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.

THURSDAY, DECEMBER 19, 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. Thank you letter from Southern Minnesota Passenger Rail Initiative (pg. 3)

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

5. Approve Bills and Journal Entries (pg. 7)
6. Approve Personnel Report (pg. 75)
7. Approve Resolution Disbanding the Steele County Park and Recreation Commission(pg. 76)
8. Approve 2024 CCA Surplus of $300,000 towards the construction completion of the CCA Building. (pg 78)

9. Adopt Resolution accepting donations of Gift Cards in the amounts of $250 from ADLI, $250 from Kwik Trip, and $500 from Walmart to Veteran Services to help Veterans in need. (pg. 80)

Public Hearing 5:15 p.m. (pg. 82)

2025 Fee Schedule

Motion to open Public Hearing
Presentation of the 2025 Fee Schedule – Steele County Administrator Renae Fry
Open for public testimony
Motion to close

10. Adopt Resolution Approving the 2025 Fee Schedule

General Agenda

11. Approve 2025 lease agreement between Parrott and Smith, LLC and Steele County for the Commercial Tobacco Prevention and Control Program. (pg. 96)
12. Approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of $56,623.67 and authorize the PT&E Director to sign. (pg. 100)
13. Adopt resolution for Community Corrections Department Services to write off bad debt in an amount of $1,850.00. (pg. 113)

County Board Work Session – Thursday, December 19, 2024

14. Approve Steele County Non-Profit Community Partner Awards - 501(c)(3) Appropriations (pg. 115)
15. Approve Steele County Opioid Response Initiative Funding Awards (pg. 124)
16. Homelessness and Housing Fund Allocation for 2024*(materials provided at meeting)*

Information Items

17. Public Safety & Health Committee Minutes (pg. 141)

Presentations:

Commissioner Reports:

Next Meeting Notices:

County Board Meeting – Tuesday, January 7, 2025 at 5:00 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.

December 9, 2024

Thank you for your support of the Southern Minnesota Passenger Rail Initiative, and your assistance in making the enclosed joint-letter to MnDOT possible!

A final version of the State Rail Plan will be drafted in January 2025, so in these last weeks of 2024, please consider reaching out to your local stakeholders to encourage them to join you in expressing support to MnDOT for the passenger rail designations needed to connect southern Minnesota to the Twin Cities!

We also ask that you consider forwarding a copy of the enclosed joint letter to your State Representatives, and include a support for regional passenger rail in your Legislative Agenda for 2025!

We will circle back to you in January with a date for our next Regional Leaders Meeting in late January or possibly early February.

In the meantime, Warm best wishes to you for the peace of this Season,

Suzie Nakasian

Suzie Nakasian, Project Organizer
On behalf of the Southern Minnesota Passenger Rail Steering Committee

Mayor Rhonda Pownell, City of Northfield
Mayor Janet Williams, City of Savage
Commissioner Galen Malecha Rice County
City Council Member Bob Coughlen, City of Savage
City Council Member Kathleen Holmes, City of Northfield
County Administrator Renae Frey, Steele County

Southern Minnesota Passenger Rail Initiative

November 26, 2024

Nancy Daubenberger, Commissioner
Minnesota Department of Transportation
395 John Ireland Boulevard, Mailstop 100
St. Paul, MN 55155-1899

Dear Commissioner Daubenberger:

We the undersigned Mayors, County Board Chairs, College Presidents and organizational leaders of southern Minnesota join in expressing support for MnDOT's *continued* prioritization of the **Twin Cities-Albert Lea** and **Twin Cities-Mankato** passenger rail corridors as Phase 1 projects in the 2025 State Rail Plan; and request a Phase 1 passenger rail designation for the existing east-west (Canadian Pacific/former "DM&E") rail line that connects the -Mankato and -Albert Lea corridors in southern Minnesota, and affords the opportunity to extend passenger rail service to additional southern Minnesota communities including Waseca, Rochester/DMC Mayo Clinic and Winona.

We congratulate your Department and the State Rail Office on the progress you have made implementing other Phase 1 passenger rail projects designated in the 2015 Rail Plan over the last decade. With those projects well underway, and the *Borealis* project completed, we urge you to make the reintroduction of passenger rail service for Southern Minnesota a priority for the coming decade.

Thank you for your consideration.

Respectfully,

Richard Murray

Albert Lea, Mayor Richard Murray

Michael Woletz

Belle Plaine, Mayor Michael Woletz

Bicycle Alliance of Minnesota, Michael Wojcik, Executive Director

Glen Castore

Bridgewater Township, Supervisor Glen Castore

Alison Byerly

Carleton College, Dr. Alison Byerly President

Kevin F. Voracek

Faribault, Mayor Kevin Voracek

Faribault Area Chamber of Commerce and Tourism, Nort Johnson

Southern Minnesota Passenger Rail Initiative

Dundas, Mayor Glen Switzer

Farmington, Mayor Josh Hoyt

Gustavus Adolphus College,
Dr. Rebecca M. Bergman, President

ISAIAH, Southern Minnesota Organizer Katheryn Lozada

Le Sueur, Mayor Shawn Kirby

Northfield, Mayor Rhonda Pownell

Northfield, Council Member Kathleen Holmes

North Mankato, Mayor Scott Carlson

North Mankato, Council Member Sandra Oachs

Owatonna, Mayor Tom Kuntz

Owatonna, Chamber of Commerce and Tourism

Ramsey County Board Chair, Victoria Reinhardt

Ramsey County Regional Rail Authority
Commissioner Raphael Ortega, Chair

Rice County, Commissioner Galen Malecha

Southern Minnesota Passenger Rail Initiative

Richfield, Mayor Mary Supple

Rosemount, Mayor Jeff Weisensel

Savage, Mayor Janet Williams

Savage, Council Member Bob Coughlen

South Central Community College, Faribault/
North Mankato, Dr. Annette Parker, President

St Paul, Mayor Melvin Carter

St Peter, Mayor Shanon Nowell

St. Olaf College, Dr. Susan Singer, President

Steele County, Board Chair James R. Abbe

Tracy, Mayor Pam Cooreman

Waseca, Mayor Randy Zimmerman

Waseca County, Board Chair Brian Harguth

The **Southern Minnesota Passenger Rail Initiative** is a coalition of regional elected leaders, college presidents and chamber and organizational leaders working to support the re-establishing of passenger rail service on *existing* rail lines connecting southern Minnesota to the Twin Cities and the wider statewide network set forth in the Minnesota State Rail Plan. The Initiative is led by a committee of regional elected officials. For additional information contact the Project's Coordinator Suzie Nakasian at MnRail.US@gmail.com. Thank you.

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 Descripti / On Behalf of Name	1099
301	DEPT			Administration			
8251	BRN Lawn & Landscape LLC						
1	10-301-000-0000-6512		95.00	Fall lawn aerating	3358	Bldg Repair & Maintenance	Y
8251	BRN Lawn & Landscape LLC		95.00	1 Transactions			
301	DEPT Total:		95.00	Administration	1 Vendors	1 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
9922	Owatonna Ace Hardware						
14	10-302-000-0000-6534		25.99	Acetone	1869/5	Supplies - Signing	N
9922	Owatonna Ace Hardware		25.99	1 Transactions			
302	DEPT Total:		25.99	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
303	DEPT			Construction Expense			
61505	Gopher State One-Call						
6	10-303-000-0000-6260		56.70	November locates	4111488	Consultants/Admin Fee	N
61505	Gopher State One-Call		56.70	1 Transactions			
303	DEPT Total:		56.70	Construction Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
16480	Crysteel Truck Equipment Inc						
2	10-304-000-0000-6600		21,244.59	Install new box on unit#2198	L35592	Capital Outlay	N
3	10-304-000-0000-6520		88.94	Spring lever & toggle switch	LP221781	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc		21,333.53	2 Transactions			
8459	Freerksen Oil LLC						
5	10-304-000-0000-6540		581.48	Moly EP grease & diesel trmt	2614	Fuel & Lubricants	Y
8459	Freerksen Oil LLC		581.48	1 Transactions			
36550	IFACS						
7	10-304-000-0000-6520		26.01	3/16-1/2 step drill bits	5349473	Machinery/Vehicle Parts	N
36550	IFACS		26.01	1 Transactions			
524	Kecks Repair Inc						
8	10-304-000-0000-6520		141.81	Hydraulic hoses & fittings	305533	Machinery/Vehicle Parts	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
	524	Kecks Repair Inc		141.81	1 Transactions			
	50510	McNeilus Steel Inc						
9		10-304-000-0000-6520		5.10	Flat bar	01172281	Machinery/Vehicle Parts	N
	50510	McNeilus Steel Inc		5.10	1 Transactions			
	4097	Nuss Truck & Equipment						
13		10-304-000-0000-6520		1,391.51	Level sensor & windshield	PSO1594971	Machinery/Vehicle Parts	N
	4097	Nuss Truck & Equipment		1,391.51	1 Transactions			
	73956	Road Machinery & Supplies Co						
15		10-304-000-0000-6520		111.10	5 gallons of hydraulic oil	S0148823	Machinery/Vehicle Parts	N
	73956	Road Machinery & Supplies Co		111.10	1 Transactions			
	85167	Stewart Sanitation						
16		10-304-000-0000-6514		114.61	November garbage service	0000889057	Utility Services	N
	85167	Stewart Sanitation		114.61	1 Transactions			
	86520	Terminal Supply Company						
17		10-304-000-0000-6511		41.22	Deutsch solid pin	80221-00	Maint Shop Supplies & Materials	N
18		10-304-000-0000-6511		769.93	Pins, wire, cable ties, fuses,	80888-00	Maint Shop Supplies & Materials	N
	86520	Terminal Supply Company		811.15	2 Transactions			
	10075	Truck Center Companies						
19		10-304-000-0000-6600		164,975.58	2025 Western Star	DE-21554	Capital Outlay	Y
	10075	Truck Center Companies		164,975.58	1 Transactions			
	99500	Ziegler,Inc						
21		10-304-000-0000-6519		314.90	Screw, locknut & cutting edge	N001721638	Cutting Edges	N
	99500	Ziegler,Inc		314.90	1 Transactions			
304		DEPT Total:		189,806.78	Equipment Maintenance & Shops	11 Vendors	13 Transactions	
310		DEPT			Capital Construction			
	22460	Erickson Engineering Co LLC						
4		10-310-000-0000-6262		95.00	Prof services 074-618-031	16942	Sales Tax Consultants	Y
	22460	Erickson Engineering Co LLC		95.00	1 Transactions			
	52513	Mn Dept Of Transportation						

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
10	10-310-000-0000-6260		4,335.35	Material testing 074-628-003	P00019332	Consultants/Admin Fee	N
11	10-310-000-0000-6260		460.88	Material testing 074-606-015	P00019332	Consultants/Admin Fee	N
12	10-310-000-0000-6260		698.60	Material testing 074-024-002	P00019332	Consultants/Admin Fee	N
52513	Mn Dept Of Transportation		5,494.83	3 Transactions			
4364	WSB & Associates Inc						
20	10-310-000-0000-6262		16,588.52	Prof services 074-021-006	1985000030	Sales Tax Consultants	Y
4364	WSB & Associates Inc		16,588.52	1 Transactions			
310	DEPT Total:		22,178.35	Capital Construction	3 Vendors	5 Transactions	
10	Fund Total:		212,162.82	Road & Bridge Fund		21 Transactions	
	Final Total:		212,162.82	17 Vendors	21 Transactions		

Recap by Fund	Fund	AMOUNT	Name		
	10	212,162.82	Road & Bridge Fund		
	All Funds	212,162.82	Total	Approved by,	....
					....
					....

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
3 DEPT				County Wide			
13110	City Of Owatonna						
123	01-003-000-0000-5810		49,084.00	Rent - 64.8% 1/1-5/8/2024	Office Rent	Rental Income	N
13110	City Of Owatonna		49,084.00	1 Transactions			
3 DEPT Total:			49,084.00	County Wide	1 Vendors	1 Transactions	
5 DEPT				Board Of Commissioners			
7867	Glynn/John						
103	01-005-000-0000-6331		17.34	Mileage reimbursement - 2024	12122024	Mileage Reimbursement	N
7867	Glynn/John		17.34	1 Transactions			
8241	Gnemi/Rick A						
11	01-005-000-0000-6331		103.34	Mileage reimbursement	11/20/2024	Mileage Reimbursement	N
8241	Gnemi/Rick A		103.34	1 Transactions			
5 DEPT Total:			120.68	Board Of Commissioners	2 Vendors	2 Transactions	
13 DEPT				Law Library			
70550	Thomson Reuters - West						
80	01-013-000-0000-6501		1,266.08	West information chg - Dec	851128308	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			
6032	APG Media of Southern Minnesota LLC						
3	01-031-000-0000-6242		1.75	Public Hrg-2025 Fee Schedule	1027057	Publishing	N
6032	APG Media of Southern Minnesota LLC		1.75	1 Transactions			
31 DEPT Total:			1.75	County Administrator	1 Vendors	1 Transactions	
41 DEPT				Auditor			
9574	Forum Communication Printing						
10	01-041-000-0000-6215		7,907.11	Postage - TNT notices	262020-1	Postage	N
9574	Forum Communication Printing		7,907.11	1 Transactions			

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	9257	MN Secretary of State - Notary						
59		01-041-000-0000-6410		120.00	Notary renewal - JMueller	December 2024	Office Supplies	N
	9257	MN Secretary of State - Notary		120.00	1 Transactions			
41	DEPT Total:			8,027.11	Auditor	2 Vendors	2 Transactions	
42	DEPT				Treasurer			
	6032	APG Media of Southern Minnesota LLC						
50		01-042-000-0000-6242		387.90	2nd 1/2 AG & MH taxes ad	13098-1124 Ad 15	Publishing	N
	6032	APG Media of Southern Minnesota LLC		387.90	1 Transactions			
	3032	Star Eagle						
130		01-042-000-0000-6242		96.00	2nd half AG & MH taxes 11/14	1343	Publishing	N
	3032	Star Eagle		96.00	1 Transactions			
42	DEPT Total:			483.90	Treasurer	2 Vendors	2 Transactions	
61	DEPT				Information Technology			
	18450	Office of MN IT Services						
127		01-061-000-0000-6212		1,601.12	Monthly fees	DV24110400	M-Net Expenses	N
	18450	Office of MN IT Services		1,601.12	1 Transactions			
	83500	Steele County Highway Dept						
20		01-061-000-0000-6540		9.94	Fuel	2424	Gas & Oil	N
	83500	Steele County Highway Dept		9.94	1 Transactions			
61	DEPT Total:			1,611.06	Information Technology	2 Vendors	2 Transactions	
62	DEPT				Central Services			
	8499	Counties Providing Technology						
4		01-062-000-0000-6301		4,525.00	Gen tech/assist/support-Nov	2529	Equip/Software Maint	Y
	8499	Counties Providing Technology		4,525.00	1 Transactions			
	16282	Crosstown Cartage Inc						
7		01-062-000-0000-6801		324.00	Contracted mail services	12/06/2024	General Expense	N
8		01-062-000-0000-6802		190.00	Additional mail services	12/06/2024	Internal Chargeback	N
	16282	Crosstown Cartage Inc		514.00	2 Transactions			

Steele County

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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
5655	High Point Networks						
55	01-062-000-0000-6301	8	16,781.00	Extreme software renew-2/2026	262029	Equip/Software Maint	N
5655	High Point Networks		16,781.00	1 Transactions			
49325	Mantronics Mailing Mach						
108	01-062-000-0000-6301		275.00	Mail machine supplies	54905	Equip/Software Maint	N
49325	Mantronics Mailing Mach		275.00	1 Transactions			
62	DEPT Total:		22,095.00	Central Services	4 Vendors	5 Transactions	
63	DEPT			Auditor Elections			
21920	Election Systems & Software Inc						
9	01-063-000-0000-6410		709.78	Election svs - Test decks	CD2104704	Office Supplies	N
21920	Election Systems & Software Inc		709.78	1 Transactions			
63	DEPT Total:		709.78	Auditor Elections	1 Vendors	1 Transactions	
91	DEPT			County Attorney			
14420	Culligan Inc						
52	01-091-000-0000-6315		52.65	Water delivery	15133397-11302C	County Attorney Forfeiture Expenditu	N
14420	Culligan Inc		52.65	1 Transactions			
51300	Metro Sales Inc						
14	01-091-000-0000-6410	8	300.00	Copier base 9/30/24 - 9/29/25	INV2613712	Office Supplies	N
51300	Metro Sales Inc		300.00	1 Transactions			
70550	Thomson Reuters - West						
78	01-091-000-0000-6410		1,339.23	Westlaw usage - December	851122260	Office Supplies	N
79	01-091-000-0000-6410		102.05	Library plan - December	851197771	Office Supplies	N
70550	Thomson Reuters - West		1,441.28	2 Transactions			
91	DEPT Total:		1,793.93	County Attorney	3 Vendors	4 Transactions	
101	DEPT			County Recorder			
83500	Steele County Highway Dept						
21	01-101-000-0000-6540		22.87	Fuel	2431	Gas & Oil	N
83500	Steele County Highway Dept		22.87	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
101	DEPT Total:		22.87	County Recorder	1 Vendors	1 Transactions	
103	DEPT			Assessor			
83500	Steele County Highway Dept						
22	01-103-000-0000-6540		309.20	Fuel	2417	Gas & Oil	N
83500	Steele County Highway Dept		309.20	1 Transactions			
103	DEPT Total:		309.20	Assessor	1 Vendors	1 Transactions	
105	DEPT			Planning & Zoning			
51300	Metro Sales Inc						
109	01-105-000-0000-6410		253.63	Copier contract	INV2657305	Office Supplies	N
51300	Metro Sales Inc		253.63	1 Transactions			
10104	MOWA						
61	01-105-000-0000-6241	8	240.00	2025 MOWA membership-KBarden	1415	Membership Dues	N
10104	MOWA		240.00	1 Transactions			
83500	Steele County Highway Dept						
114	01-105-000-0000-6540		143.56	Fuel	2429	Gas & Oil	N
83500	Steele County Highway Dept		143.56	1 Transactions			
105	DEPT Total:		637.19	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT			Buildings & Grounds			
11215	Central Farm Services						
51	01-111-044-0000-6300		1,051.20	300 gals generator fuel	44981	Bldg Repairs & Maintenance	N
11215	Central Farm Services		1,051.20	1 Transactions			
8866	Diverse Construction Services LLC						
53	01-111-044-0000-6300		1,880.00	Repair multiple leaks - DC	3351	Bldg Repairs & Maintenance	N
8866	Diverse Construction Services LLC		1,880.00	1 Transactions			
8253	Owatonna Filters						
63	01-111-042-0000-6300		795.12	Filters - CH	5406	Bldg Repairs & Maintenance	Y
62	01-111-044-0000-6300		710.04	Filters - DC	5407	Bldg Repairs & Maintenance	Y
8253	Owatonna Filters		1,505.16	2 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
65100	Paape Companies Inc						
64	01-111-042-0000-6300		60.00	Phone support - Courthouse	115376	Bldg Repairs & Maintenance	N
111	01-111-042-0000-6300	8	3,250.00	Contract - July 2024-June 2025	115644	Bldg Repairs & Maintenance	N
65100	Paape Companies Inc		3,310.00	2 Transactions			
9644	Schwab Vollhaber Lubratt Service Corp						
66	01-111-044-0000-6300		155.67	Clean out gasket drain	PS INV110150	Bldg Repairs & Maintenance	N
67	01-111-044-0000-6300		155.67	Clean out gasket drain	PS INV110151	Bldg Repairs & Maintenance	N
9644	Schwab Vollhaber Lubratt Service Corp		311.34	2 Transactions			
83500	Steele County Highway Dept						
115	01-111-000-0000-6562		298.48	Fuel	2419	Fuel And Gas	N
116	01-111-041-0000-6300		147.00	Crushed concrete - Annex	2419	Bldg Repairs & Maintenance	N
117	01-111-041-0000-6300		315.57	Hot mix-Annex parking lot	2419	Bldg Repairs & Maintenance	N
83500	Steele County Highway Dept		761.05	3 Transactions			
85167	Stewart Sanitation						
71	01-111-041-0000-6300		89.39	Trash/recylcing - Annex	889055	Bldg Repairs & Maintenance	N
72	01-111-042-0000-6300		86.67	Trash/recylcing - Courthouse	889058	Bldg Repairs & Maintenance	N
73	01-111-043-0000-6300		64.27	Trash/recylcing - Atty	889058	Bldg Repairs & Maintenance	N
69	01-111-040-0000-6300		393.96	Trash/recylcing - Admin	889555 & 882926	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation		634.29	4 Transactions			
111	DEPT Total:		9,453.04	Buildings & Grounds	7 Vendors	15 Transactions	
121	DEPT			Veteran Service			
37025	Innovative Office Solutions LLC						
57	01-121-000-0000-6410		215.40	Keyboard, calender, label, etc	4710428	Office Supplies	N
37025	Innovative Office Solutions LLC		215.40	1 Transactions			
83500	Steele County Highway Dept						
23	01-121-000-0000-6540		113.45	Fuel	2433	Gas & Oil	N
83500	Steele County Highway Dept		113.45	1 Transactions			
121	DEPT Total:		328.85	Veteran Service	2 Vendors	2 Transactions	
201	DEPT			Sheriff			
8458	American Tower Corporation						

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
48	01-201-297-0000-6347		692.11	BP tower rent - December 24	412556233	T-Bl Pr Lease Payments	N
8458	American Tower Corporation		692.11	1 Transactions			
3275	Anhorns Gas And Tire						
49	01-201-000-0103-6320		692.08	Tires, mount & balance-7426	45606	Squad 7410 Maintenance	N
3275	Anhorns Gas And Tire		692.08	1 Transactions			
4877	L & L Street Rods & Sport Trucks						
58	01-201-000-0000-6480		640.00	Remove parts-new squad-7410	4148	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		640.00	1 Transactions			
5487	LexisNexis Risk Data Management						
13	01-201-000-0000-6425		200.00	Searches/reports - November 24	1100057687	Investigation Expense	N
5487	LexisNexis Risk Data Management		200.00	1 Transactions			
83255	Rice-Steele 911 Center						
65	01-201-000-0000-6304		15.00	1 token - NGjerald	2024-JT-37	Contracts	N
83255	Rice-Steele 911 Center		15.00	1 Transactions			
5594	Water Systems Company						
81	01-201-000-0000-6410		8.95	Monthly fee - December	809898	Office Supplies	N
5594	Water Systems Company		8.95	1 Transactions			
201	DEPT Total:		2,248.14	Sheriff	6 Vendors	6 Transactions	
208	DEPT			Coroner			
4229	Moore Md/Kellyanna J						
60	01-208-000-0000-6801		3,864.24	Coroner services - December	December 2024	General Expense	6
4229	Moore Md/Kellyanna J		3,864.24	1 Transactions			
208	DEPT Total:		3,864.24	Coroner	1 Vendors	1 Transactions	
251	DEPT			Jail			
10107	Budget Blinds of Rochester						
124	01-251-000-0000-6410		3,147.00	Blinds for remodel	22972	Office Supplies	N
10107	Budget Blinds of Rochester		3,147.00	1 Transactions			
37025	Innovative Office Solutions LLC						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
125	01-251-000-0000-6410		84.89	Calendar, pens, tape, etc	4710107	Office Supplies	N
37025	Innovative Office Solutions LLC		84.89	1 Transactions			
18450	Office of MN IT Services						
128	01-251-000-0000-6211		42.50	Fiber management fee	DV24110400	Radio - Computers - Cameras	N
18450	Office of MN IT Services		42.50	1 Transactions			
4879	Shred Right						
129	01-251-000-0000-6304		42.53	Document shredding	0038013	Contract Serv./Bldg Maint	Y
4879	Shred Right		42.53	1 Transactions			
83500	Steele County Highway Dept						
131	01-251-000-0000-6562		320.08	Fuel	2421	Gas & Oil	N
83500	Steele County Highway Dept		320.08	1 Transactions			
85300	Streichers Inc						
133	01-251-000-0000-6192		23.98	Employee uniforms-QKroll	I1732457	Uniform Allowance	N
132	01-251-000-0000-6192		172.79	Employee uniforms-QKroll	I173781	Uniform Allowance	N
85300	Streichers Inc		196.77	2 Transactions			
8247	Summit Food Services LLC						
134	01-251-000-0000-6441		3,460.80	Inmate meals 11/30 - 12/6/24	INV2000228370	Prisoner Meals	N
8247	Summit Food Services LLC		3,460.80	1 Transactions			
4753	Terminix Commercial						
76	01-251-000-0000-6304		40.00	General pest control	70324083	Contract Serv./Bldg Maint	N
4753	Terminix Commercial		40.00	1 Transactions			
251	DEPT Total:		7,334.57	Jail	8 Vendors	9 Transactions	
252	DEPT			Community Corrections			
4064	Alcohol Monitoring System Inc						
2	01-252-000-0000-6274		608.60	SCRAM monitoring fee	328689	Scram Monitoring	N
4064	Alcohol Monitoring System Inc		608.60	1 Transactions			
8263	CRK Properties LLC						
6	01-252-000-0000-6341		733.73	Utilities	1335	Office Rent	Y
5	01-252-000-0000-6341	8	5,922.00	Rent - January	December 2024	Office Rent	Y

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8263	CRK Properties LLC		6,655.73	2 Transactions			
37025	Innovative Office Solutions LLC						
105	01-252-000-0000-6410		95.96	Copy paper	4715370	Office Supplies	N
37025	Innovative Office Solutions LLC		95.96	1 Transactions			
6884	Language Line Services Inc						
12	01-252-000-0000-6284		385.34	Translator services	11464936	Interpreter Services	Y
6884	Language Line Services Inc		385.34	1 Transactions			
51300	Metro Sales Inc						
15	01-252-000-0000-6410		155.55	Copier contract	INV2657351	Office Supplies	N
51300	Metro Sales Inc		155.55	1 Transactions			
5830	Midwest Monitoring & Surveillance						
18	01-252-000-0000-6270		679.35	Testing supplies	DT1124108	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance		679.35	1 Transactions			
83500	Steele County Highway Dept						
24	01-252-000-0000-6540		139.80	Fuel	2420	Gas & Oil	N
83500	Steele County Highway Dept		139.80	1 Transactions			
252	DEPT Total:		8,720.33	Community Corrections	7 Vendors	8 Transactions	
253	DEPT			Law Enforcement Center			
5655	High Point Networks						
56	01-253-000-0000-6600		2,266.23	IDF UPS battery - Sheriff	261983	Capital Outlay	N
5655	High Point Networks		2,266.23	1 Transactions			
3832	I & S Group Inc						
104	01-253-000-0000-6600		37.99	LEC generator upgrades-Nov	112112	Capital Outlay	Y
3832	I & S Group Inc		37.99	1 Transactions			
37025	Innovative Office Solutions LLC						
106	01-253-000-0000-6410		95.98	Copy paper	4708919	Office Supplies	N
37025	Innovative Office Solutions LLC		95.98	1 Transactions			
51300	Metro Sales Inc						
16	01-253-000-0000-6304		104.00	Contract base rate 9/29-12/28	INV2612039	Contract Services/Bldg Mtce	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
17	01-253-000-0000-6304		67.45	Contract usage 6/29 - 9/28/24	INV2612039	Contract Services/Bldg Mtce	N
51300	Metro Sales Inc		171.45	2 Transactions			
4879	Shred Right						
19	01-253-000-0000-6254		53.70	Paper shredding	37070	Garbage Disposal	Y
4879	Shred Right		53.70	1 Transactions			
85167	Stewart Sanitation						
74	01-253-000-0000-6254		83.24	Garbage pick up - December	889554	Garbage Disposal	N
85167	Stewart Sanitation		83.24	1 Transactions			
87305	Thompson Sanitation						
77	01-253-000-0000-6254		17.50	Cardboard recycle	76675	Garbage Disposal	N
87305	Thompson Sanitation		17.50	1 Transactions			
253	DEPT Total:		2,726.09	Law Enforcement Center	7 Vendors	8 Transactions	
281	DEPT			Emergency Management			
51300	Metro Sales Inc						
110	01-281-000-0000-6251		253.29	Copier contract	INV2662839	Other Administrative Costs	N
51300	Metro Sales Inc		253.29	1 Transactions			
281	DEPT Total:		253.29	Emergency Management	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
115	Aaseth/Amber						
162	01-481-465-6056-6331		6.03	Mileage - November 2024	December 2024	Mileage Reimbursement	N
115	Aaseth/Amber		6.03	1 Transactions			
8204	Adams/Penny						
163	01-481-460-6009-6331		57.62	Mileage - November 2024	December 2024	Mileage Reimbursement	N
8204	Adams/Penny		57.62	1 Transactions			
9783	Alternative Business Furniture						
1	01-481-460-6012-6480		530.32	Work surfaces for Annex	70840	Non-Capitalized Inventory	N
9783	Alternative Business Furniture		530.32	1 Transactions			
3566	Anderson/Gaynelle						

Steele County

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
164	01-481-460-6009-6331		28.81	Mileage - November 2024	December 2024	Mileage Reimbursement	N
3566	Anderson/Gaynelle		28.81	1 Transactions			
9803	Anselmo/Jocelyn M						
33	01-481-461-6066-6464		100.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	Y
9803	Anselmo/Jocelyn M		100.00	1 Transactions			
2574	Archambault/Kristi						
25	01-481-460-6009-6331		34.90	Mileage - November 2024	December 2024	Mileage Reimbursement	N
2574	Archambault/Kristi		34.90	1 Transactions			
8783	Availity LLC						
135	01-481-460-6009-6383		20.00	Medicare billing charges	INV01273636	Contract Services	N
8783	Availity LLC		20.00	1 Transactions			
7	Bartsch/Christine						
165	01-481-460-6009-6331		3.40	Mileage - November 2024	December 2024	Mileage Reimbursement	N
7	Bartsch/Christine		3.40	1 Transactions			
8486	Baumgartner/Ann						
166	01-481-460-6009-6331		10.05	Mileage - November 2024	December 2024	Mileage Reimbursement	N
8486	Baumgartner/Ann		10.05	1 Transactions			
9966	Benschoter/Paula						
167	01-481-460-6009-6331		33.50	Mileage - November 2024	December 2024	Mileage Reimbursement	N
9966	Benschoter/Paula		33.50	1 Transactions			
9413	Benson/Robert						
168	01-481-460-6009-6331		49.72	Mileage - November 2024	December 2024	Mileage Reimbursement	N
9413	Benson/Robert		49.72	1 Transactions			
6267	Brinkman/Stacie Lynn						
26	01-481-461-6025-6331		40.17	Mileage - November 2024	December 2024	Mileage Reimbursement	N
27	01-481-461-6030-6331		9.42	Mileage - November 2024	December 2024	Mileage Reimbursement	N
28	01-481-461-6059-6331		2.72	Mileage - November 2024	December 2024	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn		52.31	3 Transactions			
12590	Christenson/Yukari						
169	01-481-460-6009-6331		98.49	Mileage - November 2024	December 2024	Mileage Reimbursement	N

	Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
	12590	Christenson/Yukari		98.49	1 Transactions			
	8789	Dahle/Teya F						
136		01-481-461-6034-6261		75.00	Reflective consulting	1620	Conference & Training	Y
137		01-481-461-6059-6261		75.00	Reflective consulting	1620	Conference & Training	Y
	8789	Dahle/Teya F		150.00	2 Transactions			
	9742	DeLaRosa/Aliyanna						
34		01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	9742	DeLaRosa/Aliyanna		20.00	1 Transactions			
	9741	DeLaRosa/Naomie						
35		01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	9741	DeLaRosa/Naomie		20.00	1 Transactions			
	10070	Escobedo/Sofia						
36		01-481-461-6066-6464		70.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	10070	Escobedo/Sofia		70.00	1 Transactions			
	9999	Fandel/Kate Corinne						
37		01-481-461-6066-6464		70.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	Y
	9999	Fandel/Kate Corinne		70.00	1 Transactions			
	10012	Fox/Vivien Lee						
38		01-481-461-6066-6464		100.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	10012	Fox/Vivien Lee		100.00	1 Transactions			
	10029	Gomez/Delany						
39		01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	Y
	10029	Gomez/Delany		40.00	1 Transactions			
	10072	Hagenson/Anna						
40		01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	10072	Hagenson/Anna		20.00	1 Transactions			
	10027	Hanson/Danika C						
41		01-481-461-6066-6464		120.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
	10027	Hanson/Danika C		120.00	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
9892	Haroldson/Julie						
170	01-481-460-6009-6331		22.78	Mileage - November 2024	December 2024	Mileage Reimbursement	N
9892	Haroldson/Julie		22.78	1 Transactions			
8389	Healthcare First						
138	01-481-460-6009-6383		111.02	HHCAHPS survey	INV5486335	Contract Services	N
8389	Healthcare First		111.02	1 Transactions			
10011	Hidalgo/Joanna						
171	01-481-461-6068-6331		1.34	Mileage - October 2024	December 2024	Mileage Reimbursement	N
10011	Hidalgo/Joanna		1.34	1 Transactions			
9998	Hilgendorf/Anna						
42	01-481-461-6066-6464		20.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	Y
9998	Hilgendorf/Anna		20.00	1 Transactions			
37025	Innovative Office Solutions LLC						
139	01-481-461-6040-6464		27.41	Disinfecting wipes	4709086	General Supplies & Outreach	N
37025	Innovative Office Solutions LLC		27.41	1 Transactions			
9458	Jongbloedt/Beth						
29	01-481-460-6009-6331		10.05	Mileage - November 2024	December 2024	Mileage Reimbursement	N
9458	Jongbloedt/Beth		10.05	1 Transactions			
3629	Kent/Leah						
30	01-481-460-6009-6331		57.62	Mileage - November 2024	December 2024	Mileage Reimbursement	N
3629	Kent/Leah		57.62	1 Transactions			
3256	Kofstad/Melissa						
172	01-481-460-6012-6331		26.80	Mileage - November 2024	December 2024	Mileage Reimbursement	N
3256	Kofstad/Melissa		26.80	1 Transactions			
9769	Maas/Carlin Ray						
43	01-481-461-6066-6464		190.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
9769	Maas/Carlin Ray		190.00	1 Transactions			
10009	Martinez/Stephanie						
173	01-481-460-6009-6331		33.50	Mileage - November 2024	December 2024	Mileage Reimbursement	N

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
10009	Martinez/Stephanie		33.50	1 Transactions			
5754	McMann/Katy						
31	01-481-460-6009-6331		71.02	Mileage - November 2024	December 2024	Mileage Reimbursement	N
5754	McMann/Katy		71.02	1 Transactions			
5424	Northstar Calibration Inc						
140	01-481-462-6047-6563		102.00	Thermometer check	648122	Maintenance And Repair	N
5424	Northstar Calibration Inc		102.00	1 Transactions			
2587	Piepho/Nancy June						
32	01-481-461-6034-6331		39.44	Mileage - November 2024	December 2024	Mileage Reimbursement	N
2587	Piepho/Nancy June		39.44	1 Transactions			
7944	Red Oxygen						
141	01-481-461-6011-6210		28.30	Texting services	664984	Telephone	N
7944	Red Oxygen		28.30	1 Transactions			
9565	Richardson/Karys						
44	01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
9565	Richardson/Karys		40.00	1 Transactions			
9903	Rindfleisch/Ethan						
174	01-481-461-6032-6331		18.09	Mileage - November 2024	December 2024	Mileage Reimbursement	N
9903	Rindfleisch/Ethan		18.09	1 Transactions			
77316	Schroeder/Greg						
143	01-481-460-6009-6331		64.32	Mileage - November 2024	December 2024	Mileage Reimbursement	Y
142	01-481-460-6009-6383		1,065.75	Physical therapist - November	December 2024	Contract Services	Y
77316	Schroeder/Greg		1,130.07	2 Transactions			
4879	Shred Right						
144	01-481-000-0000-6322		42.53	Shredding service	37071	Service Agreements	Y
4879	Shred Right		42.53	1 Transactions			
10013	Silva/Genesis						
45	01-481-461-6066-6464		40.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
10013	Silva/Genesis		40.00	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
83500	Steele County Highway Dept						
179	01-481-465-6057-6540		216.54	Fuel - County car - Novmember	2430	Gas & Oil	N
83500	Steele County Highway Dept		216.54	1 Transactions			
9354	Straight River Taxi						
146	01-481-460-6012-6465		40.00	Client taxi svs - 4 vouchers	168460	Pass Thru - Patient Supplies & Service	N
145	01-481-460-6012-6465		60.00	Client taxi svs - 6 vouchers	168465	Pass Thru - Patient Supplies & Service	N
9354	Straight River Taxi		100.00	2 Transactions			
5619	Tonche/Denise						
175	01-481-460-6009-6331		87.77	Mileage - November 2024	December 2024	Mileage Reimbursement	N
5619	Tonche/Denise		87.77	1 Transactions			
74928	Waypa/Lisa A						
176	01-481-461-6030-6331		3.35	Mileage - October 2024	December 2024	Mileage Reimbursement	N
74928	Waypa/Lisa A		3.35	1 Transactions			
9622	Wencl/Alexa						
177	01-481-460-6012-6331		1.70	Mileage - September 2024	December 2024	Mileage Reimbursement	N
9622	Wencl/Alexa		1.70	1 Transactions			
4100	Wencl/Dianne Marie						
178	01-481-460-6009-6331		30.82	Mileage - November	December 2024	Mileage Reimbursement	N
4100	Wencl/Dianne Marie		30.82	1 Transactions			
10001	Wright/Megan Amelia						
46	01-481-461-6066-6464		70.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
10001	Wright/Megan Amelia		70.00	1 Transactions			
10028	Zeman/Elianna						
47	01-481-461-6066-6464		60.00	Tobacco grant student payment	November 2024	General Supplies & Outreach	N
10028	Zeman/Elianna		60.00	1 Transactions			
481	DEPT Total:		4,217.30	Public Health Nursing	49 Vendors	54 Transactions	
502	DEPT			Steele Co Community Ctr			
85167	Stewart Sanitation						
70	01-502-000-0000-6300		36.50	Trash/recylcing - Comm Center	889056	Bldg Repairs & Maintenance	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
85167	Stewart Sanitation		36.50	1 Transactions			
502	DEPT Total:		36.50	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT			Park And Recreation			
8251	BRN Lawn & Landscape LLC						
98	01-521-000-0000-6304		190.00	November mowings	3357	Lawn Mowing Contract	Y
8251	BRN Lawn & Landscape LLC		190.00	1 Transactions			
26699	Four Seasons Centre						
54	01-521-000-0000-6831		4,162.50	Open Ice - November 2024	4869-1	Ice Rental Pymts	N
26699	Four Seasons Centre		4,162.50	1 Transactions			
521	DEPT Total:		4,352.50	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
9075	Access Tonna Lock Service						
97	01-550-000-0000-6410		175.50	Rekey bathroom doors, keys	3936	Operating Supplies - Contracts	Y
9075	Access Tonna Lock Service		175.50	1 Transactions			
8424	Cintas						
99	01-550-000-0000-6420		139.38	Monthly linens - October	4208256029	Linen Service	Y
101	01-550-000-0000-6420		139.38	Monthly linens - December	4211158413	Linen Service	Y
100	01-550-000-0000-6420		139.38	Monthly linens - November	4214076937	Linen Service	Y
8424	Cintas		418.14	3 Transactions			
8786	DJ's On Demand						
102	01-550-000-0000-6410		250.00	DJ services for Ice Jam	0086	Operating Supplies - Contracts	Y
8786	DJ's On Demand		250.00	1 Transactions			
37025	Innovative Office Solutions LLC						
107	01-550-000-0000-6410		34.58	Envelopes & calendars	4715349	Operating Supplies - Contracts	N
37025	Innovative Office Solutions LLC		34.58	1 Transactions			
77390	Schilling Supply Company						
113	01-550-000-0000-6410		124.87	Hand soap	987486	Operating Supplies - Contracts	N
77390	Schilling Supply Company		124.87	1 Transactions			

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Descripti / On Behalf of Name	1099
8242	SCR						
112	01-550-000-0000-6410		2,451.64	Flow switch, contactors-East	W39838	Operating Supplies - Contracts	N
8242	SCR		2,451.64	1 Transactions			
74005	Sherwin-Williams Company						
68	01-550-000-0000-6410		17.49	Spackling paste	7156-2	Operating Supplies - Contracts	N
74005	Sherwin-Williams Company		17.49	1 Transactions			
83500	Steele County Highway Dept						
118	01-550-000-0000-6410		108.62	Parking lot signs	2416	Operating Supplies - Contracts	N
83500	Steele County Highway Dept		108.62	1 Transactions			
85167	Stewart Sanitation						
75	01-550-000-0000-6254		190.63	Monthly garbage	889531	Garbage Disposal	N
85167	Stewart Sanitation		190.63	1 Transactions			
550	DEPT Total:		3,771.47	Four Seasons	9 Vendors	11 Transactions	
602	DEPT			Co-Op Extension			
37025	Innovative Office Solutions LLC						
126	01-602-000-0000-6410		10.32	Receipt book	4712875	Office Supplies	N
37025	Innovative Office Solutions LLC		10.32	1 Transactions			
9001	Jensen/Angela						
147	01-602-000-0000-6265		320.00	Per diem - 4 meeting	December 2024	Per Diems-Brd Members & Exp	N
149	01-602-000-0000-6265		80.00	Per diem - 1 meeting-interview	December 2024	Per Diems-Brd Members & Exp	N
148	01-602-000-0000-6331		26.80	Mileage - 4 meetings	December 2024	Mileage Reimbursement	N
9001	Jensen/Angela		426.80	3 Transactions			
10106	Kasper/Dawn						
150	01-602-000-0000-6265		240.00	Per diem - 3 meetings	December 2024	Per Diems-Brd Members & Exp	N
151	01-602-000-0000-6331		34.84	Mileage - 2 meetings	December 2024	Mileage Reimbursement	N
10106	Kasper/Dawn		274.84	2 Transactions			
8603	Katzung/Kelly						
152	01-602-000-0000-6265		240.00	Per diem - 3 meetings	December 2024	Per Diems-Brd Members & Exp	N
153	01-602-000-0000-6331		28.14	Mileage - 2 meetings	December 2024	Mileage Reimbursement	N
8603	Katzung/Kelly		268.14	2 Transactions			

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Descripti On Behalf of Name	1099
8820	Kubicek/Scott						
154	01-602-000-0000-6265		160.00	Per diem - 2 meetings	December 2024	Per Diems-Brd Members & Exp	N
156	01-602-000-0000-6265		240.00	Per diem-3 meetings-interviews	December 2024	Per Diems-Brd Members & Exp	N
155	01-602-000-0000-6331		26.80	Mileage - 2 meetings	December 2024	Mileage Reimbursement	N
157	01-602-000-0000-6331		77.72	Mileage - 2 meetings	December 2024	Mileage Reimbursement	N
8820	Kubicek/Scott		504.52	4 Transactions			
4067	Kyllo/Eric						
158	01-602-000-0000-6265		160.00	Per diem - 2 meetings	December 2024	Per Diems-Brd Members & Exp	N
159	01-602-000-0000-6331		45.56	Mileage - 3 meetings	December 2024	Mileage Reimbursement	N
4067	Kyllo/Eric		205.56	2 Transactions			
57370	Nelson/Catherine						
160	01-602-000-0000-6265		240.00	Per diem - 3 meetings	December 2024	Per Diems-Brd Members & Exp	N
161	01-602-000-0000-6331		8.04	Mileage - 3 meetings	December 2024	Mileage Reimbursement	N
57370	Nelson/Catherine		248.04	2 Transactions			
72120	Univ Of Mn Regents						
119	01-602-000-0000-6306		40,324.00	Ignaszewski & Erf - Q4 2024	0300036049	Contracted Services	N
120	01-602-000-0000-6306		11,135.63	Lermon - Q4 2024	0300036049	Contracted Services	N
121	01-602-000-0000-6306		7,056.70	LRugg - Q4 2024	0300036049	Contracted Services	N
122	01-602-000-0000-6306		2,666.73	SKoziolek - 10/1-10/31/2024	0300036049	Contracted Services	N
72120	Univ Of Mn Regents		61,183.06	4 Transactions			
602	DEPT Total:		63,121.28	Co-Op Extension	8 Vendors	20 Transactions	
1	Fund Total:		196,590.15	General Revenue Fund		164 Transactions	

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
665	DEPT			JD 2 Redetermination			
9239	SF Enterprises LLC						
84	21-665-000-0000-6305		7,639.00	JD2 cleaning-Sec 16 Summit	1082	Construction And Repairs	Y
9239	SF Enterprises LLC		7,639.00	1 Transactions			
665	DEPT Total:		7,639.00	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		7,639.00	County Ditch Fund		1 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

No.	Vendor	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
11	DEPT				District Court Admin.			
	3832	I & S Group Inc						
183		38-011-000-0000-6600		270.00	Courthouse pkg lot bill - Nov	112093	Capital Outlay - District Court	Y
	3832	I & S Group Inc		270.00	1 Transactions			
11	DEPT Total:			270.00	District Court Admin.	1 Vendors	1 Transactions	
111	DEPT				Buildings & Grounds			
	9977	APX Construction Group LLC						
180		38-111-045-0000-6600		240,739.02	Comm Corr facility-October	App 5	Capital Outlay - CCA Bldg	N
181		38-111-045-0000-6600		425,383.40	Comm Corr facility-November	App 6	Capital Outlay - CCA Bldg	N
	9977	APX Construction Group LLC		666,122.42	2 Transactions			
	8087	Braun Intertec Eng Inc						
182		38-111-045-0000-6600		5,451.25	CCA pkg lot-pavement testing	B412152	Capital Outlay - CCA Bldg	Y
	8087	Braun Intertec Eng Inc		5,451.25	1 Transactions			
	3832	I & S Group Inc						
184		38-111-040-0000-6600		195.00	Admin pkg lot bill - November	112094	Capital Outlay - SCAC	Y
	3832	I & S Group Inc		195.00	1 Transactions			
111	DEPT Total:			671,768.67	Buildings & Grounds	3 Vendors	4 Transactions	
201	DEPT				Sheriff			
	9138	ICS Consulting LLC						
83		38-201-000-0000-6600		2,000.00	Sheriff addn bill thru Nov	12005	Capital Outlay - Sheriff	Y
	9138	ICS Consulting LLC		2,000.00	1 Transactions			
	9338	JD DRIVER LTD						
82		38-201-000-0000-6600		1,184,365.00	Sheriff addn & reno thru Nov	App 3	Capital Outlay - Sheriff	N
	9338	JD DRIVER LTD		1,184,365.00	1 Transactions			
201	DEPT Total:			1,186,365.00	Sheriff	2 Vendors	2 Transactions	
38	Fund Total:			1,858,403.67	Capital Outlay Fund		7 Transactions	

Steele County

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
398	DEPT			Landfill			
9087	7 Rivers Recycling LLC						
199	53-398-000-0000-6304		4,883.00	141 matresses & box springs	9102	Contract Services	Y
9087	7 Rivers Recycling LLC		4,883.00	1 Transactions			
11215	Central Farm Services						
88	53-398-000-0000-6540		1,300.00	200 gals DEF	2692583	Machine Fuel	N
90	53-398-000-0000-6540		198.92	Tube grease	2693358	Machine Fuel	N
85	53-398-000-0000-6540		853.20	300 gals diesel	28016	Machine Fuel	N
86	53-398-000-0000-6540		764.11	215 gals diesel	28037	Machine Fuel	N
87	53-398-000-0000-6540		2,024.82	630 gals diesel	28057	Machine Fuel	N
89	53-398-000-0000-6540		1,993.32	630 gals diesel	7649	Machine Fuel	N
11215	Central Farm Services		7,134.37	6 Transactions			
14420	Culligan Inc						
91	53-398-000-0000-6304		45.70	Water	4843193	Contract Services	N
94	53-398-000-0000-6304		39.99	Softener rental	4857625	Contract Services	N
92	53-398-000-0000-6304		12.94	Cooler rental	4863932	Contract Services	N
93	53-398-000-0000-6304		37.15	Softener rental	4874977	Contract Services	N
14420	Culligan Inc		135.78	4 Transactions			
35020	Huber Supply Co Inc						
185	53-398-000-0000-6301		160.31	High pressure tank rental	3191468	Equip Repairs	N
35020	Huber Supply Co Inc		160.31	1 Transactions			
38160	J R's Advanced Recyclers Inc						
187	53-398-000-0000-6304		565.00	108 appliances	114363	Contract Services	N
186	53-398-000-0000-6304		585.00	112 appliances	114563	Contract Services	N
38160	J R's Advanced Recyclers Inc		1,150.00	2 Transactions			
988	Jetter Clean Inc						
188	53-398-000-0000-6300		450.00	Jetted drains in shop	A-7641	Bldg Repairs & Maintenance	N
988	Jetter Clean Inc		450.00	1 Transactions			
39600	Jones Haugh & Smith Inc						
189	53-398-000-0000-6304		2,671.00	End of year survey	46113	Contract Services	N
39600	Jones Haugh & Smith Inc		2,671.00	1 Transactions			
52975	Minnesota Valley Testing Labs						

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
191	53-398-000-0000-6545		8,107.95	Well testing	1284423	Water Testing	N
52975	Minnesota Valley Testing Labs		8,107.95	1 Transactions			
52725	Mn Pollution Control Agency						
190	53-398-000-0000-6261		15.00	Certification fee-TGrems-5543	12/9/2024	Conference & Training	N
52725	Mn Pollution Control Agency		15.00	1 Transactions			
4097	Nuss Truck & Equipment						
192	53-398-000-0000-6301		8,668.18	Filters & labor	SWO036583-1	Equip Repairs	N
4097	Nuss Truck & Equipment		8,668.18	1 Transactions			
77570	Short Elliott Hendrickson Inc						
95	53-398-000-0000-6540		5,903.58	Solid waste planning - Sept	475224	Machine Fuel	N
193	53-398-000-0000-6625		20,524.05	Landfill demo relocation-Nov	478427	Capital Improvements	N
77570	Short Elliott Hendrickson Inc		26,427.63	2 Transactions			
83500	Steele County Highway Dept						
194	53-398-000-0000-6301		1,725.80	Labor for semi & trailer	2425	Equip Repairs	N
196	53-398-000-0000-6380		853.41	Road grading	2425	Grounds Maintenance	N
195	53-398-000-0000-6388		1,468.90	Labor costs	2425	Labor costs-Highway	N
83500	Steele County Highway Dept		4,048.11	3 Transactions			
85167	Stewart Sanitation						
197	53-398-000-0000-6544		1,642.68	Waste treatment plant	889096	Leachate Treatment	N
85167	Stewart Sanitation		1,642.68	1 Transactions			
99500	Ziegler,Inc						
198	53-398-000-0000-6301		542.02	Repair D6	SI000575384	Equip Repairs	N
99500	Ziegler,Inc		542.02	1 Transactions			
398	DEPT Total:		66,036.03	Landfill	14 Vendors	26 Transactions	
53	Fund Total:		66,036.03	Landfill Fund		26 Transactions	

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name / Account/Formula	Rpt Accr	Amount	Warrant Description / Service Dates	Invoice # / Paid On Bhf #	Account/Formula Description / On Behalf of Name	1099
0	DEPT			...			
10105	Olson/Melissa						
96	75-000-000-0000-2270		210.00	Laredo security deposit refund	December 2024	Security Deposits Accrued	N
10105	Olson/Melissa		210.00	1 Transactions			
0	DEPT Total:		210.00	...	1 Vendors	1 Transactions	
75	Fund Total:		210.00	Other Trust Funds		1 Transactions	
	Final Total:		2,128,878.85	154 Vendors	199 Transactions		

Recap by Fund

Fund	AMOUNT	Name
1	196,590.15	General Revenue Fund
21	7,639.00	County Ditch Fund
38	1,858,403.67	Capital Outlay Fund
53	66,036.03	Landfill Fund
75	210.00	Other Trust Funds
All Funds	2,128,878.85	Total

Approved by, ...

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Steele County

JOURNAL ENTRIES

Description 10 OCT CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	501	01-000-000-0000-1001 Cash	77,431.26	D	Oct 2024 Interest				1
2	10/31/24	501	01-003-000-0000-5710 Interest From Investments	61,737.10	C	Oct Interest - Magic #1				1
3	10/31/24	501	01-003-000-0000-5710 Interest From Investments	15,579.73	C	Oct Interest - Magic #2				1
4	10/31/24	501	01-003-000-0000-5710 Interest From Investments	114.43	C	Oct Interest - Payroll				1
5	10/31/24	501	05-000-000-0000-1001 Cash, Human Services Fund	1,510.16	D	Oct 2024 Interest				1
6	10/31/24	501	05-445-000-0000-5710 Interest Income	752.67	C	Homeless Prevention - Oct				1
7	10/31/24	501	05-445-000-0000-5710 Interest Income	757.49	C	Housing Affordability - Oct				1
8	10/31/24	501	81-000-000-0000-1001 Cash	783.63	D	Oct 2024 Interest				1
9	10/31/24	501	81-230-000-0000-5710 Interest	783.63	C	Oct Interest - E911				1
10	10/31/24	501	01-003-000-0000-6357 Bank Charges	456.49	D	Bank Charges - Magic #1				1
11	10/31/24	501	01-003-000-0000-6357 Bank Charges	19.42	D	Bank Charges - Magic #2				1
12	10/31/24	501	01-003-000-0000-6357 Bank Charges	23.42	D	Bank Charges - Payroll				1
13	10/31/24	501	01-000-000-0000-1001 Cash	499.33	C	Oct 2024 Bank Charges				1
14	10/31/24	501	01-003-000-0000-6355 Wex Benefit Administration	525.25	D	Wex Administrative Services				1
15	10/31/24	501	01-000-000-0000-1001 Cash	525.25	C	Wex Administrative Services				1
16	10/31/24	501	81-230-000-0000-6355 Wex Benefit Administration	49.50	D	Wex Administrative Services				1
17	10/31/24	501	81-000-000-0000-1001 Cash	49.50	C	Wex Administrative Services				1
18	10/31/24	501	01-000-000-0000-1001 Cash	18,804.00	D	SCSO- Remove Cables for Demo				1
19	10/31/24	501	01-253-000-0000-6600 Capital Outlay	18,804.00	C	SCSO- Remove Cables for Demo				1
20	10/31/24	501	38-201-000-0000-6600 Capital Outlay - Sheriff	18,804.00	D	SCSO- Remove Cables for Demo				1

Steele County

JOURNAL ENTRIES

Description 10 OCT CASH JOURNALS

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	501	38-000-000-0000-1001 Cash	18,804.00	C	SCSO- Remove Cables for Demo				1
22	10/31/24	501	01-201-000-0000-6801 Misc Expense	48,964.15	D	Reimb CP Fund For PS Funds Use				1
23	10/31/24	501	01-000-000-0000-1001 Cash	48,964.15	C	Reimb CP Fund For PS Funds Use				1
24	10/31/24	501	38-000-000-0000-1001 Cash	48,964.15	D	Reimb CP Fund For PS Funds Use				1
25	10/31/24	501	38-000-000-0000-5831 Miscellaneous Revenue - Capital Outlay	48,964.15	C	Reimb CP Fund For PS Funds Use				1

