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, NOVEMBER 26, 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 November 12, 2024 Board Minutes (p. 4)

6. Approve November 12, 2024 Board Work Session Minutes (p. 9)

7. Approve Bills (p.11)

8. Approve Personnel Report (p. 44)
9. Approve Revisions to the County's Investment Policy (p.45)
10. Approve Changes to County's Cell Phone Policy (p.55)
11. Approve Interagency Agreement with MnPrairie to authorize reimbursement of screening costs in an amount not to exceed $7,326.00 (p.57)
12. Approve Purchase of Ballistic Shields with Optional Lighting from Pro-Tech Sales for the Steele County Sherriff's Department in the quoted amount of $48,893.00 to be paid from Public State Aid Funds (p.60)
13. Adopt the Resolution approving the 2025 Aquatic Invasive Species Prevention Aid Plan (p.63)
14. Adopt the Resolution approving out of state travel for Candi Lemarr to attend the 2025 GFOA Conference in Washington DC June 27 – July 2, 2025 (p.75)
15. Approve Advertisement of Bids regarding the Phase III Demolition Waste Relocation Project (p.91)
16. Approve Purchase of Fitness Room Equipment for the new Detention Center fitness room from Life Fitness for the total amount of $51,917.48 to be paid from the Detention Center budget (p.92)
17. Adopt Resolution Accepting Donation to Public Health (p.99)

General Agenda

18. Adopt Resolution Setting the 2025 Commissioner Salary & Per Diem (p. 101)
19. Adopt Resolution to Provide Financial Consultation for MnPrairie (p.103)

County Board Work Session – November 26, 2024

20. Action Items

Land Use & Records Committee - November 19, 2024

21. Approve Funding for Repairs to PT18 due to spring flooding based on the low quote of

$25,505 submitted by DeCook Drainage to be paid from FEMA funds and the state match (p.105)

Information Items

22. Public Works Committee Minutes – Friday, November 15, 2024 (p. 106)
23. Land Use and Records Committee Minutes – Tuesday, November 19, 2024 (p. 108)

Presentations:

South Country Health Alliance Update (p. 110)

Commissioner Reports:

Next Meeting Notices:

Property & Maintenance Committee – Thursday, December 5, 2024 at 8 a.m. in the Boardroom

Public Safety & Health Committee – December 11, 2024 at 8 a.m. in the Boardroom

Public Works Committee – Thursday, December 12, 2024 at 8 a.m., Public Works Facility

County Board Work Session – **Thursday,** December 12, 2024 at 4 p.m. in the Boardroom

County Board Meeting – **Thursday,** December 12, 2024 at 5 p.m. in the Boardroom

Land Use & Records – Tuesday, December 17, 2024 at 8 a.m. in the Boardroom

County Board Work Session – **Thursday,** December 19, 2024 at 4 p.m. in the Boardroom

County Board Meeting – **Thursday,** December 19, 2024 at 5 p.m. in the Boardroom

Adjourn

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

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION November 12, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on November 12, 2024 with Commissioner's Krueger, Brady, Glynn, Gnemi, and Abbe present. Also present were County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, Univ of MN Extension Director Lisa Dierks, County Assessor Brian Anderson, Ethan Rindfleisch, Jonathon Walstrom, Sheriff Lon Thiele, Property Tax & Elections Director Jennifer Mueller, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

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

Public Comment: One person asked questions about the Eastside corridor project, eminent domain, and requests for notice. One person asked about getting notice regarding Havana project. One person spoke about the use of eminent domain in general. One person spoke about building concerns near Eastside corridor. One person spoke regarding safety of roads and Eastside corridor.

Correspondence: None

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

DRAFT

Consent Agenda:

A. Approve the minutes of October 22, 2024 Board Meeting
B. Approve the minutes of October 22, 2024 Board Work Session
C. Approve Bills and Journal Entries
D. Approve Personnel Report

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Penny Miller	Tech Clerk 1 / Recorder's Office	B22 / 4	10/28/2024
Matthew Stiehm	Juv. PO / Comm. Corrections	C42/5	12/03/2024

Resignations/Retirements/Terminations:

Name	*Position*	*Department*	*End Date*
Marta Grieman	Project Engineer	Highway	11/01/2024
Gavin Meyer	Correctional Officer	Det. Center	10/29/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Engineering Tech I/II/III	Highway	Backfill Grieman as Eng Tech

E. Approve 2025 MN Prairie Office Lease Agreement renewal at the same rate as 2024 in an amount of $182,961 and authorized Chair to sign the agreement.
F. Approve 2025 MRCI Office Lease Agreement renewal at $26,856 annually ($17.15/sq ft), which is a 3% increase over 2024 and authorized the Chair to sign the agreement.
G. Approve Summit Food Service Contract Amendment eliminating the Rice County kitchen rental fee of $2,959.62 per month effective November 2024.
H. Approve drainage ditch annual maintenance and repair levies for pay 2025.
I. Approve setting the drainage ditch interest rate for 2025 at 4%.

J. Authorize the Chair to sign bills on December 27, 2024, if there is a need to process an additional check run prior to year-end.

K. Adopt a Resolution approving Final Payment for Contract No. 240207; SAP 074-602-007 to MN Signal in the amount of $1,224.75.

Contract Number: 240207

Contractor: MN Signal

Date Certified: October 29, 2024

Final Pay Request Number: 4

Whereas; Contract No. 240207 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

L. Adopt a Resolution approving Final Payment for Contract No. 242405; CP 074-024-005 to Subsurface, Inc. in an amount of $2,042.29.

Contract Number: 242405

Contractor: Subsurface, Inc

Date Certified: September 30, 2024

Final Pay Request Number: 3

Whereas; Contract No. 242405 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

M. Adopt a Resolution approving Final Payment for Contract No. 242401; CP 074-024-001 to Kamco Inc. in an amount of $2,751.95.

Contract Number: 242401

Contractor: Kamco Inc

Date Certified: September 30, 2024

Final Pay Request Number: 2

Whereas; Contract No. 242402 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

N. Adopt a Resolution approving Final Payment for Contract No. 243709; SAP 074-637-009 to Crane Creek Asphalt in an amount of $26,025.51.

Contract Number: 243709

Contractor: Crane Creek Asphalt

Date Certified: October 3 ,2024

Final Pay Request Number: 6

Whereas; Contract No. 243709 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

O. Adopt a Resolution approving Final Payment for Contract No. 249816; SAP 074-598-016 to Structural Specialties, Inc. in an amount of $13,806.61.

Contract Number: 249816

DRAFT

Contractor: Structural Specialties Inc.

Date Certified: October 7, 2024

Final Pay Request Number:6

Whereas; Contract No. 249816 has in all things been completed, and the County Board being fully advised in the premises, now then be resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified herein.

P. Approve the purchase of Courthouse chairs from Alterative Business Furniture in an amount of $19,859.15.

General Agenda:

Human Resource Director Gina McGuire read the November Anniversaries

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Melissa Trihus	Technical Clerk II – Recorder's Office	November 2nd	9
Dawn Grunklee	Programs Assistant – Detention Center	November 13th	17
Madilyn Trupe	Road Deputy – Sheriff's Office	November 13th	1
Drew Meyer	Custodian – Facilities & Fleet Dept.	November 16th	2
Alexa Wencl	Long Term Care Supervisor – Public Health	November 21st	2
Debbie Grems	Office Support Specialist – Public Health	November 27th	18
Jennifer Mueller	Property Tax & Elections Director – PT&E	November 27th	1

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve renewal of CUP 233 for Ulland Bros/Olson Pit with one change to the 17 conditions based on the findings of fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve renewal of IUP 2009-05 for JJD Companies/CAN Pit with 21 conditions based on the findings of fact. With four voting in favor thereof, and with Brady abstaining, Motion passes.

Rejected the resolution authorizing acquisition by expedited ("quick take") eminent domain proceedings for the CSAH 28 and Beaver Lake Park project due to lack of motion.

Motion by Commissioner Brady, seconded by Commissioner Glynn to Memorandum of Agreement, with staffing and pricing option C, with the University of MN-Extension for 2025-27. Four voted in favor thereof Abbe voting against. Motion passes.

Motion by Kruger, seconded by Gnemi to authorize the county administrator to send the Letter of Support for Regional Rail Planning, Ayes all.

Presentation:

None

Commissioner Reports:

Commissioner Brady reported his attendance at 911 Union meeting, South Central Human Relations, City/County/ISD/OPU Joint Meeting, Planning & Zoning, Internal Central Services Committee, 911 Joint Powers Board, Joint Transportation

Commissioner Glynn reported his attendance at Fair Board Meeting

Commissioner Gnemi reported his attendance at Work Force, Drug Court, South Central Human Relations, Drug Court Graduation, Cannon River Joint Powers, Drug Court, Work Force Executive Meeting and Work Session

Commissioner Abbe reported his attendance at City/County/ISD/OPU Joint Meeting, Internal Central Services Committee, MnPrairie Personnel, 911 Joint Powers Board, Property & Maintenance Committee and Work Session.

DRAFT

Commissioner Krueger reported his attendance at the regional rail meeting, South Country Health Alliance, MnPrairie Finance, Criminal Justice meeting, Ag Society, student tour of the administration building, Joint transportation mtg, SCHA utilization meeting, Owatonna Leadership Academy presentation, the work session.

Fry will be monitoring the regional rail topic and will be participating in the Southeast Minnesota Together meetings, she reported her attendance at the Non-Profit executive directors group.

County Attorney Jarrett complimented the PT&E staff for managing the election process in light of all of the new laws and regulations.

LISTING OF BILLS
November 12, 2024

Vendor Name	Amount
Advanced Correctional Healthcare Inc	19,676.59
American Lung Association	2,255.00
APX Construction Group LLC	277,549.97
ArchiveSocial, LLC	5,027.40
ArchKey Technologies	15,032.30
Axon Enterprise Inc	3,554.40
Braun Intertec Eng Inc	3,761.00
Business Essentials	9,500.00
Cardinal Health 110 LLC	10,676.93
Central Farm Services	29,132.06
Cole's Electric Inc	12,000.00
CRK Properties LLC	6,487.98
CTI	44,381.35
Election Systems & Software Inc	7,926.90
Four Seasons Centre	4,763.75
Hanke/Christopher & Marilyn Gendron	4,300.00
Hard Copy Film Co	3,305.00
ICS Consulting LLC	2,100.00
Leads Online LLC	3,106.00
Liberty Tire Recycling LLC	2,163.75
Magtech Ammunition Company Inc	5,513.51
Mn Dept Of Health	2,391.00
Morphew Law Office PLLC	53,133.34
Morphew Law Office PLLC	90,000.00
Northland Farm Systems	2,100.00
Northwestern University	7,845.00
Paape Companies Inc	2,552.67
Rice County Solid Waste Dept	3,961.87
Rice-Steele 911 Center	4,320.00
Road Machinery & Supplies Co	3,176.07
Rochester Title & Escrow Company	6,900.00
Routeware	5,242.80
Steele County Highway Dept	3,905.45
Summit Food Services LLC	10,416.33
Thompson Sanitation	74,237.98
Waseca Glass LLC	17,830.00
WHKS & Co	39,398.74
Wold Architects and Engineers	9,786.35
WSB & Associates Inc	18,661.24
91 Payments less than 2000	44,352.73

Final Total: **$872,425.46**

Motion by Commissioner Name, seconded by Commissioner Name to adjourn to the Call of the Chair at 5:37 p.m. Ayes all.

CHAIRMAN

ATTEST: ______________________

ADMINISTRATOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION November 12, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

DRAFT

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on November 12, 2024 with Commissioner's Krueger, Brady, Glynn, Gnemi, and Abbe present. Also present were County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, Univ of MN Extension Director Lisa Dierks, County Assessor Brian Anderson, Ethan Rindfleisch, Jonathon Walstrom, Sheriff Lon Thiele, Property Tax & Elections Director Jennifer Mueller, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Lisa Dierks offered the Board three scenarios for the Memorandum of Agreement with the University of MN-Extension for 2025-27, reducing the three-year contract cost by reducing temporary summer assistance as well as changes to programming associated with the Steele County Fair. The Board moved the item to the Board meeting.

Paul Sponholz spoke regarding the CSAH 28 – Beaver Lake Park project. The project was slated to start in 2025 has now been moved out to 2026 pending the purchase of land. The board is now being asked to reject the request to adopt the resolution to begin the quick take process.

The regional rail support group is reviving its efforts to seek MnDOT funding for the expansion of passenger rail through the area and it held a meeting last month. The organizers of the effort are asking the affected counties to renew their support for the inclusion of a new north/south line on the MnDOT rail plan. Commissioner Krueger recommended that Steele County send a letter of support for this project. The feds have advance appropriated $66B for rail infrastructure. The rail planning committee is requesting that we contact the Commissioner of the Department of Transportation asking for continued prioritized Phase 1 passenger rail designation of the Twin Cities-Albert Lea and Twin Cities-Mankato Corridors and the introduction of a Phase 1 passenger rail designation for the existing east-west (Canadian Pacific/DM&E) rail line that connects the Mankato and Albert Lea Corridors that further connects Southern Minnesota communities including Waseca, Rochester/DMC Mayo Clinic and Winona, as well as to the existing Amtrak Service that is already available at Winona. Item moved to the Board for a vote.

Renae Fry reviewed the amendments to the Steele County Tobacco, Tobacco Related Ordinances #26 & #39 and Smoke Free Grounds Policy. The proposed amendments to the tobacco related ordinances were presented to the board at its February 27, 2024 meeting, but no further action was taken. The public use prohibition raised questions related to the use of tobacco products on the Steele County Free Fair grounds as well as areas adjacent to the 4 Seasons arena. Following several discussions with staff the fair general manager, it was agreed that a strict prohibition would not be advisable on the fairgrounds, but all involved in the discussions agreed that the areas in which tobacco use would be allowed need to be clearly defined and signage should added to clearly identify the smoking/vaping permitted areas and that signage be added to the remainder of the grounds indicating that tobacco smoking and vaping and cannabis use are prohibited. These draft documents are being provided to the Board ahead of the public hearing on the amendments to the two ordinances and smoke free policy. The public hearing is tentatively planned for the December 12, 2024 board meeting.

Renae Fry reviewed the two Cannabis recommended ordinances, one regarding public use and one regulating cannabis businesses. In all cases, Steele County staff, law enforcement personnel and representatives of Owatonna have been meeting to discuss the possible adoption of an ordinance regulating the use of cannabis, cannabis derived products in public spaces, and an ordinance regulating cannabis businesses. The language being proposed for Board's consideration aligns with the ordinances adopted by or otherwise under consideration by Owatonna.

Renae Fry reviewed the two Cannabis recommended ordinances, one regarding public use and one regulating cannabis businesses. In all cases, Steele County staff, law enforcement personnel and representatives of Owatonna have been meeting to discuss the possible adoption of an ordinance regulating the use of cannabis, cannabis derived products in public spaces, and an ordinance regulating cannabis businesses. Where Owatonna adopted its own ordinance, the language being proposed for Boards consideration aligns with the ordinance adopted by Owatonna. Regarding the regulating cannabis businesses, Owatonna is drafting its own ordinance and the language being proposed for Boards consideration aligns with the ordinance drafted by Owatonna.

The two ordinances regulating the use of cannabis and cannabis derived products in public spaces include criminal penalties for violation of the prohibition but both the Sheriff's Office and OPD are more likely to engage the violator and provide education before considering a criminal citation. All documents have been provided to the Board ahead of the public hearing on the topics. The public hearing is tentatively planned for the December 12, 2024 board meeting.

Krueger reported that the MnPrairie Finance Committee met today and the increase in the Steele County share for 2025 operations over the 2024 levy amount is now down to $892.00. The original increase was over $500,000.00. The MnPriaire 2025 budget will go to the full joint powers board for approval at their November 19, 2024 meeting.

Meeting was adjourned at 4:54 p.m.

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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				

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
301	DEPT			Administration			
8251	BRN Lawn & Landscape LLC						
6	10-301-000-0000-6512		1,100.00	PW lawn care - October	3313	Bldg Repair & Maintenance	Y
8251	BRN Lawn & Landscape LLC		1,100.00	1 Transactions			
61505	Gopher State One-Call						
18	10-301-000-0000-6260		40.50	October locates	4101485	Consultants/Admin Fee	N
61505	Gopher State One-Call		40.50	1 Transactions			
7771	MN Dept of Labor & Industry						
31	10-301-000-0000-6512		30.00	Boiler & pressure valve	ABR0341418X	Bldg Repair & Maintenance	N
7771	MN Dept of Labor & Industry		30.00	1 Transactions			
68420	Plunkett's Pest Control, Inc.						
36	10-301-000-0000-6512		114.00	November pest control	8877326	Bldg Repair & Maintenance	N
68420	Plunkett's Pest Control, Inc.		114.00	1 Transactions			
301	DEPT Total:		1,284.50	Administration	4 Vendors	4 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
8251	BRN Lawn & Landscape LLC						
7	10-302-000-0000-6537		75.00	Median mowing - CSAH 7	3313	County Contracts	Y
8	10-302-000-0000-6537		75.00	Median mowing - CSAH 48	3313	County Contracts	Y
9	10-302-000-0000-6537		75.00	Median mowing - CSAH 45	3313	County Contracts	Y
10	10-302-000-0000-6537		75.00	Median mowing - CSAH 34	3313	County Contracts	Y
11	10-302-000-0000-6537		75.00	Median mowing - CSAH 2	3313	County Contracts	Y
8251	BRN Lawn & Landscape LLC		375.00	5 Transactions			
36550	IFACS						
22	10-302-000-0000-6524		80.99-	Return carriage bolts	5345758	Supplies - Culverts	N
23	10-302-000-0000-6524		40.49-	Return carriage bolts	5345758	Supplies - Culverts	N
36550	IFACS		121.48-	2 Transactions			
46551	Locators & Supplies Inc						
26	10-302-000-0000-6801		104.70	Hi-Vis parka	0317717-IN	Osha/Safety Supplies	N
46551	Locators & Supplies Inc		104.70	1 Transactions			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
302	DEPT Total:		358.22	Road & Bridge Maintenance Expense	3 Vendors	8 Transactions	
303	DEPT			Construction Expense			
46551	Locators & Supplies Inc						
27	10-303-000-0000-6510		73.28	White construction paint	0317725-IN	Engineering & Surveying Supplies	N
46551	Locators & Supplies Inc		73.28	1 Transactions			
303	DEPT Total:		73.28	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
10067	Auto Value Owatonna						
1	10-304-000-0000-6520		138.98	Belt drive tension & HD belt	197000518	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520		249.30	Top post battery & core return	197000674	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520		50.62	Air & cabin filters	197001040	Machinery/Vehicle Parts	N
4	10-304-000-0000-6540		120.98	Oil filters	197001234	Fuel & Lubricants	N
10067	Auto Value Owatonna		559.88	4 Transactions			
11215	Central Farm Services						
12	10-304-000-0000-6540		569.00	240 gallons Def	701709	Fuel & Lubricants	N
11215	Central Farm Services		569.00	1 Transactions			
16480	Crysteel Truck Equipment Inc						
13	10-304-000-0000-6600		174,944.00	Purchase tandem, unit#2247	L33791	Capital Outlay	N
14	10-304-000-0000-6600		18,456.00	Purchase spreader, unit#2247	L35532	Capital Outlay	N
15	10-304-000-0000-6520		172.00	Assembly pin	LP221368	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc		193,572.00	3 Transactions			
36550	IFACS						
24	10-304-000-0000-6520		107.52	Screws, washers & nuts	5348274	Machinery/Vehicle Parts	N
25	10-304-000-0000-6511		121.68	Flange bolts	5348775	Maint Shop Supplies & Materials	N
36550	IFACS		229.20	2 Transactions			
51630	Mike's Repair						
28	10-304-000-0000-6520		326.92	Tire repairs #2184	108455	Machinery/Vehicle Parts	Y
29	10-304-000-0000-6520		500.26	Tires, unit#2182	108535	Machinery/Vehicle Parts	Y
30	10-304-000-0000-6520		438.62	Tires, unit#2152	108535	Machinery/Vehicle Parts	Y
51630	Mike's Repair		1,265.80	3 Transactions			

