



STEELE COUNTY BOARD AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:

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

TUESDAY, JANUARY 7, 2025 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 - Administrator
2. Pledge of Allegiance
3. Election of 2025 Board Chair
4. Election of 2025 Board Vice Chair
5. 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

6. Transitional Housing – Thank you letter. (pg. 4)

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

7. Rules of Order – 2025 (pg. 6)
8. Approve December 12, 2024 Board Minutes (pg. 9)
9. Approve December 12, 2024 Board Work Session Minutes (pg. 34)
10. Approve December 19, 2024 Board Minutes (pg. 36)
11. Approve December 19, 2024 Board Work Session Minutes (pg. 40)
12. Approve Bills (pg. 42)
13. Approve Personnel Report (pg. 64)
14. Approve 2025 Board of Commissioners Meeting Schedule (pg. 65)
15. Approve Resolution Designating Official Website for Steele County & Advertisement of Transportation Projects (pg. 67)
16. Approve IRS Mileage Rate for 2025 (pg. 69)
17. Appoint 2025 AMC Delegates (pg. 70)
18. Appoint 2025 AMC Policy Committee Members (pg. 71)
19. Approve Travel & Training within State of MN (pg. 72)
20. Approve Travel & Training – AMC & NACO (pg. 73)
21. Approve Resolution Authorizing Property Tax & Elections Director & Finance Director to Process Payment Warrants (pg. 74)
22. Approve Resolution Designating UBS Financial Services as County's Depository (pg. 76)
23. Approve Resolution to Authorize Personnel to Process EFT Transactions (pg. 78)
24. Approve Organizational Structure for 2025 (pg. 81)
25. Approve Out of State travel for the annual Fidlar Technology Educational Symposium for the County Recorder and 1 Deputy (pg. 82)
26. Approve the applications for Exempt Permits for Holy Trinity Catholic Church Litomysl for events to be held on April 13th, July 27th and November 23rd (pg. 83)
27. Adopt Resolution Granting Annual Authority to the Finance Director to Designate Depositories and Authorize others to Conduct Banking Transactions (pg. 84)

General Agenda:

28. January Anniversary Report (pg. 87)

29. Approve Board of Commissioners Committee Appointments and Committee Structure for 2025 (pg. 88)
30. Appoint Citizen Advisory Committee Appointments for 2025 (pg. 93)
31. Approve the Per Diem Amount for Citizens on Steele County Boards and Commissions at \$70.00 per meeting for 2025 (pg. 95)
32. Award Publication Bid for 2025 (pg. 97)
33. Award a contract for the Phase III Demolition Landfill Waste Relocation project to low bidder Icon, LLC. in the amount of \$643,935.00. (pg. 98)
34. Approve and Sign Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail (pg. 100)
35. Approve Finance Director to financially write-off Community Corrections department services bad debts in an amount of \$26,291.22 due to changes in Probation Reform (pg. 103)
36. Approve Resolution to participate in Performance Report Program in 2025 (pg. 108)
37. Property Tax Abatement of Penalty Request - Parcel ID 05-036-1200 (pg. 110)

Information Items

38. December 27, 2024 Listing of Bills (Payment Previously Approved by Board Chair) (pg. 114)

Presentations: None

Commissioner Reports:

Next Meeting Notices:

Land Use & Records – **Thursday, January 9th at 8 a.m. in the Boardroom**

Public Works Committee – **Tuesday, January 14th at 8 a.m., Public Works Facility**

Public Safety & Health Committee - **Tuesday, January 21st at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, January 28th at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, January 28th at 5 p.m. in the Boardroom**

Adjourn

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



Transitional Housing of Steele County
155 Oakdale Street
Owatonna, MN 55060

www.transitionalhousingsc.com
director@transitionalhousingsc.com
(507) 446-9315

December 27, 2024

Steele County Board of Commissioners
630 Florence Avenue
Owatonna, MN 55060

Dear Board of Commissioners:

I have been staring at my computer screen, not knowing where to start. I simply do not have the words.

“Thank you.” “We appreciate you.” These words will never be enough to express the gratitude that is in my heart.

I will never be able to adequately describe the difference you are making for people in Steele County. In addition to providing our families with shelter and safety, you have transformed their lives by restoring hope. Over 40 families are able to stay in housing because of your funding allocation. I wish you could see their faces.

Children in Steele County have been going to bed at night, wondering where they will be sleeping the following night, whether their parents will be safe, and whether they will be able to stay warm.

But then you came along.

These children will no longer have to worry about their safety or their housing. The only thing they will be wondering about is what Santa has left for them under the tree.

I am reminded of the line from Charles Dickens’ “A Christmas Carol.” “Whose children are these?” Ebenezer Scrooge asks. “They’re every man’s,” replies the ghost.

Thank you for loving these children, and for caring for them and about them as you would your own.

Transitional Housing of Steele County is a 501(c)3 non-profit organization. Tax ID number: 41-1946337



United Way
of Steele County

And thank you for believing in their parents, for never giving up on them, and for convincing them that they could succeed.

We lament the fact that homelessness exists. If it must, then we are honored to fight it alongside you, our friends.

Merry Christmas.

A handwritten signature in blue ink that reads "Julie Anderson". The signature is fluid and cursive, with the first name "Julie" and last name "Anderson" clearly distinguishable.

Julie Anderson
Executive Director

RULES OF ORDER

STEELE COUNTY BOARD OF COMMISSIONERS

January 7, 2025

I. Meetings

(A) TIME

1. The first regular meeting of the Board shall be held on the 1st Tuesday after the 1st Monday in January as per Minnesota Statutes. All regular meetings thereafter shall be held on the 2nd and 4th Tuesday of each month, beginning at 5:00 pm.
2. Work sessions of the Board shall be held on the on the 2nd and 4th Tuesday of each month, beginning at 4:00 p.m. starting with the 4th Tuesday of January.
3. Special meetings of the Board may be held on such days and as such times as may be necessary for the transaction of county meetings following not less than 3 day's posted notice.
4. An emergency meeting of the Board may be held when due to circumstances immediate Board consideration is necessary. The Board will make good-faith efforts to provide notice of the emergency meeting as required by law.

(B) PLACE

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

II. Presiding Officer

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

III. Quorum

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

IV. Order of Business

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence

6. Consent Agenda
 - a. Approval of Minutes
 - b. Approval of Bills
 - c. Other
7. General Business/Administration
8. Work Session: Items of Action
9. Policy Committee: Items of Action
10. Reports of Officers, Boards & Committees
11. Next Meeting Notices
12. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Property Tax and Elections Department no later than the close of business on the Tuesday proceeding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, item of business coming before the Board shall be reviewed by a Committee of the Board unless the County Administrator approves placement of the item of business on the agenda without committee review.
- d. The proposed agenda shall be posted at least three days preceding the meeting excluding emergency meetings.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Executive Assistant has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

VIII. Motion to Adjourn

A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.

IX. Silence Constituting Affirmative Vote

Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.

X. Roll Call Vote

The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.

XI. Introducing for Passage of Approval

- a. No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.
- b. Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.
- c. Proposed resolutions must be in writing and a copy of each before each Commissioner before being considered.
- d. All resolutions and ordinances shall become effective upon their publication as provided by law or as prescribed by the document.

XII. Absence from Meeting

Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.

XIII. Records

It shall be the duty of the County Administrator to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Administrator shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.

XIV. Parliamentary Practice

The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

XV. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

Amended January 4, 2022

Amended January 3, 2023

Amended January 2, 2024

Amended January 7, 2025

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

December 12, 2024

STATE OF MINNESOTA }
COUNTY OF STEELE }

} ss

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on December 12, 2024 with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, Public Health Director Amber Aaseth, Public Health Specialist Ethan Rindfleisch, Assistant County Attorney Campbell Housh, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the agenda with the addition of correspondence. Ayes all.

Public Comment: One person spoke regarding eastside corridor

Correspondence: Certificate of Excellence from MCIT

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

Consent Agenda:

- A. Approve the minutes of November 26, 2024 Board Meeting
- B. Approve the minutes of November 26, 2024 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

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

Name	Position/Dept.	Rating/Step	Date
Gregory Jones	Asst. Attorney II / Attorney's office	D61/9	12/09/2024
Sara Hedervare	Case Manager / Public Health	C42/1	12/16/2024
Bobbi Jo Fleming	Case Manager / Public Health	C42/1	12/16/2024

- E. Approve contract for Ditch Inspector Services for 2025 with the Soil & Water Conservation District.
- F. Approve Final Payment to Mohs Contracting Inc for the LEC Generator Update Project in the amount of \$8,366.42.

General Agenda:

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the amended Smoke Free Grounds Policy. Ayes all.

Human Resource Director Gina McGuire read the December Anniversary Report

Name	Position-Dept	Anniversary	Yrs. Service
Whitney Farr	Care Coordinator/Case Manager – PH	December 1st	1
Jesse Steneman	Corporal – Detention Center	December 2nd	11
Kristin Otto	Legal Admin Asst – Attorney’s Office	December 4th	7
Christine Laue	Technical Clerk I – Auditor’s Office	December 7th	4
Josh Andrist	Senior Mechanic – Highway Dept	December 7th	9
Lacy Standke	Assessment Technician – Assessor’s Office	December 7th	15
Kimberly Saenz Juarez	Correctional Officer – Detention Center	December 11th	1
Grant Bahl	Appraiser I – Assessor’s Office	December 12th	2
Patrick Zeman	Maintenance Tech – Highway	December 14th	4
Jake Rysavy	Director of Facilities & Fleet – F & F	December 16th	5
Lesa Hullopeter	Chief Deputy Recorder – Recorder’s Office	December 17th	15
Jacob Miller	Deputy Sheriff – Sheriff’s Office	December 21st	9

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

**Steele County
2025 Final Budget and Tax Levy**

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and
WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and
WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and
NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners approves the following 2025 tax levy totaling \$30,303,710. The 2025 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Government	\$27,950,972	\$ 37,625,399
Opioid Settlement	-	100,000
Road & Bridge	2,800,286	23,401,576
Ditch Fund	-	300,000
Bixby Sewer District	-	11,440
Bonded Debt	1,138,515	1,138,515
Capital Improvements	1,107,713	4,337,666
Landfill	-	3,638,512
Other Trust Funds	-	300
SUBTOTAL	32,997,486	70,553,408
Public Library (exc.cities of Owatonna and Blooming Prairie)	200,000	200,000
TOTAL TAX LEVY	33,197,486	
Less: County Aid	(2,893,776)	
TOTAL CERTIFIED TAX LEVY	<u>\$30,303,710</u>	
TOTAL CERTIFIED TAX LEVY		<u>\$70,753,408</u>

BE IT FURTHER RESOLVED, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are unavailable, the debt service levy will be increased as indicated in the table below:

	<u>Scheduled Levy</u>	<u>Proposed Levy</u>
2020A - G.O. CIP Bond		
Detention Center HVAC & LED Lighting	\$ 327,700	\$ 344,085
2018A - G.O. CIP Bond		
Public Works Facility Construction	756,600	794,430
Totals	<u>\$ 1,084,300</u>	<u>\$ 1,138,515</u>

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

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

Petty Cash/Cash Change Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2025:

Department	Petty Cash	Change Fund
Treasurer	\$275	\$225
Recorder		200

LEC - Records Dept		\$200
Sheriff's Advance	\$200	
Sheriff's Civil		50
Planning & Zoning		100
Four Seasons		100
Public Health		25
Road & Bridge		50
Landfill	250	250
Totals	\$ 725	\$ 1,200

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

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve Bad Debt Write Offs of \$2,449.53 for the Public Services as per Minn. Stat. Sec. 541.05. Ayes all.

Public Hearing:

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Open the Public Hearing regarding the following Ordinance.

Ordinance Number 26
ORDINANCE REGULATING THE SALE OF TOBACCO PRODUCTS
Amended & Restated

The County Board of Steele County Ordains:

- Section 1. Findings of Fact, Purpose, and Jurisdiction.**
- Section 2. Definitions.**
- Section 3. License.**
- Section 4. Fees.**
- Section 5. Basis for Denial of License.**
- Section 6. Prohibited Sales.**
- Section 7. Responsibility.**
- Section 8. Compliance Checks and Inspections.**
- Section 9. Prohibited Furnishing or Procurement.**
- Section 10. Violations and Penalties.**
- Section 11. Exceptions and Defenses.**
- Section 12. Severability and Savings Clause.**
- Section 13. Effective Date.**

Section 1. Findings of Fact, Purpose, and Jurisdiction.

101. **Findings of Fact.**

Whereas, the sale of commercial tobacco, tobacco-related devices, electronic smoking devices, and nicotine or lobelia delivery products to persons under the age of 21 violates both state and federal laws; and

Whereas, studies have shown that youth use of any commercial tobacco products has increased to 26.4% in Minnesota, nearly 90% of smokers begin smoking before they have reached the age of 18 years, and that almost no one starts smoking after age 25; and

Whereas, commercial tobacco use has been shown to be the cause of many serious health problems which subsequently place a financial burden on all levels of government; and

Whereas, studies show that youth and young adults are especially susceptible to commercial tobacco product availability, advertising, and price promotions in tobacco retail environments.

In making these findings, the Steele County Commissioners accept the conclusions and recommendations of: the U.S. Surgeon General reports, E-cigarette Use Among Youth and Young Adults (2016), The Health Consequences of Smoking – 50 Years of Progress (2014), and Preventing Tobacco Use Among Youth and Young Adults (2012); the Centers for Disease Control and Prevention in their studies Tobacco Use Among Middle and High School Students – United States 2011-2015 (2016), and Selected Cigarette Smoking Initiation and Quitting Behaviors Among High School Students, United States 1997 (1998); and of the following

scholars in these scientific journals: Chen, J. & Millar, W.J. (1998). Age of smoking initiation: implications for quitting. *Health Reports*, 9(4), 39-46; D'Avanzo, B., La Vecchia, C., & Negri, E. (1994). Age at starting smoking and number of cigarettes smoked. *Annals of Epidemiology*, 4(6), 455-459; Everett, S.A., Warren, C.W., Sharp, D., Kann, L., Husten, C.G., & Crossett, L.S. (1999). Initiation of cigarette smoking and subsequent smoking behavior among U.S. high school students. *Preventative Medicine*, 29(5), 327-333; Giovino, G.A. (2002). Epidemiology of tobacco use in the United States. *Oncogene*, 21(48), 7326-7340; Khuder, S.A., Dayal, H.H., & Mutgi, A.B. (1999). Age at smoking onset and its effect on smoking cessation. *Addictive Behaviors*, 24(5), 673-677; Luke, D.A., Hammond, R.A., Combs, T., Sorg, A., Kasman, M., Mack-Crane, A., & Henricksen, L. (2017). Tobacco town: computational modeling of policy options to reduce tobacco retailer density. *American Journal of Public Health*, 107(5), 740-746; Minnesota Department of Health (2018). Data highlights from the 2017 Minnesota Youth Tobacco Survey. Saint Paul, MN; Tobacco Control Legal Consortium. (2006). The verdict is in: findings from *United States v. Phillip Morris. The hazards of smoking*. University of California—San Francisco. Truth Tobacco Industry Documents; Xu, X., Bishop, E.E., Kennedy, S.M., Simpson, S.A., & Pechacek, T.F. (2015). Annual healthcare spending attributable to cigarette smoking: an update. *American Journal of Preventative Medicine*, 48(3), 326-333., copies of which are adopted by reference.

102. **Purpose.** Accordingly, the Steele County Commissioners find and declare that the purpose of this Ordinance is to: (1) regulate the sale of commercial tobacco, tobacco-related devices, electronic smoking devices, and nicotine or lobelia delivery products for the purpose of enforcing and furthering existing laws, (2) protect youth and young adults against the serious health effects associated with use and initiation of these products, and (3) further the official public policy of the state to prevent young people from starting to smoke as stated in Minn. Stat. § 144.391, as it may be amended from time to time.

103. **Jurisdiction.** Pursuant to Minn. Stat. § 145A.04-.05, this Ordinance shall apply throughout all unincorporated areas of Steele County in conformance with the minimum requirements of Minn. Stat. § 461 governing the licensing and regulation of the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine or lobelia delivery products. Nothing in this Ordinance shall prevent other local levels of government within Steele County from adopting more stringent measures. Retail establishments licensed by a city or township are not required to obtain a second license for the same location under this Ordinance.

Section 2. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them except where the context clearly indicated a different meaning:

- (a) **Child-resistant packaging.** "Child-resistant packaging" shall mean any packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1500.15(b) as in effect on January 1, 2015, when tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.
- (b) **Cigar.** "Cigar" shall mean any roll of tobacco that is wrapped in tobacco leaf or in any other substance containing tobacco, with or without a tip or mouthpiece, which is not a cigarette as defined in Minn. Stat. 297F.01, subd. 3, as it may be amended from time to time.
- (c) **Compliance checks.** "Compliance checks" shall mean the system by which the County investigates and ensures that those authorized to sell licensed products are following and complying with the requirements of this Ordinance. Compliance checks may also be conducted by the County or other units of government for educational, research, and training purposes as authorized by state and federal laws. Compliance checks may be conducted by other units of government for the purpose of investigating or enforcing appropriate tribal, federal, state, or local laws and regulations relating to licensed products.
- (d) **Delivery sale.** "Delivery sale" shall mean the sale of any licensed product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the counter sales transaction in a licensed retail establishment. Delivery sale includes but is not limited to the sale of any licensed product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.
- (e) **Electronic smoking device.** An "electronic smoking device" shall mean any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking devices include, but are not limited to devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, vapes, mods, tank systems, disposables, or under any other product name or descriptor. Electronic smoking devices include any

component part of a product, whether or not marketed or sold separately. Electronic smoking devices do not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

- (f) **Imitation tobacco product.** An “imitation tobacco product” shall mean any edible non-tobacco product designed to resemble a tobacco product or any non-edible tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. Imitation tobacco products include but are not limited to candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, and shredded beef jerky in containers resembling tobacco snuff tins. Imitation tobacco products do not include electronic delivery devices or nicotine or lobelia delivery products.
- (g) **Indoor area.** “Indoor area” shall mean all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent. A standard window screen (0.011 gauge with an 18 by 16 mesh count) is not considered a wall.
- (h) **Licensed product.** “Licensed product” refers to any tobacco, tobacco-related device, electronic smoking device, or nicotine or lobelia delivery product.
- (i) **Loosies.** “Loosies” shall mean single or individually packaged single cigarettes, cigars, and any other licensed products that have been removed from their original retail packaging and offered for sale. Loosies do not include individual cigars with a retail price, after any discounts are applied and before any sales taxes are imposed, of at least \$4.00 per cigar. Loosies do not include premium cigars that are hand-constructed, have a wrapper made entirely from whole tobacco leaf, and have a filler and binder made entirely of tobacco, except for adhesives or other materials used to maintain size, texture, or flavor.
- (j) **Moveable place of business.** A “moveable place of business” shall refer to any form of business operated out of a truck, van, automobile, kiosk, or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for over-the-counter sales transactions.
- (k) **Nicotine or lobelia delivery product.** “Nicotine or lobelia delivery product” shall mean any product containing or delivering nicotine or lobelia, whether natural or synthetic, intended for human consumption, or any part of such a product that is not tobacco or an electronic delivery device as defined in this section. Nicotine or lobelia delivery products do not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.
- (l) **Pharmacy.** “Pharmacy” shall mean a place of business at which prescription drugs are prepared, compounded, or dispensed by or under the supervision of a pharmacist and from which related clinical pharmacy services are delivered.
- (m) **Retail establishment.** “Retail establishment” shall mean any place of business where licensed products are available for sale to the public. Retail establishments shall include but not be limited to grocery stores, tobacco product shops, convenience stores, liquor stores, gasoline service stations, bars, and restaurants.
- (n) **Sale.** “Sale” shall mean any transfer of goods for money, trade, barter, or other consideration.
- (o) **Self-service display.** “Self-service display” shall refer to the open display of licensed products in any manner where any person has access to the licensed products without the assistance or intervention of the licensee or the licensee’s employee and where a physical exchange of the licensed product from the licensee or the licensee’s employee to the customer is not required to access the licensed products.
- (p) **Smoking.** “Smoking” shall mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic smoking device.
- (q) **Tobacco product.** “Tobacco product” shall mean any product containing, made, or derived from commercial tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including but not limited to cigarettes;

cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco products do not include any nicotine cessation product that has been authorized by the U.S. Food and Drug Administration to be marketed and for sale as “drugs,” “devices,” or “combination products,” as defined in the Federal Food, Drug, and Cosmetic Act.

- (r) **Tobacco-related device.** “Tobacco-related device” shall mean any rolling papers, wraps, pipes, or other device intentionally designed or intended to be used with tobacco products. Tobacco-related device shall include components of tobacco-related devices or tobacco products which may be marketed or sold separately. Tobacco-related devices may or may not contain tobacco.
- (s) **Vending machine.** “Vending machine” shall mean any mechanical, electric or electronic, or other type of device that dispenses licensed products upon payment by any form by the person seeking to purchase the licensed product.
- (t) **Youth-oriented facility.** “Youth-oriented facility” shall refer to any facility with visitors, residents, customers, or inhabitants of which 25 percent or more are regularly under the age of 21 or that primarily sells, rents, or offers services or products that are consumed or used primarily by persons under the age of 21. Youth-oriented facilities include but are not limited to schools, playgrounds, recreation centers, houses of worship, and parks.

Section 3. License.

No person shall sell or offer to sell any licensed product without first having obtained a license to do so from the County.

- 301. **Application.** An application for a license shall be made on a form provided by the County. The application shall contain the full name of the applicant, the applicant’s residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the County deems necessary. Upon receipt of a completed application, the Steele County Property Tax & Elections (PT&E) Director shall forward the application to the Steele County Board of Commissioners for action at its next regularly scheduled Board meeting. If the PT&E Director determines that an application is incomplete, they shall return the application to the applicant with notice of the information necessary to make the application complete.
- 302. **Action.** The Steele County Board of Commissioners may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the County Board approves the license, the PT&E Director shall issue the license to the applicant. If the County Board denies the license, notice of the denial shall be given to the applicant along with notice of the applicant’s right to appeal the decision.
- 303. **Term.** All licenses issued under this ordinance shall be valid for one calendar year from the date of issue.
- 304. **Revocation or Suspension.** Any license issued under this ordinance may be suspended or revoked as provided in Section 10. of this ordinance.
- 305. **Transfers.** All licenses issued under this ordinance shall be valid for only on the premises for which the license was issued and only for the person to whom the license was issued. No transfer of any license to another location or person shall be valid.
- 306. **Moveable Place of Business.** No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this ordinance.
- 307. **Display.** All licenses shall be posted and displayed in plain view of the public on the licensed premise.
- 308. **Renewals.** The renewal of a license issued under this section shall be handled in the same manner as the original application. The request for a renewal shall be made at least thirty days but not more than sixty days before the expiration of the current license.
- 309. **Proximity to Youth-Oriented Facilities.** No license shall be granted under this section to any person for any retail sales of licensed products within 1000 feet of any youth-oriented facility, as measured by the shortest line between the space to be occupied by the proposed licensee and the occupied space of the youth-oriented facility, unless that person has been in business of selling such products in that location before the date this section was enacted into law.

310. **Sales Prohibited by Pharmacies.** The sale of licensed products shall be prohibited in any pharmacy and in any retail establishment that operates or contains an on-site pharmacy. Any pharmacy or retail establishment that operates or contains a pharmacy and that possesses a tobacco retailer license as of the date this ordinance is enacted shall not be eligible for renewal of that license.
311. **Issuance as Privilege and Not a Right.** The issuance of a license under this section shall be considered a privilege and not an absolute right of the applicant and shall not entitle the holder to an automatic renewal of the license.
312. **Minimum Clerk Age.** Individuals employed by a licensed retail establishment under this ordinance must be at least 21 years of age to sell licensed products.
313. **Smoking Prohibited.** Smoking, including smoking for the purpose of the sampling of licensed products is prohibited within the indoor area of any retail establishment licensed under this ordinance.
314. **Samples Prohibited.** No person shall distribute samples of any licensed product free of charge or at a nominal cost.
315. **Instructional Program.** Licensees must ensure that all employees complete a training program on the legal requirements related to the sale of licensed products and the possible consequences of license violations. Any training program must be pre-approved by the County. Licensees must maintain documentation demonstrating their compliance and must provide this documentation to the County at the time of renewal, or whenever requested to do so during the license term.

Section 4. Fees.

No license shall be issued under this ordinance until the appropriate license fee shall be paid in full. The fee for a license under this ordinance shall be in accordance with the fee schedule adopted by the Steele County Board of Commissioners, as it may be amended from time to time.

Section 5. Basis for Denial of License.

501. The following shall be grounds for denying the issuance or renewal of a license under this ordinance:
- (a) The applicant is under the age of twenty-one years.
 - (b) The applicant has been penalized within the past five years for any violation of a federal, state, or local law, ordinance provision, or other regulation relating to licensed products.
 - (c) The applicant has had a license to sell licensed products suspended or revoked within the preceding 12 months of the date of application.
 - (d) The applicant fails to provide any information required on the application or provides false or misleading information.
 - (e) The applicant is prohibited by Tribal, federal, state, or other local law, ordinance, or other regulation, from holding such a license.
 - (f) The business for which the license is requested is a moveable place of business. Only fixed-location retail establishments are eligible to be licensed.
 - (g) Any other suitable reason that the granting of a license to the applicant is inconsistent with public health, safety, and welfare, including the applicant's history of noncompliance with this ordinance and other laws relating to the sale of licensed products.
502. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this ordinance. The County will provide the license holder with notice of the revocation, along with information on the right to appeal.

Section 6. Prohibited Sales.

601. **In General.** It shall be a violation of this ordinance for any person to sell or offer to sell any licensed product.
- (a) By means of any type of vending machine.

- (b) By means of loosies as defined in Section 2. of this ordinance.
- (c) Containing opium, morphine, jimsonweed, bella donna, strychnos, cocaine, or other deleterious, hallucinogenic, toxic, or controlled substances except nicotine and other substances found naturally in tobacco or added as part of an otherwise lawful manufacturing process.
- (d) By means of self-service display. No person shall allow the sale of licensed products by any self-service displays where the customer may have access to those items without having to request the item from the licensee or the licensee's employee and where there is not a physical exchange of the licensed product from the licensee or the licensee's employee to the customer. All licensed products must be stored behind the sales counter, in another area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the public.
- (e) By means of delivery sales. All sales of licensed products must be conducted in person, in a licensed retail establishment, in over-the-counter sales transactions.
- (f) By any other means, to any other person, or in any other manner or form prohibited by Tribal, federal, state, or other local law, ordinance provision, or other regulation.

602. **Legal Age.** No person shall sell any licensed product to any person under the age of 21.

- (a) **Age Verification.** Licensees must verify by means of government issued photographic identification that the purchaser is at least 21 years of age. Verification is not required for a person over the age of 30. That the person appeared to be 30 years of age or older shall not constitute a defense to a violation of this subsection.
- (b) **Signage.** Notice of the legal sales age, age verification requirement, and possible penalties for underage sales must be posted prominently and in plain view at all times at each location where licensed products are offered for sale. The required signage, which will be provided to the licensee by the county, must be posted in a manner that is clearly visible to anyone who is, or is considering, making a purchase.

603. **Cigars.** No person shall sell or offer to sell:

- (a) Any cigar unless it is within a package containing a minimum of five cigars; and
- (b) Any package of cigars for a sales price of less than \$15.00 per package, after any discounts are applied and before sales taxes are imposed.
- (c) This provision does not prohibit the sale of a single cigar with a sales price of at least \$4.00, after any discounts are applied and before sales taxes are imposed.

604. **Imitation tobacco products.** No person shall sell or offer to sell any imitation tobacco products within the county.

605. **Liquid Packaging.** No person shall sell or offer for sale any liquid, whether or not such liquid contains nicotine, which is intended for human consumption and use in an electronic smoking device, in packaging that is not child resistant. Upon request, a licensee must provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

606. **Coupon and price promotion.** No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism, whether in paper, digital, electronic, mobile, or any other form, that provides any licensed products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

Section 7. Responsibility.

All licensees are responsible for the actions of their employees in regard to the sale, offer to sell, and furnishing of licensed products on the licensed premises. The sale, offer to sell, or furnishing of any licensed product by an employee shall be considered an act of the licensee. Nothing in this section shall be construed as prohibiting the County from also subjecting the employee to any civil penalties that the County deems to be appropriate under this ordinance, state or federal law, or other applicable law or regulation.