Debit Total 216,335.43 Credit Total 216,335.43 Net: 0.00

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	11/30/24	555	01-000-000-0000-1001 Cash	35,287.98	D	2nd Settle - TFY Real Estate				1
2	11/30/24	555	01-003-000-0000-5003 Delinqent Taxes	33,546.50	C	2nd Settle - TFY Real Estate				1
3	11/30/24	555	01-003-000-0000-5004 Delinquent Tax - Library	194.43	C	2nd Settle - TFY Real Estate				1
4	11/30/24	555	01-391-000-0000-5520 Fees	1,547.05	C	2nd Settle - TFY Real Estate				1
5	11/30/24	555	10-000-000-0000-1001 Cash	3,779.93	D	2nd Settle - TFY Real Estate				1
6	11/30/24	555	10-301-000-0000-5003 Delinquent Tax	3,779.93	C	2nd Settle - TFY Real Estate				1
7	11/30/24	555	35-000-000-0000-1001 Cash	2,577.55	D	2nd Settle - TFY Real Estate				1
8	11/30/24	555	35-800-000-0000-5003 Delinquent Tax	2,577.55	C	2nd Settle - TFY Real Estate				1
9	11/30/24	555	38-000-000-0000-1001 Cash	566.25	D	2nd Settle - TFY Real Estate				1
10	11/30/24	555	38-000-000-0000-5003 Delinquent Tax	566.25	C	2nd Settle - TFY Real Estate				1
11	11/30/24	555	21-000-000-0000-1001 Cash	4.57	D	2nd Settle - TFY Real Estate				1
12	11/30/24	555	21-656-000-0000-5051 Assessments	1.91	C	2nd Settle - TFY Real Estate				1
13	11/30/24	555	21-658-000-0000-5051 Assessments	2.66	C	2nd Settle - TFY Real Estate				1
14	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	42,216.28	D	2nd Settle - TFY Real Estate				1
15	11/30/24	555	70-000-000-0000-1001 Cash	42,216.28	C	2nd Settle - TFY Real Estate				1
16	11/30/24	555	01-000-000-0000-1001 Cash	4,625.83	D	2nd Settle - TFY Mobile Home				1
17	11/30/24	555	01-003-000-0000-5008 Delinquent Taxes Mh	2,906.53	C	2nd Settle - TFY Mobile Home				1
18	11/30/24	555	01-003-000-0000-5004 Delinquent Tax - Library	22.62	C	2nd Settle - TFY Mobile Home				1
19	11/30/24	555	01-391-000-0000-5520 Fees	1,696.68	C	2nd Settle - TFY Mobile Home				1
20	11/30/24	555	10-000-000-0000-1001 Cash	353.17	D	2nd Settle - TFY Mobile Home				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	11/30/24	555	10-301-000-0000-5003 Delinquent Tax	353.17	C	2nd Settle - TFY Mobile Home				1
22	11/30/24	555	35-000-000-0000-1001 Cash	247.52	D	2nd Settle - TFY Mobile Home				1
23	11/30/24	555	35-800-000-0000-5003 Delinquent Tax	247.52	C	2nd Settle - TFY Mobile Home				1
24	11/30/24	555	38-000-000-0000-1001 Cash	62.11	D	2nd Settle - TFY Mobile Home				1
25	11/30/24	555	38-000-000-0000-5003 Delinquent Tax	62.11	C	2nd Settle - TFY Mobile Home				1
26	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	5,288.63	D	2nd Settle - TFY Mobile Home				1
27	11/30/24	555	70-000-000-0000-1001 Cash	5,288.63	C	2nd Settle - TFY Mobile Home				1
28	11/30/24	555	01-000-000-0000-1001 Cash	63,786.37	D	2nd Settle - Pen, Int, Cost				1
29	11/30/24	555	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	62,554.74	C	2nd Settle - Pen, Int, Cost				1
30	11/30/24	555	01-391-000-0000-5520 Fees	1,231.63	C	2nd Settle - Pen, Int, Cost				1
31	11/30/24	555	21-000-000-0000-1001 Cash	244.30	D	2nd Settle - Pen, Int, Cost				1
32	11/30/24	555	21-631-000-0000-5051 Assessments	23.83	C	2nd Settle - Pen, Int, Cost				1
33	11/30/24	555	21-665-000-0000-5051 Assessments	19.91	C	2nd Settle - Pen, Int, Cost				1
34	11/30/24	555	21-634-000-0000-5051 Assessments	8.78	C	2nd Settle - Pen, Int, Cost				1
35	11/30/24	555	21-635-000-0000-5051 Assessments	5.06	C	2nd Settle - Pen, Int, Cost				1
36	11/30/24	555	21-635-000-0000-5051 Assessments	21.95	C	2nd Settle - Pen, Int, Cost				1
37	11/30/24	555	21-633-000-0000-5051 Assessments	12.75	C	2nd Settle - Pen, Int, Cost				1
38	11/30/24	555	21-637-000-0000-5051 Assessments	0.06	C	2nd Settle - Pen, Int, Cost				1
39	11/30/24	555	21-640-000-0000-5051 Assessments	23.48	C	2nd Settle - Pen, Int, Cost				1
40	11/30/24	555	21-640-000-0000-5051 Assessments	39.68	C	2nd Settle - Pen, Int, Cost				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	11/30/24	555	21-641-000-0000-5051 Assessments	0.77	C	2nd Settle - Pen, Int, Cost				1
42	11/30/24	555	21-642-000-0000-5051 Assessments	3.66	C	2nd Settle - Pen, Int, Cost				1
43	11/30/24	555	21-644-000-0000-5051 Assessments	0.81	C	2nd Settle - Pen, Int, Cost				1
44	11/30/24	555	21-645-000-0000-5051 Assessments	20.93	C	2nd Settle - Pen, Int, Cost				1
45	11/30/24	555	21-646-000-0000-5051 Assessments	0.69	C	2nd Settle - Pen, Int, Cost				1
46	11/30/24	555	21-648-000-0000-5051 Assessments	0.68	C	2nd Settle - Pen, Int, Cost				1
47	11/30/24	555	21-649-000-0000-5051 Assessments	11.48	C	2nd Settle - Pen, Int, Cost				1
48	11/30/24	555	21-652-000-0000-5051 Assessments	9.43	C	2nd Settle - Pen, Int, Cost				1
49	11/30/24	555	21-653-000-0000-5051 Assessments	8.41	C	2nd Settle - Pen, Int, Cost				1
50	11/30/24	555	21-653-000-0000-5051 Assessments	9.02	C	2nd Settle - Pen, Int, Cost				1
51	11/30/24	555	21-654-000-0000-5051 Assessments	0.74	C	2nd Settle - Pen, Int, Cost				1
52	11/30/24	555	21-655-000-0000-5051 Assessments	6.81	C	2nd Settle - Pen, Int, Cost				1
53	11/30/24	555	21-656-000-0000-5051 Assessments	14.35	C	2nd Settle - Pen, Int, Cost				1
54	11/30/24	555	21-658-000-0000-5051 Assessments	0.90	C	2nd Settle - Pen, Int, Cost				1
55	11/30/24	555	21-659-000-0000-5051 Assessments	0.12	C	2nd Settle - Pen, Int, Cost				1
56	11/30/24	555	23-000-000-0000-1001 Cash	28.60	D	2nd Settle - Pen, Int, Cost				1
57	11/30/24	555	23-609-000-0000-5520 Fees - Operations & Maintenance	28.60	C	2nd Settle - Pen, Int, Cost				1
58	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	64,059.27	D	2nd Settle - Pen, Int, Cost				1
59	11/30/24	555	70-000-000-0000-1001 Cash	64,059.27	C	2nd Settle - Pen, Int, Cost				1
60	11/30/24	555	01-000-000-0000-1001 Cash	5,596.54	D	2nd Settle- Wind Tower Tax				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	11/30/24	555	01-003-000-0000-5010 Wind Tower Generation Tax	5,181.99	C	2nd Settle- Wind Tower Tax				1
62	11/30/24	555	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	414.55	C	2nd Settle- Wind Tower Tax				1
63	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	5,596.54	D	2nd Settle- Wind Tower Tax				1
64	11/30/24	555	70-000-000-0000-1001 Cash	5,596.54	C	2nd Settle- Wind Tower Tax				1
65	11/30/24	555	01-000-000-0000-1001 Cash	632.70	D	2nd Settle- Green Acres				1
66	11/30/24	555	01-003-000-0000-5001 Current Tax	632.70	C	2nd Settle- Green Acres				1
67	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	632.70	D	2nd Settle- Green Acres				1
68	11/30/24	555	70-000-000-0000-1001 Cash	632.70	C	2nd Settle- Green Acres				1
69	11/30/24	555	01-000-000-0000-1001 Cash	11,451,991.84	D	2nd Settle - Real Estate Tax				1
70	11/30/24	555	01-003-000-0000-5001 Current Tax	10,934,483.24	C	2nd Settle - Real Estate Tax				1
71	11/30/24	555	01-003-000-0000-5002 Current Tax Library	90,219.75	C	2nd Settle - Real Estate Tax				1
72	11/30/24	555	01-391-000-0000-5520 Fees	427,288.85	C	2nd Settle - Real Estate Tax				1
73	11/30/24	555	10-000-000-0000-1001 Cash	1,167,598.53	D	2nd Settle - Real Estate Tax				1
74	11/30/24	555	10-301-000-0000-5001 Current Tax	1,167,598.53	C	2nd Settle - Real Estate Tax				1
75	11/30/24	555	35-000-000-0000-1001 Cash	760,100.64	D	2nd Settle - Real Estate Tax				1
76	11/30/24	555	35-800-000-0000-5001 Current Tax	760,100.64	C	2nd Settle - Real Estate Tax				1
77	11/30/24	555	38-000-000-0000-1001 Cash	158,874.54	D	2nd Settle - Real Estate Tax				1
78	11/30/24	555	38-000-000-0000-5001 Current Tax	158,874.54	C	2nd Settle - Real Estate Tax				1
79	11/30/24	555	21-000-000-0000-1001 Cash	117,918.80	D	2nd Settle - Real Estate Tax				1
80	11/30/24	555	21-665-000-0000-5051 Assessments	7,294.61	C	2nd Settle - Real Estate Tax				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	11/30/24	555	21-631-000-0000-5051 Assessments	3,485.11	C	2nd Settle - Real Estate Tax				1
82	11/30/24	555	21-634-000-0000-5051 Assessments	2,152.53	C	2nd Settle - Real Estate Tax				1
83	11/30/24	555	21-633-000-0000-5051 Assessments	1,319.00	C	2nd Settle - Real Estate Tax				1
84	11/30/24	555	21-637-000-0000-5051 Assessments	1,331.41	C	2nd Settle - Real Estate Tax				1
85	11/30/24	555	21-638-000-0000-5051 Assessments	546.47	C	2nd Settle - Real Estate Tax				1
86	11/30/24	555	21-639-000-0000-5051 Assessments	930.81	C	2nd Settle - Real Estate Tax				1
87	11/30/24	555	21-635-000-0000-5051 Assessments	15,545.83	C	2nd Settle - Real Estate Tax				1
88	11/30/24	555	21-639-000-0000-5051 Assessments	10,309.64	C	2nd Settle - Real Estate Tax				1
89	11/30/24	555	21-642-000-0000-5051 Assessments	455.87	C	2nd Settle - Real Estate Tax				1
90	11/30/24	555	21-641-000-0000-5051 Assessments	3,349.02	C	2nd Settle - Real Estate Tax				1
91	11/30/24	555	21-643-000-0000-5051 Assessments	3,823.82	C	2nd Settle - Real Estate Tax				1
92	11/30/24	555	21-644-000-0000-5051 Assessments	2,048.33	C	2nd Settle - Real Estate Tax				1
93	11/30/24	555	21-645-000-0000-5051 Assessments	16,522.32	C	2nd Settle - Real Estate Tax				1
94	11/30/24	555	21-646-000-0000-5051 Assessments	307.16	C	2nd Settle - Real Estate Tax				1
95	11/30/24	555	21-650-000-0000-5051 Assessments	413.55	C	2nd Settle - Real Estate Tax				1
96	11/30/24	555	21-651-000-0000-5051 Assessments	498.17	C	2nd Settle - Real Estate Tax				1
97	11/30/24	555	21-652-000-0000-5051 Assessments	3,474.20	C	2nd Settle - Real Estate Tax				1
98	11/30/24	555	21-648-000-0000-5051 Assessments	4,324.78	C	2nd Settle - Real Estate Tax				1
99	11/30/24	555	21-653-000-0000-5051 Assessments	3,020.27	C	2nd Settle - Real Estate Tax				1
100	11/30/24	555	21-649-000-0000-5051 Assessments	6,079.72	C	2nd Settle - Real Estate Tax				1

Steele County

JOURNAL ENTRIES

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	11/30/24	555	21-647-000-0000-5051 Assessments	2,417.16	C	2nd Settle - Real Estate Tax				1
102	11/30/24	555	21-654-000-0000-5051 Assessments	776.66	C	2nd Settle - Real Estate Tax				1
103	11/30/24	555	21-655-000-0000-5051 Assessments	605.49	C	2nd Settle - Real Estate Tax				1
104	11/30/24	555	21-656-000-0000-5051 Assessments	913.11	C	2nd Settle - Real Estate Tax				1
105	11/30/24	555	21-657-000-0000-5051 Assessments	241.50	C	2nd Settle - Real Estate Tax				1
106	11/30/24	555	21-658-000-0000-5051 Assessments	2,497.79	C	2nd Settle - Real Estate Tax				1
107	11/30/24	555	21-659-000-0000-5051 Assessments	351.48	C	2nd Settle - Real Estate Tax				1
108	11/30/24	555	21-660-000-0000-5051 Assessments	157.80	C	2nd Settle - Real Estate Tax				1
109	11/30/24	555	21-648-000-0000-5051 Assessments	1.27	C	2nd Settle - Real Estate Tax				1
110	11/30/24	555	21-653-000-0000-5051 Assessments	1,951.64	C	2nd Settle - Real Estate Tax				1
111	11/30/24	555	21-640-000-0000-5051 Assessments	9,830.26	C	2nd Settle - Real Estate Tax				1
112	11/30/24	555	21-649-000-0000-5051 Assessments	909.13	C	2nd Settle - Real Estate Tax				1
113	11/30/24	555	21-647-000-0000-5051 Assessments	282.14	C	2nd Settle - Real Estate Tax				1
114	11/30/24	555	21-640-000-0000-5051 Assessments	9,750.75	C	2nd Settle - Real Estate Tax				1
115	11/30/24	555	01-000-000-0000-1001 Cash	2,753.89	D	1st Settle- CWP Loan Pmts				1
116	11/30/24	555	01-003-000-0000-5995 Principal Payments	1,757.50	C	1st Settle- CWP Principal				1
117	11/30/24	555	01-003-000-0000-5710 Interest From Investments	35.15	C	1st Settle- CWP Interest				1
118	11/30/24	555	01-003-000-0000-5995 Principal Payments	486.00	C	1st Settle- CWP Principal				1
119	11/30/24	555	01-003-000-0000-5710 Interest From Investments	19.44	C	1st Settle- CWP Interest				1
120	11/30/24	555	01-003-000-0000-5995 Principal Payments	430.00	C	1st Settle- CWP Principal				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
121	11/30/24	555	01-003-000-0000-5710 Interest From Investments	25.80	C	1st Settle- CWP Interest				1
122	11/30/24	555	23-000-000-0000-1001 Cash	5,060.00	D	2nd Settle - Real Estate Tax				1
123	11/30/24	555	23-609-000-0000-5520 Fees - Operations & Maintenance	5,060.00	C	2nd Settle - Real Estate Tax				1
124	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	13,664,298.24	D	2nd Settle - Real Estate Tax				1
125	11/30/24	555	70-000-000-0000-1001 Cash	13,664,298.24	C	2nd Settle - Real Estate Tax				1
126	11/30/24	555	01-000-000-0000-1001 Cash	42,897.68	D	2nd Settle- Mobile Home Tax				1
127	11/30/24	555	01-003-000-0000-5007 Current Tax Mobile Homes	23,652.50	C	2nd Settle- Mobile Home Tax				1
128	11/30/24	555	01-003-000-0000-5002 Current Tax Library	148.17	C	2nd Settle- Mobile Home Tax				1
129	11/30/24	555	01-391-000-0000-5520 Fees	19,097.01	C	2nd Settle- Mobile Home Tax				1
130	11/30/24	555	10-000-000-0000-1001 Cash	2,525.59	D	2nd Settle- Mobile Home Tax				1
131	11/30/24	555	10-301-000-0000-5007 Current Tax Mobile Homes	2,525.59	C	2nd Settle- Mobile Home Tax				1
132	11/30/24	555	35-000-000-0000-1001 Cash	1,644.13	D	2nd Settle- Mobile Home Tax				1
133	11/30/24	555	35-800-000-0000-5007 Current Tax Mobile Homes	1,644.13	C	2nd Settle- Mobile Home Tax				1
134	11/30/24	555	38-000-000-0000-1001 Cash	343.68	D	2nd Settle- Mobile Home Tax				1
135	11/30/24	555	38-000-000-0000-5007 Current Tax Mobile Homes	343.68	C	2nd Settle- Mobile Home Tax				1
136	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	47,411.08	D	2nd Settle- Mobile Home Tax				1
137	11/30/24	555	70-000-000-0000-1001 Cash	47,411.08	C	2nd Settle- Mobile Home Tax				1
138	11/30/24	555	01-003-000-0000-5001 Current Tax	470.35	D	2nd Settle - Refundment				1
139	11/30/24	555	01-000-000-0000-1001 Cash	470.35	C	2nd Settle - Refundment				1
140	11/30/24	555	10-301-000-0000-5001 Current Tax	52.07	D	2nd Settle - Refundment				1

Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
141	11/30/24	555	10-000-000-0000-1001 Cash	52.07	C	2nd Settle - Refundment				1
142	11/30/24	555	35-800-000-0000-5001 Current Tax	35.26	D	2nd Settle - Refundment				1
143	11/30/24	555	35-000-000-0000-1001 Cash	35.26	C	2nd Settle - Refundment				1
144	11/30/24	555	38-000-000-0000-5001 Current Tax	6.45	D	2nd Settle - Refundment				1
145	11/30/24	555	38-000-000-0000-1001 Cash	6.45	C	2nd Settle - Refundment				1
146	11/30/24	555	70-000-000-0000-1001 Cash	564.13	D	2nd Settle - Refundment				1
147	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	564.13	C	2nd Settle - Refundment				1
148	11/30/24	555	01-003-901-0000-5301 Public Hunting	20,967.67	D	2nd Settle - Public Hunting DT				1
149	11/30/24	555	01-003-901-0000-5301 Public Hunting	316.74	D	2nd Settle - PILT DTG				1
150	11/30/24	555	01-003-901-0000-5301 Public Hunting	1,464.85	D	2nd Settle - Rev Sharing				1
151	11/30/24	555	01-000-000-0000-1001 Cash	22,749.26	C	2nd Settle - PH,PILT,Rev S				1
152	11/30/24	555	70-000-000-0000-1001 Cash	22,749.26	D	2nd Settle - PH,PILT,Rev S				1
153	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	47,504.24	D	2nd Settle - SC PH,PILT,Rev S				1
154	11/30/24	555	70-000-000-0000-2164 Unapportioned Public Hunting Grounds	70,253.50	C	2nd Settle - PH,PILT,Rev S				1
155	11/30/24	555	01-041-000-0000-5100 Licenses	270.00	D	2nd Settle-Liquor Distribution				1
156	11/30/24	555	01-041-000-0000-5100 Licenses	25.00	D	2nd Settle-Beer Distribution				1
157	11/30/24	555	01-000-000-0000-1001 Cash	295.00	C	2nd Settle-Beer & Liquor Distr				1
158	11/30/24	555	70-000-000-0000-1001 Cash	295.00	D	2nd Settle-Beer & Liquor Distr				1
159	11/30/24	555	70-000-000-0000-2400 SC Tax Allocation	2,455.00	D	2nd Settle -SC- Beer and Liquo				1
160	11/30/24	555	70-000-000-0000-2167 Liquor License Distribution	2,700.00	C	2nd Settle-Liquor Distribution				1

Steele County

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Description 11-2024 TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
161	11/30/24	555	70-000-000-0000-2168 Beer License Distribution	50.00	C	2nd Settle-Beer Distribution				1

Debit Total 27,756,181.50 Credit Total 27,756,181.50 Net: 0.00

Description 10 2024 JE UPLOAD ? C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	901	01-000-000-0000-1001 Cash	15,423.16	D	BMO One Card Allocation Oct	BMO One Card Allocation Oct			1
2	10/31/24	901	01-003-000-0000-6961 Visa One Card Program	53,088.26	C	BMO Charges Oct	BMO Charges Oct			1
3	10/31/24	901	01-005-000-0000-6261 Conference & Training	123.00	D	AMC Conference Hotel Rm-Krueg	Fullsteam Operations Llc			1
4	10/31/24	901	01-005-000-0000-6261 Conference & Training	123.00	D	AMC Conference Hotel Rm-Brady	Fullsteam Operations Llc			1
5	10/31/24	901	01-005-000-0000-6330 Travel Expenses	168.40	D	AMC Conference Hotel Rm-Krueg	Fullsteam Operations Llc			1
6	10/31/24	901	01-005-000-0000-6330 Travel Expenses	168.40	D	AMC Conference Hotel Rm-Brady	Fullsteam Operations Llc			1
7	10/31/24	901	01-031-000-0000-6330 Travel Expenses	54.60	D	Board member meals at AMC	Pike And Pint Grill Inc			1
8	10/31/24	901	01-031-000-0000-6330 Travel Expenses	457.24	D	AMC Fall Policy Conference	Fullsteam Operations Llc			1
9	10/31/24	901	01-032-000-0000-6330 Travel Expenses	15.00	D	Gina parking during Labor Conf	City Of Minneapolis			1
10	10/31/24	901	01-032-000-0000-6330 Travel Expenses	13.05	D	Gina lunch during Labor Conf	Chipotle Mexican Grill			1
11	10/31/24	901	01-032-000-0000-6801 General Expense	468.00	D	Survey Monkey Renewal	Surveymonkey.Com, Llc			1
12	10/31/24	901	01-041-000-0000-6261 Conference & Training	149.00	D	1099 Training Course-Susan	Paypal Course			1
13	10/31/24	901	01-042-000-0000-6410 Office Supplies	274.98	D	Monitors for finance	Dell International L.L.C			1
14	10/31/24	901	01-042-000-0000-6410 Office Supplies	980.72	D	Computer for Finance	Dell International L.L.C			1
15	10/31/24	901	01-044-000-0000-6330 Travel Expenses	20.96	D	Breakfast - MNGFOA Conference	Travelers Inn Restaurant			1
16	10/31/24	901	01-044-000-0000-6330 Travel Expenses	14.86	D	Breakfast - MNGFOA Conference	Travelers Inn Restaurant			1
17	10/31/24	901	01-044-000-0000-6330 Travel Expenses	17.00	D	Conference meal	Rongxin Inc			1
18	10/31/24	901	01-044-000-0000-6330 Travel Expenses	32.33	D	Dinner - Traveling to MNGFOA	Pike And Pint Grill Inc			1
19	10/31/24	901	01-044-000-0000-6330 Travel Expenses	22.67	D	Dinner - Traveling to MNGFOA	Pike And Pint Grill Inc			1
20	10/31/24	901	01-044-000-0000-6330 Travel Expenses	408.69	D	MNGFOA Lodging - Jon W	Fullsteam Operations Llc			1

Description 10 2024 JE UPLOAD ? C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	901	01-044-000-0000-6330 Travel Expenses	21.28	D	Food/Water for MNGFOA Travel	Holiday Companies			1
22	10/31/24	901	01-044-000-0000-6330 Travel Expenses	408.69	D	MNGFOA Lodging - Candi L	Fullsteam Operations Llc			1
23	10/31/24	901	01-044-000-0000-6410 Office Supplies	78.38	D	drawer with lock and post its	Amazon.Com, Inc.			1
24	10/31/24	901	01-044-000-0000-6480 Non-Capitalized Inventory	183.93	D	Non Cap furniture	Amazon.Com, Inc.			1
25	10/31/24	901	01-044-000-0000-6801 Misc Expense	101.72	D	Board meeting Snacks	Coborn's Incorporated			1
26	10/31/24	901	01-044-000-0000-6801 Misc Expense	77.95	D	Board meeting Snacks	Coborn's Incorporated			1
27	10/31/24	901	01-061-000-0000-6260 Computer Support	611.50	D	PSA -Ticketing Software	Connectwise, Llc			1
28	10/31/24	901	01-061-000-0000-6260 Computer Support	189.00	D	IT Document Management	Kaseya US Llc			1
29	10/31/24	901	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
30	10/31/24	901	01-061-000-0000-6261 Conference & Training	300.00	D	MN BCA Training Conference	State Of Minnesota			1
31	10/31/24	901	01-061-000-0000-6410 Office Supplies	98.68	D	PPE for SCIT Staff	Lowes Companies, Inc.			1
32	10/31/24	901	01-061-000-0000-6413 Computer Supplies	455.00	D	Keeper Password Subscription	Keeper Security			1
33	10/31/24	901	01-062-000-0000-6301 Equip/Software Maint	7,122.00	D	Log360 Renewal	Zoho Corporation			1
34	10/31/24	901	01-062-000-0000-6301 Equip/Software Maint	99.00	D	SSL Cert Renewal	Tucowscom Co			1
35	10/31/24	901	01-062-000-0000-6801 General Expense	137.49	D	Monitor fail replacement ATY	Dell International L.L.C			1
36	10/31/24	901	01-062-000-0000-6801 General Expense	2,779.98	D	Monthly AWS Storage	Amazon.Com, Inc.			1
37	10/31/24	901	01-091-000-0000-6381 Cpu Usage & Network Support	268.97	D	KB/Mouse & Monitor Arm for ATY	Amazon.Com, Inc.			1
38	10/31/24	901	01-091-000-0000-6410 Office Supplies	16.82	D	whiteboard cleaning spray	Amazon.Com, Inc.			1
39	10/31/24	901	01-091-000-0000-6410 Office Supplies	31.80	D	dry eraser markers/water mat	Amazon.Com, Inc.			1
40	10/31/24	901	01-101-000-0000-6215 Postage	26.35	D	Passport Postage	United States Postal Serv			1

Description 10 2024 JE UPLOAD ? C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/24	901	01-101-000-9305-6261 Conference & Training - Tech Fund	241.14	D	Kristi-User group meeting	Silver Leaf Lodging Grou			1
42	10/31/24	901	01-101-000-9305-6261 Conference & Training - Tech Fund	241.14	D	Lesa-User Group Meeting	Silver Leaf Lodging Grou			1
43	10/31/24	901	01-101-000-9305-6261 Conference & Training - Tech Fund	69.54	D	Dinner User group meeting	Toast Inc			1
44	10/31/24	901	01-101-000-9305-6480 Non-Capitalized Inv-Technology Fund	506.52	D	2 REC Monitors	Dell International L.L.C			1
45	10/31/24	901	01-103-000-0000-6261 Conference & Training	225.00	D	BENJI'S MANAGEMENT COURSE	Minnesota Association Of			1
46	10/31/24	901	01-103-000-0000-6261 Conference & Training	450.00	D	ROXANNE'S ALP CLASS	Minnesota Association Of			1
47	10/31/24	901	01-103-000-0000-6261 Conference & Training	30.00	D	PACE COURSE - BENJI	State Of Minnesota			1
48	10/31/24	901	01-103-000-0000-6261 Conference & Training	30.00	D	BRIAN'S LEAD PACE CLASS	State Of Minnesota			1
49	10/31/24	901	01-103-000-0000-6330 Travel Expenses	19.60	D	BRIAN'S CONFERENCE LUNCH	Raising Cane's Restaurant			1
50	10/31/24	901	01-103-000-0000-6410 Office Supplies	34.99	D	Keyboard for Assessor	Amazon.Com, Inc.			1
51	10/31/24	901	01-103-000-0000-6410 Office Supplies	15.58	D	TAPE MEASURE - FOR BENJI	Amazon.Com, Inc.			1
52	10/31/24	901	01-103-000-0000-6410 Office Supplies	73.82	D	INDOOR MIRROR FOR OFFICE	Amazon.Com, Inc.			1
53	10/31/24	901	01-105-000-0000-6410 Office Supplies	24.67	D	Biosecurity Boot Covers	Kfs Of Hope, Llc			1
54	10/31/24	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
55	10/31/24	901	01-111-000-0000-6320 Fleet Vehicle Maintenance	899.87	D	Sheild For New Broom	Kibble Equipment Llc			1
56	10/31/24	901	01-111-000-0000-6410 Office Supplies	8.63	D	Stamp	Amazon.Com, Inc.			1
57	10/31/24	901	01-111-000-0000-6410 Office Supplies	15.39	D	Office Supplies	Amazon.Com, Inc.			1
58	10/31/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	34.08	D	AAA Batteries	Bpb, Llc			1
59	10/31/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	42.50	D	Batteries for Fire alarm	Bpb, Llc			1
60	10/31/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	100.00	D	Electrical License	State Of Minnesota			1

Description 10 2024 JE UPLOAD ? C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	10/31/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	20.98	D	Wood Marker and Tape	Owt Hardware Inc			1
62	10/31/24	901	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	monthly service Sept	Intuit Payment Solutions,			1
63	10/31/24	901	01-111-040-0000-6380 Grounds Maintenance	839.19	D	Weed Control	Trugreen Limited Partners			1
64	10/31/24	901	01-111-040-0000-6560 Janitorial Supplies	782.00	D	Janitorial Supplies	Hillyard Inc			1
65	10/31/24	901	01-111-040-0000-6560 Janitorial Supplies	345.77	D	Garbage Cans and Sponges	Amazon.Com, Inc.			1
66	10/31/24	901	01-111-041-0000-6300 Bldg Repairs & Maintenance	26.21	D	Heat sensor	Amazon.Com, Inc.			1
67	10/31/24	901	01-111-041-0000-6380 Grounds Maintenance	155.34	D	Weed Control	Trugreen Limited Partners			1
68	10/31/24	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	74.99	D	Two Wheel Hand Cart	Harbor Freight Tools Usa			1
69	10/31/24	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	62.35	D	Batteries for Fire alarm	Bpb, Llc			1
70	10/31/24	901	01-111-042-0000-6300 Bldg Repairs & Maintenance	17.99	D	Tools for Courthouse	Harbor Freight Tools Usa			1
71	10/31/24	901	01-111-042-0000-6380 Grounds Maintenance	116.82	D	Weed Control	Trugreen Limited Partners			1
72	10/31/24	901	01-111-042-0000-6560 Janitorial Supplies	483.80	D	Janitorial Supplies	Hillyard Inc			1
73	10/31/24	901	01-111-043-0000-6300 Bldg Repairs & Maintenance	21.15	C	Core return	Bpb, Llc			1
74	10/31/24	901	01-111-043-0000-6300 Bldg Repairs & Maintenance	63.45	D	Batteries for Fire alarm	Bpb, Llc			1
75	10/31/24	901	01-111-043-0000-6380 Grounds Maintenance	53.09	D	Weed Control	Trugreen Limited Partners			1
76	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	501.40	D	Poly Windows	Waseca Glass Llc			1
77	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	147.92	D	Pro Force Metal	Lowes Companies, Inc.			1
78	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	162.02	D	Pro Force Metal	Lowes Companies, Inc.			1
79	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	22.85	D	Service Fee	Invoice Cloud, Inc.			1
80	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	652.90	D	63/40lb bags salt	Invoice Cloud, Inc.			1

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81	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	89.07	D	Paint	Sherwin Williams Co			1
82	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	115.94	D	Window Film	Lowes Companies, Inc.			1
83	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	33.96	D	Magnetic tape	Amazon.Com, Inc.			1
84	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	208.86	D	Glass	Waseca Glass Llc			1
85	10/31/24	901	01-111-044-0000-6300 Bldg Repairs & Maintenance	159.92	D	Pest Control	Plunketts Pest Control In			1
86	10/31/24	901	01-111-044-0000-6380 Grounds Maintenance	952.53	D	Weed Control	Trugreen Limited Partners			1
87	10/31/24	901	01-111-044-0000-6560 Janitorial Supplies	35.94	D	Driano	Lowes Companies, Inc.			1
88	10/31/24	901	01-111-044-0000-6560 Janitorial Supplies	38.59	D	Driano	Lowes Companies, Inc.			1
89	10/31/24	901	01-111-044-0000-6560 Janitorial Supplies	38.59	C	Driano	Lowes Companies, Inc.			1
90	10/31/24	901	01-111-047-0000-6380 Grounds Maintenance-Gymnastics	63.71	D	Weed Control	Trugreen Limited Partners			1
91	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	39.95	D	Tools and Cleaning supplies	Harbor Freight Tools Usa			1
92	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	16.98	D	Piping	Lowes Companies, Inc.			1
93	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control In			1
94	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	9.00	D	Light Bulb Recycling	Ivy Computer Inc			1
95	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	225.60	D	AC Unit Cleaner	Owatonna Heating Cooling			1
96	10/31/24	901	01-111-049-0000-6300 Bldg Repairs & Maintenance	6.00	D	Light Bulb Recycling	Ivy Computer Inc			1
97	10/31/24	901	01-201-000-0000-6210 Telephone	42.95	D	Cell phone Otterbox/Protector	Global Wireless, Inc.			1
98	10/31/24	901	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data storage/GB plan	Apple Inc.			1
99	10/31/24	901	01-201-000-0000-6211 Radio-Computers-Cameras	59.99	D	Mouse for SHF	Amazon.Com, Inc.			1
100	10/31/24	901	01-201-000-0000-6215 Postage	30.45	D	FBI mailing	United States Postal Serv			1

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101	10/31/24	901	01-201-000-0000-6261 Conference & Training	75.00	D	J.Horejsi - DMT-G Recert Trng	State Of Minnesota			1
102	10/31/24	901	01-201-000-0000-6261 Conference & Training	5.37	D	Cleaning wipes for Def Tactics	Coborn's Incorporated			1
103	10/31/24	901	01-201-000-0000-6261 Conference & Training	300.00	D	Critical Issues Workshop	Minnesota Sheriffs Associ			1
104	10/31/24	901	01-201-000-0000-6261 Conference & Training	779.00	D	Crisis Negotiations Trng	Block, Inc.			1
105	10/31/24	901	01-201-000-0000-6285 Firearms/Ammo Training	3.75	D	1/Level Kit	Fleet Farm Group, Llc			1
106	10/31/24	901	01-201-000-0000-6285 Firearms/Ammo Training	79.29	D	135/targets	Targets Online			1
107	10/31/24	901	01-201-000-0000-6285 Firearms/Ammo Training	154.47	D	1/shooting rest	Amazon.Com, Inc.			1
108	10/31/24	901	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
109	10/31/24	901	01-201-000-0000-6425 Investigation Expense	32.45	D	1 pack/integrity bags	Sirchie Acquisition Compa			1
110	10/31/24	901	01-201-000-0000-6425 Investigation Expense	330.00	D	Recert for Cellebrite	Cellebrite Inc.			1
111	10/31/24	901	01-201-000-0000-6425 Investigation Expense	150.00	D	Case 24-000660 / subpoena	Charter Communications Op			1
112	10/31/24	901	01-201-000-0000-6425 Investigation Expense	151.35	D	3/packs Evidence bags	Sirchie Acquisition Compa			1
113	10/31/24	901	01-201-000-0000-6438 K-9 Expenses	79.30	D	K9 Food	Little Chicken Farms Llc			1
114	10/31/24	901	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
115	10/31/24	901	01-201-000-0113-6320 Squad 7411 Maintenance	6.75	D	Fuses for Squad 7413	Wen-Col Inc			1
116	10/31/24	901	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
117	10/31/24	901	01-201-000-0117-6320 Squad 7420 Maintenance	8.08	D	12/Fasteners for Squad 7420	Owt Hardware Inc			1
118	10/31/24	901	01-251-000-0000-6192 Uniform Allowance	21.20	D	uniform stripes	Lawman Collectibles Llc			1
119	10/31/24	901	01-251-000-0000-6211 Radio - Computers - Cameras	58.79	D	computer tray	Amazon.Com, Inc.			1
120	10/31/24	901	01-251-000-0000-6261 Conference & Training	250.00	D	conference	Minnesota Sheriffs Associ			1

