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, OCTOBER 8, 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.

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 September 24, 2024 Board Minutes (pg. 4)

6. Approve September 24, 2024 Board Work Session Minutes (pg. 8)

7. Approve September 24, 2024 Board Special Session (pg. 10)

8. Approve Bills (pg. 11)

9. Approve Personnel Report (pg. 39)

10. Approve renewal of FBI Radio Tower Lease between Steele County and Federal Bureau of Investigation effective October 1, 2024 through September 30, 2034. (pg. 40)

11. Accept the State Homeland Security Program (SHSP) Grant – 2022 in an amount of $25,000 for the purchase of emergency management equipment for the Sheriff's Office and authorize the chair to sign. (pg. 47)

12. Appoint Commissioner Brady and Glynn to serve on the Canvassing Board on Wednesday, November 13, 2024 at 8 am, for the General Election. (pg. 51)

General Agenda

13. October Anniversary Report (pg. 52)

County Board Work Session – Tuesday, October 8, 2024

14. Approve the Memorandum of Agreement with Univ. of MN-Extension for 2025-27(pg. 53)

Internal Central Services Committee – Wednesday, October 2, 2024

15. Adopt a Resolution for Participation and Support of Operation Green Light for Veterans November 4th – 11th (pg. 69)

16. Approve Transitioning of services between Public Health and MNPrairie and need for hiring of staff at Public Health (pg. 72)

17. Approve 2025 COLA, health insurance and HSA/VEBA amounts for non-union employees (pg. 74)

Property & Maintenance Committee – Thursday, October 3, 2024

18. Authorize Finance Director to approve expenditures for the county portion of AV upgrades for Courtroom B at the Steele County Courthouse. (pg. 76)

Information Items

19. Internal Central Services Committee Minutes – Wednesday, October 2, 2024 (pg. 103)

20. Property & Maintenance Committee Minutes – Thursday, October 3, 2024 (pg. 105)

Gift Acknowledgement:

Steele County Courthouse Replica

Commissioner Reports:

Next Meeting Notices:

Public Works Committee – **Thursday, October 10th at 8 a.m., Public Works Facility**

Land Use & Records – **Tuesday, October 15th at 8 a.m. in the Boardroom**

AMC District Meeting **– Monday, October 21st at 8:00 a.m. at the Historical Society**

County Board Work Session – **Tuesday, October 22nd at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, October 22nd 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.

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION September 24, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on September 24, 2024 with Commissioner's Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Assistant County Engineer Paul Sponholz, Finance Director Candi Lemarr, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, PT&E Director Jennifer Mueller, Community Corrections Director Tim Schammel, County Sheriff Lon Thiele, Emergency and Risk Management Director Kristen Sailer, Public Health Director Amber Aaseth, GIS Coordinator Nick Flatgard, MNP Director Tara Reich, 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 as printed. Ayes all.

Public Comment: 1 person spoke regarding flood fridge on eastside corridor, 1 person regarding safety at CSAH 43 in Havana Township, 5 people spoke regarding eastside corridor location, 1 person regarding the tentative plans for Main St.

Correspondence: Board of Peace Officer Standards and Training Letter

Public Hearing at 5:15: 2025-2029 Highway Capital Improvement Plan

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to open the Public Hearing regarding the 2025-2029 Highway Capital Improvement Draft Plan. Ayes all.

Assistant County Engineer spoke regarding the 2025-2029 Highway Capital Improvement Draft Plan and the tax impact.

The floor was open to public comment. One person spoke regarding tax increases. One person spoke regarding using the funding for road safety projects. One person spoke regarding Hwy 3 requesting this road be moved up for repair.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to close Public Hearing. Ayes all.

Consent Agenda:

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

A. Approve the minutes of September 10, 2024 Board Meeting
B. Approve the minutes of September 10, 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*
Emma Johnson	Health Educator/Public Health	C42/1	09/16/2024
Paul Sponholz (Promotion)	County Engineer/Highway	D63/10+	09/25/2024
Bryan Hannah	Appraiser I/Assessor	C41/1	10/07/2024
Ryan Rasmusson	Appraiser III/Assessor	C43/5	10/14/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Assistant County Engineer	Highway	Backfill Sponholz

E. Approve Amendment to the contract with WSB for Preliminary Engineering Services for East Side Corridor Project in an amount of $127,480.00.

F. Adopt a **Resolution** Prioritizing Bridge Replacement List.

PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS, Steele County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Steele County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years.

NOW, THERFORE BE IT RESOLVED that the following bridges are high priority for replacement, major rehabilitation or removal and Steele County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available, and

Old Bridge Number	Road and Crossing	LPI (1)	Total Project Cost	Township or State Bridge Funds	Federal Funds	Local or State Aid Funds	Proposed Construction Year
74519	CSAH 43 over Ditch	52	$873,649	$327,443	$0	$546,206	2025
L5798	76th St NE over Rush Creek	55	$340,000	$320,000	$0	$20,000	2025
74524	14th Ave NE over Medford Cr	48	$430,000	$410,000	$0	$20,000	2025
74507	34th Ave NE over Rush Creek	50	$450,000	$430,000	$0	$20,000	2025
L8592	64th Ave NE over Maple Cr	55	$225,000	$205,000	$0	$20,000	2025
4686	CR 180 over Izaak Walton Cr	48	$500,000	$300,000	$0	$200,000	2026
6037	Canadian Pacific RR over CR 180 & Izaak Walton Creek	NA	$6,250,000	$5,000,000	$0	$1,250,000	2026
L5573	50th St NW over Straight River	22	$670,000	$670,000	$0	$0	2027
92567	CSAH 18 over Crane Creek	50	$850,000	$400,000	$0	$450,000	2027
95786	18th St SE over Ditch	54	$275,000	$255,000	$0	$20,000	2027
6743	CSAH 45 over Turtle Creek	53	$750,000	$325000	$0	$425,000	2028
74510	CSAH 18 over Straight River	58	$1,000,000	$500,000	$0	$500,000	2029
92566	CSAH 13 over Rush Creek	59	$850,000	$400,000	$0	$450,000	2029
1. Local Planning Index (LPI) is a measurement of the bridge's condition on a 1-100 point scale, factoring both the consequence of a service interruption and the probability of service interruption. To be eligible for funding, the bridge must have a LPI of less than 60. LPI does not apply to railroad bridges.							

BE IT FURTHER RESOLVED, Steele County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

BE IT FURTHER RESOLVED, Steele County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

G. Approve Amendment No. 1 to Thompson Sanitation, Inc. Waste Delivery Contract 2024/2025.

General Agenda:

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

Preliminary 2025 Tax Levy and Budget

BE IT RESOLVED, that the preliminary net tax levy for 2025 be set at $30,303,710 and the preliminary total budget be set at $66,811,432.

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.

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

2025 – 2029 HIGHWAY CAPITAL IMPROVEMENT PLAN AND AMENDING OF THE USE OF THE TRANSPORTATION SALES TAX

WHEREAS, the Steele County Board of Commissioners annually reviews and updates its 5-year Highway Capital Improvement Plan and funding sources; and

WHEREAS, on December 16, 2014 the Steele County Board of Commissioners authorized and imposed a one half percent transportation sales tax as provided for in Minnesota Statutes 297A.993, commencing April 1, 2015 to fund road and drainage improvements as identified in the Steele County 2015-2025 Transportation Capital Improvement Plan dated November 25, 2014; and

WHEREAS, the 2019 Minnesota Legislature clarified, in section 297A.993, subd. 2, the process for a county to dedicate the proceeds of the tax to additional projects, and the purpose of this resolution is to conform to said process for proposed transportation sales tax projects; and

WHEREAS, the Steele County Board held a public hearing on September 24, 2024 regarding the 2025 - 2029 Highway Capital Improvement Plan and the use of the transportation sales tax.

NOW THEREFORE, BE IT RESOLVED that the proposed 2025-2029 Highway Capital Improvement Plan is approved and adopted.

BE IT FURTHER RESOLVED that the proceeds of the transportation sales tax are additionally dedicated exclusively to the payment of the capital costs of any and all projects within the Steele County 2025-2029 Highway Capital Improvement Plan.

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 Brady, seconded by Commissioner Gnemi to approve agreement with Canadian Pacific Kansas City Railroad for Crossing Improvement at CR 180 School Street.

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

APPOINTING STEELE COUNTY ENGINEER

WHEREAS Minnesota Statutes 163.07 Subd. 1 states that "[t]he county board of each county shall appoint and employ… a county highway engineer…"; and

WHEREAS Paul Sponholz meets the requirements of Minnesota Statutes 163.07 and is a registered Professional Engineer under the laws of the state of Minnesota.; and

WHEREAS the Steele County Board of Commissioners desires to employ Paul Sponholz as the Steele County Highway Engineer effective September 25, 2024.

NOW THEREFORE BE IT RESOLVED that the Steele County Board of Commissioners hereby appoints Paul Sponholz as the Steele County Highway Engineer for a term to expire September 25, 2028.

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.

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

REAPPOINTING BRIAN ANDERSON AS THE STEELE COUNTY ASSESSOR A FOUR- YEAR TERM FOR THE PERIOD FROM JANUARY 1, 2025 THROUGH DECEMBER 31, 2028

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

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

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that Brian Anderson be and hereby is reappointed to the position of Steele County Assessor effective January 1, 2024, through December 31, 2028.

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 approve purchase of MDCs (Mobile Dispatch Computers) for CCA and MDC Refresh for Sheriff Office. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve CUP #440 for Herrmann (Home Occupation) with 4 conditions based on the Findings of Fact. Ayes all.

Commissioner Reports:

Commissioner Brady reported his attendance at the AMC conference, County Safety presentation, Budget meeting, Union Negotiations with 911 JPB, Human Relations Center, Work Session, and a Closed Session.

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

Commissioner Gnemi had no report.

Commissioner Abbe had no report.

Commissioner Krueger reported his attendance at a Smart Bus meeting, AMC conference, County Safety presentation, MNP Finance and JPB, Budget Work Session, Closed Session and a Work Session.

Administrator Fry reported the Truth in Taxation will be on December 3, 2024 at 6:00 p.m. in the Boardroom. She attended the AMC conference and provided a presentation at the exchange club, met with Blooming Prairie Administrator and meeting with the Medford Administrator this week.

LISTING OF BILLS

September 24, 2024

Advanced Correctional Healthcare Inc		8,622.71
Alternative Business Furniture		22,343.68
Asbestrol Inc		5,290.00
Baker Tilly US, LLP		21,336.00
BRN Lawn & Landscape LLC		2,255.00
Counties Providing Technology		4,525.00
CRK Properties LLC		6,690.79
Houston Engineering Inc		4,000.00
I & S Group Inc		6,675.50
Moore Md/Kellyanna J		3,864.24
Owatonna Public Utilities		13,096.00
Rice County Public Health		6,332.40
Road Machinery & Supplies Co		10,088.06
Sanofi Pasteur Inc		7,001.55
Schultz Excavating		10,601.00
Short Elliott Hendrickson Inc		4,746.50
Sign Solutions		9,871.69
Soldo Consulting PC		5,142.50
Steele County Highway Dept		13,217.33
Stewart Sanitation		2,448.81
Summit Food Services LLC		10,429.52
Thomson Reuters - West		2,670.48
UKG Kronos Systems LLC		3,713.37
WHKS & Co		40,601.66
91 Payments less than 2000		30,760.15
	Final Total:	**256,323.94**

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:16 p.m. Ayes all.

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CHAIRMAN

ATTEST: ________________________
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION September 24, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on September 24, 2024 with Commissioner's Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Assistant County Engineer Paul Sponholz, Finance Director Candi Lemarr, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, PT&E Director Jennifer Mueller, Community Corrections Director Tim Schammel, County Sheriff Lon Thiele, Emergency and Risk Management Director Kristen Sailer, Public Health Director Amber Aaseth, GIS Coordinator Nick Flatgard, MNP Director Tara Reich, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order

Troy Klecker, Owatonna Community Development Director, gave a high-level description of Owatonna's approach to restructuring and funding affordable housing projects. The presentation was informational only to serve as a starting point for future Board discussion about the county's role in supporting affordable housing projects.

East Side Corridor Study Project update was given by Andrew Plowman, Senior Project Manager and Mary Gute, Senior Professional Transportation Planner from WSB. The presentation covered the East Side Corridor purpose and need statement and matched the criteria with the seven different routes. The study covered alternate evaluations and impacts. Alternate three was identified as the preferred route. WSB then provided three section considerations for the corridor and potential design mitigation strategies. The next steps in the process include developing environmental documents, identifying impacts, and determining permits, mitigations followed by completing drafts of the environmental documents at which time the county will hold a public open house meeting when the environmental documents have been published.

The 2025 - 2029 Highway Capital Improvement Plan Draft Review was given by Assistant County Engineer Paul Sponholz. A Public Hearing is scheduled at 5:15 pm on September 24, 2024, to gather public input on the use of the local sales tax revenues to fund the projects included in the CIP with a focus on safety, preservation and maintenance, rehabilitation and operational/capacity improvements.

Candi Lemarr, Director of Finance, reviewed the 2025 Preliminary Budget and Tax Levy. Following the earlier budget workshops, the Board directed the finance team to calculate the proposed levy using three additional scenarios. Scenario one: the amount received from MNPrairie for reserves in excess of the maximum is used to fund the capital projects included in the levy. Scenario 2: the amount to be contributed to MNP for 2025 operations remains at the 2024 funding level. Scenario 3: both MNPrairie related reductions are applied. The Board moved the item to the regular Board meeting for a vote to set the Preliminary Budget and Tax Levy for 2025.

The meeting adjourned at 4:58 p.m.

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Chairman

ATTEST:____________________
Administrator

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION September 24, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Special Session at 3:00 p.m. on September 24, 2024 with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were County Attorney Robert Jarrett, Finance Director Candi Lemarr, Investigator Kari Woltman, Investigator Matt Borash, Community Corrections Director Tim Schammel, County Sheriff Lon Thiele, Public Health Director Amber Aaseth, and County Administrator Renae Fry.

Call to order

The Chair, Jim Abbe, announced a Closed Session for the purpose of discussing potential litigation - attorney/client privilege, pursuant to Minn. Stat. § 13D.05, Subd. 3(b)

Motion by Commissioner Krueger, seconded by Commissioner Brady to go into Closed Session. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn, to come out of closed session. Ayes all.

This meeting was conducted for the purpose of offering legal advice regarding obligations affecting the contract for the provision of human services.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 3:58 p.m. Ayes all.

