



STEELE COUNTY BOARD AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

Steele County's Mission:

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

TUESDAY, FEBRUARY 25, 2025 at 5:00 PM
County Boardroom, Steele County Administration Center

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

Agenda

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda

Public Comment

Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

Correspondence

4. Thank you letter from Southern Minnesota Initiative Foundation (pg. 4)

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

5. Approve February 11, 2025 Board Minutes (pg. 13)
6. Approve February 11, 2025 Board Work Session Minutes (pg. 18)
7. Approve Bills and Journal Entries (pg. 20)
8. Approve Personnel Report (pg. 86)
9. Approve Consumption & Display Permit renewal for Blooming Prairie Country Club. (pg. 87)

10. Approve the annual Equitable Sharing Agreement and Certification and authorize the vice-chair to sign. (pg. 88)
11. Appoint Kimberly Britt to Steele County Community Corrections Advisory Board. (pg. 94)
12. Approve Social Media Internal Guidelines change turning off all Facebook comments when posting. (pg. 96)
13. Approve Agreement with Summit Township for replacement of a township bridge. (pg. 100)
14. Approve Agreement with Clinton Falls for replacement of a township bridge. (pg. 103)
15. Approve updated Abatement Policy and Procedure (pg. 106)
16. Reappoint Mike Jones to the Cedar River Watershed District (pg. 113)

General Agenda

17. Action Items

County Board Work Session – February 25, 2025

18. Approve Citizen Appointee's Code of Conduct (pg. 114)
19. Other Action Items

Public Works Committee- February 11, 2025

20. Adopt a Resolution to approve and accept Steele County Highway Right-of-Way Plat No. 23 and authorize the Chair to sign. (pg. 132)
21. Approve ordering equipment listed on the Highway 2026 Capital Improvement Plan, including two tandem dump and plow trucks and their appurtenant equipment and one wing mower. (pg. 138)

Land Use & Records Committee- February 13, 2025

22. Adopt a Resolution of Support for the Steele Energy Station Personal Property Tax Exemption Request. (pg. 168)

Information Items

23. Public Works Committee Minutes – February 11, 2025 (pg. 176)
24. Land Use and Records Committee Minutes – February 13, 2025 (pg. 178)
25. Public Safety & Health Committee Minutes – February 18, 2024 (pg. 179)

Commissioner Reports:

Next Meeting Notices:

Public Works Committee – **Monday, March 3 at 8 a.m., Public Works Facility**

Internal Central Services – **Tuesday, March 4 at 8 a.m. in the Boardroom**

Property & Maintenance Committee–**Thursday, March 6 at 8 a.m. in the Boardroom**

Due to Township Elections, please note the upcoming time changes:

County Board Work Session – **Tuesday, March 11 at 3 p.m. in the Boardroom**

County Board Meeting – **Tuesday, March 11 at 4 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.



SOUTHERN MINNESOTA
INITIATIVE FOUNDATION

525 Florence Avenue • PO Box 695 • Owatonna, MN 55060-0695
PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

January 2025

Renae Fry
Steele County
630 Florence Ave
PO Box 890
Owatonna, MN 55060

Dear Ms. Fry and County Commissioners,

Thank you for your support of Southern Minnesota Initiative Foundation (SMIF) in 2024! Your tax deductible giving for 2024 is \$6,000.00, supporting SMIF's General Endowment Fund! Your gift was instrumental in the work we did this year to support the needs of our region. Together, for every \$1 donated to SMIF, we invested \$16 back into the region, impacting entrepreneurs, Early Childhood professionals and our communities.

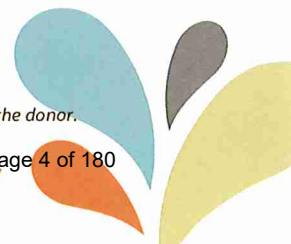
Our top 5 highlights in 2024:

1. **Small towns collaborated to create welcoming initiatives:** From a multi-use community space in Caledonia, an adaptive cycling clinic in Dundas and an expansion of FarmAmerica's farm-to-fork experiences in Waseca, across the region we saw communities coming together to be more inclusive and inviting by utilizing SMIF's Small Town Grant funds.
2. **The 32 Community Foundations under SMIF's umbrella thrived:** Wabasha Kellogg Area Community Foundation is helping to relocate their local food shelf to a bigger facility that will better suit their needs. Blue Earth Community Foundation supported renovating their local humane society. Every dollar donated locally allows community-specific projects like these to come to fruition.
3. **The regional food system continues to gain momentum:** FEAST! Local Foods Marketplace is a festival for the public to sample and shop local food vendors. We love supporting the entrepreneurs who are working hard to bring a thriving local food scene to our region.
4. **Early childhood trainings filled up quickly:** Throughout the year, SMIF offers various series of trainings across the region (and some virtually) to Early Childhood professionals. These popular, free trainings provide professional development credits required by the state.
5. **Entrepreneurs flourished:** The Inclusive and Equitable Entrepreneurial Communities Grants supported nine organizations that serve diverse and/or traditionally underserved populations. These grants supported a wide range of activities: a business bootcamp, business training programs for immigrants and more.

I am retiring in early 2025, but I will remain in close contact with SMIF and am eager to see how your partnership allows SMIF to expand its reach going forward! Enclosed is our annual impact report for more highlights of our work.

With gratitude,

Tim Penny
President & CEO
cc: Ibrahim Hussein, Board Member



Belonging



Southern Minnesota
Initiative Foundation

Collaborating for Regional Vitality



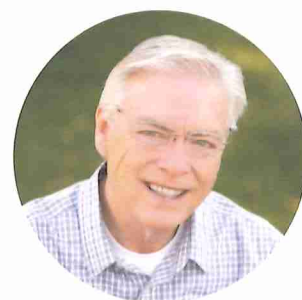
A message for Our Partners

What does it mean to belong to a place? Does it mean feeling understood and valued? Does it mean having opportunities to build relationships with others? Does it mean having access to different spaces? Perhaps for some, it is all of the above.

At Southern Minnesota Initiative Foundation (SMIF), we know that having a sense of belonging is not merely a sentiment; it is a foundational element that drives economic growth, enhances social cohesion and nurtures a resilient and vibrant region. We believe that when people feel they belong, they are more likely to engage, innovate and support one another, creating a ripple effect of positive change.

The stories from this year's impact report celebrate how having access to resources can transform lives and strengthen the bonds that unite our communities, fostering a sense of belonging that transcends cultural, economic and social differences.

We are grateful for the unwavering support of our partners, donors and community members, who share our vision of a more inclusive and thriving region. Together, we will continue to build a future where everyone in southern Minnesota feels they belong, and where the foundation of our collective success is rooted in the strength of our diverse and connected communities.



Tim Penny
President & CEO

Timothy J. Penny



Shawn Vogt Sween
Board Chair

Shawn Vogt Sween



Read the full
versions of
these stories

DONATE TODAY



Help make a
difference in
southern Minnesota!

Becoming Rooted

A journey from land access to entrepreneurship

By Valerie Djuissi, Land Access Coordinator and grower at The Village Agricultural Cooperative

The main goal at The Village Agricultural Cooperative is to provide a space where you can grow your cultural food because most of us are immigrants. When in the garden you might meet someone who speaks the same language as you or someone of the same color. At The Village, we aim to build the economic power of historically marginalized communities. We welcome everybody.

Every year, more immigrants come who want space to garden. With the first Inclusive and Equitable Entrepreneurial Communities (IEEC) Grant from SMIF, we were able to double the acreage of our land from five acres to 10 acres. Some people with multi-generational homes were able to get two plots to garden because one plot was not enough to feed the family.

Originally, the goal of The Village was to provide gardens for families. However, some of our farmers are looking at ways to improve their livelihoods to make a living out of the farm. We have two greenhouses now with help from another IEEC Grant. The first one is used for education. In the second greenhouse, we did research with Hmong farmers who were looking at different types of Asian greens, and what they could do to have early vegetables for the market which can be sold at a higher price.



Our third IEEC Grant has helped us hire a Distribution Manager for The Village. They are finding markets for the farmers because it's very difficult for new farmers to sell directly. Now, the Distribution Manager can do that work on their behalf. We have a name out there, and people are aware of what we're doing. It's up to the Distribution Manager now to make sure that all of the produce finds a destination.

These grants have helped the farmers feel welcome because they can access supplies and infrastructures that were otherwise out of reach.

“We are so happy and filled with joy to have a plot of land to grow our own food. It provided income for our family. We just purchased a home because we had access to land in Rochester. We are so happy and feel more at home now than before.”

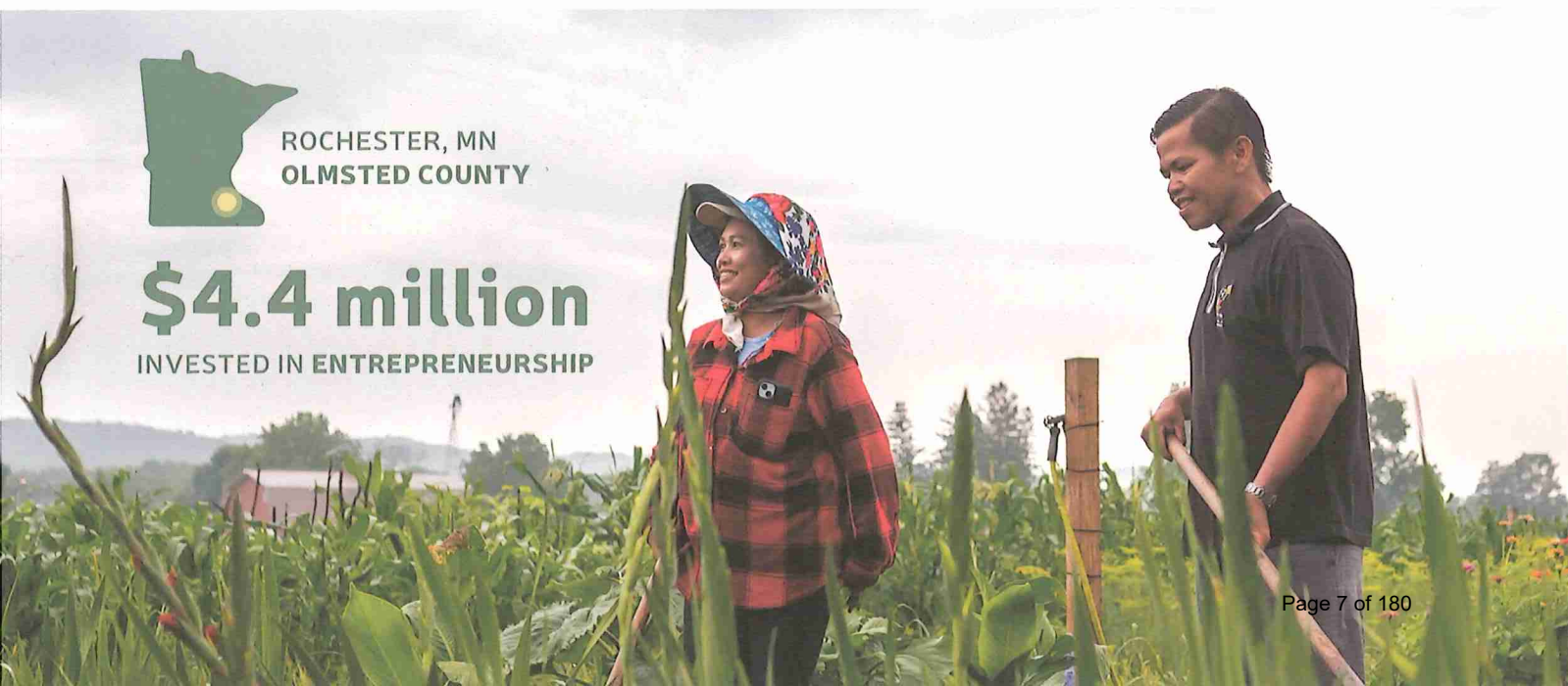
- Mi Moua and Pha Lee



ROCHESTER, MN
OLMSTED COUNTY

\$4.4 million

INVESTED IN ENTREPRENEURSHIP





How to Leave a Legacy for Small Towns

Start with belonging

By Scott Johnson, son of Paul Johnson

My sisters, Amy and Paula, and I were born and raised in Le Sueur. We have very deep roots in southern Minnesota small towns. My dad, Paul, had a genuine interest in the continued success of the small-town lifestyle. That's why my dad gravitated to SMIF and its mission.

