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, SEPTEMBER 10, 2024 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

1. Call to Order

2. Pledge of Allegiance

3. Approve Agenda

Public Comment

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

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

Correspondence

4. Federal Aviation Administration Letter (pg. 3)

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

5. Approve August 27, 2024 Board Minutes (pg. 4)

6. Approve August 27, 2024 Board Work Session Minutes (pg. 7)

7. Approve Bills (pg. 9)

8. Approve Personnel Report (pg. 37)

9. Approve renewal/upgrade of Microsoft (Enterprise 3-year Agreement) to M365 G5 at an annual cost of $162,205.39 and authorize the IT Director execute the agreement. (pg. 38)

10. Approve the Maintenance & Support Contract with TriMin for IFS (Integrated Financial System) for the period January 1, 2025 – December 31, 2027. (pg. 43)

General Agenda

11. September Anniversary Report (pg. 52)

12. Approve the revisions to the Health Services Assistant – LPN job description to allow for utilization in other county departments. (pg. 53)

County Board Work Session – September 10, 2024

13. Action Items

Information Items

14. Board of Adjustments – Tuesday, September 3, 2024 (pg. 59)

15. Internal Central Services Committee Minutes – Wednesday, September 4, 2024 (pg. 62)

Presentations:

Commissioner Reports:

Next Meeting Notices:

Public Safety & Health Committee – Wednesday, September 11th at 8 a.m. in the Boardroom

Land Use & Records – Tuesday, September 17th at 8 a.m. in the Boardroom

County Board Budget Workshop (Part 2) – Wednesday, Sept. 18th at 1:00 p.m. Conf. Rm 40

County Board Work Session – Tuesday, September 24th at 4 p.m. in the Boardroom

County Board Meeting – Tuesday, September 24th 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.

Mail Processing Center
Federal Aviation Administration
Southwest Regional Office
Obstruction Evaluation Group
10101 Hillwood Parkway
Fort Worth, TX 76177

CAPITAL DISTRICT
27 AUG 2024 PM 2 L

FIRST-CLASS

US POSTAGE PITNEY BOWES
ZIP 20910 $ 000.56⁰
02 7W
0008029927 AUG. 27. 2024

Steele County
Presiding Commissioner
630 Florence Ave
Owatonna, MN 56060

55060-470430

56060

08/22/2024

The Federal Aviation Administration is conducting an aeronautical study concerning the following:

Aeronautical Study No. (ASN) 2024-WTE-5195-OE

Structure:	Wind Turbine T-21
Location:	Hartland, MN
Latitude:	43-49-04.33N
Longitude:	93-26-46.18W
Heights:	591 feet above ground level (AGL)
	1868 feet above mean sea level (AMSL)

The structure described above exceeds obstruction standards. To be eligible for consideration, comments must be received on or before 09/28/2024

To access complete details regarding this determination, use View Circularized Cases on the Internet at http://oeaaa.faa.gov and search by state and ASN, or contact our office at (847) 294-7576

We encourage notification via e-mail. After registering for Email notifications, submit a request in writing to our office to be removed from the FAA's postal mailing list.

Signature Control No: 625198314-630894675

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION August 27, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on August 27, 2024 with Commissioner's Krueger, Brady, Glynn, Gnemi, and Abbe present. Also present were Assistant County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, MNP Director Tara Reich, County Assessor Brian Anderson, County Attorney Robert Jarrett, Jail Administrator Anthony Buttera, County Sheriff Lon Thiele, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the agenda. Ayes all.

Public Comment: None

Correspondence: None

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve Consent Agenda. Ayes all.

Consent Agenda:

A. Approve the minutes of August 13, 2024 Board Meeting
B. Approve the minutes of August 13, 2024 Board Work Session
C. Approve Bills
D. Approve Personnel Report

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Kindra Tapp (promotion)	Records Supervisor	C41/1/$33.48	08/26/2024
Madisyn Hiniker	Juvenile Probation Officer I	C42/1/$35.31	08/26/2024
Gavin Meyer	Correctional Officer	B24/1/$28.45	08/26/2024
Mary (Esther) Sherman	Asst. County Attorney I	C45/5/$47.29	09/05/2024
Jacob Ryg	Correctional Officer	B24/1/$28.45	09/09/2024

Resignations/Retirements/Terminations:

Name	*Position*	*Department*	*End Date*
Seth Hummel	Correctional Corporal	Det.Center/Sheriff	08/14/2024
Penny Miller	Technical Clerk I	Recorder's Office	08/27/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Correctional Corporal	Det. Center/Sheriff	Backfill Hummel
Technical Clerk I or II	Recorder's Office	Backfill Miller

E. Approve Department of Correction (DOC) Work Release 2024 Contract Amendment

General Agenda:

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

RESOLUTION AUTHORIZING EXECUTION OF AMENDMENT NUMBER 1 TO MNDOT CONTRACT NO. 1053976

WHEREAS, The Minnesota Department of Transportation has a contract with Westwood Professional Services, Inc.("Contractor") identified as MnDOT Contract Number 1053976 ("Original Contract") to complete Phase I and Phase II Architecture-History and Archaeological Investigations for the East Side Corridor (referred to as the CSAH 8 Realignment in the Original Contract); and

WHEREAS, the County has requested an amendment of the construction limits which requires additional survey for archaeology and architecture-history, and

WHEREAS, the State and Contractor are willing to amend the original contract.

NOW THEREFORE, BE IT RESOLVED by the County Board of Commissioners of Steele County, Minnesota:

That the County of Steele hereby approves Amendment Number 1 to MnDOT Contract No. 1053976 with the State of Minnesota, acting through its Commissioner of Transportation, and Westwood Professional Services, Inc.

BE IT FURTHER RESOLVED, the Chairman and the Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into the amendment to the contract with the Commissioner of Transportation prescribing the terms and conditions of said Phase I and II Architecture-History and Archaeological Investigations as set forth and contained in "Amendment Number 1 to Minnesota Department of Transportation Professional and Technical Services Contract No. 1053976", a copy of which said amendment was before the County Board and which is made a part hereof by reference.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to accept Steele County Parking Lot Reconstruction Contract, Alternate #2 low bid from JJD Companies, LLC in an amount of $1,320,315.00 and authorize the Facilities & Fleet Director to execute the contract. Four Commissioners voted in favor thereof, Commissioner Brady abstaining and not voting.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the Transition of Senior Services to Public Health and CCB services to MNPrairie, subject to approval by the MNPrairie Joint Powers Board. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the County Administrator Salary Range of $150K - $190K & Wage Progression. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the County Engineer Salary Range of $129K – $158K & Wage Progression. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve ACH Contract proposal authorizing ACH to supply nursing staff with a minimum RN Licensure. Ayes all.

Presentation:

Garry Gordinier, Treasurer and Greg Bartsch, Director of the Ellendale Ambulance Service gave a presentation regarding last year' operations. They thanked the Board for the Steele County appropriation last year. The Ambulance Service is owned by a Joint Powers Board that is made up of parts of five Townships and the Cities of Ellendale and Geneva. This group contributes $23,149.78 annually which covers the cost of our required full time EMT, work comp and vehicle insurance. Additional funds are placed in CD's and are used for equipment purchases. They have an additional 4 to 5 individuals joining the department once they pass their tests.

Commissioner Reports:

Commissioner Brady reported his attendance at a Joint Powers Board 911 Union Negotiation meeting, Human Relations Center meeting, and met with a citizen regarding erosion control.

Commissioner Glynn reported his attendance at Public Safety and Health Committee and a JD6 meeting.

Commissioner Gnemi reported his attendance at Public Safety and Health Committee, Drug Court, History Center meetings, Election Canvasing Board, Drug Court, and Human Relations Center.

Commissioner Abbe reported his attendance at the Beaver Lake project open house, MNPrairie Joint Powers Board meeting, MNPrairie Personnel Committee meeting, and a Work Session.

Commissioner Krueger reported his attendance at a Fair meeting, Smart Trails meeting, Election Canvassing Board, Finance Director meetings, MNPrairie Joint Powers Board meeting, and the Fly in Breakfast.

LISTING OF BILLS
August 27, 2024

7 Rivers Recycling LLC	3,946.55
Advanced First Aid Inc	4,230.00
Anderson/James Hurd	2,404.30
AWf LLC	2,071.20
BRN Lawn & Landscape LLC	2,610.00
Central Farm Services	5,836.49
Counties Providing Technology	4,605.00
CPS Technology Solutions	3,735.00
CRK Properties LLC	6,581.09
Dahle Enterprises of Morristown LLC	7,697.88
I & S Group Inc	2,070.00
MHSRC-Range	4,155.00
Moore Md/Kellyanna J	3,864.24
Nuss Truck & Equipment	9,719.38
R & R Specialties Of Wisconsin Inc	13,795.83
Ramy Turf Products	3,495.00
Short Elliott Hendrickson Inc	2,444.78
South Central Service Cooperative	17,530.00
Steele County Highway Dept	10,270.89
Summit Food Services LLC	3,493.76
UKG Kronos Systems LLC	3,658.42
Univ Of Mn Regents	3,644.53
99 Payments less than 2000	27,243.33
Final Total:	**148,442.67**

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 5:36 p.m. Ayes all.

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CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

WORK SESSION August 27, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Work Session at 4:00 p.m. on August 27, 2024 with Commissioner's Krueger, Brady, Glynn, Gnemi, and Abbe present. Also present were Assistant County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, Planning and Zoning Director Dale Oolman, County Assessor Brian Anderson, County Attorney Robert Jarrett, MNP Director Tara Riech, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Clay Cameron, Director of Development for NextEra: Dodge Wind Project gave an update on the project. Construction and operation will be completed and running by December 2025. He reviewed the roads with the Assistant County Engineer and a bond has been put in place for damage that may be caused during construction. There is also a decommission bond in place as the wind farm is a 30-year project. Decommissioned blades are now being recycled.

Nick Flatgard, GIS Coordinator and Ali Ellingson, GIS Technician, reported on their out of state travel to ESRI Conference. This is the largest GIS Conference in the world. Attendance at the convention was 19K in person 22k virtually. State of Minnesota has used ESRI for 49 out of 50 years. Classes were taken to help streamline land management. Deep Learning class was taken which can identify and map pavement markings. Public Safety impacts were discussed. Modules within the program can look for hot spots and can map out cell phone locations to help the Sheriff's department. The program can also be used to map indoor spaces for responding to emergency situations.