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
	4097	Nuss Truck & Equipment						
32		10-304-000-0000-6520		35.52	Filter	PSO1521161-1	Machinery/Vehicle Parts	N
33		10-304-000-0000-6520		35.52	Filter	PSO1521161-1	Machinery/Vehicle Parts	N
34		10-304-000-0000-6520		26.90	Cover, unit#2162	PSO1521171-1	Machinery/Vehicle Parts	N
35		10-304-000-0000-6511		178.20	Wiper blades	PSO1521461-1	Maint Shop Supplies & Materials	N
	4097	Nuss Truck & Equipment		276.14	4 Transactions			
	9923	Steve James Excavating Inc						
39		10-304-000-0000-6520		18.85	5.40 gallons of propane	16376	Machinery/Vehicle Parts	N
	9923	Steve James Excavating Inc		18.85	1 Transactions			
	99250	Zep Sales & Service						
43		10-304-000-0000-6511		209.22	Zep 40 & Zep shell shock	9010472008	Maint Shop Supplies & Materials	N
	99250	Zep Sales & Service		209.22	1 Transactions			
	99500	Ziegler,Inc						
44		10-304-000-0000-6480		4,325.00	Thielen & forklift	001706257	Non-Capitalized Inventory	N
	99500	Ziegler,Inc		4,325.00	1 Transactions			
304		DEPT Total:		201,025.09	Equipment Maintenance & Shops	9 Vendors	20 Transactions	
310		DEPT			Capital Construction			
	8768	Bakken/Duane A						
5		10-310-000-0000-6262		300.00	Prof services 074-649-001	74CV221009	Sales Tax Consultants	Y
	8768	Bakken/Duane A		300.00	1 Transactions			
	4624	Ditlevson/Mark						
16		10-310-000-0000-6262		300.00	Rev & sign settlement docs	74CV221009	Sales Tax Consultants	Y
	4624	Ditlevson/Mark		300.00	1 Transactions			
	22460	Erickson Engineering Co LLC						
17		10-310-000-0000-6262		1,329.41	Prof services 074-618-031	16896	Sales Tax Consultants	Y
	22460	Erickson Engineering Co LLC		1,329.41	1 Transactions			
	10015	Groteboer/Merl O.						
19		10-310-000-0000-6517		300.00	Sign stipulated award	74CV221009	Sales Tax Right of Way	Y
20		10-310-000-0000-6517		300.00	Review of rpt 2-19,6-19,7-19	74CV22109	Sales Tax Right of Way	Y
	10015	Groteboer/Merl O.		600.00	2 Transactions			

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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
	3832	I & S Group Inc						
21		10-310-000-0000-6262		1,380.00	Prof services 074-649-001	110792	Sales Tax Consultants	Y
	3832	I & S Group Inc		1,380.00	1 Transactions			
	9791	Rochester Title & Escrow Company						
37		10-310-000-0000-6262		429.00	40 year search & copies	68634200	Sales Tax Consultants	Y
38		10-310-000-0000-6262		400.00	40 year search with easements	68634203	Sales Tax Consultants	Y
	9791	Rochester Title & Escrow Company		829.00	2 Transactions			
	9895	Westwood Professional Services Inc						
40		10-310-000-0000-6262		319.78	Prof services 074-021-006	1241002129	Sales Tax Consultants	N
41		10-310-000-0000-6262		259.69	Prof services 074-021-006	1241100136	Sales Tax Consultants	N
	9895	Westwood Professional Services Inc		579.47	2 Transactions			
	9217	WHKS & Co						
42		10-310-000-0000-6262		13,936.00	Prof services 074-602-008	52678	Sales Tax Consultants	Y
	9217	WHKS & Co		13,936.00	1 Transactions			
310		DEPT Total:		19,253.88	Capital Construction	8 Vendors	11 Transactions	
10		Fund Total:		221,994.97	Road & Bridge Fund		44 Transactions	
		Final Total:		221,994.97	25 Vendors	44 Transactions		

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Steele County

Recap by Fund

Fund	AMOUNT	Name
10	221,994.97	Road & Bridge Fund
All Funds	221,994.97	Total

Approved by, ...

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

Steele County

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
3	DEPT			County Wide			
7757	Gallagher Benefits Services Inc						
147	01-003-000-0000-6194		750.00	Consulting - Aug, Sept, Oct	2024037386	Personnel Policy	Y
148	01-003-000-0000-6194		250.00	Consulting - Nov	202438084	Personnel Policy	Y
7757	Gallagher Benefits Services Inc		1,000.00	2 Transactions			
31727	Hansen/Kathy						
25	01-003-000-0000-6194		540.00	Lemond cemetery mowing x 9	July - Oct 2024	Personnel Policy	Y
31727	Hansen/Kathy		540.00	1 Transactions			
3	DEPT Total:		1,540.00	County Wide	2 Vendors	3 Transactions	
5	DEPT			Board Of Commissioners			
6032	APG Media of Southern Minnesota LLC						
9	01-005-000-0000-6242		4.73	Synopsis - 09/10/2024	1018051	Publishing	N
6032	APG Media of Southern Minnesota LLC		4.73	1 Transactions			
5	DEPT Total:		4.73	Board Of Commissioners	1 Vendors	1 Transactions	
13	DEPT			Law Library			
70550	Thomson Reuters - West						
71	01-013-000-0000-6501		1,266.08	West information charge-Oct	850991048	Books	N
70550	Thomson Reuters - West		1,266.08	1 Transactions			
13	DEPT Total:		1,266.08	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
8975	Minnesota Counties Computer Coop						
226	01-031-000-0000-6410		155.20	Acrobat licenses - Admin	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		155.20	1 Transactions			
31	DEPT Total:		155.20	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			
8975	Minnesota Counties Computer Coop						
217	01-032-000-0000-6410		232.80	Acrobat licenses - HR	2411056	Office Supplies	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8975	Minnesota Counties Computer Coop		232.80	1 Transactions			
9348	Vault Health						
77	01-032-000-0000-6801		61.16	DOT 4th quarter randoms	FL00652310	General Expense	N
9348	Vault Health		61.16	1 Transactions			
32	DEPT Total:		293.96	Human Resources	2 Vendors	2 Transactions	
41	DEPT			Auditor			
8975	Minnesota Counties Computer Coop						
218	01-041-000-0000-6410		310.40	Acrobat licenses - PT&E	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
41	DEPT Total:		310.40	Auditor	1 Vendors	1 Transactions	
42	DEPT			Treasurer			
6032	APG Media of Southern Minnesota LLC						
10	01-042-000-0000-6242		387.90	2nd 1/2 Ag & MH taxes - 2024	13098-1024	Publishing	N
6032	APG Media of Southern Minnesota LLC		387.90	1 Transactions			
3032	Star Eagle						
55	01-042-000-0000-6242		96.00	2nd half RE taxes 10/10 ad	1245	Publishing	N
3032	Star Eagle		96.00	1 Transactions			
8948	Townsquare Media Faribault						
30	01-042-000-0000-6242		180.00	2nd half taxes KRFO-AM radio	4452710-2	Publishing	Y
31	01-042-000-0000-6242		150.00	2nd half taxes KRFO-FM radio	4452710-2	Publishing	Y
32	01-042-000-0000-6242		60.00	2nd half taxes KRFO-AM online	4452710-2	Publishing	Y
33	01-042-000-0000-6242		30.00	2nd half taxes KRFO-FM online	4452710-2	Publishing	Y
34	01-042-000-0000-6242		56.00	2nd half taxes KRFO-AM banner	4452710-2	Publishing	Y
35	01-042-000-0000-6242		56.00	2nd half taxes KRFO-FM banner	4452710-2	Publishing	Y
8948	Townsquare Media Faribault		532.00	6 Transactions			
42	DEPT Total:		1,015.90	Treasurer	3 Vendors	8 Transactions	
44	DEPT			Financial Administrator			
8975	Minnesota Counties Computer Coop						
215	01-044-000-0000-6410		310.40	Acrobat licenses - Finance	2411056	Office Supplies	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
44	DEPT Total:		310.40	Financial Administrator	1 Vendors	1 Transactions	
61	DEPT			Information Technology			
8975	Minnesota Counties Computer Coop						
219	01-061-000-0000-6410		310.40	Acrobat licenses - IT	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
18450	Office of MN IT Services						
49	01-061-000-0000-6212		1,601.12	Monthly fees	DV24100399	M-Net Expenses	N
18450	Office of MN IT Services		1,601.12	1 Transactions			
83500	Steele County Highway Dept						
156	01-061-000-0000-6540		30.64	Fuel	2404	Gas & Oil	N
83500	Steele County Highway Dept		30.64	1 Transactions			
61	DEPT Total:		1,942.16	Information Technology	3 Vendors	3 Transactions	
62	DEPT			Central Services			
8499	Counties Providing Technology						
20	01-062-000-0000-6301		4,525.00	Gen tech/assist/support-Oct	2438	Equip/Software Maint	Y
8499	Counties Providing Technology		4,525.00	1 Transactions			
4636	CPS Technology Solutions						
21	01-062-000-0000-6301		3,735.00	AS400 quarterly hosting	385681	Equip/Software Maint	Y
4636	CPS Technology Solutions		3,735.00	1 Transactions			
37025	Innovative Office Solutions LLC						
28	01-062-000-0000-6410		149.63	Copy & color paper, stapler	4692812	Office Supplies	N
37025	Innovative Office Solutions LLC		149.63	1 Transactions			
9767	UKG Kronos Systems LLC						
75	01-062-000-0000-6301		3,525.11	HRIS operating costs-Oct 2024	12324747	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		3,525.11	1 Transactions			
62	DEPT Total:		11,934.74	Central Services	4 Vendors	4 Transactions	

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
63	DEPT			Auditor Elections			
4480	DS Solutions Inc						
22	01-063-000-0000-6410		750.00	Elec Jdg online trg set up	13747	Office Supplies	N
23	01-063-000-0000-6410		495.00	Elec Jdge participation fee	13747	Office Supplies	N
4480	DS Solutions Inc		1,245.00	2 Transactions			
9936	Mueller/Jennifer						
47	01-063-000-0000-6410		73.67	Election night snacks-judges	11/5/2024	Office Supplies	N
9936	Mueller/Jennifer		73.67	1 Transactions			
10077	Winter/Karen						
79	01-063-000-0000-6801		50.17	Election night dinners	11052024	General Expense	N
10077	Winter/Karen		50.17	1 Transactions			
63	DEPT Total:		1,368.84	Auditor Elections	3 Vendors	4 Transactions	
91	DEPT			County Attorney			
8975	Minnesota Counties Computer Coop						
209	01-091-000-0000-6410		931.20	Acrobat licenses - Atty	2411056	Office Supplies	N
227	01-091-000-0000-6410		502.00	Adobe creative suite - Atty	2411056	Office Supplies	N
228	01-091-000-0000-6410		55.22	Adobe sign - Atty	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		1,488.42	3 Transactions			
9363	PITNEY BOWES GLOBAL FINANACIAL SVC						
48	01-091-000-0000-6410		163.53	Postage meter lease 10/1-12/31	3106924066	Office Supplies	N
9363	PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions			
70003	Sheriff of Rice County						
53	01-091-000-0000-6343		70.00	Subpoena svc 74-CR24959	202401654	Service Fees	N
70003	Sheriff of Rice County		70.00	1 Transactions			
91	DEPT Total:		1,721.95	County Attorney	3 Vendors	5 Transactions	
101	DEPT			County Recorder			
9789	Imaging Spectrum Inc						
26	01-101-000-0000-6410		344.92	Passport media	INV37159	Office Supplies	N
9789	Imaging Spectrum Inc		344.92	1 Transactions			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
51300	Metro Sales Inc						
46	01-101-000-0000-6410		85.55	Copies	INV2640284	Office Supplies	N
51300	Metro Sales Inc		85.55	1 Transactions			
8975	Minnesota Counties Computer Coop						
224	01-101-000-0000-6410		388.00	Acrobat licenses - Recorder	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		388.00	1 Transactions			
83500	Steele County Highway Dept						
157	01-101-000-0000-6540		6.04	Fuel	2410	Gas & Oil	N
83500	Steele County Highway Dept		6.04	1 Transactions			
101	DEPT Total:		824.51	County Recorder	4 Vendors	4 Transactions	
103	DEPT			Assessor			
8975	Minnesota Counties Computer Coop						
216	01-103-000-0000-6410		465.60	Acrobat licenses - Assessor	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		465.60	1 Transactions			
9886	MNCAR						
43	01-103-000-0000-6330	8	325.00	Annual membership	2025505	Travel Expenses	N
9886	MNCAR		325.00	1 Transactions			
83500	Steele County Highway Dept						
158	01-103-000-0000-6540		153.83	Fuel	2399	Gas & Oil	N
83500	Steele County Highway Dept		153.83	1 Transactions			
84035	Tri-M Graphics						
72	01-103-000-0000-6401		134.79	Business cards - BH & RR	105409	Forms/Copies/Stationary	N
73	01-103-000-0000-6401		670.74	Standard & window envelopes	105410	Forms/Copies/Stationary	N
84035	Tri-M Graphics		805.53	2 Transactions			
103	DEPT Total:		1,749.96	Assessor	4 Vendors	5 Transactions	
104	DEPT			GIS			
8975	Minnesota Counties Computer Coop						
210	01-104-000-0000-6410		155.20	Acrobat licenses - GIS	2411056	Office Supplies	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8975	Minnesota Counties Computer Coop		155.20	1 Transactions			
104	DEPT Total:		155.20	GIS	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
8975	Minnesota Counties Computer Coop						
212	01-105-000-0000-6410		310.40	Acrobat licenses - P&Z	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		310.40	1 Transactions			
105	DEPT Total:		310.40	Planning & Zoning	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						
121	01-111-044-0000-6300		79.00	Service call - rekey	3883	Bldg Repairs & Maintenance	Y
9075	Access Tonna Lock Service		79.00	1 Transactions			
9571	Agile Fleet Inc						
1	01-111-050-0000-6480		14,628.87	Annual fleet services	2024110614	Non-Capitalized Inventory	N
9571	Agile Fleet Inc		14,628.87	1 Transactions			
8115	Ban-Koe Companies						
123	01-111-044-0000-6300		791.00	Map fault reconciliation-fire	50100533	Bldg Repairs & Maintenance	N
8115	Ban-Koe Companies		791.00	1 Transactions			
8251	BRN Lawn & Landscape LLC						
11	01-111-040-0000-6380		720.00	Weekly mow & trim-Admin	3314	Grounds Maintenance	Y
12	01-111-041-0000-6380		300.00	Weekly mow & trim-Annex	3314	Grounds Maintenance	Y
13	01-111-042-0000-6380		280.00	Weekly mow & trim-CH	3314	Grounds Maintenance	Y
14	01-111-043-0000-6380		120.00	Weekly mow & trim-Atty	3314	Grounds Maintenance	Y
15	01-111-044-0000-6380		620.00	Weekly mow & trim-DC	3314	Grounds Maintenance	Y
16	01-111-049-0000-6380		180.00	Weekly mow & trim-Alex	3314	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		2,220.00	6 Transactions			
10079	DeltaWare Inc						
122	01-111-044-0000-6300		525.00	Power supply connector	NVQ90607	Bldg Repairs & Maintenance	N
10079	DeltaWare Inc		525.00	1 Transactions			
8975	Minnesota Counties Computer Coop						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
220	01-111-000-0000-6410		77.60	Acrobat licenses - B&G	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		77.60	1 Transactions			
9683	Northland Pest Control						
127	01-111-043-0000-6300		75.00	Pest control - Atty	15367	Bldg Repairs & Maintenance	Y
126	01-111-042-0000-6300		105.00	Pest control - CH	15368	Bldg Repairs & Maintenance	Y
125	01-111-041-0000-6300		85.00	Pest control - Annex	15369	Bldg Repairs & Maintenance	Y
124	01-111-040-0000-6300		65.00	Pest control - Admin	15370	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		330.00	4 Transactions			
83500	Steele County Highway Dept						
129	01-111-000-0000-6562		291.99	Fuel	2400	Fuel And Gas	N
83500	Steele County Highway Dept		291.99	1 Transactions			
85167	Stewart Sanitation						
57	01-111-041-0000-6300		89.39	Trash/recycling - Annex	883192	Bldg Repairs & Maintenance	N
59	01-111-042-0000-6300		64.27	Trash/recycling - Courthouse	883195	Bldg Repairs & Maintenance	N
60	01-111-043-0000-6300		86.67	Trash/recycling - Atty	883195	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		240.33	3 Transactions			
3452	Temple Electric Motor Service Inc						
69	01-111-044-0000-6300		336.00	Repair AC motor	RI-3343	Bldg Repairs & Maintenance	N
3452	Temple Electric Motor Service Inc		336.00	1 Transactions			
7787	Tri-State Bobcat						
130	01-111-044-0000-6300		457.35	Pin kit	P27901	Bldg Repairs & Maintenance	N
7787	Tri-State Bobcat		457.35	1 Transactions			
111	DEPT Total:		19,977.14	Buildings & Grounds	11 Vendors	21 Transactions	
121	DEPT			Veteran Service			
4212	Bussler Publishing Inc						
18	01-121-751-0000-6820		245.00	Veterans Day ad	37531	Grant Expense	N
4212	Bussler Publishing Inc		245.00	1 Transactions			
37025	Innovative Office Solutions LLC						
27	01-121-000-0000-6410		91.23	Copy paper, cushion	4694262	Office Supplies	N
37025	Innovative Office Solutions LLC		91.23	1 Transactions			

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	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	8975	Minnesota Counties Computer Coop						
225		01-121-000-0000-6410		155.20	Acrobat licenses - Veterens	2411056	Office Supplies	N
	8975	Minnesota Counties Computer Coop		155.20	1 Transactions			
	83500	Steele County Highway Dept						
141		01-121-000-0000-6540		217.57	Fuel	2412	Gas & Oil	N
	83500	Steele County Highway Dept		217.57	1 Transactions			
121		DEPT Total:		709.00	Veteran Service	4 Vendors	4 Transactions	
201		DEPT			Sheriff			
	8458	American Tower Corporation						
2		01-201-297-0000-6347		692.11	BP tower rent - November 2024	412449478	T-BI Pr Lease Payments	N
	8458	American Tower Corporation		692.11	1 Transactions			
	5205	ANCOM COMMUNICATIONS INC						
5		01-201-000-0000-6304	8	4,116.00	Annual contract - Paging	124797	Contracts	N
4		01-201-000-0000-6304	8	19,294.00	Annual contract - Armer	124798	Contracts	N
6		01-201-000-0000-6304	8	10,848.00	Annual contract - Microwave	124799	Contracts	N
	5205	ANCOM COMMUNICATIONS INC		34,258.00	3 Transactions			
	3275	Anhorns Gas And Tire						
8		01-201-000-0117-6320		682.08	Tires, mount & balance	45552	Squad 7420 Maintenance	N
	3275	Anhorns Gas And Tire		682.08	1 Transactions			
	5464	FBI - LEEDA						
24		01-201-000-0000-6241	8	50.00	Membership dues - LThiele	300098116	Membership Dues	N
	5464	FBI - LEEDA		50.00	1 Transactions			
	10078	Kramptiz/Sidni						
136		01-201-000-0000-5521		930.52	Wage garnishment-ERozek	74-CV231659	Levy Income	N
	10078	Kramptiz/Sidni		930.52	1 Transactions			
	3298	Kwik Trip Inc						
36		01-201-000-0000-6320		455.00	10 car washes	00221259	Vehicle Maintenance	N
37		01-201-000-0000-6320		45.50-	in-store discount	00221259	Vehicle Maintenance	N
	3298	Kwik Trip Inc		409.50	2 Transactions			
	4877	L & L Street Rods & Sport Trucks						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
39	01-201-000-0000-6320		21.97	Shipping chg - new antennas	4136	Vehicle Maintenance	Y
38	01-201-000-0000-6480		4,382.64	New squad equipment - 7412	4137	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		4,404.61	2 Transactions			
5487	LexisNexis Risk Data Management						
40	01-201-000-0000-6425		200.00	Searches/reports - Oct 2024	100048225	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
10076	Mark's Towing & Repair Inc						
41	01-201-000-0000-6806		346.00	Towed squad - accident - 7405	110510	Vehicle Towing	N
10076	Mark's Towing & Repair Inc		346.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
221	01-201-000-0000-6410		388.00	Acrobat licenses - Sheriff	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		388.00	1 Transactions			
52513	Mn Dept Of Transportation						
44	01-201-297-0000-6347		300.00	Hayfield twr-annual electrical	767094	T-Bl Pr Lease Payments	N
52513	Mn Dept Of Transportation		300.00	1 Transactions			
83255	Rice-Steele 911 Center						
51	01-201-000-0000-6304		108.75	Troubleshoot squad to CICSO	2024-JT-35	Contracts	N
52	01-201-000-0000-6304		72.50	Troubleshoot network access	2024-JT-35	Contracts	N
83255	Rice-Steele 911 Center		181.25	2 Transactions			
85300	Streichers Inc						
64	01-201-000-0000-6408		135.00	Setup digitizing logo/design	I1727831	Uniforms/Uniform Reimbursement	N
63	01-201-000-0000-6408		344.98	2 jackets - KVigeland	I1728877	Uniforms/Uniform Reimbursement	N
85300	Streichers Inc		479.98	2 Transactions			
5594	Water Systems Company						
78	01-201-000-0000-6410		8.95	Monthly fee - November 2024	795812	Office Supplies	N
5594	Water Systems Company		8.95	1 Transactions			
201	DEPT Total:		43,331.00	Sheriff	14 Vendors	20 Transactions	
208	DEPT			Coroner			
4229	Moore Md/Kellyanna J						
45	01-208-000-0000-6801		3,864.24	Coroner services - November	November 2024	General Expense	6

