494.85
<u>Highway Other - Expenditures</u>					
Town Road Allotment	263,832.00	0.01	0.01	-	263,832.00
Sub-Total	\$ 263,832.00	\$ 0.01	\$ 0.01	\$ -	\$ 263,832.00
Total Expenditures	15,140,973.27	532,282.84	896,287.91	-	15,504,978.34

Total Expenditures from Monthly Totals **15,140,973.27**

Difference **-**

Steele County, Minnesota, Highway Department
Statement of Revenue and Expenditures
Year Ended December 31, 2023

Year End Reconciliation

Beginning Cash Balance	\$ 18,251,514.07
Cash Receipts	14,447,073.17
Cash Disbursements	15,140,973.27
Ending Cash Balance	<u>\$ 17,557,613.97</u>

Year End Reconciliation

Beginning Fund Balance	\$ 7,445,676.53
Revenues	15,997,141.13
Expenditures	15,504,978.34
Adjustments	<u>(1,643,470.24)</u>
Ending Fund Balance	<u>\$ 6,294,369.08</u>

Steele County Highway Department
Detail of Road Program Maintenance Expenditures
For the Year Ended December 31, 2023

Account Description	Expense/		Expense/		Expense/	
	CSAH Regular	Mile	CSAH Municipal	Mile	County Roads	Mile
Routine Maintenance	\$ 1,540,402.08	\$ 5,184.44	\$ 41,711.33	\$ 5,240.12	\$ 193,167.68	\$ 3,105.09
Repairs & Replacement	200,533.77	\$ 674.93	3,248.80	\$ 408.14	6,822.35	\$ 109.67
Betterments	102,130.56	\$ 343.74	1,429.55	\$ 179.59	935.89	\$ 15.04
Special Work	9,711.64	\$ 32.69	1,034.76	\$ 129.99	227.36	\$ 3.65
Agreements	96,652.21	\$ 325.30	31,834.85	\$ 3,999.35	6,116.81	\$ 98.33
Unallocated Expenses	122,907.62	413.66	3,034.75	\$ 381.25	25,795.43	\$ 414.65
Adjustment to Equalize Depreciation	419,172.80	1,410.79	10,349.95	1,300.24	87,974.54	\$ 1,414.15
Total Expense	\$ 2,491,510.68	\$ 8,385.54	\$ 92,643.99	\$ 11,638.69	\$ 321,040.06	\$ 5,160.59
Total Number of Miles	297.12		7.96		62.21	
Proration Percentage	81.000%		2.000%		17.000%	

Steele County Highway Department
Detail of Road Program Maintenance Expenditures
For the Year Ended December 31, 2023

Account Description	CSAH Regular	Expense/ Mile	CSAH Municipal	Expense/ Mile	County Roads	Expense/ Mile
Routine Maintenance						
Smooth Surface	\$ 20,691.91	\$ 69.64	\$ 54.54	\$ 6.85	\$ 14,418.94	\$ 231.78
Minor Surface Repairs	307,925.41	1,036.37	8,223.77	1,033.14	10,777.23	173.24
Cleaning Culverts & Ditches	21,025.16	70.76	381.21	47.89	2,320.80	37.31
Brush & Weed Control	377,055.58	1,269.03	10,706.61	1,345.05	66,360.31	1,066.71
Snow & Ice Removal	523,344.84	1,761.39	12,553.50	1,577.07	75,853.73	1,219.32
Traffic Services	290,359.18	977.25	9,791.70	1,230.11	23,436.67	376.73
Repairs & Replacement						
Reshaping -Minor	79,141.46	-	966.18	-	-	-
Resurfacing	42,738.59	266.36	0.14	121.38	2,384.28	38.33
Culverts, Bridges & Guard Rails	73,228.17	246.46	1,998.83	0.02	286.96	4.61
Washouts	5,425.55	18.26	283.65	251.11	3,338.92	53.67
Subgrade Repairs		-	-	35.63	812.19	13.06
Betterments						
New Culverts, Rails, or Tiling	13,131.68	-	-	-	-	-
Cuts & Fills - Major	70,286.23	44.20	-	-	-	-
Seeding & Sodding	18,712.65	236.56	20.79	2.61	203.32	3.27
Bituminous Treatment	-	62.98	1,408.76	176.98	732.57	11.78
Overlays - More than 1 1/2		-	-	-	-	-
Special Work						
Survey	9,711.64	-	1,034.76	-	227.36	-
Miscellaneous Projects	-	32.69	-	129.99	-	3.65
Agreements						
Special Agreements	96,652.21	-	31,834.85	-	6,116.81	-
Total Expense	\$ 1,949,430.26	\$ 6,561.09	\$ 79,259.29	\$ 9,957.20	\$ 207,270.09	\$ 3,331.78
Total Number of Miles	297.12		7.96		62.21	
Proration Percentage	81.000%		2.000%		17.000%	

Steele County Highway Department
Summary of Road Maintenance Expenditures by Roads
CSAH Regular Maintenance
For the Year Ended December 31, 2023

Road Number	Length (Miles)	Routine Maintenance	Repairs & Replacement	Betterments	Special Work	Agreements	Total Expenditures	Expense/Mile
1	4.50	\$ 25,390.71	\$ 8,451.43	\$ 41,302.99	\$ 587.15	\$ -	\$ 75,732.28	\$ 16,829.40
2	5.14	40,543.18	1,440.73	120.39	151.93	9,864.81	52,121.04	10,150.15
2 (concrete)	8.56	96,905.26	2,401.56	200.67	71.06	-	99,578.55	11,633.01
3	14.90	59,084.68	5,340.15	4,316.61	-	12.06	68,753.50	4,614.33
4	19.50	88,433.77	6,382.36	9,352.75	186.79	-	104,355.67	5,351.57
5	1.00	3,636.69	302.14	-	-	-	3,938.83	3,938.83
6	9.40	43,321.49	30,808.56	8,754.34	1,068.74	-	83,953.13	8,931.18
7	18.30	86,929.33	8,217.53	642.15	-	614.46	96,403.47	5,267.95
8	5.68	43,925.77	-	-	-	2,342.38	46,268.15	8,145.80
9	7.90	35,642.29	22,183.86	10,802.10	170.53	1,401.23	70,200.01	8,886.08
9 (Gravel)	0.70	3,621.47	3,647.86	698.68	-	-	7,968.01	11,382.87
10	2.50	6,314.49	-	-	-	-	6,314.49	2,525.80
11	1.05	3,489.48	476.53	-	-	-	3,966.01	3,777.15
12	12.60	57,882.35	3,610.38	187.10	-	35.24	61,715.07	4,898.02
13	5.10	26,752.98	381.36	34.65	-	1.52	27,170.51	5,327.55
14	10.20	47,334.77	4,478.41	890.80	227.36	114.06	53,045.40	5,200.53
15	6.00	24,832.64	2,027.68	393.05	42.85	41.06	27,337.28	4,556.21
16	12.00	39,989.38	258.00	-	-	-	40,247.38	3,353.95
17	9.80	36,282.18	2,357.85	-	-	1,414.82	40,054.85	4,087.23
17 (Gravel)	1.00	5,003.33	281.44	-	-	-	5,284.77	5,284.77
18	16.70	68,770.64	5,205.52	1,081.75	2,210.08	769.92	78,037.91	4,672.93
18 (Gravel)	3.00	14,065.52	1,037.28	194.34	397.02	-	15,694.16	5,231.39
19	9.78	36,691.76	-	-	-	19,436.20	56,127.96	5,739.06
21	5.00	16,976.93	4,558.26	466.33	-	-	22,001.52	4,400.30
22	2.50	16,218.90	-	-	-	266.76	16,485.66	6,594.26
23	12.30	81,848.68	25,727.17	7,975.00	-	4,645.38	120,196.23	9,772.05
24	5.00	28,035.35	1,950.02	-	-	-	29,985.37	5,997.07
26	8.70	47,575.12	2,925.03	-	-	-	50,500.15	5,804.61
26 (Gravel)	0.30	1,292.01	-	-	-	-	1,292.01	4,306.70
		1,086,791.15	144,451.11	87,413.70	5,113.51	40,959.90	1,364,729.37	186,660.76
	219.11							

Steele County Highway Department
Summary of Road Maintenance Expenditures by Roads
CSAH Regular Maintenance
For the Year Ended December 31, 2023

Road Number	Length (Miles)	Routine Maintenance	Repairs & Replacement	Betterments	Special Work	Agreements	Total Expenditures	Expense/Mile
27	2.00	\$ 4,817.16				\$ -	\$ 4,817.16	\$ 2,408.58
28	2.10	8,173.10	604.19	-		-	8,777.29	4,179.66
29	1.00	5,076.94	-	-		-	5,076.94	5,076.94
30	4.50	15,886.16	2,147.83	5,975.87	-	26.56	24,036.42	5,341.43
31	3.30	14,727.94	2,280.16	1,386.74	1,303.24	-	19,698.08	5,969.12
32	5.40	18,800.66	1,979.29	-		164.70	20,944.65	3,878.64
33	2.20	7,231.16	291.41	-	-	85.14	7,607.71	3,458.05
34	5.97	55,889.96	27,103.64	6,263.13	222.99	15,622.01	105,101.73	17,604.98
35	2.50	10,697.29	477.53	887.64	-	1,966.49	14,028.95	5,611.58
36	0.26	7,489.01	975.01	-	-	-	8,464.02	32,553.92
37	6.50	25,395.35		-	-	67.20	25,462.55	3,917.32
40	0.50	987.77	-	-	-	-	987.77	1,975.54
43	5.20	27,983.39	1,839.03	-		-	29,822.42	5,735.08
45	24.92	171,955.12	15,830.37	203.48	1,018.75	29,867.86	218,875.58	8,783.13
47	0.30	2,589.77	-	-	290.59	-	2,880.36	9,601.20
48	2.81	39,844.59			1,762.56	7,656.71	49,263.86	17,531.62
49	0.75	3,670.01			-	-	3,670.01	4,893.35
60	2.70	8,910.30	1,950.01			188.04	11,048.35	4,091.98
67	2.50	14,854.03	604.19	-	-	47.60	15,505.82	6,202.33
77	2.60	8,631.22					8,631.22	3,319.70
	<u>298.41</u>	<u>\$ 1,531,770.86</u>	<u>\$ 200,533.77</u>	<u>\$ 102,130.56</u>	<u>\$ 9,711.64</u>	<u>\$ 96,652.21</u>	<u>\$ 1,949,430.26</u>	