Facilities and Fleet Director Jake Rysavy reviewed the Steele County parking lot reconstruction project for the Courthouse and the Administration Building. There were six bids received. After review of the two options of concrete versus bituminous (asphalt) and reviewing the financial impacts of each, for the long term best return on investment, the option the team recommends moving forward with the concrete bid with JJD companies as concrete is expected to last an additional 10-20 years beyond the life of asphalt. Commissioner Brady recused himself from the discussion. The cost will be funded by highway reserves. The Board moved the item forward to the regular Board meeting for a vote.

MNPrairie met with Dodge, Steele, and Waseca County Public Health directors to discuss the variations in the way services are being provided between the counties. Steele County is recommending transitioning senior services to Steele County Public Health and CCB services to MNPrairie. This would mean that Public Health would be giving approximately 100 clients to MNPrairie and MNPrairie would be giving approximately 250 clients to Public Health. Public Health will need to evaluate the number of FTE's that will be required to manage the number of clients being transferred. To receive final approval to make the change, MNP will move item forward to the MNP Board for a vote. If approved, the change can start to be planned. After further review there are 264 clients. MNP had six individuals handling these cases, Public Health has three and would need to evaluate to hire if needed. By making this change, we will be aligning with the other counties on who they service. The Board moved the item forward to the regular Board meeting for a vote.

Gina McGuire, HR Director brought forward the County Administrator salary range and wage progression and the County Highway Engineer position that occurred during the hiring process. The board has not yet adopted a wage step plan for either position. The Board moved the item forward to the regular Board meeting for a vote.

MNPrairie Joint Powers Board Meeting Report was attached to the Work Session agenda for review by all Commissioners. The Board was briefed on the plan for the transition of HR services. The MNPrairie HR contract will be ending. This allows MN to hire their own HR Department. Due to the complexities, Steele County will provide up to one year of training for their hired MNP HR department and will still be available for questions after the transition period. HR and MNP are currently working on the job descriptions for a manager and a generalist. Once written they will go through the MNP Joint Powers Board for review. If approved, they will go out for hire.

The Board asked for an update regarding the county's request for financial information from MNP. Some financial information was provided this morning, but staff are still waiting for the 2024 information.   Will take some time to go through the reports. Staff are analyzing the data provided so far and are trying to tie out the detailed record to the monthly and end of year reports.

Meeting was adjourned at 4:50 p.m.

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CHAIRMAN

ATTEST:______________________
Administrator

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
301	DEPT			Administration			
4710	Interstate Power Systems Inc						
6	10-301-000-0000-6512		738.00	Perform "B" inspection	R001212248	Bldg Repair & Maintenance	N
4710	Interstate Power Systems Inc		738.00	1 Transactions			
4879	Shred Right						
33	10-301-000-0000-6410		42.53	Security console	0030398	Office Supplies	Y
4879	Shred Right		42.53	1 Transactions			
301	DEPT Total:		780.53	Administration	2 Vendors	2 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
5010	Loken Excavating & Drainage						
7	10-302-000-0000-6552		90.00	Beehive replacement	133693	County Leased Facility Improvements	N
8	10-302-000-0000-6529		19,587.79	Class 5 gravel - Cty Rd 163	133726	Co Rd Supplies	N
9	10-302-000-0000-6529		29,211.14	Class 5 gravel - Cty Rd 162	133726	Co Rd Supplies	N
10	10-302-000-0000-6529		7,344.27	Class 5 gravel - Cty Rd 17	133726	Co Rd Supplies	N
5010	Loken Excavating & Drainage		56,233.20	4 Transactions			
51294	Metal Culverts Inc						
11	10-302-000-0000-6524		746.50	Culvert supplies - CSAH 17	A-29211	Supplies - Culverts	N
51294	Metal Culverts Inc		746.50	1 Transactions			
9922	Owatonna Ace Hardware						
25	10-302-000-0000-6534		61.91	Wasp spray, acetone & fastener	1078/5	Supplies - Signing	N
9922	Owatonna Ace Hardware		61.91	1 Transactions			
74005	Sherwin-Williams Company						
27	10-302-000-0000-6534		256.90	Traffic marking paint, CSAH 23	3924-3	Supplies - Signing	N
28	10-302-000-0000-6534		256.90	Traffic marking paint, CSAH 19	3924-3	Supplies - Signing	N
29	10-302-000-0000-6534		256.90	Traffic marking paint, CSAH 2	3924-3	Supplies - Signing	N
30	10-302-000-0000-6534		196.12	Traffic marking paint, CSAH 45	9240-6	Supplies - Signing	N
31	10-302-000-0000-6534		196.12	Traffic marking paint, CSAH 19	9240-6	Supplies - Signing	N
32	10-302-000-0000-6534		196.11	Traffic marking paint, CSAH 12	9240-6	Supplies - Signing	N
74005	Sherwin-Williams Company		1,359.05	6 Transactions			
9163	Sign Solutions						
34	10-302-000-0000-6534		4,550.49	Telespar	413358	Supplies - Signing	N
35	10-302-000-0000-6534		2,212.25	Telespar	413358	Supplies - Signing	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9163	Sign Solutions		6,762.74	2 Transactions			
302	DEPT Total:		65,163.40	Road & Bridge Maintenance Expense	5 Vendors	14 Transactions	
303	DEPT			Construction Expense			
52513	Mn Dept Of Transportation						
16	10-303-000-0000-6260		1,628.06	Mat testing & insp 074-637-009	P00018973	Consultants/Admin Fee	N
17	10-303-000-0000-6260		381.75	Mat testing & insp 74-024-003	P00018973	Consultants/Admin Fee	N
18	10-303-000-0000-6260		349.00	Mat testing & insp 074-643-011	P00018973	Consultants/Admin Fee	N
19	10-303-000-0000-6260		230.44	Mat testing & insp 074-628-005	P00018973	Consultants/Admin Fee	N
20	10-303-000-0000-6260		725.63	Mat testing & insp 074-598-016	P00018973	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		3,314.88	5 Transactions			
303	DEPT Total:		3,314.88	Construction Expense	1 Vendors	5 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10150	Carquest Auto Parts						
1	10-304-000-0000-6520		243.22	Lube & fuel filters	489704	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		243.22	1 Transactions			
11215	Central Farm Services						
2	10-304-000-0000-6540		10,248.00	4,000 gallons of unleaded	2968184	Fuel & Lubricants	N
3	10-304-000-0000-6521		10,241.12	4,002 gallons of dyed diesel	2968186	Supplies-Diesel Fuel	N
11215	Central Farm Services		20,489.12	2 Transactions			
35020	Huber Supply Co Inc						
4	10-304-000-0000-6513		158.87	Clamp	3178629	Tools	N
35020	Huber Supply Co Inc		158.87	1 Transactions			
36550	IFACS						
5	10-304-000-0000-6520		11.83	Screws, washers & nuts	5343736	Machinery/Vehicle Parts	N
36550	IFACS		11.83	1 Transactions			
51630	Mike's Repair						
12	10-304-000-0000-6520		55.90	Tires, unit#9607	107285	Machinery/Vehicle Parts	Y
13	10-304-000-0000-6520		1,012.50	Tires, unit#2171	107312	Machinery/Vehicle Parts	Y
14	10-304-000-0000-6520		985.50	Tires	107402	Machinery/Vehicle Parts	Y
15	10-304-000-0000-6520		2,382.00	Tires	107483	Machinery/Vehicle Parts	Y

Steele County

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	51630	Mike's Repair		4,435.90	4 Transactions			
	56125	NAPA Auto Parts						
21		10-304-000-0000-6520		61.56	Air filter	026043	Machinery/Vehicle Parts	N
22		10-304-000-0000-6520		112.08	Fluid filters, fuel filters	026044	Machinery/Vehicle Parts	N
	56125	NAPA Auto Parts		173.64	2 Transactions			
	4097	Nuss Truck & Equipment						
23		10-304-000-0000-6520		380.27	Strainer & filter	PSO1316161	Machinery/Vehicle Parts	N
24		10-304-000-0000-6520		90.69	Brake chamber	PSO1319481	Machinery/Vehicle Parts	N
	4097	Nuss Truck & Equipment		470.96	2 Transactions			
	76962	Schaeffer's Mfg Co						
26		10-304-000-0000-6540		402.00	2 cases of Moly EP	BKF6365	Fuel & Lubricants	N
	76962	Schaeffer's Mfg Co		402.00	1 Transactions			
	9923	Steve James Excavating Inc						
36		10-304-000-0000-6520		27.24	Forklift propane cylinder fill	15791	Machinery/Vehicle Parts	N
	9923	Steve James Excavating Inc		27.24	1 Transactions			
	86520	Terminal Supply Company						
37		10-304-000-0000-6511		309.03	Blades, washers, rings & drill	59986-00	Maint Shop Supplies & Materials	N
	86520	Terminal Supply Company		309.03	1 Transactions			
304		DEPT Total:		26,721.81	Equipment Maintenance & Shops	10 Vendors	16 Transactions	
310		DEPT			Capital Construction			
	9217	WHKS & Co						
38		10-310-000-0000-6262		3,734.32	Prof services 074-602-008	51834	Sales Tax Consultants	Y
	9217	WHKS & Co		3,734.32	1 Transactions			
	4364	WSB & Associates Inc						
39		10-310-000-0000-6262		432.00	Prof services 074-648-007	1795300022	Sales Tax Consultants	Y
40		10-310-000-0000-6262		552.50	Prof services 074-070-008	2326700012	Sales Tax Consultants	Y
	4364	WSB & Associates Inc		984.50	2 Transactions			
310		DEPT Total:		4,718.82	Capital Construction	2 Vendors	3 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
10	Fund Total:		100,699.44	Road & Bridge Fund		40 Transactions	
	Final Total:		100,699.44	20 Vendors	40 Transactions		

Recap by Fund

Fund	AMOUNT	Name
10	100,699.44	Road & Bridge Fund
All Funds	100,699.44	Total

Approved by, ...

....