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Chairman

ATTEST:____________________
Administrator

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

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 Descripti / On Behalf of Name	1099
301	DEPT			Administration			
6032	APG Media of Southern Minnesota LLC						
2	10-301-000-0000-6242		3.50	CP Improvement Plan	1016272	Publishing	N
6032	APG Media of Southern Minnesota LLC		3.50	1 Transactions			
37025	Innovative Office Solutions LLC						
17	10-301-000-0000-6410		38.19	Calendar, Post-Its & Ribbon	IN4642454	Office Supplies	N
37025	Innovative Office Solutions LLC		38.19	1 Transactions			
51300	Metro Sales Inc						
24	10-301-000-0000-6301		385.98	Contract base & usage charge	INV2612636	Equip/Software Maint	N
51300	Metro Sales Inc		385.98	1 Transactions			
585	Olympic Fire Protection Corp						
34	10-301-000-0000-6512		335.00	Annual Fire Hydrant inspection	73543	Bldg Repair & Maintenance	N
585	Olympic Fire Protection Corp		335.00	1 Transactions			
301	DEPT Total:		762.67	Administration	4 Vendors	4 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
36550	IFACS						
16	10-302-000-0000-6534		148.96	Screws, nuts & bolts for sign	5345410	Supplies - Signing	N
36550	IFACS		148.96	1 Transactions			
51294	Metal Culverts Inc						
23	10-302-000-0000-6524		1,198.50	Culvert supplies, CSAH 18	A-29311	Supplies - Culverts	N
51294	Metal Culverts Inc		1,198.50	1 Transactions			
302	DEPT Total:		1,347.46	Road & Bridge Maintenance Expense	2 Vendors	2 Transactions	
303	DEPT			Construction Expense			
8559	Fred Meyer Technology Services						
11	10-303-000-0000-6260		330.00	Windows restore on Magnet	14401	Consultants/Admin Fee	Y
8559	Fred Meyer Technology Services		330.00	1 Transactions			
52513	Mn Dept Of Transportation						
30	10-303-000-0000-6260		2,958.26	Prof services 074-637-009	P00019088	Consultants/Admin Fee	N
31	10-303-000-0000-6260		230.44	Prof services 074-628-005	P00019088	Consultants/Admin Fee	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
32	10-303-000-0000-6260		381.75	Prof services 074-024-003	P00019088	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		3,570.45	3 Transactions			
303	DEPT Total:		3,900.45	Construction Expense	2 Vendors	4 Transactions	
304	DEPT			Equipment Maintenance & Shops			
5205	ANCOM COMMUNICATIONS INC						
1	10-304-000-0000-6520		17.28	Crimp connectors, unit#2245	173621	Machinery/Vehicle Parts	N
5205	ANCOM COMMUNICATIONS INC		17.28	1 Transactions			
10150	Carquest Auto Parts						
3	10-304-000-0000-6513		4.68	Torx bit	490797	Tools	N
4	10-304-000-0000-6520		62.24	Bearings, unit#2182	490971	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520		5.56	Oil filter, unit#2233	491227	Machinery/Vehicle Parts	N
6	10-304-000-0000-6520		59.72	Air & cabin filter, unit#2193	491521	Machinery/Vehicle Parts	N
7	10-304-000-0000-6520		15.60	Engine oil filter, unit#9998	491524	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520		42.69	12 Volt battery	491927	Machinery/Vehicle Parts	N
9	10-304-000-0000-6520		21.78	Wiper blades	491954	Machinery/Vehicle Parts	N
10150	Carquest Auto Parts		212.27	7 Transactions			
22125	Emergency Automotive Technology Inc						
10	10-304-000-0000-6520		181.32	Magnetic mic clip	JP092424-40	Machinery/Vehicle Parts	N
22125	Emergency Automotive Technology Inc		181.32	1 Transactions			
35020	Huber Supply Co Inc						
13	10-304-000-0000-6511		398.42	Welding supplies	3181834	Maint Shop Supplies & Materials	N
35020	Huber Supply Co Inc		398.42	1 Transactions			
36550	IFACS						
15	10-304-000-0000-6520		5.78	Retaining rings, unit#2182	5345258	Machinery/Vehicle Parts	N
36550	IFACS		5.78	1 Transactions			
50125	Manke's Outdoor Equipment & Applianc						
18	10-304-000-0000-6520		4.24	Spark plug, unit#9998	P15058	Machinery/Vehicle Parts	N
50125	Manke's Outdoor Equipment & Applianc		4.24	1 Transactions			
49625	Matejcek Implement Co						
19	10-304-000-0000-6520		198.90	Filters, knob & brake fluid	IB38341	Machinery/Vehicle Parts	N
20	10-304-000-0000-6520		56.00-	Return cabin filter	IB38434	Machinery/Vehicle Parts	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 Descripti / On Behalf of Name	1099
21		10-304-000-0000-6520		55.25	Cabin filter	IB38434	Machinery/Vehicle Parts	N
	49625	Matejcek Implement Co		198.15	3 Transactions			
	50510	McNeilus Steel Inc						
22		10-304-000-0000-6520		13.50	2# heavy metal melting scrap	01144536	Machinery/Vehicle Parts	N
	50510	McNeilus Steel Inc		13.50	1 Transactions			
	10017	Midwest Machinery Co						
25		10-304-000-0000-6520		280.80	Shaft, unit#9997	10217806	Machinery/Vehicle Parts	N
	10017	Midwest Machinery Co		280.80	1 Transactions			
	51630	Mike's Repair						
26		10-304-000-0000-6520		56.50	Tires & patch Unit2201	107727	Machinery/Vehicle Parts	Y
27		10-304-000-0000-6520		133.00	Replace steers, balance & stem	107773	Machinery/Vehicle Parts	Y
28		10-304-000-0000-6520		50.00	Tire repair Unit2010	107815	Machinery/Vehicle Parts	Y
29		10-304-000-0000-6520		419.40	Tire repair Unit2182	107815	Machinery/Vehicle Parts	Y
	51630	Mike's Repair		658.90	4 Transactions			
	58850	Northland Farm Systems						
33		10-304-000-0000-6520		14.68	Air-Filter	INV73374	Machinery/Vehicle Parts	N
	58850	Northland Farm Systems		14.68	1 Transactions			
	435	OSI Environmental Inc						
35		10-304-000-0000-6515		50.00	Crushed filters	20110233	Shop Equip Repair & Maintenance	N
	435	OSI Environmental Inc		50.00	1 Transactions			
	9376	Trueman Welters Inc						
37		10-304-000-0000-6520		70.64	Bushing	IE48257	Machinery/Vehicle Parts	N
	9376	Trueman Welters Inc		70.64	1 Transactions			
	99500	Ziegler,Inc						
43		10-304-000-0000-6520		319.88	Oil & oil gear	0001646517	Machinery/Vehicle Parts	N
	99500	Ziegler,Inc		319.88	1 Transactions			
304	DEPT Total:			2,425.86	Equipment Maintenance & Shops	14 Vendors	25 Transactions	
310	DEPT				Capital Construction			
	10015	Groteboer/Merl O.						
12		10-310-000-0000-6517		4,188.10	Legal fees 074-649-001	74CV221009	Sales Tax Right of Way	Y

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	10015	Groteboer/Merl O.		4,188.10	1 Transactions			
	3832	I & S Group Inc						
14		10-310-000-0000-6262		1,437.50	Prof services 074-649-001	109211	Sales Tax Consultants	Y
	3832	I & S Group Inc		1,437.50	1 Transactions			
	77570	Short Elliott Hendrickson Inc						
36		10-310-000-0000-6262		2,308.40	Prof services 74-602-007	474633	Sales Tax Consultants	N
	77570	Short Elliott Hendrickson Inc		2,308.40	1 Transactions			
	9895	Westwood Professional Services Inc						
38		10-310-000-0000-6262		17.83	Prof services 074-070-009	1240800201	Sales Tax Consultants	N
39		10-310-000-0000-6262		704.15	Prof services 074-021-006	1240901564	Sales Tax Consultants	N
	9895	Westwood Professional Services Inc		721.98	2 Transactions			
	9217	WHKS & Co						
40		10-310-000-0000-6262		9,080.53	Prof services 074-602-008	52179	Sales Tax Consultants	Y
41		10-310-000-0000-6262		615.08	Prof services 074-598-015	52248	Sales Tax Consultants	Y
42		10-310-000-0000-6262		27,245.64	Prof services 074-628-004	52249	Sales Tax Consultants	Y
	9217	WHKS & Co		36,941.25	3 Transactions			
310		DEPT Total:		45,597.23	Capital Construction	5 Vendors	8 Transactions	
10		Fund Total:		54,033.67	Road & Bridge Fund		43 Transactions	
		Final Total:		54,033.67	27 Vendors	43 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	54,033.67	Road & Bridge Fund		
	All Funds	54,033.67	Total	Approved by,	....
					....
					....

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
3	DEPT			County Wide			
8814	MBO						
32	01-003-000-0000-6194		60.00	OHS carolers - Dec 2024	September 2024	Personnel Policy	N
8814	MBO		60.00	1 Transactions			
3	DEPT Total:		60.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
4319	Association Of Mn Counties						
5	01-005-000-0000-6261		300.00	AMC Fall conference-Brady	69431	Conference & Training	N
4	01-005-000-0000-6261		300.00	AMC Fall conference-Krueger	69432	Conference & Training	N
6	01-005-000-0000-6261		300.00	AMC Fall conference-RFry	69433	Conference & Training	N
4319	Association Of Mn Counties		900.00	3 Transactions			
8241	Gnemi/Rick A						
15	01-005-000-0000-6331		94.72	Mileage 7/17 - 9/11/2024	09272024	Mileage Reimbursement	N
8241	Gnemi/Rick A		94.72	1 Transactions			
8238	Krueger/Gregory D						
25	01-005-000-0000-6331		168.98	Mileage 7/2 - 9/17/2024	09252024	Mileage Reimbursement	N
8238	Krueger/Gregory D		168.98	1 Transactions			
5	DEPT Total:		1,163.70	Board Of Commissioners	3 Vendors	5 Transactions	
44	DEPT			Financial Administrator			
84035	Tri-M Graphics						
59	01-044-000-0000-6410		91.86	Business cards-MHiniker	105018	Office Supplies	N
84035	Tri-M Graphics		91.86	1 Transactions			
44	DEPT Total:		91.86	Financial Administrator	1 Vendors	1 Transactions	
62	DEPT			Central Services			
8815	Amazon Capital Services Inc						
2	01-062-000-0000-6801		1,299.00	Annual Amazon Bus renewal	1K3F-HHWL-Y1DY	General Expense	N
8815	Amazon Capital Services Inc		1,299.00	1 Transactions			
9983	CallTower						
84	01-062-000-0000-6210		181.61	PHone charges 9/26-10/25/24	202151882	Telephone	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 Descripti / On Behalf of Name	1099
	9983	CallTower		181.61	1 Transactions			
	16282	Crosstown Cartage Inc						
85		01-062-000-0000-6801		324.00	Contracted mail services	09/27/2024	General Expense	N
86		01-062-000-0000-6802		75.00	Additional mail services	09/27/2024	Internal Chargeback	N
	16282	Crosstown Cartage Inc		399.00	2 Transactions			
62		DEPT Total:		1,879.61	Central Services	3 Vendors	4 Transactions	
63		DEPT			Auditor Elections			
	21920	Election Systems & Software Inc						
9		01-063-000-0000-6410		56.55	Ballot coding	CD2099469	Office Supplies	N
10		01-063-000-0000-6410		4,877.17	AutoMARK set up	CD2099864	Office Supplies	N
89		01-063-000-0000-6410		6,067.85	Ballot layout & media burn	CD2102165	Office Supplies	N
	21920	Election Systems & Software Inc		11,001.57	3 Transactions			
	37025	Innovative Office Solutions LLC						
16		01-063-000-0000-6410		4.70	Envelope moistener bottles	4648087	Office Supplies	N
	37025	Innovative Office Solutions LLC		4.70	1 Transactions			
63		DEPT Total:		11,006.27	Auditor Elections	2 Vendors	4 Transactions	
91		DEPT			County Attorney			
	9165	Jarrett/Robert J						
21		01-091-000-0000-6331		12.06	Mileage - local travel- Aug 24	September 2024	Mileage Reimbursement	Y
	9165	Jarrett/Robert J		12.06	1 Transactions			
	85820	Superior Foods & Catering						
58		01-091-000-0000-6315		402.50	Meal-Promoting Peace-half	09-19-2024	County Attorney Forfeiture Expenditu	Y
	85820	Superior Foods & Catering		402.50	1 Transactions			
	90675	Us Postal Service						
96		01-091-000-0000-6215		500.00	Postage - Acct 52708492	October 2024	Postage	N
	90675	Us Postal Service		500.00	1 Transactions			
91		DEPT Total:		914.56	County Attorney	3 Vendors	3 Transactions	
101		DEPT			County Recorder			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
4393	Fidlar Technologies Inc						
11	01-101-000-9305-6480		1,259.00	Laredo license fee	0237564-IN	Non-Capitalized Inv-Technology Fun	N
12	01-101-000-9305-6480		899.94-	Tapestry credit	0335785-IN	Non-Capitalized Inv-Technology Fun	N
13	01-101-000-9305-6480		200.00-	Monarch credit	0627620-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		159.06	3 Transactions			
37025	Innovative Office Solutions LLC						
17	01-101-000-0000-6410		144.40	Labels	4646785	Office Supplies	N
37025	Innovative Office Solutions LLC		144.40	1 Transactions			
101	DEPT Total:		303.46	County Recorder	2 Vendors	4 Transactions	
102	DEPT			Surveyor			
39600	Jones Haugh & Smith Inc						
113	01-102-000-0000-6801		2,470.00	Scan gov certs, update GPS	45834	General Expense	N
39600	Jones Haugh & Smith Inc		2,470.00	1 Transactions			
102	DEPT Total:		2,470.00	Surveyor	1 Vendors	1 Transactions	
103	DEPT			Assessor			
8176	Anderson/Brian						
3	01-103-000-0000-6330		242.54	Mileage- Fall conference	9/22 - 9/25/2024	Travel Expenses	N
8176	Anderson/Brian		242.54	1 Transactions			
37025	Innovative Office Solutions LLC						
18	01-103-000-0000-6410		13.57	Disinfectant wipes	4644086	Office Supplies	N
37025	Innovative Office Solutions LLC		13.57	1 Transactions			
103	DEPT Total:		256.11	Assessor	2 Vendors	2 Transactions	
105	DEPT			Planning & Zoning			
6032	APG Media of Southern Minnesota LLC						
82	01-105-000-0000-6242		1.40	Public Notices-Oct PC mtg	1016415	Publishing	N
6032	APG Media of Southern Minnesota LLC		1.40	1 Transactions			
83500	Steele County Highway Dept						
48	01-105-000-0000-6540		154.30	Fuel	2374	Gas & Oil	N