Steele County Highway Department
Summary of Road Maintenance Expenditures by Roads
CSAH Municipal Maintenance
For the Year Ended December 31, 2023

Road Number	Length (Miles)	Routine Maintenance	Repairs & Replacement	Betterments	Special Work	Agreements	Total Expenditures	Expense/Mile
12	1.40	7,398.84	287.19	20.79	227.36	6,216.01	14,150.19	10,107.28
14	0.75	3,412.00	289.31	47.82		3,330.00	7,079.13	9,438.84
15	1.17	5,593.40	395.40	76.64	247.74	5,194.81	11,507.99	9,835.89
16	0.04	112.95	0.86	-		-	113.81	2,845.25
20	0.25	394.18	-	-	-	1,110.00	1,504.18	6,016.72
36	0.26	497.18		-	-	-	497.18	1,912.23
38	1.12	3,537.12	302.14	-	-	4,972.81	8,812.07	7,867.92
41	0.91	2,880.99		-	-	4,928.41	7,809.40	8,581.76
42	0.64	6,537.91	975.01			1,953.60	9,466.52	14,791.44
45	0.68	7,533.41	998.89	1,284.30	445.98	4,129.21	14,391.79	21,164.40
46	1.00	3,813.35	-	-	113.68	-	3,927.03	3,927.03
	<u>8.22</u>	<u>\$ 41,711.33</u>	<u>\$ 3,248.80</u>	<u>\$ 1,429.55</u>	<u>\$ 1,034.76</u>	<u>\$ 31,834.85</u>	<u>\$ 79,259.29</u>	

**Steele County Highway Department
Summary of Road Maintenance Expenditures by Roads**

County Road Maintenance

For the Year Ended December 31, 2023

Road Number	Length (Miles)	Routine Maintenance	Repairs & Replacement	Betterments	Special Work	Agreements	Expenditures	Expense/Mile
73	0.80	817.50					817.50	1,021.88
100	0.500	484.57	-	-	-	-	484.57	969.14
102 (Gravel)	0.250	749.64	-	-	-	-	749.64	2,998.56
107	0.620	1,340.23	151.03	-	-	-	1,491.26	2,405.26
111	1.000	3,705.26	476.53	-	-	60.34	4,242.13	4,242.13
112	5.000	14,683.29	3,527.39	411.51	-	742.59	19,364.78	3,872.96
133	1.000	6,401.13	61.31	-	-	-	6,462.44	6,462.44
135	5.400	13,577.78	355.57	-	-	-	13,933.35	2,580.25
155	5.000	11,582.64	-	-	-	-	11,582.64	2,316.53
157	4.970	16,483.95	-	-	-	-	16,483.95	3,316.69
159	2.690	5,129.41	880.80	203.32	-	191.98	6,405.51	2,381.23
161	3.410	7,226.79	-	-	-	-	7,226.79	2,119.29
162	2.720	7,918.74	284.44	-	-	904.52	9,107.70	3,348.42
162 (Gravel)	2.640	9,743.30	378.26	-	-	-	10,121.56	3,833.92
163	2.000	6,863.48	-	-	-	43.24	6,906.72	3,453.36
163 (Gravel)	2.000	8,410.71	81.74	-	-	-	8,492.45	4,246.23
171	6.320	16,846.56	-	-	-	-	16,846.56	2,665.59
173	2.010	5,743.65	-	-	-	-	5,743.65	2,857.54
174	0.250	3,607.08	-	-	-	1,258.32	4,865.40	19,461.60
177	1.910	5,534.45	-	-	-	-	5,534.45	2,897.62
179	1.500	4,181.90	-	-	-	-	4,181.90	2,787.93
180	3.400	21,169.10	427.66	-	-	2,915.82	24,512.58	7,209.58
182	4.500	11,516.43	-	321.06	-	-	11,837.49	2,630.55
190	1.170	8,343.05	-	-	113.68	-	8,456.73	7,227.97
198	1.150	1,107.04	197.62	-	113.68	-	1,418.34	1,233.34
	<u>61.41</u>	<u>\$ 193,167.68</u>	<u>\$ 6,822.35</u>	<u>\$ 935.89</u>	<u>\$ 227.36</u>	<u>\$ 6,116.81</u>	<u>\$ 207,270.09</u>	

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

County State Aid Highway System - Regular Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 074-023-005	\$41,145.96	\$3,309.21	\$0.00	\$0.00	\$0.00	\$2,694.97	\$47,150.14
CP 074-023-007	\$0.00	\$3,454.37	\$0.00	\$0.00	\$0.00	\$2,821.83	\$6,276.20
CP 074-023-008	\$0.00	\$5,590.09	\$0.00	\$0.00	\$0.00	\$1,092.57	\$6,682.66
SAP 074-070-008	\$0.00	\$43,565.40	\$0.00	\$0.00	\$0.00	\$3,987.12	\$47,552.52
SAP 074-602-007	\$0.00	\$12,469.65	\$0.00	\$0.00	\$0.00	\$973.95	\$13,443.60
SAP 074-606-015	\$0.00	\$13,938.11	\$0.00	\$0.00	\$0.00	\$11,385.91	\$25,324.02
SAP 074-612-042	\$0.00	\$57.68	\$0.00	\$0.00	\$0.00	\$47.13	\$104.81
SAP 074-612-043	\$0.00	\$418.69	\$0.00	\$0.00	\$0.00	\$339.31	\$758.00
SAP 074-612-044	\$305,930.41	\$17,475.90	\$0.00	\$0.00	\$0.00	\$12,459.56	\$335,865.87
SAP 074-616-009	\$0.00	\$10,721.26	\$0.00	\$0.00	\$0.00	\$8,738.18	\$19,459.44
SAP 074-623-014	\$0.00	\$524.28	\$0.00	\$0.00	\$0.00	\$409.79	\$934.07
SAP 074-628-003	\$0.00	\$10,877.85	\$0.00	\$0.00	\$0.00	\$8,886.00	\$19,763.85
SAP 074-628-004	\$0.00	\$5,744.87	\$0.00	\$0.00	\$0.00	\$4,390.06	\$10,134.93
SAP 074-628-005	\$0.00	\$3,439.16	\$0.00	\$0.00	\$0.00	\$2,809.42	\$6,248.58
SAP 074-637-008	\$259,657.65	\$15,202.78	\$0.00	\$0.00	\$0.00	\$9,928.57	\$284,789.00
SAP 074-637-009	\$0.00	\$548.04	\$0.00	\$0.00	\$0.00	\$396.07	\$944.11
SAP 074-643-009	\$0.00	\$265.52	\$0.00	\$0.00	\$0.00	\$211.48	\$477.00
SAP 074-643-010	\$0.00	\$23,197.24	\$0.00	\$0.00	\$0.00	\$2,107.48	\$25,304.72
SAP 074-643-011	\$0.00	\$10,573.76	\$0.00	\$0.00	\$0.00	\$7,719.42	\$18,293.18
SAP 074-645-042	\$975,860.79	\$22,364.19	\$100.00	\$0.00	\$0.00	\$13,945.85	\$1,012,270.83
SAP 074-648-007	\$2,607,639.70	\$266,939.69	\$52,586.11	\$39,422.10	\$0.00	\$38,243.74	\$3,004,831.34
SAP 074-648-008	\$0.00	\$5,950.53	\$0.00	\$0.00	\$0.00	\$2,964.19	\$8,914.72
SAP 074-649-001	\$1,609,308.68	\$202,156.44	\$11,205.33	\$0.00	\$0.00	\$228,841.86	\$2,051,512.31
SP 074-070-005	\$0.00	\$109.31	\$0.00	\$0.00	\$0.00	\$89.30	\$198.61
Construction Total:	\$5,799,543.19	\$678,894.02	\$63,891.44	\$39,422.10	\$0.00	\$365,483.76	\$6,947,234.51

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-023-005 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: CSAH 2 & CSAH 7

LOCATION: CSAH 2 & CSAH 7

DESCRIPTION: Signing improvements

LETTING DATE: 7 /18/2023

AWARD DATE: 7 /26/2023

CONTRACTOR: Safety Signs

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$41,145.96	\$41,145.96
Construction Engineering:	\$0.00	\$1,619.08	\$1,619.08
Project Engineering:	\$0.00	\$1,690.13	\$1,690.13
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$2,694.97	\$2,694.97
Total Project Costs:	\$0.00	\$47,150.14	\$47,150.14

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$47,150.14	\$47,150.14
Total Funding:	\$0.00	\$47,150.14	\$47,150.14

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-023-007 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 34

LOCATION: CSAH 34

DESCRIPTION:

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$3,055.11	\$3,055.11
Project Engineering:	\$0.00	\$399.26	\$399.26
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$2,821.83	\$2,821.83
Total Project Costs:	\$0.00	\$6,276.20	\$6,276.20

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$6,276.20	\$6,276.20
Total Funding:	\$0.00	\$6,276.20	\$6,276.20

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-023-008 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 2 at CSAH 45

LOCATION: CSAH 2 at CSAH 45

DESCRIPTION:

LETTING DATE: AWARD DATE: 12/1 /2023

CONTRACTOR: Minnesota Signal LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$5,590.09	\$5,590.09
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,092.57	\$1,092.57
Total Project Costs:	\$0.00	\$6,682.66	\$6,682.66

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$6,682.66	\$6,682.66
Total Funding:	\$0.00	\$6,682.66	\$6,682.66