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Print List in Order By:	2	1 - Fund (Page Break by Fund) 2 - Department (Totals by Dept) 3 - Vendor Number 4 - Vendor Name	Page Break By:	1	1 - Page Break by Fund 2 - Page Break by Dept
Explode Dist. Formulas	Y				
Paid on Behalf Of Name on Audit List?:	N				
Type of Audit List:	D	D - Detailed Audit List S - Condensed Audit List			
Save Report Options?:	N				

Steele County

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
5	DEPT				Board Of Commissioners			
	6032	APG Media of Southern Minnesota LLC						
3		01-005-000-0000-6242		7.35	Synopsis - 7/23/24 1417253	1012949	Publishing	N
	6032	APG Media of Southern Minnesota LLC		7.35	1 Transactions			
5	DEPT Total:			7.35	Board Of Commissioners	1 Vendors	1 Transactions	
31	DEPT				County Administrator			
	4879	Shred Right						
45		01-031-000-0000-6801		21.26	Shred serv order 0055673-8/22	0030825	General Expense	Y
	4879	Shred Right		21.26	1 Transactions			
31	DEPT Total:			21.26	County Administrator	1 Vendors	1 Transactions	
32	DEPT				Human Resources			
	8393	AMC - MACA						
1		01-032-000-0000-6261		60.00	Prep for change training-Gina	78068	Conference & Training	N
	8393	AMC - MACA		60.00	1 Transactions			
	4879	Shred Right						
46		01-032-000-0000-6801		21.27	Shred serv order 0055673-8/22	0030825	General Expense	Y
	4879	Shred Right		21.27	1 Transactions			
32	DEPT Total:			81.27	Human Resources	2 Vendors	2 Transactions	
44	DEPT				Financial Administrator			
	9893	J & J Cabinet Works						
22		01-044-000-0000-6600		368.36	Security glass prep - Finance	499	Capital Outlay	N
	9893	J & J Cabinet Works		368.36	1 Transactions			
44	DEPT Total:			368.36	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT				Central Services			
	9983	CallTower						
116		01-062-000-0000-6210		182.47	Monthly CallTower phone chrgs	202106643	Telephone	N
	9983	CallTower		182.47	1 Transactions			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
16282	Crosstown Cartage Inc						
146	01-062-000-0000-6801		324.00	Contracted mail services	08/30/2024	General Expense	N
147	01-062-000-0000-6802		80.00	Additional mail services	08/30/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc		404.00	2 Transactions			
62	DEPT Total:		586.47	Central Services	2 Vendors	3 Transactions	
91	DEPT			County Attorney			
9165	Jarrett/Robert J						
23	01-091-000-0000-6331		174.20	Co Attorney training 260 mile	08222024	Mileage Reimbursement	Y
24	01-091-000-0000-6331		146.36	Co Attorney training lodging	08222024	Mileage Reimbursement	Y
9165	Jarrett/Robert J		320.56	2 Transactions			
91	DEPT Total:		320.56	County Attorney	1 Vendors	2 Transactions	
103	DEPT			Assessor			
9114	Hager/Benjamin						
11	01-103-000-0000-6330		482.04	Assessment Admn lodging	08262024	Travel Expenses	N
12	01-103-000-0000-6330		121.55	Assessment Admn meals w/lodge	08262024	Travel Expenses	N
9114	Hager/Benjamin		603.59	2 Transactions			
103	DEPT Total:		603.59	Assessor	1 Vendors	2 Transactions	
104	DEPT			GIS			
9965	Ellingson/Alison						
7	01-104-000-0000-6330		416.62	ESRI User conference travel	08262024	Travel Expenses	N
8	01-104-000-0000-6330		146.94	ESRI User conf meals w/lodging	08262024	Travel Expenses	N
9965	Ellingson/Alison		563.56	2 Transactions			
104	DEPT Total:		563.56	GIS	1 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
2	01-105-000-0000-6242		2.10	PubNotes-Sept BOA meeting	1012697	Publishing	N
6032	APG Media of Southern Minnesota LLC		2.10	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
105	DEPT Total:		2.10	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
8251	BRN Lawn & Landscape LLC						
132	01-111-040-0000-6380		900.00	Weekly mow & trim-SCAC	3169	Grounds Maintenance	Y
133	01-111-041-0000-6380		375.00	Weekly mow & trim-Annex	3169	Grounds Maintenance	Y
134	01-111-042-0000-6380		280.00	Weekly mow & trim-CH	3169	Grounds Maintenance	Y
135	01-111-043-0000-6380		120.00	Weekly mow & trim-Attorney	3169	Grounds Maintenance	Y
136	01-111-044-0000-6380		620.00	Weekly mow & trim DC	3169	Grounds Maintenance	Y
137	01-111-049-0000-6380		180.00	Weekly mow & trim-Alex	3169	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		2,475.00	6 Transactions			
8288	Four Seasons Electric						
9	01-111-044-0000-6300		198.37	RTU replace fuses	13942	Bldg Repairs & Maintenance	N
131	01-111-044-0000-6300		105.00	Fixed voltage on dishwasher	13974	Bldg Repairs & Maintenance	N
8288	Four Seasons Electric		303.37	2 Transactions			
604	General Parts LLC						
10	01-111-044-0000-6300		212.45	Dishwasher repair & parts	6537012	Bldg Repairs & Maintenance	Y
604	General Parts LLC		212.45	1 Transactions			
4710	Interstate Power Systems Inc						
20	01-111-044-0000-6300		1,826.00	Generator inspection	R001212238:01	Bldg Repairs & Maintenance	N
141	01-111-042-0000-6300		554.00	Annual inspection	R001212244:01	Bldg Repairs & Maintenance	N
142	01-111-042-0000-6300		641.30	Generator repair	R001212262:01	Bldg Repairs & Maintenance	N
4710	Interstate Power Systems Inc		3,021.30	3 Transactions			
9683	Northland Pest Control						
34	01-111-042-0000-6300		105.00	Pest control - CH	15090	Bldg Repairs & Maintenance	Y
35	01-111-043-0000-6300		75.00	Pest control - Attorney	15092	Bldg Repairs & Maintenance	Y
33	01-111-041-0000-6300		85.00	Pest control - Annex	15094	Bldg Repairs & Maintenance	Y
32	01-111-040-0000-6300		65.00	Pest control - Admin	15095	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		330.00	4 Transactions			
8253	Owatonna Filters						
143	01-111-044-0000-6300		1,470.96	Filters	5251	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters		1,470.96	1 Transactions			
9792	Sentry Security Fasteners Inc						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
43	01-111-044-0000-6300		1,331.67	Control module - DC	5508	Bldg Repairs & Maintenance	N
9792	Sentry Security Fasteners Inc		1,331.67	1 Transactions			
83500	Steele County Highway Dept						
50	01-111-000-0000-6562		401.21	Fuel	2358	Fuel And Gas	N
83500	Steele County Highway Dept		401.21	1 Transactions			
99175	Zarnoth Brush Works Inc						
66	01-111-000-0000-6480		1,760.00	Bobcat brush	0199193-IN	Non-Capitalized Inventory	N
99175	Zarnoth Brush Works Inc		1,760.00	1 Transactions			
111	DEPT Total:		11,305.96	Buildings & Grounds	9 Vendors	20 Transactions	
121	DEPT			Veteran Service			
2111	Veterans Information Service						
65	01-121-000-0000-6242		195.00	Book & supplement	6718 08232024	Publishing	N
2111	Veterans Information Service		195.00	1 Transactions			
121	DEPT Total:		195.00	Veteran Service	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
37025	Innovative Office Solutions LLC						
15	01-201-000-0000-6410		30.66	3/pks Business card sheets	IN4622395	Office Supplies	N
37025	Innovative Office Solutions LLC		30.66	1 Transactions			
4710	Interstate Power Systems Inc						
21	01-201-000-0000-6345		554.00	Generator inspection	R001212245:01	Somerset Tower	N
19	01-201-296-0000-6421		632.00	Generator inspection	R001212246:01	T#9 Maintenance Operating Exp-Fuel	N
18	01-201-297-0000-6301		632.00	Generator inspection	R001212247:01	T Bl Pr-Equipment Repairs	N
4710	Interstate Power Systems Inc		1,818.00	3 Transactions			
1064	Kappy's Collision Center						
28	01-201-000-0117-6320		11,874.39	Repair squad-SC24-000574	4412	Squad 7420 Maintenance	Y
1064	Kappy's Collision Center		11,874.39	1 Transactions			
5251	MHSRC-Range						
30	01-201-000-0000-6261		525.00	EVOC/PIT class-R Heinrichs	337900-11173	Conference & Training	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
5251	MHSRC-Range		525.00	1 Transactions			
56125	NAPA Auto Parts						
31	01-201-000-0107-6320		56.98	2/Wipers for squad car	026011	Squad 7407 Maintenance	N
56125	NAPA Auto Parts		56.98	1 Transactions			
8253	Owatonna Filters						
40	01-201-296-0000-6421		360.00	12 - 15 3/4 x 29 3/4 filters	5249	T#9 Maintenance Operating Exp-Fuel	Y
8253	Owatonna Filters		360.00	1 Transactions			
9134	Pirkl Gas Company						
41	01-201-000-0000-6345		46.47	30/Propane	1514274411	Somerset Tower	N
9134	Pirkl Gas Company		46.47	1 Transactions			
85300	Streichers Inc						
52	01-201-000-0000-6408		41.98	Badge case-K Vigeland	I1714247	Uniforms/Uniform Reimbursement	N
53	01-201-000-0000-6408		1,080.00	1/Ball panel set-K Vigeland	I1716251	Uniforms/Uniform Reimbursement	N
54	01-201-000-0000-6408		240.00	2/Carriers-K Vigeland	I1716251	Uniforms/Uniform Reimbursement	N
55	01-201-000-0000-6408		108.90	1/Trauma plate-K Vigeland	I1716251	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		1,470.88	4 Transactions			
9259	T-MOBILE						
121	01-201-000-0000-6210		31.15	SCSO 507-990-1929	982187246	Telephone	N
9259	T-MOBILE		31.15	1 Transactions			
84035	Tri-M Graphics						
60	01-201-000-0000-6410		112.50	250/Business cards-K Vigeland	104815	Office Supplies	N
84035	Tri-M Graphics		112.50	1 Transactions			
201	DEPT Total:		16,326.03	Sheriff	10 Vendors	15 Transactions	
251	DEPT			Jail			
37025	Innovative Office Solutions LLC						
16	01-251-000-0000-6410		54.01	1/pk Wipes, 3/pks tape	4617568	Office Supplies	N
37025	Innovative Office Solutions LLC		54.01	1 Transactions			
4879	Shred Right						
44	01-251-000-0000-6304		42.53	Document shredding-8/15	30397	Contract Serv./Bldg Maint	Y

