



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, AUGUST 13, 2024 at 4:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

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

Public Comment

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

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

Correspondence

- 4.

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 July 23, 2024 Board Minutes (pg. 4)
6. Approve July 23, 2024 Board Work Session Minutes (pg. 8)
7. Approve Bills (pg. 10)

8. Approve Personnel Report (pg. 45)
9. Adopt a Resolution Accepting Veteran Services Donations (pg. 46)
10. Approve Installation of Additional Security Cameras for Admin Center (pg. 48)

General Agenda

11. August Anniversary Report (pg. 55)
12. 2023 Financial Audit Presentation: Sheanne Hediger, CPA – Bakertilly (pg. 56)
 - Motion to: Accept 2023 Financial Audit as presented
13. Healthcare Insurance RFP Results Presentation: Aaron Casper – National Insurance Services (NIS) (pg. 57)
 - Motion to: Approve the low bid received for 2025 Health Insurance Plan and Costs from Incumbent Carrier, Southeast Service Cooperative (Medica); AND Remove 4th Quarter Carryover Option.
14. Authorize Commissioner Abbe and Brady to vote in favor of the Rice & Steele 911 Center 2025 Budget. (pg. 100)
15. Approve Agreement with Canadian Pacific Kansas City Railroad for Crossing Improvement at SE 18th Street. (pg. 103)
16. Adopt a Resolution for Safe Streets for All Funding to Develop a Comprehensive Safety Action Plan. (pg. 111)
17. Approve Out of State Travel for Highway and Landfill Staff to attend Caterpillar Governmental Training and Safety Days. (pg. 114)
18. Approve CUP # 439, Steele – Waseca Cooperative to place a substation on property located in Medford Township with 4 conditions based on findings of fact. (pg. 117)
19. Adopt a Resolution Approving Public Health Donations. (pg. 126)

County Board Work Session – August 13, 2024

20. Board decision regarding MNPrairie Human Resource Staffing; Authorize Commissioner Krueger and Abbe to notify MNP Joint Powers Board regarding the Boards decision. (pg. 127)
21. Appropriate \$1,500.00 to the Steele County Wellness Fund for 2024 Health Fair (pg. 128)

Information:

22. Planning Commission Minutes – Tuesday, August 6, 2024 (pg. 130)

23. Internal Central Services Committee Minutes – Wednesday, August 13, 2024 (pg 132)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – **Wed., August 14, 2024 at 8 a.m. in the Boardroom**

Land Use & Records – **Tuesday, August 20, 2024 at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, August 27, 2024 at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, August 27, 2024 at 5 p.m. in the Boardroom**

Adjourn

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

WHEREAS, pursuant to Minn. Stat. §282.135, the County Board may delegate to the County Auditor any of its authority, powers or responsibilities under Chapter 282;

WHEREAS, the County Board has previously delegated authority, powers and responsibilities, under Chapter 282, to Brenda Blood, previously the Interim Steele County Auditor.

NOW, THEREFORE, BE IT RESOLVED, the County Board hereby delegates the following authority, powers and duties to Jennifer Mueller, Property Tax & Elections Director:

- The classification of tax-forfeited land as conservation or non-conservation property;
- The determination of appraised value for the sale of tax-forfeited land;
- The determination of the terms of the sale of tax-forfeited land;
- The sale of tax-forfeited land at public auction;
- The initiation of legal proceedings to cancel contracts for the purchase or repurchase of tax-forfeited land in default;
- The authorization to reinstate canceled contracts for the purchase or repurchase of tax-forfeited land; and
- The authorization to approve to disapprove the repurchase of tax-forfeited land by the former owner or other eligible party.

BE IT FURTHER RESOLVED that this delegation of authority, powers and responsibilities shall remain in effect as cited by Statute unless otherwise rescinded by the Board.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve out of state travel for one Assistant County Attorney to attend the National Drug Court Prosecutor Training. Ayes all.

Motion by Commissioner Glynn, seconded by Gnemi to appoint Commissioner Krueger and Gnemi to serve on the Canvassing Board: Friday, August 16th at 11:00 a.m. for the Primary Election. Ayes all.

Motion by Commissioner Krueger, seconded Commissioner Approve the Facilities and Fleet Director to Advertise for Bids regarding the Steele County parking lot reconstruction for the Courthouse and the Administration Building upon final completion of the construction documents. Ayes all.

Commissioners held a Public Listening Session

Dale Oolman presented the Rezone Request #85 of property located in Hope from General Business to Rural Residential.

No Public Comments were received via email/mail.

Commissioner Brady opened the floor for in person public comments. There were no public comments.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the listening session. Ayes all.

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

RESOLUTION AMENDING THE STEELE COUNTY ZONING MAP

WHEREAS, the Steele County Zoning Map was adopted on September 9th, 1993; and

WHEREAS, the Steele County Zoning Map classifies the following described parcel as General Business (B): Lot Nine (9) and the North 69 feet of Lot Eleven (11), of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4) of Section 30, Township 106 North, Range 20 West, according to the Plat thereof on file and of record in the Office of the Steele County Recorder, Steele County Minnesota.

And

The North Sixty-nine (69) feet by Thirty-three (33) feet of Lot Eleven (11), Lot Eleven (11), being 165 feet North and South and Thirty-three(33) feet East and West of the Northwest Quarter (NW1/4) of the Northeast Quarter (NE1/4) of Section Thirty (30) Twp, 106 North of Range 20 West, according to the Plat thereof on file the Office of the Registrar of Titles of the County of Steele and State of Minnesota. ; and

WHEREAS, Darren Wilkie has requested to amend the Steele County Zoning Map by rezoning this parcel from General Business (B) to Rural Residential (R-1); and

WHEREAS Minnesota Statute §394.25 allows for amendments to the Zoning Ordinance and zoning maps following a public hearing and recommendation by the planning commission; and

WHEREAS the Planning Commission held a public hearing on July 1, 2024 and forwarded its recommendation to the Steele County Board of Commissioners; and

WHEREAS, the Steele County Board of Commissioners finds the zoning map amendment request to be consistent with the intent of the Steele County Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners hereby amends the Steele County Zoning Map to reclassifying the parcel from General Business (B) to Rural Residential (R-1).

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe was absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

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

**APPOINT BRIAN ANDERSON AS THE STEELE COUNTY ASSESSOR TO COMPLETE
A FOUR- YEAR TERM FOR THE PERIOD FROM
JULY 24, 2024 THROUGH DECEMBER 31, 2024**

WHEREAS, Minnesota Statute §273.061, subdivision 1, requires the appointment of a County Assessor, and

WHEREAS, Minnesota Statute §273.061, subdivision 2, provides for the term of four years, to begin January 1 or every fourth year after 1973.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that Brian Anderson be and hereby is appointed to the position of Steele County Assessor effective July 24, 2024 through December 31, 2024.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe was absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Commissioner Reports:

Commissioner Brady reported his attendance at the Joint powers 911 dispatch meeting, Public Works Committee meeting, Soil and Water, Conservation meeting and Human Resource Center.

Commissioner Glynn reported his attendance at the Public Safety and Health meetings, Board of Appeals and Equalization, JD 11, Work Session, Fair Board Committee, and Land Use and Records Committee.

Commissioner Krueger reported his attendance at Public Works Committee meeting, South County Health Alliance Joint Powers Board, Assessor interview, Rotary Club, Land Use and Records, MNPrairie meeting, and a Work Session.

Commissioner Gnemi reported his attendance at the Public Safety Committee, Assessor interviews, Historic Center meeting, Drug Court Anniversary meeting, Drug Court meeting, Steele County Soil and Water Conservation meeting, South Central Human Relation’s meeting, and a Work Session.

County Administrator reported her attendance at MACA.

Commissioner Abbe was absent.

LISTING OF BILLS
July 23, 2024

7 Rivers Recycling LLC	3,671.46
Avenu Insights & Analytics LLC	7,067.91
Bakken/Duane A	4,921.25
BRN Lawn & Landscape LLC	4,460.00
Carquest Auto Parts	2,286.97
Central Farm Services	7,666.72
Counties Providing Technology	4,525.00
CRK Properties LLC	6,573.21
Ditlevson/Mark	4,291.00
Election Systems & Software Inc	27,743.04
Erickson Engineering Co LLC	3,058.00
JCS Consulting LLC	2,100.00
J R's Advanced Recyclers Inc	3,940.00
Lsq Funding Group Le	3,850.45
Midwest Monitoring & Surveillance	3,073.22
Mike's Repair	4,530.00
Minnesota Counties Computer Coop	6,398.05
Moore Md/KellyannaJ	3,864.24
Short Elliott Hendrickson Inc	27,758.21
Steele County Highway Dept	4,794.58
Steele County SWCD	33,750.00
Stewart Sanitation	2,540.07
Summit Food Services LLC	7,020.99
Thomson Reuters - West	2,670.48
UKG Kronos Systems LLC	3,633.10
Univ Of Mn Regents	57,322.68
WSB & Associates Inc	2,706.00
Ziegler,Inc	310,742.92
113 Payments less than 2000	36,362.06
Final Total:	593,321.61

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 5:33 p.m. Ayes all.

CHAIRMAN

ATTEST: ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 23, 2024

STATE OF MINNESOTA }
COUNTY OF STEELE }

} ss

The Steele County Board of Commissioners held a Work Session at 3:30 p.m. on July 23, 2024 with Commissioner's Gnemi, Krueger, Brady, and Glynn present. Commissioner Abbe was absent. Also present were Human Resources Director Julie Johnson, Finance Director Candi Lemarr, IT Director Dave Purscell, County Attorney Robert Jarrett, UMN Director Lisa Dierks, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

University of Minnesota Extension Team gave a presentation. Kelsey Erf and Tracy Ignaszewski gave an update on 2024 Steele County 4-H goals covering the areas of programs, growth, and retention. Ryan Lermon, Local Educator, gave an update on community his outreach through the use of radio, e-newsletter, and newspapers. Master Gardner Program Coordinator Lorrie Rugg discussed how to become a master gardener, their main projects for 2024, and if approved by staff, they are hoping to add will see a texture garden, a healing garden, a water feature, test plots and a children's garden near the gazebo sometime in the future.

911 Administrator Brian Becker and Finance Director Candi Lemarr presented the Rice & Steele 911 Center 2025 proposed budget as information to the Board. The focus of the report was on the spending needed to support the essential services of the center. Concern was expressed regarding the proposed percentage increase in the county's share of the 2025 budget. Dispatch is following up on grants to try and offset the cost increase in the budget. Candi and Brian assured the Board that the proposed 2025 budget covers only essentials. Candi also mentioned that the Dispatch Center's audit came back clean.

The Board continued their discussion of MNPrairie possibly having their own HR department. Johnson and Lemarr reported that since the start of MNPrairie, the team has grown by 52 full time equivalent positions where Steele County has experienced a net loss of 8 full time positions during that same period of time. Krueger reported that the MNP Joint Powers Board did not express any additional concerns about the HR transition plan proposed by the staff and are waiting for Steele County to make its decision so that they can determine their next steps. The Board will continue this conversation at their next regular board meeting in August.

Renae gave the Board an update on some of the topics considered by the MNPrairie Joint

Powers Board at their last meeting that will affect their budget. Some of these topics included a request to enter into a retainer with outside legal counsel for collection/estate recovery work. The topic was tabled so that the three county attorneys could provide additional detail about the services that they can provide and the pricing structure, if applicable. They also considered requests for additional staffing. This topic led to a more involved conversation regarding how personnel costs were estimated for the 2024 budget. The agenda also included several reports and updates from MNPrairie staff members. Agendas and minutes for the MNP Joint Powers Board can be found at MNPrairie Agenda Center. The All-Commissioners meeting will be held on September 6th from 9:00 am to noon at OPU. MNP is tentatively looking at a 11.34% increase in their budget from 2024 to 2025. Looking for clarity from the MNP financials on this increase. Steele County Finance received the MNP Audit report and Commissioners are recommended to stop into Candi's office to discuss the report .

Dave Purscell gave a report regarding his out of state travel to the MS-ISAC / EI-ISAC Convention. He presented updates regarding the volatile climate surrounding and the potential for cyber and other attacks that are meant to disrupt election processes. He commented on the impact on Steele County operations related to the recent Microsoft crisis related to the CrowdStrike update.

Meeting was adjourned at 4:48 p.m.

CHAIRMAN

ATTEST: _____
Administrator

SBENDORF

8/7/24

9:41AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

8/7/24 9:41AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT		Administration			
	8867 Bently Systems Inc.					
1	10-301-000-0000-6301	1,118.00	OpenRoads SignCAD Subscription	48535051	Equip/Software Maint	N
	8867 Bently Systems Inc.	1,118.00	1 Transactions			
	6980 Block Plumbing & Heating Inc					
2	10-301-000-0000-6512	196.00	Backflow test	68579	Bldg Repair & Maintenance	N
	6980 Block Plumbing & Heating Inc	196.00	1 Transactions			
	16860 Custom Communications Inc					
15	10-301-000-0000-6512	181.50	Fire alarm monitor 8/1 - 10/31	584159	Bldg Repair & Maintenance	N
	16860 Custom Communications Inc	181.50	1 Transactions			
	61505 Gopher State One-Call					
19	10-301-000-0000-6260	37.80	July locates	4071478	Consultants/Admin Fee	N
	61505 Gopher State One-Call	37.80	1 Transactions			
	65100 Paape Companies Inc					
58	10-301-000-0000-6512	1,395.75	1st qtr serv July - Sept	114203	Bldg Repair & Maintenance	N
	65100 Paape Companies Inc	1,395.75	1 Transactions			
	4247 RT Vision Inc					
61	10-301-000-0000-6301	525.00	Annual OneGov permit fees	INV812	Equip/Software Maint	N
	4247 RT Vision Inc	525.00	1 Transactions			
301	DEPT Total:	3,454.05	Administration	6 Vendors	6 Transactions	
302	DEPT		Road & Bridge Maintenance Expense			
	36550 IFACS					
21	10-302-000-0000-6534	153.61	Screws, nuts & washers	5341775	Supplies - Signing	N
24	10-302-000-0000-6524	42.48	Culvert supplies, CSAH 45	5341998	Supplies - Culverts	N
25	10-302-000-0000-6524	42.48	Culvert supplies, CSAH 23	5341998	Supplies - Culverts	N
26	10-302-000-0000-6524	42.48	Culvert supplies, CSAH 4	5341998	Supplies - Culverts	N
	36550 IFACS	281.05	4 Transactions			
	46551 Locators & Supplies Inc					
28	10-302-000-0000-6801	787.02	Flo lime safety gloves	0315831-IN	Osha/Safety Supplies	N
	46551 Locators & Supplies Inc	787.02	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
51294	Metal Culverts Inc					
30	10-302-000-0000-6524		1,036.70	Culvert, band & end section	A-29092	Supplies - Culverts N
31	10-302-000-0000-6524		188.00	2 - 15" flared end sections	A-29123	Supplies - Culverts N
32	10-302-000-0000-6524		1,225.50	Culvert supplies for repair	A-29147	Supplies - Culverts N
51294	Metal Culverts Inc		2,450.20	3 Transactions		
1037	Midstates Equipment & Supply Inc					
33	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 17	224667	Equipment Rental N
34	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 14	224667	Equipment Rental N
35	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 13	224667	Equipment Rental N
36	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 11	224667	Equipment Rental N
37	10-302-000-0000-6340		585.54	Crackfill rental - CtyRd 111	224667	Equipment Rental N
38	10-302-000-0000-6340		585.54	Crackfill rental - Cty Rd 177	224667	Equipment Rental N
39	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 9	224667	Equipment Rental N
40	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 7	224667	Equipment Rental N
41	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 6	224667	Equipment Rental N
42	10-302-000-0000-6340		585.54	Crackfill rental - CSAH 42	224667	Equipment Rental N
43	10-302-000-0000-6340		585.54	Crackfill rental - CSAH 4	224667	Equipment Rental N
44	10-302-000-0000-6340		585.54	Crackfill rental - CSAH 36	224667	Equipment Rental N
45	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 34	224667	Equipment Rental N
46	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 3	224667	Equipment Rental N
47	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 22	224667	Equipment Rental N
48	10-302-000-0000-6340		585.55	Crackfill rental - CSAH 18	224667	Equipment Rental N
1037	Midstates Equipment & Supply Inc		9,368.75	16 Transactions		
56125	NAPA Auto Parts					
55	10-302-000-0000-6801		99.90	Nitrile disposable gloves	023550	Osha/Safety Supplies N
56125	NAPA Auto Parts		99.90	1 Transactions		
6077	RCM Specialties Inc					
60	10-302-000-0000-6525		4,205.10	Emulsion for Fairgrounds	9707	CSAH Supplies - Aggregate/Asphalt N
6077	RCM Specialties Inc		4,205.10	1 Transactions		
9163	Sign Solutions					
62	10-302-000-0000-6534		756.01	Barricade panels & road closed	412857	Supplies - Signing N
9163	Sign Solutions		756.01	1 Transactions		
9923	Steve James Excavating Inc					
63	10-302-000-0000-6530		24.12	Propane for crackfill machine	15379	Co Rd Supplies - Crackseal & Sealcoa N

SBENDORF

8/7/24 9:41AM

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	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
64	10-302-000-0000-6553		196.50	Dirt & seed CSAH 45	15422	Weed Spray & Vegetation Supplies N
66	10-302-000-0000-6553		780.00	26 yards of dirt - Fairgrounds	15429	Weed Spray & Vegetation Supplies N
67	10-302-000-0000-6553		60.00	2 yards dirt, CSAH 3	15491	Weed Spray & Vegetation Supplies N
9923	Steve James Excavating Inc		1,060.62	4 Transactions		
5261	Structural Specialties Inc					
70	10-302-000-0000-6537		665.00	Removal of trees under bridge	2024	County Contracts N
5261	Structural Specialties Inc		665.00	1 Transactions		
302	DEPT Total:		19,673.65	Road & Bridge Maintenance Expense	9 Vendors	32 Transactions
304	DEPT			Equipment Maintenance & Shops		
10150	Carquest Auto Parts					
3	10-304-000-0000-6511		89.99-	Return spin on filter	487411	Maint Shop Supplies & Materials N
4	10-304-000-0000-6520		45.56	Air filter	487504	Machinery/Vehicle Parts N
5	10-304-000-0000-6520		6.90	Blue mini bulbs	487636	Machinery/Vehicle Parts N
6	10-304-000-0000-6520		13.36	Power steering & brake fluid	487881	Machinery/Vehicle Parts N
7	10-304-000-0000-6520		59.17	Coupler & plug	488219	Machinery/Vehicle Parts N
8	10-304-000-0000-6511		193.94	Oil absorb & brake cleaner	488284	Maint Shop Supplies & Materials N
9	10-304-000-0000-6520		29.72	Air filters	488306	Machinery/Vehicle Parts N
10	10-304-000-0000-6520		16.13	HD Oil filter	488382	Machinery/Vehicle Parts N
10150	Carquest Auto Parts		274.79	8 Transactions		
11215	Central Farm Services					
11	10-304-000-0000-6521		3,760.40	1,400 gallons of dyed diesel	2965160	Supplies-Diesel Fuel N
12	10-304-000-0000-6540		17,528.31	6,602 gallons of unleaded	2965161	Fuel & Lubricants N
11215	Central Farm Services		21,288.71	2 Transactions		
8702	Community Co-op Oil Assn					
14	10-304-000-0000-6521		3,683.39	1,399 gallons of diesel fuel	080106	Supplies-Diesel Fuel N
13	10-304-000-0000-6540		4,726.47	1,719 gallons of unleaded fuel	080106	Fuel & Lubricants N
8702	Community Co-op Oil Assn		8,409.86	2 Transactions		
17215	Dagry Tooling Inc					
16	10-304-000-0000-6252		314.00	Drill out wheel weight	F120893	Contracted Services G
17215	Dagry Tooling Inc		314.00	1 Transactions		
18110	Dean's Westside Towing					
17	10-304-000-0000-6252		950.00	Winch out John Deere mower	145634	Contracted Services Y

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
18110	Dean's Westside Towing					
		950.00		1 Transactions		
5365	Fleet Pride					
18	10-304-000-0000-6511	180.57	(3) piggyback kits	117560691	Maint Shop Supplies & Materials	N
5365	Fleet Pride	180.57		1 Transactions		
36550	IFACS					
20	10-304-000-0000-6520	88.91	Screws,washers,elbows,bushings	5341736	Machinery/Vehicle Parts	N
22	10-304-000-0000-6520	0.96	Hex cap screw	5341835	Machinery/Vehicle Parts	N
23	10-304-000-0000-6520	10.63	24 Hex flange bolts	5341959	Machinery/Vehicle Parts	N
36550	IFACS	100.50		3 Transactions		
49625	Matejcek Implement Co					
29	10-304-000-0000-6520	124.48	Engine & fuel filter,cartridge	IB37639	Machinery/Vehicle Parts	N
49625	Matejcek Implement Co	124.48		1 Transactions		
51630	Mike's Repair					
49	10-304-000-0000-6252	248.50	Tire repair & tube	107071	Contracted Services	Y
51630	Mike's Repair	248.50		1 Transactions		
1308	Miner's Outdoor & Rec					
50	10-304-000-0000-6520	71.98	Trimmer guard	215505	Machinery/Vehicle Parts	N
51	10-304-000-0000-6520	19.78	Clamp, unit#9998	215695	Machinery/Vehicle Parts	N
1308	Miner's Outdoor & Rec	91.76		2 Transactions		
56125	NAPA Auto Parts					
54	10-304-000-0000-6520	50.76	Urethane	023326	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	50.76		1 Transactions		
61520	Owatonna Motor Company					
56	10-304-000-0000-6520	364.09	Sensor, unit#2144	168116	Machinery/Vehicle Parts	N
57	10-304-000-0000-6520	538.76	Sensor & tension	168472	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company	902.85		2 Transactions		
8153	Pump & Meter Service					
59	10-304-000-0000-6512	632.50	3 year testing	1011538	Bldg Repair & Maintenance	Y
8153	Pump & Meter Service	632.50		1 Transactions		
9923	Steve James Excavating Inc					

Steele County

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
65	10-304-000-0000-6520		Forklift propane fill	15428	Machinery/Vehicle Parts	N
68	10-304-000-0000-6520		19.60 gallons of propane	15502	Machinery/Vehicle Parts	N
9923	Steve James Excavating Inc		2 Transactions			
85167	Stewart Sanitation					
69	10-304-000-0000-6514		July garbage services	0000866259	Utility Services	N
85167	Stewart Sanitation		1 Transactions			
86520	Terminal Supply Company					
71	10-304-000-0000-6511		Nuts & bolts for shop	49259-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company		1 Transactions			
9376	Trueman Welters Inc					
72	10-304-000-0000-6511		Blades	IE46058	Maint Shop Supplies & Materials	N
9376	Trueman Welters Inc		1 Transactions			
8448	Valek Sandblasting & Painting LLC					
73	10-304-000-0000-6252		Sandblast & paint light bar	1703	Contracted Services	Y
8448	Valek Sandblasting & Painting LLC		1 Transactions			
3897	Venture Hydraulics Inc					
74	10-304-000-0000-6520		Hoses & fittings	39660	Machinery/Vehicle Parts	N
3897	Venture Hydraulics Inc		1 Transactions			
99500	Ziegler,Inc					
80	10-304-000-0000-6520		Window assembly & spacers	IN001566960	Machinery/Vehicle Parts	N
99500	Ziegler,Inc		1 Transactions			
304	DEPT Total:		Equipment Maintenance & Shops	20 Vendors	34 Transactions	
310	DEPT		Capital Construction			
39600	Jones Haugh & Smith Inc					
27	10-310-000-0000-6262		Plat drawings 074-643-010	45678	Sales Tax Consultants	N
39600	Jones Haugh & Smith Inc		1 Transactions			
8711	Minnesota Paving & Materials					
52	10-310-000-0000-6517		24.23 ton Cl 5 modified-Rypka	1838368	Sales Tax Right of Way	N
53	10-310-000-0000-6517		36.34 ton cl 5 modified-Rypka	1838369	Sales Tax Right of Way	N

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10 Road & Bridge Fund

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8711	Minnesota Paving & Materials		793.48	2 Transactions		
9895	Westwood Professional Services Inc					
75	10-310-000-0000-6262	92.31	Prof services 074-021-006	1240700542	Sales Tax Consultants	N
9895	Westwood Professional Services Inc	92.31	1 Transactions			
9217	WHKS & Co					
76	10-310-000-0000-6262	1,412.34	Prof services 074-598-015	51691	Sales Tax Consultants	Y
77	10-310-000-0000-6262	27,478.78	Prof services 074-628-004	51692	Sales Tax Consultants	Y
78	10-310-000-0000-6262	7,228.01	Prof services 074-602-008	51695	Sales Tax Consultants	N
9217	WHKS & Co	36,119.13	3 Transactions			
4364	WSB & Associates Inc					
79	10-310-000-0000-6262	313.00	Prof services 074-648-007	R-01795300021	Sales Tax Consultants	Y
4364	WSB & Associates Inc	313.00	1 Transactions			
310	DEPT Total:	38,917.97	Capital Construction	5 Vendors	8 Transactions	
10	Fund Total:	97,942.12	Road & Bridge Fund		80 Transactions	
	Final Total:	97,942.12	40 Vendors	80 Transactions		

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Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	97,942.12	Road & Bridge Fund	
	All Funds	97,942.12	Total	Approved by, ...
				