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-070-008 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: County wide

LOCATION: County wide

DESCRIPTION: HSIP Rural intersection lighting

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$2,823.17	\$2,823.17
Project Engineering:	\$0.00	\$40,742.23	\$40,742.23
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$3,987.12	\$3,987.12
Total Project Costs:	\$0.00	\$47,552.52	\$47,552.52

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$47,552.52	\$47,552.52
Total Funding:	\$0.00	\$47,552.52	\$47,552.52

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-602-007 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 2

LOCATION: CSAH 2

DESCRIPTION: CSAH 2 at I-35 Traffic Signal Revisions

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$12,469.65	\$12,469.65
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$973.95	\$973.95
Total Project Costs:	\$0.00	\$13,443.60	\$13,443.60

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$13,443.60	\$13,443.60
Total Funding:	\$0.00	\$13,443.60	\$13,443.60

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-606-015 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 6

LOCATION: CSAH 6

DESCRIPTION: Bridge Replacement #92779, Box Culvert

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$14,466.43	\$13,938.11	\$28,404.54
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$11,385.91	\$11,385.91
Total Project Costs:	\$14,466.43	\$25,324.02	\$39,790.45

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$14,466.43	\$25,324.02	\$39,790.45
Total Funding:	\$14,466.43	\$25,324.02	\$39,790.45

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-612-042 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: CSAH 12

LOCATION: CSAH 12

DESCRIPTION: Reclaim project

LETTING DATE: 5 /18/2022

AWARD DATE: 5 /24/2022

CONTRACTOR: Crane Creek Asphalt

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$2,653,585.89	\$0.00	\$2,653,585.89
Construction Engineering:	\$87,368.35	\$57.68	\$87,426.03
Project Engineering:	\$33,454.91	\$0.00	\$33,454.91
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$5,018.69	\$0.00	\$5,018.69
Other/Overhead Costs:	\$679.12	\$47.13	\$726.25
Total Project Costs:	\$2,780,106.96	\$104.81	\$2,780,211.77

Funding Sources

Regular Construction:	\$23,996.47	(\$23,996.47)	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$2,756,110.49	\$24,101.28	\$2,780,211.77
Total Funding:	\$2,780,106.96	\$104.81	\$2,780,211.77

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-612-043 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 23

LOCATION: CSAH 23

DESCRIPTION: CSAH 23 South to CSAH 23 North in City of Medford

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$418.69	\$418.69
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$339.31	\$339.31
Total Project Costs:	\$0.00	\$758.00	\$758.00

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$758.00	\$758.00
Total Funding:	\$0.00	\$758.00	\$758.00

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-612-044 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: CSAH 45 to NW 19th Ave

LOCATION: CSAH 45 to NW 19th Ave

DESCRIPTION: CSAH 45 to NW 19th Ave Resurfacing

LETTING DATE: 3 /16/2023

AWARD DATE: 3 /28/2023

CONTRACTOR: Crane Creek Asphalt

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$305,930.41	\$305,930.41
Construction Engineering:	\$0.00	\$16,478.40	\$16,478.40
Project Engineering:	\$0.00	\$997.50	\$997.50
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$12,459.56	\$12,459.56
Total Project Costs:	\$0.00	\$335,865.87	\$335,865.87

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$229,447.81	\$229,447.81
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$106,418.06	\$106,418.06
Total Funding:	\$0.00	\$335,865.87	\$335,865.87

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-616-009 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 16

LOCATION: CSAH 16

DESCRIPTION: CSAH 16 Culverts (CSAH 4 to TH14)

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$16,308.52	\$10,721.26	\$27,029.78
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$8,738.18	\$8,738.18
Total Project Costs:	\$16,308.52	\$19,459.44	\$35,767.96

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$16,308.52	\$19,459.44	\$35,767.96
Total Funding:	\$16,308.52	\$19,459.44	\$35,767.96

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-623-014 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 23

LOCATION: CSAH 23 - CSAH 12 to roundabout

DESCRIPTION: Rehabilitation

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$88.29	\$88.29
Project Engineering:	\$913.79	\$435.99	\$1,349.78
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$409.79	\$409.79
Total Project Costs:	\$913.79	\$934.07	\$1,847.86

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$913.79	\$934.07	\$1,847.86
Total Funding:	\$913.79	\$934.07	\$1,847.86

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-628-003 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 28

LOCATION: CSAH 28

DESCRIPTION: Bridge replacement #89080

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$1,626.11	\$0.00	\$1,626.11
Project Engineering:	\$30,555.86	\$10,877.85	\$41,433.71
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$6,808.74	\$8,886.00	\$15,694.74
Total Project Costs:	\$38,990.71	\$19,763.85	\$58,754.56

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$38,990.71	\$19,763.85	\$58,754.56
Total Funding:	\$38,990.71	\$19,763.85	\$58,754.56

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-628-004 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 28

LOCATION: CSAH 28 (TH 30 to CSAH 21)

DESCRIPTION:

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$259.18	\$2,353.59	\$2,612.77
Project Engineering:	\$125,387.81	\$3,391.28	\$128,779.09
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$1,633.31	\$4,390.06	\$6,023.37
Total Project Costs:	\$127,280.30	\$10,134.93	\$137,415.23

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$127,280.30	\$10,134.93	\$137,415.23
Total Funding:	\$127,280.30	\$10,134.93	\$137,415.23

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-628-005 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 28

LOCATION: CSAH 28

DESCRIPTION: CSAH 28 Culvert and Drainage Improvements

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$3,439.16	\$3,439.16
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$2,809.42	\$2,809.42
Total Project Costs:	\$0.00	\$6,248.58	\$6,248.58

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$6,248.58	\$6,248.58
Total Funding:	\$0.00	\$6,248.58	\$6,248.58

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-637-008 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: CSAH 37

LOCATION: CSAH 37

DESCRIPTION: Culvert replacement

LETTING DATE: 5 /11/2022

AWARD DATE: 5 /24/2022

CONTRACTOR: Borneke Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$467,894.78	\$259,657.65	\$727,552.43
Construction Engineering:	\$43,438.43	\$14,713.05	\$58,151.48
Project Engineering:	\$52,008.02	\$489.73	\$52,497.75
Permanent ROW:	\$4,800.00	\$0.00	\$4,800.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$4,054.29	\$9,928.57	\$13,982.86
Total Project Costs:	\$572,195.52	\$284,789.00	\$856,984.52

Funding Sources

Regular Construction:	\$467,894.78	\$209,908.22	\$677,803.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$104,300.74	\$74,880.78	\$179,181.52
Total Funding:	\$572,195.52	\$284,789.00	\$856,984.52

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-637-009 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 37

LOCATION: CSAH 37 (CSAH 43 to CSAH 19)

DESCRIPTION: Reclaim

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$1,998.90	\$0.00	\$1,998.90
Project Engineering:	\$0.00	\$548.04	\$548.04
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$396.07	\$396.07
Total Project Costs:	\$1,998.90	\$944.11	\$2,943.01

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$1,998.90	\$944.11	\$2,943.01
Total Funding:	\$1,998.90	\$944.11	\$2,943.01

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-643-009 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 43

LOCATION: CSAH 43

DESCRIPTION: CSAH 43 Intersection Improvements (CR 171 to CR 180)

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$265.52	\$265.52
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$211.48	\$211.48
Total Project Costs:	\$0.00	\$477.00	\$477.00

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$477.00	\$477.00
Total Funding:	\$0.00	\$477.00	\$477.00

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-643-010 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 43

LOCATION: CSAH 43

DESCRIPTION: Replace Bridge 74519 CSAH 43 over ditch

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$23,197.24	\$23,197.24
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$2,107.48	\$2,107.48
Total Project Costs:	\$0.00	\$25,304.72	\$25,304.72

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$25,304.72	\$25,304.72
Total Funding:	\$0.00	\$25,304.72	\$25,304.72

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-643-011 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CSAH 43

LOCATION: CSAH 43

DESCRIPTION: CSAH 43 Drainage Improvements (TH14 to CSAH 8)

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$531.38	\$531.38
Project Engineering:	\$0.00	\$10,042.38	\$10,042.38
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$7,719.42	\$7,719.42
Total Project Costs:	\$0.00	\$18,293.18	\$18,293.18

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$18,293.18	\$18,293.18
Total Funding:	\$0.00	\$18,293.18	\$18,293.18

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-645-042 Alternate Project:

Percent Completed: 99.99% Length:

ROAD NUMBER/TWSP: CSAH 45

LOCATION: CSAH 45

DESCRIPTION: CSAH 45 - Reconstruction and intertsection improvements

LETTING DATE: 2 /16/2023 AWARD DATE: 2 /28/2023

CONTRACTOR: IMS Contracting, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$975,860.79	\$975,860.79
Construction Engineering:	\$0.00	\$22,364.19	\$22,364.19
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$100.00	\$100.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$13,945.85	\$13,945.85
Total Project Costs:	\$0.00	\$1,012,270.83	\$1,012,270.83

Funding Sources			
Regular Construction:	\$0.00	\$931,864.40	\$931,864.40
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$80,406.43	\$80,406.43
Total Funding:	\$0.00	\$1,012,270.83	\$1,012,270.83

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-648-007 Alternate Project:

Percent Completed: 98.49% Length:

ROAD NUMBER/TWSP: CSAH 48

LOCATION: CSAH 48 at 18th St intersection

DESCRIPTION:

LETTING DATE: 5 /18/2023

AWARD DATE: 5 /23/2023

CONTRACTOR: Heselton Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$2,607,639.70	\$2,607,639.70
Construction Engineering:	\$4,000.25	\$25,517.13	\$29,517.38
Project Engineering:	\$146,496.10	\$241,422.56	\$387,918.66
Permanent ROW:	\$11,000.00	\$52,586.11	\$63,586.11
Temporary ROW:	\$3,400.00	\$0.00	\$3,400.00
Utility Relocation:	\$0.00	\$39,422.10	\$39,422.10
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$5,597.14	\$38,243.74	\$43,840.88
Total Project Costs:	\$170,493.49	\$3,004,831.34	\$3,175,324.83