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
4879	Shred Right		42.53	1 Transactions			
83500	Steele County Highway Dept						
49	01-251-000-0000-6562		349.56	SCDC fuel - July 2024	2361	Gas & Oil	N
83500	Steele County Highway Dept		349.56	1 Transactions			
8247	Summit Food Services LLC						
57	01-251-000-0000-6418		27.34	Paper products	INV2000217177	Lock-Up Supplies	N
56	01-251-000-0000-6441		3,493.76	Inmate meals 8/10-8/16/24	INV2000217177	Prisoner Meals	N
8247	Summit Food Services LLC		3,521.10	2 Transactions			
251	DEPT Total:		3,967.20	Jail	4 Vendors	5 Transactions	
252	DEPT			Community Corrections			
9446	Carey Group Publishing LLC						
5	01-252-000-0000-6410		1,650.00	Tools on devices subscription	2024-1554-F	Office Supplies	N
9446	Carey Group Publishing LLC		1,650.00	1 Transactions			
252	DEPT Total:		1,650.00	Community Corrections	1 Vendors	1 Transactions	
253	DEPT			Law Enforcement Center			
37025	Innovative Office Solutions LLC						
17	01-253-000-0000-6410		59.98	Planner, 1 box folders	IN4617349	Office Supplies	N
37025	Innovative Office Solutions LLC		59.98	1 Transactions			
4879	Shred Right						
47	01-253-000-0000-6254		53.70	Paper shredding-8/22	0030826	Garbage Disposal	Y
4879	Shred Right		53.70	1 Transactions			
253	DEPT Total:		113.68	Law Enforcement Center	2 Vendors	2 Transactions	
281	DEPT			Emergency Management			
9259	T-MOBILE						
120	01-281-000-0000-6210		31.15	EM 651-417-5346 Internet	982187246	Telephone	N
9259	T-MOBILE		31.15	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
281	DEPT Total:		31.15	Emergency Management	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
38360	Jaster/Steve						
25	01-391-321-0000-6820		9,000.00	S Jaster-Fix-Up grant	2222	Grant Expense	N
26	01-391-322-0000-6820		450.00	S Jaster-BWSR SSTS grant	2222	Grant Expense	N
38360	Jaster/Steve		9,450.00	2 Transactions			
87305	Thompson Sanitation						
58	01-391-000-0000-6548		74,237.98	Recycling contract - Aug	72814	Recycling	N
87305	Thompson Sanitation		74,237.98	1 Transactions			
391	DEPT Total:		83,687.98	Environmental Services	2 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
9298	Bjerke Nutrition & Wellness, LLC						
123	01-481-461-6067-6464		250.00	Mini Nutrition workshop	08282024	General Supplies & Outreach	N
9298	Bjerke Nutrition & Wellness, LLC		250.00	1 Transactions			
2966	Eat Well Nutrition Therapy Llc						
124	01-481-461-6067-6464		200.00	Nutrition inservice	08222024	General Supplies & Outreach	N
2966	Eat Well Nutrition Therapy Llc		200.00	1 Transactions			
37025	Innovative Office Solutions LLC						
125	01-481-000-0000-6410		13.21	100/6x9 envelopes	4618632	Office Supplies	N
37025	Innovative Office Solutions LLC		13.21	1 Transactions			
50124	MRCI Mankato						
127	01-481-460-6002-5563		524.62	JB - 194 - Overpayment	09032024	Medical Assistance	N
128	01-481-460-6002-5563		282.08	DT - 9620 - Overpayment	09032024	Medical Assistance	N
50124	MRCI Mankato		806.70	2 Transactions			
85147	Stericycle Inc						
129	01-481-000-0000-6322		115.76	CID: Hazardous waste	8008062972	Service Agreements	N
85147	Stericycle Inc		115.76	1 Transactions			
9259	T-MOBILE						
119	01-481-461-6066-6210		33.15	PHN 507-649-8013 Internet	982187246	Telephone	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
9259	T-MOBILE		33.15	1 Transactions			
84035	Tri-M Graphics						
130	01-481-461-6011-6464		726.53	3000/Window envelopes	104865	General Supplies & Outreach	N
84035	Tri-M Graphics		726.53	1 Transactions			
481	DEPT Total:		2,145.35	Public Health Nursing	7 Vendors	8 Transactions	
502	DEPT			Steele Co Community Ctr			
8251	BRN Lawn & Landscape LLC						
138	01-502-000-0000-6380		140.00	Weekly mow & trim-Comm Ctr	3169	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		140.00	1 Transactions			
9683	Northland Pest Control						
36	01-502-000-0000-6300		65.00	Pest control - Comm Ctr	15083	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
502	DEPT Total:		205.00	Steele Co Community Ctr	2 Vendors	2 Transactions	
521	DEPT			Park And Recreation			
9084	Metro FiberNet LLC						
126	01-521-000-0000-6410		352.25	Internet & TV 4S - Sep	Acct 1671311	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC		352.25	1 Transactions			
83500	Steele County Highway Dept						
48	01-521-000-0000-6540		168.75	Fuel	2355	Gas & Oil	N
83500	Steele County Highway Dept		168.75	1 Transactions			
84725	Steele County Trail Assoc						
51	01-521-291-0000-5301		2,831.18	BM4 Steele County trails	Aug 2024	State Grants	N
84725	Steele County Trail Assoc		2,831.18	1 Transactions			
521	DEPT Total:		3,352.18	Park And Recreation	3 Vendors	3 Transactions	
550	DEPT			Four Seasons			
5992	Becker Arena Products Inc						
4	01-550-000-0000-6410		829.78	Husky logo for East rink	613467	Operating Supplies - Contracts	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	5992	Becker Arena Products Inc		829.78	1 Transactions			
	8424	Cintas						
6		01-550-000-0000-6420		139.38	Monthly linens	4202512848	Linen Service	Y
	8424	Cintas		139.38	1 Transactions			
	33550	Hillyard-Hutchinson						
117		01-550-000-0000-6410		202.00	Sharp containers/Trash liners	605583320	Operating Supplies - Contracts	N
	33550	Hillyard-Hutchinson		202.00	1 Transactions			
	5657	Johnson Hardware Company						
27		01-550-000-0000-6410		770.00	Sweeps/Kickplates for doors	1009068	Operating Supplies - Contracts	N
	5657	Johnson Hardware Company		770.00	1 Transactions			
	4361	Legacy Signs Inc						
29		01-550-000-0000-6410		1,445.00	7 Wall sign frames for sponsor	19245	Operating Supplies - Contracts	N
	4361	Legacy Signs Inc		1,445.00	1 Transactions			
	9922	Owatonna Ace Hardware						
38		01-550-000-0000-6410		15.98	Caulk, mounting tape	1000	Operating Supplies - Contracts	N
37		01-550-000-0000-6410		16.99	Flex seal	1013	Operating Supplies - Contracts	N
118		01-550-000-0000-6410		21.98	Duct tape, Spackle	1106	Operating Supplies - Contracts	N
39		01-550-000-0000-6410		10.27	Bushing, tape seal	992	Operating Supplies - Contracts	N
	9922	Owatonna Ace Hardware		65.22	4 Transactions			
	77390	Schilling Supply Company						
42		01-550-000-0000-6410		131.57	2 cs Air freshners	974937	Operating Supplies - Contracts	N
	77390	Schilling Supply Company		131.57	1 Transactions			
	84035	Tri-M Graphics						
59		01-550-000-0000-6410		143.46	Public skate/Skate sharp cards	104782	Operating Supplies - Contracts	N
	84035	Tri-M Graphics		143.46	1 Transactions			
550		DEPT Total:		3,726.41	Four Seasons	8 Vendors	11 Transactions	
602		DEPT			Co-Op Extension			
	37025	Innovative Office Solutions LLC						
14		01-602-000-0000-6410		10.70	Safety pins	IN4608911	Office Supplies	N
13		01-602-000-0000-6410		47.98	Copy paper	IN4611306	Office Supplies	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
37025	Innovative Office Solutions LLC		58.68	2 Transactions			
9259	T-MOBILE						
122	01-602-000-0000-6480		62.30	EXT 213-0160 & 213-3752	982187246	Non-Capitalized Inventory	N
9259	T-MOBILE		62.30	1 Transactions			
72120	Univ Of Mn Regents						
61	01-602-000-0000-6306		1,859.00	C Kath 84.5 hrs 7/15-8/11/24	0300034900	Contracted Services	N
62	01-602-000-0000-6306		2,373.72	A Steckelberg 151 hr 7/15-8/11	0300034900	Contracted Services	N
63	01-602-000-0000-6306		1,116.50	M Dinse 50.75 hrs 7/15-8/11	0300034900	Contracted Services	N
64	01-602-000-0000-6306		2,391.67	M Rysavy 127.25 hrs 7/15-8/11	0300034979	Contracted Services	N
72120	Univ Of Mn Regents		7,740.89	4 Transactions			
602	DEPT Total:		7,861.87	Co-Op Extension	3 Vendors	7 Transactions	
1	Fund Total:		137,122.33	General Revenue Fund		94 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
631	DEPT			Judicial Ditch 1			
73300	Rinke-Noonan Attorney at Law						
74	21-631-000-0000-6273		6.68	Monthly Retainer	376219	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						
78	21-633-000-0000-6273		6.68	Monthly Retainer	376219	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						
75	21-634-000-0000-6273		6.68	Monthly Retainer	376219	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			
44800	B & W Control Specialists						
70	21-635-000-0000-6305		1,606.25	Weed control - JD6	58577	Construction And Repairs	Y
44800	B & W Control Specialists		1,606.25	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
76	21-635-000-0000-6273		6.68	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
635	DEPT Total:		1,612.93	Judicial Ditch 6 & Imp	2 Vendors	2 Transactions	
636	DEPT			Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law						
77	21-636-000-0000-6273		6.68	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			
73300	Rinke-Noonan Attorney at Law						
79	21-637-000-0000-6273		6.68	Monthly Retainer	376219	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			
44800	B & W Control Specialists						
71	21-638-000-0000-6305		559.50	Weed control - JD12	58579	Construction And Repairs	Y
44800	B & W Control Specialists		559.50	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
80	21-638-000-0000-6273		6.68	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		566.18	Judicial Ditch 12	2 Vendors	2 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
81	21-639-000-0000-6273		6.68	Monthly Retainer	376219	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			
44800	B & W Control Specialists						
69	21-640-000-0000-6305		15,756.50	Weed control - JD24	58576	Construction And Repairs	Y
44800	B & W Control Specialists		15,756.50	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
82	21-640-000-0000-6273		6.68	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
640	DEPT Total:		15,763.18	Judicial Ditch 24	2 Vendors	2 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
83	21-641-000-0000-6273		6.68	Monthly Retainer	376219	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						
84	21-642-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
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						
85	21-643-000-0000-6273		6.66	Monthly Retainer	376219	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						
92	21-644-000-0000-6273		6.66	Monthly Retainer	376219	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						
93	21-645-000-0000-6273		6.66	Monthly Retainer	376219	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	