When he called to tell me he had been meeting with SMIF about financially supporting the Small Town Grant program, it felt like a match made in heaven. This grant program perfectly encapsulates many of his core values and he was so excited with its promise. He only did one cycle of the grants before he passed away, but he was very, very excited about it. He liked that he was able to make a connection with not just one small town, but with many others. My sisters and I, in continuing to support the grant program, have felt the same way.

We felt it was important to support communities that are willing to tackle initiatives that make their town more welcoming.

Our dad spent a lot of time thinking about how he could give back, so when our dad passed, our number one priority was to continue that commitment through monies he had set aside for charitable contributions. We were knocking on SMIF's door pretty quickly because we wanted to make sure we continued his commitment to fund this grant program. He would most



certainly say this was one of his most successful giving endeavors.

As we have continued with the program, we have tried to grow his vision by encouraging SMIF to cultivate opportunities that speak to the topic of "belonging". We believe that in order for communities to thrive, you have to address the issue of disparity and differences. All three of us are excited about the possibility of the program focusing on how to maintain a sense of belonging for people as the world evolves and grows with different cultural influences within a small-town environment.

Participating in this program, which we know was near and dear to our dad's heart, connects us to him. Representing his values and priorities is how we are continuing his legacy.

Welcome Home

How Blue Earth is building a community for all

By Briseyda Salazar (Blue Earth resident) and Amy Schaefer (Blue Earth EDA Specialist)

The mission of BE Welcoming is to make everyone who lives in or visits or passes through Blue Earth feel welcome and happy to be here. Being welcoming is having that awareness that not everyone is coming from the same place.

The first Small Town Grant that we received from SMIF was for welcome baskets. Anyone who purchases a home that they will live in gets a nice basket that contains products from area businesses. The second Small Town Grant helped support a program that allows certain businesses to have official documents translated. The grant also supported a Welcoming Week bonfire, which hundreds of people attended, and it helped support our Day of the Dead festival. It also helped pay for things like an authentic Latin American band at Blue Earth's Giant Days celebration which made the event more inviting and culturally inclusive.

The overarching goal is to make Blue Earth welcoming to everyone: single parents, elderly people, etc. We're trying to make people feel comfortable, happy and welcome.

-Amy Schaefer

I decided to join the BE Welcoming group as a sophomore in high school because I wanted to share about my culture to people who were open to it, to be able to explain the reasons behind our traditions. One of my favorite projects that I got to help with was the Day of the Dead festival. People who don't know about the Hispanic community got to learn about our culture, and those who do know got to remember all of our traditions, so they are not getting lost.

“Any funding allows you to make things more welcoming and more accessible. It has allowed us to do things that we never could have done.”

Having school documents translated into Spanish helped me a lot personally because my mom doesn't speak English, so then I didn't have to do the work of translation. That was the most remarkable thing – it was one less thing for me to do.

I think there are a lot of people who are interested in learning more about different cultures so giving them the opportunity to do so is important.

-Briseyda Salazar



Feeling Valued

Creating an environment for children, and providers, to thrive

**By Brenda Novack, owner of
Little Wonders Child Care**

I have been in the child care field for 27 years, and I take a lot of trainings from SMIF to enhance my program. I took the S.M.A.R.T. Steps class, which supports body movements for healthy brain development and can help with challenging behaviors. I now incorporate S.M.A.R.T. every day into what I do with my kids. Using the tools from that class has really helped me manage behaviors.



I have taken the Conscious Discipline class twice, which addresses behavioral challenges in compassionate ways. The first time I took it, I had a little girl whose mom was deployed. I was really struggling with how to meet her needs. Conscious Discipline gave me some tools to help her. I had her bring a favorite stuffed animal from home and also used the “emotion dolls” that the program recommends.

I also took a training about working with children with ADHD which was part of SMIF’s Dine and Learn series. I learned that girls can be a little quieter and tend to daydream more when they have ADHD, so they tend to be overlooked because teachers and parents don’t recognize it.

It means a lot that we have this option in our region for providers to take trainings. I feel valued and get to connect with other providers in this area. It’s really nice to be able to sit down at a table with a group of other professionals in the



field, and if I’ve had a rough day, I can look at someone next to me and we can bounce ideas off each other on how to handle things. I would just like to thank SMIF for offering these classes.

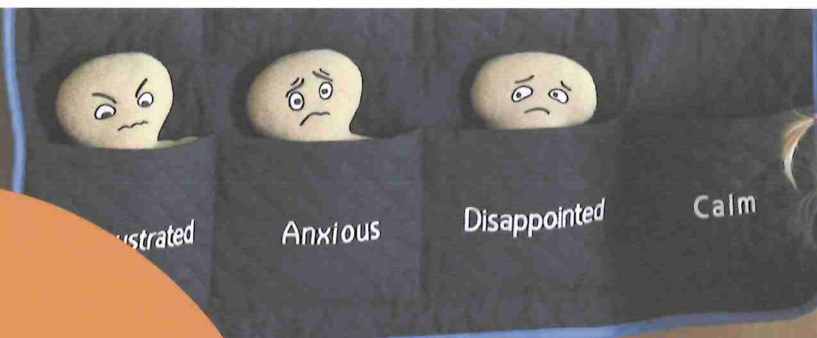
“Having SMIF offer these trainings to us shows that our profession is being valued, which is huge.”



WATERVILLE, MN
LE SUEUR COUNTY

46,462

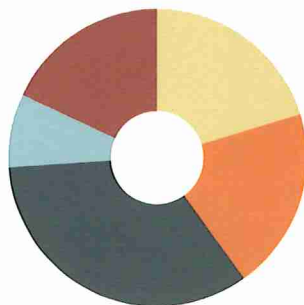
CHILDREN SUPPORTED



Fiscal Year 2024

Expenses

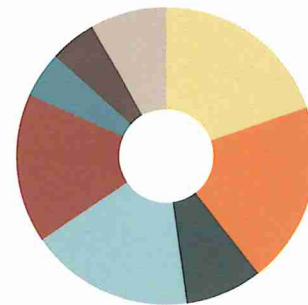
- 34% - Entrepreneurship
- 20% - Early Childhood
- 20% - Loans
- 18% - Affiliate Funds
- 8% - Admin & Fundraising



Total: \$8,273,223

Revenue

- 20% - Loan Proceeds/Repay
- 19% - Spending Policy
- 18% - Affiliate Funds
- 16% - Federal and State Grants
- 8% - The McKnight Foundation
- 8% - Other
- 5% - Local Donations
- 5% - In-Kind



Total: \$8,273,223

Community Investment Map

July 1, 2023 - June 30, 2024

Early Childhood: 🌟

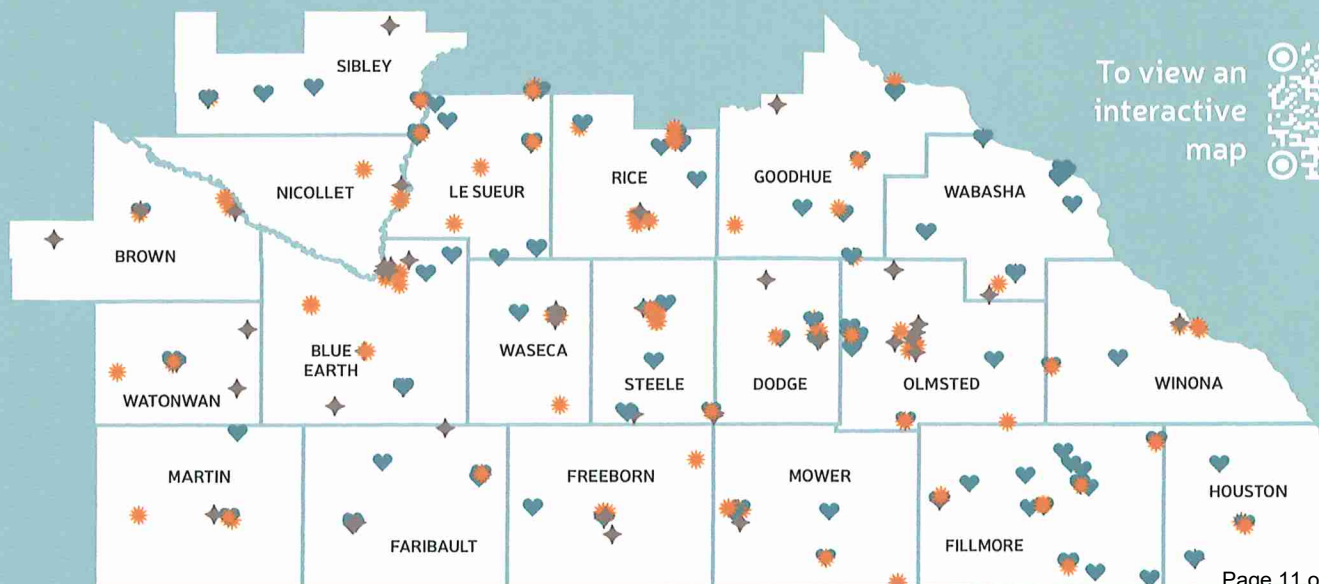
Early Care and Education Grant
Early Childhood Initiative communities
Early Childhood Trainings
Early Literacy Grant
Technical Assistance clients

Entrepreneurship: ✦

Inclusive and Equitable Communities Grant
Loan clients
Peer Network members
Prosperity Initiative members
Rural Entrepreneurial Venture communities
Technical Assistance clients

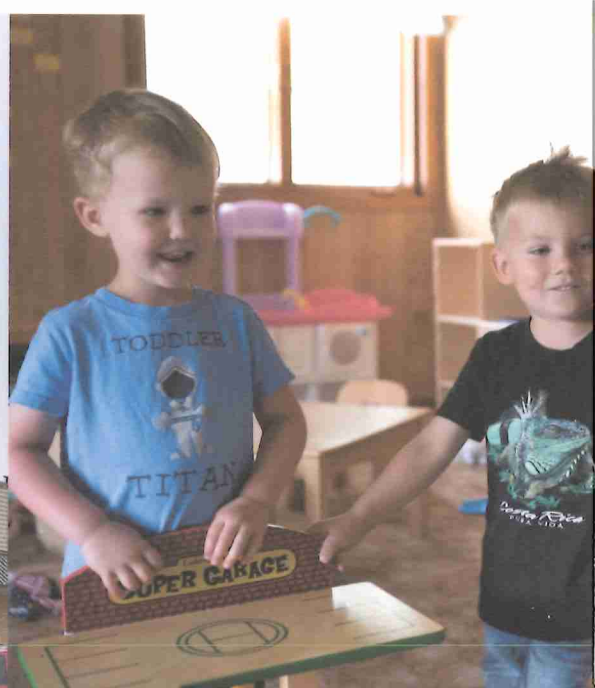
Community Vitality: ❤️

Community Foundations
Designated Funds
Matching Grants to Community Foundations
Paint the Town Grant
Small Town Grant

