



## 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.*

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**TUESDAY, FEBRUARY 11, 2025 at 5:00 PM**  
**County Boardroom, Steele County Administration Center**

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

### **Agenda**

1. Call to Order
2. Pledge of Allegiance

### **Regional Rail Authority Meeting**

3. Approve Agenda
4. Approve Minutes – February 13, 2024 (pg. 4)
5. Election of Officers for 2025
  - a. Chair – James Brady
  - b. Vice-Chair – John Glynn
  - c. Secretary – Renae Fry
  - d. Treasurer – Candi Lemarr
6. Old Business
7. New Business
8. Regional Rail Authority Adjourn

### **Steele County Board of Commissioners Meeting**

9. 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**

10. Steele – Waseca Cooperative Electrics Official notice of rate change for Jan 12, 2025 (pg. 5)

**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.*

11. Approve January 28, 2025 Board Minutes (pg. 6)
12. Approve Bills and Journal Entries (pg. 10)
13. Approve Personnel Report (pg. 99)
14. Approve Safety Grant from MNOSHA for a scissors lift in an amount of \$4,146.08 and authorize the Chair and the Director of Emergency & Risk Management to sign. (pg. 100)
15. Approve the annual Emergency Management Performance Grant (EMPG) 2023 – 2024 in an amount \$25,365 and authorize the Chair to sign. (pg. 108)
16. Approve filling the Emergency & Risk Management Specialist position. (pg. 112)
17. Approve filling the Public Health Accounting Supervisor position (pg. 119)
18. Adopt Resolution accepting Veterans Services donations from Better Life Insurance of Owatonna and VFW Auxiliary 3723 for 6 survival bags and 6 ea. \$10 gift cards (pg. 121)

## **General Agenda**

19. February Anniversary Report (pg. 124)
20. Adopt a Resolution accepting a cash donation to the Sheriff's Office in an amount of \$2,000 from Crane Creek Asphalt (pg. 125)
21. Adopt a Resolution Prioritizing Bridge Replacement list (pg. 127)
22. Amendment to IUP 2021-05 (JJD – Bauer Pit) with two changes to the 19 conditions based on the findings of fact. (pg. 130)
23. IUP 2025-01 (Gaul – 2nd Home) with 7 conditions based on the findings of fact. (pg.143)
24. IUP 2024-01 (EE Solar33) 6-month extension (pg. 153)
25. Change Board meeting date from Tuesday, Dec. 16th to Thursday, Dec. 18<sup>th</sup> (pg. 158)

## **County Board Work Session – Tuesday, February 11, 2025**

26. Action Items

## **Information Items**

- 27. Planning Commission Minutes – February 3, 2025 (pg. 161)
- 28. Internal Central Services Committee Minutes – February 4, 2025 (pg. 165)
- 29. Property & Maintenance Committee Minutes – February 6, 2025 (pg. 167)

## **Presentations:**

## **Commissioner Reports:**

## **Next Meeting Notices:**

Land Use & Records – **Thursday, February 13<sup>th</sup> at 8 a.m. in the Boardroom**

Public Safety & Health Committee - **Tuesday, February 18<sup>th</sup> at 8 a.m. in the Boardroom**

County Board Work Session – **Tuesday, February 25<sup>th</sup> at 4 p.m. in the Boardroom**

County Board Meeting – **Tuesday, February 25<sup>th</sup> 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.*



**STEELE COUNTY  
REGIONAL RAILROAD AUTHORITY MINUTES**

**Steele County Administration Center – 630 Florence - Owatonna, MN 55060**

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

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**TUESDAY, FEBRUARY 13, 2024 at 5:05 p.m. – Steele County Boardroom**

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Present: Commissioners Abbe, Gnemi, Glynn and Krueger. Brady absent and not voting.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Abbe, seconded by Commissioner Brady to approve the minutes of February 14, 2023. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the following slate of officers for the Regional Railroad Authority for 2024: Chair – Jim Abbe, Vice-Chair – James Brady, Secretary – Scott Golberg and Treasurer – Candi Lemarr. Ayes all.

Motion by Commissioner xxx, seconded by Commissioner xxxx to adjourn the meeting of the Regional Railroad Authority at 5:04 p.m.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
AUDITOR

## OFFICIAL NOTICE OF RATE CHANGE FOR JAN. 12, 2025

Steele-Waseca Cooperative Electric's board of directors recently approved the residential rate increase listed below. In 2025, our cost of power is expected to increase about 8.1%. Since the cost of power is our largest expense, it is important we stay current by passing the cost on to our members. We also have a strategic plan for the next four years, based on our latest cost of service study, to merge the legacy and SMEC (Southern Minnesota Energy Cooperative) rates where we can have just one set of rates system wide.

| Rate Class*          | Current Basic Service Charge | Jan. 12, 2025 Basic Service Charge | Current kWh Rate                                                                                                                        | Jan. 12, 2025 kWh Rate                                                                                                                   |
|----------------------|------------------------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| General Single Phase | \$28.50 per month            | \$28.50 per month                  | 8.658¢ Oct-May (First 1,000 kWh)<br>8.386¢ Oct-May (Excess kWh)<br>10.187¢ June-Sept (First 1,000 kWh)<br>9.915¢ June-Sept (Excess kWh) | 9.750¢ Oct-May (First 1,000 kWh)<br>9.206¢ Oct-May (Excess kWh)<br>10.896¢ June-Sept (First 1,000 kWh)<br>10.352¢ June-Sept (Excess kWh) |

\*Other rates available upon request from the cooperative.

The impact on your bill will vary depending on your energy use.

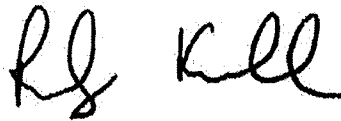
An explanation of the current rate schedules and charges is available from our local office. If you have questions, please contact us by calling 507-451-7340.

Cooperatively yours,



Syd Briggs

General Manager



Rodney Krell

Board President

# PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 28, 2025

[illegible]

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 28, 2025 with Commissioner's Glynn, Prokopec, Abbe and Brady present, with Commissioner Krueger absent and not voting. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, County Engineer Paul Sponholz, PT&E Director Jennifer Mueller, County Assessor Brian Anderson, County Sheriff Lon Thiele, Assistant Attorney Campell Housh, Emergency and Risk Management Director Kristen Sailer, and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the agenda with change to the Accounts Payable Policy. Ayes all.

Public Comment: Five people spoke against the eastside corridor, four referenced the eastside corridor petition.

Correspondence: Xcel Energy notice of Application for Authority to Increase Electric Rates and A Bakertilly peer review letter.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to approve Consent Agenda. Ayes all.

## Consent Agenda:

- A. Approve the minutes of January 7, 2025 Board Meeting
- B. Approve Bills
- C. Approve Personnel Report

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

| Name            | Position/Dept.                 | Rating/Step | Date       |
|-----------------|--------------------------------|-------------|------------|
| Madison Melcher | Financial Analyst/Finance      | C42/2       | 01/18/2025 |
| Scott Lurken    | Correctional Officer/ Det Ctr. | B24/1       | 01/27/2025 |

**Resignations/Retirements/Terminations:**

| <i>Name</i>    | <i>Position</i>   | <i>Department</i> | <i>End Date</i> |
|----------------|-------------------|-------------------|-----------------|
| Matthew Stiehm | Probation Officer | Comm Corrections  | 01/06/2025      |

**Open Positions-Pending Board Approval:**

| Position             | Department       | Notes                      |
|----------------------|------------------|----------------------------|
| Financial Specialist | Finance          | Backfill Melcher(promoted) |
| Probation Officer    | Comm Corrections | Backfill Stiehm            |

- D. Approve Amendment to terminate Kruckeberg Services Waste Delivery Contract and approve Waste Delivery Contract with Harter's Disposal of Minnesota.
- E. Approve the contract renewal with Turnkey Corrections with no changes.
- F. Approve Out of State Travel for three attorney staff to attend the PBK Annual Training.
- G. Approve Out of State Travel for IT Director to attend the 2025 ESRI Public Sector CIO Summit in Redlands, CA.
- H. Approve Out of State Travel for IT Director to attend the 2025 MS-ISAC Annual Meeting in Scottsdale, AZ.
- I. Adopt a **Resolution** approving Final Payment for Contract No. 234901; SAP 074-649-

001 to Ims Contracting, LLC in an amount of \$47,169.45.

**Steele County Highway Department  
Certificate of Final Contract Acceptance  
County Board Acknowledgement  
2025-008**

Contract Number: 234901  
Contractor: IMS CONTRACTING, LLC.  
Date Certified: January 10, 2025  
Final Pay Request Number: 9

**Whereas;** Contract No. 234901 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.

**General Agenda:**

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the citizen appointment for Steve Cole to replace Keith Dinse on the Planning Commission. Ayes all.

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

**Electronic Funds Transfer  
2025-009**

**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 Analyst; Erin Edel, Accountant; 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 Analyst  
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

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

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Krueger absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to approve revised Accounts Payable and Forms Policy. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to table the Four Seasons roofing project to the Board meeting on February 11, pending additional information. Ayes all.

Commissioner Abbe offered the following **Resolution**, seconded by Commissioner Prokopec

## **ACCEPTANCE OF DONATIONS**

2025-010

**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:

\$1,000 DONATION – Federated Insurance

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

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Krueger absent and not voting. A copy of the Resolution is on file in the Property Tax & Elections Office.

### **Presentation:**

Tricia Buhrow and Molly Dickerson gave a presentation regarding Best Buddies Minnesota. Best Buddies is a nonprofit 501(c)(3) dedicated to creating opportunities for those with IDD to build friendships, secure jobs, be leaders, public speakers and advocates. To have inclusive living and offer family support and resources to raise a child with IDD. Best Buddies came to Owatonna in 2022 in the school district in the secondary levels and in 2023 expanded to elementary ages. They conduct fundraising activities through the school year to support the activities while they continue to increase awareness of inclusion/Best Buddies in Southern Minnesota.

### **Commissioner Reports:**

Commissioner Glynn reported his attendance at Community Health Board & Community Corrections.

Commissioner Prokopec reported his attendance at SE Emergency Medical Services, Workforce Joint Powers Board meeting, Public Works Committee, Public Safety meeting, and the AMC Newly Elected Offices conference.

Commissioner Abbe reported his attendance at Community Health Board meeting, MNP Joint Powers Board, and Joint Task Force meeting.

Commissioner Krueger was absent and not reporting.

Commissioner Brady reported his attendance at the Oath of office, Ditch meeting CD 5 & 10, 911 Dispatch meeting, Tour of the Rice County Jail, Children's Mental Health meeting, Soil and Water

Conservation District meeting, Union negotiations, Recognition party, Board of Adjustments, Children’s Mental Health meeting, and Joint Transportation Task Force.

LISTING OF BILLS  
January 28, 2025

|                                       |                  |
|---------------------------------------|------------------|
| 7 Rivers Recycling LLC                | 4,396.38         |
| APX Construction Group LLC            | 594,951.28       |
| ArchKey Technologies                  | 30,799.00        |
| Bussler Publishing Inc                | 3,000.00         |
| Cannon River Watershed Jt Powers Brd  | 3,750.00         |
| Central Farm Services                 | 19,352.26        |
| Counties Providing Technology         | 4,651.00         |
| CRK Properties LLC                    | 6,882.52         |
| Crysteel Truck Equipment Inc          | 5,886.00         |
| Dell Marketing LP                     | 2,395.01         |
| Four Seasons Centre                   | 7,446.25         |
| Four Seasons Electric                 | 3,985.00         |
| From the Ground Up LLC                | 16,525.00        |
| High Point Networks                   | 25,310.40        |
| Hillyard-Hutchinson                   | 2,845.04         |
| I & S Group Inc                       | 2,477.50         |
| JCS Consulting LLC                    | 2,000.00         |
| IDWholesaler                          | 3,792.60         |
| Jones Haugh & Smith Inc               | 2,257.50         |
| Loken Excavating & Drainage           | 3,510.56         |
| MACO                                  | 2,940.00         |
| Madden Galanter Hansen LLP            | 6,336.38         |
| Minnesota Counties Computer Coop      | 9,554.72         |
| MN Dept of Labor & Industry           | 2,133.19         |
| MN Sheriffs Assn                      | 10,355.01        |
| Moore Md/Kellyanna J                  | 4,099.58         |
| Owatonna Eagles                       | 3,602.36         |
| Owatonna Public Utilities             | 62,914.99        |
| Phone Station Inc                     | 14,400.00        |
| Prime Garage Doors & More LLC         | 3,370.50         |
| R & K Electric Inc                    | 20,868.90        |
| SCR                                   | 2,289.40         |
| Short Elliott Hendrickson Inc         | 3,719.97         |
| South Central Drug Investigation Unit | 11,500.00        |
| Steele County Highway Dept            | 8,111.96         |
| Stewart Sanitation                    | 2,608.29         |
| Summit Food Services LLC              | 6,981.90         |
| Thompson Sanitation                   | 75,740.24        |
| Thomson Reuters - West                | 2,707.36         |
| UKG Kronos Systems LLC                | 3,536.47         |
| WHKS & Co                             | 8,335.17         |
| Wold Architects and Engineers         | 6,400.60         |
| WSB & Associates Inc                  | 14,228.25        |
| 128 Payments less than 2000           | <u>44,607.66</u> |
| Final Total:                          | 1,077,556.20     |

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to adjourn to the Call of the Chair at 5:56 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

ATTEST: \_\_\_\_\_  
ADMINISTRATOR

SBENDORF

2/4/25

3:43PM

# 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  
2/4/25 3:43PM  
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 |
| 310         | DEPT                          |      |                     | Capital Construction      |                |                             |      |
| 1           | 39600 Jones Haugh & Smith Inc |      |                     |                           |                |                             |      |
|             | 10-310-000-0000-6262          | AP   | 270.10              | Prof services 074-643-010 | 46287          | Sales Tax Consultants       | N    |
|             | 39600 Jones Haugh & Smith Inc |      | 270.10              | 1 Transactions            |                |                             |      |
| 2           | 9217 WHKS & Co                |      |                     |                           |                |                             |      |
|             | 10-310-000-0000-6262          | AP   | 66,223.86           | Prof services 074-628-004 | 53307          | Sales Tax Consultants       | Y    |
|             | 9217 WHKS & Co                |      | 66,223.86           | 1 Transactions            |                |                             |      |
| 3           | 4364 WSB & Associates Inc     |      |                     |                           |                |                             |      |
|             | 10-310-000-0000-6262          | AP   | 12,131.75           | Prof services 074-021-006 | 1985000032     | Sales Tax Consultants       | Y    |
|             | 4364 WSB & Associates Inc     |      | 12,131.75           | 1 Transactions            |                |                             |      |
| 310         | DEPT Total:                   |      | 78,625.71           | Capital Construction      | 3 Vendors      | 3 Transactions              |      |
| 10          | Fund Total:                   |      | 78,625.71           | Road & Bridge Fund        |                | 3 Transactions              |      |
|             | Final Total:                  |      | 78,625.71           | 3 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          | 78,625.71     | Road & Bridge Fund |                        |
|               | All Funds   | 78,625.71     | Total              | Approved by, . . . . . |
|               |             |               |                    | . . . . .              |
|               |             |               |                    | . . . . .              |

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

SBENDORF

2/4/25

4:06PM

10 Road &amp; Bridge Fund

## Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

|     | <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>           |             |
| 301 | DEPT                                  |             |               | Administration                    |                      |                                    |             |
|     | 37025 Innovative Office Solutions LLC |             |               |                                   |                      |                                    |             |
| 7   | 10-301-000-0000-6410                  |             | 58.14         | Paper & pens                      | IN4754358            | Office Supplies                    | Y           |
|     | 37025 Innovative Office Solutions LLC |             | 58.14         | 1 Transactions                    |                      |                                    |             |
|     | 65100 Paape Companies Inc             |             |               |                                   |                      |                                    |             |
| 19  | 10-301-000-0000-6512                  |             | 1,395.75      | 3rd qtr billing 1/1-3/31/25       | 116356               | Bldg Repair & Maintenance          | N           |
|     | 65100 Paape Companies Inc             |             | 1,395.75      | 1 Transactions                    |                      |                                    |             |
|     | 8153 Pump & Meter Service             |             |               |                                   |                      |                                    |             |
| 20  | 10-301-000-0000-6512                  |             | 3,169.84      | Fuel island repairs               | 1018223              | Bldg Repair & Maintenance          | Y           |
|     | 8153 Pump & Meter Service             |             | 3,169.84      | 1 Transactions                    |                      |                                    |             |
|     | 52930 The Transportation Alliance     |             |               |                                   |                      |                                    |             |
| 28  | 10-301-000-0000-6241                  |             | 2,915.00      | Annual membership-Sponholz        | P25-1059             | Membership Dues                    | N           |
|     | 52930 The Transportation Alliance     |             | 2,915.00      | 1 Transactions                    |                      |                                    |             |
| 301 | DEPT Total:                           |             | 7,538.73      | Administration                    | 4 Vendors            | 4 Transactions                     |             |
| 302 | DEPT                                  |             |               | Road & Bridge Maintenance Expense |                      |                                    |             |
|     | 36550 IFACS                           |             |               |                                   |                      |                                    |             |
| 6   | 10-302-000-0000-6534                  |             | 128.96        | Screws, washers & nuts            | 5352665              | Supplies - Signing                 | N           |
|     | 36550 IFACS                           |             | 128.96        | 1 Transactions                    |                      |                                    |             |
|     | 1308 Miner's Outdoor & Rec            |             |               |                                   |                      |                                    |             |
| 10  | 10-302-000-0000-6801                  |             | 224.98        | Safety chaps                      | 220580               | Osha/Safety Supplies               | N           |
|     | 1308 Miner's Outdoor & Rec            |             | 224.98        | 1 Transactions                    |                      |                                    |             |
|     | 4650 Olson Trading Post               |             |               |                                   |                      |                                    |             |
| 17  | 10-302-000-0000-6534                  |             | 325.00        | Battery packs                     | 3108439              | Supplies - Signing                 | N           |
|     | 4650 Olson Trading Post               |             | 325.00        | 1 Transactions                    |                      |                                    |             |
| 302 | DEPT Total:                           |             | 678.94        | Road & Bridge Maintenance Expense | 3 Vendors            | 3 Transactions                     |             |
| 303 | DEPT                                  |             |               | Construction Expense              |                      |                                    |             |
|     | 10129 Knudson/Jackson                 |             |               |                                   |                      |                                    |             |
| 9   | 10-303-000-0000-6330                  |             | 24.61         | Meals for conference              | Jan 2025             | Travel Expenses                    | N           |

SBENDORF  
2/4/25 4:06PM  
10 Road & Bridge Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                              | Rpt  | Warrant Description |                               | Invoice #      | Account/Formula Description |  | 1099 |
|-------------|------------------------------|------|---------------------|-------------------------------|----------------|-----------------------------|--|------|
| No.         | Account/Formula              | Accr | Amount              | Service Dates                 | Paid On Bhf #  | On Behalf of Name           |  |      |
| 10129       | Knudson/Jackson              |      | 24.61               |                               | 1 Transactions |                             |  |      |
| 303         | DEPT Total:                  |      | 24.61               | Construction Expense          | 1 Vendors      | 1 Transactions              |  |      |
| 304         | DEPT                         |      |                     | Equipment Maintenance & Shops |                |                             |  |      |
| 10067       | Auto Value Owatonna          |      |                     |                               |                |                             |  |      |
| 1           | 10-304-000-0000-6520         |      | 31.98               | (2) gear oils                 | 197004590      | Machinery/Vehicle Parts     |  | N    |
| 2           | 10-304-000-0000-6520         |      | 83.40               | Cabin air filter              | 197005215      | Machinery/Vehicle Parts     |  | N    |
| 10067       | Auto Value Owatonna          |      | 115.38              |                               | 2 Transactions |                             |  |      |
| 16480       | Crysteel Truck Equipment Inc |      |                     |                               |                |                             |  |      |
| 3           | 10-304-000-0000-6600         |      | 1,978.00            | Wheel well box & weatherguard | LP222538       | Capital Outlay              |  | N    |
| 4           | 10-304-000-0000-6520         |      | 265.00              | Weather tech mats             | LP222584       | Machinery/Vehicle Parts     |  | N    |
| 16480       | Crysteel Truck Equipment Inc |      | 2,243.00            |                               | 2 Transactions |                             |  |      |
| 36550       | IFACS                        |      |                     |                               |                |                             |  |      |
| 5           | 10-304-000-0000-6520         |      | 1.38                | Rivets & washers              | 5352512        | Machinery/Vehicle Parts     |  | N    |
| 36550       | IFACS                        |      | 1.38                |                               | 1 Transactions |                             |  |      |
| 524         | Kecks Repair Inc             |      |                     |                               |                |                             |  |      |
| 8           | 10-304-000-0000-6520         |      | 534.38              | Hydraulic hose & fittings     | 305929         | Machinery/Vehicle Parts     |  | N    |
| 524         | Kecks Repair Inc             |      | 534.38              |                               | 1 Transactions |                             |  |      |
| 1308        | Miner's Outdoor & Rec        |      |                     |                               |                |                             |  |      |
| 11          | 10-304-000-0000-6520         |      | 27.00               | Oil for chainsaws             | 220580         | Machinery/Vehicle Parts     |  | N    |
| 1308        | Miner's Outdoor & Rec        |      | 27.00               |                               | 1 Transactions |                             |  |      |
| 56125       | NAPA Auto Parts              |      |                     |                               |                |                             |  |      |
| 12          | 10-304-000-0000-6520         |      | 54.31               | NAPA gold air filter          | 040902         | Machinery/Vehicle Parts     |  | N    |
| 13          | 10-304-000-0000-6520         |      | 7.79                | Anti seize lube               | 041308         | Machinery/Vehicle Parts     |  | N    |
| 14          | 10-304-000-0000-6520         |      | 15.37               | Engine oil filter             | 041803         | Machinery/Vehicle Parts     |  | N    |
| 56125       | NAPA Auto Parts              |      | 77.47               |                               | 3 Transactions |                             |  |      |
| 4097        | Nuss Truck & Equipment       |      |                     |                               |                |                             |  |      |
| 15          | 10-304-000-0000-6520         |      | 80.40               | Temperature sensor            | PSO1737121     | Machinery/Vehicle Parts     |  | N    |
| 4097        | Nuss Truck & Equipment       |      | 80.40               |                               | 1 Transactions |                             |  |      |
| 4650        | Olson Trading Post           |      |                     |                               |                |                             |  |      |
| 16          | 10-304-000-0000-6513         |      | 210.00              | 1/2" Impact wrench            | 3108439        | Tools                       |  | N    |

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10 Road &amp; Bridge Fund

## Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                | Rpt  | Warrant Description | Invoice #                     | Account/Formula Descripti | 1099                              |
|--------|-------------------------------------|------|---------------------|-------------------------------|---------------------------|-----------------------------------|
| No.    | Account/Formula                     | Accr | Amount              | Service Dates                 | Paid On Bhf #             | On Behalf of Name                 |
| 4650   | Olson Trading Post                  |      | 210.00              | 1 Transactions                |                           |                                   |
| 18     | 9922 Owatonna Ace Hardware          |      |                     |                               |                           |                                   |
|        | 10-304-000-0000-6520                |      | 10.76               | Fasteners                     | 2315/5                    | Machinery/Vehicle Parts N         |
|        | 9922 Owatonna Ace Hardware          |      | 10.76               | 1 Transactions                |                           |                                   |
|        | 3314 Ronco Engineering Sales Co Inc |      |                     |                               |                           |                                   |
| 21     | 10-304-000-0000-6520                |      | 138.05              | White led slim strobe light   | 3382613                   | Machinery/Vehicle Parts N         |
| 22     | 10-304-000-0000-6520                |      | 138.06              | White led slim strobe light   | 3382613                   | Machinery/Vehicle Parts N         |
| 23     | 10-304-000-0000-6520                |      | 144.54              | Green & white lite            | 3382958                   | Machinery/Vehicle Parts N         |
| 24     | 10-304-000-0000-6520                |      | 144.54              | Blue & white lite             | 3382958                   | Machinery/Vehicle Parts N         |
|        | 3314 Ronco Engineering Sales Co Inc |      | 565.19              | 4 Transactions                |                           |                                   |
|        | 76962 Schaeffer's Mfg Co            |      |                     |                               |                           |                                   |
| 25     | 10-304-000-0000-6520                |      | 457.60              | 80W-140 oil                   | BKF6502                   | Machinery/Vehicle Parts N         |
| 26     | 10-304-000-0000-6520                |      | 228.80              | 80W-140 oil                   | BKF6502                   | Machinery/Vehicle Parts N         |
|        | 76962 Schaeffer's Mfg Co            |      | 686.40              | 2 Transactions                |                           |                                   |
|        | 86520 Terminal Supply Company       |      |                     |                               |                           |                                   |
| 27     | 10-304-000-0000-6511                |      | 282.30              | Cable ties, hitch pin & cord  | 90328-00                  | Maint Shop Supplies & Materials N |
|        | 86520 Terminal Supply Company       |      | 282.30              | 1 Transactions                |                           |                                   |
|        | 4226 Towmaster                      |      |                     |                               |                           |                                   |
| 29     | 10-304-000-0000-6519                |      | 6,152.00            | Cutting edges                 | 474701                    | Cutting Edges N                   |
|        | 4226 Towmaster                      |      | 6,152.00            | 1 Transactions                |                           |                                   |
|        | 7787 Tri-State Bobcat               |      |                     |                               |                           |                                   |
| 30     | 10-304-000-0000-6520                |      | 39.24               | Screws,nuts,bushing & spring  | P32145                    | Machinery/Vehicle Parts N         |
|        | 7787 Tri-State Bobcat               |      | 39.24               | 1 Transactions                |                           |                                   |
|        | 99500 Ziegler,Inc                   |      |                     |                               |                           |                                   |
| 31     | 10-304-000-0000-6520                |      | 302.95              | Tooth & kit bolt              | N001789570                | Machinery/Vehicle Parts N         |
|        | 99500 Ziegler,Inc                   |      | 302.95              | 1 Transactions                |                           |                                   |
| 304    | DEPT Total:                         |      | 11,327.85           | Equipment Maintenance & Shops | 15 Vendors                | 23 Transactions                   |
| 10     | Fund Total:                         |      | 19,570.13           | Road & Bridge Fund            |                           | 31 Transactions                   |

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# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| <u>Vendor Name</u>                | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Description</u>            |
|-----------------------------------|-------------|----------------------------|----------------------|-----------------------------------------------|
| <u>No.</u> <u>Account/Formula</u> | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u> | <u>Paid On Bhf #</u> <u>On Behalf of Name</u> |
| Final Total:                      |             | 19,570.13                  | 23 Vendors           | 31 Transactions                               |

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>        |                    |
|---------------|-------------|---------------|--------------------|--------------------|
|               | 10          | 19,570.13     | Road & Bridge Fund |                    |
|               | All Funds   | 19,570.13     | Total              | Approved by, ..... |
|               |             |               |                    | .....              |
|               |             |               |                    | .....              |

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# Steele County



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|                         |   |                                 |                |   |                        |
|-------------------------|---|---------------------------------|----------------|---|------------------------|
| 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

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# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| 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                |               |                             |  |      |
|             | 9783                 | Alternative Business Furniture |                     |                            |               |                             |  |      |
| 151         | 01-003-010-0000-6820 |                                | 2,141.00            | 2 standing desks - Finance | 71097         | Wellness Grant Expense      |  | N    |
|             | 9783                 | Alternative Business Furniture | 2,141.00            | 1 Transactions             |               |                             |  |      |
|             | 10139                | Richard Bales Arbitration LLC  |                     |                            |               |                             |  |      |
| 126         | 01-003-000-0000-6194 |                                | 2,250.00            | Arbitration for LELS       | 20-PA-1902    | Personnel Policy            |  | Y    |
|             | 10139                | Richard Bales Arbitration LLC  | 2,250.00            | 1 Transactions             |               |                             |  |      |
| 3           | DEPT Total:          |                                | 4,391.00            | County Wide                | 2 Vendors     | 2 Transactions              |  |      |
| 5           | DEPT                 |                                |                     | Board Of Commissioners     |               |                             |  |      |
|             | 51300                | Metro Sales Inc                |                     |                            |               |                             |  |      |
| 51          | 01-005-000-0000-6410 |                                | 354.73              | Printer/coper use - Comm   | 2698565       | Office Supplies             |  | N    |
|             | 51300                | Metro Sales Inc                | 354.73              | 1 Transactions             |               |                             |  |      |
| 5           | DEPT Total:          |                                | 354.73              | Board Of Commissioners     | 1 Vendors     | 1 Transactions              |  |      |
| 31          | DEPT                 |                                |                     | County Administrator       |               |                             |  |      |
|             | 8393                 | AMC - MACA                     |                     |                            |               |                             |  |      |
| 10          | 01-031-000-0000-6241 |                                | 771.00              | 2025 MACA dues             | 14987-25      | Membership Dues             |  | N    |
|             | 8393                 | AMC - MACA                     | 771.00              | 1 Transactions             |               |                             |  |      |
|             | 51300                | Metro Sales Inc                |                     |                            |               |                             |  |      |
| 52          | 01-031-000-0000-6410 |                                | 59.12               | Printer/copier use - Admin | 2698565       | Office Supplies             |  | N    |
|             | 51300                | Metro Sales Inc                | 59.12               | 1 Transactions             |               |                             |  |      |
| 31          | DEPT Total:          |                                | 830.12              | County Administrator       | 2 Vendors     | 2 Transactions              |  |      |
| 32          | DEPT                 |                                |                     | Human Resources            |               |                             |  |      |
|             | 51300                | Metro Sales Inc                |                     |                            |               |                             |  |      |
| 53          | 01-032-000-0000-6410 |                                | 59.12               | Printer/copier use - HR    | 2698565       | Office Supplies             |  | N    |
|             | 51300                | Metro Sales Inc                | 59.12               | 1 Transactions             |               |                             |  |      |
| 32          | DEPT Total:          |                                | 59.12               | Human Resources            | 1 Vendors     | 1 Transactions              |  |      |
| 41          | DEPT                 |                                |                     | Auditor                    |               |                             |  |      |

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| Vendor | Name                            | Rpt  | Warrant Description | Invoice #                      | Account/Formula Description | 1099                        |
|--------|---------------------------------|------|---------------------|--------------------------------|-----------------------------|-----------------------------|
| No.    | Account/Formula                 | Accr | Amount              | Service Dates                  | Paid On Bhf #               | On Behalf of Name           |
| 5341   | American Solutions for Business |      |                     |                                |                             |                             |
| 5      | 01-041-000-0000-6242            | AP   | 4,957.48            | 2024 TNT notices               | INV07760295                 | Publishing N                |
| 6      | 01-041-000-0000-6242            | AP   | 74.36               | Late fee - 1 month             | INV07760295                 | Publishing N                |
| 5341   | American Solutions for Business |      | 5,031.84            | 2 Transactions                 |                             |                             |
| 37025  | Innovative Office Solutions LLC |      |                     |                                |                             |                             |
| 38     | 01-041-000-0000-6410            | AP   | 27.35               | Labels                         | 4749437                     | Office Supplies Y           |
| 37025  | Innovative Office Solutions LLC |      | 27.35               | 1 Transactions                 |                             |                             |
| 51300  | Metro Sales Inc                 |      |                     |                                |                             |                             |
| 54     | 01-041-000-0000-6410            |      | 235.66              | PTE printer 773                | 2698565                     | Office Supplies N           |
| 51300  | Metro Sales Inc                 |      | 235.66              | 1 Transactions                 |                             |                             |
| 41     | DEPT Total:                     |      | 5,294.85            | Auditor                        | 3 Vendors                   | 4 Transactions              |
| 44     | DEPT                            |      |                     | Financial Administrator        |                             |                             |
| 8589   | Baker Tilly US, LLP             |      |                     |                                |                             |                             |
| 11     | 01-044-000-0000-6279            |      | 7,250.00            | Progress bill - 2024 financial | BT3053560                   | Audit Costs Y               |
| 12     | 01-044-000-0000-6279            |      | 362.50              | Tech fee - 2024 audit          | BT3053560                   | Audit Costs Y               |
| 8589   | Baker Tilly US, LLP             |      | 7,612.50            | 2 Transactions                 |                             |                             |
| 51300  | Metro Sales Inc                 |      |                     |                                |                             |                             |
| 55     | 01-044-000-0000-6410            |      | 118.25              | Printer/copier use - Finance   | 2698565                     | Office Supplies N           |
| 51300  | Metro Sales Inc                 |      | 118.25              | 1 Transactions                 |                             |                             |
| 7887   | Streamline Communications LLC   |      |                     |                                |                             |                             |
| 72     | 01-044-000-0000-6480            |      | 2,098.17            | Recabling - Finance office     | 1720                        | Non-Capitalized Inventory Y |
| 7887   | Streamline Communications LLC   |      | 2,098.17            | 1 Transactions                 |                             |                             |
| 44     | DEPT Total:                     |      | 9,828.92            | Financial Administrator        | 3 Vendors                   | 4 Transactions              |
| 62     | DEPT                            |      |                     | Central Services               |                             |                             |
| 9983   | CallTower                       |      |                     |                                |                             |                             |
| 15     | 01-062-000-0000-6210            |      | 178.04              | Monthly phone charges          | 202375287                   | Telephone N                 |
| 9983   | CallTower                       |      | 178.04              | 1 Transactions                 |                             |                             |
| 16282  | Crosstown Cartage Inc           |      |                     |                                |                             |                             |
| 20     | 01-062-000-0000-6801            |      | 324.00              | Contracted mail services       | 01/17/2025                  | General Expense N           |

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| Vendor | Name                     | Rpt  | Warrant Description           | Invoice #         | Account/Formula Description          | 1099 |
|--------|--------------------------|------|-------------------------------|-------------------|--------------------------------------|------|
| No.    | Account/Formula          | Accr | Service Dates                 | Paid On Bhf #     | On Behalf of Name                    |      |
| 21     | 01-062-000-0000-6802     |      | Additional mail services      | 01/17/2025        | Internal Chargeback                  | N    |
| 22     | 01-062-000-0000-6801     |      | Contracted mail services      | 01/31/2025        | General Expense                      | N    |
| 23     | 01-062-000-0000-6802     |      | Additional mail services      | 01/31/2025        | Internal Chargeback                  | N    |
| 16282  | Crosstown Cartage Inc    |      | 4 Transactions                |                   |                                      |      |
| 3693   | Loffler Companies Inc    |      |                               |                   |                                      |      |
| 49     | 01-062-000-0000-6480     |      | Printer replacement - DC      | 4930180           | Non-Capitalized Inventory            | N    |
| 3693   | Loffler Companies Inc    |      | 1 Transactions                |                   |                                      |      |
| 51300  | Metro Sales Inc          |      |                               |                   |                                      |      |
| 56     | 01-062-000-0000-6600     |      | Copier - DC/Records           | 2690704           | Capital Outlay                       | N    |
| 51300  | Metro Sales Inc          |      | 1 Transactions                |                   |                                      |      |
| 8859   | Quadient Leasing USA Inc |      |                               |                   |                                      |      |
| 65     | 01-062-000-0000-6215     |      | Coverage 2/28 - 5/28/25       | Q1703698          | Postage                              | N    |
| 8859   | Quadient Leasing USA Inc |      | 1 Transactions                |                   |                                      |      |
| 62     | DEPT Total:              |      | Central Services              | 5 Vendors         | 8 Transactions                       |      |
| 91     | DEPT                     |      | County Attorney               |                   |                                      |      |
| 9165   | Jarrett/Robert J         |      |                               |                   |                                      |      |
| 41     | 01-091-000-0000-6261     |      | CLE mileage to/from Mankato   | 01/06/2025        | Conference & Training                | N    |
| 152    | 01-091-000-0000-6315     |      | Office team bldg/train lunch  | 01/20/2025        | County Attorney Forfeiture Expenditu | N    |
| 44     | 01-091-000-0000-6315     |      | Cutlery for lunch             | 1/15/25           | County Attorney Forfeiture Expenditu | N    |
| 42     | 01-091-000-0000-6261     |      | CLE lunch                     | 1/6/25 JD Hideawa | Conference & Training                | N    |
| 43     | 01-091-000-0000-6315     |      | Lunch-Dodge/Waseca CHIPS      | Romas 1/15/25     | County Attorney Forfeiture Expenditu | N    |
| 9165   | Jarrett/Robert J         |      | 5 Transactions                |                   |                                      |      |
| 91     | DEPT Total:              |      | County Attorney               | 1 Vendors         | 5 Transactions                       |      |
| 101    | DEPT                     |      | County Recorder               |                   |                                      |      |
| 4393   | Fidlar Technologies Inc  |      |                               |                   |                                      |      |
| 26     | 01-101-000-9305-6480     | AP   | Laredo license fee - December | 0238757-IN        | Non-Capitalized Inv-Technology Fun   | N    |
| 28     | 01-101-000-9305-6480     | AP   | Tapestry credit - December    | 0337058-IN        | Non-Capitalized Inv-Technology Fun   | N    |
| 27     | 01-101-000-9305-6480     | AP   | Monarch credit - December     | 0628487-IN        | Non-Capitalized Inv-Technology Fun   | N    |
| 4393   | Fidlar Technologies Inc  |      | 3 Transactions                |                   |                                      |      |
| 84035  | Tri-M Graphics           |      |                               |                   |                                      |      |

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| Vendor Name |                                         | Rpt  | Warrant Description |                               | Invoice #       | Account/Formula Description    | 1099 |
|-------------|-----------------------------------------|------|---------------------|-------------------------------|-----------------|--------------------------------|------|
| No.         | Account/Formula                         | Accr | Amount              | Service Dates                 | Paid On Bhf #   | On Behalf of Name              |      |
| 78          | 01-101-000-0000-6410                    |      | 198.55              | Window envelopes              | 106088          | Office Supplies                | N    |
| 84035       | Tri-M Graphics                          |      | 198.55              | 1 Transactions                |                 |                                |      |
| 101         | DEPT Total:                             |      | 254.35              | County Recorder               | 2 Vendors       | 4 Transactions                 |      |
| 102         | DEPT                                    |      |                     | Surveyor                      |                 |                                |      |
| 39600       | Jones Haugh & Smith Inc                 |      |                     |                               |                 |                                |      |
| 46          | 01-102-000-0000-6801                    | AP   | 2,825.00            | Hwy align,Bixby topo-Dec      | 46264           | General Expense                | N    |
| 39600       | Jones Haugh & Smith Inc                 |      | 2,825.00            | 1 Transactions                |                 |                                |      |
| 102         | DEPT Total:                             |      | 2,825.00            | Surveyor                      | 1 Vendors       | 1 Transactions                 |      |
| 103         | DEPT                                    |      |                     | Assessor                      |                 |                                |      |
| 3693        | Loffler Companies Inc                   |      |                     |                               |                 |                                |      |
| 118         | 01-103-000-0000-6301                    |      | 37.26               | Canon copier contract         | 4932925         | Equip/Software Maint           | N    |
| 3693        | Loffler Companies Inc                   |      | 37.26               | 1 Transactions                |                 |                                |      |
| 103         | DEPT Total:                             |      | 37.26               | Assessor                      | 1 Vendors       | 1 Transactions                 |      |
| 105         | DEPT                                    |      |                     | Planning & Zoning             |                 |                                |      |
| 84625       | Steele County Soil & Water Conserv Dist |      |                     |                               |                 |                                |      |
| 69          | 01-105-971-0000-6801                    | DTF  | 30,312.80           | Riparian buffer aid - 40%     | January 2025    | RPA Buffer Law Expenditures    | N    |
| 84625       | Steele County Soil & Water Conserv Dist |      | 30,312.80           | 1 Transactions                |                 |                                |      |
| 105         | DEPT Total:                             |      | 30,312.80           | Planning & Zoning             | 1 Vendors       | 1 Transactions                 |      |
| 111         | DEPT                                    |      |                     | Buildings & Grounds           |                 |                                |      |
| 9075        | Access Tonna Lock Service               |      |                     |                               |                 |                                |      |
| 1           | 01-111-049-0000-6300                    |      | 229.95              | Lock removal & installation   | 4024            | Bldg Repairs & Maintenance     | Y    |
| 108         | 01-111-040-0000-6300                    |      | 81.00               | Re-key & master cylinder      | 4049            | Bldg Repairs & Maintenance     | Y    |
| 9075        | Access Tonna Lock Service               |      | 310.95              | 2 Transactions                |                 |                                |      |
| 9917        | Citizens Insurance Company              |      |                     |                               |                 |                                |      |
| 111         | 01-111-000-0000-6350                    |      | 319.00              | Insurance policy-extend month | 15284565560010C | Property & Liability Insurance | N    |
| 9917        | Citizens Insurance Company              |      | 319.00              | 1 Transactions                |                 |                                |      |
| 5202        | Clearview Window Cleaning               |      |                     |                               |                 |                                |      |
| 16          | 01-111-042-0000-6300                    |      | 2,435.00            | Window cleaning - CH          | 275098          | Bldg Repairs & Maintenance     | Y    |