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
94	21-646-000-0000-6273		6.66	Monthly Retainer	376219	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						
95	21-647-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
96	21-648-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
44800	B & W Control Specialists						
67	21-649-000-0000-6305		3,649.75	Weed control - CD22	58574	Construction And Repairs	Y
44800	B & W Control Specialists		3,649.75	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
97	21-649-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		3,656.41	County Ditch 22	2 Vendors	2 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
98	21-650-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
99	21-651-000-0000-6273		6.66	Monthly Retainer	376219	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						
100	21-652-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	
653	DEPT			County Ditch 27			
73300	Rinke-Noonan Attorney at Law						
101	21-653-000-0000-6273		6.66	Monthly Retainer	376219	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						
102	21-654-000-0000-6273		6.66	Monthly Retainer	376219	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						
103	21-655-000-0000-6273		6.66	Monthly Retainer	376219	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	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
86	21-656-000-0000-6273		6.66	Monthly Retainer	376219	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						
87	21-657-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
73300	Rinke-Noonan Attorney at Law						
88	21-658-000-0000-6273		6.66	Monthly Retainer	376219	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			
44800	B & W Control Specialists						
73	21-659-000-0000-6305		743.00	Weed control - PT17	58578	Construction And Repairs	Y
72	21-659-000-0000-6305		514.00	Weed control - PT17	58580	Construction And Repairs	Y
44800	B & W Control Specialists		1,257.00	2 Transactions			
73300	Rinke-Noonan Attorney at Law						
89	21-659-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		1,263.66	Public Tile Ditch 17	2 Vendors	3 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
90	21-660-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
44800	B & W Control Specialists						
68	21-665-000-0000-6305		8,000.50	Weed control - JD2	58575	Construction And Repairs	Y
44800	B & W Control Specialists		8,000.50	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
91	21-665-000-0000-6273		6.66	Monthly Retainer	376219	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		8,007.16	JD 2 Redetermination	2 Vendors	2 Transactions	
21	Fund Total:		31,029.50	County Ditch Fund		37 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
111	DEPT			Buildings & Grounds			
9977	APX Construction Group LLC						
104	38-111-045-0000-6600		123,377.30	Comm Corr facility	App 2	Capital Outlay - CCA Bldg	N
144	38-111-045-0000-6600		90,820.47	Comm Corr Facility	App 3	Capital Outlay - CCA Bldg	N
9977	APX Construction Group LLC		214,197.77	2 Transactions			
8087	Braun Intertec Eng Inc						
107	38-111-045-0000-6600		2,653.75	Services thru 8/23/24	B397662	Capital Outlay - CCA Bldg	Y
8087	Braun Intertec Eng Inc		2,653.75	1 Transactions			
5889	Wold Architects and Engineers						
140	38-111-045-0000-6600		2,800.00	New CCA Fac-bill thru 8/31/24	95531	Capital Outlay - CCA Bldg	Y
5889	Wold Architects and Engineers		2,800.00	1 Transactions			
111	DEPT Total:		219,651.52	Buildings & Grounds	3 Vendors	4 Transactions	
201	DEPT			Sheriff			
8087	Braun Intertec Eng Inc						
106	38-201-000-0000-6600		8,296.00	Sheriff addn bill thru 8/23	B397661	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc		8,296.00	1 Transactions			
9138	ICS Consulting LLC						
145	38-201-000-0000-6600		2,100.00	Sheriff addn-bill thru 8/31/24	11623	Capital Outlay - Sheriff	Y
9138	ICS Consulting LLC		2,100.00	1 Transactions			
5889	Wold Architects and Engineers						
139	38-201-000-0000-6600		6,110.82	Sheriff addn-bill thru 8/31/24	95579	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers		6,110.82	1 Transactions			
201	DEPT Total:		16,506.82	Sheriff	3 Vendors	3 Transactions	
550	DEPT			Four Seasons			
3810	Asbestrol Inc						
105	38-550-000-0000-6600		541.00	Asbestos testing	10173	Capital Outlay - Four Seasons	N
3810	Asbestrol Inc		541.00	1 Transactions			
8276	Willies Painting LLC						
108	38-550-000-0000-6600		9,100.00	East Rink painting complete	23-9281	Capital Outlay - Four Seasons	G

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8276	Willies Painting LLC		9,100.00	1 Transactions			
550	DEPT Total:		9,641.00	Four Seasons	2 Vendors	2 Transactions	
38	Fund Total:		245,799.34	Capital Outlay Fund		9 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
398	DEPT			Landfill			
9087	7 Rivers Recycling LLC						
115	53-398-000-0000-6304		3,779.25	149 Mattresses & box springs	9073	Contract Services	Y
9087	7 Rivers Recycling LLC		3,779.25	1 Transactions			
8324	Marvin Purrier Concrete & Masonry Cons						
109	53-398-000-0000-6600		11,150.00	Concrete repair to scale/floor	2338	Capital Outlay	Y
8324	Marvin Purrier Concrete & Masonry Cons		11,150.00	1 Transactions			
1308	Miner's Outdoor & Rec						
110	53-398-000-0000-6301		798.83	Backpack blower	216743	Equip Repairs	N
111	53-398-000-0000-6301		104.33	Premix gas	217033	Equip Repairs	N
1308	Miner's Outdoor & Rec		903.16	2 Transactions			
52975	Minnesota Valley Testing Labs						
112	53-398-000-0000-6545		15,541.80	Well testing	1268553	Water Testing	N
52975	Minnesota Valley Testing Labs		15,541.80	1 Transactions			
9259	T-MOBILE						
113	53-398-000-0000-6381		33.15	LFO 507-730-4497 internet	982187246	Cpu Usage & Network Support	N
9259	T-MOBILE		33.15	1 Transactions			
3897	Venture Hydraulics Inc						
114	53-398-000-0000-6301		272.57	Hose for Bomag	39964	Equip Repairs	N
3897	Venture Hydraulics Inc		272.57	1 Transactions			
398	DEPT Total:		31,679.93	Landfill	6 Vendors	7 Transactions	
53	Fund Total:		31,679.93	Landfill Fund		7 Transactions	
	Final Total:		445,631.10	114 Vendors	147 Transactions		

Recap by Fund

Fund	AMOUNT	Name
1	137,122.33	General Revenue Fund
21	31,029.50	County Ditch Fund
38	245,799.34	Capital Outlay Fund
53	31,679.93	Landfill Fund
All Funds	445,631.10	Total

Approved by, ...

. . . .

. . . .

PERSONNEL REPORT
September 10, 2024 at 5:00 pm

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Melissa Trihus(promotion)	Tech Clerk II/Recorder's Office	B23/8	09/23/2024

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Kendra Sirek	Probation Officer II	Comm. Corrections	09/13/2024
Jeremy Zierden	Appraiser III	Assessor	09/13/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Probation Officer I/II/III	Community Corrections	Backfill Sirek
Appraiser I/II/III	Assessor's Office	Backfill Zierden

STAFFING STATUS *(Information Only – No Action Required)*

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Appraiser I/II/III	Assessor's Office	Interviewing
Registered Nurse (.5 FTE)	Public Health	Offer Pending
County Engineer	Highway	Reevaluating
Health Educator	Public Health	Offer Pending
IT Security Analyst	IT	Working on Job Description
Correctional Officer	Det. Center/Sheriff's Office	Recruiting/Backgrounding
Technical Clerk I/II	Recorders	Recruiting will begin soon
Correctional Corporal	Det. Center / Sheriff's Office	Interviewing

Open Positions – In Committee:

Position	*Department*	*Notes*
Lead Custodian	Facilities & Grounds	On Hold

Steele County
Agenda Item

Request for Board Action

Subject: Approve Upgrade of Microsoft EA to M365 G5

Department: Information Technology

Committee: Internal Central Services **Committee Meeting Date:** September 4, 2024

Work Session Date: Enter a date. **Board Meeting Date:** September 10, 2024

Consent Agenda: ☒ Yes ☐ No **Resolution:** ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends Authorizing the IT Director to renew/upgrade Microsoft EA (Enterprise Agreement) to M365 G5 at annual cost of $162,205.39. NOTE: This is a three-year agreement.

Recommendation:

Authorize IT Director to renew/upgrade Microsoft EA (Enterprise Agreement) to M365 G5 at annual cost of $162,205.39. NOTE: This is a three-year agreement.

Background *(Including Budget Impact)*:

Renewal of our Microsoft EA (Enterprise Agreement) is due at the end of September. It is budgeted at $75,000. After significant testing and research, we are requesting to upgrade from our current license (O365 G3) to M365 G5. M365 G5 adds quite a few end user features. More importantly it adds significant security enhancements. Unfortunately, it also comes at a significant increase in annual cost. The current quote from SHI is $162,205 which is roughly $87,205 higher than budget.

We have found quite a few offsets which help to close that gap. The move to M365 G5 helps us to avoid other recurring costs of $33,010. In addition, we are planning to switch our MFA provider which generates another $23,235 in savings. Further savings we have found within the IT department easily cover the remaining gap for this year. Therefore, moving to M365 G5 will not cause us to exceed our overall budget for this year. We are already planning to include M365 G5 in next year's budget (currently under review).

In full disclosure, this is NOT a net savings. But the value of the additional security features is worth the additional expense.

Microsoft government contracts are available from a very limited number of vendors. SHI holds the state contract used by most counties and cities.