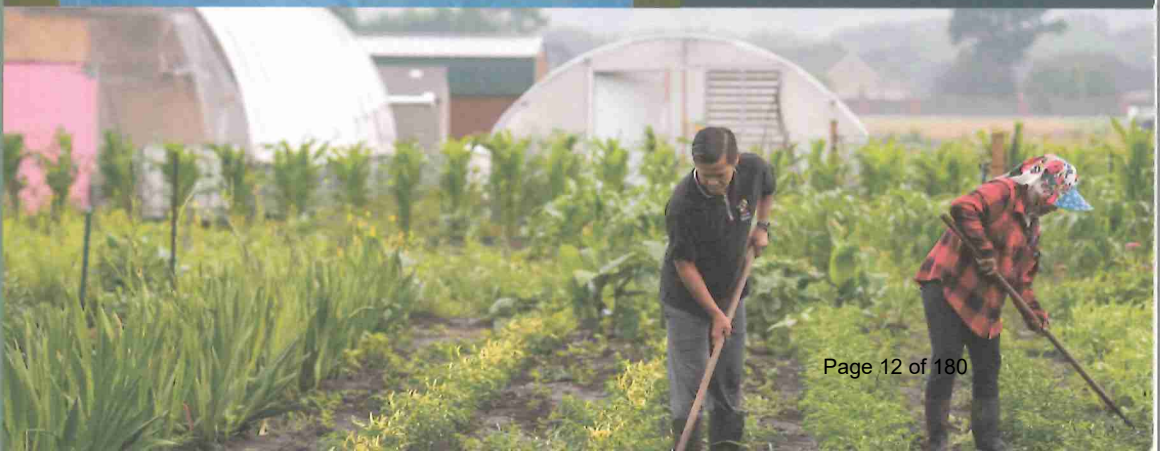


To view an
interactive
map





Southern
Minnesota
Initiative
Foundation



PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

February 11, 2025

[illegible]

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on February 11, 2025 with Commissioner's Prokopec, Abbe, Krueger, Brady, and Glynn present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, County Engineer Paul Sponholz, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Director Amber Aaseth, E&RM Director Kristen Sailer, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Regional Rail Authority Meeting:

Motion by Commissioner Glynn, seconded by Commissioner Krueger, to approve the agenda with change to the minutes. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn, to approve the minutes of February 13, 2024. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe, to approve the following slate of officers for the Regional Railroad Authority for 2025: Chair – James Brady, Vice-Chair – John Glynn, Secretary – Administrator Renae Fry and Treasurer – Finance Director Candi Lemarr. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec, to adjourn the meeting of the Regional Railroad Authority at 5:06 p.m.

Board of Commissioners - Regular Session:

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

Public Comment: One person spoke regarding the expansion of the landfill and requested Steele County create a no fee composite site. One person spoke regarding the Havana intersection plans. Two people spoke against the Eastside Corridor.

Correspondence: Steele Waseca Cooperative Electrics Official notice - rate change for Jan 12, 2025

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

Consent Agenda:

- A. Approve the minutes of January 28, 2025 Board Meeting
- B. Approve Bills and Journal Entries
- C. Approve Personnel Report

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

Name	Position/Dept.	Rating/Step	Date
Rebecca Fox	Probation Officer I / Comm. Corrections	C42/1	02/06/2025

Resignations/Retirements/Terminations:

<u>Resignation/Retirements/Terminations:</u>			
Name	Position	Department	End Date
Rachel Heinrichs	Patrol Deputy	Sheriff	02/05/2025
Ryan Saxton	Permit Tech/Maintenance	Highway	02/07/2025

Open Positions-Pending Board Approval:

Position	Department	Notes
Permit Tech converting to Eng. Tech.	Highway	Saxton Backfill
Asst Prog Coord converting to CO	Detention Center	Grunklee Backfill
Patrol Deputy	Sheriff	Heinrichs Backfill

- D. 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.
- E. Approve the annual Emergency Management Performance Grant (EMPG) 2023 – 2024 in an amount \$25,365 and authorize the Chair to sign.
- F. Approve filling the Emergency & Risk Management Specialist position.
- G. Approve filling the Public Health Accounting Supervisor position.
- H. Adopt a 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.

General Agenda:

Human Resource Director Gina McGuire read the February Anniversary Report

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

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

ACCEPTANCE OF CASH DONATION
FOR STEELE COUNTY SHERIFF’S OFFICE
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.

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

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

PRIORITIZED BRIDGE REPLACEMENT LIST
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 th 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 th St over Crane Creek	56	\$900,000	\$880,000	\$0	\$20,000	2030
74528	SE 34 th Ave over Judicial Ditch 2	60	\$800,000	\$780,000	\$0	\$20,000	2030
74506	SE 48 th 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.

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

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve IUP 2021-05 (JJD – Bauer Pit) with two changes to the 19 conditions based on the findings of fact. Four Commissioners voted in favor thereof, Commissioner Brady abstained.

Motion by Commissioner Prokopec, seconded by Commissioner Abbe to approve IUP 2025-01 (Gaul – 2nd Home) with 7 conditions based on the findings of fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve IUP 2024-01 (EE Solar33) 6-month extension. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to change Board meeting date from Tuesday, Dec. 16th to Thursday, Dec. 18th. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at Havana Township Open House and Internal Central Services Committee.

Commissioner Prokopec reported his attendance at Havana Township Open House, Canon River Watershed Joint Powers Board, Semcac Board meeting, and Public Works Committee.

Commissioner Abbe reported his attendance at Havana Township Open House, Joint 911 Powers Board Meeting, and Property & Maintenance Committee.

Commissioner Krueger reported his attendance at South County Health Alliance Joint Powers meeting, presentation from a roofing company for Four Season, Representative Sexton meeting, Southeast Emergency Communication Board meeting, Public Works Committee, Work Session and Regional Rail Authority.

Commissioner Brady reported his attendance at Havana Township Open House, Planning and Zoning, Internal Central Services Committee, Property and Maintenance Committee, Children Mental Health, Regional Rail Authority and a Work Session.

County Attorney had no report.

County Administrator had no report.

LISTING OF BILLS
February 11, 2025

Advanced Correctional Healthcare Inc	19,676.59
Alternative Business Furniture	2,141.00
American Solutions for Business	5,031.84
APX Construction Group LLC	571,230.25
ArchKey Technologies	67,239.00
Baker Tilly US, LLP	7,612.50
City Of Owatonna	87,268.87
Clearview Window Cleaning	4,200.00
Crysteel Truck Equipment Inc	2,243.00
DeCook Drainage, Inc	25,541.20
Four Seasons Centre	3,006.25
From the Ground Up LLC	4,625.00
ICS Consulting LLC	2,500.00
Jones Haugh & Smith Inc	3,095.10
Met-Con Construction Faribault Div	19,781.90
Metro Sales Inc	8,251.33
Northland Securities Inc	2,150.00
Phone Station Inc	20,860.00
Pump & Meter Service	3,169.84

R & K Electric Inc	16,081.60
Richard Bales Arbitration LLC	2,250.00
SF Enterprises LLC	4,163.00
Steele County Soil & Water Consv Dist	30,312.80
Steele County Trail Assoc	13,318.80
Streamline Communications LLC	2,098.17
Summit Food Services LLC	10,382.40
The Transportation Alliance	2,915.00
Towmaster	6,152.00
WHKS & Co	66,223.86
WSB & Associates Inc	12,131.75
83 Payments less than 2000	<u>36,677.43</u>
Final Total:	1,062,330.48

Motion by Commissioner Abbe, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 5:42 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

February 11, 2025

STATE OF MINNESOTA }
 } ss
COUNTY OF STEELE }

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on February 11, 2025 with Commissioner's Prokopec, Abbe, Krueger, Brady, and Glynn present. Also present were IT Director Dave Purscell, County Assessor Brian Anderson, County Attorney Robert Jarrett, Public Health Director Amer Aaseth, MNPrairie Director Tara Riech, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

The Board held a strategic planning meeting in November where the board's code of conduct was discussed and updated. The code of conduct applies specifically to members of the board and not to citizens appointed to the county's various committees, such as the Planning Commission and Board of Appeals. Fry recommended to the board at that time, that they adopt a code of conduct applicable to citizen members of the county's committees, and that citizen appointees also take an oath of office so as to acknowledge that they are subject to the code in their service to the county. In response, Fry prepared for board consideration a Citizen Appointee's Code of Conduct. The proposed code outlines the prohibited behaviors and other standards of conduct applicable to elected and appointed committee members and a sample oath of office form. Fry indicated, however, that the proposed draft did not include a section on the penalties for violating the code. The Board asked that a penalty section be drafted for their review and that the revised code of conduct be brought back for further review at the February 25 work session. Lastly the Board discussed the process for making citizen appointees aware of the new code of conduct. Fry recommended that all citizen committee members take the oath of office as soon as possible following board adoption of the new code regardless of whether a committee member was new to the committee or not. The Board agreed with that recommendation.

The Board Adopted Ordinance #40 in June of 2023 which created a Local Housing Trust Fund. Housing trust funds exist in a number of communities and can be used for a variety of purposes depending on their funding sources. Funding sources can include state and federal grants, HRA levy dollars, private grants, and aids, etc. Steele County set up the HTF to manage the LAHA funds to meet a deadline and also to manage the LHPA funds. The Steele County Ordinance set forth the make-up of the HTF advisory committee and delegated management of the funds that were to be received by the County under the LAHA and LHPA to MNPrairie, but there is no express reference to the stipulations under which the funds could be used as determined by the State of Minnesota in making these aid payments. MNPrairie adopted a policy and procedure statement as of October 17, 2023, which defined procedures for administering the HTF program for Waseca, Dodge and Steele Counties. Similar to the comment about the Steele County

ordinance, the MNPrairie Policy and Procedure did not include the requirements related to the use of the funds. It does not appear that the Board discussed its priorities with regard to these two programs. When faced with the possible loss of the 2023 LHPA funds, the board solicited proposals from two organizations and granted \$60,000 to each to be used as required under the terms of the LHPA guidance. So far, it does not appear that any of the funds received under LAHA have been appropriated for allowable projects, but two possible options were presented to the Board last fall, but it appears that neither proposal meet the use guidelines under either funding source. Fry explained that the topic is being discussed so that the Board can determine its preferences and priorities as to both aid programs so that staff, the Housing Trust Fund and/or MNPrairie can administer the funds accordingly. Fry summarized some of the documents that were included in the agenda packet and asked the board members for their initial thoughts regarding the administration of the two different programs.

With regard to the homeless aid program, the Board expressed interest in following a process similar to what was used in December but on a more reasonable timetable. Fry offered to provide the Board with copies of the RFP form developed for use in December and a possible timeline for review and consideration for awards to be made in 2025 for discussion at their next work session.

With regard to the affordable housing aid program, the individual board members expressed interest in plans that might include:

- Funds for revolving loans for renovations to bring rental properties to code, but not for landlords who are neglecting their properties
- Funds for first time homebuyer assistance

The Board directed Fry to contact Medford, Ellendale, and Blooming Prairie to get their input on what ideas they have for the funds based on the needs of their community. The Board also asked how the Owatonna HRA might be able to help – whether it be administering the funds county-wide or possibly giving assistance to set up the county's own plan. The Board asked about housing studies and Fry will provide them with electronic copies of the study conducted by Maxfield dated June 2023 that was commissioned by Owatonna, but which covers all of Steele County. Lastly the Board discussed Rice County's Habitat for Humanity Program. Rice County is developing 7 lots north of the new jail. The single-family homes will be subject to covenants that are designed to maintain affordability for eligible buyers. The Board asked Fry to get more information about that program.

This topic will come back to the Board's next work session for continued discussion.