## 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              |      |
| 17     | 01-111-043-0000-6300              |      | 545.00   | Window cleaning - Atty       | 275098        | Bldg Repairs & Maintenance     | Y    |
| 19     | 01-111-041-0000-6300              |      | 275.00   | Window cleaning - Annex      | 275099        | Bldg Repairs & Maintenance     | Y    |
| 18     | 01-111-040-0000-6300              |      | 945.00   | Window cleaning - Admin      | 275101        | Bldg Repairs & Maintenance     | Y    |
| 5202   | Clearview Window Cleaning         |      | 4,200.00 | 4 Transactions               |               |                                |      |
| 8866   | Diverse Construction Services LLC |      |          |                              |               |                                |      |
| 24     | 01-111-044-0000-6300              |      | 1,580.00 | Roof leak repair             | 2500          | Bldg Repairs & Maintenance     | N    |
| 8866   | Diverse Construction Services LLC |      | 1,580.00 | 1 Transactions               |               |                                |      |
| 8521   | From the Ground Up LLC            |      |          |                              |               |                                |      |
| 32     | 01-111-040-0000-6380              |      | 480.00   | Pretreat, ice control x 3    | 36888         | Grounds Maintenance            | Y    |
| 33     | 01-111-041-0000-6380              |      | 150.00   | Pretreat, ice control x 2    | 36890         | Grounds Maintenance            | Y    |
| 35     | 01-111-043-0000-6380              |      | 300.00   | Pretreat, ice control x 4    | 36891         | Grounds Maintenance            | Y    |
| 34     | 01-111-042-0000-6380              |      | 300.00   | Pretreat, ice control x 4    | 36906         | Grounds Maintenance            | Y    |
| 30     | 01-111-044-0000-6380              |      | 670.00   | Pretreat, ice control x 4    | 36911         | Grounds Maintenance            | Y    |
| 36     | 01-111-047-0000-6380              |      | 300.00   | Pretreat, ice control x 4    | 36927         | Grounds Maintenance-Gymnastics | Y    |
| 113    | 01-111-044-0000-6380              |      | 175.00   | Ice control x 1              | 36973         | Grounds Maintenance            | Y    |
| 8521   | From the Ground Up LLC            |      | 2,375.00 | 7 Transactions               |               |                                |      |
| 33550  | Hillyard - Hutchinson             |      |          |                              |               |                                |      |
| 39     | 01-111-041-0000-6300              | AP   | 269.18   | Charcoal filters - Annex     | 605709176     | Bldg Repairs & Maintenance     | N    |
| 114    | 01-111-000-0000-6480              |      | 996.17   | Upright cordless vacuum      | 605722665     | Non-Capitalized Inventory      | N    |
| 33550  | Hillyard - Hutchinson             |      | 1,265.35 | 2 Transactions               |               |                                |      |
| 9592   | Kubat/Mark                        |      |          |                              |               |                                |      |
| 117    | 01-111-040-0000-6300              |      | 760.00   | Carpet repair & install      | 210949        | Bldg Repairs & Maintenance     | Y    |
| 9592   | Kubat/Mark                        |      | 760.00   | 1 Transactions               |               |                                |      |
| 7906   | Mark's                            |      |          |                              |               |                                |      |
| 50     | 01-111-044-0000-6300              |      | 238.32   | Diaphragm pump               | 002195682     | Bldg Repairs & Maintenance     | Y    |
| 119    | 01-111-044-0000-6300              |      | 195.30   | Diaphragm pump cap           | 002197713     | Bldg Repairs & Maintenance     | Y    |
| 7906   | Mark's                            |      | 433.62   | 2 Transactions               |               |                                |      |
| 52550  | MEI Total Elevator Solutions      |      |          |                              |               |                                |      |
| 122    | 01-111-040-0000-6300              |      | 215.65   | Monthly elevator service-Feb | 1112824       | Bldg Repairs & Maintenance     | N    |
| 121    | 01-111-042-0000-6300              |      | 201.35   | Monthly elevator service-Feb | 1112825       | Bldg Repairs & Maintenance     | N    |
| 52550  | MEI Total Elevator Solutions      |      | 417.00   | 2 Transactions               |               |                                |      |
| 9661   | Northland Chemical Corp           |      |          |                              |               |                                |      |

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| Vendor | Name                            | Rpt  | Warrant Description           | Invoice #     | Account/Formula Description | 1099 |
|--------|---------------------------------|------|-------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                 | Accr | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 57     | 01-111-044-0000-6300            |      | Foaming cleaning chemicals    | 13094         | Bldg Repairs & Maintenance  | N    |
| 9661   | Northland Chemical Corp         |      | 1 Transactions                |               |                             |      |
| 8253   | Owatonna Filters                |      |                               |               |                             |      |
| 62     | 01-111-040-0000-6300            |      | Filters                       | 5473          | Bldg Repairs & Maintenance  | Y    |
| 8253   | Owatonna Filters                |      | 1 Transactions                |               |                             |      |
| 9074   | Randall's License Bureau        |      |                               |               |                             |      |
| 143    | 01-111-000-0000-6320            |      | 2007 Ford van tabs            | 00-038481698  | Fleet Vehicle Maintenance   | N    |
| 9074   | Randall's License Bureau        |      | 1 Transactions                |               |                             |      |
| 1663   | Sign Pro Of Owatonna, Inc.      |      |                               |               |                             |      |
| 127    | 01-111-040-0000-6300            |      | Vinyl signs for Admin bldg    | 1111235       | Bldg Repairs & Maintenance  | N    |
| 1663   | Sign Pro Of Owatonna, Inc.      |      | 1 Transactions                |               |                             |      |
| 111    | DEPT Total:                     |      | Buildings & Grounds           | 13 Vendors    | 26 Transactions             |      |
| 121    | DEPT                            |      | Veteran Service               |               |                             |      |
| 37025  | Innovative Office Solutions LLC |      |                               |               |                             |      |
| 115    | 01-121-000-0000-6410            |      | Air purifier filters          | 4757614       | Office Supplies             | Y    |
| 37025  | Innovative Office Solutions LLC |      | 1 Transactions                |               |                             |      |
| 9605   | Panoramic Software Inc          |      |                               |               |                             |      |
| 125    | 01-121-000-0000-6301            |      | VetPro annual 7/2025 - 1/2026 | 14935         | Repairs/Maintenance         | N    |
| 124    | 01-121-751-0000-6820            |      | VetPro annual 2/2025 - 6/2025 | 14935         | Grant Expense               | N    |
| 9605   | Panoramic Software Inc          |      | 2 Transactions                |               |                             |      |
| 8948   | Townsquare Media Faribault      |      |                               |               |                             |      |
| 148    | 01-121-751-0000-6820            | AP   | Veterans Day 2024 - audio     | 5154448A-1    | Grant Expense               | Y    |
| 149    | 01-121-751-0000-6820            | AP   | Veterans Day 2024 - audio     | 5154448B-2    | Grant Expense               | Y    |
| 8948   | Townsquare Media Faribault      |      | 2 Transactions                |               |                             |      |
| 121    | DEPT Total:                     |      | Veteran Service               | 3 Vendors     | 5 Transactions              |      |
| 201    | DEPT                            |      | Sheriff                       |               |                             |      |
| 3275   | Anhorns Gas And Tire            |      |                               |               |                             |      |
| 8      | 01-201-000-0000-6320            |      | Tires, mount & balance-7416   | 45654         | Vehicle Maintenance         | Y    |
| 9      | 01-201-000-0000-6320            |      | 1 tire, mount & balance-7420  | 45658         | Vehicle Maintenance         | Y    |

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|--------|----------------------------------|------|----------|-------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                  | Accr |          | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 3275   | Anhorns Gas And Tire             |      | 865.10   | 2 Transactions                |               |                             |      |
| 4877   | L & L Street Rods & Sport Trucks |      |          |                               |               |                             |      |
| 47     | 01-201-000-0000-6320             |      | 676.83   | Install gun lock - 7420       | 4179          | Vehicle Maintenance         | Y    |
| 48     | 01-201-000-0000-6320             |      | 325.13   | LED reverse lights for squads | 4193          | Vehicle Maintenance         | Y    |
| 4877   | L & L Street Rods & Sport Trucks |      | 1,001.96 | 2 Transactions                |               |                             |      |
| 18450  | Office of MN IT Services         |      |          |                               |               |                             |      |
| 58     | 01-201-000-0000-6210             | DTG  | 345.92   | Sheriff telecom - December    | W24120572     | Telephone                   | N    |
| 18450  | Office of MN IT Services         |      | 345.92   | 1 Transactions                |               |                             |      |
| 9922   | Owatonna Ace Hardware            |      |          |                               |               |                             |      |
| 61     | 01-201-000-0000-6801             |      | 8.99     | Lug stud                      | 2244/5        | Misc Expense                | N    |
| 9922   | Owatonna Ace Hardware            |      | 8.99     | 1 Transactions                |               |                             |      |
| 10133  | Pope Douglas Solid Waste Mgmt    |      |          |                               |               |                             |      |
| 63     | 01-201-000-0000-6801             |      | 248.62   | Plant based drug destruction  | 33388         | Misc Expense                | N    |
| 64     | 01-201-000-0000-6801             |      | 248.62   | Confiscated drug burn         | 33391         | Misc Expense                | N    |
| 10133  | Pope Douglas Solid Waste Mgmt    |      | 497.24   | 2 Transactions                |               |                             |      |
| 1663   | Sign Pro Of Owatonna, Inc.       |      |          |                               |               |                             |      |
| 66     | 01-201-000-0000-6320             |      | 55.00    | Vinyl number - 7499           | 1110441       | Vehicle Maintenance         | N    |
| 1663   | Sign Pro Of Owatonna, Inc.       |      | 55.00    | 1 Transactions                |               |                             |      |
| 10136  | Sweet's Auto Repair              |      |          |                               |               |                             |      |
| 76     | 01-201-000-0000-6806             |      | 836.37   | Tow, replace starter - 7422   | 34776         | Vehicle Towing              | N    |
| 10136  | Sweet's Auto Repair              |      | 836.37   | 1 Transactions                |               |                             |      |
| 84035  | Tri-M Graphics                   |      |          |                               |               |                             |      |
| 79     | 01-201-000-0000-6410             |      | 588.23   | 2000 envelopes                | 106070        | Office Supplies             | N    |
| 84035  | Tri-M Graphics                   |      | 588.23   | 1 Transactions                |               |                             |      |
| 201    | DEPT Total:                      |      | 4,198.81 | Sheriff                       | 8 Vendors     | 11 Transactions             |      |
| 207    | DEPT                             |      |          | Sheriff Special Deputies      |               |                             |      |
| 23225  | Fame Awards                      |      |          |                               |               |                             |      |
| 25     | 01-207-000-0000-6410             |      | 76.00    | Special Deputy awards         | 20251879      | Office Supplies             | Y    |
| 23225  | Fame Awards                      |      | 76.00    | 1 Transactions                |               |                             |      |

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|-------------|--------------------------------------|------|---------------------|--------------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula                      | Accr | Amount              | Service Dates                  | Paid On Bhf # | On Behalf of Name           |      |
| 207         | DEPT Total:                          |      | 76.00               | Sheriff Special Deputies       | 1 Vendors     | 1 Transactions              |      |
| 208         | DEPT                                 |      |                     | Coroner                        |               |                             |      |
| 5357        | Bluhm/Christine                      |      |                     |                                |               |                             |      |
| 110         | 01-208-000-0000-6801                 | AP   | 200.00              | Death investigations - 1       | December 2024 | General Expense             | 6    |
| 5357        | Bluhm/Christine                      |      | 200.00              | 1 Transactions                 |               |                             |      |
| 8048        | Edwardsen/Danette Marie              |      |                     |                                |               |                             |      |
| 112         | 01-208-000-0000-6801                 |      | 400.00              | Death investigations - 2       | January 2025  | General Expense             | 6    |
| 8048        | Edwardsen/Danette Marie              |      | 400.00              | 1 Transactions                 |               |                             |      |
| 9860        | Klapperich/Julie                     |      |                     |                                |               |                             |      |
| 116         | 01-208-000-0000-6801                 |      | 1,375.00            | Death investigations - 18      | January 2025  | General Expense             | 6    |
| 9860        | Klapperich/Julie                     |      | 1,375.00            | 1 Transactions                 |               |                             |      |
| 50965       | Meger Funeral Home Inc               |      |                     |                                |               |                             |      |
| 120         | 01-208-000-0000-6801                 |      | 150.00              | Removal/trasport-APadilla      | SC2025.01     | General Expense             | Y    |
| 50965       | Meger Funeral Home Inc               |      | 150.00              | 1 Transactions                 |               |                             |      |
| 208         | DEPT Total:                          |      | 2,125.00            | Coroner                        | 4 Vendors     | 4 Transactions              |      |
| 251         | DEPT                                 |      |                     | Jail                           |               |                             |      |
| 4346        | Advanced Correctional Healthcare Inc |      |                     |                                |               |                             |      |
| 3           | 01-251-000-0000-6269                 |      | 1,918.38            | Onsite mental health services  | RINV-004630   | Site Mental Health Services | 6    |
| 2           | 01-251-000-0000-6270                 |      | 17,388.21           | Onsite medical services        | RINV-004630   | Medical Services            | 6    |
| 4           | 01-251-000-0000-6270                 |      | 370.00              | Pool management fees           | RINV-004630   | Medical Services            | 6    |
| 4346        | Advanced Correctional Healthcare Inc |      | 19,676.59           | 3 Transactions                 |               |                             |      |
| 5750        | Bob Barker Company Inc               |      |                     |                                |               |                             |      |
| 14          | 01-251-000-0000-6418                 |      | 448.26              | Inmate tees, deodor, tumblers  | 2097924       | Lock-Up Supplies            | N    |
| 13          | 01-251-000-0000-6418                 |      | 475.06              | Inmate panties, hygiene, clogs | 2099410       | Lock-Up Supplies            | N    |
| 5750        | Bob Barker Company Inc               |      | 923.32              | 2 Transactions                 |               |                             |      |
| 18450       | Office of MN IT Services             |      |                     |                                |               |                             |      |
| 60          | 01-251-000-0000-6410                 | DTG  | 91.07               | Jail telecom - December        | W24120572     | Office Supplies             | N    |
| 18450       | Office of MN IT Services             |      | 91.07               | 1 Transactions                 |               |                             |      |
| 85167       | Stewart Sanitation                   |      |                     |                                |               |                             |      |

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| No.    | Account/Formula                   | Accr      | Service Dates               | Paid On Bhf # | On Behalf of Name             |      |
| 71     | 01-251-000-0000-6254              |           | Waste pick up - Febraury    | 900636        | Garbage Disposal              | N    |
| 85167  | Stewart Sanitation                |           | 1 Transactions              |               |                               |      |
| 8247   | Summit Food Services LLC          |           |                             |               |                               |      |
| 73     | 01-251-000-0000-6441              |           | Inmate meals 1/4 - 1/10/25  | INV2000232254 | Prisoner Meals                | N    |
| 74     | 01-251-000-0000-6441              |           | Inmate meals 1/11 - 1/17/25 | INV2000232879 | Prisoner Meals                | N    |
| 75     | 01-251-000-0000-6441              |           | Inmate meals 1/18 - 1/24/25 | INV2000233457 | Prisoner Meals                | N    |
| 8247   | Summit Food Services LLC          |           | 3 Transactions              |               |                               |      |
| 251    | DEPT Total:                       | 31,336.24 | Jail                        | 5 Vendors     | 10 Transactions               |      |
| 252    | DEPT                              |           | Community Corrections       |               |                               |      |
| 957    | AlcoPro Inc                       |           |                             |               |                               |      |
| 7      | 01-252-000-0000-6270              |           | Mouthpiece alco-sensor IV   | 0292389-IN    | Chemical Testing              | N    |
| 957    | AlcoPro Inc                       |           | 1 Transactions              |               |                               |      |
| 75497  | Steele County Court Administrator |           |                             |               |                               |      |
| 68     | 01-252-000-0000-6850              |           | 74-JV241303                 | 1/21/2025     | Juvenile Restitution Payments | N    |
| 75497  | Steele County Court Administrator |           | 1 Transactions              |               |                               |      |
| 3406   | Tonjum/Jenny                      |           |                             |               |                               |      |
| 77     | 01-252-775-0000-6330              | AP        | Lunch-Trauma peer support   | 4/30/2024     | Travel Expenses - CCA         | N    |
| 3406   | Tonjum/Jenny                      |           | 1 Transactions              |               |                               |      |
| 84035  | Tri-M Graphics                    |           |                             |               |                               |      |
| 80     | 01-252-000-0000-6410              |           | Envelopes                   | 106121        | Office Supplies               | N    |
| 84035  | Tri-M Graphics                    |           | 1 Transactions              |               |                               |      |
| 252    | DEPT Total:                       | 786.99    | Community Corrections       | 4 Vendors     | 4 Transactions                |      |
| 253    | DEPT                              |           | Law Enforcement Center      |               |                               |      |
| 18450  | Office of MN IT Services          |           |                             |               |                               |      |
| 59     | 01-253-000-0000-6211              | DTG       | LEC telecom - December      | W24120572     | Radio And Telephone           | N    |
| 18450  | Office of MN IT Services          |           | 1 Transactions              |               |                               |      |
| 253    | DEPT Total:                       | 76.35     | Law Enforcement Center      | 1 Vendors     | 1 Transactions                |      |
| 481    | DEPT                              |           | Public Health Nursing       |               |                               |      |

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| No.    | Account/Formula                | Accr | Amount   | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 136    | 1650 American Lung Association | AP   | 1,155.00 | Youth vaping contract-Dec     | 09            | Contract Services           | N    |
|        | 1650 American Lung Association |      | 1,155.00 | 1 Transactions                |               |                             |      |
| 91     | 9803 Anselmo/Jocelyn M         |      | 100.00   | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 9803 Anselmo/Jocelyn M         |      | 100.00   | 1 Transactions                |               |                             |      |
| 92     | 10123 Cupkie/Madilyn           |      | 80.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 10123 Cupkie/Madilyn           |      | 80.00    | 1 Transactions                |               |                             |      |
| 93     | 9742 DeLaRosa/Aliyanna         |      | 60.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 9742 DeLaRosa/Aliyanna         |      | 60.00    | 1 Transactions                |               |                             |      |
| 94     | 9741 DeLaRosa/Naomie           |      | 60.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 9741 DeLaRosa/Naomie           |      | 60.00    | 1 Transactions                |               |                             |      |
| 95     | 10070 Escobedo/Sofia           |      | 120.00   | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 10070 Escobedo/Sofia           |      | 120.00   | 1 Transactions                |               |                             |      |
| 96     | 9999 Fandel/Kate Corinne       |      | 40.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 9999 Fandel/Kate Corinne       |      | 40.00    | 1 Transactions                |               |                             |      |
| 97     | 10012 Fox/Vivien Lee           |      | 60.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | N    |
|        | 10012 Fox/Vivien Lee           |      | 60.00    | 1 Transactions                |               |                             |      |
| 98     | 10029 Gomez/Delany             |      | 120.00   | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
|        | 10029 Gomez/Delany             |      | 120.00   | 1 Transactions                |               |                             |      |
| 99     | 10027 Hanson/Danika C          |      | 60.00    | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |

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| No.    | Account/Formula                 | Accr   | Service Dates                 | Paid On Bhf # | On Behalf of Name           |      |
| 10027  | Hanson/Danika C                 |        |                               |               |                             |      |
|        |                                 | 60.00  | 1 Transactions                |               |                             |      |
| 9998   | Hilgendorf/Anna                 |        |                               |               |                             |      |
| 100    | 01-481-461-6066-6464            | 60.00  | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
| 9998   | Hilgendorf/Anna                 | 60.00  | 1 Transactions                |               |                             |      |
| 9770   | Holmen/Molly                    |        |                               |               |                             |      |
| 101    | 01-481-461-6066-6464            | 40.00  | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
| 9770   | Holmen/Molly                    | 40.00  | 1 Transactions                |               |                             |      |
| 37025  | Innovative Office Solutions LLC |        |                               |               |                             |      |
| 140    | 01-481-000-0000-6410            | 24.95  | Paper, calculator tape, ink   | 4750619       | Office Supplies             | Y    |
| 37025  | Innovative Office Solutions LLC | 24.95  | 1 Transactions                |               |                             |      |
| 9769   | Maas/Carlin Ray                 |        |                               |               |                             |      |
| 102    | 01-481-461-6066-6464            | 250.00 | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
| 9769   | Maas/Carlin Ray                 | 250.00 | 1 Transactions                |               |                             |      |
| 7944   | Red Oxygen                      |        |                               |               |                             |      |
| 144    | 01-481-461-6011-6210            | 12.00  | Texting service - 2020        | 479218        | Telephone                   | N    |
| 145    | 01-481-461-6040-6210            | 12.00  | Texting service - 2020        | 479218        | Telephone                   | N    |
| 7944   | Red Oxygen                      | 24.00  | 2 Transactions                |               |                             |      |
| 9565   | Richardson/Karys                |        |                               |               |                             |      |
| 103    | 01-481-461-6066-6464            | 80.00  | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | N    |
| 9565   | Richardson/Karys                | 80.00  | 1 Transactions                |               |                             |      |
| 9986   | Schaner/Adalyn                  |        |                               |               |                             |      |
| 104    | 01-481-461-6066-6464            | 40.00  | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | Y    |
| 9986   | Schaner/Adalyn                  | 40.00  | 1 Transactions                |               |                             |      |
| 10013  | Silva/Genesis                   |        |                               |               |                             |      |
| 105    | 01-481-461-6066-6464            | 60.00  | Tobacco Grant student payment | January 2025  | General Supplies & Outreach | N    |
| 10013  | Silva/Genesis                   | 60.00  | 1 Transactions                |               |                             |      |
| 85147  | Stericycle Inc                  |        |                               |               |                             |      |
| 147    | 01-481-000-0000-6322            | 115.76 | Hazardous waste               | 8009564695    | Service Agreements          | N    |
| 85147  | Stericycle Inc                  | 115.76 | 1 Transactions                |               |                             |      |

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| No.    | Account/Formula                  | Accr     | Service Dates                 | Paid On Bhf # | On Behalf of Name                |      |
| 10001  | Wright/Megan Amelia              |          |                               |               |                                  |      |
| 106    | 01-481-461-6066-6464             |          | Tobacco Grant student payment | January 2025  | General Supplies & Outreach      | Y    |
| 10001  | Wright/Megan Amelia              |          | 1 Transactions                |               |                                  |      |
| 10028  | Zeman/Elianna                    |          |                               |               |                                  |      |
| 107    | 01-481-461-6066-6464             |          | Tobacco Grant student payment | January 2025  | General Supplies & Outreach      | Y    |
| 10028  | Zeman/Elianna                    |          | 1 Transactions                |               |                                  |      |
| 481    | DEPT Total:                      | 2,669.71 | Public Health Nursing         | 21 Vendors    | 22 Transactions                  |      |
| 502    | DEPT                             |          | Steele Co Community Ctr       |               |                                  |      |
| 9075   | Access Tonna Lock Service        |          |                               |               |                                  |      |
| 109    | 01-502-000-0000-6300             |          | Door closer - Comm Ctr        | 4042          | Bldg Repairs & Maintenance       | Y    |
| 9075   | Access Tonna Lock Service        |          | 1 Transactions                |               |                                  |      |
| 8521   | From the Ground Up LLC           |          |                               |               |                                  |      |
| 31     | 01-502-000-0000-6380             |          | Pretreat, ice control x 4     | 36904         | Grounds Maintenance              | Y    |
| 8521   | From the Ground Up LLC           |          | 1 Transactions                |               |                                  |      |
| 502    | DEPT Total:                      | 1,010.00 | Steele Co Community Ctr       | 2 Vendors     | 2 Transactions                   |      |
| 521    | DEPT                             |          | Park And Recreation           |               |                                  |      |
| 26699  | Four Seasons Centre              |          |                               |               |                                  |      |
| 138    | 01-521-000-0000-6831             |          | Open Ice - January            | 4949-01       | Ice Rental Pymts                 | N    |
| 26699  | Four Seasons Centre              |          | 1 Transactions                |               |                                  |      |
| 9084   | Metro FiberNet LLC               |          |                               |               |                                  |      |
| 123    | 01-521-000-0000-6410             |          | Internet-FS-February          | 1671311       | Operating Supplies/Truck Repairs | Y    |
| 9084   | Metro FiberNet LLC               |          | 1 Transactions                |               |                                  |      |
| 52776  | Minnesota Recreation & Park Assn |          |                               |               |                                  |      |
| 141    | 01-521-000-0000-6410             |          | Annual membership             | SSchroht      | Operating Supplies/Truck Repairs | N    |
| 52776  | Minnesota Recreation & Park Assn |          | 1 Transactions                |               |                                  |      |
| 84725  | Steele County Trail Assoc        |          |                               |               |                                  |      |
| 70     | 01-521-291-0000-5301             |          | BM2 Steele Co trails          | February 2025 | State Grants                     | N    |
| 84725  | Steele County Trail Assoc        |          | 1 Transactions                |               |                                  |      |

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1 General Revenue Fund

## Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                              | Rpt  | Warrant Description |                             | Invoice #      | Account/Formula Description    |  | 1099 |
|-------------|------------------------------|------|---------------------|-----------------------------|----------------|--------------------------------|--|------|
| No.         | Account/Formula              | Accr | Amount              | Service Dates               | Paid On Bhf #  | On Behalf of Name              |  |      |
| 521         | DEPT Total:                  |      | 16,987.30           | Park And Recreation         | 4 Vendors      | 4 Transactions                 |  |      |
| 550         | DEPT                         |      |                     | Four Seasons                |                |                                |  |      |
| 8424        | Cintas                       |      |                     |                             |                |                                |  |      |
| 137         | 01-550-000-0000-6420         |      | 153.43              | Monthly linens              | 4219918959     | Linen Service                  |  | Y    |
| 8424        | Cintas                       |      | 153.43              |                             | 1 Transactions |                                |  |      |
| 33550       | Hillyard -Hutchinson         |      |                     |                             |                |                                |  |      |
| 139         | 01-550-000-0000-6410         |      | 35.36               | Window cleaners             | 605725521      | Operating Supplies - Contracts |  | N    |
| 33550       | Hillyard -Hutchinson         |      | 35.36               |                             | 1 Transactions |                                |  |      |
| 5657        | Johnson Hardware Company     |      |                     |                             |                |                                |  |      |
| 45          | 01-550-000-0000-6410         |      | 71.99               | Door hardware               | 1016544        | Operating Supplies - Contracts |  | N    |
| 5657        | Johnson Hardware Company     |      | 71.99               |                             | 1 Transactions |                                |  |      |
| 56125       | NAPA Auto Parts              |      |                     |                             |                |                                |  |      |
| 142         | 01-550-000-0000-6410         |      | 64.96               | Fan belts, car wash, bleach | 041911         | Operating Supplies - Contracts |  | N    |
| 56125       | NAPA Auto Parts              |      | 64.96               |                             | 1 Transactions |                                |  |      |
| 77390       | Schilling Supply Company     |      |                     |                             |                |                                |  |      |
| 146         | 01-550-000-0000-6410         |      | 127.18              | Air fresheners              | 992035-01      | Operating Supplies - Contracts |  | N    |
| 77390       | Schilling Supply Company     |      | 127.18              |                             | 1 Transactions |                                |  |      |
| 8289        | Twin City Filter Service Inc |      |                     |                             |                |                                |  |      |
| 81          | 01-550-000-0000-6410         | AP   | 479.28              | Dehumidifier filters        | 0764818        | Operating Supplies - Contracts |  | N    |
| 150         | 01-550-000-0000-6410         |      | 440.98              | Dehumidifier filters        | 0771741        | Operating Supplies - Contracts |  | N    |
| 8289        | Twin City Filter Service Inc |      | 920.26              |                             | 2 Transactions |                                |  |      |
| 550         | DEPT Total:                  |      | 1,373.18            | Four Seasons                | 6 Vendors      | 7 Transactions                 |  |      |
| 601         | DEPT                         |      |                     | County Ag Society           |                |                                |  |      |
| 8521        | From the Ground Up LLC       |      |                     |                             |                |                                |  |      |
| 29          | 01-601-000-0000-6386         |      | 800.00              | Pretreat, ice control x 3   | 36887          | Parking Lot Maintenance        |  | Y    |
| 37          | 01-601-000-0000-6386         |      | 1,150.00            | Pretreat, ice control x 4   | 36939          | Parking Lot Maintenance        |  | Y    |
| 8521        | From the Ground Up LLC       |      | 1,950.00            |                             | 2 Transactions |                                |  |      |
| 601         | DEPT Total:                  |      | 1,950.00            | County Ag Society           | 1 Vendors      | 2 Transactions                 |  |      |

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| Vendor |             | Name                            | Rpt  | Warrant Description |                      | Invoice #     | Account/Formula Description | 1099 |
|--------|-------------|---------------------------------|------|---------------------|----------------------|---------------|-----------------------------|------|
| No.    |             | Account/Formula                 | Accr | Amount              | Service Dates        | Paid On Bhf # | On Behalf of Name           |      |
| 602    | DEPT        |                                 |      |                     | Co-Op Extension      |               |                             |      |
|        | 37025       | Innovative Office Solutions LLC |      |                     |                      |               |                             |      |
| 40     |             | 01-602-000-0000-6410            |      | 91.32               | Envelopes & paper    | 4746528       | Office Supplies             | Y    |
|        | 37025       | Innovative Office Solutions LLC |      | 91.32               | 1 Transactions       |               |                             |      |
| 602    | DEPT Total: |                                 |      | 91.32               | Co-Op Extension      | 1 Vendors     | 1 Transactions              |      |
| 1      | Fund Total: |                                 |      | 143,100.80          | General Revenue Fund |               | 134 Transactions            |      |

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| Vendor | Name                               | Rpt  |        | Warrant Description         | Invoice #     | Account/Formula Description | 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 |      |        |                             |               |                             |      |
| 83     | 21-631-000-0000-6273               | AP   | 6.68   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-633-000-0000-6273               | AP   | 6.68   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-634-000-0000-6273               | AP   | 6.68   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-635-000-0000-6273               | AP   | 6.68   | Ditch atty monthly retainer | 385846        | Attorney Fees               | Y    |
|        | 73300 Rinke-Noonan Attorney at Law |      | 6.68   | 1 Transactions              |               |                             |      |
| 635    | DEPT Total:                        |      | 6.68   | Judicial Ditch 6 & Imp      | 1 Vendors     | 1 Transactions              |      |
| 636    | DEPT                               |      |        | Judicial Ditch 7            |               |                             |      |
|        | 73300 Rinke-Noonan Attorney at Law |      |        |                             |               |                             |      |
| 83     | 21-636-000-0000-6273               | AP   | 6.68   | Ditch atty monthly retainer | 385846        | 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)        |               |                             |      |
|        | 73300 Rinke-Noonan Attorney at Law |      |        |                             |               |                             |      |

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| Vendor Name |                              | Rpt  | Warrant Description |                                | Invoice #     | Account/Formula Description | 1099 |
|-------------|------------------------------|------|---------------------|--------------------------------|---------------|-----------------------------|------|
| No.         | Account/Formula              | Accr | Amount              | Service Dates                  | Paid On Bhf # | On Behalf of Name           |      |
| 83          | 21-637-000-0000-6273         | AP   | 6.68                | Ditch atty monthly retainer    | 385846        | 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 |      |                     |                                |               |                             |      |
| 83          | 21-638-000-0000-6273         | AP   | 6.68                | Ditch atty monthly retainer    | 385846        | 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 |      |                     |                                |               |                             |      |
| 83          | 21-639-000-0000-6273         | AP   | 6.68                | Ditch atty monthly retainer    | 385846        | 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 |      |                     |                                |               |                             |      |
| 83          | 21-640-000-0000-6273         | AP   | 6.68                | Ditch atty monthly retainer    | 385846        | 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 |      |                     |                                |               |                             |      |
| 83          | 21-641-000-0000-6273         | AP   | 6.68                | Ditch atty monthly retainer    | 385846        | 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 |      |                     |                                |               |                             |      |
| 83          | 21-642-000-0000-6273         | AP   | 6.66                | Ditch atty monthly retainer    | 385846        | Attorney Fees               | Y    |

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| Vendor | Name                         | Rpt  | Amount   | Warrant Description            | Invoice #     | Account/Formula Description | 1099 |
|--------|------------------------------|------|----------|--------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula              | Accr |          | 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 |      |          |                                |               |                             |      |
| 83     | 21-643-000-0000-6273         | AP   | 6.66     | Ditch atty monthly retainer    | 385846        | 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 |      |          |                                |               |                             |      |
| 83     | 21-644-000-0000-6273         | AP   | 6.66     | Ditch atty monthly retainer    | 385846        | 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 |      |          |                                |               |                             |      |
| 83     | 21-645-000-0000-6273         | AP   | 6.66     | Ditch atty monthly retainer    | 385846        | Attorney Fees               | Y    |
| 73300  | Rinke-Noonan Attorney at Law |      | 6.66     | 1 Transactions                 |               |                             |      |
| 84     | 9239 SF Enterprises LLC      |      |          |                                |               |                             |      |
|        | 21-645-000-0000-6305         |      | 4,163.00 | CD5 Beaver dam repair LE2      | 1079          | Construction And Repairs    | Y    |
|        | 9239 SF Enterprises LLC      |      | 4,163.00 | 1 Transactions                 |               |                             |      |
| 645    | DEPT Total:                  |      | 4,169.66 | County Ditch 5                 | 2 Vendors     | 2 Transactions              |      |
| 646    | DEPT                         |      |          | County Ditch 19                |               |                             |      |
| 73300  | Rinke-Noonan Attorney at Law |      |          |                                |               |                             |      |
| 83     | 21-646-000-0000-6273         | AP   | 6.66     | Ditch atty monthly retainer    | 385846        | 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                |               |                             |      |

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| Vendor | Name                         | Rpt  | Amount | Warrant Description         | Invoice #     | Account/Formula Description | 1099 |
|--------|------------------------------|------|--------|-----------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula              | Accr |        | Service Dates               | Paid On Bhf # | On Behalf of Name           |      |
| 73300  | Rinke-Noonan Attorney at Law |      |        |                             |               |                             |      |
| 83     | 21-647-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | Attorney Fees               | Y    |
| 73300  | Rinke-Noonan Attorney at Law |      | 6.66   | 1 Transactions              |               |                             |      |
| 647    | DEPT Total:                  |      | 6.66   | County Ditch 20             | 1 Vendors     | 1 Transactions              |      |
| 648    | DEPT                         |      |        | County Ditch 21             |               |                             |      |
| 73300  | Rinke-Noonan Attorney at Law |      |        |                             |               |                             |      |
| 83     | 21-648-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-649-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-650-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-651-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-652-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | Attorney Fees               | Y    |

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor | Name                         | Rpt  | Amount | Warrant Description         | Invoice #     | Account/Formula Description | 1099 |
|--------|------------------------------|------|--------|-----------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula              | Accr |        | Service Dates               | Paid On Bhf # | On Behalf of Name           |      |
| 73300  | Rinke-Noonan Attorney at Law |      | 6.66   | 1 Transactions              |               |                             |      |
| 652    | DEPT Total:                  |      | 6.66   | County Ditch 25             | 1 Vendors     | 1 Transactions              |      |
| 653    | DEPT                         |      |        | County Ditch 27             |               |                             |      |
| 73300  | Rinke-Noonan Attorney at Law |      |        |                             |               |                             |      |
| 83     | 21-653-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-654-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-655-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-656-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | 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 |      |        |                             |               |                             |      |
| 83     | 21-657-000-0000-6273         | AP   | 6.66   | Ditch atty monthly retainer | 385846        | Attorney Fees               | Y    |
| 73300  | Rinke-Noonan Attorney at Law |      | 6.66   | 1 Transactions              |               |                             |      |

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| Vendor Name |                              | Rpt  | Warrant Description |                             | Invoice #     | Account/Formula Description |  | 1099 |
|-------------|------------------------------|------|---------------------|-----------------------------|---------------|-----------------------------|--|------|
| No.         | Account/Formula              | Accr | Amount              | Service Dates               | Paid On Bhf # | On Behalf of Name           |  |      |
| 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 |      |                     |                             |               |                             |  |      |
| 83          | 21-658-000-0000-6273         | AP   | 6.66                | Ditch atty monthly retainer | 385846        | 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 |      |                     |                             |               |                             |  |      |
| 83          | 21-659-000-0000-6273         | AP   | 6.66                | Ditch atty monthly retainer | 385846        | 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        |               |                             |  |      |
| 10138       | DeCook Drainage, Inc         |      |                     |                             |               |                             |  |      |
| 82          | 21-660-000-0000-6305         |      | 25,541.20           | PT18-MD14 FEMA project      | 6669          | Construction And Repairs    |  | N    |
| 10138       | DeCook Drainage, Inc         |      | 25,541.20           | 1 Transactions              |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law |      |                     |                             |               |                             |  |      |
| 83          | 21-660-000-0000-6273         | AP   | 6.66                | Ditch atty monthly retainer | 385846        | Attorney Fees               |  | Y    |
| 73300       | Rinke-Noonan Attorney at Law |      | 6.66                | 1 Transactions              |               |                             |  |      |
| 660         | DEPT Total:                  |      | 25,547.86           | Public Tile Ditch 18        | 2 Vendors     | 2 Transactions              |  |      |
| 665         | DEPT                         |      |                     | JD 2 Redetermination        |               |                             |  |      |
| 73300       | Rinke-Noonan Attorney at Law |      |                     |                             |               |                             |  |      |
| 83          | 21-665-000-0000-6273         | AP   | 6.66                | Ditch atty monthly retainer | 385846        | 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:                  |      | 29,904.20           | County Ditch Fund           |               | 32 Transactions             |  |      |

SBENDORF  
2/6/25 9:49AM  
35 Bonded Debt Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 22

| Vendor Name |                               | Rpt  | Warrant Description |                              | Invoice #     | Account/Formula Description |  | 1099 |
|-------------|-------------------------------|------|---------------------|------------------------------|---------------|-----------------------------|--|------|
| No.         | Account/Formula               | Accr | Amount              | Service Dates                | Paid On Bhf # | On Behalf of Name           |  |      |
| 800         | DEPT                          |      |                     | Debt Service Fund A          |               |                             |  |      |
|             | 2364 Northland Securities Inc |      |                     |                              |               |                             |  |      |
| 85          | 35-800-000-0000-6801          |      | 2,150.00            | Annual continuing disclosure | 1327          | Misc. Expense               |  | N    |
|             | 2364 Northland Securities Inc |      | 2,150.00            | 1 Transactions               |               |                             |  |      |
| 800         | DEPT Total:                   |      | 2,150.00            | Debt Service Fund A          | 1 Vendors     | 1 Transactions              |  |      |
| 35          | Fund Total:                   |      | 2,150.00            | Bonded Debt Fund             |               | 1 Transactions              |  |      |

SBENDORF

2/6/25 9:49AM

38 Capital Outlay Fund

## Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Page 23

| Vendor | Name                               | Rpt        | Warrant Description          | Invoice #     | Account/Formula Description | 1099 |
|--------|------------------------------------|------------|------------------------------|---------------|-----------------------------|------|
| No.    | Account/Formula                    | Accr       | Service Dates                | Paid On Bhf # | On Behalf of Name           |      |
| 111    | DEPT                               |            | Buildings & Grounds          |               |                             |      |
| 9977   | APX Construction Group LLC         |            |                              |               |                             |      |
| 128    | 38-111-045-0000-6600               | 571,230.25 | New CCA fac bill thur Jan    | App 8         | Capital Outlay - CCA Bldg   | N    |
| 9977   | APX Construction Group LLC         | 571,230.25 | 1 Transactions               |               |                             |      |
| 9138   | ICS Consulting LLC                 |            |                              |               |                             |      |
| 129    | 38-111-045-0000-6600               | 500.00     | New CCA fac bill thur Jan    | 11235         | Capital Outlay - CCA Bldg   | Y    |
| 9138   | ICS Consulting LLC                 | 500.00     | 1 Transactions               |               |                             |      |
| 1311   | Met-Con Construction Faribault Div |            |                              |               |                             |      |
| 132    | 38-111-049-0000-6600               | 9,949.00   | Maint facility-add framing   | 36690         | Capital Outlay - B&G Shop   | N    |
| 131    | 38-111-049-0000-6600               | 9,832.90   | Maint facility-door opening  | 36691         | Capital Outlay - B&G Shop   | N    |
| 1311   | Met-Con Construction Faribault Div | 19,781.90  | 2 Transactions               |               |                             |      |
| 64054  | Phone Station Inc                  |            |                              |               |                             |      |
| 88     | 38-111-045-0000-6600               | 20,860.00  | CCA construction project-50% | 80444         | Capital Outlay - CCA Bldg   | N    |
| 64054  | Phone Station Inc                  | 20,860.00  | 1 Transactions               |               |                             |      |
| 5889   | Wold Architects and Engineers      |            |                              |               |                             |      |
| 135    | 38-111-045-0000-6600               | 560.00     | New CCA fac bill thru 1/31   | 98647         | Capital Outlay - CCA Bldg   | Y    |
| 5889   | Wold Architects and Engineers      | 560.00     | 1 Transactions               |               |                             |      |
| 111    | DEPT Total:                        | 612,932.15 | Buildings & Grounds          | 5 Vendors     | 6 Transactions              |      |
| 201    | DEPT                               |            | Sheriff                      |               |                             |      |
| 8919   | ArchKey Technologies               |            |                              |               |                             |      |
| 86     | 38-201-000-0000-6600               | 67,239.00  | SCSO renovation              | S0005158930   | Capital Outlay - Sheriff    | Y    |
| 8919   | ArchKey Technologies               | 67,239.00  | 1 Transactions               |               |                             |      |
| 8087   | Braun Intertec Eng Inc             |            |                              |               |                             |      |
| 87     | 38-201-000-0000-6600               | 1,436.00   | Sheriff addn bill thru 1/17  | B416202       | Capital Outlay - Sheriff    | Y    |
| 8087   | Braun Intertec Eng Inc             | 1,436.00   | 1 Transactions               |               |                             |      |
| 9138   | ICS Consulting LLC                 |            |                              |               |                             |      |
| 130    | 38-201-000-0000-6600               | 2,000.00   | Sheriff addn bill thru 1/31  | 12130         | Capital Outlay - Sheriff    | Y    |
| 9138   | ICS Consulting LLC                 | 2,000.00   | 1 Transactions               |               |                             |      |
| 5889   | Wold Architects and Engineers      |            |                              |               |                             |      |
| 134    | 38-201-000-0000-6600               | 1,197.02   | Sheriff reno bill thru 1/31  | 98431         | Capital Outlay - Sheriff    | Y    |