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121	10/31/24	901	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
122	10/31/24	901	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
123	10/31/24	901	01-251-000-0000-6406 Program Supplies	93.39	D	PROGRAM TV	Hulu, Llc			1
124	10/31/24	901	01-251-000-0000-6407 Training Supplies	10.00	D	programs conf.	Minnesota Sheriffs Associ			1
125	10/31/24	901	01-251-000-0000-6407 Training Supplies	360.00	D	training gear	Intuit Payment Solutions,			1
126	10/31/24	901	01-251-000-0000-6407 Training Supplies	435.00	D	training gear	Intuit Payment Solutions,			1
127	10/31/24	901	01-251-000-0000-6407 Training Supplies	350.00	D	super training	Minnesota Sheriffs Associ			1
128	10/31/24	901	01-251-000-0000-6562 Gas & Oil	31.00	D	fuel	Speedway Llc			1
129	10/31/24	901	01-251-000-0000-6801 Misc Expense	14.22	D	transport meal	Independent Purchasing Co			1
130	10/31/24	901	01-251-000-0000-6801 Misc Expense	13.93	D	transport meal	Willmar Foods Llc			1
131	10/31/24	901	01-251-000-0000-6801 Misc Expense	16.10	D	prime refunded	Amazon.Com, Inc.			1
132	10/31/24	901	01-252-000-0000-6215 Postage	9.55	D	Postage	United States Postal Serv			1
133	10/31/24	901	01-252-000-0000-6261 Conference & Training	250.62	D	Advisory Board Lunch	Ezcater, Inc			1
134	10/31/24	901	01-252-000-0000-6410 Office Supplies	25.73	D	Thank you cards	Coborn's Incorporated			1
135	10/31/24	901	01-252-000-0000-6410 Office Supplies	2.94	D	AreYouSafe license addition	Paypal Avistatech			1
136	10/31/24	901	01-252-000-0000-6410 Office Supplies	119.90	D	2x Mice for CCA	Amazon.Com, Inc.			1
137	10/31/24	901	01-252-000-0000-6410 Office Supplies	5.99	D	Phone Case	Amazon.Com, Inc.			1
138	10/31/24	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	59.99	D	Strength finder training	Digital River, Inc.			1
139	10/31/24	901	01-252-775-0000-6261 Conference & Training - CCA Subsidy	435.00	D	MCA Conference	Paypal Inc			1
140	10/31/24	901	01-252-775-0000-6330 Travel Expenses - CCA	515.42	C	Ruttgers	Blackburn Im Ruttgers Spv			1

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141	10/31/24	901	01-281-000-0000-6199 Safety Program	105.00	D	CPR Cert Cards	Minnesota State Colleges			1
142	10/31/24	901	01-281-000-0000-6199 Safety Program	126.18	D	Ergo Chair for Assessor	Amazon.Com, Inc.			1
143	10/31/24	901	01-281-000-0000-6251 Other Administrative Costs	59.00	D	Monthly Subscription	Basecamp, Llc			1
144	10/31/24	901	01-281-000-0000-6261 Conference & Training	225.00	D	Conf Registration	Association Of Minnesota			1
145	10/31/24	901	01-281-000-0000-6261 Conference & Training	225.00	D	Conf Registration	Association Of Minneso			1
146	10/31/24	901	01-281-000-0000-6261 Conference & Training	225.00	D	Conf Registration	Association Of Minneso			1
147	10/31/24	901	01-281-000-0000-6806 Skywarn System	268.44	D	Radar Software	Bright Market Llc			1
148	10/31/24	901	01-281-000-0000-6806 Skywarn System	40.81	C	Tax Refund	4imprint, Inc			1
149	10/31/24	901	01-481-460-6009-6330 Travel Expenses	408.69	D	GFOA Conference - Erin Edel	Fullsteam Operations Llc			1
150	10/31/24	901	01-481-460-6009-6434 Medical Supplies	22.13	D	QA: Medical Supplies	Amazon.Com, Inc.			1
151	10/31/24	901	01-481-460-6009-6806 Miscellaneous	44.00	D	Background Check	State Of Minnesota			1
152	10/31/24	901	01-481-460-6012-6465 Pass Thru - Patient Supplies & Services	36.99	D	Bathroom Rug for Client	Amazon.Com, Inc.			1
153	10/31/24	901	01-481-461-6011-6243 Advertising,Marketing & Promotional	61.99	D	Mobile Unit ELC Program Magnet	Amazon.Com, Inc.			1
154	10/31/24	901	01-481-461-6025-6261 Conference & Training	75.00	D	MSSA Fall Conference	Minnesota Social Service			1
155	10/31/24	901	01-481-461-6040-6464 General Supplies & Outreach	76.99	D	Mobile Unit ELC Program Magnet	Amazon.Com, Inc.			1
156	10/31/24	901	01-481-461-6040-6480 Non-Capitalized Inventory	209.98	D	IPad Accories for WIC	Amazon.Com, Inc.			1
157	10/31/24	901	01-481-461-6040-6480 Non-Capitalized Inventory	775.99	D	iPad for WIC	Cdw Llc			1
158	10/31/24	901	01-481-461-6059-6464 General Supplies & Outreach	13.99	D	FHV Incentive Items	Amazon.Com, Inc.			1
159	10/31/24	901	01-481-461-6059-6464 General Supplies & Outreach	168.31	D	FHV Incentive Items	Amazon.Com, Inc.			1
160	10/31/24	901	01-481-461-6059-6464 General Supplies & Outreach	34.99	D	Incentive for FHV	Target Corporation			1

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161	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	467.08	D	Food for Health Fair	Kerr-McCauley Investments			1
162	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	15.92	D	Health Fair Water	Wal-Mart Stores			1
163	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	204.68	D	Health Fair Food	Wal-Mart Stores			1
164	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	38.54	D	Health Fair Door Prizes	Amazon.Com, Inc.			1
165	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	25.98	D	Health Fair Door Prizes	Amazon.Com, Inc.			1
166	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	434.50	D	Health Fair Door Prizes	Amazon.Com, Inc.			1
167	10/31/24	901	01-481-461-6067-6464 General Supplies & Outreach	174.46	D	Health Fair Biometrics Supply	Td Health Llc			1
168	10/31/24	901	01-481-464-6061-6464 General Supplies & Outreach	69.58	D	Mobile Unit Cart/Towel Holder	Amazon.Com, Inc.			1
169	10/31/24	901	01-481-464-6061-6464 General Supplies & Outreach	24.94	D	Mobile Unit Storage Bins	Amazon.Com, Inc.			1
170	10/31/24	901	01-481-464-6061-6464 General Supplies & Outreach	18.12	D	Mobile Unit Paper Towels	Amazon.Com, Inc.			1
171	10/31/24	901	01-481-464-6061-6464 General Supplies & Outreach	442.91	D	Vaccine Clinic Supplies	Amazon.Com, Inc.			1
172	10/31/24	901	01-481-464-6061-6464 General Supplies & Outreach	67.47	D	Mobile Unit ELC Table & Chairs	Wal-Mart Stores			1
173	10/31/24	901	01-481-465-6057-6330 Travel Expenses	15.17	D	Breakfast - MNGFOA Conference	Travelers Inn Restaurant			1
174	10/31/24	901	01-481-465-6057-6464 General Supplies & Outreach	27.78	D	Gallon/Quart Bags/Carabiners	Amazon.Com, Inc.			1
175	10/31/24	901	01-502-000-0000-6380 Grounds Maintenance	73.01	D	Weed Control	Trugreen Limited Partners			1
176	10/31/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	69.93	D	Tape for Tuflex - East Rink	Fleet Farm Group, Llc			1
177	10/31/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	43.92	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
178	10/31/24	901	01-550-000-0000-6410 Operating Supplies - Contracts	383.76	D	Ice Edger Batteries	O'Reilly Auto Enterprise			1
179	10/31/24	901	07-000-000-0000-1001 Cash	375.81	C	BMO Charges Oct	BMO Charges Oct			1
180	10/31/24	901	07-483-000-0000-6464 General Supplies & Outreach	375.81	D	SC Mental Health Stakeholders	Hy-Vee, Inc.			1

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181	10/31/24	901	10-000-000-0000-1001 Cash	4,034.77	C	BMO Charges Oct	BMO Charges Oct			1
182	10/31/24	901	10-301-000-0000-6241 Membership Dues	306.00	D	ASCE - Sponholz	American Society Of Civil			1
183	10/31/24	901	10-302-000-0000-6261 Conference & Training	100.00	D	CTS Transp training - Grieman	Regents Of The Universit			1
184	10/31/24	901	10-302-000-0000-6261 Conference & Training	180.00	D	MN Fall Expo - Maint staff	Block, Inc.			1
185	10/31/24	901	10-302-000-0000-6261 Conference & Training	210.00	D	MN Fall Expo - Maint staff	Block, Inc.			1
186	10/31/24	901	10-302-000-0000-6523 Supplies - Road Salt & Sand	700.24	D	Sand Bags for flood	Amazon.Com, Inc.			1
187	10/31/24	901	10-303-000-0000-6261 Conference & Training	75.00	D	UofM - Witter	Regents Of The Universit			1
188	10/31/24	901	10-303-000-0000-6261 Conference & Training	75.00	D	UofM training - Witter	Regents Of The Universit			1
189	10/31/24	901	10-303-000-0000-6510 Engineering & Surveying Supplies	8.98	D	Vinegar for lab	Fleet Farm Group, Llc			1
190	10/31/24	901	10-304-000-0000-6261 Conference & Training	200.00	D	DOT Training - Grieman	State Of Minnesota			1
191	10/31/24	901	10-304-000-0000-6261 Conference & Training	4.30	D	DOT Training - Grieman	Us Bank National Associat			1
192	10/31/24	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	73.07	D	Nitrile gloves	Amazon.Com, Inc.			1
193	10/31/24	901	10-304-000-0000-6511 Maint Shop Supplies & Materials	37.89	D	ext. cord	Amazon.Com, Inc.			1
194	10/31/24	901	10-304-000-0000-6513 Tools	225.00	D	Grease gun tool	Pe Acquisitions Inc			1
195	10/31/24	901	10-304-000-0000-6513 Tools	220.00	D	Fuel 3/8" compact impact	Pe Acquisitions Inc			1
196	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	12.74	D	Parts	Kibble Equipment Llc			1
197	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	116.99	C	Return Black Steel Pintle	Amazon.Com, Inc.			1
198	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	108.63	D	Air filters, unit#9980	Kibble Equipment Llc			1
199	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	613.84	D	Windowpane, unit#9980	Kibble Equipment Llc			1
200	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	305.91	D	Blade assemblies	United Farmers Cooperativ			1

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201	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	280.80	D	Shaft	Minnesota Ag Power Inc			1
202	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	116.99	D	Steel Pintle Hitch	Amazon.Com, Inc.			1
203	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	43.44	D	Headlamp & air fresheners	Fleet Farm Group, Llc			1
204	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	141.46	D	GTW Draw Bar & Hardware	Fleet Farm Group, Llc			1
205	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	139.99	C	Return GTW Draw Bar	Fleet Farm Group, Llc			1
206	10/31/24	901	10-304-000-0000-6520 Machinery/Vehicle Parts	222.37	D	Drive belt & hardware	United Farmers Cooperativ			1
207	10/31/24	901	10-304-000-0000-6540 Fuel & Lubricants	30.09	D	Fuel - unit#9998	Kwik Trip Inc			1
208	10/31/24	901	53-000-000-0000-1001 Cash	108.49	C	BMO Charges Oct	BMO Charges Oct			1
209	10/31/24	901	53-398-000-0000-6381 Cpu Usage & Network Support	79.02	D	UPS Battery LFO	Amazon.Com, Inc.			1
210	10/31/24	901	53-398-000-0000-6410 Office Supplies	29.47	D	Hazardous waist stickers	Amazon.Com, Inc.			1
211	10/31/24	901	81-000-000-0000-1001 Cash	10,904.09	C	BMO Charges Oct	BMO Charges Oct			1
212	10/31/24	901	81-230-000-0000-6198 Health Promotion	251.88	D	Seat Cushions	Wal-Mart Stores			1
213	10/31/24	901	81-230-000-0000-6198 Health Promotion	189.99	D	Under Desk Bike Pedal Excerise	Amazon.Com, Inc.			1
214	10/31/24	901	81-230-000-0000-6198 Health Promotion	251.88	D	Seat Cushions	Wal-Mart Stores			1
215	10/31/24	901	81-230-000-0000-6198 Health Promotion	98.99	D	Exercise Board	Amazon.Com, Inc.			1
216	10/31/24	901	81-230-000-0000-6198 Health Promotion	107.00	D	Under Desk Ellipitical	Amazon.Com, Inc.			1
217	10/31/24	901	81-230-000-0000-6198 Health Promotion	139.99	D	Walking Pad	Amazon.Com, Inc.			1
218	10/31/24	901	81-230-000-0000-6210 Telephone	93.39	D	Cable TV	Hulu, Llc			1
219	10/31/24	901	81-230-000-0000-6215 Postage	84.20	D	Stamps	United States Postal Serv			1
220	10/31/24	901	81-230-000-0000-6261 Conference & Training	430.00	D	Training Amanda Rothbauer	Association Of Public-Saf			1

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221	10/31/24	901	81-230-000-0000-6330 Travel Expenses	56.06	D	Training Lunches	Lund Food Holdings Inc			1
222	10/31/24	901	81-230-000-0000-6410 Office Supplies	3.99	D	Key Rings	Amazon.Com, Inc.			1
223	10/31/24	901	81-230-000-0000-6410 Office Supplies	224.97	D	Dehumidifier Filters	Amazon.Com, Inc.			1
224	10/31/24	901	81-230-000-0000-6410 Office Supplies	19.33	D	CD's for Call Requests	Amazon.Com, Inc.			1
225	10/31/24	901	81-230-000-0000-6410 Office Supplies	48.00	D	Refrigerator Filter	Amazon.Com, Inc.			1
226	10/31/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	41.72	D	Mute Switches	Total Asset Solutions In			1
227	10/31/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	53.84	D	Ear Cushions	Cdw Llc			1
228	10/31/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	53.84	D	Ear Cushions	Cdw Llc			1
229	10/31/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	74.95	C	Wireless Mice	Amazon.Com, Inc.			1
230	10/31/24	901	81-230-000-0000-6480 Non-Capitalized Inventory	1,693.97	D	Replacement Batteries & Bases	Cdw Llc			1
231	10/31/24	901	81-230-000-0000-6600 Capital Outlay	495.00	C	APCO Protocol Training	Association Of Public-Saf			1
232	10/31/24	901	81-230-000-0000-6600 Capital Outlay	495.00	D	APCO Protocol Training	Association Of Public-Saf			1
233	10/31/24	901	81-230-000-0000-6600 Capital Outlay	4,320.00	D	APCO Protocol Training	Association Of Public-Saf			1
234	10/31/24	901	81-230-000-0000-6600 Capital Outlay	495.00	D	APCO Protocol Training	Association Of Public-Saf			1
235	10/31/24	901	81-230-000-0000-6600 Capital Outlay	2,285.00	D	Protocol Call-Take Training	Association Of Public-Saf			1
236	10/31/24	901	81-230-000-0000-6600 Capital Outlay	36.00	D	Protocol CPR Training	American Heart Assoc			1

Debit Total 69,954.32 Credit Total 69,954.32 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	903	01-031-000-0000-6215 Postage	0.69	D	Postage - Admin				1
2	10/31/24	903	01-103-000-0000-6215 Postage	500.03	D	Postage - Assessor				1
3	10/31/24	903	01-041-000-0000-6215 Postage	211.14	D	Postage - PT&E				1
4	10/31/24	903	01-252-000-0000-6215 Postage	159.14	D	Postage - CCA				1
5	10/31/24	903	01-062-000-0000-6802 Internal Chargeback	738.18	D	Postage - Court Admin				1
6	10/31/24	903	01-251-000-0000-6215 Postage	15.46	D	Postage - Detention Center				1
7	10/31/24	903	01-063-000-0000-6215 Postage	1,138.39	D	Postage - Auditor Elections				1
8	10/31/24	903	01-602-000-0000-6215 Postage	29.75	D	Postage - Extension				1
9	10/31/24	903	01-044-000-0000-6215 Postage	461.13	D	Postage - Finance				1
10	10/31/24	903	01-550-000-0000-6215 Postage	3.45	D	Postage - Four Seasons				1
11	10/31/24	903	01-104-000-0000-6215 Postage	3.45	D	Postage - GIS				1
12	10/31/24	903	01-032-000-0000-6215 Postage	13.11	D	Postage - Human Resources				1
13	10/31/24	903	01-062-000-0000-6802 Internal Chargeback	63.84	D	Postage - MRCI				1
14	10/31/24	903	01-105-000-0000-6215 Postage	165.52	D	Postage - Planning and Zoning				1
15	10/31/24	903	01-101-000-0000-6215 Postage	267.63	D	Postage - Recorder				1
16	10/31/24	903	01-121-000-0000-6215 Postage	48.63	D	Postage - Veterans				1
17	10/31/24	903	01-481-460-6009-6215 Postage	44.85	D	Postage - QA				1
18	10/31/24	903	01-481-461-6011-6215 Postage	341.90	D	Postage - CTC				1
19	10/31/24	903	01-481-460-6012-6215 Postage	67.82	D	Postage - LTC				1
20	10/31/24	903	01-481-461-6025-6215 Postage	63.10	D	Postage - FAP/HCB/FC				1

Description 10 2024 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	903	01-481-461-6030-6215 Postage	30.20	D	Postage - MCH				1
22	10/31/24	903	01-481-461-6040-6215 Postage	3.42	D	Postage - WIC				1
23	10/31/24	903	01-481-461-6067-6464 General Supplies & Outreach	17.25	D	Postage - Wellness				1
24	10/31/24	903	01-481-462-6047-6215 Postage	4.14	D	Postage - CID				1
25	10/31/24	903	01-481-465-6057-6215 Postage	14.62	D	Postage - LPHG/INF/MISC/ENV				1
26	10/31/24	903	01-062-000-0000-6215 Postage	4,406.84	C	GF Postage Allocation				1
27	10/31/24	903	10-301-000-0000-6215 Postage	113.59	D	Highway Postage				1
28	10/31/24	903	10-000-000-0000-1001 Cash	113.59	C	Highway Postage				1
29	10/31/24	903	01-000-000-0000-1001 Cash	113.59	D	Highway Postage				1
30	10/31/24	903	01-062-000-0000-5831 Miscellaneous	113.59	C	Highway Postage				1
31	10/31/24	903	53-398-000-0000-6215 Postage	27.85	D	Landfill Postage				1
32	10/31/24	903	53-000-000-0000-1001 Cash	27.85	C	Landfill Postage				1
33	10/31/24	903	01-000-000-0000-1001 Cash	27.85	D	Landfill Postage				1
34	10/31/24	903	01-062-000-0000-5831 Miscellaneous	27.85	C	Landfill Postage				1

Debit Total 4,689.72 Credit Total 4,689.72 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	902	01-031-000-0000-6210 Telephone	49.04	D	Phone Charges - Verizon				1
2	10/31/24	902	01-032-000-0000-6210 Telephone	49.04	D	Phone Charges - Verizon				1
3	10/31/24	902	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
4	10/31/24	902	01-061-000-0000-6210 Telephone	69.06	D	Phone Charges - Verizon				1
5	10/31/24	902	01-091-000-0000-6210 Telephone	309.25	D	Phone Charges - Verizon				1
6	10/31/24	902	01-103-000-0000-6210 Telephone	245.20	D	Phone Charges - Verizon				1
7	10/31/24	902	01-105-000-0000-6210 Telephone	172.13	D	Phone Charges - Verizon				1
8	10/31/24	902	01-111-000-0000-6210 Telephone	396.36	D	Phone Charges - Verizon				1
9	10/31/24	902	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
10	10/31/24	902	01-251-000-0000-6210 Telephone	181.16	D	Phone Charges - Verizon				1
11	10/31/24	902	01-252-000-0000-6210 Telephone	720.85	D	Phone Charges - Verizon				1
12	10/31/24	902	01-253-000-0000-6210 Telephone	44.04	D	Phone Charges - Verizon				1
13	10/31/24	902	01-281-000-0000-6210 Telephone	187.13	D	Phone Charges - Verizon				1
14	10/31/24	902	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
15	10/31/24	902	01-481-460-6009-6210 Telephone	44.03	D	Phone Charges - QA				1
16	10/31/24	902	01-481-460-6009-6210 Telephone	44.04	D	Phone Charges - QA				1
17	10/31/24	902	01-481-460-6012-6210 Telephone	49.04	D	Phone Charges - LTC				1
18	10/31/24	902	01-481-461-6040-6210 Telephone	44.03	D	Phone Charges - WIC				1
19	10/31/24	902	01-481-461-6011-6210 Telephone	22.01	D	Phone Charges - CTC				1
20	10/31/24	902	01-481-462-6047-6210 Telephone	22.02	D	Phone Charges - CID				1

Description 10 2024 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	902	01-481-461-6040-6210 Telephone	33.02	D	Phone Charges - WIC				1
22	10/31/24	902	01-481-461-6030-6210 Telephone	11.01	D	Phone Charges - MCH				1
23	10/31/24	902	01-481-460-6009-6210 Telephone	44.04	D	Phone Charges - QA				1
24	10/31/24	902	01-481-461-6059-6210 Telephone	11.01	D	Phone Charges - SEMN				1
25	10/31/24	902	01-481-461-6034-6210 Telephone	33.02	D	Phone Charges - TANF				1
26	10/31/24	902	01-481-461-6059-6210 Telephone	44.03	D	Phone Charges - SEMN				1
27	10/31/24	902	01-481-460-6009-6210 Telephone	44.04	D	Phone Charges - QA				1
28	10/31/24	902	01-481-460-6009-6210 Telephone	44.04	D	Phone Charges - QA				1
29	10/31/24	902	01-481-460-6009-6210 Telephone	44.04	D	Phone Charges - QA				1
30	10/31/24	902	01-481-461-6059-6210 Telephone	22.02	D	Phone Charges - SEMN				1
31	10/31/24	902	01-481-461-6040-6210 Telephone	13.21	D	Phone Charges - WIC				1
32	10/31/24	902	01-481-462-6047-6210 Telephone	8.81	D	Phone Charges - CID				1
33	10/31/24	902	01-481-460-6012-6210 Telephone	49.04	D	Phone Charges - LTC				1
34	10/31/24	902	01-481-461-6040-6210 Telephone	40.01	D	Phone Charges - WIC				1
35	10/31/24	902	01-481-460-6012-6210 Telephone	44.04	D	Phone Charges - LTC				1
36	10/31/24	902	01-481-465-6057-6210 Telephone	49.04	D	Phone Charges - LPHG				1
37	10/31/24	902	01-481-465-6057-6210 Telephone	44.04	D	Phone Charges - LPHG				1
38	10/31/24	902	01-481-460-6012-6210 Telephone	29.42	D	Phone Charges - LTC				1
39	10/31/24	902	01-481-464-6052-6210 Telephone	19.62	D	Phone Charges - PHEP				1
40	10/31/24	902	01-201-000-0000-6211 Radio-Computers-Cameras	560.41	D	Squad Connections - Verizon				1

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/24	902	01-201-000-0000-6210 Telephone	1,066.72	D	Phone Charges - Verizon				1
42	10/31/24	902	01-000-000-0000-1001 Cash	5,043.11	C	Verizon Charges October				1
43	10/31/24	902	10-301-000-0000-6210 Telephone	696.12	D	Phone Charges - Verizon				1
44	10/31/24	902	10-000-000-0000-1001 Cash	696.12	C	Phone Charges - Verizon				1
45	10/31/24	902	53-398-000-0000-6210 Telephone	84.05	D	Phone Charges - Verizon				1
46	10/31/24	902	53-000-000-0000-1001 Cash	84.05	C	Phone Charges - Verizon				1

Debit Total 5,823.28 Credit Total 5,823.28 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	904	01-111-050-0000-6320 Vehicle Repairs & Maintenance	30.00	D	Enterprise Full Maint Fee Admn				1
2	10/31/24	904	01-251-000-0000-6320 Vehicle Maintenance	299.31	D	Enterprise Full Maint Fee DC				1
3	10/31/24	904	01-000-000-0000-1001 Cash	329.31	C	Admin-DC Enterprise Oct 2024				1
4	10/31/24	904	01-111-050-0000-6347 Enterprise Fleet Leasing	6,989.31	D	County Fleet Lease - Oct 24				1
5	10/31/24	904	01-201-000-0000-6347 Enterprise Fleet Leasing	13,490.40	D	Sheriff Fleet Lease - Oct 24				1
6	10/31/24	904	01-000-000-0000-1001 Cash	20,479.71	C	Fleet Lease Payments - Oct 24				1
7	10/31/24	904	01-201-000-0102-6320 Squad 7414 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
8	10/31/24	904	01-201-000-0103-6320 Squad 7410 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
9	10/31/24	904	01-201-000-0104-6320 Squad 7404 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
10	10/31/24	904	01-201-000-0104-6320 Squad 7404 Maintenance	75.20	D	Oil change & Washer fluid				1
11	10/31/24	904	01-201-000-0105-6320 Squad 7408 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
12	10/31/24	904	01-201-000-0106-6320 Squad 7424 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
13	10/31/24	904	01-201-000-0106-6320 Squad 7424 Maintenance	129.46	D	Oil, balance, Coolant & Washer				1
14	10/31/24	904	01-201-000-0107-6320 Squad 7407 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
15	10/31/24	904	01-201-000-0107-6320 Squad 7407 Maintenance	49.40	D	Oil change				1
16	10/31/24	904	01-201-000-0108-6320 Squad 7418 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
17	10/31/24	904	01-201-000-0108-6320 Squad 7418 Maintenance	49.40	D	Oil change				1
18	10/31/24	904	01-201-000-0109-6320 Squad 7416 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
19	10/31/24	904	01-201-000-0109-6320 Squad 7416 Maintenance	874.44	D	Oil, fluid, rotor/Disc front				1
20	10/31/24	904	01-201-000-0110-6320 Squad 7403 Maintenance	5.00	D	Fleet Vehicle Maintenance				1

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	904	01-201-000-0110-6320 Squad 7403 Maintenance	168.68	D	Oil, balance, fluid, airfilter				1
22	10/31/24	904	01-201-000-0111-6320 Squad 7422 Maintenace	5.00	D	Fleet Vehicle Maintenance				1
23	10/31/24	904	01-201-000-0112-6320 Squad 7406 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
24	10/31/24	904	01-201-000-0113-6320 Squad 7411 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
25	10/31/24	904	01-201-000-0113-6320 Squad 7411 Maintenance	1,223.28	D	Oil, Manifold, Spark plugs,etc				1
26	10/31/24	904	01-201-000-0114-6320 Squad 7421 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
27	10/31/24	904	01-201-000-0116-6320 Squad 116 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
28	10/31/24	904	01-201-000-0117-6320 Squad 7420 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
29	10/31/24	904	01-201-000-0117-6320 Squad 7420 Maintenance	75.20	D	Oil change & Washer fluid				1
30	10/31/24	904	01-201-000-0119-6320 Squad 7401 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
31	10/31/24	904	01-201-000-0120-6320 Squad 7402 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
32	10/31/24	904	01-201-000-0121-6320 Squad 121 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
33	10/31/24	904	01-201-000-0122-6320 Squad 7409 Maintenance	5.00	D	Fleet Vehicle Maintenance				1
34	10/31/24	904	01-201-000-0123-6320 Squad 7423 Maintenance	70.10	D	Fleet Vehicle Maintenance				1
35	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 22VH5M / Old 7402				1
36	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	91.07	D	Oil change				1
37	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	5.00	D	FVM - 22VH68 / Old 7426				1
38	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.40	D	Oil, fluid, Rotor/Disc pads				1
39	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.72	D	27SNC4' - Fleet Vehicle Maint				1
40	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	27SNC4' - Title only - DMV fee				1

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.72	D	27SNC5' - Fleet Vehicle Maint				1
42	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	27SNC5' - Title only -DMV fee				1
43	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.72	D	27SNC6' - Fleet Vehicle Maint				1
44	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	27SNC6' - Title only - DMV fee				1
45	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.72	D	27SNC7' - Fleet Vehicle Maint				1
46	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	27SNC7' - Title only - DMV fee				1
47	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	821.72	D	27SNC8' - Fleet Vehicle Maint				1
48	10/31/24	904	01-201-000-0000-6320 Vehicle Maintenance	37.00	D	27SNC8' - Title only - DMV fee				1
49	10/31/24	904	01-000-000-0000-1001 Cash	8,091.33	C	Sheriff Enterprise - Oct 2024				1