Funding Sources

Regular Construction:	\$0.00	\$777,663.77	\$777,663.77
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$170,493.49	\$2,227,167.57	\$2,397,661.06
Total Funding:	\$170,493.49	\$3,004,831.34	\$3,175,324.83

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-648-008 Alternate Project:
Percent Completed: 0.00% Length:
ROAD NUMBER/TWSP: CSAH 48
LOCATION: CSAH 48 at Lincoln Ave intersection

DESCRIPTION:

LETTING DATE: AWARD DATE:
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$2,149.78	\$0.00	\$2,149.78
Project Engineering:	\$173,987.45	\$5,950.53	\$179,937.98
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$3,612.50	\$0.00	\$3,612.50
Other/Overhead Costs:	\$1,360.89	\$2,964.19	\$4,325.08
Total Project Costs:	\$181,110.62	\$8,914.72	\$190,025.34

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$181,110.62	\$8,914.72	\$190,025.34
Total Funding:	\$181,110.62	\$8,914.72	\$190,025.34

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-649-001 Alternate Project:

Percent Completed: 98.23% Length:

ROAD NUMBER/TWSP: CSAH 49

LOCATION: CSAH 49

DESCRIPTION: Reconstruction

LETTING DATE: 2 /16/2023

AWARD DATE: 2 /28/2023

CONTRACTOR: IMS Contracting, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,609,308.68	\$1,609,308.68
Construction Engineering:	\$43,745.91	\$72,325.94	\$116,071.85
Project Engineering:	\$307,572.82	\$129,830.50	\$437,403.32
Permanent ROW:	\$234,846.33	\$11,205.33	\$246,051.66
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$132.72	\$0.00	\$132.72
Other/Overhead Costs:	\$26,633.98	\$228,841.86	\$255,475.84
Total Project Costs:	\$612,931.76	\$2,051,512.31	\$2,664,444.07

Funding Sources

Regular Construction:	\$0.00	\$1,609,308.68	\$1,609,308.68
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$612,931.76	\$442,203.63	\$1,055,135.39
Total Funding:	\$612,931.76	\$2,051,512.31	\$2,664,444.07

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SP 074-070-005 Alternate Project:
Percent Completed: 100.00% Length:
ROAD NUMBER/TWSP: Multiple CSAH
LOCATION: Multiple CSAH
DESCRIPTION: 2022 Chevron Project
LETTING DATE: 6 /27/2022 AWARD DATE: 6 /27/2022
CONTRACTOR: NTTK, Inc.

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$92,878.06	\$0.00	\$92,878.06
Construction Engineering:	\$11,143.40	\$109.31	\$11,252.71
Project Engineering:	\$19,422.02	\$0.00	\$19,422.02
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$89.30	\$89.30
Total Project Costs:	\$123,443.48	\$198.61	\$123,642.09

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$83,590.25	\$0.00	\$83,590.25
County - Other Local:	\$39,853.23	\$198.61	\$40,051.84
Total Funding:	\$123,443.48	\$198.61	\$123,642.09

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

County State Aid Highway System - Municipal Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 074-645-039	\$59,980.59	\$24,308.46	\$0.00	\$0.00	\$0.00	\$1,380.48	\$85,669.53
Construction Total:	\$59,980.59	\$24,308.46	\$0.00	\$0.00	\$0.00	\$1,380.48	\$85,669.53

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-645-039 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: CSAH 45

LOCATION: Medford - Main Street

DESCRIPTION: Reconstruction of Medofrd Main Street - City of Medofrd Contract

LETTING DATE: AWARD DATE:

CONTRACTOR: RAW Construction

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$952,590.35	\$59,980.59	\$1,012,570.94
Construction Engineering:	\$97,749.66	\$24,308.46	\$122,058.12
Project Engineering:	\$171,387.93	\$0.00	\$171,387.93
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$5,918.15	\$1,380.48	\$7,298.63
Total Project Costs:	\$1,227,646.09	\$85,669.53	\$1,313,315.62

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$651,234.76	\$532,699.93	\$1,183,934.69
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$576,411.33	(\$447,030.40)	\$129,380.93
Total Funding:	\$1,227,646.09	\$85,669.53	\$1,313,315.62

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

County Highway Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 074-021-006	\$0.00	\$162,057.04	\$0.00	\$0.00	\$0.00	\$22,016.01	\$184,073.05
CP 074-023-006	\$0.00	\$3,215.47	\$0.00	\$0.00	\$0.00	\$229,301.90	\$232,517.37
SAP 074-070-010	\$0.00	\$847.14	\$0.00	\$0.00	\$0.00	\$692.02	\$1,539.16
SAP 074-598-015	\$0.00	\$139,528.63	\$0.00	\$0.00	\$0.00	\$4,816.06	\$144,344.69
SAP 074-598-016	\$0.00	\$6,144.10	\$0.00	\$0.00	\$0.00	\$5,019.05	\$11,163.15
Construction Total:	\$0.00	\$311,792.38	\$0.00	\$0.00	\$0.00	\$261,845.04	\$573,637.42

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-021-006 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: 29th Ave

LOCATION: 29th Ave

DESCRIPTION: Corridor study

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$162,057.04	\$162,057.04
Project Engineering:	\$92,058.26	\$0.00	\$92,058.26
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$22,016.01	\$22,016.01
Total Project Costs:	\$92,058.26	\$184,073.05	\$276,131.31

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$92,058.26	\$184,073.05	\$276,131.31
Total Funding:	\$92,058.26	\$184,073.05	\$276,131.31

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-023-006 Alternate Project:
Percent Completed: 0.00% Length:
ROAD NUMBER/TWSP: CR 179
LOCATION: CR 179 (MN to CSAH 26)

DESCRIPTION:

LETTING DATE: AWARD DATE:
CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$2,778.23	\$2,778.23
Project Engineering:	\$0.00	\$437.24	\$437.24
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$229,301.90	\$229,301.90
Total Project Costs:	\$0.00	\$232,517.37	\$232,517.37

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$232,517.37	\$232,517.37
Total Funding:	\$0.00	\$232,517.37	\$232,517.37

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-070-010 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: County wide

LOCATION: County wide

DESCRIPTION: County road safety plan

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$0.00	\$847.14	\$847.14
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$692.02	\$692.02
Total Project Costs:	\$0.00	\$1,539.16	\$1,539.16

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$1,539.16	\$1,539.16
Total Funding:	\$0.00	\$1,539.16	\$1,539.16

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-598-015 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CR 180

LOCATION: CR 180

DESCRIPTION: Mineral Springs Bridge Project

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$109,345.38	\$139,528.63	\$248,874.01
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$4,816.06	\$4,816.06
Total Project Costs:	\$109,345.38	\$144,344.69	\$253,690.07

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$109,345.38	\$144,344.69	\$253,690.07
Total Funding:	\$109,345.38	\$144,344.69	\$253,690.07

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-598-016 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: CR 162

LOCATION: CR 162

DESCRIPTION: Replace Bridge #74513

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$777.38	\$1,268.07	\$2,045.45
Project Engineering:	\$51,849.35	\$4,876.03	\$56,725.38
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$5,019.05	\$5,019.05
Total Project Costs:	\$52,626.73	\$11,163.15	\$63,789.88

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$52,626.73	\$11,163.15	\$63,789.88
Total Funding:	\$52,626.73	\$11,163.15	\$63,789.88

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

Bridge Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
SAP 074-599-035	\$12,722.50	\$2,004.95	\$0.00	\$0.00	\$0.00	\$1,265.58	\$15,993.03
SAP 074-599-036	\$0.00	\$819.76	\$0.00	\$0.00	\$0.00	\$669.65	\$1,489.41
SAP 074-599-037	\$387,414.91	\$13,733.06	\$0.00	\$0.00	\$0.00	\$7,401.07	\$408,549.04
SAP 074-599-038	\$251,602.37	\$9,612.75	\$680.00	\$0.00	\$0.00	\$5,500.35	\$267,395.47
SAP 074-599-039	\$230,145.38	\$8,058.74	\$0.00	\$0.00	\$0.00	\$4,857.73	\$243,061.85
SAP 074-599-040	\$0.00	\$11,891.37	\$0.00	\$0.00	\$0.00	\$181.45	\$12,072.82
SAP 074-599-041	\$0.00	\$13,735.46	\$0.00	\$0.00	\$0.00	\$366.02	\$14,101.48
SAP 074-599-042	\$0.00	\$14,978.12	\$0.00	\$0.00	\$0.00	\$181.45	\$15,159.57
SAP 074-599-043	\$0.00	\$11,955.96	\$0.00	\$0.00	\$0.00	\$366.02	\$12,321.98
Construction Total:	\$881,885.16	\$86,790.17	\$680.00	\$0.00	\$0.00	\$20,789.32	\$990,144.65

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-035 Alternate Project:
Percent Completed: 100.00% Length:
ROAD NUMBER/TWSP: Blooming Prairie
LOCATION: Blooming Prairie township
DESCRIPTION: 34th Ave Culvert over Ditch
LETTING DATE: 4 /21/2022 AWARD DATE: 4 /25/2022
CONTRACTOR: Fitzgerald Excavating & Trucking

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$221,611.32	\$12,722.50	\$234,333.82
Construction Engineering:	\$18,249.58	\$1,817.17	\$20,066.75
Project Engineering:	\$25,667.23	\$187.78	\$25,855.01
Permanent ROW:	\$1,227.80	\$0.00	\$1,227.80
Temporary ROW:	\$200.00	\$0.00	\$200.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$1,265.58	\$1,265.58
Total Project Costs:	\$266,955.93	\$15,993.03	\$282,948.96

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$212,314.72	\$49,308.05	\$261,622.77
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$54,641.21	(\$33,315.02)	\$21,326.19
Total Funding:	\$266,955.93	\$15,993.03	\$282,948.96

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-036 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Township Clinton Falls