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
83500	Steele County Highway Dept		154.30	1 Transactions			
84035	Tri-M Graphics						
95	01-105-000-0000-6410		201.86	Envelopes	105011	Office Supplies	N
84035	Tri-M Graphics		201.86	1 Transactions			
105	DEPT Total:		357.56	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
6980	Block Plumbing & Heating Inc						
7	01-111-042-0000-6300		28.14	Brass urinal spuds	68992	Bldg Repairs & Maintenance	N
88	01-111-049-0000-6300		2,020.48	Repair leak on main water	69088	Bldg Repairs & Maintenance	N
87	01-111-042-0000-6300		145.99	Move vent on gas regulator	69090	Bldg Repairs & Maintenance	N
6980	Block Plumbing & Heating Inc		2,194.61	3 Transactions			
8866	Diverse Construction Services LLC						
8	01-111-044-0000-6300		2,100.00	Repair 10" EPDM pull away	3324	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		2,100.00	1 Transactions			
9161	Kraft Mechanical LLC						
92	01-111-041-0000-6300		628.00	AC repair - Annex	36399	Bldg Repairs & Maintenance	N
9161	Kraft Mechanical LLC		628.00	1 Transactions			
9683	Northland Pest Control						
36	01-111-043-0000-6300		75.00	Pest control - Attorney	15176	Bldg Repairs & Maintenance	Y
35	01-111-042-0000-6300		105.00	Pest control - Courthouse	15177	Bldg Repairs & Maintenance	Y
34	01-111-041-0000-6300		85.00	Pest control - Annex	15181	Bldg Repairs & Maintenance	Y
33	01-111-040-0000-6300		65.00	Pest control - Admin	15182	Bldg Repairs & Maintenance	Y
38	01-111-042-0000-6300		105.00	Emergency pest control	15185	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		435.00	5 Transactions			
65100	Paape Companies Inc						
44	01-111-042-0000-6300		362.22	Replace control valve VAV113CH	114595	Bldg Repairs & Maintenance	N
65100	Paape Companies Inc		362.22	1 Transactions			
7915	Sanco Equipment LLC						
46	01-111-000-0000-6304		447.94	Bobcat brush & labor	SW2014367-1	Equipment Maintenance & Repairs	N
7915	Sanco Equipment LLC		447.94	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
83500	Steele County Highway Dept						
49	01-111-000-0000-6562		318.59	Fuel	2371	Fuel And Gas	N
83500	Steele County Highway Dept		318.59	1 Transactions			
9183	Van Meter Inc						
97	01-111-040-0000-6300		13.22	LEV parts	SO13486495.001	Bldg Repairs & Maintenance	N
9183	Van Meter Inc		13.22	1 Transactions			
111	DEPT Total:		6,499.58	Buildings & Grounds	8 Vendors	14 Transactions	
121	DEPT			Veteran Service			
2072	Gilormini/Rene						
14	01-121-000-0000-6331		288.37	Mileage-MNDVA conf-Brainerd	9/15-18/2024	Mileage Reimbursement	N
2072	Gilormini/Rene		288.37	1 Transactions			
37025	Innovative Office Solutions LLC						
19	01-121-000-0000-6410		18.18	Calendar	4647948	Office Supplies	N
20	01-121-000-0000-6410		9.25	Wall frame	4649368	Office Supplies	N
37025	Innovative Office Solutions LLC		27.43	2 Transactions			
60050	Oakdale Motel						
39	01-121-000-0000-5761		75.11	Homeless Vet motel - CK	83397671	Donations for Van	Y
40	01-121-751-0000-6820		255.97	Homeless Vet motel - CK	83397671	Grant Expense	Y
60050	Oakdale Motel		331.08	2 Transactions			
121	DEPT Total:		646.88	Veteran Service	3 Vendors	5 Transactions	
201	DEPT			Sheriff			
4877	L & L Street Rods & Sport Trucks						
27	01-201-000-0118-6320		65.96	Clamp plate #7412	4097	Squad 7412 Maintenance	Y
31	01-201-000-0000-6480		4,839.52	Reuse cage equipment #7410	4098	Non-Capitalized Inventory	Y
30	01-201-000-0000-6480		4,162.69	Reuse cage equipment #7422	4099	Non-Capitalized Inventory	Y
29	01-201-000-0000-6480		9,159.70	Reuse cage equipment #7406	4100	Non-Capitalized Inventory	Y
28	01-201-000-0000-6480		9,836.53	Reuse cage equipment #7424	4101	Non-Capitalized Inventory	Y
26	01-201-000-0118-6320		139.01	Canport cable, speaker bracket	4104	Squad 7412 Maintenance	Y
4877	L & L Street Rods & Sport Trucks		28,203.41	6 Transactions			
18450	Office of MN IT Services						

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
41		01-201-000-0000-6210		259.22	Sheriff telecom - August 2024	W24080568	Telephone	N
	18450	Office of MN IT Services		259.22	1 Transactions			
	9900	Porras/Gabriel Sanchez						
119		01-201-000-0000-5521		1,214.71	Ibarra-wage garnishment	81-CV22465	Levy Income	Y
	9900	Porras/Gabriel Sanchez		1,214.71	1 Transactions			
	5544	Porter Lee Corporation						
45		01-201-000-0000-6801		65.56	Barcode labels	30768	Misc Expense	N
	5544	Porter Lee Corporation		65.56	1 Transactions			
	1663	Sign Pro Of Owatonna, Inc.						
47		01-201-000-0000-6480		575.00	Lettering on 7406	1092581	Non-Capitalized Inventory	N
	1663	Sign Pro Of Owatonna, Inc.		575.00	1 Transactions			
201	DEPT Total:			30,317.90	Sheriff	5 Vendors	10 Transactions	
207	DEPT				Sheriff Special Deputies			
	7993	Priebe/Wyonne						
93		01-207-000-0000-6408		33.29	Zipper in jacket - Sp Deputy	09/16/2024	Uniforms/Uniform Reimbursement	N
	7993	Priebe/Wyonne		33.29	1 Transactions			
207	DEPT Total:			33.29	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT				Coroner			
	5357	Bluhm/Christine						
83		01-208-000-0000-6801		400.00	Death investigations - 3	Sept 23-27, 2024	General Expense	6
	5357	Bluhm/Christine		400.00	1 Transactions			
	8048	Edwardsen/Danette Marie						
127		01-208-000-0000-6801		200.00	Death investigations - 1	Sept 3, 2024	General Expense	6
	8048	Edwardsen/Danette Marie		200.00	1 Transactions			
	9860	Klapperich/Julie						
91		01-208-000-0000-6801		1,150.00	Death investigations - 20	Sept 1-28, 2024	General Expense	6
	9860	Klapperich/Julie		1,150.00	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
208	DEPT Total:		1,750.00	Coroner	3 Vendors	3 Transactions	
251	DEPT			Jail			
18450	Office of MN IT Services						
43	01-251-000-0000-6410		91.07	Jail telecom - August 2024	W24080568	Office Supplies	N
18450	Office of MN IT Services		91.07	1 Transactions			
85300	Streichers Inc						
53	01-251-000-0000-6192		348.95	Employee uniforms-GMeyer	I1718243	Uniform Allowance	N
51	01-251-000-0000-6192		473.93	Employee uniforms-JRyg	I1718244	Uniform Allowance	N
52	01-251-000-0000-6192		5.98	Badge-JRyg	I1718298	Uniform Allowance	N
54	01-251-000-0000-6192		23.98	Employee uniforms-GMeyer	I1718920	Uniform Allowance	N
55	01-251-000-0000-6192		23.98	Employee uniforms-JRyg	I1718922	Uniform Allowance	N
50	01-251-000-0000-6192		473.94	Employee uniforms-JRyg	I1719756	Uniform Allowance	N
85300	Streichers Inc		1,350.76	6 Transactions			
8247	Summit Food Services LLC						
56	01-251-000-0000-6441		3,460.80	Inmate meals 9/7 - 9/13/24	INV2000220392	Prisoner Meals	N
57	01-251-000-0000-6441		3,467.39	Inmate meals 9/14 - 9/20/24	INV2000220963	Prisoner Meals	N
8247	Summit Food Services LLC		6,928.19	2 Transactions			
8070	U N X Inc						
60	01-251-000-0000-6560		172.87	Cleaner	2024-83865-00	Janitorial Supplies	N
8070	U N X Inc		172.87	1 Transactions			
251	DEPT Total:		8,542.89	Jail	4 Vendors	10 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
1	01-252-000-0000-6274		677.60	SCRAM monitoring fee	320942	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		677.60	1 Transactions			
37025	Innovative Office Solutions LLC						
90	01-252-000-0000-6410		135.43	Copy paper,batteries,envelopes	4652978	Office Supplies	N
37025	Innovative Office Solutions LLC		135.43	1 Transactions			
6821	KEYSTONE INTERPRETING SOLUTIONS IN						
22	01-252-000-0000-6284		200.00	Translator services	M11-00007	Interpreter Services	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
23	01-252-000-0000-6284		3.00	Late fee x 1 month	M11-00007	Interpreter Services	N
24	01-252-000-0000-6284		200.00	Translator services	M11-00008	Interpreter Services	N
6821	KEYSTONE INTERPRETING SOLUTIONS IN		403.00	3 Transactions			
252	DEPT Total:		1,216.03	Community Corrections	3 Vendors	5 Transactions	
253	DEPT			Law Enforcement Center			
18450	Office of MN IT Services						
42	01-253-000-0000-6211		76.41	LEC telecom - August 2024	W24080568	Radio And Telephone	N
18450	Office of MN IT Services		76.41	1 Transactions			
253	DEPT Total:		76.41	Law Enforcement Center	1 Vendors	1 Transactions	
391	DEPT			Environmental Services			
37190	Ihlenfeld/John						
110	01-391-292-0000-6820		700.00	Well sealing program-well #1	Born 115178	Grant Expense	N
111	01-391-292-0000-6820		567.50	Well sealing program-well #2	Born 115179	Grant Expense	N
37190	Ihlenfeld/John		1,267.50	2 Transactions			
87305	Thompson Sanitation						
94	01-391-000-0000-6548		74,237.98	Recycling contract - September	74429	Recycling	N
87305	Thompson Sanitation		74,237.98	1 Transactions			
391	DEPT Total:		75,505.48	Environmental Services	2 Vendors	3 Transactions	
481	DEPT			Public Health Nursing			
9803	Anselmo/Jocelyn M						
70	01-481-461-6066-6464		100.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
9803	Anselmo/Jocelyn M		100.00	1 Transactions			
9742	DeLaRosa/Aliyanna						
71	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
9742	DeLaRosa/Aliyanna		60.00	1 Transactions			
9741	DeLaRosa/Naomie						
72	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
9741	DeLaRosa/Naomie		60.00	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
	9999	Fandel/Kate Corinne						
73		01-481-461-6066-6464		40.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	Y
	9999	Fandel/Kate Corinne		40.00	1 Transactions			
	9391	Garza/Ruby						
74		01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	Y
	9391	Garza/Ruby		80.00	1 Transactions			
	9646	Heyne/Ella						
75		01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
	9646	Heyne/Ella		80.00	1 Transactions			
	9998	Hilgendorf/Anna						
76		01-481-461-6066-6464		140.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	Y
	9998	Hilgendorf/Anna		140.00	1 Transactions			
	9770	Holmen/Molly						
77		01-481-461-6066-6464		20.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
	9770	Holmen/Molly		20.00	1 Transactions			
	37025	Innovative Office Solutions LLC						
112		01-481-000-0000-6410		143.62	Folders & business cards	4641517	Office Supplies	N
	37025	Innovative Office Solutions LLC		143.62	1 Transactions			
	9769	Maas/Carlin Ray						
78		01-481-461-6066-6464		220.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
	9769	Maas/Carlin Ray		220.00	1 Transactions			
	51300	Metro Sales Inc						
115		01-481-000-0000-6322		128.00	Copier meter contract	2612635	Service Agreements	N
116		01-481-000-0000-6410		1,212.29	Contract usage/overage	2612635	Office Supplies	N
	51300	Metro Sales Inc		1,340.29	2 Transactions			
	8368	Rice County Public Health						
120		01-481-464-6061-6480		12,664.80	100 doses COVID vaccines	09242024	Non-Capitalized Inventory	N
	8368	Rice County Public Health		12,664.80	1 Transactions			
	9565	Richardson/Karys						
79		01-481-461-6066-6464		80.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	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
9565	Richardson/Karys		80.00	1 Transactions			
4597	Sanofi Pasteur Inc						
122	01-481-462-6047-6466		16,370.60	Flu vaccines	7141695978	Flu Vaccine	N
121	01-481-462-6047-6466		3,479.11	Flu vaccines	7141780364	Flu Vaccine	N
4597	Sanofi Pasteur Inc		19,849.71	2 Transactions			
85147	Stericycle Inc						
123	01-481-000-0000-6322		115.76	Hazardous waste	8008354079	Service Agreements	N
85147	Stericycle Inc		115.76	1 Transactions			
10021	Water Street Psychology						
124	01-481-461-6068-6261		800.00	Training-Circle of Security	9262024-COS	Conference & Training	N
10021	Water Street Psychology		800.00	1 Transactions			
9647	Werk/Aubrianna Jo						
80	01-481-461-6066-6464		60.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	N
9647	Werk/Aubrianna Jo		60.00	1 Transactions			
10001	Wright/Megan Amelia						
81	01-481-461-6066-6464		40.00	Tobacco grant student payment	August 2024	General Supplies & Outreach	Y
10001	Wright/Megan Amelia		40.00	1 Transactions			
481	DEPT Total:		35,894.18	Public Health Nursing	18 Vendors	20 Transactions	
502	DEPT			Steele Co Community Ctr			
9683	Northland Pest Control						
37	01-502-000-0000-6300		65.00	Pest control - Comm Ctr	15175	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
502	DEPT Total:		65.00	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT			Park And Recreation			
26699	Four Seasons Centre						
106	01-521-000-0000-6831		3,006.25	Open ice - Sept 2024	4817-1	Ice Rental Pymts	N
26699	Four Seasons Centre		3,006.25	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
521	DEPT Total:		3,006.25	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
8424	Cintas						
105	01-550-000-0000-6420		165.14	Monthly linens	4205391376	Linen Service	Y
8424	Cintas		165.14	1 Transactions			
4596	Hawk Performance Specialties LLC						
107	01-550-000-0000-6410		1,469.00	Paint for west ice rink	6443	Operating Supplies - Contracts	Y
4596	Hawk Performance Specialties LLC		1,469.00	1 Transactions			
33550	Hillyard-Hutchinson						
108	01-550-000-0000-6410		2,324.71	Supplies for Fair	605544664	Operating Supplies - Contracts	N
109	01-550-000-0000-6410		69.70	Scrubber pads	605558758	Operating Supplies - Contracts	N
33550	Hillyard-Hutchinson		2,394.41	2 Transactions			
52550	MEI Total Elevator Solutions						
114	01-550-000-0000-6410		236.78	Elevator service - Oct-Dec	1095500	Operating Supplies - Contracts	N
52550	MEI Total Elevator Solutions		236.78	1 Transactions			
57753	New England Sports Sales Inc						
117	01-550-000-0000-6410		837.24	Supplies for skate sharpening	144338	Operating Supplies - Contracts	N
57753	New England Sports Sales Inc		837.24	1 Transactions			
9922	Owatonna Ace Hardware						
118	01-550-000-0000-6410		17.98	Drywall tape for rink	1299/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware		17.98	1 Transactions			
550	DEPT Total:		5,120.55	Four Seasons	6 Vendors	7 Transactions	
602	DEPT			Co-Op Extension			
72120	Univ Of Mn Regents						
61	01-602-000-0000-6306		2,002.00	CKath 40&34OT 8/12-8/25	0300034900	Contracted Services	N
62	01-602-000-0000-6306		911.76	ASteckelberg 40&12OT 8/12-8/25	0300034900	Contracted Services	N
63	01-602-000-0000-6306		2,117.50	MDInse 40&37.5OT 8/12-8/25	0300034900	Contracted Services	N
64	01-602-000-0000-6306		1,379.08	MRysavy 40&22.25OT 8/12-8/25	0300035210	Contracted Services	N
72120	Univ Of Mn Regents		6,410.34	4 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
602	DEPT Total:		6,410.34	Co-Op Extension	1 Vendors	4 Transactions	
1	Fund Total:		193,587.91	General Revenue Fund		113 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						
99	21-631-000-0000-6273		6.68	Ditch atty monthly retainer	378036	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						
99	21-633-000-0000-6273		6.68	Ditch atty monthly retainer	378036	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						
99	21-634-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
634	DEPT Total:		6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
73300	Rinke-Noonan Attorney at Law						
98	21-635-000-0000-6273		696.00	JD6 - Prof svc engineer review	377435	Attorney Fees	Y
99	21-635-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		702.68	2 Transactions			
635	DEPT Total:		702.68	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions	
636	DEPT			Judicial Ditch 7			
73300	Rinke-Noonan Attorney at Law						
99	21-636-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
73300	Rinke-Noonan Attorney at Law						
99	21-637-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
99	21-638-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
99	21-639-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
99	21-640-000-0000-6273		6.68	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
99	21-641-000-0000-6273		6.68	Ditch atty monthly retainer	378036	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						
99	21-642-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
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						
99	21-643-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-644-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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			
8190	Hansen/Daniel M						
65	21-645-000-0000-6305		150.00	CD5 - Remove 2 beavers	September 2024	Construction And Repairs	Y
8190	Hansen/Daniel M		150.00	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
99	21-645-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		156.66	County Ditch 5	2 Vendors	2 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
99	21-646-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
73300	Rinke-Noonan Attorney at Law						
99	21-647-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-648-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
99	21-649-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
99	21-650-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
99	21-651-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-652-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
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						
99	21-653-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-654-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-655-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
73300	Rinke-Noonan Attorney at Law						
99	21-656-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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						
99	21-657-000-0000-6273		6.66	Ditch atty monthly retainer	378036	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 Description / On Behalf of Name	1099
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						
99	21-658-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
99	21-659-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
73300	Rinke-Noonan Attorney at Law						
99	21-660-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		6.66	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
99	21-665-000-0000-6273		6.66	Ditch atty monthly retainer	378036	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		1,046.00	County Ditch Fund		32 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
111	DEPT			Buildings & Grounds			
8919	ArchKey Technologies						
66	38-111-045-0000-6600		23,826.00	CCA bldg security project	3024282481	Capital Outlay - CCA Bldg	Y
8919	ArchKey Technologies		23,826.00	1 Transactions			
111	DEPT Total:		23,826.00	Buildings & Grounds	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
8087	Braun Intertec Eng Inc						
100	38-201-000-0000-6600		7,350.00	Sheriff addn bill thru 9/24	B401160	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc		7,350.00	1 Transactions			
9333	KARDEX HANDLING SOLUTIONS LLC						
101	38-201-000-0000-6600		22,386.00	Carousel-Sheriff addn-2nd pmt	24101	Capital Outlay - Sheriff	N
102	38-201-000-0000-6600		4,275.00	Freight cost for carousel	24116	Capital Outlay - Sheriff	N
9333	KARDEX HANDLING SOLUTIONS LLC		26,661.00	2 Transactions			
8681	Mohs Contracting Inc						
103	38-201-000-0000-6600		16,700.00	Generator gate - Courthouse	3806	Capital Outlay - Sheriff	N
8681	Mohs Contracting Inc		16,700.00	1 Transactions			
201	DEPT Total:		50,711.00	Sheriff	3 Vendors	4 Transactions	
550	DEPT			Four Seasons			
8125	Faribo Plumbing & Heating Inc						
125	38-550-000-0000-6600		24,699.25	Remodel - old lobby restrooms	25313	Capital Outlay - Four Seasons	N
8125	Faribo Plumbing & Heating Inc		24,699.25	1 Transactions			
5889	Wold Architects and Engineers						
126	38-550-000-0000-6600		1,063.12	FS upgrades to bathrooms-Sept	96425	Capital Outlay - Four Seasons	Y
5889	Wold Architects and Engineers		1,063.12	1 Transactions			
550	DEPT Total:		25,762.37	Four Seasons	2 Vendors	2 Transactions	
38	Fund Total:		100,299.37	Capital Outlay Fund		7 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
398	DEPT			Landfill			
8288	Four Seasons Electric						
67	53-398-000-0000-6600		7,735.00	New LED lights in shop	14052	Capital Outlay	N
8288	Four Seasons Electric		7,735.00	1 Transactions			
38160	J R's Advanced Recyclers Inc						
104	53-398-000-0000-6304		785.00	94 appliances	113974	Contract Services	N
38160	J R's Advanced Recyclers Inc		785.00	1 Transactions			
8793	JK Routh Contracting LLC						
68	53-398-000-0000-6300		2,990.00	Repair shop roof	9112024	Bldg Repairs & Maintenance	Y
8793	JK Routh Contracting LLC		2,990.00	1 Transactions			
9104	MSL Landscaping & Fencing						
69	53-398-000-0000-6600		18,297.49	Install 3 openers, gates	1499	Capital Outlay	Y
9104	MSL Landscaping & Fencing		18,297.49	1 Transactions			
398	DEPT Total:		29,807.49	Landfill	4 Vendors	4 Transactions	
53	Fund Total:		29,807.49	Landfill Fund		4 Transactions	
	Final Total:		324,740.77	119 Vendors	156 Transactions		