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions			
208	DEPT Total:		3,864.24	Coroner	1 Vendors	1 Transactions	
251	DEPT			Jail			
5205	ANCOM COMMUNICATIONS INC						
7	01-251-000-0000-6211		300.00	Power supply purchase	124632	Radio - Computers - Cameras	N
5205	ANCOM COMMUNICATIONS INC		300.00	1 Transactions			
9595	Compcare Occupational Medicine & Urge						
19	01-251-000-0000-6196		165.00	Pre-employment exam-QK	1.222.25.536	Employee Phys And Exams	6
146	01-251-000-0000-6196		165.00	Pre-employment exam-NZ	1.222.25.591	Employee Phys And Exams	6
9595	Compcare Occupational Medicine & Urge		330.00	2 Transactions			
37025	Innovative Office Solutions LLC						
149	01-251-000-0000-6410		29.92	Binders, markers, hooks	4695398	Office Supplies	N
37025	Innovative Office Solutions LLC		29.92	1 Transactions			
9084	Metro FiberNet LLC						
150	01-251-000-0000-6304		325.00	DarkFiber lease-DC-11/16-12/15	1675291	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
214	01-251-000-0000-6410		155.20	Acrobat licenses - DC	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		155.20	1 Transactions			
18450	Office of MN IT Services						
50	01-251-000-0000-6211		42.50	Fiber management fees	DV24100399	Radio - Computers - Cameras	N
18450	Office of MN IT Services		42.50	1 Transactions			
3248	Personnel Evaluation, Inc						
154	01-251-000-0000-6196		100.00	Personnel eval-QK,NZ,AS,SL	53096	Employee Phys And Exams	6
3248	Personnel Evaluation, Inc		100.00	1 Transactions			
4879	Shred Right						
155	01-251-000-0000-6304		42.53	Document shredding	0036261	Contract Serv./Bldg Maint	Y
4879	Shred Right		42.53	1 Transactions			
83500	Steele County Highway Dept						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
159	01-251-000-0000-6562		203.72	Fuel	2403.	Gas & Oil	N
83500	Steele County Highway Dept		203.72	1 Transactions			
85167	Stewart Sanitation						
62	01-251-000-0000-6254		262.86	Waste pick up 11/1 - 11/30	882923	Garbage Disposal	N
85167	Stewart Sanitation		262.86	1 Transactions			
85300	Streichers Inc						
67	01-251-000-0000-6192		215.96	Employee uniforms-JRyg	I1725688	Uniform Allowance	N
66	01-251-000-0000-6192		194.98	Employee uniforms-WFiebiger	I1727058	Uniform Allowance	N
161	01-251-000-0000-6192		250.00	Corporal stripe patches	I1727811	Uniform Allowance	N
65	01-251-000-0000-6192		23.98	Employee uniforms-WFiebiger	I1727956	Uniform Allowance	N
162	01-251-000-0000-6192		104.98	Employee uniforms-WFiebiger	I1728840	Uniform Allowance	N
85300	Streichers Inc		789.90	5 Transactions			
8247	Summit Food Services LLC						
68	01-251-000-0000-6441		3,460.80	Inmate meals 10/26 - 11/1/24	INV2000225359	Prisoner Meals	N
163	01-251-000-0000-6441		3,467.39	Inmate meals 11/2 - 11/8/24	INV2000226091	Prisoner Meals	N
164	01-251-000-0000-6441		3,460.80	Inmate meals 11/9 - 11/15/24	INV2000226663	Prisoner Meals	N
8247	Summit Food Services LLC		10,388.99	3 Transactions			
618	Turnkey Corrections						
74	01-251-000-0000-6418		34.14	Indigent fees	14256	Lock-Up Supplies	N
618	Turnkey Corrections		34.14	1 Transactions			
8070	U N X Inc						
76	01-251-000-0000-6560		589.60	Laundry cleaner	2024-89953-00	Janitorial Supplies	N
8070	U N X Inc		589.60	1 Transactions			
251	DEPT Total:		13,594.36	Jail	14 Vendors	21 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
3	01-252-000-0000-6274		1,049.90	SCRAM monitoring fee	326211	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		1,049.90	1 Transactions			
9084	Metro FiberNet LLC						
151	01-252-000-0000-6210		30.53	Phone charges-CCA-November	1677765	Telephone	Y
152	01-252-000-0000-6210		300.00	Dark fiber fee-CCA-11/16-12/15	1677937	Telephone	Y

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9084	Metro FiberNet LLC		330.53	2 Transactions			
5830	Midwest Monitoring & Surveillance						
42	01-252-000-0000-6270		28.00	Lab services - October 2024	DT1024145	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		28.00	1 Transactions			
8975	Minnesota Counties Computer Coop						
213	01-252-000-0000-6410		310.40	Acrobat licenses - CCA	2411056	Office Supplies	N
229	01-252-000-0000-6410		354.56	Adobe sign - CCA	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		664.96	2 Transactions			
83500	Steele County Highway Dept						
160	01-252-000-0000-6540		130.22	Fuel	2402	Gas & Oil	N
83500	Steele County Highway Dept		130.22	1 Transactions			
252	DEPT Total:		2,203.61	Community Corrections	5 Vendors	7 Transactions	
253	DEPT			Law Enforcement Center			
4879	Shred Right						
54	01-253-000-0000-6254		53.70	Paper shredding	0035526	Garbage Disposal	Y
4879	Shred Right		53.70	1 Transactions			
85167	Stewart Sanitation						
61	01-253-000-0000-6254		83.24	Garbage pick up 11/1 - 11/30	882925	Garbage Disposal	N
85167	Stewart Sanitation		83.24	1 Transactions			
87305	Thompson Sanitation						
70	01-253-000-0000-6254		17.50	Cardboard recycling	76272	Garbage Disposal	N
87305	Thompson Sanitation		17.50	1 Transactions			
253	DEPT Total:		154.44	Law Enforcement Center	3 Vendors	3 Transactions	
281	DEPT			Emergency Management			
3218	Karnauskas/Tom J						
29	01-281-000-0000-6251		21.98	Coffee-Region 1 EM meeting	11/1/24 Kwik Trip	Other Administrative Costs	N
3218	Karnauskas/Tom J		21.98	1 Transactions			
8975	Minnesota Counties Computer Coop						

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
223	01-281-000-0000-6410		232.80	Acrobat licenses - EM	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		232.80	1 Transactions			
281	DEPT Total:		254.78	Emergency Management	2 Vendors	2 Transactions	
481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
177	01-481-464-6061-6331		5.36	Mileage - October 2024	November 2024	Mileage Reimbursement	N
178	01-481-465-6056-6331		4.08	Mileage - September 2024	November 2024	Mileage Reimbursement	N
115	Aaseth/Amber		9.44	2 Transactions			
8204	Adams/Penny						
179	01-481-460-6009-6331		60.30	Mileage - October 2024	November 2024	Mileage Reimbursement	N
8204	Adams/Penny		60.30	1 Transactions			
3566	Anderson/Gaynelle						
180	01-481-460-6009-6331		11.39	Mileage - October 2024	November 2024	Mileage Reimbursement	N
3566	Anderson/Gaynelle		11.39	1 Transactions			
2574	Archambault/Kristi						
204	01-481-460-6009-6331		89.78	Mileage - October 2024	November 2024	Mileage Reimbursement	N
2574	Archambault/Kristi		89.78	1 Transactions			
8783	Availity LLC						
165	01-481-460-6009-6383		20.00	Medicare billing charges	INV01256051	Contract Services	N
8783	Availity LLC		20.00	1 Transactions			
8486	Baumgartner/Ann						
181	01-481-460-6009-6331		16.75	Mileage - October 2024	November 2024	Mileage Reimbursement	N
8486	Baumgartner/Ann		16.75	1 Transactions			
9966	Benschoter/Paula						
182	01-481-460-6009-6331		15.41	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9966	Benschoter/Paula		15.41	1 Transactions			
9413	Benson/Robert						
184	01-481-460-6009-6331		34.28	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9413	Benson/Robert		34.28	1 Transactions			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
6267	Brinkman/Stacie Lynn						
113	01-481-461-6025-6331		27.89	Mileage - October 2024	November 2024	Mileage Reimbursement	N
114	01-481-461-6030-6331		11.46	Mileage - October 2024	November 2024	Mileage Reimbursement	N
115	01-481-461-6059-6331		2.03	Mileage - October 2024	November 2024	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn		41.38	3 Transactions			
12590	Christenson/Yukari						
183	01-481-460-6009-6331		83.08	Mileage - October 2024	November 2024	Mileage Reimbursement	N
12590	Christenson/Yukari		83.08	1 Transactions			
14805	Corporate Recognition Inc						
166	01-481-461-6066-6464		1,256.40	Water tumblers - YOLO	22782	General Supplies & Outreach	N
14805	Corporate Recognition Inc		1,256.40	1 Transactions			
8789	Dahle/Teya F						
167	01-481-461-6034-6261		75.00	Reflective consulting	1613	Conference & Training	Y
168	01-481-461-6059-6261		75.00	Reflective consulting	1613	Conference & Training	Y
8789	Dahle/Teya F		150.00	2 Transactions			
18305	Dell Marketing LP						
205	01-481-460-6012-6480		2,671.40	2 computer sets - PH	10781933179	Non-Capitalized Inventory	N
18305	Dell Marketing LP		2,671.40	1 Transactions			
9841	Farr/Whitney						
185	01-481-460-6012-6331		30.15	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9841	Farr/Whitney		30.15	1 Transactions			
9722	Hanson/Whitney						
206	01-481-460-6009-6331		100.22	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9722	Hanson/Whitney		100.22	1 Transactions			
9892	Haroldson/Julie						
186	01-481-460-6009-6331		16.75	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9892	Haroldson/Julie		16.75	1 Transactions			
10043	Johnson/Emma						
188	01-481-461-6032-6331		18.76	Mileage - October 2024	November 2024	Mileage Reimbursement	N
187	01-481-461-6066-6331		25.46	Mileage - October 2024	November 2024	Mileage Reimbursement	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
10043	Johnson/Emma		44.22	2 Transactions			
9458	Jongbloedt/Beth						
207	01-481-460-6009-6331		4.02	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9458	Jongbloedt/Beth		4.02	1 Transactions			
10009	Martinez/Stephanie						
189	01-481-460-6009-6331		28.81	Mileage - October 2024	November 2024	Mileage Reimbursement	N
10009	Martinez/Stephanie		28.81	1 Transactions			
9444	McIntee/Kelly						
169	01-481-461-6066-6331		72.36	Mileage - October	66	Mileage Reimbursement	Y
9444	McIntee/Kelly		72.36	1 Transactions			
5754	McMann/Katy						
208	01-481-460-6009-6331		14.74	Mileage - October 2024	November 2024	Mileage Reimbursement	N
5754	McMann/Katy		14.74	1 Transactions			
51087	Medtox Laboratories Inc						
170	01-481-461-6025-6383		21.84	Lead blood test	1020241690896	Contract Services	N
51087	Medtox Laboratories Inc		21.84	1 Transactions			
8975	Minnesota Counties Computer Coop						
211	01-481-000-0000-6410		388.00	Acrobat licenses - PH	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		388.00	1 Transactions			
2587	Piepho/Nancy June						
120	01-481-461-6031-6331		46.24	Mileage - October 2024	November 2024	Mileage Reimbursement	N
118	01-481-461-6034-6331		19.89	Mileage - October 2024	November 2024	Mileage Reimbursement	N
119	01-481-461-6059-6331		29.24	Mileage - October 2024	November 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June		95.37	3 Transactions			
7944	Red Oxygen						
171	01-481-461-6011-6210		15.84	Texting services	663639	Telephone	N
172	01-481-461-6040-6210		15.83	Texting services	663639	Telephone	N
7944	Red Oxygen		31.67	2 Transactions			
9903	Rindfleisch/Ethan						
190	01-481-461-6032-6331		27.47	Mileage - October 2024	November 2024	Mileage Reimbursement	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
192	01-481-464-6061-6331		0.68	Mileage - October 2024	November 2024	Mileage Reimbursement	N
191	01-481-464-6065-6331		4.02	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9903	Rindfleisch/Ethan		32.17	3 Transactions			
77316	Schroeder/Greg						
174	01-481-460-6009-6331		80.40	Mileage - October	November 2024	Mileage Reimbursement	Y
173	01-481-460-6009-6383		1,050.53	Physical therapist - October	November 2024	Contract Services	Y
77316	Schroeder/Greg		1,130.93	2 Transactions			
4879	Shred Right						
175	01-481-000-0000-6322		42.53	Shredding services	35527	Service Agreements	Y
4879	Shred Right		42.53	1 Transactions			
83500	Steele County Highway Dept						
230	01-481-465-6057-6540		229.53	Fuel - County car - October	2409	Gas & Oil	N
83500	Steele County Highway Dept		229.53	1 Transactions			
9818	Steinberg/Meagan						
116	01-481-461-6034-6331		14.24	Mileage - October 2024	November 2024	Mileage Reimbursement	N
117	01-481-465-6056-6331		11.56	Mileage - October 2024	November 2024	Mileage Reimbursement	N
9818	Steinberg/Meagan		25.80	2 Transactions			
5619	Tonche/Denise						
193	01-481-460-6009-6331		135.34	Mileage - October 2024	November 2024	Mileage Reimbursement	N
5619	Tonche/Denise		135.34	1 Transactions			
90165	UC Lab						
176	01-481-463-6049-6322		374.84	Well water testing	122011	Well Water Service Agreements	N
90165	UC Lab		374.84	1 Transactions			
4100	Wencl/Dianne Marie						
194	01-481-460-6009-6331		28.81	Mileage - October 2024	November 2024	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		28.81	1 Transactions			
10028	Zeman/Elianna						
112	01-481-461-6066-6464		20.00	Tobacco grant student payment	October 2024	General Supplies & Outreach	N
10028	Zeman/Elianna		20.00	1 Transactions			

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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
481	DEPT Total:		7,327.71	Public Health Nursing	34 Vendors	46 Transactions	
502	DEPT			Steele Co Community Ctr			
8251	BRN Lawn & Landscape LLC						
17	01-502-000-0000-6380		140.00	Weekly mow & trim-CommCtr	3314	Grounds Maintenance	Y
8251	BRN Lawn & Landscape LLC		140.00	1 Transactions			
9683	Northland Pest Control						
128	01-502-000-0000-6300		65.00	Pest control - Comm Ctr	15357	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		65.00	1 Transactions			
85167	Stewart Sanitation						
58	01-502-000-0000-6300		36.50	Trash/recycling - CommCtr	883193	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		36.50	1 Transactions			
502	DEPT Total:		241.50	Steele Co Community Ctr	3 Vendors	3 Transactions	
521	DEPT			Park And Recreation			
8251	BRN Lawn & Landscape LLC						
133	01-521-000-0000-6304		200.00	Canoe landing mowings -October	3310	Lawn Mowing Contract	Y
132	01-521-000-0000-6304		475.00	Beaver Lake mowings - October	3311	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		675.00	2 Transactions			
9084	Metro FiberNet LLC						
153	01-521-000-0000-6410		325.00	DarkFiber lease-FS-11/18-12/17	1847031	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC		325.00	1 Transactions			
83500	Steele County Highway Dept						
142	01-521-000-0000-6540		147.52	Fuel	2398	Gas & Oil	N
83500	Steele County Highway Dept		147.52	1 Transactions			
87305	Thompson Sanitation						
145	01-521-000-0000-6823		190.27	Monthly dumpster fee	75684	Beaver Lake	N
87305	Thompson Sanitation		190.27	1 Transactions			
521	DEPT Total:		1,337.79	Park And Recreation	4 Vendors	5 Transactions	
550	DEPT			Four Seasons			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
1960	Amerigas - Owatonna Mn						
131	01-550-000-0000-6258		552.65	Propane for zamboni	806094145	LP Gas	N
1960	Amerigas - Owatonna Mn		552.65	1 Transactions			
14585	Continental Safety Equip						
134	01-550-000-0000-6410		398.70	A/C testing supplies	456288	Operating Supplies - Contracts	N
14585	Continental Safety Equip		398.70	1 Transactions			
38900	John's Appliance & Air Cond						
135	01-550-000-0000-6410		120.00	Troubleshoot ice maker	61175	Operating Supplies - Contracts	G
38900	John's Appliance & Air Cond		120.00	1 Transactions			
49155	Malo Roofing, Inc						
137	01-550-000-0000-6410		1,237.00	Repairs to roof	19069	Operating Supplies - Contracts	N
49155	Malo Roofing, Inc		1,237.00	1 Transactions			
56125	NAPA Auto Parts						
138	01-550-000-0000-6410		47.98	Exhaust fan belts	034572	Operating Supplies - Contracts	N
56125	NAPA Auto Parts		47.98	1 Transactions			
9922	Owatonna Ace Hardware						
139	01-550-000-0000-6410		6.58	Hooks & mirror holder	1767/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware		6.58	1 Transactions			
8242	SCR						
140	01-550-000-0000-6410		5,478.22	Repairs to west condensor	AW15104	Operating Supplies - Contracts	N
8242	SCR		5,478.22	1 Transactions			
85167	Stewart Sanitation						
143	01-550-000-0000-6254		132.13	Monthly garbage	882902	Garbage Disposal	N
85167	Stewart Sanitation		132.13	1 Transactions			
4599	Stoyks Plumbing LLC						
144	01-550-000-0000-6410		515.00	Snake out sewer drains	5309	Operating Supplies - Contracts	Y
4599	Stoyks Plumbing LLC		515.00	1 Transactions			
550	DEPT Total:		8,488.26	Four Seasons	9 Vendors	9 Transactions	
602	DEPT			Co-Op Extension			

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8975	Minnesota Counties Computer Coop						
222	01-602-000-0000-6410		77.60	Acrobat licenses - Extension	2411056	Office Supplies	N
8975	Minnesota Counties Computer Coop		77.60	1 Transactions			
602	DEPT Total:		77.60	Co-Op Extension	1 Vendors	1 Transactions	
606	DEPT			Soil Conservation			
9510	Steele County SWCD						
56	01-606-000-0000-6801		33,750.00	Allocation - 3rd qtr 2024	2024-25	General Expenses	N
9510	Steele County SWCD		33,750.00	1 Transactions			
606	DEPT Total:		33,750.00	Soil Conservation	1 Vendors	1 Transactions	
1	Fund Total:		160,215.86	General Revenue Fund		189 Transactions	