Debit Total 28,900.35 Credit Total 28,900.35 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	905	72-860-000-0000-2100 Mn State Treasurer-Mortgage Regis Tax	65,740.53	D	Mortgage Tax				1
2	10/31/24	905	72-000-000-0000-1001 Cash	1,972.22	C	Mortgage Tax				1
3	10/31/24	905	72-000-000-0000-1001 Cash	63,768.31	C	Mortgage Tax				1
4	10/31/24	905	01-000-000-0000-1001 Cash	1,972.22	D	Mortgage Tax				1
5	10/31/24	905	01-003-000-0000-5013 Mortgage Registry Tax Revenue	1,972.22	C	Mortgage Tax				1
6	10/31/24	905	72-861-000-0000-2100 Mn State Treasurer-State Deed Tax	80,550.12	D	Deed Tax				1
7	10/31/24	905	72-000-000-0000-1001 Cash	2,416.50	C	Deed Tax				1
8	10/31/24	905	72-000-000-0000-1001 Cash	78,133.62	C	Deed Tax				1
9	10/31/24	905	01-000-000-0000-1001 Cash	2,416.50	D	Deed Tax				1
10	10/31/24	905	01-003-000-0000-5014 State Deed Tax Revenue	2,416.50	C	Deed Tax				1
11	10/31/24	905	72-862-000-0000-2100 Mn State Treasurer-Sales Tax	7,274.00	D	Sales Tax				1
12	10/31/24	905	72-000-000-0000-1001 Cash	7,274.00	C	Sales Tax				1
13	10/31/24	905	53-398-000-0000-6540 Machine Fuel	189.00	D	Usage Diesel Tax				1
14	10/31/24	905	53-000-000-0000-1001 Cash	189.00	C	Usage Diesel Tax				1
15	10/31/24	905	53-398-000-0000-6540 Machine Fuel	108.30	D	Diesel Tax				1
16	10/31/24	905	53-000-000-0000-1001 Cash	108.30	C	Diesel Tax				1
17	10/31/24	905	10-304-000-0000-6522 Diesel Fuel Tax	400.71	D	Diesel Tax				1
18	10/31/24	905	10-000-000-0000-1001 Cash	400.71	C	Diesel Tax				1
19	10/31/24	905	01-003-000-0000-6961 Visa One Card Program	53,088.26	D	BMO One Card Payment				1
20	10/31/24	905	01-000-000-0000-1001 Cash	53,088.26	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	10/31/24	905	53-398-000-0000-6801 General Expense	825.46	D	Landfill CC Fees				1
22	10/31/24	905	53-000-000-0000-1001 Cash	825.46	C	Landfill CC Fees				1
23	10/31/24	905	01-521-000-0000-6540 Gas & Oil	72.19	D	WEX NASPO Payment Oct 2024				1
24	10/31/24	905	01-000-000-0000-1001 Cash	72.19	C	WEX NASPO Payment Oct 2024				1
25	10/31/24	905	01-281-000-0000-6540 Gas & Oil	34.10	D	WEX Enterprise Payment Oct2024				1
26	10/31/24	905	01-032-000-0000-6540 Gas & Oil	33.52	D	WEX Enterprise Payment Oct2024				1
27	10/31/24	905	01-000-000-0000-1001 Cash	67.62	C	WEX Enterprise Payment Oct2024				1
28	10/31/24	905	01-032-000-0000-6260 Background Checks	125.40	D	Background Check - Human Resou				1
29	10/31/24	905	01-000-000-0000-1001 Cash	125.40	C	Background Check - Human Resou				1
30	10/31/24	905	01-111-043-0000-6250 Utilities	55.95	D	OPU Payment Invoice # 718547				1
31	10/31/24	905	01-000-000-0000-1001 Cash	55.95	C	OPU Payment Invoice # 718547				1
32	10/31/24	905	01-111-043-0000-6250 Utilities	28.78	D	OPU Payment Invoice # 705296				1
33	10/31/24	905	01-000-000-0000-1001 Cash	28.78	C	OPU Payment Invoice # 705296				1
34	10/31/24	905	01-111-043-0000-6250 Utilities	421.40	D	OPU Payment Invoice # 718546				1
35	10/31/24	905	01-000-000-0000-1001 Cash	421.40	C	OPU Payment Invoice # 718546				1
36	10/31/24	905	01-502-000-0000-6250 Utilities	441.78	D	OPU Payment Invoice # 718550				1
37	10/31/24	905	01-000-000-0000-1001 Cash	441.78	C	OPU Payment Invoice # 718550				1
38	10/31/24	905	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
39	10/31/24	905	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1
40	10/31/24	905	01-111-047-0000-6250 Utilities	33.50	D	OPU Payment Invoice # 716285				1

Description 10 2024 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	10/31/24	905	01-000-000-0000-1001 Cash	33.50	C	OPU Payment Invoice # 716285				1
42	10/31/24	905	01-111-041-0000-6250 Utilities	1,493.43	D	OPU Payment Invoice # 718556				1
43	10/31/24	905	01-000-000-0000-1001 Cash	1,493.43	C	OPU Payment Invoice # 718556				1
44	10/31/24	905	01-111-042-0000-6250 Utilities	4,826.81	D	OPU Payment Invoice # 718555				1
45	10/31/24	905	01-000-000-0000-1001 Cash	4,826.81	C	OPU Payment Invoice # 718555				1
46	10/31/24	905	01-111-040-0000-6250 Utilities	7,182.42	D	OPU Payment Invoice # 718557				1
47	10/31/24	905	01-000-000-0000-1001 Cash	7,182.42	C	OPU Payment Invoice # 718557				1
48	10/31/24	905	01-111-044-0000-6250 Utilities	16,768.58	D	OPU Payment Invoice # 718563				1
49	10/31/24	905	01-000-000-0000-1001 Cash	16,768.58	C	OPU Payment Invoice # 718563				1
50	10/31/24	905	10-304-000-0000-6514 Utility Services	4,645.55	D	OPU Payment Invoice # 718562				1
51	10/31/24	905	10-000-000-0000-1001 Cash	4,645.55	C	OPU Payment Invoice # 718562				1
52	10/31/24	905	01-201-296-0000-6250 T#9 Utilities	665.20	D	OPU Payment Invoice # 718561				1
53	10/31/24	905	01-000-000-0000-1001 Cash	665.20	C	OPU Payment Invoice # 718561				1
54	10/31/24	905	01-111-049-0000-6250 Utilities	384.39	D	OPU Payment Invoice # 747497				1
55	10/31/24	905	01-000-000-0000-1001 Cash	384.39	C	OPU Payment Invoice # 747497				1
56	10/31/24	905	01-000-000-0000-1001 Cash	19.45	D	ACH Return 94646				1
57	10/31/24	905	01-481-461-6067-6464 General Supplies & Outreach	19.45	C	ACH Return 94646				1
58	10/31/24	905	70-000-000-0000-2163 Unapportioned Other State Revenue	777,500.00	D	Minnesota, 2 Settle, 1 Advance				1
59	10/31/24	905	70-000-000-0000-1001 Cash	777,500.00	C	Minnesota, 2 Settle, 1 Advance				1
60	10/31/24	905	70-000-000-0000-2454 School District 761	3,700,000.00	D	ISD761, 2 Settle, 1 Advance				1

Description 10 2024 JE UPLOAD - C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	10/31/24	905	70-000-000-0000-1001 Cash	3,700,000.00	C	ISD761, 2 Settle, 1 Advance				1
62	10/31/24	905	70-000-000-0000-2460 School District 2168	94,000.00	D	ISD2168, 2 Settle, 1 Advance				1
63	10/31/24	905	70-000-000-0000-1001 Cash	94,000.00	C	ISD2168, 2 Settle, 1 Advance				1
64	10/31/24	905	01-481-461-6029-5563 South County Health Alliance	163.06	D	Correct Receipt 300276				1
65	10/31/24	905	01-481-462-6041-5563 Insurance - Private	163.06	C	Correct Receipt 300276				1
66	10/31/24	905	01-481-460-6009-6383 Contract Services	11.31	D	Optum Invoice P24100100003979				1
67	10/31/24	905	01-000-000-0000-1001 Cash	11.31	C	Optum Invoice P24100100003979				1
68	10/31/24	905	01-201-000-0000-6172 Unemployment Benefit	126.90	D	Payment for Q3 Unemployment				1
69	10/31/24	905	01-000-000-0000-1001 Cash	126.90	C	Payment for Q3 Unemployment				1
70	10/31/24	905	01-062-000-0000-6215 Postage	5,000.00	D	Wire to Postage Machine				1
71	10/31/24	905	01-000-000-0000-1001 Cash	5,000.00	C	Wire to Postage Machine				1
72	10/31/24	905	01-003-560-0000-5401 A-87/Co Wide	825.84	D	2023 Q3 2024 Q2 Indirect Costs				1
73	10/31/24	905	01-000-000-0000-1001 Cash	825.84	C	2023 Q3 2024 Q2 Indirect Costs				1
74	10/31/24	905	01-550-000-0000-6250 Utilities	6,734.85	D	Jun OPU Donation				1
75	10/31/24	905	01-550-000-0000-6250 Utilities	11,796.65	D	Jul OPU Donation				1
76	10/31/24	905	01-550-000-0000-6250 Utilities	5,586.33	D	Aug OPU Donation				1
77	10/31/24	905	01-550-000-0000-5751 Memorial Rev Donations	24,117.83	C	Jun-Aug OPU Donation				1

Debit Total 4,851,639.18 Credit Total 4,851,639.18 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C6

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	906	70-000-000-0000-1001 Cash	670.00	D	Void Check # 183286				1
2	10/31/24	906	70-000-000-0000-2104 Tax Overpymt/Refund	670.00	C	Void Check # 183286				1
3	10/31/24	906	70-000-000-0000-2101 Unapportioned Current Tax	670.00	D	Ret Check # 37492, 17-411-0110				1
4	10/31/24	906	70-000-000-0000-1001 Cash	670.00	C	Ret Check # 37492, 17-411-0110				1
5	11/15/24	906	70-000-000-0000-2101 Unapportioned Current Tax	3,900.00	D	Ret Check # 1372, 12-026-3401				1
6	11/15/24	906	70-000-000-0000-1001 Cash	3,900.00	C	Ret Check # 1372, 12-026-3401				1
7	11/15/24	906	70-000-000-0000-2101 Unapportioned Current Tax	3,388.00	D	Ret Check # 4335, 17-426-0203				1
8	11/15/24	906	70-000-000-0000-2151 Unapportioned Pen & Int Current	67.76	D	Ret Check # 4335, 17-426-0203				1
9	11/15/24	906	70-000-000-0000-1001 Cash	3,455.76	C	Ret Check # 4335, 17-426-0203				1
10	11/15/24	906	70-000-000-0000-2101 Unapportioned Current Tax	389.00	D	Ret Check # 4333, 17-426-0202				1
11	11/15/24	906	70-000-000-0000-2151 Unapportioned Pen & Int Current	15.56	D	Ret Check # 4333, 17-426-0202				1
12	11/15/24	906	70-000-000-0000-1001 Cash	404.56	C	Ret Check # 4333, 17-426-0202				1
13	11/15/24	906	70-000-000-0000-2101 Unapportioned Current Tax	5,062.00	D	Ret Check # 9688, Multiple				1
14	11/15/24	906	70-000-000-0000-1001 Cash	5,062.00	C	Ret Check # 9688, Multiple				1

Debit Total 14,162.32 Credit Total 14,162.32 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 07 2024 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	7/31/24	907	38-000-000-0000-1001 Cash	102.00	C	BMO Charges July				1
2	7/31/24	907	38-111-000-0000-6600 Capital Outlay - Buildings and Grounds	102.00	D	Fiber Module for Alex Bldg				1
3	7/31/24	907	01-101-000-0000-5520 Fees	26.00	C	Returned Check # 1009				1
4	7/31/24	907	01-000-000-0000-1001 Cash	26.00	D	Returned Check # 1009				1

Debit Total 128.00 Credit Total 128.00 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 09 2024 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	9/30/24	907	01-003-000-0000-5710 Interest From Investments	170,296.20	C	Sep Interest From Investments				1
2	9/30/24	907	01-003-000-0000-5710 Interest From Investments	698.60	C	Sep Interest ROI				1
3	9/30/24	907	01-000-000-0000-1001 Cash	171,849.15	D	Sep Investment				1
4	9/30/24	907	01-003-000-0000-5710 Interest From Investments	854.35	C	Sep Interest Adjustment				1
5	9/30/24	907	75-000-000-0000-1001 Cash	141.88	D	Sep 2024 Missing Heir Interest				1
6	9/30/24	907	75-870-000-0000-5710 Interest	141.88	C	Sep 2024 Missing Heir Interest				1

Debit Total 171,991.03 Credit Total 171,991.03 Net: 0.00

Steele County

JOURNAL ENTRIES

Description 10 2024 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	10/31/24	907	01-003-000-0000-5710 Interest From Investments	220,127.45	C	Oct Interest From Investments	29			1
2	10/31/24	907	01-003-000-0000-5710 Interest From Investments	755.59	C	Oct Interest ROI	16			1
3	10/31/24	907	01-000-000-0000-1001 Cash	228,568.71	D	Oct Investment	14			1
4	10/31/24	907	01-003-000-0000-5710 Interest From Investments	7,685.67	C	Oct Interest Adjustment	23			1
5	11/15/24	907	75-000-000-0000-1001 Cash	210.03	D	Oct 2024 Missing Heir Interest	30			1
6	11/15/24	907	75-870-000-0000-5710 Interest	210.03	C	Oct 2024 Missing Heir Interest	30			1

Debit Total 228,778.74 Credit Total 228,778.74 Net: 0.00

PERSONNEL REPORT
December 19, 2024

ACTION ITEMS

1. Personnel Actions:

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

Name	*Position/Dept.*	*Rating/Step*	*Date*
Narda Zetino	Correctional Officer / Detention Center	B24/1	12/23/2024
Kristi Blum	Chief Deputy Recorder / Recorder's Office	C41/4	12/28/2024
Jackson Knudson	Assistant County Engineer / Highway	D61/10	01/06/2025

Resignations/Retirements/Terminations/Change in Status:

Name	*Position*	*Department*	*End Date*
Rebecca Melchert	Records Specialist	Sheriff's Office	12/27/2024

Open Positions-Pending Board Approval:

Position	*Department*	*Notes*
Technical Clerk I	Recorder's Office	Backfill Blum (promoted)
Records Specialist	Sheriff's Office	Backfill Melchert

Reclassifications:

Job/Position Classification	*Current Rating*	*Recommended*	*Effective Date*
Highway Maintenance Tech	B22	B23	09/01/2024
Sign Technician	B23	B24	09/01/2024
Permit Technician	B23	B24	09/01/2024
Legal Admin Assistant	B23	B24	09/01/2024
Election Specialist	B23	B25	09/01/2024
Planning & Zoning Director	D62	D63	09/01/2024

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 (1)	Det. Center/Sheriff's Office	Backgrounding
Engineering Tech I/II/III	Highway	Recruiting
Technical Clerk II	PT & E	On-hold

Open Positions – In Committee:

Position	*Department*	*Notes*
Lead Custodian	Facilities & Grounds	On-hold

Steele County Agenda Item

Request for Board Action

Subject: Disband Steele County Parks and Recreation Commission

Department: Park & Recreation

Committee: Public Works **Committee Meeting Date:** November 14, 2024

Work Session Date: Enter a date. **Board Meeting Date:** December 19, 2024

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

Policy Committee Recommendation:

Discussed and recommended by Public Works Committee and County Commissioner planning session

Recommendation:

Recommendation to disband the Steele County Parks and Recreation Commission

Background *(Including Budget Impact)*:

The Steele County Park and Recreation Commission was created in 1978. The purpose of the committee was to operate and maintain the Four Seasons Centre and Steele County Parks in a satisfactory manner and to make recommendations to the County Board in respect of any matter relating to their function as a Commission and requiring action by the County Board. Originally meeting monthly, the Commission has only been meeting once or twice a year due to changes in County government policy procedures and the elimination of two County Parks.

Attachments:

Resolution

Disband Steele County Parks & Recreation Commission

Resolution #_____________

WHEREAS, Steele County committed to deliver quality services for the people of Steele County; and

WHEREAS, Steele County appointed members to the Parks & Recreation Citizens Committee; and

WHEREAS, the purpose of the committee was to operate and maintain the Four Seasons Centre and Steele County Parks in a satisfactory manner, make recommendations to the County Board in respect of any matter relating to their function as a Commission and requiring action by the County Board; and

WHEREAS, the Committee met on a regular basis and in the past few years has met less than originally needed; and

WHEREAS, the Committee's oversight was reviewed and was determined the functions of the Steele County Park & Recreation Department would be overseen by the Board of Commissioners and its Parks & Recreation Director.

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners has agreed to disband the Parks & Recreation Commission with thanks to all of the community members who have served on the Committee.

Dated this _____ day of _________ 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 _______day of _______2024.

____
Steele County Administrator

Steele County Agenda Item

Request for Board Action

Subject: Commit 2024 CCA Surplus towards new building

Department: Finance Department

Committee: Public Safety & Health

Committee Meeting Date: December 11, 2024

Work Session Date: December 19, 2024

Board Meeting Date: December 19, 2024

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

Policy Committee Recommendation:

Committee recommends approving $300,000 of unused funds from Community Corrections 2024 Budget towards the construction of the CCA Building

Recommendation:

Commit $300,000 towards the construction of the CCA building

Background *(Including Budget Impact)*:

In 2023, the MN State Legislature increased its funding of community corrections agencies. Attached is a projection of CCA's budget for 2024. Based on the projection, CCA's budget will most likely have a surplus due to the additional funding the department received from the State this year and staffing turnover experienced during the year. Due to the additional costs relating to the construction of the CCA building, staff recommends committing $300,000 of the surplus expected towards the costs of the building.

Attachments:

CCA Committed Funds

Steele County Community Corrections						
Account Number	Object	Account Description	Range	2024 Jan - Nov	Est. Dec 2024 Actuals	Total for 2024
01-252-740-0000-5301	5301	State Grants - Mental Health Screening	State Grants	$ -	$ (3,000)	$ (3,000)
01-252-783-0000-5301	5301	REAM-Alcohol Monitoring	State Grants	(8,420)	(2,070)	(10,490)
01-252-784-0000-5301	5301	CCA Subsidy	State Grants	(876,044)	(175,209)	(1,051,253)
01-252-000-0000-5520	5520	Confirmation Testing Fees	Charges For Services	(848)	-	(848)
01-252-000-0000-5526	5526	Screening Fees	Charges For Services	(1,125)	(100)	(1,225)
01-252-000-0000-5528	5528	Adult Supervision Fee	Charges For Services	(78,235)	(4,998)	(83,233)
01-252-000-0000-5546	5546	Domestic Violence Fee	Charges For Services	(975)	(100)	(1,075)
01-252-000-0000-5567	5567	Drug Testing	Charges For Services	(11,994)	(525)	(12,519)
01-252-000-0000-5610	5610	Diversion Revenue	Fines And Forfeitures	(3,050)	(500)	(3,550)
01-252-000-0000-5849	5849	Thinking for A Change fees	Miscellaneous	(1,450)	(400)	(1,850)
01-252-000-0000-6110	6110	Full-Time Wages	Personal Services	1,333,641	110,662	1,444,303
01-252-000-0000-6113	6113	Overtime	Personal Services	623	-	623
01-252-000-0000-6150	6150	Life Insurance	Personal Services	1,109	101	1,210
01-252-000-0000-6151	6151	Health Insurance	Personal Services	191,918	18,659	210,577
01-252-000-0000-6152	6152	Disability Insurance	Personal Services	4,133	381	4,514
01-252-000-0000-6160	6160	Pera	Personal Services	97,529	8,300	105,829
01-252-000-0000-6170	6170	Fica	Personal Services	78,806	6,555	85,361
01-252-000-0000-6171	6171	Workers Comp	Personal Services	14,514	-	14,514
01-252-000-0000-6180	6180	Medicare	Personal Services	18,430	1,533	19,963
01-252-000-0000-6210	6210	Telephone	Services And Charges	10,566	1,262	11,828
01-252-000-0000-6215	6215	Postage	Services And Charges	1,890	200	2,090
01-252-000-0000-6241	6241	Membership Dues	Services And Charges	1,896	-	1,896
01-252-000-0000-6261	6261	Conference & Training	Services And Charges	638	-	638
01-252-775-0000-6261	6261	Conference & Training - CCA Subsidy	Services And Charges	4,564	-	4,564
01-252-000-0000-6262	6262	Purchased And Contractual Services	Services And Charges	8,901	-	8,901
01-252-740-0000-6269	6269	Mental Health Screening	Services And Charges	3,000	-	3,000
01-252-000-0000-6270	6270	Chemical Testing	Services And Charges	6,518	28	6,546
01-252-000-0000-6278	6278	Domestic Violence/SASSI Screening	Services And Charges	1,078	-	1,078
01-252-000-0000-6284	6284	Interpreter Services	Services And Charges	5,925	456	6,381
01-252-000-0000-6330	6330	Travel Expenses	Services And Charges	-	-	-
01-252-775-0000-6330	6330	Travel Expenses - CCA	Services And Charges	4,116	-	4,116
01-252-000-0000-6331	6331	Mileage Reimbursement	Services And Charges	153	-	153
01-252-775-0000-6331	6331	Mileage Reimbursement - CCA Subsidy	Services And Charges	157	-	157
01-252-000-0000-6341	6341	Office Rent	Services And Charges	73,753	6,488	80,241
01-252-000-0000-6381	6381	Cpu Usage	Services And Charges	98	-	98
01-252-000-0000-6406	6406	Program Supplies	Supplies And Materials	-	-	-
01-252-000-0000-6410	6410	Office Supplies	Supplies And Materials	8,057	750	8,807
01-252-000-0000-6540	6540	Gas & Oil	Supplies And Materials	1,413	130	1,543
01-252-000-0000-6600	6600	Capital Outlay	Capital Expenditures	-	-	-
01-252-000-0000-6801	6801	General Expense	Other Expenditures	931	-	931
01-252-790-0000-6801	6801	General Expense	Other Expenditures	137	-	137
01-252-000-0000-6850	6850	Juvenile Restitution Payments	Other Expenditures	540	-	540
01-252-000-0000-6851	6851	Juvenile/Adult Incentives	Other Expenditures	97	-	97
			Total	$ 892,990	$ (31,397)	861,593
			Budgeted Property Tax Levy			1,187,211
			Surplus Committed to Building*			$ 325,618

**Actual committed funds will vary due to estimates being used for December Activity*

Steele County
Agenda Item

Request for Board Action

Subject: Veteran Services, Gift Cards

Department: Veteran Services

Committee: Choose an item. **Committee Meeting Date:**

Work Session Date: Enter a date. **Board Meeting Date:** 12/19/2024

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

Policy Committee Recommendation:

.

Recommendation:

Donation of $250 for ADLI, $250 Kwik Trip, and $500 for Walmart to help Veterans in need.

Background *(Including Budget Impact)*:

n/a

Attachments:

See attached

RESOLUTION

ACCEPTANCE OF DONATION
VETERANS SERVICES

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

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

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

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

- Donation of $250 in Aldi gift cards, $250 in Kwik Trip gift cards, and $500 in Walmart gift cards for Veterans in need.

Dated this 19th day of December 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 19th day of December 2024.

____
ATTEST

Steele County
Agenda Item

Subject: 2025 Fee Schedule - Public

Hearing **Department:** Administrator's Office

Committee Meeting Date:

Board Meeting Date: December 19, 2024

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

Policy Committee Recommendation:
Committee set a Public Hearing Date of 12/19 at 5:15 p.m.

Recommendation:

Bring to Public Hearing

Background

(Including Budget Impact **):**

Department Heads prepare an updated fee schedule each year for Board approval. This process allows for appropriate adjustments to fees and to consolidate the fees into one document for transparency.

Attachments:

Proposed fee schedule

2025 Steele County Fee Schedule - DRAFT

Approved by the Board of Commissions on XXXXX

General

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
	Copy Costs - Unless cost noted elsewhere or per Minn. Stat.			
	≤100 pages	$.25 per side/page	$.25 per side/page	hard copy or electronic delivery
	>100 pages		Actual Cost to search/retrieve/copy	New
	Cost of Media (CD's, DVD's. Jump Drives, etc.)		Actual Cost	New
	Most other types of copies/data**	Actual Cost		Changed
	Public Data Requests**			New

Assessor

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
	Copy of Tax Statement or GIS Report		**$1.00**	
	Copy Costs - see above under General Category			
	Data Compillation and Report Generation		$40/hour with two hour minimum charge	
	Report Email Fee		$.25 per page	
	Tax Estimate Research Fee		$40/hour with one hour minimum charge	
	Third Party Costs		actual cost	

Community Corrections

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Adult Supervision Fees				
	Adult Felony Supervision Fee	$400	$400	
	Adult Gross Misdemeanor Supervision Fee	$300	$300	
	Adult Misdemeanor Supervision Fee	$200	$200	
	Supervised Release: up to 12 months	$200	$200	
	Supervised Release: 1 year+	$400	$400	
	Pre-trial Drug Testing Fee	$5/test	$5/test	
	Drug Testing Fee	$75	$75	
	Courtesy Testing Fee	$10/test	$10/test	
	Lab Positive Confirmation	$35/per drug	$35/per drug	
Program/Screening Fees				
	Cognitive Skills Class "T4C" & "Moving On"	$50	$50	
	Driving w/Care	$20	$20	
	Domestic Violence Inventory	$25	$25	
	Substance Abuse Subtle Screening Inventory	$25	$25	
	Adult Diversion	$200	$200	
Juvenile Diversion Fees		$50	$50	
SCRAM Fees*				
	Remote Breath Device	$10/day	$10/day	
	SCRAM - Direct Connect/Base Station	$10/day	$10/day	
	SCRAM - House Arrest/Ethernet Base Station	$11/day	$11/day	
	House Arrest		$11/day	Added

Detention Center

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Detainee Fees				
	Copy Service Fee	$1 per request	$1 per request	
	Copy Fee	$0.25 per page	$0.25 per page/side	Changed
	Booking Fee	$20	$20	
	Finger Printing (up to two cards)*	$20	$20	
	Intake Fee	$10	$10	
	Medical Co-Pay	$10	$10	
	UA Fee	$10	$10	
	UA Fee (Lab Verified)	$45	$45	
	Work Release	$25	$25	
	Work Release (Out of County)	$60	$60	

Finance

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
General Fees				
	Copy of Tax Statement	$1	$1	
	Escrow Tax Statements	$3/parcel	$3/parcel	
	Tax Research	$40/hour	$40/hour	
	Tax Lien Recording and Release	$30	$30	

Four Seasons Centre

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Community Center				
	Room Rental - 1 day	$250.00	$250	
	Room Rental - additional per day starting on day 2	$225	$225	
	Refundable Damage Deposit	$150	$150	
Complex Rental				
	East Rink	$1,200 First Day	$1,300 First Day	Changed
		$1,100 Second Day	$1,200 Second Day	Changed
	West Rink	$1,100 First Day	$1,200 Second Day	Changed
		$1,000 Second Day	$1,100 Second Day	Changed

	Entire Complex	Contact Manager	Contact Manager	
	Admission Charged Event	$2,000/day	$2,100/day	Changed
Ice Rental				
	Ice (regular season)	$185/hour	$185/hour	
	Ice (Summer)	$165/hour	$165/hour	

Geographic Information System (GIS)

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Mapping Services				
	Professional Service Fee	$50/hour (one hour minimum)	$50/hour (one hour minimum)	
Land Records Mapping				
	Parcel Splits/Reconfigurations	$75	$75	
Printed Media				
	8.5" x 11"	$5	$5	
	Parcel info w/image 8.5" x 11"	$5	$5	
	11" x 17"	$6	$6	
	Plotter ≤ 24" x 36"	$15	$15	
	Plotter > 24" x 36"	$25	$25	
Utility Permit				
	Registration Fee	$30/utility owner	$30/utility owner	
	Registration Bond	$10,000/utility owner	$10,000/utility owner	
	Annual Construction	$90/year	$90/year	
	Utility	$30/project	$30/project	
Work in R.O.W. Permit				
	Tile Crossing /Drainage	$100/location	$100/location	
	Residential Driveway or Field Entrance	$100/access	$100/access	
	Commercial Access or Street	$250/access	$250/access	
	Culverts, Bands, & Aprons	Actual Cost	Actual Cost	
	Culvert Handling Fee	$.50/lineal foot	$.50/lineal foot	
Transportation Permit				
	House Moving	$60/load	$60/load	
	Oversize/Overweight	$30/load	$30/load	
	Oversize (Annual)	$150 per vehicle	$150 per vehicle	
	Special Farm Product Permit/6 axle - per Minn. Stat. §169.865*	$300 Per Minn. Stat. §169.865	$300 Per Minn. Stat. §169.865	
	Special Farm Product Permit/7 axle - per Minn. Stat. §169.865*	$500 Per Minn. Stat. §169.865	$500 Per Minn. Stat. §169.865	
Intersection Modification Permit				
	Temporary Modification Permit	$30/radius	$30/radius	
	Temporary Modification Security	$100,000/project	$100,000/project	
Swing Away Mailbox Posts				
	Post Assembly (Materials Only)	$122/Assembly	$122/Assembly	
	Post Assembly (Installed)	$270/Installed (includes Assembly)	$270/Installed (includes Assembly)	
E911 Rural Address Signs				
	New Address & Installation	$160/Installation	$160/Installation	
	Replacement	$109/Installation	$109/Installation	
	Repair (Sign & Hardware)	$40/Sign	$40/Sign	
	Repair (Post)	$15/Post	$15/Post	
	Repair (Installation)	$54/Installation	$54/Installation	
Rural Business Signs				
	New Installation	$400/Installation	$400/Installation	
	Replacement/Repair of Sign Assembly	$200/Assembly	$200/Assembly	
Field Tile Signs				
	New Installation	$109/installation	$109/installation	
	Sign & Hardware	$40/Sign	$40/Sign	
	Post	$15/Post	$15/Post	

Landfill

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Mixed Solid Waste & Demolition/Debris				
	Gate Rate	$74/ton gate rate	$74/ton gate rate	
	Contracted Rate	$46/ton	$46/ton	
	Cars	$17 ea.	$17 ea.	
	Pickups	$27 ea.	$27 ea.	
Demolition/Debris				
	Large Trucks	$74/ton	$74/ton	
	Contracted Rate	$46/ton	$46/ton	
	Pickup (each)	$27 ea.	$27 ea.	
	Concrete (clean and separated)	$6 ton/yd	$6 ton/yd	
Special Wastes				
	Appliances/Air Conditioners (each)	$13 ea.	$13 ea.	
	TV's, Computer Monitors (each)	$20 ea.	$20 ea.	
	Misc. Electronics (VCR's, DVD's, CPU's, etc.)	$5 ea.	$5 ea.	
	Tires (each)	$400/ton	$400/ton	
	Motorcycle	$4 ea.	$4 ea.	
	Car	$5 ea.	$5 ea.	
	Truck	$15 ea.	$15 ea.	
	Tractor	$30 ea.	$30 ea.	
	Tracks (Tractor/Skid loader)	$100 ea.	$100 ea.	
	Asbestos	$100 ton	$100 ton	