Section 8. Compliance Checks and Inspections.

801. All licensed premises must be open to inspection by law enforcement or other authorized County officials during regular business hours.
802. From time to time, but at least twice per year, the County will conduct compliance checks to ensure compliance with all provisions of this ordinance.
803. In accordance with state law, the County will conduct at least one compliance check that involves the participation of a person between the ages of 15 and 17 and at least one compliance check that involves the participation of a person between the ages of 18 and 20 to enter licensed premises to attempt to purchase licensed products. Prior written consent of a parent or guardian is required for any person under the age of 18 to participate in a compliance check. Persons used for the purpose of compliance checks will be supervised by law enforcement or other designated personnel.
804. Nothing in this section shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular state or federal law.

Section 9. Prohibited Furnishing or Procurement.

It is a violation of this ordinance for any person 21 years of age or older to purchase or otherwise obtain any licensed product on behalf of a person under the age of 21. It is also a violation for any person 21 years of age or older to coerce or attempt to coerce persons under the age of 21 to illegally purchase or attempt to purchase any licensed product.

Section 10. Violations and Penalties.

1001. Violations.

- (a) **Notice.** A person violating this ordinance may be issued, either personally or by mail, a citation from the County that sets forth the alleged violation and that informs the alleged violator of his or her right to a hearing on the matter and how and where a hearing may be requested, including a contact address and phone number.
- (b) **Hearings.**
- (i) Upon issuance of a citation, a person accused of violating this ordinance may request in writing a hearing on the matter. Hearing requests must be made within 10 business days of the issuance of the citation and delivered to the County Auditor or other designated County officer. Failure to properly request a hearing within 10 business days of the issuance of the citation will terminate the person's right to a hearing.
- (ii) The County Auditor or other designated County officer will set the time and place for the hearing. Written notice of the hearing time and place will be mailed or delivered to the accused violator at least 10 business days prior to the hearing.
- (c) **Hearing Officer.** The Steele County Board of Commissioners shall serve as the hearing officer.
- (d) **Decision.** A decision will be issued by the hearing officer within 10 business days of the hearing. If the hearing officer determines that a violation of this ordinance did occur, that decision, along with the hearing officer's reasons for finding a violation and the penalty to be imposed, will be recorded in writing, a copy of which will be provided to the County and the accused violator by in-person delivery or mail as soon as practicable. If the hearing officer finds that no violation occurred or finds grounds for not imposing any penalty, those findings will be recorded and a copy will be provided to the County and the acquitted accused violator by in-person delivery or mail as soon as practicable. The decision of the hearing officer is final, subject to an appeal as described in Section 10.1001.f. of this Ordinance.
- (e) **Costs.** If the citation is upheld by the hearing officer, the county's actual expenses in holding the hearing up to a maximum of \$1,000 must be paid by the person requesting the hearing.
- (f) **Appeals.** Appeals of any decision made by the hearing officer shall be filed in Steele County district court within 10 business days of the date of the decision.
- (g) **Continued Violation.** Each violation, and every day in which a violation occurs or continues, shall constitute a separate offense.

1002. Administrative Penalties.

- (a) **Licensees.** Any licensee found to have violated this ordinance, or whose employee shall have violated this ordinance, shall be charged an administrative fine of \$300 for a first violation of this ordinance; \$600 for a second offense at the same licensed premise within a 36-month period; and \$1000 for a third offense or subsequent offense at the same location within a 36-month period from the first violation. Upon the third violation, the license will be suspended for a period of not less than 30 consecutive days and may be revoked. Upon a fourth violation within a 36-month period from the first violation, the license will be revoked.
- (b) **Employees of Licensees and Other Individuals.** Individuals 21 years of age and older who are found to be in violation of this ordinance may be charged an administrative fine of no more than \$50 or required to attend an instructional program regarding the requirements of the tobacco retail licensing ordinance.
- (c) **Persons Under the Age of 21.** Persons under the age of 21 who violate this ordinance may only be subject to noncriminal, non-monetary civil penalties such as tobacco-related education classes, diversion programs, community services, or another penalty that the County determines to be appropriate. The County Board will consult with court personnel, educators, parents, youth, and other interested parties to determine an appropriate consequence for persons under the age of 21 in the County. The penalty may be established by ordinance and amended from time to time.
- (d) **Misdemeanor.** Nothing in this section shall prohibit the County from seeking prosecution as a misdemeanor for any violation of this ordinance by persons of or over the age of 21.
- (e) **Failure to Pay Fine.** Failure to pay a fine within the time ordered by the County Board of Commissioners shall be grounds for revocation or suspension of the license.
- (f) **Statutory Penalties.** If the administrative penalty for violations against licensed retailers under Section 11.B.1 authorized to be imposed by Minn. Stat. § 461.12, as it may be amended from time to time, differ from that established in this section, then the higher penalty will prevail.

Section 11. Exceptions and Defenses.

- 1101. **Religious, Spiritual, or Cultural Ceremonies or Practices.** Nothing in this ordinance prevents the provision of tobacco or tobacco-related devices to any person as part of an indigenous practice or a lawfully recognized religious, spiritual, or cultural ceremony or practice.
- 1102. **Reasonable Reliance.** It is an affirmative defense to a violation of this ordinance for a person to have reasonably relied on proof of age as described by state law.

Section 12. Severability and Savings Clause.

If any section or portion of this ordinance shall be found unconstitutional or otherwise invalid or unenforceable by a court of competent jurisdiction, that finding shall not serve as an invalidation or effect the validity and enforceability of any other section or provision of this ordinance.

Section 13. Effective Date.

This Ordinance shall be in full force and effect from and after its passage and approval and publication, as required by law.

Administrator Renae Fry spoke regarding the Ordinance. She gave an overview of the changes, and requirements associated with the ordinance.

The Chair opened the floor to public testimony, hearing none, the Chair closed the floor for comment.

The floor was opened to the Board for further discussion.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the Public Hearing regarding Ordinance number 26.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to adopt Ordinance number 26, Regulating the Sale of Tobacco Products - Amended & Restated.

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

Motion by Commissioner Brady, seconded by Commissioner Krueger to Open Public Hearing regarding the following Ordinance.

Ordinance Number 39

Prohibiting Smoking in Public Places and Places of Work Amended & Restated

Ordinance number 39 was approved and implemented as of January 26, 2016. On December 12, 2024, it was hereby repealed in its entirety and replaced with the following:

The County Board of Steele County Ordains:

Section 1. Findings of Fact, Purpose, and Jurisdiction.

Section 2. Definitions.

Section 3. Smoking Prohibited.

Section 4. Responsibilities of Proprietors

Section 5. Traditional Native American Ceremonies.

Section 6. Other Applicable Laws.

Section 7. Violation and Penalties.

Section 8. Injunctive Relief.

Section 9. Retaliation Prohibited.

Section 10. Severability.

Section 11. Effective Date.

Section 1. Findings of Fact, Purpose, and Jurisdiction.

101. Findings of Fact.

Whereas, smoke from commercial tobacco is a leading cause of disease in nonsmokers and a major source of indoor air pollution. There is no safe level of exposure to commercial tobacco smoke. Secondhand smoke causes heart disease, lung cancer, respiratory infections, decreased respiratory function, low birthweight or pre-term deliveries, and other health problems. Neither the separation of smokers and nonsmokers, nor the introduction of new ventilation systems, can eliminate the health hazards caused by secondhand smoke; and

Whereas, electronic smoking devices, more commonly referred to as electronic cigarettes, e-cigarettes, or vapes closely resemble and purposefully mimic the act of smoking as users inhale aerosolized liquid nicotine, tetrahydrocannabinol (THC), and other substances heated by an electronic ignition system. Their use in workplaces and public places where smoking is prohibited creates concern and confusion and leads to difficulties in enforcing smoking prohibitions; and

Whereas, scientific research has shown negative health effects related to secondhand exposure to e-cigarette aerosol. In 2014, the American Society for Heating, Refrigeration, and Air Conditioning Engineering published a risk assessment of electronic smoking devices and concluded that “e-cigarettes emit harmful chemicals into the air and need to be regulated in the same manner as tobacco smoking.” They can contain nicotine or THC and detectable levels of known carcinogens and toxic chemicals, like nitrosamines and diethylene glycol, a toxic chemical used in antifreeze. In December 2016, the Surgeon General released a comprehensive review of the public health impact of e-cigarettes on U.S. youth and young adults, finding, in part, that the nicotine contained in e-cigarettes can cause addiction and can harm the developing adolescent brain. In Minnesota, a 2017 Youth Tobacco Survey by the Minnesota Department of Health revealed that 46.2% of non-smoking youth had been exposed to secondhand smoke over the past seven days; and

Whereas, restricting smoking in places of work and public places can help to reduce youth exposure to secondhand smoke and model smoke-free behavior; and

Whereas, the only way to completely protect workers and the public from the health threats of secondhand emissions from electronic cigarettes and other smoking products is to create 100 percent smoke-free workplaces and public places; and

Whereas, a Minnesota community health board has the power and duty to adopt ordinances to regulate actual or potential threats to the public health, define public health nuisances, and provide for their prevention.

102. **Purpose.** Accordingly, the Steele County Commissioners find and declare that the purpose of this Ordinance is to: (1) protect the health, safety, and welfare of the people of Steele County from the adverse effects of secondhand smoke and aerosol and (2) affirm that the right to breathe clean air has priority over allowing people to smoke or use electronic smoking devices.

103. **Jurisdiction.** Pursuant to [Minn. Stat. §§ 145A.04-.05 and 144.417, subd. 4](#), this Ordinance shall apply throughout all unincorporated areas of Steele County and property

owned by the County of Steele. Nothing in this Ordinance shall prevent other local levels of government within Steele County from adopting more stringent measures to protect citizens from smoking as defined in this Ordinance.

Section 2. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this Ordinance, shall have the meanings ascribed to them except where the context clearly indicated a different meaning. Terms defined in the Minnesota Clean Indoor Air Act but not in this Ordinance have the meaning given to them in the Minnesota Clean Indoor Air Act.

- (a) **Electronic smoking device.** An “electronic smoking device” shall mean any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. Electronic smoking devices include, but are not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, vapes, mods, tank systems, disposables, or under any other product name or descriptor. Electronic smoking devices include any component part of a product, whether or not marketed or sold separately.
- (b) **Indoor area.** “Indoor area” shall mean all space between a floor and a ceiling that is bounded by walls, doorways, or windows, whether open or closed, covering more than 50 percent of the combined surface area of the vertical planes constituting the perimeter of the area. A wall includes any retractable divider, garage door, or other physical barrier, whether temporary or permanent. A standard window screen (0.011 gauge with an 18 by 16 mesh count) is not considered a wall.
- (c) **Minnesota Clean Indoor Air Act.** “Minnesota Clean Indoor Air Act” shall mean [Minn. Stat. §§ 144.411-417](#), as it may be amended from time to time.
- (d) **Place of work.** “Place of work” shall mean any indoor area at which two or more individuals perform any type of a service for consideration of payment under any type of contractual relationship, including, but not limited to, an employment relationship with or for a private corporation, partnership, individual, or government agency. Place of employment includes any indoor area where two or more individuals gratuitously perform services for which individuals are ordinarily paid. A place of employment includes, but is not limited to, public conveyances, factories, warehouses, offices, retail stores, restaurants, bars, banquet facilities, theaters, food stores, banks, financial institutions, employee cafeterias, lounges, auditoriums, gymnasiums, restrooms, elevators, hallways, museums, libraries, bowling establishments, employee medical facilities, and rooms or areas containing photocopying equipment or other office equipment used in common. Vehicles used in whole or in part for work purposes are places of employment during hours of operation if more than one person is present. An area in which work is performed in a private residence is a place of employment during hours of operation if:
 - (1) the homeowner uses the area exclusively and regularly as a principal place of business and has one or more on-site employees; or
 - (2) the homeowner uses the area exclusively and regularly as a place to meet or deal with patients, clients, or customers in the normal course of the homeowner's trade or business.
- (e) **Proprietor.** “Proprietor” shall mean the party, regardless of whether the party is owner or lessee of the public place, who ultimately controls, governs, or directs the activities within the public place. The term does not mean the owner of the property unless the owner ultimately controls, governs, or directs the activities within the public place. The term “proprietor” may apply to a corporation as well as an individual.
- (f) **Public place.** A “public place” shall mean any indoor area used by the public, including, but not limited to, restaurants, bars, any other food or liquor establishment, retail stores and other commercial establishments, schools and other educational facilities, hospitals, nursing homes, daycares, auditoriums, arenas, public transportation, public meetings, meeting rooms, and common areas of rental apartment and condominium buildings.
- (g) **Smoking.** “Smoking” shall mean inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying or using an activated electronic smoking device.

Section 3. Smoking Prohibited.

No person shall smoke:

- (a) In public places or places of work; or
- (b) Within 25 feet of entrances, exits, windows, and ventilation intakes of public places and places of work.

Section 4. Responsibilities of Proprietors

501. The proprietor or other person, firm, limited liability company, corporation, or other entity that owns, leases, manages, operates, or otherwise controls the use of a public place or place of employment shall make reasonable efforts to prevent smoking in the public place or place of employment by:
- (a) Posting appropriate signage on or immediately inside of all outside entrances to the public place or place of work. Signs must be placed at an unobscured location, at a height that will be easily seen by persons entering the establishment; and
 - (b) Refusing to serve or service any person acting in violation of this Ordinance; and
 - (c) Ensuring that no ashtrays, lighters, matchbooks, smoking papers, pipes (including hookahs), or similar smoking paraphernalia are provided in any area where smoking is prohibited; and
 - (d) Asking any person who smokes in an area where smoking is prohibited to refrain from smoking, and, if the person does not refrain from smoking after being asked to do so, asking the person to leave. If the person refuses to leave, the proprietor shall handle the situation consistent with lawful methods for handling other persons acting in a disorderly manner or as a trespasser.
502. The proprietor or other person or entity in charge of a public place, public meeting, public transportation, or place of employment must not provide any equipment that facilitates smoking where smoking is prohibited.
503. Nothing in this Ordinance shall prohibit the proprietor or other person or entity in charge from taking more stringent measures than those contained in this Ordinance or the Minnesota Clean Indoor Air Act to protect individuals from secondhand smoke or aerosol.
504. The proprietor or other person or entity in charge of a restaurant or bar may not serve an individual who is in violation of this Ordinance.

Section 5. Traditional Native American Ceremonies.

Smoking of traditional, non-commercial tobacco by a Native American as part of a traditional Native American spiritual or cultural ceremony is allowed under this Ordinance. For purposes of this Ordinance, a Native American is a person who is a member of an Indian tribe as defined in [Minn. Stat. § 260.755, subd. 12.](#)

Section 6. Other Applicable Laws.

This Ordinance is intended to complement the Minnesota Clean Indoor Air Act, as amended from time to time. Nothing in this Ordinance authorizes smoking, including the use of an electronic smoking device in any location that is restricted by other applicable laws or regulations.

Section 7. Violation and Penalties.

A person of or over the age of twenty-one who violates any provision of this Ordinance shall be guilty of a petty misdemeanor and subject to a fine of up to \$300 for the first offense. Each violation and every day in which a violation occurs or continues constitutes a separate offense. A person of or over the age of twenty-one who violates any provision of this Ordinance within one year of a previous violation shall be guilty of a misdemeanor and subject to a fine up to \$1000 and/or 90 days in jail.

Section 8. Injunctive Relief.

In addition to the penalties provided in Section 7., the County Attorney may bring a civil action against a proprietor or other person in charge of public place or place of work to enjoin repeated or continuing violations of this Ordinance.

Section 9. Retaliation Prohibited.

No proprietor, person, or entity in charge of a public place or place of employment may retaliate or take adverse action against an employee or other person who, in good faith, reports a violation of this Ordinance.

Section 10. Severability.

If any portion of this Ordinance is held unenforceable, then such provision will be modified to reflect the purpose of this Ordinance. All remaining provisions of this Ordinance shall remain in full force and effect.

Section 11. Effective Date.

Administrator Renae Fry spoke regarding the Ordinance. She gave an overview of the changes, and requirements associated with the ordinance.

The Chair opened the floor to public testimony, hearing none, the Chair closed the floor for comment.

The floor was opened to the Board for further discussion.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the Public Hearing regarding Ordinance number 39.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to adopt Ordinance number 39, Prohibiting Smoking in Public Places and Places of Work - Amended & Restated.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Open the Public Hearing regarding the following Ordinance.

Ordinance Number 41

Regulating the Use of Cannabis and Cannabis Derived Products in Public Places

The County Board of Steele County Ordains:

Section 1: Purpose and Intent.

Section 2. Definitions.

Section 3. Prohibited Acts.

Section 4. Penalty.

Section 5. Severability.

Section 6. Effective Date.

Section 1: Purpose and Intent.

This Ordinance is adopted by the Steele County Commissioners for the purpose of protecting public health and safety by REGULATING/PROHIBITING the use of Cannabis and cannabis derived products in public places and places of public accommodation within Steele County.

By enacting 2023 Session Law, Chapter 63, H. F. No. 100 (hereinafter referred to "State Legislation"), the Minnesota Legislature passed the adult-use cannabis bill. Under that bill, the adult use, possession and personal growing of cannabis will become legal August 1, 2023.

State legislation authorizes adoption of a local ordinance establishing a petty misdemeanor offense for public use of cannabis. See State Legislation, Art. 4, Sec. 19 (Minn. Stat. § 152.0263, subd. 5, or successor statute).

The County wishes to be proactive in protecting public health and safety by enacting regulations that will mitigate threats presented to the public by the public use of cannabis. Steele County (hereinafter "the County") recognizes the risks that unintended access and use of cannabis products present to the health, welfare, and safety of youth in Steele County.

Section 2. Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this ordinance, shall have the meanings ascribed to them except where the context clearly indicates a different meaning.

(a) **Adult-use cannabis flower.** "Adult-use cannabis flower" means cannabis flower that is approved for sale by the Minnesota Office of Cannabis Management or is substantially similar to a product approved by the office. Adult-use cannabis flower does not include medical cannabis flower, hemp plant parts, or hemp-derived consumer products.

(b) **Adult-use cannabis products.** “Adult-use cannabis products” means a cannabis product that is approved for sale by the office or is substantially similar to a product approved by the office. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

(c) **Cannabis flower.** “Cannabis flower” means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

(d) **Cannabis product.** “Cannabis product” means any of the following:

- (1) cannabis concentrate;
- (2) a product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower; or
- (3) any other product that contains cannabis concentrate.

(e) **Hemp derived consumer products.**

(1) “Hemp derived consumer products” means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

- (i) contains or consists of hemp plant parts; or
 - (ii) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.
- (2) Hemp-derived consumer products does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

(f) **Lower-potency hemp edible.** A “lower-potency hemp edible” means any product that:

- (1) is intended to be eaten or consumed as a beverage by humans;
- (2) contains hemp concentrate or an artificially derived cannabinoid; in combination with food ingredients;
- (3) is not a drug;
- (4) consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
- (5) does not contain more than a combined total of 0.5 milligrams of all other cannabinoids per serving;
- (6) does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
- (7) does not contain a cannabinoid derived from cannabis plants or cannabis flower; and
- (8) is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

(g) **Public place.** A “public place”, means a public park or trail, public street or sidewalk, any enclosed, indoor area used by the general public, including, but not limited to, theaters, restaurants, bars, food establishments, places licensed to sell intoxicating liquor, wine, or malt beverages, retail businesses, gyms, common areas in buildings, public shopping areas, auditoriums, arenas, or other places of public accommodation, and the grounds of the Steele County Free Fair.

(h) **Place of public accommodation.** “Place of public accommodation” means a business, refreshment, entertainment, recreation, or transportation facility of any kind, whose goods, services, facilities, privileges, advantages, or accommodations are extended, offered, sold, or otherwise made available to the public.”

(i) **Exceptions to public place or place of public accommodation.** “A public place” or “a place of public accommodation” does not include the following:

a private residence, including the individual’s curtilage or yard.

(2) a private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or on the premises of an establishment or event licensed to permit on-site consumption.

(j) **Smoking.** “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. Smoking includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

Section 3. Prohibited Acts.

301. No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation

unless the premises is an establishment or event licensed to permit on-site consumption of adult-use cannabis flower and adult use cannabis products. See State Legislation, Art. 1, Sec. 9 (Minn. Stat. § 342.09, subd. 1(2) or successor statute); see also State Legislation, Art. 1, Sec. 9 (Minn. Stat. § 342.09, subd.1 (7)(iii) or successor statute); and State Legislation, Art. 4, Sec. 19 (Minn. Stat. § 152.0263, subd. 5, or successor statute).
302. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor. See State Legislation, Art. 1, Sec. 9 Minn. Stat. § 342.09, subd. 1 (7)(b)(9) or successor statute.

Section 4. Penalty.

A violation of this ordinance shall be a petty misdemeanor punishable by a fine of up to \$300. Violations of this ordinance shall be prosecuted by the County Attorney. Nothing in this ordinance prohibits the County from seeking prosecution for an alleged violation.

Section 5. Severability.

If any section or provision of this ordinance is held invalid, such invalidity will not affect other sections or provisions that can be given force and effect without the invalidated section or provision.

Section 6. Effective Date.

This ordinance shall be in full force and effect immediately from and after its passage and publication as required by law.

Administrator Renae Fry gave an overview of the ordinance.

The Chair opened the floor to public testimony, hearing none, the Chair closed the floor for comment.

The floor was opened to the Board for further discussion.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to close the Public Hearing regarding Ordinance number 41.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adopt Ordinance 41, Regulating the Use of Cannabis and Cannabis Derived Products in Public Places.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to Open the Public Hearing regarding the following Ordinance.

Ordinance Number 42
ORDINANCE REGULATING CANNABIS BUSINESSES

- The County Board of Steele County Ordains:
- Section 1: Administration
 - Section 2: Registration of Cannabis Businesses
 - Section 3: Requirements for Cannabis Businesses
 - Section 4: Temporary Cannabis Events
 - Section 5: Local Government as a Cannabis Retailer
 - Section 6: Effective Date

Section 1: Administration

101. Findings and Purpose. Steele County makes the following findings:
The purpose of this Ordinance is to implement the provisions of Minnesota Statutes Chapter 342, which authorizes Steele County to protect the public health, safety, and welfare of its residents by regulating cannabis businesses within the legal boundaries of Steele County.

Steele County finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Steele County, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

102. Authority & Jurisdiction

- (a) Steele County has the authority to adopt this Ordinance pursuant to:
- i. MINN. STAT. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
 - ii. MINN. STAT. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower- potency hemp edible retail businesses.
 - iii. MINN. STAT. § 152.0263, subd. 5, regarding the use of cannabis in public places.
 - iv. MINN. STAT. § 394.21, regarding the authority of a local authority to adopt zoning ordinances.

(b) For Steele County jurisdictions subject to county zoning per the Steele County Zoning Ordinance section 401 Steele County will be the registration authority for those jurisdictions unless that jurisdiction opts out of county zoning.

(c) For Steele County incorporated cities that have not opted into county zoning per the Steele County Zoning Ordinance, those jurisdictions may request that Steele County be the registration authority only through the following procedure:

- i. The jurisdiction submits a letter of interest and a copy of the jurisdiction's cannabis-related zoning ordinances or regulations to the Steele County Property Tax and Elections Director.
- ii. The Steele County Property Tax and Elections Director shall review the letter and the jurisdiction's submitted ordinances and regulations.
- iii. If the Steele County Property Tax and Elections Director agrees to be the registration authority for the jurisdiction, delegation of registration will become effective upon receipt of the jurisdiction's delegation opt-in resolution.
- iv. The jurisdiction must agree to indemnify Steele County, including all costs and attorney's fees, in the event of any legal action arising from the interpretation or application of the jurisdiction's cannabis-related zoning ordinances or regulations, representations of whether a cannabis business complies or does not comply with the jurisdiction's cannabis-related zoning ordinances or regulations, or the jurisdiction's officer's or employee's negligence with respect to the application of the jurisdiction's zoning ordinances or regulations concerning cannabis.
- v. Once the above requirements are completed, the Steele County Property Tax and Elections Director will provide registration on behalf of the local jurisdiction.

(d) Delegating registration authority to Steele County in such a manner does not opt a jurisdiction into Steele County zoning. Cities or townships who have delegated registration authority to Steele County may adopt ordinances under paragraph 206, and Sections 3 and 4 below if Steele County has not adopted conflicting provisions.

(e) Jurisdictions delegating registration authority to Steele County must inform the Steele County Property Tax and Elections Director of any cannabis-related ordinances or regulations passed after delegating registration authority to Steele County. The Steele County Property Tax and Elections Director has the sole discretion whether to act as the registration authority for a jurisdiction. The Steele County Property Tax and Elections Director also has the discretion to terminate its registration authority for a jurisdiction.

103. Severability

If any section, clause, provision, or portion of this Ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

104. Enforcement

The Steele County Property Tax and Elections Director or his/her designee is responsible for the administration and enforcement of this Ordinance (except for compliance checks conducted by the Steele County Sheriff's Office under paragraph 203.d.). Any violation of the provisions of this Ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by Minnesota law. Violations of this Ordinance can occur regardless of whether a permit is required for a regulated activity listed in this Ordinance.

104. Definitions

(a) Unless otherwise noted in this Section, words and phrases contained in MINN. STAT. § 42.01 and the rules promulgated pursuant to any of these acts shall have the same meanings in this Ordinance.

(b) Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. Cultivation includes harvesting cannabis flower from mature plants, packaging and labeling immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transporting cannabis flower to a cannabis manufacturer located on the same premises, and performing other actions described in MINN. STAT. § 342.01 subd. 27 and approved by the Office of Cannabis Management.

(c) Cannabis Retail Business: A retail location of a cannabis retailer, a cannabis mezzobusiness with a retail operations endorsement, a cannabis microbusiness with a retail operations endorsement, a medical cannabis retailer, or a medical combination business. This definition excludes lower-potency hemp edible retailers unless otherwise noted in this Ordinance.

(d) Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product(s) to a consumer and not for the purpose of resale in any form.

(e) Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

(f) Lower-potency Hemp Edible: As defined under MINN. STAT. § 342.01 subd. 50.

(g) Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this Ordinance.

(h) Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under MINN. STAT. § 342.17.

(i) Residential Treatment Facility: As defined under MINN. STAT. § 245.462 subd. 23.

(j) Retail Registration: An approved registration issued by Steele County to a state-licensed cannabis retail business.

(k) School: A public school as defined under MINN. STAT. § 120A.05 or a nonpublic school that must meet the reporting requirements under MINN. STAT. § 120A.24.

(l) State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Section 2: Registration of Cannabis Businesses

201. Consent to registering of Cannabis Businesses

(a) For the jurisdictions covered by this Ordinance (paragraph 102), no individual or entity may operate a state-licensed cannabis retail business within Steele County without first registering with Steele County.

(b) Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation per MINN. STAT. § 342.22 subd. 5(e).

(c) This Section does not apply to a cannabis retail business operated by a Minnesota Tribal government in Indian country, as defined in United States Code, title 18, section 1151.

202. Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, Steele County shall conduct a preliminary compliance check to ensure compliance with local ordinances. Per MINN. STAT. § 342.13(f), within 30 days of receiving a copy of a

state license application from OCM, Steele County shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code. If a jurisdiction that has delegated registration authority to Steele County receives a state license application from OCM, that jurisdiction shall immediately forward the application to the Steele County Property Tax and Elections Director.

203. Registration & Application Procedure

(a) Fees.

1. Steele County shall not charge an application fee.
2. A registration fee, as established in Steele County's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.
3. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under MINN. STAT. § 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
4. Any renewal retail registration fee imposed by Steele County shall be charged at the time of the second renewal and each subsequent renewal thereafter.
5. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under MINN. STAT. § 342.11, whichever is less.
6. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this Section, of the adult-use retail business.
7. All fees collected by Steele County will be retained by Steele County.

(b) Application Submittal.

Steele County shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of MINN. STAT. § 342.22.