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	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			
	9084	Metro FiberNet LLC						
195		10-301-000-0000-6210		300.00	Dark fiber fee-PW-11/16-12/15	1677937	Telephone	Y
196		10-301-000-0000-6210		30.21	Elevator phone-PW	1677937	Telephone	Y
	9084	Metro FiberNet LLC		330.21	2 Transactions			
	8975	Minnesota Counties Computer Coop						
202		10-301-000-0000-6410		388.00	Acrobat licenses -Hwy	2411056	Office Supplies	N
203		10-301-000-0000-6410		55.22	Adobe sign - Hwy	2411056	Office Supplies	N
	8975	Minnesota Counties Computer Coop		443.22	2 Transactions			
301	DEPT Total:			773.43	Administration	2 Vendors	4 Transactions	
10	Fund Total:			773.43	Road & Bridge Fund		4 Transactions	

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
635	DEPT			Judicial Ditch 6 & Imp			
5564	Behrends/Mark						
80	21-635-000-0000-6266		700.00	JD6-10hrs @ $70/hr	11/01/2024	Viewers	Y
81	21-635-000-0000-6266		52.26	JD6 - 78 miles @ 0.67	11/01/2024	Viewers	Y
5564	Behrends/Mark		752.26	2 Transactions			
635	DEPT Total:		752.26	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions	
648	DEPT			County Ditch 21			
51294	Metal Culverts Inc						
197	21-648-000-0000-6305		7,413.35	CD21 - pipe, band & apron	INV44667	Construction And Repairs	N
51294	Metal Culverts Inc		7,413.35	1 Transactions			
648	DEPT Total:		7,413.35	County Ditch 21	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
39600	Jones Haugh & Smith Inc						
82	21-660-000-0000-6260		1,240.00	PT18 Engineering review	45931	Inspections And Engineers	N
39600	Jones Haugh & Smith Inc		1,240.00	1 Transactions			
660	DEPT Total:		1,240.00	Public Tile Ditch 18	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
39600	Jones Haugh & Smith Inc						
83	21-665-000-0000-6260		232.50	JD2 Engineering review	45930	Inspections And Engineers	N
39600	Jones Haugh & Smith Inc		232.50	1 Transactions			
665	DEPT Total:		232.50	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		9,638.11	County Ditch Fund		5 Transactions	

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
61	DEPT			Information Technology			
51300	Metro Sales Inc						
86	38-061-000-0000-6600		11,739.00	New printers-Admin, Fin & PT&E	INV2640506	Capital Outlay	N
51300	Metro Sales Inc		11,739.00	1 Transactions			
61	DEPT Total:		11,739.00	Information Technology	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
8087	Braun Intertec Eng Inc						
84	38-111-045-0000-6600		853.25	CCA addn bill thru 11/2/24	B407408	Capital Outlay - CCA Bldg	Y
8087	Braun Intertec Eng Inc		853.25	1 Transactions			
3832	I & S Group Inc						
85	38-111-040-0000-6600		3,302.46	Admin prkg lot bill thru Oct	110876	Capital Outlay - SCAC	Y
3832	I & S Group Inc		3,302.46	1 Transactions			
5889	Wold Architects and Engineers						
200	38-111-045-0000-6600		2,901.41	New Comm Ctr bill thru 11/30	97168	Capital Outlay - CCA Bldg	Y
5889	Wold Architects and Engineers		2,901.41	1 Transactions			
111	DEPT Total:		7,057.12	Buildings & Grounds	3 Vendors	3 Transactions	
201	DEPT			Sheriff			
8087	Braun Intertec Eng Inc						
87	38-201-000-0000-6600		9,837.25	Sheriff addn bill thru 11/2/24	B407424	Capital Outlay - Sheriff	Y
8087	Braun Intertec Eng Inc		9,837.25	1 Transactions			
5889	Wold Architects and Engineers						
199	38-201-000-0000-6600		4,874.01	Sheriff reno bill thru 11/30	97202	Capital Outlay - Sheriff	Y
5889	Wold Architects and Engineers		4,874.01	1 Transactions			
201	DEPT Total:		14,711.26	Sheriff	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
8242	SCR						
198	38-550-000-0000-6600		14,691.94	Compressor for east rink	W39576	Capital Outlay - Four Seasons	N
8242	SCR		14,691.94	1 Transactions			

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Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
550	DEPT Total:		14,691.94	Four Seasons	1 Vendors	1 Transactions	
38	Fund Total:		48,199.32	Capital Outlay Fund		7 Transactions	

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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			
9087	7 Rivers Recycling LLC						
111	53-398-000-0000-6304		4,512.25	141 matrresses & box springs	9095	Contract Services	Y
9087	7 Rivers Recycling LLC		4,512.25	1 Transactions			
5465	B To Z Hardware						
92	53-398-000-0000-6410		54.69	Toilet paper	2688	Office Supplies	N
91	53-398-000-0000-6301		199.55	Spoons,forks,tissue paper, etc	2958	Equip Repairs	N
90	53-398-000-0000-6301		14.99	Dish soap	2961	Equip Repairs	N
89	53-398-000-0000-6301		51.41	Tarp straps	3078	Equip Repairs	N
88	53-398-000-0000-6301		22.51	Foam sealant	3984	Equip Repairs	N
5465	B To Z Hardware		343.15	5 Transactions			
5365	Fleet Pride						
93	53-398-000-0000-6301		376.36	Shock absorber	120976833	Equip Repairs	N
5365	Fleet Pride		376.36	1 Transactions			
36550	IFACS						
94	53-398-000-0000-6301		35.78	Bolts, washers,nuts,hex screws	5347549	Equip Repairs	N
36550	IFACS		35.78	1 Transactions			
51630	Mike's Repair						
95	53-398-000-0000-6301		1,421.00	Replaced & balanced 2 tires	108391	Equip Repairs	Y
51630	Mike's Repair		1,421.00	1 Transactions			
1308	Miner's Outdoor & Rec						
96	53-398-000-0000-6301		48.58	Pre-mixed fuel	218791	Equip Repairs	N
97	53-398-000-0000-6301		111.66	Pre-mixed fuel	219141	Equip Repairs	N
1308	Miner's Outdoor & Rec		160.24	2 Transactions			
56125	NAPA Auto Parts						
99	53-398-000-0000-6301		27.50-	Core deposit	28972	Equip Repairs	N
98	53-398-000-0000-6301		18.99	Caster	816673	Equip Repairs	N
100	53-398-000-0000-6301		147.89	Radiator hose clamps	818340	Equip Repairs	N
101	53-398-000-0000-6301		115.98-	Return hose	818652	Equip Repairs	N
103	53-398-000-0000-6301		18.48	Epoxy & tape	819349	Equip Repairs	N
102	53-398-000-0000-6301		9.88	Epoxy	819351	Equip Repairs	N
104	53-398-000-0000-6301		23.94	RV anitfreeze	819398	Equip Repairs	N

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Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
56125	NAPA Auto Parts		75.70	7 Transactions			
4097	Nuss Truck & Equipment						
105	53-398-000-0000-6301		224.78	Bracket & shock	PSO148923-1	Equip Repairs	N
106	53-398-000-0000-6301		214.78-	Return shock	PSO148923-2	Equip Repairs	N
107	53-398-000-0000-6301		327.04	U-bolt, hexagon nut, washer	PSO150746	Equip Repairs	N
4097	Nuss Truck & Equipment		337.04	3 Transactions			
77675	Sette Sports Center Inc						
109	53-398-000-0000-6301		75.08	Filter, oil	2201844	Equip Repairs	N
108	53-398-000-0000-6301		48.27	Filter, primary element assemb	2201845	Equip Repairs	N
77675	Sette Sports Center Inc		123.35	2 Transactions			
85167	Stewart Sanitation						
110	53-398-000-0000-6544		1,642.68	Waste treatment plant billing	883234	Leachate Treatment	N
85167	Stewart Sanitation		1,642.68	1 Transactions			
10075	Truck Center Companies						
201	53-398-000-0000-6600		159,381.98	Western star 49X truck	DE-23124	Capital Outlay	Y
10075	Truck Center Companies		159,381.98	1 Transactions			
398	DEPT Total:		168,409.53	Landfill	11 Vendors	25 Transactions	
53	Fund Total:		168,409.53	Landfill Fund		25 Transactions	
	Final Total:		387,236.25	165 Vendors	230 Transactions		

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Recap by Fund

	Fund	AMOUNT	Name
	1	160,215.86	General Revenue Fund
	10	773.43	Road & Bridge Fund
	21	9,638.11	County Ditch Fund
	38	48,199.32	Capital Outlay Fund
	53	168,409.53	Landfill Fund
	All Funds	387,236.25	Total

Approved by, ...

. . . .

. . . .

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PERSONNEL REPORT
November 26, 2024

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Quentin Kroll	Correctional Officer / Det. Ctr.	B24 / 1	11/25/2024

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Sharon Kasper	Technical Clerk II	Prop Tax & Elections	11/13/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Technical Clerk II	Property Tax & Elections	Backfill Kasper

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

Open Positions - Approved to Fill:

Position	*Department*	*Notes*
IT Security Analyst	IT	Working on Job Description
Correctional Officer (2)	Det. Center/Sheriff's Office	Recruiting/Backgrounding
Assistant County Engineer	Highway	Offer Pending
Asst. County Attorney I/II/Sr.	County Attorney's Office	Background Processing
Chief Deputy Recorder	Recorder's Office	Recruiting
Case Manager / Social Worker (2)	Public Health	Interviewing
Engineering Tech I/II/III	Highway	Recruiting

Open Positions – In Committee:

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

Steele County
Agenda Item

Request for Board Action

Subject: Update Investment policy

Department: Finance Department

Committee: Land Use & Records **Committee Meeting Date:** November 19, 2024

Work Session Date: November 26, 2024 **Board Meeting Date:** November 26, 2024

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

Policy Committee Recommendation:

Recommendation:

Approve the change to add the verbiage "the National Credit Union Administration" into Section 4 General Objections from the Mn State Statute 118A.04 update under Section 5– Time Deposits Also attached is MN State Statute 118A.04 relating to acceptable investment that can be purchased with public funds.

The proposed changes to the County's current investment policy aligns with the State of Minnesota's requirements.

Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Administration, or bankers acceptances of United States banks.

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Attachments:

Proposed changes to Steele County's investment policy

MN State Statute 118A.04

STEELE COUNTY, MINNESOTA
INVESTMENT POLICY

November 2024

Steele County Investment Policy

Section 1 **Purpose**

The purpose of this policy is to set forth the investment objectives and parameters for the management of the public funds of Steele County. This investment policy is designed to: safeguard funds on behalf of the County, preserve principal, assure the availability of operating and capital funds when needed, maintain liquidity, ensure compliance with applicable Minnesota statutes, and provide a competitive investment return in light of statutory restrictions.

Section 2 **Scope**

This investment policy applies to the investment of all funds. This policy does not apply to funds related to the issuance of debt where there are other indentures in effect for such funds. In addition, any future revenues and proceeds, which have statutory investment requirements conflicting with this Investment Policy, are not subject to the provisions of this policy.

- *Pooling of Funds*

  Except for cash in certain restricted and special funds, Steele County will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the general fund unless otherwise specified according to grant agreements, state/federal law or by designation from the County Board.

Section 3 **Standards of Care**

Prudence

The standard of prudence to be used by the investment officials shall be the "Prudent Person" standard and shall be applied in the context of managing the overall portfolio. The County Finance Director acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviation from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The Prudent Person standard states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment."

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair one's ability to make impartial investment decisions. Employees and investment shall disclose any material financial interests in financial institutions with which they conduct business and they shall further disclose that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Steele County.

Delegation of Authority

Authority to manage the investment program is granted to the Treasurer, hereinafter referred to as County Finance Director is derived from Minnesota statute chapter 118 and 118a. Responsibility for the operation of the investment program is hereby delegated to the County Finance Director, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the County Finance Director. The County Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

<u>Section 4</u> General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity and yield.

A. *Safety*

The primary objective of this investment policy is to ensure the safety of the principal of public funds. Investment transactions shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective also includes minimizing credit and interest rate risk.

1. Credit Risk

The County will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

a) Limiting investments to the types of securities listed in Sections 8 and 9 of this Investment Policy;

b) Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisers in which the County will conduct business in accordance with Section 7;

c) Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

2. Interest Rate Risk

The County will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market prior to maturity; and

b) Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio to a term no greater than five years in accordance with the County's cash requirements.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

C. Yield/Return on Investment

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the applicable investment risk constraints and liquidity needs. The return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

<u>Section 5</u> Authorized Financial Institutions, Depositories, and Broker/Dealers

Annually, the Steele County Board of Commissioners will designate by resolution depositories, broker dealers and financial institutions authorized to provide banking and investment services to the County. Prior to completing an initial transaction each year with a broker/dealer, the County shall provide to the broker/dealer a copy of the County's Investment Policy and a copy of the Notification to Broker and Certification by Broker as required by Minnesota Statute Chapter 80A. The broker/dealer must sign and return the Notification to Broker and Certification by Broker and agree to handle the County's account in accordance with the County's Investment Policy and provide a copy of their broker's insurance coverage for their firm.

<u>Section 6</u> Authorized Investments and Portfolio Composition

1. Investment Types

Steele County will only invest in instruments authorized by Minnesota Statute 118A. The following investments will be permitted by this policy and are those defined by state and local law where applicable:

A. Governmental bonds, notes, bills, mortgages, and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

B. General obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service.

C. Revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service.

D. General obligation of the Minnesota Housing Finance Agency which was a moral obligation of the State of Minnesota and is rated “A” or better by a national bond rating service.

E. Any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating services or (ii) enrolled in the credit enhancement program pursuant to section 126C.55.

F. Commercial paper issued by a United States corporation or its Canadian subsidiary and that

- are rated in the highest quality category by at least two nationally recognized rating agencies, and
- matures in 270 days or less.

G. Time deposits fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Adminsistration or bankers acceptances of United States banks

H. Other investment instruments as allowed by Minnesota statutes Chapter 118A. (See below)

All brokers, dealers and other financial institutions approved by the County shall be provided with current copies of this investment policy and shall provide in return to the County Finance Director, certification of having read, understood and agreement to comply with this investment policy.

Investments and Depositories are restricted to those complying with the applicable sections of Minnesota Statutes 118A. Listed below are some specific examples:

A. United States Government Securities
B. United States Government Agencies
C. Federal Instrumentalities (United States Government-Sponsored Enterprises)
D. Certificates of Deposit
E. Commercial Paper
F. Bankers' Acceptances
G. Registered Investment Companies (Money Market Mutual Funds)
H. MAGIC Fund
I. Money Market Funds
J. CMO Collateralization Mortgage Obligation Meeting FFIEC Test
K. MBS Mortgage Back Securities Meeting FFIEC Test

The County will not purchase securities that could expose the County to foreign currency risk.

The County will not purchase derivatives.

2. *Collateralization*

   Where allowed by state law and in accordance with the GFOA Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

<u>Section 7</u> **Safekeeping and Custody**

1. Delivery vs Payment

   All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

   Securities will be held by an independent third-party custodian selected by Steele County as evidence by safekeeping receipts in Steele County's name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or "SAS 70").

The County's ownership of all securities in which the fund is invested should be evidenced by written acknowledgements identifying the securities by:

a. The names of issuers,
b. The maturity dates,
c. The interest rates,
d. Any serial numbers or CUSIPS

The County shall not invest in securities that are both uninsured and not registered in the name of the County and are held by either:

a. The counterparty or
b. The counterparty's trust department or agent, but not in the name of the County.

The County Finance Director shall establish a system of internal controls, which shall be reviewed with the independent auditor of the County. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the County.

<u>Section 8</u> **Investment Earnings**

Interest earnings will be credited to the General Revenue Fund or to special funds designated by the County Board on an average balance in the investment pool and at the average interest rate received during that period.

<u>Section 9</u> **Reporting and Review**

A listing of the County's investment portfolio shall be included in the financial report to the County Board on a quarterly basis. The list should include date of purchase and maturity, type of investment, firm invested at, yield, and interest rate.

Section 10 **Exemption**

Any investment held at the time of the implementation of this policy that meets the requirements of Minnesota Statutes but does not meet the guidelines of this policy, shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

This policy shall be reviewed from time to time. The County Board must adopt any changes to this policy.

Section 11 **Electronic Funds Transfer**

The County Finance Director is authorized to use electronic funds transfer for investment purposes. The County Finance Director will have procedures in place for electronic funds transfer.

CERTIFICATION OF AUTHORIZED INSTITUTION

____________________________ acknowledges it has read, understands and agrees to comply with the Investment Policy of Steele County.

By: ________________________________

Title: ________________________________

Date: ________________________________

118A.04 INVESTMENTS.

Subdivision 1. **What may be invested.** Any public funds, not presently needed for other purposes or restricted for other purposes, may be invested in the manner and subject to the conditions provided for in this section.

Subd. 2. **United States securities.** Public funds may be invested in governmental bonds, notes, bills, mortgages (excluding high-risk mortgage-backed securities), and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress.

Subd. 3. **State and local securities.** Funds may be invested in the following:

(1) any security which is a general obligation of any state or local government with taxing powers which is rated "A" or better by a national bond rating service;

(2) any security which is a revenue obligation of any state or local government which is rated "AA" or better by a national bond rating service;

(3) a general obligation of the Minnesota housing finance agency which is a moral obligation of the state of Minnesota and is rated "A" or better by a national bond rating agency; and

(4) any security which is an obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to section 126C.55.

Subd. 4. **Commercial papers.** Funds may be invested in commercial paper issued by United States corporations or their Canadian subsidiaries that is rated in the highest quality category by at least two nationally recognized rating agencies and matures in 270 days or less.

Subd. 5. **Time deposits.** Funds may be invested in time deposits that are fully insured by the Federal Deposit Insurance Corporation, the National Credit Union Administration, or bankers acceptances of United States banks.

Subd. 6. **High-risk mortgage-backed securities.** For the purposes of this section and section 118A.05, "high-risk mortgage-backed securities" are:

(1) interest-only or principal-only mortgage-backed securities; and

(2) any mortgage derivative security that:

(i) has an expected average life greater than ten years;

(ii) has an expected average life that:

(A) will extend by more than four years as the result of an immediate and sustained parallel shift in the yield curve of plus 300 basis points; or

(B) will shorten by more than six years as the result of an immediate and sustained parallel shift in the yield curve of minus 300 basis points; or

(iii) will have an estimated change in price of more than 17 percent as the result of an immediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.

Subd. 7. **Temporary general obligation bonds.** Funds may be invested in general obligation temporary bonds of the same government entity issued under section 429.091, subdivision 7, 469.178, subdivision 5, or 475.61, subdivision 6.

Subd. 8. **Debt service funds.** Funds held in a debt service fund may be used to purchase any obligation, whether general or special, of an issue which is payable from the fund, at such price, which may include a premium, as shall be agreed to by the holder, or may be used to redeem any obligation of such an issue prior to maturity in accordance with its terms. The securities representing any such investment may be sold by the government entity at any time, but the money so received remains part of the fund until used for the purpose for which the fund was created. Any obligation held in a debt service fund from which it is payable may be canceled at any time unless otherwise provided in a resolution or other instrument securing obligations payable from the fund.

Subd. 9. **Broker; statement and receipt.** (a) For the purpose of this section and section 118A.05, the term "broker" means a broker-dealer, broker, or agent of a government entity, who transfers, purchases, sells, or obtains securities for, or on behalf of, a government entity.

(b) Prior to completing an initial transaction with a broker, a government entity shall provide annually to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota Statutes governing the investment of public funds.

(c) A broker must acknowledge annually receipt of the statement of investment restrictions in writing and agree to handle the government entity's account in accordance with these restrictions. A government entity may not enter into a transaction with a broker until the broker has provided this written agreement to the government entity.

(d) The state auditor shall prepare uniform notification forms which shall be used by the government entities and the brokers to meet the requirements of this subdivision.