Steele County

Recap by Fund

Fund	AMOUNT	Name
1	193,587.91	General Revenue Fund
21	1,046.00	County Ditch Fund
38	100,299.37	Capital Outlay Fund
53	29,807.49	Landfill Fund
All Funds	324,740.77	Total

Approved by, ...

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PERSONNEL REPORT
October 8, 2024

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Mike Witter (Promotion)	Corporal/Det. Ctr.	B25/3	10/05/2024
Leah Kent (Transfer)	LPN/Det. Ctr. to Public Health	B24/9	10/14/2024

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Whitney Hanson	RN	Public Health	10/11/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Correctional Officer	Detention Center	Backfill Witter

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
Registered Nurse (.5 FTE)	Public Health	Backgrounding
IT Security Analyst	IT	Working on Job Description
Correctional Officer (3)	Det. Center/Sheriff's Office	Recruiting/Backgrounding
Technical Clerk I/II	Recorders	Recruiting
Juvenile Probation Officer	Community Corrections	Recruiting
Assistant County Engineer	Highway	Recruiting

Open Positions – In Committee:

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

Steele County Agenda Item

Subject: FBI Radio Tower Lease

Department: Sheriff's Office

Committee Meeting Date: October 2, 2024

Board Meeting Date: October 8, 2024

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

Policy Committee Recommendation:

Committee recommends approving renewal of FBI Radio Tower Lease between Steele County and Federal Bureau of Investigation effective October 1, 2024 through September 30, 2034

Recommendation:

Include staff recommendation (or list as "Discussion Only" or "Information Only".

Background *(Including Budget Impact)*:

Agreement with FBI for use of Somerset radio tower.

Attachments:

FBI Basic Ordering Agreement

Revised 06-22-23
Escalation BOA

FBI Division: Minneapolis
Site Name: Owatonna
Licensor Site No.:
Licensee Site No.: MP-064
Expiration Date: 09/30/2034

BASIC ORDERING AGREEMENT BETWEEN

Steele County

AND THE

FEDERAL BUREAU OF INVESTIGATION

This Basic Ordering Agreement (BOA) effective October 1, 2024, is between Steele County, hereinafter referred to as "Licensor" and the Federal Bureau of Investigation (FBI), hereinafter referred to as "Licensee."

This BOA is entered into to provide services in accordance with the following:

Terms and Conditions described in Attachment 1;
The fees as described in Attachment 2;
The itemized pricing as described in the Antenna Site Equipment Itemization (ASEI).

All attachments are made a part herein.

Article I – Scope of Work

The maximum term of this BOA is ten years from effective date October 1, 2024 through September 30, 2034.

The Licensor agrees to furnish services described herein as Licensee may order during the effective dates of the Agreement. The Licensor's obligation to the Licensee shall become effective upon the issuance date of the order.

Article II – Delivery of Services

The services specified in Attachment 1 shall be completed at Owatonna (site name), located at 5770 South County Road 45, Owatonna, MN 55060 (Premises).

Article III – Payment/Fixed Prices

The Licensee shall be entitled to purchase services listed in Attachment 1, at the fees described in Attachment 2.

Article IV – Administrative Matters

Licensor POC
Name: Sherrif Lon Thiele
Address: 204 East Pearl Street
Owatonna, MN 55060
Phone: 507-444-3800
Fax:
Email: lon.thiele@steelecountymn.gov

Licensee Contract Administration POC
Name: Jason Kahmoreei
Address: ERF Building 27958A
Quantico, VA 22135
Phone: 703-985-3004
Fax:
Email: jskahmoreei@fbi.gov

Licensee Local Point of Contact
Telecommunications Manager: Rick Roeder
Address: 1501 Freeway Blvd
Brooklyn Center, MN 55430
Phone: 763-569-8901
Fax:
Email: reroeder@fbi.gov

FBI Division: Minneapolis
Site Name: Owatonna
Licensor Site No.: __________
Licensee Site No.: MP-064
Expiration Date: 09/30/2034

Each of the parties executing this Agreement on behalf of the Licensor and Licensee represents and warrants that such party (i) is a duly authorized representative, (ii) has full right and authority to enter into this Agreement, and (iii) that any person signing on behalf of such party is authorized to do so. Upon either party's request, the other party shall provide evidence reasonably satisfactory to the requesting party confirming the foregoing warranties. This BOA and attachments contain the entire agreement between the parties regarding the tower and the property for the Licensee's operations. This Agreement shall extend to and bind the heirs, executors, administrators, successors, and assignees of the parties hereto.

LICENSOR:	**LICENSEE**:
Steele County	U.S.DEPARTMENT OF JUSTICE FEDERAL BUREAU OF INVESTIGATION
BY: __________	BY: __________
DATE: __________	DATE: __________

Revised 06-22-23
Escalation BOA

FBI Division: Minneapolis
Site Name: Owatonna
Licensor Site No.: ______
Licensee Site No.: MP-064
Expiration Date: 09/30/2034

ATTACHMENT 1
TERMS AND CONDITIONS

1.AGREEMENT

Licensor hereby gives permission, revocable and terminable as hereinafter provided, to Licensee to enter the Premises for the purpose of using it for the improvements to its communications system equipment and operations (hereinafter referred to as the "Improvements"). Said Improvements shall be located so as to not interfere with any of the Licensor's operations.

2.USE OF PREMISES

Licensee shall be permitted to use the Premises for the operation of communications equipment and related purposes. Licensee shall not be permitted to use the Premises for any other purpose except by prior written permission of Licensor.

For rooftop installations, Licensee acknowledges that Licensor may decide, in its sole discretion, from time to time, to make repairs to the roof of the building on the Property or to replace all or part of the roof of the building on the Property. If Licensor elects to make roof repairs, Licensee will, upon Licensor's request, and at Licensor's cost, temporarily remove or relocate Licensee's rooftop Improvements so that the roof repairs may be completed.

Licensor shall have the right to change the location of the Improvements (including relocation of Improvements on the tower to an elevation used by other site users) upon sixty (60) days written notice to Licensee, provided that said change does not, when complete, materially alter the signal pattern of the Improvements existing prior to the change. Any such relocation shall be performed in a manner approved by Licensee at Licensor's expense and with reasonably minimal disruption to Licensee's operations and shall be evidenced by an amendment to this agreement.

3.TERM

The initial term of this Agreement shall run from 10/1/2024 **to** 9/30/2025 (base year). Licensee may extend the term of this Agreement for up to nine (9) additional one-year option periods. Each option period shall run from October 1 until September 30 so as to conform to the Government's fiscal year. Extension of this agreement beyond September 30 is contingent upon Congressional approval of the funding needed to cover this agreement.

Licensor or Licensee may terminate this Agreement, without cause or penalty, at any time by providing three (3) months' written notice to the other party of its termination.

☑ Licensee **is** required to remove all antennas and feed line upon termination of this agreement.
☐ Licensee **is not** required to remove all antennas and feed line upon termination of this agreement.

4.ACCESS

Licensor shall provide Licensee access to the Premises at all times for the uses authorized herein.

5.MAINTENANCE

Licensor, at Licensor's sole cost and expense, shall maintain the Premises (excluding Licensee's Improvements) and the access to the Premises in good order and repair. Licensor, will, at Licensor's sole expense, provide for interior maintenance and repairs, as applicable, of the Property in accordance with generally accepted good practices. Damage resulting from the acts or omissions of Licensee shall be repaired by Licensee at the Licensee's sole cost and expense. The costs of any maintenance and operations of the Licensee's Improvements, unless otherwise provided herein, shall be at the sole expense of Licensee.

6.LIABILITY FOR INJURIES

Pursuant to the terms and conditions of the Federal Tort Claims Act (Title 28 U.S.C., Sections 1346(b), 2671-2680), Licensee has financial responsibility for claims for personal or property damage, including death, arising out of the acts, omissions, or negligence of the Licensee, or its employees acting within the scope of their employment in relation to this Agreement. Claims for tort damages shall be submitted and adjudicated in accordance with the procedures of the Federal Tort Claims Act and applicable law. Additionally, in the event an FBI employee conducting official business related to its activities under this Agreement is injured, the

FBI agrees to process and forward claims for employee workers compensation to the United States Department of Labor (USDOL) pursuant to the Federal Employees Compensation Act (Title 5, U.S.C., Section 8108, et. Seq.) and pertinent regulations promulgated by the USDOL. The parties will cooperate to ensure that all claims subject to these authorities are promptly addressed and resolved. Except as otherwise provided in this BOA, neither party shall be liable to the other for any claim that either may have against the other with respect to the recovery of any incidental, consequential, indirect, special, punitive or exemplary damages.

7.INSURANCE

Licensee, as an agency of the United States Government, is self-insured and shall not be required to obtain insurance under this agreement

8.INTERFERENCE

In the event the Licensor determines that the operation of the Improvements by Licensee is the cause of interference to transmission and/or reception of any other communications systems in use in the vicinity of the Premises, Licensee shall take all appropriate steps necessary to mitigate said interference within forty-eight (48) hours of receiving written notice.

9.PERMIT

Licensee is responsible for obtaining and paying the costs of all permits, licenses or other approvals by any regulatory body having jurisdiction over the uses authorized herein.

10.COMPLIANCE

Should Licensee fail or neglect to comply with any terms or conditions of this BOA or to comply with any reasonable requirement of Licensor after thirty (30) days' written notice and demand from Licensor, this BOA shall be subject to termination by Licensor. In the event of such termination, Licensee shall immediately remove any and all of its Improvements from the Premises and surrender all rights and privileges under this Agreement.

11.POSTING OF FREQUENCIES

All Federal Government frequencies are authorized by the Department of Commerce (DOC) and are exempt from disclosure under the Freedom of Information Act, Title 5, USC, Section 552 (b) (2), (b) (4), and (b) (7). Frequencies cannot be posted at communications sites. Copies of DOC frequency authorizations can be provided to communications Licensor upon request.

12.ASSIGNMENT

Licensor shall not assign this Agreement, or sublease all or any part of its rights and obligations hereunder, without the prior written notice to Licensee. The written notice shall include documents describing the proposed transaction, e.g. purchase/sale agreement or memorandum of understanding. The new Licensor shall assume all of Licensor's obligations under this Agreement and must fully perform all obligations that may exist under this Agreement following the date of such assignment and assumption. The transferring Licensor shall waive all rights under this BOA arising against the Licensee subsequent to the date of such assignment. Nothing in this Agreement shall relieve the parties from compliance with any federal law.

13 DISPUTES

Disputes under this BOA shall be resolved in accordance with the FAR 52.233-1, 41 USC 601-613 Disputes and Appeals.

14.PAYMENTS

In compliance with the Debt Collection Improvement Act of 1996, all federal payments will be made by electronic funds transfer (EFT).

Revised 06-22-23
Escalation BOA

FBI Division: Minneapolis
Site Name: Owatonna
Licensor Site No.: ____
Licensee Site No.: MP-064
Expiration Date: 09/30/2034

ATTACHMENT 2

Licensee shall pay rental fees as defined in the itemization schedule included in this agreement. Rent shall be owed per antenna and per floor space as specified therein. Each antenna and floor space will escalate annually by the escalation factor indicated below. Licensee may remove, without penalty, one or more itemized antennas or floor spaces during the term of this agreement. Licensee shall provide Licensor (3) months' notice prior to removal of these items. The monthly recurring rent may be reduced accordingly. Licensee may request additional antenna space. Licensor may accommodate such requests with an itemization for each new antenna. Requests for additional floor spaces, if accommodated, will increase the total floor space monthly recurring rent based on the initial and escalated floor space itemization.