1. An applicant for a retail registration shall fill out an application form, as provided by the Steele County Property Tax and Elections Director. Said form shall include, but is not limited to:
 - a. Full name of the property owner and applicant;
 - b. Address, email address, and telephone number of the applicant;
 - c. The address and parcel ID for the property which the retail registration is sought; and
 - d. Certification that the applicant complies with the requirements of local ordinances, including those established pursuant to MINN. STAT. § 342.13.
2. The applicant shall include with the form:
 - a. the registration fee as required in paragraph 201; and
 - b. a copy of a valid state license or written notice of OCM license preapproval.
3. Once an application is considered complete, the Steele County Property Tax and Elections Director shall inform the applicant as such, process the application fees, and review the application for approval or denial.
4. The application fee shall be non-refundable once processed.

(c) Application Approval

1. A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under section 2.6.
2. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this Ordinance.
3. A state-licensed cannabis retail business application that meets the requirements of this Ordinance shall be approved.

(d) Annual Compliance Checks.

1. The Steele County Sheriff's Office shall complete at minimum one compliance check per calendar year of every cannabis business with a Steele County issued retail registration to assess if the business meets age verification requirements, as required under MINN. STAT. § 342.22 subd. 4(b), MINN. STAT. § 342.24, and this Ordinance.

2. The Steele County Sheriff's Office shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
3. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.
4. Any failures under this Section must be reported to the Office of Cannabis Management.
 - (e) Location Change. A state-licensed cannabis retail business shall be required to submit a new application for registration under paragraph 203 above if it seeks to move to a new location still within the legal boundaries of Steele County.

204. Renewal of Registration

(a) The Steele County Property Tax and Elections Director shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

(b) A state-licensed cannabis retail business shall apply to renew registration on a form established by the Steele County Property Tax and Elections Director.

(c) A cannabis retail registration issued under this ordinance shall not be transferred.

(d) Renewal Fees. The Steele County Property Tax and Elections Director shall charge a renewal fee for the registration starting at the second renewal, as established in Steele County's fee schedule.

(e) Renewal Application. The application for renewal of a retail registration shall include, but is not limited to, items required under section 203.b. of this Ordinance.

205. Suspension of Registration

(a) When Suspension is Warranted.

The Steele County Property Tax and Elections Director may suspend a cannabis retail business's registration if it violates this Ordinance or poses an immediate threat to the health or safety of the public. The Steele County Property Tax and Elections Director shall immediately notify the cannabis retail business in writing the grounds for the suspension.

(b) Notification to OCM.

The Steele County Property Tax and Elections Director shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the Steele County Property Tax and Elections Director and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

(c) Length of Suspension.

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The Steele County Property Tax and Elections Director may reinstate a registration if it determines that the violations have been resolved.

The Steele County Property Tax and Elections Director shall reinstate a registration if OCM determines that the violation(s) have been resolved.

(d) Civil Penalties.

Subject to MINN. STAT. 342.22, subd. 5(e) the Steele County Property Tax and Elections Director may impose a civil penalty, as specified in Steele County's Fee Schedule, for registration violations, not to exceed \$2,000.

206. Limiting of Registrations

(a) If Steele County has one active cannabis retail business registration for every 12,500 residents as determined annually by Minnesota State Demographic Center, the Steele County Property Tax and Elections Director shall not register additional state-licensed cannabis retail businesses. For purposes of determining the number of cannabis retail business registrations for Steele County, if a number under 12,500 remains after applying the 12,500 increments to Steele County's population, that fractional amount is also accorded one active cannabis retail business registration. By way of example, the most recent population calculation for Steele County as of the

date of adoption is 37,422. Based on this population, the maximum number of active business registrations in the county is three (3) registrations. This limitation does not include a Minnesota Tribal government operating a cannabis retailer in Indian country, as defined in United States Code, title 18, section 1151, within Steele County.

(b) In applying this limitation, cannabis retail business applications will be prioritized based upon the date the application is received by the Steele County Property Tax and Elections Director. Applications will be reviewed in the order the applications were received, starting with the earliest received. Incomplete applications or those not following the requirements of this Ordinance will be removed from the order. If applications are received on the same day and those applications outnumber the maximum number of registrations allowed, a committee with the Steele County Property Tax and Elections Director, Steele County Administrator, Steele County Finance Director, the Steele County Sheriff, and the Owatonna Community Development Director as members will select which application(s) to accept. The decision shall be based upon factors such as completeness, feasibility of the proposal, safety, community needs, and distance from other cannabis retailers.

Section 3: Requirements for Cannabis Businesses

301. Minimum Buffer Requirements

- (a) A cannabis business shall not operate within 1,000 feet of a school. A cannabis business shall not operate within 500 feet of a day care.
- (b) A cannabis business shall not operate within 500 feet of a residential treatment facility.
- (c) A cannabis business shall not operate within 500 feet of a public park that is regularly used by minors, including a playground or athletic field and the Steele County Free Fair grounds.
- (d) A cannabis retail business shall not operate within 1,000 feet of another cannabis retail business.
- (e) All setback distances referenced above will be measured from the property lines for the parcel on which the above-described use is located. Per MINN. STAT. § 462.357 subd. 1e, nothing in paragraph 301 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

302. Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or hemp-derived consumer products between the hours of 10:00 a.m. and 9:00 p.m., seven days a week.

303. Insurance

No individual or entity may operate a state-licensed cannabis business within the city without first presenting a Certificate of Insurance to the City Administrator's Office as evidence of the following coverages for the location which shall meet the following minimum Limits of Liability:

- (a) Commercial General Liability (CGL)
 - i. 1.5 million each occurrence;
 - ii. \$3 million General Aggregate; and
 - iii. \$3 million Products and Completed Operations aggregate (or Product Liability)

(b) Workers' Compensation Insurance:

- i. As required by Minnesota state law;
- ii. Employer's Liability Insurance;
 - \$500,000 per accident
 - \$500,000 disease policy limit
 - \$500,000 disease each employee

(c) Commercial Auto Insurance:

- i. \$1 million combined single limit including coverage for hired and non-owned vehicles.

303. Advertising

- (a) This Section applies only to areas of Steele County that are covered by the Steele

County Zoning Ordinance, including jurisdictions that have opted into Steele County zoning. Jurisdictions that have requested Steele County to register cannabis businesses but have not opted into Steele County zoning must certify to the Steele County Property Tax and Elections Director that a proposed cannabis business complies with its sign requirements.

(b) Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business. Signs must comply with the requirements of the Steele County Zoning Ordinance, section 1514.

Section 4: Temporary Cannabis Events

401. License or Permit Required for Temporary Cannabis Events

(a) License Required.

A license or permit is required to be issued and approved by the Steele County Property Tax and Elections Director prior to holding a Temporary Cannabis Event.

(b) Registration & Application Procedure

A registration fee, as established in Steele County's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

(c) Application Submittal & Review.

The Steele County Property Tax and Elections Director shall require an application for Temporary Cannabis Events.

1. An applicant shall fill out an application form, as provided by the Steele County Property Tax and Elections Director. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant; and
- ii. Address, email address, and telephone number of the applicant.

2. The applicant shall include with the form:

- i. The application fee as required in section 4.1.2; and
- ii. A copy of the OCM cannabis event license application, submitted pursuant to MINN. STAT. § 342.39 subd. 2.

3. The application shall be submitted to the Steele County Property Tax and Elections Director. If the application is deficient with respect to the above requirements, the Steele County Property Tax and Elections Director shall return the application with a notice of the deficiencies.

4. Once an application is considered complete, the Steele County Property Tax and Elections Director shall inform the applicant as such, process the application fees, and forward the application to the Steele County Sheriff's Office for final approval. The Steele County Sheriff may deny an application if the applicant has not sufficiently planned or detailed feasible safety and security plans.

5. The application fee shall be non-refundable once processed.

6. The application for a license for a Temporary Cannabis Event shall meet the following standards:

- i. Except for low-potency cannabis edibles, onsite consumption is prohibited.
- ii. Temporary cannabis events shall only be held between the hours of 10:00 a.m. and 9:00 p.m.
- iii. Temporary cannabis events are prohibited in residential districts.
- iv. Temporary cannabis events must comply with the buffer requirements described in section 3.1
- v. Temporary cannabis events must comply with all requirements detailed in MINN. STAT. § 342.40. The application shall include a detailed plan addressing the requirements of MINN. STAT. § 342.40, subds. 3, 4, 5, 6, 7 and 8.

7. A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

8. A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The Steele County Property Tax and Elections Director shall notify the applicant of the standards not met and basis for denial.

Section 5: Local Government as a Cannabis Retailer

501. A municipality may establish, own, and operate a municipal cannabis retail business subject to the restrictions in this Ordinance.

502. A municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under paragraph 206.

503. A municipal cannabis retail store shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Section 6: Effective Date

This Ordinance shall be in full force and effect from and after its passage and publication.

Administrator Renae Fry gave an overview of the ordinance.

The Chair opened the floor to public testimony. One person spoke in favor of the policy. The Chair closed the floor for comment.

The floor was opened to the Board for further discussion.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to close the Public Hearing regarding Ordinance number 42.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adopt Ordinance number 42, Regulating Cannabis Businesses.

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

General Agenda: (cont.)

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Approve Body Art Establishment Licenses for Seven Tattoo Parlor, Irish Eyes Studio, and Thee Dragon’s Lair. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve Out of State Travel for Public Health MRC Coordinator. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve renewal of SCDIU Joint Powers Agreement and Cash Match. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve Contract with SEH for the design, bidding, and construction oversite of the Phase V-A and V-B Landfill Construction. Ayes all.

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

**Final Payment
Steele County Highway Department
Certificate of Final Contract Acceptance**

County Board Acknowledgement
Contract Number: 242402
Contractor: Crane Creek Asphalt
Date Certified: December 2, 2024
Final Pay Request Number: 2

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

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award contract for Rural Intersection Lighting on Various Highways, SAP 074-070-008 to River City Electric Company in the amount of \$655,792.00. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve Minnesota Department of Revenue Agreement for Collection of Local Option Transportation Sales Tax authorizing the Chair and Finance Director to sign. Ayes all.

Presentation: None

Commissioner Reports:

Commissioner Brady reported his attendance at 911 Dispatch, Extension meeting, Truth in Taxation, Property and Maintenance Committee, AMC Conference, Public Works Committee and a Work Session.

Commissioner Glynn reported his attendance at Truth in Taxation, Extension meeting, Public Safety and Health Committee, and a Work Session.

Commissioner Gnemi reported his attendance at two Drug Courts, Truth in Taxation, Property & Maintenance Committee, Work Force Executive meeting, AMC Conference, and Drug Court.

Commissioner Abbe reported his attendance at OPED and a MNP Personnel Committee Meeting.

Commissioner Krueger reported his attendance at Emergency Communication meeting, Owatonna Partners Strategy Session, Truth in Taxation, South Country Health Alliance Joint Powers Board, South Country Health Alliance Quality Board, AMC, Public Works, and a Work Session.

Administrator Renae Fry reported on the an OPED Strategic Planning Session and working on safety and security for Steele County facilities.

Attorney's Office: Fully staffed.

**LISTING OF BILLS
December 12, 2024**

Advanced Correctional Healthcare Inc	19,253.30
ANCOM COMMUNICATIONS INC	14,692.50
Ban-Koe Companies	18,576.68
Cardinal Health IIO LLC	3,207.65
Central Farm Services	18,661.79
High Point Networks	20,273.68
Jones Haugh & Smith Inc	2,300.00
L & L Street Rods & Sport Trucks	9,966.48
Loken Excavating & Drainage	2,262.33
Matheson Tri-Gas Inc	4,415.68
Met-Con Construction Faribault Div	61,000.00
Mohs Contracting Inc	8,366.42
Owatonna Heating & Cooling Inc.	3,655.00
R & K Electric Inc	58,444.00
SF Enterprises LLC	17,016.00
Short Elliott Hendrickson Inc	49,098.54
Steele County Highway Dept	10,454.43
Steele County SWCD	33,750.00
Summit Food Services LLC	6,955.53
Superior Jetting Inc	7,800.00
Thompson Sanitation	75,722.74
Vanguard Appraisals Inc	21,390.00
WHKS & Co	39,647.63
84 Payments less than 2000	<u>33,329.53</u>
Final Total:	540,239.91

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to move into close session at 5:56 p.m. per Minn. Stat. §13D.05, Subd. 3 to evaluate the performance of an individual who is subject to its authority – Renae Fry, County Administrator. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn the Closed Session at 6:38 p.m. Ayes all.

Human Resource Director Gina McGuire gave a summary of Administrator Fry’s 6 months performance review and goals established by the board. Fry received an overall exceeds expectations rating and will receive another performance review at 12-months of employment. *(This is information and not an actionable item)*

Motion by Commissioner Glynn, seconded by Commissioner Brady to adjourn to the Call of the Chair at 6:39 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

DRAFT

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

December 12, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on December 12, 2024 with Commissioner's Brady, Glynn, Gnemi, Abbe and Krueger present. Also present were Finance Director Candi Lemarr, IT Director Dave Purscell, Financial Analyst Jonathon Walstrom, County Assessor Brian Anderson, Assistant Attorney Campbell Housh, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Administrator Renae Fry gave a brief overview of the 2025 budget and levy. The Board was given the opportunity to ask questions prior to taking action at the Board meeting. No questions were asked.

Administrator Renae Fry gave a brief overview of the four ordinances scheduled for a public hearing at the regular Board meeting. She briefed the Commissioners on the status of each Steele County city regarding their status with cannabis. The Board was given opportunity to ask questions regarding the tobacco and cannabis ordinances. Public Health was also present to answer questions. No questions were asked.

The county is at risk for forfeiting the Local Homeless Prevention Aid the county received in 2023 per County Administrator Renae Fry. According to the terms of the aid program, the funds need to be spent by December 31 of the year following receipt. As of the meeting, approximately \$12,000 had been spent, leaving approximately \$113,000 unspent at this point. MNPrairie housing specialist Karina has two projects for board consideration, but neither appear to meet the criteria of the aid. Namely, the funds need to be used for:

Each project or program must include plans for:

- *Targeting families with children who are eligible for a prekindergarten through grade 12 academic program and are one of the following: Living in overcrowded conditions in their current housing*
- *Paying more than 50 percent of their income for rent*
- *Lacking a fixed, regular, and adequate nighttime residence*
- *Targeting unaccompanied youth in need of an alternative residential setting*
- *Connecting families with the social services necessary to maintain the families' stability in their homes, such as housing navigation, legal representation, and family outreach*
- *One or both of the following: Providing rental assistance for a specified period which may exceed 24 months*
- *Providing support and case management services to improve housing stability, such as housing navigation and family outreach*

The Board directed county staff to reach out to Rachel's Light and Transitional Housing, two local organizations who serve families experiencing homelessness, to seek proposals for the use of the funds. The proposals will be considered by the Board at their December 19, 2024 meeting. The Board sought assurance that the funds would be used for their intended purpose. Renae indicated that the county could require the recipient organizations to sign an agreement certifying to their use of the funds and with provisions for recovery should the money be used for other purposes. In early 2025, the Board will discuss housing priorities for the additional homeless aid and the affordable housing aid for which the Housing Trust Fund was established so as to give the HTF more specific guidelines regarding the types of the project the Board wants to see.

Commissioners Krueger, Brady and Gnemi gave an update regarding the sessions they attended and the information they received at the annual Association of Minnesota Counties meeting. The financial outlook for the state is bleak and the implementation of various unfunded mandates will likely place additional burdens on the counties, including Steele. Board members from across the state were asked to approve this year's legislative platform and were encouraged to reach out to their state elected officials to seek support for measures that might limit or eliminate the counties' financial burdens regarding several matters.

Meeting was adjourned at 4:52 p.m.

Chairman

ATTEST: _____
Administrator

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

December 19, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on December 19, 2024 with Commissioner’s Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were County Engineer Paul Sponholz, Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, Public Health Specialist Ethan Rindfleisch, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the agenda with change to number 13 to an action item vs a resolution. Ayes all.

Public Comment: One comment regarding the Eastside corridor

Correspondence: Thank your letter from Southern Minnesota Passenger Rail Initiative

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

Consent Agenda:

- A. Approve Bills and Journal Entries
- B. Approve Personnel Report

New Hires/Promotions/Demotions/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:

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

- C. Adopt a **Resolution** Disbanding the Steele County Park and Recreation Commission

Disband Steele County Parks & Recreation Commission

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.

- D. Approve the use of the 2024 CCA budget surplus of \$300,000 towards the construction completion of the CCA Building.
- E. Adopt a **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.

ACCEPTANCE OF DONATION for 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.

General Agenda:

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve 2025 lease agreement between Parrott and Smith, LLC and Steele County Public Health for the Commercial Tobacco Prevention and Control Program. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve the FY 2024 Snowmobile Grant-In-Aid Program Contract Agreement in the amount of \$56,623.67 and authorize the PT&E Director and Administrator to sign. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve Bad Debt Write Offs in an amount of \$1,850.00 for Community Corrections Department Services due to probation reform. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve Steele County Non-Profit Community Partner Awards - 501(c)(3) Appropriations. Ayes all.

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
<u>United Way of Steele County</u>	<u>\$5,000</u>
Total Amount of	\$50,000

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the award of Opioid Response Initiative Funding to the following organizations in the specified amounts. Ayes all.

Steele County Sheriff’s Office	\$6,500
South Central Human Relations Center (Spero)	\$32,000
<u>United Way of Steele County</u>	<u>\$29,000</u>
Total Amount of	\$67,500

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the total award

of \$120,000 as one-time allocations as set forth below, payable from the Local Homeless Prevention Aid funds received by the County in 2023, and authorize the Administrator to sign the recipient agreements on behalf of the County.. Ayes all.

Transitional Housing	\$60,000
<u>Rachel’s Light</u>	<u>\$60,000</u>
Total Amount of	\$120,000.00

Public Hearing:

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to Open the Public Hearing regarding the Steele County Fee Schedule.

Administrator Renae Fry reviewed the changes and additions to the 2025 Fee Schedule.
The Chair opened the floor to public testimony, hearing none, the Chair closed the floor for comment.

The floor was opened to the Board for further discussion.

Motion by Commissioner Krueger, seconded by Commissioner Brady to close the Public Hearing regarding Steele County 2025 Fee Schedule.

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

2025 Steele County Fee Schedule

WHEREAS, pursuant to Minn. Stat. §373.41, 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 1, 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.

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

Presentation: None

Commissioner Reports:

Commissioner Brady had no report.
Commissioner Glynn had no report.

Commissioner Gnemi reported his attendance at a virtual Drug Court meeting, History Center, and Art Center reception for Mayor of Owatonna, and Drug Court meeting.
Commissioner Abbe reported his attendance at MNPrairie Joint Powers Board meeting.
Commissioner Krueger reported his attendance at MNPrairie Joint Powers Board meeting, Smart Bus Meeting, and Chamber panel on the new cannabis law.

Attorney Robert Jarrett reported the group ARPAC is looking for public members to join. The first meeting is the first Friday in January.

Administrator spoke at the Chamber meeting regarding the new Cannabis laws and attended an OPED meeting.

LISTING OF BILLS
December 19, 2024

7 Rivers Recycling LLC	4,883.00
APX Construction Group LLC	666,122.42
Braun Intertec Eng Inc	5,451.25
Budget Blinds of Rochester	3,147.00
Central Farm Services	8,185.57
City Of Owatonna	49,084.00
Counties Providing Technology	4,525.00
CRK Properties LLC	6,655.73
Crysteel Truck Equipment Inc	21,333.53
Forum Communication Printing	7,907.11
Four Seasons Centre	4,162.50
High Point Networks	19,047.23
ICS Consulting LLC	2,000.00
JD DRIVER LTD	1,184,365.00
Jones Haugh & Smith Inc	2,671.00
Minnesota Valley Testing Labs	8,107.95
Mn Dept Of Transportaton	5,494.83
Moore Md/KellyannaJ	3,864.24
Nuss Truck & Equipment	10,059.69
Paape Companies Inc	3,310.00
SCR	2,451.64
SF Enterprises LLC	7,639.00
Short Elliott Hendrickson Inc	26,427.63
Steele County Highway Dept	6,193.22
Stewart Sanitation	2,701.95
Summit Food Services LLC	3,460.80
Thomson Reuters - West	2,707.36
Truck Center Companies	164,975.58
Univ Of Mn Regents	61,183.06
WSB & Associates Inc	16,588.52
103 Payments less than 2000	<u>26,335.86</u>
Final Total:	2,341,041.67

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:28 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

December 19, 2024

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on December 19, 2024 with Commissioner's Glynn, Gnemi, Abbe, Krueger and Brady present. Also present were Finance Director Candi Lemarr, IT Director Dave Purscell, County Assessor Brian Anderson, Public Health Specialist Ethan Rindfleisch, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

The Board approved Public Health to use a competitive Request for Proposals (RFP) process to allocate a portion of Steele County 2025 special allocations. 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. Proposals for funding were evaluated in the context of the goals of the County's Health Improvement Plan. Amber Aaseth and Ethan Rindfleisch were present to review the ratings of each organization and explain how those who are recommended to receive the Steele County Non-Profit Community Partner Awards will be using the funds and reporting their outcomes. Staff recommended approving the following funding requests: 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, \$5,000; for a total of \$50,000 in appropriations. Recipients of awards will report back to the board on the progress towards the established goals. The Board referred this to their regular board meeting for approval.

Amber Aaseth and Ethan Rindfleisch also presented staff's recommendations regarding the proposals received for the use of the Steele County Opioid Response Initiative Funding Awards. Staff recommended that the following organizations be approved to receive the following funding: Steele County Sheriff's Office, \$6,500; South Central Human Relations Center (Spero), \$32,000; United Way of Steele County, \$29,000; for a total amount of \$67,500 in funding. The Board referred this to their regular board meeting for approval.

The County recently learned that funds it received in 2023 under the terms of the Local Homeless Prevention Aid (LHPA) program are in jeopardy of being returned to the state. At the last Board meeting, the Board directed staff to reach out to Rachels Light and Transitional Housing

to see if they could prepare proposals for the use of the funds based on the express requirements of the program. The organizations completed proposals to use the funds to support homeless families with eligible children and to provide support services to improve housing stability. The proposals were reviewed by staff to confirm that they meet the criteria of the LHPA program. Staff recommended that the Board approve grants of \$60K each on a one-time basis. As a condition of receiving the funds, staff also recommended that the recipients sign an agreement committing to using the funds as allowed by the terms of the LHPA program and that they provide reports to the County of at 3- and 6-month intervals. If approved by the Board, all documents should be completed and signed by the December 31st deadline. The Board referred this to their regular board meeting for approval.

Meeting was adjourned at 4:30 p.m.

Chairman

ATTEST: _____
Administrator

SBENDORF

1/2/25

9:41AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT		Administration			
	51300 Metro Sales Inc					
18	10-301-000-0000-6301	AP	335.42	Base & usage charges	INV2674518	Equip/Software Maint N
	51300 Metro Sales Inc		335.42	1 Transactions		
	65100 Paape Companies Inc					
20	10-301-000-0000-6512	AP	33.20	High speed modular jack connec	115826	Bldg Repair & Maintenance N
	65100 Paape Companies Inc		33.20	1 Transactions		
	68420 Plunkett's Pest Control, Inc.					
21	10-301-000-0000-6512	AP	114.00	December pest control	8919605	Bldg Repair & Maintenance N
	68420 Plunkett's Pest Control, Inc.		114.00	1 Transactions		
301	DEPT Total:		482.62	Administration	3 Vendors	3 Transactions
302	DEPT			Road & Bridge Maintenance Expense		
	23800 Fastenal Company					
9	10-302-000-0000-6801	AP	24.32	First aid kit supplies	OWA248271	Osha/Safety Supplies N
	23800 Fastenal Company		24.32	1 Transactions		
	5010 Loken Excavating & Drainage					
15	10-302-000-0000-6523	AP	4,508.20	460.02 yards washed sand	134001	Supplies - Road Salt & Sand N
	5010 Loken Excavating & Drainage		4,508.20	1 Transactions		
	8967 Steele Waseca Cooperative Electric					
26	10-302-000-0000-6534	AP	32.17	Street lights, CSAH 12	1094084	Supplies - Signing N
27	10-302-000-0000-6534	AP	34.86	Street lights, CSAH 2	1117342	Supplies - Signing N
28	10-302-000-0000-6534	AP	34.86	Street lights, CSAH 45	1117355	Supplies - Signing N
29	10-302-000-0000-6534	AP	9.68	Street lights, CSAH 1	120426	Supplies - Signing N
30	10-302-000-0000-6534	AP	141.14-	Capital credit, CSAH 14	25721	Supplies - Signing N
31	10-302-000-0000-6534	AP	7.46	Street lights, CSAH 19	25722	Supplies - Signing N
32	10-302-000-0000-6534	AP	45.66	Street lights, CSAH 6	26898	Supplies - Signing N
	8967 Steele Waseca Cooperative Electric		23.55	7 Transactions		
302	DEPT Total:		4,556.07	Road & Bridge Maintenance Expense	3 Vendors	9 Transactions
304	DEPT			Equipment Maintenance & Shops		
	10067 Auto Value Owatonna					

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
1	10-304-000-0000-6520	AP	58.99	Fuel water separators	197002354	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520	AP	47.49	Flat face orings & 2-wires	197002408	Machinery/Vehicle Parts	N
3	10-304-000-0000-6520	AP	287.99	Hub bearing	197002522	Machinery/Vehicle Parts	N
4	10-304-000-0000-6520	AP	40.78	Turbo cut 32 oz	197002748	Machinery/Vehicle Parts	N
5	10-304-000-0000-6520	AP	129.99	4WD Hub locking	197002766	Machinery/Vehicle Parts	N
6	10-304-000-0000-6511	AP	65.21	Coupler, wire & fittings	197003069	Maint Shop Supplies & Materials	N
10067	Auto Value Owatonna		630.45	6 Transactions			
16480	Crysteel Truck Equipment Inc						
7	10-304-000-0000-6520	AP	230.00	Mini amber light bar	LP221904	Machinery/Vehicle Parts	N
8	10-304-000-0000-6520	AP	39.00	Nozzle cap, body & tip	LP221911	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc		269.00	2 Transactions			
2419	Fire Safety USA Inc						
10	10-304-000-0000-6515	AP	807.50	(3) supreme fire hose	195581	Shop Equip Repair & Maintenance	N
2419	Fire Safety USA Inc		807.50	1 Transactions			
36550	IFACS						
12	10-304-000-0000-6520	AP	73.55	Screws, nuts & washers	5350292	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	AP	20.39	Screws & nuts	5350634	Machinery/Vehicle Parts	N
36550	IFACS		93.94	2 Transactions			
43336	Kris Engineering Inc						
14	10-304-000-0000-6520	AP	1,037.32	Tooth square washer hex nuts	40687	Machinery/Vehicle Parts	N
43336	Kris Engineering Inc		1,037.32	1 Transactions			
50125	Manke's Outdoor Equipment & Appliance						
16	10-304-000-0000-6520	AP	16.02	Air cleaner	P15979	Machinery/Vehicle Parts	N
50125	Manke's Outdoor Equipment & Appliance		16.02	1 Transactions			
50510	McNeilus Steel Inc						
17	10-304-000-0000-6520	AP	57.75	HD pipe	01178302	Machinery/Vehicle Parts	N
50510	McNeilus Steel Inc		57.75	1 Transactions			
9922	Owatonna Ace Hardware						
19	10-304-000-0000-6511	AP	19.78	Plugs & sealant	2030/5	Maint Shop Supplies & Materials	N
9922	Owatonna Ace Hardware		19.78	1 Transactions			
3743	RDO Equipment Co, Inc.						