History: *1996 c 399 art 1 s 5; 2013 c 143 art 12 s 1; 2014 c 292 s 2,3; 2023 c 64 art 12 s 1*

Steele County Agenda Item

Request for Board Action

Subject: Update Cell Phone Policy

Department: Administrator's Office

Committee Meeting Date: November 19, 2024

Board Meeting Date: November 26, 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:

Approve revision to Cell Phone Policy to confirm to applicable IRS guidance related to the tax treatment of stipends for county use of personal cell phones.

Background *(Including Budget Impact)*:

The county has a cell phone policy that treats a cell phone stipend/allowance as taxable income. We have a small number of department heads who are required and/or expected to be available after hours, such as Jake, and who use their personal phone for county purposes rather than carrying a second phone. These individuals receive a small monthly stipend for the county use of the personal phone. It has been the practice to treat the stipend as non-taxable which puts our practice in conflict with the approved policy.

According to Esther Sherman, Assistant County Attorney, so long as there is a substantial business purpose (not disguised compensation) and the stipends are reasonably calculated to match the business purpose, the stipends should not be taxable. Both elements appear to be met and the stipends should not be considered taxable income under State or Federal tax law. I have attached an IRS News release from 2011 that summarizes the IRS guidance on cash allowances/reimbursements for work-related use of personally-owned cell phones. The position of the IRS does not appear to have changed since the guidance was issued. In short, when it comes to taxable vs. non-taxable payments to employees, the deciding factor is usually who benefits. If the employer benefits, it should not be taxable as income to the employee. If the employee benefits, it should be treated as income and is taxable. In this case, the County benefits by not having to purchase additional cell phones and pay monthly plans for the employees who use personal phones. Since the County is the one receiving the benefit, it is not taxable to the employee. Alternatively, if an employee is given a cell phone by the County that negates the employee's need for a personal phone (one issued without use restrictions or audits), the employee would be receiving the benefit. In that case, the phone (or at least a portion thereof) would be taxable as employment compensation.

Attachments:

1. Policy Mark Up
2. IRS Guidance on Tax Treatment of Cell Phones

Steele County
Agenda Item

Subject: INTERAGENCY AGREEMENT WITNESSETH (MN PRARIE/COMMUNITY CORRECTIONS)

Department: Community Corrections

Committee Meeting Date: November 19, 2024

Board Meeting Date: November 26, 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:

Provide permission to Steele County Community Corrections Director to sign Interagency Agreement between MN Prairie and Steele County Community Corrections.

Background *(Including Budget Impact)*:

The attached Interagency Agreement relates to grant funds from the Minnesota Department of Human Services (DHS) that reimburse agencies for conducting specific mental health screenings. Steele County Community Corrections administers the "Problem Oriented Screening Instrument for Teenagers" (POSIT) screenings for juvenile cases as required by statute. Community Corrections submits data on the number of screenings completed to MN Prairie annually, as MN Prairie serves as the fiscal host for the Mental Health Screening (MHS) grant funding.

According to state statute, these screenings are eligible for reimbursement through a DHS process. The reimbursement funds are allocated for juvenile justice and mental health initiatives but must align with specific DHS Brass Code Categories. This Agreement permits Steele County Community Corrections to submit service invoices to MN Prairie for the period from January 1, 2025, to December 31, 2025, with total expenses not to exceed $7,326.00.

Attachments:

1. Interagency Agreement Witnesseth

INTERAGENCY AGREEMENT
W I T N E S S E T H

This Agreement is made and entered into by and between the MNPrairie County Alliance, 22 East 6th Street, Dept 401, Mantorville, MN 55955 hereafter referred to as “MNPrairie”, and the Steele County Community Corrections, 631 N Cedar Ave, Suite #100, Owatonna, MN 55060hereafter referred to as “Community Corrections.”

WHEREAS, in consideration of the mutual understanding and agreements set forth, MNPrairie and Court Services agree as follows:

1. Term

   The term of this Agreement shall be from January 1, 2025, through December 31, 2025.

2. Services

   Community Corrections will utilize services as outlined within the Children’s Mental Health Screening Grant as follows:

   Total Available: $7326.00 based on pre-selected BRASS Codes within the grant.

3. Payment for Services:
   Services arranged through Community Corrections shall comply with the BRASS Codes noted above and invoices for such services shall be sent within 30 days of receipt to:

   patricia.harrelson@MNPrairie.gov

   MNPrairie shall pay invoices presented to it under the Children’s Mental Health Screening Grant for Steele County Community Corrections. No changes shall be made without written permission of the Minnesota Department of Human Services (DHS) through communication with Patricia Harrelson at MNPrairie. No changes may be requested after October 31, 2025.

4. Assignments:
   Neither MNPrairie, nor Community Corrections shall assign or transfer any rights or obligations under this agreement without the prior written consent of the other party.

5. Amendments:
   This Agreement may be supplemented, amended, or revised only in writing by agreement of both parties.

IN WITNESS WHEREOF, MNPrairie, and Community Corrections have executed this Agreement as of the day and year first written above.

Steele County Community Corrections

BY:__________________________________ DATED:______________________________
Timothy Schammel, Director, Community Corrections

MNPrairie County Alliance

BY: _________________________________ DATED:_____________________________–
Tara Reich, Executive Director

Steele County
Agenda Item

Request for Board Action

Subject: Ballistic Shield Purchase

Department: Sheriff's Office

Committee: Land Use & Records **Committee Meeting Date:** November 19, 2024

Work Session Date: November 26, 2024 **Board Meeting Date:** November 26, 2024

Consent Agenda: X 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:

To purchase body bunkers (ballistic shields) for the Steele County Sheriff's department for protection during incidents. These are Kevlar shields, with a broader area of protection and a bullet proof vision shield, along with safety lighting that provides officers greater shielding and protection. Approve award of the procurement of the body shields to Pro-Tech Sales with the estimate of $43,693, with the option to upgrade to the 5,000 Lumen lighting with an additional estimated cost of $5,200 in total as added illumination would increase the safety and performance of the officers while using the shield

Background *(Including Budget Impact)*:

Budget funds to be used is from the Public Safety Aid Funding received by Steele County in the amount not to exceed $48,893.

Attachments:

Estimate from Pro-Tech Sales and BlueShield

Pro-Tech Sales
1313 West Bagley Rd
Berea OH 44017
United States
(800) 888-4002
sales@protechsales.com

Quote
#QUO4920
11/12/2024

Bill To:

Benjamin Frear
Steele County Sheriff Dept-MN
204 E. Pearl
Owatonna MN 55060
United States

Ship To:

Steele County Sheriff Dept-MN
204 E. Pearl
Owatonna MN 55060
United States

benjamin.frear@steelecountymn.gov

(507) 676-4237

TOTAL

$43,693.00

Expires: 12/12/2024

Expires	Exp. Close	Sales Rep	Sales Rep Email	Sales Rep Phone	Shipping Method
12/12/2024	11/12/2024	James Hulliberger	jameshprotechsales.com	(517) 449-1103	BESTWAY

Quantity	Item	Options	Sell Price	Extended Price
22	**PTS-MISC Enter Product** RDS IIIA SHIELD: 15.75X27.5 Level IIIA Ballistic Shield, ERT Handle COLOR: RANGER GREEN		$970.00	$21,340.00
4	**LWMXV-IIIA-20x34-Assault-ERT MXV, Lightweight, 20" x 34", Assault cutouts, ERT handle** Lightweight Level IIIA - Specialist shield -20" x 34" with assault cut outs and ERT handle- 11.2 lbs. COLOR: RANGER GREEN		$1,947.00	$7,788.00
26	**PTS-MISC Enter Product** SHIELD LOGO VELCRO: "SHERIFF"-GOLD (ranger green background)		$35.00	$910.00
26	**PTS-MISC Enter Product** LED LIGHT 1000 LUMENS		$500.00	$13,000.00
4	**PTS-MISC Enter Product** 20X34 PADDED SHIELD BAG		$95.00	$380.00
1	**Shipping Charge S&H charges** Shipping & Handling charges		$275.00	$275.00

4-ASSAULT SHIELDS (IIIA) W/LIGHTS,ID,BAG
22-RDS SHIELDS W/ERT HANDLE,LIGHTS,ID.

Subtotal $43,693.00

If you would like to officially place an order based on this quotation, please sign and return to your Pro-Tech Sales rep. If you would like an order confirmation, please request at time of order and one will be sent via email once processed internally.

Signature: ______________________ Date: __________

PO# (if applicable): ______________________

Thank you very much for your business!

Tax Total (0%)	$0.00
Total	$43,693.00

QUO4920

BlueRidge Armor LLC
1495 College Ave Ste 150192
Spindale, NC 28160 US
info@blueridgearmor.com
blueridgearmor.com

Order Confirmation

ADDRESS	SHIP TO
Deputy Benjamin Frear Steele County Sheriff’s Office 204 E Pearl St Owatonna, MN 55060	Deputy Benjamin Frear Steele County Sheriff’s Office 204 E Pearl St Owatonna, MN 55060

ORDER CONFIRMATION #	DATE	EXPIRATION DATE
5007	11/01/2024	12/11/2024

SALES1
Estimate: 5007

ACTIVITY	QTY	RATE	AMOUNT
BRA SHIELD:IIIA:WMX1-2034-VVP-EZT-3A BlueRidge Armor - WMX1 - 20x34 - Vengeance Viewport - Elzetta Tridextrous Integrated Light Handle System Standard Color: Ranger Green	4	3,988.00	15,952.00
Carrier:Carry Bag 20x24 SHIELD - Carry bag 20x24 Shield	4	155.00	620.00
sub:ID Placard COREBOND CUST ID COREBOND CUSTOM SHERIFF IN YELLOW GOLD LETTERING	26	25.00	650.00
BRA SHIELD:IIIA:PDS-V-1624-B70-3A - Blueridge Armor Patrol Defense Shield 16"x24" Weapon Mount "V" CUT Center Notch - No Viewport - Fox Fury 1200 integrated handle and light. Adjustable forearm Strap and Pad	22	1,516.00	33,352.00
Shipping shipping for 10 boxes	10	50.00	500.00
POC Kelly Yelton shipping@blueridgearmor.com 828-442-1070			
MULTI UNIT DISCOUNT GIVEN			
Taxes not included			

undefined

SUBTOTAL	51,074.00
TAX	0.00
TOTAL	**$51,074.00**

Steele County Agenda Item

Request for Board Action

Subject: 2025 Aquatic Invasive Species Prevention Plan

Department: Planning & Zoning

Committee: Planning Commission

Committee Meeting Date: November 19, 2025

Work Session Date: Enter a date.

Board Meeting Date: November 26, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt the 2025 Aquatic Invasive Species Prevention Plan.

Staff Recommendation:

Adopt the 2025 Aquatic Invasive Species Prevention Plan.

Background *(Including Budget Impact)*:

Each year, Steele County is appropriated money from the State of Minnesota as part of our county program aid to be used "solely to prevent the introduction or limit the spread of aquatic invasive species at all access sites in the county." The amount of money the county receives is based upon the number of watercraft launches and watercraft trailer parking spaces in the county and we currently receive approximately $17,022 per year. A requirement of receiving this aid is to annually submit a plan to the State detailing how the money will be used.

Attachments:

2025 AIS Resolution

2025 AIS Plan

2024 AIS End of Season Inspection Report

STEELE COUNTY RESOLUTION

2025 AQUATIC INVASIVE SPECIES PREVENTION AID PLAN

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County is allocated to receive $17,022 in FY 2025, and;

WHEREAS, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Steele County, Minnesota, adopts the Steele County 2025 Aquatic Invasive Species Prevention Plan.

Adopted: November 26, 2024

STEELE COUNTY BOARD OF COMMISSIONERS

BY: ______________________________________

Chair, Steele County Board of Commissioner

ATTEST:

____

Steele County Auditor

Steele County
2025 Aquatic Invasive Species Prevention Plan

INTRODUCTION

Aquatic invasive species (AIS) are threatening Minnesota waters. These nonnative species harm fish populations, water quality, and water recreation. They are defined in MN Statutes as a nonnative species that: (1) cause or may cause economic or environmental harm or harm to human health; or (2) threatens or may threaten natural resources or the use of natural resources in the state.

Currently there are no lakes within Steele County that are listed as infested for invasive species and only one gravel pit that has been identified with Eurasian Watermilfoil. However, there are many water bodies in the surrounding counties that contain AIS. For this reason, Steele County waters are most at risk of becoming infested due to the unintentional transport of AIS through aquatic recreationists. This plan outlines the efforts that Steele County is implementing and will undertake to help prevent the spread of harmful AIS to Steele County and within Minnesota.

Table 1: Infested waters of Steele County and Surrounding Counties

County	Water Body	Infested by:
Steele	Unnamed gravel pit (located in S16, T108, R20W)	Eurasian watermilfoil
Rice	Cannon	flowering rush
Goodhue and Rice	Cannon River from Wells Lower Sakatah to the confluence with the Straight River	flowering rush
Rice	Cedar	Eurasian watermilfoil
Rice	Circle	Eurasian watermilfoil
Waseca	Clear	Eurasian watermilfoil
Rice	Fox	Eurasian watermilfoil
Rice	French	Eurasian watermilfoil
Rice	Hunt	Eurasian watermilfoil
Rice	Mazaska	Eurasian watermilfoil
Waseca	Reeds	Eurasian watermilfoil
Rice	Shields	Eurasian watermilfoil
Rice	Sprague	flowering rush
Rice	Wells	flowering rush

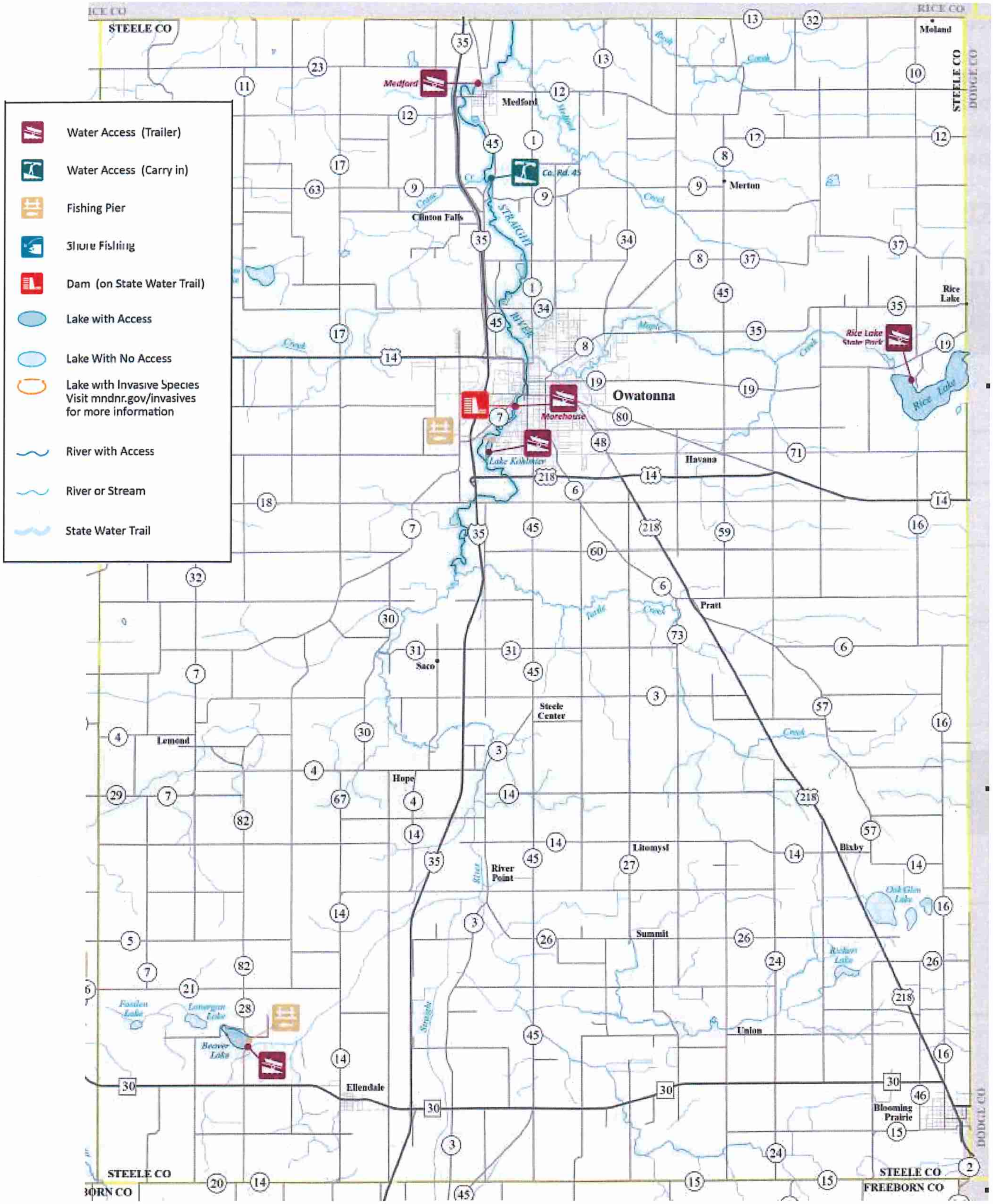
Funding for implementation of the plan comes from the State of Minnesota in the form of Local Aquatic Invasive Species Prevention Aid. Funds are allocated based on the number of watercraft trailer launches and the number of watercraft trailer parking spaces. This funding formula recognizes that the spread of aquatic invasive species is primarily thru the transportation of watercraft and water related equipment such as docks, boat lifts, etc. Table 2 shows the characteristics of the lakes and accesses in Steele County and Figure 1 shows the location of Public Water Accesses.

Table 2: Characterization of Lakes in Steele County

Number of lakes more than 10 acres in size	10
Number of lakes designated as infested with aquatic invasive species	0
Total number of public water accesses	5
Number of public water accesses as the MNDNR listed as administrator	1
Number of public water accesses as MnDOT listed as the administrator	0
Number of public water accesses as Steele County listed as the administrator	1
Number of public water accesses as the township listed as the administrator	0
Number of public water accesses with the city listed as the administrator	3
Estimated number of non-public water accesses*	98

*This number is based off of a survey of private docks that are utilized within the county.

Figure 1: Public Water Accesses in Steele County



STRATEGIES:

The following describes the strategies that Steele County will undertake along with its partners to meet the objective of this plan.

Element 1: Needs Assessment
Element 2: Education and Communication
Element 3: Inspections & Enforcement
Element 4: Monitoring and Evaluation

ACTIONS

Task#	Action	How Action Supports AIS Prevention
Element 1: Needs Assessment.		
1A	Understanding the variety of pathways of introduction.	Communicating to the public and public officials the means by which AIS can spread is vital to the prevention of its spreading.
1B	Maintain inventory of water bodies that currently have AIS.	Knowing which water bodies are already invested will aid in spread of AIS form those waters to un-infested waters.
1C	Identify access sites and responsible managing parties.	Prioritized access sites in Steele County will aid in utilizing resources
1D	Evaluate current AIS prevention knowledge, compliance, and practices.	Ongoing evaluation is key in updating and developing new strategies.
1E	Collaborate with other counties, watershed groups, etc. to develop a regional approach to AIS prevention.	Since Steele County only has limited known infestations of AIS , it is important to work with other entities both in county and outside of the county to prevent future infestations.
Element 2: Education and Communication		
2A	Develop or obtain education materials for distribution.	Materials obtained and distributed
2B	Explore partnership opportunities with existing outreach efforts developed by the MNDNR and others.	Maintain relationship with DNR
2C	Promote AIS awareness in schools and public events such as the Steele County's fair	Work with regional events such as the Steele County Free Fair, Fleet Farm, Cabela's and others. Promoted AIS education with schools and fishing clubs.
2D	Expand upon signage efforts	Look for additional opportunities to utilize signage.
2E	Develop and distribute AIS prevention messages targeting riparian landowners who launch watercraft from their own private residential access	Educating riparian land owners is vital to prevent the spread of AIS thru water craft or other equipment such as docks that may not go thru public landings.