SBENDORF  
2/6/25 9:49AM  
38 Capital Outlay Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 24

| Vendor Name |                                        | Rpt  | Warrant Description | Invoice #                    | Account/Formula Description | 1099                                |
|-------------|----------------------------------------|------|---------------------|------------------------------|-----------------------------|-------------------------------------|
| No.         | Account/Formula                        | Accr | Amount              | Service Dates                | Paid On Bhf #               | On Behalf of Name                   |
| 5889        | Wold Architects and Engineers          |      | 1,197.02            | 1 Transactions               |                             |                                     |
| 201         | DEPT Total:                            |      | 71,872.02           | Sheriff                      | 4 Vendors                   | 4 Transactions                      |
| 251         | DEPT                                   |      |                     | Jail                         |                             |                                     |
| 67          | 8682 Southern Minnesota Woodcraft, Inc |      |                     |                              |                             |                                     |
|             | 38-251-000-0000-6600                   |      | 315.00              | Shelving - DC                | 2025-001                    | Capital Outlay - Detention Center N |
|             | 8682 Southern Minnesota Woodcraft, Inc |      | 315.00              | 1 Transactions               |                             |                                     |
| 251         | DEPT Total:                            |      | 315.00              | Jail                         | 1 Vendors                   | 1 Transactions                      |
| 601         | DEPT                                   |      |                     | County Ag Society            |                             |                                     |
|             | 71066 R & K Electric Inc               |      |                     |                              |                             |                                     |
| 133         | 38-601-000-0000-6600                   |      | 16,081.60           | Electrical upgrades-Fairgrds | App 7                       | Capital Outlay - Fairgrounds N      |
|             | 71066 R & K Electric Inc               |      | 16,081.60           | 1 Transactions               |                             |                                     |
| 601         | DEPT Total:                            |      | 16,081.60           | County Ag Society            | 1 Vendors                   | 1 Transactions                      |
| 38          | Fund Total:                            |      | 701,200.77          | Capital Outlay Fund          |                             | 12 Transactions                     |

SBENDORF  
2/6/25 9:49AM  
70 Tax Collections Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                        | Rpt  | Warrant Description |                               | Invoice #     | Account/Formula Description           |
|-------------|------------------------|------|---------------------|-------------------------------|---------------|---------------------------------------|
| No.         | Account/Formula        | Accr | Amount              | Service Dates                 | Paid On Bhf # | On Behalf of Name                     |
| 0           | DEPT                   |      |                     | ...                           |               |                                       |
|             | 13110 City Of Owatonna |      |                     |                               |               |                                       |
| 89          | 70-000-000-0000-2122   | DTG  | 87,268.87           | Spec Assess 1/1/24 - 12/31/24 | 2024          | Unapportioned Prepaid Special Asses N |
|             | 13110 City Of Owatonna |      | 87,268.87           | 1 Transactions                |               |                                       |
| 0           | DEPT Total:            |      | 87,268.87           | ...                           | 1 Vendors     | 1 Transactions                        |
| 70          | Fund Total:            |      | 87,268.87           | Tax Collections Fund          |               | 1 Transactions                        |

SBENDORF  
2/6/25 9:49AM  
72 State Collections Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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| Vendor Name |                        | Rpt  | Warrant Description |                         | Invoice #        | Account/Formula Description        | 1099 |
|-------------|------------------------|------|---------------------|-------------------------|------------------|------------------------------------|------|
| No.         | Account/Formula        | Accr | Amount              | Service Dates           | Paid On Bhf #    | On Behalf of Name                  |      |
| 857         | DEPT                   |      |                     | Well Disclosure         |                  |                                    |      |
|             | 4225 Mn Dept Of Health |      |                     |                         |                  |                                    |      |
| 90          | 72-857-000-0000-2100   | DTG  | 510.00              | Oct-Dec well disclosure | February 2025    | Mn State Treasurer-Well Disclosure | N    |
|             | 4225 Mn Dept Of Health |      | 510.00              | 1 Transactions          |                  |                                    |      |
| 857         | DEPT Total:            |      | 510.00              | Well Disclosure         | 1 Vendors        | 1 Transactions                     |      |
| 72          | Fund Total:            |      | 510.00              | State Collections Fund  |                  | 1 Transactions                     |      |
|             | Final Total:           |      | 964,134.64          | 143 Vendors             | 181 Transactions |                                    |      |

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>            |                        |
|---------------|-------------|---------------|------------------------|------------------------|
|               | 1           | 143,100.80    | General Revenue Fund   |                        |
|               | 21          | 29,904.20     | County Ditch Fund      |                        |
|               | 35          | 2,150.00      | Bonded Debt Fund       |                        |
|               | 38          | 701,200.77    | Capital Outlay Fund    |                        |
|               | 70          | 87,268.87     | Tax Collections Fund   |                        |
|               | 72          | 510.00        | State Collections Fund |                        |
|               | All Funds   | 964,134.64    | Total                  | Approved by, . . . . . |
|               |             |               |                        | . . . . .              |
|               |             |               |                        | . . . . .              |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                   | Trans Amt | D/C | Desc 1                  | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------|-----------|-----|-------------------------|--------|-----|-----|-------|
| 1   | 12/31/24   | 903     | 01-031-000-0000-6210<br>Telephone | 49.08     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 2   | 12/31/24   | 903     | 01-032-000-0000-6210<br>Telephone | 49.09     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 3   | 12/31/24   | 903     | 01-044-000-0000-6210<br>Telephone | 40.01     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 4   | 12/31/24   | 903     | 01-061-000-0000-6210<br>Telephone | 69.10     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 5   | 12/31/24   | 903     | 01-091-000-0000-6210<br>Telephone | 309.49    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 6   | 12/31/24   | 903     | 01-103-000-0000-6210<br>Telephone | 245.40    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 7   | 12/31/24   | 903     | 01-105-000-0000-6210<br>Telephone | 172.28    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 8   | 12/31/24   | 903     | 01-111-000-0000-6210<br>Telephone | 396.72    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 9   | 12/31/24   | 903     | 01-121-000-0000-6210<br>Telephone | 60.03     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 10  | 12/31/24   | 903     | 01-251-000-0000-6210<br>Telephone | 181.32    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 11  | 12/31/24   | 903     | 01-252-000-0000-6210<br>Telephone | 750.33    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 12  | 12/31/24   | 903     | 01-253-000-0000-6210<br>Telephone | 44.09     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 13  | 12/31/24   | 903     | 01-281-000-0000-6210<br>Telephone | 187.25    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 14  | 12/31/24   | 903     | 01-602-000-0000-6210<br>Telephone | 40.01     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 15  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone | 44.09     | D   | Phone Charges - QA      |        |     |     | 1     |
| 16  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone | 44.09     | D   | Phone Charges - QA      |        |     |     | 1     |
| 17  | 12/31/24   | 903     | 01-481-460-6012-6210<br>Telephone | 49.09     | D   | Phone Charges - LTC     |        |     |     | 1     |
| 18  | 12/31/24   | 903     | 01-481-461-6040-6210<br>Telephone | 44.09     | D   | Phone Charges - WIC     |        |     |     | 1     |
| 19  | 12/31/24   | 903     | 01-481-461-6011-6210<br>Telephone | 22.04     | D   | Phone Charges - CTC     |        |     |     | 1     |
| 20  | 12/31/24   | 903     | 01-481-462-6047-6210<br>Telephone | 22.05     | D   | Phone Charges - CID     |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                 | Trans Amt | D/C | Desc 1                      | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------|-----------|-----|-----------------------------|--------|-----|-----|-------|
| 21  | 12/31/24   | 903     | 01-481-461-6040-6210<br>Telephone               | 33.07     | D   | Phone Charges - WIC         |        |     |     | 1     |
| 22  | 12/31/24   | 903     | 01-481-461-6030-6210<br>Telephone               | 11.02     | D   | Phone Charges - MCH         |        |     |     | 1     |
| 23  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone               | 44.09     | D   | Phone Charges - QA          |        |     |     | 1     |
| 24  | 12/31/24   | 903     | 01-481-461-6059-6210<br>Telephone               | 11.02     | D   | Phone Charges - SEMN        |        |     |     | 1     |
| 25  | 12/31/24   | 903     | 01-481-461-6034-6210<br>Telephone               | 33.07     | D   | Phone Charges - TANF        |        |     |     | 1     |
| 26  | 12/31/24   | 903     | 01-481-461-6059-6210<br>Telephone               | 44.09     | D   | Phone Charges - SEMN        |        |     |     | 1     |
| 27  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone               | 44.09     | D   | Phone Charges - QA          |        |     |     | 1     |
| 28  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone               | 44.09     | D   | Phone Charges - QA          |        |     |     | 1     |
| 29  | 12/31/24   | 903     | 01-481-460-6009-6210<br>Telephone               | 44.09     | D   | Phone Charges - QA          |        |     |     | 1     |
| 30  | 12/31/24   | 903     | 01-481-460-6012-6210<br>Telephone               | 49.09     | D   | Phone Charges - LTC         |        |     |     | 1     |
| 31  | 12/31/24   | 903     | 01-481-460-6012-6210<br>Telephone               | 49.09     | D   | Phone Charges - LTC         |        |     |     | 1     |
| 32  | 12/31/24   | 903     | 01-481-461-6040-6210<br>Telephone               | 40.01     | D   | Phone Charges - WIC         |        |     |     | 1     |
| 33  | 12/31/24   | 903     | 01-481-460-6012-6210<br>Telephone               | 44.09     | D   | Phone Charges - LTC         |        |     |     | 1     |
| 34  | 12/31/24   | 903     | 01-481-465-6057-6210<br>Telephone               | 49.09     | D   | Phone Charges - LPHG        |        |     |     | 1     |
| 35  | 12/31/24   | 903     | 01-481-465-6057-6210<br>Telephone               | 44.09     | D   | Phone Charges - LPHG        |        |     |     | 1     |
| 36  | 12/31/24   | 903     | 01-481-460-6012-6210<br>Telephone               | 29.45     | D   | Phone Charges - LTC         |        |     |     | 1     |
| 37  | 12/31/24   | 903     | 01-481-464-6052-6210<br>Telephone               | 19.64     | D   | Phone Charges - PHEP        |        |     |     | 1     |
| 38  | 12/31/24   | 903     | 01-201-000-0000-6211<br>Radio-Computers-Cameras | 623.15    | D   | Squad Connections - Verizon |        |     |     | 1     |
| 39  | 12/31/24   | 903     | 01-201-000-0000-6210<br>Telephone               | 1,068.16  | D   | Phone Charges - Verizon     |        |     |     | 1     |
| 40  | 12/31/24   | 903     | 01-000-000-0000-1001<br>Cash                    | 5,144.14  | C   | Verizon Charges December    |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN         | Audit Date | Aud Seq | Account/Formula                   | Trans Amt | D/C | Desc 1                  | Desc 2   | RC1  | RC2  | Basis |
|-------------|------------|---------|-----------------------------------|-----------|-----|-------------------------|----------|------|------|-------|
| 41          | 12/31/24   | 903     | 10-301-000-0000-6210<br>Telephone | 661.92    | D   | Phone Charges - Verizon |          |      |      | 1     |
| 42          | 12/31/24   | 903     | 10-000-000-0000-1001<br>Cash      | 661.92    | C   | Phone Charges - Verizon |          |      |      | 1     |
| 43          | 12/31/24   | 903     | 53-398-000-0000-6210<br>Telephone | 84.09     | D   | Phone Charges - Verizon |          |      |      | 1     |
| 44          | 12/31/24   | 903     | 53-000-000-0000-1001<br>Cash      | 84.09     | C   | Phone Charges - Verizon |          |      |      | 1     |
| Debit Total |            |         |                                   | 5,890.15  |     | Credit Total            | 5,890.15 | Net: | 0.00 |       |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C1

| RRN | Audit Date | Aud Seq | Account/Formula                             | Trans Amt | D/C | Desc 1                        | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|---------------------------------------------|-----------|-----|-------------------------------|--------|-----|-----|-------|
| 1   | 12/31/24   | 901     | 01-103-000-0000-6215<br>Postage             | 84.46     | D   | Postage - Assessor            |        |     |     | 1     |
| 2   | 12/31/24   | 901     | 01-041-000-0000-6215<br>Postage             | 327.49    | D   | Postage - PT&E                |        |     |     | 1     |
| 3   | 12/31/24   | 901     | 01-252-000-0000-6215<br>Postage             | 72.13     | D   | Postage - CCA                 |        |     |     | 1     |
| 4   | 12/31/24   | 901     | 01-062-000-0000-6802<br>Internal Chargeback | 812.39    | D   | Postage - Court Admin         |        |     |     | 1     |
| 5   | 12/31/24   | 901     | 01-251-000-0000-6215<br>Postage             | 9.66      | D   | Postage - Detention Center    |        |     |     | 1     |
| 6   | 12/31/24   | 901     | 01-063-000-0000-6215<br>Postage             | 28.29     | D   | Postage - Auditor Elections   |        |     |     | 1     |
| 7   | 12/31/24   | 901     | 01-602-000-0000-6215<br>Postage             | 6.45      | D   | Postage - Extension           |        |     |     | 1     |
| 8   | 12/31/24   | 901     | 01-044-000-0000-6215<br>Postage             | 44.16     | D   | Postage - Finance             |        |     |     | 1     |
| 9   | 12/31/24   | 901     | 01-550-000-0000-6215<br>Postage             | 4.14      | D   | Postage - Four Seasons        |        |     |     | 1     |
| 10  | 12/31/24   | 901     | 01-032-000-0000-6215<br>Postage             | 19.30     | D   | Postage - Human Resources     |        |     |     | 1     |
| 11  | 12/31/24   | 901     | 01-062-000-0000-6802<br>Internal Chargeback | 34.31     | D   | Postage - MRCI                |        |     |     | 1     |
| 12  | 12/31/24   | 901     | 01-105-000-0000-6215<br>Postage             | 96.97     | D   | Postage - Planning and Zoning |        |     |     | 1     |
| 13  | 12/31/24   | 901     | 01-101-000-0000-6215<br>Postage             | 131.29    | D   | Postage - Recorder            |        |     |     | 1     |
| 14  | 12/31/24   | 901     | 01-121-000-0000-6215<br>Postage             | 10.07     | D   | Postage - Veterans            |        |     |     | 1     |
| 15  | 12/31/24   | 901     | 01-481-460-6009-6215<br>Postage             | 7.59      | D   | Postage - QA                  |        |     |     | 1     |
| 16  | 12/31/24   | 901     | 01-481-461-6011-6215<br>Postage             | 171.96    | D   | Postage - CTC                 |        |     |     | 1     |
| 17  | 12/31/24   | 901     | 01-481-460-6012-6215<br>Postage             | 196.85    | D   | Postage - LTC                 |        |     |     | 1     |
| 18  | 12/31/24   | 901     | 01-481-461-6025-6215<br>Postage             | 41.41     | D   | Postage - FAP/HCB/FC          |        |     |     | 1     |
| 19  | 12/31/24   | 901     | 01-481-461-6030-6215<br>Postage             | 14.94     | D   | Postage - MCH                 |        |     |     | 1     |
| 20  | 12/31/24   | 901     | 01-481-461-6059-6215<br>Postage             | 0.69      | D   | Postage - SEMN/FHV            |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C1

| RRN         | Audit Date | Aud Seq | Account/Formula                       | Trans Amt | D/C | Desc 1                      | Desc 2   | RC1  | RC2  | Basis |
|-------------|------------|---------|---------------------------------------|-----------|-----|-----------------------------|----------|------|------|-------|
| 21          | 12/31/24   | 901     | 01-481-462-6047-6215<br>Postage       | 1.38      | D   | Postage - CID               |          |      |      | 1     |
| 22          | 12/31/24   | 901     | 01-481-465-6057-6215<br>Postage       | 84.61     | D   | Postage - LPHG/INF/MISC/ENV |          |      |      | 1     |
| 23          | 12/31/24   | 901     | 01-062-000-0000-6215<br>Postage       | 2,200.54  | C   | GF Postage Allocation       |          |      |      | 1     |
| 24          | 12/31/24   | 901     | 10-301-000-0000-6215<br>Postage       | 4.14      | D   | Highway Postage             |          |      |      | 1     |
| 25          | 12/31/24   | 901     | 10-000-000-0000-1001<br>Cash          | 4.14      | C   | Highway Postage             |          |      |      | 1     |
| 26          | 12/31/24   | 901     | 01-000-000-0000-1001<br>Cash          | 4.14      | D   | Highway Postage             |          |      |      | 1     |
| 27          | 12/31/24   | 901     | 01-062-000-0000-5831<br>Miscellaneous | 4.14      | C   | Highway Postage             |          |      |      | 1     |
| 28          | 12/31/24   | 901     | 53-398-000-0000-6215<br>Postage       | 39.84     | D   | Landfill Postage            |          |      |      | 1     |
| 29          | 12/31/24   | 901     | 53-000-000-0000-1001<br>Cash          | 39.84     | C   | Landfill Postage            |          |      |      | 1     |
| 30          | 12/31/24   | 901     | 01-000-000-0000-1001<br>Cash          | 39.84     | D   | Landfill Postage            |          |      |      | 1     |
| 31          | 12/31/24   | 901     | 01-062-000-0000-5831<br>Miscellaneous | 39.84     | C   | Landfill Postage            |          |      |      | 1     |
| Debit Total |            |         |                                       | 2,288.50  |     | Credit Total                | 2,288.50 | Net: | 0.00 |       |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                               | Trans Amt  | D/C | Desc 1                         | Desc 2                      | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------|------------|-----|--------------------------------|-----------------------------|-----|-----|-------|
| 1   | 12/31/24   | 902     | 01-000-000-0000-1001<br>Cash                  | 8,076.98   | D   | BMO One Card Allocation Dec    | BMO One Card Allocation Dec |     |     | 1     |
| 2   | 12/31/24   | 902     | 01-003-000-0000-6961<br>Visa One Card Program | 125,340.92 | C   | BMO Charges Dec                | BMO Charges Dec             |     |     | 1     |
| 3   | 12/31/24   | 902     | 01-003-000-0000-6194<br>Personnel Policy      | 44.98      | D   | Frames for Recognition Event   | Amazon.Com, Inc.            |     |     | 1     |
| 4   | 12/31/24   | 902     | 01-003-000-0000-6194<br>Personnel Policy      | 33.24      | D   | Spray for Recog Decoration     | Amazon.Com, Inc.            |     |     | 1     |
| 5   | 12/31/24   | 902     | 01-003-000-0000-6194<br>Personnel Policy      | 107.94     | D   | Frames for Recognition Event   | Amazon.Com, Inc.            |     |     | 1     |
| 6   | 12/31/24   | 902     | 01-031-000-0000-6410<br>Office Supplies       | 81.67      | D   | 2025 calendars and supplies    | Amazon.Com, Inc.            |     |     | 1     |
| 7   | 12/31/24   | 902     | 01-031-000-0000-6410<br>Office Supplies       | 10.60      | D   | 2025 wall calendar             | Amazon.Com, Inc.            |     |     | 1     |
| 8   | 12/31/24   | 902     | 01-032-000-0000-6410<br>Office Supplies       | 24.99      | D   | ID Badge Clips                 | Amazon.Com, Inc.            |     |     | 1     |
| 9   | 12/31/24   | 902     | 01-032-000-0000-6801<br>General Expense       | 235.79     | D   | Portable Monitor for HR        | Dell International L.L.C    |     |     | 1     |
| 10  | 12/31/24   | 902     | 01-044-000-0000-6241<br>Membership Dues       | 300.00     | D   | MACO membership                | Minnesota Association Of    |     |     | 1     |
| 11  | 12/31/24   | 902     | 01-044-000-0000-6241<br>Membership Dues       | 150.00     | D   | GFOA Membership dues           | Government Finance Offic    |     |     | 1     |
| 12  | 12/31/24   | 902     | 01-044-000-0000-6241<br>Membership Dues       | 250.00     | D   | Annual GFOA County Membership  | Government Finance Offic    |     |     | 1     |
| 13  | 12/31/24   | 902     | 01-044-000-0000-6241<br>Membership Dues       | 195.00     | D   | National Procurement Institute | National Institute Of Go    |     |     | 1     |
| 14  | 12/31/24   | 902     | 01-044-000-0000-6261<br>Conference & Training | 50.00      | D   | Training Class                 | Government Finance Offic    |     |     | 1     |
| 15  | 12/31/24   | 902     | 01-044-000-0000-6410<br>Office Supplies       | 46.99      | D   | Sun block for desks            | Amazon.Com, Inc.            |     |     | 1     |
| 16  | 12/31/24   | 902     | 01-044-000-0000-6410<br>Office Supplies       | 35.98      | D   | Sun block for desks            | Amazon.Com, Inc.            |     |     | 1     |
| 17  | 12/31/24   | 902     | 01-044-000-0000-6410<br>Office Supplies       | 143.00     | D   | W2s                            | Greatland Corporation       |     |     | 1     |
| 18  | 12/31/24   | 902     | 01-044-000-0000-6801<br>Misc Expense          | 59.77      | D   | Board Retreat food             | Coborn's Incorporated       |     |     | 1     |
| 19  | 12/31/24   | 902     | 01-061-000-0000-6241<br>Membership Dues       | 215.00     | D   | NACo TechXchange               | National Association Of C   |     |     | 1     |
| 20  | 12/31/24   | 902     | 01-061-000-0000-6260<br>Computer Support      | 152.00     | D   | IT Document Management         | Kaseya US Llc               |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                   | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|---------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 21  | 12/31/24   | 902     | 01-061-000-0000-6260<br>Computer Support          | 189.00    | D   | IT Document Management         | Kaseya US Llc             |     |     | 1     |
| 22  | 12/31/24   | 902     | 01-061-000-0000-6260<br>Computer Support          | 436.00    | D   | Performance Mgmt SW            | Brightgauge Software, In  |     |     | 1     |
| 23  | 12/31/24   | 902     | 01-061-000-0000-6304<br>Misc Contracts            | 869.00    | D   | Novec 1230 Inspection          | Pye-Barker Fire And Safet |     |     | 1     |
| 24  | 12/31/24   | 902     | 01-061-000-0000-6410<br>Office Supplies           | 7.99      | D   | Tape Gun                       | Amazon.Com, Inc.          |     |     | 1     |
| 25  | 12/31/24   | 902     | 01-061-000-0000-6410<br>Office Supplies           | 86.88     | D   | Labels for IT Labelmaker       | Amazon.Com, Inc.          |     |     | 1     |
| 26  | 12/31/24   | 902     | 01-061-000-0000-6413<br>Computer Supplies         | 29.08     | D   | Rack Cage Nut Tool             | Amazon.Com, Inc.          |     |     | 1     |
| 27  | 12/31/24   | 902     | 01-061-000-0000-6413<br>Computer Supplies         | 154.00    | D   | MFA Tokens for MNPrairie       | Blueally Technology Sol   |     |     | 1     |
| 28  | 12/31/24   | 902     | 01-061-000-0000-6413<br>Computer Supplies         | 103.57    | C   | Adjustment                     | Lowes Companies, Inc.     |     |     | 1     |
| 29  | 12/31/24   | 902     | 01-061-000-0000-6413<br>Computer Supplies         | 103.57    | D   | Print Failure                  | Lowes Companies, Inc.     |     |     | 1     |
| 30  | 12/31/24   | 902     | 01-061-000-0000-6413<br>Computer Supplies         | 103.57    | D   | Tool - - Cordless Drill        | Lowes Companies, Inc.     |     |     | 1     |
| 31  | 12/31/24   | 902     | 01-062-000-0000-6301<br>Equip/Software Maint      | 64.00     | D   | Renewal of Faronics SW         | Faronics Technologies Usa |     |     | 1     |
| 32  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 9,724.86  | D   | '24 EOY 2in1 Laptops           | Dell International L.L.C  |     |     | 1     |
| 33  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 10,787.92 | D   | '24 EOY Laptops                | Dell International L.L.C  |     |     | 1     |
| 34  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 3,697.33  | D   | '24 EOY Docks                  | Dell International L.L.C  |     |     | 1     |
| 35  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 6,712.88  | D   | '24 EOY Desktops               | Dell International L.L.C  |     |     | 1     |
| 36  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 48,897.00 | D   | Squad Car Computer Replacement | Dell International L.L.C  |     |     | 1     |
| 37  | 12/31/24   | 902     | 01-062-000-0000-6480<br>Non-Capitalized Inventory | 1,461.78  | D   | SCSO EOY Refresh - Adapters    | Dell International L.L.C  |     |     | 1     |
| 38  | 12/31/24   | 902     | 01-062-000-0000-6801<br>General Expense           | 2,465.96  | D   | Monthly AWS Storage Costs      | Amazon.Com, Inc.          |     |     | 1     |
| 39  | 12/31/24   | 902     | 01-063-000-0000-6410<br>Office Supplies           | 30.10     | D   | Fed Ex Election Results        | Fedex Cis                 |     |     | 1     |
| 40  | 12/31/24   | 902     | 01-063-000-0000-6410<br>Office Supplies           | 3.21      | D   | fed ex envelope                | Walgreen Co               |     |     | 1     |

Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                                 | Trans Amt | D/C | Desc 1                  | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------------|-----------|-----|-------------------------|---------------------------|-----|-----|-------|
| 41  | 12/31/24   | 902     | 01-063-000-0000-6410<br>Office Supplies                         | 41.20     | D   | Fed Ex Election Results | Fedex Cis                 |     |     | 1     |
| 42  | 12/31/24   | 902     | 01-063-000-0000-6410<br>Office Supplies                         | 3.53      | D   | Fed Ex Envelope         | Walgreen Co               |     |     | 1     |
| 43  | 12/31/24   | 902     | 01-091-000-0000-6315<br>County Attorney Forfeiture Expenditures | 259.99    | D   | new coffee pot          | Amazon.Com, Inc.          |     |     | 1     |
| 44  | 12/31/24   | 902     | 01-091-000-0000-6410<br>Office Supplies                         | 64.72     | D   | postage meter sealant   | Amazon.Com, Inc.          |     |     | 1     |
| 45  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 27.90     | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 46  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 47  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 48  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 49  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 27.90     | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 50  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 27.90     | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 51  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 52  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 53  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 54  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 55  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 56  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 57  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 58  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 59  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |
| 60  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                                 | 9.00      | D   | Passport Postage        | United States Postal Serv |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                 | Trans Amt | D/C | Desc 1           | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|---------------------------------|-----------|-----|------------------|---------------------------|-----|-----|-------|
| 61  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 27.90     | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 62  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 63  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 64  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 65  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 66  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 67  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 27.90     | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 68  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 69  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 70  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 71  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 72  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 73  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 74  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 75  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 76  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 77  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 78  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 27.90     | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 79  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |
| 80  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage | 9.00      | D   | Passport Postage | United States Postal Serv |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                             | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 81  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                             | 9.00      | D   | Passport Postage               | United States Postal Serv |     |     | 1     |
| 82  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                             | 9.00      | D   | Passport Postage               | United States Postal Serv |     |     | 1     |
| 83  | 12/31/24   | 902     | 01-101-000-0000-6215<br>Postage                             | 27.90     | D   | Passport Postage               | United States Postal Serv |     |     | 1     |
| 84  | 12/31/24   | 902     | 01-101-000-9305-6410<br>Office Supplies - Technology Fund   | 19.27     | D   | Typewriter ribbon/correct tape | Amazon.Com, Inc.          |     |     | 1     |
| 85  | 12/31/24   | 902     | 01-101-000-9305-6480<br>Non-Capitalized Inv-Technology Fund | 126.99    | D   | Label Printer for REC          | Amazon.Com, Inc.          |     |     | 1     |
| 86  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 105.00    | D   | BRIAN LICENSE RENEWAL FEE      | Minnesota Association Of  |     |     | 1     |
| 87  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 105.00    | D   | BRYAN'S LICENSE RENEWAL FEE    | Minnesota Association Of  |     |     | 1     |
| 88  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 105.00    | D   | RYAN'S LICENSE RENEWAL         | Minnesota Association Of  |     |     | 1     |
| 89  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 105.00    | D   | BENJI LICENSE RENEWAL          | Minnesota Association Of  |     |     | 1     |
| 90  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 105.00    | D   | GRANT'S LICENSE RENEWAL        | Minnesota Association Of  |     |     | 1     |
| 91  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 50.00     | D   | BRYAN'S LICENSE                | State Of Minnesota        |     |     | 1     |
| 92  | 12/31/24   | 902     | 01-103-000-0000-6241<br>Membership Dues                     | 1.08      | D   | BRYAN'S LICENSE FEE            | Us Bank National Associat |     |     | 1     |
| 93  | 12/31/24   | 902     | 01-103-000-0000-6261<br>Conference & Training               | 117.14    | C   | CREDIT FOR HOTEL - BRIAN       | St.Cloud Hotel Group Llc  |     |     | 1     |
| 94  | 12/31/24   | 902     | 01-103-000-0000-6261<br>Conference & Training               | 241.02    | D   | BENJI- HOTEL STAY FOR TRAINING | St.Cloud Hotel Group Llc  |     |     | 1     |
| 95  | 12/31/24   | 902     | 01-103-000-0000-6301<br>Equip/Software Maint                | 23.20     | D   | MONTHLY PEOPLE'S PRESS SUB.    | Apg Media Of Southern Min |     |     | 1     |
| 96  | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses                     | 11.50     | D   | LACY - STATE ASSESSED - LUNCH  | Stp Jj Team 1 Llc         |     |     | 1     |
| 97  | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses                     | 8.00      | D   | STATE ASSESSED PARKING TICKET  | State Of Minnesota        |     |     | 1     |
| 98  | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses                     | 13.92     | D   | BRIAN'S STATE ASSESSED - LUNCH | Stp Jj Team 1 Llc         |     |     | 1     |
| 99  | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses                     | 23.37     | D   | LACY - MAAP MTG - LUNCH/AGENDA | Toast, Inc.               |     |     | 1     |
| 100 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses                     | 24.66     | D   | ROXANNE MAAP MTG - LUNCH       | Toast, Inc.               |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                   | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|---------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 101 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 24.66     | D   | LACY - PRIA MTG LUNCH/AGENDA   | Toast, Inc.               |     |     | 1     |
| 102 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 85.12     | C   | ROXANNE'S HOTEL REFUND         | Apple Ten Hospitality Man |     |     | 1     |
| 103 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 19.35     | D   | BREAKFAST @WEEKLONG CONFERENC  | Apple Ten Hospitality Man |     |     | 1     |
| 104 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 23.44     | D   | DINNER AT WEEKLONG CONFERENCE  | Apple Ten Hospitality Man |     |     | 1     |
| 105 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 663.20    | D   | ROXANNE'S HOTEL STAY FOR ALP   | Apple Ten Hospitality Man |     |     | 1     |
| 106 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 19.35     | D   | BREAKFAST @WEEKLONG CONFERENC  | Apple Ten Hospitality Man |     |     | 1     |
| 107 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 18.35     | D   | BREAKFAST @WEEKLONG CONFERENC  | Apple Ten Hospitality Man |     |     | 1     |
| 108 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 26.71     | D   | DINNER AT WEEKLONG CONFERENCE  | Apple Ten Hospitality Man |     |     | 1     |
| 109 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 18.35     | D   | DINNER AT WEEKLONG CONFERENCE  | Apple Ten Hospitality Man |     |     | 1     |
| 110 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 22.71     | D   | DINNER AT WEEKLONG CONFERENCE  | Apple Ten Hospitality Man |     |     | 1     |
| 111 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 18.18     | D   | DINNER AT WEEKLONG CONFERENCE  | Noodles And Company Inc   |     |     | 1     |
| 112 | 12/31/24   | 902     | 01-103-000-0000-6330<br>Travel Expenses           | 32.29     | D   | BRIAN & RYAN LUNCH- @ TRAINING | Raising Cane's Restaurant |     |     | 1     |
| 113 | 12/31/24   | 902     | 01-103-000-0000-6410<br>Office Supplies           | 157.50    | D   | AMAZON - LASER FOR OFFICE      | Amazon.Com, Inc.          |     |     | 1     |
| 114 | 12/31/24   | 902     | 01-105-000-0000-6192<br>Uniform Allowance         | 99.99     | D   | Work Boots                     | Scheels All Sports Inc    |     |     | 1     |
| 115 | 12/31/24   | 902     | 01-111-000-0000-6261<br>Conference & Training     | 19.00     | D   | Electrical License- Mark Radue | State Of Minnesota        |     |     | 1     |
| 116 | 12/31/24   | 902     | 01-111-000-0000-6261<br>Conference & Training     | 19.00     | D   | Electrical License- Todd Edel  | State Of Minnesota        |     |     | 1     |
| 117 | 12/31/24   | 902     | 01-111-000-0000-6261<br>Conference & Training     | 19.00     | D   | Electrical License-Tanner Wobs | State Of Minnesota        |     |     | 1     |
| 118 | 12/31/24   | 902     | 01-111-000-0000-6320<br>Fleet Vehicle Maintenance | 83.82     | D   | GeoTabs Admin, DC, SO          | T-Mobile Usa, Inc.        |     |     | 1     |
| 119 | 12/31/24   | 902     | 01-111-000-0000-6410<br>Office Supplies           | 132.58    | D   | Desk Calendars                 | Amazon.Com, Inc.          |     |     | 1     |
| 120 | 12/31/24   | 902     | 01-111-000-0000-6410<br>Office Supplies           | 8.90      | D   | Wrist rest                     | Amazon.Com, Inc.          |     |     | 1     |