				

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT			County Wide			
	8190 Hansen/Daniel M						
16	01-003-000-0000-6194		540.00	Lemond townhall mowing-9x	May, June, July	Personnel Policy	Y
	8190 Hansen/Daniel M		540.00	1 Transactions			
	68500 Postmaster - Owatonna						
84	01-003-000-0000-6801		150.00	Semi annual PO Box 890	1000141727	General Expense	N
	68500 Postmaster - Owatonna		150.00	1 Transactions			
3	DEPT Total:		690.00	County Wide	2 Vendors	2 Transactions	
5	DEPT			Board Of Commissioners			
	8578 Abbe/James						
71	01-005-000-0000-6331		120.60	Mileage 1/24 - 6/18/24	7/30/24	Mileage Reimbursement	N
	8578 Abbe/James		120.60	1 Transactions			
	6032 APG Media of Southern Minnesota LLC						
115	01-005-000-0000-6242		7.00	Synopsis - 06/25/2024 1411459	1009321	Publishing	N
	6032 APG Media of Southern Minnesota LLC		7.00	1 Transactions			
	7866 Brady/James						
4	01-005-000-0000-6331		139.36	Mileage 1/2 - 6/18/24	07/22/2024	Mileage Reimbursement	N
	7866 Brady/James		139.36	1 Transactions			
	8241 Gnemi/Rick A						
15	01-005-000-0000-6331		37.91	Mileage 5/2 - 7/15/24	07/18/2024	Mileage Reimbursement	N
	8241 Gnemi/Rick A		37.91	1 Transactions			
5	DEPT Total:		304.87	Board Of Commissioners	4 Vendors	4 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
104	01-013-000-0000-6501		1,229.20	Westlaw info charges - July	850572271	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

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
34	4319 Association Of Mn Counties					
	01-031-000-0000-6261	150.00	MACA conference-RFry	69355	Conference & Training	N
	4319 Association Of Mn Counties	150.00	1 Transactions			
	9987 Fry/Renae					
13	01-031-000-0000-6261	151.68	Mileage - MACA conference	07/18/2024	Conference & Training	N
78	01-031-000-0000-6801	120.00	Reimb notary renewal	8/01/2024	General Expense	N
	9987 Fry/Renae	271.68	2 Transactions			
	4879 Shred Right					
85	01-031-000-0000-6801	21.26	Shred serv order 0051655-7/25	28809	General Expense	Y
	4879 Shred Right	21.26	1 Transactions			
31	DEPT Total:	442.94	County Administrator	3 Vendors	4 Transactions	
32	DEPT		Human Resources			
	4879 Shred Right					
86	01-032-000-0000-6801	21.27	Shred serv order 0051655-7/25	28809	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					
42	01-041-000-0000-6410	9.83	Batteries, tape, rubber bands	4595700	Office Supplies	N
117	01-041-000-0000-6410	99.49	Copy paper,stapler,organizer	4604554	Office Supplies	N
	37025 Innovative Office Solutions LLC	109.32	2 Transactions			
41	DEPT Total:	109.32	Auditor	1 Vendors	2 Transactions	
44	DEPT		Financial Administrator			
	8589 Baker Tilly US, LLP					
116	01-044-000-0000-6279	17,132.00	Progress bill - 2023 Audit	BT2871329	Audit Costs	Y
	8589 Baker Tilly US, LLP	17,132.00	1 Transactions			
	37025 Innovative Office Solutions LLC					
118	01-044-000-0000-6410	47.98	Copy paper	4604554	Office Supplies	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
37025	Innovative Office Solutions LLC		47.98	1 Transactions		
44	DEPT Total:		17,179.98	Financial Administrator	2 Vendors	2 Transactions
61	DEPT			Information Technology		
75	7891 Cousins/Ethan					
	01-061-000-0000-6331		23.45	Mileage - MNPrairie Waseca	7/29/24	Mileage Reimbursement N
	7891 Cousins/Ethan		23.45	1 Transactions		
92	9978 Wassell/Christina					
	01-061-000-0000-6331		58.96	Mileage - July 2024	7/3 - 7/19/2024	Mileage Reimbursement N
	9978 Wassell/Christina		58.96	1 Transactions		
61	DEPT Total:		82.41	Information Technology	2 Vendors	2 Transactions
62	DEPT			Central Services		
	8919 ArchKey Technologies					
3	01-062-000-0000-6801		1,111.32	Repair CCA main door	S0006652014	General Expense Y
2	01-062-000-0000-6801		145.00	Assistance with S2 upgrade	S0006752066	General Expense Y
	8919 ArchKey Technologies		1,256.32	2 Transactions		
	9983 CallTower					
74	01-062-000-0000-6210		181.61	Phone charges - July	202060580	Telephone N
	9983 CallTower		181.61	1 Transactions		
	16282 Crosstown Cartage Inc					
7	01-062-000-0000-6801		324.00	Contracted mail services	07/19/2024	General Expense N
8	01-062-000-0000-6802		110.00	Additional mail services	07/19/2024	Internal Chargeback N
151	01-062-000-0000-6801		324.00	Contracted mail services	08/02/2024	General Expense N
152	01-062-000-0000-6802		235.00	Additional mail services	08/02/2024	Internal Chargeback N
	16282 Crosstown Cartage Inc		993.00	4 Transactions		
	18305 Dell Marketing LP					
76	01-062-000-0000-6301		1,824.69	SCDC VRTX support extension	10762919273	Equip/Software Maint N
	18305 Dell Marketing LP		1,824.69	1 Transactions		
62	DEPT Total:		4,255.62	Central Services	4 Vendors	8 Transactions

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
63	DEPT		Auditor Elections			
6032	APG Media of Southern Minnesota LLC					
113	01-063-000-0000-6242	0.88	Public Accuracy Test 1408769	1007992	Publishing	N
114	01-063-000-0000-6242	27.30	Notice to Voters 1412658	1010419	Publishing	N
6032	APG Media of Southern Minnesota LLC	28.18	2 Transactions			
21920	Election Systems & Software Inc					
77	01-063-000-0000-6410	1,957.38	AutoMark set up/media	CD2095315	Office Supplies	N
21920	Election Systems & Software Inc	1,957.38	1 Transactions			
37025	Innovative Office Solutions LLC					
43	01-063-000-0000-6410	15.97	Laminating sheets	4595700	Office Supplies	N
37025	Innovative Office Solutions LLC	15.97	1 Transactions			
63	DEPT Total:	2,001.53	Auditor Elections	3 Vendors	4 Transactions	
91	DEPT		County Attorney			
3901	Diligent Service Network					
37	01-091-000-0000-6343	360.00	Subpoena services	386803	Service Fees	Y
38	01-091-000-0000-6343	1.35	Late fee on \$90 x 1 month	386803	Service Fees	Y
39	01-091-000-0000-6343	1.34	Late fee on \$45 x 2 months	386803	Service Fees	Y
3901	Diligent Service Network	362.69	3 Transactions			
37025	Innovative Office Solutions LLC					
79	01-091-000-0000-6410	22.82	Name plate - DJohnston	4597584	Office Supplies	N
37025	Innovative Office Solutions LLC	22.82	1 Transactions			
37469	Insty Prints					
44	01-091-000-0000-6410	195.85	Business cards-5 atty staff	161387	Office Supplies	N
37469	Insty Prints	195.85	1 Transactions			
9165	Jarrett/Robert J					
97	01-091-000-0000-6331	54.27	Mileage - July 2024	7/5 - 7/23/2024	Mileage Reimbursement	Y
9165	Jarrett/Robert J	54.27	1 Transactions			
3693	Loffler Companies Inc					
120	01-091-000-0000-6410	813.97	Replace printer - Atty's office	4761126	Office Supplies	N
3693	Loffler Companies Inc	813.97	1 Transactions			

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Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
9990	Midwest Signtech of Rochester LLC						
54	01-091-000-0000-6315		480.00	County attorney sign for lobby	19348	County Attorney Forfeiture Expenditu	N
9990	Midwest Signtech of Rochester LLC		480.00	1 Transactions			
70550	Thomson Reuters - West						
124	01-091-000-0000-6410		102.05	Library Plan - July 2024	850532062	Office Supplies	N
123	01-091-000-0000-6410		1,339.23	Westlaw usage - July 2024	850561514	Office Supplies	N
70550	Thomson Reuters - West		1,441.28	2 Transactions			
91	DEPT Total:		3,370.88	County Attorney	7 Vendors	10 Transactions	
101	DEPT			County Recorder			
4393	Fidlar Technologies Inc						
10	01-101-000-9305-6480		1,306.64	Laredo license fee	0237107-IN	Non-Capitalized Inv-Technology Fun	N
11	01-101-000-9305-6480		711.46-	Tapestry credit	0335168-IN	Non-Capitalized Inv-Technology Fun	N
12	01-101-000-9305-6480		200.00-	Monarch credit	0627282-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		395.18	3 Transactions			
51300	Metro Sales Inc						
155	01-101-000-0000-6410		115.38	Copies	INV2577575	Office Supplies	N
51300	Metro Sales Inc		115.38	1 Transactions			
101	DEPT Total:		510.56	County Recorder	2 Vendors	4 Transactions	
103	DEPT			Assessor			
37025	Innovative Office Solutions LLC						
153	01-103-000-0000-6410		38.22	Markers, legal pads, post-its	4604565	Office Supplies	N
37025	Innovative Office Solutions LLC		38.22	1 Transactions			
3693	Loffler Companies Inc						
121	01-103-000-0000-6410		11.99	Assessor copier 4TC04024	4763675	Office Supplies	N
3693	Loffler Companies Inc		11.99	1 Transactions			
84035	Tri-M Graphics						
31	01-103-000-0000-6410		106.01	Business cards - BAnderson	104535	Office Supplies	N
84035	Tri-M Graphics		106.01	1 Transactions			

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	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
103	DEPT Total:		156.22	Assessor	3 Vendors	3 Transactions
105	DEPT			Planning & Zoning		
	83500 Steele County Highway Dept					
88	01-105-000-0000-6540		130.10	Fuel	2347	Gas & Oil N
	83500 Steele County Highway Dept		130.10	1 Transactions		
105	DEPT Total:		130.10	Planning & Zoning	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
	6980 Block Plumbing & Heating Inc					
73	01-111-040-0000-6300		196.00	Backflow test & filing	68582	Bldg Repairs & Maintenance N
	6980 Block Plumbing & Heating Inc		196.00	1 Transactions		
	8251 BRN Lawn & Landscape LLC					
174	01-111-040-0000-6380		900.00	Weekly mow & trim - Admin	3120	Grounds Maintenance Y
175	01-111-041-0000-6380		375.00	Weekly mow & trim - Annex	3120	Grounds Maintenance Y
176	01-111-042-0000-6380		350.00	Weekly mow & trim - CH	3120	Grounds Maintenance Y
177	01-111-043-0000-6380		150.00	Weekly mow & trim - Atty	3120	Grounds Maintenance Y
178	01-111-044-0000-6380		775.00	Weekly mow & trim - DC	3120	Grounds Maintenance Y
179	01-111-049-0000-6380		225.00	Weekly mow & trim - Alex	3120	Grounds Maintenance Y
	8251 BRN Lawn & Landscape LLC		2,775.00	6 Transactions		
	9537 Brooks/Jocelyn					
5	01-111-000-0000-6331		119.94	179 miles x .67	4/17 - 6/27/24	Mileage Reimbursement N
	9537 Brooks/Jocelyn		119.94	1 Transactions		
	8374 Burger/Thomas R					
6	01-111-000-0000-6331		34.44	51.4 miles x .67	4/1 - 6/24/24	Mileage Reimbursement N
	8374 Burger/Thomas R		34.44	1 Transactions		
	604 General Parts LLC					
14	01-111-044-0000-6300		495.00	Cooking PM billing - July	6526427	Bldg Repairs & Maintenance Y
	604 General Parts LLC		495.00	1 Transactions		
	52550 MEI Total Elevator Solutions					
181	01-111-042-0000-6300		191.76	Monthly service - Aug	1085543	Bldg Repairs & Maintenance N
182	01-111-040-0000-6300		215.65	Monthly service - Aug	1805542	Bldg Repairs & Maintenance N

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
52550	MEI Total Elevator Solutions		407.41	2 Transactions		
184	585 Olympic Fire Protection Corp		622.78	Fix leak - CH	10003430	Bldg Repairs & Maintenance N
	01-111-042-0000-6300		622.78	1 Transactions		
82	8253 Owatonna Filters		268.32	Filters - Courthouse	5181	Bldg Repairs & Maintenance Y
	01-111-042-0000-6300		268.32	1 Transactions		
25	83500 Steele County Highway Dept		180.04	Fuel	2344	Fuel And Gas N
	01-111-000-0000-6562		180.04	1 Transactions		
111	DEPT Total:		5,098.93	Buildings & Grounds	9 Vendors	15 Transactions
121	DEPT			Veteran Service		
81	9728 MNCVSO Assistant's Assn		100.00	MNCVSO Asst conf-MBergquist	09302024	Membership Dues N
80	01-121-000-0000-6241		158.00	MNCVSO Asst conf-MBergquist	09302024	Conference & Training N
	01-121-000-0000-6261		258.00	2 Transactions		
83	9728 MNCVSO Assistant's Assn		654.03	MNCVSO Asst conf-MBergquist	230308	Travel Expenses N
	9995 Pier B Resort		654.03	1 Transactions		
121	DEPT Total:		912.03	Veteran Service	2 Vendors	3 Transactions
201	DEPT			Sheriff		
94	8458 American Tower Corporation		692.11	BP tower rent - August 2024	412126979	T-BI Pr Lease Payments N
	01-201-297-0000-6347		692.11	1 Transactions		
1	3275 Anhors Gas And Tire		80.94	Repair leak, mount & balance	38233	Squad 7421 Maintenance N
	01-201-000-0114-6320		80.94	1 Transactions		
	4877 L & L Street Rods & Sport Trucks					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
46	01-201-000-0000-6480		Ion lights, fender wrap - 7420	4056	Non-Capitalized Inventory	Y
48	01-201-000-0000-6480		Fender wrap - 7406	4057	Non-Capitalized Inventory	Y
50	01-201-000-0000-6480		Fender wrap - 7424	4058	Non-Capitalized Inventory	Y
51	01-201-000-0000-6480		Fender wrap - 7410	4059	Non-Capitalized Inventory	Y
47	01-201-000-0000-6480		Fender wrap - 7422	4060	Non-Capitalized Inventory	Y
49	01-201-000-0000-6480		Fender wrap - 7412	4061	Non-Capitalized Inventory	Y
45	01-201-000-0000-6480		New gunlock - 7412	4064	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		7 Transactions			
5251	MHSRC-Range					
99	01-201-000-0000-6261		EVOC/PIT refresher - JHorejsi	337900-11103	Conference & Training	N
100	01-201-000-0000-6261		EVOC/PIT refresher - ASeifert	337900-11103	Conference & Training	N
5251	MHSRC-Range		2 Transactions			
18450	Office of MN IT Services					
21	01-201-000-0000-6210		Sheriff telecom - June 2024	W24060570	Telephone	N
18450	Office of MN IT Services		1 Transactions			
83500	Steele County Highway Dept					
26	01-201-000-0000-6562		Fuel	2343	Gas & Oil Squads	N
83500	Steele County Highway Dept		1 Transactions			
85300	Streichers Inc					
103	01-201-000-0000-6408		2 pants-KVigeland	11711131	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		1 Transactions			
201	DEPT Total:		Sheriff	7 Vendors	14 Transactions	
207	DEPT		Sheriff Special Deputies			
9989	Hanson/Jennifer					
41	01-207-000-0000-6410		Refund-only one deputy needed	24-1562	Office Supplies	N
9989	Hanson/Jennifer		1 Transactions			
207	DEPT Total:		Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT		Coroner			
8048	Edwardsen/Danette Marie					
95	01-208-000-0000-6801		Death investigations - 1	7/20/2024	General Expense	6

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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
8048	Edwardsen/Danette Marie		200.00	1 Transactions		
9860	Klapperich/Julie					
98	01-208-000-0000-6801		625.00	Death investigations - 9	7/3 - 7/20/2024	General Expense 6
9860	Klapperich/Julie		625.00	1 Transactions		
208	DEPT Total:		825.00	Coroner	2 Vendors	2 Transactions
251	DEPT			Jail		
4346	Advanced Correctional Healthcare Inc					
149	01-251-000-0000-6270		2,050.13-	Reconciliation	ARCM-000448	Medical Services 6
147	01-251-000-0000-6269		1,726.15	Onsite mental health services	RINV-002272	Site Mental Health Services 6
146	01-251-000-0000-6270		6,827.86	Onsite medical services	RINV-002272	Medical Services 6
148	01-251-000-0000-6270		370.00	Pool management fees	RINV-002272	Medical Services 6
4346	Advanced Correctional Healthcare Inc		6,873.88	4 Transactions		
5750	Bob Barker Company Inc					
150	01-251-000-0000-6418		422.97	Inmate shorts, boxers, shirts	2045219	Lock-Up Supplies N
5750	Bob Barker Company Inc		422.97	1 Transactions		
3134	Dash Medical Gloves					
9	01-251-000-0000-6451		346.50	Latex gloves	1313216	Operating Supplies N
3134	Dash Medical Gloves		346.50	1 Transactions		
37025	Innovative Office Solutions LLC					
17	01-251-000-0000-6410		33.58	Folders, wipes, staples	4590339	Office Supplies N
18	01-251-000-0000-6410		8.77-	Return badge holder	SCN-127463	Office Supplies N
37025	Innovative Office Solutions LLC		24.81	2 Transactions		
9815	Lexipol LLC					
154	01-251-000-0000-6407		2,888.00	CorrectionsOne train - 8/2025	PRA11239661	Training Supplies Y
9815	Lexipol LLC		2,888.00	1 Transactions		
18450	Office of MN IT Services					
23	01-251-000-0000-6410		91.07	Jail telecom - June 2024	W24060570	Office Supplies N
18450	Office of MN IT Services		91.07	1 Transactions		
4879	Shred Right					
156	01-251-000-0000-6304		42.53	Document shredding	28410	Contract Serv./Bldg Maint Y

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4879	Shred Right		42.53	1 Transactions		
83500	Steele County Highway Dept					
27	01-251-000-0000-6562		472.32	Fuel	2348	Gas & Oil N
83500	Steele County Highway Dept		472.32	1 Transactions		
85167	Stewart Sanitation					
157	01-251-000-0000-6254		262.86	Waste pick up 8/1 - 8/31	865888	Garbage Disposal N
85167	Stewart Sanitation		262.86	1 Transactions		
85300	Streichers Inc					
159	01-251-000-0000-6192		2.99	Employee uniforms-Overland	I1711827	Uniform Allowance N
160	01-251-000-0000-6192		102.98	Employee uniforms-Briethbarth	I1711830	Uniform Allowance N
158	01-251-000-0000-6192		391.92	Employee uniforms-Overland	I1712070	Uniform Allowance N
161	01-251-000-0000-6192		99.99	Employee uniforms-Overland	L1711826	Uniform Allowance N
85300	Streichers Inc		597.88	4 Transactions		
8247	Summit Food Services LLC					
29	01-251-000-0000-6441		3,566.27	Inmate meals 7/6 - 7/12/2024	INV2000212904	Prisoner Meals N
30	01-251-000-0000-6441		3,559.66	Inmate meals 7/13 - 7/19/2024	INV2000213952	Prisoner Meals N
162	01-251-000-0000-6441		3,575.26	Inmate meals 7/20 - 7/26/24	INV2000214538	Prisoner Meals N
163	01-251-000-0000-6441		3,506.94	Inmate meals 7/27 - 8/2/24	INV2000215743	Prisoner Meals N
8247	Summit Food Services LLC		14,208.13	4 Transactions		
251	DEPT Total:		26,230.95	Jail	11 Vendors	21 Transactions
252	DEPT			Community Corrections		
9994	Bliss/William					
72	01-252-000-0000-5538		120.00	SCRAM reimbursement	7/25/24	Scram Revenue N
9994	Bliss/William		120.00	1 Transactions		
37025	Innovative Office Solutions LLC					
119	01-252-000-0000-6410		95.96	Copy paper - 2 boxes	4601832	Office Supplies N
37025	Innovative Office Solutions LLC		95.96	1 Transactions		
6821	KEYSTONE INTERPRETING SOLUTIONS IN					
19	01-252-000-0000-6284		200.00	Translator services	M11-00005	Interpreter Services N
6821	KEYSTONE INTERPRETING SOLUTIONS IN		200.00	1 Transactions		