Meeting was adjourned at 4:45 p.m.

Chairman

ATTEST: _____
Administrator

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
302	DEPT		Road & Bridge Maintenance Expense			
13000	City Of Blooming Prairie					
1	10-302-000-0000-6321	DTG	5,110.19	2024 Maintenance Agreement	CSAH 15	Maintenance Agreements N
2	10-302-000-0000-6321	DTG	4,848.13	2024 Maintenance Agreement	CSAH 41	Maintenance Agreements N
3	10-302-000-0000-6321	DTG	1,921.79	2024 Maintenance Agreement	CSAH 42	Maintenance Agreements N
13000	City Of Blooming Prairie		11,880.11	3 Transactions		
13025	City Of Ellendale					
4	10-302-000-0000-6321	DTG	3,275.77	2024 Maintenance Agreement	CSAH 14	Maintenance Agreements N
5	10-302-000-0000-6321	DTG	4,891.81	2024 Maintenance Agreement	CSAH 38	Maintenance Agreements N
13025	City Of Ellendale		8,167.58	2 Transactions		
669	City Of Medford					
6	10-302-000-0000-6321	DTG	6,114.76	2024 Maintenance Agreement	CSAH 12	Maintenance Agreements N
7	10-302-000-0000-6321	DTG	1,091.93	2024 Maintenance Agreement	CSAH 20	Maintenance Agreements N
8	10-302-000-0000-6321	DTG	4,061.95	2024 Maintenance Agreement	CSAH 45	Maintenance Agreements N
669	City Of Medford		11,268.64	3 Transactions		
13110	City Of Owatonna					
9	10-302-000-0000-6321	DTG	7,263.58	2024 Maintenance Agreement	CSAH 19	Maintenance Agreements N
10	10-302-000-0000-6321	DTG	7,942.72	2024 Maintenance Agreement	CSAH 2	Maintenance Agreements N
11	10-302-000-0000-6321	DTG	3,256.52	2024 Maintenance Agreement	CSAH 23	Maintenance Agreements N
12	10-302-000-0000-6321	DTG	14,098.33	2024 Maintenance Agreement	CSAH 34	Maintenance Agreements N
13	10-302-000-0000-6321	DTG	1,787.11	2024 Maintenance Agreement	CSAH 35	Maintenance Agreements N
14	10-302-000-0000-6321	DTG	28,331.52	2024 Maintenance Agreement	CSAH 45	Maintenance Agreements N
15	10-302-000-0000-6321	DTG	7,227.41	2024 Maintenance Agreement	CSAH 48	Maintenance Agreements N
16	10-302-000-0000-6321	DTG	2,065.11	2024 Maintenance Agreement	CSAH 8	Maintenance Agreements N
17	10-302-000-0000-6321	DTG	1,240.13	2024 Maintenance Agreement	Cty 174	Maintenance Agreements N
18	10-302-000-0000-6321	DTG	2,382.81	2024 Maintenance Agreement	Cty 180	Maintenance Agreements N
13110	City Of Owatonna		75,595.24	10 Transactions		
302	DEPT Total:		106,911.57	Road & Bridge Maintenance Expense	4 Vendors	18 Transactions
10	Fund Total:		106,911.57	Road & Bridge Fund		18 Transactions
	Final Total:		106,911.57	4 Vendors		18 Transactions

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	106,911.57	Road & Bridge Fund	
	All Funds	106,911.57	Total	Approved by, ...
				
				

SBENDORF

2/19/25

3:38PM

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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		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
2/19/25 3:38PM
10 Road & Bridge Fund

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	1099
301	DEPT			Administration			
	61505 Gopher State One-Call						
7	10-301-000-0000-6260		58.10	January locates	5011489	Consultants/Admin Fee	N
	61505 Gopher State One-Call		58.10	1 Transactions			
	68420 Plunkett's Pest Control, Inc.						
17	10-301-000-0000-6512		114.00	February pest control	9004018	Bldg Repair & Maintenance	N
	68420 Plunkett's Pest Control, Inc.		114.00	1 Transactions			
	4879 Shred Right						
20	10-301-000-0000-6410		42.53	Mobile shredding services	0041492	Office Supplies	Y
	4879 Shred Right		42.53	1 Transactions			
	85167 Stewart Sanitation						
21	10-301-000-0000-6250		114.61	January garbage service	0000900996	Utilities	N
	85167 Stewart Sanitation		114.61	1 Transactions			
	84035 Tri-M Graphics						
24	10-301-000-0000-6410		90.66	Business cards - Knudson	106074	Office Supplies	N
	84035 Tri-M Graphics		90.66	1 Transactions			
301	DEPT Total:		419.90	Administration	5 Vendors	5 Transactions	
302	DEPT			Road & Bridge Maintenance Expense			
	9922 Owatonna Ace Hardware						
14	10-302-000-0000-6534		25.99	Acetone	2330/5	Supplies - Signing	N
	9922 Owatonna Ace Hardware		25.99	1 Transactions			
302	DEPT Total:		25.99	Road & Bridge Maintenance Expense	1 Vendors	1 Transactions	
304	DEPT			Equipment Maintenance & Shops			
	10067 Auto Value Owatonna						
1	10-304-000-0000-6520		234.16	850 CCA battery & core return	197005668	Machinery/Vehicle Parts	N
2	10-304-000-0000-6520		9.81	Miniature lamp	197005860	Machinery/Vehicle Parts	N
	10067 Auto Value Owatonna		243.97	2 Transactions			
	8702 Community Co-op Oil Assn						
4	10-304-000-0000-6521		7,722.43	2,999 gallons diesel fuel	080406	Supplies-Diesel Fuel	N

SBENDORF
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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	Service Dates	Paid On Bhf #	On Behalf of Name	
3	10-304-000-0000-6540	12,417.48	5,001 gallons unleaded fuel	080406	Fuel & Lubricants	N
8702	Community Co-op Oil Assn	20,139.91	2 Transactions			
16480	Crysteel Truck Equipment Inc					
5	10-304-000-0000-6520	243.00	Amber/green mini light bar	LP222585	Machinery/Vehicle Parts	N
16480	Crysteel Truck Equipment Inc	243.00	1 Transactions			
56125	NAPA Auto Parts					
10	10-304-000-0000-6520	74.67	Battery switch & cables	042168	Machinery/Vehicle Parts	N
11	10-304-000-0000-6520	17.53	Butt connector & battery cable	042194	Machinery/Vehicle Parts	N
56125	NAPA Auto Parts	92.20	2 Transactions			
4097	Nuss Truck & Equipment					
12	10-304-000-0000-6520	187.25	Hose & clamp	PSO1781161	Machinery/Vehicle Parts	N
13	10-304-000-0000-6520	253.42	Oil & fuel filters	PSO1783341	Machinery/Vehicle Parts	N
4097	Nuss Truck & Equipment	440.67	2 Transactions			
61520	Owatonna Motor Company					
15	10-304-000-0000-6520	1,219.25	Remanufactured turbo & kit	171780	Machinery/Vehicle Parts	N
16	10-304-000-0000-6520	107.07	Separator	171805	Machinery/Vehicle Parts	N
61520	Owatonna Motor Company	1,326.32	2 Transactions			
4738	Pomp's Tire Service Inc					
18	10-304-000-0000-6520	955.84	Bushmaster rim tires,tubes2181	230138044	Machinery/Vehicle Parts	N
19	10-304-000-0000-6520	955.84	Bushmaster rim tires,tubes2182	230138044	Machinery/Vehicle Parts	N
4738	Pomp's Tire Service Inc	1,911.68	2 Transactions			
86520	Terminal Supply Company					
22	10-304-000-0000-6511	34.31	Voltage meter	92913-00	Maint Shop Supplies & Materials	N
23	10-304-000-0000-6511	457.50	Washers,nuts,cable ties,hose	93903-00	Maint Shop Supplies & Materials	N
86520	Terminal Supply Company	491.81	2 Transactions			
99500	Ziegler,Inc					
25	10-304-000-0000-6520	67.85	Wiper blade & arm	N001799511	Machinery/Vehicle Parts	N
99500	Ziegler,Inc	67.85	1 Transactions			
304	DEPT Total:	24,957.41	Equipment Maintenance & Shops	9 Vendors	16 Transactions	

310 DEPT

Capital Construction

SBENDORF
2/19/25 3:38PM
10 Road & Bridge 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	
6	22460 Erickson Engineering Co LLC						
	10-310-000-0000-6262		896.00	Prof services 074-618-031	17052	Sales Tax Consultants	Y
	22460 Erickson Engineering Co LLC		896.00	1 Transactions			
8	3832 I & S Group Inc						
	10-310-000-0000-6262		1,955.00	Prof services 074-649-001	114509	Sales Tax Consultants	Y
	3832 I & S Group Inc		1,955.00	1 Transactions			
9	9849 LeVander, Gillen & Miller PA						
	10-310-000-0000-6262		2,225.00	Prof services 074-648-007	Stmt #7	Sales Tax Consultants	Y
	9849 LeVander, Gillen & Miller PA		2,225.00	1 Transactions			
310	DEPT Total:		5,076.00	Capital Construction	3 Vendors	3 Transactions	
10	Fund Total:		30,479.30	Road & Bridge Fund		25 Transactions	
	Final Total:		30,479.30	18 Vendors	25 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	10	30,479.30	Road & Bridge Fund	
	All Funds	30,479.30	Total	Approved by, ...
				
				

SBENDORF
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Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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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

SBENDORF
2/20/25 10:44AM
1 General Revenue 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>	
3	DEPT			County Wide			
	9173 Madden Galanter Hansen LLP						
105	01-003-000-0000-6194		2,867.00	Arbitration post hearing brief	2/10/2025	Personnel Policy	Y
	9173 Madden Galanter Hansen LLP		2,867.00	1 Transactions			
3	DEPT Total:		2,867.00	County Wide	1 Vendors	1 Transactions	
5	DEPT			Board Of Commissioners			
	6032 APG Media of Southern Minnesota LLC						
146	01-005-000-0000-6242		9.10	Synopsis - 1/7/2025	1035946	Publishing	N
	6032 APG Media of Southern Minnesota LLC		9.10	1 Transactions			
	4319 Association Of Mn Counties						
6	01-005-000-0000-6261		375.00	Government 101 conf-JProkopec	71963	Conference & Training	N
	4319 Association Of Mn Counties		375.00	1 Transactions			
	84035 Tri-M Graphics						
67	01-005-000-0000-6410		37.09	Business cards - JProkopec	106043	Office Supplies	N
	84035 Tri-M Graphics		37.09	1 Transactions			
5	DEPT Total:		421.19	Board Of Commissioners	3 Vendors	3 Transactions	
13	DEPT			Law Library			
	70550 Thomson Reuters - West						
161	01-013-000-0000-6501		1,266.08	West information chg-January	851424383	Books	N
	70550 Thomson Reuters - West		1,266.08	1 Transactions			
13	DEPT Total:		1,266.08	Law Library	1 Vendors	1 Transactions	
31	DEPT			County Administrator			
	84035 Tri-M Graphics						
66	01-031-000-0000-6410		63.61	Business cards - Admin	106043	Office Supplies	N
	84035 Tri-M Graphics		63.61	1 Transactions			
31	DEPT Total:		63.61	County Administrator	1 Vendors	1 Transactions	
32	DEPT			Human Resources			