Attachments:

Quote from SHI

Pricing Proposal
Quotation #: 25004238
Reference #: EA 89575201 budgetary renewal
Created On: 6/24/2024
Valid Until: 7/24/2024

MN-County of Steele

Inside account Manager-microsoft- gov

Ethan Cousins
630 Florence Ave.
Owatonna, MN 55060
United States
Phone: 507-444-7469
Fax:
Email: Ethan.Cousins@SteeleCountyMN.gov

Isabelle Brodsky
290 Davidson Ave
Somerset, NJ 08873
Phone: 800-527-6389 ext. 5553572
Fax:
Email: isabelle_brodsky@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	M365 G5 GCC Sub Per User Microsoft - Part#: AAL-45735 Contract Name: Open Market Contract #: Open Market **Note:** year 1	228	$614.20	$140,037.60
2	AzureprepaymentG ShrdSvr ALNG SubsVL MVL Commit Provision Microsoft - Part#: J5U-00004 Contract Name: Open Market Contract #: Open Market **Note:** year 1	1	$0.00	$0.00
3	Teams Rooms Pro GCC Sub Per Device Microsoft - Part#: VA1-00001 Contract Name: Open Market Contract #: Open Market **Note:** year 1	1	$431.02	$431.02
4	Phone Resource Account GCC Sub Phone System Virtual User Microsoft - Part#: RMU-00004 Contract Name: Open Market Contract #: Open Market **Note:** year 1	50	$0.00	$0.00
5	Visio P2 GCC Sub Per User Microsoft - Part#: P3U-00001 Contract Name: Open Market Contract #: Open Market **Note:** year 1	6	$137.39	$824.34
6	M365 F3 Unified GCC Sub Per User Microsoft - Part#: AAD-63092 Contract Name: Open Market Contract #: Open Market **Note:** year 1	64	$83.63	$5,352.32

7	Teams AC with Dial Out US/CA GCC Sub Add-on Microsoft - Part#: NYH-00001 Contract Name: Open Market Contract #: Open Market **Note:** year 1	62	$0.00	$0.00
8	Exchange Server Standard ALng SA Microsoft - Part#: 312-02257 Contract Name: Open Market Contract #: Open Market **Note:** year 1	1	$128.33	$128.33
9	Win Server Standard Core ALng SA 16L Microsoft - Part#: 9EM-00267 Contract Name: Open Market Contract #: Open Market **Note:** year 1	6	$154.29	$925.74
10	Win Server DC Core ALng LSA 2L Microsoft - Part#: 9EA-00039 Contract Name: Open Market Contract #: Open Market **Note:** year 1	24	$570.98	$13,703.52
11	Win Server Standard Core ALng SA 2L Microsoft - Part#: 9EM-00270 Contract Name: Open Market Contract #: Open Market **Note:** year 1	16	$19.47	$311.52
12	Win Enterprise Device ALng SA Microsoft - Part#: KV3-00368 Contract Name: Open Market Contract #: Open Market **Note:** year 1	10	$49.10	$491.00
			Subtotal	$162,205.39
			Total	$162,205.39

Additional Comments

By purchasing year 1, customer commits to the following schedule:

Year 1 payment: $162,205.39

Year 2 payment $162,205.39

Year 3 Payment: $$162,038.13

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are Open Market and resold in accordance with the terms and conditions at [SHI Online Customer Resale Terms and Conditions].

Steele County
Agenda Item

Request for Board Action

Subject: TriMin Contract for IFS Support

Department: Property Tax & Elections

Committee: Internal Central Services

Committee Meeting Date: September 4, 2024

Work Session Date: September 10, 2024

Board Meeting Date: September 10, 2024

Consent Agenda: x Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends approving the Maintenance & Support Contract with TriMin for IFS (Integrated Financial System) for the period January 1, 2025 – December 31, 2027.

Recommendation:

Approve the Maintenance & Support Contract with TriMin for IFS (Integrated Financial System) for the period January 1, 2025 – December 31, 2027.

Background *(Including Budget Impact)*:

IFS is the Integrated Financial System used by the County.

JIC (The Joint Integrated/IFS Committee) owns and controls IFS on behalf of all the users which is comprised of four groups. There are approximately 84 contracts with TriMin for maintenance & support of the IFS system. Our current contract expires on 12/31/2024.

JIC decided it would be in everyone's best interest to simplify to a single contract that represented all users under MnCCC(Mn Counties Computer Coop).

The cost for Steele County for 2025 would be $8245.22.

Attachments:

Contract

To: IFS User Group

From: Lisa Meredith, MnCCC Executive Director
lisa@mnccc.gov 651-401-4201

Date: July 3, 2024

Subject: TriMin Contract for Board Ratification

Please note, this communication is being sent out via MnCCC's RSVP system to all signed up for the IFS User Group. This means that your county or agency will likely receive several copies. It is the responsibility of your county/agency to determine who will be responsible to bring the Board Ratification to your board and return a signed copy to MnCCC.

The TriMin Contract for maintenance and support of IFS has been approved and fully executed. Enclosed with this communication, you will find a copy of the contract along with a Board Ratification. The fully executed Board Ratifications *must* be returned to MnCCC ***no later than September 6, 2024***. If your county or agency chooses not to continue with IFS/TriMin, documentation of discontinuation will be required. Failure to respond by the deadline will be assumed as a decision not to move forward with IFS.

Please return your signed Board Ratification to:

MnCCC
Attn: Emily Wick
100 Empire Drive Suite 201
Saint Paul, MN 55103

Alternatively, you may email it to emily@mnccc.gov

The contract with TriMin covers the period from January 1, 2025, to December 31, 2027. The associated fees have been previously distributed and approved by the IFS User Group during their annual meeting on June 3, 2024.

For any questions regarding pricing or the contract, feel free to contact me at lisa@mnccc.gov or (651) 401-4201. If you anticipate difficulty meeting the final deadline, please reach out to Emily Wick at emily@mnccc.gov or (651) 401-4204.

Thank you for your attention to this matter.

Attached:

- 2025 IFS User Group fees (below)
- 2025-2027 TriMin Contract
- Board Ratification document

Minnesota Counties Computer Cooperative

IFS User Group Fees:

MnCCC Membership Fee: $1800, *split by office: $900 per office or $1800 per county*

Enhancement Fund Annual Fee: $1000 per office or $2000 per county

County/Agency	Auditor/ Treasurer Group	2025 CMHS Support	2025 CMHS Enhancement Fund	2025 Aud/Treas Support	2025 Aud/Treas Enhancement Fund	2025 Total	M&S Only	*M&S increase*
Aitkin County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Becker County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Beltrami County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Benton County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Big Stone County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Brown County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Carlton County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Carver County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Cass County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Chippewa County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Chisago County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Clay County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Clearwater County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Cook County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Cottonwood County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
Dodge County	MCIS	$ -	$ -	$ 8,523.79	$ 1,000.00	$ 9,523.79	$ 8,523.79	*12.50%*
Douglas County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Faribault County	MnCCC	$ -	$ -	$ 8,523.79	$ 1,000.00	$ 9,523.79	$ 8,523.79	*12.50%*
Fillmore County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Freeborn County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Goodhue County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Grant County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
Houston County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Hubbard County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Isanti County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Itasca County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Jackson County	MnCCC	$ -	$ -	$ 8,523.79	$ 1,000.00	$ 9,523.79	$ 8,523.79	*12.50%*
Kanabec County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Kandiyohi County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Kittson County	MnCCC	$ -	$ -	$ -	$ -	$ -	$ -	
Koochiching County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Lac qui Parle County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Lake County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Lake of the Woods County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*4.06%*
Le Sueur County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Lincoln County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
Lyon County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
McLeod County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Mahnomen County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Marshall County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Martin County	MnCCC	$ -	$ -	$ 8,523.79	$ 1,000.00	$ 9,523.79	$ 8,523.79	*12.50%*
Meeker County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Mille Lacs County	MnCCC	$ -	$ -	$ -	$ -	$ -	$ -	
Morrison County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Mower County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Murray County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
Nicollet County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Nobles County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Norman County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	*15.12%*
Otter Tail County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Pennington County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Pine County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Pipestone County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*
Polk County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	*12.50%*
Pope County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	*18.36%*

Red Lake County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	4.06%
Redwood County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	18.36%
Renville County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Rice County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Rock County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	18.36%
Roseau County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Sherburne County	MCIS	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Sibley County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Stearns County	N/A	$ 8,523.79	$ 1,000.00	$ -	$ -	$ 9,523.79	$ 8,523.79	12.50%
Steele County	MSCC	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	18.36%
Stevens County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Swift County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Todd County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Traverse County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Wabasha County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Wadena County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Waseca County	N/A	$ -	$ -	$ -	$ -	$ -	$ -	
Watonwan County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Wilkin County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Winona County	MnCCC	$ 8,523.79	$ 1,000.00	$ 8,523.79	$ 1,000.00	$ 19,047.58	$ 17,047.58	12.50%
Wright County	MnCCC	$ 8,523.79	$ 1,000.00			$ 9,523.79	$ 8,523.79	
Yellow Medicine County	MSCC	$ 8,523.79	$ 1,000.00	$ 7,245.22	$ 1,000.00	$ 17,769.01	$ 15,769.01	15.12%
Tri-County Corrections: Norman, Polk and Red Lake	N/A	$ -	$ -	$ 8,523.79	$ 1,000.00	$ 9,523.79	$ 8,523.79	12.50%
Southwest Health & Human Services: Lincoln, Lyon, Murray, Pipestone, Redwood, and Rock	CPT	$ 6,886.34	$ 1,000.00	$ -	$ -	$ 7,886.34	$ 6,886.34	12.50%
Human Services of Faribault and Martin Counties (FMHS) Faribault and Martin	N/A	$ 8,523.79	$ 1,000.00	$ -	$ -	$ 9,523.79	$ 8,523.79	12.50%
Minnesota Prairie County Alliance: Dodge, Steele, and Waseca	N/A	$ 8,523.79	$ 1,000.00	$ -	$ -	$ 9,523.79	$ 8,523.79	12.50%
Countryside Public Health: Big Stone, Chippewa, Lac qui Parle, Swift and Yellow Medicine	CPT	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	18.36%
Horizon Public Health: Stevens, Douglas, Pope, Grant and Traverse	CPT	$ -	$ -	$ 7,245.22	$ 1,000.00	$ 8,245.22	$ 7,245.22	18.36%
Western Prairie	N/A	$ 8,523.79	$ 1,000.00	$ -	$ -	$ 9,523.79	$ 8,523.79	12.50%
Des Moines Valley Health & Human Services: Cottonwood and Jackson	N/A	$ 8,523.79	$ 1,000.00	$ -	$ -	$ 9,523.79	$ 8,523.79	12.50%

Minnesota Counties Computer Cooperative

BOARD RATIFICATION STATEMENT

Due back to MnCCC by September 6, 2024

The Board of ____________________________ has ratified the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative (MnCCC) for the maintenance and support of IFS. The Agreement will be effective January 1, 2025, through December 31, 2027. This Agreement commits the participating members for the term of the contract and the financial obligations associated with this agreement.