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
20	8975 Minnesota Counties Computer Coop						
	01-252-775-0000-6261		120.00	2024 Corr Users conf -3	2407189	Conference & Training - CCA Subsidy	N
	8975 Minnesota Counties Computer Coop		120.00	1 Transactions			
87	4879 Shred Right						
	01-252-000-0000-6410		42.53	Paper shredding	28808	Office Supplies	Y
	4879 Shred Right		42.53	1 Transactions			
28	83500 Steele County Highway Dept						
	01-252-000-0000-6540		104.89	Fuel	2353	Gas & Oil	N
	83500 Steele County Highway Dept		104.89	1 Transactions			
93	84035 Tri-M Graphics						
	01-252-000-0000-6410		236.26	Envelopes - 2 boxes	104619	Office Supplies	N
91	01-252-000-0000-6410		171.56	Business cards - 5 staff	104627	Office Supplies	N
	84035 Tri-M Graphics		407.82	2 Transactions			
252	DEPT Total:		1,091.20	Community Corrections	7 Vendors	8 Transactions	
253	DEPT			Law Enforcement Center			
183	8681 Mohs Contracting Inc						
	01-253-000-0000-6600		24,352.34	LEC Generator upgrades	5	Capital Outlay	N
	8681 Mohs Contracting Inc		24,352.34	1 Transactions			
22	18450 Office of MN IT Services						
	01-253-000-0000-6211		79.25	LEC telecom - June 2024	W24060570	Radio And Telephone	N
	18450 Office of MN IT Services		79.25	1 Transactions			
24	4879 Shred Right						
	01-253-000-0000-6254		53.70	Paper shredding	0028030	Garbage Disposal	Y
102	01-253-000-0000-6254		101.70	Paper shredding, extra matls	28810	Garbage Disposal	Y
	4879 Shred Right		155.40	2 Transactions			
164	4753 Terminix Commercial						
	01-253-000-0000-6301		40.00	General pest control	65627698	Office Equipment Repair	N
	4753 Terminix Commercial		40.00	1 Transactions			

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No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
253 DEPT Total:		Law Enforcement Center	4 Vendors	5 Transactions	
391 DEPT		Environmental Services			
87305 Thompson Sanitation					
89 01-391-000-0000-6548		Recycling contract - June	5625	Recycling	N
90 01-391-000-0000-6548		Recycling contract - July	5626	Recycling	N
87305 Thompson Sanitation		2 Transactions			
391 DEPT Total:		Environmental Services	1 Vendors	2 Transactions	
481 DEPT		Public Health Nursing			
4986 Advanced Foot & Ankle					
126 01-481-460-6012-6465		Orthopedic shoes	100	Patient Supplies & Services	N
4986 Advanced Foot & Ankle		1 Transactions			
14805 Corporate Recognition Inc					
127 01-481-464-6065-6464		Emer Prep English magnets	22523	General Supplies & Outreach	N
128 01-481-464-6065-6464		Em Prep Spanish magnets	22530	General Supplies & Outreach	N
14805 Corporate Recognition Inc		2 Transactions			
8789 Dahle/Teya F					
129 01-481-461-6034-6261		Reflective Consult	1590	Conference & Training	Y
130 01-481-461-6059-6261		Reflective Consult	1590	Conference & Training	Y
8789 Dahle/Teya F		2 Transactions			
8389 Healthcare First					
131 01-481-460-6009-6383		HHCAHPS survey	INV5461242	Contract Services	N
8389 Healthcare First		1 Transactions			
37025 Innovative Office Solutions LLC					
133 01-481-000-0000-6410		Copy paper - 5 boxes	4591277	Office Supplies	N
134 01-481-461-6040-6410		Pocket folder	4592256	Office Supplies	N
136 01-481-461-6040-6464		Paper towels	4593093	General Supplies & Outreach	N
132 01-481-000-0000-6410		Packing tape	4598592	Office Supplies	N
135 01-481-461-6040-6464		Wipes	4598677	General Supplies & Outreach	N
37025 Innovative Office Solutions LLC		5 Transactions			
9444 McIntee/Kelly					

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137	01-481-461-6066-6331		Mileage - July 2024	59	Mileage Reimbursement	Y
138	01-481-461-6066-6464		Mtg food & photo booth items	59	General Supplies & Outreach	Y
9444	McIntee/Kelly		2 Transactions			
9868	MN Government Finance Officers Assn					
139	01-481-465-6057-6261	250.00	LPHG conference - EEdel	Conf 9/25-9/27/2	Conference & Training	N
9868	MN Government Finance Officers Assn	250.00	1 Transactions			
7944	Red Oxygen					
140	01-481-461-6011-6210	16.24	Texting service	659615	Telephone	N
141	01-481-461-6040-6210	16.24	Texting service	659615	Telephone	N
7944	Red Oxygen	32.48	2 Transactions			
4879	Shred Right					
142	01-481-000-0000-6322	42.53	Shredding service	28031	Service Agreements	Y
4879	Shred Right	42.53	1 Transactions			
85147	Stericycle Inc					
143	01-481-000-0000-6322	115.76	Hazardous waste	8007750941	Service Agreements	N
85147	Stericycle Inc	115.76	1 Transactions			
84035	Tri-M Graphics					
144	01-481-000-0000-6410	156.73	#10 envelopes - 500 count	104593	Office Supplies	N
84035	Tri-M Graphics	156.73	1 Transactions			
90165	UC Lab					
145	01-481-463-6049-6322	357.53	Well water testing	120981	Well Water Service Agreements	N
90165	UC Lab	357.53	1 Transactions			
481	DEPT Total:	3,031.35	Public Health Nursing	12 Vendors	20 Transactions	
502	DEPT		Steele Co Community Ctr			
8251	BRN Lawn & Landscape LLC					
180	01-502-000-0000-6380	175.00	Weekly mow & trim - Comm Ctr	3120	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC	175.00	1 Transactions			
502	DEPT Total:	175.00	Steele Co Community Ctr	1 Vendors	1 Transactions	

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	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
521	DEPT			Park And Recreation			
	14584 Continental Research Corp						
36	01-521-000-0000-6823		525.73	Weed spray for park	55865	Beaver Lake	N
	14584 Continental Research Corp		525.73	1 Transactions			
	26699 Four Seasons Centre						
40	01-521-000-0000-6831		9,693.75	Open Ice - all summer	4802-1	Ice Rental Pymts	N
	26699 Four Seasons Centre		9,693.75	1 Transactions			
	9084 Metro FiberNet LLC						
122	01-521-000-0000-6410		352.25	Internet & tv - FS - Aug	1671311	Operating Supplies/Truck Repairs	Y
	9084 Metro FiberNet LLC		352.25	1 Transactions			
521	DEPT Total:		10,571.73	Park And Recreation	3 Vendors	3 Transactions	
550	DEPT			Four Seasons			
	8424 Cintas						
35	01-550-000-0000-6420		139.38	Monthly linens	4199646262	Linen Service	Y
	8424 Cintas		139.38	1 Transactions			
	33550 Hillyard -Hutchinson						
96	01-550-000-0000-6410		60.15	Brown scrubber pads	605552004	Operating Supplies - Contracts	N
	33550 Hillyard -Hutchinson		60.15	1 Transactions			
	4361 Legacy Signs Inc						
52	01-550-000-0000-6410		500.00	Wall signs for arena	19187	Operating Supplies - Contracts	N
	4361 Legacy Signs Inc		500.00	1 Transactions			
	5136 Metro Janitorial Supply Inc						
53	01-550-000-0000-6410		1,700.36	Floor sealer, janitorial suppl	11016010	Operating Supplies - Contracts	N
	5136 Metro Janitorial Supply Inc		1,700.36	1 Transactions			
	9922 Owatonna Ace Hardware						
57	01-550-000-0000-6410		13.98	Spray cleaner	707/5	Operating Supplies - Contracts	N
56	01-550-000-0000-6410		24.48	Fasteners & screws	731/5	Operating Supplies - Contracts	N
101	01-550-000-0000-6410		7.99	Insulation spray	789	Operating Supplies - Contracts	N
	9922 Owatonna Ace Hardware		46.45	3 Transactions			
71066	R & K Electric Inc						

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
55	01-550-000-0000-6410		Hook up furnace	64977	Operating Supplies - Contracts	N
71066	R & K Electric Inc					
		125.00				
		125.00				
			1 Transactions			
	9183 Van Meter Inc					
58	01-550-000-0000-6410		Outlet covers & wafer lath	S013372582.001	Operating Supplies - Contracts	N
9183	Van Meter Inc					
		40.71				
		40.71				
			1 Transactions			
	99250 Zep Sales & Service					
59	01-550-000-0000-6410		Glass cleaner	9010046185	Operating Supplies - Contracts	N
99250	Zep Sales & Service					
		177.45				
		177.45				
			1 Transactions			
550	DEPT Total:		Four Seasons	8 Vendors	10 Transactions	
		2,789.50				
602	DEPT		Co-Op Extension			
72120	Univ Of Mn Regents					
32	01-602-000-0000-6306		CKath 35 hrs 6/3-6/16/24	0300034689	Contracted Services	N
33	01-602-000-0000-6306		ASteckelberg 66 hrs 5/20-6/16	0300034689	Contracted Services	N
72120	Univ Of Mn Regents					
		770.00				
		1,037.52				
		1,807.52				
			2 Transactions			
602	DEPT Total:		Co-Op Extension	1 Vendors	2 Transactions	
		1,807.52				
1	Fund Total:		General Revenue Fund		155 Transactions	
		269,176.78				

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT			Judicial Ditch 1			
	73300 Rinke-Noonan Attorney at Law						
106	21-631-000-0000-6273		6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
631	DEPT Total:		6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
	73300 Rinke-Noonan Attorney at Law						
106	21-633-000-0000-6273		6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
633	DEPT Total:		6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
	73300 Rinke-Noonan Attorney at Law						
106	21-634-000-0000-6273		6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
634	DEPT Total:		6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
	73300 Rinke-Noonan Attorney at Law						
105	21-635-000-0000-6273		166.00	JD6-professional services	374122	Attorney Fees	Y
106	21-635-000-0000-6273		6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		172.68	2 Transactions			
635	DEPT Total:		172.68	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions	
636	DEPT			Judicial Ditch 7			
	73300 Rinke-Noonan Attorney at Law						
106	21-636-000-0000-6273		6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.68	1 Transactions			
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			

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73300	Rinke-Noonan Attorney at Law					
106	21-637-000-0000-6273	6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
637	DEPT Total:	6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT		Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law					
106	21-638-000-0000-6273	6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
638	DEPT Total:	6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT		Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law					
106	21-639-000-0000-6273	6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
639	DEPT Total:	6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT		Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law					
106	21-640-000-0000-6273	6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
640	DEPT Total:	6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT		County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law					
106	21-641-000-0000-6273	6.68	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
641	DEPT Total:	6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT		County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law					
106	21-642-000-0000-6273	6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
106	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
106	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
106	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
106	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
106	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
	5345 Dahle Enterprises of Morristown LLC						
125	21-648-000-0000-6305		3,116.01	CD21 repair - MR29 Mundt	13417	Construction And Repairs	N
	5345 Dahle Enterprises of Morristown LLC		3,116.01	1 Transactions			
	73300 Rinke-Noonan Attorney at Law						
106	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		3,122.67	County Ditch 21	2 Vendors	2 Transactions	
649	DEPT			County Ditch 22			
	73300 Rinke-Noonan Attorney at Law						
106	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
	73300 Rinke-Noonan Attorney at Law						
106	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
	73300 Rinke-Noonan Attorney at Law						
106	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
	73300 Rinke-Noonan Attorney at Law						
106	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
106	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
73300	Rinke-Noonan Attorney at Law						
106	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
73300	Rinke-Noonan Attorney at Law						
106	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
106	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
73300	Rinke-Noonan Attorney at Law						
106	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

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8/7/24

3:28PM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name		
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions		
658	DEPT			Public Tile Ditch 11				
73300	Rinke-Noonan Attorney at Law							
106	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees		Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions				
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions		
659	DEPT			Public Tile Ditch 17				
73300	Rinke-Noonan Attorney at Law							
106	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees		Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions				
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions		
660	DEPT			Public Tile Ditch 18				
73300	Rinke-Noonan Attorney at Law							
106	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees		Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions				
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions		
665	DEPT			JD 2 Redetermination				
73300	Rinke-Noonan Attorney at Law							
106	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	374570	Attorney Fees		Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions				
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions		
21	Fund Total:		3,482.01	County Ditch Fund		32 Transactions		

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	1535 American Engineering Testing Inc						
60	38-011-000-0000-6600		3,750.00	Geotechnical service-pkg lot	INV 202715	Capital Outlay - District Court	Y
	1535 American Engineering Testing Inc		3,750.00	1 Transactions			
	3832 I & S Group Inc						
166	38-011-000-0000-6600		715.00	Courthouse pkg lot bill - July	107317	Capital Outlay - District Court	Y
	3832 I & S Group Inc		715.00	1 Transactions			
11	DEPT Total:		4,465.00	District Court Admin.	2 Vendors	2 Transactions	
111	DEPT			Buildings & Grounds			
	1535 American Engineering Testing Inc						
61	38-111-040-0000-6600		3,750.00	Geotechnical service-pkg lot	INV 202715	Capital Outlay - SCAC	Y
	1535 American Engineering Testing Inc		3,750.00	1 Transactions			
	3832 I & S Group Inc						
165	38-111-040-0000-6600		7,028.75	Admin pkg lot bill - July	107318	Capital Outlay - SCAC	Y
	3832 I & S Group Inc		7,028.75	1 Transactions			
	8681 Mohs Contracting Inc						
168	38-111-049-0000-6600		27,284.00	Alex bldg fence work -final	3719	Capital Outlay - B&G Shop	N
	8681 Mohs Contracting Inc		27,284.00	1 Transactions			
	5889 Wold Architects and Engineers						
170	38-111-045-0000-6600		2,900.00	New Comm Corr fac bill-July	94774	Capital Outlay - CCA Bldg	Y
	5889 Wold Architects and Engineers		2,900.00	1 Transactions			
111	DEPT Total:		40,962.75	Buildings & Grounds	4 Vendors	4 Transactions	
201	DEPT			Sheriff			
	8087 Braun Intertec Eng Inc						
107	38-201-000-0000-6600		8,349.25	Sheriff addn bill thru 7/19	B393609	Capital Outlay - Sheriff	Y
	8087 Braun Intertec Eng Inc		8,349.25	1 Transactions			
	9138 ICS Consulting LLC						
167	38-201-000-0000-6600		2,100.00	Sheriff addn bill thru July	11378	Capital Outlay - Sheriff	Y

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38 Capital Outlay Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 24

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
9138	ICS Consulting LLC					
		2,100.00		1 Transactions		
5889	Wold Architects and Engineers					
171	38-201-000-0000-6600	6,194.53	DC/Sheriff reno thru July	94829	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers	6,194.53		1 Transactions		
201	DEPT Total:	16,643.78	Sheriff	3 Vendors	3 Transactions	
550	DEPT		Four Seasons			
9988	Business Essentials					
62	38-550-000-0000-6600	10,887.53	New tables & chairs	FRFQ-890-1	Capital Outlay - Four Seasons	N
9988	Business Essentials	10,887.53		1 Transactions		
8276	Willies Painting LLC					
108	38-550-000-0000-6600	12,345.00	Conf room & lobby painting	24-9483	Capital Outlay - Four Seasons	G
8276	Willies Painting LLC	12,345.00		1 Transactions		
5889	Wold Architects and Engineers					
172	38-550-000-0000-6600	3,727.50	FS upgrades to bathrooms-July	94364	Capital Outlay - Four Seasons	Y
173	38-550-000-0000-6600	223.13	FS upgrades to bathrooms-July	95095	Capital Outlay - Four Seasons	Y
5889	Wold Architects and Engineers	3,950.63		2 Transactions		
550	DEPT Total:	27,183.16	Four Seasons	3 Vendors	4 Transactions	
601	DEPT		County Ag Society			
71066	R & K Electric Inc					
169	38-601-000-0000-6600	86,731.20	Electrical upgrades - Fairgrds	App 4	Capital Outlay - Fairgrounds	N
71066	R & K Electric Inc	86,731.20		1 Transactions		
601	DEPT Total:	86,731.20	County Ag Society	1 Vendors	1 Transactions	
38	Fund Total:	175,985.89	Capital Outlay Fund		14 Transactions	

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53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
	3724 Dave Syverson Truck Center Inc					
66	53-398-000-0000-6301	119.02	TS oil, kit	449006	Equip Repairs	N
65	53-398-000-0000-6301	291.39	Valve	449008	Equip Repairs	N
67	53-398-000-0000-6301	93.21	Brake chamber	449191	Equip Repairs	N
	3724 Dave Syverson Truck Center Inc	503.62	3 Transactions			
	38160 J R's Advanced Recyclers Inc					
111	53-398-000-0000-6304	810.00	94 appliances	113562	Contract Services	N
	38160 J R's Advanced Recyclers Inc	810.00	1 Transactions			
	1308 Miner's Outdoor & Rec					
109	53-398-000-0000-6301	63.31	Oil filter, air filter & oil	215943	Equip Repairs	N
	1308 Miner's Outdoor & Rec	63.31	1 Transactions			
	52304 Mn Counties Intergovernmental Trust					
63	53-398-000-0000-6350	151.00	Hydro seeder, AC side by side	11875	Property & Liability Insurance	N
	52304 Mn Counties Intergovernmental Trust	151.00	1 Transactions			
	435 OSI Environmental Inc					
64	53-398-000-0000-6304	135.00	Used filter disposal	20109159	Contract Services	N
	435 OSI Environmental Inc	135.00	1 Transactions			
	9993 Polar Tank Trailer LLC					
110	53-398-000-0000-6600	3,929.00	Deposit on polar tank trailer	415694	Capital Outlay	Y
	9993 Polar Tank Trailer LLC	3,929.00	1 Transactions			
	1232 Smith Mill Impl Inc					
112	53-398-000-0000-6301	213.62	Mower blades	8202	Equip Repairs	N
	1232 Smith Mill Impl Inc	213.62	1 Transactions			
	99500 Ziegler,Inc					
68	53-398-000-0000-6301	370.60	Hoses	IN001558035	Equip Repairs	N
69	53-398-000-0000-6301	263.49	Pins	INV001551719	Equip Repairs	N
70	53-398-000-0000-6301	1,724.35	Service D6	SI000512776	Equip Repairs	N
	99500 Ziegler,Inc	2,358.44	3 Transactions			
398	DEPT Total:	8,163.99	Landfill	8 Vendors	12 Transactions	

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53 Landfill Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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
53	Fund Total:				8,163.99		Landfill Fund		12 Transactions
	Final Total:				456,808.67		157 Vendors	213 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	269,176.78	General Revenue Fund	
	21	3,482.01	County Ditch Fund	
	38	175,985.89	Capital Outlay Fund	
	53	8,163.99	Landfill Fund	
	All Funds	456,808.67	Total	Approved by, ...
				
				

PERSONNEL REPORT
August 13, 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>
Gina McGuire (promotion)	Director of Human Resources/HR	E82/7	08/19/24

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
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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 (4)	Det. Center/Sheriff's Office	Backgrounding 1; Interviewing
Asst. County Attorney I/II/Sr.	County Attorney	Recruiting
Appraiser I/II/III	Assessor's Office	Recruiting
Registered Nurse (.5 FTE)	Public Health	Recruiting
County Engineer	Highway	Interviewing on 8/13
Health Educator	Public Health	Offer Pending
Juvenile Probation Officer	Community Corrections	Interviewing
Records Supervisor	Sheriff's Office	Interviewing on 8/8
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
HR Generalist	Human Resources	Approved In '24 Budget for Mid-Year; Not Approved by Board to Fill Yet



Steele County Agenda Item

Request for Board Action

Subject: Resolution Accepting Veteran Services Donations

Department: Veteran Services

Committee: Internal Central Services

Committee Meeting Date: August 13, 2024

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Staff Recommends accepting canned food and toiletries donation from Cargill for our Steele County Veterans.

Background (*Including Budget Impact*):

n/a

Attachments:

Resolution

RESOLUTION

**ACCEPTANCE OF DONATION
VETERANS SERVICES**

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- Canned food goods and toiletries

Dated this 13th day of August 2024.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the 13th day of August 2024.

ATTEST



Steele County Agenda Item

Request for Board Action

Subject: Approve Installation of Additional Security Cameras for Admin Center

Department: Information Technology

Committee: Internal Central Services

Committee Meeting Date: August 7, 2024

Work Session Date: Enter a date.

Board Meeting Date: August 13, 2024

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving

Recommendation:

Approve purchase and installation of additional security cameras to protect the counters in the Finance and Property Tax and Elections departments as well as the hallway surrounding the boardroom. Cost is \$14,755.00.

Background (*Including Budget Impact*):

We have been planning to add cameras to cover the remaining hallways around the boardroom which are not currently covered by other cameras. These cameras were included in the CY 2024 budget.

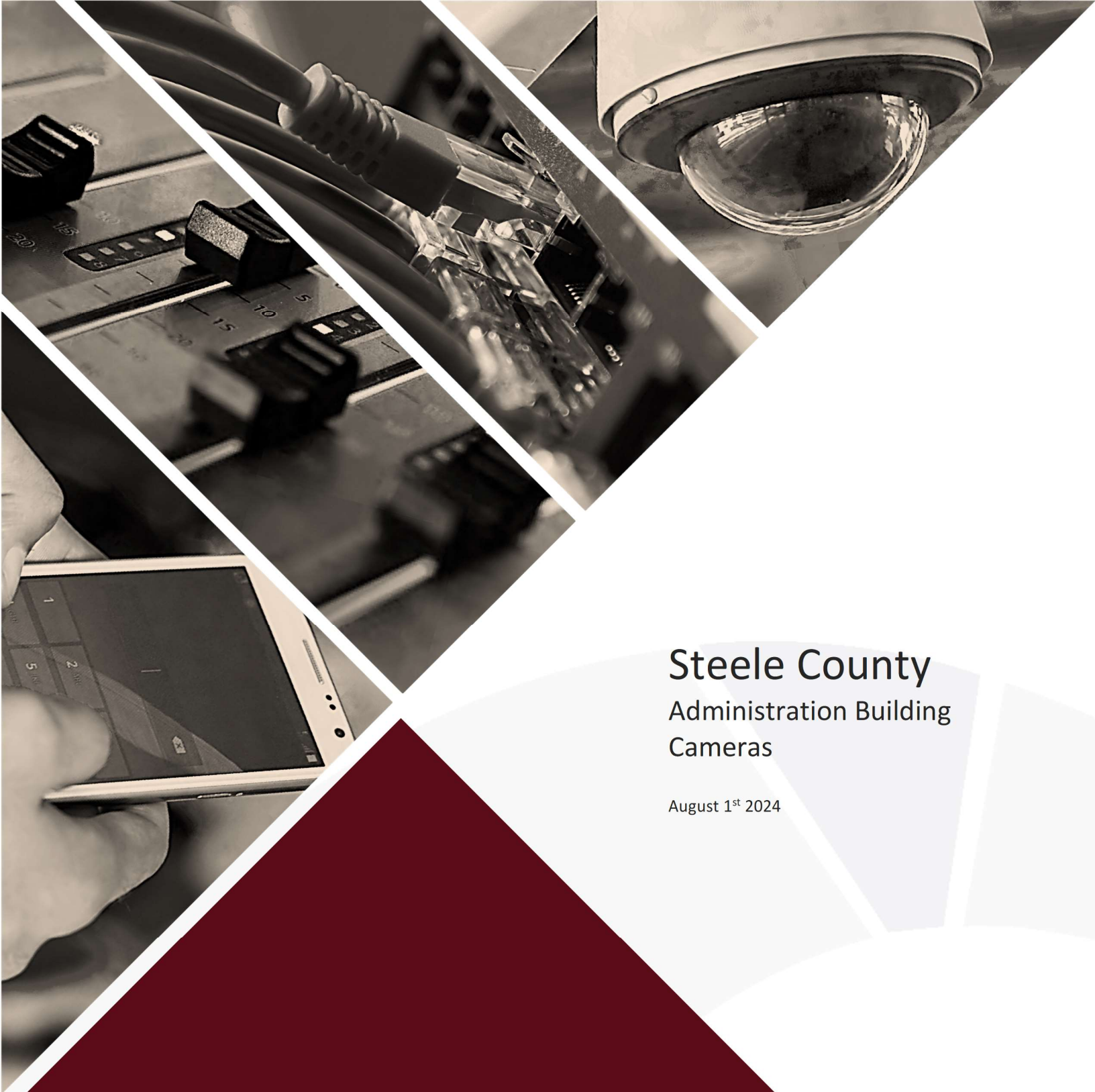
In addition, following incidents which have occurred at the counters in the Finance Department and Property Tax and Elections Department we have requested and received a quote from ArchKey for a multi-head camera to cover both counters. ArchKey is our security vendor who supports our access control and security cameras. This additional camera was not previously planned and budgeted.