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
84035	Tri-M Graphics					
68	01-032-000-0000-6410	111.21	Business cards - HR	106043	Office Supplies	N
84035	Tri-M Graphics	111.21	1 Transactions			
9348	Vault Health					
72	01-032-000-0000-6801	122.32	DOT 1st quarter randoms	FL00665859	General Expense	N
73	01-032-000-0000-6801	500.00	Annual D & A test fee	FL00665859	General Expense	N
9348	Vault Health	622.32	2 Transactions			
32	DEPT Total:	733.53	Human Resources	2 Vendors	3 Transactions	
41	DEPT		Auditor			
6032	APG Media of Southern Minnesota LLC					
5	01-041-000-0000-6242	5.43	Notice-Forefeited land auction	1035289	Publishing	N
6032	APG Media of Southern Minnesota LLC	5.43	1 Transactions			
41	DEPT Total:	5.43	Auditor	1 Vendors	1 Transactions	
62	DEPT		Central Services			
8499	Counties Providing Technology					
10	01-062-000-0000-6301	4,651.00	Gen tech/assist/support-Jan	2639	Equip/Software Maint	Y
8499	Counties Providing Technology	4,651.00	1 Transactions			
4636	CPS Technology Solutions					
103	01-062-000-0000-6301	3,735.00	AS400 quarterly hosting	386001	Equip/Software Maint	Y
4636	CPS Technology Solutions	3,735.00	1 Transactions			
16282	Crosstown Cartage Inc					
13	01-062-000-0000-6801	324.00	Contracted mail services	02142025	General Expense	N
14	01-062-000-0000-6802	75.00	Additional mail services	02142025	Internal Chargeback	N
16282	Crosstown Cartage Inc	399.00	2 Transactions			
37441	Information Systems Corp					
150	01-062-000-0000-6301	6,455.00	Nexsan Assureon sw/hw support	M31151	Equip/Software Maint	N
37441	Information Systems Corp	6,455.00	1 Transactions			
9767	UKG Kronos Systems LLC					
71	01-062-000-0000-6301	3,864.01	HRIS operating cost - Jan 2025	12361310	Equip/Software Maint	N

Steele County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



	<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>
	9767 UKG Kronos Systems LLC		3,864.01	1 Transactions		
62	DEPT Total:		19,104.01	Central Services	5 Vendors	6 Transactions
91	DEPT			County Attorney		
	14420 Culligan Inc					
15	01-091-000-0000-6315		38.75	Water delivery	15133397-01312C	County Attorney Forfeiture Expenditu N
	14420 Culligan Inc		38.75	1 Transactions		
	37025 Innovative Office Solutions LLC					
22	01-091-000-0000-6410		180.90	Copy paper, postage meter ink	4759497	Office Supplies Y
	37025 Innovative Office Solutions LLC		180.90	1 Transactions		
	9363 PITNEY BOWES GLOBAL FINANACIAL SVC					
36	01-091-000-0000-6410		163.53	Postage meter lease 1/1-3/31	3107088134	Office Supplies N
	9363 PITNEY BOWES GLOBAL FINANACIAL SVC		163.53	1 Transactions		
	70550 Thomson Reuters - West					
64	01-091-000-0000-6410		1,339.23	Westlaw usage - January 2025	851417441	Office Supplies N
65	01-091-000-0000-6410		102.05	Library plan - January 2025	851490489	Office Supplies N
	70550 Thomson Reuters - West		1,441.28	2 Transactions		
91	DEPT Total:		1,824.46	County Attorney	4 Vendors	5 Transactions
101	DEPT			County Recorder		
	9789 Imaging Spectrum Inc					
21	01-101-000-0000-6410		120.69	White folder -passport-2 cases	INV42623	Office Supplies N
	9789 Imaging Spectrum Inc		120.69	1 Transactions		
	51300 Metro Sales Inc					
28	01-101-000-0000-6410		134.15	Copies	INV2710041	Office Supplies N
	51300 Metro Sales Inc		134.15	1 Transactions		
	8423 Salamander Technologies LLC					
106	01-101-000-0000-6410		500.00	Badge ID designer renewal	20323	Office Supplies N
	8423 Salamander Technologies LLC		500.00	1 Transactions		

SBENDORF
2/20/25 10:44AM
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	Service Dates	Paid On Bhf #	On Behalf of Name	
101	DEPT Total:		County Recorder	3 Vendors	3 Transactions	
105	DEPT		Planning & Zoning			
13000	City Of Blooming Prairie					
102	01-105-000-0000-6805	306.94	Bldg permit reimb - January	February 2025	Bl Pr Reimb-Bldg Permit	N
13000	City Of Blooming Prairie	306.94	1 Transactions			
23225	Fame Awards					
18	01-105-000-0000-6410	39.00	Name plate-Cole,Smith,Gillis	20251911	Office Supplies	Y
23225	Fame Awards	39.00	1 Transactions			
9261	MACFO					
27	01-105-000-0000-6241	150.00	MACFO membership dues-2025	DStenzel	Membership Dues	N
9261	MACFO	150.00	1 Transactions			
105	DEPT Total:	495.94	Planning & Zoning	3 Vendors	3 Transactions	
111	DEPT		Buildings & Grounds			
85167	Stewart Sanitation					
48	01-111-040-0000-6300	196.98	Trash/recycling - Admin-Feb	900639	Bldg Repairs & Maintenance	N
49	01-111-041-0000-6300	89.39	Trash/recycling - Annex-Jan	900994	Bldg Repairs & Maintenance	N
51	01-111-042-0000-6300	86.67	Trash/recycling - CH-Jan	900997	Bldg Repairs & Maintenance	N
52	01-111-043-0000-6300	64.27	Trash/recycling -Atty-Jan	900997	Bldg Repairs & Maintenance	N
85167	Stewart Sanitation	437.31	4 Transactions			
111	DEPT Total:	437.31	Buildings & Grounds	1 Vendors	4 Transactions	
121	DEPT		Veteran Service			
3304	Cen Tec Cast Metal Products					
9	01-121-000-0000-6450	2,560.67	Bronze marker, marker stakes	57818	Flag Holders	N
3304	Cen Tec Cast Metal Products	2,560.67	1 Transactions			
121	DEPT Total:	2,560.67	Veteran Service	1 Vendors	1 Transactions	
201	DEPT		Sheriff			
8458	American Tower Corporation					
2	01-201-297-0000-6347	692.11	BP tower rent - February 2025	412884623	T-BI Pr Lease Payments	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	
8458	American Tower Corporation		692.11	1 Transactions		
3275	Anhorns Gas And Tire					
4	01-201-000-0000-6320		83.20	Oil change & washer fluid-7412	38810	Vehicle Maintenance Y
3275	Anhorns Gas And Tire		83.20	1 Transactions		
4877	L & L Street Rods & Sport Trucks					
24	01-201-000-0000-6320		240.00	New squad equipment - 7420	4203	Vehicle Maintenance Y
4877	L & L Street Rods & Sport Trucks		240.00	1 Transactions		
5487	LexisNexis Risk Data Management					
26	01-201-000-0000-6425		200.00	Searches/reports-January 2025	1100092875	Investigation Expense N
5487	LexisNexis Risk Data Management		200.00	1 Transactions		
52784	MN Sheriffs Assn					
32	01-201-000-0000-6261		90.00	Forfeiture course - ASeifert	2259	Conference & Training N
31	01-201-000-0000-6261		90.00	Forfeiture course - CForystek	2313	Conference & Training N
52784	MN Sheriffs Assn		180.00	2 Transactions		
56125	NAPA Auto Parts					
34	01-201-000-0000-6320		7.49	Cable for jump pack repair	040944	Vehicle Maintenance N
33	01-201-000-0000-6320		29.94	Windshield washer fluid - 6	042494	Vehicle Maintenance N
56125	NAPA Auto Parts		37.43	2 Transactions		
9332	PITNEY BOWES INC					
37	01-201-000-0000-6293		37.34	Labels for postage machine	1026861483	Gun Permit Expenses N
9332	PITNEY BOWES INC		37.34	1 Transactions		
83255	Rice-Steele 911 Center					
38	01-201-000-0000-6304	DTG	108.75	VPN tunnel	2025-JT-1	Contracts N
39	01-201-000-0000-6304	DTG	150.00	10 soft tokens	2025-JT-1	Contracts N
40	01-201-000-0000-6304	DTG	30.00	2 soft tokens	2025-JT-1	Contracts N
41	01-201-000-0000-6304	DTG	150.00	10 soft tokens	2025-JT-1	Contracts N
83255	Rice-Steele 911 Center		438.75	4 Transactions		
83500	Steele County Highway Dept					
46	01-201-000-0000-6562		6,184.95	Fuel	2447	Gas & Oil Squads N
83500	Steele County Highway Dept		6,184.95	1 Transactions		

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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	
54	85300 Streichers Inc						
	01-201-000-0000-6408		268.80	6 custom cutouts - SCSO	11744628	Uniforms/Uniform Reimbursement	N
	85300 Streichers Inc		268.80	1 Transactions			
61	10136 Sweet's Auto Repair						
	01-201-000-0000-6320		836.27	Tow & replace starter - 7422	34776	Vehicle Maintenance	N
	10136 Sweet's Auto Repair		836.27	1 Transactions			
74	5594 Water Systems Company						
	01-201-000-0000-6410		8.95	Monthly fee - February 2025	838430	Office Supplies	N
	5594 Water Systems Company		8.95	1 Transactions			
75	500 Wilford Geske & Cook						
	01-201-000-0000-5520		100.00	Refund-canceled log out	74-CV2555	Civil Fees Income	Y
	500 Wilford Geske & Cook		100.00	1 Transactions			
201	DEPT Total:		9,307.80	Sheriff	13 Vendors	18 Transactions	
207	DEPT			Sheriff Special Deputies			
	62475 Owatonna Eagles						
104	01-207-000-0001-6801		807.14	Special Deputy awards banquet	2/8/2025	General Expense-Special Fund	N
	62475 Owatonna Eagles		807.14	1 Transactions			
207	DEPT Total:		807.14	Sheriff Special Deputies	1 Vendors	1 Transactions	
208	DEPT			Coroner			
	4229 Moore Md/Kellyanna J						
35	01-208-000-0000-6801		4,099.58	Coroner services - February	February 2025	General Expense	6
	4229 Moore Md/Kellyanna J		4,099.58	1 Transactions			
208	DEPT Total:		4,099.58	Coroner	1 Vendors	1 Transactions	
251	DEPT			Jail			
	7798 Anchor Paper Company						
3	01-251-000-0000-6560		1,389.56	Bath tissue, soap, can liners	10766380-00	Janitorial Supplies	N
	7798 Anchor Paper Company		1,389.56	1 Transactions			
	3134 Dash Medical Gloves						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
17	01-251-000-0000-6451	414.00	Latex gloves	1325382	Operating Supplies	N
3134	Dash Medical Gloves	414.00	1 Transactions			
9084	Metro FiberNet LLC					
153	01-251-000-0000-6304	325.00	Dark fiber lease-DC-2/16-3/15	1675291	Contract Serv./Bldg Maint	Y
9084	Metro FiberNet LLC	325.00	1 Transactions			
5830	Midwest Monitoring & Surveillance					
29	01-251-000-0000-6451	6.25	Lab services-Inmate Pfiefer	DT0125149	Operating Supplies	Y
5830	Midwest Monitoring & Surveillance	6.25	1 Transactions			
4879	Shred Right					
43	01-251-000-0000-6304	42.53	Document shredding	0041491	Contract Serv./Bldg Maint	Y
4879	Shred Right	42.53	1 Transactions			
85300	Streichers Inc					
55	01-251-000-0000-6192	168.00	Employee uniforms-NZetino	I1743925	Uniform Allowance	N
56	01-251-000-0000-6192	397.96	Employee uniforms-NZetino	I1744527	Uniform Allowance	N
57	01-251-000-0000-6192	99.99	Employee uniforms-QKroll	I1744582	Uniform Allowance	N
58	01-251-000-0000-6192	304.97	Employee uniforms-SLurken	I1744591	Uniform Allowance	N
85300	Streichers Inc	970.92	4 Transactions			
8247	Summit Food Services LLC					
60	01-251-000-0000-6418	27.34	Paper products	INV2000234029	Lock-Up Supplies	N
59	01-251-000-0000-6441	3,579.45	Inmate meals 1/25-1/31/25	INV2000234029	Prisoner Meals	N
8247	Summit Food Services LLC	3,606.79	2 Transactions			
618	Turnkey Corrections					
70	01-251-000-0000-6418	39.01	Inmate indigent items	15848	Lock-Up Supplies	N
618	Turnkey Corrections	39.01	1 Transactions			
251	DEPT Total:	6,794.06	Jail	8 Vendors	12 Transactions	
252	DEPT		Community Corrections			
4064	Alcohol Monitoring System Inc					
1	01-252-000-0000-6274	826.10	SCRAM monitoring	333856	Scram Monitoring	N
4064	Alcohol Monitoring System Inc	826.10	1 Transactions			
8263	CRK Properties LLC					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
12	01-252-000-0000-6341		Utilities	1352	Office Rent	Y
11	01-252-000-0000-6341		Rent - March	February 2025	Office Rent	Y
8263	CRK Properties LLC		2 Transactions			
10141	Fox/Rebecca					
19	01-252-000-0000-6410	39.99	Phone case reimbursement	Target 2/11/25	Office Supplies	N
10141	Fox/Rebecca	39.99	1 Transactions			
10142	Hiniker/Madisyn					
20	01-252-000-0000-6331	222.60	Mileage - Agent Academy	1/12 - 1/16/2025	Mileage Reimbursement	N
166	01-252-000-0000-6331	228.90	Mileage - Agent Academy	2/9 - 2/12/2025	Mileage Reimbursement	N
10142	Hiniker/Madisyn	451.50	2 Transactions			
6821	KEYSTONE INTERPRETING SOLUTIONS IN					
23	01-252-000-0000-6284	200.00	Translator services	M11-00015	Interpreter Services	N
6821	KEYSTONE INTERPRETING SOLUTIONS IN	200.00	1 Transactions			
6884	Language Line Services Inc					
25	01-252-000-0000-6284	157.20	Translator services	11513705	Interpreter Services	Y
6884	Language Line Services Inc	157.20	1 Transactions			
9084	Metro FiberNet LLC					
154	01-252-000-0000-6210	300.00	Dark fiber fee-CCA-2/16-3/15	1677937	Telephone	Y
9084	Metro FiberNet LLC	300.00	1 Transactions			
5830	Midwest Monitoring & Surveillance					
30	01-252-000-0000-6270	145.75	Lab services - January 2025	DT0125148	Chemical Testing	Y
5830	Midwest Monitoring & Surveillance	145.75	1 Transactions			
4879	Shred Right					
44	01-252-000-0000-6410	108.03	Paper shredding	0041120	Office Supplies	Y
4879	Shred Right	108.03	1 Transactions			
84035	Tri-M Graphics					
69	01-252-000-0000-6410	385.75	Business cards-new address-CCA	106164	Office Supplies	N
84035	Tri-M Graphics	385.75	1 Transactions			
252	DEPT Total:	9,645.82	Community Corrections	10 Vendors	12 Transactions	