LOCATION: Township Clinton Falls

DESCRIPTION: Bridge removal L5573

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$170.63	\$0.00	\$170.63
Project Engineering:	\$2,734.97	\$819.76	\$3,554.73
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$669.65	\$669.65
Total Project Costs:	\$2,905.60	\$1,489.41	\$4,395.01

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$2,905.60	\$1,489.41	\$4,395.01
Total Funding:	\$2,905.60	\$1,489.41	\$4,395.01

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-037 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: Blooming Prairie

LOCATION: Blooming Prairie Township

DESCRIPTION: Replace 74504

LETTING DATE: 4 /21/2022 AWARD DATE: 4 /25/2022

CONTRACTOR: Fitzgerald Excavating & Trucking

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$387,414.91	\$387,414.91
Construction Engineering:	\$937.85	\$13,733.06	\$14,670.91
Project Engineering:	\$16,519.32	\$0.00	\$16,519.32
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$7,401.07	\$7,401.07
Total Project Costs:	\$17,457.17	\$408,549.04	\$426,006.21

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$119,164.92	\$119,164.92
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$279,319.00	\$279,319.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$17,457.17	\$10,065.12	\$27,522.29
Total Funding:	\$17,457.17	\$408,549.04	\$426,006.21

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-038 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: Meriden

LOCATION: Meriden Township

DESCRIPTION: Replace Bridge #95975

LETTING DATE: 4 /21/2022 AWARD DATE: 4 /25/2022

CONTRACTOR: Fitzgerald Excavating & Trucking

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$251,602.37	\$251,602.37
Construction Engineering:	\$1,054.78	\$9,112.89	\$10,167.67
Project Engineering:	\$19,083.91	\$499.86	\$19,583.77
Permanent ROW:	\$0.00	\$680.00	\$680.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$5,500.35	\$5,500.35
Total Project Costs:	\$20,138.69	\$267,395.47	\$287,534.16

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$34,588.09	\$34,588.09
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$227,385.11	\$227,385.11
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$20,138.69	\$5,422.27	\$25,560.96
Total Funding:	\$20,138.69	\$267,395.47	\$287,534.16

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-039 Alternate Project:

Percent Completed: 100.00% Length:

ROAD NUMBER/TWSP: Clinton Falls

LOCATION: Clinton Falls Township

DESCRIPTION: Replace L3951

LETTING DATE: 4 /21/2022 AWARD DATE: 4 /25/2022

CONTRACTOR: Fitzgerald Excavating & Trucking

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$230,145.38	\$230,145.38
Construction Engineering:	\$835.58	\$8,058.74	\$8,894.32
Project Engineering:	\$15,550.95	\$0.00	\$15,550.95
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$4,857.73	\$4,857.73
Total Project Costs:	\$16,386.53	\$243,061.85	\$259,448.38

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$234,530.04	\$234,530.04
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$16,386.53	\$8,531.81	\$24,918.34
Total Funding:	\$16,386.53	\$243,061.85	\$259,448.38

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-040 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Merton Township

LOCATION: Merton Township

DESCRIPTION: Bridge replacement L5978

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$112.59	\$11,891.37	\$12,003.96
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$181.45	\$181.45
Total Project Costs:	\$112.59	\$12,072.82	\$12,185.41

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$112.59	\$12,072.82	\$12,185.41
Total Funding:	\$112.59	\$12,072.82	\$12,185.41

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-041 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Medford Township

LOCATION: Medford Township

DESCRIPTION: replace bridge #74524

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$89.78	\$13,735.46	\$13,825.24
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$366.02	\$366.02
Total Project Costs:	\$89.78	\$14,101.48	\$14,191.26

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$89.78	\$14,101.48	\$14,191.26
Total Funding:	\$89.78	\$14,101.48	\$14,191.26

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-042 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Merton Township

LOCATION: Merton Township

DESCRIPTION: Replace Bridge #74507

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$89.78	\$14,978.12	\$15,067.90
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$181.45	\$181.45
Total Project Costs:	\$89.78	\$15,159.57	\$15,249.35

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$89.78	\$15,159.57	\$15,249.35
Total Funding:	\$89.78	\$15,159.57	\$15,249.35

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SAP 074-599-043 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Havana Township

LOCATION: Havana Township

DESCRIPTION: Replace bridge L8592

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$0.00	\$0.00
Project Engineering:	\$89.78	\$11,955.96	\$12,045.74
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$366.02	\$366.02
Total Project Costs:	\$89.78	\$12,321.98	\$12,411.76

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$89.78	\$12,321.98	\$12,411.76
Total Funding:	\$89.78	\$12,321.98	\$12,411.76

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

Miscellaneous Construction

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 074-019-005	\$0.00	\$7,004.87	\$0.00	\$0.00	\$0.00	\$185.73	\$7,190.60
CP 074-020-006	\$0.00	\$51.92	\$0.00	\$0.00	\$0.00	\$42.41	\$94.33
CP 074-021-004	\$0.00	\$1,491.78	\$0.00	\$0.00	\$0.00	\$626.62	\$2,118.40
CP 074-023-004	\$1,019,450.85	\$28,193.08	\$0.00	\$0.00	\$0.00	\$20,174.32	\$1,067,818.25
SP 074-070-007	\$116,610.71	\$14,254.59	\$0.00	\$0.00	\$0.00	\$11,249.59	\$142,114.89
Construction Total:	\$1,136,061.56	\$50,996.24	\$0.00	\$0.00	\$0.00	\$32,278.67	\$1,219,336.47

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-019-005 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Various County Roads

LOCATION: Various County Roads

DESCRIPTION: Traffic signal Evaluations

LETTING DATE: AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$113.68	\$113.68
Project Engineering:	\$0.00	\$6,891.19	\$6,891.19
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$185.73	\$185.73
Total Project Costs:	\$0.00	\$7,190.60	\$7,190.60

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$7,190.60	\$7,190.60
Total Funding:	\$0.00	\$7,190.60	\$7,190.60

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-020-006 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: Various County Roads

LOCATION: Various County Roads

DESCRIPTION: 2020-2040 Transportation Plan

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$0.00	\$51.92	\$51.92
Project Engineering:	\$0.00	\$0.00	\$0.00
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$42.41	\$42.41
Total Project Costs:	\$0.00	\$94.33	\$94.33

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$0.00	\$94.33	\$94.33
Total Funding:	\$0.00	\$94.33	\$94.33

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-021-004 Alternate Project:

Percent Completed: 0.00% Length:

ROAD NUMBER/TWSP: County Roads

LOCATION: County Roads

DESCRIPTION: Traffic signal maintenance project - share with the city of Owatonna

LETTING DATE:

AWARD DATE:

CONTRACTOR:

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$0.00	\$0.00
Construction Engineering:	\$11,899.66	\$768.95	\$12,668.61
Project Engineering:	\$40,897.60	\$722.83	\$41,620.43
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$12,500.00	\$0.00	\$12,500.00
Other/Overhead Costs:	\$4,162.06	\$626.62	\$4,788.68
Total Project Costs:	\$69,459.32	\$2,118.40	\$71,577.72

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$69,459.32	\$2,118.40	\$71,577.72
Total Funding:	\$69,459.32	\$2,118.40	\$71,577.72

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: CP 074-023-004 Alternate Project:
Percent Completed: 94.59% Length:
ROAD NUMBER/TWSP: NW 21st Ave
LOCATION: Township turnback from CSAH 49

DESCRIPTION:

LETTING DATE: 2 /16/2023 AWARD DATE: 2 /28/2023
CONTRACTOR: IMS Contracting, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$1,019,450.85	\$1,019,450.85
Construction Engineering:	\$0.00	\$2,498.48	\$2,498.48
Project Engineering:	\$0.00	\$25,694.60	\$25,694.60
Permanent ROW:	\$73,796.00	\$0.00	\$73,796.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$20,174.32	\$20,174.32
Total Project Costs:	\$73,796.00	\$1,067,818.25	\$1,141,614.25

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$0.00	\$0.00
County - Other Local:	\$73,796.00	\$1,067,818.25	\$1,141,614.25
Total Funding:	\$73,796.00	\$1,067,818.25	\$1,141,614.25

Steele County Highway Department

Statement of Construction Costs

For the Year Ended 12/31/2023

Project: SP 074-070-007 Alternate Project:

Percent Completed: 97.19% Length:

ROAD NUMBER/TWSP: Various Roads

LOCATION: Various Roads

DESCRIPTION: 2023 Federal rumble strip project

LETTING DATE: 5 /30/2023

AWARD DATE: 6 /13/2023

CONTRACTOR: Surface Preparation Technologies, LLC

Construction Costs	Prior Years	Current Year	Total
Contract Payments:	\$0.00	\$116,610.71	\$116,610.71
Construction Engineering:	\$172.77	\$9,558.54	\$9,731.31
Project Engineering:	\$3,405.98	\$4,696.05	\$8,102.03
Permanent ROW:	\$0.00	\$0.00	\$0.00
Temporary ROW:	\$0.00	\$0.00	\$0.00
Utility Relocation:	\$0.00	\$0.00	\$0.00
County Forces:	\$0.00	\$0.00	\$0.00
Other/Overhead Costs:	\$0.00	\$11,249.59	\$11,249.59
Total Project Costs:	\$3,578.75	\$142,114.89	\$145,693.64

Funding Sources

Regular Construction:	\$0.00	\$0.00	\$0.00
Municipal Construction:	\$0.00	\$0.00	\$0.00
Town Bridge:	\$0.00	\$0.00	\$0.00
Bonding:	\$0.00	\$0.00	\$0.00
Other Grants:	\$0.00	\$0.00	\$0.00
State Park:	\$0.00	\$0.00	\$0.00
County Turnback:	\$0.00	\$0.00	\$0.00
Federal:	\$0.00	\$103,900.14	\$103,900.14
County - Other Local:	\$3,578.75	\$38,214.75	\$41,793.50
Total Funding:	\$3,578.75	\$142,114.89	\$145,693.64