SBENDORF

1/2/25 9:41AM

10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 4

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
22	10-304-000-0000-6520	AP	208.80	Water pump	P4993002	Machinery/Vehicle Parts	N
3743	RDO Equipment Co, Inc.		208.80	1 Transactions			
3314	Ronco Engineering Sales Co Inc						
23	10-304-000-0000-6520	AP	227.92	Hydraulic hoses	3379929	Machinery/Vehicle Parts	N
3314	Ronco Engineering Sales Co Inc		227.92	1 Transactions			
3185	Rons Repair						
24	10-304-000-0000-6520	AP	709.54	Mount, install & balance tires	51223	Machinery/Vehicle Parts	N
25	10-304-000-0000-6520	AP	637.30	Mount, install & balance tires	51225	Machinery/Vehicle Parts	N
3185	Rons Repair		1,346.84	2 Transactions			
86520	Terminal Supply Company						
33	10-304-000-0000-6511	AP	159.01	Cable assembly	80888-01	Maint Shop Supplies & Materials	N
34	10-304-000-0000-6511	AP	160.42	Conduit	80888-02	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company		319.43	2 Transactions			
86950	Texas Refinery Corporation						
35	10-304-000-0000-6540	AP	495.00	(5) grease tubes	290766	Fuel & Lubricants	N
86950	Texas Refinery Corporation		495.00	1 Transactions			
4226	Towmaster						
36	10-304-000-0000-6520	AP	38.15	Handle jack	473940	Machinery/Vehicle Parts	N
4226	Towmaster		38.15	1 Transactions			
9376	Trueman Welters Inc						
37	10-304-000-0000-6520	AP	110.54	Ball collar	IE49712A	Machinery/Vehicle Parts	N
9376	Trueman Welters Inc		110.54	1 Transactions			
304	DEPT Total:		5,678.44	Equipment Maintenance & Shops	15 Vendors	24 Transactions	
310	DEPT			Capital Construction			
3832	I & S Group Inc						
11	10-310-000-0000-6262	AP	460.00	Prof services 074-649-001	112262	Sales Tax Consultants	Y
3832	I & S Group Inc		460.00	1 Transactions			
310	DEPT Total:		460.00	Capital Construction	1 Vendors	1 Transactions	

SBENDORF
1/2/25 9:41AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 5

Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.		Account/Formula		Accr	Amount		Service Dates	Paid On Bhf #	On Behalf of Name
10	Fund Total:				11,177.13	Road & Bridge Fund		37 Transactions	
	Final Total:				11,177.13	22 Vendors		37 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	11,177.13	Road & Bridge Fund	
	All Funds	11,177.13	Total	Approved by,
				
				

SBENDORF

1/2/25

9:20AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF
1/2/25 9:20AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
301	DEPT			Administration			
	61527 Owatonna Peoples Press						
3	10-301-000-0000-6410		283.40	Annual subscription	OPP-9023	Office Supplies	N
	61527 Owatonna Peoples Press		283.40	1 Transactions			
301	DEPT Total:		283.40	Administration	1 Vendors	1 Transactions	
303	DEPT			Construction Expense			
	4982 Dodge County Highway Dept						
2	10-303-000-0000-6261		225.00	MCEA Conf Reg-Knudson	76	Conference & Training	N
1	10-303-000-0000-6330		831.66	MCEA Conf lodging-Knudson	76	Travel Expenses	N
	4982 Dodge County Highway Dept		1,056.66	2 Transactions			
303	DEPT Total:		1,056.66	Construction Expense	1 Vendors	2 Transactions	
10	Fund Total:		1,340.06	Road & Bridge Fund		3 Transactions	
	Final Total:		1,340.06	2 Vendors	3 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	1,340.06	Road & Bridge Fund	
	All Funds	1,340.06	Total	Approved by,
				
				

SBENDORF
1/2/25 10:32AM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 2

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
3	DEPT				County Wide			
	4319	Association Of Mn Counties						
6		01-003-000-0000-6241		21,366.00	AMC 2025 annual dues	70934	Membership Dues	N
	4319	Association Of Mn Counties		21,366.00	1 Transactions			
3	DEPT Total:			21,366.00	County Wide	1 Vendors	1 Transactions	
5	DEPT				Board Of Commissioners			
	6032	APG Media of Southern Minnesota LLC						
5		01-005-000-0000-6242 AP		11.38	Synopsis - 11/12/2024	1030018	Publishing	N
	6032	APG Media of Southern Minnesota LLC		11.38	1 Transactions			
5	DEPT Total:			11.38	Board Of Commissioners	1 Vendors	1 Transactions	
32	DEPT				Human Resources			
	3693	Loffler Companies Inc						
33		01-032-000-0000-6410 AP		54.97	HR printers	4897602	Office Supplies	N
	3693	Loffler Companies Inc		54.97	1 Transactions			
32	DEPT Total:			54.97	Human Resources	1 Vendors	1 Transactions	
41	DEPT				Auditor			
	3693	Loffler Companies Inc						
28		01-041-000-0000-6410 AP		44.81	Auditor printers	4897602	Office Supplies	N
	3693	Loffler Companies Inc		44.81	1 Transactions			
41	DEPT Total:			44.81	Auditor	1 Vendors	1 Transactions	
44	DEPT				Financial Administrator			
	9245	Fifth Asset, Inc						
8		01-044-000-0000-6480		10,700.00	DebtBook subscription 2025	DB2006226	Non-Capitalized Inventory	N
	9245	Fifth Asset, Inc		10,700.00	1 Transactions			
	3693	Loffler Companies Inc						
36		01-044-000-0000-6410 AP		19.17	Finance printers	4897602	Office Supplies	N
	3693	Loffler Companies Inc		19.17	1 Transactions			

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 3

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
44	DEPT Total:		10,719.17	Financial Administrator	2 Vendors	2 Transactions
61	DEPT			Information Technology		
	3693 Loffler Companies Inc					
34	01-061-000-0000-6410	AP	14.03	IT printers	4897602	Office Supplies N
	3693 Loffler Companies Inc		14.03	1 Transactions		
61	DEPT Total:		14.03	Information Technology	1 Vendors	1 Transactions
62	DEPT			Central Services		
	8975 Minnesota Counties Computer Coop					
16	01-062-000-0000-6301		7,245.22	2025 IFS support	2501196	Equip/Software Maint N
17	01-062-000-0000-6301		1,000.00	2025 JIC-IFS enhancement fund	2501196	Equip/Software Maint N
18	01-062-000-0000-6301		1,250.00	2025 MNCCC dues for JIC	2501196	Equip/Software Maint N
	8975 Minnesota Counties Computer Coop		9,495.22	3 Transactions		
	3778 SHI International Corp					
23	01-062-000-0000-6301		11,200.00	VMWare annual renewal	B19185122	Equip/Software Maint N
	3778 SHI International Corp		11,200.00	1 Transactions		
62	DEPT Total:		20,695.22	Central Services	2 Vendors	4 Transactions
101	DEPT			County Recorder		
	3693 Loffler Companies Inc					
35	01-101-000-0000-6410	AP	95.94	Recorder printers	4897602	Office Supplies N
	3693 Loffler Companies Inc		95.94	1 Transactions		
	48501 MACO					
13	01-101-000-9305-6480		300.00	MACO conference - RKvien	200003581	Non-Capitalized Inv-Technology Fun N
14	01-101-000-9305-6480		300.00	MACO conference - PMiller	200003586	Non-Capitalized Inv-Technology Fun N
	48501 MACO		600.00	2 Transactions		
101	DEPT Total:		695.94	County Recorder	2 Vendors	3 Transactions
102	DEPT			Surveyor		
	39600 Jones Haugh & Smith Inc					
9	01-102-000-0000-6801	AP	5,635.00	Sec corner updates, Bixby topo	46221	General Expense N

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 4

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
39600	Jones Haugh & Smith Inc		5,635.00	1 Transactions		
102	DEPT Total:		5,635.00	Surveyor	1 Vendors	1 Transactions
103	DEPT			Assessor		
9886	MNCAR					
15	01-103-000-0000-6330		495.00	MNCAR membership - Qtr 1	616201	Travel Expenses N
9886	MNCAR		495.00	1 Transactions		
103	DEPT Total:		495.00	Assessor	1 Vendors	1 Transactions
111	DEPT			Buildings & Grounds		
9161	Kraft Mechanical LLC					
69	01-111-044-0000-6300		5,330.00	Preventative maint contract	37754	Bldg Repairs & Maintenance N
9161	Kraft Mechanical LLC		5,330.00	1 Transactions		
3693	Loffler Companies Inc					
29	01-111-000-0000-6410	AP	17.48	Bldg & Grounds printers	4897602	Office Supplies N
3693	Loffler Companies Inc		17.48	1 Transactions		
65100	Paape Companies Inc					
70	01-111-042-0000-6300	AP	71.39	Temperature switch - CH	115825	Bldg Repairs & Maintenance N
65100	Paape Companies Inc		71.39	1 Transactions		
1663	Sign Pro Of Owatonna, Inc.					
71	01-111-040-0000-6300	AP	380.70	Vinyl dept signs for Admin blg	1106118	Bldg Repairs & Maintenance N
1663	Sign Pro Of Owatonna, Inc.		380.70	1 Transactions		
111	DEPT Total:		5,799.57	Buildings & Grounds	4 Vendors	4 Transactions
121	DEPT			Veteran Service		
3693	Loffler Companies Inc					
37	01-121-000-0000-6410	AP	160.45	Veterans printers	4897602	Office Supplies N
3693	Loffler Companies Inc		160.45	1 Transactions		
121	DEPT Total:		160.45	Veteran Service	1 Vendors	1 Transactions

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 5

	Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
201	DEPT				Sheriff			
	3693	Loffler Companies Inc						
39		01-201-000-0000-6381	AP	128.64	Sheriff's office printers	4897602	Cpu Usage & Network Support	N
	3693	Loffler Companies Inc		128.64	1 Transactions			
201	DEPT Total:			128.64	Sheriff	1 Vendors	1 Transactions	
251	DEPT				Jail			
	4346	Advanced Correctional Healthcare Inc						
3		01-251-000-0000-6269	AP	1,918.38	Onsite mental health services	RINV-004257	Site Mental Health Services	6
2		01-251-000-0000-6270	AP	17,388.21	Onsite medical services	RINV-004257	Medical Services	6
4		01-251-000-0000-6270	AP	370.00	Pool management fees	RINV-004257	Medical Services	6
	4346	Advanced Correctional Healthcare Inc		19,676.59	3 Transactions			
	3134	Dash Medical Gloves						
7		01-251-000-0000-6451	AP	450.00	Latex gloves	1322893	Operating Supplies	N
	3134	Dash Medical Gloves		450.00	1 Transactions			
	3693	Loffler Companies Inc						
31		01-251-000-0000-6410	AP	348.07	Detention Center printers	4897602	Office Supplies	N
	3693	Loffler Companies Inc		348.07	1 Transactions			
	51300	Metro Sales Inc						
11		01-251-000-0000-6304		1,521.00	Copy machine contract - DC	2674515	Contract Serv./Bldg Maint	N
	51300	Metro Sales Inc		1,521.00	1 Transactions			
	8247	Summit Food Services LLC						
25		01-251-000-0000-6441	AP	3,487.17	Inmate meals 12/14 - 12/20/24	INV2000230371	Prisoner Meals	N
	8247	Summit Food Services LLC		3,487.17	1 Transactions			
251	DEPT Total:			25,482.83	Jail	5 Vendors	7 Transactions	
252	DEPT				Community Corrections			
	3693	Loffler Companies Inc						
30		01-252-000-0000-6381	AP	13.78	Comm Corr printers	4897602	Cpu Usage	N
	3693	Loffler Companies Inc		13.78	1 Transactions			
	10119	Ramirez/Raul						

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
21	01-252-000-0000-5538	AP	60.00	SCRAM reimbursement	74-CR241246	Scram Revenue	N
10119	Ramirez/Raul		60.00	1 Transactions			
84035	Tri-M Graphics						
27	01-252-000-0000-6410	AP	81.50	Business cards-MStiehm	105871	Office Supplies	N
84035	Tri-M Graphics		81.50	1 Transactions			
252	DEPT Total:		155.28	Community Corrections	3 Vendors	3 Transactions	
253	DEPT			Law Enforcement Center			
3693	Loffler Companies Inc						
40	01-253-000-0000-6304	AP	73.01	LEC records joint printers	4897602	Contract Services/Bldg Mtce	N
3693	Loffler Companies Inc		73.01	1 Transactions			
4419	Matrix Communications Inc						
10	01-253-000-0000-6600	AP	150.00	Phone assistance w/ SCSO move	M008988	Capital Outlay	N
4419	Matrix Communications Inc		150.00	1 Transactions			
253	DEPT Total:		223.01	Law Enforcement Center	2 Vendors	2 Transactions	
391	DEPT			Environmental Services			
8967	Steele Waseca Cooperative Electric						
26	01-391-000-0000-6550	AP	15.45	Hazardous waste electric	22772	Household Hazardous Waste	N
8967	Steele Waseca Cooperative Electric		15.45	1 Transactions			
391	DEPT Total:		15.45	Environmental Services	1 Vendors	1 Transactions	
481	DEPT			Public Health Nursing			
4319	Association Of Mn Counties						
41	01-481-465-6057-6241		2,820.00	LPHA annual dues - 2025	71103	Membership Dues	N
4319	Association Of Mn Counties		2,820.00	1 Transactions			
37025	Innovative Office Solutions LLC						
42	01-481-000-0000-6410	AP	260.20	Paper, stapler, tape dispenser	4720681	Office Supplies	N
37025	Innovative Office Solutions LLC		260.20	1 Transactions			
10043	Johnson/Emma						
55	01-481-461-6032-6331	AP	18.76	Mileage - October 2024	December 2024	Mileage Reimbursement	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
54	01-481-461-6066-6331	AP	25.46	Mileage - October 2024	December 2024	Mileage Reimbursement	N
10043	Johnson/Emma		44.22	2 Transactions			
3693	Loffler Companies Inc						
38	01-481-000-0000-6322	AP	134.80	Public Health printers	4897602	Service Agreements	N
3693	Loffler Companies Inc		134.80	1 Transactions			
51300	Metro Sales Inc						
46	01-481-000-0000-6322		128.00	Copy meter contract	2674517	Service Agreements	N
47	01-481-000-0000-6410	AP	1,179.47	Contract usage/overage	2674517	Office Supplies	N
51300	Metro Sales Inc		1,307.47	2 Transactions			
8975	Minnesota Counties Computer Coop						
43	01-481-000-0000-6381		6,724.35	PHDOC software support-Qtr 1	2501197	CPU Usage & Network Support	N
44	01-481-000-0000-6381		1,500.00	Health info exchange fund-2025	2501197	CPU Usage & Network Support	N
45	01-481-000-0000-6381		2,500.00	CHS user - 2025	2501197	CPU Usage & Network Support	N
8975	Minnesota Counties Computer Coop		10,724.35	3 Transactions			
9616	Parrott & Smith LLC						
48	01-481-461-6066-6341		295.00	Rent - January 2025	December 2024	Office Rent	1
9616	Parrott & Smith LLC		295.00	1 Transactions			
9903	Rindfleisch/Ethan						
51	01-481-461-6032-6331	AP	27.47	Mileage - October 2024	December 2024	Mileage Reimbursement	N
53	01-481-464-6061-6331	AP	0.68	Mileage - September 2024	December 2024	Mileage Reimbursement	N
52	01-481-464-6065-6331	AP	4.02	Mileage - October 2024	December 2024	Mileage Reimbursement	N
49	01-481-461-6067-6464	AP	76.73	Plants-Steele Fit prizes	Sargents	General Supplies & Outreach	N
9903	Rindfleisch/Ethan		108.90	4 Transactions			
84035	Tri-M Graphics						
50	01-481-000-0000-6410	AP	152.31	Envelopes #9	105920	Office Supplies	N
84035	Tri-M Graphics		152.31	1 Transactions			
481	DEPT Total:		15,847.25	Public Health Nursing	9 Vendors	16 Transactions	
521	DEPT			Park And Recreation			
8967	Steele Waseca Cooperative Electric						
24	01-521-000-0000-6823	AP	8.01	Beaver Lake utilities	27829	Beaver Lake	N

SBENDORF

1/2/25 10:32AM

1 General Revenue Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 8

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
8967	Steele Waseca Cooperative Electric		8.01	1 Transactions			
521	DEPT Total:		8.01	Park And Recreation	1 Vendors	1 Transactions	
550	DEPT			Four Seasons			
32	3693 Loffler Companies Inc						
	01-550-000-0000-6410	AP	143.84	Four Seasons printers	4897602	Operating Supplies - Contracts	N
	3693 Loffler Companies Inc		143.84	1 Transactions			
	7860 Metropolitan Mechanical Contractors Inc						
12	01-550-000-0000-6410	AP	2,050.00	Repair RTUs & dehumidifiers	10013737	Operating Supplies - Contracts	N
	7860 Metropolitan Mechanical Contractors Inc		2,050.00	1 Transactions			
	7771 MN Dept of Labor & Industry						
19	01-550-000-0000-6410		100.00	Annual elevator license	ALR0169559x	Operating Supplies - Contracts	N
	7771 MN Dept of Labor & Industry		100.00	1 Transactions			
	9922 Owatonna Ace Hardware						
1	01-550-000-0000-6410	AP	28.78	Plumbing supplies	2099/5	Operating Supplies - Contracts	N
	9922 Owatonna Ace Hardware		28.78	1 Transactions			
	71075 R & R Specialties Of Wisconsin Inc						
20	01-550-000-0000-6314	AP	42.60	Snow breaker spring - zamboni	84135	Zamboni Repairs	N
	71075 R & R Specialties Of Wisconsin Inc		42.60	1 Transactions			
	77390 Schilling Supply Company						
22	01-550-000-0000-6410	AP	39.26	Urinal screens	986031	Operating Supplies - Contracts	N
	77390 Schilling Supply Company		39.26	1 Transactions			
550	DEPT Total:		2,404.48	Four Seasons	6 Vendors	6 Transactions	
1	Fund Total:		109,956.49	General Revenue Fund		58 Transactions	

SBENDORF
1/2/25 10:32AM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 9

Vendor		Name	Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
		No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
301	DEPT					Administration		
		3693	Loffler Companies Inc					
56			10-301-000-0000-6410	AP	67.47	Public Works printers	4897602	Office Supplies N
		3693	Loffler Companies Inc		67.47	1 Transactions		
301	DEPT Total:				67.47	Administration	1 Vendors	1 Transactions
10	Fund Total:				67.47	Road & Bridge Fund		1 Transactions

SBENDORF

1/2/25 10:32AM

21 County Ditch Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 10

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
633	DEPT			Judicial Ditch 10			
	77449 Schultz Excavating						
58	21-633-000-0000-6305	AP	220.00	JD10 repairs-Sec 5 Lemond	3157	Construction And Repairs	Y
	77449 Schultz Excavating		220.00	1 Transactions			
633	DEPT Total:		220.00	Judicial Ditch 10	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
	77449 Schultz Excavating						
59	21-644-000-0000-6305	AP	150.00	CD4 repairs-Sec 7 Owat twp	3160	Construction And Repairs	Y
	77449 Schultz Excavating		150.00	1 Transactions			
644	DEPT Total:		150.00	County Ditch 4	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
	77449 Schultz Excavating						
57	21-649-000-0000-6305	AP	275.00	CD22 repairs-Sec 23 Somerset	3158	Construction And Repairs	Y
	77449 Schultz Excavating		275.00	1 Transactions			
649	DEPT Total:		275.00	County Ditch 22	1 Vendors	1 Transactions	
21	Fund Total:		645.00	County Ditch Fund		3 Transactions	

SBENDORF

1/2/25 10:32AM

38 Capital Outlay Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 11

Vendor		Name		Rpt	Warrant Description		Invoice #	Account/Formula Description		1099
No.		Account/Formula	Accr	Amount	Service Dates		Paid On Bhf #	On Behalf of Name		
201	DEPT				Sheriff					
	9783	Alternative Business Furniture								
67		38-201-000-0000-6600	AP	762.80	Uninstall & install furniture		71050	Capital Outlay - Sheriff		N
	9783	Alternative Business Furniture		762.80	1 Transactions					
201	DEPT Total:			762.80	Sheriff		1 Vendors	1 Transactions		
502	DEPT				Steele Co Community Ctr					
	1311	Met-Con Construction Faribault Div								
68		38-502-000-0000-6600	AP	19,089.42	Bricks for retaining wall		141651	Capital Outlay-Community Center		N
	1311	Met-Con Construction Faribault Div		19,089.42	1 Transactions					
502	DEPT Total:			19,089.42	Steele Co Community Ctr		1 Vendors	1 Transactions		
38	Fund Total:			19,852.22	Capital Outlay Fund			2 Transactions		

SBENDORF

1/2/25 10:32AM

53 Landfill Fund

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 12

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT			Landfill			
	23800 Fastenal Company						
60	53-398-000-0000-6301	AP	181.51	Gloves	MNOWA248191	Equip Repairs	N
	23800 Fastenal Company		181.51	1 Transactions			
	3693 Loffler Companies Inc						
61	53-398-000-0000-6410	AP	101.57	Landfill printers	4897602	Office Supplies	N
	3693 Loffler Companies Inc		101.57	1 Transactions			
	4097 Nuss Truck & Equipment						
62	53-398-000-0000-6301	AP	247.37	Latches	PSO165792-1	Equip Repairs	N
	4097 Nuss Truck & Equipment		247.37	1 Transactions			
	8967 Steele Waseca Cooperative Electric						
63	53-398-000-0000-6250	AP	31.46	Old shop	120431	Utilities	N
64	53-398-000-0000-6250	AP	27.58	Clem's building site	120436	Utilities	N
65	53-398-000-0000-6250	AP	68.40	Pumping station	22594	Utilities	N
66	53-398-000-0000-6250	AP	103.62	Office	29002	Utilities	N
	8967 Steele Waseca Cooperative Electric		231.06	4 Transactions			
398	DEPT Total:		761.51	Landfill	4 Vendors	7 Transactions	
53	Fund Total:		761.51	Landfill Fund		7 Transactions	
	Final Total:		131,282.69	56 Vendors	71 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	109,956.49	General Revenue Fund	
	10	67.47	Road & Bridge Fund	
	21	645.00	County Ditch Fund	
	38	19,852.22	Capital Outlay Fund	
	53	761.51	Landfill Fund	
	All Funds	131,282.69	Total	Approved by,
				
				

PERSONNEL REPORT

January 7, 2025

ACTION ITEMS

1. Personnel Actions:

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

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Date</i>
-------------	-----------------------	--------------------	-------------

Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jonathan Walstrom	Financial Analyst	Finance	01/17/2025

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Financial Analyst	Finance	Backfill Walstrom

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

Open Positions - Approved to Fill:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
IT Security Analyst	IT	Working on Job Description
Correctional Officer (2)	Det. Center/Sheriff's Office	Backgrounding
Technical Clerk I	Recorder's Office	Recruiting
Engineering Tech I/II/III	Highway	Recruiting
Records Specialist	Sheriff's Office	Recruiting
Technical Clerk II	PT & E	On-hold

Open Positions - In Committee:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Lead Custodian	Facilities & Grounds	On-hold

Steele County Board of Commissioners

Board Meeting Schedule for 2025

Board of Commissioners – 5:00 p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action or otherwise noted)

Steele County Administration Center Board Room

January 7* January 28	February 11 February 25	March 11 (4 p.m.) March 25	April 8 April 22
May 13 May 27	June 10 June 24	July 8 July 22	August 12 August 26
September 9 September 23	October 14 October 28	November 13 November 25	December 16

*Minn. Stat. §37507 states: "The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January..."

204c.03 Public meetings prohibited on election day between 6:00 p.m. and 8:00 p.m. on the day:

- March 11 – Township Elections

Steele County Board of Commissioners

Board Work Session Schedule for 2025

Board Work Sessions - 4:00 p.m. the 2nd and 4th Tuesday of each Month (Unless changed by Board Action or otherwise noted)

Steele County Administration Center Board Room

January 28	February 11 February 25	March 11 (3 p.m.) March 25	April 8 April 22
May 13 May 27	June 10 June 24	July 8 July 22	August 12 August 26
September 9 September 23	October 14 October 28	November 13 November 25	December 16

Planning Session
Steele County Board of Commissioners 2025 Planning Session

Annex Conference Room
Monday, November 17, 2025 - 8:00 a.m. to Noon

Joint Meetings

Annual County/Township Meeting
Community Center
Monday, March 24, 2025 – 4:00 p.m. to 6:00 p.m.

Annual County/Fair Board Fall Meeting
Steele County Administration Center – Conference Room 40
Wednesday, November 12, 2025 - 11:30 a.m. to 1:00 p.m.

Board of Appeals & Equalization
Steele County Administration Center Board Room
Tuesday, June 17, 2025 – 7:00 p.m. – 10:00 p.m.
Tuesday, June 24, 2025 – 7:00 p.m. (Reconvene)

AMC Conferences
2025 AMC Legislative Conference: February 26 – 27
2025 AMC Leadership Summit: March 26 – 28
2025 AMC Fall Policy Conference: September 10-12
District 9 Meeting: October (TBD)
2025 AMC Annual Conference: Dec 8 - 10



Steele County Agenda Item

Request for Board Action

Subject: Steele County Website and Advertisement for Transportation Project Bids

Department: Highway

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

NA

Recommendation:

Adopt Resolution Designating Official Website for Steele County and Advertisement for Transportation Projects Bids

Background (*Including Budget Impact*):

Minn. Statute 331A.12 permits the County to designate the County's website, SteeleCountyMN.gov, to publish transportation projects. Publication on the website may be used in place of or in addition to any other required form of publication. After designating publication on the website for transportation projects, the County will publish, in the official newspaper and on the website, notice that the county will publish advertisements for bids on its website.

Attachments:

Resolution

STEELE COUNTY
RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND
TRANSPORTATION PROJECT BIDS

NOW, THEREFORE, BE IT RESOLVED, that SteeleCountyMN.gov will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by Steele County.

BE IT FURTHER RESOLVED, that SteeleCountyMN.gov will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, Chair

CERTIFICATION

STATE OF MINNESOTA
COUNTY OF STEELE

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by the Steele County Board at a duly authorized meeting thereof held on the 7th day of January 2025, as shown by the minutes of said meeting in my possession.

Steele County Administrator



Steele County Agenda Item

Request for Board Action

Subject: 2025 Mileage Rate

Department: Property Tax & Elections

Committee: Choose an item.

Committee Meeting Date: n/a

Work Session Date: n/a

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve 2025 Mileage Rate at 70 cents per the IRS guidelines beginning January 1, 2025

Background (*Including Budget Impact*):

The Board sets the rate for mileage reimbursement on an annual basis and per the IRS Standard rate. For 2025 the mileage rate is 70 cents.

Attachments:

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



Steele County Agenda Item

Request for Board Action

Subject: AMC Delegates - 2025

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve the Association of Minnesota Counties (AMC) Delegates

Background (*Including Budget Impact*):

Minnesota Counties are requested to appoint delegates to AMC

Commissioner James Brady
Commissioner John Glynn
Commissioner James Abbe
Commissioner Greg Krueger
Commissioner Joshua Prokopec
County Administrator Renae Fry
County Finance Director Candi Lemarr
County Property Tax and Elections Director Jennifer Mueller
Human Resource Director Gina McGuire
Steele County Engineer Paul Sponholz

Attachments:

n/a



Steele County Agenda Item

Request for Board Action

Subject: AMC policy Committee Members - 2025

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Appoint Commissioners to the same AMC Policy Committees as previous year

Background (*Including Budget Impact*):

AMC Policy Committees:

- Environ. & Natural Resources: Commissioner John Glynn
- General Government: Commissioner Jim Abbe
- Health & Human Services: Commissioner Greg Krueger
- Public Safety: Commissioner Joshua Prokopec
- Transportation & Infrastructure: Commissioner James Brady
- Alternate: Administrator Renae Fry
- Alternate: Steele County Engineer Paul Sponholz
- Alternate: Public Health Director Amber Aaseth
- Alternate: Human Resource Director Gina McGuire

Attachments:

n/a



Steele County Agenda Item

Request for Board Action

Subject: Travel & Training – In State

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules and Policies

Background *(Including Budget Impact)*:

Conferences and workshops are to be specifically related to the current job of the attending employee and used to develop the information and skills of departmental staff. These sessions may be attended upon approval of the supervisor and payment of fees and expenses must be part of the approved departmental budget.

Expense reimbursements for such training is outlined in the Personnel Rules & Policies, Chapter 19

Attachments:

n/a



Steele County Agenda Item

Request for Board Action

Subject: Travel & Training – AMC & NACO

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Authorize the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings

Background (*Including Budget Impact*):

Both AMC & NACO provide various training, meetings and conferences throughout the year available to the Commissioners and staff. The ability to learn best practices and network with peers and state and national leadership (both within the organization and state and federal government) provides a valuable return to Steele County

Attachments:

n/a



Steele County Agenda Item

Request for Board Action

Subject: Payment Warrants Resolution

Department: Property Tax & Elections

Committee: N/A

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Approve Resolution authorizing the Finance Director and Property Tax & Elections Director to process payments by Payment Warrants

Recommendation:

Include staff recommendation (or list as “Discussion Only” or “Information Only”).