2F	Work with the Stop Aquatic Hitchhikers campaign to strengthen awareness of AIS issues in Steele County.	Utilizing a consistent marketing message re-enforces the education of the public.
2G	Train county field staff (e.g., zoning, septic system, land department) on practices to avoid spreading invasive species.	A cross trained staff more efficiently utilizes limited resources.
Element #3 Inspections & Enforcement		
3A	Perform watercraft inspections thru delegation agreement with the MNDNR.	Perform Watercraft Inspections at targeted lake launches. (attachment a)
3B	Train staff and law enforcement in watercraft inspections	A cross trained staff more efficiently utilizes limited resources.
Element #4: Monitoring and Evaluation		
4A	Assist with funding local outreach and monitoring efforts by entities other than the county.	Monitored Water Quality at Area lakes
4B	Publicize new infestations at access sites and other local publications.	Ongoing
4C	Encourage county staff, businesses, and individuals to submit samples of suspected AIS to the MNDNR.	Ongoing
4D	Augment communication and reporting mechanisms for citizen monitoring of lakes and rivers.	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board
4E	Cultivate partnerships with organizations interested in AIS prevention (e.g., lake associations)	Maintain relationship with Clean Rivers Partners and Cannon River Watershed Joint Powers Board.
4F	Evaluate AIS prevention efforts and cooperative relationships for possible improvements.	Ongoing

UPDATING AND AMENDING THE PLAN

This plan will be reviewed annually and updated as needed based on available funding.

Annual spending and budget reports will also be conducted in compliance with the DNR.

DEPARTMENT OF NATURAL RESOURCES

End-of-season Watercraft Inspection Program Report

Organization Name: Steele County

Completing this Watercraft Inspection Program report fulfills the requirements of section 2.J of the Delegation Agreement. Please submit an end of season report by December 31st of the current year. Please add additional sheets if necessary.

1. When did your season run? Start Date 5/17/2024 End Date 10/11/2024
2. How many inspectors did you use for inspections? 3
3. If applicable, how many decontamination units did you have in operation? NA
4. Please record the number of hours your staff logged at each lake and access. This information can be used to help understand inspections per hour for the state. Indicate "hours not available" if you do not have this information. Attach a separate sheet if necessary.

Lake Name	Access Name	WIP Case Number	Total Hours
Beaver Lake	Beaver Lake	74002301	640

5. Did your program encounter any unexpected issues this season? If yes, please provide a description below. Examples include, but are not limited to: hiring, training, enforcement support, conflicts at the access, injuries, damage, etc.

No

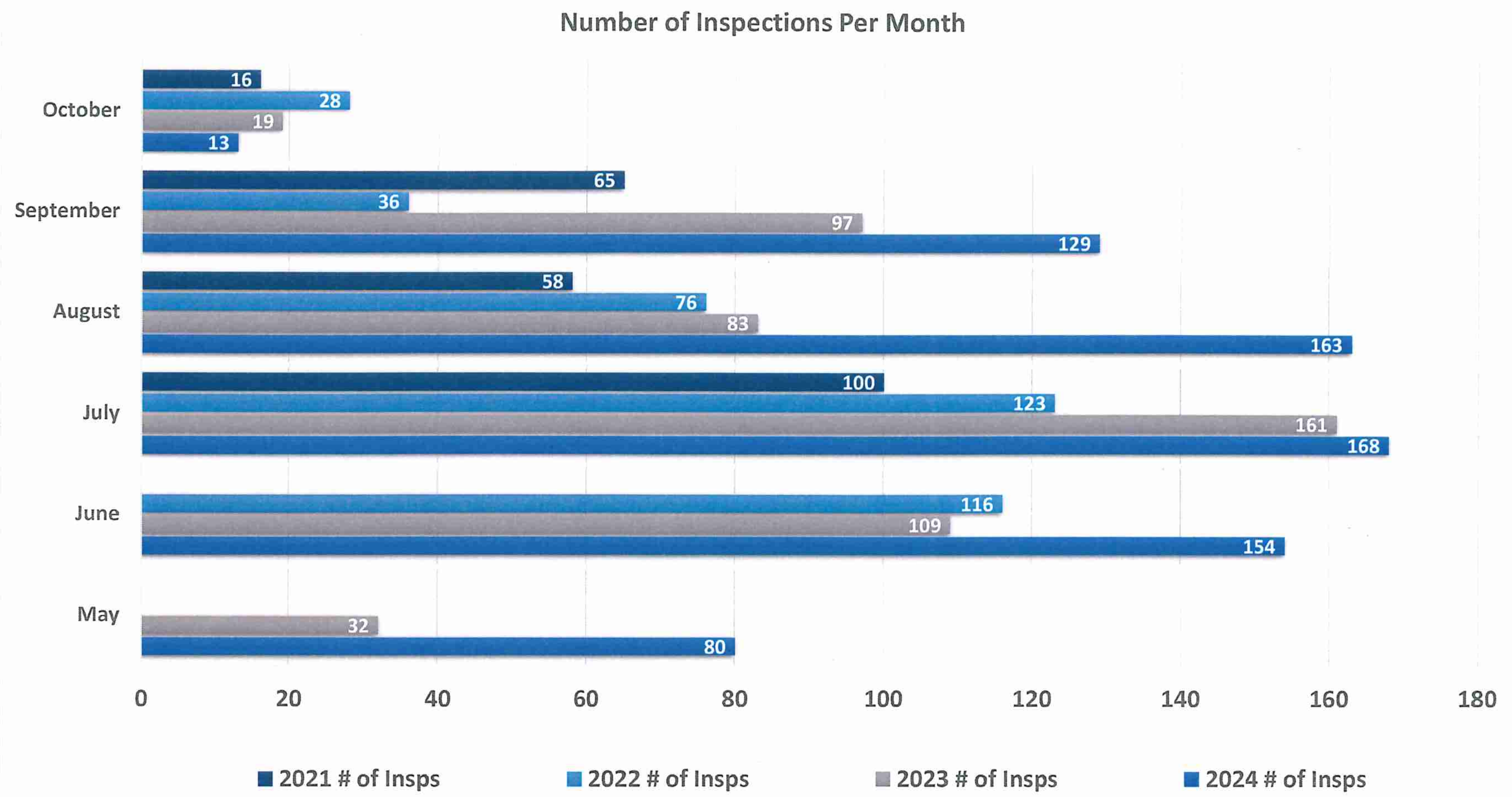
6. Do you have suggestions for improving the statewide inspection program for the future? If yes, please provide a description below. This information may be used at annual off-season inspection meetings.

No

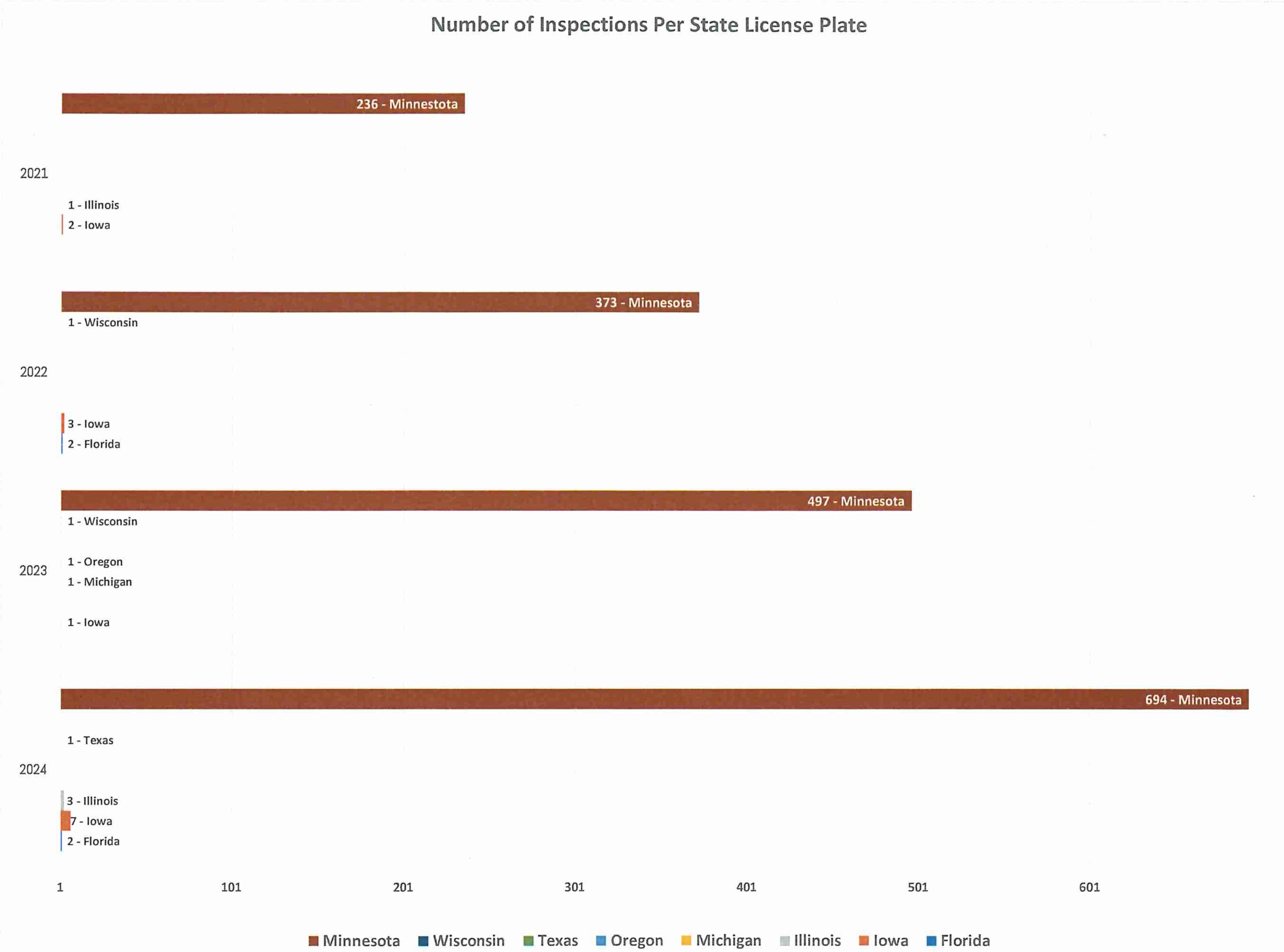
7. Are you planning on piloting any new inspection protocols or procedures next year? If yes, please provide a description below. DNR will need to review and approve any proposed new procedures.

No

Total Number of Inspections
2021
7/5 - 10/3
2022
6/5 - 10/3
2023
5/13 - 10/5
2024
5/17 - 10/11
256
239
485
379
655
501
640
707
0
100
200
300
400
500
600
700
800
Hours Worked
Inspections



2024	2023	2022	2021
Busiest Day & # of Insps	**Busiest Day & # of Insps**	**Busiest Day & # of Insps**	**Busiest Day & # of Insps**
May 25th / 20 Insps	May 29th / 12 Insps	NA	NA
June 30th / 31 Insps	June 14th & 21st / 12 Insps/Day	June 18th / 29 Insps	NA
July 7th / 25 Insps	July 3rd & 29th & 30th / 14 Insps/Day	July 16th / 14 Insps	July 5th / 14 Insps
Aug 11th / 32 Insps	Aug 20th / 12 Insps	Aug 1st & 11th / 7 Insps/Day	Aug 31st / 21 Insps
Sept 29th / 16 Insps	Sept 25th / 14 Insps	Sept 18th / 10 Insps	Sept 5th / 11 Insps
Oct 10th / 5 Insps	Oct 1st / 13 Insps	Oct 2nd / 12 Insps	Oct 2nd / 7 Insps


Number of Inspections Per State License Plate
236 - Minnestota
2021
1 - Illinois
2 - Iowa
373 - Minnesota
1 - Wisconsin
2022
3 - Iowa
2 - Florida
497 - Minnesota
1 - Wisconsin
2023
1 - Oregon
1 - Michigan
1 - Iowa
694 - Minnesota
1 - Texas
2024
3 - Illinois
7 - Iowa
2 - Florida
1
101
201
301
401
501
601
Minnesota
Wisconsin
Texas
Oregon
Michigan
Illinois
Iowa
Florida

Steele County Agenda Item

Request for Board Action

Subject: Finance Department out of state travel National GFOA 2025

Department: Finance Department

Committee: Land Use & Records **Committee Meeting Date:** November 19, 2024

Work Session Date: November 26, 2024 **Board Meeting Date:** November 26, 2024

Consent Agenda: X 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:

Adopt resolution for Candi Lemarr, Finance Director to attend the 119th Annual Conference for Government Finance Officers Association (GFOA) in Washington DC on June 27th-July 2th, 2025

Background ***(Including Budget Impact)*****:**

The attached resolution is allow Candi Lemarr, Finance Director to attend the National Conference for GFOA. It also authorizes Candi Lemarr, Finance Director, to pay for travel expenses and conference registration out of state on behalf of Steele County. Estimated budget impact is $2500. The conference offers specific training and development for Bond debt, Single government audits, budgeting, best practices for Government finance, and other various topics that would help in the role for Steele County.

Attachments:

Resolution for out of state travel

Conference agenda

RESOLUTION

Resolution designating budget for the travel and attendance for the Government Finance Officers Association (GFOA) in Washington, DC June 27th-July 2nd, 2025

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that Candi Lemarr, Steele County Finance Director be and hereby is designated to travel and attend the conference in Washington, DC.

.

Dated this 26th day of November 2025.

____

Chairman

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 26th day of November 2025.

____

County of Steele

Preconference Seminars

Preconference seminars will begin on June 27, 2025, at GFOA's 119th Annual Conference. View the sessions below and secure your spot before these seminars reach capacity.

Important Registration Information

- GFOA has streamlined the registration process combining both the preconference seminars and full conference registration into a single transactional flow. If possible, please register for conference and preconference seminars at the same time. **Click here** to begin the process.
- If you have already registered for conference and would like to add preconference seminars, please fill out the selected options on **this PDF** and submit it to **training@gfoa.org**. The link for purchasing Tuesday night finale tickets will be released at a future date.

Preconference Seminars

Friday, June 27, 2025

Addressing the Challenges of Fire and Emergency Service Staffing

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Fire and emergency services are among the most critical and complex functions provided by local governments, requiring well-trained staff available around the clock. These positions are often some of the most challenging to recruit for, retain, and plan. In this session, speakers will discuss the roles of finance, human resources, and fire and emergency service leaders in staffing and budgeting, along with strategies for recruitment and lessons learned in managing compensation. Speakers will also cover how to coordinate an optimal mix of full-time and part-time employees with volunteers, collaborate with union representatives, adhere to certification standards, and meet the evolving needs of local government fire and emergency services. Join this session to gain insights from fire and emergency service leaders on fostering collaboration, building stronger relationships across your organization, and enhancing service to your community.

Learn to Budget: Best Practices and Trends in School Budgeting

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Following the pandemic, school districts were able to use grant funding for initiatives aimed at closing the academic gap. Now, as this funding is eliminated, districts must find ways to sustain many critical programs while addressing substantial budget gaps. In this session, speakers will discuss strategies for identifying budget cuts, options for new revenue, and how to successfully transition from one-time funding sources to sustainable models for continued academic progress. In addition, speakers will highlight ongoing challenges in school budgeting, such as balancing capital and operational needs, managing long-term enrollment trends and short-term fluctuations, and planning for both instructional and support personnel. The session will introduce GFOA's Smarter School Spending tools and offer a networking opportunity for school finance leaders.

On the Clock: Ensuring Timely and Compliant Financial Reporting

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Staff shortages, audit firm availability, new reporting requirements, federal funding, and other demands on accounting and financial reporting departments continue to affect how timely governments can issue financial statements and annual comprehensive financial reports (ACFRs). This session will address challenges related to issuing timely financial statements. With insights from both preparers and auditors, we'll explore opportunities to improve the internal financial close process, offer tips for working efficiently with the auditors and actuaries, and discuss methods for coordinating component unit financial information. Speakers will cover strategies to stay proactive throughout the year and address inevitable changes in reporting standards, regulatory requirements, and audit standards.

Overview of Public Funds Investing

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

As the investment market grows more dynamic, governments encounter expanded opportunities, while finance officers face new challenges. GFOA best practices offer valuable guidance to both large and small governments navigating decisions on investment options appropriate for their programs. This session will cover the fundamentals of public funds investing, including the importance of a sound investment policy, strategies for managing liquidity, and methods for evaluating key economic indicators. Speakers will also discuss core principles of public funds investing, such as diversification, risk management, performance measures, and reporting, within the context of recent market developments. Attend this session for an overview of GFOA best practices and recent case studies to help strengthen your investment program.

Saturday, June 28, 2025

The Bedrock of Budgeting: Planning and Policies

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

For many experienced budget professionals, the toughest part of budgeting isn't balancing revenues and expenses; it's defining the organization's goals, determining the best strategies to achieve them, and effectively communicating those plans to decision-makers. However, many government budget processes still emphasize cost estimates and adjusting incrementally from the previous year, often overlooking these more challenging tasks. In today's rapidly changing environment, decisions from last year may no longer be relevant, making it essential for governments to use collaborative planning processes and adopt sound financial policies. These approaches allow governments to address complex questions, maintain flexibility and adaptability, focus on long-term goals, and ensure sustainability. This session will explore the foundations of a robust budget process, highlight key planning and budgeting policies, and shift the conversation toward what truly matters.

Looking in the Mirror: How to Assess Your Leadership Competencies

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

Governments today are facing unprecedented, concurrent, and interrelated challenges, including aging infrastructure, evolving service expectations, staff recruitment and retention, new technologies, and an ever-changing landscape of public distrust, misinformation, and politics. In response, the Government Finance Officers Association of British Columbia (GFOABC) has developed a leadership competency framework for local government finance officers. This framework outlines the competencies essential for excellence in government service delivery and is designed to help local government finance professionals assess their own skills, evaluate others, and identify a path toward strategic financial leadership. In this session, you'll learn about each of the seven competencies and how to apply the framework for self-assessment and team development.

This session is open to finance professionals from both the United States and Canada.

Three Sides of the Same Coin: Pension and OPEB Reporting from Accounting, Audit, and Actuarial Perspectives

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

Pension and other postemployment benefit (OPEB) plan accounting and reporting present ongoing challenges for finance professionals. This session will explore these issues from the perspectives of an accountant, an auditor, and an actuary, illustrating how all three roles contribute to successful reporting. Attend this session to deepen your understanding of the complexities of plan reporting requirements and how a government's liabilities, along with related deferred outflows and inflows, are represented on financial statements.

Better Budgeting Defined

1:00 pm–5:00 pm | 4 CPE Credits | TBD

A better budget process doesn't necessarily mean a longer or more complex one, and what constitutes a "better" process may vary for each organization. Featuring lessons learned from GFOA's Rethinking Budgeting initiative, speakers will introduce concepts you can apply to your government's budget process to help you define what "better" means, how to move toward that better process, and how to do that while avoiding burnout. We will cover the critical ingredients of an effective budget process and their organizational impact. This session will guide you in designing a process that fosters sound decision-making, challenges spending habits, and considers long-term goals. Speakers will also discuss how to analyze your budget to identify steps you can eliminate, so you can focus more on the steps that add value.

Scenario Planning for Disaster Recovery

1:00 pm–5:00 pm | 4 CPE Credits | TBD

The hours, days, and months following a natural disaster can be overwhelming for communities, citizens, and governments alike. Priorities are everywhere and resources are stretched to meet even the basic needs of a community. In this session, speakers will discuss case studies examining the effects of climate change and extreme weather events—such as fires, floods, and windstorms—that severely affect communities. What is scenario planning, and how did it help reshape government rebuilding efforts? How did property tax relief support citizens' economic well-being while ensuring long-term government revenues? Attend this session to learn from the experiences of other governments, engage in a conversation about rethinking revenues and risks, discuss who owns climate risk, and consider how to apply scenario planning within your own organization.