Total cost for the purchase and installation of the cameras was quoted at \$14,755.00. This exceeds the budgeted amount cameras by \$4,755. Therefore, we are bringing the request to the board for your approval.

I spoke with Bill Eckblad (Elections Cyber Navigator from the Secretary of State's office regarding the additional security concerns in those departments. He fully supports both the glass barrier (previously approved and pending installation) and camera(s) provided you cannot record someone's actual votes. That provision was included in the design of the glass barrier.

Attachments:

Quote from ArchKey



Steele County

Administration Building

Cameras

August 1st 2024

Scope of Work

The following describes the services to be performed by ArchKey Technologies for Steele County, MN located at The Administration Building, 630 Florence Ave, Owatonna, MN.

Archkey to furnish and install (6) new cameras located at the finance and election counters and the mail level hallway. Archkey will use Milestone camera licenses from the customers license pool. At the time of this proposal there are 69 out of 85 licenses in use. Each camera includes a network cable back to the customers' existing PoE network switch and patch panel.

ArchKey will install the following components:

Finance and Election Counters		
QTY	Manufacturer	Description
02 ea.	Axis	M4218-LV VARIFOCAL D/N MINI DOME W/ IR. 3.6-6.6 MM H.264, H.265 8MP
02 ea.		Category 6 network cable

Main Level Hallway		
QTY	Manufacturer	Description
02 ea.	Axis	P4707-PLVE offers two sensors with 5MP per channel, at a frame rate of 25/30 fps
02 ea.	Axis	P3737-PLP PANORAMIC 4X 5MP 20FPS, 360IR ILLUM. IP66/67 H.264 & H.265
04 ea.		Category 6 network cable

- NO – Electrical to power supplies
- NO – Rough-in / Conduit

**Our manufacturers continuously develop and release new technology to meet the needs of their customers. Model number or part number may change or be discontinued at any time and may impact the investment summary at the time of acceptance of this proposal*

In addition to the physical installation of system components and cabling of the Surveillance System, ArchKey will provide:

- Engineering and design
- Pre-planning
- Programming
- Commissioning
- Testing
- Training
- Documentation

Systems Support Services

For repairs related to the ArchKey installed systems at Steele County, contact the Systems Support Team at 855-272-4911 or support@archkey.com. Be prepared to describe the issue, the location of the issue, the contact information of the requestor, and any other relevant information needed to assess and make appropriate plans for resolution. Standard hourly rates apply.

- **Phone and Email Coverage** is available:
 - During standard business hours
 - During standard business days, Monday through Friday (excluding national holidays)
 - Between 7:30 AM and 4:00 PM CST
- **Technician on-site support** is available:
 - Monday through Friday 7:00 AM to 5:00 PM CST, unless otherwise arranged.
- **After hours, weekend, and holiday service** is available:
 - For planned and emergency requests

Exclusions

Unless specifically identified in the scope of work, pricing does not include the following:

- Electrical service to all equipment
- Conduit and pathway
- Millwork
- Network equipment, Power over Ethernet devices, and administration
- Door hardware installation or service
- Power supplies located at the door
- Lift/Boom Truck Rental, Scaffolding, etc.
- Permits
- Premium time
- Expedited freight

*Electrical equipment and services are available through Parsons Electric. Please contact estimating@pecsolutions.com.

Investment Summary

ArchKey Technologies will provide all labor and materials required to complete the project as described in this Scope of Work.

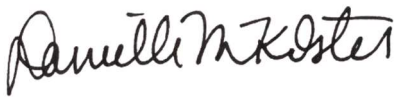
Total (tax exempt)

\$14,755.00

Scope of Work Acceptance

The signature below, by an authorized representative of Steele County signifies acceptance of the Scope of Work and authorizes ArchKey to provide the outlined equipment, resources, and services.

ARCHKEY TECHNOLOGIES



Danielle Koster
Account Manager
920.605.0103
danielle.koster@archkey.com

Steele County

Schedule

- ArchKey will determine daily labor requirements to complete the Scope of Work.
- Unless noted otherwise, pricing is based upon a standard work week of Monday through Friday, 7:00 AM to 3:30 PM, excluding any ArchKey' recognized holidays.
- Unless expressly waived by ArchKey, any changes to the project schedule require advanced written notice.
- ArchKey is not responsible for schedule revisions that are due to reasons beyond its control, including, but not limited to, the performance of other trades or the inability to obtain access to work areas. Should such revisions result in delay claims or damages, or any other claimed losses, ArchKey expressly disclaims all liability associated with such claims. Such revisions may also result in changes to the Pricing offered in this Scope of Work and include all charges related to such change, including, but not limited to, expedited delivery expenses, differential, and overtime expenses.
- All schedule changes are subject to available personnel.

Warranty*

- ArchKey shall provide a 90-day warranty from the date of substantial completion against defects in workmanship for the work performed under this Scope of Work.
- The repair or replacement of a defective component under the terms and conditions of the manufacturers' warranty would not include the cost of labor required to repair or replace the defective component. Warranty work will be scheduled during standard work week hours.
- In addition to any other limitations or disclaimers herein, the warranties provided in this Agreement do not cover damage, defects, malfunctions, or failure caused by Steele County or by third parties, or by other events outside ArchKey' reasonable control, such as power failure or surges, lightning, fire, flood, and accident.

**Additional warranty services and post-warranty repair and preventative maintenance agreements are available through ArchKey Systems Support team.*

Terms & Conditions

- Information contained herein, whether in part or in whole, is the property of ArchKey and shall remain confidential until such time that a contract between ArchKey and Steele County is fully executed.
- Should Steele County request ArchKey perform any work outside this Scope of Work, the change request shall be made in the form of a written change order from designated client contact. ArchKey shall not be obligated to perform any such additional work until such change order is timely reviewed and approved by ArchKey.
- ArchKey shall not be responsible for system failures or data loss due to lack of maintenance, neglect, network failures, or user inflicted malfunctions.
- Invoice equal to 50% of contract will bill prior to the commencement of any work, including material procurement, providing submittals or drawings. Balance of contract will bill in monthly progress billings.
- Payment will be due no later than thirty (30) days of receipt of ArchKey's invoice.
- In addition to any other remedy available to ArchKey, if the customer fails to make payment pursuant to these Terms & Conditions, services may be suspended, and interest shall accrue and be payable on such unpaid amount(s) from the date on which the payment became due at the rate of 18.5% compounded annually.
- All pricing under this Scope of Work remains valid for thirty (30) days.
- Our price includes all known tax, including sales or "other" taxes imposed on the sale of goods or services. Additional "other" taxes, including tariffs in effect, will be added to the price at the time the goods or services are performed. Buyer agrees to reimburse ArchKey for any such tax or provide an acceptable purchasing agent agreement allowing for tax exemption.
- ArchKey Technologies may utilize a third-party vendor ("Vendor") to store and/or send its customer data, including passwords. Acceptance of this Proposal or by ArchKey commencing its work is acceptance to the use of such Vendor and operates to satisfy any notice requirement for the use of such Vendors and waives any agreement between it and its customer, written or oral, that exists now or that may exist in the future that prohibits use of these Vendors. ArchKey disclaims liability for any loss or damage incurred by any entity, individual, or third party because of its use of these Vendors.
- **PRICING/SCHEDULE:** This Scope of Work pricing does not include any costs associated with impacts or inefficiencies directly or indirectly resulting from the Coronavirus (COVID-19) or from current market conditions. Impacts, inefficiencies, and market conditions include, but are not limited to, disruption of material supply, shipping/logistics, labor, vaccination and/or testing requirements, and owner or government mandates. Further, this Scope of Work pricing is based on current commodity pricing and market conditions. Volatility of the commodity markets could significantly impact ArchKey's project costs, as they relate to, but not limited to, steel, copper, PVC, and fuel. Disruptions of material supply, shipping/logistics, and labor availability are resulting in unknown and unquantifiable schedule impacts and associated costs. ArchKey is often unable to obtain guaranteed pricing from vendors and suppliers, nor is ArchKey able to secure shipping or delivery dates in some instances. Consequently, ArchKey must reserve the right to adjust our pricing and delivery commitments in this Scope of Work if schedule impacts and costs increases cannot be avoided through proactive procurement planning. The Customer signature on this Scope of Work demonstrates Customer's acknowledgement and acceptance that any language, whether issued before or after this Scope of Work, in Customer issued Purchase Order, Master Agreement, or SOWs, or any other communication, written or oral, that contradicts the foregoing terms is considered superseded by the foregoing.
- Please be advised that this proposal is based on current commodity pricing and market conditions. Volatility of the commodity markets could significantly impact our project costs, as they relate but not limited to, steel, copper, PVC, and fuel. Disruptions of material supply, shipping/logistics, and labor availability can result in unknown and unquantifiable schedule impacts and associated costs. We reserve the right to adjust our pricing and delivery commitments in this proposal if schedule impacts and cost increases cannot be avoided through proactive procurement planning. We apologize for any inconvenience this may cause.

STEELE COUNTY PERSONNEL AGENDA ITEM

August 13, 2024 at 4:00 pm

AUGUST EMPLOYEE ANNIVERSARIES

(Information Only – No Action Required)

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Scott Hanson	Chief Deputy – Sheriff's Office	08/01/24	24
Nick Flatgard	GIS Coordinator – IT Dept.	08/01/24	13
Amber Kniefel	Admin. Asst. – Community Corrections	08/07/24	7
Brianna Robran	Care Coordinator/Case Manager – PH	08/07/24	1
Rebecca Kubicek	Executive Assistant – Administration	08/13/24	6
Mary Ripple	Custodian – Facilities	08/19/24	10
Brian Bogen	Arena Maint. Worker – Park & Rec.	08/20/24	6
Christine Hoffmann	PHN – Public Health Dept.	08/20/24	12
Paul Prissel	Asst. Jail Administrator – Det. Ctr.	08/23/24	25
Rick Kvien	County Recorder – Recorder's Office	08/24/24	15
Greg Huebbe	Training & Programs Coord. – Det. Ctr.	08/27/24	12
Barb Jindra	Custodian – Bldg. & Grounds Dept.	08/28/24	6
Roxanne Rezac	Assessment Tech I – Assessor's Office	08/28/24	1
Jayson Teichroew	Deputy – Sheriff's Office	08/29/24	8



Steele County Agenda Item

Request for Board Action

Subject: 2023 Audit Report Presentation and request to Accept the 2023 Audit Report as Presented

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

To approve the 2023 financial statement audit as presented.

Background (*Including Budget Impact*):

The annual financial statement audit is an extensive project for the Finance department every year. Preparation work for the 2023 annual financial reports started at the beginning of 2024 to review preliminary trial balances and prepare the over 100 accounting standards that are now required by the Governmental Accounting Standards Board (GASB).

Baker Tilly has been Steele County's audit firm since 2018 and has helped Steele County reduce the number of adjusting journal entries needed at year end. Since 2011 the County has reduced the number of journal entry adjustments from 101 to just 1 in 2023.

Attachments:

See Presentation



2023 Audit Summary

*Prepared for Steele County
Board of Commissioners*

August 13, 2024

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm that provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms.

This report is intended solely for the use of management and the County Board.



Overview

01 Independent auditors' report

02 Financial highlights

03 Report on federal awards

04 Reporting and insights letter

Independent auditors' report

This report is intended solely for the use of management and the County Board.

Independent Auditors' Report

Page i – iii

Opinions

- Unmodified: Financial statements are presented fairly, in all material aspects, in accordance with accounting principles generally accepted in the U.S.

Management's responsibility

- Preparation and fair presentation of financial statements
- Design, implementation and maintenance of internal controls
- Evaluating whether there are conditions or events that raise substantial doubt about the ability to continue as a going concern



Independent Auditors' Report

Auditors' responsibility

- Objective is to obtain reasonable assurance about whether the financial statements are free from material misstatement.
- Misstatements are considered material if there is a substantial likelihood that they would influence the judgment made by a reasonable user of the financial statements.
- Performing the audit includes:
 - Exercising professional judgment and maintaining professional skepticism
 - Identifying and assessing risk of material misstatement and design and perform procedures responsive to risks
 - Obtain an understanding of internal controls, but not for purpose of expressing an opinion on them
 - Evaluate accounting policies and estimates used by management
 - Conclude whether there are conditions or events that raise substantial doubt as to ability to continue as a going concern



Financial highlights

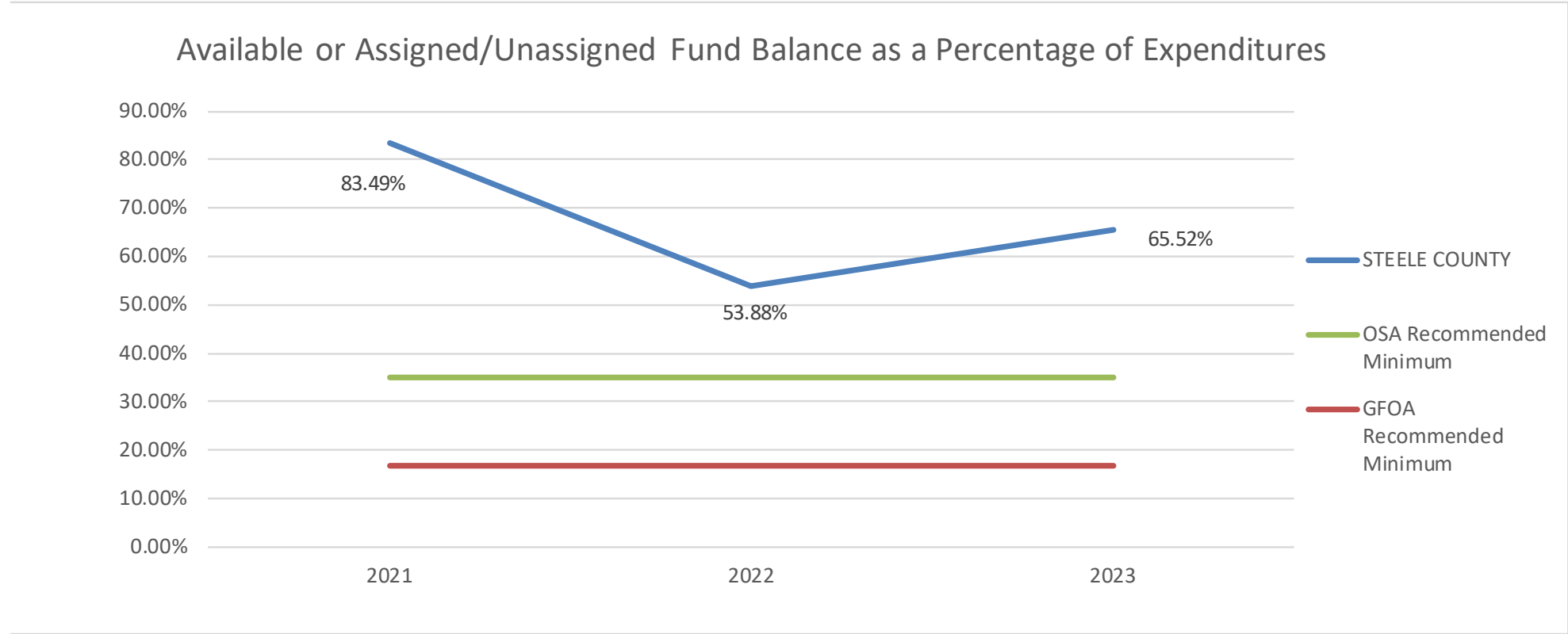
FINANCIAL HIGHLIGHTS

GENERAL FUND	2023
Details of Fund Balance	
<u>Nonspendable</u>	
<i>includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.</i>	\$ 620,060
<u>Restricted</u>	
<i>consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations or other governments or 2) law through constitutional provisions or enabling legislation.</i>	1,349,033
<u>Committed</u>	
<i>includes fund balance amounts that are constrained for specific purposes that are internally imposed by government through formal action (resolution) of the Board of Supervisors.</i>	292,450
<u>Assigned</u>	
<i>includes spendable fund balance amounts that are intended to be used for specific purposes that are not considered restricted or committed.</i>	1,484,058
<u>Unassigned</u>	
<i>includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories.</i>	20,407,649
Total Fund Balance (page 3)	\$ 24,153,250
General Fund Expenditures (page 5)	\$ 33,411,817
Assigned and Unassigned Fund Balance	\$ 21,891,707
Assigned and Unassigned General Fund - Fund Balance as % of above Expenditures	65.52%



FINANCIAL HIGHLIGHTS

Total Fund Balance (page 3)	<u>\$ 24,153,250</u>
General Fund Expenditures (page 5)	<u>\$ 33,411,817</u>
Assigned and Unassigned Fund Balance	<u>\$ 21,891,707</u>
Assigned and Unassigned General Fund - Fund Balance as % of above Expenditures	<u>65.52%</u>



FINANCIAL HIGHLIGHTS

General Fund Summarized Income Statement (pages 51-52)			
	2023 Budget	2023 Actual	2022 Actual
Revenues and other financing sources	\$ 33,880,951	\$ 39,588,225	\$ 27,690,562
Expenditures and other financing uses/special item	(33,880,951)	(34,311,817)	(36,809,698)
NET CHANGE IN FUND BALANCE	\$ -	\$ 5,276,408	\$ (9,119,136)
CASH AND INVESTMENTS	2023	2023	2021
Cash and Investments			
Unrestricted	\$ 59,259,643	\$ 55,759,841	\$ 55,921,332
Restricted	2,998,470	2,801,582	2,629,973
Fiduciary Funds	2,563,063	2,400,372	2,305,385
Total Cash and Investments (page 23)	\$ 64,821,176	\$ 60,961,795	\$ 60,856,690
SPECIAL REVENUE FUNDS	2023	2023	2021
Road and Bridge	\$ 17,622,622	\$ 18,574,680	\$ 17,997,551
Ditch	345,752	217,409	157,258
Opioid Settlement	215,167	172,382	-
Homelessness & Housing	245,203	-	-
Total Fund Balances (Deficit) (page 3)	\$ 18,428,744	\$ 18,964,471	\$ 18,154,809
DEBT SERVICE FUND	2023	2023	2021
Total Fund Balances (page 3)	\$ 1,234,751	\$ 1,196,826	\$ 1,115,981
CAPITAL PROJECTS FUND	2023	2023	2021
Total Fund Balances (page 3)	\$ 3,853,038	\$ 4,157,043	\$ 97,875



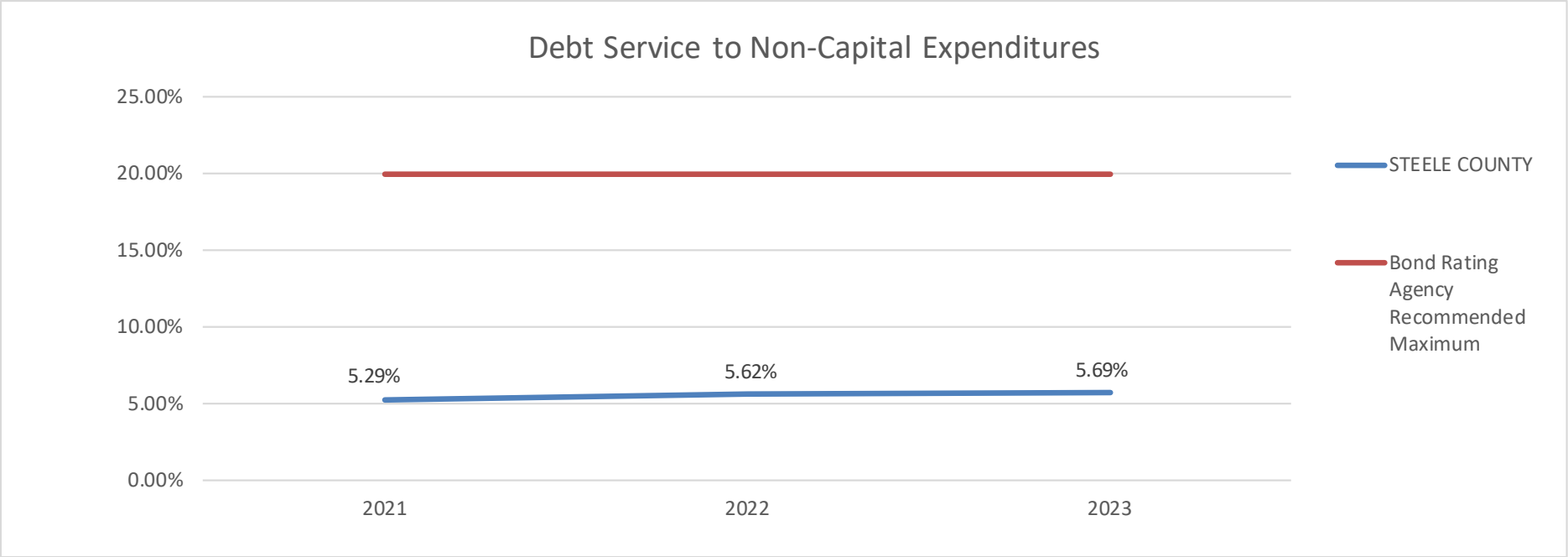
FINANCIAL HIGHLIGHTS

ENTERPRISE FUND - SOLID WASTE	2023	2023	2021
Cash and Investments - Unrestricted	\$ 4,683,852	\$ 5,346,080	\$ 5,226,315
Working Capital (Current Assets - Current Liabilities)	\$ 4,618,907	\$ 5,347,653	\$ 5,214,059
Net Position			
Net Investment in Capital Assets	\$ 3,322,579	\$ 2,582,586	\$ 3,172,874
Restricted for landfill	295,193	-	-
Unrestricted	4,356,171	4,484,859	4,486,597
Total Net Position (page 7)	\$ 7,973,943	\$ 7,067,445	\$ 7,659,471



FINANCIAL HIGHLIGHTS

GENERAL LONG-TERM DEBT	2023	2022	2021
Outstanding General Obligation (G.O.) Debt, less amount available in debt service fund	\$ 5,345,249	\$ 6,996,059	\$ 8,649,713
Total G.O. Debt Capacity	162,500,000	139,000,000	131,000,000
Percent of Debt Limit	3.29%	5.03%	6.60%
Percentage of Debt Service to Non-Capital Expenditures - Governmental Funds	5.69%	5.62%	5.29%



Report on Federal Awards



Report on federal awards

Schedule of expenditures of federal awards

- Federal award expenditures – \$1,307,923
- Federal major programs tested –
 - Highway Planning and Construction
 - Coronavirus State & Local Fiscal Recovery Funds

Report on federal awards

- **Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Governmental Auditing Standards* and Minnesota Legal Compliance**
 - No material weaknesses identified
 - Significant deficiency in internal control over financial reporting reported (auditor prepared financial statements)
 - No instances of noncompliance reported
 - No Minnesota Legal Compliance findings reported



Report on federal awards (cont.)