Background (*Including Budget Impact*):

Annually the County Board adopts the Resolution authorizing Finance Director and PT&E Director to process payments by Payment Warrants

Attachments:

Payment Warrant Resolution

RESOLUTION

Authorizing Property Tax & Elections Director & Finance Director to Process Auditor's Payment Warrants

Be it Resolved, that the Property Tax & Elections Director or designee & Finance Director or designee are hereby authorized to process payments by payment Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

Dated: January 7, 2025

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

Attest: _____

CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution duly passed, adopted and approved by the county Board of said County on the 7th day of January 2025



Steele County Agenda Item

Subject: Designating Depository and Persons Authorized to Sign Orders

Department: Finance

Committee Meeting Date:

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to designate UBS as Steele County's depository and authorize the persons stated to sign orders

Background(*Including Budget Impact*):

The attached resolution is to name UBS as the County's depository for its investments. It also authorizes Candi Lemarr, Finance Director, to purchase, sell, receive, or transfer investment securities on behalf of Steele County. In the event the Finance Director is not available, the resolution requires two signatures of and authorizes both Jennifer Mueller, Steele County Property Tax and Elections Director, and Madison Melcher, Steele County Financial Specialist, to purchase, sell, receive, or transfer investment securities on behalf of Steele County.

Attachments:

Resolution – Designation of depository for the County of Steele and persons authorized to sign orders

RESOLUTION

Designating a Depository for the County of Steele
and persons authorized to sign orders thereon.

BE IT RESOLVED by the Board of Commissioners of Steele County Minnesota, that “UBS Financial Services, LLC,” be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders of the County of Steele drawn on said UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Candi Lemarr, Finance Director of Steele County; and by two if signed by Jennifer Mueller, Steele County Property Tax and Elections Director, and Madison Melcher, Steele County Financial Specialist.

BE IT FURTHER RESOLVED that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Candi Lemarr, Steele County Finance Director.

NOW, THEREFORE, BE IT RESOLVED that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to UBS Financial Services LLC may only be made to another depository or account of Steele County in the name of Steele County.

Dated this 7th day of January 2025.

Chairman

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 7th day of January 2025.

County of Steele



Steele County Agenda Item

Subject: Resolution – EFT Authorization

Department: Finance Department

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution to authorize personnel to process EFT transactions

Background (*Including Budget Impact*):

Due to change in personnel, attached is a revised resolution regarding EFT authorizations.

One of the legal compliance standards required by the State Auditor's Office is that the County Board delegate authority on an annual basis to certain personnel to make electronic funds transfers. Attached is the resolution to comply with that standard stating the personnel authorized to initiate such transactions.

RESOLUTION
Electronic Fund Transfer Transaction
Personnel Authorization

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Candi Lemarr, County Finance Director; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; Bobbie Herzog, Human Resources Generalist; and Emma Schelling, Human Resources Generalist.

BE IT FURTHER RESOLVED, that the Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives;

Candi Lemarr, Finance Director _____

Madison Melcher, Financial Specialist _____

Erin Edel, Accountant _____

Barb Osmon, Financial Specialist _____

Karen Winter, Property Tax Specialist _____

Susan Bendorf, Accounting Technician _____

Bobbie Herzog, Human Resources Generalist _____

Emma Schelling, Human Resources Generalist _____

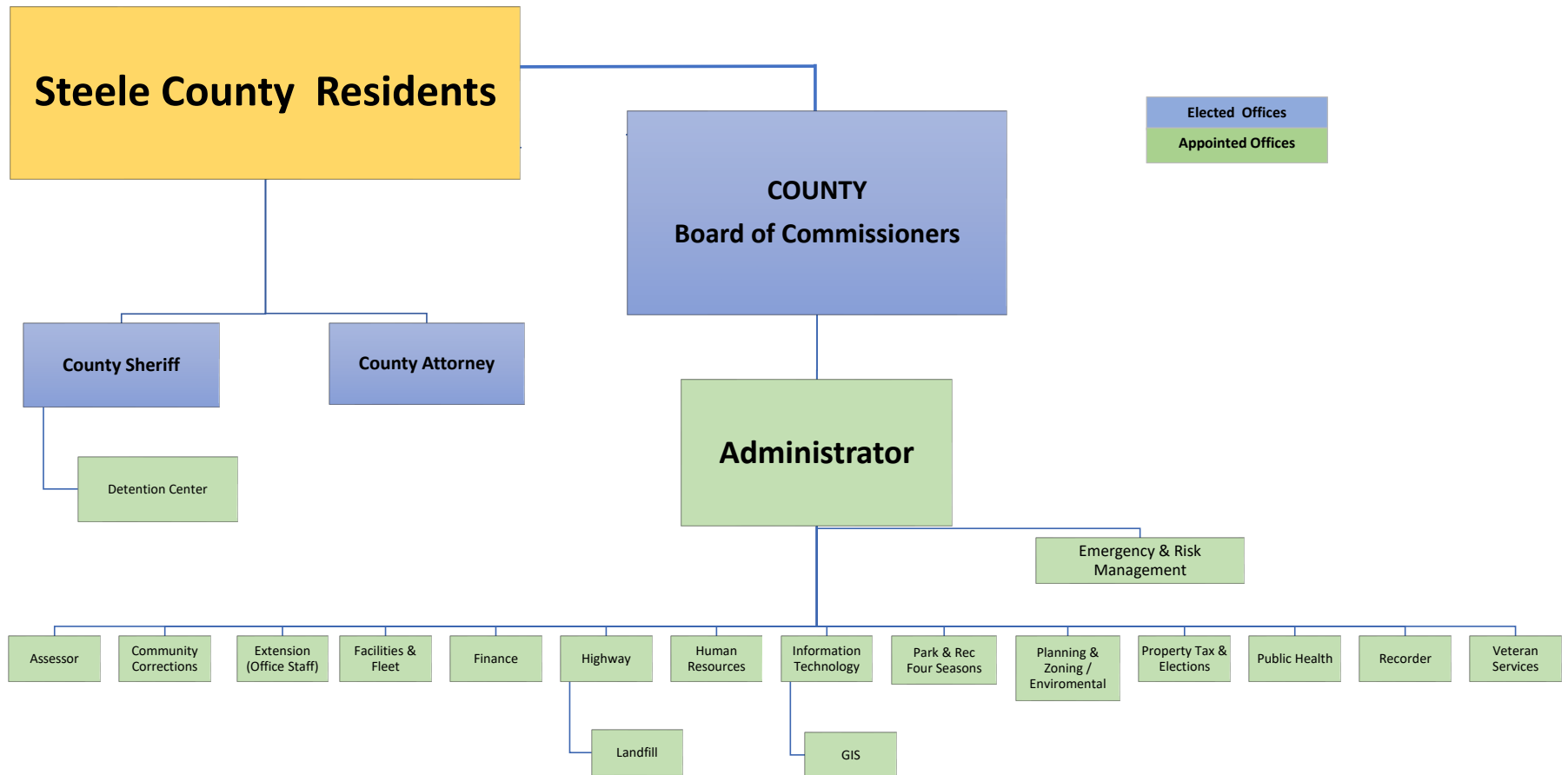
Board Chairman

Steele County

Date



Steele County Organizational Structure 2025





Steele County Agenda Item

Request for Board Action

Subject: Out of State travel

Department: Recorder's Office

Committee: n/a

Committee Meeting Date: n/a

Work Session Date: Enter a date.

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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

Recommendation:

Approve out of State travel to Davenport Iowa for the annual Fidlal Technology Educational Symposium for County Recorder and 1 Deputy for May 19th thru May 21st 2025.

Background (*Including Budget Impact*):

There is great value in meeting directly with the company and developers in an open educational forum. The cost to the County will be 2 nights lodging for 2 people. No transportation cost as that is paid for by Fidlal Technologies. No budget impact as this is paid out of the Recorder's Technology Fund.

Attachments:

NA



Steele County Agenda Item

Request for Board Action

Subject: Exempt Permits for Holy Trinity Catholic Church Litomysl

Department: Property Tax & Elections

Committee n/a

Committee Meeting Date: n/a

Session Date: n/a

Board Meeting Date: January 7, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Approve the applications for Exempt Permits for Holy Trinity Catholic Church Litomysl for events to be held on April 13th, July 27th and November 23rd.

Background *(Including Budget Impact)*:

The Holy Trinity Catholic Church Litomysl will be holding 3 events this year that require an Exempt Permit for bingo, pull-tabs and raffles and require County approval.

Attachments:

N/A



Steele County Agenda Item

Subject: Resolution Granting Authority to Designate Depositories and authorize others to conduct banking transactions.

Department: Finance Department

Committee Meeting Date: Click or tap to enter a date.

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Adopt resolution Granting Annual Authority to the Finance Director to Designate Depositories and Authorize others to Conduct Banking Transactions.

Background (*Including Budget Impact*):

One of the legal compliance standards required by the State Auditor's Office is that the County Board delegate authority on an annual basis to certain personnel to make banking transactions.

Attachment:

Banking Resolution

Granting Annual Authority to the Finance Director to Designate Depositories and Authorize others to Conduct Banking Transactions

I, Renae Fry, County Administrator do hereby certify that I am the Clerk to the Board of Steele County, a county government organized under the laws of the State of Minnesota, and that the following is a true, complete and correct copy of resolutions duly adopted by the Board of Directors of this entity as of January 7, 2024 and that said resolutions are in full force and effect and have not been rescinded or modified.

THEREFORE BE IT RESOLVED, pursuant to Minnesota Statute 1 18A.02 the Finance Director is hereby authorized to designate depositories for the funds of the County or if the Finance Director is not available the Property Tax and Elections Director with a second signature by the Financial Specialist name below is hereby authorized to open or cause to be opened an account or accounts on behalf of and in the name of the County with the Bank according to the Bank's "Terms and Conditions of Deposit Accounts" and any modifications or amendments thereto, and to execute and enter into any other agreement with the Bank for the deposit, withdrawal or transfer of any funds from or to said account(s).

BE IT FURTHER RESOLVED, that the Finance Director or two signatures by the person hereinafter named is hereby authorized for and on behalf of the county to endorse in the name of the county and to cash, negotiate or deposit in such account(s) any money, checks, drafts, orders, notes and any other instruments for the payment of money held by or payable to the county.

BE IT FURTHER RESOLVED, that any checks, drafts, orders or any other withdrawal order including any withdrawal and/or transfer of funds requested to be made by electronic (Minnesota Statute 471.38 subds. 3 and 3a) or similar means and any and all other directions and instructions of any character with respect to funds of the County with the Bank may be signed or initiated with a signature by the Finance Director or two of the following authorized signatures:

Signature _____

Printed Name: Candi Lemarr

Title: Steele County Finance Director

Signature _____

Printed Name: Jennifer Mueller

Title: Property Tax & Elections Director

Signature _____

Printed Name: Madison Melcher

Title: Financial Specialist

And the Bank is hereby fully authorized to pay and charge to any such account(s) of the County any item, so signed or initiated, including those payable to the individual order of the person signing them or to the Bank or to any other person or corporation, which are applied in payment of any indebtedness owing to the Bank from the person or persons who signed same.

I FURTHER CERTIFY that the Board of Commissioners of Steele County has full power and lawful authority to adopt the foregoing resolution and to confer the powers therein granted to the person's named.

IN WITNESS WHEREOF, I have hereunto subscribed my name, dated this 7th day of January, 2025.

**STEELE COUNTY BOARD OF
COMMISSIONERS**

JAMES BRADY, Chairperson

ATTEST:

Renae Fry, County Administrator

STEELE COUNTY PERSONNEL AGENDA ITEM
January 7, 2025

JANUARY EMPLOYEE ANNIVERSARIES
(Information Only – No Action Required)

Name:	Position:	Department:	Anniversary Date:	Years of Service:
Linda Skala	Correctional Corporal	Detention Center	January 5 th	10
Kaiya Martin	Adult Probation Officer II	Community Corrections	January 7 th	6
Gina Felstead	Correctional Officer	Detention Center	January 8 th	1
Jacob Holm	Deputy Sheriff Patrol	Sheriff	January 8 th	1
Candi Lemarr	Director of Finance	Finance	January 8 th	1
Madison Melcher	Financial Specialist	Finance	January 11 th	4
Andrew Seifert	Sergeant	Sheriff	January 12 th	10
Matthew Borash	Investigator	Sheriff	January 14 th	4
Emma Schelling	Human Resources Generalist	Human Resources	January 16 th	1
Brian Rinehart	Correctional Corporal	Detention Center	January 17 th	8
Joshua Johnson	Landfill Supervisor	Landfill	January 17 th	7
Susan Bendorf	Accounting Technician	Property Tax & Election	January 18 th	3
Dale Oolman	Director of Planning & Zoning	Planning and Zoning	January 22 nd	24
Gabriel Kasper	Highway Mechanic	Highway	January 22 nd	7
Greg Born	Highway Maintenance Technician	Highway	January 22 nd	7
Tanner Wesely	Highway Maintenance Technician	Highway	January 22 nd	1
Stacie Brinkman	Public Health Nurse	Public Health	January 24 th	3
David Brown	Highway Working Foreperson	Highway	January 28 th	40



Steele County Agenda Item

Request for Board Action

Subject: 2025 County Board Committee Assignments

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve appointments of the 2025 County Board Committee Appointments

Background (*Including Budget Impact*):

The 2025 Committee Appointments has been updated based on feedback from the Board of Commissioners and alternates have been added.

Attachments:

2025 Steele County Board Committee Assignments - Draft

2025 STEELE COUNTY BOARD

COMMITTEE APPOINTMENTS

(01/01/2025)

2025 Chair: James Brady 2025 Vice Chair: John Glynn

Internal / Policy Committees

Internal Central Services Committee

James Brady, Chair (Board Chair)
John Glynn, Member (Board Vice-Chair)
Joshua Prokopec, Alternate

Public Safety & Health Committee

Joshua Prokopec, Chair
Greg Krueger, Member
Jim Abbe, Alternate

Land Use/Records Committee

John Glynn, Chair
Jim Abbe, Member
James Brady, Alternate

Public Works Committee

Greg Krueger, Chair
Joshua Prokopec, Member
John Glynn, Alternate

Property & Maintenance Committee

Jim Abbe, Chair
James Brady, Member
Greg Krueger, Alternate

Board of Equalization

All Commissioners

Joint Powers, Advisory Board, Regional Representation

Alliance for Greater Equity

Greg Krueger, Member
Jim Abbe, Alternate

Counties Providing Technology

Jim Abbe, Delegate
John Glynn, Alternate

Cannon River 1W1P Joint Policy Committee

Joshua Prokopec, Member
James Brady, Alternate

Criminal Justice Committee

Greg Krueger, Member
Joshua Prokopec, Alternate

Cannon River Watershed Joint Powers Board

Joshua Prokopec, Member
James Brady, Alternate

East Central Regional Juvenile Center

Jim Abbe, Member
John Glynn, Alternate

Children's Mental Health Collaborative

James Brady, Member
Greg Krueger, Member
Jim Abbe, Alternate

Economic Development Authority

Jim Abbe, Member
Greg Krueger, Alternate

Community Corrections Advisory Board

John Glynn, Member
Greg Krueger, Alternate

Extension Committee

James Brady, Member
John Glynn, Member
Jim Abbe, Alternate

Community Health Board (Dodge/Steele)

John Glynn, Member
Jim Abbe, Member
Greg Krueger, Member
Joshua Prokopec, Alternate

Hope Drainage

James Brady, Member
John Glynn, Alternate

Joint Powers, Advisory Board, Regional Representation

Intergovernmental Committee

All Commissioners

Intergovernmental Joint Agency Task Force

Jim Abbe, Member

James Brady, Member

Greg Krueger, Alternate

Intergovernmental Joint Transportation Committee

Jim Brady, Member

Greg Krueger, Member

John Glynn, Alternate

Judicial Ditch 1, 6, 24

Jim Abbe, Member

John Glynn, Member

Joshua Prokopec, Member

Judicial Ditch 2

John Glynn, Member

James Brady, Member

Jim Abbe, Member

Judicial Ditch 5

James Brady, Member

John Glynn, Member

Greg Krueger, Member

Judicial Ditch 7, 10, 11, 12, 19, 23

James Brady, Member

John Glynn, Member

Law Library

Jim Abbe, Member

Greg Krueger, Alternate

Local Housing Trust Fund

Greg Krueger, Member

Joshua Prokopec, Alternate

MNPrairie County Alliance – All Commissioner

All Commissioners

MNPrairie County Alliance – Board

Jim Abbe, Member

Greg Krueger, Member

James Brady, Alternate

MNPrairie County Alliance - Finance

Greg Krueger, Member

Jim Abbe, Alternate

Finance Director

Administrator, Alternate

MNPrairie County Alliance - Personnel

Jim Abbe, Member

Greg Krueger, Alternate

Multi-County Solid Waste Committee

Jim Abbe, Member

Joshua Prokopec, Alternate

Planning Commission Liaison

James Brady, Member

John Glynn, Alternate

Recorder's Compliance Fund Committee

John Glynn (Land Use/Record Chair)

Jim Abbe, Alternate

Regional Railroad Authority

All Commissioners

Rice-Steele 911 Dispatch Joint Powers Board

James Brady, Member

Jim Abbe, Member

Joshua Prokopec, Alternate

SE MN Comm Action Agency (SEMCAC)

Joshua Prokopec, Member

Greg Krueger, Alternate

SE MN Emergency Communications Board

Greg Krueger, Member

Joshua Prokopec, Alternate

Joint Powers, Advisory Board, Regional Representation

SE MN Emergency Medical Services

Joshua Prokopec, Member
Jim Abbe, Alternate

SE MN Recyclers Exchange (SEMREX)

John Glynn, Member
Joshua Prokopec, Alternate

SMART Transit Advisory Board

Greg Krueger, Member
James Brady, Alternate

Soil & Water Conservation District Liaison

James Brady, Member
John Glynn, Alternate

South Central Human Relations Center

James Brady, Member
Joshua Prokopec, Member
Greg Krueger, Alternate

South Country Health Alliance

Greg Krueger, Member
Jim Abbe, Alternate

Southern MN Tourism

Jim Abbe, Member
John Glynn, Alternate

Southern MN Association of Regional Trails

Greg Krueger, Member
Jim Abbe, Alternate

Steele County Historical Society Liaison

John Glynn, Member
Greg Krueger, Alternate

Steele County Water Planning Committee

All Commissioners

Steele County Weed Management Association

James Brady, Member
John Glynn, Alternate

Steele-Waseca Drug Court

Joshua Prokopec, Member
James Brady, Alternate

U.S. Highway 14 Partnership

All Commissioners

Workforce Development Board

Joshua Prokopec, Member
Greg Krueger, Alternate

Zumbro River Watershed Partnership

James Brady, Member
John Glynn, Alternate

State / National

Association of Minnesota Counties (AMC)

All Commissioners

AMC Policy Committees

Environ. & Natural Resources: John Glynn
General Government: Jim Abbe
Health & Human Services: Greg Krueger
Public Safety: Joshua Prokopec
Transportation & Infrastructure: James Brady

Minnesota Counties Intergovernmental Trust

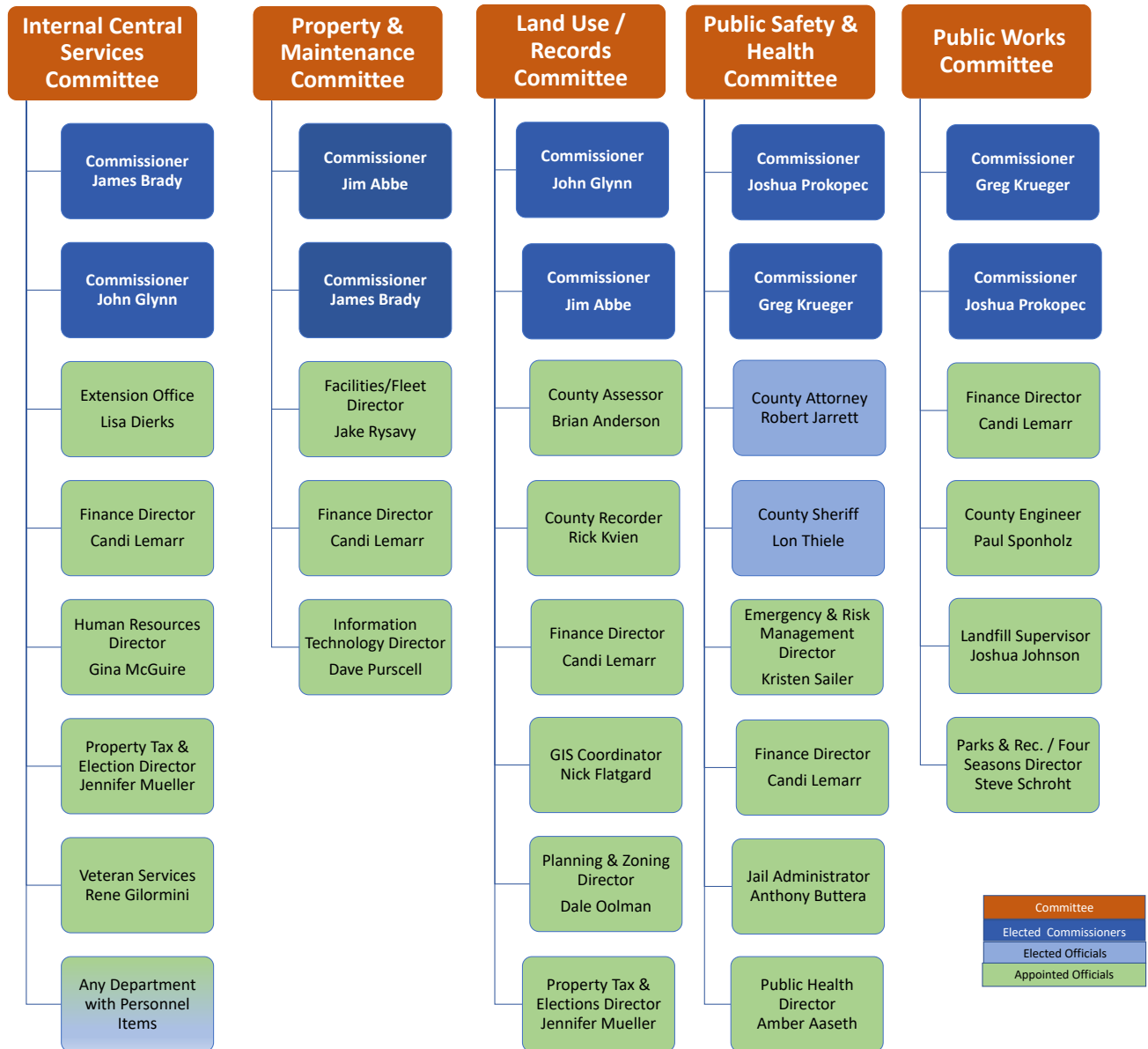
James Brady, Member
Greg Krueger, Alternate

National Association of Counties

All Commissioners



Steele County 2025 Committee Structure





Steele County Agenda Item

Request for Board Action

Subject: Citizen Committee Appointments

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation: n/a

Recommendation:

Board to reappoint those members whose term expires in 2024 and to appoint new members to Planning Commissioner to replace Mike Ingvalson and Curt Esplan who's 3 term expired in 2024. To replace Kelly Katzung from Extension Committee who has stepped down.

Background *(Including Budget Impact)*:

Extension Committee

Re-appoint: Cathy Nelson – 2nd term

Scott Kubicek – 3rd term

Appoint:

Appoint Lori Abbe in place of Kelly Katzung

Planning Commission

Re-appoint: Lee Queen – 3rd term

Appoint:

Appoint Jared Smith in place of Mike Ingvalson

Appoint Jason Gillis in place of Curt Esplan

Board of Adjustment

Re-appoint: Scott Ulrich – 3rd term

Bixby Sewer District Committee

Re-appoint: Alice Spinler – new term

Park & Recreation Board Committee: Disbanded

Attachments: Listing

Citizen Advisory Committees Appointments for 2025

Extension Committee				\$70	3 year term-maximum of 3 terms
Name	District	Term Ends	Term #		
Lori Abbe	4	12/31/2027	1		New
Angie Jensen	3	12/31/2025	2		
Eric Kylo	1	12/31/2025	3		
Cathy Nelson	1	12/31/2027	2		Start of 2nd Term
Scott Kubicek	2	12/31/2027	3		Start of 3rd Term
Dawn Kasper	1	12/31/2026	1		

Planning Commission				\$70	3 year term-maximum of 3 terms Min. of 5 members must be from unincorp areas of the county.
Name	District	Term Ends	Term #	12/31/2024	2020= went from 9 member to 7 members
Jason Gillis	2	12/31/2027	1		New
Greg Lammers*	1	12/31/2025	3		
Myron Pool*	2	12/31/2025	1		
Gary Spatenka*	5	12/31/2026	3		
Keith Dinse*	1	12/31/2025	1		
Jared Smith	1	12/31/2027	1		New
Lee Queen	4	12/31/2027	3		Start of 3rd Term

Board of Adjustment				\$70	3 year term-maximum of 3 terms * 4 must be from unincorp areas and 1 must be a Planning Commission member
Name	District	Term Ends	Term #	12/31/2024	
Brian Schmidt*	1	12/31/2026	3		
Greg Lammers*	2	12/31/2025	2		
Scott Ulrich	3	12/31/2027	3		Start of 3rd Term
Steve Jaster*	1	12/31/2025	2		
Dan Hansen	1	13/31/2026	1		

Bixby Sewer District Committee				0	3 year term- no limit
Name	District	Term Ends	Term #	12/31/2023	
Dan Johnson		12/31/2026			
Tom Kramer		12/31/2025			
Alice Spinler		12/31/2027			New Term



Steele County Agenda Item

Request for Board Action

Subject: Citizen Per Diem Amounts

Department: County Board

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: November 14, 2024

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

n/a

Recommendation:

Approve the Per Diem Amounts for Citizens on Steele County Boards and Commissions - \$70.00 for 2025

Background (*Including Budget Impact*):

Minn. Stat. §375.47 permits a County Board to set a per diem and a mileage allowance to be paid to members of boards or agencies authorized by statute.

In 2022, members of the Extension Committee received a \$55 per diem; members of the Planning Commission and Board of Adjustments received a \$55 per diem; and the Park & Recreation Board Committee received a \$55 per diem. There has been no change in per diems since 2019.

In 2023 per diem increased to \$65.

In 2024 Per diem increased to \$70

Attachments:

Resolution

STEELE COUNTY

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2025

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$70.00 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

This resolution shall become effective upon its passage and without further publication.

Dated this 7th day of January 2025.

STEELE COUNTY
BOARD OF COMMISSIONERS

James Brady, 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 7th day of January 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: Award Publication Bid for 2025

Department: Property Tax & Elections

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: n/a

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

N/A

Recommendation:

Award the publication bid for printing of the Financial Statement for 2024; Commissioner proceedings for 2025, Delinquent Tax List for 2024 and all other legal publications as required

Background (*Including Budget Impact*):

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

Attachments:

Bids to be opened at Board meeting.



Steele County Agenda Item

Request for Board Action

Subject: Contract Award – Phase III Demolition Landfill Waste Relocation

Department: Landfill

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: N/A

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Award a contract for the Phase III Demolition Landfill Waste Relocation project to low bidder Icon, LLC. in the amount of \$643,935.00.

Background (*Including Budget Impact*):

The project will relocate an estimated 105,000 cubic yards of waste excavation from the Phase III Demolition Landfill to the onsite Phase IV MSW Landfill to make room for the upcoming Phase V expansion of the landfill. The project is programmed using landfill enterprise funds. The contract was advertised for bids. Prior to bid opening, contractors were required to attend a pre-bid conference and submit a Proof of Responsibility (POR) listing their qualifications, landfill experience, and other information. Eleven contractors submitted POR and ten contractors were found to be responsible, including ICON, LLC. Bids were opened on Monday, December 23, 2024. Seven bids were received.