Steele County Highway Department

Summary of Construction Costs

For the Year Ended 12/31/2023

Project	Contract Payments	Engineering	ROW	Utility Relocation	Force	Other Costs	Total Costs
CP 074-022-001	\$0.00	\$310.64	\$0.00	\$0.00	\$0.00	\$253.77	\$564.41
CP 074-022-002	\$0.00	\$315.40	\$0.00	\$0.00	\$0.00	\$216.82	\$532.22
CP 074-023-001	\$296,620.52	\$0.00	\$0.00	\$0.00	\$0.00	\$32,558.00	\$329,178.52
CP 074-023-002	\$995,041.51	\$26,440.64	\$0.00	\$0.00	\$0.00	\$17,795.11	\$1,039,277.26
CP 074-023-003	\$930,217.72	\$16,429.54	\$0.00	\$0.00	\$0.00	\$11,992.74	\$958,640.00
CP 074-024-002	\$0.00	\$998.18	\$0.00	\$0.00	\$0.00	\$759.45	\$1,757.63
CP 074-024-003	\$0.00	\$2,060.66	\$0.00	\$0.00	\$0.00	\$1,683.33	\$3,743.99
CP 074-024-004	\$0.00	\$880.53	\$0.00	\$0.00	\$0.00	\$694.85	\$1,575.38
Construction Total:	\$2,221,879.75	\$47,435.59	\$0.00	\$0.00	\$0.00	\$65,954.07	\$2,335,269.41

**Steele County Highway Department
2024 Approved Budget**

Account Code	Account Name	2024 Budget
Revenue		
10-301-000-0000-5001	Current Tax - Administration	2,512,001
10-301-000-0000-5003	Delinquent Tax	-
10-301-000-0000-5007	Current Tax Mobile Homes	-
10-301-000-0000-5011	Gravel Tax	40,000
10-301-000-0000-5140	Highway Permit Revenue	8,000
10-301-913-0000-5201	CPA - Highway	280,575
10-301-000-0000-5203	Disparity Aid - Highway	-
10-301-000-0000-5208	MV Credit - Ag	-
10-301-000-0000-5511	Charges For Services	10,000
10-301-000-0000-5710	Interest	-
10-301-000-0000-5831	Misc Revenue	1,000
10-301-000-0000-5993	Refunds & Reimb	6,000
10-301-000-0000-5997	Transfers In	-
Expenditures		
10-301-000-0000-6110	Full-Time Wages	220,937
10-301-000-0000-6111	Perm Part-Time Wages	27,208
10-301-000-0000-6112	Temp Part-Time Wages	-
10-301-000-0000-6150	Life Insurance	153
10-301-000-0000-6151	Health Insurance	25,548
10-301-000-0000-6152	Disability Insurance	516
10-301-000-0000-6160	Pera	17,861
10-301-000-0000-6170	FICA	14,289
10-301-000-0000-6171	Workers Comp	1,423
10-301-000-0000-6180	Medicare	3,334
10-301-000-0000-6210	Telephone	12,600
10-301-000-0000-6215	Postage	400
10-301-000-0000-6241	Membership Dues	3,150
10-301-000-0000-6242	Publishing	500
10-301-000-0000-6243	Advertising, Legal Notices & Subscription	-
10-301-000-0000-6260	Consultants/Admin Fee	3,600
10-301-000-0000-6261	Conference & Training	1,900
10-301-000-0000-6301	Equip/Software Maint	25,000
10-301-000-0000-6330	Travel Expenses	2,000
10-301-000-0000-6331	Mileage Reimbursement	200
10-301-000-0000-6341	Office Rent	-
10-301-000-0000-6350	Property & Liability Insurance	86,461
10-301-000-0000-6381	Cpu Usage & Network Support	17,300
10-301-000-0000-6410	Office Supplies	2,500
10-301-000-0000-6480	Non-Capitalized Inventory	1,600
10-301-000-0000-6512	Bldg Repair & Maintenance	34,294

**Steele County Highway Department
2024 Approved Budget**

Account Code	Account Name	2024 Budget
	Revenue	
10-302-000-0000-5001	Current Tax - Maintenance	-
10-302-000-0000-5305	State Allotment - Maintenance	2,451,962
10-302-000-0000-5306	State Allotment - Municipal Maintenance	193,089
10-302-000-0000-5511	Charges For Services	25,000
10-302-000-0000-5514	Reimburse Against Expense	50,000
10-302-000-0000-5819	Street Address Sign Income	500
10-302-000-0000-5870	Wheelage Tax Revenue	750,000
10-302-000-0000-5871	Sales Tax Revenue	660,000
10-302-000-0000-5997	Transfers In	51,000
	Expenditures	
10-302-000-0000-6110	Full-Time Wages	826,552
10-302-000-0000-6112	Temp Part-Time Wages	50,000
10-302-000-0000-6113	Overtime	25,000
10-302-000-0000-6150	Life Insurance	510
10-302-000-0000-6151	Health Insurance	308,628
10-302-000-0000-6152	Disability Insurance	384
10-302-000-0000-6160	Pera	63,866
10-302-000-0000-6170	FICA	54,093
10-302-000-0000-6171	Workers Comp	24,778
10-302-000-0000-6180	Medicare	12,622
10-302-000-0000-6191	Sick Leave Payoffs	21,000
10-302-000-0000-6261	Conference & Training	5,500
10-302-000-0000-6321	Maintenance Agreements	118,200
10-302-000-0000-6330	Travel Expenses	1,000
10-302-000-0000-6340	Equipment Rental	41,500
10-302-000-0000-6408	Uniforms/Uniform Reimbursement	4,200
10-302-000-0000-6523	Supplies - Road Salt & Sand	100,000
10-302-000-0000-6524	Supplies - Culverts	25,000
10-302-000-0000-6525	CSAH Supplies - Aggregate/Asphalt	180,000
10-302-000-0000-6529	Co Rd Supplies - Aggregate/Asphalt	87,000
10-302-000-0000-6534	Supplies - Signing	46,300
10-302-000-0000-6537	County Contracts	2,596,065
10-302-000-0000-6552	County Leased Facility Improvements	30,000
10-302-000-0000-6553	Weed Spray & Vegetation Supplies	20,000
10-302-000-0000-6564	Intergovernmental Expense	16,500
10-302-000-0000-6801	Osha/Safety Supplies	6,000

Steele County Highway Department
2024 Approved Budget

Account Code	Account Name	2024 Budget
	Revenue	
10-303-000-0000-5997	Transfers In	18,000
	Expenditures	
10-303-000-0000-6110	Full-Time Wages	407,667
10-303-000-0000-6112	Temp Part-Time Wages	7,500
10-303-000-0000-6113	Overtime	40,000
10-303-000-0000-6117	Meal Reimbursement	450
10-303-000-0000-6150	Life Insurance	285
10-303-000-0000-6151	Health Insurance	62,448
10-303-000-0000-6152	Disability Insurance	720
10-303-000-0000-6160	Pera	33,575
10-303-000-0000-6170	FICA	27,310
10-303-000-0000-6171	Workers Comp	6,630
10-303-000-0000-6172	Unemployment Benefit	-
10-303-000-0000-6180	Medicare	6,372
10-303-000-0000-6191	Sick Leave Payoffs	18,000
10-303-000-0000-6192	Uniform Allowance	-
10-303-000-0000-6193	Fee-Flex Benefit Admin	-
10-303-000-0000-6241	Membership Dues	625
10-303-000-0000-6242	Publishing	700
10-303-000-0000-6260	Consultants/Admin Fee	41,000
10-303-000-0000-6261	Conference & Training	7,000
10-303-000-0000-6330	Travel Expenses	2,000
10-303-000-0000-6331	Mileage Reimbursement	-
10-303-000-0000-6408	Uniforms/Uniform Reimbursement	1,125
10-303-000-0000-6480	Non-Capitalized Inventory	5,000
10-303-000-0000-6510	Engineering & Surveying Supplies	5,000
10-303-000-0000-6517	County Construction Right Of Way Exp	5,000