- **Report on Compliance for each Major Federal State Program; Report on Internal Control over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance**
 - Unmodified opinion on compliance
 - No compliance findings noted



Reporting and insights letter

Required Audit Communications

- Two-way communication regarding 2024 audit (pages 24-26)
- 2023 audit approach and results (pages 5 – 10)
 - GASB 96, *Subscription Based Information Technology Arrangements* implemented for 2023
 - Significant estimates included in financial statements – OPEB liability/related deferrals, net pension liability/related deferrals, landfill closure and post-closure care, and depreciation
 - No difficulties, disagreements or consultations occurred
 - Corrected and uncorrected misstatements

Upcoming GASB statements

GASB Statement Number	Description	Potentially impacts you	Effective date
100	Accounting Changes and Error Corrections	✓	12/31/24
101	Compensated Absences	✓	12/31/24
102	Certain Risk Disclosures	✓	12/31/25
103	Financial Reporting Model Improvements	✓	12/31/26



Thank you

We appreciate the work done by Steele County accounting staff and management in preparing for and assisting with the audit.

Sheanne Hediger, CPA
Principal

Sheanne.Hediger@bakertilly.com
+1 (612) 876 4599

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www.bakertilly.com/industries/state-and-local-government



Steele County Agenda Item

Request for Board Action

Subject: Health Insurance Request For Proposal (RFP) Results

Department: Human Resources

Committee: Internal Central Services

Committee Meeting Date: August 7, 2024

Work Session Date: Enter a date.

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the low bid received for 2025 Health Insurance Plan and Costs from Incumbent Carrier, Southeast Service Cooperative (Medica); AND Remove 4th Quarter Carryover Option.

Background (*Including Budget Impact*):

The SE Service Cooperative notified the County in March that a review of our claims activity from the past 18-20 months was looking unfavorable in terms of premium rate costs for 2025. They shared that if our claims trend continued on the same path, we'd likely experience a 25% - 30% premium increase for our 1/1/25 renewal.

The County decided to go out for bid and engaged broker National Insurance Services (NIS) to complete an RFP process on behalf of Steele County. The bid documents went live on June 1st with an initial deadline of July 1st and "final and best" proposals due on July 15th. Four (4) proposals were received from the following carriers:

- Southeast Service Cooperative (current incumbent)
- Blue Cross/Blue Shield
- Health EZ
- PEIP

The proposals the County received reflected significant premium rate increases, which was not good news, but also not surprising. The lowest proposal came from the current incumbent provider, SE Service Cooperative. The proposed premium rate increases contained in the bids were as follows:

- 1) SE Service Cooperative: **20.1% increase over 2024 rates** (if we remove 4th quarter carryover option)
23.75% increase over 2024 rates (if we leave 4th quarter carryover option)
- 2) Blue Cross/Blue Shield: **26.1% increase over 2024 rates**
- 3) PEIP: **46.2% increase over 2024 rates**
- 4) HealthEZ: **Self-Insured Proposal Only**

Aaron Casper from NIS will present the RFP results to the Board.

Attachments:

Health Insurance/Medical RFP Results Presentation



Medical RFP Results

Prepared for Steele County

July 31, 2024



Minnesota Office: 14852 Scenic Heights Road, Suite 210, Eden Prairie, MN, 55344
NIS Corporate Headquarters: 300 North Corporate Drive, Suite 300, Brookfield, WI 53045
Offices Nationwide: 800.627.3660 | www.NISBenefits.com

Overview



- Your Plan Design
- WEX Statistics
- Incumbent Carrier Overview
- RFP Responses
- Respondent Proposal: MHC/Southeast Service Cooperative
- Respondent Proposal: BlueCross BlueShield
- Respondent Proposal: HealthEZ
- Respondent Proposal: PEIP
- Respondent Proposal: Primehealth—Not able to meet bid timeline.
- Selection Criteria
- Plan Pricing

The background of the slide features a teal overlay on a photograph of medical professionals. The image shows hands in white gloves, a stethoscope, and a clipboard. Overlaid on this are white geometric shapes: hexagons, triangles, and lines forming a network-like pattern. Medical symbols like plus signs and a heart are also visible.

Your Plan Design

Effective 1/1/25 to 12/31/25

2024 Current Plan Benefits: \$4,000 Deductible Plan



	In-network	Out-of-network
Deductible	\$4,000 Individual \$8,000 Family	\$5,000 Individual \$10,000 Family
Out-of-Pocket Maximum	\$5,000 Individual \$10,000 Family	\$6,000 Individual \$12,000 Family
Preventive Care	No charge	Well child: No Charge Other services: 60% after Deductible
Office Visits	80% after Deductible	60% after Deductible
Urgent Care	80% after Deductible	60% after Deductible
Hospital Visits	80% after Deductible	60% after Deductible
Emergency Room	80% after Deductible	80% after Deductible
Prescription Coverage	Preventative: No charge Preferred: 80% after Deductible Non-preferred: No coverage	No coverage
Prescription Out-Of-Pocket Maximum	Combined with medical	Combined with medical



WEX

July 26, 2024

Total HSA balance as of 6/30/24: \$1,226,301

Total HSA accounts: 188

Average HSA balance: \$6,523

Total VEBA balance as of 6/30/24: \$215,210

Total number of VEBA participants: 76

Average VEBA balance: \$2,832

Balance Summary

Account Type	# Accounts With Balance	6/1/2024 Opening Balance	6/30/2024 Closing Balance	1/1/2024 Opening Balance
HSA Cash Account	178	\$1,090,550.01	\$1,103,660.61	\$1,077,383.68
Investment Fair Market Value	10	\$119,978.29	\$122,640.40	\$94,340.60
Totals	188	\$1,210,528.30	\$1,226,301.01	\$1,171,724.28

Statistics

Total Balance	#
Below Zero	0
Zero	7
\$0.01 - \$500	24
\$500.01 - \$1,000	22
\$1,000.01 - \$1,500	15
\$1,500.01 - \$2,000	13
\$2,000.01 - \$2,500	12
\$2,500.01 - \$3,000	13
\$3,000.01 - \$5,000	18
\$5,000.01 - \$10,000	22
\$10,000.01 - \$15,000	11
\$15,000.01 - \$20,000	8
Over \$20,000	20

Year to Date	Amount	#
Deposits	\$323,384.23	1984
Withdrawals	(\$273,256.98)	1266
Transfer to Investments	(\$32,183.61)	62
Transfer from Investments	\$7,873.32	16
Interest Earned	\$794.98	1030
Fees	(\$335.01)	98

Year to Date	Amount	#
Payroll Deductions	\$129,086.69	1352
Employer Contributions	\$188,270.56	612
Custom Employer Contributions	\$0.00	0
Other	\$6,026.98	20
Total Deposits	\$323,384.23	1984



The background image shows medical professionals in a clinical setting, overlaid with a teal color and a network of white geometric lines and shapes. The shapes include hexagons, triangles, and circles, some containing medical symbols like a cross or a stethoscope. The text "RFP Responses" is centered in white.

RFP Responses

RFP Responses

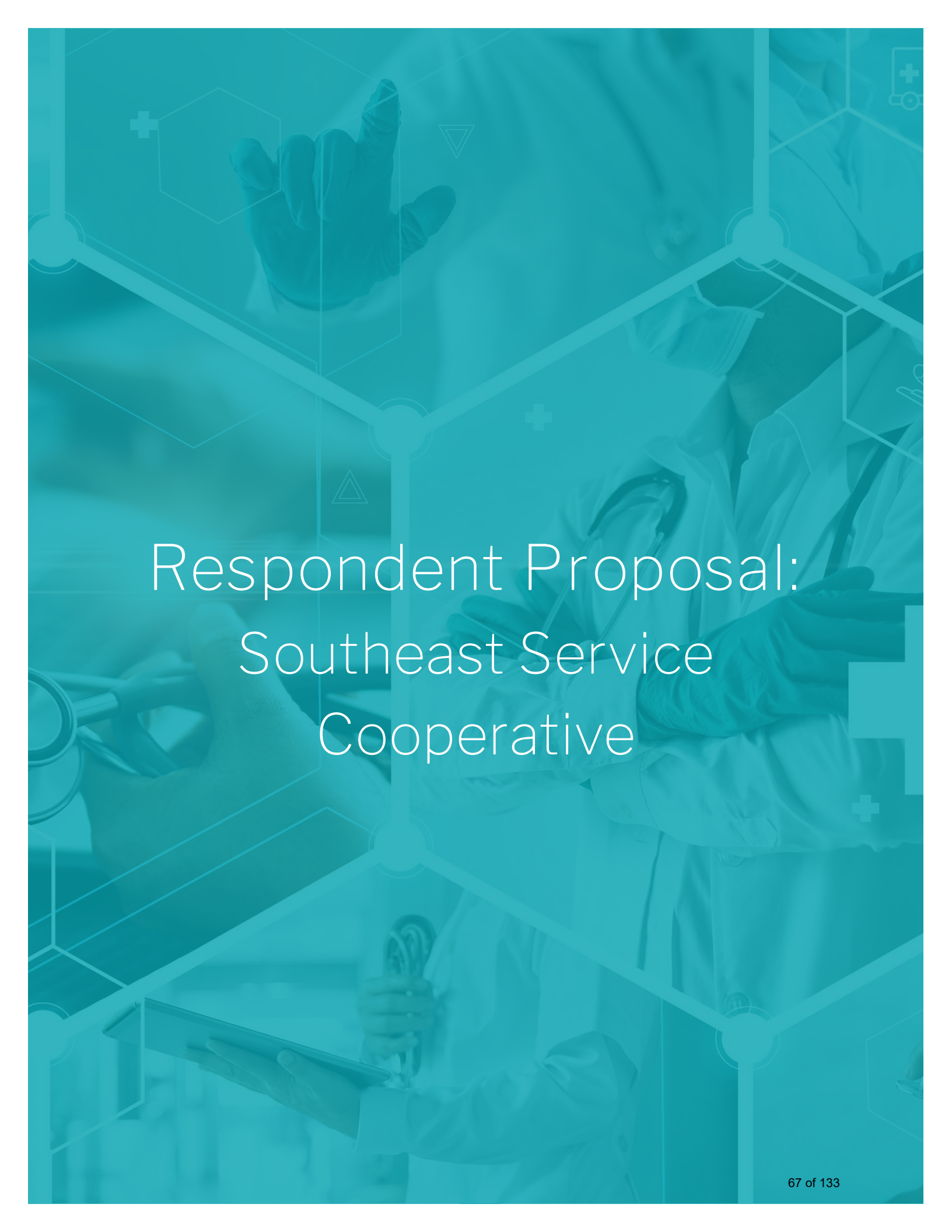


The county received responses from:

- MHC/Southeast Service Cooperative
- Blue Cross Blue Shield
- HealthEZ
- PEIP
- Primehealth— not able to meet bid timeline

The county received best and final responses from:

- MHC/Southeast Service Cooperative
- PEIP

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Respondent Proposal: Southeast Service Cooperative

Southeast Service Cooperative Financial Summary



- Removing 4th Quarter Carryover and maintaining current deductible levels would represent a 20.1% increase over current revenue
- Revenue from current premium for 2024 is \$3,440,409
- Southeast Service Cooperative proposed revenue, using current enrollment, would be \$4,131,034
- Annual increase in revenue of \$690,624 removing 4th Quarter Carryover and maintaining current deductible levels
- Response does not include renewal caps for 2026

Southeast Service Cooperative



Medica: Trusted Health Plan of Choice

Thank you for continuing coverage with your local service cooperative and the Minnesota Healthcare Consortium (MHC) to provide medical plan coverage to your employees and their families. We appreciate the opportunity to demonstrate our commitment through health plan products and programs that help individuals lead healthier lives.

The Minnesota Healthcare Consortium

Seven Minnesota service cooperatives have joined together to provide the cost savings of being self-insured with the financial safety of being in a pool. Statewide, hundreds of organizations with thousands of members are participating in MHC. Your regional cooperative, together with other participating service cooperatives from across the state, negotiates statewide stop-loss pricing, administrative discounts, and lower health care costs.

MHC has selected Medica as our health plan administrator. Medica is a Minnesota-based nonprofit health plan with a 45 year history. Their health plans and services are offered to nearly 1 million members nationwide. Medica is committed to building trust with us and our customers, members, and the communities where they live, work, and play. You can count on MHC and Medica to deliver great service, an extensive network of providers, and many resources to help your employees be their healthiest. Learn more at WelcomeToMedica.com/MHC2.

The Minnesota Healthcare Consortium (MHC), Medica and Mayo Clinic offer access to Mayo's world class care for MHC's covered members facing serious, complex or rare medical conditions through the Mayo Clinic Complex Care Program. Medica Choice Passport members with medical conditions that significantly impact their day-to-day life may be eligible for evaluation and treatment at Mayo Clinic with their travel and lodging covered by MHC.

Omada for Joint & Muscle Health combines personalized physical therapy with virtual technology. It's a proven program that can help build muscle, prevent pain, and treat existing aches and injuries.

Ovia – please add: MHC Medica members has access to High Risk Pregnancy Program when needed.

Southeast Service Cooperative



Service Cooperative Health Insurance Through Minnesota Healthcare Consortium

Offering an insurance pool with statewide power and local control

Your Service Cooperative group health insurance pool spreads risk and reduces cost while providing you the freedom to select the doctor and health plan of your choice. You will be the decision maker to see any doctor, clinic, or hospital for your care. This freedom gives you greater satisfaction about your healthcare, which leads to perceived and actual improvements in your well-being. And it works!

Features

- Statewide risk pool under Minnesota Healthcare Consortium (MHC)
- Rating methodology to provide stability
- Lower pooling limits for catastrophic claims
- Blending your claims with regional expectations to stabilize smaller groups
- Your choice of level of assistance for mandatory bids
- New networks and plan design options
- A selection of consumer tools and programs customizable to each member

Advantages

- Regional pool discretion and reserves
- Group control of benefit design
- Dedicated Service Cooperative and Medica teams
- Discounted access to medical savings and spending accounts with Wex
- Customized wellness programs with grant funding available
- Education and resources available on best practices and mandates

Southeast Service Cooperative Carrier Overview



Medica: Trusted Health Plan of Choice

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Southeast Service Cooperative Medica Information



Providing Exceptional Choice, Access, and Coverage

Medica's network options provide coverage for your employees when and where they need it. They offer you the choice between the broad Medica Choice® Passport, the focus of the Medica Elect® care system, and accountable care organizations (ACOs).

Delivering Value and Improving Outcomes with Thoughtful Pharmacy Benefits

Medica delivers pharmacy benefits in partnership with Express Scripts Inc. (ESI), which leads the pharmacy benefits management industry in customer satisfaction. Medica's pharmacy solutions, powered by ESI, offer best-in-class cost-control capabilities, clinically effective member health approaches, and engagement strategies designed to improve medication adherence. Of particular note is the importance of integration, which provides health and financial benefits.

Innovating for Your Evolving Health and Well-Being Strategy

Programs including My Health Rewards by Medica®, Omada, and Ovia Health can help members meet their health and wellness goals.

Delivering Value and Improving Outcomes with Thoughtful Pharmacy Benefits

Managing prescription drug benefits and costs is a priority for Medica, with a responsibility to customers and members to ensure efficient, affordable delivery of high-quality care and services. Integrating medical and pharmacy coverage improves the member experience and is proven to reduce costs, increase medication adherence, and improve care. Medica's partnership with ESI is based on their commitment to members: ESI has a successful track record of providing strong results in clinical value, quality, and cost.

Ease and Convenience

Members have access to more than 73,000 pharmacies nationwide. ESI's website and app make managing prescription benefits at home and on the go easy and convenient. Members can review personalized prescription benefit information, check pricing and coverage information for brand-name and generic drugs, find a pharmacy, check order status, view claims history, refill a prescription, set dosage reminders, and more.

Mail Order Pharmacy

ESI also makes it easy for members to get their medications delivered right to their doorstep. Medica members who have a prescription for a chronic condition, limited access to a pharmacy, or transportation challenges may find this program an attractive choice for refilling prescriptions. Members can get a 90-day supply of their medication through the mail, typically at a savings in co-pays and with no shipping or handling fees. Members can order refills using ESI's website or app.

Specialty Pharmacy

According to ESI, in 2019, 47.7 percent of spending on prescription drugs in the United States was on specialty drugs. That makes managing specialty pharmacy especially important. Accredo Specialty Pharmacy partners with Medica to manage the needs of members with chronic and complex medical conditions. Accredo also provides pharmaceutical consultation to physicians treating these patients. Together, Medica and Accredo have deployed successful strategies that ensure the most appropriate use of these high-cost drugs.

Southeast Service Cooperative Medica Information



My Health Rewards by Medica®

Customizable and comprehensive, My Health Rewards features unique digital lifestyle and condition management coaching modules, health assessments, activity tracking, and more. Members can establish and maintain healthy goals and habits using market-leading technology and support tools. Its suite of programs inspires sustainable behavior change. Contract holders can earn up to \$345 and spouse and dependents ages 18 & over can each earn up to \$225 annually in rewards!

Self Care by AbleTo

Self-care techniques, coping tools, meditations, sleep tracking, and more at no l cost — anytime, anywhere with Self Care by AbleTo. In addition, MHC Medica members receive access to online therapy covered under their plan as behavioral health office visit.

NEW 2024 Life Time Digital Fitness program

Get hundreds of on-demand and live streaming fitness classes, meditations, and wellness content to support your goals at no additional cost to you.

Ovia Health™

Ovia Health is a trio of smartphone apps that provides personalized guidance, support, and coaching across the reproductive health and parenting spectrum, from fertility health tracking to getting pregnant to navigating pregnancy, postpartum, and parental wellness. Individuals can use any or all of the apps Ovia Health offers, and members receive exclusive access to enhanced features not available to all app users.

Omada

MHC will cover the entire cost of the program for members who are at risk for type 2 diabetes or heart disease or are living with diabetes

Omada for Joint & Muscle Health's Virtual program focusing on building muscle to prevent aches & pains. Licensed physical therapists will assess and provide a personalized recovery plan for members who qualify.

Mayo Clinic Complex Care Medica Choice

Passport Network Only member facing serious, complex or rare medical conditions may be eligible for care at Mayo Clinic with your travel and lodging covered by MHC.

Southeast Service Cooperative Medica Network Information



Medica Choice® Passport

Medica Choice Passport is our broadest open access network, and your premium includes our network savings opportunity. Medica Choice Passport features access to more than 960,000 doctors, 5,900 hospitals, and 73,000 ancillary providers across the country and prominent care systems in southeast Minnesota, including:

- Allina Health System
- Children's Minnesota
- Gundersen Health System
- Mankato Clinic
- Mayo Clinic Health System
- MercyOne
- Northfield Hospital & Clinics
- Olmstead Medical Center
- Owatonna Hospital
- Winona Health

Members can visit any doctor, clinic, or facility in the network without a referral. To find a physician or facility in the Medica Choice Passport network, click [here](#).

Medica Elect®

Another option is the Medica Elect care system network. Medica Elect includes numerous independent clinics and care systems—most notably, Allina, Aspen Medical Group, and Children's Health—and cost saving features.

Though Medica Elect is more focused than an open access network, it still offers great flexibility. Members choose a primary care clinic at open enrollment (which determines the care system) to coordinate their care, but they can see any provider within their care system without a referral.

Southeast Service Cooperative Medica Network Information



Accountable Care Organizations (ACOs)

ACOs offer networks or teams of health care providers (e.g., clinics, hospitals, doctors, and specialists) that collaborate with Medica to make health care more efficient and improve the member experience. ACO networks are smaller than our open-access networks, but their benefits are significant: cost savings, fewer hospital re-admissions, fewer emergency room admittances, increased preventive care utilization, higher generic medication utilization, and improved adherence to antidepressant medicine.

We're pleased to offer you the following ACOs:

Clear Value with MedicaSM features direct access to primary or specialty care providers at any of Hennepin Healthcare's 9 primary care clinics and 60 specialty clinics, Gillette Children's Hospital, and Hennepin County Medical Center.

Park Nicollet First with MedicaSM builds on the strength of one of the nation's largest multispecialty clinics, providing members with access to over 20 neighborhood clinics and more than 55 medical specialties.

Ridgeview Community Network[®] powered by Medica provides local, personalized care at one of the few independent health care systems in Minnesota.

VantagePlus with MedicaSM includes 3,500 primary and specialty care physicians, 650 clinics, and 12 hospitals with providers members know and trust from M Health Fairview, North Memorial Health, and many popular independent clinics.

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Respondent Proposal: BlueCross BlueShield

BlueCross BlueShield Financial Summary



- Insured response for January of 2025, would be a 26.1% increase
- Revenue from current premium for 2024 is \$3,440,410
- BlueCross BlueShield proposed revenue, using current enrollment, would be \$4,336,863
- Annual increase in revenue of \$896,453
- Response does not include renewal caps for 2026

BlueCross BlueShield Network Overview



Blue Cross Blue Shield's national network of physicians and hospitals is the largest in the country

- 98% network match to utilized clinics

Response also includes services for:

- Wellness coaching and online programs
- Health assessment
- Offers an activity based wellness incentive
- Updated member and employer website

BlueCross BlueShield Carrier Overview



Blue Cross Blue Shield (BCBS) of Minnesota is a non-profit entity based in Eagan, Minnesota.

- 107 million people are covered under the Blue Cross Blue Shield association of health plans.
- Response includes a dedicated service team for Steele County.
- Customer services and claims processing and management is located in Minnesota.
- 3,500 employees work for BCBS throughout Minnesota — with offices in Eagan, Virginia, Aurora, Duluth, and St. Cloud.
- BCBS Minnesota has more members, the largest national network of doctors, and more products and services than any other health plan in Minnesota.

BlueCross BlueShield Provider Discounts



The Aware PPO Network from Blue Cross Provides Impressive Discounts to Your Employees

Average Discounts: Aware Network (01/2019)			
Area	Inpatient Hospital	Outpatient Hospital	Physician
Minnesota Metro	44.3%	49.2%	36.4%
Minnesota Non-Metro	33.9%	33.6%	35.3%
Statewide	41.3%	43.4%	36.1%

Blue Cross only partners with healthcare providers proven to offer the highest quality and value of care to improve the health of your employees and lower costs. Value-based pricing does not apply to all providers in the Aware network.

Blue Cross sends this data back to the stakeholders of self-funded health benefit plans to help them assess the usage of their plans among network-participating providers.

Out-of-Network Provider Negotiations

There are some cases in which a participant must use a non-contracted provider or a provider located outside of Minnesota. When this occurs, Blue Cross utilizes a shared savings arrangement with MultiPlan, a third-party vendor, to evaluate and financially negotiate these claims. MultiPlan also analyzes claims for waste and abuse (e.g., seemingly unrelated services, excessive services reported, and unlikely combinations of services performed), and addresses these claims through clinical negotiation. With both negotiation products, the member is not held liable for the difference between the billed charges and the negotiated rate (known as balance billing).