Bidder	Total	% Over/Under Estimate
Engineer's Estimate	1,143,210.11	-
ICON, LLC	\$643,935.00	43.67% Under
Frattalone Companies	\$722,201.10	36.83% Under
JJD Companies LLC	\$1,099,607.50	3.81% Under
Veit & Company, Inc.	\$1,153,930.50	0.94% Over
U.S. SiteWork, Inc.	\$1,229,020.00	7.51% Over
Integrity Grading and Excavating, Inc.	\$1,292,441.35	13.05% Over
Borneke Construction Inc.	\$1,472,779.50	28.83% Over

Attachments: SEH letter dated December 24, 2024 recommendation of award



Building a Better World
for All of Us®

December 24, 2024

RE: Steele County Sanitary Landfill
Phase III Demolition Landfill Waste
Relocation
SEH No. STEEL 179270

Mr. Paul Sponholz
County Engineer
Steele County
3000 Hoffman Drive NW
Owatonna, MN 55060-0890

Short Elliott Hendrickson Inc. (SEH®) is presenting our recommendation of award for the Phase III Demolition Landfill Waste Relocation.

On Monday, December 23, 2024, at 1:00 p.m., seven bids were received for the above-referenced project. The bids ranged from a high of \$1,472,779.50 to a low of \$643,935.00. The low bid received was submitted by ICON, LLC, of Dodge Center, MN in the amount of \$643,935.00.

	Contractor	Total Bid
1	ICON, LLC	\$643,935.00
2	Frattalone Companies	\$722,201.10
3	JJD Companies LLC	\$1,099,607.50
4	Veit & Company, Inc.	\$1,153,930.50
5	U.S. SiteWork, Inc.	\$1,229,020.00
6	Integrity Grading and Excavating	\$1,292,441.35
7	Borneke Construction Inc.	\$1,472,779.50
	Engineer's Estimate	(\$1,143,210.11)

In reliance on our discussions with ICON, LLC and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to ICON, LLC in the amount of \$643,935.00.

Sincerely,

Trevor Romanko
Project Engineer

x:\pts\steel\179270\6-bid-const\bidding documents\recommendation of award letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



Steele County Agenda Item

Request for Board Action

Subject: Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail

Department: Highway

Committee: Public Works

Work Session Date: NA

Committee Meeting Date: NA

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

NA

Recommendation:

Approve and Sign Letter of Support for City of Owatonna Application to Transportation Alternatives Funding for East Side Corridor Multi-use Trail

Background (*Including Budget Impact*):

The City of Owatonna is applying to the Transportation Alternatives Program (TAP) for funding for the multi-use trail that is proposed to be constructed alongside the East Side Corridor. The City had previously applied in 2023 but was not awarded because other qualified projects were closer to construction. The City is again requesting a Letter of Support from the County for the application.

TAP is a federally funded competitive grant opportunity for local communities to fund projects for pedestrian and bicycle facilities to connect communities and key destinations within them, boost public health by creating safer environments for people to walk, bike, or roll to their destinations, and mitigate safety hazards related to interacting with vehicular traffic. The State of Minnesota is soliciting projects for approximately \$12.5 million in available grant funding across the state.

The construction of the proposed 4.5-mile trail is estimated to cost about \$1,170,000. Of the trail cost, \$1,005,000 is eligible TAP expenditures (bituminous, base, common excavation and embankment). The City is requesting \$800,000 in funding. The remaining 20 percent matching funds and non-eligible costs will be shared between the City and County.

Project applications are due January 17, 2025 and project selections should be announced in April 2025.

Attachments:

Letter of Support

STEELE COUNTY

Board of Commissioners

Administration Center
630 Florence Ave.
P.O. Box 890
Owatonna, MN 55060
507-444-7400

James Brady - 1st District • John Glynn - 2nd District • Josh Prokopec - 3rd District
Jim Abbe - 4th District • Greg Krueger - 5th District

January 7, 2025

RE: Transportation Alternatives Application – City of Owatonna East Side Corridor Trail

Dear Transportation Alternatives Program Review Team,

On behalf of Steele County, I express our support for the City of Owatonna's Transportation Alternatives Program grant application. We appreciate past funding and the opportunity for additional funding from the Transportation Alternatives Program.

The City of Owatonna and Steele County are partnering to build the East Side Corridor, a new multimodal transportation route on a new alignment on the east side of Owatonna from CSAH 48 Bixby Road to CSAH 8 Kenyon Road. It will include extensions of 18th Street SE and CSAH 34 (26th Street NE). This new route will address significant multimodal transportation deficiencies in the area. The project proposes to construct a multi-use, paved trail long the entire length of the corridor that will expand transportation options to people walking, biking and using other non-motorized methods of transportation.

The proposed trail will help the city meet goals of a recently completed a 2050 Comprehensive Plan. That plan outlines the importance of trails and establishes goals to develop walkable neighborhoods (where goods and services are available with ¼ to ½ mile of people's homes, the distance most people will walk or bike for many routine trips) and Complete Streets (an approach to build routes that enable safe access for all users including pedestrians and bicyclists).

The proposed trail will connect into trails and sidewalks existing or proposed as part of the City of Owatonna's Parks and Trails System Master Plan (2020). The proposed trail fills a large gap in the city's trail system that currently does not have a north-south route by connecting with five current or proposed east/west trails, including the main thoroughfares of 26th Street NE, Dane Road, Rose Street, School Street, Havana Road and 18th Street SE.

This proposed trail improves access to employment, shopping, schools, and recreation, including Owatonna High School, Owatonna Soccer Complex, Lincoln School, Hamman Park, Daikin Soccer Complex, Nass Woods Park and Mineral Springs Park, as well as three of four proposed mixed use walkable neighborhood nodes outlined in the Comprehensive Plan.

Although the main purpose of the corridor trail is a safe transportation route, it also provides the benefits of recreation. Eventually, this corridor will be connected to the Stagecoach State Trail which is planned to connect Owatonna to Rice Lake State Park and beyond, further connecting Southeastern Minnesota's Trail System.

Please consider funding this request from the City of Owatonna. Thank you.

Sincerely,

James Brady
Steele County Board Chair



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

Board Meeting Date: January 7, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

.

Recommendation:

Approve Candi Lemarr, Finance Director to financially write-off the attached bad debts in the amount of \$26,291.22 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

Name	Fee Type Description	Fee Date	Due Date	Revenue Recapture Date	Fee Amount	Fee Balance	Decertified Date
CRB	Transfer Fee	7/7/2017 0:00	1/3/2018 0:00	8/10/2023 0:00	75	0	1/3/2024 0:00
BDF	Drug Testing Fee	1/5/2017 0:00	1/4/2018 0:00	8/30/2019 0:00	25	0	1/4/2024 0:00
BDF	Misdemeanor Supervision Fee	1/5/2017 0:00	1/4/2018 0:00	8/30/2019 0:00	150	0	1/4/2024 0:00
SJE	Transfer Fee	7/11/2017 0:00	1/7/2018 0:00	7/27/2018 0:00	75	0	1/7/2024 0:00
MO	Substance Abuse Subtle Screening Inventory	7/10/2017 0:00	1/10/2018 0:00	8/17/2018 0:00	25	0	1/10/2024 0:00
LMC	Drug Testing Fee	1/14/2017 0:00	1/13/2018 0:00	9/22/2021 0:00	25	0	1/13/2024 0:00
MAS	Drug Testing Fee	1/14/2017 0:00	1/13/2018 0:00	6/19/2020 0:00	25	0	1/13/2024 0:00
MAS	Gross Misdemeanor Supervision Fee	1/14/2017 0:00	1/13/2018 0:00	6/19/2020 0:00	200	0	1/13/2024 0:00
LMC	Misdemeanor Supervision Fee	1/14/2017 0:00	1/13/2018 0:00	9/22/2021 0:00	150	0	1/13/2024 0:00
JEF	Transfer Fee	7/20/2017 0:00	1/16/2018 0:00	11/1/2023 0:00	75	0	1/16/2024 0:00
SRF	Drug Testing Fee	1/23/2017 0:00	1/22/2018 0:00	9/18/2023 0:00	25	0	1/22/2024 0:00
SRF	Misdemeanor Supervision Fee	1/23/2017 0:00	1/22/2018 0:00	9/18/2023 0:00	150	0	1/22/2024 0:00
JEN	Misdemeanor Supervision Fee	1/24/2017 0:00	1/23/2018 0:00	8/9/2019 0:00	150	0	1/23/2024 0:00
JWW	Transfer Fee	7/27/2017 0:00	1/23/2018 0:00	11/4/2021 0:00	75	0	1/23/2024 0:00
JWW	Drug Testing Fee	4/25/2017 0:00	1/30/2018 0:00	10/27/2023 0:00	25	0	1/30/2024 0:00
JWW	Misdemeanor Supervision Fee	4/25/2017 0:00	1/30/2018 0:00	10/27/2023 0:00	150	0	1/30/2024 0:00
DS	Misdemeanor Supervision Fee	2/1/2017 0:00	1/31/2018 0:00	2/5/2018 0:00	150	0	1/31/2024 0:00
JRA	Gross Misdemeanor Supervision Fee	2/2/2017 0:00	2/1/2018 0:00	7/27/2023 0:00	200	0	2/1/2024 0:00
DJH	Substance Abuse Subtle Screening Inventory	8/1/2017 0:00	2/1/2018 0:00	10/9/2023 0:00	25	0	2/1/2024 0:00
KRJ	Drug Testing Fee	2/9/2017 0:00	2/8/2018 0:00	10/10/2023 0:00	25	0	2/8/2024 0:00
KRJ	Gross Misdemeanor Supervision Fee	2/9/2017 0:00	2/8/2018 0:00	10/10/2023 0:00	200	0	2/8/2024 0:00
CCG	Drug Testing Fee	2/10/2017 0:00	2/10/2018 0:00	10/19/2018 0:00	25	0	2/10/2024 0:00
CCG	Gross Misdemeanor Supervision Fee	2/10/2017 0:00	2/10/2018 0:00	10/19/2018 0:00	200	0	2/10/2024 0:00
CMA	Gross Misdemeanor Supervision Fee	2/13/2017 0:00	2/12/2018 0:00	7/26/2023 0:00	200	0	2/12/2024 0:00
MJH	Misdemeanor Supervision Fee	2/13/2017 0:00	2/12/2018 0:00	6/1/2018 0:00	150	0	2/12/2024 0:00
KJL	Transfer Fee	8/21/2017 0:00	2/17/2018 0:00	6/19/2020 0:00	75	0	2/17/2024 0:00
TP	Substance Abuse Subtle Screening Inventory	8/21/2017 0:00	2/21/2018 0:00	11/16/2018 0:00	25	0	2/21/2024 0:00
DDA	Drug Test Confirmation	9/8/2017 0:00	3/7/2018 0:00	7/26/2023 0:00	75	0	3/7/2024 0:00
TOW	Gross Misdemeanor Supervision Fee	3/16/2017 0:00	3/15/2018 0:00	6/19/2020 0:00	200	0	3/15/2024 0:00
KEB	Drug Testing Fee	3/18/2017 0:00	3/17/2018 0:00	8/8/2023 0:00	25	0	3/17/2024 0:00
KEB	Gross Misdemeanor Supervision Fee	3/18/2017 0:00	3/17/2018 0:00	8/8/2023 0:00	200	0	3/17/2024 0:00
JAH	Drug Testing Fee	3/23/2017 0:00	3/19/2018 0:00	3/19/2018 0:00	25	0	3/19/2024 0:00
BKW	Drug Testing Fee	3/20/2017 0:00	3/19/2018 0:00	10/26/2023 0:00	25	0	3/19/2024 0:00
KJS	Cognitive Skills Class	3/13/2018 0:00	3/20/2018 0:00	10/23/2023 0:00	50	0	3/20/2024 0:00
DME	Cognitive Skills Class	3/13/2018 0:00	3/20/2018 0:00	9/14/2023 0:00	50	0	3/20/2024 0:00
BKW	Misdemeanor Supervision Fee	3/20/2017 0:00	3/20/2018 0:00	10/26/2023 0:00	200	0	3/20/2024 0:00
CJO	Misdemeanor Supervision Fee	3/23/2017 0:00	3/22/2018 0:00	7/19/2019 0:00	150	0	3/22/2024 0:00
JRL	Transfer Fee	9/25/2017 0:00	3/24/2018 0:00	7/8/2020 0:00	3.72	0	3/24/2024 0:00
GLP	Transfer Fee	3/27/2017 0:00	3/27/2018 0:00	6/19/2020 0:00	75	0	3/27/2024 0:00
JBF	Drug Testing Fee	3/31/2017 0:00	3/30/2018 0:00	9/1/2023 0:00	25	0	3/30/2024 0:00
JBF	Misdemeanor Supervision Fee	3/31/2017 0:00	3/30/2018 0:00	9/1/2023 0:00	150	0	3/30/2024 0:00
DO	Drug Testing Fee	8/9/2017 0:00	4/4/2018 0:00	10/18/2023 0:00	25	0	4/4/2024 0:00
CGA	Drug Testing Fee	4/5/2017 0:00	4/4/2018 0:00	7/27/2023 0:00	25	0	4/4/2024 0:00
DO	Gross Misdemeanor Supervision Fee	8/28/2017 0:00	4/4/2018 0:00	10/18/2023 0:00	300	0	4/4/2024 0:00
DO	Gross Misdemeanor Supervision Fee	8/9/2017 0:00	4/4/2018 0:00	10/18/2023 0:00	300	0	4/4/2024 0:00
CGA	Gross Misdemeanor Supervision Fee	4/5/2017 0:00	4/4/2018 0:00	7/27/2023 0:00	200	0	4/4/2024 0:00
AJG	Substance Abuse Subtle Screening Inventory	10/6/2017 0:00	4/6/2018 0:00	6/19/2020 0:00	25	0	4/6/2024 0:00
JJF	Drug Testing Fee	10/16/2017 0:00	4/9/2018 0:00	5/25/2018 0:00	25	0	4/9/2024 0:00
JJF	Felony Supervision Fee	10/16/2017 0:00	4/9/2018 0:00	5/25/2018 0:00	200	0	4/9/2024 0:00
RKS	Drug Testing Fee	4/11/2017 0:00	4/10/2018 0:00	10/23/2023 0:00	25	0	4/10/2024 0:00
RKS	Gross Misdemeanor Supervision Fee	4/11/2017 0:00	4/10/2018 0:00	10/23/2023 0:00	200	0	4/10/2024 0:00
CDS	Cognitive Skills Class	4/16/2018 0:00	4/16/2018 0:00	10/23/2023 0:00	50	0	4/16/2024 0:00
MNS	Cognitive Skills Class	4/16/2018 0:00	4/16/2018 0:00	6/19/2020 0:00	50	0	4/16/2024 0:00
JMD	Cognitive Skills Class	4/16/2018 0:00	4/16/2018 0:00	7/8/2020 0:00	50	0	4/16/2024 0:00
DJS	Transfer Fee	10/19/2017 0:00	4/17/2018 0:00	6/19/2020 0:00	75	0	4/17/2024 0:00
RLS	Misdemeanor Supervision Fee	4/19/2017 0:00	4/18/2018 0:00	10/23/2023 0:00	150	0	4/18/2024 0:00
CJB	Misdemeanor Supervision Fee	10/19/2017 0:00	4/18/2018 0:00	8/10/2023 0:00	200	0	4/18/2024 0:00
SMC	Drug Testing Fee	4/24/2017 0:00	4/23/2018 0:00	7/8/2020 0:00	25	0	4/23/2024 0:00
SMC	Gross Misdemeanor Supervision Fee	4/24/2017 0:00	4/23/2018 0:00	7/8/2020 0:00	200	0	4/23/2024 0:00
MMH	Gross Misdemeanor Supervision Fee	4/28/2017 0:00	4/27/2018 0:00	10/9/2023 0:00	200	0	4/27/2024 0:00
AAH	Drug Testing Fee	5/2/2017 0:00	5/1/2018 0:00	10/5/2023 0:00	25	0	5/1/2024 0:00
AAH	Gross Misdemeanor Supervision Fee	5/2/2017 0:00	5/1/2018 0:00	10/5/2023 0:00	200	0	5/1/2024 0:00
ETF	Transfer Fee	11/2/2017 0:00	5/1/2018 0:00	6/19/2020 0:00	75	0	5/1/2024 0:00
SMS	Transfer Fee	11/3/2017 0:00	5/2/2018 0:00	6/19/2020 0:00	75	0	5/2/2024 0:00
TCE	Drug Testing Fee	5/4/2017 0:00	5/3/2018 0:00	9/14/2023 0:00	25	0	5/3/2024 0:00
TCE	Gross Misdemeanor Supervision Fee	5/4/2017 0:00	5/3/2018 0:00	9/14/2023 0:00	200	0	5/3/2024 0:00
JTP	Transfer Fee	11/7/2017 0:00	5/6/2018 0:00	11/4/2021 0:00	75	0	5/6/2024 0:00
JAN	Drug Testing Fee	5/9/2017 0:00	5/8/2018 0:00	10/18/2023 0:00	25	0	5/8/2024 0:00
JAN	Gross Misdemeanor Supervision Fee	5/9/2017 0:00	5/8/2018 0:00	10/18/2023 0:00	200	0	5/8/2024 0:00
JLJ	Substance Abuse Subtle Screening Inventory	11/8/2017 0:00	5/8/2018 0:00	10/10/2023 0:00	25	0	5/8/2024 0:00
DLA	Drug Testing Fee	5/11/2017 0:00	5/10/2018 0:00	7/27/2023 0:00	25	0	5/10/2024 0:00
DLS	Misdemeanor Supervision Fee	5/11/2017 0:00	5/10/2018 0:00	7/27/2023 0:00	150	0	5/10/2024 0:00
KFC	Substance Abuse Subtle Screening Inventory	11/13/2017 0:00	5/13/2018 0:00	6/19/2020 0:00	25	0	5/13/2024 0:00
DJZ	Misdemeanor Supervision Fee	5/15/2017 0:00	5/14/2018 0:00	10/27/2023 0:00	200	0	5/14/2024 0:00
LPW	Misdemeanor Supervision Fee	5/16/2017 0:00	5/15/2018 0:00	8/31/2018 0:00	150	0	5/15/2024 0:00
BDB	Drug Testing Fee	5/17/2017 0:00	5/16/2018 0:00	8/8/2023 0:00	25	0	5/16/2024 0:00
BDB	Gross Misdemeanor Supervision Fee	5/17/2017 0:00	5/16/2018 0:00	8/8/2023 0:00	200	0	5/16/2024 0:00
JAN	Misdemeanor Supervision Fee	8/2/2017 0:00	5/17/2018 0:00	10/18/2023 0:00	200	0	5/17/2024 0:00
LAC	Drug Testing Fee	6/2/2017 0:00	5/18/2018 0:00	8/18/2023 0:00	25	0	5/18/2024 0:00

LAC	Gross Misdemeanor Supervision Fee	6/2/2017 0:00	5/18/2018 0:00	8/18/2023 0:00	160	0	5/18/2024 0:00
EFO	Domestic Violence Inventory	11/21/2017 0:00	5/21/2018 0:00	10/18/2023 0:00	25	0	5/21/2024 0:00
CLR	Gross Misdemeanor Supervision Fee	5/22/2017 0:00	5/21/2018 0:00	10/19/2023 0:00	200	0	5/21/2024 0:00
RCH	Misdemeanor Supervision Fee	5/22/2017 0:00	5/21/2018 0:00	10/3/2023 0:00	200	0	5/21/2024 0:00
MRE	Transfer Fee	11/22/2017 0:00	5/21/2018 0:00	6/19/2020 0:00	75	0	5/21/2024 0:00
TK	Substance Abuse Subtle Screening Inventory	11/22/2017 0:00	5/22/2018 0:00	10/12/2023 0:00	25	0	5/22/2024 0:00
TMS	Drug Testing Fee	2/8/2018 0:00	5/24/2018 0:00	10/23/2023 0:00	25	0	5/24/2024 0:00
TMS	Felony Supervision Fee	2/8/2018 0:00	5/24/2018 0:00	10/23/2023 0:00	400	0	5/24/2024 0:00
SNS	Domestic Violence Inventory	11/27/2017 0:00	5/26/2018 0:00	10/23/2023 0:00	25	0	5/26/2024 0:00
NLJ	Drug Testing Fee	5/28/2017 0:00	5/27/2018 0:00	10/10/2023 0:00	25	0	5/27/2024 0:00
NLJ	Gross Misdemeanor Supervision Fee	5/28/2017 0:00	5/27/2018 0:00	10/10/2023 0:00	200	0	5/27/2024 0:00
TRJ	Gross Misdemeanor Supervision Fee	5/31/2017 0:00	5/30/2018 0:00	10/12/2023 0:00	200	0	5/30/2024 0:00
JDK	Drug Testing Fee	6/1/2017 0:00	5/31/2018 0:00	10/12/2023 0:00	25	0	5/31/2024 0:00
JDK	Misdemeanor Supervision Fee	6/1/2017 0:00	5/31/2018 0:00	10/12/2023 0:00	150	0	5/31/2024 0:00
JWK	Drug Testing Fee	6/2/2017 0:00	6/1/2018 0:00	10/12/2023 0:00	25	0	6/1/2024 0:00
JWK	Misdemeanor Supervision Fee	6/2/2017 0:00	6/1/2018 0:00	10/12/2023 0:00	150	0	6/1/2024 0:00
CSB	Drug Test Confirmation	12/7/2017 0:00	6/5/2018 0:00	7/30/2020 0:00	25	0	6/5/2024 0:00
GLK	Gross Misdemeanor Supervision Fee	6/6/2017 0:00	6/5/2018 0:00	10/12/2023 0:00	200	0	6/5/2024 0:00
BBH	Transfer Fee	12/7/2017 0:00	6/5/2018 0:00	10/3/2023 0:00	75	0	6/5/2024 0:00
LBW	Transfer Fee	12/8/2017 0:00	6/6/2018 0:00	10/27/2023 0:00	75	0	6/6/2024 0:00
MDG	Drug Testing Fee	6/12/2017 0:00	6/11/2018 0:00	6/19/2020 0:00	25	0	6/11/2024 0:00
MDG	Gross Misdemeanor Supervision Fee	6/12/2017 0:00	6/11/2018 0:00	6/19/2020 0:00	200	0	6/11/2024 0:00
ANB	Drug Testing Fee	6/15/2017 0:00	6/14/2018 0:00	7/17/2020 0:00	25	0	6/14/2024 0:00
MLW	Misdemeanor Supervision Fee	6/15/2017 0:00	6/14/2018 0:00	6/7/2019 0:00	150	0	6/14/2024 0:00
AJB	Misdemeanor Supervision Fee	6/15/2017 0:00	6/15/2018 0:00	7/17/2020 0:00	200	0	6/15/2024 0:00
CMC	Drug Testing Fee	6/19/2017 0:00	6/18/2018 0:00	6/19/2020 0:00	25	0	6/18/2024 0:00
CMC	Misdemeanor Supervision Fee	6/19/2017 0:00	6/18/2018 0:00	6/19/2020 0:00	150	0	6/18/2024 0:00
TCH	Substance Abuse Subtle Screening Inventory	12/21/2017 0:00	6/21/2018 0:00	10/3/2023 0:00	25	0	6/21/2024 0:00
AS	Gross Misdemeanor Supervision Fee	6/23/2017 0:00	6/22/2018 0:00	10/19/2023 0:00	200	0	6/22/2024 0:00
DRS	Felony Supervision Fee	7/27/2017 0:00	6/25/2018 0:00	8/10/2018 0:00	138.5	0	6/25/2024 0:00
ALB	Felony Supervision Fee	9/11/2017 0:00	6/25/2018 0:00	8/10/2023 0:00	291	0	6/25/2024 0:00
BLE	Gross Misdemeanor Supervision Fee	6/26/2017 0:00	6/25/2018 0:00	9/11/2023 0:00	200	0	6/25/2024 0:00
LLY	Transfer Fee	12/29/2017 0:00	6/27/2018 0:00	6/19/2020 0:00	75	0	6/27/2024 0:00
LKE	Gross Misdemeanor Supervision Fee	6/29/2017 0:00	6/28/2018 0:00	9/14/2023 0:00	116	0	6/28/2024 0:00
MO	Misdemeanor Supervision Fee	6/29/2017 0:00	6/28/2018 0:00	8/17/2018 0:00	150	0	6/28/2024 0:00
RCL	Drug Testing Fee	6/30/2017 0:00	6/29/2018 0:00	6/19/2020 0:00	25	0	6/29/2024 0:00
RCL	Gross Misdemeanor Supervision Fee	6/30/2017 0:00	6/29/2018 0:00	6/19/2020 0:00	200	0	6/29/2024 0:00
NC	Misdemeanor Supervision Fee	6/30/2017 0:00	6/29/2018 0:00	1/9/2018 0:00	75	0	6/29/2024 0:00
JKT	Drug Testing Fee	7/7/2017 0:00	7/6/2018 0:00	10/26/2023 0:00	25	0	7/6/2024 0:00
JKT	Gross Misdemeanor Supervision Fee	7/7/2017 0:00	7/6/2018 0:00	10/26/2023 0:00	200	0	7/6/2024 0:00
DZ	Drug Testing Fee	7/10/2017 0:00	7/9/2018 0:00	10/27/2023 0:00	25	0	7/9/2024 0:00
DZ	Gross Misdemeanor Supervision Fee	7/10/2017 0:00	7/9/2018 0:00	10/27/2023 0:00	200	0	7/9/2024 0:00
KST	Substance Abuse Subtle Screening Inventory	1/11/2018 0:00	7/11/2018 0:00	7/2/2020 0:00	25	0	7/11/2024 0:00
DRG	Drug Testing Fee	11/17/2017 0:00	7/12/2018 0:00	11/15/2023 0:00	25	0	7/12/2024 0:00
EJC	Felony Supervision Fee	9/11/2017 0:00	7/13/2018 0:00	8/15/2023 0:00	400	0	7/13/2024 0:00
JAG	Transfer Fee	1/19/2018 0:00	7/18/2018 0:00	6/19/2020 0:00	75	0	7/18/2024 0:00
TK	Transfer Fee	1/19/2018 0:00	7/18/2018 0:00	10/12/2023 0:00	63	0	7/18/2024 0:00
WLJ	Drug Test Confirmation	1/23/2018 0:00	7/22/2018 0:00	11/2/2023 0:00	50	0	7/22/2024 0:00
TWJ	Drug Testing Fee	3/28/2018 0:00	7/24/2018 0:00	10/9/2023 0:00	25	0	7/24/2024 0:00
TWJ	Felony Supervision Fee	3/28/2018 0:00	7/24/2018 0:00	10/9/2023 0:00	400	0	7/24/2024 0:00
CJM	Drug Testing Fee	2/22/2017 0:00	7/25/2018 0:00	10/13/2023 0:00	25	0	7/25/2024 0:00
CJM	Drug Testing Fee	2/22/2018 0:00	7/25/2018 0:00	10/13/2023 0:00	25	0	7/25/2024 0:00
CJM	Felony Supervision Fee	11/14/2017 0:00	7/25/2018 0:00	10/13/2023 0:00	200	0	7/25/2024 0:00
CJM	Felony Supervision Fee	7/26/2017 0:00	7/25/2018 0:00	10/13/2023 0:00	200	0	7/25/2024 0:00
ZTW	Drug Testing Fee	7/27/2017 0:00	7/26/2018 0:00	10/27/2023 0:00	25	0	7/26/2024 0:00
DJH	Drug Testing Fee	7/27/2017 0:00	7/26/2018 0:00	10/9/2023 0:00	25	0	7/26/2024 0:00
JCC	Drug Testing Fee	8/11/2017 0:00	7/26/2018 0:00	8/9/2023 0:00	25	0	7/26/2024 0:00
JCC	Gross Misdemeanor Supervision Fee	8/11/2017 0:00	7/26/2018 0:00	8/9/2023 0:00	200	0	7/26/2024 0:00
DJH	Misdemeanor Supervision Fee	7/27/2017 0:00	7/26/2018 0:00	10/9/2023 0:00	200	0	7/26/2024 0:00
BLE	Felony Supervision Fee	12/14/2017 0:00	8/2/2018 0:00	9/11/2023 0:00	400	0	8/2/2024 0:00
BLE	Gross Misdemeanor Supervision Fee	6/26/2018 0:00	8/2/2018 0:00	9/11/2023 0:00	200	0	8/2/2024 0:00
VLD	Misdemeanor Supervision Fee	8/4/2017 0:00	8/3/2018 0:00	7/19/2019 0:00	200	0	8/3/2024 0:00
RSP	Substance Abuse Subtle Screening Inventory	2/5/2018 0:00	8/4/2018 0:00	10/19/2023 0:00	25	0	8/4/2024 0:00
BDB	Gross Misdemeanor Supervision Fee	12/11/2017 0:00	8/13/2018 0:00	8/8/2023 0:00	300	0	8/13/2024 0:00
SPH	Drug Test Confirmation	2/16/2018 0:00	8/15/2018 0:00	6/19/2020 0:00	25	0	8/15/2024 0:00
DWS	Drug Testing Fee	8/16/2017 0:00	8/15/2018 0:00	9/16/2020 0:00	25	0	8/15/2024 0:00
ALW	Gross Misdemeanor Supervision Fee	8/16/2017 0:00	8/15/2018 0:00	10/27/2023 0:00	200	0	8/15/2024 0:00
TCH	Misdemeanor Supervision Fee	8/16/2017 0:00	8/15/2018 0:00	6/14/2019 0:00	102	0	8/15/2024 0:00
BEB	Drug Testing Fee	8/17/2017 0:00	8/16/2018 0:00	8/10/2023 0:00	25	0	8/16/2024 0:00
BEB	Transfer Fee	3/14/2018 0:00	8/16/2018 0:00	8/10/2023 0:00	75	0	8/16/2024 0:00
LJW	Drug Testing Fee	8/18/2017 0:00	8/17/2018 0:00	10/27/2023 0:00	25	0	8/17/2024 0:00
DDC	Drug Testing Fee	8/18/2017 0:00	8/17/2018 0:00	8/18/2023 0:00	25	0	8/17/2024 0:00
DDC	Gross Misdemeanor Supervision Fee	8/18/2017 0:00	8/17/2018 0:00	8/18/2023 0:00	200	0	8/17/2024 0:00
DML	Transfer Fee	2/20/2018 0:00	8/19/2018 0:00	10/13/2023 0:00	75	0	8/19/2024 0:00
LDM	Drug Testing Fee	8/21/2017 0:00	8/21/2018 0:00	10/5/2018 0:00	25	0	8/21/2024 0:00
LDM	Misdemeanor Supervision Fee	8/21/2017 0:00	8/21/2018 0:00	10/5/2018 0:00	200	0	8/21/2024 0:00
SPH	Drug Test Confirmation	2/23/2018 0:00	8/22/2018 0:00	6/19/2020 0:00	25	0	8/22/2024 0:00
SMO	Drug Testing Fee	10/14/2017 0:00	8/22/2018 0:00	10/12/2023 0:00	25	0	8/22/2024 0:00
SMO	Gross Misdemeanor Supervision Fee	10/14/2017 0:00	8/22/2018 0:00	10/12/2023 0:00	200	0	8/22/2024 0:00
SNS	Drug Testing Fee	11/27/2017 0:00	8/24/2018 0:00	10/23/2023 0:00	25	0	8/24/2024 0:00