		$50 / Pickup	$50 / Pickup	
		$10 bag	$10 bag	
	Industrial Waste	$74/ton	$74/ton	
	Petroleum Contaminated Soil	$10/ton	$10/ton	
	Mattresses & Box Springs	$500/ton	$500/ton	
		$25 ea. / recycled	$25 ea. / recycled	
		$50 ea. / Non-Recycled	$50 ea. / Non-Recycled	

Planning & Zoning

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Building Permits:				
	Project Valuation			
	$1 to $2,000	$69.25	$69.25	
	$2001 to $25,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	
	$25,001 to $50,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	
	$50,001 to $100,000	$643.75 for first $50,000 + $7 for each additional $1,000	$643.75 for first $50,000 + $7 for each additional $1,000	
	$100,001 to $500,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	
	$500,001 to $1,000,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	
	$1,000,001 and up	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	
Building Permits:				
	Demolition Permit	$69/ea.	$69/ea.	
	Gas/Mechanical	$69/ea.	$69/ea.	
	Plumbing Permit	$69/ea.	$69/ea.	
	Re-roof (Residential Only)	$69/ea.	$69/ea.	
	Re-siding (Residential Only)	$69/ea.	$69/ea.	
	Replacement windows (Residential Only)	$69/ea.	$69/ea.	
	Retaining Wall over 4 ft. in height	$69/ea.	$69/ea.	
	Manufactured Home Placement	$350/ea.	$350/ea.	
	Prefab Home	$400/ea. + foundation permit	$400/ea. + foundation permit	
	Inspections outside of business hours (2 hr. min charge)	$47/hr.	$47/hr.	
	Re-inspections fees as allowed by code	$47/ea.	$47/ea.	
	Inspections for which no fee is specifically indicated	$47/ea.	$47/ea.	
	Additional plan review required by changes, additions or revisions to plans	$47/ea.	$47/ea.	
	Use of outside consultants for plan checking, inspections, or both	Actual Cost	Actual Cost	
	After the fact permit investigation fee	Double Permit Fee	Double Permit Fee	
	Plan Review Fee	65% of permit fee	65% of permit fee	
	State Surcharge	0.0005 x valuation or $1.00 on fixed fees	0.0005 x valuation or $1.00 on fixed fees	
Agricultural:				
	Agricultural Construction Permit (≤$50,000)	$75/ea.	$75/ea.	
	Agricultural Construction Permit (>$50,000)	$150/ea.	$150/ea.	
Septic Construction Permits:				
	Type I, II & III Systems(≤2500 gpd)	$300/ea.	$300/ea.	
	Type IV and Type V Systems (≤2500 gpd)	$500/ea.	$500/ea.	
	Any Systems Greater than 2500 gpd	$800/ea.	$800/ea.	
		+ $200 per additional hook-up	+ $200 per additional hook-up	
Septic Operating Permits		$50/ea.	$50/ea.	
Feedlot Permits:				
	New or Expanded Feedlot	$1.00/animal unit	$1.00/animal unit	
	Registration Fee <300 AU	$50/feedlot	$50/feedlot	
	Registration Fee ≥300 AU	$150/feedlot	$150/feedlot	
Land Use Permits:				
	Conditional Use Permit Application	$400/ea.	$400/ea.	
	Variance Application	$300/ea.	$300/ea.	
	Administrative Appeal	$300/ea.	$300/ea.	
	Rezoning Application	$500/ea.	$500/ea.	
	Platting	$500/ea. + $50/lot over 10	$500/ea. + $50/lot over 10	
	Special Meeting (Planning Commission or Board of Adjustment)	Double Application Fee	Double Application Fee	
	Shoreland Alteration/Construction Permit	$100	$100	
	EAW/EIS	Costs Associated with Preparation	Costs Associated with Preparation	
Solid Waste				
	Hauling Licenses	$25/business/year	$25/business/year	

Property Tax and Elections

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Licenses				
	Auctioneer License*	$20	$20	
	Liquor Licenses			
	3.2 Liquor License (Off-Sale)	$20	$20	
	3.2 Liquor License (On-Sale)	$50	$50	
	Liquor License	$2,500	$2,500	
	Sunday Liquor License	$200	$200	
	Wine License	$200	$200	
	Precious Metals	$50	$50	
	Tobacco License	$200	$200	
	Cannabis Registration Fees			
	Cannabis Retailer - Initial Registration		$500	
	Cannabis Retialer - Renewal		$1,000	
	Cannabis Microbusiness - Initial Registration		$500	
	Cannabis Microbusiness - Renewal		$1,000	
	Cannabis Mezzobusiness - Initial Registration		$500	
	Cannabis Mezzobusiness - Renewal		$1,000	
Maps/Plat Books				
	E-911 Map	$3	$3	
	Plat Book (Old)	$7	$7	
	Plat Book (New)	$20	$20	
Tax Certification			$150	New
Delinquent Tax Publishing Fee		$20	$20	
Plat Fee		$300	$300	
Special Assessment/Tax Search		$10	$10	
Voter Certificate		$3	$3	

Public Health

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Visits, Education & other Fees				
	Public Health Nurse Visit	$180.00	$180	
	Public Health Nurse Office Visit	$75.00	$75	
	School Nurse & Other nursing contracts	$90/hour	$90/hour	
	Physical Therapy Visit	$125.00	$125	
	Home Health Aide	$19.50/15 minutes	$19.50/15 minutes	
	Homemaker	$11.00/15 minues	$11.00/15 minutes	
	Case Management	$135/hour	$135/hour	
	Interpreter Fee	$50/hour	$50/hour	
	Car Seat Education	$120.00	$120	
Screening and Tests Fees				
	Blood Lead Screening	$74.00	$74	
	Cholesterol Screening	$25.00	$25	
	Diabetic Screening	$11.00	$11	
	Pregnancy Test	$65.00	$65	
	Tuberculin Skin Test	$45.00	$45	
Vaccinations / Immunizations				
	Flu Vaccination	$55.00	$55	
	Flublok Quadriavalent	$95.00	$101	Changed
	Flu Vaccination High Dose	$95.00	$101	Changed
	Tdap Immunization (Private)	$60.00	$60	
	Td Immunization (Private)	$60.00	$60	
	COVID	$185.00	$185	
Vaccinations / Immunizations				
	Hepatitis B Immunization (Private)	$54.00	$54	
	Hepatitis B Heplisav	$120.00	$120	
	Worksite Education	$120 for 1st hour + $50 for each addl 30 minutes	$120 for 1st hour + $50 for each addl 30 minutes	
Supplies Used in Care*:		Fees for Medical Assistance & Medicare Services established by DHS & CMS	Fees for Medical Assistance & Medicare Services established by DHS & CMS	
Body Art Licenses				
	Establishment	$500/year	$500/year	
	Multi-Event Temporary Permit	$100/year	$100/year	
	Single Event Temporary Permit	$50.00	$50	
	Body Art Mobile Establishment	$100/year	$100/year	
Water Testing Fees (Inc. courier cost)				
	Coliform Bacteria & Nitrate+Nitrite	$65.00	$65	
	Full Panel (Arsenic, Coliform Bacteria, Lead, Manganese& Nitrate)		$250	Added
	Coliform Bacteria (Present or Absent)	$55.00	$55	
	Nitrate+Nitrite Nitrogen	$55.00	$55	
	Manganese	$55.00	$55	
	Arsenic	$55.00	$55	
	Lead	$95.00	$95	

Recorder's Office

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
General Fees				
	Copies	$1/page	$1/page	
	Emailing Documents	$1/fee + $1/page	$1/fee + $1/page	
	Emailing Tract Indexes	$5/tract index	$5/tract index	
	Emailing a plat	$5/plat	$5/plat	
	Research Fee	$60.00/hour	$60/hour	
	Laredo Fee (Online searching per month)	$70 to $520 - fees based on plan selection	$70 to $520 - fees based on plan selection	
	Owners and Encumbrances Reports	$75.00	$75	
	Property Reports		$10	Added
Vital Statistics				
	Birth Certificate (Certified)*	$26.00	$26	
	Birth Certificate (Certified) - Additional Copies*	$19.00	$19	
Marriage				
	Marriage License - Reduced Fee*	$40.00	$40	
	Marriage License - Regular Fee*	$115.00	$115	
	Marriage Certificate License (Certified Copy)	$9.00	$9	
	Marriage Ceremony Only	$75.00	$75	
	Marriage Certificate - Amend	$40.00	$40	
Passports				
	Passport Application Fee*	Contact Recorder's Office	Contact Recorder's Office	
	Passport Photos	$20	$20	
Ordination				
	Ordination Credentials	$50.00	$50	
Notary				
	Filing of Notary Commission	$20.00	$20	
Recording Fees				
	Document Recording Fee	$46.00	$46	
	Mortgage Registration Tax (Per Thousand)	$2.30	$2.30	
	Deed Tax (Per thousand)	$3.30	$3.30	

Sheriff's Office

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Gun Permit Fees				
	Permit to Purchase	No Charge	No Charge	
	Permit to Carry			
	New Permit	$100	$100	
	Renewal - 0 to 90 Days Prior to Expiration	$75.00	$75.00	
	Renewal - 1 to 30 Days Past Expiration	$85.00	$85.00	
	Veteran/Military - Documentation of service needed	$25.00	$25.00	
	Card Replacement	$10.00	$10.00	
	Data Change	$10.00	$10.00	
Licenses				
	Dangerous Dog			
	Dangerous Dog Registration Fee	$300	$300	
	Dangerous Dog Renewal Fee	$100	$300	Changed
	Dangerous Dog Appeals Hearing Fee	$100	$100	
	Potentially Dangerous Dog Registration Fee	$100	$100	
	Potentially Dangerous Dog Renewal Fee	$100	$100	
	Potentially Dangerous Dog Appeals Hearing Fee		$100	Added
Records Department				
	Copy Charges			
	1-4 Pages	No Charge	No Charge	
	5-9 Pages	$1.25	$1.25	
	10-99 Pages	.25 Per Page	.25 Per Page	
	Disks	$5.00 Each	$5.00 Each	
	Flash Drives	$12.00 Each	$12.00 Each	
	Body Camera Footage			
	Except as provided below, all body camera footage must be reviewed and redacted prior to release. The cost of redaction must be paid by the requester. The charge is $25.00 per hour. Time needed for redaction will be estimated at the time the request is made and the requester must pay a deposit of 50% of the estimated cost or $25.00 whichever is greater, prior to the start of the redaction process. The balance of the charges must be paid at the time the redacted footage is provided to the requester. If the footage is copied to a disk, there is a $5.00 charge for the disk. If requester provides signed releases from all individuals whose images are captured in the body camera footage, the footage will be provided without redaction at no cost to the requester. There is a $5.00 charge to copy the unredacted footage to a disk.			Added
Civil Processing Fees				
	Paper Services - Flat Rate per Individual Served / Per Case	$85	$85	
	Foreclosure/Sheriff Sales	$100	$100	
	Fail to Notify/Postpone/Cancel	$75	$75	
	Intent to Redeem	$100	$100	
	Redemptions	$250	$250	
Deputy Standby Fee		$100 Hour	$100 Hour	
Forfeiture/Tow Storage Fees		$10.00 Daily	$10 Daily	

Special Deputy

Security for Events (4 Hour Minimum)	$25.00 Hour ($100 Minimum)	$25 Hour ($100 Minimum)

** indicates a fee where the cost is mandated by Statute or by another entity*
*** See Steele County Public Data Request Guidelines and Procedures*

RESOLUTION

2025 Steele County Fee Schedule

WHEREAS, pursuant to Minn. Stat. §373.4 l, the County Board of Commissioners may charge fees for services provided by any county office, official, department, or employee, and

WHEREAS, the Steele County Department Heads have reviewed the department fees and the recommended changes were presented along with the complete proposed Fee Schedule in a public hearing on December 19, 2024, and

WHEREAS, the Steele County Board of Commissioners reviewed the proposed Fee Schedule and amendments.

NOW THEREFORE BE IT RESOLVED, by the Steele County Board of Commissioners that the 2025 Steele County Fee Schedule, as presented has been approved and adopted, effective January l, 2025.

BE IT FURTHER RESOLVED, certain fees are established by state statute and provided in this schedule for informational purposes, and

BE IT FURTHER RESOLVED, the schedule may be periodically updated throughout the year.

STEELE COUNTY BOARD OF COMMISSIONERS

____

James Abbe, Chair

CERTIFICATION

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

____

Administrator

2025 Steele County Fee Schedule - DRAFT

Approved by the Board of Commissions on XXXXX

General

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
	Copy Costs - Unless cost noted elsewhere or per Minn. Stat.			
	≤100 pages	$.25 per side/page	$.25 per side/page	hard copy or electronic delivery
	>100 pages		Actual Cost to search/retrieve/copy	New
	Cost of Media (CD's, DVD's. Jump Drives, etc.)		Actual Cost	New
	Most other types of copies/data**	Actual Cost		Changed
	Public Data Requests**			New

Assessor

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
	Copy of Tax Statement or GIS Report		**$1.00**	
	Copy Costs - see above under General Category			
	Data Compillation and Report Generation		$40/hour with two hour minimum charge	
	Report Email Fee		$.25 per page	
	Tax Estimate Research Fee		$40/hour with one hour minimum charge	
	Third Party Costs		actual cost	

Community Corrections

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Adult Supervision Fees				
	Adult Felony Supervision Fee	$400	$400	
	Adult Gross Misdemeanor Supervision Fee	$300	$300	
	Adult Misdemeanor Supervision Fee	$200	$200	
	Supervised Release: up to 12 months	$200	$200	
	Supervised Release: 1 year+	$400	$400	
	Pre-trial Drug Testing Fee	$5/test	$5/test	
	Drug Testing Fee	$75	$75	
	Courtesy Testing Fee	$10/test	$10/test	
	Lab Positive Confirmation	$35/per drug	$35/per drug	
Program/Screening Fees				
	Cognitive Skills Class "T4C" & "Moving On"	$50	$50	
	Driving w/Care	$20	$20	
	Domestic Violence Inventory	$25	$25	
	Substance Abuse Subtle Screening Inventory	$25	$25	
	Adult Diversion	$200	$200	
Juvenile Diversion Fees		$50	$50	
SCRAM Fees*				
	Remote Breath Device	$10/day	$10/day	
	SCRAM - Direct Connect/Base Station	$10/day	$10/day	
	SCRAM - House Arrest/Ethernet Base Station	$11/day	$11/day	
	House Arrest		$11/day	Added

Detention Center

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Detainee Fees				
	Copy Service Fee	$1 per request	$1 per request	
	Copy Fee	$0.25 per page	$0.25 per page/side	Changed
	Booking Fee	$20	$20	
	Finger Printing (up to two cards)*	$20	$20	
	Intake Fee	$10	$10	
	Medical Co-Pay	$10	$10	
	UA Fee	$10	$10	
	UA Fee (Lab Verified)	$45	$45	
	Work Release	$25	$25	
	Work Release (Out of County)	$60	$60	

Finance

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
General Fees				
	Copy of Tax Statement	$1	$1	
	Escrow Tax Statements	$3/parcel	$3/parcel	
	Tax Research	$40/hour	$40/hour	
	Tax Lien Recording and Release	$30	$30	

Four Seasons Centre

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Community Center				
	Room Rental - 1 day	$250.00	$250	
	Room Rental - additional per day starting on day 2	$225	$225	
	Refundable Damage Deposit	$150	$150	
Complex Rental				
	East Rink	$1,200 First Day	$1,300 First Day	Changed
		$1,100 Second Day	$1,200 Second Day	Changed
	West Rink	$1,100 First Day	$1,200 Second Day	Changed
		$1,000 Second Day	$1,100 Second Day	Changed

	Entire Complex	Contact Manager	Contact Manager	
	Admission Charged Event	$2,000/day	$2,100/day	Changed
Ice Rental				
	Ice (regular season)	$185/hour	$185/hour	
	Ice (Summer)	$165/hour	$165/hour	

Geographic Information System (GIS)

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Mapping Services				
	Professional Service Fee	$50/hour (one hour minimum)	$50/hour (one hour minimum)	
Land Records Mapping				
	Parcel Splits/Reconfigurations	$75	$75	
Printed Media				
	8.5" x 11"	$5	$5	
	Parcel info w/image 8.5" x 11"	$5	$5	
	11" x 17"	$6	$6	
	Plotter ≤ 24" x 36"	$15	$15	
	Plotter > 24" x 36"	$25	$25	
Utility Permit				
	Registration Fee	$30/utility owner	$30/utility owner	
	Registration Bond	$10,000/utility owner	$10,000/utility owner	
	Annual Construction	$90/year	$90/year	
	Utility	$30/project	$30/project	
Work in R.O.W. Permit				
	Tile Crossing /Drainage	$100/location	$100/location	
	Residential Driveway or Field Entrance	$100/access	$100/access	
	Commercial Access or Street	$250/access	$250/access	
	Culverts, Bands, & Aprons	Actual Cost	Actual Cost	
	Culvert Handling Fee	$.50/lineal foot	$.50/lineal foot	
Transportation Permit				
	House Moving	$60/load	$60/load	
	Oversize/Overweight	$30/load	$30/load	
	Oversize (Annual)	$150 per vehicle	$150 per vehicle	
	Special Farm Product Permit/6 axle - per Minn. Stat. §169.865*	$300 Per Minn. Stat. §169.865	$300 Per Minn. Stat. §169.865	
	Special Farm Product Permit/7 axle - per Minn. Stat. §169.865*	$500 Per Minn. Stat. §169.865	$500 Per Minn. Stat. §169.865	
Intersection Modification Permit				
	Temporary Modification Permit	$30/radius	$30/radius	
	Temporary Modification Security	$100,000/project	$100,000/project	
Swing Away Mailbox Posts				
	Post Assembly (Materials Only)	$122/Assembly	$122/Assembly	
	Post Assembly (Installed)	$270/Installed (includes Assembly)	$270/Installed (includes Assembly)	
E911 Rural Address Signs				
	New Address & Installation	$160/Installation	$160/Installation	
	Replacement	$109/Installation	$109/Installation	
	Repair (Sign & Hardware)	$40/Sign	$40/Sign	
	Repair (Post)	$15/Post	$15/Post	
	Repair (Installation)	$54/Installation	$54/Installation	
Rural Business Signs				
	New Installation	$400/Installation	$400/Installation	
	Replacement/Repair of Sign Assembly	$200/Assembly	$200/Assembly	
Field Tile Signs				
	New Installation	$109/installation	$109/installation	
	Sign & Hardware	$40/Sign	$40/Sign	
	Post	$15/Post	$15/Post	

Landfill

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Mixed Solid Waste & Demolition/Debris				
	Gate Rate	$74/ton gate rate	$74/ton gate rate	
	Contracted Rate	$46/ton	$46/ton	
	Cars	$17 ea.	$17 ea.	
	Pickups	$27 ea.	$27 ea.	
Demolition/Debris				
	Large Trucks	$74/ton	$74/ton	
	Contracted Rate	$46/ton	$46/ton	
	Pickup (each)	$27 ea.	$27 ea.	
	Concrete (clean and separated)	$6 ton/yd	$6 ton/yd	
Special Wastes				
	Appliances/Air Conditioners (each)	$13 ea.	$13 ea.	
	TV's, Computer Monitors (each)	$20 ea.	$20 ea.	
	Misc. Electronics (VCR's, DVD's, CPU's, etc.)	$5 ea.	$5 ea.	
	Tires (each)	$400/ton	$400/ton	
	Motorcycle	$4 ea.	$4 ea.	
	Car	$5 ea.	$5 ea.	
	Truck	$15 ea.	$15 ea.	
	Tractor	$30 ea.	$30 ea.	
	Tracks (Tractor/Skid loader)	$100 ea.	$100 ea.	
	Asbestos	$100 ton	$100 ton	

		$50 / Pickup	$50 / Pickup
		$10 bag	$10 bag
	Industrial Waste	$74/ton	$74/ton
	Petroleum Contaminated Soil	$10/ton	$10/ton
	Mattresses & Box Springs	$500/ton	$500/ton
		$25 ea. / recycled	$25 ea. / recycled
		$50 ea. / Non-Recycled	$50 ea. / Non-Recycled

Planning & Zoning

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Building Permits:				
	Project Valuation			
	$1 to $2,000	$69.25	$69.25	
	$2001 to $25,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	$69.25 for first $2,000 + $14.00 for each add. $1,000	
	$25,001 to $50,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	$391.25 for first $25,000 + 10.10 for each add. $1,000	
	$50,001 to $100,000	$643.75 for first $50,000 + $7 for each additional $1,000	$643.75 for first $50,000 + $7 for each additional $1,000	
	$100,001 to $500,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	$993.75 for first $100,000 + $5.60 for each add. $1,000	
	$500,001 to $1,000,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	$3233.75 for first $500,000 + $4.75 for each add. $1,000	
	$1,000,001 and up	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	$5,608.75 for first $1,000,000 + $3.15 for each add. $1,000	
Building Permits:				
	Demolition Permit	$69/ea.	$69/ea.	
	Gas/Mechanical	$69/ea.	$69/ea.	
	Plumbing Permit	$69/ea.	$69/ea.	
	Re-roof (Residential Only)	$69/ea.	$69/ea.	
	Re-siding (Residential Only)	$69/ea.	$69/ea.	
	Replacement windows (Residential Only)	$69/ea.	$69/ea.	
	Retaining Wall over 4 ft. in height	$69/ea.	$69/ea.	
	Manufactured Home Placement	$350/ea.	$350/ea.	
	Prefab Home	$400/ea. + foundation permit	$400/ea. + foundation permit	
	Inspections outside of business hours (2 hr. min charge)	$47/hr.	$47/hr.	
	Re-inspections fees as allowed by code	$47/ea.	$47/ea.	
	Inspections for which no fee is specifically indicated	$47/ea.	$47/ea.	
	Additional plan review required by changes, additions or revisions to plans	$47/ea.	$47/ea.	
	Use of outside consultants for plan checking, inspections, or both	Actual Cost	Actual Cost	
	After the fact permit investigation fee	Double Permit Fee	Double Permit Fee	
	Plan Review Fee	65% of permit fee	65% of permit fee	
	State Surcharge	0.0005 x valuation or $1.00 on fixed fees	0.0005 x valuation or $1.00 on fixed fees	
Agricultural:				
	Agricultural Construction Permit (≤$50,000)	$75/ea.	$75/ea.	
	Agricultural Construction Permit (>$50,000)	$150/ea.	$150/ea.	
Septic Construction Permits:				
	Type I, II & III Systems(≤2500 gpd)	$300/ea.	$300/ea.	
	Type IV and Type V Systems (≤2500 gpd)	$500/ea.	$500/ea.	
	Any Systems Greater than 2500 gpd	$800/ea.	$800/ea.	
		+ $200 per additional hook-up	+ $200 per additional hook-up	
Septic Operating Permits		$50/ea.	$50/ea.	
Feedlot Permits:				
	New or Expanded Feedlot	$1.00/animal unit	$1.00/animal unit	
	Registration Fee <300 AU	$50/feedlot	$50/feedlot	
	Registration Fee ≥300 AU	$150/feedlot	$150/feedlot	
Land Use Permits:				
	Conditional Use Permit Application	$400/ea.	$400/ea.	
	Variance Application	$300/ea.	$300/ea.	
	Administrative Appeal	$300/ea.	$300/ea.	
	Rezoning Application	$500/ea.	$500/ea.	
	Platting	$500/ea. + $50/lot over 10	$500/ea. + $50/lot over 10	
	Special Meeting (Planning Commission or Board of Adjustment)	Double Application Fee	Double Application Fee	
	Shoreland Alteration/Construction Permit	$100	$100	
	EAW/EIS	Costs Associated with Preparation	Costs Associated with Preparation	
Solid Waste				
	Hauling Licenses	$25/business/year	$25/business/year	

Property Tax and Elections

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Licenses				
	Auctioneer License*	$20	$20	
	Liquor Licenses			
	3.2 Liquor License (Off-Sale)	$20	$20	
	3.2 Liquor License (On-Sale)	$50	$50	
	Liquor License	$2,500	$2,500	
	Sunday Liquor License	$200	$200	
	Wine License	$200	$200	
	Precious Metals	$50	$50	
	Tobacco License	$200	$200	
	Cannabis Registration Fees			
	Cannabis Retailer - Initial Registration		$500	
	Cannabis Retialer - Renewal		$1,000	
	Cannabis Microbusiness - Initial Registration		$500	
	Cannabis Microbusiness - Renewal		$1,000	
	Cannabis Mezzobusiness - Initial Registration		$500	
	Cannabis Mezzobusiness - Renewal		$1,000	
Maps/Plat Books				
	E-911 Map	$3	$3	
	Plat Book (Old)	$7	$7	
	Plat Book (New)	$20	$20	
Tax Certification			$150	New
Delinquent Tax Publishing Fee		$20	$20	
Plat Fee		$300	$300	
Special Assessment/Tax Search		$10	$10	
Voter Certificate		$3	$3	

Public Health

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Visits, Education & other Fees				
	Public Health Nurse Visit	$180.00	$180	
	Public Health Nurse Office Visit	$75.00	$75	
	School Nurse & Other nursing contracts	$90/hour	$90/hour	
	Physical Therapy Visit	$125.00	$125	
	Home Health Aide	$19.50/15 minutes	$19.50/15 minutes	
	Homemaker	$11.00/15 minutes	$11.00/15 minutes	
	Case Management	$135/hour	$135/hour	
	Interpreter Fee	$50/hour	$50/hour	
	Car Seat Education	$120.00	$120	
Screening and Tests Fees				
	Blood Lead Screening	$74.00	$74	
	Cholesterol Screening	$25.00	$25	
	Diabetic Screening	$11.00	$11	
	Pregnancy Test	$65.00	$65	
	Tuberculin Skin Test	$45.00	$45	
Vaccinations / Immunizations				
	Flu Vaccination	$55.00	$55	
	Flublok Quadriavalent	$95.00	$101	Changed
	Flu Vaccination High Dose	$95.00	$101	Changed
	Tdap Immunization (Private)	$60.00	$60	
	Td Immunization (Private)	$60.00	$60	
	COVID	$185.00	$185	
Vaccinations / Immunizations				
	Hepatitis B Immunization (Private)	$54.00	$54	
	Hepatitis B Heplisav	$120.00	$120	
	Worksite Education	$120 for 1st hour + $50 for each addl 30 minutes	$120 for 1st hour + $50 for each addl 30 minutes	
Supplies Used in Care*:		Fees for Medical Assistance & Medicare Services established by DHS & CMS	Fees for Medical Assistance & Medicare Services established by DHS & CMS	
Body Art Licenses				
	Establishment	$500/year	$500/year	
	Multi-Event Temporary Permit	$100/year	$100/year	
	Single Event Temporary Permit	$50.00	$50	
	Body Art Mobile Establishment	$100/year	$100/year	
Water Testing Fees (Inc. courier cost)				
	Coliform Bacteria & Nitrate+Nitrite	$65.00	$65	
	Full Panel (Arsenic, Coliform Bacteria, Lead, Manganese& Nitrate)		$250	Added
	Coliform Bacteria (Present or Absent)	$55.00	$55	
	Nitrate+Nitrite Nitrogen	$55.00	$55	
	Manganese	$55.00	$55	
	Arsenic	$55.00	$55	
	Lead	$95.00	$95	

Recorder's Office

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
General Fees				
	Copies	$1/page	$1/page	
	Emailing Documents	$1/fee + $1/page	$1/fee + $1/page	
	Emailing Tract Indexes	$5/tract index	$5/tract index	
	Emailing a plat	$5/plat	$5/plat	
	Research Fee	$60.00/hour	$60/hour	
	Laredo Fee (Online searching per month)	$70 to $520 - fees based on plan selection	$70 to $520 - fees based on plan selection	
	Owners and Encumbrances Reports	$75.00	$75	
	Property Reports		$10	Added
Vital Statistics				
	Birth Certificate (Certified)*	$26.00	$26	
	Birth Certificate (Certified) - Additional Copies*	$19.00	$19	
Marriage				
	Marriage License - Reduced Fee*	$40.00	$40	
	Marriage License - Regular Fee*	$115.00	$115	
	Marriage Certificate License (Certified Copy)	$9.00	$9	
	Marriage Ceremony Only	$75.00	$75	
	Marriage Certificate - Amend	$40.00	$40	
Passports				
	Passport Application Fee*	Contact Recorder's Office	Contact Recorder's Office	
	Passport Photos	$20	$20	
Ordination				
	Ordination Credentials	$50.00	$50	
Notary				
	Filing of Notary Commission	$20.00	$20	
Recording Fees				
	Document Recording Fee	$46.00	$46	
	Mortgage Registration Tax (Per Thousand)	$2.30	$2.30	
	Deed Tax (Per thousand)	$3.30	$3.30	

Sheriff's Office

Type	Fee Description	2024 Approved Fees	2025 DRAFT FEES	Note
Gun Permit Fees				
	Permit to Purchase	No Charge	No Charge	
	Permit to Carry			
	New Permit	$100	$100	
	Renewal - 0 to 90 Days Prior to Expiration	$75.00	$75.00	
	Renewal - 1 to 30 Days Past Expiration	$85.00	$85.00	
	Veteran/Military - Documentation of service needed	$25.00	$25.00	
	Card Replacement	$10.00	$10.00	
	Data Change	$10.00	$10.00	
Licenses				
	Dangerous Dog			
	Dangerous Dog Registration Fee	$300	$300	
	Dangerous Dog Renewal Fee	$100	$300	Changed
	Dangerous Dog Appeals Hearing Fee	$100	$100	
	Potentially Dangerous Dog Registration Fee	$100	$100	
	Potentially Dangerous Dog Renewal Fee	$100	$100	
	Potentially Dangerous Dog Appeals Hearing Fee		$100	Added
Records Department				
	Copy Charges			
	1-4 Pages	No Charge	No Charge	
	5-9 Pages	$1.25	$1.25	
	10-99 Pages	.25 Per Page	.25 Per Page	
	Disks	$5.00 Each	$5.00 Each	
	Flash Drives	$12.00 Each	$12.00 Each	
	Body Camera Footage			
	Except as provided below, all body camera footage must be reviewed and redacted prior to release. The cost of redaction must be paid by the requester. The charge is $25.00 per hour. Time needed for redaction will be estimated at the time the request is made and the requester must pay a deposit of 50% of the estimated cost or $25.00 whichever is greater, prior to the start of the redaction process. The balance of the charges must be paid at the time the redacted footage is provided to the requester. If the footage is copied to a disk, there is a $5.00 charge for the disk. If requester provides signed releases from all individuals whose images are captured in the body camera footage, the footage will be provided without redaction at no cost to the requester. There is a $5.00 charge to copy the unredacted footage to a disk.			Added
Civil Processing Fees				
	Paper Services - Flat Rate per Individual Served / Per Case	$85	$85	
	Foreclosure/Sheriff Sales	$100	$100	
	Fail to Notify/Postpone/Cancel	$75	$75	
	Intent to Redeem	$100	$100	
	Redemptions	$250	$250	
Deputy Standby Fee		$100 Hour	$100 Hour	
Forfeiture/Tow Storage Fees		$10.00 Daily	$10 Daily	

Special Deputy		
Security for Events (4 Hour Minimum)	$25.00 Hour ($100 Minimum)	$25 Hour ($100 Minimum)

** indicates a fee where the cost is mandated by Statute or by another entity*
*** See Steele County Public Data Request Guidelines and Procedures*

Steele County
Agenda Item

Request for Board Action

Subject: Commercial Office Lease Agreement

Department: Public Health

Committee Choose an item.**:** **Committee Meeting Date:** Enter a date.