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	<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>
253	DEPT			Law Enforcement Center		
	4879 Shred Right					
45	01-253-000-0000-6254		53.70	Paper shredding	0041122	Garbage Disposal Y
	4879 Shred Right		53.70	1 Transactions		
	85167 Stewart Sanitation					
53	01-253-000-0000-6254		83.24	Garbage pick up - February	900638	Garbage Disposal N
	85167 Stewart Sanitation		83.24	1 Transactions		
	87305 Thompson Sanitation					
62	01-253-000-0000-6254		17.50	Cardboard recycling - January	81268	Garbage Disposal N
	87305 Thompson Sanitation		17.50	1 Transactions		
253	DEPT Total:		154.44	Law Enforcement Center	3 Vendors	3 Transactions
391	DEPT			Environmental Services		
	4319 Association Of Mn Counties					
8	01-391-000-0000-6241		300.00	2025 SWAA dues - KBarden	10938	Membership Dues N
7	01-391-000-0000-6241		250.00	2025 SWAA dues - DOolmnan	3555	Membership Dues N
	4319 Association Of Mn Counties		550.00	2 Transactions		
	892 Semrex					
42	01-391-000-0000-6241		2,160.00	2025 SEMREX annual dues	KBarden	Membership Dues N
	892 Semrex		2,160.00	1 Transactions		
	7020 Steele County Times					
47	01-391-000-0000-6361		69.00	Annual subscription	Environ serv	Recycling Education N
	7020 Steele County Times		69.00	1 Transactions		
	87305 Thompson Sanitation					
63	01-391-000-0000-6548		75,722.74	Recycling contract - January	81035	Recycling N
	87305 Thompson Sanitation		75,722.74	1 Transactions		
391	DEPT Total:		78,501.74	Environmental Services	4 Vendors	5 Transactions
481	DEPT			Public Health Nursing		
	8204 Adams/Penny					
76	01-481-460-6009-6331		69.30	Mileage - January	February 2025	Mileage Reimbursement N

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
8204	Adams/Penny		69.30	1 Transactions		
3566	Anderson/Gaynelle					
77	01-481-460-6009-6331	28.00	Mileage - January	February 2025	Mileage Reimbursement	N
3566	Anderson/Gaynelle	28.00	1 Transactions			
2574	Archambault/Kristi					
78	01-481-460-6009-6331	30.10	Mileage - January	February 2025	Mileage Reimbursement	N
2574	Archambault/Kristi	30.10	1 Transactions			
8783	Availity LLC					
107	01-481-460-6009-6383	20.00	Medicare billing charges	INV01309058	Contract Services	N
8783	Availity LLC	20.00	1 Transactions			
7	Bartsch/Christine					
79	01-481-460-6009-6331	93.80	Mileage - January	February 2025	Mileage Reimbursement	N
7	Bartsch/Christine	93.80	1 Transactions			
8486	Baumgartner/Ann					
80	01-481-460-6009-6331	17.50	Mileage - January	February 2025	Mileage Reimbursement	N
8486	Baumgartner/Ann	17.50	1 Transactions			
9966	Benschoter/Paula					
81	01-481-460-6009-6331	42.00	Mileage - January	February 2025	Mileage Reimbursement	N
9966	Benschoter/Paula	42.00	1 Transactions			
9413	Benson/Robert					
82	01-481-460-6009-6331	48.65	Mileage - January	February 2025	Mileage Reimbursement	N
9413	Benson/Robert	48.65	1 Transactions			
6267	Brinkman/Stacie Lynn					
83	01-481-461-6025-6331	29.75	Mileage - January	February 2025	Mileage Reimbursement	N
84	01-481-461-6059-6331	5.25	Mileage - January	February 2025	Mileage Reimbursement	N
6267	Brinkman/Stacie Lynn	35.00	2 Transactions			
186	Cavalier Coaches Inc					
148	01-481-461-6066-6464	750.00	Bus - High School Capitol trip	11082	General Supplies & Outreach	N
186	Cavalier Coaches Inc	750.00	1 Transactions			

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Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name	
10128	Christenson/Sandra						
85	01-481-460-6009-6331		4.20	Mileage - January	February 2025	Mileage Reimbursement	N
10128	Christenson/Sandra		4.20	1 Transactions			
12590	Christenson/Yukari						
86	01-481-460-6009-6331		80.50	Mileage - January	February 2025	Mileage Reimbursement	N
12590	Christenson/Yukari		80.50	1 Transactions			
8789	Dahle/Teya F						
108	01-481-461-6034-6383		110.10	Reflective consulting	1638	Contract Services	Y
109	01-481-461-6059-6383		110.10	Reflective consulting	1638	Contract Services	Y
8789	Dahle/Teya F		220.20	2 Transactions			
9841	Farr/Whitney						
87	01-481-460-6012-6331	AP	1.34	Mileage - December	February 2025	Mileage Reimbursement	N
88	01-481-460-6012-6331		4.90	Mileage - January	February 2025	Mileage Reimbursement	N
9841	Farr/Whitney		6.24	2 Transactions			
9892	Haroldson/Julie						
89	01-481-460-6009-6331		19.60	Mileage - January	February 2025	Mileage Reimbursement	N
9892	Haroldson/Julie		19.60	1 Transactions			
8389	Healthcare First						
110	01-481-460-6009-6383		116.57	HHCAHPS survey	INV5499310	Contract Services	N
8389	Healthcare First		116.57	1 Transactions			
37025	Innovative Office Solutions LLC						
113	01-481-000-0000-6410		7.03	Binder clips & AAA batteries	4760414	Office Supplies	Y
112	01-481-000-0000-6410		16.61	Pocket folders	4760589	Office Supplies	Y
111	01-481-461-6040-6464		27.41	Clorox wipes	4763003	General Supplies & Outreach	Y
151	01-481-000-0000-6410		35.20	Pocket folders	4764199	Office Supplies	Y
37025	Innovative Office Solutions LLC		86.25	4 Transactions			
10043	Johnson/Emma						
90	01-481-461-6066-6331		4.20	Mileage - January	February 2025	Mileage Reimbursement	N
91	01-481-465-6056-6331		4.90	Mileage - January	February 2025	Mileage Reimbursement	N
10043	Johnson/Emma		9.10	2 Transactions			
9458	Jongbloedt/Beth						

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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	
92	01-481-460-6009-6331		Mileage - January	February 2025	Mileage Reimbursement	N
9458	Jongbloedt/Beth		1 Transactions			
10009	Martinez/Stephanie					
93	01-481-460-6009-6331		Mileage - January	February 2025	Mileage Reimbursement	N
10009	Martinez/Stephanie		1 Transactions			
5754	McMann/Katy					
94	01-481-460-6009-6331		Mileage - January	February 2025	Mileage Reimbursement	N
5754	McMann/Katy		1 Transactions			
9616	Parrott & Smith LLC					
157	01-481-461-6066-6341		Rent - March	February 2025	Office Rent	1
9616	Parrott & Smith LLC		1 Transactions			
10131	Prestegard/Amanda					
98	01-481-461-6025-6331		Mileage - January	February 2025	Mileage Reimbursement	N
99	01-481-461-6030-6331		Mileage - January	February 2025	Mileage Reimbursement	N
10131	Prestegard/Amanda		2 Transactions			
7944	Red Oxygen					
114	01-481-461-6011-6210		Texting services	667485	Telephone	N
7944	Red Oxygen		1 Transactions			
9903	Rindfleisch/Ethan					
95	01-481-461-6032-6331		Mileage - January	February 2025	Mileage Reimbursement	N
96	01-481-461-6032-6331	AP	Mileage - December	February 2025	Mileage Reimbursement	N
97	01-481-465-6057-6331		Mileage - January	February 2025	Mileage Reimbursement	N
9903	Rindfleisch/Ethan		3 Transactions			
77316	Schroeder/Greg					
116	01-481-460-6009-6331		Mileage - January 2025	February 2025	Mileage Reimbursement	Y
115	01-481-460-6009-6383		Physical therapist - Jan 2025	February 2025	Contract Services	Y
77316	Schroeder/Greg		2 Transactions			
4879	Shred Right					
117	01-481-000-0000-6322		Shredding services	41123	Service Agreements	Y
4879	Shred Right		1 Transactions			