Signed: ____
Board Chair

Date: ____

Attest: ____

Title: ____

Date: ____

P: (651) 401-4200 • F: (651) 401-4299 • www.mnccc.gov
100 Empire Drive Suite 201
Saint Paul, MN 55103

Amendment to Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc.

THIS AMENDMENT TO AGREEMENT TO PROVIDE PROFESSIONAL SERVICES BETWEEN MINNESOTA COUNTIES COMPUTER COOPERATIVE AND TRIMIN SYSTEMS, INC. (**the "Addendum**"), made effective as of January 1, 2025 (the "**Effective Date**"), is by and between TriMin Systems, Inc., with its principal place of business located at 2277 Hwy 36 West, Suite 250, Roseville, Minnesota 55113 ("**TriMin**"), and the Minnesota Counties Computer Cooperative, a joint powers organization, with its principal place of business located at 100 Empire Drive, Suite 201, St. Paul, Minnesota, 55103, for the benefit of and use by its participating end user members ("**Customer**").

R E C I T A L S

WHEREAS, the parties entered into the Agreement to provide Professional Services Between Minnesota Counties Computer Cooperative and TriMin Systems, Inc. dated January 1, 2022 ("**Master Agreement**"); and,

WHEREAS, the parties wish to add the following provisions as an Addendum to the Master Agreement.

NOW, THEREFORE, in exchange for and in consideration of the mutual promises, premises, and covenants herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TriMin and Customer agree to make the following additions to the Master Agreement as follows:

1. **(Section II A 3 from the Master Agreement) GASB Revisions**

   Provide any IFSpi revisions necessitated by changes in applicable GASB (Governmental Accounting Standards Board) requirements and/or Minnesota statutes, laws or regulations. MnCCC and/or the GASB Committee will advise TriMin of any requested changes, along with requirements to IFSpi as necessitated by changes in GASB requirements and/or Minnesota statutes, laws, or regulations and provide sufficient details to support TriMin in making the changes. A total of 100 hours of GASB enhancements per year will be included in this contract. (This includes time required for requirements assistance, design and scoping of enhancements.) Any unused hours at the end of each year will not be recoverable. Enhancement hours beyond the initial 100 in a given year will be billed at the hourly rate specified in section 4 of this agreement.

2. **(Section II F from the Master Agreement) Training.** TriMin will provide on-going updates to IFSpi end user documentation. TriMin training activities will be prioritized by the IFS training committee and based on the following initiatives:
   - TriMin to provide popular support topic ideas to the training committee on a quarterly basis for the training newsletter
   - TriMin to provide 6 to 10 hours of training per year, included with the contract at no extra cost.
     - MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin

- The training will be delivered via virtual training events, training videos, or live at MnCCC events (including participating in open forum discussions during live meetings)
- If MnCCC signs a new county, or requests individual county training, training hours will not be included in the 6 to 10 hours of live training. Instead, this training will be covered under direct support

3. **(Section II G from the Master Agreement) Modernization Hours**

The IFSpi infrastructure modernization projects fund to increase to 6,000 person hours during this three-year agreement, initially allocated at 2,000 hours for each calendar year, with bi-monthly report out on specific progress made against approved plans and hours logged. Should 2,000 hours not be sufficient for the demand/needs in this area, then additional hours may be authorized by MnCCC during a calendar year, including the allocation of hours from future years, and/or new hours chargeable at time and materials rates, per **Section 4** this Amendment to the Master Agreement.

Should TriMin fail to utilize 2,000 hours in support of IFSpi infrastructure modernization during a given calendar year, then any unused hours will be rolled into the next calendar year(s). During year 3 of this agreement, if the balance of hours required for IFSpi infrastructure projects, based on actual activity in year 1 and year 2, is projected to be greater than remaining hours required to support known modernization projects then hours may be shifted to IFSpi functional enhancement activity to "consume" available hours. At this contract's end (December 31, 2027) any unused hours will be carried over to future years, assuming future agreements are reached between TriMin and Customer.

4. **(Attachment A in the Master Agreement) Fees.** In consideration of the Services, Customer shall pay TriMin the following annual support fees

Support Elements	Support Fees 2025	Support Fees 2026	Support Fees 2027
Leel 1 Support	$ 162,750.00	$ 168,446.25	$ 174,341.87
Level 2/3 Support	$ 666,750.00	$ 700,087.50	$ 735,091.88
Infrastructure Modernization Projects	$ 287,000.00	$ 301,350.00	$ 316,417.50
Annual Contract Total	**$ 1,116,500.00**	**$ 1,169,883.75**	**$ 1,225,851.24**

IFSpi Release Update Fees Direct Support Fees	2025	2026	2027
Hourly Rates	$ 190.00	$ 200.00	$ 210.00

5. **New Entity Addition.**

For each new Licensed instance of IFSpi, TriMin will provide the following Direct Support Services:

- Discovery meeting to perform a gap-fit analysis.
    - TriMin will create a Statement of Work for the implementation work that was planned for during the Discovery meeting.
    - If specific enhancements or interfaces are needed for a new installation, these enhancements will be covered under a separate Statement of Work.
    - MnCCC will provide a business line expert that can help identify and scope needed enhancements for the new installation.
- Kick-off Meeting - In this meeting, you will determine a schedule for implementing IFS and develop a plan for conversion and technical training.
    - Installation
    - Migration (if needed)
    - Technical training
- MnCCC must provide a subject matter expert to assist TriMin in training when requested by TriMin
- Go-Live support will be provided by TriMin
- The above tasks will be billed on an hourly basis at the agreed upon rate outlined in the Statement of Work, which will be provided by TriMin.
- For each entity added, 50% of the yearly support fee paid by the new entity to MnCCC will be added to TriMin's annual contract fee.
- TriMin is open to an addendum to this contract, which would include TriMin acting as a selling agent for MnCCC or negotiating a royalty agreement for future software sales, if desired.

6. **Term and Termination.**

The term of this Agreement shall be January 1, 2025, to December 31, 2027, inclusive, unless earlier terminated prior to expiration as provided by herein.

This Agreement may be terminated prior to expiration by MnCCC or by TriMin for default, and by written notice of default given by the non-breaching party, and to be effective upon expiration of a designated cure period of not less than thirty (30) days', unless the party alleged to be in default has cured such default(s) within such thirty (30) day cure period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed intending to be bound thereby.

Accepted and Agreed for TriMin Systems, Inc.:

Signed By: Erin Hultgren
Name: Erin Hultgren
Title: Director of Government Solutions
Date: 6/18/2024

Accepted and Agreed for MnCCC:

Signed By: [signature]
Name: Kathy Jensen
Title: MnCCC Chair
Date: 6/5/2024

Accepted and Agreed for MnCCC:

Signed By: [signature]
Name: Lisa C. Meredith
Title: Executive Director
Date: 6/5/2024

Accepted and Agreed for MnCCC:

Signed By: Martha Monsrud
Name: Martie Monsrud
Title: IFS Advisory Committee Chair
Date: 6/3/2024

STEELE COUNTY PERSONNEL AGENDA ITEM
September 10, 2024 at 5:00 pm

SEPTEMBER EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

<u>Anniversaries:</u>

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Jarred Robinson	Maintenance Tech – Highway	09/01/24	8
Stephen Tschopp	Engineering Tech III – Highway	09/01/24	8
Sean Witter	Int. Maint Sup/Maint Foreperson – Hwy	09/02/24	8
Josh Horejsi	Deputy – Sheriff's Office	09/03/24	9
Melissa Kofstad	Emerg. Prep. Coord./Care Coord. – PH	09/04/24	17
Michelle Bromley	Correctional Corporal – Detention Ctr.	09/05/24	7
Julia Spatenka	Legal Admin. Asst. – Attorney's Office	09/05/24	1
Michael Witter	Correctional Officer – Detention Ctr.	09/06/24	6
Jennifer Su	Probation Officer II – Comm. Corr.	09/07/24	17
Erin Edel	Accountant - Public Health	09/14/24	18
Carey Steffensmeier	Care Coordinator/Social Worker – PH	09/14/24	9
David Stenzel	Environmental Specialist	09/14/24	3
John Anderson	Correctional Officer – Detention Ctr.	09/16/24	5
Kindra Tapp	Records Supr. – Sheriff's Office	09/20/24	1
Mark Blowers	Network Support Specialist – IT	09/22/24	10
Greg Ilkka	County Engineer – Highway	09/25/24	7
Brianna Reese	Correctional Officer – Detention Ctr.	09/25/24	1
Brian Anderson	Assessor – Assessor's Office	09/26/24	8
Amber Aaseth	Director of Public Health – PH	09/28/24	26
Bobbie Herzog	Human Resources Generalist – HR	09/30/24	5
Mark Radue	Maint. Worker – Facilities	09/30/24	33
Amy Berg	Office Support Specialist – PH	09/30/24	2

Steele County Agenda Item

Request for Board Action

Subject: Repurpose Health Services Assistant - LPN

Department: Human Resources

Committee: Internal Central Services **Committee Meeting Date:** September 4, 2024

Work Session Date: Enter a date. **Board Meeting Date:** Enter a date.

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

Committee recommends bringing to the full Board for approval the revisions to the Health Services Assistant – LPN job description to allow for utilization in other county departments.

Recommendation:

Update the very specific Health Services Assistant - LPN job description which is specific to work at the detention center to allow for flexibility and utilization in other county departments.

Background *(Including Budget Impact)*:

The detention center is required to have a medical director and that service is purchased through a contract with Advanced Correctional Healthcare Inc. (ACH). Due to a recent internal policy change at ACH, Steele County will no longer be able to use nurses employed by the county for inmate care.