Sign Here: Managing Contract Risks Through Procurement

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Contract management is a core function of public procurement and critical to managing the relationship with suppliers. However, effective contract management requires organization-wide participation and a focus on the entire contract lifecycle to mitigate risk and enhance performance. In this session, speakers will discuss essential steps in the contract management process from both finance and procurement perspectives, demonstrating how these areas can work together to coordinate with operational and legal stakeholders. Topics will include strategies for linking the competitive procurement process to contract development, negotiating key terms, defining the role of the governing board, best practices for compliance monitoring, and the impact of technology and artificial intelligence on contract management. Speakers will also share strategies and lessons learned for overcoming common challenges and frustrations with the contract management process, as well as identifying strategies for mitigating risks in complex public sector contracts.

Ready to register?

CLICK HERE

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Preconference Seminars

Friday, June 27, 2025

Addressing the Challenges of Fire and Emergency Service Staffing

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Fire and emergency services are among the most critical and complex functions provided by local governments, requiring well-trained staff available around the clock. These positions are often some of the most challenging to recruit for, retain, and plan. In this session, speakers will discuss the roles of finance, human resources, and fire and emergency service leaders in staffing and budgeting, along with strategies for recruitment and lessons learned in managing compensation. Speakers will also cover how to coordinate an optimal mix of full-time and part-time employees with volunteers, collaborate with union representatives, adhere to certification standards, and meet the evolving needs of local government fire and emergency services. Join this session to gain insights from fire and emergency service leaders on fostering collaboration, building stronger relationships across your organization, and enhancing service to your community.

Learn to Budget: Best Practices and Trends in School Budgeting

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Following the pandemic, school districts were able to use grant funding for initiatives aimed at closing the academic gap. Now, as this funding is eliminated, districts must find ways to sustain many critical programs while addressing substantial budget gaps. In this session, speakers will discuss strategies for identifying budget cuts, options for new revenue, and how to successfully transition from one-time funding sources to sustainable models for continued academic progress. In addition, speakers will highlight ongoing challenges in school budgeting, such as balancing capital and operational needs, managing long-term enrollment trends and short-term fluctuations, and planning for both instructional and support personnel. The session will introduce GFOA's Smarter School Spending tools and offer a networking opportunity for school finance leaders.

On the Clock: Ensuring Timely and Compliant Financial Reporting

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Staff shortages, audit firm availability, new reporting requirements, federal funding, and other demands on accounting and financial reporting departments continue to affect how timely governments can issue financial statements and annual comprehensive financial reports (ACFRs). This session will address challenges related to issuing timely financial statements. With insights from both preparers and auditors, we'll explore opportunities to improve the internal financial close process, offer tips for working efficiently with the auditors and actuaries, and discuss methods for coordinating component unit financial information. Speakers will cover strategies to stay proactive throughout the year and address inevitable changes in reporting standards, regulatory requirements, and audit standards.

Overview of Public Funds Investing

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

As the investment market grows more dynamic, governments encounter expanded opportunities, while finance officers face new challenges. GFOA best practices offer valuable guidance to both large and small governments navigating decisions on investment options appropriate for their programs. This session will cover the fundamentals of public funds investing, including the importance of a sound investment policy, strategies for managing liquidity, and methods for evaluating key economic indicators. Speakers will also discuss core principles of public funds investing, such as diversification, risk management, performance measures, and reporting, within the context of recent market developments. Attend this session for an overview of GFOA best practices and recent case studies to help strengthen your investment program.

Saturday, June 28, 2025

The Bedrock of Budgeting: Planning and Policies

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

For many experienced budget professionals, the toughest part of budgeting isn't balancing revenues and expenses; it's defining the organization's goals, determining the best strategies to achieve them, and effectively communicating those plans to decision-makers. However, many government budget processes still emphasize cost estimates and adjusting incrementally from the previous year, often overlooking these more challenging tasks. In today's rapidly changing environment, decisions from last year may no longer be relevant, making it essential for governments to use collaborative planning processes and adopt sound financial policies. These approaches allow governments to address complex questions, maintain flexibility and adaptability, focus on long-term goals, and ensure sustainability. This session will explore the foundations of a robust budget process, highlight key planning and budgeting policies, and shift the conversation toward what truly matters.

Looking in the Mirror: How to Assess Your Leadership Competencies

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

Governments today are facing unprecedented, concurrent, and interrelated challenges, including aging infrastructure, evolving service expectations, staff recruitment and retention, new technologies, and an ever-changing landscape of public distrust, misinformation, and politics. In response, the Government Finance Officers Association of British Columbia (GFOABC) has developed a leadership competency framework for local government finance officers. This framework outlines the competencies essential for excellence in government service delivery and is designed to help local government finance professionals assess their own skills, evaluate others, and identify a path toward strategic financial leadership. In this session, you'll learn about each of the seven competencies and how to apply the framework for self-assessment and team development.

This session is open to finance professionals from both the United States and Canada.

Three Sides of the Same Coin: Pension and OPEB Reporting from Accounting, Audit, and Actuarial Perspectives

8:30 am–12:30 pm | 4 CPE Credits | Room TBD

Pension and other postemployment benefit (OPEB) plan accounting and reporting present ongoing challenges for finance professionals. This session will explore these issues from the perspectives of an accountant, an auditor, and an actuary, illustrating how all three roles contribute to successful reporting. Attend this session to deepen your understanding of the complexities of plan reporting requirements and how a government's liabilities, along with related deferred outflows and inflows, are represented on financial statements.

Better Budgeting Defined

1:00 pm–5:00 pm | 4 CPE Credits | TBD

A better budget process doesn't necessarily mean a longer or more complex one, and what constitutes a "better" process may vary for each organization. Featuring lessons learned from GFOA's Rethinking Budgeting initiative, speakers will introduce concepts you can apply to your government's budget process to help you define what "better" means, how to move toward that better process, and how to do that while avoiding burnout. We will cover the critical ingredients of an effective budget process and their organizational impact. This session will guide you in designing a process that fosters sound decision-making, challenges spending habits, and considers long-term goals. Speakers will also discuss how to analyze your budget to identify steps you can eliminate, so you can focus more on the steps that add value.

Scenario Planning for Disaster Recovery

1:00 pm–5:00 pm | 4 CPE Credits | TBD

The hours, days, and months following a natural disaster can be overwhelming for communities, citizens, and governments alike. Priorities are everywhere and resources are stretched to meet even the basic needs of a community. In this session, speakers will discuss case studies examining the effects of climate change and extreme weather events—such as fires, floods, and windstorms—that severely affect communities. What is scenario planning, and how did it help reshape government rebuilding efforts? How did property tax relief support citizens' economic well-being while ensuring long-term government revenues? Attend this session to learn from the experiences of other governments, engage in a conversation about rethinking revenues and risks, discuss who owns climate risk, and consider how to apply scenario planning within your own organization.

Sign Here: Managing Contract Risks Through Procurement

1:00 pm–5:00 pm | 4 CPE Credits | Room TBD

Contract management is a core function of public procurement and critical to managing the relationship with suppliers. However, effective contract management requires organization-wide participation and a focus on the entire contract lifecycle to mitigate risk and enhance performance. In this session, speakers will discuss essential steps in the contract management process from both finance and procurement perspectives, demonstrating how these areas can work together to coordinate with operational and legal stakeholders. Topics will include strategies for linking the competitive procurement process to contract development, negotiating key terms, defining the role of the governing board, best practices for compliance monitoring, and the impact of technology and artificial intelligence on contract management. Speakers will also share strategies and lessons learned for overcoming common challenges and frustrations with the contract management process, as well as identifying strategies for mitigating risks in complex public sector contracts.

Ready to register?

CLICK HERE

Steele County
Agenda Item

Request for Board Action

Subject: Landfill Phase III Demolition Landfill Waste Relocation Bid Letting

Department: Landfill

Committee: Land Use & Records

Committee Meeting Date: November 19, 2024

Work Session Date: NA

Board Meeting Date: November 26, 2024

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

Policy Committee Recommendation:

To approve the County Engineer to advertise the Phase III Demolition Waste Relocation for bids.

Recommendation:

To approve the County Engineer to advertise the Phase III Demolition Waste Relocation for bids.

Background *(Including Budget Impact)*:

To prepare for the upcoming Landfill Expansion project, the Phase III Demolition Landfill Waste will be relocated. Short Elliott Henderickson Inc. is under agreement with Steele County to prepare construction plans and bid documents to relocate the demolition landfill waste and is nearly ready to let the project for bidding. Staff recommends approving advertising for bids for the project once the plans and bid documents are completed.

Attachments:

NA

Steele County Agenda Item

Request for Board Action

Subject: Fitness Center Equipment Sheriff office/Detention Center

Department: Other

Committee: Land Use & Records **Committee Meeting Date:** November 19, 2024

Work Session Date: November 26, 2024 **Board Meeting Date:** November 26, 2024

Consent Agenda: X 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:

To purchase the fitness room equipment for the new detention center/sheriff's office fitness room. We would use the savings in the budget for the salary savings at the detention center to pay for the fitness equipment. We received a bid from a local company that gave the county a substantial discount. The total value of the purchase of the equipment is $45,641.75 plus shipping/fuel/installation of $6,275.73 for a total contract of $51,917.48. This is net of a discount of $28,182.25 from the vendor. This would provide the fitness center the much needed equipment required for the health and well-being of all county employees as it would be open for use by any county employee.

Background ***(Including Budget Impact)*****:**

Budget funds to be used is from salaries and wages savings from detention center budget of $51,917.48 for the purchase and layout of all equipment for fitness center.

Attachments:

Estimate Life Fitness

QUOTE

Quote# 3796213 - 1R

Date 15-NOV-2024

Bill To

STEELE COUNTY
2500 ALEXANDER ST SW
OWATONNA,STEELE
MN 55060-4721
US

Contact:
Cell:
Office:
Email:

Ship To

STEELE COUNTY
2500 ALEXANDER ST SW
OWATONNA, STEELE
MN 55060-4721
United States

Contact:
Cell:
Office:
Email:

SALES REPRESENTATIVE

JARED ALLEN
Cell: 763-300-4217
Office:
Email: Jared.Allen@lifefitness.com

Life Fitness

Corporate Address:

10601 Belmont Avenue
Franklin Park, IL 60131 USA
Phone: Main (847) 288-3300
Toll Free (800) 735-3867

Remittance Address:

2716 Network Place,
Chicago,IL
60673, USA

ONSITE CONTACT

Cell: Anthony Buttera @ 507-446-7080
Email: anthony.buttera@steelecountymn.gov
Facility ID:

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
1	**LF-SB** LF STABILITY BALL,65CM,GREY	1	70.00	-21.00	49.00	49.00
2	**LF-SB** LF STABILITY BALL,55CM,RED	1	64.00	-19.20	44.80	44.80
3	**HS-BP** HAMMER BUMPER, 10LB, STANDARD RUBBER, BLACK	4	53.00	-15.90	37.10	148.40
4	**HS-BP** HAMMER BUMPER, 45LB, STANDARD RUBBER, BLACK	6	132.00	-39.60	92.40	554.40
5	**HS-BP** HAMMER BUMPER, 25LB, STANDARD RUBBER, BLACK	4	85.00	-25.50	59.50	238.00
6	**HS-DB** HAMMER DUMBBELL SET 55-75LB,Rubber,4 Sided	1	2,873.00	-861.90	2,011.10	2,011.10
7	**HS-DB** HAMMER DUMBBELL SET 5-50LB,Rubber,4 Sided	1	3,169.00	-950.70	2,218.30	2,218.30
8	**ACC-KB** Standard Kettlebell, 4KG, Cast Iron, Charcoal	1	40.00	-12.00	28.00	28.00
9	**ACC-KB** Standard Kettlebell, 6KG, Cast Iron, Charcoal	1	50.00	-15.00	35.00	35.00
10	**ACC-KB** Standard Kettlebell, 8KG, Cast Iron, Charcoal	1	61.00	-18.30	42.70	42.70

This is a draft quote and not a contract - Subject to management approval

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
11	**ACC-KB** Standard Kettlebell, 12KG, Cast Iron, Charcoal	1	74.00	-22.20	51.80	51.80
12	**ACC-KB** Standard Kettlebell, 16KG, Cast Iron, Charcoal	1	94.00	-28.20	65.80	65.80
13	**ACC-KB** Standard Kettlebell, 20KG, Cast Iron, Charcoal	1	114.00	-34.20	79.80	79.80
14	**ACC-KB** Standard Kettlebell, 24KG, Cast Iron, Charcoal	1	136.00	-40.80	95.20	95.20
15	**ACC-KB** Standard Kettlebell, 28KG, Cast Iron, Charcoal	1	158.00	-47.40	110.60	110.60
16	**ACC-CL** Collar, Lock Jaw Pro 2, Black, (Pair)	2	101.00	-30.30	70.70	141.40
17	**HS-OB** Hammer Gym Bar,29MM,Chrome,Bushing,20KG	2	751.00	-225.30	525.70	1,051.40
18	**HS-OP** Hammer Olympic Plate 10LB,Rubber,RndX	4	36.00	-10.80	25.20	100.80
19	**HS-OP** Hammer Olympic Plate 5LB,Rubber,RndX	4	18.00	-5.40	12.60	50.40
20	**HS-OP** Hammer Olympic Plate 2.5LB,Rubber,RndX	4	11.00	-3.30	7.70	30.80
21	**HS-OP** Hammer Olympic Plate 45LB,Rubber,RndX	6	156.00	-46.80	109.20	655.20
22	**HS-OP** Hammer Olympic Plate 25LB,Rubber,RndX	4	87.00	-26.10	60.90	243.60
23	**HS-OP** Hammer Olympic Plate 10LB,Rubber,RndX	4	36.00	-10.80	25.20	100.80
24	**ACC-BD** Power Band,41x0.25in(104x0.6cm)x4.5MM Thick,Orange	2	15.00	-4.50	10.50	21.00
25	**ACC-BD** Power Band,41x0.5in(104x1.3cm)x4.5MM Thick,Red	2	20.00	-6.00	14.00	28.00

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
26	**ACC-BD** Power Band,41x0.75in(104x1.3cm)x4.5MM Thick,Blue	2	29.00	-8.70	20.30	40.60
27	**ACC-BD** Power Band,41x1.25in(104x3.2cm)x4.5MM Thick,Green	2	37.00	-11.10	25.90	51.80
28	**ACC-BD** Power Band,41x1.75in(104x4.5cm)x4.5MM Thick,Black	2	45.00	-13.50	31.50	63.00
29	**ACC-BD** Power Band,41x2.5in(104x6.4cm)x4.5MM Thick,Purple	2	64.00	-19.20	44.80	89.60
30	**ACC-BD** Power Band,41x4in(104x10cm)x4.5MM Thick,Grey	2	103.00	-30.90	72.10	144.20
31	**HS-SB** HAMMER SLAMBALL, 6LBS	1	61.00	-18.30	42.70	42.70
32	**HS-SB** HAMMER SLAMBALL, 8LBS	1	69.00	-20.70	48.30	48.30
33	**HS-SB** HAMMER SLAMBALL, 10LBS	1	74.00	-22.20	51.80	51.80
34	**HS-SB** HAMMER SLAMBALL, 15LBS	1	94.00	-28.20	65.80	65.80
35	**HS-SB** HAMMER SLAMBALL, 20LBS	1	113.00	-33.90	79.10	79.10
36	**PT-AB-01** Hammer Strength HD Airbike	1	2,549.00	-2,549.00	0.00	0.00
37	**INA-TSL** LIFE FITNESS TOTAL BODY ARC TRAINER w/SL - LF TB Arc Trainer SL Charcoal Grey Smooth Base/SL ARC TRAINER LED CONSOLE ENGLISH IMPERIAL	1	10,799.00	-4,319.60	6,479.40	6,479.40
38	**INT-SL** INTEGRITY+ TREADMILL w/SL - Int Plus Tread SL Charcoal Grey Smooth Low VT SW Base/SL TREAD LED CONSOLE ENGLISH IMPERIAL/ *Total 12,596.80*	2	9,999.00	-3,999.60	5,999.40	11,998.80
	Int Plus Tread SL Charcoal Grey Smooth Low VT SW Base	2	299.00	0.00	299.00	598.00

This is a draft quote and not a contract - Subject to management approval

QUOTE

Quote# **3796213 - 1R**

Date 15-NOV-2024

Line	Model #	Qty	Unit Price	Unit Discount	Unit Selling Price	TOTAL PRICE
39	**FW-D3** HAMMER STRENGTH DUMBBELL RACK THREE TIER - Frame Charcoal/Dumbbell Tray	1	1,850.00	-647.50	1,202.50	1,202.50
40	**FWMAB** HMR ADJUSTABLE BENCH (PRO STYLE) - Charcoal Frame/Black Upholstery	2	1,682.00	-588.70	1,093.30	2,186.60
41	**HDU-SM72** 72IN/183CM iD/NX STABILITY BALL STORAGE	1	195.00	-58.50	136.50	136.50
42	**HDU-SM72** 72IN/183CM iD/NX 2 PIPE	2	325.00	-113.75	211.25	422.50
43	**HDU-SM72** 72IN/183CM iD/NX ACCESSORY TRAY	1	395.00	-138.25	256.75	256.75
44	**ELT-HR-STRD** HD ELITE ID STANDARD HALF RACK - MATTE HIGH WEAR TITANIUM/HIGH WEAR CHARCOAL/ENGLISH	2	5,816.00	-2,035.60	3,780.40	7,560.80
45	**CMDAP** LF CABLE MOTION DUAL ADJUSTABLE PULLEY 4:1 - Charcoal Frame/GLB/Rear Shroud/LANG.ENG/BOOM.HANDLES	1	9,118.00	-3,191.30	5,926.70	5,926.70

This is a draft quote and not a contract - Subject to management approval

Quote# **3796213 - 1R**

Date 15-NOV-2024

PO Number		**Subtotal**		
Payment Type			List Price	73,824.00
Payment Terms	NET 30		Adjustment and Surcharge	-28,182.25
Freight Terms			Selling Price	45,641.75
FOB				
		Freight/Fuel/Installation		6,275.73
		Tax	TAXES AS APPLICABLE	
		Total(USD)		51,917.48

Notes:
Discount based on package pricing. Any changes to quantities or product may affect pricing.

This is a draft quote and not a contract - Subject to management approval

Shipment Priority: STANDARD
Requested Delivery Date: 28-FEB-2025

This order quote is valid for 30 days. Buyer may accept by either (1) returning this quote with Buyer's signature or (2) by Buyer issuing a Purchase Order against this quote to Life Fitness. In all cases, this order quote and its acceptance are subject to the Life Fitness Commercial Terms & Conditions of Sale posted online at https://www.lifefitness.com/en-us/legal/terms-conditions, which supersede any terms in Buyer's purchase orders, policies, vendor guidelines and any other documents that pre-date or post-date this purchase. Any inconsistent terms in Buyer's documents are deemed to have been rejected. Upon acceptance by Buyer and then Life Fitness, this Agreement shall become legally binding and constitutes the sole and complete agreement of the parties.

For avoidance of doubt, if Buyer and Life Fitness executed an active Master Agreement, the applicable Master Agreement will govern this Agreement and the Life Fitness Standard Terms and Conditions will supplement.

Steele County
Agenda Item

Request for Board Action

Subject: Acceptance of Donation for Public Health

Department: Public Health

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: November 26, 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:

Approve Resolution accepting donations to Public Health.

Background *(Including Budget Impact)*:

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

Attachments:

Resolution

RESOLUTION

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

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

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

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

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

- $50 Cash in memory of Dorothy Morman from Anonymous

Dated this 26th day of November 2024.

STEELE COUNTY
BOARD OF COMMISSIONERS

____
Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 26th day of November 2024.

____
Steele County Auditor

Steele County
Agenda Item

Request for Board Action

Subject: Setting The 2025 Commissioner Salary & Per Diem

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: November 26, 2024

Consent Agenda: ☐ Yes ☐ No

Resolution: ☒ Yes ☐ No

Background *(Including Budget Impact)*:

Commissioners need to set their salary and per diem amounts via resolution each year. The annual commissioner salary under consideration for 2025 is $27,998.00. The per diem is proposed to remain the same as last year, which is $80.00 per day for the meetings as set forth in the resolution.