In the cases where MultiPlan negotiations for Blue Cross claims are not successful, Blue Cross pays at the MultiPlan Data iSight rates.

BlueCross BlueShield



Blue Cross® and Blue Shield® of Minnesota

1 Out of 3 Americans Are Members of a Blue Cross and Blue Shield Network

The Aware network¹ provides your employees with easy access to a statewide network that includes more than 98% of hospitals and physicians in Minnesota — making it easy to get the care they need.

Cost-Cutting Convenience

Designed to make saving on healthcare as easy as possible, Blue Cross Aware Network offers a broad footprint of participating providers.

Blue Cross contracts with only the top-performing providers proven to deliver top-quality, effective care. Your employees may see significant savings and gain greater provider access.

A Perfect Match for Your Employees

The Aware Network²

- 176 Hospitals
- 17,968 Primary Care Providers
- 37,860 Specialty Care Providers

Available at Home and Abroad

With 97% of doctors and 98% of hospitals participating in the national BlueCard® PPO network across the country, your employees won't have any trouble finding care. On top of that, BlueCard® PPO network includes network-participating doctors throughout the world, giving your employees peace-of-mind as they travel.

Blue Cross® and Blue Shield® of Minnesota is a non-profit independent licensees of the Blue Cross and Blue Shield Association.

The Aware® Network from Blue Cross Gives Your Employees More Access and More Savings



Broad Access

- 107 million members nationally
- \$382 million invested in health initiatives across the country³
- \$1 billion invested in 140 companies and technologies working to improve our health care⁴



Superior Network Savings

- 3.7% average discount advantage⁵
- 55% average savings on in-network claims⁶



Global Availability

- 170 countries and territories contain network-participating providers



Unlock More Providers

- 98% of claims paid in-network⁶
- 98% of hospitals participate⁷
- 97% of doctors participate⁷

Blue Cross® and Blue Shield® of Minnesota and Blue Plus® are nonprofit independent licensees of the Blue Cross and Blue Shield Association.

1 This network includes providers one county in to the neighboring states of Iowa, South Dakota, North Dakota, and Wisconsin. When seeking care in these counties, employees should search for providers using Aware Network (not BlueCard PPO).

2 Numbers are reflective of signed contracts as of March 2018 and are subject to change.

3 Blue Cross Blue Shield Community Investment Report, 2018.

4 Blue Cross Blue Shield Association Data, 2018.

5 National Discount Benchmarking Study, CY 2015.

6 ValueQuest Cost Model at a Glance, MY 2016.

7 Consortium Health Plans Network Compare Findings, Q3 2017.

BlueCross BlueShield



Blue Cross Customer Service

Better Service. More Satisfied Customers

Through the Aware Network from Blue Cross and Blue Shield of Minnesota, your plan members gain toll-free telephone access to U.S.-based Customer Service Representatives from 7:00 a.m. to 8:00 p.m. Central time, Monday through Friday. More services are available outside of normal business hours, such as Blue Cross interactive voice response service or online resources.

These tools can help employees:

- Find answers to health plan questions
- Find doctors and hospitals
- Email a Customer Service Representative
- Schedule a Doctor On Demand Appointment



Live Phone Support, Monday-Friday
from 7:00 a.m. to 8:00 p.m. CT



Secure Online Member Portal,
Available 24 Hours



Interactive Voice Response by
Phone, Available 24 Hours

Blue Cross Member Service Touchpoints			
Customer Service Representatives	Online Resources	Nurse Guides	Case Managers
• Assist employees with health coverage questions • Utilizes in-house experts for clinical support • Help finding network-participating providers • Inform employees of available services	• 24/7 Access to “Find a Doctor” web-based tool • Claims and medical spending account questions • Cost/quality comparisons on providers • Doctor On Demand—live appointments via video on the web	• Provide assistance in navigating the health care system • Offer clinical guidance • Assist employees in determining which services they need • Transfer to case managers, if needed	• Assess member needs • Provide emotional support and education • Outline coordination of benefits for employees • Resolve gaps in care • Provide connection to health specialists
Self-Directed Support			Active Outreach

The background of the slide features a teal overlay on a photograph of medical professionals. The image shows hands in white gloves, a stethoscope, and a clipboard. Overlaid on this are white geometric shapes: hexagons, triangles, and lines forming a network-like pattern. Medical symbols like plus signs and a heart are also visible.

Respondent Proposal: HealthEZ

HealthEZ Financial Summary



Steele County
1/1/2025

Enrollment
Single 123
Family 77
Total 200

	Current	Renewal	HealthEZ	HealthEZ
Specific Contract			12/15	12/15
Aggregate Contract			12/15	12/15
Carrier			Standard Life	Standard Life
Stop Loss Coverages			Med/RX	Med/RX
Plan			Current	Current
Network			APPO	APPO
Specific Deductible			\$ 100,000	\$ 150,000

Premiums (PEPM)			
Single		\$ 170.94	\$ 123.50
Family		\$ 482.81	\$ 355.31
Aggregate Composite		\$ 18.57	\$ 25.45

Annual Fixed Costs				
Premiums	\$ 3,392,257	\$ -	\$ 742,992	\$ 571,672
Consulting/Service Fee			\$ 27,312	\$ 27,312
Administration			\$ 102,600	\$ 102,600
Total Fixed Cost	\$ 3,392,257	\$ -	\$ 872,904	\$ 701,584

Factors				
Single			\$ 931.23	\$ 1,053.88
Family			\$ 2,487.61	\$ 2,815.24
Max Claim Liability (Annual)	\$ -	\$ -	\$ 3,673,047	\$ 4,156,809
Expected Claims (Annual)	\$ -	\$ -	\$ 2,938,438	\$ 3,325,447
Max Liability	\$ 3,392,257	\$ -	\$ 4,545,951	\$ 4,858,393

Total Expected Costs	\$ 3,392,257	\$ -	\$ 3,811,342	\$ 4,027,031
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Max Liability			
Single		\$ 1,174.87	\$ 1,256.96
Family		\$ 3,043.12	\$ 3,250.13
Expected Liability			
Single		\$ 988.62	\$ 1,046.18
Family		\$ 2,545.60	\$ 2,687.08

*Subject to price increase or decrease based on final underwriting approval

HealthEZ

Looking for a partner committed to cost containment?

Choose a cost containment expert that will help
your plan thrive.

HealthEZ

Your bottom line is our incentive

Health plan costs keep rising and fully insured policies don't bend the curve. We believe that business plans and benefit plans should work in harmony. To that end, we give self-funded plans the freedom to offer affordable, high-quality benefits to their employees.

No stone unturned

HealthEZ has a defined road map that's focused on reducing plan cost while keeping member satisfaction and quality of care high. Our integrated approach to cost containment is engaged with every step in the continuum of care. To increase engagement and effectiveness, our Care Advocacy team is fully connected with the member.



***IN 2022, OUR TOTAL BOOK OF BUSINESS
WAS 25% BELOW BENCHMARK. - DEERWALK**

HealthEZ

Our proven approach to cost containment

1 Discount Methodology

- Network Discount
- RBP
- Pharmacy Discounts
- PAP/Manufacturer coupons
- Formulary Discounts

2 Smart Coverage Design

- 3 Tier Programs
- Carve Out Programs
- Limitations & Exclusions
- Cost Share Strategy

3 Prevention

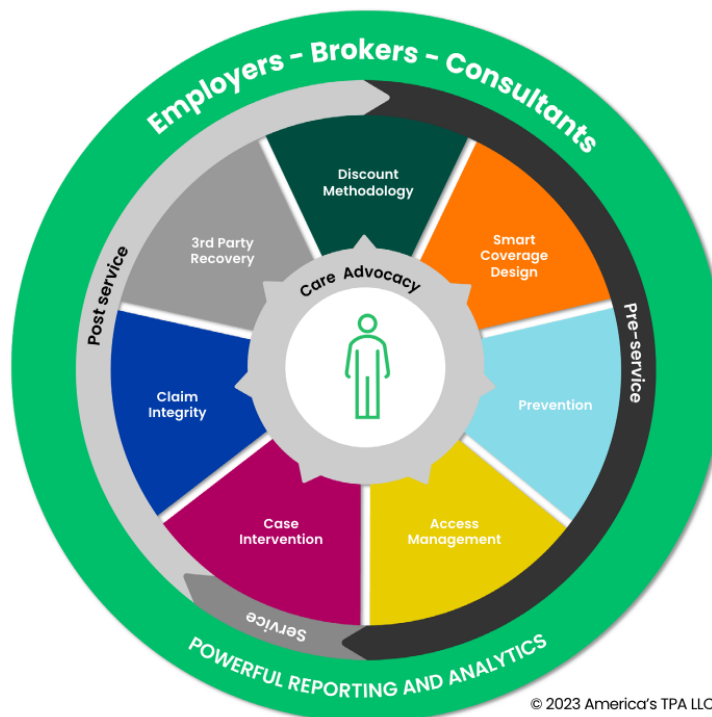
- LiveEZ – Onsite Biometrics
- Boost Your Baby
- Diabetes Management
- Heart Disease Management
- Weight Management

4 Access Management

- Prior Authorization
- Averted Care
- Advocacy
- Steerage
- Teladoc
- Other

5 Case Intervention

- Cases Opened
- Engagement



6 Claim Integrity

- High Dollar Claim Review
- Payment Integrity
- Claim Negotiation
- Out-of-Network Discounts
- NSA Savings
- Other

7 3rd Party Recovery

- COB
- Stop Loss
- Subrogation

HealthEZ

We're kind of obsessive about cost containment

A robust set of tools, levers, and protocols ensure that we can impact cost at every point of service delivery. From plan design to prevention to claims administration to utilization review; if it impacts cost, we have a process in place.

**Total book of business
25% below benchmark**

Unit Cost Management Levers

- High Dollar Claim Review
- Itemized Bill Review
- Claim Negotiations
- Code Editing
- Coordination of Benefits
- Subrogation
- Out-of-Network Discounts
- Stop Loss

Utilization Levers

- Precertification, Medical Necessity & Site-of-Service Reviews
- Large Case Alerts, Complex Case Management
- Disease Management/Livongo
- Alternate Drug Funding, Consumer Awareness (EZChoice, Teladoc)

Prevention Levers

- Wellness Programs
- LiveEZ
- Boost Your Baby

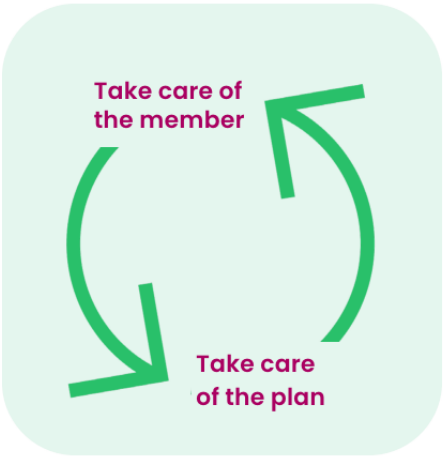
Plan Design & Network Levers

- CDH/HDHP Plans
- In-Network & Out-of-Network Discounts/PBM Discounts
- Benefit Plan Incentives/Limitations/Exclusions

HealthEZ

The power of Care Advocacy:

When you take care of the member,
you take care of the plan.



Our member first approach ensures the greatest impact on cost and member experience. Higher member engagement can lead to better outcomes and reduced cost. We provide resources, education, and a review of members' cases when there is a chronic or complex condition requiring case or disease management. Our team goes the extra mile for each member.

- Early identification of potential large claims
- Review for alternative care options
- Early identification of steerage opportunities

To put it simply; caring for the members is good for everyone.



HealthEZ

Self-funding success story

There’s a reason our client retention has been well over 90% for years: Our cost containment solutions work.

Our Client

A group of medical practices, independently owned and led by its physicians, with operating divisions representing several areas of expertise.

Self-Funding Success

Working with HealthEZ, this healthcare group was able to increase access to quality care options while reducing costs by 12% PEPM (per employee per month) over three years without increasing employee premiums. One of the group’s board members and physicians attributes the plan’s success to four components: plan design, a high value network, employee education, and innovative sites of service.

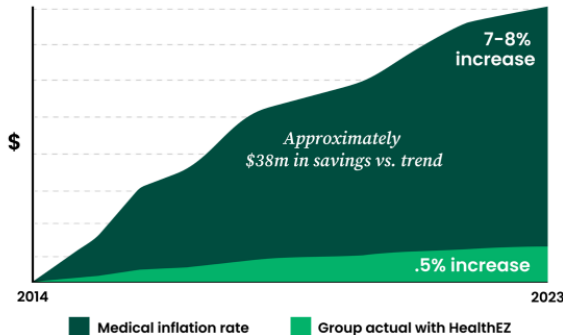


1,500+
employees



12%
overall savings
PEPM over 3 years

Annual Plan Increase



* Medical Trend from PwC

“While our total plan costs have decreased, our employees have received improved healthcare benefits with flat premium contributions for the last 5 years.” – CEO



HealthEZ

When all else fails, **stop-loss**

Despite our best efforts, unexpected, big claims can happen. Our in-house risk management team works with A-rated carriers to make sure the plan is covered when the unplanned happens.

We are relentless

We are committed to not only finding cost savings for our clients but also creating a better experience for our members. Generating the savings necessary to make self-funded plans work isn't easy. That's why you hire a team like HealthEZ to dig for every possible savings opportunity pre- and post-claim.

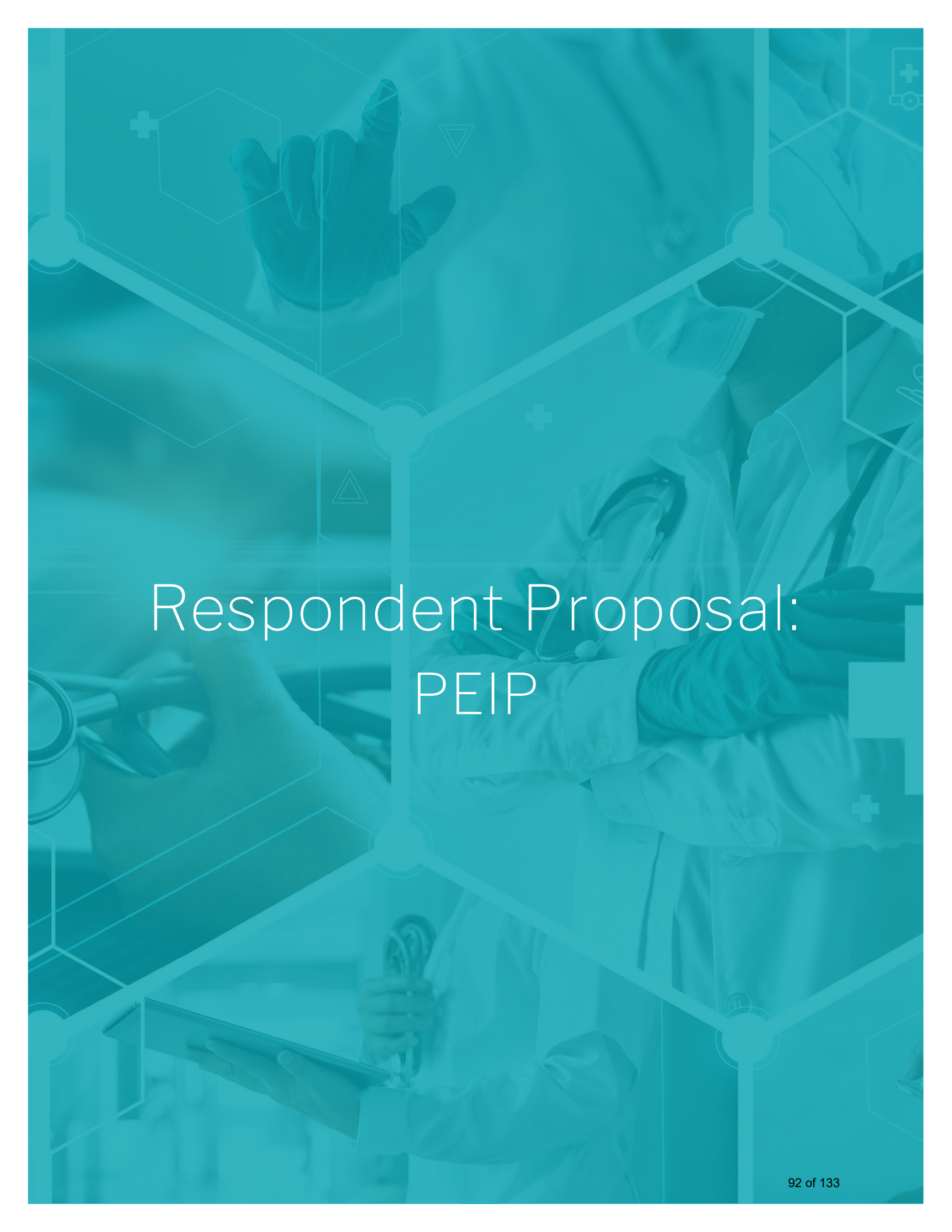
We'd enjoy the opportunity to learn about your clients and how we can help their self-funded plans succeed.

Visit HealthEZ.com to learn more.

Business plans and benefit plans should work in harmony.



That's why we're here.



Respondent Proposal: PEIP

PEIP



Financial Summary

- Insured response for January 2025, would be a 46.2% increase
- Revenue from current premium for 2024 is \$3,440,409
- 2025 proposed revenue, using current enrollment, would be \$5,030,333
- Annual increase in revenue of \$1,589,923
- Electing PEIP requires a 4 year commitment

Plan Highlights

- Enhanced coverage of infertility for Blue Cross members (similar to HealthPartners coverage)
- \$0 or reduced office copays for mental health treatment.
- Out of area care for members has changed (see attachment).

PEIP Network Overview



As a self-funded pool, PEIP offers two network administrators:

- Blue Cross Blue Shield of MN
- HealthPartners

PEIP offers three different plan designs:

- Advantage Plan
- Value Plan
- HSA Qualified Plan

Each PEIP plan design contains four levels of benefits. Benefits are determined by which primary care clinic a member has designated.

PEIP is administered by Innovo Benefits Administration by contract with the State of MN.

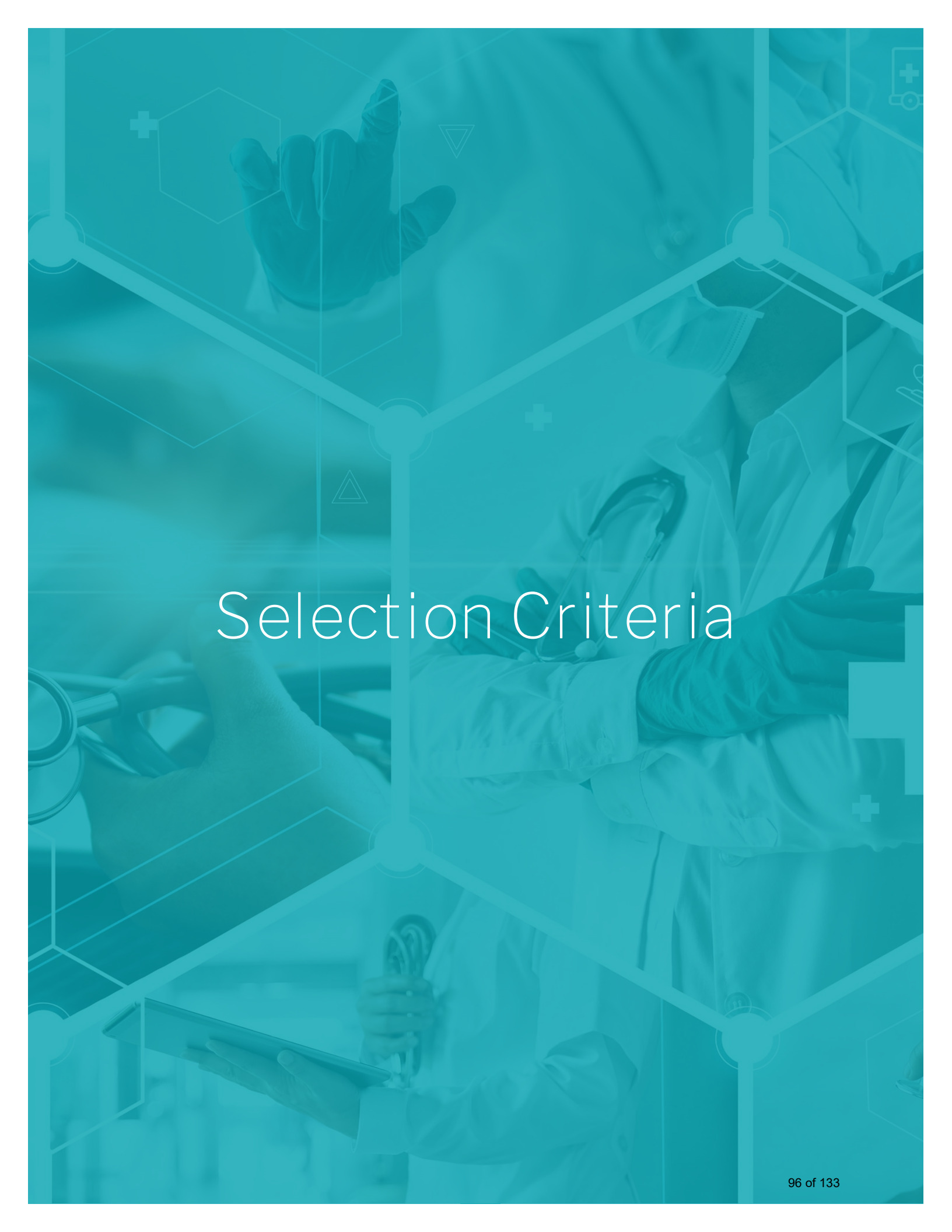
- PEIP does not provide anything other than ledger claim data.

PEIP Carrier Overview



- Created in 1989 by state statute (Minn.Stat. 43A.316).
- PEIP is administered by the Department of Minnesota Management and Budget (state of Minnesota), and is committed to delivering insurance options to public employees.
- Goal of PEIP – to bring affordable and sustainable health insurance options to public employers leveraging off of the bargaining ability of 18,000+ PEIP members.
- PEIP is a self-insured pool.
- PEIP requires a four-year commitment.
- PEIP does not offer a second-year rate guarantee.
- PEIP is a variant plan design structure.
 - Four levels of benefit coverage within each plan.
 - Coverage level is determined by the member's primary care clinic designation.
 - Specialist visits require referrals from the designated primary care clinic.
- Reserves (excess funds earned in premium) are shared with the other entities within PEIP.
- Reserves are controlled by PEIP.
- Benefits are negotiated and determined by the state, not the county employees or PEIP.
- PEIP Plans present a considerable cost shift to covered members with benefit reductions, without the requisite savings in premiums.

Please note, the contents of this section of the HITA Renewal Response were not written by PEIP. This is a summary from National Insurance Services.

The background image shows medical professionals in white coats and gloves, with a teal overlay and geometric patterns. The text "Selection Criteria" is centered in white.