Work Session Date: December 19, 2024 **Board Meeting Date:** December 19, 2024

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

Policy Committee Recommendation:

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Recommendation:

- Approve signing of the lease agreement between Parrott and Smith, LLC, and Steele County.

Background *(Including Budget Impact)*:

Steele County Public Health has had a lease agreement with Parrott and Smith, LLC since May 1st, 2022, paying a monthly fee of $265.00 from our Youth Tobacco Grant. State funding for the Commercial Tobacco Prevention and Control Program comes from Minnesota Statute 144.396 Tobacco Use Prevention and Minnesota Statute 144.397 Statewide Tobacco Cessation Services. This office space is utilized by our Youth Tobacco Coordinator along with the Youth Advisory Council that falls under the grant. Youth Advisory meetings are held throughout the month in this office space.

Attachments:

Commercial Office Lease Agreement

Commercial Office Lease Agreement

This Lease Agreement is made between Parrott and Smith, LLC, a Minnesota limited liability company, (the “Lessor”), and Steele County, (the "Lessee"), as of the date last written below.

Lessor and Lessee hereby agree as follows:

1. The Premises. Lessor hereby agrees to lease from Lessor second floor office space consisting of approximately 360 square feet, more or less, located at 202 ½ Cedar Avenue, Owatonna, Minnesota 55060 (the “Premises”).

2. Term. The term of this lease shall run from January 1, 2025, through December 31, 2025. The term of this lease shall automatically renew for an additional one-year period, unless notice of termination is given by either party sixty days prior to the expiration of the then-existing term.

3. Rental Amount. Lessee shall pay to Lessor the monthly rental amount of $295.00, payable in advance on the first day of each month for that month's rent, during the term of the lease. All rental payments shall be made to Lessor, at 202 North Cedar, Owatonna, Minnesota 55060. Modification to the rental amount may be made upon a 30-day notice prior to the expiration of the then-existing term.

4. Use. Lessee shall use and occupy the Premises for general business office purposes and meetings. The Premises shall be used for no other purpose. Lessor represents that the Premises may lawfully be used for such purpose.

5. Care and Maintenance of Premises. Lessee acknowledges that the Premises are in good order and repair. Lessee shall maintain the Premises in good and safe condition and shall surrender the same, at termination hereof, in as good a condition as received, normal wear and tear excepted. Lessee shall be responsible for all repairs required, excepting the roof, exterior walls, structural foundations. Snow removal and sidewalks shall not be the responsibility of Lessee.

6. Alterations. Lessee shall not, without first obtaining the written consent of Lessor, make any alterations, additions, or improvements, in, to, or about the Premises.

7. Ordinances and Statues. Lessee shall comply with all statutes, ordinances, and requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by Lessee.

8. Assignment and Subletting. Lessee shall not assign this lease or sublet any portion of the Premises without prior written consent of the Lessor, which shall not be unreasonably withheld. Any such assignment or subletting without consent shall be void and, at the option of the Lessor, may terminate this lease.

9. Utilities. Lessor shall be responsible for payment of utility charges as they become due for sewer, water, electric, and gas. Lessee shall be responsible for any charges related to Lessee's telephone service and internet service.

10. Entry and Inspection. Lessee shall permit Lessor or Lessor's agents to enter upon the Premises at reasonable times and upon reasonable notice, for the purpose of inspecting the same, and will permit Lessor, at any time within 60 days prior to the expiration of this lease, to place upon the Premises any usual "For Lease" signs and permit persons desiring to lease the same to inspect the Premises thereafter.

11. Indemnification of Lessor. Lessor shall not be liable for any damage or injury to Lessee, or any other person, or to any property, occurring on the demised Premises or any part thereof, and Lessee agrees to hold Lessor harmless from any claims for damages, no matter how caused.

12. Insurance. Lessee, at Lessee's expense, shall maintain public liability insurance including bodily injury and property damage insuring Lessee and Lessor. Lessee shall provide Lessor with a Certificate of Insurance showing Lessor as additional insured. The Certificate shall provide for a ten-day written notice to Lessor in the event of cancellation or material change of coverage. To the maximum extent permitted by insurance policies that may be owned by Lessor or Lessee, Lessee and Lessor, for the benefit of each other, waive any and all rights of subrogation that might otherwise exist.

13. Eminent Domain. If the Premises or any part thereof or any estate therein, or any other part of the building materially affecting Lessee's use of the Premises, shall be taken by eminent domain, this lease shall terminate on the date when title vests pursuant to such taking. The rent, and any additional rent, shall be apportioned as of the termination date, and any rent paid for any period beyond that date shall be repaid to Lessee. Lessee shall not be entitled to any part of the award for such taking or any payment in lieu thereof, but Lessee may file a claim for any taking of fixtures and improvements owned by Lessee and for moving expenses.

14. Destruction of Premises. In the event of a partial destruction of the Premises during the term hereof, from any cause, Lessor shall forthwith repair the same, provided that such repairs can be made within sixty (60) days under existing governmental laws and regulations, but such partial destruction shall not terminate this lease, except that Lessee shall be entitled to a proportionate reduction of rent while such repairs are being made, based upon the extent to which the making of such repairs shall interfere with the business of Lessee on the Premises. If such repairs cannot be made within said sixty (60) days, Lessor, at his option, may make the same within a reasonable time, this lease continuing in effect with the rent proportionately abated as aforesaid, and in the event that Lessor shall not elect to make such repairs that cannot be made within sixty (60) days, this lease may be terminated at the option of either party. In the event that the building in which the demised Premises may be situated

is destroyed to an extent of not less than one-third of the replacement costs thereof, Lessor may elect to terminate this lease whether the demised Premises be injured or not A total destruction of the building in which the premises may be situated shall terminate this lease.

15. Lessor's Remedies on Default. If Lessee defaults in the payment of rent, or any additional rent, or defaults in the performance of any of the other covenants or conditions hereof, Lessor may give Lessee notice of such default and if Lessee does not cure any such default within thirty (30) days, after the giving of such notice (or if such other default is of such nature that it cannot be completely cured within such period, if Lessee does not commence such curing within such thirty (30) days and thereafter proceed with reasonable diligence and in good faith to cure such default), then Lessor may terminate this lease on not less than thirty (30) days' notice to Lessee. On the date specified in such notice, the term of this lease shall terminate and Lessee shall then quit and surrender the Premises to Lessor, but Lessee shall remain liable as hereinafter provided. If this lease shall have been so terminated by Lessor, Lessor may at any time thereafter resume possession of the Premises by any lawful means and remove Lessee or other occupants and their effects. No failure to enforce any term shall be deemed a waiver.

16. Heirs, Assigns, Successors. This lease is binding upon and inures to the benefit of the heirs, assigns, and successors in interest to the parties.

17. Subordination. This lease is and shall be subordinated to all existing and future liens and encumbrances against the property.

18. Entire Agreement. The foregoing constitutes the entire agreement between the parties and may be modified only by a writing signed by both parties.

LESSOR: **PARROTT AND SMITH, LLC**	**LESSEE**: **STEELE COUNTY**
Mark R. Carver Date Managing Member	Jim Abbe Date Board Chair
Kristin K. Haberman Date Managing Member	

Steele County
Agenda Item

Request for Board Action

Subject: Snowmobile Grant-In-Aid Agreement

Department: Property Tax & Elections

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: December 19, 2024

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

Policy Committee Recommendation:

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Recommendation:

Approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of $56,623.67

Background *(Including Budget Impact)*:

This is an annual Agreement between the Dept. of Natural Resources and Steele County for the maintenance and grooming of the Steele County Trails. The State disburses funds based on upon the satisfactory completion of performance benchmarks.

Attachments:

Snowmobile Grant-In-Aid Agreement

MINNESOTA

STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT

SNOWMOBILE GRANT-IN-AID PROGRAM
FY 2025 MAINTENANCE AND GROOMING GRANTS

Local Unit of Government Sponsor:	**Steele County**
Trail/Club Name:	**Steele County Trails/The Steele County Snowmobile Trail Association**
Grant Amount:	**$53,275.20**

This grant contract is between the State of Minnesota, acting through its Commissioner of Natural Resources ("STATE") and **Steele County, 630 Florence Ave, Owatonna, MN 55060** ("GRANTEE").

Recitals

1. The Snowmobile Grant-in-Aid Program established in Minn. Stat. 84.83 to provide grants to local units of government for the maintenance of snowmobile trails and the State is empowered to enter into this grant.
2. The Snowmobile Grant-in-Aid Program manual ("Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual", hereafter "manual") identifies the duties of the state and grantee, and any non-profit trail organizations the grantee may choose to sponsor for trail grooming and maintenance activities. In this contract and the manual, the terms "Grantee" and "Sponsor" are interchangeable. The manual is available at https://mndnr.gov/grants/recreation/gia_snowmobile.html, and is incorporated into this grant contract agreement by reference.
3. The State is in need of the services of the Sponsor to provide the maintenance and grooming of the following trail(s) specified in this grant contract agreement: **Steele County Trails/The Steele County Snowmobile Trail Association.**
4. The Sponsor has applied to the State for a grant for the above identified trails and has submitted the Snowmobile Grant-in-Aid Program Maintenance and Grooming application form, required attachments, and resolution or official minutes of the Sponsor authorizing the proposed maintenance and grooming. The submitted application form and required attachments are hereinafter referred to as the "Plan."
5. Attachment. The Sponsor's resolution or official minutes are attached and incorporated into this grant contract agreement.
6. The Sponsor represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minn.Stat.§16B.98, Subd.1, the Sponsor agrees to minimize administrative costs as a condition of this grant and to follow the code of ethics pursuant to Minn.Stat.§43A.38 in administration of this grant.

Grant Contract

1 Term of Grant Contract

1.1 ***Effective date:***

July 1, 2024 or the date the State accounting system shows sufficient allotment or encumbrance balance in the fund, allotment, or appropriation to meet this grant contract agreement and per Minn. Stat. §16B.98 Subd. 5 and Subd. 7. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Sponsor until this grant contract is fully executed.

1.2 ***Expiration date:***

June 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 ***Survival of Terms.***

The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property Rights; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

1.4 ***Incur Expenses.***

Notwithstanding Minnesota Statutes, section 16A.41, expenditures made on or after July 1, 2024 are eligible for reimbursement. Expenses incurred by the grantee or its subcontractors prior to contract execution (as permitted by Minnesota Statutes, section 84.026, Subd. 4(1)) require written pre-approval by the state's authorized representative prior to expenditure.

2 Sponsor's Duties

The Sponsor, who is not a state employee, will:

(a) Comply with required grants management policies and procedures set forth through Minn.Stat.§16B.97, Subd. 4 (a) (1).

(b) Maintain the proposed trails in accordance with the guidelines contained within the current Minnesota Snowmobile Trails Assistance Program Maintenance and Grooming Manual, hereinafter referred to as the "Manual" as accepted or amended by the State and available on the Snowmobile GIA Program webpage at http://www.dnr.state.mn.us/grants/recreation/gia_snowmobile.html. All work will be the responsibility of the Sponsor, its employees, or the sponsor's agent provided the agent is registered as a nonprofit corporation with the State of Minnesota.

(c) Proceed to acquire necessary interests in lands on the Trail. The Sponsor must acquire land in fee, easement, lease, permit, or other authorization for said Trail. The term of said interest shall be no less than four (4) months between November 15 of any year and April 1 of the succeeding year. For each parcel of land crossed by the Trail, the Sponsor shall obtain from the owner of said parcel a permit, lease, easement, deed, or other authorization for said crossing in accordance with Minnesota Statutes Chapter 604A. The Sponsor shall certify that the necessary interests in the land have been obtained and are on file with the Sponsor or the sponsor's agent.

(d) Provide adequate maintenance and grooming on the Trail, which shall include keeping it reasonably safe for public use; provide sanitation and sanitary facilities when needed; and provide other maintenance and grooming as may be required and in accordance with the trail grooming guidelines established in the manual. The Sponsor and not the State is responsible for maintaining signs and maintenance and grooming of the Trail.

3 Time

The Sponsor must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4 Consideration and Payment

4.1 *Consideration.*

The State agrees to disburse funds to the Sponsor pursuant to this Agreement based upon the satisfactory completion of significant performance benchmarks as identified below. This grant shall not exceed the Grant Amount as specified below. Funds not earned and paid out will be canceled annually at the end of the State's fiscal year (June 30).

4.2 *Total Obligation.*

The total obligation of the State for all compensation and reimbursements to the Sponsor under this grant contract will not exceed **$53,275.20**

4.3 *Payment*

1. **Trail Completion Benchmark, 45% of Total Grant Amount**
   Disbursement of these funds is contingent on the sponsor providing a high quality map that shows the final alignment of the trail and a Trail Completion Certification Form that the trail is open and available for use. The certification must be received by December 15th of that year. This includes having the trail brushed, bridges in repair, signs installed, gates were capable of being open (snow permitting), and any other additional work needed. Also the Sponsor ensures that interest in lands to operate a snowmobile trail have been acquired through fee, easement, lease, permit, or other authorizations of interest throughout the entire Trail.

2. **Grooming Certification Benchmark, Opening – January 15, 25% of Total Grant Amount**
   A portion of the grooming monies will be disbursed to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor that the trails have been properly groomed from opening day through January 15th. The certification must be received by February 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

3. **Grooming Certification Benchmark, January 16 – Closing, 25% of Total Grant Amount**
   The second disbursement of the grooming monies will be made to the Sponsor by the DNR based upon the Certification of Satisfactory Grooming Form received from the Sponsor and verification that the trails were groomed to the satisfaction of the Sponsor from January 16th through the end of the season. The certification must be received by April 15th of that year. The Sponsor in coordination with the Club must maintain sufficient records to document the activity.

4. **Trail Closure/Application Submission Benchmark, 5% of Total Grant Amount**
   The final payment will be based upon the Trail Closure/Application Submission Certification form received from the Sponsor. The certification must be received by May 15th. A completed application for the next year must accompany the certification. Must provide evidence that Sponsor and Club attended spring training session conducted by DNR. A map indicating the "anticipated" alignment of the trail must also be submitted. A back-up grooming plan must also be provided.

4.4 *Contracting and Bidding Requirements*

Per Minn. Stat.§471.345, grantees that are municipalities as defined in Subd. 1 must do the following if contracting funds from this grant contract agreement for any supplies, materials, equipment or the rental thereof, or the construction, alteration, repair or maintenance of real or personal property

(a) If the amount of the contract is estimated to exceed $175,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat.§16C.28, Subd. 1, paragraph (a), clause (2)

(b) If the amount of the contract is estimated to exceed $25,000 but not $175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat.§16C.28, Subd. 1, paragraph (a), clause (2) and paragraph (c).

(c) If the amount of the contract is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minn. Stat.§16C.28, Subd. 1, paragraph (a), clause (2)

(d) Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.

(e) For projects that include construction work of $25,000 or more, prevailing wage rules apply per; Minn. Stat. §§177.41 through 177.44 consequently, the bid request must state the project is subject to *prevailing wage*. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

5 Conditions of Payment

All services provided by the Sponsor under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Sponsor will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

5.1 *Penalties*

In addition to the penalties identified below, if its determined performance was not met the State reserves the right to reduce payment in the following year's agreement or to exclude the Sponsor from participation in the Snowmobile Grant-in-Aid Program.

1. If it is determined that the **Trail Completion Certification benchmark** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 45% of the Total Annual Grant Amount.

2. If it is determined that the **Grooming Certification benchmark for the period of opening day through January 15** in this Plan has not been satisfactorily completed but was certified as having

been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

3. If it is determined that the **Grooming Certification benchmark for the period of January 16 through the end of the season** in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 25% of the Total Annual Grant Amount.

4. If it is determined that the **Trail Closure/Application Submission Certification** benchmark in this Plan has not been satisfactorily completed but was certified as having been completed by the Sponsor, the Sponsor may be assessed a penalty of up to 5% of the total annual Grant Amount.

6 Authorized Representative

The State's Authorized Representative is **Joel Wagar, Area Supervisor, 8485 Rose Street, Owatonna MN 55060, 507-414-6193, joel.wagar@state.mn.us ,** his/her successor, and has the responsibility to monitor the Sponsor's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Sponsor's Authorized Representative is **Jennifer Mueller, Property Tax & Elections Director, 630 Florence Ave, Owatonna, 55060, (507) 444-7414, Jennifer.mueller@steelecountymn.gov.**
If the Sponsor's Authorized Representative changes at any time during this grant contract, the Sponsor must immediately notify the State.

7 Assignment Amendments, Waiver, and Grant Contract Complete

7.1 *Assignment*

The Sponsor shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 *Amendments*

Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 *Waiver*

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 *Grant Contract Complete*

This grant contract contains all negotiations and agreements between the State and the Sponsor. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Sponsor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Sponsor or the Sponsor's agents or employees. This clause will not be construed to bar any legal remedies the Sponsor may have for the State's failure to fulfill its obligations under this grant contract.

9 State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Sponsor's or the sponsor's agent's books, records, documents, and accounting procedures and practices of the Sponsor, the sponsor's agent, or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices and Intellectual Property Rights

10.1 *Government Data Practices*

The Sponsor and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Sponsor under this grant contract. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Sponsor or the State. If the Sponsor receives a request to release the data referred to in this Clause, the Sponsor must immediately notify the State. The State will give the Sponsor instructions concerning the release of the data to the requesting party before the data is released. The Sponsor's response to the request shall comply with applicable law.

10.2 *Intellectual Property Rights*

(a) Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this contract.

(b) Obligations.

1. Notification. Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Sponsor, including its employees and subcontractors, in the performance of this contract, the Sponsor will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.
2. Representation. The Sponsor must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Sponsor nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Sponsor represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. The sponsor will indemnify, defend, to the extent permitted by the Attorney General and hold harmless the State, at the Sponsor's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the Works and Documents infringe upon the intellectual property rights of others. The Sponsor will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Sponsor's or the State's opinion is likely to arise, the Sponsor must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

Note for clarification regarding intellectual property. For an example a snowmobile club enters trail route data into a GPS and sends the data to be uploaded as a map into DNR's website. The map and data would then be considered property of the state (and also public data) since the activity is covered under the Grant-in-aid program, and allowable through the agreement in question. A club, sponsor, or person would not be able to claim that data solely as their own intellectual property with rights.

11 Workers Compensation

The Sponsor certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Sponsor's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 *Publicity*

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sponsor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Sponsor's website when practicable.

12.2 *Endorsement*

The Sponsor must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 (a) Without Cause

The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.1 (b) With Cause

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 *Termination by The Commissioner of Administration*

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.3 *Termination for Insufficient Funding*

The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from the Minnesota Legislature.

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated

to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

14.4 ***Termination by Contract***

This grant contract may also be terminated upon mutual agreement by the State and the Sponsor.

14.5 ***Funding***

The State's sole responsibility under this Agreement is to provide funds to the Sponsor. In the event that state funds become unavailable because of legislative or executive action or restraints, including but not limited to the Minnesota Legislature not appropriating sufficient funding for the program or there not being enough funding in the snowmobile account, the grant amount may be reduced or this contract may be terminated by the State. Due to variability in revenues to the snowmobile account, the State/DNR may reduce or not disburse funds for the third and/or fourth benchmarks.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Sponsor consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Sponsor to file state tax returns and pay delinquent state tax liabilities, if any.

16 Invasive Species Prevention

16.1 Prevent or limit the introduction, establishment or spread of terrestrial invasive species during work.

The State requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The Sponsor shall prevent invasive species from entering into or spreading within the Trail(s) by ensuring the cleaning of equipment prior to arriving at the Trail(s) site. Where there are multiple sites and at least one contains invasive species, the intent is to start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Sponsor's contractors shall make every effort to schedule operations and site visits to avoid the spread of weed seed. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under State control.

Grantees and subcontractors must follow Minnesota DNR's Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands. This applies to all activities performed on all lands under this grant agreement and is not limited to lands under DNR control or public waters. Duties are listed under Sections II and III (p. 5-8) of Operational Order 113 which may be found at http://files.dnr.state.mn.us/assistance/grants/habitat/heritage/oporder_113.pdf.

TERRESTRIAL WORK SITES include:

The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.

If the equipment or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by grantee furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The grantee or subcontractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Grant Administrator or their representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

AQUATIC WORK SITES include:
The grantee shall prevent invasive species from entering into or spreading within a project site by cleaning equipment and clothing prior to arriving at the project site.
If the project site includes a water body, the grantee shall clean equipment and clothing as noted above, prior to entering and leaving the water body. Prior to leaving the water body, drain water from all equipment, tanks or water retaining components of boats (motors, live well and bilge). Immediately after leaving the water body, drain water from transom wells onto dry land.

16.2 Cleaning and disposal of material cleaned.
If the equipment, vehicles, gear, or clothing arrives at the Trail with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by the Sponsor's contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the State's Authorized Representative. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

17 Pollinator Best Management Practices

Habitat restorations and enhancements conducted on DNR lands and prairie restorations on state lands or on any lands using state funds are subject to pollinator best management practices and habitat restoration guidelines pursuant to Minnesota Statutes, section 84.973. Practices and guidelines ensure an appropriate diversity of native species to provide habitat for pollinators through the growing season. Current specific practices and guidelines to be followed for contract and grant work can be found here: https://mndnr.gov/pollinator_resources/index.html, *DNR Pollinator Best Management Practices and Habitat Restoration Guidelines.*

18 Accessibility

Structural and nonstructural facilities and programs must meet all state and federal accessibility laws, regulations, and guidelines. Copies of accessibility guidelines can be downloaded off the Americans with Disabilities Act Accessibility Guidelines website at http://www.access-board.gov

Deliverable documents (both electronic and hardcopy) to be reimbursed under the terms of this contract shall be provided in an accessible format per Minnesota Statute 16E.03, sub. 9. State of Minnesota guidelines for creating accessible electronic documents can be found at the website of the Office of Accessibility - Minnesota IT Services https://mn.gov/mnit/about -mnit/accessibility.

19 Technical Assistance

Upon the request of the Sponsor to the extent possible, the State will provide technical assistance with major problems encountered in the maintenance and grooming of the Trail.

20 Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

20.1 The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

20.2 Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.

21 Whistleblower Protection Rights

Recipient Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights.
(a) This award and employees working on this financial assistance contract will be subject to the whistleblower rights and remedies in the pilot program on Award Recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub.L. 112-239)
(b) The Award Recipient shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712.
(c) The Award Recipient shall insert the substance of this clause, including this paragraph (c), in all sub awards or subcontracts over the simplified threshold. 42 CFR & 52.203-17 (as referenced in 42 CFR & 3.908-9)

22 Conflict of Interest

It is the policy of the State of Minnesota to work to deliberately avoid actual and potential conflicts of interest related to grant making at both the individual and organizational levels.

A conflict of interest (actual or potential) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

The Grantee, by signing this contract with the State, certifies it has read and understands the Office of Grants Management Conflict of Interest Policy 08-01, will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual or potential conflicts of interest to the State's Authorized Representative.

23 Force Majeure

Neither party shall be responsible to the other or considered in default of its obligations within this Contract to the extent that performance of any such obligation is prevented or delayed by acts of God, war, riot, disruption of government, or other catastrophes beyond the reasonable control of the party unless the act or occurrence could have been reasonably foreseen and reasonable action could have been taken to prevent the delay or failure to perform. A party relying on this provision to excuse performance must provide the other party prompt written notice of the inability to perform and take all necessary steps to bring about performance as soon as practicable.

24 Non-Discrimination

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

a) Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance; Title IX of the Education

Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;

b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

c) The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

d) Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

e) Any other applicable non-discrimination law(s).

1. STATE ENCUMBRANCE VERIFICATION

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

DocuSigned by:

Signed: Karen Potvin

63FBE77957A34A8...

Date: December 7, 2024

SWIFT Contract/PO No(s). 260904/PO# 3000267073

2. SPONSOR

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

By:__________

Title: Property Tax & Elections Director

Date:__________

By:__________

Title:__________

Date:__________

3. STATE AGENCY

By:__________

(with delegated authority)

Title:__________

Date:__________

Distribution:

Agency

Sponsor

State's Authorized Representative

Steele County Agenda Item

Request for Board Action

Subject: Community Corrections Bad Debt Write-off

Department: Finance Department

Committee: Choose an item. **Committee Meeting Date:**

Work Session Date: December 19, 2024 **Board Meeting Date:** December 19, 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:

Adopt resolution for Candi Lemarr, Finance Director to financially write-off the attached bad debts in the amount of $1,850.00 for the Community Corrections department services as they no longer will be qualified for collections due to changes in Probation Reform.

Background *(Including Budget Impact)*:

The attached are bad debts that need to be written off as uncollectible. Please see details in the attached documentation.

Attachments:

Chart of Expungement Debts

Client ID	Amount	Fee Type
DA	$75.00	Probation Fee
DC	$350.00	Probation Fee
JS	$25.00	Probation Fee
JS	$325.00	Probation Fee
TV	$75.00	Probation Fee
EM	$75.00	Probation Fee
KE	$75.00	Probation Fee
WK	$75.00	Probation Fee
AC	$300.00	Probation Fee
CS	$475.00	Probation Fee
	$1,850.00	

Steele County Agenda Item

Request for Board Action

Subject: 501(c)(3) Appropriations – Steele County Non-Profit Community Partner Awards

Department: Public Health

Committee: Choose an item. **Committee Meeting Date:** Enter a date.

Work Session Date: December 19, 2024 **Board Meeting Date:**

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

Policy Committee Recommendation:

n/a

Recommendation:

Approve Public Health to award appropriation funds to the following organizations in the specified amounts:

- Healthy Seniors of Steele County, $10,000
- Semcac, $10,000
- Hospitality House of Owatonna, $10,000
- South Central Human Relations Center, $9,500
- Let's Smile, Inc., $5,500
- United Way of Steele County, $5000
- Steele County Transitional Housing, $0
- Exchange Club Center for Family Unity, $0
- Somali American Cultural Society of Owatonna, $0

Total Amount: $50,000

Background *(Including Budget Impact)*:

At the July 25, 2023 Board Meeting, the Board approved Public Health to use a competitive Request for Proposals (RFP) process to allocate a portion of Steele County appropriations funds starting in 2025. These funds are dedicated to 501(c)(3) non-profit organizations providing health and human services in Steele County. The goals of this process are to improve transparency, diversify applicants, enhance accountability through reporting, strengthen partnerships, and avoid duplicative services.

The RFP was released on April 15, 2024, with applications due by May 31, 2024. While the County has historically allocated $50,000 for these purposes, nine applications were received this year, requesting a total of $89,500. Following an initial review by the Steele County Administrator, Finance Director, and Public Health Community Health Team, additional information was requested from applicants to ensure thorough due diligence before making recommendations.

At the August 13, 2024 Board Work Session, Public Health staff provided a high-level overview of the applications and requested the Board deliberate on the total allocation for these appropriations in the 2025 budget. At the December 12, 2024 Board Meeting, the Board approved a $50,000 allocation. We are now presenting our recommendations for allocating these funds based on our team's scores and discussions of the nine applications.

Attachments:

Request for Proposals - 2025 Steele County Non-Profit Community Partner Awards

Scoring Matrix - 2025 Steele County Non-Profit Community Partner Awards

Steele County Non-Profit Community Partner Awards

Request for Proposals
2025 Award Year

Application Deadline: May 31st, 2024, at 5:00 PM

. . . .

Available through the Steele County Appropriations Fund

Managed by Steele County Public Health
635 Florence Avenue
Owatonna, MN 55060
(507) 444-7650
SCPHN@SteeleCountyMN.gov

https://steelecountymn.gov/public_health/non-profit_community_partner_awards.php

Steele County Non-Profit Community Partner Awards

Funding for the Steele County Non-Profit Community Partner Awards is sourced from the Steele County Appropriations Fund, which is designated to support agencies furthering a public purpose for the benefit of all Steele County residents. The Steele County Board of Commissioners has entrusted Steele County Public Health with the responsibility of reviewing funding applications from local 501(c)(3) organizations dedicated to health and human services initiatives within Steele County. Subsequently, Steele County Public Health is responsible for presenting recommendations to the Board regarding the allocation of funds on an annual basis. Through this process, Steele County aims to strategically distribute resources to support impactful programs and services benefiting the health of Steele County residents.