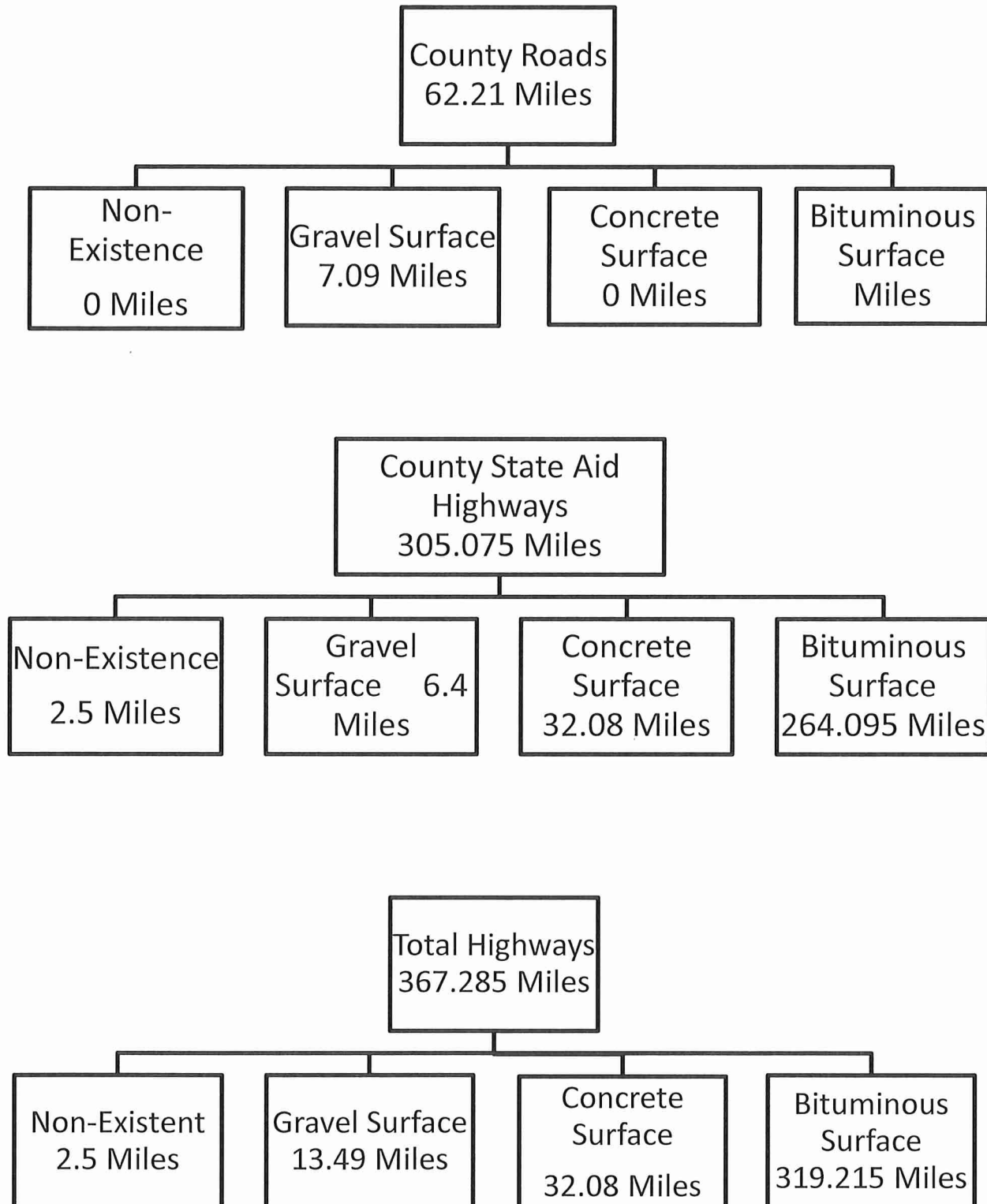
Steele County Highway Department
2024 Approved Budget

Account Code	Account Name	2024 Budget
	Revenue	
10-304-000-0000-5511	Charges For Services	10,000
10-304-000-0000-5514	Reimburse Against Expense	383,000
	Expenditures	
10-304-000-0000-6110	Full-Time Wages	148,893
10-304-000-0000-6113	Overtime	1,000
10-304-000-0000-6150	Life Insurance	70
10-304-000-0000-6151	Health Insurance	51,096
10-304-000-0000-6160	Pera	11,242
10-304-000-0000-6170	FICA	8,994
10-304-000-0000-6171	Workers Comp	3,248
10-304-000-0000-6180	Medicare	2,099
10-304-000-0000-6252	Contracted Services	25,000
10-304-000-0000-6261	Conference & Training	1,000
10-304-000-0000-6330	Travel Expenses	500
10-304-000-0000-6331	Travel Expenses - Mileage	100
10-304-000-0000-6408	Uniforms/Uniform Reimbursement	750
10-304-000-0000-6480	Non-Capitalized Inventory	10,000
10-304-000-0000-6511	Maint Shop Supplies & Materials	17,000
10-304-000-0000-6512	Bldg Repair & Maintenance	4,000
10-304-000-0000-6513	Tools	4,000
10-304-000-0000-6514	Utility Services	65,000
10-304-000-0000-6515	Shop Equip Repair & Maintenance	4,000
10-304-000-0000-6516	Equipment Rental & Lease	2,500
10-304-000-0000-6519	Cutting Edges	50,000
10-304-000-0000-6520	Machinery/Vehicle Parts	120,000
10-304-000-0000-6521	Supplies-Diesel Fuel	120,000
10-304-000-0000-6522	Diesel Fuel Tax	16,000
10-304-000-0000-6540	Fuel & Lubricants	150,000
10-304-000-0000-6600	Capital Outlay	861,000

Steele County Highway Department
2024 Approved Budget

Account Code	Account Name	2024 Budget
Revenue		
10-310-000-0000-5304	Township Bridge	770,000
10-310-000-0000-5305	State Aid	3,565,000
10-310-000-0000-5306	State Aid - Municipal	350,000
10-310-000-0000-5308	Bridge Funding	1,018,205
10-310-000-0000-5403	Federal Funds	769,500
10-310-000-0000-5514	Reimburse Against Expense	660,000
10-310-000-0000-5871	Sales Tax Revenue	3,285,500
Expenditures		
10-310-000-0000-6262	Sales Tax Consultants	1,357,500
10-310-000-0000-6517	Sales Tax Right of Way	157,500
10-310-000-0000-6535	Town Bridge	770,000
10-310-000-0000-6536	Federal Funds	769,500
10-310-000-0000-6537	19	660,000
10-310-000-0000-6538	Regular State Aid Construction	3,565,000
10-310-000-0000-6539	Municipal State Aid Construction	350,000
10-310-000-0000-6565	Sales Tax Construction Projects	1,770,500
10-310-000-0000-6624	Bridge Bonding Projects	1,018,205

Steele County Highway Mileage Chart



Steele County , Minnesota
Surface Type
For Year Ended December 31, 2023

COUNTY STATE AID REGULAR						COUNTY STATE AID MUNICIPAL				
SURFACE-MILES						SURFACE-MILES				
Road No	Gravel	Concrete	Bituminous	Non-Existent	Total Miles	Road No	Municipality	Concrete	Bituminous	Total Miles
1			4.500		4.500	12	Medford	0.5	0.900	1.400
2		8.560	5.135		13.695	14	Ellendale		0.750	0.750
3			14.900		14.900	15	Blooming Prairie		1.170	1.170
4			19.500		19.500	16	Blooming Prairie		0.040	0.040
5			1.000		1.000	20	Medford		0.250	0.250
6			9.400		9.400	38	Ellendale		1.120	1.120
7		8.760	8.540	1.000	18.300	41	Blooming Prairie		0.910	0.910
8			5.680		5.680	42	Blooming Prairie	0.44	0.200	0.640
9	0.700		7.900		8.600	45	Medford		0.680	0.680
10			2.500		2.500	46	Blooming Prairie		1.000	1.000
11			1.050		1.050		Totals	0.94	7.020	7.960
12			12.600		12.600					
13			5.100		5.100					
14			10.200		10.200					
15			6.000		6.000					
16			12.000		12.000					
17	1.000		9.800		10.800					
18	3.000		16.700		19.700					
19		1.680	8.100		9.780					
21			5.000		5.000					
22			2.500		2.500					
23			12.300		12.300					
24			5.000		5.000					
26	0.300		8.700		9.000					
27			2.000		2.000					
28			2.100		2.100					
29			1.000		1.000					
30			4.500		4.500					
31			3.300		3.300					
32			5.400		5.400					
33			2.200		2.200					
34	1.400	2.320	0.750	1.500	5.970					
35			2.500		2.500					
36			0.260		0.260					
37			6.500		6.500					
40			0.500		0.500					
43			5.200		5.200					
45		9.300	15.62		24.92					
47			0.300		0.300					
48		0.520	2.290		2.810					
49			0.750		0.750					
60			2.700		2.700					
67			2.500		2.500					
77			2.600		2.600					
Totals	6.400	31.140	257.075	2.500	297.115					

Summary:

Gravel Surface - 13.490
Concrete Surface - 32.080
Bituminous Surface 319.115
Nonexistent 2.500
Total Miles 367.185

State Aid Roads - 305.075
County Roads - 62.210
367.285

STEELE COUNTY HUMANE SOCIETY

SPEAKING FOR THOSE WHO CANNOT SPEAK FOR THEMSELVES



ABOUT US

WHO WE ARE

Founded in 1989, the Steele County Humane Society is a 501(C)(3) non-profit organization, comprised of one paid employee and approximately twenty-five community volunteers currently.

Currently, the SCHS does not have a shelter. Our animals live in foster homes where they are loved, socialized and provided all veterinary services, including neutering and spaying until they are ready for their forever homes.

CURRENT NEEDS

Foster Families

Donations for the shelter

2 more board members



OUR MISSION

- Providing quality foster care for homeless cats and dogs in the Steele County area.
- Providing veterinary care to the animals in foster care, within the policies and procedures and resources of the organization.
- Encouraging the adoption of homeless cats and dogs.
- Encouraging spaying and neutering to reduce pet overpopulation.
- Assisting in the enforcement of laws for the prevention of cruelty to animals and aid district and county societies and agencies in enforcement of such laws.
- Providing education to the general public on humane and ethical treatment of animals.
- Bringing together and supporting others in developing the humane treatment and care of animals.

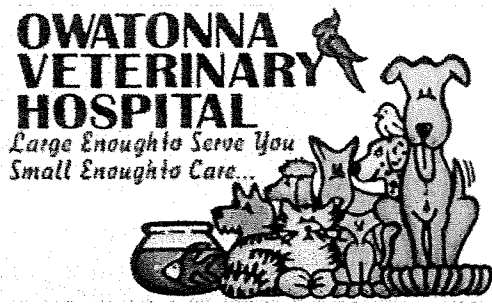
507-451-4512

www.steelecountyhumanesociety.net

<https://www.facebook.com/SteeleCountyHumaneSociety>

Steele County Humane Society
2024 Proposed Budget

Item	Budget Amount	Actual Amount
Adoption Expenses	\$100	
Advertising	\$1,000	
Dues & Subscriptions	\$300	
Fundraising Expenses	\$5,000	
Insurance	\$2,000	
MN Sales Tax	\$1,500	
Office Expenses	\$6,000	
Payroll	\$22,000	
Rent	\$3,600	
Supplies for animals	\$3,000	
Vet Bills	\$45,000	
Supplies for office or operations	\$500	
Legal & Professional Fees	\$1,500	
Total	\$91,500	\$0



Owatonna Veterinary Hospital

185 28th St. NE

Owatonna, MN, 55060

Ph: 507-451-8153

Email: owatonnaveterinaryhospital@gmail.com

May
\$1087.46

April
\$830.54

Final Balance (05-31-2024):

March
\$1017.50

February+
\$2911.18

\$5846.68

Amount Due
~~\$5846.68~~

PAYMENT TERMS: COD
Bank Account:

7/7

67255.08

6/18/24

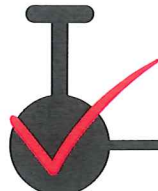
PROJECT SCHEDULE

PROJECT
NAME:

SHELTER BUILDING

CLIENT :

STEELE COUNTY
HUMANE SOCIETY



PHASE 1 - SITE PLANS & SHELL
SURVEYING, SOIL TESTING, PERMIT, UTILITIES,
ARCHITECTURE, CONTRACTS, EROSION CONTROL,
MATERIALS FOR FOUNDATION, ROOFING, FRAMING, SIDING,
PLUMBING COSTS

PHASE 2 - EXTERIOR AND PREP FOR WINTER
COMPLETE SITE WORK, FENCING, DRIVEWAY, INSTALL
DOORS, WINDOWS, ROOFING AND SIDING. HANG DRYWALL.