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name	1099
100	5619 Tonche/Denise		102.20	Mileage - January	February 2025	Mileage Reimbursement	N
	5619 Tonche/Denise		102.20	1 Transactions			
162	90165 UC Lab		114.46	Well water testing	122992	Well Water Service Agreements	N
	90165 UC Lab		114.46	1 Transactions			
101	4100 Wencil/Dianne Marie		2.80	Mileage - January	February 2025	Mileage Reimbursement	N
	4100 Wencil/Dianne Marie		2.80	1 Transactions			
481	DEPT Total:		3,566.21	Public Health Nursing	30 Vendors	41 Transactions	
502	DEPT			Steele Co Community Ctr			
50	85167 Stewart Sanitation		36.50	Trash/recycling - CommCtr-Jan	900995	Bldg Repairs & Maintenance	N
	85167 Stewart Sanitation		36.50	1 Transactions			
502	DEPT Total:		36.50	Steele Co Community Ctr	1 Vendors	1 Transactions	
521	DEPT			Park And Recreation			
152	9084 Metro FiberNet LLC		325.00	Dark fiber lease-FS-2/18/-3/17	1847031	Operating Supplies/Truck Repairs	Y
	9084 Metro FiberNet LLC		325.00	1 Transactions			
159	83500 Steele County Highway Dept		38.95	Fuel	2445	Gas & Oil	N
	83500 Steele County Highway Dept		38.95	1 Transactions			
521	DEPT Total:		363.95	Park And Recreation	2 Vendors	2 Transactions	
550	DEPT			Four Seasons			
147	6980 Block Plumbing & Heating Inc		202.98	Replace regulator by garage	70298	Operating Supplies - Contracts	N
	6980 Block Plumbing & Heating Inc		202.98	1 Transactions			
	33550 Hillyard-Hutchinson						

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
149	01-550-000-0000-6410	204.19	Deodorizer - 1 case	605742102	Operating Supplies - Contracts	N
33550	Hillyard - Hutchinson	204.19	1 Transactions			
56125	NAPA Auto Parts					
155	01-550-000-0000-6314	18.98	Tire shine, car wash soap	042849	Zamboni Repairs	N
56125	NAPA Auto Parts	18.98	1 Transactions			
9922	Owatonna Ace Hardware					
156	01-550-000-0000-6410	17.99	AA batteries	2362/5	Operating Supplies - Contracts	N
9922	Owatonna Ace Hardware	17.99	1 Transactions			
71075	R & R Specialties Of Wisconsin Inc					
158	01-550-000-0000-6314	75.00	Zamboni blade sharpening	84719-IN	Zamboni Repairs	N
71075	R & R Specialties Of Wisconsin Inc	75.00	1 Transactions			
85167	Stewart Sanitation					
160	01-550-000-0000-6254	209.35	Monthly garbage	900615	Garbage Disposal	N
85167	Stewart Sanitation	209.35	1 Transactions			
550	DEPT Total:	728.49	Four Seasons	6 Vendors	6 Transactions	
602	DEPT		Co-Op Extension			
14420	Culligan Inc					
16	01-602-000-0000-6410	60.17	Water & cooler rent-February	15396671-01312C	Office Supplies	N
14420	Culligan Inc	60.17	1 Transactions			
602	DEPT Total:	60.17	Co-Op Extension	1 Vendors	1 Transactions	
1	Fund Total:	144,599.97	General Revenue Fund		135 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		
301	DEPT			Administration				
	9084 Metro FiberNet LLC							
163	10-301-000-0000-6210		300.00	Dark fiber fee-PW-2/16-3/15	1677937	Telephone		Y
164	10-301-000-0000-6210		30.24	Elevator phone-PW-2/16-3/15	1677937	Telephone		Y
	9084 Metro FiberNet LLC		330.24	2 Transactions				
301	DEPT Total:		330.24	Administration	1 Vendors	2 Transactions		
305	DEPT			Other				
	88604 Treas Of Aurora Township							
118	10-305-000-0000-6424		24,223.42	2025 Town road allocation	February 2025	Other Expense		N
	88604 Treas Of Aurora Township		24,223.42	1 Transactions				
	88603 Treas Of Berlin Township							
119	10-305-000-0000-6424		28,187.86	2025 Town road allocation	February 2025	Other Expense		N
	88603 Treas Of Berlin Township		28,187.86	1 Transactions				
	88601 Treas Of Blooming Prairie Township							
120	10-305-000-0000-6424		46,449.19	2025 Town road allocation	February 2025	Other Expense		N
	88601 Treas Of Blooming Prairie Township		46,449.19	1 Transactions				
	88612 Treas Of Clinton Falls Township							
121	10-305-000-0000-6424		17,383.92	2025 Town road allocation	February 2025	Other Expense		N
	88612 Treas Of Clinton Falls Township		17,383.92	1 Transactions				
	88613 Treas Of Deerfield Township							
122	10-305-000-0000-6424		23,929.22	2025 Town road allocation	February 2025	Other Expense		N
	88613 Treas Of Deerfield Township		23,929.22	1 Transactions				
	88607 Treas Of Havana Township							
123	10-305-000-0000-6424		25,938.64	2025 Town road allocation	February 2025	Other Expense		N
	88607 Treas Of Havana Township		25,938.64	1 Transactions				
	88606 Treas Of Lemond Township							
124	10-305-000-0000-6424		27,462.62	2025 Town road allocation	February 2025	Other Expense		N
	88606 Treas Of Lemond Township		27,462.62	1 Transactions				
	88611 Treas Of Medford Township							
125	10-305-000-0000-6424		21,328.01	2025 Town road allocation	February 2025	Other Expense		N

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10 Road & Bridge 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	1099
88611	Treas Of Medford Township		21,328.01	1 Transactions			
88609	Treas Of Meriden Township						
126	10-305-000-0000-6424		29,620.81	2025 Town road allocation	February 2025	Other Expense	N
88609	Treas Of Meriden Township		29,620.81	1 Transactions			
88610	Treas Of Merton Township						
127	10-305-000-0000-6424		20,665.50	2025 Town road allocation	February 2025	Other Expense	N
88610	Treas Of Merton Township		20,665.50	1 Transactions			
88608	Treas Of Owatonna Township						
128	10-305-000-0000-6424		20,621.84	2025 Town road allocation	February 2025	Other Expense	N
88608	Treas Of Owatonna Township		20,621.84	1 Transactions			
88605	Treas Of Somerset Township						
129	10-305-000-0000-6424		32,879.63	2025 Town road allocation	February 2025	Other Expense	N
88605	Treas Of Somerset Township		32,879.63	1 Transactions			
88602	Treas Of Summit Township						
130	10-305-000-0000-6424		30,359.34	2025 Town road allocation	February 2025	Other Expense	N
88602	Treas Of Summit Township		30,359.34	1 Transactions			
305	DEPT Total:		349,050.00	Other	13 Vendors	13 Transactions	
10	Fund Total:		349,380.24	Road & Bridge Fund		15 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt		Warrant Description	Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
631	DEPT			Judicial Ditch 1			
	9874 Waseca County Land & Water Resources						
134	21-631-000-0000-6305	DTG	1,292.21	2024 Share of expenses-JD1	February 2025	Construction And Repairs	N
	9874 Waseca County Land & Water Resources		1,292.21	1 Transactions			
631	DEPT Total:		1,292.21	Judicial Ditch 1	1 Vendors	1 Transactions	
633	DEPT			Judicial Ditch 10			
	9874 Waseca County Land & Water Resources						
136	21-633-000-0000-6305	DTG	833.37	2024 Share of expenses-JD10	February 2025	Construction And Repairs	N
	9874 Waseca County Land & Water Resources		833.37	1 Transactions			
633	DEPT Total:		833.37	Judicial Ditch 10	1 Vendors	1 Transactions	
634	DEPT			Judicial Ditch 5			
	9874 Waseca County Land & Water Resources						
135	21-634-000-0000-6305	DTG	3,934.25	2024 Share of expenses-JD5	February 2025	Construction And Repairs	N
	9874 Waseca County Land & Water Resources		3,934.25	1 Transactions			
634	DEPT Total:		3,934.25	Judicial Ditch 5	1 Vendors	1 Transactions	
638	DEPT			Judicial Ditch 12			
	27100 Freeborn County Auditor - Treas						
132	21-638-000-0000-6305	DTG	113.48	Share of Expense 2024-JD12	February 2025	Construction And Repairs	N
	27100 Freeborn County Auditor - Treas		113.48	1 Transactions			
638	DEPT Total:		113.48	Judicial Ditch 12	1 Vendors	1 Transactions	
639	DEPT			Judicial Ditch 23			
	27100 Freeborn County Auditor - Treas						
131	21-639-000-0000-6305	DTG	3,338.30	Share of Expense 2024-JD23	February 2025	Construction And Repairs	N
	27100 Freeborn County Auditor - Treas		3,338.30	1 Transactions			
639	DEPT Total:		3,338.30	Judicial Ditch 23	1 Vendors	1 Transactions	
640	DEPT			Judicial Ditch 24			
	9874 Waseca County Land & Water Resources						

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21 County Ditch 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	
137	21-640-000-0000-6305	DTG	3,818.07	2024 Share of expenses-JD24	February 2025	Construction And Repairs	N
9874	Waseca County Land & Water Resources		3,818.07	1 Transactions			
640	DEPT Total:		3,818.07	Judicial Ditch 24	1 Vendors	1 Transactions	
665	DEPT			JD 2 Redetermination			
27100	Freeborn County Auditor - Treas						
133	21-665-000-0000-6305	DTG	3,344.10	Share of Expense 2024-JD2	February 2025	Construction And Repairs	N
27100	Freeborn County Auditor - Treas		3,344.10	1 Transactions			
665	DEPT Total:		3,344.10	JD 2 Redetermination	1 Vendors	1 Transactions	
21	Fund Total:		16,673.78	County Ditch Fund		7 Transactions	

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35 Bonded Debt 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		
800	DEPT			Debt Service Fund A				
	9579 Government Capital Securities Corp							
138	35-800-000-0000-6801		3,750.00	Arbitrage reporting GO 2020A	02/12/2025	Misc. Expense		N
	9579 Government Capital Securities Corp		3,750.00	1 Transactions				
800	DEPT Total:		3,750.00	Debt Service Fund A	1 Vendors		1 Transactions	
35	Fund Total:		3,750.00	Bonded Debt Fund			1 Transactions	

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38 Capital Outlay 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		
111	DEPT			Buildings & Grounds				
	8919 ArchKey Technologies							
165	38-111-045-0000-6600		11,039.00	CCA bldg construction work	30242824284	Capital Outlay - CCA Bldg		Y
	8919 ArchKey Technologies		11,039.00	1 Transactions				
111	DEPT Total:		11,039.00	Buildings & Grounds	1 Vendors		1 Transactions	
38	Fund Total:		11,039.00	Capital Outlay Fund			1 Transactions	

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53 Landfill 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	1099
398	DEPT			Landfill			
	14420 Culligan Inc						
139	53-398-000-0000-6304		24.85	Water	4977139	Contract Services	N
140	53-398-000-0000-6304		12.94	Cooler rental	4990154	Contract Services	N
141	53-398-000-0000-6304		37.15	Softener rental	4990971	Contract Services	N
142	53-398-000-0000-6304		39.99	Softener rental	4999379	Contract Services	N
	14420 Culligan Inc		114.93	4 Transactions			
	38160 J R's Advanced Recyclers Inc						
143	53-398-000-0000-6304		882.50	138 appliances	114847	Contract Services	N
	38160 J R's Advanced Recyclers Inc		882.50	1 Transactions			
	51630 Mike's Repair						
144	53-398-000-0000-6301		56.50	Tire repair	109161	Equip Repairs	Y
	51630 Mike's Repair		56.50	1 Transactions			
398	DEPT Total:		1,053.93	Landfill	3 Vendors	6 Transactions	
53	Fund Total:		1,053.93	Landfill Fund		6 Transactions	

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name		Rpt	Warrant Description		Invoice #	Account/Formula Descripti	1099
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
866	DEPT			Conceal & Carry Permits			
	9204 BCA MNJIS Biometrics Unit						
145	72-866-000-0000-2100		880.00	BCA fees-permit to carry 1/25	74-00083	Mn State Treasurer-Conceal & Carry	N
	9204 BCA MNJIS Biometrics Unit		880.00	1 Transactions			
866	DEPT Total:		880.00	Conceal & Carry Permits	1 Vendors	1 Transactions	
72	Fund Total:		880.00	State Collections Fund		1 Transactions	
	Final Total:		527,376.92	133 Vendors	166 Transactions		

Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	144,599.97	General Revenue Fund	
	10	349,380.24	Road & Bridge Fund	
	21	16,673.78	County Ditch Fund	
	35	3,750.00	Bonded Debt Fund	
	38	11,039.00	Capital Outlay Fund	
	53	1,053.93	Landfill Fund	
	72	880.00	State Collections Fund	
	All Funds	527,376.92	Total	Approved by, ...
				