JJH	Gross Misdemeanor Supervision Fee	8/25/2017 0:00	8/24/2018 0:00	10/5/2023 0:00	200	0	8/24/2024 0:00
MGN	SCRAM Operation Fee	8/27/2018 0:00	8/27/2018 0:00	10/18/2023 0:00	35	0	8/27/2024 0:00
TMJ	Drug Testing Fee	8/31/2017 0:00	8/30/2018 0:00	6/19/2020 0:00	25	0	8/30/2024 0:00
TLL	Drug Testing Fee	8/31/2017 0:00	8/30/2018 0:00	8/27/2020 0:00	25	0	8/30/2024 0:00
MNS	Drug Testing Fee	8/31/2017 0:00	8/30/2018 0:00	6/19/2020 0:00	25	0	8/30/2024 0:00
ABG	Misdemeanor Supervision Fee	9/1/2017 0:00	8/31/2018 0:00	9/28/2023 0:00	200	0	8/31/2024 0:00
MTF	Drug Testing Fee	9/11/2017 0:00	9/10/2018 0:00	10/22/2020 0:00	25	0	9/10/2024 0:00
MGN	SCRAM Operation Fee	9/10/2018 0:00	9/10/2018 0:00	10/18/2023 0:00	5	0	9/10/2024 0:00
BPW	Drug Testing Fee	9/14/2017 0:00	9/13/2018 0:00	10/26/2023 0:00	25	0	9/13/2024 0:00
SNH	Misdemeanor Supervision Fee	9/16/2017 0:00	9/15/2018 0:00	9/14/2023 0:00	150	0	9/15/2024 0:00
JJB	Drug Testing Fee	9/21/2017 0:00	9/20/2018 0:00	10/21/2020 0:00	25	0	9/20/2024 0:00
KML	Drug Testing Fee	9/21/2017 0:00	9/20/2018 0:00	10/13/2023 0:00	25	0	9/20/2024 0:00
JRK	Substance Abuse Subtle Screening Inventory	3/26/2018 0:00	9/22/2018 0:00	10/12/2023 0:00	25	0	9/22/2024 0:00
NYR	Drug Testing Fee	9/25/2017 0:00	9/24/2018 0:00	10/23/2020 0:00	25	0	9/24/2024 0:00
DLP	Drug Testing Fee	9/25/2017 0:00	9/24/2018 0:00	10/23/2020 0:00	25	0	9/24/2024 0:00
JRK	Misdemeanor Supervision Fee	3/26/2018 0:00	9/28/2018 0:00	10/12/2023 0:00	200	0	9/28/2024 0:00
JDD	Misdemeanor Supervision Fee	10/2/2017 0:00	10/1/2018 0:00	9/5/2023 0:00	200	0	10/1/2024 0:00
JAD	Transfer Fee	4/4/2018 0:00	10/1/2018 0:00	9/5/2023 0:00	75	0	10/1/2024 0:00
DWS	Drug Test Confirmation	4/5/2018 0:00	10/2/2018 0:00	3/8/2019 0:00	25	0	10/2/2024 0:00
LMC	Drug Test Confirmation	4/5/2018 0:00	10/2/2018 0:00	9/22/2021 0:00	75	0	10/2/2024 0:00
DMA	Drug Testing Fee	10/4/2017 0:00	10/3/2018 0:00	7/26/2023 0:00	25	0	10/3/2024 0:00
MAL	Transfer Fee	4/6/2018 0:00	10/3/2018 0:00	10/13/2023 0:00	75	0	10/3/2024 0:00
AJG	Drug Testing Fee	10/5/2017 0:00	10/4/2018 0:00	6/19/2020 0:00	25	0	10/4/2024 0:00
DMA	Gross Misdemeanor Supervision Fee	10/4/2017 0:00	10/4/2018 0:00	7/26/2023 0:00	150	0	10/4/2024 0:00
AJG	Misdemeanor Supervision Fee	10/5/2017 0:00	10/4/2018 0:00	6/19/2020 0:00	200	0	10/4/2024 0:00
MPW	Drug Testing Fee	10/6/2017 0:00	10/5/2018 0:00	10/4/2023 0:00	25	0	10/5/2024 0:00
MPW	Gross Misdemeanor Supervision Fee	10/6/2017 0:00	10/5/2018 0:00	10/4/2023 0:00	200	0	10/5/2024 0:00
DWS	Drug Test Confirmation	4/11/2018 0:00	10/8/2018 0:00	3/8/2019 0:00	25	0	10/8/2024 0:00
MS	Substance Abuse Subtle Screening Inventory	4/13/2018 0:00	10/10/2018 0:00	7/5/2019 0:00	25	0	10/10/2024 0:00
SJC	Drug Testing Fee	10/9/2017 0:00	10/12/2018 0:00	8/15/2023 0:00	25	0	10/12/2024 0:00
SJC	Felony Supervision Fee	10/9/2017 0:00	10/12/2018 0:00	8/15/2023 0:00	200	0	10/12/2024 0:00
TDM	Drug Testing Fee	10/16/2017 0:00	10/15/2018 0:00	10/9/2020 0:00	25	0	10/15/2024 0:00
RLJ	Drug Testing Fee	10/16/2017 0:00	10/15/2018 0:00	10/10/2023 0:00	25	0	10/15/2024 0:00
BSW	Misdemeanor Supervision Fee	10/16/2017 0:00	10/15/2018 0:00	10/27/2023 0:00	200	0	10/15/2024 0:00
BSW	Substance Abuse Subtle Screening Inventory	10/16/2017 0:00	10/16/2018 0:00	10/27/2023 0:00	25	0	10/16/2024 0:00
SPH	Drug Testing Fee	10/19/2017 0:00	10/18/2018 0:00	12/13/2019 0:00	25	0	10/18/2024 0:00
BAH	Drug Testing Fee	10/19/2017 0:00	10/18/2018 0:00	10/3/2023 0:00	25	0	10/18/2024 0:00
EFO	Transfer Fee	4/23/2018 0:00	10/20/2018 0:00	10/18/2023 0:00	75	0	10/20/2024 0:00
CKW	Drug Testing Fee	11/3/2017 0:00	11/2/2018 0:00	1/9/2024 0:00	25	0	11/2/2024 0:00
CKW	Drug Testing Fee	11/3/2018 0:00	11/2/2019 0:00	1/9/2024 0:00	17	0	11/2/2024 0:00
WLJ	Gross Misdemeanor Supervision Fee	11/4/2017 0:00	11/3/2018 0:00	11/2/2023 0:00	200	0	11/3/2024 0:00
TMJ	Drug Testing Fee	11/6/2017 0:00	11/5/2018 0:00	6/19/2020 0:00	25	0	11/5/2024 0:00
AJT	Drug Testing Fee	11/6/2017 0:00	11/6/2018 0:00	9/11/2020 0:00	25	0	11/6/2024 0:00
JRD	Gross Misdemeanor Supervision Fee	11/10/2017 0:00	11/9/2018 0:00	1/4/2019 0:00	200	0	11/9/2024 0:00
KFC	Misdemeanor Supervision Fee	11/13/2017 0:00	11/12/2018 0:00	6/19/2020 0:00	200	0	11/12/2024 0:00
DDB	Transfer Fee	5/17/2018 0:00	11/13/2018 0:00	6/19/2020 0:00	75	0	11/13/2024 0:00
DAG	Drug Testing Fee	11/14/2017 0:00	11/14/2018 0:00	8/21/2020 0:00	25	0	11/14/2024 0:00
MAL	Gross Misdemeanor Supervision Fee	11/15/2017 0:00	11/15/2018 0:00	10/13/2023 0:00	150	0	11/15/2024 0:00
JBC	Drug Testing Fee	11/22/2017 0:00	11/16/2018 0:00	8/15/2023 0:00	25	0	11/16/2024 0:00
JBC	Gross Misdemeanor Supervision Fee	11/22/2017 0:00	11/16/2018 0:00	8/15/2023 0:00	300	0	11/16/2024 0:00
GLP	Transfer Fee	5/23/2018 0:00	11/19/2018 0:00	10/19/2023 0:00	75	0	11/19/2024 0:00
MRP	Drug Testing Fee	11/22/2017 0:00	11/21/2018 0:00	10/19/2023 0:00	25	0	11/21/2024 0:00
MER	Gross Misdemeanor Supervision Fee	12/5/2017 0:00	11/21/2018 0:00	10/19/2023 0:00	200	0	11/21/2024 0:00
MRP	Misdemeanor Supervision Fee	11/22/2017 0:00	11/21/2018 0:00	10/19/2023 0:00	200	0	11/21/2024 0:00
BJJ	Cognitive Skills Class	9/11/2018 0:00	11/27/2018 0:00	6/22/2020 0:00	50	0	11/27/2024 0:00
DDA	Cognitive Skills Class	9/11/2018 0:00	11/27/2018 0:00	7/26/2023 0:00	50	0	11/27/2024 0:00
DZ	Gross Misdemeanor Supervision Fee	11/28/2017 0:00	11/27/2018 0:00	1/9/2024 0:00	200	0	11/27/2024 0:00
PRC	Misdemeanor Supervision Fee	4/26/2018 0:00	11/27/2018 0:00	8/15/2023 0:00	200	0	11/27/2024 0:00
NRS	Drug Testing Fee	11/30/2017 0:00	11/29/2018 0:00	10/24/2023 0:00	25	0	11/29/2024 0:00
NRS	Gross Misdemeanor Supervision Fee	11/30/2017 0:00	11/30/2018 0:00	10/24/2023 0:00	300	0	11/30/2024 0:00
JSF	Drug Testing Fee	2/8/2018 0:00	12/4/2018 0:00	9/18/2023 0:00	50	0	12/4/2024 0:00
JSF	Felony Supervision Fee	9/18/2018 0:00	12/4/2018 0:00	9/18/2023 0:00	400	0	12/4/2024 0:00
JSF	Felony Supervision Fee	9/18/2018 0:00	12/4/2018 0:00	9/18/2023 0:00	400	0	12/4/2024 0:00
JSF	Gross Misdemeanor Supervision Fee	2/8/2018 0:00	12/4/2018 0:00	9/18/2023 0:00	300	0	12/4/2024 0:00
TLM	Drug Test Confirmation	6/12/2018 0:00	12/9/2018 0:00	7/26/2019 0:00	25	0	12/9/2024 0:00
JMD	Drug Testing Fee	12/11/2017 0:00	12/10/2018 0:00	7/8/2020 0:00	25	0	12/10/2024 0:00
JLJ	Drug Testing Fee	12/11/2017 0:00	12/10/2018 0:00	10/10/2023 0:00	25	0	12/10/2024 0:00
DMA	Drug Test Confirmation	6/19/2018 0:00	12/16/2018 0:00	7/26/2023 0:00	25	0	12/16/2024 0:00
EJW	Drug Testing Fee	1/26/2018 0:00	12/17/2018 0:00	10/27/2023 0:00	25	0	12/17/2024 0:00
SMC	Domestic Violence Inventory	6/22/2018 0:00	12/19/2018 0:00	7/8/2020 0:00	25	0	12/19/2024 0:00
KJW	Felony Supervision Fee	12/19/2016 0:00	12/19/2018 0:00	12/20/2019 0:00	200	0	12/19/2024 0:00
DEH	Substance Abuse Subtle Screening Inventory	6/22/2018 0:00	12/19/2018 0:00	10/3/2023 0:00	25	0	12/19/2024 0:00
ANB	Drug Testing Fee	12/21/2017 0:00	12/20/2018 0:00	8/27/2020 0:00	25	0	12/20/2024 0:00
TLM	Drug Testing Fee	12/21/2017 0:00	12/20/2018 0:00	2/8/2019 0:00	25	0	12/20/2024 0:00
CSP	Gross Misdemeanor Supervision Fee	12/21/2017 0:00	12/20/2018 0:00	10/19/2023 0:00	200	0	12/20/2024 0:00
TCH	Misdemeanor Supervision Fee	12/21/2017 0:00	12/20/2018 0:00	10/3/2023 0:00	200	0	12/20/2024 0:00
TLM	Misdemeanor Supervision Fee	12/21/2017 0:00	12/20/2018 0:00	2/8/2019 0:00	200	0	12/20/2024 0:00
RKS	Drug Test Confirmation	10/31/2018 0:00	12/21/2018 0:00	10/23/2023 0:00	25	0	12/21/2024 0:00
RKS	Drug Testing Fee	4/11/2018 0:00	12/21/2018 0:00	10/23/2023 0:00	25	0	12/21/2024 0:00
RH	Drug Testing Fee	10/15/2018 0:00	12/21/2018 0:00	11/9/2023 0:00	25	0	12/21/2024 0:00

RH	Felony Supervision Fee	10/15/2018 0:00	12/21/2018 0:00	11/9/2023 0:00	400	0	12/21/2024 0:00
RKS	Gross Misdemeanor Supervision Fee	4/11/2018 0:00	12/21/2018 0:00	10/23/2023 0:00	200	0	12/21/2024 0:00
JLF	Transfer Fee	6/27/2018 0:00	12/24/2018 0:00	6/19/2020 0:00	75	0	12/24/2024 0:00
SPC	Transfer Fee	6/28/2018 0:00	12/25/2018 0:00	8/18/2023 0:00	75	0	12/25/2024 0:00
DKK	Transfer Fee	6/28/2018 0:00	12/25/2018 0:00	6/22/2020 0:00	75	0	12/25/2024 0:00
CJJ	Drug Testing Fee	8/9/2018 0:00	12/28/2018 0:00	10/10/2023 0:00	25	0	12/28/2024 0:00
CHJ	Felony Supervision Fee	8/9/2018 0:00	12/28/2018 0:00	10/10/2023 0:00	200	0	12/28/2024 0:00
TOW	SCRAM Operation Fee	12/28/2018 0:00	12/28/2018 0:00	10/27/2023 0:00	35	0	12/28/2024 0:00

\$ 26,291.22

1/2/1900 0:00



Steele County Agenda Item

Informational

Subject: Performance Measurement

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date:

Board Meeting Date: January 7, 2025

Purpose:

To approve a resolution to participate in the Performance report program in 2025

Background:

Steele County has participated in the performance measurement program since 2018.

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. The total amount of funding received in 2024 was \$5,239.

Financial Impacts:

We receive funding for the report

Attachments:

Resolution to participate in reporting in 2025

RESOLUTION

AUTHORIZATION TO PARTICIPATE IN THE PERFORMANCE MEASUREMENT PROGRAM

WHEREAS, Benefits to Steele County for participation in the Minnesota Council on Local Results and Innovation's comprehensive performance measurement program are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and

WHEREAS, Any city/county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and

WHEREAS, The Steele County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and

NOW THEREFORE LET IT BE RESOLVED THAT, Steele County will continue to report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the city's/county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.

BE IT FURTHER RESOLVED, Steele County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county.

Adopted this _____ day of January, 2025

STEELE COUNTY BOARD OF COMMISSIONERS

Chairman

ATTEST:

Candi Lemarr
Steele County Finance Director



Steele County Agenda Item

Request for Board Action

Subject: Property Tax Abatement of Penalty Request - Parcel ID 05-036-1200

Department: Finance Department

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: J

Board Meeting Date: January 7, 2025

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:

Deny the request for abatement of penalty request for parcel id 05-036-1200

Background (*Including Budget Impact*):

One property was missed and the tax payer was sent a late penalty notice.

Finance did send a late notice for the missing payment as of November 15th, 2024, which the taxpayer did come back to the office on December 27th, 2024 to pay in full. He could have avoided an addition fee if the taxpayer would have paid by November 30th, 2024. The taxpayer is requesting we waive the late fee of \$117.36, stating that it is the Finance office's fault for not having all of his property tax statements. Property owners are responsible for knowing ownership of their property taxes and of knowing what taxes are due, responsible for knowing their parcels that they own, and ensuring all of their taxes are paid on time.

Under MN Statute 279.01 Sub 2 §Subd. 2. Abatement of penalty. (a) *The county board may, with the concurrence of the county treasurer, delegate to the county treasurer the power to abate the penalty provided for late payment of taxes in the current year. Notwithstanding section 270C.86, if any county board so elects, the county treasurer may abate the penalty on finding that the imposition of the penalty would be unjust and unreasonable.*

In this case, the Finance Director does not find that this penalty is unjust or unreasonable on the basis that the taxpayer has the responsibility to ensure that they know their property taxes that are due, and are ensuring they are paying all of their property taxes due on time.

Attachments:

Letter from Tax payer

Late letter sent to taxpayer by Finance office

27 Dec, 2024

To Whom IT may Concern:

I, Thomas Sexton Payed my Taxes Nov 1, 2024
I asked AT The Counter, AT The finance
office for my entire 2nd half Taxes due
and payed in full. Later in November I
received a Past due notice. One parcel was
missed when I asked about Taxes due. I
have now payed this Past due amount,
with late penalties. I am asking for re-
imbursement of the past due amount
of \$117.36 as I was present & willing
to pay Nov 1, 2024.

Regards

Thomas Sexton

[Redacted signature]

STEELE COUNTY FINANCE OFFICE
630 FLORENCE AVENUE
OWATONNA, MN 55060
507-444-7420

Madison,

WILLOW RIDGE FARM LLC
C/O THOMAS SEXTER
14609 NORWOOD ST
LEAWOOD

KS 66224

TAXP # 82683
PARCEL # 05-036-1200

SECT-36 TWP-106 RANG-20
SE1/4 OF NE1/4 N1/2 OF NE1/4
OF SE1/4

Dear Taxpayer:

This is a reminder that you may have overlooked paying your
2024 Real Estate Taxes.

According to our records they are unpaid as of November 15, 2024.

To avoid additional penalty, please pay on or before: *1467* ^{*00*}

If paid ON or BEFORE 11/30/2024, please pay: \$1,525.68

If paid ON or BEFORE 12/30/2024, please pay: \$1,584.36 *✓*

If, for some reason, you are not responsible for these taxes
please notify our office so that our records can be corrected.

Please disregard this statement if payment has been made.

Thank You.

Steele County
Finance

36
1584
1467

117.36

KWINTER
12/27/24

11:50AM

Steele County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 1

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Steele County

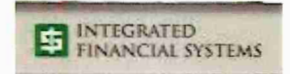


Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
3	DEPT			County Wide			
	9173 Madden Galanter Hansen LLP						
17	01-003-000-0000-6194		188.00	Labor relation issue	Nov 2024	Personnel Policy	Y
18	01-003-000-0000-6194		409.75	Arbitration prep	Nov 2024	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		597.75	2 Transactions			
3	DEPT Total:		597.75	County Wide	1 Vendors	2 Transactions	
5	DEPT			Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC						
2	01-005-000-0000-6242		6.83	Synopsis 10/8/24	1028153	Publishing	N
142	01-005-000-0000-6242		11.90	Synopsis 10/22/24	1028929	Publishing	N
	6032 APG Media of Southern Minnesota LLC		18.73	2 Transactions			
	4319 Association Of Mn Counties						
3	01-005-000-0000-6261		400.00	AMC conference-Krueger	79224	Conference & Training	N
4	01-005-000-0000-6261		425.00	AMC conference-Brady	80469	Conference & Training	N
5	01-005-000-0000-6261		425.00	AMC conference-Gnemi	80470	Conference & Training	N
	4319 Association Of Mn Counties		1,250.00	3 Transactions			
	7866 Brady/James						
8	01-005-000-0000-6331		162.18	Mileage July-Dec	20241212	Mileage Reimbursement	N
	7866 Brady/James		162.18	1 Transactions			
	8238 Krueger/Gregory D						
13	01-005-000-0000-6331		135.32	Mileage - Oct-Dec	12/12/24	Mileage Reimbursement	N
	8238 Krueger/Gregory D		135.32	1 Transactions			
5	DEPT Total:		1,566.23	Board Of Commissioners	4 Vendors	7 Transactions	
31	DEPT			County Administrator			
	4319 Association Of Mn Counties						
6	01-031-000-0000-6261		400.00	AMC conference-Fry	79225	Conference & Training	N
	4319 Association Of Mn Counties		400.00	1 Transactions			
	9987 Fry/Renae						
10	01-031-000-0000-6331		60.30	Mileage - AMC conference	12/13/24	Mileage Reimbursement	N

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

	Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
	No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	9987	Fry/Renae		60.30	1 Transactions		
63	4879	Shred Right					
		01-031-000-0000-6801		23.32	Shred serv order 0070680-12/12	0038417	General Expense Y
	4879	Shred Right		23.32	1 Transactions		
31	DEPT Total:			483.62	County Administrator	3 Vendors	3 Transactions
32	DEPT				Human Resources		
	4879	Shred Right					
64		01-032-000-0000-6801		23.33	Shred serv order 0070680-12/12	0038417	General Expense Y
	4879	Shred Right		23.33	1 Transactions		
32	DEPT Total:			23.33	Human Resources	1 Vendors	1 Transactions
41	DEPT				Auditor		
	37025	Innovative Office Solutions LLC					
11		01-041-000-0000-6410		13.07	12 pk Calculator rolls	4721841	Office Supplies N
	37025	Innovative Office Solutions LLC		13.07	1 Transactions		
41	DEPT Total:			13.07	Auditor	1 Vendors	1 Transactions
42	DEPT				Treasurer		
	8948	Townsquare Media Faribault					
35		01-042-000-0000-6242		56.00	2nd half AG & MH taxes KRFO-AM	4452710-3 Banner	Publishing Y
36		01-042-000-0000-6242		56.00	2nd half AG & MH taxes KRFO-FM	4452710-3 Banner	Publishing Y
33		01-042-000-0000-6242		60.00	2nd half AG & MH taxes KRFO-AM	4452710-3 Online	Publishing Y
34		01-042-000-0000-6242		30.00	2nd half AG & MH taxes KRFO-FM	4452710-3 Online	Publishing Y
31		01-042-000-0000-6242		180.00	2nd half AG & MH taxes KRFO-AM	4452710-3 Radio	Publishing Y
32		01-042-000-0000-6242		150.00	2nd half AG & MH taxes KRFO-FM	4452710-3 Radio	Publishing Y
	8948	Townsquare Media Faribault		532.00	6 Transactions		
42	DEPT Total:			532.00	Treasurer	1 Vendors	6 Transactions
62	DEPT				Central Services		
	10018	CDW Government Inc					
41		01-062-000-0000-6480		580.53	PHN ipad (EOY replacement)	AB85A1M	Non-Capitalized Inventory N

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10018	CDW Goverment Inc		580.53				
				1 Transactions			
16282	Crosstown Cartage Inc						
43	01-062-000-0000-6801		324.00	Contracted mail services	12/20/2024	General Expense	N
44	01-062-000-0000-6802		180.00	Additional mail services	12/20/2024	Internal Chargeback	N
16282	Crosstown Cartage Inc		504.00				
				2 Transactions			
9767	UKG Kronos Systems LLC						
66	01-062-000-0000-6301		3,481.00	HRIS operating cost-Nov	12336353	Equip/Software Maint	N
9767	UKG Kronos Systems LLC		3,481.00				
				1 Transactions			
62	DEPT Total:		4,565.53	Central Services	3 Vendors	4 Transactions	
91	DEPT			County Attorney			
800	Sheriff Of Washington County						
25	01-091-000-0000-6260		160.00	Subpoena services 74-CR-24-360	24002928	Contract Labor/Services	N
800	Sheriff Of Washington County		160.00				
				1 Transactions			
91	DEPT Total:		160.00	County Attorney	1 Vendors	1 Transactions	
101	DEPT			County Recorder			
4393	Fidlar Technologies Inc						
143	01-101-000-9305-6480		1,635.08	Laredo license fee-December	0238471-IN	Non-Capitalized Inv-Technology Fun	N
145	01-101-000-9305-6480		795.71-	Tapestry credits-December	0336734-IN	Non-Capitalized Inv-Technology Fun	N
144	01-101-000-9305-6480		200.00-	Monarch credit-December	0628269-IN	Non-Capitalized Inv-Technology Fun	N
4393	Fidlar Technologies Inc		639.37				
				3 Transactions			
101	DEPT Total:		639.37	County Recorder	1 Vendors	3 Transactions	
104	DEPT			GIS			
83500	Steele County Highway Dept						
27	01-104-000-0000-6540		12.70	Fuel	2422	Gas & Oil	N
83500	Steele County Highway Dept		12.70				
				1 Transactions			
104	DEPT Total:		12.70	GIS	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
9075	Access Tonna Lock Service						

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 5

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
37	01-111-040-0000-6300		Door closer & install-Admin	3969	Bldg Repairs & Maintenance	Y
	9075 Access Tonna Lock Service		1 Transactions			
	6980 Block Plumbing & Heating Inc					
67	01-111-042-0000-6300		Delta kit - CH	69799	Bldg Repairs & Maintenance	N
39	01-111-041-0000-6300		Backflow testing-Annex	69876	Bldg Repairs & Maintenance	N
	6980 Block Plumbing & Heating Inc		2 Transactions			
	9537 Brooks/Jocelyn					
40	01-111-000-0000-6331		Mileage 218.72 miles	10/3-12/11/24	Mileage Reimbursement	N
	9537 Brooks/Jocelyn		1 Transactions			
	8521 From the Ground Up LLC					
73	01-111-040-0000-6380		Pre-treat/Ice control-Admin	36394	Grounds Maintenance	Y
74	01-111-041-0000-6380		Pre-treat/Ice control-Annex	36397	Grounds Maintenance	Y
71	01-111-043-0000-6380		Ice control-Attorney	36398	Grounds Maintenance	Y
70	01-111-042-0000-6380		Ice control-CH	36402	Grounds Maintenance	Y
72	01-111-044-0000-6380		Pre-treat/Ice control-DC	36407	Grounds Maintenance	Y
48	01-111-040-0000-6380		Ice control x 3-Admin	36492	Grounds Maintenance	Y
49	01-111-041-0000-6380		Ice control x 3-Annex	36494	Grounds Maintenance	Y
51	01-111-043-0000-6380		Ice control x 3-Attorney	36496	Grounds Maintenance	Y
50	01-111-042-0000-6380		Ice control x 3-CH	36510	Grounds Maintenance	Y
46	01-111-044-0000-6380		Ice control x 3-DC	36514	Grounds Maintenance	Y
52	01-111-047-0000-6380		Ice control x 3-Gym	36529	Grounds Maintenance-Gymnastics	Y
	8521 From the Ground Up LLC		11 Transactions			
	33550 Hillyard-Hutchinson					
75	01-111-040-0000-6560		3- Brush rollers	700622394	Janitorial Supplies	N
54	01-111-040-0000-6300		Cord set	700623917	Bldg Repairs & Maintenance	N
	33550 Hillyard-Hutchinson		2 Transactions			
	7771 MN Dept of Labor & Industry					
76	01-111-042-0000-6300		Elevator annual op-CH	ALR0170554X	Bldg Repairs & Maintenance	N
	7771 MN Dept of Labor & Industry		1 Transactions			
	9683 Northland Pest Control					
80	01-111-043-0000-6300		Pest control-Attorney	15434	Bldg Repairs & Maintenance	Y
79	01-111-042-0000-6300		Pest control-CH	15435	Bldg Repairs & Maintenance	Y
78	01-111-041-0000-6300		Pest control-Annex	15438	Bldg Repairs & Maintenance	Y