As a result of ACH's change, staff are recommending updating the very specific Health Services Assistant - LNP job description which is specific to work at the detention center to allow for flexibility and utilization in other county departments.

With a general LPN job description, the Public Health director is willing to pilot having an LNP level nurse work in the home care program. Currently the public health department does not employ LPN level nurses; however, this is an opportunity to test the viability of expanding the levels of nursing staff as home care needs will likely increase as the population ages and has a longer life expectancy. Home care positions do generate revenue by billing insurance companies for providing medical care.

Attachments:

Draft LPN job description

POSITION DESCRIPTION
STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Licensed Practical Nurse (LPN)	**Department**: Public Health
Immediate Supervisor's Position Title: Home Care Supervisor	**FLSA Status**: Non-Exempt

Job Summary:

Under the direction of the Supervisor and the general guidance of an RN, the LPN provides nursing services and care to delegated clients in their homes. Performs health care treatments and interventions in accordance with care plans; provides instruction and education to clients regarding how to maintain the least restrictive environment and adjust to various physical, mental or social limitations; and participating in any emergency preparedness events, as needed.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Implements client care plans in their homes.
- Provides nursing treatments and interventions to clients to in their homes.
- Observes physical and emotional reactions and reports significant observations to physicians.
- Provides referral services and information to clients and/or their families regarding other community resources that might assist them with better meeting their social and/or financial needs.
- Teaches and educates clients and/or their families regarding needs and changes that can be made to home environment to better meet the physical, mental, and social limitations to maintain a least restrictive environment for the client.
- Assists and participates in emergency preparedness response plans and events.
- Maintains and updates all case records in accordance with policies and procedures.
- Provide personal care activities. Assist the client in carrying out activities of daily living supervised by the primary nurse and prescribed by the physician
- Performs other duties of a comparable level or type, as required.
- Keeps abreast of changing legislation, trends, policies, and developments in areas of responsibility.
- Attends various state, regional and local meetings/training sessions.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)

	less than high school diploma		
	High school diploma or GED.		
x	**1 year college**		**2 years college**
	3 years college		**4 years college**
	1st year graduate level		
	2nd year graduate level		

DEGREE INFORMATION:
Type of degree: (B.S., M.A., etc.)
Diploma from accredited LPN program

Major field of study or degree emphasis:

Licensed Practical Nurse

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Knowledge of nursing practices, techniques, trends, and procedures in providing skilled nursing care.
- Knowledge of relevant laws, rules and regulations pertaining to the delivery of skilled nursing services to in home clients.
- Knowledge of community resources.
- Knowledge of medical terminology, disease processes, and drug interactions.
- Knowledge and fundamentals of the issues and problems associated with aging and long-term care needs of clients.
- Knowledge of department policies, procedures, and case management/documentation requirements.
- Basic computer operation and use of business productivity software/applications.

Required Work Experience in Addition to Formal Education/Training:
No previous experience required.

LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hire:** A valid MN Driver's License. Licensed Practical Nurse in State of MN.
ESSENTIAL SKILLSREQUIRED TO PERFORM THE WORK	**Skilled in:** • Communicating/presenting health information in clear, concise, and effective manner and working with clients, staff, and their families in providing health care/services. • Providing skilled nursing treatments and interventions to clients in accordance with care plans and physician orders. • Reporting change in client's status to RN. • Teaching and instructing clients and their families in health needs, issues, and concerns. • Referrals to other community resources/agencies to better meet the needs of the client. • Applying judgment, discretion, and care decisions in addressing client care and needs. • Participates in the response to emergency preparedness events. • Monitoring the health care needs and nursing services provided to clients. • Applying and following regulations, rules, requirements, program policies and procedures.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand				x
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds		x		
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Duties associated with the job may subject the incumbent to involve some travel, blood, body fluids, travel, exposure to contagious diseases, public contact involving serious risks, and work activities requiring constant precautions and safety considerations. Duties may include responding to public health emergencies and being exposed to disease and contagious outbreaks.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature	**Date**

Classification History:
Prepared 08/2024GMM

Minutes
of the
Steele County Board of Adjustments

September 3, 2024,

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

Agenda:
Motion by Ulrich, second by Hansen to approve the agenda as submitted. Motion passed.

Minutes:
Motion by Hansen, second by Ulrich to approve the July 2nd, 2024, minutes corrections as noted. Motion passed 3 to 0.

Public Hearing – Variance #663 (Rypka- Lot Size)
This hearing is to consider a variance request from Dann Rypka to reduce their non-conforming lot to less than the required minimum lot size for the purpose of transferring 20 feet to Brad and Elizabeth Boyum.

Questions & Comments by board members:
- Ulrich- Will the septic need a compliance inspection?
Oolman- No, the transfer of land would not involve the house or septic system.

The public hearing was opened.
- Rypka- Asked if he would need a variance to improve his garage next to the property line?
Oolman- No, the setback is 20 feet, so as long as the improvement does not put his garage closer than 20 feet, he would not need a variance.

As there were no other comments the public hearing was closed.

The board reviewed the criteria for considering variance request #663

1) **Is the variance in harmony with the intent of the comprehensive plan and ordinance?**
All members felt the request met the intent of the comprehensive plan and ordinance.

2) **Is the property owner proposing to use the property in a reasonable manner?**
All members felt the property owner was using the property in a reasonable manner.

3) **The plight of the applicant is due to circumstances unique to the property.**
All members felt the uniqueness of the property contributed to the plight of the applicant.

4) **Was the plight of the landowner created by someone other than the landowner?**
All members felt the circumstances were created by someone other than the landowner.

5) **The variance will not alter the essential character of the locality.**
All members felt the character of the locality would remain the same.

6) **Economic considerations alone are not the only practical difficulty?**
All members' agreed economics were not the only reason for the request.

Motion by Ulrich, second by Hansen to approve variance request #663 based upon the findings of the board. Motion passed, 3 to 0.

Public Hearing – Variance #664 (Wencl- Front Yard Setback)

This hearing is to consider a variance request from Samual and Katie Wencl to construct a storage building 39 feet from the front yard property line of SE 74th Ave. Steele County ordinances require structures to be setback 50 feet from front yard property lines.

Questions & Comments by board members:

No comments by the board

The public hearing was opened.

- Jim O'Conner- sold the property to his daughter and son-in-law. Their intent is to move the existing shed on the property so they can build a house in the sheds location.
  He constructed the grain bins in their location which now resulted in the shed needing to be over further.
  He has a shed on his own building site that sits 50 feet from the center of the road and there has never been a problem.
  He would like to not see a condition regarding the trees as part of the variance so that he can try to work something out with the highway department or possible acquire some of the right-of-way where the trees are.
- Sam Wencl- Explained he maintains the property and mows the ditch.

As there were no more comments the public hearing was closed.

Discussion by the board.

- The board discussed the row of trees at length asking if the violation of the trees is the responsibility of the zoning department or the highway department?
  Oolman explained they would be both as some of the trees appear to be in the right-of-way and some of them appear to be in the setback.
  The board discussed if a condition could be worded that gave the owners time to see if they could acquire more right-of-way.

The board reviewed the criteria for considering variance request #664

7) **Is the variance in harmony with the intent of the comprehensive plan and ordinance?**
All members felt the request met the intent of the comprehensive plan and ordinance.

8) **Is the property owner proposing to use the property in a reasonable manner?**
All members felt the property owner was using the property in a reasonable manner.

9) **The plight of the applicant is due to circumstances unique to the property.**
All members felt the uniqueness of the property contributed to the plight of the applicant.

10) **Was the plight of the landowner created by someone other than the landowner?**
All members felt the circumstances were created by someone other than the landowner.

11) **The variance will not alter the essential character of the locality.**
All members felt the character of the locality would remain the same.

12) **Economic considerations alone are not the only practical difficulty?**
All members' agreed economics were not the only reason for the request.

Motion by Ulrich, second by Hansen to approve variance request #664 based upon the findings of the board with one condition.

1. The row of oak trees planted in the road right-of-way and in the road setback must be removed by November 15th, 2025, unless there is an agreement with the Steele County Highway department for them to remain.

Motion to pass by a 3 to 0 vote.

Adjournment:
Motion by Hansen, second by Ulrich to adjourn. Motion passed. Meeting adjourned at 07:45 PM.

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

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

Wednesday, September 4, 2024 at 8:00 a.m. – Steele County Boardroom

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

Consent Agenda

1. Committee recommends approving renewal/upgrade of Microsoft (Enterprise 3-year Agreement) to M365 G5 at annual cost of $173,900 and authorize the IT Director execute the agreement.

2. Committee recommends approving the Maintenance & Support Contract with TriMin for IFS (Integrated Financial System) for the period January 1, 2025 – December 31, 2027.

General Agenda

3. Committee recommends bringing to the full Board for approval the revisions to the Health Services Assistant – LPN job description to allow for utilization in other county departments.

Department Head Reports:

Human Resources: Looking for opportunities to retain staff impacted by the upcoming changes in nursing staff at the jail due to the change in agreement with ACH. County Engineer position is still open. Getting ready for open enrollment. Working on MNP HR job descriptions.

Administration: Still working on hiring for the Engineer position. Budget workshop is coming up on September 18th. A while ago the Board adopted a strategic plan. A meeting has been scheduled with implementation teams for each of the four goal areas to obtain an update on the status of their efforts. An update will be brought forward to the Board of Commissioners to assist in the determination if the County should continue with this strategic plan, create a new one, or choose not to focus on one at this time. Administrator looking at safety and security institution wide and has called a staff meeting to discuss concerns and options. Reviewed a change in the way we handle Public Hearings. Administration will try to speed up the process of passing ordinances and other items by scheduling public hearings and incorporating them into the regularly scheduled Board meetings. Unless otherwise indicated by statute, an item for public hearing will start at committee, go to a work session and then the same night to a board meeting, with possible vote the night of the public hearing or can be tabled. The Administrator gave the first overview on what is happening with cannabis ordinance. An update will be given to the full Board pending additional information being gathered from the cities located in Steele County.

PT&E Services: Working through the new tax forfeiture law. Need to have the ballot layout for the General election complete with ballots available for absentee voting which starts on September 20th.

IT: Budget completion. Refreshes will begin. Potential future technology upgrades for the Boardroom was discussed.