PHASE 3 - COMPLETE INSIDE
MUD & TAPE WALLS, PAINTING, FINISH ELECTRICAL,
HEATING, PLUMBING, FLOORING, SPRINKLER, ARCHITECTURE,
INTERIOR MILLWORK, INSTALL KENNELS, PATIOS, ETC.



1

2023 Year-end Financial Results

- 2023 net income \$27.3M versus a budget of \$3.0M.
- Loss ratio of 83.7% versus budget of 90.6%.
- Administrative expense to revenue ratio 7.7% versus a budget of 8.4%.
- Investment income \$3.9M versus budget of \$600,000.
- Risk-Based Capital (RBC) 811% up from 451%.
- CLA completed their financial audit of South Country for 2023:
 - No difficulties encountered in performing the audit. No misstatements. No audit adjustments.
 - Auditors' Report had a clean or Unmodified Opinion.

South
Country
HEALTH ALLIANCE

2

2

2024 Budget



South Country's 2024 budget calls for net income of \$4,605,000.

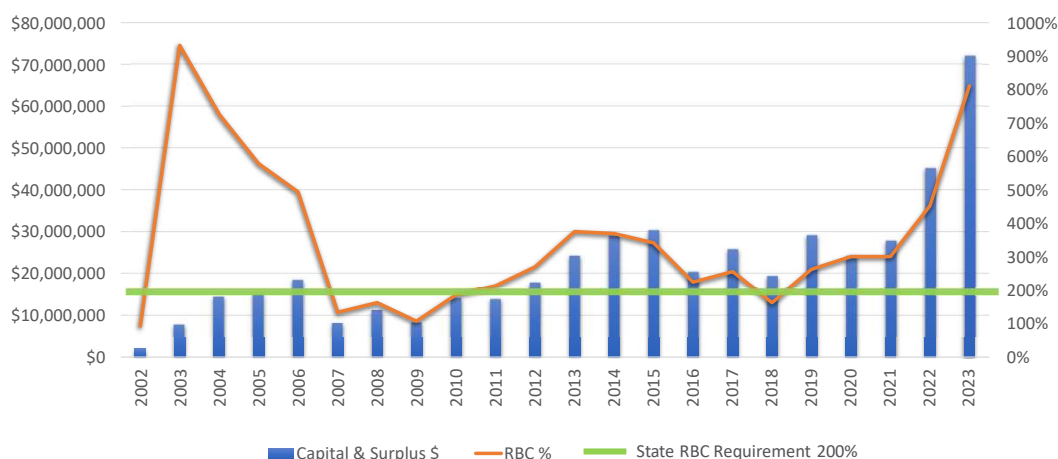
Key assumptions included:

- Membership decrease of 17% due to ending of the Federal Public Health Emergency.
- Revenue on PMPM basis up due to relatively moderate increases in capitation rates in PMAP, Seniors, SNBC, and Medicare lines.
- Medical claims costs up on a PMPM basis due to higher utilization and increased unit cost trend assumptions in both medical and pharmacy costs.
- Member Program Investment (Delfina pre-natal/post-partum project, Included Health, and nutrition benefit)
- Loss ratio of 89.3% versus prior year budget of 90.6%.
- Administrative expense to revenue ratio of 9.6% versus prior year budget of 8.5%.

3

3

Historical Capital & Surplus w/RBC



4

4

Historical Capital & Surplus by County



Below illustrates the historical capital & surplus paid-in by Steele and paid-out to Steele.

Capital & Surplus History - Steele County

Year	Paid-In	Paid-Out	Cummulative Total, Net	Financial Statement Paid- In Balance	Capital & Surplus Ending Balance
2001	\$ 117,878	\$ -	\$ 117,878	\$ 117,878	
2006	\$ -	\$ (249,668)	\$ (131,790)	\$ -	
2007	\$ -	\$ (1,239,161)	\$ (1,370,951)	\$ -	
2008	\$ 1,277,745	\$ -	\$ (93,206)	\$ 1,277,745	
2018	\$ 1,055,472	\$ -	\$ 962,266	\$ 2,333,217	
2019	\$ 1,055,472	\$ -	\$ 2,017,738	\$ 3,388,689	
	<u>\$ 3,506,567</u>	<u>\$ (1,488,829)</u>			
2023			<u>\$ 2,017,738</u>	<u>\$ 3,388,689</u>	<u>\$ 17,274,985</u>

Note: The Financial Statement Paid-In Balance shows what was reflected in the footnotes of our external financials. In 2006 & 2007, when counties were in a net paid-out (or net received) status, the Financial Statement Paid-In Balance reflected zero. (A negative paid-in amount would not be shown.) In 2008, the paid in amount became the Financial Statement Paid-In Balance, the previous negative net amount did not carryforward.

5

5



Community Reinvestment

A core principle of South Country is to reinvest into our communities when financial conditions allow.



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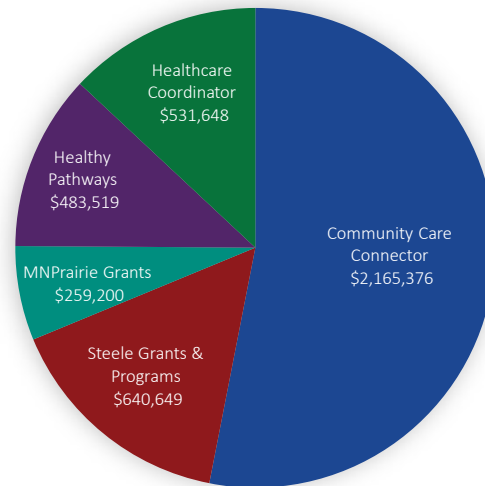
Community Reinvestment

South Country has reinvested \$22.7 million dollars into our communities through grants, additional programs, and the Community Care Connector position.

- Steele County and MNPrairie
\$4.1 million



Community Reinvestment
Steele County/MNPrairie



7

7

Take Charge!™ Wellness Programs

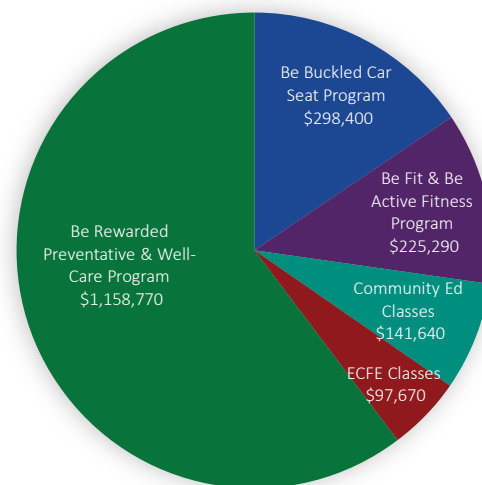
South Country promotes preventive care and staying healthy.

We offer a variety of incentives and rewards for every level of member we serve.

- Program funding \$1.9 million
(all counties)



South Country Health Alliance
Wellness Programs – All Counties



8

8

2024 Community Reinvestment

- 2 grant pools in equal amounts with each targeted at 3% of capital & surplus at YE 2024. Funds to be distributed in 2025.
 - One pool to providers and community organizations that serve our members within our service area through an RFP grant process.
 - One pool to member counties. Funds to support programs, staffing or infrastructure that impact healthcare needs of members as outlined in the CBP statute 256B.692 subd. 4.a
- Using YE 2023 results as the basis for calculations, 3% projected pool amounts are \$2,160,000 or a total of \$4,320,000.



9

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Current Initiatives

- Included Health (aka Doctor on Demand)
- Delphina, pre-natal/post-partum program
- Healthy Pathways refresh, behavioral health program
- Community Care Connector Refresh
- Nutrition Program



10

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CARMA Bill: SF3372 / HF3533

County Administered Rural Medical Assistance

2024 Bill: Legislative authorization, direction and some funding for the DHS Commissioner to work with AMC and CBP plans to develop the CARMA model and bring it back to the Legislature in 2025.

Bill Status:

- In the final hours of session, the Legislature passed the Tax Omnibus bill, which included the HHS Omnibus bill, this included CARMA as originally proposed.



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County Administered Rural Medical Assistance (CARMA)

- Establishing subgroups to develop more detail on the general concepts of the CARMA model.
 - Benefits and services
 - Performance Improvement and Measurement
 - Systems Integration
 - Financial Model
 - Oversight and Regulation
 - CARMA Implementation and Bill Development
 - CARMA Population Expansion
- Subgroups are a mix of steering group members and subject matter experts from DHS, CBP's, counties and others
- Steering group provides direction and timeline for the work
- Subgroups to provide progress reports and recommendations to the steering group for decisions

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South Country Health Alliance, et al., vs.
Minnesota Department of Human Services, et al.

Supreme Court Oral Arguments took place on Monday, June 3, 2024.

A recording of the oral arguments can be found here:
[Minnesota Judicial Branch - Home](#) | [Minnesota Judicial Branch](#)
(mncourts.gov)

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