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Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|-----------------------|---------------------------|-----|-----|-------|
| 121 | 12/31/24   | 902     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 68.40     | D   | Tape Measures         | Amazon.Com, Inc.          |     |     | 1     |
| 122 | 12/31/24   | 902     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 9.99      | D   | Spray for Door locks  | Owt Hardware Inc          |     |     | 1     |
| 123 | 12/31/24   | 902     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 70.97     | D   | Miracle Wrap          | Lowes Companies, Inc.     |     |     | 1     |
| 124 | 12/31/24   | 902     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 750.00    | D   | Monthly Service Nov   | Intuit Payment Solutions, |     |     | 1     |
| 125 | 12/31/24   | 902     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 106.81    | D   | Softener Salt         | Driessen Water, Inc.      |     |     | 1     |
| 126 | 12/31/24   | 902     | 01-111-040-0000-6560<br>Janitorial Supplies        | 19.96     | D   | Dish Soap             | Lowes Companies, Inc.     |     |     | 1     |
| 127 | 12/31/24   | 902     | 01-111-040-0000-6560<br>Janitorial Supplies        | 1,043.02  | D   | Cleaning Supplies     | Hillyard Inc              |     |     | 1     |
| 128 | 12/31/24   | 902     | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance | 261.60    | D   | Flags                 | Conserv Flag Company      |     |     | 1     |
| 129 | 12/31/24   | 902     | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance | 8.99      | D   | Lever Flush Die Cast  | Owt Hardware Inc          |     |     | 1     |
| 130 | 12/31/24   | 902     | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance | 222.27    | D   | 3 Ignitor with Gasket | Paypal, Inc.              |     |     | 1     |
| 131 | 12/31/24   | 902     | 01-111-041-0000-6300<br>Bldg Repairs & Maintenance | 4.98      | D   | Mouse Traps           | Owt Hardware Inc          |     |     | 1     |
| 132 | 12/31/24   | 902     | 01-111-041-0000-6560<br>Janitorial Supplies        | 167.31    | D   | Janitorial Supplies   | Hillyard Inc              |     |     | 1     |
| 133 | 12/31/24   | 902     | 01-111-042-0000-6300<br>Bldg Repairs & Maintenance | 0.75      | D   | Recycling Old Bulbs   | Bpb, Llc                  |     |     | 1     |
| 134 | 12/31/24   | 902     | 01-111-042-0000-6300<br>Bldg Repairs & Maintenance | 145.17    | D   | Light Bulbs           | Van Meter Inc             |     |     | 1     |
| 135 | 12/31/24   | 902     | 01-111-042-0000-6300<br>Bldg Repairs & Maintenance | 290.85    | D   | Flags                 | Conserv Flag Company      |     |     | 1     |
| 136 | 12/31/24   | 902     | 01-111-042-0000-6560<br>Janitorial Supplies        | 7.92      | D   | Vinegar               | Coborn's Incorporated     |     |     | 1     |
| 137 | 12/31/24   | 902     | 01-111-042-0000-6560<br>Janitorial Supplies        | 412.13    | D   | Janitorial Supplies   | Hillyard Inc              |     |     | 1     |
| 138 | 12/31/24   | 902     | 01-111-042-0000-6560<br>Janitorial Supplies        | 87.70     | D   | Small Garbage Cans    | Amazon.Com, Inc.          |     |     | 1     |
| 139 | 12/31/24   | 902     | 01-111-042-0000-6560<br>Janitorial Supplies        | 217.47    | D   | Garbage Cans          | Amazon.Com, Inc.          |     |     | 1     |
| 140 | 12/31/24   | 902     | 01-111-043-0000-6560<br>Janitorial Supplies        | 228.35    | D   | Janitorial Supplies   | Hillyard Inc              |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 141 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 36.49     | D   | Package Return                 | United Parcel Service, In |     |     | 1     |
| 142 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 155.50    | C   | Part Return                    | Ppinc Usd Pro 1           |     |     | 1     |
| 143 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 525.00    | D   | Power Supply Connector         | Deltaware Inc.            |     |     | 1     |
| 144 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 9.11      | D   | Gas for Snow Blower            | Fleet Farm Group, Llc     |     |     | 1     |
| 145 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 172.52    | D   | Washer parts                   | Ppinc Usd Pro 1           |     |     | 1     |
| 146 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 87.43     | D   | Pest Control                   | Plunketts Pest Control In |     |     | 1     |
| 147 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 155.50    | D   | Washer parts                   | Ppinc Usd Pro 1           |     |     | 1     |
| 148 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 39.71     | D   | 6 foot hose w/tax              | Lowes Companies, Inc.     |     |     | 1     |
| 149 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 39.71     | C   | 6 Foot Hose Return w/tax       | Lowes Companies, Inc.     |     |     | 1     |
| 150 | 12/31/24   | 902     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 36.98     | D   | 6 Foot Hose                    | Lowes Companies, Inc.     |     |     | 1     |
| 151 | 12/31/24   | 902     | 01-111-045-0000-6560<br>Janitorial Supplies        | 497.40    | D   | Janitorial Supplies            | Hillyard Inc              |     |     | 1     |
| 152 | 12/31/24   | 902     | 01-111-048-0000-6560<br>Janitorial Supplies        | 343.72    | D   | Janitorial Supplies            | Hillyard Inc              |     |     | 1     |
| 153 | 12/31/24   | 902     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance | 15.97     | D   | Thermometer Hang on Wall       | Owt Hardware Inc          |     |     | 1     |
| 154 | 12/31/24   | 902     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance | 65.00     | D   | Pest Control                   | Plunketts Pest Control In |     |     | 1     |
| 155 | 12/31/24   | 902     | 01-201-000-0000-6210<br>Telephone                  | 0.99      | D   | Evidence Data storage/GB plan  | Apple Inc.                |     |     | 1     |
| 156 | 12/31/24   | 902     | 01-201-000-0000-6211<br>Radio-Computers-Cameras    | 555.00    | D   | Encryption for 5 radios        | Paypal, Inc.              |     |     | 1     |
| 157 | 12/31/24   | 902     | 01-201-000-0000-6215<br>Postage                    | 32.16     | D   | Mail phone-SC24-000944         | Fedex Cis                 |     |     | 1     |
| 158 | 12/31/24   | 902     | 01-201-000-0000-6215<br>Postage                    | 11.75     | D   | Postage                        | United States Postal Serv |     |     | 1     |
| 159 | 12/31/24   | 902     | 01-201-000-0000-6215<br>Postage                    | 10.45     | D   | Permit /Carry-VOID & Writ chec | United States Postal Serv |     |     | 1     |
| 160 | 12/31/24   | 902     | 01-201-000-0000-6261<br>Conference & Training      | 75.00     | D   | DMT-G Recert training          | State Of Minnesota        |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 161 | 12/31/24   | 902     | 01-201-000-0000-6293<br>Gun Permit Expenses    | 18.95     | D   | Lobby Music                    | Cloud Cover Media Inc     |     |     | 1     |
| 162 | 12/31/24   | 902     | 01-201-000-0000-6293<br>Gun Permit Expenses    | 9.68      | D   | Permit /Carry-VOID & Writ chec | United States Postal Serv |     |     | 1     |
| 163 | 12/31/24   | 902     | 01-201-000-0000-6320<br>Vehicle Maintenance    | 12.99     | D   | Squad - fuel card holders      | Amazon.Com, Inc.          |     |     | 1     |
| 164 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 8.13      | D   | 1/Meal Internal Affairs trng   | Independent Purchasing Co |     |     | 1     |
| 165 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 13.77     | D   | 1/Meal Internal Affairs trng   | Arbys Restaurant Group,   |     |     | 1     |
| 166 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 14.67     | D   | 1/Meal-Basic Crisis Negotiatio | Imagine Tomorrow, Inc.    |     |     | 1     |
| 167 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 15.30     | D   | 1/Meal-Basic Crisis Negotiatio | Civitali Restaurant Corpo |     |     | 1     |
| 168 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 31.47     | D   | 1/Meal-Basic Crisis Negotiatio | MlcV Stlp Llc             |     |     | 1     |
| 169 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 16.25     | D   | 1/Meal-Basic Crisis Negotiatio | Leeann Chin Inc.          |     |     | 1     |
| 170 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 21.34     | D   | 1/Meal-Basic Crisis Negotiatio | North Star Dining Mn Llc  |     |     | 1     |
| 171 | 12/31/24   | 902     | 01-201-000-0000-6330<br>Travel Expenses        | 8.39      | D   | 1/Meal-Basic Crisis Negotiatio | Independent Purchasing Co |     |     | 1     |
| 172 | 12/31/24   | 902     | 01-201-000-0000-6425<br>Investigation Expense  | 45.49     | D   | 12/Syringe tubes               | Sirchie Acquisition Compa |     |     | 1     |
| 173 | 12/31/24   | 902     | 01-201-000-0000-6425<br>Investigation Expense  | 62.98     | D   | 2/Laptop backpack              | Amazon.Com, Inc.          |     |     | 1     |
| 174 | 12/31/24   | 902     | 01-201-000-0000-6425<br>Investigation Expense  | 58.75     | D   | 3 pk / Storage bins            | Amazon.Com, Inc.          |     |     | 1     |
| 175 | 12/31/24   | 902     | 01-201-000-0000-6425<br>Investigation Expense  | 57.20     | D   | 2/File Folders                 | Amazon.Com, Inc.          |     |     | 1     |
| 176 | 12/31/24   | 902     | 01-201-000-0000-6425<br>Investigation Expense  | 93.44     | D   | 20/USB for Investigations      | Amazon.Com, Inc.          |     |     | 1     |
| 177 | 12/31/24   | 902     | 01-201-000-0000-6438<br>K-9 Expenses           | 79.30     | D   | K9 Food                        | Little Chicken Farms Llc  |     |     | 1     |
| 178 | 12/31/24   | 902     | 01-201-000-0000-6562<br>Gas & Oil Squads       | 31.89     | D   | Fuel for Squad 7423-trng.      | Kwik Trip Inc             |     |     | 1     |
| 179 | 12/31/24   | 902     | 01-201-000-0106-6320<br>Squad 7424 Maintenance | 23.61     | D   | Air filter for squad           | O'Reilly Auto Enterprise  |     |     | 1     |
| 180 | 12/31/24   | 902     | 01-201-000-0110-6320<br>Squad 7403 Maintenance | 27.94     | D   | GeoTabs Admin, DC, SO          | T-Mobile Usa, Inc.        |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 181 | 12/31/24   | 902     | 01-201-000-0115-6320<br>Squad 7405 Maintenance | 27.94     | D   | GeoTabs Admin, DC, SO          | T-Mobile Usa, Inc.        |     |     | 1     |
| 182 | 12/31/24   | 902     | 01-204-000-0000-6320<br>Repairs & Maintenance  | 268.90    | D   | Boat winterization             | Cabela's Wholesale, Llc   |     |     | 1     |
| 183 | 12/31/24   | 902     | 01-209-000-0000-6320<br>Vehicle Maintenance    | 322.10    | D   | 2/Snowmobile covers            | Sp Seal Skin Covers       |     |     | 1     |
| 184 | 12/31/24   | 902     | 01-251-000-0000-6192<br>Uniform Allowance      | 231.52    | D   | shoulder mics -8               | Amazon.Com, Inc.          |     |     | 1     |
| 185 | 12/31/24   | 902     | 01-251-000-0000-6192<br>Uniform Allowance      | 65.00     | D   | training shirts                | Midwest Operations, Llc   |     |     | 1     |
| 186 | 12/31/24   | 902     | 01-251-000-0000-6320<br>Vehicle Maintenance    | 139.70    | D   | GeoTabs Admin, DC, SO          | T-Mobile Usa, Inc.        |     |     | 1     |
| 187 | 12/31/24   | 902     | 01-251-000-0000-6330<br>Travel Expenses        | 211.44    | D   | training lodging               | Chiko Lodging, Llc        |     |     | 1     |
| 188 | 12/31/24   | 902     | 01-251-000-0000-6406<br>Program Supplies       | 10.73     | D   | programs music                 | Sirius Xm Radio Inc.      |     |     | 1     |
| 189 | 12/31/24   | 902     | 01-251-000-0000-6406<br>Program Supplies       | 99.84     | D   | programs tv                    | Hulu, Llc                 |     |     | 1     |
| 190 | 12/31/24   | 902     | 01-251-000-0000-6407<br>Training Supplies      | 795.00    | D   | RIOT SUIT                      | Intuit Payment Solutions, |     |     | 1     |
| 191 | 12/31/24   | 902     | 01-251-000-0000-6432<br>Medical Payments       | 137.44    | D   | AED PADS                       | Cardio Partners Inc       |     |     | 1     |
| 192 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 604.28    | D   | traum bag, 35 glove disp- belt | Amazon.Com, Inc.          |     |     | 1     |
| 193 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 205.20    | C   | refund                         | Amazon.Com, Inc.          |     |     | 1     |
| 194 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 43.42     | D   | rescue bags                    | Amazon.Com, Inc.          |     |     | 1     |
| 195 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 118.80    | D   | seatbelt cutters               | Handcuff / Baton Warehous |     |     | 1     |
| 196 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 29.98     | D   | signage, protectors            | Amazon.Com, Inc.          |     |     | 1     |
| 197 | 12/31/24   | 902     | 01-251-000-0000-6451<br>Operating Supplies     | 205.20    | D   | trauma sheers                  | Amazon.Com, Inc.          |     |     | 1     |
| 198 | 12/31/24   | 902     | 01-251-000-0000-6560<br>Janitorial Supplies    | 87.88     | D   | kleenex                        | Amazon.Com, Inc.          |     |     | 1     |
| 199 | 12/31/24   | 902     | 01-251-000-0000-6562<br>Gas & Oil              | 24.50     | D   | TRANSPORT FUEL                 | Kwik Trip Inc             |     |     | 1     |
| 200 | 12/31/24   | 902     | 01-251-000-0000-6801<br>Misc Expense           | 120.00    | D   | notary commission              | State Of Minnesota        |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                  | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|-------------------------|---------------------------|-----|-----|-------|
| 201 | 12/31/24   | 902     | 01-251-000-0000-6801<br>Misc Expense               | 28.61     | D   | notary stamp            | Schwaab, Inc DbA Notaryst |     |     | 1     |
| 202 | 12/31/24   | 902     | 01-251-000-0000-6801<br>Misc Expense               | 14.70     | D   | transport meal          | Ctp Inc                   |     |     | 1     |
| 203 | 12/31/24   | 902     | 01-251-000-0000-6801<br>Misc Expense               | 13.33     | D   | transport meal          | Lake Delton Burgers Inc   |     |     | 1     |
| 204 | 12/31/24   | 902     | 01-252-000-0000-6330<br>Travel Expenses            | 3.35      | D   | Parking-Court           | City Of Rochester Mn      |     |     | 1     |
| 205 | 12/31/24   | 902     | 01-252-000-0000-6410<br>Office Supplies            | 14.99     | D   | Mouse Pad               | Amazon.Com, Inc.          |     |     | 1     |
| 206 | 12/31/24   | 902     | 01-252-000-0000-6410<br>Office Supplies            | 26.56     | D   | Kleenexes               | Amazon.Com, Inc.          |     |     | 1     |
| 207 | 12/31/24   | 902     | 01-252-000-0000-6410<br>Office Supplies            | 24.19     | D   | Kleenexes               | Amazon.Com, Inc.          |     |     | 1     |
| 208 | 12/31/24   | 902     | 01-252-000-0000-6851<br>Juvenile/Adult Incentives  | 6.27      | D   | Monthly Planner         | Wal-Mart Stores, Inc.     |     |     | 1     |
| 209 | 12/31/24   | 902     | 01-253-000-0000-6560<br>Janitorial Supplies        | 1,450.21  | D   | Janitorial Supplies     | Hillyard Inc              |     |     | 1     |
| 210 | 12/31/24   | 902     | 01-281-000-0000-6199<br>Safety Program             | 946.89    | D   | Safety Program Supplies | Amazon.Com, Inc.          |     |     | 1     |
| 211 | 12/31/24   | 902     | 01-281-000-0000-6199<br>Safety Program             | 165.75    | D   | Safety Program Supplies | Amazon.Com, Inc.          |     |     | 1     |
| 212 | 12/31/24   | 902     | 01-281-000-0000-6199<br>Safety Program             | 60.00     | D   | CPR Cert Cards          | Minnesota State Colleges  |     |     | 1     |
| 213 | 12/31/24   | 902     | 01-281-000-0000-6199<br>Safety Program             | 42.00     | D   | CPR Cert Cards          | Minnesota State Colleges  |     |     | 1     |
| 214 | 12/31/24   | 902     | 01-281-000-0000-6251<br>Other Administrative Costs | 154.76    | D   | Shelter Kit Supplies    | Amazon.Com, Inc.          |     |     | 1     |
| 215 | 12/31/24   | 902     | 01-281-000-0000-6251<br>Other Administrative Costs | 14.08     | D   | Shelter Kit Supplies    | Amazon.Com, Inc.          |     |     | 1     |
| 216 | 12/31/24   | 902     | 01-281-000-0000-6251<br>Other Administrative Costs | 59.00     | D   | Monthly Subscription    | Basecamp, Llc             |     |     | 1     |
| 217 | 12/31/24   | 902     | 01-281-000-0000-6410<br>Office Supplies            | 336.74    | C   | Refund                  | Office Depot              |     |     | 1     |
| 218 | 12/31/24   | 902     | 01-281-000-0000-6410<br>Office Supplies            | 336.74    | D   | Training Supplies       | Office Depot              |     |     | 1     |
| 219 | 12/31/24   | 902     | 01-281-000-0000-6410<br>Office Supplies            | 53.28     | D   | Reunification Kit Grant | Amazon.Com, Inc.          |     |     | 1     |
| 220 | 12/31/24   | 902     | 01-281-000-0000-6410<br>Office Supplies            | 47.47     | D   | Office Supplies         | Amazon.Com, Inc.          |     |     | 1     |

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Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                     | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 221 | 12/31/24   | 902     | 01-281-000-1001-6801<br>CERT Program Expenditures   | 16.48     | D   | Training over 4 hours          | Kwik Trip Inc             |     |     | 1     |
| 222 | 12/31/24   | 902     | 01-481-460-6009-6330<br>Travel Expenses             | 277.04    | D   | Hotel for Conference           | Om Shri Inc               |     |     | 1     |
| 223 | 12/31/24   | 902     | 01-481-460-6009-6434<br>Medical Supplies            | 24.63     | D   | Sphygmomanometer - Nurse       | Amazon.Com, Inc.          |     |     | 1     |
| 224 | 12/31/24   | 902     | 01-481-460-6009-6434<br>Medical Supplies            | 53.99     | D   | Alcohol Wipes - Patient Care   | Amazon.Com, Inc.          |     |     | 1     |
| 225 | 12/31/24   | 902     | 01-481-460-6009-6464<br>General Supplies & Outreach | 14.69     | D   | Diaper Disposal Bags           | Amazon.Com, Inc.          |     |     | 1     |
| 226 | 12/31/24   | 902     | 01-481-460-6009-6465<br>Patient Supplies & Services | 67.36     | D   | Wound Dressing Client Care     | Amazon.Com, Inc.          |     |     | 1     |
| 227 | 12/31/24   | 902     | 01-481-461-6011-6261<br>Conference & Training       | 60.00     | D   | Training CTC Best Practices    | State Of Minnesota        |     |     | 1     |
| 228 | 12/31/24   | 902     | 01-481-461-6011-6261<br>Conference & Training       | 1.29      | D   | Service Fee                    | State Of Minnesota        |     |     | 1     |
| 229 | 12/31/24   | 902     | 01-481-461-6025-6261<br>Conference & Training       | 55.00     | D   | CarSeat Tech Recertification   | Safe Kids Worldwide       |     |     | 1     |
| 230 | 12/31/24   | 902     | 01-481-461-6040-6240<br>License & Permits           | 1.83      | D   | Service Fee - Nursing License  | Us Bank National Associat |     |     | 1     |
| 231 | 12/31/24   | 902     | 01-481-461-6040-6240<br>License & Permits           | 85.00     | D   | Nursing License Renewal - Katy | State Of Minnesota        |     |     | 1     |
| 232 | 12/31/24   | 902     | 01-481-461-6059-6464<br>General Supplies & Outreach | 344.62    | D   | Incentive for FHV              | Amazon.Com, Inc.          |     |     | 1     |
| 233 | 12/31/24   | 902     | 01-481-461-6066-6464<br>General Supplies & Outreach | 3.48      | D   | Sharpie Markers                | Amazon.Com, Inc.          |     |     | 1     |
| 234 | 12/31/24   | 902     | 01-481-461-6066-6464<br>General Supplies & Outreach | 259.47    | D   | Ornaments/Paint/Snowflakes     | Amazon.Com, Inc.          |     |     | 1     |
| 235 | 12/31/24   | 902     | 01-481-461-6066-6464<br>General Supplies & Outreach | 29.59     | D   | YOLO Meeting Beverages         | Target Corporation        |     |     | 1     |
| 236 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach | 8.68      | D   | Gratitude Journal              | Amazon.Com, Inc.          |     |     | 1     |
| 237 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach | 58.81     | D   | Journals                       | Amazon.Com, Inc.          |     |     | 1     |
| 238 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach | 74.95     | D   | Book Club - JL Book            | Amazon.Com, Inc.          |     |     | 1     |
| 239 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach | 1,869.94  | D   | Water Cooler                   | Amazon.Com, Inc.          |     |     | 1     |
| 240 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach | 1,312.99  | D   | Water Cooler                   | Amazon.Com, Inc.          |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                          | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 241 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach      | 38.00     | D   | Storage Baskets                | Amazon.Com, Inc.          |     |     | 1     |
| 242 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach      | 108.19    | D   | Wellness Items                 | Amazon.Com, Inc.          |     |     | 1     |
| 243 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach      | 19.85     | D   | Portable Blender App Prize     | Amazon.Com, Inc.          |     |     | 1     |
| 244 | 12/31/24   | 902     | 01-481-461-6067-6464<br>General Supplies & Outreach      | 153.58    | D   | Totes/Cardstock                | Wal-Mart Stores, Inc.     |     |     | 1     |
| 245 | 12/31/24   | 902     | 01-481-461-6068-6464<br>General Supplies & Outreach      | 26.79     | D   | Silicone Breast Model          | Amazon.Com, Inc.          |     |     | 1     |
| 246 | 12/31/24   | 902     | 01-481-461-6068-6464<br>General Supplies & Outreach      | 118.90    | D   | Demo Items for FHV             | Amazon.Com, Inc.          |     |     | 1     |
| 247 | 12/31/24   | 902     | 01-481-464-6061-6322<br>Service Agreements               | 588.00    | D   | Annual Subscription            | Squarespace Inc           |     |     | 1     |
| 248 | 12/31/24   | 902     | 01-481-464-6061-6464<br>General Supplies & Outreach      | 48.10     | C   | Laptop Cart Refund             | Amazon.Com, Inc.          |     |     | 1     |
| 249 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 319.56    | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 250 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 876.61    | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 251 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 511.09    | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 252 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 927.71    | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 253 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 1,127.40  | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 254 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 201.35    | D   | Fire Blanket for Emergency Kit | Amazon.Com, Inc.          |     |     | 1     |
| 255 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 37.31     | D   | Batteries for Emergency Kits   | Amazon.Com, Inc.          |     |     | 1     |
| 256 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 12.25     | D   | Matches for Emergency Kits     | Amazon.Com, Inc.          |     |     | 1     |
| 257 | 12/31/24   | 902     | 01-481-464-6065-6464<br>General Supplies & Outreach      | 834.02    | D   | Emergency Kits                 | Amazon.Com, Inc.          |     |     | 1     |
| 258 | 12/31/24   | 902     | 01-502-000-0000-6301<br>Equip/Software Maint             | 124.98    | D   | Community Center Internet      | Charter Communications Op |     |     | 1     |
| 259 | 12/31/24   | 902     | 01-521-000-0000-6261<br>Conference & Training            | 19.00     | D   | Reg UNL License                | State Of Minnesota        |     |     | 1     |
| 260 | 12/31/24   | 902     | 01-521-000-0000-6410<br>Operating Supplies/Truck Repairs | 787.56    | D   | Four Seasons TV Service        | Charter Communications Op |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                          | Trans Amt | D/C | Desc 1                         | Desc 2                   | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------------|-----------|-----|--------------------------------|--------------------------|-----|-----|-------|
| 261 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 315.00    | D   | Arena Light Bulbs              | Winsupply, Inc           |     |     | 1     |
| 262 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 13.67     | D   | Misc. Shop Supplies            | Lowes Companies, Inc.    |     |     | 1     |
| 263 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 617.49    | D   | Ice Machine                    | Amazon.Com, Inc.         |     |     | 1     |
| 264 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 37.80     | D   | Misc. Shop Supplies            | Lowes Companies, Inc.    |     |     | 1     |
| 265 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 52.16     | D   | Misc. Cords East Renovation    | Wal-Mart Stores, Inc.    |     |     | 1     |
| 266 | 12/31/24   | 902     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 106.49    | D   | East Office Phone              | Amazon.Com, Inc.         |     |     | 1     |
| 267 | 12/31/24   | 902     | 10-000-000-0000-1001<br>Cash                             | 3,059.50  | C   | BMO Charges Dec                | BMO Charges Dec          |     |     | 1     |
| 268 | 12/31/24   | 902     | 10-301-000-0000-6261<br>Conference & Training            | 225.00    | D   | Summer Conference - Sponholz   | Paypal, Inc.             |     |     | 1     |
| 269 | 12/31/24   | 902     | 10-302-000-0000-6261<br>Conference & Training            | 132.44    | D   | Conference Lodging - Witter    | Holland Motel Inc        |     |     | 1     |
| 270 | 12/31/24   | 902     | 10-303-000-0000-6510<br>Engineering & Surveying Supplies | 25.74     | D   | Water treatment for lab        | Fleet Farm Group, Llc    |     |     | 1     |
| 271 | 12/31/24   | 902     | 10-303-000-0000-6510<br>Engineering & Surveying Supplies | 21.48     | D   | Additional due from hip waders | Cabela's Wholesale, Llc  |     |     | 1     |
| 272 | 12/31/24   | 902     | 10-303-000-0000-6510<br>Engineering & Surveying Supplies | 64.41     | D   | Waders                         | Cabela's Wholesale, Llc  |     |     | 1     |
| 273 | 12/31/24   | 902     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials  | 44.44     | D   | Drill bits                     | Lowes Companies, Inc.    |     |     | 1     |
| 274 | 12/31/24   | 902     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials  | 53.66     | D   | Pails, fresheners, Handles     | Fleet Farm Group, Llc    |     |     | 1     |
| 275 | 12/31/24   | 902     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials  | 36.35     | D   | Squeegee heads                 | Amazon.Com, Inc.         |     |     | 1     |
| 276 | 12/31/24   | 902     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials  | 62.40     | D   | Tie downs & straps             | Fleet Farm Group, Llc    |     |     | 1     |
| 277 | 12/31/24   | 902     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials  | 14.97     | D   | Snap & store squeegees         | Harbor Freight Tools Usa |     |     | 1     |
| 278 | 12/31/24   | 902     | 10-304-000-0000-6513<br>Tools                            | 19.99     | D   | Retractable test lead          | Harbor Freight Tools Usa |     |     | 1     |
| 279 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 84.99     | D   | Solar charger                  | Fleet Farm Group, Llc    |     |     | 1     |
| 280 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 89.96     | D   | Dewalt battery & carbide blade | Lowes Companies, Inc.    |     |     | 1     |

Description 12 2024 JE UPLOAD ? C2

| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                       | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|------------------------------|---------------------------|-----|-----|-------|
| 281 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 294.95    | D   | Skylite, etemobond roll      | Block, Inc.               |     |     | 1     |
| 282 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 40.99     | D   | Aluminum angle 8ft           | Fleet Farm Group, Llc     |     |     | 1     |
| 283 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 78.78     | D   | Splash stop brush, unit#2245 | Amazon.Com, Inc.          |     |     | 1     |
| 284 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 29.97     | D   | Screwdriver & drill          | Harbor Freight Tools Usa  |     |     | 1     |
| 285 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 32.18     | C   | Return screwdriver & drill   | Harbor Freight Tools Usa  |     |     | 1     |
| 286 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 32.18     | D   | Screwdriver & drill          | Harbor Freight Tools Usa  |     |     | 1     |
| 287 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 488.84    | D   | switch & wire                | Maintainer Corporation Of |     |     | 1     |
| 288 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 896.28    | D   | Cutterbar & CB end hat       | United Farmers Cooperativ |     |     | 1     |
| 289 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 29.88     | D   | RV antifreeze blend          | Fleet Farm Group, Llc     |     |     | 1     |
| 290 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 34.99     | C   | Return complete seat         | Fleet Farm Group, Llc     |     |     | 1     |
| 291 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 357.48    | D   | Battery & core & return      | Bishop & Wachholz, Inc    |     |     | 1     |
| 292 | 12/31/24   | 902     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts    | 1.49      | D   | Hex Screws                   | Fleet Farm Group, Llc     |     |     | 1     |
| 293 | 12/31/24   | 902     | 53-000-000-0000-1001<br>Cash                       | 74.09     | C   | BMO Charges Dec              | BMO Charges Dec           |     |     | 1     |
| 294 | 12/31/24   | 902     | 53-398-000-0000-6300<br>Bldg Repairs & Maintenance | 74.09     | D   | Ignitor With Gasket          | Rack Solutions, Inc.      |     |     | 1     |
| 295 | 12/31/24   | 902     | 81-000-000-0000-1001<br>Cash                       | 4,116.52  | C   | BMO Charges Dec              | BMO Charges Dec           |     |     | 1     |
| 296 | 12/31/24   | 902     | 81-230-000-0000-6210<br>Telephone                  | 99.84     | D   | Cable TV                     | Paypal, Inc.              |     |     | 1     |
| 297 | 12/31/24   | 902     | 81-230-000-0000-6261<br>Conference & Training      | 215.00    | D   | NENA Training                | BMO Charges Dec           |     |     | 1     |
| 298 | 12/31/24   | 902     | 81-230-000-0000-6261<br>Conference & Training      | 65.00     | D   | Training                     | Hulu, Llc                 |     |     | 1     |
| 299 | 12/31/24   | 902     | 81-230-000-0000-6410<br>Office Supplies            | 1,971.11  | D   | New PC                       | Nena                      |     |     | 1     |
| 300 | 12/31/24   | 902     | 81-230-000-0000-6410<br>Office Supplies            | 68.85     | D   | Light Bulbs                  | Nena                      |     |     | 1     |

Steele County  
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Description 12 2024 JE UPLOAD ? C2

| RRN         | Audit Date | Aud Seq | Account/Formula                                   | Trans Amt  | D/C | Desc 1                      | Desc 2                    | RC1  | RC2 | Basis |
|-------------|------------|---------|---------------------------------------------------|------------|-----|-----------------------------|---------------------------|------|-----|-------|
| 301         | 12/31/24   | 902     | 81-230-000-0000-6410<br>Office Supplies           | 31.72      | D   | Swiffer Dusters             | Cdw Llc                   |      |     | 1     |
| 302         | 12/31/24   | 902     | 81-230-000-0000-6410<br>Office Supplies           | 1,110.00   | D   | Protocol Call-Take Training | Amazon.Com, Inc.          |      |     | 1     |
| 303         | 12/31/24   | 902     | 81-230-000-0000-6480<br>Non-Capitalized Inventory | 555.00     | D   | Protocol Call-Take Training | Amazon.Com, Inc.          |      |     | 1     |
| 304         | 12/31/24   | 902     | 38-000-000-0000-1001<br>Cash                      | 826.87     | C   | BMO Charges Dec             | Association Of Public-Saf |      |     | 1     |
| 305         | 12/31/24   | 902     | 38-111-045-0000-6600<br>Capital Outlay - CCA Bldg | 826.87     | D   | Equipment Rack for CCA      | Association Of Public-Saf |      |     | 1     |
| Debit Total |            |         |                                                   | 134,576.15 |     | Credit Total                | 134,576.15                | Net: |     | 0.00  |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                                                 | Trans Amt  | D/C | Desc 1               | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------------|------------|-----|----------------------|--------|-----|-----|-------|
| 1   | 12/31/24   | 904     | 72-860-000-0000-2100<br>Mn State Treasurer - Mortgage Regis Tax | 25,032.72  | D   | Mortgage Tax         |        |     |     | 1     |
| 2   | 12/31/24   | 904     | 72-000-000-0000-1001<br>Cash                                    | 750.98     | C   | Mortgage Tax         |        |     |     | 1     |
| 3   | 12/31/24   | 904     | 72-000-000-0000-1001<br>Cash                                    | 24,281.74  | C   | Mortgage Tax         |        |     |     | 1     |
| 4   | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                    | 750.98     | D   | Mortgage Tax         |        |     |     | 1     |
| 5   | 12/31/24   | 904     | 01-003-000-0000-5013<br>Mortgage Registry Tax Revenue           | 750.98     | C   | Mortgage Tax         |        |     |     | 1     |
| 6   | 12/31/24   | 904     | 72-861-000-0000-2100<br>Mn State Treasurer - State Deed Tax     | 36,697.32  | D   | Deed Tax             |        |     |     | 1     |
| 7   | 12/31/24   | 904     | 72-000-000-0000-1001<br>Cash                                    | 1,100.92   | C   | Deed Tax             |        |     |     | 1     |
| 8   | 12/31/24   | 904     | 72-000-000-0000-1001<br>Cash                                    | 35,596.40  | C   | Deed Tax             |        |     |     | 1     |
| 9   | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                    | 1,100.92   | D   | Deed Tax             |        |     |     | 1     |
| 10  | 12/31/24   | 904     | 01-003-000-0000-5014<br>State Deed Tax Revenue                  | 1,100.92   | C   | Deed Tax             |        |     |     | 1     |
| 11  | 12/31/24   | 904     | 72-862-000-0000-2100<br>Mn State Treasurer - Sales Tax          | 8,818.00   | D   | Sales Tax            |        |     |     | 1     |
| 12  | 12/31/24   | 904     | 72-000-000-0000-1001<br>Cash                                    | 8,818.00   | C   | Sales Tax            |        |     |     | 1     |
| 13  | 12/31/24   | 904     | 53-398-000-0000-6540<br>Machine Fuel                            | 292.00     | D   | Usage Diesel Tax     |        |     |     | 1     |
| 14  | 12/31/24   | 904     | 53-000-000-0000-1001<br>Cash                                    | 292.00     | C   | Usage Diesel Tax     |        |     |     | 1     |
| 15  | 12/31/24   | 904     | 53-398-000-0000-6540<br>Machine Fuel                            | 47.03      | D   | Diesel Tax           |        |     |     | 1     |
| 16  | 12/31/24   | 904     | 53-000-000-0000-1001<br>Cash                                    | 47.03      | C   | Diesel Tax           |        |     |     | 1     |
| 17  | 12/31/24   | 904     | 10-304-000-0000-6522<br>Diesel Fuel Tax                         | 307.23     | D   | Diesel Tax           |        |     |     | 1     |
| 18  | 12/31/24   | 904     | 10-000-000-0000-1001<br>Cash                                    | 307.23     | C   | Diesel Tax           |        |     |     | 1     |
| 19  | 12/31/24   | 904     | 01-003-000-0000-6961<br>Visa One Card Program                   | 125,340.92 | D   | BMO One Card Payment |        |     |     | 1     |
| 20  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                    | 125,340.92 | C   | BMO One Card Payment |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                           | Trans Amt | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------|-----------|-----|--------------------------------|--------|-----|-----|-------|
| 21  | 12/31/24   | 904     | 53-398-000-0000-6801<br>General Expense   | 565.27    | D   | Landfill CC Fees               |        |     |     | 1     |
| 22  | 12/31/24   | 904     | 53-000-000-0000-1001<br>Cash              | 565.27    | C   | Landfill CC Fees               |        |     |     | 1     |
| 23  | 12/31/24   | 904     | 01-111-000-0000-6540<br>Gas & Oil         | 9.87      | D   | WEX NASPO Payment Dec 2024     |        |     |     | 1     |
| 24  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 9.87      | C   | WEX NASPO Payment Dec 2024     |        |     |     | 1     |
| 25  | 12/31/24   | 904     | 10-304-000-0000-6540<br>Fuel & Lubricants | 47.99     | D   | WEX NASPO Payment Dec 2024     |        |     |     | 1     |
| 26  | 12/31/24   | 904     | 10-000-000-0000-1001<br>Cash              | 47.99     | C   | WEX NASPO Payment Dec 2024     |        |     |     | 1     |
| 27  | 12/31/24   | 904     | 01-251-000-0000-6562<br>Gas & Oil         | 24.18     | D   | WEX Enterprise Payment Dec2024 |        |     |     | 1     |
| 28  | 12/31/24   | 904     | 01-201-000-0000-6562<br>Gas & Oil Squads  | 139.77    | D   | WEX Enterprise Payment Dec2024 |        |     |     | 1     |
| 29  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 163.95    | C   | WEX Enterprise Payment Dec2024 |        |     |     | 1     |
| 30  | 12/31/24   | 904     | 01-032-000-0000-6260<br>Background Checks | 204.54    | D   | Background Check - Human Resou |        |     |     | 1     |
| 31  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 204.54    | C   | Background Check - Human Resou |        |     |     | 1     |
| 32  | 12/31/24   | 904     | 01-111-043-0000-6250<br>Utilities         | 144.58    | D   | OPU Payment Invoice # 718547   |        |     |     | 1     |
| 33  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 144.58    | C   | OPU Payment Invoice # 718547   |        |     |     | 1     |
| 34  | 12/31/24   | 904     | 01-111-043-0000-6250<br>Utilities         | 28.78     | D   | OPU Payment Invoice # 705296   |        |     |     | 1     |
| 35  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 28.78     | C   | OPU Payment Invoice # 705296   |        |     |     | 1     |
| 36  | 12/31/24   | 904     | 01-111-043-0000-6250<br>Utilities         | 542.99    | D   | OPU Payment Invoice # 718546   |        |     |     | 1     |
| 37  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 542.99    | C   | OPU Payment Invoice # 718546   |        |     |     | 1     |
| 38  | 12/31/24   | 904     | 01-502-000-0000-6250<br>Utilities         | 453.47    | D   | OPU Payment Invoice # 718550   |        |     |     | 1     |
| 39  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash              | 453.47    | C   | OPU Payment Invoice # 718550   |        |     |     | 1     |
| 40  | 12/31/24   | 904     | 10-304-000-0000-6514<br>Utility Services  | 96.69     | D   | OPU Payment Invoice # 718553   |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                                            | Trans Amt    | D/C | Desc 1                       | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------------------|--------------|-----|------------------------------|--------|-----|-----|-------|
| 41  | 12/31/24   | 904     | 10-000-000-0000-1001<br>Cash                               | 96.69        | C   | OPU Payment Invoice # 718553 |        |     |     | 1     |
| 42  | 12/31/24   | 904     | 01-111-047-0000-6250<br>Utilities                          | 47.59        | D   | OPU Payment Invoice # 716285 |        |     |     | 1     |
| 43  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 47.59        | C   | OPU Payment Invoice # 716285 |        |     |     | 1     |
| 44  | 12/31/24   | 904     | 01-111-041-0000-6250<br>Utilities                          | 2,075.36     | D   | OPU Payment Invoice # 718556 |        |     |     | 1     |
| 45  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 2,075.36     | C   | OPU Payment Invoice # 718556 |        |     |     | 1     |
| 46  | 12/31/24   | 904     | 01-111-042-0000-6250<br>Utilities                          | 4,818.81     | D   | OPU Payment Invoice # 718555 |        |     |     | 1     |
| 47  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 4,818.81     | C   | OPU Payment Invoice # 718555 |        |     |     | 1     |
| 48  | 12/31/24   | 904     | 01-111-040-0000-6250<br>Utilities                          | 6,669.18     | D   | OPU Payment Invoice # 718557 |        |     |     | 1     |
| 49  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 6,669.18     | C   | OPU Payment Invoice # 718557 |        |     |     | 1     |
| 50  | 12/31/24   | 904     | 01-111-044-0000-6250<br>Utilities                          | 14,113.69    | D   | OPU Payment Invoice # 718563 |        |     |     | 1     |
| 51  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 14,113.69    | C   | OPU Payment Invoice # 718563 |        |     |     | 1     |
| 52  | 12/31/24   | 904     | 10-304-000-0000-6514<br>Utility Services                   | 4,065.84     | D   | OPU Payment Invoice # 718562 |        |     |     | 1     |
| 53  | 12/31/24   | 904     | 10-000-000-0000-1001<br>Cash                               | 4,065.84     | C   | OPU Payment Invoice # 718562 |        |     |     | 1     |
| 54  | 12/31/24   | 904     | 01-201-296-0000-6250<br>T#9 Utilities                      | 363.28       | D   | OPU Payment Invoice # 718561 |        |     |     | 1     |
| 55  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 363.28       | C   | OPU Payment Invoice # 718561 |        |     |     | 1     |
| 56  | 12/31/24   | 904     | 01-111-049-0000-6250<br>Utilities                          | 567.11       | D   | OPU Payment Invoice # 747497 |        |     |     | 1     |
| 57  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 567.11       | C   | OPU Payment Invoice # 747497 |        |     |     | 1     |
| 58  | 12/31/24   | 904     | 01-255-000-0000-6253<br>Contracted Services-MN Prairie SDA | 2,889,657.00 | D   | Levy Payment to MN Prairie   |        |     |     | 1     |
| 59  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                               | 2,889,657.00 | C   | Levy Payment to MN Prairie   |        |     |     | 1     |
| 60  | 12/31/24   | 904     | 35-800-000-0000-6701<br>Bond Principal Disb                | 350,000.00   | D   | Bonds Series 2018A Principle |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                                                  | Trans Amt  | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------------------------|------------|-----|--------------------------------|--------|-----|-----|-------|
| 61  | 12/31/24   | 904     | 35-000-000-0000-1001<br>Cash                                     | 350,000.00 | C   | Bonds Series 2018A Principle   |        |     |     | 1     |
| 62  | 12/31/24   | 904     | 35-800-000-0000-6700<br>Bond And Interest                        | 35,300.00  | D   | Bonds Series 2018A Interest    |        |     |     | 1     |
| 63  | 12/31/24   | 904     | 35-000-000-0000-1001<br>Cash                                     | 35,300.00  | C   | Bonds Series 2018A Interest    |        |     |     | 1     |
| 64  | 12/31/24   | 904     | 35-800-000-0000-6701<br>Bond Principal Disb                      | 265,000.00 | D   | Bonds Series 2020A Principle   |        |     |     | 1     |
| 65  | 12/31/24   | 904     | 35-000-000-0000-1001<br>Cash                                     | 265,000.00 | C   | Bonds Series 2020A Principle   |        |     |     | 1     |
| 66  | 12/31/24   | 904     | 35-800-000-0000-6700<br>Bond And Interest                        | 45,325.00  | D   | Bonds Series 2020A Interest    |        |     |     | 1     |
| 67  | 12/31/24   | 904     | 35-000-000-0000-1001<br>Cash                                     | 45,325.00  | C   | Bonds Series 2020A Interest    |        |     |     | 1     |
| 68  | 12/31/24   | 904     | 01-003-000-0000-6801<br>General Expense                          | 495.00     | D   | Northland Sec Fee - 2020A      |        |     |     | 1     |
| 69  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                     | 495.00     | C   | Northland Sec Fee - 2020A      |        |     |     | 1     |
| 70  | 12/31/24   | 904     | 81-230-000-0000-6341<br>Office Rent                              | 59,584.00  | D   | JD 2024 Annual Office Rent     |        |     |     | 1     |
| 71  | 12/31/24   | 904     | 81-000-000-0000-1001<br>Cash                                     | 59,584.00  | C   | JD 2024 Annual Office Rent     |        |     |     | 1     |
| 72  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                     | 59,584.00  | D   | JD 2024 Annual Office Rent     |        |     |     | 1     |
| 73  | 12/31/24   | 904     | 01-003-000-0000-5810<br>Rental Income                            | 59,584.00  | C   | JD 2024 Annual Office Rent     |        |     |     | 1     |
| 74  | 12/31/24   | 904     | 01-003-000-0000-6830<br>Library Tax Reimbursement -City Owatonna | 24,266.31  | D   | City of Owatonna RE/MV Library |        |     |     | 1     |
| 75  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                     | 24,266.31  | C   | City of Owatonna RE/MV Library |        |     |     | 1     |
| 76  | 12/31/24   | 904     | 75-000-000-0000-2270<br>Security Deposits Accrued                | 210.00     | D   | Sec Deposit Transfer Blue Wolf |        |     |     | 1     |
| 77  | 12/31/24   | 904     | 75-000-000-0000-1001<br>Cash                                     | 210.00     | C   | Sec Deposit Transfer Blue Wolf |        |     |     | 1     |
| 78  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                                     | 210.00     | D   | Sec Deposit Transfer Blue Wolf |        |     |     | 1     |
| 79  | 12/31/24   | 904     | 01-101-000-0000-5520<br>Fees                                     | 210.00     | C   | Sec Deposit Transfer Blue Wolf |        |     |     | 1     |
| 80  | 12/31/24   | 904     | 01-481-461-6011-6215<br>Postage                                  | 2,000.00   | D   | CTC Postage                    |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                        | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|-------------------------------|--------|-----|-----|-------|
| 81  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 2,000.00  | C   | CTC Postage                   |        |     |     | 1     |
| 82  | 12/31/24   | 904     | 01-062-000-0000-6215<br>Postage                    | 10,000.00 | D   | Payment for Postge Meter      |        |     |     | 1     |
| 83  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 10,000.00 | C   | Payment for Postge Meter      |        |     |     | 1     |
| 84  | 12/31/24   | 904     | 01-003-000-0000-6354<br>Misc Insurance Acct        | 2,789.29  | D   | Check # 63529 for Payroll Dep |        |     |     | 1     |
| 85  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 2,789.29  | C   | Check # 63529 for Payroll Dep |        |     |     | 1     |
| 86  | 12/31/24   | 904     | 01-481-464-6061-6383<br>Contract Services          | 19.10     | D   | Optum Payment P23120100004304 |        |     |     | 1     |
| 87  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 19.10     | C   | Optum Payment P23120100004304 |        |     |     | 1     |
| 88  | 12/31/24   | 904     | 01-481-464-6061-6383<br>Contract Services          | 25.84     | D   | Optum Payment P24120200003987 |        |     |     | 1     |
| 89  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 25.84     | C   | Optum Payment P24120200003987 |        |     |     | 1     |
| 90  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 525.00    | D   | Void Check 183462             |        |     |     | 1     |
| 91  | 12/31/24   | 904     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 525.00    | C   | Void Check 183462             |        |     |     | 1     |
| 92  | 12/31/24   | 904     | 70-000-000-0000-2101<br>Unapportioned Current Tax  | 2,576.00  | D   | Returned Pmnt 13-013-3100     |        |     |     | 1     |
| 93  | 12/31/24   | 904     | 70-000-000-0000-1001<br>Cash                       | 2,576.00  | C   | Returned Pmnt 13-013-3100     |        |     |     | 1     |
| 94  | 12/31/24   | 904     | 70-000-000-0000-2101<br>Unapportioned Current Tax  | 786.00    | D   | Returned Pmnt 13-013-1200     |        |     |     | 1     |
| 95  | 12/31/24   | 904     | 70-000-000-0000-1001<br>Cash                       | 786.00    | C   | Returned Pmnt 13-013-1200     |        |     |     | 1     |
| 96  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 100.00    | D   | Void Check 183655             |        |     |     | 1     |
| 97  | 12/31/24   | 904     | 01-201-000-0000-6293<br>Gun Permit Expenses        | 100.00    | C   | Void Check 183655             |        |     |     | 1     |
| 98  | 12/31/24   | 904     | 01-101-000-0000-5520<br>Fees                       | 20.00     | D   | Returned Check # 2309         |        |     |     | 1     |
| 99  | 12/31/24   | 904     | 01-000-000-0000-1001<br>Cash                       | 20.00     | C   | Returned Check # 2309         |        |     |     | 1     |
| 100 | 12/31/24   | 904     | 53-398-000-0000-5520<br>Landfill Tipping Fees      | 41.44     | D   | Returned Check # 136          |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C4

| RRN         | Audit Date | Aud Seq | Account/Formula              | Trans Amt    | D/C | Desc 1               | Desc 2       | RC1  | RC2 | Basis |
|-------------|------------|---------|------------------------------|--------------|-----|----------------------|--------------|------|-----|-------|
| 101         | 12/31/24   | 904     | 53-000-000-0000-1001<br>Cash | 41.44        | C   | Returned Check # 136 |              |      |     | 1     |
| Debit Total |            |         |                              | 3,981,880.09 |     | Credit Total         | 3,981,880.09 | Net: |     | 0.00  |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                                       | Trans Amt | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------------|-----------|-----|--------------------------------|--------|-----|-----|-------|
| 1   | 12/31/24   | 905     | 01-111-050-0000-6320<br>Vehicle Repairs & Maintenance | 418.44    | D   | Enterprise Full Maint Fee Admn |        |     |     | 1     |
| 2   | 12/31/24   | 905     | 01-251-000-0000-6320<br>Vehicle Maintenance           | 94.98     | D   | Enterprise Full Maint Fee DC   |        |     |     | 1     |
| 3   | 12/31/24   | 905     | 01-000-000-0000-1001<br>Cash                          | 513.42    | C   | Admin-DC Enterprise Dec 2024   |        |     |     | 1     |
| 4   | 12/31/24   | 905     | 01-111-050-0000-6347<br>Enterprise Fleet Leasing      | 5,369.63  | D   | County Fleet Lease - Dec 24    |        |     |     | 1     |
| 5   | 12/31/24   | 905     | 01-201-000-0000-6347<br>Enterprise Fleet Leasing      | 9,131.79  | D   | Sheriff Fleet Lease - Dec 24   |        |     |     | 1     |
| 6   | 12/31/24   | 905     | 01-000-000-0000-1001<br>Cash                          | 14,501.42 | C   | Fleet Lease Payments - Dec 24  |        |     |     | 1     |
| 7   | 12/31/24   | 905     | 01-201-000-0102-6320<br>Squad 7414 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 8   | 12/31/24   | 905     | 01-201-000-0102-6320<br>Squad 7414 Maintenance        | 48.54     | D   | Oil change                     |        |     |     | 1     |
| 9   | 12/31/24   | 905     | 01-201-000-0103-6320<br>Squad 7410 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 10  | 12/31/24   | 905     | 01-201-000-0104-6320<br>Squad 7404 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 11  | 12/31/24   | 905     | 01-201-000-0105-6320<br>Squad 7408 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 12  | 12/31/24   | 905     | 01-201-000-0105-6320<br>Squad 7408 Maintenance        | 55.10     | D   | Oil Change                     |        |     |     | 1     |
| 13  | 12/31/24   | 905     | 01-201-000-0106-6320<br>Squad 7424 Maintenance        | 821.72    | D   | Lease Charge - 27SNC7          |        |     |     | 1     |
| 14  | 12/31/24   | 905     | 01-201-000-0106-6320<br>Squad 7424 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 15  | 12/31/24   | 905     | 01-201-000-0106-6320<br>Squad 7424 Maintenance        | 124.96    | D   | Oil, Washer fluid & Wheel bal  |        |     |     | 1     |
| 16  | 12/31/24   | 905     | 01-201-000-0107-6320<br>Squad 7407 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 17  | 12/31/24   | 905     | 01-201-000-0107-6320<br>Squad 7407 Maintenance        | 55.10     | D   | Oil Change                     |        |     |     | 1     |
| 18  | 12/31/24   | 905     | 01-201-000-0108-6320<br>Squad 7418 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 19  | 12/31/24   | 905     | 01-201-000-0109-6320<br>Squad 7416 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 20  | 12/31/24   | 905     | 01-201-000-0109-6320<br>Squad 7416 Maintenance        | 253.42    | D   | Accelerator pedal switch       |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                                | Trans Amt | D/C | Desc 1                             | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------|-----------|-----|------------------------------------|--------|-----|-----|-------|
| 21  | 12/31/24   | 905     | 01-201-000-0110-6320<br>Squad 7403 Maintenance | 821.72    | D   | Lease Charge - 27SNC8              |        |     |     | 1     |
| 22  | 12/31/24   | 905     | 01-201-000-0110-6320<br>Squad 7403 Maintenance | 5.00      | D   | Fleet Vehicle Maint - 232TVH       |        |     |     | 1     |
| 23  | 12/31/24   | 905     | 01-201-000-0110-6320<br>Squad 7403 Maintenance | 75.20     | D   | Oil & Washer Fluid - 232TVH        |        |     |     | 1     |
| 24  | 12/31/24   | 905     | 01-201-000-0111-6320<br>Squad 7422 Maintenace  | 821.72    | D   | Lease Charge - 27SNC5              |        |     |     | 1     |
| 25  | 12/31/24   | 905     | 01-201-000-0111-6320<br>Squad 7422 Maintenace  | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 26  | 12/31/24   | 905     | 01-201-000-0112-6320<br>Squad 7406 Maintenance | 821.72    | D   | Lease Charge - 27SNC6              |        |     |     | 1     |
| 27  | 12/31/24   | 905     | 01-201-000-0112-6320<br>Squad 7406 Maintenance | 5.00      | D   | Fleet Vehicle Maint- 22VKWV        |        |     |     | 1     |
| 28  | 12/31/24   | 905     | 01-201-000-0113-6320<br>Squad 7411 Maintenance | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 29  | 12/31/24   | 905     | 01-201-000-0113-6320<br>Squad 7411 Maintenance | 791.48    | D   | Heat Shield, Pigtail, Alt Belt     |        |     |     | 1     |
| 30  | 12/31/24   | 905     | 01-201-000-0114-6320<br>Squad 7421 Maintenance | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 31  | 12/31/24   | 905     | 01-201-000-0114-6320<br>Squad 7421 Maintenance | 55.10     | D   | Oil change                         |        |     |     | 1     |
| 32  | 12/31/24   | 905     | 01-201-000-0117-6320<br>Squad 7420 Maintenance | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 33  | 12/31/24   | 905     | 01-201-000-0116-6320<br>Squad 116 Maintenance  | 70.10     | D   | Lease Charge - 25HGVK              |        |     |     | 1     |
| 34  | 12/31/24   | 905     | 01-201-000-0118-6320<br>Squad 7412 Maintenance | 25.00     | D   | Lease Charge - 27SNC4 <sup>1</sup> |        |     |     | 1     |
| 35  | 12/31/24   | 905     | 01-201-000-0119-6320<br>Squad 7401 Maintenance | 120.02    | D   | Lease Charge - 274XDM              |        |     |     | 1     |
| 36  | 12/31/24   | 905     | 01-201-000-0120-6320<br>Squad 7402 Maintenance | 120.02    | D   | Lease Charge - 274XD8              |        |     |     | 1     |
| 37  | 12/31/24   | 905     | 01-201-000-0121-6320<br>Squad 121 Maintenance  | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 38  | 12/31/24   | 905     | 01-201-000-0122-6320<br>Squad 7409 Maintenance | 5.00      | D   | Fleet Vehicle Maintenance          |        |     |     | 1     |
| 39  | 12/31/24   | 905     | 01-201-000-0122-6320<br>Squad 7409 Maintenance | 55.10     | D   | Oil Change                         |        |     |     | 1     |
| 40  | 12/31/24   | 905     | 01-201-000-0123-6320<br>Squad 7423 Maintenance | 70.10     | D   | Lease Charge - 25HGW5              |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C5

| RRN         | Audit Date | Aud Seq | Account/Formula                             | Trans Amt | D/C | Desc 1                        | Desc 2    | RC1  | RC2  | Basis |
|-------------|------------|---------|---------------------------------------------|-----------|-----|-------------------------------|-----------|------|------|-------|
| 41          | 12/31/24   | 905     | 01-201-000-0000-6320<br>Vehicle Maintenance | 5.00      | D   | FVM - 22VH5M / Old 7402       |           |      |      | 1     |
| 42          | 12/31/24   | 905     | 01-201-000-0000-6320<br>Vehicle Maintenance | 5.00      | D   | FVMaint - 22VH68 / Old 7426   |           |      |      | 1     |
| 43          | 12/31/24   | 905     | 01-000-000-0000-1001<br>Cash                | 5,296.12  | C   | Sheriff Enterprise - Dec 2024 |           |      |      | 1     |
| Debit Total |            |         |                                             | 20,310.96 |     | Credit Total                  | 20,310.96 | Net: | 0.00 |       |