The rental fees shall include the cost of electricity for the Licensee's Improvements. Payments shall be made payable monthly in arrear. Licensee shall be liable for late payments in accordance with the terms and provisions of the FAR 52.232-25 Prompt Payment, (late payment interest penalties are computed in accordance with the Office of Management and Budget prompt payment regulations at Title 5 CFR 1315). Payment will be made by Electronic Funds Transfer Other Than Central Contractor Registration in accordance with FAR Clause 52.232-34.

Renewal of this Agreement for each successive year shall be on the same terms and conditions as set forth herein except that fee shall be increased by 3% over the rent paid during the preceding term for each renewal period. For convenience, the total of all itemized antennas and floor spaces on the Antenna Site Equipment Itemization (ASEI) are identified cumulatively below. This monthly recurring cost is contingent upon the number of antennas and floor spaces remaining in use during any option period.

Rental begins on 10/2024 (month/year).
FY FY25 Base Year $ 458.71 /month
FY FY26 Option Year 1 $ 472.47 /month
FY FY27 Option Year 2 $ 486.65 /month
FY FY28 Option Year 3 $ 501.24 /month
FY FY29 Option Year 4 $ 516.28 /month
FY FY30 Option Year 5 $ 531.77 /month
FY FY31 Option Year 6 $ 547.72 /month
FY FY32 Option Year 7 $ 564.16 /month
FY FY33 Option Year 8 $ 581.08 /month
FY FY34 Option Year 9 $ 598.51 /month

The Federal Government has created the System for Award Management (SAM.gov) https://www.sam.gov/portal/public/SAM/. This system increases visibility of vendor sources for specific supplies and services as well as establishes a common source of vendor data for the Federal Government. Every vendor registered in SAM.gov has a Unique Entity ID (UEI) number. Payments to vendors are sent to the banking information that is tied to the UEI number in SAM.gov. The banking information that the vendor enters into SAM.gov is not accessible to anyone other than the vendor. It is necessary for the Site Owner/Manager to ensure that the FBI has the UEI number which has the current banking account information which the Site Owner/Manager desires the FBI to direct payments to. The Site Owner/Manager is required to keep the SAM.gov registration up-to-date and to ensure the banking information is accurate.

Tax Identification Number: ____

Unique Entity ID Number (mandatory): ____

RSDU Form 10/2018

Antenna Site Equipment Itemization (ASEI)

Site Details				
FBI Site Number	FBI Site Name	Licensor Site Name/Number	Latitude	Longitude
MP-064	OWATONNA		44:00:30.00N	93:13:36.00W

Address	Tower Details
5770 SOUTH COUNTY RD 45 OWATONNA MN 55060 Steele Last Updated: 2017-06-28 09:32:24	Type: Tower (guyed) Height: 170.0 AMSL: 1243.0

Licensor			
Organization	POC Name	Email	Phone
STEELE COUNTY	Lon Thiele		507-444-3800

Provide description of all startup fees:

Licensor: Provide Monthly Recurring Cost (MRC) itemized for each equipment group listed below.

Equipment Details				
*	**Type**	**Make/Model Number**	**Equipment Specifics**	
Group 1			**MRC:	
LE	Radio	REPEATER / MOTOROLA / GTR 8000	Type: REPEATER TX Pwr: 100.0000 BW: N FW Rev:	TX: 167.68750 RX: 163.93750 Chan: RO7
LE	Antenna	ANTENNA / DECIBEL / DB-264 / 660	Type: OMNI DIPOLE Size: 20.5 Mount: SIDE AGL: 150	AZI: 360 FL Size: 0.875 FL Len: 160 Gain: 6.00
Note: Total Monthly Recurring Cost (unless otherwise stated) is inclusive of electric/shelter charges:				

*	Quote is good for 365 days from date of signature
LE - Licensed Equipment TBR - To Be Removed PNE - Proposed New Equipment ** MRC - Monthly Recurring Cost	Licensor Signature Date

Steele County
Agenda Item

Subject: State Homeland Security Program (SHSP) Grant – 2022

Department: Sheriff's Office

Committee Meeting Date: October 9, 2024

Board Meeting Date: October 22, 2024

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

Policy Committee Recommendation:

Committee recommends accepting the SHSP Grant

Recommendation:

Accept and sign HSEM SHSP funding for 2022

Background *(Including Budget Impact)*:

The **State Homeland Security Program (SHSP) Grant – 2022** federal turnback funding from the 2022 grant year for equipment. This grant aids county agencies to enhance their homeland security and emergency management equipment program funding for $25,000.

There are no match requirements and no budget impacts.

Attachments:

2022 SHSP Steele Co Grant Agreement

Minnesota Department of Public Safety ("State")	Grant Program:
Homeland Security and Emergency Management 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190	2022 State Homeland Security Program **Grant Contract Agreement No.:** A-SHSP-2022-STEELECO-025
Grantee: Steele County 630 Florence Avenue PO Box 890 Owatonna, MN 55060-0890	**Grant Contract Agreement Term:** **Effective Date:** 10/01/2024 **Expiration Date:** 06/30/2025
Grantee's Authorized Representative: Steele County Emergency & Risk Management Attn: Kristen Sailer 630 Florence Avenue Owatonna, MN 55060-4704 Phone: (507)444-7501 Email: kristen.sailer@steelecountymn.gov	**Grant Contract Agreement Amount:** Original Agreement $ 25,000.00 Matching Requirement $ 0.00
State's Authorized Representative: Homeland Security and Emergency Management Attn: Brittany Wilber 445 Minnesota Street, Suite 223 St. Paul, Minnesota 55101-2190 Phone: (651)201-7451 Email: brittany.wilber@state.mn.us	Federal Funding: CFDA 97.067 FAIN: EMW-2022-SS-00100 State Funding: None Special Conditions: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: The creation and validity of this grant contract agreement conforms with Minn. Stat. § 16B.98 Subd. 5. Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16B.98, subd. 7, whichever is later. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2022 State Homeland Security Program Application ("Application") which is incorporated by reference into this grant contract agreement and on file with the State at Homeland Security and Emergency Management Division, 445 Minnesota Street, Suite 223, St. Paul, Minnesota 55101-2190. The Grantee shall also comply with all requirements referenced in the 2022 Homeland Security Program Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

***Payment*:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: ____

Date: ____

3. STATE AGENCY

Signed: ____
(with delegated authority)

Title: ____

Date: ____

Grant Contract Agreement No./ P.O. No. A-SHSP-2022-STEELECO-025 / PO# 3000098367

Project No.: N/A

2. GRANTEE

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

Signed: ____

Print Name: ____

Title: ____

Date: ____

Signed: ____

Print Name: ____

Title: ____

Date: ____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary (Report)

SHSP-2022-IJ#06 LETP				
Budget Category	**Awarded**			
Equipment				
Ballistic Helmets AEL 01LE-01-HLMT	$12,435.00			
Ballistic Shield AEL 01LE-01-SHLD	$12,565.00			
Total	$25,000.00			
Total	$25,000.00			
Allocation	$25,000.00			
Balance	$0.00			

Steele County
Agenda Item

RBA

Subject: Canvassing Board

Department: Property Tax & Elections

Committee: Internal Central Services **Comittee Meeting Date:** October 2, 2024

Work Session Date **Board Meeting Date:** October 8, 2024

Committee

Committee recommends appointing Commissioners Glynn and Brady.

Purpose:

Appoint 2 Commissioners to serve on the Canvassing Board on Wednesday, November 13, 2024 at 8 am, for the General Election.

Background:

The returns from every election held in this state must be reported to a legally constituted canvassing board.

The county canvassing board shall consist of the county auditor, the court administrator of the district court, the mayor or chair of the town board of the county's most populous municipality, and two members of the county board selected by the board from its members who are not candidates at the election

Financial Impacts:

Budget information/impacts

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list "N/A"

STEELE COUNTY PERSONNEL AGENDA ITEM
October 8, 2024

OCTOBER EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

<u>Anniversaries:</u>

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Sean Benz	Asst. Director of Parks & Recreation - P & R	October 3rd	19
Karen Montplaisir	Accounting Technician – Public Health	October 3rd	2
Benjamin Frear	Road Deputy – Sheriff's Office	October 6th	10
Katy McMann	RN – Public Health	October 7th	11
Rachel Heinrichs	Road Deputy – Sheriff's Office	October 9th	1
Jeremy Wiste	Road Deputy - Sheriff's Office	October 9th	1
Carrie Holmen	Financial Specialist – Highway	October 10th	2
Todd Mogen	Maintenance Tech – Highway	October 11th	3
Kristi Jorgenson	Office Support Specialist – Landfill	October 14th	4
Rene Gilormini	Veteran's Services Officer – Veteran's	October 24th	19
Katelin Bahl	Correctional Officer – Detention Center	October 24th	2
Tiffany Wentura	Tech Clerk I – Planning & Zoning	October 24th	2
William Bromley	Probation Officer II – Community Corrections	October 26th	9
Kari Woltman	Investigator – Sheriff's Office	October 27th	13
Chad Schlueter	Road Deputy – Sheriff's Office	October 29th	10

Steele County
Agenda Item

Subject: Request to approve Memorandum of Agreement with University of MN-Extension for 2025-27

Department: Extension

Committee Meeting Date: October 8, 2024

Board Meeting Date: October 8, 2024

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

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as "N/A" or a reason why.

Recommendation:

Approval of the 2025-27 Memorandum of Agreement with University of Minnesota-Extension

Background *(Including Budget Impact)*:

The Association of Minnesota Counties Extension subcommittee drafted and recommended approval of the 2025-27 agreement between the Regents of the University of Minnesota and Minnesota counties. Under the terms of the agreement, Extension will provide local programming for counties, and in return counties will pay for the full cost of employing Extension staff. The agreement would be in effect from Jan. 1, 2025, until Dec. 31, 2027. The funds counties pay cover employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. During the next three years (2025-2027), on average, funds received from counties will be used as follows: on average, salaries and fringe (95%), and other direct expenses (5%).

The Steele County Extension Committee has provided a budget recommendation to the County Board to approve the 2025-27 agreement with the same staffing level as 2024.

Attachments:

2025-27 Memorandum of Agreement with Steele County and University of Minnesota-Extension

Agreement
Between the Regents of the University of Minnesota
And
Steele County, Minnesota
For providing Extension programs locally and employing Extension Staff

This Agreement ("Agreement") between the County of Steele, Minnesota ("County") and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University's state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the

grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide local support in the form of a county-hired administrative support specialist or to contract with the University for administrative support. The County also agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend administrative support specialist responsibilities and technology needs (Exhibit C). Nevertheless, the County will determine the level of availability and type of local support as established in the annual budget.

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program and University hired administrative support specialist positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.

7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:	Steele County Administration 630 Florence Avenue Owatonna MN 55060
If to University:	University of Minnesota Minnesota Extension Attn: Dean Beverly R. Durgan 240 Coffey Hall 1420 Eckles Avenue St. Paul, MN 55108 E-mail: mnext@umn.edu

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

– Signature Page Follows –

IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

County of Steele

BY ___________________________________
Chair, County Board of Commissioners

DATE _________________________________

Approved as to form:

BY ___________________________________
County Attorney

DATE_________________________________

Regents of the University of Minnesota

BY _________________________________
Dean, University of Minnesota Extension

DATE ______________________________

Agreement between the Regents of the University of Minnesota through its Extension and Steele County, Minnesota

Exhibit A: Extension Programs and Positions Supported by the County

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

Table A: Programs

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Program/Position	2025		2026		2027	
	FTE	Price	FTE	Price	FTE	Price
Extension Educator, Youth Development	2.0	$200,000	2.0	$206,000	2.0	$212,200
Extension Educator, Agricultural and Natural Resources	0.5	$50,000	0.5	$51,500	0.5	$53,050
Master Gardener Volunteer Program Coordinator	0.35	$29,750	0.35	$30,625	0.35	$31,535
Total		**$279,750**		**$288,125**		**$296,785**

Table B: Administrative Support Specialist

County agrees to provide the funds identified below to support a University-hired Administrative Support Specialist in the County Extension Office. The Administrative Support Specialist is a bargaining unit employee, paid hourly. Full-time is 40 hours per week or 2080 hours per year. Unless otherwise specified, hours of work will be divided equally across 52 weeks. Package price includes salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

Administrative Support	2025		2026		2027	
	Hours	Price	Hours	Price	Hours	Price
University-hired Administrative Support Specialist – 5 Weeks X 1.0 FTE; 47 weeks X 0.5 FTE	1140	$41,106	1140	$42,340	1140	$43,610
Total		**$41,106**		**$42,340**		**$43,610**

Table C: Short-term Temporary Casual Program Staff (e.g. College Intern; Summer Coordinator)

County agrees to provide the funds identified below to support University-hired short-term temporary casual program staff. Salary and fringe vary by classification and experience. Unless otherwise noted, the University has the flexibility to hire individuals into the classification that matches the employee's qualifications and best serves the county Program needs. Funds provided will be used to cover salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced “Agreement.”

Casual Program Staff	**2025 Total Funds**	**2026 Total Funds**	**2027 Total Funds**
Temp-Casual Staff, Youth Development	$25,350	$26,110	$26,891
Total	**$25,350**	**$26,110**	**$26,891**

- Budget calculation based upon 400 hours summer intern and 668 hours coordinator. Summer staffing plan to be adjusted annual based upon staff availability and budget allotment.

Agreement between the Regents of the University of Minnesota through its Extension and Steele County, Minnesota

Exhibit B: Program Deliverables

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

4-H Youth Development:

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

Agriculture, Food and Natural Resources:

1. Extension educators will provide customized, research-based resources and education to meet identified County needs.
2. Extension educators will provide agricultural, horticultural, and natural resource adult education that is reliable and practical, using a variety of delivery methods/platforms.
3. Extension educators will provide technical assistance (phone, online, in-person) for homeowners and farmers.
4. Extension Master Gardener Volunteer Program coordinators will guide county volunteers in volunteer recruitment, training, and program delivery, with a focus on sharing research-based horticultural knowledge and practices, cultivating diverse collaborations, supporting project-based volunteer activities and inspiring change.
5. Extension educators and program coordinators will discuss county needs and share program goals, impact reports, calendar of events, newsletters, and other communications with the County Extension Committee and other stakeholders.

Family, Health and Wellbeing:

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

Community Development:

1. Extension Educators will work with community leaders, including the County Extension Committee, to engage different segments of the community to understand and assess the issues affecting their community and its development.
2. Extension Educators will facilitate the development of an annual community development action plan that guides educational programming and applied research for the county on an annual basis and contributes to the development of a core \set of community development resources for the county.
3. Extension Educators will facilitate and support access to community development educational programming in the county such as programs in leadership development, tourism, entrepreneurship, workforce development, placemaking, and others tailored to the needs of the county.
4. Extension Educators will coordinate applied research programs that examine issues of community and economic development that help community leaders better understand these issues and inform actionable responses.
5. Extension Educators will evaluate the short and long-term impacts of community development programming in the county and share this information with the County Extension Committee and other stakeholders.

Agreement between the Regents of the University of Minnesota through its Extension And Steele County, Minnesota

Exhibit C: University Recommendations

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for the time and responsibilities of county-hired administrative support specialists; and, technology support for Extension employees located in county Extension offices.

1. **Technology recommendations for Extension employees located in county Extension offices**
   - Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
     - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
   - Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
     - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
     - Microsoft Office is used to create documents, spreadsheets, and presentations.
     - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
     - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
   - Website Access:
     - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
   - Social Media Access
     - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
   - Access to electronic county forms/documents required for the position.
   - Support from County IT.