Overview

- All applicants must be a 501(c)(3) nonprofit AND have as their primary purpose to provide health and/or human services to residents of Steele County.
- Programs and services supported by this funding must align with at least one of the priorities identified in the 2020-2024 Dodge-Steele Community Health Improvement Plan.
- Applications will be reviewed and scored by a committee of Steele County Public Health staff, who will make recommendations to the Steele County Board of Commissioners. The Board will make all final decisions regarding the allocation of funding.
- The information requested on this application will be used by the Steele County Board of Commissioners to determine the allocation of Steele County taxpayer dollars. Failure to provide complete and accurate information may result in the County being unable or unwilling to grant your funding request.
- Not every qualified applicant is guaranteed to receive funding.
- To be considered for funding, organizations must submit their 2023 Tax Form 990 (first two pages only) and partner award application by **May 31, 2024,** to SCPHN@SteeleCountyMN.gov.

If you are unsure if your organization aligns with the criteria mentioned above, Steele County Public Health staff are available to assist and provide guidance! Should you have any further questions, please contact us at SCPHN@SteeleCountyMN.gov or (507) 444-7650.

Timeline

- **April 15:** Application opens! Materials and instructions can be found on the Steele County Public Health website under "Funding Opportunities" or by contacting Steele County Public Health at SCPHN@SteeleCountyMN.gov.

- **May 31, at 5:00 pm**: Application deadline. Applicants must submit the completed application and the first two pages of their 2023 Tax Form 990 to SCPHN@SteeleCountyMN.gov.

- **June 1 – June 30:** An internal committee of Steele County Public Health staff will review all applications and determine funding allocations.

- **End of August**: Award announcement. All applicants will be notified of the Steele County Board of Commissioners' decision on their requested award amount.

- **January – December 2025**: Implementation period. Awardees will use their funding award to implement their programs and services, track progress, and evaluate success.

- **June 2025**: Award distribution. More details will be provided to applicants who are selected to receive an award.

- **March 2026:** Awardees are required to deliver a report on the programs/services supported by this funding in 2025 during a Steele County Board Work Session. Failure to present this report will result in the awardee becoming ineligible for future funding through this award program.

Eligibility and Selection Criteria
Entities within Steele County with 501(c)(3) non-profit status are encouraged to apply. Agencies must provide services to Steele County residents. Individuals are not eligible for funding.

Programs/services supported by this funding must align with at least one of the priorities in the 2020-2024 Dodge-Steele Community Health Improvement Plan. Areas aligned with these priorities include:
  - Access to Healthcare
  - Healthy & Active Lifestyle
  - Mental Health & Substance Misuse
  - Nutrition & Food Security
  - Safe & Stable Housing
  - Services for Elders
  - Social Determinants of Health (find more information here: *Healthy People 2030*)

The following will be taken into consideration when selecting organizations for funding:
- **Reach**: preference is given to organizations that positively impact a significant portion of Steele County residents
- **Equity**: preference is given to organizations that serve diverse and underrepresented populations in Steele County, with a focus on eliminating disparities and promoting inclusivity
- **Partnership**: preference is given to organizations that collaborate with other entities to address unmet community needs and avoid duplication of services
- **Sustainability:** preference is given to organizations that demonstrate the capacity to sustain programs and services beyond the funding year
- **Utilization**: preference is given to organizations who utilize this funding to support new programs/services or expand existing programs/services

Available Funding
To maximize the effectiveness and reach of the Non-Profit Community Partner Awards in our community, applicants may request awards between **$5,000 and $10,000**. Funding is not guaranteed for all eligible applicants. While organizations may receive the full amount requested, the Steele County Board of Commissioners also retains the right to award a partial amount of the request.

Evaluation
To be eligible for future funding, awardees must submit an evaluation form to Steele County Public Health and present a report to the Steele County Board of Commissioners. Evaluation forms will be sent to all awardees in March regarding the impacts of the activities supported by this funding and a detailed summary of how these funds were utilized in their programs/services. Additionally, awardees must present a brief report during a County Board Work Session in March, outlining how this funding increased their capacity to deliver services/programs that positively impact the health of Steele County residents.

Please download this Word document, then make edits to answer the questions below. Save your organization's application as a PDF and attach it in an email to SCPHN@SteeleCountyMN.gov.

Steele County Non-Profit Community Partner Award Application

____

Legal name of organization

____

Address City, State, Zip

____

Employer Identification Number (EIN)

____

Primary Contact

____

Email Phone

Provide a 2-3 sentence summary of the service(s) or program(s) that will be supported by this funding:

Alignment with priority health areas identified in the 2020-2024 Dodge-Steele Community Health Improvement Plan. (check all that apply):

☐ Access to Healthcare
☐ Healthy & Active Lifestyle
☐ Mental Health & Substance Misuse
☐ Nutrition & Food Security
☐ Safe and Stable Housing
☐ Services for Elders
☐ Social Determinants of Health

How does your request address the priority health areas indicated above?

Amount of funding requested: $ ____________________ (must be between **$5,000 and $10,000**)

Population(s) served (example: families, youth, seniors, etc.): ___________________________________

Estimated number of individuals served by this program/service annually: ________________________

Please respond to the questions below:

1) **Organization information:**
    a) Provide a summary of your organization's mission, goals, and major programming areas.

    b) How are you collaborating with other organizations in the community?

    c) Indicate any potential conflict(s) of interest with Steele County Board members or Steele County Public Health staff related to use of requested funds and what steps will be taken to ensure there is no breach of public confidence.

2) **Intended use for requested county funds:**
    a) Would this funding support new programming, expand programming, maintain existing programming, or support the general operations of your organization?

    b) What specific programs or initiatives will be support by the requested funding?

    c) How much of your operating budget does the requested funding represent as a percentage?

    d) If your organization is NOT granted full funding, how will that impact the programming you are able to offer to the community?

    e) How is your request targeting those in greatest need of services?

3) **Proposal Narrative**
    a) Describe the challenge or need that your proposed activities seek to address.

    b) Develop measurable outcomes for the programs/services supported by this funding. How will you measure the impact of the activities that this funding supports?

Financial Information: Please include a copy of your organization's 2023 IRS Form 990 (first two pages only) and your organization's 2023 profit and loss statement.

____

Authorized signature (Organization's Administrator or Board Chair)

____

Printed name of signatory Date Signed

Thank you for what your organization does to support the health and well-being of our community!

Applicant: ______________________________ **Award Year:** ______________

<u>Scoring Matrix</u> – Selection Criteria: Reach, Equity, Partnership, Sustainability, & Utilization

How well does the applicant…?	**Score**			**Scoring Criteria**
1) Describe the service/program that would be supported by this funding?	0	5	10	10 – Provides a detailed description of the proposed service/program. 5 – Provides an incomplete description of the proposed service/program or describes the organization rather than a specific service/program.
2) Align its service/program with the health priorities identified in the Dodge-Steele Community Health Improvement Plan?	0	5	10	10 – Aligns with Mental Health & Substance Use or Obesity & Healthy Lifestyle. 5 – Aligns with Access to Healthcare, Nutrition & Food Security, Safe & Stable Housing, Services for Elders, or Social Determinants of Health.
3) Show that the service/program would serve diverse or underserved populations?	0	5	10	10 – Describes how health equity is incorporated into the service/program by serving multiple underserved populations, including but not limited to: low-income, homeless, rural, non-English speaking, immigrant, refugee, BIPOC, LGBTQ+, youth, or senior citizens. 5 – Describes how several populations would be served but does not emphasize health equity as a factor in the service/program.
4) Show how the service/program would directly benefit many Steele County residents?	0	7	14	14 – Describes a service/program open to anyone living in Steele County. 7 – Serves a limited population within Steele County, such as one municipality.
5) Show how the organization collaborates with other entities that provide a similar service/program?	0	5	10	10 – Describes partnerships with other organizations in detail and how they work together to fill gaps without duplicating services. 5 – Lists partners but does not provide detail on their collaborative work.
6) Show how funds would be used to create new or expand an existing service/program?	0	7	14	14 – Describes how funding would support the creation of a new service/program or expand an existing service/program. 7 – Describes how funding would support an existing service/program, without being absorbed into the organization's operational costs.

7) Show the organization's capacity and process for tracking and reporting on the award amount?	0	5	10	10 – Provides a clear process for tracking spending and reporting on the award amount. 5 – Shows the organization's capacity to manage funds effectively but does not have a clear process for tracking spending or reporting on the specific award amount.
8) Outline how the service/program would address unmet needs in the community?	0	7	14	14 – Provides data showing the unmet need(s) the service/program would address. 7 – Describes a need in the community without providing data to support it.
9) Describe their capacity to implement and sustain the services/programs?	0	5	10	10 – Provides evidence of ongoing funding sources that could sustain the service/program or describes a plan to secure funding to sustain the service/program. 5 – Provides historical evidence of implementing services/programs but does not provide evidence of capacity and/or funding to sustain the service/program.
10) Develop measurable outcomes?	0	7	14	14 – Provides at least two outcomes that can be measured by the end of the funding year. 7 – Provides only one measurable outcome, outcomes without metrics, or long-term outcomes beyond the funding year.

Comments:

____

____

____

____

____

____

____

Total Score: _____________ / 116 **Reviewers:** ________________________________ **Date:** __________

☐ Mark if the applicant has previously received a Non-Profit Community Partner Award/Allocation funds.

Steele County
Agenda Item

Request for Board Action

Subject: Steele County Opioid Response Initiative Funding Awards

Department: Public Health

Committee: Choose an item. **Committee Meeting Date:** Enter a date.

Work Session Date: December 19, 2024 **Board Meeting Date:**

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

Policy Committee Recommendation:

N/A

Recommendation:

Approve Public Health to award Opioid Response Initiative Funding to the following organizations in the specified amounts:

- Rachel's Light, **$0** (on hold pending further information from the applicant)
- Steele County Sheriff's Office, **$6,500**
- South Central Human Relations Center (Spero), **$32,000**
- United Way of Steele County, **$29,000**

Total Amount: **$68,000**

Background *(Including Budget Impact*):

In response to the opioid epidemic, Steele County is poised to receive approximately $1.5 million over 18 years as part of historic multi-state settlement agreements with pharmaceutical entities. To ensure effective utilization of these funds, Steele County is launching a Request for Proposals (RFP) process to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice.

At the May 14, 2024 Board Meeting, the Board approved up to $100,000 of these opioid settlement funds to go towards projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis.

The RFP was released on September 17, 2024, with applications due by November 1, 2024. The County received four applications, requesting a total of $124,527. Following review by Steele County Public Health's team, three applications have been approved for partial or full funding, while one application has been placed on hold pending further discussion and information from the applicant. We are now presenting our recommendations for awarding funding based on our team's scores and discussions of the applications.

Attachments:

Request for Proposals - 2025 Steele County Opioid Response Initiative Funding

Application Form - 2025 Steele County Opioid Response Initiative

Scoring Matrix - 2025 Steele County Opioid Response Initiative Funding Awards

APPLICATION FORM

2024 Steele County Opioid Settlement Funding Request for Proposals (RFP)

Steele County is soliciting proposals for community-based initiatives to address opioid misuse and opioid-related fatalities. The contract term for accepted proposals will begin January 6, 2025, or after the contract is signed, whichever is later, until November 30, 2025.

Please see the Request for Proposals document on the application webpage for further information and instructions to prepare your application.

Complete and submit this application and all attachments to: SCPHN@SteeleCountyMN.gov.

All applications are due by November 1, 2024 at 12:00 p.m.

Applicant Information:

Organization Name:			
Mailing Address:			
Website (if applicable):			
Director/Primary Contact Name:		Director/Contact Email:	
		Director/Contact Phone:	
Financial Contact Name:		Financial Contact Email:	
		Financial Contact Phone:	

Section A: Organization Overview (10 points)

a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.

b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the [Minnesota Opioids State-Subdivision Memorandum of Agreement] the project addresses. *Each project proposal can only address one category but may address multiple subcategories and abatement strategies.*

b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.

c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD considered in this project? How does your project address potential barriers to accessing your programming?

d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?

e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.

f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a Word (.docx) file on the application webpage.

Section D: Budget and Budget Narrative (10 points)

All applicants are required to submit a budget and budget narrative for the entire funding period. There is no page limit for the budget and budget narrative. The budget and budget narrative template is provided as an Excel (.xlsx) file on the application webpage. The second sheet of the template includes instructions for how to complete the budget.

Section E: Additional Required Attachments

- Attachment 1: Insurance policy or waiver request
- Attachment 2: W-9

Request for Proposals (RFP)

Steele County Opioid Response Initiative Grant

Proposal due date: November 1, 2024, at 12:00 p.m.

RFP release: September 17, 2024

Question & Answer Session: October 3, 2024, 9:00 – 10:00 a.m.
Questions due by: October 18, 2024, at 12:00 p.m.

Steele County Contact Information
Email: SCPHN@SteeleCountyMN.gov
Phone: 507-444-7650
Website: https://www.steelecountymn.gov/public_health/opioid_response_initiative.php

Overview

Minnesotans have suffered tremendously from the opioid epidemic. Opioid overdose deaths increased dramatically during the COVID-19 pandemic. Data from the Minnesota Department of Health shows that from 2020 to 2021, opioid-involved overdose deaths increased by 44%. In 2022, Minnesota had an all-time high of 1002 deaths. Fentanyl, a highly potent synthetic opioid, was involved in the majority of fatalities.

Additional data on the opioid epidemic in Minnesota can be found on the Minnesota Department of Health's drug overdose dashboard. Further information on Steele County and the Southeast region in Minnesota can be found in the Opioid Data Profile, linked on the Steele County Public Health webpage.

In 2021, the Office of the Minnesota Attorney General joined a $26 billion multi-state settlement agreement involving several key distributors and manufacturers of opioid medications, believed to have played a role in fueling the opioid crisis. In 2022, the Attorney General signed on to five additional national settlements with major manufacturers and retail pharmacy chains. Minnesota's share from this "second wave" of settlements could be $235 million over 15 years, on top of the $300 million the state will be receiving over 18 years from the "first wave." Steele County's expected portion of the settlement will be approximately $1.5 million over an 18-year period.

According to the Minnesota Opioids State-Subdivision Memorandum of Agreement, Public Health Departments have been designated as the lead agency and chief strategist in the disbursement of funding. Public health thus has a responsibility to convene multi-sector meetings and lead efforts that build upon local work such as Community Health Assessments.

Settlements with some drug companies have been finalized and legal actions with additional companies are still underway. Up to date information on any changes and further details on the settlement is available from The Office of Minnesota Attorney General.

Purpose

The purpose of this Request for Proposals (RFP) is to identify qualified organizations to respond to the opioid crisis through opioid epidemic response strategies, including prevention, treatment and recovery, harm reduction, and criminal justice. The goal of this approach is to fund projects in Steele County that will have a high impact and equitably serve communities impacted by the opioid crisis. Through this process, up to $100,000 may be awarded for projects in 2025.

Eligible Applicants and Projects

Eligible applicants include non-profit and for-profit organizations, faith-based organizations, businesses, and other agencies that serve Steele County residents, including but not limited to health care organizations, neighborhood organizations, youth groups, schools and/or school programs, and other organizations serving a specific affinity group, cultural community, or geographic area.

Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement contains an extensive list of opioid abatement strategies. The strategies listed under each category/subcategory of Exhibit A are eligible to be funded through this RFP. The Opioid Abatement Strategies by Sector Guide (developed by Wright County) can also assist with identifying eligible projects.

Project Funding

Up to $100,000 will be awarded through this RFP cycle. Selected projects will be funded starting January 6, 2025, or after the contract is signed, whichever is later, until November 30, 2025.

Each application may only address one category as listed in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement (treatment, prevention, and other). Applicants may apply for multiple subcategories and abatement strategies within one category.

Agencies may partner to submit a joint application. A lead agency should be designated and will be responsible for application submission and will hold the contract with Steele County in the event of proposal selection.

Funds may be used for expenses associated with conducting approved activities, including staffing and benefits; staff time to attend conferences, events, and trainings that link to project; capital improvements; transportation, lodging, meals, and other travel costs that link to project; printing and copying; education and informational campaigns/outreach materials; equipment needed for project; youth/community member stipends; costs for events are allowable, but the applicant must demonstrate a plan for larger program development/community change that stems from the event; and other items that serve to further the project goal.

For guidance on determining food and travel costs, applicants may utilize the U.S. General Services Administration Fiscal Year 2024 Per Diem Rates for Minnesota. Ineligible costs include direct lobbying expenses. Upon contracting, Steele County will reimburse grantees for prior-authorized, rendered services only. Grantees will work closely with Steele County to ensure appropriate expenditures. Grantees must state budget changes via a budget amendment process with grant managers from Steele County.

Funding Requirements

Selected organizations will receive funding to complete the following activities:

- Implement an opioid epidemic response project, which must:
    - Fall under one of the following main priorities: Prevention, Treatment & Recovery, Criminal Justice, and Harm Reduction
    - Be listed in Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement as an allowable abatement strategy
- Participate in, at minimum, quarterly check-ins with the Steele County Public Health.
- Complete a final Project Summary Report, with updated organization contact information, an account of the use of funds, and a description of outcomes.
- Present a report to the Steele County Board of Commissioners after the funding period.

Timeline

The following is a comprehensive listing of project milestones and duration:

RFP Release	September 17, 2024
Question and Answer Session (Teams)	October 3, 2024, 9:00 – 10:00 a.m.
RFP Questions Deadline	October 18, 2024, at 5:00 p.m.
Proposal Deadline	November 1, 2024, at 12:00 p.m.
Estimated project approval by Steele County Board of Commissioners	December 19, 2024
Estimated project start date	January 6, 2025
Project check-ins	Quarterly (at a minimum)
Project end date	November 30, 2025
Estimated project report to Steele County Board of Commissioners	January 13, 2026, at 4:00 – 5:00 p.m.

Question & Answer Session

A virtual Question & Answer session will be held on Thursday, October 3, from 9:00 – 10:00 a.m. via Microsoft Teams. This will include a presentation on the RFP by Steele County Public Health as well as the opportunity for questions from potential applicants.

Please email SCPHN@SteeleCountyMN.gov or visit the Opioid Response Initiative page on our website to access the Teams link. This Q&A session will also be recorded and posted on the application webpage.

Any individuals who require an interpreter or other accommodations the Q&A session or for application materials should contact SCPHN@SteeleCountyMN.gov or 507-444-7650.

Questions

All questions regarding the RFP should be directed to Steele County Public Health via email at SCPHN@SteeleCountyMN.gov or during the information sessions. Questions are due by Friday, October 18, at 12:00 p.m. All questions and answers will be posted on the application webpage by Friday, October 25 at 4:00 p.m.

Application Process

Applicants are required to submit:

- Application Form (applicant information, organization overview, & project narrative)
- Workplan
- Budget and Budget Narrative
- Additional required attachments:
  - Copy of applicant's insurance policy or waiver request
  - W-9

The applicant information, organization overview, and project narrative sections will be combined into an application form. Templates for the application form, workplan template, and budget & budget narrative template are available to download from the application webpage. Additional required documents should be submitted as .pdf files.

Applicants should respond to each question individually and in order, building each response on previous responses so all answers together tell a cohesive story of the project. Each question must be answered in its entirety.

Application Submission Instructions
Application materials are available on the application webpage on the Steele County Public Health website. Completed applications must be submitted by Friday, November 1, 2024, at 12:00 p.m. via email to SCPHN@SteeleCountyMN.gov. Upon submission, the proposal cannot be edited.

Evaluation of Proposals
Proposals will be reviewed by a review team made up of representatives from the Opioid Advisory Team, Steele County, and external partners. The group will objectively review and discuss each proposal. Key components reviewers will be looking for include, but are not limited to:

- Quality, thoroughness, and clarity of the proposal
- Qualifications and experience
- Financial responsibility and the applicant's capacity to meet funding requirements
- Cost of services proposed
- Sustainability of project after funding has ended

Following the review process, the review team will make recommendations to the Steele County Board of Commissioners. The Board will make the final funding decisions.

Application Review Information
This RFP does not commit Steele County to award funds. Submission of an application shall neither obligate nor entitle an applicant to any funding. Steele County reserves the following rights, to be exercised in Steele County's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any applicant or vendor; 4) to reject any or all applications with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by agenda with RFP, in part or entirely; 7) to award multiple awards to applicants; and/or 8) award reimbursement to a vendor that did not submit an application.

Prior to entering the review process, applications will be screened by the Chief Strategist to determine whether they meet the requirements outlined in this RFP. Submissions that meet all requirements will then be scored by an Application Review Team consisting of at least 5 reviewers. Each application is reviewed and scored out of 80 by each reviewer, and the average of the scores becomes the application's final score. Applications that do not score above 65 will not be funded. Using the application's final review score, considerations from the review team, and the availability of funds, the Application Review Team will convene to make recommendations to the Steele County Board of Commissioners regarding which proposals to fund. All final grant award decisions will be made by the Steele County Board of Commissioners.

Application Scoring Criteria
The only applications that will be considered by the Application Review Team are ones that contain all required application elements.
Selected applicants will be those that most clearly detail the following:

- A clear, comprehensive, culturally relevant, and high-impact plan for addressing the chosen opioid abatement strategies
- Financial responsibility and organizational capacity to meet funding requirements

Individuals on the review team will score the application's Organization Overview (10 points), Project Narrative (40 points), Workplan (20 points), and Budget/Budget Narrative (10 points), creating a total score for the application ranging from 0 to 80 points. The primary decision criterion is the application's final review score and the availability of funds based on other selected projects. Projects recommended by the review team will be brought forth to the Steele County Board of Commissioners who will make all final grant award decisions.

Contract Agreement
Selected proposals, along with the RFP and any counter proposal, will be incorporated into a formal agreement after potential negotiations.

Rejection of Proposals
Steele County does not promise to accept the lowest cost proposal and specifically reserves the right to reject any and all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any applicant, to reject any provisions in any proposal, to obtain new proposals, to negotiate the requested services and contract terms with any applicant, or to proceed to do the work otherwise. Incomplete proposals and proposals not sufficiently detailed or not in acceptable form may be returned for completion or may be rejected by Steele County.

The application questions below are for informational purposes only. *To apply, please download the documents from the application webpage and submit them via email.*

Applicant Information:

- Legal name of your organization:
- Organization address:
- Organization website:
- Organization contact name:
- Organization contact email address:
- Organization contact phone number:
- Organization director name:
- Organization director email address:
- Organization director phone number:
- Organization financial contact name:
- Organization financial contact email address:
- Organization financial contact phone number:

Section A: Organization Overview (10 points)

a. Briefly describe the history of the organization and the current staff, leadership, and board (if applicable). Describe the organization's major areas of current work, as well as the organization's mission, vision, and/or values. Include details regarding the organization's experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction.
b. Describe the community(ies) the organization serves, including demographics and aspects of diversity such as age, race, ethnicity, gender, socioeconomic status, culture, religion, and sexual orientation. Describe how the community(ies) is represented in decision-making for the organization.

Section B: Project Narrative (40 points)

a. State which category, subcategory(ies), and abatement strategy(ies) from Exhibit A of the Minnesota Opioids State-Subdivision Memorandum of Agreement the project addresses. *Each project proposal can only address one category, but may address multiple subcategories and abatement strategies.*
b. Describe how you plan to address the abatement strategy(ies). Share the project, including timeline, high-level overview of implementation and evaluation steps, and intended outcomes.
c. Describe the community(ies) the project is proposing to engage (both demographically and geographically). How are communities that are most at risk or impacted by OUD considered in this project? How does your project address potential barriers to accessing your programming?

d. Describe how the proposed project will meet community needs. How were those needs identified? How will you ensure that this program is culturally, linguistically, and developmentally appropriate for the proposed community(ies)?
e. What is the level of staffing for the project? Ensure accountability to carry out workplan activities and maintain overall support and coordination of the work. If planning to use subcontractors, please describe their responsibilities in carrying out grant activities.
f. How will this project be sustainable beyond the proposed funding period?

Section C: Workplan (20 points)

All applicants are required to submit a workplan for the entirety of the funding period. There is no word or page limit for the workplan. The workplan template is provided as a Word (.docx) file on the application webpage.

Tips for Creating the Workplan:

- Applicants must use the downloadable template on the application webpage.
- Applicants must use a legible font in the Workplan.
- Applicants must include at least one objective with action steps for each abatement strategy chosen in the project proposal.
- Applicants may add/remove abatement strategies and related objectives and action steps from the template as appropriate to their proposal.
- All objectives must be measurable and include a specific target date (i.e. 7/30/25) by when the objective will be accomplished, as well as how much change will occur (i.e. increase/decrease), and the population addressed (i.e. youth ages 12-17). For further guidance on how to write objectives and action steps, please visit the Minnesota Department of Health website.

Section D: Budget and Budget Narrative (10 points)

Applicants must provide a budget for the entire funding period. Applicants must use the downloadable template on the application webpage. The second sheet of the template includes instructions for how to complete the budget.

The budget narrative is included on the budget template. In this section, applicants must provide budget details and justification for expenditures for the entirety of the funding period. If applicable, describe other funding used to support the project. There is no page limit for the budget or budget narrative.

Section E: Additional Required Attachments

- W-9. Your application will not be accepted without this attachment.
- Steele County reserves the right to request insurance policies from selected applicants as is relevant in order to enter into a contract agreement.

Section A: Organization Overview (10 points)

	Great		Average		Poor
Criteria	5	4	3	2	1
A.a) The proposal demonstrates a clear organizational structure and experience with opioid/substance use prevention, treatment, recovery, criminal justice and/or harm reduction. The project proposal would serve Steele County residents.					
A.b) The proposal clearly demonstrates how the community is represented in decision-making and takes into consideration the communities most at-risk and/or impacted by Opioid Use Disorder and any co-occurring substance use/mental health conditions.					
Strengths, Weaknesses, & Other Comments:					

Section B: Project Narrative (40 points)

	Great		Average		Poor
Criteria	5	4	3	2	1
B.a) The proposal clearly addresses one category from Exhibit A and identifies specific abatement strategy(ies) from list of allowable uses.					
B.a) The proposed project is in alignment with a priority category and initiative identified in the funding prioritization survey results. Greater weight will be given to categories/strategies shown to be of higher priority for community members.					
B.b) A detailed description of the project plan is provided, including a timeline with implementation and evaluation steps.					
B.b) The proposal clearly describes a plan for evaluation of the project, including intended outcomes and measurable goals regarding project effectiveness and impact.					
B.c) The proposal clearly demonstrates how the project will serve communities that are most at-risk or impacted by opioid misuse. The proposal articulates how the project will address potential barriers to access.					

B.d) The proposal outlines how the project will address unmet needs in the community in regard to opioid abatement strategies, including how the need was assessed and how duplication of services is avoided. Extra weight is given to projects shown to be evidence-based or promising practices.					
B.e) Clear demonstration of how the project will be appropriately staffed and description of accountability measures to successfully carry out the work.					
B.f) Proposal details how the project will be sustained beyond the funding period. More weight should be given to projects with greater reach and long-term impact.					
Strengths, Weaknesses, & Other Comments:					

Section C: Workplan (20 points)

	Great		**Average**		**Poor**
Criteria	5	4	3	2	1
C.a) Applicants have included at least one objective with action steps for each abatement strategy selected in the project proposal.					
C.b) All objectives are measurable and time-bound.					
C.c) The workplan clearly addresses key partners and opportunities for collaboration within the scope of the project. There is a detailed description of how accountability to carry out workplan activities will be ensured.					
C.d) The overall workplan is clearly written and demonstrates logical alignment between priorities, goals, and activities. Project strategies are unique, promising practices or evidence-informed approaches.					
Strengths, Weaknesses, & Other Comments:					

Section D: Budget and Budget Narrative (10 points)

	Great		Average		Poor
Criteria	5	4	3	2	1
D.a) To what extent is the budget narrative or explanation for each line-item sufficient to justify proposed fund allocations?					
D.b) To what extent is the budget narrative consistent with the stated program objectives, planned activities, and timeframe of the project?					
Strengths, Weaknesses, & Other Comments:					

Total Score (out of 80 points): ________

Do you recommend this applicant for funding?	
	Yes, for full amount requested.
	Yes, but a reduced award. • What would be a reasonable award amount?: **$**______________ • Primary reason(s) for a reduced award:
	No • Primary reason(s) for no award:

STEELE COUNTY
PUBLIC SAFETY & HEALTH COMMITTEE MINUTES
Steele County Administration Building – 630 Florence - Owatonna, MN 55060

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

Wednesday, December 11, 2024 at 8:00 a.m. – Board Room

Attendees: Commissioner Glynn, Sheriff Lon Thiele, Community Corrections Director Tim Schammel, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, and Executive Assistance Rebecca Kubicek.

Consent Agenda **(Currently listed in the 12/12/2024 Board packet as general items)**

1. Committee recommends approving Body Art Establishment Licenses for Seven Tattoo Parlor, Irish Eyes Studio, and Thee Dragon's Lair.
2. Committee recommends approving Out of State Travel for Public Health MRC Coordinator. No budget impact.
3. Committee recommends approving SCDIU Joint Powers Annual Renewal Agreement Cash Match.

Consent Agenda **(12/19/2024)**

4. Committee recommends approving $300,000 of unused funds from Community Corrections 2024 Budget towards the construction of the CCA Building.

General Agenda

Information

2024 Financial Report – 3rd Quarter

Steele County's expenditures exceeded the revenues collected by $68,111, leaving the County with $73.2 million in cash and investments. By September 30th, Steele County collected 56.8% of the budget revenues for the year with additional revenues due in October / November.

Expenditures spent accounted for 56.9% of budget. A large majority of the expenditures underspent included the areas of service & charges, supplies & materials, debt service, and capital expenditures. Many capital projects such as the Sheriff Office addition and Community Corrections building are still underway and will see additional spending in the remainder of the year. Highway projects are normally paid in the 4th quarter of the year. For these reasons, expenditures fell behind budget.

Department Head Reports

County Sheriff: Seen an increase in gun permits. Records and Civil files will be moved on December 19th. County People are moving the files.

Community Corrections: Full Staffed. Working on ordering the furniture for the new facility.

Public Health: Working on end of year and making sure all the grants are used. Two new case managers are starting on Monday for the 65 and older group removed from MNP. This split allows all three counties in MNP to be the same. Transition this case load has gone very well.

Finance: Finishing tax collection. Getting ready for audit in May of 2025. Finalizing budget. Completed the T-n-T meeting.