Steele County  
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD ? C6

| RRN         | Audit Date | Aud Seq | Account/Formula                                   | Trans Amt  | D/C | Desc 1                         | Desc 2     | RC1  | RC2  | Basis |
|-------------|------------|---------|---------------------------------------------------|------------|-----|--------------------------------|------------|------|------|-------|
| 1           | 12/31/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments | 152,366.41 | C   | Dec Interest From Investments  |            |      |      | 1     |
| 2           | 12/31/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments | 760.48     | C   | Dec Interest ROI               |            |      |      | 1     |
| 3           | 12/31/24   | 906     | 01-000-000-0000-1001<br>Cash                      | 154,791.64 | D   | Dec Investment                 |            |      |      | 1     |
| 4           | 12/31/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments | 1,664.75   | C   | Dec Interest Adjustment        |            |      |      | 1     |
| 5           | 12/31/24   | 906     | 75-000-000-0000-1001<br>Cash                      | 140.64     | D   | Dec 2024 Missing Heir Interest |            |      |      | 1     |
| 6           | 12/31/24   | 906     | 75-870-000-0000-5710<br>Interest                  | 140.64     | C   | Dec 2024 Missing Heir Interest |            |      |      | 1     |
| Debit Total |            |         |                                                   | 154,932.28 |     | Credit Total                   | 154,932.28 | Net: | 0.00 |       |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C2

| RRN | Audit Date | Aud Seq | Account/Formula                   | Trans Amt | D/C | Desc 1                  | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------|-----------|-----|-------------------------|--------|-----|-----|-------|
| 1   | 11/30/24   | 902     | 01-031-000-0000-6210<br>Telephone | 49.11     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 2   | 11/30/24   | 902     | 01-032-000-0000-6210<br>Telephone | 49.11     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 3   | 11/30/24   | 902     | 01-044-000-0000-6210<br>Telephone | 40.01     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 4   | 11/30/24   | 902     | 01-061-000-0000-6210<br>Telephone | 69.14     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 5   | 11/30/24   | 902     | 01-091-000-0000-6210<br>Telephone | 309.73    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 6   | 11/30/24   | 902     | 01-103-000-0000-6210<br>Telephone | 245.60    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 7   | 11/30/24   | 902     | 01-105-000-0000-6210<br>Telephone | 172.37    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 8   | 11/30/24   | 902     | 01-111-000-0000-6210<br>Telephone | 397.08    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 9   | 11/30/24   | 902     | 01-121-000-0000-6210<br>Telephone | 60.03     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 10  | 11/30/24   | 902     | 01-251-000-0000-6210<br>Telephone | 181.48    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 11  | 11/30/24   | 902     | 01-252-000-0000-6210<br>Telephone | 635.03    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 12  | 11/30/24   | 902     | 01-253-000-0000-6210<br>Telephone | 44.12     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 13  | 11/30/24   | 902     | 01-281-000-0000-6210<br>Telephone | 187.37    | D   | Phone Charges - Verizon |        |     |     | 1     |
| 14  | 11/30/24   | 902     | 01-602-000-0000-6210<br>Telephone | 40.01     | D   | Phone Charges - Verizon |        |     |     | 1     |
| 15  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA      |        |     |     | 1     |
| 16  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA      |        |     |     | 1     |
| 17  | 11/30/24   | 902     | 01-481-460-6012-6210<br>Telephone | 49.12     | D   | Phone Charges - LTC     |        |     |     | 1     |
| 18  | 11/30/24   | 902     | 01-481-461-6040-6210<br>Telephone | 44.12     | D   | Phone Charges - WIC     |        |     |     | 1     |
| 19  | 11/30/24   | 902     | 01-481-461-6011-6210<br>Telephone | 22.06     | D   | Phone Charges - CTC     |        |     |     | 1     |
| 20  | 11/30/24   | 902     | 01-481-462-6047-6210<br>Telephone | 22.06     | D   | Phone Charges - CID     |        |     |     | 1     |

Description 11 2024 JE UPLOAD - C2

| RRN | Audit Date | Aud Seq | Account/Formula                   | Trans Amt | D/C | Desc 1               | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------|-----------|-----|----------------------|--------|-----|-----|-------|
| 21  | 11/30/24   | 902     | 01-481-461-6040-6210<br>Telephone | 33.09     | D   | Phone Charges - WIC  |        |     |     | 1     |
| 22  | 11/30/24   | 902     | 01-481-461-6030-6210<br>Telephone | 11.03     | D   | Phone Charges - MCH  |        |     |     | 1     |
| 23  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA   |        |     |     | 1     |
| 24  | 11/30/24   | 902     | 01-481-461-6059-6210<br>Telephone | 11.03     | D   | Phone Charges - SEMN |        |     |     | 1     |
| 25  | 11/30/24   | 902     | 01-481-461-6034-6210<br>Telephone | 33.09     | D   | Phone Charges - TANF |        |     |     | 1     |
| 26  | 11/30/24   | 902     | 01-481-461-6059-6210<br>Telephone | 44.12     | D   | Phone Charges - SEMN |        |     |     | 1     |
| 27  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA   |        |     |     | 1     |
| 28  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA   |        |     |     | 1     |
| 29  | 11/30/24   | 902     | 01-481-460-6009-6210<br>Telephone | 44.12     | D   | Phone Charges - QA   |        |     |     | 1     |
| 30  | 11/30/24   | 902     | 01-481-461-6059-6210<br>Telephone | 3.90      | C   | Phone Charges - SEMN |        |     |     | 1     |
| 31  | 11/30/24   | 902     | 01-481-461-6040-6210<br>Telephone | 2.34      | C   | Phone Charges - WIC  |        |     |     | 1     |
| 32  | 11/30/24   | 902     | 01-481-462-6047-6210<br>Telephone | 1.55      | C   | Phone Charges - CID  |        |     |     | 1     |
| 33  | 11/30/24   | 902     | 01-481-460-6012-6210<br>Telephone | 49.12     | D   | Phone Charges - LTC  |        |     |     | 1     |
| 34  | 11/30/24   | 902     | 01-481-460-6012-6210<br>Telephone | 89.97     | D   | Phone Charges - LTC  |        |     |     | 1     |
| 35  | 11/30/24   | 902     | 01-481-461-6040-6210<br>Telephone | 40.01     | D   | Phone Charges - WIC  |        |     |     | 1     |
| 36  | 11/30/24   | 902     | 01-481-460-6012-6210<br>Telephone | 44.12     | D   | Phone Charges - LTC  |        |     |     | 1     |
| 37  | 11/30/24   | 902     | 01-481-465-6057-6210<br>Telephone | 49.12     | D   | Phone Charges - LPHG |        |     |     | 1     |
| 38  | 11/30/24   | 902     | 01-481-465-6057-6210<br>Telephone | 44.12     | D   | Phone Charges - LPHG |        |     |     | 1     |
| 39  | 11/30/24   | 902     | 01-481-460-6012-6210<br>Telephone | 29.47     | D   | Phone Charges - LTC  |        |     |     | 1     |
| 40  | 11/30/24   | 902     | 01-481-464-6052-6210<br>Telephone | 19.65     | D   | Phone Charges - PHEP |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C2

| RRN         | Audit Date | Aud Seq | Account/Formula                                 | Trans Amt | D/C | Desc 1                      | Desc 2   | RC1  | RC2  | Basis |
|-------------|------------|---------|-------------------------------------------------|-----------|-----|-----------------------------|----------|------|------|-------|
| 41          | 11/30/24   | 902     | 01-201-000-0000-6211<br>Radio-Computers-Cameras | 560.41    | D   | Squad Connections - Verizon |          |      |      | 1     |
| 42          | 11/30/24   | 902     | 01-201-000-0000-6210<br>Telephone               | 1,068.88  | D   | Phone Charges - Verizon     |          |      |      | 1     |
| 43          | 11/30/24   | 902     | 01-000-000-0000-1001<br>Cash                    | 5,001.71  | C   | Verizon Charges November    |          |      |      | 1     |
| 44          | 11/30/24   | 902     | 10-301-000-0000-6210<br>Telephone               | 658.30    | D   | Phone Charges - Verizon     |          |      |      | 1     |
| 45          | 11/30/24   | 902     | 10-000-000-0000-1001<br>Cash                    | 658.30    | C   | Phone Charges - Verizon     |          |      |      | 1     |
| 46          | 11/30/24   | 902     | 53-398-000-0000-6210<br>Telephone               | 84.13     | D   | Phone Charges - Verizon     |          |      |      | 1     |
| 47          | 11/30/24   | 902     | 53-000-000-0000-1001<br>Cash                    | 84.13     | C   | Phone Charges - Verizon     |          |      |      | 1     |
| Debit Total |            |         |                                                 | 5,751.93  |     | Credit Total                | 5,751.93 | Net: | 0.00 |       |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C3

| RRN | Audit Date | Aud Seq | Account/Formula                             | Trans Amt | D/C | Desc 1                        | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|---------------------------------------------|-----------|-----|-------------------------------|--------|-----|-----|-------|
| 1   | 11/30/24   | 903     | 01-031-000-0000-6215<br>Postage             | 1.38      | D   | Postage - Admin               |        |     |     | 1     |
| 2   | 11/30/24   | 903     | 01-103-000-0000-6215<br>Postage             | 48.58     | D   | Postage - Assessor            |        |     |     | 1     |
| 3   | 11/30/24   | 903     | 01-041-000-0000-6215<br>Postage             | 255.08    | D   | Postage - PT&E                |        |     |     | 1     |
| 4   | 11/30/24   | 903     | 01-252-000-0000-6215<br>Postage             | 164.76    | D   | Postage - CCA                 |        |     |     | 1     |
| 5   | 11/30/24   | 903     | 01-062-000-0000-6802<br>Internal Chargeback | 648.03    | D   | Postage - Court Admin         |        |     |     | 1     |
| 6   | 11/30/24   | 903     | 01-251-000-0000-6215<br>Postage             | 1.38      | D   | Postage - Detention Center    |        |     |     | 1     |
| 7   | 11/30/24   | 903     | 01-063-000-0000-6215<br>Postage             | 53.90     | D   | Postage - Auditor Elections   |        |     |     | 1     |
| 8   | 11/30/24   | 903     | 01-602-000-0000-6215<br>Postage             | 37.44     | D   | Postage - Extension           |        |     |     | 1     |
| 9   | 11/30/24   | 903     | 01-044-000-0000-6215<br>Postage             | 92.48     | D   | Postage - Finance             |        |     |     | 1     |
| 10  | 11/30/24   | 903     | 01-550-000-0000-6215<br>Postage             | 4.83      | D   | Postage - Four Seasons        |        |     |     | 1     |
| 11  | 11/30/24   | 903     | 01-032-000-0000-6215<br>Postage             | 2.07      | D   | Postage - Human Resources     |        |     |     | 1     |
| 12  | 11/30/24   | 903     | 01-062-000-0000-6802<br>Internal Chargeback | 42.31     | D   | Postage - MRCI                |        |     |     | 1     |
| 13  | 11/30/24   | 903     | 01-105-000-0000-6215<br>Postage             | 78.52     | D   | Postage - Planning and Zoning |        |     |     | 1     |
| 14  | 11/30/24   | 903     | 01-101-000-0000-6215<br>Postage             | 90.00     | D   | Postage - Recorder            |        |     |     | 1     |
| 15  | 11/30/24   | 903     | 01-121-000-0000-6215<br>Postage             | 1.94      | D   | Postage - Veterans            |        |     |     | 1     |
| 16  | 11/30/24   | 903     | 01-481-460-6009-6215<br>Postage             | 20.22     | D   | Postage - QA                  |        |     |     | 1     |
| 17  | 11/30/24   | 903     | 01-481-461-6011-6215<br>Postage             | 226.77    | D   | Postage - CTC                 |        |     |     | 1     |
| 18  | 11/30/24   | 903     | 01-481-460-6012-6215<br>Postage             | 53.93     | D   | Postage - LTC                 |        |     |     | 1     |
| 19  | 11/30/24   | 903     | 01-481-461-6025-6215<br>Postage             | 61.36     | D   | Postage - FAP/HCB/FC          |        |     |     | 1     |
| 20  | 11/30/24   | 903     | 01-481-461-6030-6215<br>Postage             | 17.70     | D   | Postage - MCH                 |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C3

| RRN         | Audit Date | Aud Seq | Account/Formula                       | Trans Amt | D/C | Desc 1                      | Desc 2   | RC1  | RC2  | Basis |
|-------------|------------|---------|---------------------------------------|-----------|-----|-----------------------------|----------|------|------|-------|
| 21          | 11/30/24   | 903     | 01-481-461-6040-6215<br>Postage       | 1.50      | D   | Postage - WIC               |          |      |      | 1     |
| 22          | 11/30/24   | 903     | 01-481-461-6059-6215<br>Postage       | 2.07      | D   | Postage - SEMN/FHV          |          |      |      | 1     |
| 23          | 11/30/24   | 903     | 01-481-462-6047-6215<br>Postage       | 2.07      | D   | Postage - CID               |          |      |      | 1     |
| 24          | 11/30/24   | 903     | 01-481-464-6061-6215<br>Postage       | 0.69      | D   | Postage - COVID             |          |      |      | 1     |
| 25          | 11/30/24   | 903     | 01-481-465-6057-6215<br>Postage       | 61.50     | D   | Postage - LPHG/INF/MISC/ENV |          |      |      | 1     |
| 26          | 11/30/24   | 903     | 01-062-000-0000-6215<br>Postage       | 1,970.51  | C   | GF Postage Allocation       |          |      |      | 1     |
| 27          | 11/30/24   | 903     | 10-301-000-0000-6215<br>Postage       | 1.38      | D   | Highway Postage             |          |      |      | 1     |
| 28          | 11/30/24   | 903     | 10-000-000-0000-1001<br>Cash          | 1.38      | C   | Highway Postage             |          |      |      | 1     |
| 29          | 11/30/24   | 903     | 01-000-000-0000-1001<br>Cash          | 1.38      | D   | Highway Postage             |          |      |      | 1     |
| 30          | 11/30/24   | 903     | 01-062-000-0000-5831<br>Miscellaneous | 1.38      | C   | Highway Postage             |          |      |      | 1     |
| 31          | 11/30/24   | 903     | 53-398-000-0000-6215<br>Postage       | 35.35     | D   | Landfill Postage            |          |      |      | 1     |
| 32          | 11/30/24   | 903     | 53-000-000-0000-1001<br>Cash          | 35.35     | C   | Landfill Postage            |          |      |      | 1     |
| 33          | 11/30/24   | 903     | 01-000-000-0000-1001<br>Cash          | 35.35     | D   | Landfill Postage            |          |      |      | 1     |
| 34          | 11/30/24   | 903     | 01-062-000-0000-5831<br>Miscellaneous | 35.35     | C   | Landfill Postage            |          |      |      | 1     |
| Debit Total |            |         |                                       | 2,043.97  |     | Credit Total                | 2,043.97 | Net: | 0.00 |       |

## Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C1

| RRN | Audit Date | Aud Seq | Account/Formula                               | Trans Amt | D/C | Desc 1                         | Desc 2                      | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------|-----------|-----|--------------------------------|-----------------------------|-----|-----|-------|
| 1   | 11/30/24   | 901     | 01-000-000-0000-1001<br>Cash                  | 4,984.82  | D   | BMO One Card Allocation Nov    | BMO One Card Allocation Nov |     |     | 1     |
| 2   | 11/30/24   | 901     | 01-003-000-0000-6961<br>Visa One Card Program | 35,351.09 | C   | BMO Charges Nov                | BMO Charges Nov             |     |     | 1     |
| 3   | 11/30/24   | 901     | 01-031-000-0000-6410<br>Office Supplies       | 29.45     | D   | Pic Frame for article-Admnstr  | Amazon.Com, Inc.            |     |     | 1     |
| 4   | 11/30/24   | 901     | 01-031-000-0000-6410<br>Office Supplies       | 56.88     | D   | Leadership training resources  | Amazon.Com, Inc.            |     |     | 1     |
| 5   | 11/30/24   | 901     | 01-044-000-0000-6215<br>Postage               | 5.58      | D   | Certified letter               | United States Postal Serv   |     |     | 1     |
| 6   | 11/30/24   | 901     | 01-044-000-0000-6261<br>Conference & Training | 135.00    | D   | GFOA GAAP UPDATE               | Government Finance Offic    |     |     | 1     |
| 7   | 11/30/24   | 901     | 01-044-000-0000-6330<br>Travel Expenses       | 9.65      | D   | Meal on trip back              | People First Foods, In      |     |     | 1     |
| 8   | 11/30/24   | 901     | 01-044-000-0000-6330<br>Travel Expenses       | 57.90     | D   | Gas                            | Holiday Companies           |     |     | 1     |
| 9   | 11/30/24   | 901     | 01-044-000-0000-6410<br>Office Supplies       | 53.97     | D   | Stampers for front counter     | Amazon.Com, Inc.            |     |     | 1     |
| 10  | 11/30/24   | 901     | 01-044-000-0000-6410<br>Office Supplies       | 28.64     | D   | Calc tape, counter organizer   | Amazon.Com, Inc.            |     |     | 1     |
| 11  | 11/30/24   | 901     | 01-044-000-0000-6410<br>Office Supplies       | 99.82     | D   | Calculator for Nancy's desk    | Amazon.Com, Inc.            |     |     | 1     |
| 12  | 11/30/24   | 901     | 01-044-000-0000-6410<br>Office Supplies       | 29.94     | D   | Stamper for front counter      | Amazon.Com, Inc.            |     |     | 1     |
| 13  | 11/30/24   | 901     | 01-061-000-0000-6260<br>Computer Support      | 436.00    | D   | Performance Mgmt SW            | Brightgauge Software, In    |     |     | 1     |
| 14  | 11/30/24   | 901     | 01-061-000-0000-6260<br>Computer Support      | 189.00    | D   | IT Document Management         | Kaseya US Llc               |     |     | 1     |
| 15  | 11/30/24   | 901     | 01-061-000-0000-6330<br>Travel Expenses       | 457.50    | D   | Lodging for MNCITLA Conference | Zenith Asset Company Llc    |     |     | 1     |
| 16  | 11/30/24   | 901     | 01-061-000-0000-6330<br>Travel Expenses       | 120.51    | D   | Travel (Lodging) for BCA Conf  | Kelly Midwest Ventures Lp   |     |     | 1     |
| 17  | 11/30/24   | 901     | 01-062-000-0000-6301<br>Equip/Software Maint  | 2,782.43  | D   | Monthly AWS Storage Costs      | Amazon.Com, Inc.            |     |     | 1     |
| 18  | 11/30/24   | 901     | 01-091-000-0000-6410<br>Office Supplies       | 77.75     | D   | office supplies                | Amazon.Com, Inc.            |     |     | 1     |
| 19  | 11/30/24   | 901     | 01-101-000-0000-6215<br>Postage               | 27.90     | D   | Passport Postage               | United States Postal Serv   |     |     | 1     |
| 20  | 11/30/24   | 901     | 01-101-000-0000-6215<br>Postage               | 27.90     | D   | Passport Postage               | United States Postal Serv   |     |     | 1     |

## Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C1

| RRN | Audit Date | Aud Seq | Account/Formula                                           | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 21  | 11/30/24   | 901     | 01-101-000-0000-6215<br>Postage                           | 27.90     | D   | Passport Postage               | United States Postal Serv |     |     | 1     |
| 22  | 11/30/24   | 901     | 01-101-000-0000-6215<br>Postage                           | 27.90     | D   | Passport Postage               | United States Postal Serv |     |     | 1     |
| 23  | 11/30/24   | 901     | 01-101-000-9305-6410<br>Office Supplies - Technology Fund | 11.80     | D   | "Employees Only" office door   | Amazon.Com, Inc.          |     |     | 1     |
| 24  | 11/30/24   | 901     | 01-103-000-0000-6241<br>Membership Dues                   | 240.00    | D   | BRIAN'S IAAO MEMBERSHIP        | International Association |     |     | 1     |
| 25  | 11/30/24   | 901     | 01-103-000-0000-6261<br>Conference & Training             | 241.02    | D   | BRIAN'S VCS HOTEL STAY         | St.Cloud Hotel Group Llc  |     |     | 1     |
| 26  | 11/30/24   | 901     | 01-103-000-0000-6261<br>Conference & Training             | 358.16    | D   | HOTEL RECEIPT FOR VCS CONF.    | St.Cloud Hotel Group Llc  |     |     | 1     |
| 27  | 11/30/24   | 901     | 01-103-000-0000-6261<br>Conference & Training             | 241.02    | D   | BENJI- HOTEL STAY FOR TRAINING | St.Cloud Hotel Group Llc  |     |     | 1     |
| 28  | 11/30/24   | 901     | 01-103-000-0000-6261<br>Conference & Training             | 30.00     | D   | RYAN'S PACE COURSE             | State Of Minnesota        |     |     | 1     |
| 29  | 11/30/24   | 901     | 01-103-000-0000-6301<br>Equip/Software Maint              | 18.87     | D   | MONTHLY PEOPLE'S PRESS SUB.    | Apg Media Of Southern Min |     |     | 1     |
| 30  | 11/30/24   | 901     | 01-103-000-0000-6330<br>Travel Expenses                   | 14.95     | D   | DINNER AT WEEKLONG CONFERENCE  | St.Cloud Hotel Group Llc  |     |     | 1     |
| 31  | 11/30/24   | 901     | 01-103-000-0000-6330<br>Travel Expenses                   | 21.16     | D   | DINNER AT WEEKLONG CONFERENCE  | Buffalo Wild Wings Inc.   |     |     | 1     |
| 32  | 11/30/24   | 901     | 01-103-000-0000-6330<br>Travel Expenses                   | 40.67     | D   | BRIAN & RYAN-DINNER @ TRAINING | St.Cloud Hotel Group Llc  |     |     | 1     |
| 33  | 11/30/24   | 901     | 01-103-000-0000-6330<br>Travel Expenses                   | 44.51     | D   | DINNER AT WEEKLONG CONFERENCE  | Silver Leaf Lodging Group |     |     | 1     |
| 34  | 11/30/24   | 901     | 01-103-000-0000-6330<br>Travel Expenses                   | 71.33     | D   | DINNER AT CONFERENCE           | Toast Inc                 |     |     | 1     |
| 35  | 11/30/24   | 901     | 01-103-000-0000-6410<br>Office Supplies                   | 24.99     | D   | LASER & CARRYING CASE          | Amazon.Com, Inc.          |     |     | 1     |
| 36  | 11/30/24   | 901     | 01-103-000-0000-6480<br>Non-Capitalized Inventory         | 274.98    | D   | Assessors Monitors             | Dell International L.L.C  |     |     | 1     |
| 37  | 11/30/24   | 901     | 01-104-000-0000-6410<br>Office Supplies                   | 55.43     | D   | 36 inch roll paper for plotter | Amazon.Com, Inc.          |     |     | 1     |
| 38  | 11/30/24   | 901     | 01-104-000-0000-6410<br>Office Supplies                   | 79.99     | D   | Plotter Ink 301 PM             | Amazon.Com, Inc.          |     |     | 1     |
| 39  | 11/30/24   | 901     | 01-105-000-0000-6261<br>Conference & Training             | 380.00    | D   | Septic Classes                 | Regents Of The Universit  |     |     | 1     |
| 40  | 11/30/24   | 901     | 01-105-000-0000-6330<br>Travel Expenses                   | 308.24    | D   | Hotel Stay                     | Tpi Core Inc              |     |     | 1     |

## Steele County

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| RRN | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                    | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------|-----------|-----|---------------------------|---------------------------|-----|-----|-------|
| 41  | 11/30/24   | 901     | 01-105-000-0000-6330<br>Travel Expenses            | 25.39     | D   | Dinner                    | Tpi Core Inc              |     |     | 1     |
| 42  | 11/30/24   | 901     | 01-111-000-0000-6320<br>Fleet Vehicle Maintenance  | 83.82     | D   | Geotabs - Admin, DC, SCSO | T-Mobile Usa, Inc.        |     |     | 1     |
| 43  | 11/30/24   | 901     | 01-111-000-0000-6410<br>Office Supplies            | 119.97    | D   | Vets Day Lights           | Amazon.Com, Inc.          |     |     | 1     |
| 44  | 11/30/24   | 901     | 01-111-000-0000-6410<br>Office Supplies            | 39.99     | D   | Vets Day Lights           | Amazon.Com, Inc.          |     |     | 1     |
| 45  | 11/30/24   | 901     | 01-111-000-0000-6410<br>Office Supplies            | 37.36     | D   | Office Supplies/PPE       | Amazon.Com, Inc.          |     |     | 1     |
| 46  | 11/30/24   | 901     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 750.00    | D   | Monthly Service Oct       | Intuit Payment Solutions, |     |     | 1     |
| 47  | 11/30/24   | 901     | 01-111-040-0000-6300<br>Bldg Repairs & Maintenance | 7.99      | D   | Door Plate                | Owt Hardware Inc          |     |     | 1     |
| 48  | 11/30/24   | 901     | 01-111-040-0000-6560<br>Janitorial Supplies        | 3.74      | D   | Driano                    | Lowes Companies, Inc.     |     |     | 1     |
| 49  | 11/30/24   | 901     | 01-111-040-0000-6560<br>Janitorial Supplies        | 595.72    | D   | Janitorial Supplies       | Hillyard Inc              |     |     | 1     |
| 50  | 11/30/24   | 901     | 01-111-041-0000-6560<br>Janitorial Supplies        | 43.96     | D   | Bleach and Oxy boost      | Lowes Companies, Inc.     |     |     | 1     |
| 51  | 11/30/24   | 901     | 01-111-041-0000-6560<br>Janitorial Supplies        | 684.83    | D   | Janitorial Supplies       | Hillyard Inc              |     |     | 1     |
| 52  | 11/30/24   | 901     | 01-111-042-0000-6560<br>Janitorial Supplies        | 112.66    | D   | Janitorial Supplies       | Amazon.Com, Inc.          |     |     | 1     |
| 53  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 20.86     | D   | Dishwasher parts          | Lowes Companies, Inc.     |     |     | 1     |
| 54  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 35.92     | D   | Float kit                 | Amazon.Com, Inc.          |     |     | 1     |
| 55  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 29.14     | D   | Caulk & Flex tape         | Lowes Companies, Inc.     |     |     | 1     |
| 56  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 51.59     | D   | Kitchen supplies          | Amazon.Com, Inc.          |     |     | 1     |
| 57  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 498.00    | D   | Washer                    | Lowes Companies, Inc.     |     |     | 1     |
| 58  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 61.98     | D   | Belts                     | Wen-Col Inc               |     |     | 1     |
| 59  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 87.43     | D   | Pest Control              | Plunketts Pest Control In |     |     | 1     |
| 60  | 11/30/24   | 901     | 01-111-044-0000-6300<br>Bldg Repairs & Maintenance | 12.56     | D   | Tubbing                   | Lowes Companies, Inc.     |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                       | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 61  | 11/30/24   | 901     | 01-111-044-0000-6560<br>Janitorial Supplies           | 93.64     | D   | Office Supplies/PPE            | Amazon.Com, Inc.          |     |     | 1     |
| 62  | 11/30/24   | 901     | 01-111-048-0000-6560<br>Janitorial Supplies           | 466.86    | D   | Janitorial Supplies            | Hillyard Inc              |     |     | 1     |
| 63  | 11/30/24   | 901     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance    | 899.87    | C   | Deflector credit               | Kibble Equipment Llc      |     |     | 1     |
| 64  | 11/30/24   | 901     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance    | 899.87    | D   | Deflector                      | Kibble Equipment Llc      |     |     | 1     |
| 65  | 11/30/24   | 901     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance    | 21.30     | D   | Wind shield washer fluid       | Wen-Col Inc               |     |     | 1     |
| 66  | 11/30/24   | 901     | 01-111-049-0000-6300<br>Bldg Repairs & Maintenance    | 65.00     | D   | Pest Control                   | Plunketts Pest Control In |     |     | 1     |
| 67  | 11/30/24   | 901     | 01-111-050-0000-6320<br>Vehicle Repairs & Maintenance | 727.00    | D   | Snow blower                    | Tri-State Bobcat Inc      |     |     | 1     |
| 68  | 11/30/24   | 901     | 01-111-050-0000-6320<br>Vehicle Repairs & Maintenance | 75.00     | D   | Car washes                     | Kwik Trip Inc             |     |     | 1     |
| 69  | 11/30/24   | 901     | 01-111-050-0000-6320<br>Vehicle Repairs & Maintenance | 75.00     | D   | 10 car washes                  | Kwik Trip Inc             |     |     | 1     |
| 70  | 11/30/24   | 901     | 01-201-000-0000-6210<br>Telephone                     | 0.99      | D   | Evidence Data storage/GB plan  | Apple Inc.                |     |     | 1     |
| 71  | 11/30/24   | 901     | 01-201-000-0000-6211<br>Radio-Computers-Cameras       | 13.99     | D   | 1/Radio case                   | Amazon.Com, Inc.          |     |     | 1     |
| 72  | 11/30/24   | 901     | 01-201-000-0000-6241<br>Membership Dues               | 60.00     | D   | NPCA K-9 Handler Membership    | Godaddy Payments Llc      |     |     | 1     |
| 73  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 795.00    | D   | Internal Affairs Training      | Fbi-Leeda Inc             |     |     | 1     |
| 74  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 75.00     | D   | DMT-G Recert training          | State Of Minnesota        |     |     | 1     |
| 75  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 145.00    | D   | Allied Medical Trng.           | Allied Medical Training L |     |     | 1     |
| 76  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 75.00     | D   | DMT-G Recert training          | State Of Minnesota        |     |     | 1     |
| 77  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 145.00    | D   | Allied Medical Trng.           | Allied Medical Training L |     |     | 1     |
| 78  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 145.00    | D   | EMR Recert                     | Allied Medical Training L |     |     | 1     |
| 79  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 590.85    | D   | Basic Crisis Negotiations Trng | Promus Hotels Inc         |     |     | 1     |
| 80  | 11/30/24   | 901     | 01-201-000-0000-6261<br>Conference & Training         | 75.00     | D   | DMT-G Recert training          | State Of Minnesota        |     |     | 1     |

## Steele County

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| RRN | Audit Date | Aud Seq | Account/Formula                                | Trans Amt | D/C | Desc 1                        | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------|-----------|-----|-------------------------------|---------------------------|-----|-----|-------|
| 81  | 11/30/24   | 901     | 01-201-000-0000-6293<br>Gun Permit Expenses    | 18.95     | D   | Lobby Music                   | Cloud Cover Media Inc     |     |     | 1     |
| 82  | 11/30/24   | 901     | 01-201-000-0000-6304<br>Contracts              | 6,555.00  | D   | Annual License Renewal        | Cellebrite Inc.           |     |     | 1     |
| 83  | 11/30/24   | 901     | 01-201-000-0000-6330<br>Travel Expenses        | 12.87     | D   | 1/Meal - Counterdrug training | Yellow Mushroom Pizza     |     |     | 1     |
| 84  | 11/30/24   | 901     | 01-201-000-0000-6330<br>Travel Expenses        | 15.01     | D   | K9 Training                   | Tasty House Of Waseca Inc |     |     | 1     |
| 85  | 11/30/24   | 901     | 01-201-000-0000-6330<br>Travel Expenses        | 8.58      | D   | 1/Meal - Counterdrug training | Block, Inc.               |     |     | 1     |
| 86  | 11/30/24   | 901     | 01-201-000-0000-6410<br>Office Supplies        | 25.98     | D   | office supplies- folders      | Amazon.Com, Inc.          |     |     | 1     |
| 87  | 11/30/24   | 901     | 01-201-000-0000-6410<br>Office Supplies        | 29.99     | D   | Ink Ribbon for Timestamp      | Amazon.Com, Inc.          |     |     | 1     |
| 88  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 1,868.95  | D   | SCSO Invest. Laptop 2         | Dell International L.L.C  |     |     | 1     |
| 89  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 1,868.95  | D   | SCSO Invest. Laptop           | Dell International L.L.C  |     |     | 1     |
| 90  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 217.49    | D   | SCSO Docking Station          | Dell International L.L.C  |     |     | 1     |
| 91  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 146.93    | D   | SCSO Laptop Accessories       | Dell International L.L.C  |     |     | 1     |
| 92  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 217.49    | D   | SCSO Docking Station          | Dell International L.L.C  |     |     | 1     |
| 93  | 11/30/24   | 901     | 01-201-000-0000-6425<br>Investigation Expense  | 146.93    | D   | Dell computer accessories     | Dell International L.L.C  |     |     | 1     |
| 94  | 11/30/24   | 901     | 01-201-000-0110-6320<br>Squad 7403 Maintenance | 27.94     | D   | Geotabs - Admin, DC, SCSO     | T-Mobile Usa, Inc.        |     |     | 1     |
| 95  | 11/30/24   | 901     | 01-201-000-0115-6320<br>Squad 7405 Maintenance | 27.94     | D   | Geotabs - Admin, DC, SCSO     | T-Mobile Usa, Inc.        |     |     | 1     |
| 96  | 11/30/24   | 901     | 01-251-000-0000-6320<br>Vehicle Maintenance    | 139.70    | D   | Geotabs - Admin, DC, SCSO     | T-Mobile Usa, Inc.        |     |     | 1     |
| 97  | 11/30/24   | 901     | 01-251-000-0000-6330<br>Travel Expenses        | 93.39     | D   | INMATE TV                     | Hulu, Llc                 |     |     | 1     |
| 98  | 11/30/24   | 901     | 01-251-000-0000-6406<br>Program Supplies       | 10.73     | D   | INMATE MUSIC                  | Sirius Xm Radio Inc.      |     |     | 1     |
| 99  | 11/30/24   | 901     | 01-251-000-0000-6406<br>Program Supplies       | 16.10     | C   | REFUND- PRIME ERROR           | Amazon.Com, Inc.          |     |     | 1     |
| 100 | 11/30/24   | 901     | 01-251-000-0000-6432<br>Medical Payments       | 49.76     | D   | STOCK MEDS                    | Wal-Mart Stores, Inc.     |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                             | Trans Amt | D/C | Desc 1                        | Desc 2                     | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------------------|-----------|-----|-------------------------------|----------------------------|-----|-----|-------|
| 101 | 11/30/24   | 901     | 01-251-000-0000-6432<br>Medical Payments                    | 18.47     | D   | STOCK MEDS                    | Amazon.Com, Inc.           |     |     | 1     |
| 102 | 11/30/24   | 901     | 01-251-000-0000-6432<br>Medical Payments                    | 24.39     | D   | STOCK MEDS                    | Amazon.Com, Inc.           |     |     | 1     |
| 103 | 11/30/24   | 901     | 01-251-000-0000-6451<br>Operating Supplies                  | 115.44    | D   | LAUNDRY DET                   | Amazon.Com, Inc.           |     |     | 1     |
| 104 | 11/30/24   | 901     | 01-251-000-0000-6560<br>Janitorial Supplies                 | 129.44    | D   | WIPES                         | Amazon.Com, Inc.           |     |     | 1     |
| 105 | 11/30/24   | 901     | 01-251-000-0000-6560<br>Janitorial Supplies                 | 31.93     | D   | COMP. CLEANER                 | Amazon.Com, Inc.           |     |     | 1     |
| 106 | 11/30/24   | 901     | 01-252-000-0000-6410<br>Office Supplies                     | 399.95    | D   | CCA Headset                   | Cdw Llc                    |     |     | 1     |
| 107 | 11/30/24   | 901     | 01-252-000-0000-6410<br>Office Supplies                     | 16.58     | D   | Cups/Filters/Coffee           | Amazon.Com, Inc.           |     |     | 1     |
| 108 | 11/30/24   | 901     | 01-252-000-0000-6410<br>Office Supplies                     | 34.97     | D   | Cups/Filters/Coffee           | Amazon.Com, Inc.           |     |     | 1     |
| 109 | 11/30/24   | 901     | 01-252-775-0000-6261<br>Conference & Training - CCA Subsidy | 103.08    | D   | Director's Training           | Blackburn Im Ruttggers Spv |     |     | 1     |
| 110 | 11/30/24   | 901     | 01-281-000-0000-6199<br>Safety Program                      | 195.00    | D   | CPR Cert Cards                | Minnesota State Colleges   |     |     | 1     |
| 111 | 11/30/24   | 901     | 01-281-000-0000-6199<br>Safety Program                      | 343.78    | D   | CPRSuppliesCPRfiles           | Amazon.Com, Inc.           |     |     | 1     |
| 112 | 11/30/24   | 901     | 01-281-000-0000-6251<br>Other Administrative Costs          | 59.00     | D   | Monthly Subscription          | Basecamp, Llc              |     |     | 1     |
| 113 | 11/30/24   | 901     | 01-281-000-0000-6410<br>Office Supplies                     | 35.82     | D   | Reunification Kit Grant       | Wal-Mart Stores, Inc.      |     |     | 1     |
| 114 | 11/30/24   | 901     | 01-281-000-0000-6410<br>Office Supplies                     | 9.35      | D   | Reunification Kit Grant       | Amazon.Com, Inc.           |     |     | 1     |
| 115 | 11/30/24   | 901     | 01-281-000-0000-6410<br>Office Supplies                     | 475.13    | D   | Reunification kit grant       | Amazon.Com, Inc.           |     |     | 1     |
| 116 | 11/30/24   | 901     | 01-481-000-0000-6410<br>Office Supplies                     | 19.38     | D   | Billed Stamps                 | Amazon.Com, Inc.           |     |     | 1     |
| 117 | 11/30/24   | 901     | 01-481-460-6009-6261<br>Conference & Training               | 500.00    | D   | Central Line/Blood Samp Train | Intuit Payment Solutions,  |     |     | 1     |
| 118 | 11/30/24   | 901     | 01-481-460-6009-6330<br>Travel Expenses                     | 170.73    | D   | MN Homecare Lodging           | Breezy Point Internation   |     |     | 1     |
| 119 | 11/30/24   | 901     | 01-481-460-6009-6434<br>Medical Supplies                    | 16.79     | D   | Foam Dressing for Client      | Amazon.Com, Inc.           |     |     | 1     |
| 120 | 11/30/24   | 901     | 01-481-460-6009-6465<br>Patient Supplies & Services         | 103.21    | D   | QA: Client Supplies           | Amazon.Com, Inc.           |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                                 | Trans Amt | D/C | Desc 1                        | Desc 2             | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------------|-----------|-----|-------------------------------|--------------------|-----|-----|-------|
| 121 | 11/30/24   | 901     | 01-481-460-6009-6806<br>Miscellaneous                           | 44.00     | D   | MDHS Add'l Background Check   | State Of Minnesota |     |     | 1     |
| 122 | 11/30/24   | 901     | 01-481-460-6009-6806<br>Miscellaneous                           | 44.00     | D   | MDHS Add'l Background Check   | State Of Minnesota |     |     | 1     |
| 123 | 11/30/24   | 901     | 01-481-460-6012-6465<br>Pass Thru - Patient Supplies & Services | 48.27     | D   | LTC: Client Supplies          | Amazon.Com, Inc.   |     |     | 1     |
| 124 | 11/30/24   | 901     | 01-481-460-6012-6465<br>Pass Thru - Patient Supplies & Services | 29.99     | D   | LTC: Client Supplies          | Amazon.Com, Inc.   |     |     | 1     |
| 125 | 11/30/24   | 901     | 01-481-461-6011-6464<br>General Supplies & Outreach             | 170.80    | D   | Baby Books & Sheet Protectors | Amazon.Com, Inc.   |     |     | 1     |
| 126 | 11/30/24   | 901     | 01-481-461-6025-6464<br>General Supplies & Outreach             | 85.40     | D   | Baby Books & Sheet Protectors | Amazon.Com, Inc.   |     |     | 1     |
| 127 | 11/30/24   | 901     | 01-481-461-6066-6410<br>Office Supplies                         | 7.92      | D   | Baby Books & Sheet Protectors | Amazon.Com, Inc.   |     |     | 1     |
| 128 | 11/30/24   | 901     | 01-481-461-6066-6464<br>General Supplies & Outreach             | 26.94     | D   | Red Ribbon Week Decorations   | Amazon.Com, Inc.   |     |     | 1     |
| 129 | 11/30/24   | 901     | 01-481-461-6066-6464<br>General Supplies & Outreach             | 300.00    | D   | YOLO Student Canva            | Canva Pty Ltd      |     |     | 1     |
| 130 | 11/30/24   | 901     | 01-481-461-6066-6464<br>General Supplies & Outreach             | 36.53     | D   | YOLO Meeting Snacks           | Target Corporation |     |     | 1     |
| 131 | 11/30/24   | 901     | 01-481-461-6066-6464<br>General Supplies & Outreach             | 79.09     | D   | Spinning Prize Wheel/Events   | Amazon.Com, Inc.   |     |     | 1     |
| 132 | 11/30/24   | 901     | 01-481-461-6066-6464<br>General Supplies & Outreach             | 32.48     | D   | YOLO Meeting Breakfast        | Block, Inc.        |     |     | 1     |
| 133 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 34.34     | D   | Disinfecting Wipes            | Amazon.Com, Inc.   |     |     | 1     |
| 134 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 217.75    | D   | Needles & Sharps Containers   | Amazon.Com, Inc.   |     |     | 1     |
| 135 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 33.00     | C   | Refund for undelivered wipes  | Amazon.Com, Inc.   |     |     | 1     |
| 136 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 27.35     | D   | Extension cord for SCPH van.  | Camping World      |     |     | 1     |
| 137 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 9.99      | D   | Mobile Unit Trash Can         | Amazon.Com, Inc.   |     |     | 1     |
| 138 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 33.99     | D   | Mobile Unit Handheld Vacuum   | Amazon.Com, Inc.   |     |     | 1     |
| 139 | 11/30/24   | 901     | 01-481-464-6061-6464<br>General Supplies & Outreach             | 47.95     | D   | SCPH Van Electrical Cord      | Camping World      |     |     | 1     |
| 140 | 11/30/24   | 901     | 01-481-465-6057-6464<br>General Supplies & Outreach             | 26.51     | D   | Vaccine BP Clinic Meal        | Rumor Has It Llc   |     |     | 1     |