Selection Criteria

Selection Criteria Evaluation Criteria



Evaluation of proposals will take into account (but is not limited to) the following criteria:

- Compliance with specifications
- Contract provisions
- Provider network and Provider Contracts
- Premium rates and guarantee periods
- Proposer's ability to adequately service the County's employees and their dependentsEase, cost and effectiveness of transition from present carrier
- The County reserves the right to accept or reject any or all proposals, to waive informalities in the proposals and to negotiate with carriers on benefits, premiums and other contract terms (as allowed under Section 471.6161 of Minnesota Statutes).

The background image shows medical professionals in a clinical setting, overlaid with a teal color and a network of white geometric lines and shapes. The shapes include hexagons, triangles, and circles, some containing medical symbols like a cross or a stethoscope. The overall aesthetic is modern and technological.

Plan Pricing

Current Rates vs Renewal Rates



Steele County Current Rates 2024	
\$4000—20% HSA (w/4qco)	Current
Single	\$898.48
Family	\$2,236.04

Steele County Renewal Rates 2025	
\$4000—20% HSA (NO 4qco)	Proposed
Single	\$1,078.84
Family	\$2,684.90



Steele County Agenda Item

Request for Board Action

Subject: Rice & Steele 911 Center 2025 Budget

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Staff recommends Authorizing Commissioner Abbe and Brady to vote in favor of the Rice & Steele 911 Center 2025 Budget

Background (*Including Budget Impact*):

.

Attachments:

Rice & Steele 911 Center 2025 Budget

August 7th, 2024

To: Joint Powers Board, Rice & Steele 911 Center

Following the Preliminary Budget Presentation in July at the Joint Powers Board meeting, there was some expressed concern reference the percentage of increase to county contributions. I explained that there were several factors that contributed to these increases including a predicted significant increase to health insurance premiums, predicted wage increases for the upcoming contract negotiations, no increase to 911 fees paid to the counties for 2025 and finally no use of reserves in 2025. There was some positive news in revenues with the agencies now paying for their own license fees. This added approximately \$67,000 in revenue.

I did go through the budget items line by line. Updates to a few were needed and a few were removed including the "check-up from the neck up". I will continue to look into grants and alternatives to provide these services. With these changes, the county contribution increase sits at 9.8%.

It is good to look back at what has been approved in the past to what is currently being requested. Below is what is being requested for 2025 compared to the previous 5 year average.

<u>Previous 5 Year Average</u>	<u>2025 Request</u>	<u>Previous 5 Year Average</u>	<u>2025 Request</u>	<u>Previous 5 Year Average</u>	<u>2025 Request</u>
County Contributions	County Contributions	Operating Expenditures	Operating Expenditures	Personnel Services	Personnel Services
Increase %	Increase %	Increase %	Increase %	Increase %	Increase %
6.0%	9.8%	6.7%	7.0%	4.8%	9.4%

I respect the position the Joint Powers Board is in and understand there are difficult decisions to be made. I did meet with the Steele County Board of Commissioners separately and they also voiced concern about the county contribution increase. I hope that we will not see Personnel Services increases like this in the future but I also want to point out that starting late 2025 and moving forward, the State of Minnesota passed new legislation requiring Paid Family and Medical Leave. This will be a newly added expense in future budgets. Technology is a large driving force for our Operating Expenditures but I am hoping to find ways to reduce costs especially with phone lines by moving to an IP based system rather than the current system we have with both analog and IP.

With all of this said, I do want to provide this board with what it will take to reduce the cost to county contributions. To go from a 9.8% increase to a 7.8% increase will require a reduction of \$56,217. To go from a 9.8% increase to a 5.8% increase will require a reduction of \$112,379. The first scenario will require holding off on hiring one of our full-time positions for 8 months. The second scenario will require not hiring one of our full-time positions for the whole year of 2025, reducing training and limiting our switch replacement.

If either of these decisions are chosen, operational function will be diminished. I mentioned during my meeting with the Steele County Board of Commissioners that I am not seeing "fluff" in this budget. The largest dollar amount change affecting County Contributions is a \$230,000 increase to Personnel Services and reduction of the use of reserves in the amount of \$181,100.

Please feel free to ask me any questions you may have about the 2025 Budget Proposal Options and the rationale behind its contents.

Sincerely,
Brian Becker, Administrator
Rice & Steele 911 Center

Rice-Steele Consolidated Dispatch
2025 Budget Proposal

	2024 Final Budget	2025 Prelim Budget	\$ Increase (Decrease)	% Increase (Decrease)
Revenues				
County Contributions:				
Rice County - 64.2%	\$ 1,802,778	\$ 1,979,486	\$ 176,708	9.8%
Steele County - 35.8%	1,005,288	1,103,826	98,538	9.8%
<i>Total County Contributions</i>	2,808,066	3,083,312	275,246	9.8%
State Grant - E911	536,593	536,593	-	0.0%
Charges for Services	65,240	125,217	59,977	91.9%
Interest Income	3,000	15,000	12,000	0.0%
Miscellaneous	-	-	-	#DIV/0!
Budgeted Use of dedicated NG911 Funding Reserves		35,000	35,000	#DIV/0!
Budgeted Use of Reserves	181,100	-	(181,100)	(100.0%)
<i>Total Revenues</i>	3,593,999	3,795,122	201,123	5.6%
Expenditures (Budget)				
<i>Personnel Services</i>				
Wages and Overtime	1,862,800	1,994,200	131,400	7.1%
Health, Life, and Disability Insurance	309,700	388,600	78,900	25.5%
Payroll Taxes and Retirement Benefits	277,600	297,200	19,600	7.1%
Other Payroll Related Expenditures	3,400	3,500	100	2.9%
<i>Total Personnel Services</i>	2,453,500	2,683,500	230,000	9.4%
<i>Operating Expenditures</i>				
Advertising	1,000	1,000	-	0.0%
Audit Costs	14,175	16,100	1,925	13.6%
Computer Usage Fees	27,120	27,120	-	0.0%
Consultants	12,000	12,000	-	0.0%
Equipment Maintenance & Repairs	742,441	794,707	52,266	7.0%
Garbage Disposal	400	-	(400)	(100.0%)
Membership Dues	600	1,260	660	110.0%
Employee Physical & Exams	-	5,100	5,100	#DIV/0!
Miscellaneous Expenditures	8,000	8,050	50	0.6%
Non-Capitalized Inventory	11,070	11,800	730	6.6%
Office Rent	59,584	63,159	3,575	6.0%
Office Supplies	3,950	4,036	86	2.2%
Property and Liability Insurance	11,459	11,802	343	3.0%
Telephone, Cell Phones, Cable and Internet	50,400	49,331	(1,069)	(2.1%)
Training/Mileage/Conferences	17,200	20,900	3,700	21.5%
<i>Total Operating Expenditures</i>	959,399	1,026,365	66,966	7.0%
Budgeted Capital Outlay	181,100	85,257	(95,843)	(52.9%)
<i>Total Expenditures</i>	3,593,999	3,795,122	201,123	5.6%
<i>Net Revenues Over (Under) Expenditures</i>	\$ -	\$ -	\$ -	



Steele County Agenda Item

Request for Board Action

Subject: Approve Agreement with Canadian Pacific Kansas City Railroad for Crossing Improvement at SE 18th Street.

Department: Highway

Committee: Public Works

Committee Meeting Date: N/A

Work Session Date: N/A

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Agreement with Canadian Pacific Kansas City Railroad for crossing improvement at SE 18th Street.

Background (*Including Budget Impact*):

Construction of a roundabout at CSAH 48 Bixby Rd and SE 18th Street is ongoing. The project requires relocating the railroad crossing just east of the intersection to complete the construction. In addition, all alignment concepts being considered for the East Side Corridor will be routed via SE 18th Street through this crossing. The East Side Corridor project is programmed in the CIP for construction in 2026. To address the intersection changes and anticipated future traffic at the crossing, Canadian Pacific Kansas City (CPKC) Railroad requires the relocated crossing of SE 18th Street to be improved with concrete surface panels. The Agreement outlines each party's responsibilities to complete that work.

The attached agreement is in draft form. CPKC previously estimated the cost of the work to be \$101,460.09 but is now updating that estimate. This cost is programmed in the Highway CIP and included in the budget. Once the final agreement is received from CPKC, we will have the Chair execute it.

This is the first of two agreements for the crossing. A second agreement is still being worked on to install required flashing warning lights and gates.

Attachments:

Canadian Pacific Kansas City Railroad Agreement

AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into by and between Steele County, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the “ROAD AUTHORITY” and DAKOTA MINNESOTA AND EASTERN RAILROAD, doing business as CANADIAN PACIFIC, hereinafter referred to as the “COMPANY.”

WITNESSETH

WHEREAS, Southeast 18th Street, DOT #380288F as presently located in the City of Owatonna, MN, Steele County State of Minnesota, crosses at grade main line track of the COMPANY at railroad milepost 99.73 on the Owatonna Subdivision, which crossing is constructed with 32’ of wood surface and is protected by Cross Bucks and Stop Signs, and

WHEREAS, the ROAD AUTHORITY proposes to have the COMPANY replace the crossing surface at the location shown in “**Exhibit A;**” and

WHEREAS, the crossing surface work herein proposed to be performed by the COMPANY shall be completed with the street closed to vehicular traffic; and

WHEREAS, the parties desire to set forth the terms and conditions for surface replacement of said crossing.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties agree as follows:

SECTION 1. The “Standard Provisions for Highway-Railroad Agreements” attached hereto as “**Exhibit C**” are hereby made a part of this Agreement.

SECTION 2. The parties shall construct, or cause to be constructed, the following items of work:

2.1 WORK BY THE COMPANY. The COMPANY shall furnish, or cause to be furnished, all of the labor, materials and work equipment required to perform and complete the following work (the “COMPANY Work”):

- a. The removal of the existing grade crossing surface.
- b. The preparation of the track structure.
- c. The installation of concrete crossing material.
- d. The incidental work necessary to complete the items hereinabove specified.

The COMPANY Work is more fully detailed in the attached “**Exhibits B.**”

The estimated total cost of the COMPANY Work to be performed by the COMPANY as indicated in the estimate of cost attached hereto and marked “**Exhibit B**” is \$?. The ROAD AUTHORITY shall reimburse the COMPANY for all costs, estimated at \$?.

The COMPANY warrants that it shall perform all of the COMPANY Work under this Agreement in a workmanlike and timely manner in accordance with all applicable standards for work of the type at issue.

2.2 WORK BY THE ROAD AUTHORITY. The ROAD AUTHORITY shall furnish or cause to be furnished, at its expense, all of the labor, material and work equipment required to perform and complete the following work (the “ROAD AUTHORITY WORK”):

- a. The paving of the roadway approaches up to the edge of the concrete crossing surface.
- b. Traffic control and detour signing.
- c. Incidental work necessary to complete the items hereinabove specified.

2.3 The COMPANY Work and the ROAD AUTHORITY Work shall be completed within 18 months of fully executing this agreement.

SECTION 3. The ROAD AUTHORITY shall maintain jurisdiction for the roadway and will be responsible for maintaining the roadway and crossing approaches up to the ends of the track ties at its expense. The COMPANY shall operate and maintain its track, the crossing over its ties and the crossing warning devices in accordance with Federal or State law as it shall be from time to time in the future while it operates its line of railroad over such trackage and crossing, but this obligation to maintain said crossing and warning devices shall cease in the event the COMPANY abandons its railroad operations over said track in the future, in which event the ROAD AUTHORITY may, if it desires, remove the trackage and restore and maintain the crossing at its sole cost and expense.

SECTION 4. This Agreement shall be binding upon the parties hereto, their successors or assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate counterparts, each of which shall be considered as an original, by their duly authorized officers, as of the dates below indicated.

<i>By signing this document, I represent that I have the authority to enter into and bind the above-named entity to this Contract.</i> FOR THE COUNTY: Recommended for Approval By: _____ Greg Ilkka County Engineer Date: _____ Recommended for Approval By: _____ Renae Fry County Administrator Date: _____ APPROVED By: _____ Jim Abbe County Board Chair Date: _____	DAKOTA MINNESOTA AND EASTERN RAILROAD d/b/a CANADIAN PACIFIC Recommended for Approval: By: _____ Brian Osborne Manager - Public Works Date: _____ APPROVED By: _____ Dan Sabatka Director – Projects & Public Works Date: _____
--	---

Exhibit A

(Insert Map here)



Exhibit B

Attached in Email

Exhibit C

STANDARD PROVISIONS FOR HIGHWAY-RAILROAD AGREEMENTS

1. The COMPANY, for performance of its work, may bill the ROAD AUTHORITY monthly for the ROAD AUTHORITY'S share of the actual costs and expenses incurred. These progressive invoices may be rendered on the basis of the estimated percentage of the work completed. The ROAD AUTHORITY after verifying that the bill is reasonable and proper shall promptly reimburse the COMPANY.

The COMPANY, upon the completion of its work, shall send the ROAD AUTHORITY a detailed final statement of actual expenses it incurred, including allowable additives. After the ROAD AUTHORITY'S representatives have checked the final statement and have agreed that the costs are reasonable and proper insofar as they are able to ascertain, the ROAD AUTHORITY shall reimburse the COMPANY in the amount, less previous payments, if any, equal to the amount billed.

After the ROAD AUTHORITY representatives have audited the expenses incurred by the COMPANY and final inspection of the installation has been made, the COMPANY shall reimburse the ROAD AUTHORITY for any item (or items) of expense found by the ROAD AUTHORITY representatives to be ineligible for reimbursement.

2. It is understood that the project herein contemplated shall be subject to all appropriate Federal laws, rules, regulations, orders and approvals pertaining to all agreements in general. The use of said guidelines for reimbursement between the parties hereto shall not be deemed to require reimbursement of the ROAD AUTHORITY by the Federal Highway Administration as a condition precedent to the ROAD AUTHORITY'S obligation.

3. All work herein provided to be done by the ROAD AUTHORITY or its contractor or contractors on the right-of-way or upon, over, under or across the railroad tracks of the COMPANY shall be done in a manner satisfactory to the COMPANY and shall be performed as such time and in such manner as not to interfere unnecessarily with the movement of trains or traffic upon the tracks of the COMPANY. The ROAD AUTHORITY shall require its contractors or contractors to use all care and precaution necessary to avoid accident, damage or interference to the COMPANY'S tracks or the trains or traffic using its tracks, and to notify the COMPANY a sufficient time in advance whenever the contractor is about to perform work adjacent to the track to enable the COMPANY to arrange for the furnishing of flagging and such other protective services as might be necessary to ensure the safety of railroad operations.

The COMPANY shall have the right to furnish all such flagging or protective service as in its judgment is necessary, and the ROAD AUTHORITY or its contractor or contractors shall reimburse the COMPANY for the cost thereof. Wherever safeguarding of trains or traffic or the COMPANY is mentioned in this agreement, it is intended to cover all users of the COMPANY'S track having permission for such use.

4. The ROAD AUTHORITY shall require its contractor or contractors, upon completion of the work, to remove all machinery, equipment, temporary buildings, false work, debris and rubbish from COMPANY right-of-way, to provide proper drainage away from COMPANY track, and to leave the tracks and right-of-way in a neat condition, satisfactory to the COMPANY'S Chief Engineer or his representative.

5. Any contract between the ROAD AUTHORITY and its contractor or subcontractor to perform the work herein provided to be done by the ROAD AUTHORITY shall require that the contractor or sub-contractor protect DAKOTA MINNESOTA AND EASTERN RAILROAD, and any other railroad occupying or using COMPANY right-of-way or lines of railroad with the permission of the COMPANY, against all loss and damage arising from the activities of the contractor or any of its subcontractors or agents, and shall further provide that the contractor

shall furnish the COMPANY a Railroad Protective Liability Insurance policy providing for protection of the COMPANY, in accordance with the Federal-Aid Policy Guide, Title 23, Part 140, Subpart 1 and any supplements to or revisions unless otherwise noted. The limits of the policy shall be not less than \$2,000,000 combined single limit per occurrence for bodily injury, death, property damage and physical damage to property, with an aggregate limit of not less than \$6,000,000 per policy period. The insurance policy shall be delivered to and approved by the COMPANY prior to entry upon or use of its property to commence work upon, over, under, across or adjacent to COMPANY tracks by the contractor.

6. Subsequent to the award of any contract, and before any work is started on this project, a conference shall be held between the representatives of the ROAD AUTHORITY, the COMPANY, and the interested contractor at a time and place designed by the ROAD AUTHORITY for the purpose of coordinating the work to be performed by the several parties and at such time a schedule of operation will be adopted.

7. The COMPANY will credit the ROAD AUTHORITY for the salvage value of all track, communication and signal line material used on a temporary basis during the construction of the project and accepted by the COMPANY for return to its stock. The ROAD AUTHORITY shall be afforded a reasonable opportunity to inspect materials recovered by the COMPANY prior to disposal by sale of scrap.

8. When the roadway is to be closed to vehicular traffic while the railroad work is being performed, the ROAD AUTHORITY at its expense shall furnish, erect, maintain and remove the traffic control devices necessary to detour highway traffic after the COMPANY gives two weeks' advance notice to the ROAD AUTHORITY'S engineer.

When the COMPANY is to perform its work while maintaining highway traffic, the ROAD AUTHORITY shall furnish or cause to be furnished, at its expense, the signs, barricades, and traffic control devices for erection by the COMPANY after two weeks' advance notice is given to the ROAD AUTHORITY'S engineer. The COMPANY, at the expense of the ROAD AUTHORITY, shall erect, maintain, relocate, and remove the signs, barricades, and other traffic control devices, including the furnishing of flagmen, as required to maintain highway traffic throughout the time the railroad work is being performed.



Steele County Agenda Item

Request for Board Action

Subject: Resolution for Safe Streets For All Funding to Develop Comprehensive Safety Action Plan

Department: Highway

Committee: Public Works

Work Session Date: N/A

Committee Meeting Date: N/A

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve Resolution for Safe Streets For All Funding to Develop a Comprehensive Safety Action Plan

Background (*Including Budget Impact*):

The department is preparing a grant application to request \$250,000 from the Safe Streets For All discretionary program to develop a Comprehensive Safety Action Plan. The application requires county board support and commitment to contribute a 20% local funding match with the approval of the attached resolution. The 20% local match will be incorporated into the next update of the Highway CIP this fall.

The proposed Plan will set an eventual goal of zero roadway deaths and serious injuries on our roadways. The Plan will allow for the County to center efforts around the people most impacted by traffic crashes and, upon plan adoption, would make the County eligible to apply for Implementation Grant funds through the Safe Streets and Roads for All discretionary grant program.

The U.S. Department of Transportation will award funding for the development of a Plan. The Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years from 2022-2026 with approximately \$3 billion still available for future funding rounds.

Attachments:

Resolution

RESOLUTION FOR
SAFE STREETS FOR ALL (SS4A) FUNDING
TO DEVELOP COMPREHENSIVE SAFETY ACTION PLAN

WHEREAS, the U.S. Department of Transportation will award funding for the development of a Comprehensive Safety Action Plan through the Safe Streets and Roads for All discretionary grant program, and

WHEREAS, the Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years from 2022-2026 with approximately \$3 billion still available for future funding rounds, and

WHEREAS, the SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and funds regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries, and

WHEREAS, crashes in Steele County resulting in serious injuries and loss of life continue to be a major concern, and

WHEREAS, a Comprehensive Safety Action Plan will set an eventual goal of zero roadway deaths and serious injuries on our region's roadways and create healthy, safe, equitable mobility for all, and

WHEREAS, a Comprehensive Safety Action Plan will identify a high-injury network and provide high-impact strategies that can be implemented to improve safety over a wide geographic area, and

WHEREAS, a Comprehensive Safety Action Plan will allow for the County to center efforts around the people most impacted by traffic crashes and, upon plan adoption, would make counties and municipalities eligible to apply for Implementation Grant funds through the Safe Streets and Roads for All discretionary grant program, and

WHEREAS, the grant application will be requesting \$250,000 to develop a Comprehensive Safety Action Plan and if grant funds are awarded there is a 20% local match required.

NOW, THEREFORE BE IT RESOLVED the Board of Commissioners of Steele County, Minnesota, supports the submittal of the Safe Streets and Roads for All Comprehensive Safety Action Plan grant application and if awarded a Safe Streets and Roads for All grant, will contribute the local match funds required.

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 13th day of August 2024, as shown by the minutes of said meeting in my possession.

Steele County Administrator



Steele County Agenda Item

Request for Board Action

Subject: CUP 439 (Steele Waseca - Substation)

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: August 6, 2024

Work Session Date: Enter a date.

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Planning Commission recommends approving CUP #439 with 4 conditions based on the findings of fact.

Staff Recommendation:

Background *(Including Budget Impact)*:

This request is from Steele-Waseca Cooperative to place a substation on property located SE 1/4, SE 1/4, NW 1/4, Section 9, Medford Township.

Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

COUNTY OF STEELE
FINDINGS OF FACT
CONDITIONAL USE PERMIT #439

Applicant:

Steele-Waseca Cooperative

Land Owner(s):

Steele-Waseca Cooperative

Zoning District(s):

Interim Agricultural

Property Address:

1748 69th St. NW
Medford, MN 55049

Project Site Legal Description:

South Half of Lot 10 and all of Lots 11 to 19, inclusive, all in Block 21, Original Town in the Township of Medford; and all of Blocks 26 and 32 and the east 3 feet of Block 25 and 31, all in Original Town in the Township of Medford;

Excepting the following;

Commencing at iron monument at intersection of Wauhokee and Dakota Street centerlines, Village of Medford, Minnesota; and running thence S 89°55' E 260 feet along Dakota Street centerline; thence S 33°54' W 391.13 feet intersecting north line of Block 26 of said Village at a point 210.46 feet east of the northwest corner thereof and intersection south line of said Block 26 at a point 57.15 feet east of the southwest corner thereof, to a point on the north line of Block 32 of said Village 18 feet east of northwest corner thereof; thence S 1°5' west parallel with west line of said Block 32 265.06 feet to south line of NW 1/4 of Section 9, Township 108, Range 20; thence N 90° W 81 feet along south line of said NW 1/4; thence N 1°5' E along a line 3 feet west and parallel with east line of Blocks 31 and 25 of said Village 590.26 feet to Dakota Street centerline; thence S 89°55' E 33 feet to beginning; part of Blocks 25, 26, 31, and 32 of said Village being included in above described tract of land; said bearings based on the south line of NW1/4 of said Section 9 being N 90° E. Subject to public streets of record.

Ordinance Section:

Section 1509 of the Steele County Zoning Ordinance.

Project Description:

Steele-Waseca has purchased this property on which they wish to construct an electric substation. The project would also include the installation of an overhead power line between the substation and the existing transmission line located west of the site along the railroad.

General Criteria for considering a Conditional Use Permit:

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

The planning commission finds the proposal will not affect parks or schools. The electrical substation is to improve the electrical system on nearby transmission lines for the benefit of Steele-Waseca customers.

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

The planning commission finds the site is surrounded by a mixture of agricultural land to the east, industrial and commercial used land to the west, and residential used land 250 feet and greater across the road to the south. At these distances the proposed use should not have any effect on these uses.

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

The planning commission finds the appearance will not have an adverse effect on adjacent properties if lighting is not directed at adjacent properties and outside storage is controlled. Privacy slats shall be required in the fence on the south side to provide screening to the residential properties.