2. **Recommendations for time and responsibilities of county-hired administrative support specialists**
   - A minimum of 20 hours/week/year round (1040 hours) of support is recommended with additional hours needed as the size and scope of Programs increase.
   - University-hired Administrative Support Specialist position description, copied below, is an example of tasks to be completed by a county-hired administrative support specialist.

Example Position Description
Extension Administrative Support Specialist

An Extension Administrative Support Specialist provides day-to-day operations including customer service and administrative support for all county Extension programs and activities. This position provides support for 4-H, Master Gardeners, Agriculture and Natural Resources, and SNAP Ed.

County Program Support

- Assists Extension staff in planning and developing resources and events.
- Assists in communicating Extension programs through website updates, social media, listservs, newsletters, and print and radio media.
- Helps to ensure Extension is adhering to applicable county and University policies.
- Provides direct and back-up support for the county 4-H program.
- Provides backup and backfill assistance for similar programs.

Office and General Administration

- Operates and maintains general office equipment; consults with IT as appropriate.
- Orders, maintains, and manages office supplies and publications for the department.
- Processes office mail.
- Maintains schedule for office meeting rooms.
- Participates in training, professional staff development, and conferences.
- Point of contact for the county Extension office; receives, greets, and responds to requests; provides resources and referrals to questions and distributes requests/messages to correct parties.
- Provides clerical and technical office support for all Extension programs and staff.
- Assists with creating and modifying electronic documents, brochures, program fliers, posters, reports, and correspondence. Prints, scans, and files materials.
- Provides support to the county Extension committee.
- Administers Extension Office accounting activities including deposits, accounts payable, and processing invoices and vouchers for payment reviews financial statements monthly.

Family, Health & Wellbeing

Trish Olson, Associate Dean

Mary Jo Katras, Program Leader

Carver/Scott
Extension Educator
Family Resiliency

UNIVERSITY OF MINNESOTA
EXTENSION

Department of Youth Development

Jennifer Skuza
Associate Dean

Leah Larson Program Leader Central Region	**Jan Derdowski** Program Leader Northeast Region	**Kari Robideau** Program Leader Northwest Region	**Kristen Hurley** Program Leader Southeast Region	**Nancy Hegland** Program Leader Southwest Region
Anoka	Cook	Kittson	Goodhue	Martin
Carver	Lake	Roseau	Wabasha	Watonwan
Chisago	St. Louis	Lake of the Woods	Winona	Jackson
Scott	Carlton	Marshall	Houston	Cottonwood
Dakota	Pine	Polk	Fillmore	Redwood
Hennepin	Mille Lacs	Pennington	Olmsted	Renville
Washington	Kanabec	Red Lake	Dodge	Kandiyohi
Stearns	Morrison	Clearwater	Mower	Swift
Benton	Todd	Hubbard	Steele	Pope
Sherburne	Crow Wing	Wadena	Freeborn	Stevens
Isanti	Aitkin	Becker	Rice	Big Stone
Wright	Cass	Otter Tail	LeSueur	Lac Qui Parle
McLeod	Itasca	Douglas	Blue Earth	Yellow Medicine
Ramsey	Koochiching	Grant	Waseca	Lincoln
Meeker	Beltrami	Traverse	Faribault	Lyon
		Wilkin	Sibley	Pipestone
		Clay	Nicollet	Murray
		Becker	Blue Earth	Rock
		Mahnomen	Brown	Nobles
		Norman		Chippewa

UNIVERSITY OF MINNESOTA
EXTENSION

Statewide Operations

- **Kia Harries**, Director
  - **Regional Directors**
    - **Bonnie Christiansen**
      - **Lyon** .75 FTE
      - **Nobles** .75 FTE
      - **Murray** .80 FTE
      - **Jackson** 1.0 FTE
    - **Cecilia Amadou**
      - **Clay** 1.0 FTE
    - **Christy Kallevig**
      - **Brown** .40 FTE
    - **Craig Taylor**
      - **Anoka** .60 FTE
      - **Hennepin** 1.0 FTE
      - **Hennepin** .50 FTE
    - **Keri Cavitt**
      - **Carlton** .60 FTE
      - **Itasca** 1.0 FTE
    - **Lisa Dierks**
      - **Mower** 1.0 FTE
      - **Olmsted** .80 FTE
      - **Steele** .50 FTE
    - **Lisa Loegering**
      - **Hubbard** .50 FTE
      - **Polk** .50 FTE
    - **Lori Vicich**
      - **Benton** 1.0 FTE
      - **Meeker** 1.0 FTE
    - **Tammy McCulloch**
      - **Washington** .80 FTE
    - **Tony Hansen**
      - **Cass** .50 FTE
    - **Trisha Sheehan**
      - **Lac qui Parle** .50 FTE
      - **Pope** .60 FTE

Regional Directors supervise University-hired administrative support specialists working in County Extension Offices.

University of Minnesota
EXTENSION

Department of Agricultural and Natural Resource Systems

Mike Schmitt
Associate Dean

Tim Kenny
State Director
Master Gardener Program

Nathan Winter
Program Leader

Extension Educators

- **Carlton** Ag & NR 1.0 FTE
- **Carver/Scott** Ag Production 1.0 FTE
- **Dakota** NR 1.0 FTE
- **Douglas** Horticulture .85 FTE
- **Fillmore/Houston** AP, Hort, NR 1.0 FTE
- **Meeker/McLeod/ Wright** Crops 1.0 FTE
- **Meeker/McLeod/ Wright** Hort 1.0 FTE
- **Meeker/McLeod/ Wright** Livest 1.0 FTE
- **Nicollet/Sibley** Ag Production 1.0 FTE
- **Olmsted** Ag & Hort 75 FTE
- **Pine/Isanti** AP, Hort, NR 1.0 FTE
- **Pipestone/Murray** Ag Production 1.0 FTE
- **St Louis** Ag & NR 1.0 FTE
- **St Louis** Agriculture .75 FTE
- **Todd** Livestock .75 FTE

Sarah Chur
Program Leader

Extension Educators

- **Blue Earth/LeSueur** Ag Production 1.0 FTE
- **Clay** Horticulture .8 FTE
- **Cook** Hea & Res Com 1.0 FTE
- **Hennepin** Ur Ag & SF 1.0 FTE
- **Hubbard** Healthy Comm .35 FTE
- **Otter Tail** Ag & Hort 1.0 FTE
- **Polk/Norman** Ag Production 1.0 FTE
- **Rice/Steele** Ag Production 1.0 FTE
- **Stearns/Benton/ Morrison/Sherburne** Crops 1.0 FTE
- **Stearns/Benton/ Morrison/Sherburne** Hort 1.0 FTE
- **Stearns/Benton/ Morrison/Sherburne** Livestock 1.0 FTE
- **Stearns/Benton/ Morrison/Sherburne** SM, Local Foods 1.0 FTE

Diane Greiwe
Volunteer Manager
Statewide Master
Gardener Program

Program Coordinators

- **Anoka** .75 FTE
- **Carver/Scott** .8 FTE
- **Chisago** Temp Casual
- **Crow Wing** .5 FTE
- **Hennepin** 1.0 FTE
- **Hennepin** 1.0 FTE
- **Ramsey** 1.0 FTE
- **Rice/Steele** .4 FTE
- **Washington** .75 FTE

University of Minnesota
EXTENSION

Steele County Agenda Item

Request for Board Action

Subject: Participation and Support of Operation Green Light for Veterans

Department: Veteran Services

Committee: Internal Central Services **Committee Meeting Date:** October 2, 2024

Work Session Date: Enter a date. **Board Meeting Date:** October 8, 2024

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

Policy Committee Recommendation:

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Recommendation:

Adopt a Resolution in support and participation of Operation Green Light for Veterans

Background *(Including Budget Impact)*:

America's counties have a long and proud history of serving our nation's veterans, a legacy that continues to this day as we work with our federal, state and local partners to ensure that the former service members in our communities have access to the resources they need to thrive.

For the past two years, Steele County has acknowledged Operation Green light for Veterans as a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service.

Veterans Services would recommend lighting the front of the Steele County Administration Center and the County Courthouse SE entry way from November 4th through Veterans Day, November 11th 2024.

Attachments:

Resolution

Resolution
Supporting Operation Green Light for Veterans

WHEREAS, the residents of Steele County have great respect, admiration, and the utmost gratitude for all the men and women who have selflessly served our country and this community in the Armed Forces; and

WHEREAS, the contributions and sacrifices of those who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens; and

WHEREAS, Steele County seeks to honor individuals who have made countless sacrifices for freedom by placing themselves in harm's way for the good of all; and

WHEREAS, veterans continue to serve our community in the American Legion, Veterans of Foreign Wars, religious groups, civil service, and by functioning as County Veterans Service Officers in 29 states to help fellow former service members access more than $52 billion in federal health, disability and compensation benefits each year; and

WHEREAS, Approximately 200,000 service members transition to civilian communities annually; and

WHEREAS, an estimated 20 percent increase of service members will transition to civilian life in the near future; and

WHEREAS, studies indicate that 44-72 percent of service members experience high levels of stress during transition from military to civilian life; and

WHEREAS, active military service members transitioning from military service are at a high risk for suicide during their first year after military service; and

WHEREAS, the National Association of Counties encourages all counties, parishes and boroughs to recognize Operation Green Light for Veterans; and

WHEREAS, the Steele County appreciates the sacrifices of our United States military personnel and believes specific recognition should be granted;

NOW, THEREFORE BE IT RESOLVED; with designation as a Green Light for Veterans County, Steele County hereby declares from November 4th through Veterans Day, November 11th 2024 a time to salute and honor the service and sacrifices of our men and women in uniform transitioning from active service;

NOW, THEREFORE BE IT RESOLVED; that in observance of Operation Green Light, Steele County encourages its citizens in patriotic tradition to recognize the importance of honoring all those who made immeasurable sacrifices to preserve freedom by displaying green lights in a window of their place of business or residence from November 4th through the 11th, 2024.

Dated this ____ day of _____________, 2022.

STEELE COUNTY BOARD OF COMMISSIONERS

____

Jim Abbe, Chair

CERTIFICATION

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

____

Renae Fry, Administrator

Steele County
Agenda Item

Request for Board Action

Subject: Transitioning of services between Public Health and MNPrairie and need for hiring of staff at Public Health.

Department: Public Health

Committee: Internal Central Services **Committee Meeting Date:** October 2, 2024

Work Session Date: October 8, 2024 **Board Meeting Date:** October 8, 2024

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

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as "N/A" or a reason why.

Recommendation:

- Hiring of 2 Case Managers to manage the influx of EW and AC clients that will be transitioning from MNPrairie to Public Health. Recruiting for these positions will be contingent upon MNPrairie board approving the transition plan at their October 15th, 2024, meeting.

Background *(Including Budget Impact)*:

At Steele County's August 27th, 2024, Board meeting, the Steele County Board approved the transition of Senior Services to Public Health and CCB services to MNPrairie. Currently MNPrairie is working with 250 clients that are on EW and AC programs. Each month approximately 13 new MNChoice assessments for individuals over 65 are also performed. Public Health has reached out to surrounding counties to determine an adequate employee to client case load ratio. We have determined the need to hire 2 FTE case managers to adequately cover this work. These positions will be revenue producing while providing CM services. Current reimbursement rates for EW/AC case management are $25.46/15 minutes or $101.84/hour.

Attachments:

List each of the attachments to be included with the agenda item. If no attachments, list “N/A”

Steele County Agenda Item

Request for Board Action

Subject: 2025 COLA, health insurance and HSA/VEBA contribution amounts for non-union employees.

Department: Human Resources

Committee: Internal Central Services **Committee Meeting Date:** October 2, 2024

Work Session Date: Enter a date. **Board Meeting Date:** October 8, 2024

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

Policy Committee Recommendation:

Committee recommends bringing to the full Board for approval the 2025 COLA, health insurance and HSA/VEBA contribution amounts for non-union employees.

Recommendation:

Recommend approving 2025 cost of living adjustment (COLA), health insurance and HSA/VEBA contribution amounts for non-union employees as outlined below.

Background *(Including Budget Impact*):

There is a long-standing practice of non-union employees receiving the same COLA, health insurance and HSA/VEBA contribution amounts as union represented employees. Those amounts are as follows:

2025 COLA: 3% increase, effective 01/01/2025

2025 Health Insurance and HSA/VEBA monthly contributions:

Medica Choice Passport (HSA or VEBA)	Single Coverage	Emp + 1 Coverage	Family Coverage
Employee Monthly Premium	$83.36	$430.32	$505.32
Employer Monthly Premium	$1,028.50	$2,336.78	$2,261.78

Total Monthly Premium	$1,111.86	$2,767.10	$2,767.10

HSA or VEBA	Single Coverage	Emp + 1/Family Coverage
Employer Contribution	$141.68 per month	$291.68 per month

Budget Impact: These amounts have been factored into the 2025 preliminary budget.

Attachments:

Steele County
Agenda Item

Request for Board Action

Subject: Courtroom B Audio/Video Upgrades

Department: Information Technology

Committee: Property & Maintenance **Committee Meeting Date:** October 3, 2024

Work Session Date: **Board Meeting Date:** October 8, 2024

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

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as "N/A" or a reason why.

Recommendation:

Authorize Finance Director to approve expenditures for the county portion of AV upgrades for Courtroom B at the Steele County Courthouse.

Background *(Including Budget Impact)*:

On May 23, 2024, several members from the County Staff began meeting with Courts to discuss their need to upgrade the audio and video in Courtroom B (the largest courtroom). We own the building and have a legal responsibility to provide a properly equipped facility. During that meeting Questions were raised by the county about the types of technology used in the proposal as well as the single quote they provided and a lack of either a state procurement contract vendor or a competitive bid.

MN Courts came back to us with an alterative quote from a vendor who does hold a state procurement contract. On August 21, 2024, we met with MN Courts at the Steele County Courthouse to discuss the recommendations and tour the areas involved. After careful review of the proposal, it is a much better solution which uses current technology (instead of End of Life / borderline obsolete). The solution can easily grow and adapt as needed. Furthermore, MN Courts has offered to pay a substantially larger portion of the project.

This solution meets or exceeds all current and foreseeable needs in our largest courtroom. Costs are allocated as follows:

Steele County will pay for all audio equipment. MN Courts will pay for all video equipment (which is more expensive). The rest of the costs (equipment which is not clearly audio or video, freight, implementation costs, and first year support) as well as electrical contracting will be split evenly between the two organizations.

Item	Item Cost	County Share	State Share
Audio Equipment	36,131.69	36,131.69	
Video Equipment	51,059.89		51,059.89
Other Equipment	15,288.54	7,644.27	7,644.27
Implementation	49,480.00	24,740.00	24,740.00
IMaterials	3,306.47	1,653.24	1,653.24
Travel			
Freight	4,399.42	2,199.71	2,199.71
CTI Complete	4,954.39	2,477.20	2,477.20
Electrical	9,935.00	4,967.50	4,967.50
Other	95.30		95.30
	174,650.70	79,813.60	94,837.10

The goal is to complete the installation, tuning, and testing prior to our high visibility trial in early February.

We are requesting the board authorize the Finance Director to approve expenditures for the county portion of AV upgrades for Courtroom B at the Steele County Courthouse.