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| RRN | Audit Date | Aud Seq | Account/Formula                                          | Trans Amt | D/C | Desc 1                         | Desc 2                    | RC1 | RC2 | Basis |
|-----|------------|---------|----------------------------------------------------------|-----------|-----|--------------------------------|---------------------------|-----|-----|-------|
| 141 | 11/30/24   | 901     | 01-481-465-6057-6464<br>General Supplies & Outreach      | 25.03     | D   | Vaccine Ellendale Clinic Meal  | Rjs On 5th Avenue Bar And |     |     | 1     |
| 142 | 11/30/24   | 901     | 01-502-000-0000-6560<br>Janitorial Supplies              | 14.99     | D   | Broom                          | Owt Hardware Inc          |     |     | 1     |
| 143 | 11/30/24   | 901     | 01-521-000-0000-6410<br>Operating Supplies/Truck Repairs | 202.65    | D   | Mower 1575 - Parts / Filters   | Kibble Equipment Llc      |     |     | 1     |
| 144 | 11/30/24   | 901     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 341.98    | D   | East Restroom Mirrors          | Uline, Inc.               |     |     | 1     |
| 145 | 11/30/24   | 901     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 94.80     | D   | East End Renovation            | Lowes Companies, Inc.     |     |     | 1     |
| 146 | 11/30/24   | 901     | 01-550-000-0000-6410<br>Operating Supplies - Contracts   | 61.32     | D   | East End Renovation            | Lowes Companies, Inc.     |     |     | 1     |
| 147 | 11/30/24   | 901     | 10-000-000-0000-1001<br>Cash                             | 3,006.13  | C   | BMO Charges Nov                | BMO Charges Nov           |     |     | 1     |
| 148 | 11/30/24   | 901     | 10-303-000-0000-6261<br>Conference & Training            | 250.00    | D   | Bridge Cons recert-Jensen      | Minnesota State Colleges  |     |     | 1     |
| 149 | 11/30/24   | 901     | 10-303-000-0000-6510<br>Engineering & Surveying Supplies | 51.21     | D   | Engineering books              | Amazon.Com, Inc.          |     |     | 1     |
| 150 | 11/30/24   | 901     | 10-303-000-0000-6510<br>Engineering & Surveying Supplies | 50.08     | D   | Level filler paper             | Allen Precision Equipment |     |     | 1     |
| 151 | 11/30/24   | 901     | 10-304-000-0000-6513<br>Tools                            | 450.00    | D   | 2 18 grease gun only           | Pe Acquisitions Inc       |     |     | 1     |
| 152 | 11/30/24   | 901     | 10-304-000-0000-6515<br>Shop Equip Repair & Maintenance  | 125.94    | D   | Batteries for radios           | Amazon.Com, Inc.          |     |     | 1     |
| 153 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 34.99     | D   | Complete seat                  | Fleet Farm Group, Llc     |     |     | 1     |
| 154 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 1,739.72  | D   | Cutter unit & drive shaft      | United Farmers Cooperativ |     |     | 1     |
| 155 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 2.79      | D   | Metric hex screw               | Fleet Farm Group, Llc     |     |     | 1     |
| 156 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 43.98     | D   | Bearing Kit, unit#2220         | Fleet Farm Group, Llc     |     |     | 1     |
| 157 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 125.22    | D   | Hy-Gard hyd fluid              | Kibble Equipment Llc      |     |     | 1     |
| 158 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 12.74     | C   | Kibble made mistake in Billing | Kibble Equipment Llc      |     |     | 1     |
| 159 | 11/30/24   | 901     | 10-304-000-0000-6520<br>Machinery/Vehicle Parts          | 78.94     | D   | Hydraulic hose                 | Kibble Equipment Llc      |     |     | 1     |
| 160 | 11/30/24   | 901     | 10-304-000-0000-6540<br>Fuel & Lubricants                | 66.00     | D   | Gas for chainsaws etc          | Kwik Trip Inc             |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C1

| RRN         | Audit Date | Aud Seq | Account/Formula                                    | Trans Amt | D/C | Desc 1                       | Desc 2                    | RC1  | RC2  | Basis |
|-------------|------------|---------|----------------------------------------------------|-----------|-----|------------------------------|---------------------------|------|------|-------|
| 161         | 11/30/24   | 901     | 53-000-000-0000-1001<br>Cash                       | 55.75     | C   | BMO Charges Nov              | BMO Charges Nov           |      |      | 1     |
| 162         | 11/30/24   | 901     | 53-398-000-0000-6300<br>Bldg Repairs & Maintenance | 55.75     | D   | Caster wheels for gates      | Harbor Freight Tools Usa  |      |      | 1     |
| 163         | 11/30/24   | 901     | 81-000-000-0000-1001<br>Cash                       | 1,922.94  | C   | BMO Charges Nov              | BMO Charges Nov           |      |      | 1     |
| 164         | 11/30/24   | 901     | 81-230-000-0000-6210<br>Telephone                  | 93.39     | D   | Cable TV                     | Hulu, Llc                 |      |      | 1     |
| 165         | 11/30/24   | 901     | 81-230-000-0000-6261<br>Conference & Training      | 552.00    | D   | Training                     | Association Of Public-Saf |      |      | 1     |
| 166         | 11/30/24   | 901     | 81-230-000-0000-6261<br>Conference & Training      | 410.00    | D   | APCO Training Jennifer Colby | Association Of Public-Saf |      |      | 1     |
| 167         | 11/30/24   | 901     | 81-230-000-0000-6410<br>Office Supplies            | 19.24     | D   | Interview Folders            | Amazon.Com, Inc.          |      |      | 1     |
| 168         | 11/30/24   | 901     | 81-230-000-0000-6410<br>Office Supplies            | 115.49    | D   | Ink Toner Cartridge          | Amazon.Com, Inc.          |      |      | 1     |
| 169         | 11/30/24   | 901     | 81-230-000-0000-6410<br>Office Supplies            | 4.94      | D   | Book Rings                   | Wal-Mart Stores, Inc.     |      |      | 1     |
| 170         | 11/30/24   | 901     | 81-230-000-0000-6410<br>Office Supplies            | 3.99      | C   | Key Rings                    | Amazon.Com, Inc.          |      |      | 1     |
| 171         | 11/30/24   | 901     | 81-230-000-0000-6480<br>Non-Capitalized Inventory  | 26.92     | D   | Replacement Ear Pads         | Cdw Llc                   |      |      | 1     |
| 172         | 11/30/24   | 901     | 81-230-000-0000-6480<br>Non-Capitalized Inventory  | 149.95    | D   | Wireless Mice                | Amazon.Com, Inc.          |      |      | 1     |
| 173         | 11/30/24   | 901     | 81-230-000-0000-6600<br>Capital Outlay             | 555.00    | D   | APCO Training Matt Collins   | Association Of Public-Saf |      |      | 1     |
| Debit Total |            |         |                                                    | 41,301.61 |     | Credit Total                 | 41,301.61                 | Net: | 0.00 |       |

Description 11 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                                                 | Trans Amt | D/C | Desc 1               | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------------|-----------|-----|----------------------|--------|-----|-----|-------|
| 1   | 11/30/24   | 905     | 72-860-000-0000-2100<br>Mn State Treasurer - Mortgage Regis Tax | 45,600.79 | D   | Mortgage Tax         |        |     |     | 1     |
| 2   | 11/30/24   | 905     | 72-000-000-0000-1001<br>Cash                                    | 1,368.02  | C   | Mortgage Tax         |        |     |     | 1     |
| 3   | 11/30/24   | 905     | 72-000-000-0000-1001<br>Cash                                    | 44,232.77 | C   | Mortgage Tax         |        |     |     | 1     |
| 4   | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                                    | 1,368.02  | D   | Mortgage Tax         |        |     |     | 1     |
| 5   | 11/30/24   | 905     | 01-003-000-0000-5013<br>Mortgage Registry Tax Revenue           | 1,368.02  | C   | Mortgage Tax         |        |     |     | 1     |
| 6   | 11/30/24   | 905     | 72-861-000-0000-2100<br>Mn State Treasurer - State Deed Tax     | 48,014.77 | D   | Deed Tax             |        |     |     | 1     |
| 7   | 11/30/24   | 905     | 72-000-000-0000-1001<br>Cash                                    | 1,440.44  | C   | Deed Tax             |        |     |     | 1     |
| 8   | 11/30/24   | 905     | 72-000-000-0000-1001<br>Cash                                    | 46,574.33 | C   | Deed Tax             |        |     |     | 1     |
| 9   | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                                    | 1,440.44  | D   | Deed Tax             |        |     |     | 1     |
| 10  | 11/30/24   | 905     | 01-003-000-0000-5014<br>State Deed Tax Revenue                  | 1,440.44  | C   | Deed Tax             |        |     |     | 1     |
| 11  | 11/30/24   | 905     | 72-862-000-0000-2100<br>Mn State Treasurer - Sales Tax          | 8,652.00  | D   | Sales Tax            |        |     |     | 1     |
| 12  | 11/30/24   | 905     | 72-000-000-0000-1001<br>Cash                                    | 8,652.00  | C   | Sales Tax            |        |     |     | 1     |
| 13  | 11/30/24   | 905     | 53-398-000-0000-6540<br>Machine Fuel                            | 240.00    | D   | Usage Diesel Tax     |        |     |     | 1     |
| 14  | 11/30/24   | 905     | 53-000-000-0000-1001<br>Cash                                    | 240.00    | C   | Usage Diesel Tax     |        |     |     | 1     |
| 15  | 11/30/24   | 905     | 53-398-000-0000-6540<br>Machine Fuel                            | 36.19     | D   | Diesel Tax           |        |     |     | 1     |
| 16  | 11/30/24   | 905     | 53-000-000-0000-1001<br>Cash                                    | 36.19     | C   | Diesel Tax           |        |     |     | 1     |
| 17  | 11/30/24   | 905     | 10-304-000-0000-6522<br>Diesel Fuel Tax                         | 430.64    | D   | Diesel Tax           |        |     |     | 1     |
| 18  | 11/30/24   | 905     | 10-000-000-0000-1001<br>Cash                                    | 430.64    | C   | Diesel Tax           |        |     |     | 1     |
| 19  | 11/30/24   | 905     | 01-003-000-0000-6961<br>Visa One Card Program                   | 35,351.09 | D   | BMO One Card Payment |        |     |     | 1     |
| 20  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                                    | 35,351.09 | C   | BMO One Card Payment |        |     |     | 1     |

## Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                           | Trans Amt | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------|-----------|-----|--------------------------------|--------|-----|-----|-------|
| 21  | 11/30/24   | 905     | 53-398-000-0000-6801<br>General Expense   | 683.69    | D   | Landfill CC Fees               |        |     |     | 1     |
| 22  | 11/30/24   | 905     | 53-000-000-0000-1001<br>Cash              | 683.69    | C   | Landfill CC Fees               |        |     |     | 1     |
| 23  | 11/30/24   | 905     | 01-521-000-0000-6540<br>Gas & Oil         | 35.79     | D   | WEX NASPO Payment Nov 2024     |        |     |     | 1     |
| 24  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 35.79     | C   | WEX NASPO Payment Nov 2024     |        |     |     | 1     |
| 25  | 11/30/24   | 905     | 01-251-000-0000-6562<br>Gas & Oil         | 41.77     | D   | WEX Enterprise Payment Nov2024 |        |     |     | 1     |
| 26  | 11/30/24   | 905     | 01-032-000-0000-6540<br>Gas & Oil         | 78.20     | D   | WEX Enterprise Payment Nov2024 |        |     |     | 1     |
| 27  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 119.97    | C   | WEX Enterprise Payment Nov2024 |        |     |     | 1     |
| 28  | 11/30/24   | 905     | 01-032-000-0000-6260<br>Background Checks | 115.44    | D   | Background Check - Human Resou |        |     |     | 1     |
| 29  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 115.44    | C   | Background Check - Human Resou |        |     |     | 1     |
| 30  | 11/30/24   | 905     | 01-111-043-0000-6250<br>Utilities         | 84.51     | D   | OPU Payment Invoice # 718547   |        |     |     | 1     |
| 31  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 84.51     | C   | OPU Payment Invoice # 718547   |        |     |     | 1     |
| 32  | 11/30/24   | 905     | 01-111-043-0000-6250<br>Utilities         | 28.78     | D   | OPU Payment Invoice # 705296   |        |     |     | 1     |
| 33  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 28.78     | C   | OPU Payment Invoice # 705296   |        |     |     | 1     |
| 34  | 11/30/24   | 905     | 01-111-043-0000-6250<br>Utilities         | 379.76    | D   | OPU Payment Invoice # 718546   |        |     |     | 1     |
| 35  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 379.76    | C   | OPU Payment Invoice # 718546   |        |     |     | 1     |
| 36  | 11/30/24   | 905     | 01-502-000-0000-6250<br>Utilities         | 302.76    | D   | OPU Payment Invoice # 718550   |        |     |     | 1     |
| 37  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash              | 302.76    | C   | OPU Payment Invoice # 718550   |        |     |     | 1     |
| 38  | 11/30/24   | 905     | 10-304-000-0000-6514<br>Utility Services  | 96.69     | D   | OPU Payment Invoice # 718553   |        |     |     | 1     |
| 39  | 11/30/24   | 905     | 10-000-000-0000-1001<br>Cash              | 96.69     | C   | OPU Payment Invoice # 718553   |        |     |     | 1     |
| 40  | 11/30/24   | 905     | 01-111-047-0000-6250<br>Utilities         | 33.50     | D   | OPU Payment Invoice # 716285   |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                                           | Trans Amt    | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-----------------------------------------------------------|--------------|-----|--------------------------------|--------|-----|-----|-------|
| 41  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 33.50        | C   | OPU Payment Invoice # 716285   |        |     |     | 1     |
| 42  | 11/30/24   | 905     | 01-111-041-0000-6250<br>Utilities                         | 1,332.58     | D   | OPU Payment Invoice # 718556   |        |     |     | 1     |
| 43  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 1,332.58     | C   | OPU Payment Invoice # 718556   |        |     |     | 1     |
| 44  | 11/30/24   | 905     | 01-111-042-0000-6250<br>Utilities                         | 3,994.77     | D   | OPU Payment Invoice # 718555   |        |     |     | 1     |
| 45  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 3,994.77     | C   | OPU Payment Invoice # 718555   |        |     |     | 1     |
| 46  | 11/30/24   | 905     | 01-111-040-0000-6250<br>Utilities                         | 5,810.65     | D   | OPU Payment Invoice # 718557   |        |     |     | 1     |
| 47  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 5,810.65     | C   | OPU Payment Invoice # 718557   |        |     |     | 1     |
| 48  | 11/30/24   | 905     | 01-111-044-0000-6250<br>Utilities                         | 12,534.69    | D   | OPU Payment Invoice # 718563   |        |     |     | 1     |
| 49  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 12,534.69    | C   | OPU Payment Invoice # 718563   |        |     |     | 1     |
| 50  | 11/30/24   | 905     | 10-304-000-0000-6514<br>Utility Services                  | 3,969.59     | D   | OPU Payment Invoice # 718562   |        |     |     | 1     |
| 51  | 11/30/24   | 905     | 10-000-000-0000-1001<br>Cash                              | 3,969.59     | C   | OPU Payment Invoice # 718562   |        |     |     | 1     |
| 52  | 11/30/24   | 905     | 01-201-296-0000-6250<br>T#9 Utilities                     | 319.42       | D   | OPU Payment Invoice # 718561   |        |     |     | 1     |
| 53  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 319.42       | C   | OPU Payment Invoice # 718561   |        |     |     | 1     |
| 54  | 11/30/24   | 905     | 01-111-049-0000-6250<br>Utilities                         | 374.21       | D   | OPU Payment Invoice # 747497   |        |     |     | 1     |
| 55  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 374.21       | C   | OPU Payment Invoice # 747497   |        |     |     | 1     |
| 56  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                              | 3,878.00     | D   | ACH Return 94724               |        |     |     | 1     |
| 57  | 11/30/24   | 905     | 01-062-000-0000-6301<br>Equip/Software Maint              | 3,878.00     | C   | ACH Return 94724               |        |     |     | 1     |
| 58  | 11/30/24   | 905     | 70-000-000-0000-2163<br>Unapportioned Other State Revenue | 777,500.00   | D   | Minnesota, 2 Settle, 2 Advance |        |     |     | 1     |
| 59  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                              | 777,500.00   | C   | Minnesota, 2 Settle, 2 Advance |        |     |     | 1     |
| 60  | 11/30/24   | 905     | 70-000-000-0000-2454<br>School District 761               | 3,700,000.00 | D   | ISD761, 2 Settle, 2 Advance    |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C5

| RRN | Audit Date | Aud Seq | Account/Formula                                            | Trans Amt     | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|------------------------------------------------------------|---------------|-----|--------------------------------|--------|-----|-----|-------|
| 61  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 3,700,000.00  | C   | ISD761, 2 Settle, 2 Advance    |        |     |     | 1     |
| 62  | 11/30/24   | 905     | 70-000-000-0000-2460<br>School District 2168               | 94,000.00     | D   | ISD2168, 2 Settle, 2 Advance   |        |     |     | 1     |
| 63  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 94,000.00     | C   | ISD2168, 2 Settle, 2 Advance   |        |     |     | 1     |
| 64  | 11/30/24   | 905     | 70-000-000-0000-2163<br>Unapportioned Other State Revenue  | 119,213.91    | D   | Minnesota, 2 Settle, 3 Advance |        |     |     | 1     |
| 65  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 119,213.91    | C   | Minnesota, 2 Settle, 3 Advance |        |     |     | 1     |
| 66  | 11/30/24   | 905     | 70-000-000-0000-2454<br>School District 761                | 990,575.92    | D   | ISD761, 2 Settle, 3 Advance    |        |     |     | 1     |
| 67  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 990,575.92    | C   | ISD761, 2 Settle, 3 Advance    |        |     |     | 1     |
| 68  | 11/30/24   | 905     | 70-000-000-0000-2460<br>School District 2168               | 97,427.35     | D   | ISD2168, 2 Settle, 3 Advance   |        |     |     | 1     |
| 69  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 97,427.35     | C   | ISD2168, 2 Settle, 3 Advance   |        |     |     | 1     |
| 70  | 11/30/24   | 905     | 70-000-000-0000-2417<br>City Of Owatonna                   | 10,223,577.81 | D   | Owatonna, 2 Settle, FinAdvance |        |     |     | 1     |
| 71  | 11/30/24   | 905     | 70-000-000-0000-1001<br>Cash                               | 10,223,577.81 | C   | Owatonna, 2 Settle, FinAdvance |        |     |     | 1     |
| 72  | 11/30/24   | 905     | 35-800-000-0000-6701<br>Bond Principal Disb                | 1,030,000.00  | D   | GO Refunding Bond Principal    |        |     |     | 1     |
| 73  | 11/30/24   | 905     | 35-000-000-0000-1001<br>Cash                               | 1,030,000.00  | C   | GO Refunding Bond Principal    |        |     |     | 1     |
| 74  | 11/30/24   | 905     | 35-800-000-0000-6700<br>Bond And Interest                  | 10,300.00     | D   | GO Refunding Bond Interest     |        |     |     | 1     |
| 75  | 11/30/24   | 905     | 35-000-000-0000-1001<br>Cash                               | 10,300.00     | C   | GO Refunding Bond Interest     |        |     |     | 1     |
| 76  | 11/30/24   | 905     | 05-445-000-0000-6253<br>Contracted Services-MN Prairie SDA | 1,590.27      | D   | Payment for Q3 Hotel Vouchers  |        |     |     | 1     |
| 77  | 11/30/24   | 905     | 05-000-000-0000-1001<br>Cash, Human Services Fund          | 1,590.27      | C   | Payment for Q3 Hotel Vouchers  |        |     |     | 1     |
| 78  | 11/30/24   | 905     | 01-091-000-0000-6110<br>Full-Time Wages                    | 1,000.00      | D   | Issue Check # 63528            |        |     |     | 1     |
| 79  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                               | 1,000.00      | C   | Issue Check # 63528            |        |     |     | 1     |
| 80  | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                               | 1,000.00      | D   | Returned Direct Deposit        |        |     |     | 1     |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C5

| RRN                       | Audit Date | Aud Seq | Account/Formula                                         | Trans Amt | D/C | Desc 1                         | Desc 2 | RC1 | RC2  | Basis |
|---------------------------|------------|---------|---------------------------------------------------------|-----------|-----|--------------------------------|--------|-----|------|-------|
| 81                        | 11/30/24   | 905     | 01-091-000-0000-6110<br>Full-Time Wages                 | 1,000.00  | C   | Returned Direct Deposit        |        |     |      | 1     |
| 82                        | 11/30/24   | 905     | 01-481-460-6012-5565<br>Private Pay                     | 80.00     | D   | Returned Checks # 1002, # 1010 |        |     |      | 1     |
| 83                        | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                            | 80.00     | C   | Returned Checks # 1002, # 1010 |        |     |      | 1     |
| 84                        | 11/30/24   | 905     | 01-481-460-6012-5565<br>Private Pay                     | 80.00     | D   | Returned Checks # 1002, # 1010 |        |     |      | 1     |
| 85                        | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                            | 80.00     | C   | Returned Checks # 1002, # 1010 |        |     |      | 1     |
| 86                        | 11/30/24   | 905     | 10-000-000-0000-1001<br>Cash                            | 37.89     | D   | BMO Charge Reclass             |        |     |      | 1     |
| 87                        | 11/30/24   | 905     | 10-304-000-0000-6511<br>Maint Shop Supplies & Materials | 37.89     | C   | BMO Charge Reclass             |        |     |      | 1     |
| 88                        | 11/30/24   | 905     | 01-251-000-0000-6300<br>Bldg Repairs & Maintenance      | 37.89     | D   | BMO Charge Reclass             |        |     |      | 1     |
| 89                        | 11/30/24   | 905     | 01-000-000-0000-1001<br>Cash                            | 37.89     | C   | BMO Charge Reclass             |        |     |      | 1     |
| 90                        | 11/30/24   | 905     | 01-041-000-0000-5520<br>Fees                            | 2,500.00  | D   | Correct Receipt # 1102         |        |     |      | 1     |
| 91                        | 11/30/24   | 905     | 01-041-000-0000-5100<br>Licenses                        | 2,500.00  | C   | Correct Receipt # 1102         |        |     |      | 1     |
| 92                        | 11/30/24   | 905     | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce     | 40.00     | D   | Reclass Invoice # 65627698     |        |     |      | 1     |
| 93                        | 11/30/24   | 905     | 01-253-000-0000-6301<br>Office Equipment Repair         | 40.00     | C   | Reclass Invoice # 65627698     |        |     |      | 1     |
| 94                        | 11/30/24   | 905     | 01-502-000-0000-6300<br>Bldg Repairs & Maintenance      | 146.73    | D   | Reclass Invoice # 576883       |        |     |      | 1     |
| 95                        | 11/30/24   | 905     | 01-253-000-0000-6304<br>Contract Services/Bldg Mtce     | 146.73    | C   | Reclass Invoice # 576883       |        |     |      | 1     |
| Debit Total 17,224,336.51 |            |         |                                                         |           |     | Credit Total 17,224,336.51     | Net:   |     | 0.00 |       |

# Steele County

## JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C4

| RRN | Audit Date | Aud Seq | Account/Formula                                       | Trans Amt | D/C | Desc 1                         | Desc 2 | RC1 | RC2 | Basis |
|-----|------------|---------|-------------------------------------------------------|-----------|-----|--------------------------------|--------|-----|-----|-------|
| 1   | 11/30/24   | 904     | 01-111-050-0000-6320<br>Vehicle Repairs & Maintenance | 30.00     | D   | Enterprise Full Maint Fee Admn |        |     |     | 1     |
| 2   | 11/30/24   | 904     | 01-251-000-0000-6320<br>Vehicle Maintenance           | 1,000.91  | D   | Enterprise Full Maint Fee DC   |        |     |     | 1     |
| 3   | 11/30/24   | 904     | 01-000-000-0000-1001<br>Cash                          | 1,030.91  | C   | Admin-DC Enterprise Nov 2024   |        |     |     | 1     |
| 4   | 11/30/24   | 904     | 01-111-050-0000-6347<br>Enterprise Fleet Leasing      | 6,962.98  | D   | County Fleet Lease - Nov 24    |        |     |     | 1     |
| 5   | 11/30/24   | 904     | 01-201-000-0000-6347<br>Enterprise Fleet Leasing      | 11,858.56 | D   | Sheriff Fleet Lease - Nov 24   |        |     |     | 1     |
| 6   | 11/30/24   | 904     | 01-000-000-0000-1001<br>Cash                          | 18,821.54 | C   | Fleet Lease Payments - Nov 24  |        |     |     | 1     |
| 7   | 11/30/24   | 904     | 01-201-000-0102-6320<br>Squad 7414 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 8   | 11/30/24   | 904     | 01-201-000-0103-6320<br>Squad 7410 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 9   | 11/30/24   | 904     | 01-201-000-0103-6320<br>Squad 7410 Maintenance        | 73.35     | D   | Oil change & Tire rotation     |        |     |     | 1     |
| 10  | 11/30/24   | 904     | 01-201-000-0104-6320<br>Squad 7404 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 11  | 11/30/24   | 904     | 01-201-000-0105-6320<br>Squad 7408 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 12  | 11/30/24   | 904     | 01-201-000-0106-6320<br>Squad 7424 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 13  | 11/30/24   | 904     | 01-201-000-0107-6320<br>Squad 7407 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 14  | 11/30/24   | 904     | 01-201-000-0107-6320<br>Squad 7407 Maintenance        | 531.95    | D   | Oil, WindowSwitch, CabinFilter |        |     |     | 1     |
| 15  | 11/30/24   | 904     | 01-201-000-0108-6320<br>Squad 7418 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 16  | 11/30/24   | 904     | 01-201-000-0109-6320<br>Squad 7416 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 17  | 11/30/24   | 904     | 01-201-000-0110-6320<br>Squad 7403 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 18  | 11/30/24   | 904     | 01-201-000-0111-6320<br>Squad 7422 Maintenace         | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |
| 19  | 11/30/24   | 904     | 01-201-000-0111-6320<br>Squad 7422 Maintenace         | 842.63    | D   | Oil/Coolant/SparkPlug/Gasket   |        |     |     | 1     |
| 20  | 11/30/24   | 904     | 01-201-000-0112-6320<br>Squad 7406 Maintenance        | 5.00      | D   | Fleet Vehicle Maintenance      |        |     |     | 1     |

Steele County  
JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C4

| RRN         | Audit Date | Aud Seq | Account/Formula                                  | Trans Amt | D/C | Desc 1                        | Desc 2    | RC1  | RC2 | Basis |
|-------------|------------|---------|--------------------------------------------------|-----------|-----|-------------------------------|-----------|------|-----|-------|
| 21          | 11/30/24   | 904     | 01-201-000-0113-6320<br>Squad 7411 Maintenance   | 5.00      | D   | Fleet Vehicle Maintenance     |           |      |     | 1     |
| 22          | 11/30/24   | 904     | 01-201-000-0114-6320<br>Squad 7421 Maintenance   | 5.00      | D   | Fleet Vehicle Maintenance     |           |      |     | 1     |
| 23          | 11/30/24   | 904     | 01-201-000-0116-6320<br>Squad 116 Maintenance    | 70.10     | D   | Lease Charge                  |           |      |     | 1     |
| 24          | 11/30/24   | 904     | 01-201-000-0117-6320<br>Squad 7420 Maintenance   | 5.00      | D   | Fleet Vehicle Maintenance     |           |      |     | 1     |
| 25          | 11/30/24   | 904     | 01-201-000-0117-6320<br>Squad 7420 Maintenance   | 75.20     | D   | Oil change & Washer fluid     |           |      |     | 1     |
| 26          | 11/30/24   | 904     | 01-201-000-0119-6320<br>Squad 7401 Maintenance   | 84.68     | D   | Lease Charge                  |           |      |     | 1     |
| 27          | 11/30/24   | 904     | 01-201-000-0120-6320<br>Squad 7402 Maintenance   | 84.68     | D   | Lease Charge                  |           |      |     | 1     |
| 28          | 11/30/24   | 904     | 01-201-000-0121-6320<br>Squad 121 Maintenance    | 5.00      | D   | Fleet Vehicle Maintenance     |           |      |     | 1     |
| 29          | 11/30/24   | 904     | 01-201-000-0122-6320<br>Squad 7409 Maintenance   | 5.00      | D   | Fleet Vehicle Maintenance     |           |      |     | 1     |
| 30          | 11/30/24   | 904     | 01-201-000-0123-6320<br>Squad 7423 Maintenance   | 70.10     | D   | Lease Charge                  |           |      |     | 1     |
| 31          | 11/30/24   | 904     | 01-201-000-0000-6320<br>Vehicle Maintenance      | 5.00      | D   | FMV - 22VH5M / Old 7402       |           |      |     | 1     |
| 32          | 11/30/24   | 904     | 01-201-000-0000-6320<br>Vehicle Maintenance      | 5.00      | D   | FVM - 22VH68 / Old 7426       |           |      |     | 1     |
| 33          | 11/30/24   | 904     | 01-201-000-0000-6320<br>Vehicle Maintenance      | 676.96    | D   | Brake Rotordisc - front       |           |      |     | 1     |
| 34          | 11/30/24   | 904     | 01-000-000-0000-1001<br>Cash                     | 2,599.65  | C   | Sheriff Enterprise - Nov 2024 |           |      |     | 1     |
| 35          | 11/30/24   | 904     | 38-201-000-0000-6600<br>Capital Outlay - Sheriff | 43,502.02 | D   | Squad Loss 27SNC4             |           |      |     | 1     |
| 36          | 11/30/24   | 904     | 38-000-000-0000-1001<br>Cash                     | 43,502.02 | C   | Squad Loss 27SNC4             |           |      |     | 1     |
| Debit Total |            |         |                                                  | 65,954.12 |     | Credit Total                  | 65,954.12 | Net: |     | 0.00  |

Steele County  
JOURNAL ENTRIES



Description 11 2024 JE UPLOAD - C6

| RRN         | Audit Date | Aud Seq | Account/Formula                                           | Trans Amt  | D/C | Desc 1                         | Desc 2     | RC1  | RC2  | Basis |
|-------------|------------|---------|-----------------------------------------------------------|------------|-----|--------------------------------|------------|------|------|-------|
| 1           | 11/30/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments         | 134,566.90 | C   | Nov Interest From Investments  |            |      |      | 1     |
| 2           | 11/30/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments         | 703.64     | C   | Nov Interest ROI               |            |      |      | 1     |
| 3           | 11/30/24   | 906     | 01-000-000-0000-1001<br>Cash                              | 149,449.66 | D   | Nov Investment                 |            |      |      | 1     |
| 4           | 11/30/24   | 906     | 01-003-000-0000-5710<br>Interest From Investments         | 12,939.12  | C   | Nov Interest Adjustment        |            |      |      | 1     |
| 5           | 11/30/24   | 906     | 01-003-000-0000-5712<br>Premiums/Discounts on Investments | 1,240.00   | C   | Nov Premiums/Discounts Invest  |            |      |      | 1     |
| 6           | 11/30/24   | 906     | 75-000-000-0000-1001<br>Cash                              | 31.42      | D   | Nov 2024 Missing Heir Interest |            |      |      | 1     |
| 7           | 11/30/24   | 906     | 75-870-000-0000-5710<br>Interest                          | 31.42      | C   | Nov 2024 Missing Heir Interest |            |      |      | 1     |
| Debit Total |            |         |                                                           | 149,481.08 |     | Credit Total                   | 149,481.08 | Net: | 0.00 |       |

## PERSONNEL REPORT

February 11, 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> |
|-------------|-----------------------------------------|--------------------|-------------|
| Rebecca Fox | Probation Officer I / Comm. Corrections | C42/1              | 02/06/2025  |

##### **Resignations/Retirements/Terminations/Change in Status:**

| <i>Name</i>                | <i>Position</i>         | <i>Department</i> | <i>End Date</i> |
|----------------------------|-------------------------|-------------------|-----------------|
| Rachel Heinrichs           | Patrol Deputy           | Sheriff           | 02/05/2025      |
| Ryan Saxton                | Permit Tech/Maintenance | Highway           | 02/07/2025      |
| Dawn Grunklee (Retirement) | Asst. Prog Coordinator  | Detention Center  | 03/12/2025      |

##### **Open Positions-Pending Board Approval:**

| <i>Position</i>                      | <i>Department</i> | <i>Notes</i>       |
|--------------------------------------|-------------------|--------------------|
| Permit Tech converting to Eng. Tech. | Highway           | Saxton Backfill    |
| Asst Prog Coord converting to CO     | Detention Center  | Grunklee Backfill  |
| Patrol Deputy                        | Sheriff           | Heinrichs Backfill |

### 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 (1)  | Det. Center/Sheriff's Office | Interviewing                  |
| Technical Clerk I         | Recorder's Office            | Interviewing                  |
| Engineering Tech I/II/III | Highway                      | Offer Pending                 |
| Records Specialist        | Sheriff's Office             | Backgrounding                 |
| Technical Clerk II        | PT & E                       | On-hold                       |
| Accounting Specialist     | Finance                      | Pending Rating, New Job Desc. |

##### **Open Positions – In Committee:**

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



## Steele County Agenda Item

Request for Board Action

**Subject:** Safety Grant from MNOSHA for a scissors lift and authorize the Chair and the Director of Emergency & Risk Management to sign.

**Department:** Highway

**Committee:** Internal Central Services

**Committee Meeting Date:** February 4, 2025

**Work Session Date:**

**Board Meeting Date:** February 11, 2025

**Consent Agenda:** ☐ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

### Policy Committee Recommendation:

. Committee recommends approving the MNOSHA Grant

### Recommendation:

Approve the Safety Grant from MNOSHA Workplace Safety Consultation Unit on behalf of the Highway Department in an amount of \$4,146.08 for a scissors lift and authorize the Chair and the Director of Emergency & Risk Management to sign.

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

Kristen Sailer, Director of Emergency & Risk Management secured a safety grant from the Minnesota Department of Labor and Industry MNOSHA Workplace Safety Consultation Unit on behalf of the Highway Department in the amount of \$4,146.08. Highway and Facilities will share the remaining cost of the scissors lift and warranty. Accept, approve, and authorize Kristen Sailer, Director of the Safety Program to be the Grantee's Authorized Representative for the contract.

### Attachments:

- Minnesota Department of Labor and Industry January 8, 2025 Letter
- State of Minnesota Grant Contract Agreement



January 8, 2025

KRISTEN SAILER  
Steele County Highway Department  
3000 Hoffman Drive  
Owatonna, MN 55060

Dear KRISTEN SAILER:

Your application for a safety grant from the Minnesota Department of Labor and Industry has been reviewed. We have recommended approval of your application to the Commissioner's Office for \$4146.08. I am enclosing the original of your Safety Grant contract for your signature.

To expedite the processing of your application, please sign the contract via DocuSign within 8 business days. Failure to do so will result in cancellation of the award. If you do not wish to accept the award, please contact Jennifer Rouleau immediately so that we can award the funds to another applicant. If you agree to accept the grant award, please sign your name in box two on page three of the agreement. Once we receive your signed contract, it will be sent to the Commissioner's Office for approval. The date of approval will be the effective date of the contract. You will then have 120 days from that effective date to complete your project.

Please be advised that you **cannot** purchase any equipment or conduct any training **which is reliant on grant funds** prior to the effective date of your contract. Any receipts, invoices, or retainers dated prior to the agreement's effective date will **not** be covered by the grant.

A fully executed contract will be sent to you for your records along with a Certificate of Completion Form. After you complete your purchase, project, or conclude your training, submit your request for reimbursement to Jennifer Rouleau according to the instructions on the Certification of Completion Form.

Should you have any questions or concerns, contact our Safety Grants Administrator at (651) 284-5229, toll free at 1-800-657-3776, or via e-mail at [dli.grants@state.mn.us](mailto:dli.grants@state.mn.us).