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

The planning commission finds the proposal will be consistent with the existing site and the needs of the county.

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

Zoning Ordinance:

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

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

The planning commission finds the proposal should not create traffic hazards or congestion if vehicles have room to turn around onsite.

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

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

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

The planning commission finds:

- Utilities: The project will benefit the electrical utility and its customers.
- Access: The existing access road will be used.
- Drainage: Drainage should not change.

Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of Conditional Use Permit request #439 to Steele-Waseca Cooperative with the following conditions.

1. No outside storage of equipment or materials unless screened from neighboring residential uses.
2. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
3. Operator will provide a lot area large enough for vehicles to turn around within the site. At no time shall vehicles be allowed to park or unload on the road, back up from the road into the site, or back from the site onto the road.
4. Privacy slats shall be used on the south side of the fence to provide screening to neighboring residential properties.

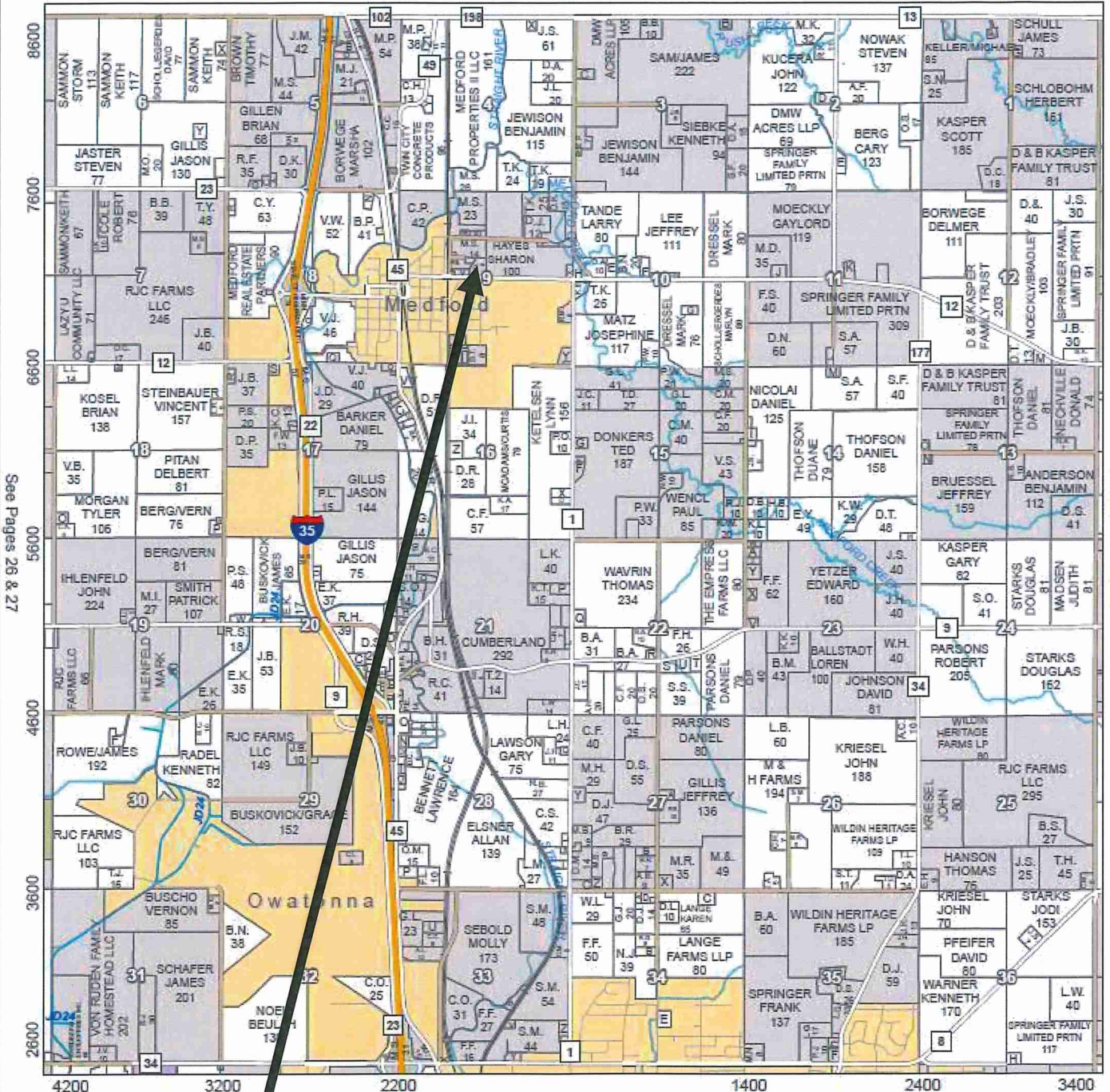
Medford & Clinton Falls



T.108N. - R.20W.



Rice Co.



See Pages 18 & 19

Proposed Steele-Waseca Substation Location
1748 69th St. NW



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

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Steele Waseca Substation

June 28, 2024 118 of 133



Staff Report
for
Conditional Use Permit Application #439
Steele-Waseca - Substation

Applicant:

Steele-Waseca Cooperative

Property Owner(s):

Anthony & Kathaleen Durand

Property Address:

1748 69th St. NW
Medford, MN 55049

Project Legal Description:

South Half of Lot 10 and all of Lots 11 to 19, inclusive, all in Block 21, Original Town in the Township of Medford; and all of Blocks 26 and 32 and the east 3 feet of Block 25 and 31, all in Original Town in the Township of Medford;

Excepting the following;

Commencing at iron monument at intersection of Wauhokee and Dakota Street centerlines, Village of Medford, Minnesota; and running thence S 89°55' E 260 feet along Dakota Street centerline; thence S 33°54' W 391.13 feet intersecting north line of Block 26 of said Village at a point 210.46 feet east of the northwest corner thereof and intersection south line of said Block 26 at a point 57.15 feet east of the southwest corner thereof, to a point on the north line of Block 32 of said Village 18 feet east of northwest corner thereof; thence S 1°5' west parallel with west line of said Block 32 265.06 feet to south line of NW 1/4 of Section 9, Township 108, Range 20; thence N 90° W 81 feet along south line of said NW 1/4; thence N 1°5' E along a line 3 feet west and parallel with east line of Blocks 31 and 25 of said Village 590.26 feet to Dakota Street centerline; thence S 89°55' E 33 feet to beginning; part of Blocks 25, 26, 31, and 32 of said Village being included in above described tract of land; said bearings based on the south line of NW1/4 of said Section 9 being N 90° E. Subject to public streets of record.

Zoning District:

Interim Agricultural

Project Description:

Steele-Waseca has purchased this property on which they wish to construct an electric substation. The project would also include the installation of an overhead power line between the substation and the existing transmission line located west of the site along the railroad.

Reason for Conditional Use Permit Application:

Section 1509 of the Steele County Zoning Ordinance list the procedure for Essential Services.

General Criteria for Issuing a Conditional Use Permit:

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

The electrical substation is to improve the electrical system on nearby transmission lines for the benefit of Steele-Waseca Customers.

- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so as not to depreciate their values or deter development:**
- 3) **The appearance will not have an adverse effect on adjacent properties:**
The project will be electrical substation equipment inside of a fenced in yard. The proposed size of the yard would be approximately 160 feet by 190 feet. The site will be graded and existing trees on the site will be removed and as part of the development. The applicant has not proposed lighting, but lighting and unsightly storage of materials could be of an annoyance to neighboring residential properties. The planning commission could consider conditions that minimize these issues.
- 4) **The use is related to the existing land use and the county needs of the county:**
The site is currently a wooded building site that contains a house and garage. These structures would be removed along with some clearing of the trees on the site.
- 5) **The use is consistence with the zoning ordinance and zoning district:**
The property is zoned as interim agricultural. Section 1509 of the zoning ordinance list the process to locate essential services.
- 6) **The use will not creation a traffic hazards or congestion:**
Traffic will be considerable during construction but limited after the substation is operational. The applicant has indicated the substation will be located far enough off of the road to allow for trucks and equipment to drive into the site and not have to back out onto the road.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**
The nearest existing business are located to the west include Straight River Cable and Ace Industrial Services. These businesses should not be affected by this proposed substation.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**
- Utilities: The project will benefit the electrical utility.
 - Access: The access is not proposing to change.
 - Drainage: Drainage from the site appears to flow to the east and north.

Staff Comments:

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

1. No outside storage of equipment or materials unless screened from neighboring residential uses.
2. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
3. Operator will provide a lot area large enough for vehicles to turn around within the site. At no time shall vehicles be allowed to park or unload on the road, back up from the road into the site, or back from the site onto the road.

CONDITIONAL USE PERMIT**PERMIT#****439**

PARCEL #s:	11-100-2110 11-100-2601 11-100-3201	HEARING DATE:	08/05/24
DISTRICT:	Interim Agricultural	DECISION DATE:	08/13/24
APPLICANT:	Steele Waseca Coop	LANDOWNER:	Anthony & Kathaleen Durand
ADDRESS:	2411 Bridge Street Owatonna, MN 55060	ADDRESS:	PO Box 14 Medford, MN 55049

PROPERTY ADDRESS:

1748 69th St. NW
Medford, MN 55049

LEGAL DESCRIPTION OF PROPERTY:

South Half of Lot 10 and all of Lots 11 to 19, inclusive, all in Block 21, Original Town in the Township of Medford; and all of Blocks 26 and 32 and the east 3 feet of Block 25 and 31, all in Original Town in the Township of Medford;

Excepting the following;

Commencing at iron monument at intersection of Wauhokee and Dakota Street centerlines, Village of Medford, Minnesota; and running thence S 89°55' E 260 feet along Dakota Street centerline; thence S 33°54' W 391.13 feet intersecting north line of Block 26 of said Village at a point 210.46 feet east of the northwest corner thereof and intersection south line of said Block 26 at a point 57.15 feet east of the southwest corner thereof, to a point on the north line of Block 32 of said Village 18 feet east of northwest corner thereof; thence S 1°5' west parallel with west line of said Block 32 265.06 feet to south line of NW 1/4 of Section 9, Township 108, Range 20; thence N 90° W 81 feet along south line of said NW 1/4; thence N 1°5' E along a line 3 feet west and parallel with east line of Blocks 31 and 25 of said Village 590.26 feet to Dakota Street centerline; thence S 89°55' E 33 feet to beginning; part of Blocks 25, 26, 31, and 32 of said Village being included in above described tract of land; said bearings based on the south line of NW1/4 of said Section 9 being N 90° E.

CONDITIONAL USE PERMIT

PERMIT# 439

REFERENCE ORDINANCE FOR CUP:

Section 1509 of the Steele County Zoning Ordinance lists requirements for Essential Services.

PROPOSED USE(S):

Substation and transmission line

DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 4 conditions.

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

Chair, Steele County Board of Commissioners

Date

Conditions

- 1 No outside storage of equipment or materials unless screened from neighboring residential uses.
 - 2 Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
 - 3 Operator will provide a lot area large enough for vehicles to turn around within the site. At no time shall vehicles be allowed to park or unload on the road, back up from the road into the site, or back from the site onto the road.
 - 4 Privacy slats shall be used on the south side of the fence to provide screening to neighboring residential properties.
-

CERTIFICATION

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

Steele County Administrator

Date

This document prepared by Steele County Planning and Zoning Director

Director, Steele County Planning & Zoning

Date



Steele County Agenda Item

Request for Board Action

Subject: Approve Out of State Travel for Highway and Landfill Staff to Attend Caterpillar Governmental Training and Safety Days

Department: Highway & Landfill

Committee: Public Works

Committee Meeting Date: N/A

Work Session Date: N/A

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve out of state travel for Highway and Landfill staff to attend the Caterpillar Governmental Training and Safety Days.

Background (*Including Budget Impact*):

Caterpillar has invited Steele County staff to their Governmental Training & Safety Days workshops in Peoria, Illinois, September 10-12, 2024. This is a great opportunity for staff to learn about the latest equipment innovations and safe operations, as well as see equipment demonstrations and get a little stick time. The cost is \$150 per person which includes transportation, lodging, and meals. This is budgeted within the training budget for both Highway and the Landfill.

From the Highway Department, Working Foreperson Sean Witter, Highway Maintenance Technician Tony Cassen, and two Highway Maintenance Technicians to be determined will attend.

From the Landfill, Landfill Supervisor Josh Johnson and Landfill Operator Tim Larson will attend.

Attachments:

Caterpillar Governmental Training & Safety Days

YOU ARE INVITED TO **CATERPILLAR GOVERNMENTAL TRAINING & SAFETY DAYS**

WHERE:
PEORIA, IL

WHEN:
**SEPT 10 - 12
2024**

- SPEAKERS
- FACTORY TOURS
- MACHINE WALKAROUNDS





3 DAY AGENDA

Tuesday, September 10th

Travel to Peoria, IL

5:30 pm

Check-in Table Open

6:00 pm

Welcome Reception at Hotel

Wednesday, September 11th

6:30 am

Breakfast at Hotel

7:30 am

Load Buses for Factory Tours

8:00 am

Factory Tours

11:45 am

Load Buses for Caterpillar Visitors Center

12:00 pm

Lunch

1:00 pm

Speakers

3:30 pm

Tour Caterpillar Visitors Center

4:30 pm

Shop Caterpillar Merchandise Store

4:50 pm

Load Buses for Dinner

5:00 pm

Dinner

REGISTER HERE

Thursday, September 12th

6:30 am

Breakfast at Hotel

7:20 am

Load Buses for Edwards

8:00 am

Machine Demonstration

9:15 am

Break

9:30 am

Speaker

10:00 am

Machine Walkarounds

12:00 pm

Lunch

12:45 pm

Machine Stick Time

2:00 pm

Load Buses for Airport/Hotel

RESOLUTION

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- \$150 Cash by Kiwanis Club, Owatonna MN
- Baby Bundles by Bundles of Love, Rochester MN
- Baby bag and blanket from Anonymous

Dated this 13th day of August 2024.

STEELE COUNTY
BOARD OF COMMISSIONERS

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 13th day of August 2024.

Steele County Auditor



Steele County Agenda Item

Request for Board Action

Subject: Authorize Commissioner Krueger and Abbe to notify MNP Joint Powers Board regarding the Steele County Board decision on Human Resource Staffing for MNPrairie

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Authorize Commissioner Krueger and Abbe to notify MNP Joint Powers Board regarding the Steele County Board decision on Human Resource Staffing for MNPrairie

Background (*Including Budget Impact*):

.

Attachments:

CLICK OR TAP HERE TO ENTER TEXT.



Steele County Agenda Item

Request for Board Action

Subject: Funding for the Steele County Employee Wellness Program 2024

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: August 13, 2024

Board Meeting Date: August 13, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve a budget transfer of \$1500 to Steele County's Employee Wellness Program, Steele Fit, to supplement the Wellness Funding Support Program (WFSP) grant offered by the Southeast Service Cooperative, to fund the following programs ineligible for funding through the WFSP grant in 2024

- Lunch for health fair vendors and attendees
- Giveaways and door prizes at the health fair
- Expenses for non-health-related employee morale events (e.g., 'Tis the Season activities, Veteran's appreciation breakfast, scavenger hunts)

Background (*Including Budget Impact*):

Steele County's Employee Wellness Program, known as Steele Fit, has been an integral part of Steele County since 2015. Over the years, the program has been led by coordinators from either Human Resources or Public Health, based on capacity and staffing. Currently, the Program Coordinator for Steele Fit is Ethan Rindfleisch, a Public Health employee.

Steele Fit has been funded primarily through the Wellness Funding Support Program offered by the Southeast Service Cooperative (SSC), an annual grant with the goal of fostering a culture of health in the workplace. The grant aims to promote healthy lifestyle choices among employees, ultimately to control costs by reducing health insurance claims and plan usage. However, the SSC prohibits the use of grant dollars for certain expenses, requesting recipient organizations to contribute some of

their own resources to support their employee wellness programs. This ensures a shared investment in the long-term well-being of employees, despite the grant's year-to-year uncertainty.

In the past, the County of Steele has provided supplementary funding to Steele Fit, helping to establish and sustain employee wellness and morale-boosting initiatives, many of which have become cherished traditions. These include the annual Health Fair, Scavenger Hunt, 'Tis the Season activities, workplace wellness speaker events, and the Veteran's Day appreciation breakfast.

Given the grant's funding restrictions and the desire to continue these traditions, it is essential to secure an allotment of levy dollars to support Steele Fit. This investment is crucial for enhancing the health of Steele County employees, which in turn helps reduce health insurance claims and manage escalating healthcare costs.

Attachments:

2024 Steele Fit Wellness Committee Charter

2024 Wellness Funding Support Program Guide

2024 Wellness Grant Application



STEELE COUNTY PLANNING COMMISSION MINUTES

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

Steele County's Mission:

Driven to deliver quality services in a respectful and fiscally responsible way.

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

Call to Order:

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

Agenda:

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

Minutes:

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

Building Permits:

The building permits for July were reviewed.

County Board Action

Oolman reported the County Board approved Rezone #85 (Wilkie -Hope Property), CUP #251 (Routh Pit), and IUP #2010-01 (Arndt-Zuphal Pit) as recommended by the Planning Commission

CUP #439 Steele Waseca (Substation)

This request is from Steele-Waseca Cooperative to construct an Electrical Substation on property located in the SE ¼, SE, ¼, NW ¼, Section 9, Medford Township. The property address is 1748 69th St. NW.

The public hearing was opened.

Michelle Blum, 511 Oakridge Place, - Stated she bought her property partially because of the wooded area across the street. She is concern that her property values will be reduced if that wooded area is removed.

Maria Sexton with Straight River Cable- Stated she has concerns about run off to the river.

Asked what the setbacks are from the property lines?

Oolman- There is a 20-foot setback from property lines.

Sexton- Is there going to be a border of trees?

Steele-Waseca replied - We will take down the minimal amount of trees down. We try to make the substation as inconspicuous as possible.

Blum- We have seen eagles above the property. She heard they cannot remove trees if eagles nest there.

Oolman- I am not aware of rules regarding eagle nesting as those are regulated by the DNR.

Spatenka- Will you be planting more trees on the property?

Steele- Waseca- There are 2 really nice oak trees in the front of the property that we are going to try and keep. We want to keep as many trees as possible to make the project as inconspicuous as possible.

Spatenka- Can the fence around the substation have privacy lathe in it?

Steele-Waseca- Yes it can. But they cautioned that the fence is only 7 feet high and some of the equipment is 35 feet higher or more.

Steele Waseca- Explained the logistics of why they selected this site. It is near the transmission line. It will provide better reliability for the Community of Medford, especially that part of town west of the railroad and the school. The project will also bury the existing power lines located on the north side of the road but will install an above ground line to connect the substation to the transmission line.

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

Motion by Spatenka, second by Dinse to recommend approval of CUP #439 Steele Waseca (Substation). With the following 4 conditions:

1. No outside storage of equipment or materials unless screened from neighboring residential uses.
2. Lighting shall be directed so that it does not shine directly onto public roads or neighboring residential property.
3. Operator will provide a lot area large enough for vehicles to turn around within the site. At no time shall vehicles be allowed to park or unload on the road, back up from the road into the site, or back from the site on the road.
4. Privacy slats shall be used on the south side of the fence to provide screening to neighboring residential properties.

Motion passed unanimously.

Adjournment:

Motion by Spatenka, second by Pool to adjourn at 7:31pm.



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

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

Wednesday, August 7, 2024 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Julie Johnson, PT&E Director Jennifer Mueller, Administrator Renae Fry, Assistant Human Resource Director Gina McGuire, Executive Assistant Rebecca Kubicek, IT Director Dave Purscell and Finance Director Candi Lemarr.

Consent Agenda:

1. Committee recommends accepting Veteran Services Donation of canned foods and toiletries.
2. Committee recommends approving the installation of additional security cameras for the Administration Center.

Discussion: In addition to the safety glass, staff in finance and PT&E requested additional cameras that would be focused on the counter area. The cameras will need to be positioned so that voting and private data are not visible on the video images. Regular funds are needed as the HAVA grant has been exhausted. Money was allocated in the 2024 budget for cameras in the Administration Building, but additional funds in the amount of \$4,755 are needed for the cameras to be installed in the Finance and PT&E areas.

Work Session:

1. Committee recommends moving the Fleet Vehicle Usage and Mileage Reimbursement Rates for commissioners to 8-27 Work Session.
Discussion: Are Commissioners considered Steele County employees? There was a sense that commissioners should lead by example and follow the policy, but this topic should be discussed by the full board before any changes are made to current procedures for Board member mileage reimbursement requests.
2. Committee recommends the Donation Resolutions for direct inclusion as a Board Consent agenda item be moved to the 8-27 Work Session.

Discussion: Many times, donations are for goods that can be used immediately for the betterment of those in need. Going directly to consent would allow the donations to be used in a more timely manner by removing the need to go to committee first. Staff recommended using \$500 as a threshold amount for larger, more significant donations that would follow the process of going to committee. Also, donations with special conditions or stipulations would also still go through the committee process.

3. Committee recommends moving County Administrator Salary Range & Wage Progression to the 8-27 Work Session.

During the recruitment process the Board agreed, after an unsuccessful first search, to go outside of the County's current County Administrators compensation range of \$133,120 – \$169,748 to the new salary range of \$150,000 - \$190,000. The Administrators employment agreement did not include how she would progress through the newly established salary range. The Committee would like to move this item to the 8-27 Work Session for discussion.

General Agenda:

No items

Informational:

Did Public Health join the Chamber? Research is this is okay for a government entity to join and if yes, should it have been the whole county and not just departmental. Renae will do research on the topic and bring the results back to ICS at the next meeting.

Department Head Reports:

Finance: Audit is almost done. One journal entry that needs to be adjusted. The budget meeting with department heads is scheduled for this Friday. Still Rolling out cash drawer. August is a three-time payroll so the budget will show higher than usual payroll expenditures for this month. Landfill cash is being picked up by finance. Getting prepared for 2025. Rates are dropping on investments, but Finance is still trying to grab the higher interest rates. Investments are coming due on long term, vesting at short term rates.

Human Resources: Gina accepted the HR Director position. The interview for the Engineer position will be held next week. The 2024 reclassification process is underway. RFPs for health insurance were reviewed by the insurance committee and the results will be presented to the Board at its next meeting. News will not be good. Open enrollment is in development and will start earlier this year. LEC transition to the sheriff departments may result in some staffing changes. The Board continues its review of the HR staffing for MnPrairie. Gina is working with Julie on the transition process. Julie's last day is next Wednesday.

Administration: Renae continues to meet with community organizations and recently learned that the school district has new meeting facilities that can accommodate 200 people which are available to the county at no cost. She also discovered that the former district offices might be available for temporary use by FEMA. Renae asked that board members serving on outside committees bring information back to the full board when appropriate. Renae and Rebecca offered to add handouts, etc. to the board agenda for reference by the other board members. Also, board members could offer verbal updates as part of their activity reports given at the end of the meeting.

IT: Technology work on the expansion at the detention center is on schedule.

PT&E: Direct balloting for the primary election has begun. Equipment pickup will begin on Friday. The Primary Election is Tuesday, August 13. Then we start preparation for the General Election in November. Three properties facing tax forfeiture. One property entered into the confession of judgement. Second owner will hopefully settle next week. Third property will more than likely go through the forfeiture process.