Attachments:

Resolution

RESOLUTION
SETTING THE 2025 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED according to Statute 375.055 County boards; members' compensation. Sub. 1. the salary for the position of Steele County Commissioner shall be set at $27,988.00 per year for 2025.

BE IT RESOLVED that the per diem rate shall be set at $80.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Association of Minnesota Counties (AMC)
Area Agency on Aging
Bixby Subordinated District Service
Cannon River 1W1P Policy Committee
Cannon River Watershed Joint Powers Board
Cedar River Watershed Advisory Committee
Children's Mental Health Collaborative
Community Corrections Advisory Board
Community Health Board - Dodge/Steele
Counties Providing Technology
Criminal Justice Committee
Cultural Diversity Network
Drainage Ditch Meetings and Inspections
Economic Development Authority
Extension Committee
Hope Drainage
Intergovernmental Committee
Intergovernmental Joint Agency Task Force
Joint Transportation Committee (City/County)
Law Library Board
Local Housing Trust Fund
MN Counties Intergovernmental Trust
MNPrairie All Commissioner Meeting
MNPrairie County Alliance Meetings
Multi-County Solid Waste Committee
National Association of Counties (NACo)
Planning Commission Liaison
Recorder's Compliance Fund Committee
Regional Railroad Authority
Rice-Steele 911 Dispatch Joint Powers Board
SE Minnesota Association of Regional Trails
SE MN Community Action Agency (SEMCAC)
SE MN Emergency Communications Board
SE MN Emergency Medical Services
SE MN Recyclers Exchange (SEMREX)
SMART Transit Advisory Board
Soil & Water Conservation District Liaison
Southern Minnesota Tourism
Southern MN Association of Regional Trails
Steele County Historical Society Liaison
Steele County Water Planning Committee
Steele County Weed Management Association
Steele-Waseca Drug Court
U.S. Highway 14 Partnership
Watershed Meetings
Workforce Development Board
Zumbro River Watershed Partnership

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

CERTIFICATION

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

____

Steele County

Steele County Agenda Item

Request for Board Action

Subject: MnPrairie Financial Consultation Request

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: November 26, 2024

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

Policy Committee Recommendation:

Recommendation:

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

Background *(Including Budget Impact)*:

The MnPrairie Finance Manager took a new position with Dodge County and his last day with MnPrairie was November 1. It is anticipated that the time needed to select and on-board a new finance manager is such that the new hire may not be in place until the end of January. This could create some challenges for the remaining MnPrairie finance staff when they are processing payroll, tax filings and ACA reports at the end of the year. Renae verbally committed to providing assistance on an as needed basis, but the MnPrairie Joint Powers Board felt that some type of resolution of support from each member county board would serve to confirm that the commitment is understood and approved by each board. Attached for the board's consideration is a resolution of support.

Attachments:

Proposed Resolution of Support

RESOLUTION TO PROVIDE FINANCIAL CONSULTATION

WHEREAS, Minnesota Prairie County Alliance (MNPrairie) will have a vacancy in the Finance Manager position beginning November 1, 2024, and this position is critical for overseeing the financial operations of the organization;

WHEREAS, the member counties of Dodge, Steele, and Waseca have a vested interest in the continued effective operation of MNPrairie;

WHEREAS, each member county employs staff with knowledge of the systems utilized by MNPrairie in its payroll and day to day financial operations;

WHEREAS, providing consultation support to MNPrairie during the transition period will help ensure the functions of the organization's finance department continue without disruption.

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

1. The County will provide financial consultation and support to MNPrairie at no cost to MNPrairie, upon request and at such times and in such forms as deemed reasonable and necessary by both parties through January 31, 2025.

2. This support shall include assistance from the County's Finance Director or other qualified personnel, as deemed necessary and reasonable by both parties to fulfill the responsibilities of the Finance Manager on an interim basis.

BE IT FURTHER RESOLVED that the County agrees to work collaboratively with MNPrairie and its member counties to facilitate a smooth transition and ensure ongoing financial stability for the organization.

Dated this 26th day of November 2024.

STEELE COUNTY
BOARD OF COMMISSIONERS

____

Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 26th day of November 2024.

____

Steele County Auditor

Steele County Agenda Item

Request for Board Action

Subject: PT18 Repair / FEMA Project

Department: Property Tax & Elections

Committee: Land Use & Records **Committee Meeting Date:** November 19, 2024

Work Session Date: November 26, 2024 **Board Meeting Date:** November 26, 2024

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

Policy Committee Recommendation:

Approve repair of PT18 due to spring flooding. Two bids for review from DeCook Drainage for $25,505.00 and Freeborn Construction, Inc for $33731.50.

Recommendation:

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

Background ***(Including Budget Impact)*****:**

This repair will be covered by FEMA

Attachments:

STEELE COUNTY
PUBLIC WORKS POLICY COMMITTEE MINUTES
Public Works Building – 3000 Hoffman Drive - Owatonna, MN 55060

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

Friday, November 15, 2024 at 8:00 a.m. – Public Works Conference Room

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Attendees: Commissioner Krueger, Commissioner Brady, County Engineer Paul Sponholz, Four Seasons Director Steve Schroht, Administrator Renae Fry, Environmental Services Katie Barden, and guests, Tom Peterson and OPS Continuing Education Program Manager Lydia Yanke

Information:

1. CSAH 46 No Parking Request – Tom Peterson
   Tom Peterson read a statement in support of his request for no parking signs along CSAH 46. He engaged in a brief dialog with the two board members present and the board members assured him that no decisions had been made and that the matter is under advisement.

2. Enviro Show
   The county in collaboration with Community Education is planning the Enviro Show for May. Steve Schroht seeks board direction on whether the facility fee can or should be waived as this is the practice when the county uses the facilities for other purposes. Barden confirmed that the vendors will be charged a modest fee, but that one of the vendors was only willing to offer their services at no cost if the proceeds were donated to a charitable organization. Krueger and Brady requested more information regarding the anticipated budget for the event and asked that this topic come back to the Public Works Policy Committee next month for further review.

Department Head Reports

Four Seasons:

Steve gave an update regarding the lane closure along the south west side of the Four Seasons Building. The topic of other changes to traffic flow and parking will be discussed on an ongoing basis.

Steve has a possible recruit for the Park and Rec Committee. Krueger and Brady let Steve know that the Board thinks its time to disband the committee and Steve agreed.

The front lobby area upgrades are done but not without delay and extra cost.

Hockey season is in full swing and facility usage is nearly 100%. There is only one weekend that is open for public use between January and June.

Landfill:

Landfill Expansion Updates – Paul found a memo in his office that gave an estimate for the construction of a new cell, but on it was a note that the costs of expansion had not been included in the 2025 budget. Paul and Josh are working with Candi on efforts to get updated estimates and the plan is to use landfill reserves.

The new leachate truck is being finalized for use.

The dump station used for depositing leachate into the Owatonna wastewater system is being widened to accommodate the length of the new truck. There may be benefits to extending the force main to the landfill at some point in the future.

Highway:

Paul updated everyone on the Medford speed study results the MnDOT is not agreeing to make any reductions and signage will need to be updated to match the MnDOT authorizations.

An offer was made to a candidate for the Assistant County Engineer position. HR is waiting for a response from the candidate. Kevin will be returning to full status soon.

Project updates:

- CSAH 6/CSAH 28 – box culvert work complete pending punchlist items.
- CSAH 28 – Beaver Lake Park project delayed to 2026. Paul is working with the various funders to seek approval to delay the funding to 2026 as well.
- ESC – Studies are ongoing and the tentative timeline puts action to finalize the EAW and CatEx in May 2025.
- CSAH 2/CSAH 43/CR 180/CR 171 intersection – There is a new possible reconfiguration that may avoid the need for the removal of any homes. Options to manage traffic short term until the intersection can be reconfigured are being explored.
- CSAH 48 railroad easement and vacation – Paul is working with the railroad to finalize the fee to be paid for the easement and in the future, the other easement will be vacated.
- CSAH 49 r/w vacation and turnback will be completed in the future now that the county road re-alignment is complete.

STEELE COUNTY
LAND USE & RECORDS COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Tuesday, November 19, 2024 at 8:00 a.m. – Steele County Boardroom

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Attendees: Commissioner Glynn, Commissioner Krueger, County Recorder Rick Kvien, PT & E Director Jennifer Mueller, Finance Director Candi Lemarr, Assessor Brian Anderson, P & Z Director Dale Oolman, CCA Director Tim Schammel, Sheriff Lon Thiele, Detention Center Supervisor Anthony Buttera, County Engineer Paul Sponholz, Landfill Supervisor Josh Johnson and Administrator Renae Fry.

Consent:

1. Committee recommends approving revisions to the county's investment policy.
2. Committee recommends approving the change to the county's cell phone policy.
3. Committee recommends approving the Interagency Agreement with MnPrairie to authorize reimbursement of screening costs in an amount not to exceed $7,326.00.
4. Committee recommends approving the purchase of ballistic shields with optional lighting from Pro-Tech Sales for the Steele County Sherriff's Department in the quoted amount of $48,893.00 to be paid from Public State Aid Funds.
5. Committee recommends the adoption of a Resolution approving the 2025 Aquatic Invasive Species Prevention Aid Plan.
6. Committee recommends the adoption of a Resolution approving out of state travel for Candi LaMarr to attend the 2025 GFOA Conference in Washington DC June 27 – July 2, 2025.
7. Committee recommends authorizing SHE to advertise the Phase III Demolition Waste Relocation for bids.
8. Committee recommends approving the purchase of fitness room equipment for the new detention center fitness room from Life Fitness for the total amount of $51,917.48 to be paid from the detention center budget.

General:

9. Approve funding for repairs to PT18 due to spring flooding based on the low quote of $25,505 submitted by DeCook Drainage to be paid from FEMA funds and the state match.

Department Head Reports

Assessor: 2024 quintile is complete, and appraisers are working on new construction projects. Overall, the department saw a 16% increase in commercials values, a 5% increase in residential values and ag remaining flat.

Recorder: Passport activity is increasing due to the changes in weather. Rick also commented that the public enjoys looking at the court house replica that is currently on display in the Recorder's office.

PT&E: Post election review is being conducted today. Two precincts were selected for recount. Work has begun on the tax forfeiture process for three properties in Steele County. One parcel was inspected and there may be reason to believe that the parcel had been used as a meth lab in the past.

Planning & Zoning: Dale reported that Katie Barden with the assistance of OPS Community Education, is organizing a bus tour to two metro locations and trade show for this spring that will showcase environmental products, services and recycling options for the area.

Finance: The T & T notices went out this week and Candi is getting the budget ready for final approval at the December 12 board meeting.

CCA: Tim reported that the new building is coming along, and the recent probation reforms is affecting the state's funding model for community corrections. The formula is complicated, and the subsidy amounts are not clear.

Commissioner Report: Commissioner Krueger complimented Rick and Paul for their efforts related to the recent home schooler's county government program.

Member County Board 2024 Fall Report

Leota Lind, CEO

MISSION

South Country Health Alliance's mission is to empower and engage our members to be as healthy as they can be, build connections with local agencies and providers who deliver quality services, and be an accountable partner to the counties we serve.

VISION

South Country Health Alliance will continue to be a fierce advocate for the health and well-being of people living in rural Minnesota.

DIAMOND VALUES

South Country HEALTH ALLIANCE

COLLABORATION

We value the contributions of many individuals, partners, and agencies in helping meet the needs of our members.

STEWARDSHIP

We responsibly manage our resources, using them in the best way possible for our members.

COMMUNICATION

We communicate openly, honestly, and frequently, responsibly sharing information and ideas in all areas of our business.

EXCELLENCE

We provide quality through our programs and services that make a difference in people's lives.

2025 Supplemental Benefits
SeniorCare Complete & AbilityCare

South Country HEALTH ALLIANCE

Medicare Advantage Value-Based Insurance Design (VBID)

- No Part D Drug co-pays
- Help address health related social needs

SCC and AbilityCare Benefit	Benefit Description
South Country GAP card Grocery Assistance Program **Grocery Assistance Program**	Members will receive a quarterly grocery card to purchase eligible healthy foods from participating retailers (Walmart, Dollar General, Family Dollar, Dollar Tree, Walgreens, Cub Foods).
 **Home and Safety Modifications**	Members can receive home and safety devices or modifications that promote independent living (grab bars, shower/bathtub seats, handrails, non-slip flooring, temporary wheelchair ramps, lift chairs, etc.

2025 Supplemental Benefits
SeniorCare Complete & AbilityCare

SCC and AbilityCare Benefit	Benefit Description
Be Active! Exercise Program	Members receive $40 off monthly health club memberships. No “max number of visits” to receive discount.
Post Discharge Home Delivered Meals	Mom’s Meals delivered meals after inpatient hospitalization 2 times a day for up to 85 for SeniorCare Complete and up to 89 days for AbilityCare.
 **Dental Crown**	Members can receive 1 dental porcelain crown annually upon medical necessity.
 **Eyewear Lens Upgrade**	Members can receive any combination up to $148.80 per year, up to 2 lenses: anti-glare coating, photochromatic lens tinting, and progressive lenses.
 **Personal Emergency Response System**	Members can receive MedScope Personal Emergency Response System. No annual maximum.

In-Lieu of Services

RightBites *for* Life

DELFINA

DelfinaCare, a partnership with Public Health, provides support for members 1st trimester through 12 months postpartum.

South Country HEALTH ALLIANCE

Doctor On Demand® by Included Health

  - Online treatment for 90% of all common ER complaints, from common colds to uncommon rashes.
  - $0 co-pay.
- Book an online therapy or psychiatry visit when and where they're comfortable. Mental health appointments scheduled in as little as 7 days.
- In some cases, same-day appointment options may be available.

Community Care Connector
the local South Country expert

- Our Community Care Connectors live in the community and understand the barriers members face.
- They go the extra mile to find solutions faster and more effectively helping members get timely, cost-effective care and overcome challenges like food insecurity, mental health problems, addiction and homelessness.

Community Care Connector

The Community Care Connector plays a crucial role in bridging the gap between medical services, public health, human services, and other community resources.

Resource Connection: They connect members with primary care providers, help overcome barriers to accessing medical care (like transportation or prescription issues), and provide resources and vouchers to new mothers

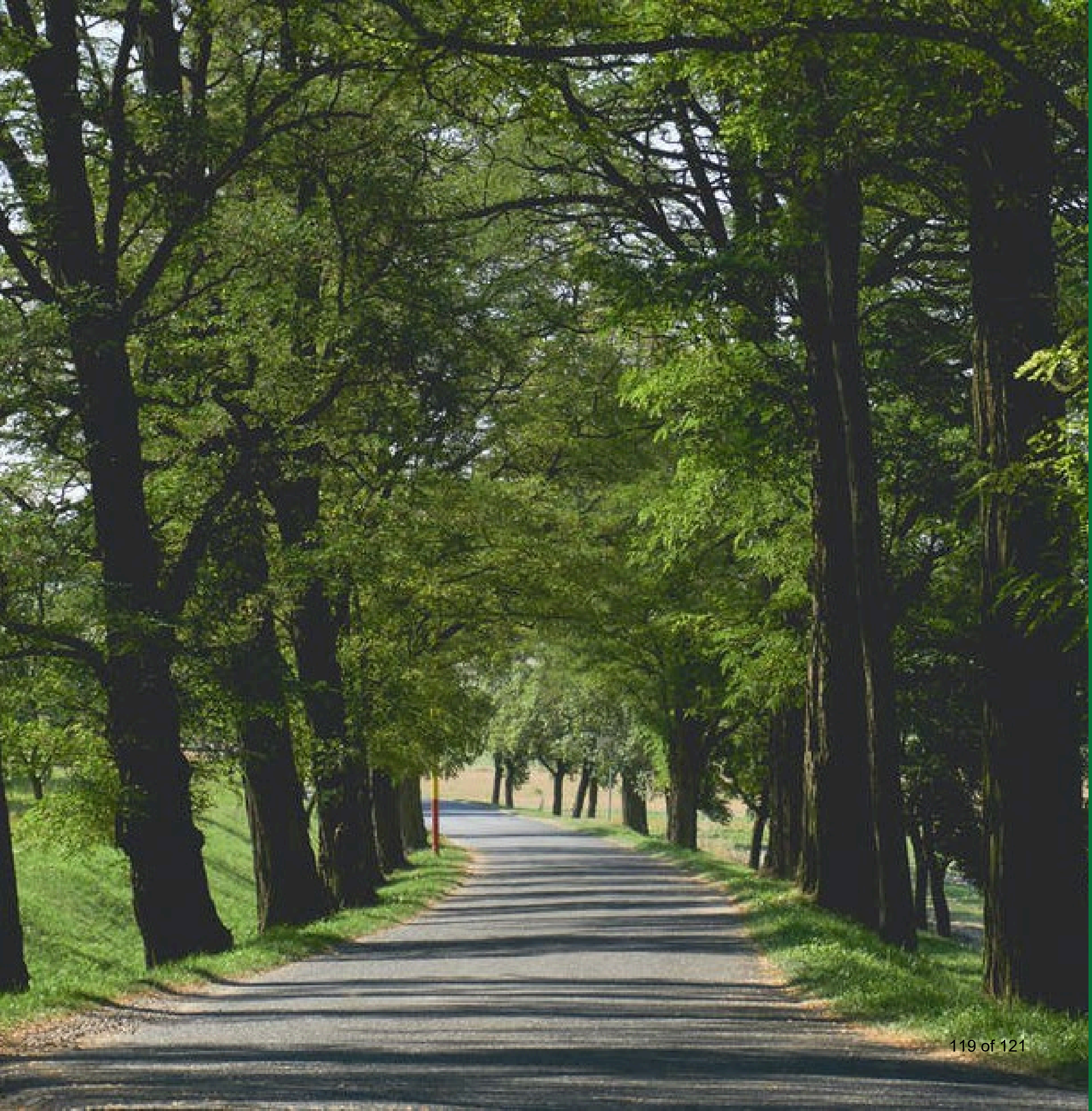
Support and Coordination: They help members access medical, dental, and other health care services including coordinating care after hospital visits, ensuring members get their medications and necessary equipment, and addressing any aftercare concerns.

Community Engagement: They work collaboratively with South Country staff to provide support at the local level, enhancing the quality of life for community members.

Community Care Connector Refresh

- South Country and county staff worked together to enhance the Connector role.
  - Help identify and recommend community engagement opportunities. Attend when available.
  - Reach out, follow up, and connect members to resources to address identified needs including social determinants of health.
  - Help educate about the Member Advisory Committee to help recruit members to participate.
  - Provide communication and education to county staff, community partners and providers about the Connector role.

South Country HEALTH ALLIANCE



Healthy Pathways Refresh

A behavioral health program developed by South Country and county staff.

- Provides rapid engagement to members (17 years+) experiencing impaired emotional health due to mental health or substance use disorder.
  - Includes members ineligible for other case management services; eligibility unknown, or currently receiving services and needs step-down support
- Case Manager connects members to ongoing treatment services, care coordination services, Medicaid benefits, and available supports.

South Country HEALTH ALLIANCE

Community Reinvestment

Along with ensuring that taxpayer dollars stay local, we reinvest funds back into the communities we serve strengthening rural health care and providing significant economic impact in the areas we serve.

- $22 million reinvested back into our communities through Community Care Connector, Grants, Technology, Programs & Services
- Up to an additional $4.2 million in grants in January 2025

South Country HEALTH ALLIANCE

Like all states, Minnesota maintained health care coverage for Medicaid enrollees during the COVID-19 pandemic. With continuous coverage in place, enrollment in Medical Assistance and MinnesotaCare grew by more than 30%.

In the spring of last year, states returned to standard Medicaid eligibility procedures, including the need for most enrollees to have their eligibility reviewed through the renewal process. This was a significantly larger volume of work than has ever occurred in Minnesota’s public health care program history.

Much of this work fell into the hands of county eligibility workers. We recognize the hard work of your financial worker teams and thank them for their role in helping South Country members maintain their coverage where appropriate.

~A heartfelt THANK YOU from my South Country team to yours. We truly appreciate our partnership.