Sincerely,

Clayton Handt  
Supervisor  
MNOSHA Workplace Safety Consultation

*Equal Opportunity Employer*

## STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Department of Labor and Industry MNOSHA Workplace Safety Consultation Unit ("STATE") and Steele County Highway Department, 3000 Hoffman Drive, Owatonna, MN 55060, ("GRANTEE").

### Recitals

1. Under Minn. Stat. §79.253 the State is empowered to enter into this grant contract agreement.
2. The State is in need of the performance of the grant project hereunder to be important to the safety of workers.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State.

### Grant Contract Agreement

## 1 Term of Grant Contract Agreement

### *1.1 Effective date:*

This Grant Contract shall be effective upon the date that the final required signature is obtained by the State. Per Minn. Stat. §16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

### *1.2 Expiration date:*

One year after the effective date, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### *1.3 Survival of Terms.*

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

## 2 Grantee's Duties

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

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

Perform and complete the scissor lift purchase.

## 3 Time

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

## 4 Consideration and Payment

### *4.1 Consideration.*

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

#### *(a) Compensation*

The Grantee will be paid up to 4146.08. Grantee certifies that the dollar for dollar matching requirement for the grant will be met by Grantee. Any cost overruns incurred in the development and implementation of the project shall be the sole responsibility of the recipient.

#### *(b) Total Obligation.*

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant

contract agreement will not exceed 4146.08.

## **4.2 Payment**

### **(c) Invoices**

The State will promptly pay the Grantee after the Grantee presents proof of payment/receipts and the Certificate of Completion form, and the requirements of the project have been met, for project costs expended and the State's Authorized Representative accepts the expenditures. Proof must be submitted timely and be based on the detailed records maintained of all expenditures related to the project and according to the following schedule:

Proof of payment/receipt(s) and certification upon project completion.

## **5 Conditions of Payment**

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

## **6 Authorized Representative**

The State's Authorized Representative is Ryan Nosan, Director of Workplace Safety Consultation, 443 Lafayette Road N, St Paul, MN 55155, 651-284-5060, ryan.nosan@state.mn.us, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the project implementation provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on the Certificate of Completion form submitted by the Grantee.

The Grantee's Authorized Representative is KRISTEN SAILER, DIRECTOR, 3000 Hoffman Drive, Owatonna, MN 55060, 507-444-7501, KRISTEN.SAILER@STEELECOUNTYMN.GOV. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

## **7 Assignment Amendments, Waiver, and Grant Contract Agreement Complete**

### **7.1 Assignment**

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

### **7.2 Amendments**

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

### **7.3 Waiver**

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

### **7.4 Grant Contract Complete**

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

## **8 Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any

legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

## **9 State Audits**

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

## **10 Government Data Practices and Intellectual Property Rights**

### ***10.1 Government Data Practices***

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

## **11 Workers Compensation**

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

## **12 Publicity and Endorsement**

### ***12.1 Publicity***

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

### ***12.2 Endorsement***

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

## **13 Governing Law, Jurisdiction, and Venue**

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

## **14 Termination**

### ***14.1 Termination by the State***

#### ***14.1(a) Without Cause***

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

**14.1(b) With Cause**

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

**14.2 Termination by the Commissioner of Administration**

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

**14.3 Termination for Insufficient Funding**

The State may immediately terminate this grant contract if:

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

**(b)** Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

**14.4 Additional alternate termination language may be negotiated on a case-by-case basis after the state agency has consulted with their legal and finance teams.**

**15 Data Disclosure**

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

1. STATE ENCUMBRANCE VERIFICATION

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

**DocuSigned by:**  
*Seth Hagen*  
C99DAA19804C478...

Signed: 1/13/2025

Date: 262557/3-21968

SWIFT Contract/PO No(s):

2. GRANTEE

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

By:

Title:

Date:

By:

Title:

Date:

3. STATE AGENCY

By: (with delegated authority)

Title: Commissioner:

Date:

Distribution:

Agency

Grantee

State's Authorized Representative





## Steele County Agenda Item

Request for Board Action

**Subject:** Emergency Management Performance Grant (EMPG) – 2023-2024.

**Department:** Emergency Management

**Committee:** Internal Central Services

**Committee Meeting Date:** February 4, 2025

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

**Board Meeting Date:** February 11, 2025

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

### Policy Committee Recommendation:

. Committee recommended approving

### Recommendation:

Accept HSEM EMPG funding for 2023-2024.

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

The Emergency Management Performance Grant (EMPG) –federal funding for 2023-2024 grant years program supplies, salaries, and fringe benefits. This grant aids county emergency management agencies enhance their Emergency Management program funding by \$25,365.

There are 100% match requirements for this grant with current budgeted program costs, salary and fringe benefits for the Emergency Management Director and Emergency Management Specialist/Deputy Director positions totaling \$25,365.

### Attachments:

2023 EMPG Steele Co State of Minnesota Grant Contract Agreement



|                                                                                                                                                                                                                                                                   |                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minnesota Department of Public Safety (“State”)</b><br>Homeland Security and Emergency Management Division<br>445 Minnesota Street, Suite 223<br>St. Paul, MN 55101-2190                                                                                       | <b>Grant Program:</b><br>2023 Emergency Management Performance Grant<br><br><b>Grant Contract Agreement No.:</b><br>A-EMPG-2023-STEELECO-088           |
| <b>Grantee:</b><br>Steele County<br>630 Florence Avenue<br>Owatonna, MN 55060                                                                                                                                                                                     | <b>Grant Contract Agreement Term:</b><br><br><b>Effective Date:</b> 01/01/2023<br><b>Expiration Date:</b> 06/30/2025                                   |
| <b>Grantee’s Authorized Representative:</b><br>Steele County Emergency & Risk Management<br>ATTN: Kristen Sailer – Emergency Management Director<br>630 Florence Avenue<br>Owatonna, MN 55060<br>Phone: 507-444-7503<br>E-mail: kristen.sailer@steelecountymn.gov | <b>Grant Contract Agreement Amount:</b><br>Original Agreement \$ 25,365.00<br>Matching Requirement \$ 25,365.00                                        |
| <b>State’s Authorized Representative:</b><br>Homeland Security and Emergency Management<br>ATTN: Ms. Kyle Temme<br>445 Minnesota Street, Suite 223<br>St. Paul, MN 55101-2190<br>Phone: 651-201-7420<br>E-mail: kyle.temme@state.mn.us                            | <b>Federal Funding:</b> CFDA/ALN: 97.042<br><br><b>FAIN:</b> EMC-2023-EP-00001<br><br><b>State Funding:</b> None<br><br><b>Special Conditions</b> None |

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

**Term:** Per Minn. Stat. § 16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn. Stat. § 16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

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

Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2023 Emergency Management Performance Grant Application (“Application”) which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 223. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2023 Emergency Management Performance Grant Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

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



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

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

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

**1. ENCUMBRANCE VERIFICATION**

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

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No. A-EMPG-2023-STEELECO-088 / P.O. No. 3000098125

Project No: N/A

**2. GRANTEE**

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

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State's Authorized Representative

2023 (EMPG) Emergency Management Performance Grant

Budget Summary (Review Report)

Organization:  
Steele County

EXHIBIT A  
A-EMPG-2023-STEELECO-088

| Budget                                   |             |             |
|------------------------------------------|-------------|-------------|
| Budget Category                          | Award       | Match       |
| Organization                             |             |             |
| EM Department Salary and Fringe Benefits | \$25,365.00 | \$25,365.00 |
| Total                                    | \$25,365.00 | \$25,365.00 |
| Total                                    | \$25,365.00 | \$25,365.00 |
| Allocation                               | \$25,365.00 | \$25,365.00 |
| Balance                                  | \$0.00      | \$0.00      |



## Steele County Agenda Item

Request for Board Action

**Subject:** Request Approval to fill Emergency & Risk Management Department Emergency Management Specialist position

**Department:** Emergency Management

**Committee:** Internal Central Services

**Committee Meeting Date:** February 4, 2025

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

**Board Meeting Date:** February 11, 2025

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

### Policy Committee Recommendation:

Committee recommended to fill the Emergency Management Specialist position

### Recommendation:

Approve to fill Emergency Management Specialist position

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

The Emergency & Risk Management Department is requesting approval to fill the Emergency Management Specialist (old Deputy/Assistant Director position). Approved in the 2025 budget to increase from 0.5 FTE to 1.0 FTE. Currently, the department has two part-time 0.25 FTE positions, with one staff member planning to retire in 2025.

### Attachments:

- FTE Business Case Justification
- Emergency Management Specialist job description



## POSITION DESCRIPTION STEELE COUNTY

### SECTION I: GENERAL INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Position Title:</b><br>Emergency Management Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Departments:</b><br>Emergency & Risk Management |
| <b>Immediate Supervisor's Position Title:</b><br>Emergency & Risk Management Director                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>FLSA Status:</b><br>Exempt                      |
| <p><b>Job Summary:</b> The purpose of this position is to support the Emergency &amp; Risk Management Department. Meet local, state, and federal requirements for emergency &amp; risk management, emergency management, public health response, and readiness, and toward zero death safe roads program.</p> <p>Provides support as the Emergency Management Specialist and acts as the state-designated deputy director for the county and its responders in the event of a disaster; assists with the development and preparing of emergency operations plans for both manmade and natural disasters in the county; maintains a good working relationship with police, fire, EMS, hospital, public health, cities and schools within the communities of the county. The Emergency Management Specialist assures compliance and implementation of local, state, and federal, homeland security and emergency management directives. In addition, performs duties as assigned through Public Health for response, emergency planning, training and exercise, and readiness, and toward zero death coordinator for coordinating events and education on traffic safety through the Toward Zero Death (TZD) Safe Roads grant duties.</p> |                                                    |

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this job. These are not to be construed as inclusive or exclusive. Other duties may be required and assigned.**

- Assists the Emergency & Risk Management Director with all department needs as assigned related to Emergency Management, Risk Management, Safety Program, and training, Public Health response and readiness for emergencies, and the TZD coordinator duties.
- Support, Contribute, and Participate in the development, maintenance, and testing of the County Emergency Operations Plan and Public Health Emergency response and readiness plans, exercise, and training for both manmade and natural, health emergencies and disasters. Meet planning and coordinating requirements established by MN Homeland Security & Emergency Management, Public Health, and Toward Zero Death programs.
- Support, Contribute, and Participate in developing and maintaining the County all-hazard mitigation plan for both manmade and natural disasters. Assist with the five-year review plan cycle established by MN Homeland Security & Emergency Management and FEMA for mitigation planning.
- Collaborates with county departments and local, regional, state, and federal government.
- Analyze emergencies and make recommendations to local, State, and Federal officials on appropriate public safety procedures. Recommends, if necessary, a State of Emergency.
- Support in the coordination and liaison for Emergency Risk Management activities with other government agencies (MN Homeland Security & Emergency Management, FEMA).
- Support in the coordination and liaison for Emergency Management and public health activities with volunteer organizations active before, during, and after a disaster.
- Support in the coordination of community education, training, and exercise requirements. Conducts training and mock disaster drills with area law enforcement, fire departments, ambulance personnel, local industry, and various

county/city officials, to aid in preparing for a real occurrence.

- Support with meetings with the Emergency Management Directors in the communities of the County to ensure they are aware of the services available from the County's Emergency & Risk Management Office, and act as a liaison and immediate resources for knowledge and equipment.
- Offer assistance to the Incident Commander of a disaster or pending disaster, which may include warning and notification, disaster response and control, public information, search and rescue, evacuative, damage assessment, hazardous materials, and recovery.
- Write and prepare grant requests for funding of Emergency Management, Public Health Department, and Sheriff's Office.
- Write and prepare grant requests for funding of projects for mitigation, public health, and traffic safety.
- Maintain State certification in Emergency Management.
- Participate in training activities to enhance skills.
- Respond to all requests for additional training that affects the protection of the community, security, and protection of essential services.
- Supervise the activities of an office that has become a part of the first line of protection for Homeland Security.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

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

| REQUIRED EDUCATION/TRAINING<br>(choose one)                                                                                                                                             |   |                                                                                                                                                                                                                                                                                                                                                                                           |  | DEGREE INFORMATION:<br>Type of degree: (B.S., M.A., etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| less than high school diploma                                                                                                                                                           |   |                                                                                                                                                                                                                                                                                                                                                                                           |  | Two-year college degree in emergency management or related field. Bachelor's Degree preferred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| High school diploma or GED.                                                                                                                                                             |   |                                                                                                                                                                                                                                                                                                                                                                                           |  | Major field of study or degree emphasis:<br><br>Emergency Management or related field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| 1 year college                                                                                                                                                                          | X | 2 years college                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 3 years college                                                                                                                                                                         |   | 4 years college                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| 1st year graduate level                                                                                                                                                                 |   |                                                                                                                                                                                                                                                                                                                                                                                           |  | Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> <li>• Ability to use office equipment and computer software</li> <li>• Good numerical aptitude</li> <li>• Must be able to produce documents with proper grammar, spelling, format and style.</li> <li>• Must be able to present information to an audience</li> <li>• Considerable knowledge of Emergency Management techniques, practices and laws.</li> <li>• Knowledge of state and federal laws and regulations.</li> <li>• Considerable knowledge in office practices and procedures.</li> </ul> |  |
| 2nd year graduate level                                                                                                                                                                 |   |                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                                                                                                                         |   |                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Required Work Experience in Addition to Formal Education/Training:</b><br>1 -3 years of experience in emergency management, risk management, safety, traffic safety or related field |   |                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| LICENSE/<br>CERTIFICATION                                                                                                                                                               |   | <b>Identify licenses/certifications required upon hire:</b><br>Valid Minnesota Driver's License<br>Within 2 years of hire must complete the Federal Emergency Management Agency Emergency Management Institute Basic Emergency Management Program or State equivalent.<br>Within 2 years of hire must complete the Safety Leadership certificate program from the National Safety Council |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                      | <p>Within 2 years of hire must complete the American Heart Association CPR Instructor certification for Basic Life Support and Heartsaver.</p> <p>Within 2 years of hire must complete the Car Seat technician certification course</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b> | <p><b>Skilled in:</b></p> <p>Computer and word processing proficiency.</p> <p>Emergency Communications and Radio operations.</p> <p>Ability to mitigate against, prepare for, respond to, and recover from any type of natural or manmade hazards or disasters.</p> <p>Ability to establish and maintain effective working relationships with others.</p> <p>Must be able to present information to an audience</p> <p>Ability to communicate effectively with all professional levels. Communicates with all emergency response agencies from the federal to local level.</p> <p>Consideration of privacy of victims of a disaster when appropriate.</p> <p>Necessary to adapt from an office environment to a potentially uncomfortable outdoor environment, possibly for extended periods, during disaster situations.</p> |

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

| <b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p>Must be able to carry job-related materials and objects up to 25 pounds regularly.</p> <p>Must be able to handle the physical demands of both a sedentary or office environment and outdoor</p> |

environment to assess damage after a natural or manmade disaster.

**HAZARDOUS WORKING**

**CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

**Unusual or hazardous working conditions related to performance of duties:** In the event of a disaster, exposure to hazardous conditions and situations may occur.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

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

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

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 2/2014 by BCC

Updated 8/2024

**Steele County**  
**Emergency & Risk Management Department**  
**Business Case request to fill Emergency Management Specialist position**

**Overview:** The Emergency & Risk Management Department is requesting approval to fill the Emergency Management Specialist (old Deputy/Assistant Director position). Approved in the 2025 budget to increase from 0.5 FTE to 1.0 FTE. Currently, the department has two part-time 0.25 FTE positions, with one staff member planning to retire in 2025. This increase in FTE is necessary to meet the demands of collaborative work with Public Health and the Sheriff's Office, as well as to handle additional emergency & risk management duties.

**Allocation of the 1.0 FTE:**

1. Public Health Emergency Planning:
  - Conducting work for public health emergency planning, exercise, and training through the Public Health Response and Readiness Grant (0.22 FTE).
2. Traffic Safety Coordination:
  - Coordinating traffic safety events and education through the Toward Zero Death (TZD) Coordinator position funded by the Toward Zero Death Safe Roads grant (0.22 FTE).
3. Emergency & Risk Management Duties:
  - The remaining 0.56 FTE will be dedicated to enhancing emergency & risk management duties, improving overall productivity for Steele County, and meeting additional planning and training demands.

**Financial Summary:**

The requested increase will be funded through a combination of grant sources and tax levies approved with the 2025 budget:

- Public Health Response and Readiness Grant: \$20,000
- TZD Safe Roads Grant: \$20,370

**Justification:** The Director's time study revealed a significant portion of time allocated to Safety & Risk Management duties, detracting from Emergency Management responsibilities. The data shows:

- 2022: 502 hours dedicated to Safety & Risk Management
- 2023: 479 hours dedicated to Safety & Risk Management
- 2024: 556 hours dedicated to Safety & Risk Management

This equates to approximately 30% of the Director's time spent on duties outside of Emergency Management, highlighting the need for a 0.5 FTE increase to adequately address department

needs. With the pending retirement of one part-time Deputy/Assistant Director, this is an opportune moment to reclassify and increase the position to 1.0 FTE. The identified grants will offset a portion of the levy funding required for this increase.

**Position Reclassification:** The Deputy/Assistant Director position in the Emergency & Risk Management Department has been reclassified to Emergency Management Specialist. This reclassification was necessary due to the nature of the position's responsibilities, which do not include supervising or managing personnel. Instead, the role primarily involves assisting and supporting the Emergency & Risk Management Director.

Key Justifications for Reclassification:

1. Lack of Supervisory Duties:
  - The position did not encompass any supervisory or managerial responsibilities. The Deputy/Assistant Director's role was focused on providing direct support to the Director rather than overseeing a team or managing staff.
2. Role Alignment:
  - The core functions of the position align more closely with the duties of an Emergency Management Specialist. These duties include assisting in the development and implementation of emergency plans, coordinating training and exercises, and supporting various risk management initiatives.
3. Support Functions:
  - The primary responsibilities of the reclassified position involve assisting the Emergency & Risk Management Director in executing departmental objectives, ensuring the department's operational efficiency, and enhancing the county's emergency response, and preparedness activities.
4. Title Clarification:
  - The new title of Emergency Management Specialist more accurately reflects the nature of the work performed and provides clearer expectations regarding the role's duties and responsibilities.

**Budget Impact:** The overall budget impact is a \$100,633 increase approved in the 2025 budget, including the additional wages, payroll taxes, and the position now qualified for health insurance coverage. Operating revenues increased by \$40,370 received from the coordination with the other county departments and additional grant funding received.



## Steele County Agenda Item

Request for Board Action

**Subject:** Requesting Approval to fill Public Health Supervisor position

**Department:** Public Health

**Committee:** Internal Central Services

**Committee Meeting Date:** February 4, 2025

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

**Board Meeting Date:** February 11, 2025

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

### Policy Committee Recommendation:

Committee recommends filling Public Health Supervisor position

### Recommendation:

Approve filling Public Health Supervisor position

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

The Public Health Department is requesting approval to fill the Public Health Supervisor position that is included in the approved 2025 budget.

In 2022, the Public Health department underwent an organization structure change that included elimination of the Assistant Director position, changing two lead worker positions to supervisory positions, and adding a third supervisor. The three supervisors oversee the following program areas: family health, long-term care, and homecare. There is not currently a supervisor overseeing accounting/office staff and those individuals report directly to the Public Health Director.

Adding an Accounting Supervisor to the Public Health department would play a vital role in continuing to evolve the continuity of business and financial operations. Grant management, grant expenses, grant & public health accounting, along with medical billing are complex and detailed processes that are required to have direct oversight. Additionally, the Public Health department is currently the recipient of 26 grants, amounting to over \$1,628,664 in Federal and State funding. With these grants, we are legally required to have specific reporting requirements that are due to both State and Federal agencies in order to be in compliance. Grants require detailed budgets,

tracking, and reporting. Due to the volume to State and Federal programs the Public Health administers the department has significant auditing requirements that opens the county up to additional oversight such as possible Single Audit, which takes additional time and oversight from Accounting and Finance Staff. In addition, with the change of adding the over 65 population, we will have additional billing requirements for the community population in order to manage County receivables. We must have segregation of duties between billing, receivables, and oversight for GFOA recommended best practices from financial and accounting oversight. Adding an Accounting Supervisor gives us this added opportunity to have the proper level of function within the organization to ensure compliance, while following best industry practices.

The Public Health Department has a significant and material impact on the County finances as a whole, therefore it is pertinent and important for us to ensure the County is structured in a way that we have the right accountability and oversight in the county for all financial and accounting matters to ensure that we are properly structured for future growth within the county.

By adding an accounting supervisor, staff members will have more accessibility to their leader who can make timely decisions and will free up time for the director to focus on more strategic duties such as organizing, planning, directing and managing programs to improve the County's overall well-being.

This position will likely be filled by internal promotion and the salary and benefits are already included in the approved 2025 budget.

**Attachments:**

- N/A



## Steele County Agenda Item

Request for Board Action

**Subject:** Veteran Services, Gift Cards

**Department:** Veteran Services

**Committee:** Choose an item.

**Committee Meeting Date:**

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

**Board Meeting Date:** 02/11/2025

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

### Policy Committee Recommendation:

.

### Recommendation:

Donation of 6 survival bags with hygiene products, snacks, pair of gloves, pair of socks, and a washcloth for homeless veterans.

6 - \$10 gift cards for gas at Kwik Trip.

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

n/a

### Attachments:

See attached



## STEELE COUNTY RESOLUTION

### Acceptance of Donation

---

**Department:** Veteran Services

**Date:** 2/11/2025

**Resolution No:** 2025-11

---

**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:

Donated by Better life Insurance of Owatonna and VFW Auxiliary 3723 of Owatonna:

- Donation of 6 survival bags with hygiene product, snacks, pair of gloves, pair of socks, and a washcloth for homeless vets
- 6 - \$10 gift cards for gas at Kwik Trip.

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

Dated this 11<sup>th</sup> day of February 2025.

STEELE COUNTY  
BOARD OF COMMISSIONERS

---

Chair

### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted, and approved by the County Board of said County on the 11<sup>th</sup> day of February 2025.

---

ATTEST

---

We are excited to share these  
"Care" but we prefer to  
call "Blessings" Bags

These were able to be put  
together by two Quatonna  
groups collaborating  
together.

Better Life Insurance - Sanford

VFW Auxiliary 3723 - Quatonna

**STEELE COUNTY PERSONNEL AGENDA ITEM**  
February 11, 2025

|                                                                                          |
|------------------------------------------------------------------------------------------|
| <b>FEBRUARY EMPLOYEE ANNIVERSARIES</b><br><i>(Information Only – No Action Required)</i> |
|------------------------------------------------------------------------------------------|

| Name:              | Position:                         | Department:              | Anniversary Date:         | Years of Service: |
|--------------------|-----------------------------------|--------------------------|---------------------------|-------------------|
| Rachel Kuriger     | Correctional Officer              | Detention Center         | February 6 <sup>th</sup>  | 2                 |
| Jessica Guggisberg | Correctional Officer              | Detention Center         | February 6 <sup>th</sup>  | 2                 |
| Stacey Zabel       | Legal Administrative Assistant    | Attorney                 | February 11 <sup>th</sup> | 34                |
| Chad Staska        | Arena/Park Maintenance Worker     | Parks and Recreation     | February 13 <sup>th</sup> | 8                 |
| Timothy Schammel   | Director of Community Corrections | Community Corrections    | February 19 <sup>th</sup> | 21                |
| Karen Winter       | Property Tax Specialist           | Property Tax & Elections | February 19 <sup>th</sup> | 12                |
| Nicole Meixner     | Administrative Assistant          | Community Corrections    | February 24 <sup>th</sup> | 15                |
| Todd Edel          | Maintenance Worker                | Facilities and Fleet     | February 26 <sup>th</sup> | 24                |
| Renee Babcock      | Records Specialist                | Sheriff                  | February 27 <sup>th</sup> | 24                |
| Loren Jensen       | Highway Maintenance Technician    | Highway                  | February 28 <sup>th</sup> | 31                |



## Steele County Agenda Item

Request for Board Action

**Subject:** Donation for the Steele County Sheriff's Office

**Department:** Sheriff's Office

**Committee:** Choose an item.

**Committee Meeting Date:** Enter a date.

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

**Board Meeting Date:** February 11, 2025

---

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

---

**Policy Committee Recommendation:**

.

**Recommendation:**

Approve the donation to the Steele County Sheriff's Office

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

Per State Law, all donations must be approved by the County Board of Commissioners

**Attachments:**

Donation Acceptance Resolution February 11, 2025



**STEELE COUNTY RESOLUTION  
ACCEPTANCE OF CASH DONATION  
FOR STEELE COUNTY SHERIFF'S OFFICE**

---

**Department:** Sheriff's Office

**Date:** 2/3/2025

**Resolution No:** 2025-012

---

**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 donations 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 donation of:

\$ 2,000.00                      from Crane Creek Asphalt

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

Dated this 11th day of February, 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 11th day of February, 2025.

---

Attest



# Steele County Agenda Item

Request for Board Action

**Subject: Resolution for Prioritized Bridge Replacement List**

**Department:** Highway

**Committee: Public Works**

**Committee Meeting Date:** NA

**Work Session Date:** NA

**Board Meeting Date:** February 11, 2025

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**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

---

**Policy Committee Recommendation:**

NA

**Recommendation:**

Adopt Resolution Prioritized Bridge Replacement List

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

Each year the MNDOT Office of State Aid requests local agencies provide a prioritized bridge replacement list in the form of a resolution.

The resolution satisfies statutory requirements for requesting Bridge Bonding money as well as for State-Aid to release Township Bridge monies.

In addition, it is used at the Legislature to document statewide funding needs for local bridge replacement.

The county is responsible for administering township bridge projects for the township to use state funding.

Bridge L5584 in Summit Township was recently closed due to structural issues.

Bridge L5573 is the closed historical structure in Clinton Falls. It is anticipated that most of the funding to remove, refurbish, and relocate this structure will be State and Federal dollars.

Bridge 4686 carries CR 180 over the Izaak Walton Creek, directly under the Canadian Pacific railroad bridge. These are in preliminary engineering and are also anticipated to be mostly funded with State and Federal dollars.

**Attachments:**

Resolution – Prioritized Bridge Replacement List



## STEELE COUNTY RESOLUTION

### PRIORITIZED BRIDGE REPLACEMENT LIST

**Department:** Highway

**Date:** 2/11/2025

**Resolution No:** 2025-013

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

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

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

| Old Bridge Number | Road and Crossing                             | LPI (1) | Total Project Cost | Township or State Bridge Funds | Federal Funds | Local or State Aid Funds | Proposed Construction Year |
|-------------------|-----------------------------------------------|---------|--------------------|--------------------------------|---------------|--------------------------|----------------------------|
| L5584             | SE 19 <sup>th</sup> Ave over Straight River   | 54      | \$700,000          | \$680,000                      | \$0           | \$20,000                 | 2025                       |
| 74519             | CSAH 43 over Ditch                            | 52      | \$873,649          | \$327,443                      | \$0           | \$546,206                | 2025                       |
| L5798             | NE 76th St over Rush Creek                    | 55      | \$412,000          | \$392,000                      | \$0           | \$20,000                 | 2025                       |
| 74524             | NE 14th Ave over Medford Cr                   | 48      | \$730,000          | \$710,000                      | \$0           | \$20,000                 | 2025                       |
| 74507             | NE 34th Ave over Rush Creek                   | 50      | \$630,000          | \$610,000                      | \$0           | \$20,000                 | 2025                       |
| L8592             | NE 64th Ave over Maple Cr                     | 55      | \$270,000          | \$250,000                      | \$0           | \$20,000                 | 2025                       |
| 4686              | CR 180 over Izaak Walton Cr                   | 48      | \$500,000          | \$300,000                      | \$0           | \$200,000                | 2026                       |
| 6037              | CPKC RR over CR 180 & Izaak Walton Creek      | NA      | \$6,250,000        | \$5,000,000                    | \$0           | \$1,250,000              | 2026                       |
| L5573             | NW 50th St over Straight River                | 22      | \$670,000          | \$670,000                      | \$0           | \$0                      | 2027                       |
| 92567             | CSAH 18 over Crane Creek                      | 50      | \$850,000          | \$400,000                      | \$0           | \$450,000                | 2027                       |
| 95786             | SE 18th St over Ditch                         | 54      | \$275,000          | \$255,000                      | \$0           | \$20,000                 | 2027                       |
| 6743              | CSAH 45 over Turtle Creek                     | 53      | \$750,000          | \$325,000                      | \$0           | \$425,000                | 2028                       |
| 74510             | CSAH 18 over Straight River                   | 58      | \$1,000,000        | \$500,000                      | \$0           | \$500,000                | 2029                       |
| 92566             | CSAH 13 over Rush Creek                       | 59      | \$850,000          | \$400,000                      | \$0           | \$450,000                | 2029                       |
| 74514             | NW 46 <sup>th</sup> St over Crane Creek       | 56      | \$900,000          | \$880,000                      | \$0           | \$20,000                 | 2030                       |
| 74528             | SE 34 <sup>th</sup> Ave over Judicial Ditch 2 | 60      | \$800,000          | \$780,000                      | \$0           | \$20,000                 | 2030                       |
| 74506             | SE 48 <sup>th</sup> St over Turtle Creek      | 60      | \$800,000          | \$780,000                      | \$0           | \$20,000                 | 2030                       |

1. Local Planning Index (LPI) is a measurement of the bridge's condition on a 1-100 point scale, factoring both the consequence of a service interruption and the probability of service interruption. To be eligible for funding, the bridge must have a LPI of less than 60. LPI does not apply to railroad bridges.

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

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

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

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

STEELE COUNTY  
BOARD OF COMMISSIONERS

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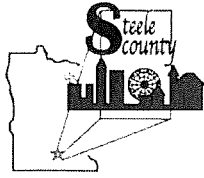
Chair

**CERTIFICATION**

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

---

Attest



## Steele County Agenda Item

Request for Board Action

**Subject:** Amendment to IUP 2021-05 (JJD – Bauer Pit)

**Department:** Planning & Zoning

**Committee:** Planning Commission

**Committee Meeting Date:** February 3, 2025

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

**Board Meeting Date:** February 11, 2025

---

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

---

### Policy Committee Recommendation:

Planning Commission recommends approving the Amendment to IUP #2021-05 with two changes to the 19 conditions based on the findings of fact.

.

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

This request is from JJD Companies who are looking to amend IUP 2021-05 which allows the mining of sand and gravel in NW ¼, NW ¼, SE ¼, Section 29, Somerset Township. The amendment would allow a 20 feet setback to property lines instead of 30 feet. The property address is 2483 SW 93<sup>rd</sup>, St.

### Attachments:

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE**  
**FINDINGS OF FACT**  
**AMENDMENT to INTERIM USE PERMIT #2021-05**

---

Bauer Pit

**Applicant:**

JJD Companies LLC

**Land Owner:**

Jeremy Bauer

**Project Description:**

JJD Companies is asking to amend condition #5 of the permit to allow a 20 feet setback to property lines instead of 30 feet and to remove condition #19.

**Zoning District:**

Agricultural District

**Ordinance Section:**

Section 703.2 of the Steele County Zoning Ordinance allows mining and gravel extraction as an Interim Use in the Agricultural District.

**Property Description:**

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:  
Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;  
thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;  
thence S 0 degrees 00' E 470.31 feet;  
thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;  
thence northerly 404 feet, more or less, along the centerline of said ditch to said True Point of Beginning;  
Containing 8.00 acres, more or less.

**Property Address:**

2483 SW 93<sup>rd</sup> Street  
Owatonna, MN 55060

**Permit History:**

- 2021 - Issued to JJD Companies LLC
- 2024 – Renewed: Condition #19 was added and permit extended to June 1<sup>st</sup>, 2026.

**Total Area:** 8 ac.  
**Minable Area:** 3 ac.  
**Active Areas:** <0.5 ac.  
**Reclaimed Areas:** 3.0 ac. Only a small pile of overburden remains by the access.

**Natural Elev:** 1176 feet  
**Permitted Elev:** 1156 feet  
**Mining Elev:** Estimated at 1156 feet

**Material Removed:** 2024 – 3,463 ton reported  
**Recyclable Amts:** Not permitted to process recycled materials.  
**Other Permits:** NPDES – General Permit  
DNR Permit – No permit

**Road Access:** North onto CSAH #4 (93<sup>rd</sup> Street) is a 9 ton / axel paved County Road.

**General Criteria for considering an Interim Use Permit:**

- 1) **The use will not create a burden on parks, schools, streets, public facilities or utilities:**  
The planning commission find the only public facilities being used will be CSAH #4. The Steele County Highway department has asked that the access be removed once mining is completed.
- 2) **The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**  
The planning commission find the nearest neighboring residence other than the property owner is 900 feet away. Condition #6 and #10 are in place to mitigate issues to neighboring residences. Condition #5 requires a 30 feet setback from property lines to protect neighboring agricultural land. The operator has mined as close as 20 feet from the fence line in this case. However the slope of the land is away from the pit so erosion should not be an issued if the slopes are properly vegetated.
- 3) **The appearance will not have an adverse effect on adjacent properties:**  
The planning commission find the appearance of the pit has not had an adverse effect on adjacent properties.
- 4) **The use is related to the needs of the county and the existing land use:**  
The planning commission find the existing land use is a residential building site and an existing gravel pit. The pit area has been restored to a pond with a beach area.
- 5) **The use is consistence with the purpose of the zoning ordinance and zoning district:**  
The planning commission find mining of aggregate material is consistent with the Zoning Ordinance if approved as an Interim Use.
- 6) **The use will not creation a traffic hazards or congestion:**  
The planning commission find there have been no reported issues with truck traffic from this pit. Condition #8 requires signs if requested by the County Engineer.
- 7) **Existing businesses will not be adversely affected because of curtailment of customers trade:**  
The planning commission find the nearest business is the Hope Knoll campground located 1700 feet to the southeast. There have been no issues reported from the campground.
- 8) **Adequate utilities, access roads, drainage and other facilities will be provided:**  
The planning commission find:
  - **Access Road:** The access has been established onto CSAH #4. Condition #4 requires the access to be removed when mining is completed.
  - **Water appropriations:** No pumping of water has occurred onsite.
  - **Floodplain:** The entire area is in floodplain. Conditions #12 and #13 address issues within the floodplain.
  - **Wetlands:** No known jurisdictional wetlands on the property.

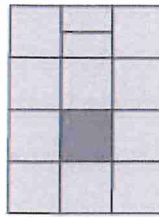
### Planning Commission Recommendations:

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of the re-issuance of IUP 2021-05 with the following conditions.

(~~Strikethrough~~ is deleted, underlined is added.)

1. Mining and processing is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of 20 ~~30~~ feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The access shall be gated to deter unauthorized access.
8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
9. Trucks shall not track material from the pit onto the public road.
10. Trucks hauling material to and from this site shall not use "jake brakes"
11. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
12. No hazardous material may be stored on the site.
13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on June 1<sup>st</sup>, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. ~~The 30 feet of setback shall be restored along the south and west property line.~~ To prevent erosion, vegetation must be established on the excavated areas.

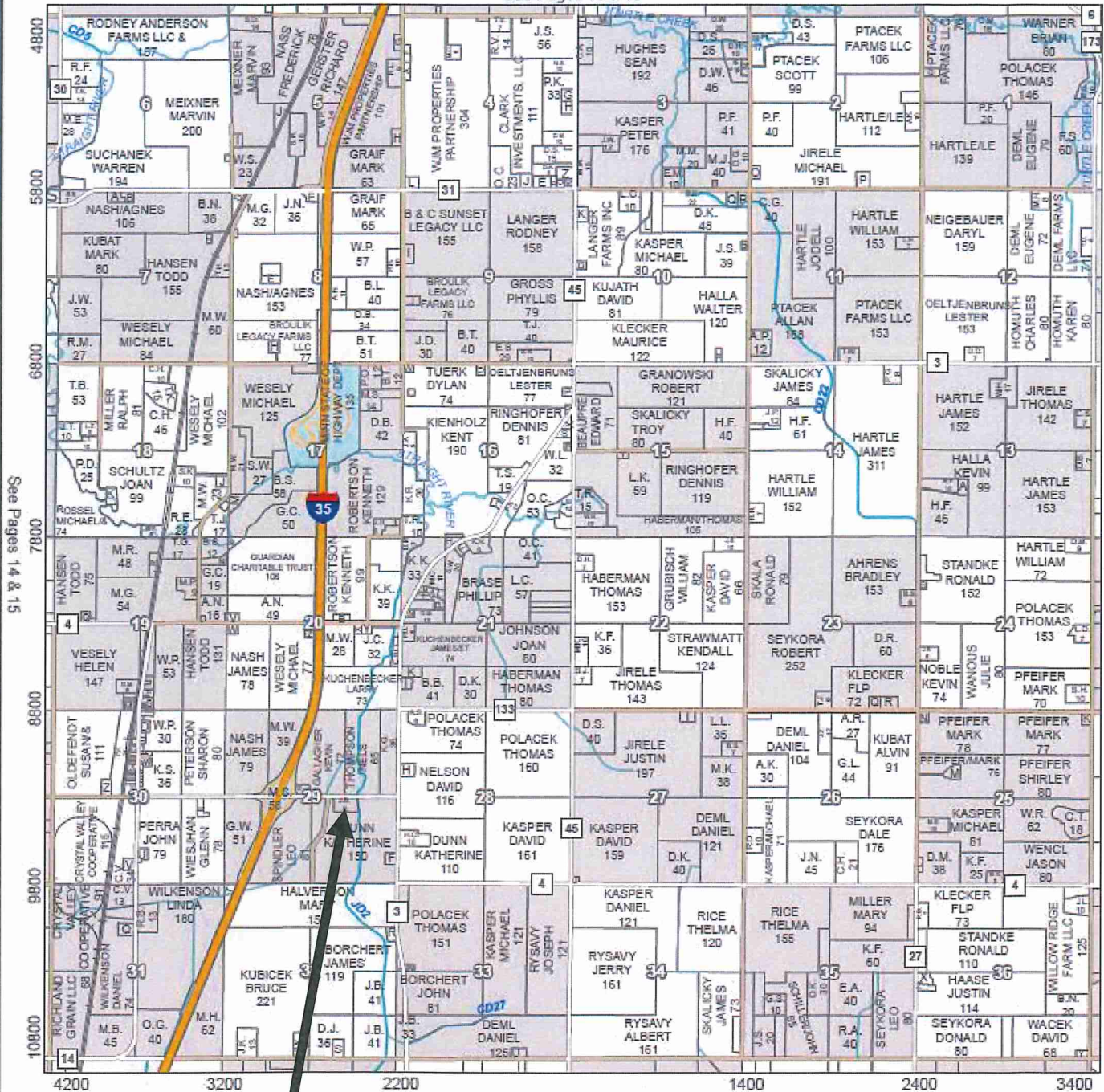
# Somerset



T.106N. - R.20W.



See Pages 18 & 19



See pages 6 & 7

Bauer Pit Location  
2483 SW 93<sup>rd</sup> Street



Disclaimer: Steele County, MN makes no representations or warranties, express or implied, with respect to the use or reuse of the data provided herein, regardless of the format or the means of transmission. THE DATA IS PROVIDED "AS IS" WITH NO GUARANTEE OR REPRESENTATION ABOUT THE ACCURACY, CURRENCY, SUITABILITY, PERFORMANCE, MERCHANTABILITY, RELIABILITY, OR FITNESS OF THE DATA FOR ANY PARTICULAR PURPOSE. Steele County, MN, shall not be liable for any direct, indirect, special, incidental, compensatory or consequential damages or third party claims resulting in the use of this data, even if Steele County, MN, has been advised of the possibility of such potential loss or damage. This data may not be used in states that do not allow the exclusion or limitation of incidental or consequential damages.

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## Bauer Pit Restoration Plan

March 01, 2024



**Staff Report**  
for  
**2025 Amendment to Interim Use Permit 2021-05**  
**JJD Companies LLC (Bauer Pit)**

**Applicant:**

JJD Companies LLC.

**Property Owner(s):**

Jeremy Bauer

**Project Location:**

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:  
Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;  
thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;  
thence S 0 degrees 00' E 470.31 feet;  
thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;  
thence northerly 404 feet, more or less, along the centerline of said ditch to said True Point of Beginning;  
Containing 8.00 acres, more or less.

**Property Address:**

2483 SW 93<sup>rd</sup> Street  
Owatonna, MN 55060

**Zoning District:**

Agricultural

**Project Description:**

JJD Companies is asking to amend condition #5 of the permit to allow a 20 feet setback to property lines instead of 30 feet and to remove condition #19.

**Existing Permitted Uses:**

The mining of sand and gravel and the stockpiling of aggregate material.

**Permit History:**

- 2021 - Issued to JJD Companies LLC
- 2024 – Renewed: Condition #19 was added and permit extended to June 1<sup>st</sup>, 2026.

**Permit Conditions:**

1. Mining and processing is limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.

4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of 30 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The access shall be gated to deter unauthorized access.
8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
9. Trucks shall not track material from the pit onto the public road.
10. Trucks hauling material to and from this site shall not use "jake brakes"
11. Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
12. No hazardous material may be stored on the site.
13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on June 1<sup>st</sup>, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. The 30 feet of setback shall be restored along the south and west property line.

**Total Area:** 8 ac.  
**Minable Area:** 3 ac.  
**Active Areas:** <0.5.  
**Reclaimed Areas:** 3.0 ac. Only a small pile of overburden remains by the access.

**Natural Elev:** 1176 feet  
**Permitted Elev:** 1156 feet  
**Mining Elev:** Estimated at 1156 feet

**Material Removed:** 2024 – 3,463 ton

**Recyclable Amts:** Not permitted to process recycled materials.

**Other Permits:** NPDES – General Permit  
DNR Permit – No permit

**Road Access:** North onto CSAH #4 (93<sup>rd</sup> Street) is a 9 ton / axel paved County Road.

**General Criteria for Issuing an Interim Use Permit:**

**a) Burden on Existing Public Facilities and Utilities:**

The only public facilities being used is County Road 4. Condition #4, #8, #9 and #11 all deal with mitigation efforts concerning the road. The Steele County Highway department has asked that the access be removed if mining has been completed.