Steele County



KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 6

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
77	01-111-040-0000-6300		65.00	Pest control-Admin	15439	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control		330.00	4 Transactions			
111	DEPT Total:		5,616.46	Buildings & Grounds	7 Vendors	22 Transactions	
121	DEPT			Veteran Service			
37025	Innovative Office Solutions LLC						
57	01-121-000-0000-6410		42.04	Stapler/remover/air freshner	IN4724234	Office Supplies	N
37025	Innovative Office Solutions LLC		42.04	1 Transactions			
121	DEPT Total:		42.04	Veteran Service	1 Vendors	1 Transactions	
201	DEPT			Sheriff			
4877	L & L Street Rods & Sport Trucks						
14	01-201-000-0000-6480		640.00	New squad equipment-7422	4138	Non-Capitalized Inventory	Y
15	01-201-000-0000-6480		4,222.00	New squad equipment-7410	4153	Non-Capitalized Inventory	Y
16	01-201-000-0000-6480		640.00	Remove parts from 7426/7424	4154	Non-Capitalized Inventory	Y
147	01-201-000-0000-6480		4,222.00	New squad equipment-7424	4163	Non-Capitalized Inventory	Y
4877	L & L Street Rods & Sport Trucks		9,724.00	4 Transactions			
56125	NAPA Auto Parts						
21	01-201-000-0113-6320		15.29	Ice scraper for squad 7413	037525	Squad 7411 Maintenance	N
152	01-201-000-0118-6320		22.98	2/wiper blades	038316	Squad 7412 Maintenance	N
56125	NAPA Auto Parts		38.27	2 Transactions			
18450	Office of MN IT Services						
22	01-201-000-0000-6210		336.92	Sheriff telecom-November 2024	W24110570	Telephone	N
18450	Office of MN IT Services		336.92	1 Transactions			
83500	Steele County Highway Dept						
28	01-201-000-0000-6562		5,828.54	Fuel	2432	Gas & Oil Squads	N
83500	Steele County Highway Dept		5,828.54	1 Transactions			
9778	Sweet Towing LLC						
30	01-201-000-0123-6320		349.61	New battery - squad 7423	34648	Squad 7423 Maintenance	Y
9778	Sweet Towing LLC		349.61	1 Transactions			
84035	Tri-M Graphics						

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 7

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
157	01-201-000-0000-6410	341.90	700 - #10 envelopes	105842	Office Supplies	N
84035	Tri-M Graphics	341.90	1 Transactions			
201	DEPT Total:	16,619.24	Sheriff	6 Vendors	10 Transactions	
251	DEPT		Jail			
9536	Accurate Controls Inc					
1	01-251-000-0000-6211	7,448.00	Security controls software	22778	Radio - Computers - Cameras	N
9536	Accurate Controls Inc	7,448.00	1 Transactions			
5750	Bob Barker Company Inc					
7	01-251-000-0000-6418	389.90	10 handcuffs	2090631	Lock-Up Supplies	N
5750	Bob Barker Company Inc	389.90	1 Transactions			
37025	Innovative Office Solutions LLC					
146	01-251-000-0000-6410	364.29	Badge clips/holders/paper	4722057	Office Supplies	N
37025	Innovative Office Solutions LLC	364.29	1 Transactions			
9084	Metro FiberNet LLC					
19	01-251-000-0000-6304	325.00	Dark fiber lease-12/16-1/15/25	1675291	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC	325.00	1 Transactions			
9580	Mower County Jail					
151	01-251-000-0000-6439	57,200.00	Inmate board 1/1/24-12/23/24	12/23/24	Prisoner Board	N
9580	Mower County Jail	57,200.00	1 Transactions			
18450	Office of MN IT Services					
24	01-251-000-0000-6410	91.07	Jail telecom-November 2024	W24110570	Office Supplies	N
18450	Office of MN IT Services	91.07	1 Transactions			
74145	South Central Human Relations					
26	01-251-000-0000-6196	640.00	Pre-employment eval-WF, QK	12/16/2024	Employee Phys And Exams	Y
74145	South Central Human Relations	640.00	1 Transactions			
85300	Streichers Inc					
156	01-251-000-0000-6192	909.91	Employee uniforms-W Fiebigler	I1733469	Uniform Allowance	N
155	01-251-000-0000-6192	140.80	Employee uniforms-Q Kroll	I1733609	Uniform Allowance	N
85300	Streichers Inc	1,050.71	2 Transactions			

Steele County



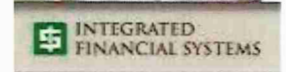
KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 8

	Vendor	Name		Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No.	Account/Formula	Accr		Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
29	8247	Summit Food Services LLC			3,460.80	Inmate meals 12/7-12/13/24	INV2000229209	Prisoner Meals	N
	8247	Summit Food Services LLC			3,460.80	1 Transactions			
158	618	Turnkey Corrections			188.99	Coffee for inmate programs	25996	Program Supplies	N
	618	Turnkey Corrections			188.99	1 Transactions			
251	DEPT Total:				71,158.76	Jail	10 Vendors	11 Transactions	
252	DEPT					Community Corrections			
164	6821	KEYSTONE INTERPRETING SOLUTIONS IN			200.00	Translator services	M11-00012	Interpreter Services	N
	6821	KEYSTONE INTERPRETING SOLUTIONS IN			200.00	1 Transactions			
163	9084	Metro FiberNet LLC			40.50	Phone charges-CCA Dec	1677765	Telephone	Y
20		01-252-000-0000-6210			300.00	Dark fiber fee-CCA 12/16-1/15	1677937	Telephone	Y
	9084	Metro FiberNet LLC			340.50	2 Transactions			
162	4838	Risk & Needs Assessment Inc			200.00	On-line tests	15483	Domestic Violence/SASSI Screening	N
	4838	Risk & Needs Assessment Inc			200.00	1 Transactions			
165	4879	Shred Right			85.06	Document shred 11/14, 12/12	0036637/0038416	Office Supplies	Y
	4879	Shred Right			85.06	1 Transactions			
252	DEPT Total:				825.56	Community Corrections	4 Vendors	5 Transactions	
253	DEPT					Law Enforcement Center			
9	10110	Choice IT Global LLC			40.89	Fiber modules for SCSO switch	20523	Capital Outlay	N
	10110	Choice IT Global LLC			40.89	1 Transactions			
23	18450	Office of MN IT Services			76.46	LEC telecom-November 2024	W24110570	Radio And Telephone	N

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 9

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name	
18450	Office of MN IT Services			76.46	1 Transactions			
4879	Shred Right							
154	01-253-000-0000-6254			84.55	Shred serv order 0070686-12/12	0038418	Garbage Disposal	Y
4879	Shred Right			84.55	1 Transactions			
253	DEPT Total:			201.90	Law Enforcement Center	3 Vendors	3 Transactions	
391	DEPT				Environmental Services			
10115	Johnson/Dale							
12	01-391-292-0000-6820			700.00	Well sealing program	Born 115337	Grant Expense	N
10115	Johnson/Dale			700.00	1 Transactions			
10116	Majerus/Jim							
59	01-391-292-0000-6820			700.00	Well sealing program	Born 115291	Grant Expense	N
10116	Majerus/Jim			700.00	1 Transactions			
391	DEPT Total:			1,400.00	Environmental Services	2 Vendors	2 Transactions	
502	DEPT				Steele Co Community Ctr			
8521	From the Ground Up LLC							
69	01-502-000-0000-6380			75.00	Ice control-Comm Ctr	36400	Grounds Maintenance	Y
47	01-502-000-0000-6380			225.00	Ice control x 3-Comm Ctr	36508	Grounds Maintenance	Y
8521	From the Ground Up LLC			300.00	2 Transactions			
9683	Northland Pest Control							
81	01-502-000-0000-6300			65.00	Pest control-Comm Ctr	15429	Bldg Repairs & Maintenance	Y
9683	Northland Pest Control			65.00	1 Transactions			
502	DEPT Total:			365.00	Steele Co Community Ctr	2 Vendors	3 Transactions	
521	DEPT				Park And Recreation			
9084	Metro FiberNet LLC							
60	01-521-000-0000-6410			325.00	Dark fiber lease-12/18-1/17	1847031	Operating Supplies/Truck Repairs	Y
9084	Metro FiberNet LLC			325.00	1 Transactions			
68500	Postmaster - Owatonna							
61	01-521-000-0000-6410			84.00	Post office box rental #57	12/12/24	Operating Supplies/Truck Repairs	N

Steele County



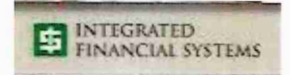
KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 10

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
68500	Postmaster - Owatonna		84.00	1 Transactions		
521	DEPT Total:		409.00	Park And Recreation	2 Vendors	2 Transactions
550	DEPT		Four Seasons			
1960	Amerigas - Owatonna Mn					
38	01-550-000-0000-6258		421.78	Propane for Zamboni	806115812	LP Gas N
1960	Amerigas - Owatonna Mn		421.78	1 Transactions		
15550	Court Sports And More Inc					
42	01-550-000-0000-6408		308.00	Staff uniforms	2574	Uniforms/Uniform Reimbursement N
15550	Court Sports And More Inc		308.00	1 Transactions		
33550	Hillyard-Hutchinson					
55	01-550-000-0000-6410		567.60	Towels,tissue paper, liners	605684357	Operating Supplies - Contracts N
56	01-550-000-0000-6410		187.00	Ice melt	605688611	Operating Supplies - Contracts N
33550	Hillyard-Hutchinson		754.60	2 Transactions		
37469	Insty Prints					
58	01-550-000-0000-6410		40.88	Posters for Ice Jam-Dec	163211	Operating Supplies - Contracts N
37469	Insty Prints		40.88	1 Transactions		
7860	Metropolitan Mechanical Contractors Inc					
150	01-550-000-0000-6410		605.00	Repairs to East Dehumidifier	10013300	Operating Supplies - Contracts N
7860	Metropolitan Mechanical Contractors Inc		605.00	1 Transactions		
71075	R & R Specialties Of Wisconsin Inc					
153	01-550-000-0000-6314		150.00	Zamboni blade sharpening	84104	Zamboni Repairs N
71075	R & R Specialties Of Wisconsin Inc		150.00	1 Transactions		
77390	Schilling Supply Company					
62	01-550-000-0000-6410		2.64	Hand soap	987892	Operating Supplies - Contracts N
77390	Schilling Supply Company		2.64	1 Transactions		
84035	Tri-M Graphics					
65	01-550-000-0000-6410		58.84	Public skate membership cards	105812	Operating Supplies - Contracts N
84035	Tri-M Graphics		58.84	1 Transactions		

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 11

KWINTER
12/27/24 11:50AM
1 General Revenue Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	1099
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
550 DEPT Total:		2,341.74	Four Seasons	8 Vendors	9 Transactions
601 DEPT		County Ag Society			
8521 From the Ground Up LLC					
68 01-601-000-0000-6386		300.00	Ice control-Fairgrounds	36393	Parking Lot Maintenance Y
45 01-601-000-0000-6386		900.00	Ice control x 3-Fairgrounds	36491	Parking Lot Maintenance Y
53 01-601-000-0000-6386		900.00	Ice control x 3-FS parking lot	36539	Parking Lot Maintenance Y
8521 From the Ground Up LLC		2,100.00	3 Transactions		
601 DEPT Total:		2,100.00	County Ag Society	1 Vendors	3 Transactions
602 DEPT		Co-Op Extension			
51300 Metro Sales Inc					
148 01-602-000-0000-6321	8	55.00	Contract base 12/21/24-3/20/25	INV2668157	Maintenance Agreements N
149 01-602-000-0000-6321		396.95	Contract usage 9/21-12/20/24	INV2668157	Maintenance Agreements N
51300 Metro Sales Inc		451.95	2 Transactions		
602 DEPT Total:		451.95	Co-Op Extension	1 Vendors	2 Transactions
1 Fund Total:		110,125.25	General Revenue Fund		102 Transactions

KWINTER
12/27/24 11:50AM
10 Road & Bridge Fund

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 12

	Vendor Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
	No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
301	DEPT			Administration			
	8422 Mayo Clinic						
85	10-301-000-0000-6260		54.00	Hearing test-DJensen	700010655	Consultants/Admin Fee	6
	8422 Mayo Clinic		54.00	1 Transactions			
	9084 Metro FiberNet LLC						
86	10-301-000-0000-6210		300.00	Dark fiber fee-PW 12/16-1/15	1677937	Telephone	Y
87	10-301-000-0000-6210		30.21	Elevator phone-PW	1677937	Telephone	Y
	9084 Metro FiberNet LLC		330.21	2 Transactions			
301	DEPT Total:		384.21	Administration	2 Vendors	3 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	8317 Kibble Equipment						
84	10-302-000-0000-6340		32,000.00	Tractor rentals	10452777	Equipment Rental	N
	8317 Kibble Equipment		32,000.00	1 Transactions			
302	DEPT Total:		32,000.00	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	3314 Ronco Engineering Sales Co Inc						
88	10-304-000-0000-6511		273.59	Straps/nozzle/strobe light	3379622	Maint Shop Supplies & Materials	N
	3314 Ronco Engineering Sales Co Inc		273.59	1 Transactions			
	4226 Towmaster						
89	10-304-000-0000-6519		12,972.00	Cutting edges	473858	Cutting Edges	N
	4226 Towmaster		12,972.00	1 Transactions			
	99500 Ziegler,Inc						
94	10-304-000-0000-6519		1,031.98-	Return cutting edges	CM000247540	Cutting Edges	N
93	10-304-000-0000-6519		1,031.98	Cutting edges	IN001737089	Cutting Edges	N
95	10-304-000-0000-6519		1,606.72	Cutting edges	IN001742360	Cutting Edges	N
	99500 Ziegler,Inc		1,606.72	3 Transactions			
304	DEPT Total:		14,852.31	Equipment Maintenance & Shops	3 Vendors	5 Transactions	
310	DEPT			Capital Construction			
	88613 Treas Of Deerfield Township						

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 13

KWINTER
12/27/24 11:50AM
10 Road & Bridge Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
83	10-310-000-0000-6565		11,011.78	915.36 tons of gravel	074-598-016	Sales Tax Construction	N
88613	Treas Of Deerfield Township		11,011.78	1 Transactions			
9895	Westwood Professional Services Inc						
90	10-310-000-0000-6262		87.36	Prof services 074-021-006	1241200954	Sales Tax Consultants	N
9895	Westwood Professional Services Inc		87.36	1 Transactions			
9217	WHKS & Co						
92	10-310-000-0000-6262		32,955.89	Prof services 074-628-004	52953	Sales Tax Consultants	Y
91	10-310-000-0000-6262		6,187.24	Prof services 074-602-008	52966	Sales Tax Consultants	Y
9217	WHKS & Co		39,143.13	2 Transactions			
310	DEPT Total:		50,242.27	Capital Construction	3 Vendors	4 Transactions	
10	Fund Total:		97,478.79	Road & Bridge Fund		13 Transactions	

KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 14

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT			Judicial Ditch 1			
	73300	Rinke-Noonan Attorney at Law					
97	21-631-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
631	DEPT Total:		6.68	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
	73300	Rinke-Noonan Attorney at Law					
101	21-633-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
633	DEPT Total:		6.68	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
	73300	Rinke-Noonan Attorney at Law					
98	21-634-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
634	DEPT Total:		6.68	Judicial Ditch 5	1 Vendors	1 Transactions	
635	DEPT			Judicial Ditch 6 & Imp			
	73300	Rinke-Noonan Attorney at Law					
127	21-635-000-0000-6273		25.50	JD6 prof services	383491	Attorney Fees	Y
99	21-635-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	32.18	2 Transactions			
635	DEPT Total:		32.18	Judicial Ditch 6 & Imp	1 Vendors	2 Transactions	
636	DEPT			Judicial Ditch 7			
	73300	Rinke-Noonan Attorney at Law					
100	21-636-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300	Rinke-Noonan Attorney at Law	6.68	1 Transactions			
636	DEPT Total:		6.68	Judicial Ditch 7	1 Vendors	1 Transactions	
637	DEPT			JD 11 (Ripley Ditch)			

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 15

KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law						
102	21-637-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
637	DEPT Total:		6.68	JD 11 (Ripley Ditch)	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
73300	Rinke-Noonan Attorney at Law						
103	21-638-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
638	DEPT Total:		6.68	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
73300	Rinke-Noonan Attorney at Law						
104	21-639-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
639	DEPT Total:		6.68	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
73300	Rinke-Noonan Attorney at Law						
105	21-640-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
640	DEPT Total:		6.68	Judicial Ditch 24	1 Vendors	1 Transactions	
641	DEPT			County Ditch 1 - Orig			
73300	Rinke-Noonan Attorney at Law						
106	21-641-000-0000-6273		6.68	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.68	1 Transactions			
641	DEPT Total:		6.68	County Ditch 1 - Orig	1 Vendors	1 Transactions	
642	DEPT			County Ditch 1 - Church Branch			
73300	Rinke-Noonan Attorney at Law						
107	21-642-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y

KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Steele County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 16

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
642	DEPT Total:		6.66	County Ditch 1 - Church Branch	1 Vendors	1 Transactions	
643	DEPT			County Ditch 2			
73300	Rinke-Noonan Attorney at Law						
108	21-643-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
643	DEPT Total:		6.66	County Ditch 2	1 Vendors	1 Transactions	
644	DEPT			County Ditch 4			
73300	Rinke-Noonan Attorney at Law						
109	21-644-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
644	DEPT Total:		6.66	County Ditch 4	1 Vendors	1 Transactions	
645	DEPT			County Ditch 5			
73300	Rinke-Noonan Attorney at Law						
110	21-645-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
645	DEPT Total:		6.66	County Ditch 5	1 Vendors	1 Transactions	
646	DEPT			County Ditch 19			
73300	Rinke-Noonan Attorney at Law						
111	21-646-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
646	DEPT Total:		6.66	County Ditch 19	1 Vendors	1 Transactions	
647	DEPT			County Ditch 20			
73300	Rinke-Noonan Attorney at Law						
112	21-647-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 17

KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
647	DEPT Total:		6.66	County Ditch 20	1 Vendors	1 Transactions	
648	DEPT			County Ditch 21			
73300	Rinke-Noonan Attorney at Law						
113	21-648-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
648	DEPT Total:		6.66	County Ditch 21	1 Vendors	1 Transactions	
649	DEPT			County Ditch 22			
73300	Rinke-Noonan Attorney at Law						
114	21-649-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
649	DEPT Total:		6.66	County Ditch 22	1 Vendors	1 Transactions	
650	DEPT			County Ditch 23			
73300	Rinke-Noonan Attorney at Law						
115	21-650-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
650	DEPT Total:		6.66	County Ditch 23	1 Vendors	1 Transactions	
651	DEPT			County Ditch 24			
73300	Rinke-Noonan Attorney at Law						
116	21-651-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
651	DEPT Total:		6.66	County Ditch 24	1 Vendors	1 Transactions	
652	DEPT			County Ditch 25			
73300	Rinke-Noonan Attorney at Law						
117	21-652-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
652	DEPT Total:		6.66	County Ditch 25	1 Vendors	1 Transactions	

KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 18

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descriptio	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
653	DEPT			County Ditch 27			
	73300 Rinke-Noonan Attorney at Law						
118	21-653-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
653	DEPT Total:		6.66	County Ditch 27	1 Vendors	1 Transactions	
654	DEPT			Public Tile Ditch 7			
	73300 Rinke-Noonan Attorney at Law						
119	21-654-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
654	DEPT Total:		6.66	Public Tile Ditch 7	1 Vendors	1 Transactions	
655	DEPT			Public Tile Ditch 8			
	73300 Rinke-Noonan Attorney at Law						
120	21-655-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
655	DEPT Total:		6.66	Public Tile Ditch 8	1 Vendors	1 Transactions	
656	DEPT			Public Tile Ditch 9			
	73300 Rinke-Noonan Attorney at Law						
121	21-656-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
656	DEPT Total:		6.66	Public Tile Ditch 9	1 Vendors	1 Transactions	
657	DEPT			Public Tile Ditch 10			
	73300 Rinke-Noonan Attorney at Law						
122	21-657-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
	73300 Rinke-Noonan Attorney at Law		6.66	1 Transactions			
657	DEPT Total:		6.66	Public Tile Ditch 10	1 Vendors	1 Transactions	
658	DEPT			Public Tile Ditch 11			
	73300 Rinke-Noonan Attorney at Law						

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 19

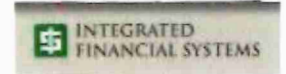
KWINTER
12/27/24 11:50AM
21 County Ditch Fund

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
123	21-658-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
658	DEPT Total:		6.66	Public Tile Ditch 11	1 Vendors	1 Transactions	
659	DEPT			Public Tile Ditch 17			
73300	Rinke-Noonan Attorney at Law						
124	21-659-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
659	DEPT Total:		6.66	Public Tile Ditch 17	1 Vendors	1 Transactions	
660	DEPT			Public Tile Ditch 18			
39600	Jones Haugh & Smith Inc						
96	21-660-000-0000-6260		4,363.50	PT18 survey & repair plans	46177	Inspections And Engineers	N
39600	Jones Haugh & Smith Inc		4,363.50	1 Transactions			
73300	Rinke-Noonan Attorney at Law						
125	21-660-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
660	DEPT Total:		4,370.16	Public Tile Ditch 18	2 Vendors	2 Transactions	
665	DEPT			JD 2 Redetermination			
73300	Rinke-Noonan Attorney at Law						
126	21-665-000-0000-6273		6.66	Ditch Atty monthly retainer	384024	Attorney Fees	Y
73300	Rinke-Noonan Attorney at Law		6.66	1 Transactions			
665	DEPT Total:		6.66	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		4,589.00	County Ditch Fund		32 Transactions	

KWINTER
12/27/24 11:50AM
38 Capital Outlay Fund

Steele County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 20

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
11	DEPT			District Court Admin.			
	8288 Four Seasons Electric						
129	38-011-000-0000-6600		4,967.50	Install electrical equipment	14335	Capital Outlay - District Court	N
	8288 Four Seasons Electric		4,967.50	1 Transactions			
11	DEPT Total:		4,967.50	District Court Admin.	1 Vendors	1 Transactions	
111	DEPT			Buildings & Grounds			
	9902 Capstick Companies LLC						
128	38-111-049-0000-6600		3,328.00	Indoor security cage	3944	Capital Outlay - B&G Shop	N
	9902 Capstick Companies LLC		3,328.00	1 Transactions			
	1311 Met-Con Construction Faribault Div						
130	38-111-049-0000-6600		79,160.00	Maint fac bill thru 12/8/24	36375	Capital Outlay - B&G Shop	N
	1311 Met-Con Construction Faribault Div		79,160.00	1 Transactions			
	62900 Owatonna Heating & Cooling Inc.						
82	38-111-041-0000-6600		20,114.85	Repair A/C-Annex Ewing	8578	Capital Outlay - Annex Bldg	N
	62900 Owatonna Heating & Cooling Inc.		20,114.85	1 Transactions			
111	DEPT Total:		102,602.85	Buildings & Grounds	3 Vendors	3 Transactions	
201	DEPT			Sheriff			
	4241 Motorola Solutions Inc						
131	38-201-000-0000-6600		158.00	2/Molle mounts	1187136761	Capital Outlay - Sheriff	N
	4241 Motorola Solutions Inc		158.00	1 Transactions			
201	DEPT Total:		158.00	Sheriff	1 Vendors	1 Transactions	
38	Fund Total:		107,728.35	Capital Outlay Fund		5 Transactions	

Steele County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 21

KWINTER
12/27/24 11:50AM
53 Landfill Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
398	DEPT		Landfill			
10117	BridgeTower OPCo, LLC					
132	53-398-000-0000-6626	562.60	Public notice-Landfill demo	745748071	Landfill Siting/Expansion	N
10117	BridgeTower OPCo, LLC	562.60	1 Transactions			
8424	Cintas					
133	53-398-000-0000-6304	186.18	Rugs & mats	4210428191	Contract Services	Y
134	53-398-000-0000-6304	2.79	Late fee x 1 mo	4210428191	Contract Services	Y
8424	Cintas	188.97	2 Transactions			
4329	Express Pressure Washers Inc					
135	53-398-000-0000-6301	283.53	Couplers & hose repair	I-134182	Equip Repairs	N
4329	Express Pressure Washers Inc	283.53	1 Transactions			
38160	J R's Advanced Recyclers Inc					
136	53-398-000-0000-6304	3,431.25	13,725 lbs electronics	114549	Contract Services	N
38160	J R's Advanced Recyclers Inc	3,431.25	1 Transactions			
8422	Mayo Clinic					
137	53-398-000-0000-6542	108.00	Hear test-J Johnson,T Larson	700010655	Testing & Monitoring	6
8422	Mayo Clinic	108.00	1 Transactions			
77570	Short Elliott Hendrickson Inc					
138	53-398-000-0000-6625	14,194.48	Air permitting-November	479245	Capital Improvements	N
139	53-398-000-0000-6540	568.30	Solid waste planning-Nov	479362	Machine Fuel	N
140	53-398-000-0000-6625	1,452.60	Landfill services-November	479364	Capital Improvements	N
141	53-398-000-0000-6542	2,626.56	Landfill expansion-November	479365	Testing & Monitoring	N
77570	Short Elliott Hendrickson Inc	18,841.94	4 Transactions			
398	DEPT Total:	23,416.29	Landfill	6 Vendors	10 Transactions	
53	Fund Total:	23,416.29	Landfill Fund		10 Transactions	

KWINTER
12/27/24 11:50AM
81 Consolidated Dispatch Fur

Steele County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 22

	<u>Vendor Name</u>	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Descripti</u>	<u>1099</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>	
230	DEPT			Consolidated Dispatch			
	9705 Colby/Jennifer						
159	81-230-000-0000-6331		155.44	Mileage-Fblt & Medford mtgs	12/12/24-12/23/2	Mileage Reimbursement	N
	9705 Colby/Jennifer		155.44	1 Transactions			
	63510 Owatonna Police Dept						
160	81-230-000-0000-6801		45.00	5 Gate vehicle tags @ \$9.00	20241213	Misc. Expense	N
	63510 Owatonna Police Dept		45.00	1 Transactions			
	71605 Ratwik Roszak & Maloney PA						
161	81-230-000-0000-6260		245.00	Dispatch negotiations	78020	Consultants	Y
	71605 Ratwik Roszak & Maloney PA		245.00	1 Transactions			
230	DEPT Total:		445.44	Consolidated Dispatch	3 Vendors	3 Transactions	
81	Fund Total:		445.44	Consolidated Dispatch Fund		3 Transactions	
	Final Total:		343,783.12	118 Vendors	165 Transactions		

Steele County
Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	Fund	AMOUNT	Name
	1	110,125.25	General Revenue Fund
	10	97,478.79	Road & Bridge Fund
	21	4,589.00	County Ditch Fund
	38	107,728.35	Capital Outlay Fund
	53	23,416.29	Landfill Fund
	81	445.44	Consolidated Dispatch Fund
	All Funds	343,783.12	Total

Approved by,  Board Chair 12/27/24