Attachments:

CTI Proposal

Four Seasons quote for electrical conduit and installation

PROPOSAL

MN 3rd Judicial District Courts

Steele County - Courtroom B

DATE

Thursday, 08 August 2024

PREPARED BY

Brandon Carleton

Design Consultant

Scope of Work

Proposal Number: J24370039

Proposal Date: 8/8/2024

Prepared for: MN 3rd Judicial District Courts

Attn: Craig Zwiener
Phone:
Email: craig.zwiener@courts.state.mn.us

Prepared by: Brandon Carleton
Phone: 952-954-2367
Email: brandon.carleton@cti.com

Bill to: MN 3rd Judicial District Courts
1696 GREENVIEW DR SW
ROCHESTER, MN
55902-1363

Ship to: MN 3rd Judicial District Courts
111 E MAIN ST
OWATONNA, MN
55060-3052

Judge
The existing Shure microphone will be replaced with the Shure MX418D/C. An Innovox Microlift VC speaker will be installed for speech precedence. The QSC SPA-Qf 60x2 will be used to power the judge and clerk Innovox speakers. The judge desktop microphone and clerk desktop microphone will be connected to the flex inputs. There will be one (1) QSC QIO-ML2x2 installed to manage the audio connected to the RDL headphone amplifier.

The two (2) QSC NV21â€™s will be installed under the table top and the output will be connected to the first input on the Extron SW2 HD 4K. The second input on the switcher will be the HDMI Loop out on the second QSC NV21 unit.

The new QSC TSC-101-G3 10â€ touch panel will be installed for room control and will be shared with the clerk. There will also be one manual contact closure button installed under the desk to switch inputs on the Extron SW2.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Clerk
The existing microphone will be replaced with the Shure MX418D/C (configured for push to talk). The audio connections from the Clerk location will be connected to the QSC SPA-Qf 60x2 installed at the judge. An Innovox Microlift VC speaker will be installed for speech precedence.

The new QSC TSC-101-G3 10â€ touch panel will be installed for room control and will be shared with the judge. There will also be one manual contact closure button installed to switch inputs on the Extron SW2.

The QSC QiO-ML2x2 installed at the judge location will connect to the new RDL headphone amplifer. There will also be one manual contact closure button installed under the desk to switch inputs on the Extron SW2.

The two (2) QSC NV21â€™s will be installed under the table top and the output will be connected to the first input on the Extron SW2 HD 4K. The second input on the switcher will be the HDMI Loop out on the second QSC NV21 unit.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Court Reporter
An Innovox Microlift speaker will be installed for speech precedence along with the RDL headphone amplifier. The Audinate Dante license will be installed on the existing computer with the assistance of the state IT staff. CTI will provide the ethernet to USB adapter to be used for the Dante connection at the PC. There will be one (1) QSC SPA Qf 60x2 installed which will be used to power the Innovox speaker at this location and the witness location. The new Shure MX418D/C desktop microphone will be installed and configured for push to talk. The new QSC TSC-101-G3 touch panel will be installed and will mirror the programming from the clerk/judge location.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Witness
The new Shure MX418D/C desktop microphone will be installed and configured for push to talk. The Innovox Microlift VC speaker will be installed for speech precedence. The QSC NV-21 will be used to decode the video signal and will connect to the new Planar 22â€ Annotation Monitor. The Extron USB extender receiver will be installed under the desktop and will be used to extend the usb connection to the Planar 24" Annotation monitor.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Attorney 1
The two (2) new Shure MX418D/C microphones will be used to replace the existing microphones and will be configured for Push to Mute. An Innovox Microlift speaker will be installed for speech precedence. The QSC NV-21 will be installed under the desktop and will be used to extend video connections to the Planar 24" Annotation monitor. Annotation will not be available at this location however the infrastructure is in place. The second QSC NV-21 will installed for attorney laptop presentations.

The QSC SPA Qf-60x2 will be installed under the table. Both microphones and the single Innovox speaker will be connected to this device using a custom disconnect plate. There will be one (1) QSC QiO ML2x2 installed to connect the headphone amplifier to the audio system.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Attorney 2
The two (2) new Shure MX418D/C microphones will be used to replace the existing microphones and will be configured for Push to Mute. An Innovox Microlift speaker will be installed for speech precedence. The QSC NV-21 will be installed under the desktop and will be used to extend video connections to the Planar 24" Annotation monitor. Annotation will not be available at this location however the infrastructure is in place. The second QSC NV-21 will installed for attorney laptop presentations.

The QSC SPA Qf-60x2 will be installed under the table. Both microphones and the single Innovox speaker will be connected to this device using a custom disconnect plate. There will be one (1) QSC QiO ML2x2 installed to connect the headphone amplifier to the audio system.

Note: There will be one (1) additional spare Cat6 pulled to this location for future.

Attorney 3

There will be two (2) Shure MXW8 wireless microhone bases and two (2) MX418LP/C gooseneck microphones that will be used in the event the middle location needs to be used.

Front Display
The existing projection screen will not be reused however it will remain in place. The county will be responsible for removing or retracting the screen into the case. There will be one (1) NEC E988 98â€   Display installed on the wall. The Innovox FPH2 powered speaker will be installed below the display. The Audinate AVIO adapter will be used to convert the Dante signal to line level at the powered speaker. The QSC NV-21 will be installed as the video receiver for the display.

The QSC PTZ camera will be installed above the display and will be used to view the attorneys during the video call.

Note: Please confirm with the client that the camera and soundbar do not need to switch locations.

Rear Display
There will be one (1) NEC E868 86â€   Display installed on the wall. The QSC NV-21 will be installed as the video receiver for the display.

The QSC PTZ camera will be installed above the display and will be used to view the attorneys during the video call.

Gallery
There will be one (1) Innovox SLA-MicroTilt installed on each side of the gallery. The gallery left will require surface mount raceway cabling from the display location.

Jury
The existing two (2) microphones will remain in place however there will be (2) of the existing attorney microphones moved to the jury wall for a total of four microphones. There will be three (3) Innovox Micro Monitors installed on the wall facing the jury members. These will be used as the primary speaker for the Jury box location. There will be four (4) Shure MXW Wireless microphones that will be used for the back row of the Jury. Two of these mics can be used for Attorney table 3. The client will be responsible for providing a table or stand for the mics when used.

Rack
The existing rack location will not be used during the upgrade. There will be one new Middle Atlantic BGR-3827-AV rack that will be installed on the back side of the courtroom (please see photos).

Note: The client will be responsible for providing 110V duplex outlet at the rack location along with data connections required for the courtroom equipment.

The client will provide a micro form factor PC to be used as the Zoom PC. Audio, Camera, and presentations can be sent to the PC.

There will be a new Williams AV assisted Listening system installed. One of the emitters will be installed at the front of the courtroom and second one will be installed towards the rear of the courtroom.

NOTE: This project is quoted to be worked on during a 5 day work week for installation and 5 day work week for programming. Any scheduling during a holiday week will result in a contract change order.

Your Investment

Below is the cost of this solution based on the outlined scope of work. If you have questions about the complete solution, please let us know how we can help align this investment with additional needs or changes in scope.

Proposal Summary

Description	Price
Equipment	$102,575.42
Implementation Services	$49,480.00
IMaterials	$3,306.47
Travel	$0.00
Freight	$4,399.42
CTI Complete	$4,954.39
Subtotal	$164,715.70
Tax	$0.00
Grand Total	**$164,715.70**

Recommended

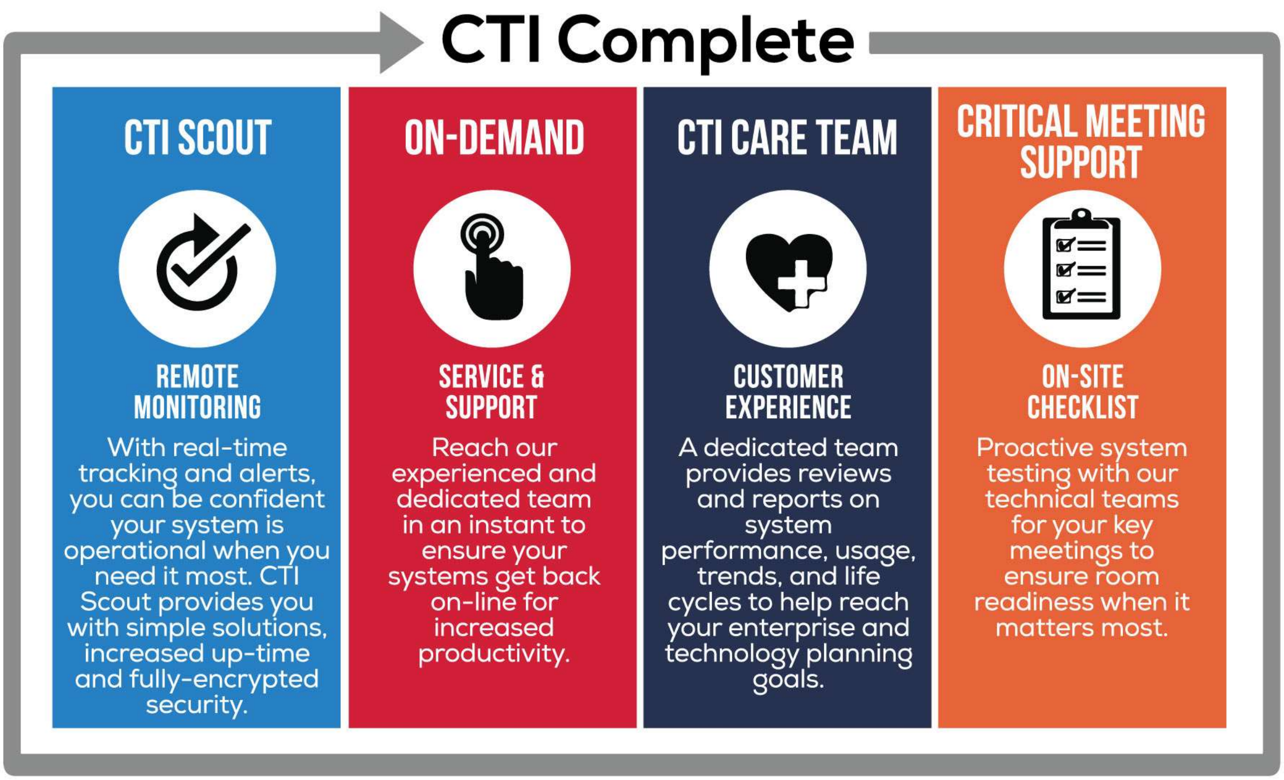
Description	Price
2 Additional Years CTI Complete Service Agreement	$14,773.27
4 Additional Years CTI Complete Service Agreement	$29,546.54

Labor Plan

Description	Labor Hours	Labor Rates	Ext. Price
Administration	2.00	$81.00/hour	$162.00
Audio/DSP Programming	40.00	$166.00/hour	$6,640.00
Corp Rack Build	12.00	$116.00/hour	$1,392.00
Drafting	22.00	$116.00/hour	$2,552.00
Engineering	12.00	$166.00/hour	$1,992.00
Installation Labor / Training	180.00	$116.00/hour	$20,880.00
Programming/Commissioning	40.00	$166.00/hour	$6,640.00
Project Management	32.00	$116.00/hour	$3,712.00
Rack Cert	4.00	$166.00/hour	$664.00
Touch panel & Graphic Design	32.00	$116.00/hour	$3,712.00
Travel-Install Labor	14.00	$81.00/hour	$1,134.00
Labor: $49,480.00			

Why Us?

Our CTI Complete service is there for you 24/7 through our dedicated CTI Care customer experience team. Through on-site technical service, recommended programming upgrades, and quarterly reliability checks, your system is covered for the unexpected, as well as planned maintenance. Your teams will be trained to operate equipment with confidence. When critical meetings arise, we help ensure system performance with proactive system testing and an on-site checklist, so your systems will be ready when it matters most. Our managed services staff does more than diagnose and repair failures, they help plan for system life cycles.



Bill of Materials

Attorney 1

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $6,091.78					
QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	$990.70	$990.70
Planar	997-7251-01	PCT2265	1	$324.42	$324.42
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35
Innovox	AE-MicroLift blk	Table-top / pew-back monitor	1	$348.84	$348.84
QSC	QIO-ML2x2	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1	$477.91	$477.91
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	2	$1,569.77	$3,139.54
Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10Â´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	2	$264.01	$528.02
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20

Bill of Materials

Attorney 2

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$6,091.78**					
QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	$990.70	$990.70
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	2	$1,569.77	$3,139.54
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20
Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10Â´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	2	$264.01	$528.02
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35
Planar	997-7251-01	PCT2265	1	$324.42	$324.42
QSC	QIO-ML2x2	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1	$477.91	$477.91
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
Innovox	AE-MicroLift blk	Table-top / pew-back monitor	1	$348.84	$348.84

Bill of Materials

Attorney 3

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$1,447.10**					
Shure	MXW8=-Z10	DESKTOP BASE TRANSCEIVER	2	$502.62	$1,005.24
Shure	SB901A	MXW Bodypack, Boundary, and Desktop Base Battery	2	$26.51	$53.02
Shure	MX415LP/C	15" Shock-Mounted Gooseneck, Cardioid, Less Preamplifier	2	$194.42	$388.84

Bill of Materials

Clerk

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$8,121.64**					
QSC	TSC-101-G3	Q-SYS 10.1Â" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	$2,211.63	$2,211.63
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	2	$1,569.77	$3,139.54
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20
Extron	60-1603-01	SW2 HD 4K PLUS	1	$372.09	$372.09
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	1	$317.44	$317.44
Innovox	AE-MicroLift VC blk	Table-top / pew-back monitor integrated with volume control and 3.5mm jack	1	$491.86	$491.86
	OFE	Monitor	1	$0.00	$0.00
Extron	70-1031-12	TMK 110 D Black	1	$27.91	$27.91
RADIO DESIGN LABS	DB-BLANK	MOUNTING PLATE 001-0194	1	$11.48	$11.48
Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10Â´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	1	$264.01	$264.01
Nidec Components Corporation	ET210N12-Z	SWITCH TOGGLE DPDT 10A 125V	1	$12.63	$12.63
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35

QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	$990.70	$990.70
	OFE	Computer	1	$0.00	$0.00

Bill of Materials

Court Reporter

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$4,373.71**					
QSC	TSC-710t-G3	Table top mounting accessory for TSC-70-G3 and TSC-101-G3.	1	$317.44	$317.44
QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	$990.70	$990.70
Extron	70-1031-12	TMK 110 D Black	1	$27.91	$27.91
Startech	USB31000S	USB 3.0 NETWORK ADAPTER ADDS AN ETHERNET PORT TO YOUR LAPTOP/DESKTOP - USB TO RJ	1	$27.71	$27.71
QSC	TSC-101-G3	Q-SYS 10.1Â" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only	1	$2,211.63	$2,211.63
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35
	OFE	Computer	1	$0.00	$0.00
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
Innovox	AE-MicroLift VC blk	Table-top / pew-back monitor integrated with volume control and 3.5mm jack	1	$491.86	$491.86
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20
Nidec Components Corporation	ET210N12-Z	SWITCH TOGGLE DPDT 10A 125V	1	$12.63	$12.63
RADIO DESIGN LABS	DB-BLANK	MOUNTING PLATE 001-0194	1	$11.48	$11.48