**b) Compatible, Separated, or Screened from Adjacent Agricultural or Residential Properties:**

The nearest neighboring residence other than the property owner is 900 feet away. Condition #6 and #10 are added to mitigate issues to neighboring residences. Condition #5 requires a 30 feet setback to protect neighboring agricultural land. During the review in 2024 it was discovered that mining had encroached as close as 20 feet to the south and west property lines. At that time, condition #19 was added requiring the 30 feet be restored. Dan Niles requested to be allowed to restore the setback as they continued mining as it would be more economical to truck needed material in while they were also trucking sand and gravel out.

The 30 feet setback has been a standard condition on mining permits for 20 years or more, although older permits only required a 20 feet property line setback. The purpose of the setback is to protect neighboring property both during active mining and after mining and reclamation is complete. Sloughing can occur during mining and erosion back into the embankment can occur after mining is completed where overland flow runs towards the open excavation. This is especially on sandy soils. JJD has substantially completed reclamation at this site. Beginning at approximately 20 feet from the property line the excavated slope has been shaped at roughly a 4:1 slope down to the water most of the way around the pond. In this case the ground surface around the pond slopes away from the mined area to the south and west making erosion of the sideslopes less likely. The seeding of the slopes has not been completed but should be required to make any potential erosion less likely.

**c) Appearance of Structures and Site shall not have an Adverse Effect on Adjacent Properties:**

The appearance is similar to other reclaimed gravel pits in the area.

**d) Relationship of Proposed Project to Existing Land Use:**

The existing land use is a residential building site and the former gravel pit. The area is now a ponded with a beach area on the eastern side.

**e) Consistency with Zoning Ordinance and Zoning District:**

Gravel mining is consistent with the Zoning Ordinance if approved as an Interim Use.

**f) Creation of Traffic Hazards or Congestion:**

There have been no reported issues with truck traffic from this pit. Condition #8 requires signs if requested by the County Engineer.

**g) Nuisance Effects on Nearby Business:**

The nearest business is the Hope Knoll campground located 1700 feet to the southeast. There have been no reported issues from this business.

**h) Adequacy of Utilities, Access Roads, Drainage and Other Facilities:**

- **Access Road:** Has been established onto CSAH #4. The Steele County Highway department has requested the access to be removed now that the mining has been completed.
- **Water appropriations:** No pumping of water has occurred onsite.
- **Drainage:** Most drainage flows away from the reclaimed pit.
- **Floodplain:** The entire area is in floodplain. Conditions #12 and #13 address issues within the floodplain.
- **Wetlands:** No known jurisdictional wetlands on the property.

**Staff Comments:**

If the planning commission find the property line encroachment does not cause any irreputable issues, condition changes they may want to consider are. ~~Strikethrough~~ is deleted, underlined is added.

5. The excavation of material shall be setback a minimum of ~~30~~ 20 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.

19. ~~The 30 feet of setback shall be restored along the south and west property line before any additional material is mined or removed.~~ To prevent erosion, vegetation must be established on the excavated areas.

**INTERIM USE PERMIT****Permit # 2021-05**

|            |                                                      |                |                                           |
|------------|------------------------------------------------------|----------------|-------------------------------------------|
| PARCEL #:  | 05-029-2101                                          | HEARING DATE:  | 02/03/25                                  |
| DISTRICT:  | Agricultural                                         | DECISION DATE: |                                           |
| APPLICANT: | JJD Companies, LLC                                   | LANDOWNER:     | Jeremy Bauer                              |
| ADDRESS:   | 11822 Co. Rd. 45 South<br>Blooming Prairie, MN 55917 | ADDRESS:       | 2483 93rd Street SW<br>Owatonna, MN 55060 |

**LEGAL DESCRIPTION OF PROPERTY:**

All that part of the SE 1/4 of Section 29-106-20, Steele County, Minnesota, described by:  
Commencing at the NE corner of said SE 1/4; thence N 90 degrees 00' W, assumed bearing, 1284.00 feet along the north line of said SE 1/4 to a point on the centerline of Judicial Ditch No. 2, last said point being the True Point of Beginning;  
thence N 90 degrees 00' W 709.22 feet along the north line of said SE 1/4;  
thence S 0 degrees 00' E 470.31 feet;  
thence N 90 degrees 00' E 773 feet, more or less, to the centerline of said ditch;  
thence northerly 404 feet , more or less, along the centerline of said ditch to said True Point of Beginning; Containing 8.00 acres, more or less.

**ADDRESS OF PROPERTY:**

2483 93rd Street SW  
Owatonna, MN 55060

**REFERENCE ORDINANCE FOR CUP:**

Section 703.2 of the Steele County Zoning Ordinance requires an Interim Use Permit for excavations.

**PROPOSED USE(S):**

The mining of sand and gravel and the stockpiling of aggregate material.

## INTERIM USE PERMIT

Permit # 2021-05

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### DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with 19 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

---

*Chair, Steele County Board of Commissioners*

---

*Date*

---

### Conditions

- 1 Mining and processing is limited to the areas identified in the application.
- 2 Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
- 3 Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.
- 4 Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
- 5 The excavation of material shall be setback a minimum of 20 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
- 6 Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
- 7 The access shall be gated to deter unauthorized access.
- 8 Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
- 9 Trucks shall not track material from the pit onto the public road.
- 10 Trucks hauling material to and from this site shall not use "jake brakes".

- 11 Operator is responsible to maintain dust control in the pit and on the access road so it does not negatively affect neighboring properties or highway traffic.
- 12 No hazardous material may be stored on the site.
- 13 Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
- 14 Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River).
- 15 The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
- 16 This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
- 17 Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
- 18 This permit expires on June 1st, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
- 19 To prevent erosion, vegetation must be established on the excavated areas.

---

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
*Steele County Administrator*

\_\_\_\_\_  
*Date*

This document prepared by Steele County Planning and Zoning Director

\_\_\_\_\_  
*Director, Steele County Planning & Zoning*

\_\_\_\_\_  
*Date*



## Steele County Agenda Item

Request for Board Action

**Subject:** IUP 2025-01 (Gaul – 2<sup>nd</sup> Home)

**Department:** Planning & Zoning

**Committee:** Planning Commission

**Committee Meeting Date:** February 3, 2025

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

**Board Meeting Date:** February 11, 2025

---

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

---

### **Policy Committee Recommendation:**

Planning Commission recommends approving IUP #2025-01 with seven conditions based on the findings of fact.

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

This request is from Sylvester Krell and Breanna Knish to allow a manufactured home on the property as a 2<sup>nd</sup> dwelling. The property is located in the N ½ of the SW ¼, Section 7, Havana Township. The property address is 3457 Rose Street.

### **Attachments:**

Findings of Fact

Location Map

Site Map

Staff Report

Draft Permit

**COUNTY OF STEELE  
FINDINGS OF FACT  
INTERIM USE PERMIT #2025-01**

---

**Applicant:**

Sylvester Krell & Breanna Knish

**Landowner:**

Marlene Gaul has a life estate on the property, owned by Sylvester Krell and Raymond Krell

**Project Description:**

Allow a manufactured home on the property as a 2<sup>nd</sup> dwelling.

**Zoning District:**

Agricultural District

**Ordinance Section:**

Section 703.1 of the Steele County Zoning Ordinance allows one additional dwelling as an interim use in the agricultural district.

**Property Address:**

3457 Rose Street  
Owatonna, MN 55060

**Property Legal Description:**

All that part of the North half of the Southwest Quarter of Section 7, Township 107 North of Range 19 West, lying South of the highway known as the Rice Lake Road excepting and reserving therefrom the East 40 acres thereof.

**General Criteria for considering a Conditional Use Permit:**

- 1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**  
The planning commission finds there will be no burden on parks, schools or utilities as those are already provided to the site.
- 2) The use is compatible, separated, or screening from adjacent agricultural or residential land so it will not deter development or depreciated the value of existing properties:**  
The planning commission finds the surrounding land is predominately agricultural. The manufactured home will be less than 1000 feet from an existing registered feedlot. A condition should be put into place to protect that feedlot from nuisance complaints.
- 3) The appearance will not have an adverse effect on adjacent properties:**  
The planning commission finds the appearance will not have an adverse effect on adjacent properties.
- 4) The use is related to the needs of the county and the existing land use:**  
The planning commission finds the existing land use is rural building site. The addition of a temporary 2<sup>nd</sup> home is consistent with this use.

**5) The use is consistence with the purpose of the zoning ordinance and zoning district:**

The planning commission finds a second home will be consistent with the ordinance while the occupants are onsite to care for the principal resident.

**6) The use will not creation a traffic hazards or congestion:**

The planning commission finds the use will not create a traffic hazard if the primary access is used.

**7) Existing businesses will not be adversely affected because of curtailment of customers trade:**

The planning commission finds the location of a second home will not affect nearby businesses.

**8) Adequate utilities, access roads, drainage and other facilities will be provided:**

The planning commission finds:

Utilities: Electricity is already provided to the site. Water will be provided by a private well. Sewage will need to be treated by a compliant private septic system.

Access Roads: The existing primary access to the site shall be used.

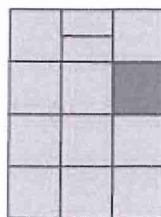
Drainage: Drainage should not change from present.

**Planning Commission Recommendations:**

Based on the information provided and comments received, the Steele County Planning Commission recommends approval of IUP #2025-01 with the following 7 conditions.

1. Both homes must be occupied by family members.
2. The manufactured home must be removed when Marlene Gaul no longer occupies the existing dwelling.
3. The property cannot be subdivided so the homes are on different parcels.
4. The manufactured home must be connected to a septic system compliant with the State of Minnesota Rules and Steele County Septic Ordinances.
5. The manufactured home must obtain a building permit and meets the requirements of the State Building Code.
6. The occupants must utilize the existing primary drive as the access to the manufactured home.
7. By placing a manufactured home onsite, the occupants acknowledge the presence of a registered feedlot currently located less than the required setback from this home and accept that they may be subject to inconvenience or discomfort arising from the normal operation of that feedlot including noise, odors and dust.

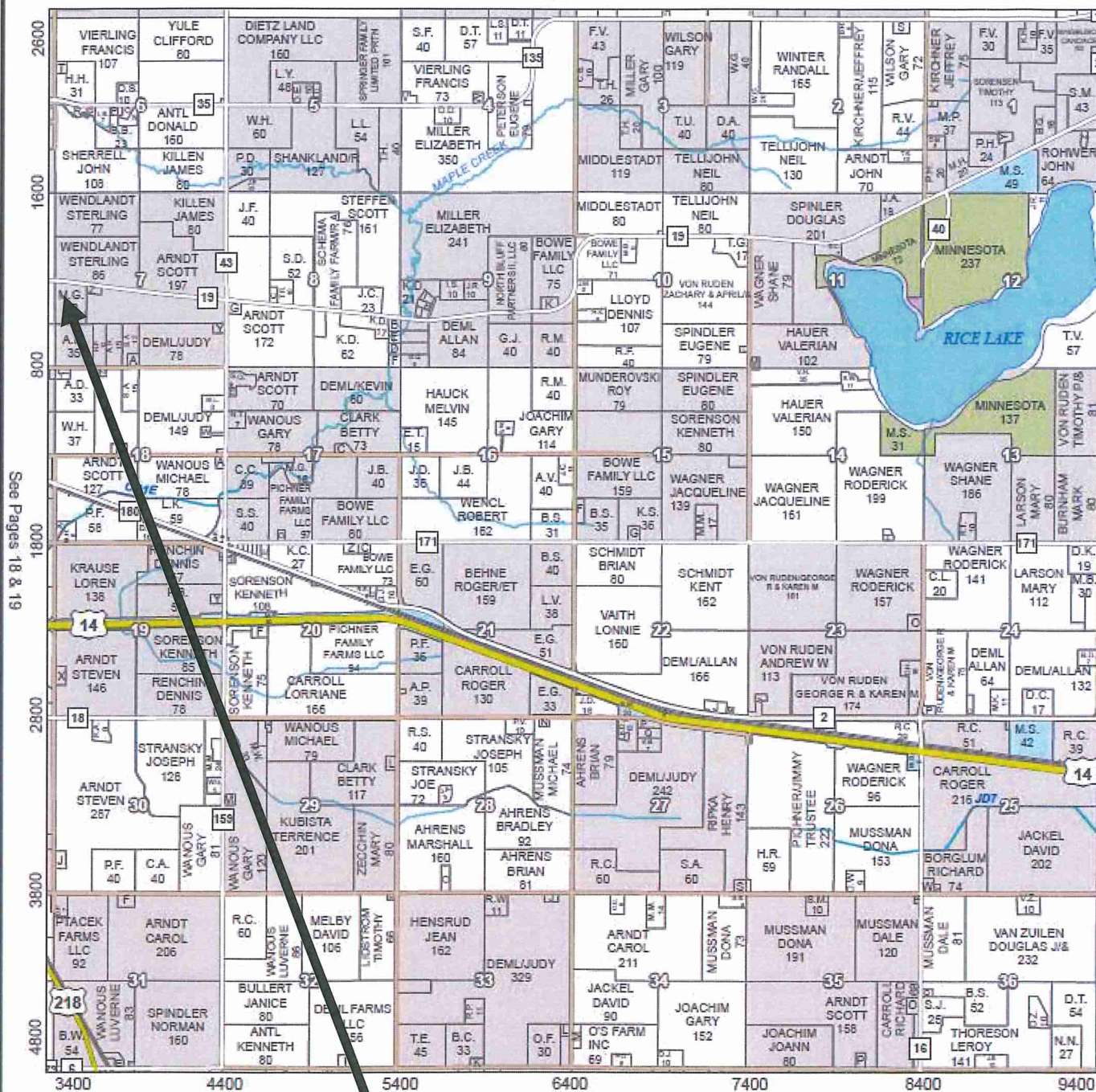
# Havana



T.107N. - R.19W.



See Pages 22 & 23



Dodge Co.

2<sup>nd</sup> Dwelling Request Location

3457 Rose Street

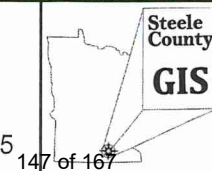


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## Gaul Property

January 24, 2025



**Staff Report**  
for  
**Interim Use Permit #2025-01**  
**Gaul - 2<sup>nd</sup> Home**

**Applicant:**

Sylvester Krell & Breanna Knish

**Property Owner:**

Marlene Gaul has a life estate on the property, owned by Sylvester Krell and Raymond Krell

**Site Address:**

3457 Rose Street  
Owatonna, MN 55060

**Legal Description of Property:**

All that part of the North half of the Southwest Quarter of Section 7, Township 107 North of Range 19 West, lying South of the highway known as the Rice Lake Road excepting and reserving therefrom the East 40 acres thereof.

**Project Description:**

Allow a manufactured home on the property as a 2<sup>nd</sup> dwelling.

**Zoning District:**

Agricultural

**Reason for Interim Use Permit Application:**

Section 703.1 of the Steele County Zoning Ordinance allows one additional dwelling as an interim use in the agricultural district: The applicants have moved a manufactured home on the property and ask to use it as a second dwelling as they currently live in the house with Marlene. They wish to stay near her to assist her.

**General Criteria for Issuing Conditional Use Permit:**

**1) The use will not create a burden on parks, schools, streets, public facilities or utilities:**

Public utilities servicing this dwelling will be electricity and roads, both of which are already provided. The applicant has indicated the existing driveway will be used although a 2<sup>nd</sup> “field drive” also accesses the site so it is unclear on if they intend to use the primary access or make use of this secondary access.

**2) The use is compatible, separated, or screening from adjacent agricultural or residential land:**

The site is predominately surrounded by agricultural land and scattered rural residences. The nearest rural residences are located approximately 500 feet to the east and 650 feet to the northeast. The building site to the northeast also has a registered feedlot. Marlene’s house is 960 feet away from that barn. The manufacture home will be closer at approximately 840 feet away.

**3) The appearance will not have an adverse effect on adjacent properties:**

The appearance of the manufacture home will be similar to other manufactured homes allowed in the county. Typically, it's the maintenance and upkeep of structures, or lack thereof, that is objectionable to neighboring properties.

**4) The use is related to the existing land use and the needs of the county:**

The existing land use is a rural residential building site on 28 acres. 22 acres of the property are tillable farmland. The building site contains the existing house, a shed, a couple of barns, and several other outbuildings.

**5) The use is consistence with the zoning ordinance and zoning district:**

Section 703.1 of the Steele County Zoning Ordinance allows one additional dwell meeting the requirements of the Septic ordinance provided:

- a) The occupants are involved in farm operations;
- b) The dwelling will not be split off of the farm or from the first residence;
- c) There is a farm activity which requires additional farm workers or health limitations of the owner.

The applicants have not provided a farming reason, rather state the need to assist the Life Estate occupant. There appears to periodically be livestock on the site although the site has not been registered as a feedlot, so it is unclear how much livestock is present.

**6) The use will not creation a traffic hazards or congestion:**

Traffic generated by the second home should not increase substantially as it appears the applicants already live in the existing house with Ms. Gaul. The highway department prefers they use to primary drive instead of the secondary "field drive" as introducing a second routinely used access would increase conflict points on Rose Street.

**7) Existing businesses will not be adversely affected because of curtailment of customers trade brought about by intrusion of noise, glare, vibration or other nuisances:**

The nearest businesses are Turtle Creek Nursery and D&D Yard Service located approximately 1 mile away to the west. Locating a second home on the property should have no effect on these businesses.

**8) Adequate utilities, access roads, drainage and other facilities will be provided:**

Utilities: Electricity is already provided to the site. Water will be provided by a private well. Sewage will need to be treated by a private septic system. The system for the existing house was installed in 2006 and designed for a 4 bedroom house. Either a new system will have to put in or this system expanded to meet the additional flows.

Access Roads: The applicant has indicated they will use the existing access although it is unclear if that means using the primary access or the secondary "field access" to the property. The Steele County highway department has indicated they prefer the use of the primary access to minimize conflict points on Rose Street.

Drainage: Drainage should not change from present.

**Staff Comments:**

If the planning commission recommends approval of this permit they may want to consider the following conditions.

1. Both homes must be occupied by family members.
2. The manufactured home must be removed when Marlene Gaul no longer occupies the existing dwelling.
3. The property cannot be subdivided so the homes are on different parcels.

4. The manufactured home must be connected to a septic system compliant with the State of Minnesota Rules and Steele County Septic Ordinances.
5. The manufactured home must obtain a building permit and meets the requirements of the State Building Code.
6. The occupants must utilize the existing primary drive as the access to the manufactured home.
7. By placing a manufactured home onsite, the occupants acknowledge the presence of a registered feedlot currently located less than the required setback from this home and accept that they may be subject to inconvenience or discomfort arising from the normal operation of that feedlot including noise, odors and dust.

**INTERIM USE PERMIT****Permit # 2025-01**

|           |                     |                |                 |
|-----------|---------------------|----------------|-----------------|
| PARCEL #: | <u>07-007-3400</u>  | HEARING DATE:  | <u>02/03/25</u> |
| DISTRICT: | <u>Agricultural</u> | DECISION DATE: | <u>02/11/25</u> |

|            |                                      |            |                          |
|------------|--------------------------------------|------------|--------------------------|
| APPLICANT: | <u>Sye Krell &amp; Breanna Knish</u> | LANDOWNER: | <u>Marlene Gaul</u>      |
| ADDRESS:   | <u>3457 Rose Street</u>              | ADDRESS:   | <u>3457 Rose Street</u>  |
|            | <u>Owatonna, MN 55060</u>            |            | <u>Owatonna, MN 5060</u> |

**LEGAL DESCRIPTION OF PROPERTY:**

All that part of the North half of the Southwest Quarter of Section 7, Township 107 North of Range 19 West, lying South of the highway known as the Rice Lake Road excepting and reserving therefrom the East 40 acres thereof.

**REFERENCE ORDINANCE FOR IUP:**

Section 703.1 of the Steele County Zoning Ordinance allows one additional dwelling meeting the requirement of the Sanitary Ordinance by interim use permit in the agricultural district.

**PROPOSED USE(S):**

One additional single-family dwelling.

## INTERIM USE PERMIT

Permit # 2025-01

### DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒ with seven conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

\_\_\_\_\_  
Chair, Steele County Board of Commissioners

\_\_\_\_\_  
Date

### Conditions

- 1 Both homes must be occupied by family members.
- 2 The manufactured home must be removed when Marlene Gaul no longer occupies the existing dwelling.
- 3 The property cannot be subdivided so the homes are on different parcels.
- 4 The manufactured home must be connected to a septic system compliant with the State of Minnesota Rules and Steele County Septic Ordinances.
- 5 The manufactured home must obtain a building permit and meets the requirements of the State Building Code.
- 6 The occupants must utilize the existing primary drive as the access to the manufactured home.
- 7 By placing a manufactured home onsite, the occupants acknowledge the presence of a registered feedlot currently located less than the required setback from this home and accept that they may be subject to inconvenience or discomfort arising from the normal

### CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

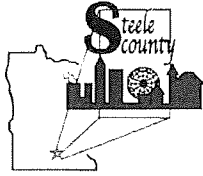
\_\_\_\_\_  
Steele County Administrator

\_\_\_\_\_  
Date

This document prepared by Steele County Planning and Zoning Director

\_\_\_\_\_  
Director, Steele County Planning & Zoning

\_\_\_\_\_  
Date



## Steele County Agenda Item

Request for Board Action

**Subject:** Extension of IUP 2024-01 (EE Solar 33)

**Department:** Planning & Zoning

**Committee:** Planning Commission

**Committee Meeting Date:** February 3, 2025

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

**Board Meeting Date:** February 11, 2025

---

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

---

### **Policy Committee Recommendation:**

Planning Commission recommends approving the six-month extension for IUP 2024-01.

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

This request is from Enterprise Energy for an extension to IUP 2024-01 permitting the construction of a 4 MW solar energy system in Section 31 of Clinton Falls Township. Steele County ordinances states that IUP's are valid for a period of (1) year and if not used during that period become invalid. The ordinance also allows the county to grant one six-month extension to that time frame.

### **Attachments:**

Request

IUP 2024-01 Permit



Enterprise Energy  
2925 Dean Parkway, Executive Suite 300  
Minneapolis, MN 55416  
(952) 212-0824

November 4<sup>th</sup>, 2024

Buscho 4MW Extension Letter  
Attn: Dale Oolman  
Steele County Planning and Zoning  
630 Florence Ave P.O. Box 890  
Owatonna, MN 55066

Re: Conditional Use Permit for EESolar33, LLC

Enterprise Energy is requesting a six-month extension of the 2024-01 for the Buscho community solar development on behalf of EESolar33, LLC. Xcel studies community solar developments sequentially on a first come first serve basis. There was one project ahead of this project in queue caused a delay. We expect our project to advance through study and be complete with Xcel by the start of 2025. After that we will still need approximately half a year to mobilize for construction.

Enterprise Energy has invested significant costs and resources in the development of this project, including engineering costs, applications for interconnection, and Xcel study fees. All indications are that this project will move forward. However, it will simply take more time.

We appreciate your patience and consideration in this matter.

- Evan Carlson  
(952) 212-0824

**INTERIM USE PERMIT****Permit # 2024-01**

|            |                                                     |                |                                           |
|------------|-----------------------------------------------------|----------------|-------------------------------------------|
| PARCEL #:  | 12-031-1100                                         | HEARING DATE:  | 03/04/24                                  |
| DISTRICT:  | Agricultural                                        | DECISION DATE: | 05/14/24                                  |
| APPLICANT: | EESolar33 LLC                                       | LANDOWNER:     | Buscho Trust                              |
| ADDRESS:   | 2925 Dean Parkway, Ste 300<br>Minneapolis, MN 55416 | ADDRESS:       | 16595 Festal Ave.<br>Farmington, MN 55024 |

**LEGAL DESCRIPTION OF PROPERTY:**

All that part of the N 1/2 of the NE 1/4 of Section 31, Township 108 North, Range 20 West, Steele County, MN.

EXCEPT: Commencing at the Northeast corner of said Section 31; thence South 0 degrees East, assumed bearing, 225 feet along the East line of NE 1/4 of NE 1/4 to the true point of beginning; thence South 0 degrees East 538 feet along the East line of said NE 1/4 of NE 1/4; thence North 90 degrees West 412 feet; thence North 0 degrees East 538 feet; thence North 90 degrees East 412 feet to said true point of beginning,

AND EXCEPT; Beginning at the northeast corner of said NE 1/4; thence S 0°19'00" W assumed bearing, 225.00 feet along the east line of said NE 1/4; thence N 89°41'00" W 412.00 feet; thence N 0°19'00" E 220.59 feet to the north line of said NE 1/4; thence N 89°42'14" E, 412.02 feet to beginning,

AND FURTHER EXCEPT: Beginning at the Northwest corner of said NE 1/4; thence North 89°42'14" east, assumed bearing, 482.00 feet along the North line of said NE 1/4 to the centerline of Crane Creek; thence South 56°06'14" West 582.67 feet along said Creek centerline to the West line of said NE; thence North 0°17'34" East 322.46 feet to beginning.

**REFERENCE ORDINANCE FOR CUP:**

Section 1528.03 of the Steele County Zoning Ordinance requires an Interim Use Permit for Primary Use Solar Energy Systems in the Agricultural District.

**PROPOSED USE(S):**

4 MW Community Solar Energy System

## INTERIM USE PERMIT

Permit # 2024-01

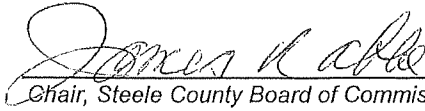
### DECISION OF BOARD OF COMMISSIONERS

Deny ☐

Approve ☒

18 conditions.

Findings recommended by the Planning Commission are hereby adopted to be the Findings of the Steele County Board of Commissioners.

  
Chair, Steele County Board of Commissioners

5/14/2024  
Date

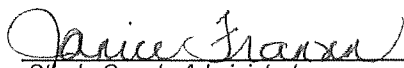
### Conditions

- 1 This permit allows for the construction and operation of 4 MW Solar Array in the location identified on the submitted application. Any additional expansion of the project will require the permit to be amended.
- 2 This permit shall expire on December 31, 2061 and all solar components and accessory facilities removed by December 31, 2062.
- 3 If the project ceases to generate electricity before the permit expiration date, all solar components and accessory facilities shall be removed within one year of the discontinuation of use/operation.
- 4 The operator shall notify the Steele County planning and zoning office of any changes in management or ownership of the project.
- 5 Any private drainage tile servicing adjoining properties shall be protected during construction and maintained throughout the life of the project.
- 6 A wetland determination shall be completed and submitted to the Steele Soil and Water Conservation District. The applicant shall follow all procedures and requirements of the wetland conservation act.
- 7 The developer shall construct a security fence around the perimeter of the solar panels to deter unauthorized entrance. The fence shall utilize woven wire and be a maximum of 8 feet tall without barbed or razor wire.
- 8 Permanent vegetative shall be planted within the fenced project area.
- 9 All noxious weeds shall be controlled throughout the life of the project. If the weeds are not controlled the operator shall allow the county access to the site to implement weed control and the costs assessed back to the property.
- 10 If required by the township, an access permit shall be obtained from the township.

- 11 Prior to the start of construction, the developer shall document with the township the condition of the haul road(s) to be used during the construction of the project. Any haul road(s) degradation cause by construction traffic shall be remedied by the developer.
- 12 All construction crew vehicles must park on the site unless site conditions prohibit it. If vehicles must park on the road because of site conditions, vehicle parking shall be limited to a single side of the road.
- 13 The developer must obtain a 911 address and sign for the site.
- 14 The developer shall obtain building permit(s) from the Steele County Building Inspection office.
- 15 The developer and/or operator is responsible to acquire or maintain any federal, state, or local permits required in the construction, operation, and maintenance of the solar energy system.
- 16 A vegetative screen is required between this project and the neighboring property to the east. The screen shall consist of healthy, hardy plant materials that provides a minimum screen height of 8 feet and a minimum density of 75% at maturity. An alternate planting plan may be used if approved by the neighboring property owner. Screening planted as required by IUP 2023-02 will satisfy this condition.
- 17 Prior to the start of construction, the developer shall provide a letter of agreement from the land owner that states they understand they are liable for decommissioning if EESolar33 LLC or future lessees abandon the site.
- 18 The operator shall program the panels as modeled in the glare analysis dated April 3, 2024, 1:45PM to produce zero glare affecting the airport. If glare becomes an issue for the airport the operator shall work with the airport to determine a solution.

#### CERTIFICATION

I hereby certify that the above is a true and correct copy of the decision approved by the Steele County Board of Commissioners on the 14th day of May, 2024.

  
Steele County Administrator

5/14/2024  
Date

This document prepared by Steele County Planning and Zoning Director

  
Director, Steele County Planning & Zoning

5/14/24  
Date



## Steele County Agenda Item

Request for Board Action

**Subject:** Change Board meeting date from Tuesday, December 16<sup>th</sup> to Thursday, December 18<sup>th</sup>

**Department:** Administration Office

**Committee:** Choose an item.

**Committee Meeting Date:** Enter a date.

**Work Session Date:** February 11, 2025

**Board Meeting Date:** February 11, 2025

**Consent Agenda:** ☐ Yes ☐ No

**Resolution:** ☐ Yes ☐ No

**Policy Committee Recommendation:**

.

**Recommendation:**

Approve changing the Tuesday, December 16<sup>th</sup> Board Meeting date to Thursday, December 18<sup>th</sup> due to a conflict with MNPrairie County Alliance Board meeting.

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

.

**Attachments:**

Steele County Commissioners Board Meeting Schedule

# Steele County Board of Commissioners

## Board Meeting Schedule for 2025

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

### Steele County Administration Center Board Room

|                             |                            |                               |                        |
|-----------------------------|----------------------------|-------------------------------|------------------------|
| January 7*<br>January 28    | February 11<br>February 25 | March 11 (4 p.m.)<br>March 25 | April 8<br>April 22    |
| May 13<br>May 27            | June 10<br>June 24         | July 8<br>July 22             | August 12<br>August 26 |
| September 9<br>September 23 | October 14<br>October 28   | November 13<br>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 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each Month (Unless changed by Board Action or otherwise noted)*

### Steele County Administration Center Board Room

|                             |                            |                               |                        |
|-----------------------------|----------------------------|-------------------------------|------------------------|
| January 28                  | February 11<br>February 25 | March 11 (3 p.m.)<br>March 25 | April 8<br>April 22    |
| May 13<br>May 27            | June 10<br>June 24         | July 8<br>July 22             | August 12<br>August 26 |
| September 9<br>September 23 | October 14<br>October 28   | November 13<br>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 PLANNING COMMISSION MINUTES

Steele County Administration Center – 630 Florence - Owatonna, MN 55060

*Steele County's Mission:*

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

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**Monday, February 3rd, 2025, at 7:00 p.m. – Steele County Boardroom**

---

### **Call to Order:**

The meeting was called to order by Chair Lammers at 7:00 pm. Present were Smith, Lammers, Gillis, Spatenka, Queen, Cole, Commissioner Brady and staff member Oolman.

### **Agenda:**

Motion by Spatenka, second by Queen to approve the agenda as submitted. Motion passed unanimously.

### **2025 Organization:**

Motion by Queen, second by Spatenka to cast a unanimous ballot for Lammers as Chair. Motion passed.

Motion by Smith, second by Queen to cast a unanimous ballot for Spatenka as Vice Chair. Motion passed.

### **Minutes:**

Motion by Smith, second by Spatenka to approve the November 4<sup>th</sup>, 2024, minutes as submitted. Motion passed unanimously.

### **Building Permits:**

The building permits for December, January were reviewed.

### **IUP 2021-057 (JJD- Bauer Pit)**

This request is from JJD Companies LLC to amend IUP 2021-05 which allows the mining of sand and gravel on property located in the NE ¼, NW ¼, SE ¼, Section 29, Somerset Township and owned by Jeremy Bauer. If approved, this amendment would allow excavation as close as 20 feet to the property lines. The property address is 2483 93<sup>rd</sup> Street SW.

Questions and comments of the commission.

Lammers & Spatenka- Explained that they both were out to look at the pit and it looked good.

The public hearing was opened.

Brian Cook from JJD Companies- Explained why they need the 20-foot set back. He stated that they were going to add vegetation to prevent run off and erosion.

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

Motion by Queen, second by Spatenka to recommend approval of the renewal of IUP 2021-05 (JJD-Bauer Pit) with the following 19 conditions: (underlined is added, ~~strike through~~ is deleted)

1. Mining and processing are limited to the areas identified in the application.
2. Mining is limited to a bottom elevation of 1156 feet. (approximately 20 feet deep)
3. Before excavation can begin, the permittee or operator shall furnish bond or other financial surety as approved by the county, for potential haul road repair and for site restoration. The bond or other financial surety shall be in an amount of \$5,000 per permitted acre for a total amount of \$15,000 and remain in place for the length of the permit or until reclamation has been approved by Steele County.
4. Before excavation can begin the permittee shall obtain an access permit from the Steele County Highway Department and comply with all conditions of that permit. This access shall be removed when mining is complete or at the expiration of this permit.
5. The excavation of material shall be setback a minimum of ~~30~~ 20 feet from all property lines and road right of way. Any erosion within this setback shall be immediately corrected by the permittee. Overburden may be stored within the setback area but cannot be done in a manner that causes water runoff or siltation onto neighboring property, impedes the natural overland flow of water, or backs water up onto neighboring properties.
6. Equipment shall only be operated between the hours of 6:00 AM and 7:00 PM. Monday thru Saturday.
7. The access shall be gated to deter unauthorized access.
8. Signage warning of truck traffic shall be located along County Road #4 if required by the County Highway Department. The size and placement of these signs shall be at the direction of Steele County Highway Department.
9. Trucks shall not track material from the pit onto the public road.
10. Trucks hauling material to and from this site shall not use "jake brakes."
11. Operator is responsible to maintain dust control in the pit and on the access road, so it does not negatively affect neighboring properties or highway traffic.
12. No hazardous material may be stored on the site.
13. Stockpiles of aggregate material shall not be placed in a manner that will impede water flow during a flood event.
14. Any pumping of water shall comply with DNR requirements. Water cannot be discharged directly or indirectly into Judicial Ditch #2 (Straight River)
15. The applicant shall follow their submitted reclamation plan. Final reclamation shall include grading slopes to a 4:1 slope or flatter and replacing topsoil on areas not developed into a pond.
16. This permit remains valid during times when the owner/operator is current on all tax obligations including but not limited to aggregate taxes. In addition, if notified by the Auditor of a delinquency, the owner/operator is required to either pay the tax or file an appropriate challenge within 30 days or else the permit is null and void.
17. Applicant is responsible to obtain and follow all other federal, state, and local permits and regulations including but not limited to NPDES permits, DNR Water Appropriation Permits, and Minnesota Wetland Conservation Act regulations.
18. This permit expires on June 1<sup>st</sup>, 2026. All reclamation shall be completed unless the permittee has initiated the renewal of this permit before this date.
19. ~~The 30 feet of setback shall be restored along the south and west property line before any additional material is mined or removed.~~ To prevent erosion, vegetation must be established on the excavated areas.

Motion passed unanimously.

### **IUP 2025-01 (Gaul 2<sup>nd</sup> - Home)**

This request is from Sylvester Krell and Brenna Knish to place a 2<sup>nd</sup> dwelling on property owned by Marlene Gaul located in the N ½ of the SW ¼, Section 7, Havana Township. The property address is 3457 Rose Street.

Questions and comments of the commission.

Spatenka- Is the Septic a mound system?

*Krell- Yes, it is a mound system.*

Spatenka- Asked if it was possible to modify the existing mound system to accommodate the 2<sup>nd</sup> dwelling?

*Oolman- Yes it may be possible. A septic designer would have to figure out the best solution.*

The public hearing was opened.

Breanna Knish explained the need for the 2<sup>nd</sup> home. They want to be close to Sylvester grandma, Marlene. Marlene has a friend and a special needs woman who Brenna assists with caring for that also stay there. The house is heated with wood which also requires hands on attention.

As there were no questions or comments, the public hearing was closed.

Discussion by the planning commission.

The Planning Commission discussed if this type of permit was ever approved in the county before. Barty commented on a site that was approved by his house. Oolman also gave an example of a building site south of town.

Motion by Spatenka, second by Gillis to recommend approval of the approval of IUP 2025-01 (Gaul- 2<sup>nd</sup> Dwelling) With the following 7 conditions:

1. Both homes must be occupied by family members.
2. The manufactured home must be removed when Marlene Gaul no longer occupies the existing dwelling.
3. The property cannot be subdivided so the homes are on different parcels.
4. The manufactured home must be connected to a septic system compliant with the State of Minnesota Rules and Steele County Septic Ordinances.
5. The manufactured home must obtain a building permit and meets the requirements of the State Building Code.
6. The occupants must utilize the existing primary drive as the access to the manufactured home.
7. By placing a manufactured home onsite, the occupants acknowledge the presence of a registered feedlot currently located less than the required setback from this home and accept that they may be subject to inconvenience or discomfort arising from the normal operation of that feedlot including noise, odors and dust.

Motion passed unanimously.

### **Extension of IUP 2024-01 (Buscho 4MW Solar)**

This request is from Enterprise Energy for an extension to IUP 2024-01 permitting the construction of a 4 MW solar energy system in Section 31 of Clinton Falls Township. Steele County ordinances

states that IUP's are valid for a period of (1) year and if not used during that period become invalid. The ordinance also allows the county to grant one six-month extension to that time frame.

Motion by Queen, second by Cole to recommend approval of the extension of IUP 2024-01

**2025 Meeting Dates:**

Motion by Spatenka, second by Gillis to approve the 2025 Planning Commission meeting schedule.

Motion passed unanimously.

**Adjournment:**

Motion by Spatenka, second by Queen to adjourn at 7:37 pm. Motion passed.

DRAFT



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

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

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**Tuesday, February 4, 2025 at 8:00 a.m. – Steele County Boardroom**

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**Attendees:** Commissioner Brady, Commissioner Glynn, Finance Director Candi Lemarr, Human Resource Director Gina McGuire, PT&E Director Jennifer Mueller, Public Health Director Amber Aaseth, Park & Rec Director Steve Schroht, ERM Director Kristen Sailer, County Attorney Robert Jarrett, and Executive Assistant Rebecca Kubicek.

**Consent Agenda**

1. Committee recommends approving the Safety Grant from MNOSHA for a scissors lift in an amount of \$4,146.08 and to authorize the Chair and the Director of Emergency & Risk Management to sign.

The cost of a used lift is approximately \$7K to \$10K. The additional funds will come from the Highway and the Facility budgets.

2. Committee recommends approving the annual Emergency Management Performance Grant (EMPG) 2023 – 2024 in an amount \$25,365.
3. Committee recommends filling the Emergency & Risk Management Specialist position.

Approved during the budget process, the Board agreed to replace the two .25 casual positions with one full time position. This position will work with Public Health and the Sheriff's Office – Towards Zero Deaths program along with other duties. Both of these departments have received grants to assist with the cost of this new position of \$20K each. There is no guarantee of future grants to help pay for this position.

4. Committee recommends filling the Public Health Accounting Supervisor position

Approved during the budgeting process, this position will provide additional accountability and oversight that is needed in the accounting area at Public Health with the additional billing of 150 clients and overseeing of the 26 grants Public Health currently receives.

**Work Session**

5. Committee recommends bringing the Procurement position to a work session.

Approved during the budgeting process, the committee would like Finance to bring this item to a work session to review what this position will be responsible for and how this position will interact with other departments.

## Informational

**Four Seasons Roofing Project:** Instead of focusing on just a built-up roof only, the Commissioners would like to review the different types of roof options that can be installed. They would like to see these different options, costs, and warranties.

## Department Head Reports

**Finance:** Audit has started, rewriting the finance specialist position that needs to be backfilled.

**Human Resources:** They have been currently unsuccessful in hiring the MNP HR Manager. Will continue to advertise and interview for this position.

**Public Health:** The transition started yesterday between MNP and Public Health with the over 65 population.

**E&RM:** FEMA denied the disaster claim for PT18 which the team will appeal.

**Attorney:** Where able to hire interns.

**Facilities and Fleet:** CCA is delayed to the third week in March as they wait for some interior doors.

**PT&E Office:** Getting ready to put for sale foreclosed property. Notice will be posted soon. Currently calculating taxes.



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

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**Thursday, February 6, 2025 at 8:00 a.m. – Steele County Boardroom**

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**Attendees:** Commissioner Abbe, Commissioner Brady, Finance Director Candi Lemarr, Facilities and Fleet Director Jake Rysavy, Park & Rec Director Steve Schroht, Assistant Attorney Campbell Housh, and Executive Assistant Rebecca Kubicek.

**Updates on Facilities:**

- Sheriff's Office should be able to move around February 26. Windows should be there this coming Monday. They have already started installing the carpets. Due to the heavy rain fall in June of 2024 there was extra work that needed to be done to stay on schedule. These costs were submitted through FEMA disaster request which was denied. Kristen has resubmitted the request.
- Community Correction will now be complete around the end of March. The current lease is up at the end of April.
- Concrete will resume this spring for the Administration Building parking lot.
- Alexander building – Four Season electric will be finishing up next week. Walls are complete. Generator will be completed this spring. Doors are in. Looking at adding some additional storage racks.
- Plans are to start looking at the master plan.

**Roof at the Four Seasons:**

Facilities will be meeting with other companies like Diversified & Schwikert's to obtain budget costs. The three best roofs to put on are a built up, 90 ml, and 60 ml (with caution). By contacting these other companies, facilities department is gathering more options for review. In the next month it is planned to hire a roofing engineer and set up the bidding as a base bid and alternates. Still trying to complete the roof this year. Bring all information to a work session.

**Department Head Reports**

**Finance:** Met with Auditors. Moving forward with a Single Audit. They will be pulling ARPA.

**Four Seasons:** Still busy as ice is starting to come to a close.

**Attorney Office:** Facilities will follow up on the doors for the Attorneys office.