Bill of Materials

Equipment Rack

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $36,004.89					
Shure	SB905	LI-ION RECHARGEABLE BATTERY FOR MXW	1	$32.03	$32.03
QSC	MP-A80V	1600W FlexAmp technology Hi-Z / Lo-Z amplifier, 8 x 200W into 4?, 8?, 70V and 100V, Highpass filter per channel, GPIO for Remote Standby and Amp Status.	1	$2,134.88	$2,134.88
INOGENI	4K2USB3	INOGENI 4K Ultra HD to USB 3.0 Converter	1	$427.15	$427.15
Shure	WL185	Microflex® Cardioid Lavalier Microphone	1	$104.65	$104.65
Extron	60-1731-01	Annotator 401	1	$4,430.23	$4,430.23
Shure	MXWNCS8	8-CH NETWORKED CHARGING STATION	2	$1,535.47	$3,070.94
Shure	SB901A	MXW Bodypack, Boundary, and Desktop Base Battery	3	$26.51	$79.53
MIDDLE ATLANTIC	U1V	1SP VENTED UTILITY SHELF	2	$39.51	$79.02
Juice Goose	RP100-15A	19" PDU 10 out. 15A capacity Professional grade	1	$509.30	$509.30
MIDDLE ATLANTIC	U2V	2SP VENTED UTILITY SHELF	2	$52.33	$104.66
Extron	60-1471-12	USB Extender Plus T	1	$476.74	$476.74
NETGEAR INC	GSM4248UX-100NAS	AV LINE M4250-MANAGED SWITCH	1	$4,295.57	$4,295.57
Shure	MX415LP/C	15" Shock-Mounted Gooseneck, Cardioid, Less Preamplifier	2	$194.42	$388.84
	OFE	Zoom Computer	1	$0.00	$0.00
QSC	CORE 110f-v2	Unified Core with 24 local audio I/O channels, 128x128 total network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, POTS and VoIP telephony, no GPIO, 16 next-generation AEC processors, 1RU.	1	$2,937.21	$2,937.21
Shure	MXW1/O=-Z10	Bodypack Transmitter with Integrated Omnidirectional	1	$482.73	$482.73

		Microphone and 4-Pin Mini Connector (TA4M) (Includes one SB901 Battery)			
Leviton	49255-H48	48 Port Patch Bay	1	$58.08	$58.08
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	4	$1,569.77	$6,279.08
MIDDLE ATLANTIC	BGR-3827-AV	38SP/27D CONFIG AV RACK	1	$2,218.60	$2,218.60
Shure	MXW8=-Z10	DESKTOP BASE TRANSCEIVER	2	$502.62	$1,005.24
Williams Sound	IR SY11	IR Plus Complete - Includes: (1) IR M1 IR + Infrared Modulator / Wi-Fi Server, (2) IR E4 IR + Infrared emitters, (1) MLB 003 metal linking bar,(4) WIR RX22-4N receivers, (2) BAT KT6 rechargeable batteries and 2-bay charger, (4) HED 021 headphones, (2) NKL 001 neckloops, and (1) IDP 008 ADA wall plaque. Replaces WIR SYS 1	1	$3,472.62	$3,472.62
Shure	MXWAPT8=-Z10	8-CH ACCESS POINT TRANSCEIVER	1	$2,946.10	$2,946.10
Shure	MXW2/SM58=-Z10	Handheld Transmitter with SM58 Microphone (Includes one SB902 Battery)	1	$471.69	$471.69

Bill of Materials

Front Display

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$15,161.84**					
Audinate	ADP-DAO-AU-0X2	Dante AVIO 2 Ch Output Adapter	1	$202.15	$202.15
Sharp	E988	98"	1	$8,066.28	$8,066.28
QSC	NC-12x80	12x Optical Zoom 80Â° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	1	$3,226.74	$3,226.74
Innovox Audio	FPH2 8698P	2 Channel Horizontal Video Display	1	$1,653.49	$1,653.49
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	1	$1,569.77	$1,569.77
CHIEF	XTM1U	Micro-Adjust Tilt Wall Mount, X-Large	1	$301.57	$301.57
CHIEF	CSSLP15X10	PROXIMITY,SLIDE LOCKING PLATE,15X10	1	$141.84	$141.84

Bill of Materials
Gallery

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$2,039.54**					
Innovox	SLA-MicroTilt blk	Eight 2.5" LF & 4-element ribbon HF - 120°H x 25°V, total spkr. width 2.69", custom color	2	$1,019.77	$2,039.54

Bill of Materials
Judge

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$6,018.46**					
	OFE	Desktop Monitor	1	$0.00	$0.00
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20
	OFE	Computer	1	$0.00	$0.00
Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10Â´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	1	$264.01	$264.01
QSC	QIO-ML2x2	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1	$477.91	$477.91
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software	2	$1,569.77	$3,139.54

		License to enable AV Bridging (SLQBR-P).			
QSC	SPA-Qf 60x2	2-ch, 60W/ch Q-SYS network audio Amplifier, Lo-Z, FlexIO, with Mic/line Input, 100-240v	1	$990.70	$990.70
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35
Extron	60-1603-01	SW2 HD 4K PLUS	1	$372.09	$372.09
Innovox	AE-MicroLift VC blk	Table-top / pew-back monitor integrated with volume control and 3.5mm jack	1	$491.86	$491.86

Bill of Materials

Jury

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: $3,766.30					
Shure	MXW8=-Z10	DESKTOP BASE TRANSCEIVER	4	$502.62	$2,010.48
Shure	MX415LP/C	15" Shock-Mounted Gooseneck, Cardioid, Less Preamplifier	4	$194.42	$777.68
Innovox	AE-MicroMonitor blk	Discreet podium / lectern monitor	3	$290.70	$872.10
Shure	SB901A	MXW Bodypack, Boundary, and Desktop Base Battery	4	$26.51	$106.04

Bill of Materials

Rear Display

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$8,144.57**					
CHIEF	CSSLP15X10	PROXIMITY,SLIDE LOCKING PLATE,15X10	1	$141.84	$141.84
CHIEF	XTM1U	Micro-Adjust Tilt Wall Mount, X-Large	1	$301.57	$301.57
QSC	NC-12x80	12x Optical Zoom 80Â° Horizontal Field of View, PTZ Network Camera, PoE, with HDMI and SDI output. Includes PTZ-WMB1 wall mount bracket	1	$3,226.74	$3,226.74
Sharp	E868	86"	1	$2,904.65	$2,904.65
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	1	$1,569.77	$1,569.77

Bill of Materials

Witness

Manufacturer	P/N	Description	Qty	Unit Price	Ext. Price
General: **$5,313.81**					
RADIO DESIGN LABS	DB-SH1M	STEREO HEADPHONE AMPLIFIER	1	$186.80	$186.80
Innovox	AE-MicroLift blk	Table-top / pew-back monitor	1	$348.84	$348.84
Planar	997-7251-01	PCT2265	1	$324.42	$324.42
RADIO DESIGN LABS	PS-24AS	POWER SUPPLY 24VDC 500MA	1	$29.35	$29.35
Shure	MX418D/C	Cardioid-18" Desktop Gooseneck Condenser Microphone, Attached 10Â´ XLR Cable, Logic Functions, Programmable Switch and LED Indicator, Attached Desktop Base	1	$264.01	$264.01
QSC	NV-21-HU	4K60 4:4:4 Network Video Endpoint for Q-SYSEcosystem, software configurable as Encoder or Decoder. 1 HDMI 2.0 Input, 1 USB-C Input, 1 HDMI 2.0 output. Optional Software License to enable AV Bridging (SLQBR-P).	2	$1,569.77	$3,139.54
QSC	QIO-ML2x2	Q-SYS peripheral providing 2 mic/line inputs and 2 line outputs. Up to 4 devices daisy-chainable. 1U-1/4W, powered over Ethernet or +24 VDC. Surface mountable, rack kit sold separately.	1	$477.91	$477.91
Extron	60-1471-13	USB Extender Plus R	1	$476.74	$476.74
RADIO DESIGN LABS	DC-1B	DESKTOP/WL MNT CHASSIS F/REMOT	1	$66.20	$66.20

Standard Disclaimer

CTI provides for twelve (12) months of **CTI Complete** on all system purchases. CTI warrants the system implemented is free from defects in material and workmanship, in accordance with the contract, drawings, specifications, alterations and additions thereto, for a period of twelve (12) months from the date of commencement of use, substantial completion, or date of notice of completion, whichever occurs first. This coverage does not protect against consumables, severe weather, and acts of God.

Terms

Terms are NET 30 with approved credit. Payments made by credit card are subject to a 3.0% fee.

All applicable taxes are the responsibility of the purchaser and will be added to the final invoice. Any cancelled orders or returns are subject to manufacturer acceptance; shipping and restocking fees may apply. This proposal is valid for fourteen (14) days.

Installation Description and Requirements

Provided by CTI: If installation is purchased, CTI will install all A/V components. CTI will also perform all programming, alignments, and end-user training. CTI will provide A/V project management, and provide drawings as required. This install price assumes a Monday through Friday 8:00am to 5:00pm install time. Room availability must be in consecutive 8-hour blocks. Any required changes or rushes may affect the final price.

Provided by Others

Electrical requirements are to be provided by others unless specifically included in CTI Scope of Work.

Statement

This system proposal is the property of CTI and is delivered with the sole intent of being viewed by management of MN 3rd Judicial District Courts for evaluation purposes only. This proposal or any part of this proposal is not to be presented to, or viewed by any other party, vendor, or CTI competitor without the written consent of CTI Any effort to do so will be considered a violation of copyright law.

Next Steps

1. Upon Notice to Proceed, CTI will begin executing the project plan with an internal handoff of the project to our operations team.

2. If you have questions about the process as we move forward, please contact me at brandon.carleton@cti.com or 952-954-2367.

3. You will be contacted by a CTI Project Manager to schedule a project kickoff meeting to review the project scope and schedule.

Total
J24370039 - $165,674.96

Customer Signature	CTI Signature
Printed Name	Printed Name
Title	Title
Date	Date

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

Proposal

Proposal Date: 9/5/2024
Proposal #: 5582
Project: Steele County Courthouse Cou...

Bill To:

State Of Minnesota
1696 Greenview Dr SW
Rochester, MN 55902

Description	Est. Hours/Qty.	Rate	Total
Install 2" conduits for cable routing in Courtroom B from 3 desk locations, Judge Bench / and Jury Box to location exterior of Courtroom B, in the hallway:	1	7,120.00	7,120.00
Install 2 circuits and quad outlet for Data rack location			
Install 1 wall outlet behind Jury Box and above entry door for monitors			
Install 2 Cat6 Cables from lower level IT room to new Rack location near Courtroom B			
Install raceway's for additional microphone locations in Jury wall (Access holes in Jury wall to be cut by others)			
* cabling done by others = includes raceway install only			

THANK YOU!!

Total

Phone: 507-456-1613

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

Proposal

Proposal Date: 9/5/2024
Proposal #: 5582
Project: Steele County Courthouse Cou...

Bill To:

State Of Minnesota
1696 Greenview Dr SW
Rochester, MN 55902

Description	Est. Hours/Qty.	Rate	Total
Supply & Install (1) floor box at each Council table = Total of 2: - relocate power from existing floor boxes to new box locations ** low voltage cabling & terminations done by others	1	2,815.00	2,815.00

THANK YOU!!

Total $9,935.00

Phone: 507-456-1613

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, October 2, 2024 at 8:00 a.m. – Steele County Boardroom

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Attendees: Commissioner Abbe, Commissioner Brady, Human Resource Director Gina McGuire, Finance Director Candi Lemarr, Sheriff Lon Thiele, Emergency Management Kristen Sailer, PT&E Director Jennifer Mueller, Veteran Services Rene Gilormini, County Attorney Robert Jarrett, Public Health Director Amer Aaseth, and Administrator Renae Fry.

Consent Agenda

1. Committee recommends renewal of FBI Radio Tower Lease between Steele County and Federal Bureau of Investigation effective October 1, 2024 through September 30, 2034.
2. Committee recommends accepting the State Homeland Security Program (SHSP) Grant – 2022
3. Committee recommends appointing Commissioner Brady and Glynn to serve on the Canvassing Board on Wednesday, November 13, 2024 at 8 am, for the General Election Glynn and Brady

General Agenda

4. Committee recommends adopting a Resolution for Participation and Support of Operation Green Light for Veterans November 4th – 11th
5. Transitioning of services between Public Health and MNPrairie and need for hiring of staff at Public Health

   The Committee discussed the transition of AC/EW services between Public Health and MNPrairie and need for hiring of staff at Public Health. MNP and Steele County Health provide care for clients in the Alternative Care/Elderly Waiver program. Conversations have been ongoing to transition the clients under the age of 65 to MNP and the transition of clients 65 and older to Steele County Health. Approximately 100 clients will be transferred to MNP and 250 will be transferred to Steele County Health. MNP currently has 6 case managers, 1 MNP choice, 1 case aid and a supervisor serving these clients and the care giver to client ratio at MNP is 42:1. Staff are recommending the board approve a request to add 2 staff to handle the increase in case files. That would put bring the elder care team to 5 staff plus one supervisor resulting in a slightly higher ratio of care giver to client, but still be in line with other counties in the area. This division of duties between MNP and Steele County will also now be in line with all of the other counties. Lastly, the case manager's time can be billed to Medical Assistance making the addition of these positions budget neutral to Steele County.

6. 2025 COLA, health insurance and HSA/VEBA amounts for non-union employees

   The committee discussed the 2025 COLA, health insurance and HSA/VEBA amounts for non-union employees. In keeping with past practice to align benefit and COLA adjustments for non-union employees with the union employees, staff are recommending that the county board approve COLA adjustments and health insurance and HSA/VEBA increases commensurate with the increases that the union employees will receive as of January 1, 2025.

Department Head Reports

Finance: Finishing budget. Tax collections are coming in. Getting prepared for year end.

Human Resources: Recruiting for MNP HR Manager. Need to amend the HR service agreement with MNP to adjust the service cost and transition costs as MNP hires its own HR staff. Sheriff's Record department is staffed for the new facility. Open enrollment is coming up

Administration: Leaving at noon for a conference. Met with Blooming and Medford Administrators. Will reach out to Steve in Ellendale.

PT&E: Have four temporary/contract election support staff. The PT&E staff will not be ballot boarding. They are looking at using contract staff for this function. All equipment is tested and ready. Testing six machines during public testing. Working on tax rates. Steve Simon and Jennifer Mueller spent an hour speaking during the chamber breakfast.

Veteran Services: Program is strong. Rene attended a conference two weeks ago. Shortage of staff at the VA services department. No one is applying for positions. It is taking 90 days for claims. Shortage of medical staff for appointments and MAYO is no longer taking mor than 1 veteran a month per specialist.

Emergency and Risk Management: Meeting with FEMA regarding reimbursements from the June incident.

Attorney: Nothing to report

Sheriff: Jail construction is coming along. Windows are still delayed. Once the move happens, Blooming prairie records will be going to them to store. They are currently learning the system.

Public Health: Teaching educational topics at Pathway (sending 2 staff). Vaccination clinics in full swing.

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

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

Tuesday, October 3, 2024 at 8:00 a.m. – Steele County Boardroom

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Attendees: Commissioner Gnemi, Commissioner Gnemi, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, and Executive Assistant Rebecca Kubicek.

Consent Agenda:

1. Committee recommends approving the Courthouse - Courtroom B Audio/Video upgrades in an amount of $79,813.00.

    Should take about 2 weeks to install the equipment. This would be for Judge Buetel's Courtroom. Funds are coming from the Attorneys office.

Update on the following:

Parking Lots: Started with the front parking lot of the Administration building. Currently one week behind schedule. We will not be installing the pond on this property at a savings of approximately $35K. The administration back parking lot will be reviewed when the front is completed. The weather will determine if the back parking lot will be poured this year or next. The Courthouse parking lot will be next spring due after the work that requires the use of heavy equipment at the courthouse will be complete.

Alexander Building: Morton is coming later than expected.

Sheriff's Office: Windows are coming in December.