				

Steele County

JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	907	81- 000- 000- 0000- 1001 Cash	4,116.52	D	BMO Dec 2024 - Reversal				1
2	12/31/24	907	81- 230- 000- 0000- 6210 Telephone	99.84	C	BMO Dec 2024 - Reversal				1
3	12/31/24	907	81- 230- 000- 0000- 6261 Conference & Training	215.00	C	BMO Dec 2024 - Reversal				1
4	12/31/24	907	81- 230- 000- 0000- 6261 Conference & Training	65.00	C	BMO Dec 2024 - Reversal				1
5	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	1,971.11	C	BMO Dec 2024 - Reversal				1
6	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	68.85	C	BMO Dec 2024 - Reversal				1
7	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	31.72	C	BMO Dec 2024 - Reversal				1
8	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	1,110.00	C	BMO Dec 2024 - Reversal				1
9	12/31/24	907	81- 230- 000- 0000- 6480 Non- Capitalized Inventory	555.00	C	BMO Dec 2024 - Reversal				1
10	12/31/24	907	81- 000- 000- 0000- 1001 Cash	4,116.52	C	BMO Charges Dec	BMO Charges Dec			1
11	12/31/24	907	81- 230- 000- 0000- 6210 Telephone	99.84	D	Cable TV	Hulu, Llc			1
12	12/31/24	907	81- 230- 000- 0000- 6261 Conference & Training	215.00	D	NENA Training	Nena			1
13	12/31/24	907	81- 230- 000- 0000- 6261 Conference & Training	65.00	D	Training	Nena			1
14	12/31/24	907	81- 230- 000- 0000- 6301 Equip Maint	1,971.11	D	New PC	Cdw Llc			1
15	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	68.85	D	Light Bulbs	Amazon.Com, Inc.			1
16	12/31/24	907	81- 230- 000- 0000- 6410 Office Supplies	31.72	D	Swiffer Dusters	Amazon.Com, Inc.			1
17	12/31/24	907	81- 230- 000- 0000- 6600 Capital Outlay	1,110.00	D	Protocol Call- Take Training	Association Of Public- Saf			1
18	12/31/24	907	81- 230- 000- 0000- 6600 Capital Outlay	555.00	D	Protocol Call- Take Training	Association Of Public- Saf			1
19	12/31/24	907	01- 000- 000- 0000- 1001 Cash	0.01	D	Correction on Check				1
20	12/31/24	907	01- 003- 000- 0000- 6354 Misc Insurance Acct	0.01	C	Correction on Check				1

Steele County
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C7

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/24	907	75- 000- 000- 0000- 2270 Security Deposits Accrued	210.00	D	Sec Deposit Transfer - Olsen				1
22	12/31/24	907	75- 000- 000- 0000- 1001 Cash	210.00	C	Sec Deposit Transfer - Olsen				1
23	12/31/24	907	70- 000- 000- 0000- 2166 Unapportioned Green Acres	26.00	D	Tax Est Cost Fee 08- 004- 4400				1
24	12/31/24	907	70- 000- 000- 0000- 1001 Cash	26.00	C	Tax Est Cost Fee 08- 004- 4400				1
25	12/31/24	907	01- 000- 000- 0000- 1001 Cash	26.00	D	Tax Est Cost Fee 08- 004- 4400				1
26	12/31/24	907	01- 103- 000- 0000- 5520 Fees	26.00	C	Tax Est Cost Fee 08- 004- 4400				1
Debit Total				8,495.05		Credit Total	8,495.05	Net:	0.00	

Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	955	01-000-000-0000-1001 Cash	11,501.41	D	3rd Settle - TFY Real Estate				1
2	12/31/24	955	01-003-000-0000-5003 Delinquent Taxes	10,860.18	C	3rd Settle - TFY Real Estate				1
3	12/31/24	955	01-003-000-0000-5004 Delinquent Tax - Library	146.04	C	3rd Settle - TFY Real Estate				1
4	12/31/24	955	01-391-000-0000-5520 Fees	495.19	C	3rd Settle - TFY Real Estate				1
5	12/31/24	955	10-000-000-0000-1001 Cash	1,287.17	D	3rd Settle - TFY Real Estate				1
6	12/31/24	955	10-301-000-0000-5003 Delinquent Tax	1,287.17	C	3rd Settle - TFY Real Estate				1
7	12/31/24	955	35-000-000-0000-1001 Cash	864.68	D	3rd Settle - TFY Real Estate				1
8	12/31/24	955	35-800-000-0000-5003 Delinquent Tax	864.68	C	3rd Settle - TFY Real Estate				1
9	12/31/24	955	38-000-000-0000-1001 Cash	219.60	D	3rd Settle - TFY Real Estate				1
10	12/31/24	955	38-000-000-0000-5003 Delinquent Tax	219.60	C	3rd Settle - TFY Real Estate				1
11	12/31/24	955	21-000-000-0000-1001 Cash	156.09	D	3rd Settle - TFY Real Estate				1
12	12/31/24	955	21-665-000-0000-5051 Assessments	17.93	C	3rd Settle - TFY Real Estate				1
13	12/31/24	955	21-639-000-0000-5051 Assessments	129.71	C	3rd Settle - TFY Real Estate				1
14	12/31/24	955	21-656-000-0000-5051 Assessments	1.09	C	3rd Settle - TFY Real Estate				1
15	12/31/24	955	21-658-000-0000-5051 Assessments	7.36	C	3rd Settle - TFY Real Estate				1
16	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	14,028.95	D	3rd Settle - TFY Real Estate				1
17	12/31/24	955	70-000-000-0000-1001 Cash	14,028.95	C	3rd Settle - TFY Real Estate				1
18	12/31/24	955	01-000-000-0000-1001 Cash	1,304.38	D	3rd Settle - TFY Mobile Home				1
19	12/31/24	955	01-003-000-0000-5008 Delinquent Taxes Mh	866.62	C	3rd Settle - TFY Mobile Home				1
20	12/31/24	955	01-003-000-0000-5004 Delinquent Tax - Library	12.27	C	3rd Settle - TFY Mobile Home				1

Steele County

JOURNAL ENTRIES



Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/24	955	01-391-000-0000-5520 Fees	425.49	C	3rd Settle - TFY Mobile Home				1
22	12/31/24	955	10-000-000-0000-1001 Cash	106.67	D	3rd Settle - TFY Mobile Home				1
23	12/31/24	955	10-301-000-0000-5003 Delinquent Tax	106.67	C	3rd Settle - TFY Mobile Home				1
24	12/31/24	955	35-000-000-0000-1001 Cash	71.39	D	3rd Settle - TFY Mobile Home				1
25	12/31/24	955	35-800-000-0000-5003 Delinquent Tax	71.39	C	3rd Settle - TFY Mobile Home				1
26	12/31/24	955	38-000-000-0000-1001 Cash	21.95	D	3rd Settle - TFY Mobile Home				1
27	12/31/24	955	38-000-000-0000-5003 Delinquent Tax	21.95	C	3rd Settle - TFY Mobile Home				1
28	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	1,504.39	D	3rd Settle - TFY Mobile Home				1
29	12/31/24	955	70-000-000-0000-1001 Cash	1,504.39	C	3rd Settle - TFY Mobile Home				1
30	12/31/24	955	01-000-000-0000-1001 Cash	11,659.40	D	3rd Settle - Pen, Int, Cost				1
31	12/31/24	955	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	11,541.48	C	3rd Settle - Pen, Int, Cost				1
32	12/31/24	955	01-391-000-0000-5520 Fees	117.92	C	3rd Settle - Pen, Int, Cost				1
33	12/31/24	955	21-000-000-0000-1001 Cash	51.24	D	3rd Settle - Pen, Int, Cost				1
34	12/31/24	955	21-631-000-0000-5051 Assessments	0.17	C	3rd Settle - Pen, Int, Cost				1
35	12/31/24	955	21-665-000-0000-5051 Assessments	8.41	C	3rd Settle - Pen, Int, Cost				1
36	12/31/24	955	21-635-000-0000-5051 Assessments	2.83	C	3rd Settle - Pen, Int, Cost				1
37	12/31/24	955	21-637-000-0000-5051 Assessments	1.27	C	3rd Settle - Pen, Int, Cost				1
38	12/31/24	955	21-639-000-0000-5051 Assessments	2.45	C	3rd Settle - Pen, Int, Cost				1
39	12/31/24	955	21-640-000-0000-5051 Assessments	2.74	C	3rd Settle - Pen, Int, Cost				1
40	12/31/24	955	21-640-000-0000-5051 Assessments	9.42	C	3rd Settle - Pen, Int, Cost				1

Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	12/31/24	955	21-640-000-0000-5051 Assessments	4.76	C	3rd Settle - Pen, Int, Cost				1
42	12/31/24	955	21-644-000-0000-5051 Assessments	11.19	C	3rd Settle - Pen, Int, Cost				1
43	12/31/24	955	21-648-000-0000-5051 Assessments	2.40	C	3rd Settle - Pen, Int, Cost				1
44	12/31/24	955	21-649-000-0000-5051 Assessments	1.10	C	3rd Settle - Pen, Int, Cost				1
45	12/31/24	955	21-650-000-0000-5051 Assessments	1.16	C	3rd Settle - Pen, Int, Cost				1
46	12/31/24	955	21-654-000-0000-5051 Assessments	2.33	C	3rd Settle - Pen, Int, Cost				1
47	12/31/24	955	21-656-000-0000-5051 Assessments	0.43	C	3rd Settle - Pen, Int, Cost				1
48	12/31/24	955	21-658-000-0000-5051 Assessments	0.58	C	3rd Settle - Pen, Int, Cost				1
49	12/31/24	955	74-000-000-0000-1001 Cash	14.40	D	3rd Settle - Pen, Int, Cost				1
50	12/31/24	955	74-610-000-0000-5020 Clean Water Partnership Act - Penalty	14.40	C	3rd Settle - Pen, Int, Cost				1
51	12/31/24	955	23-000-000-0000-1001 Cash	17.60	D	3rd Settle - Pen, Int, Cost				1
52	12/31/24	955	23-609-000-0000-5520 Fees - Operations & Maintenance	17.60	C	3rd Settle - Pen, Int, Cost				1
53	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	11,802.64	D	3rd Settle - Pen, Int, Cost				1
54	12/31/24	955	70-000-000-0000-1001 Cash	11,802.64	C	3rd Settle - Pen, Int, Cost				1
55	12/31/24	955	01-000-000-0000-1001 Cash	11,503.71	D	3rd Settle- Aggregate Tax				1
56	12/31/24	955	01-003-000-0000-5011 Gravel Tax-Special Reserve	8,515.73	C	3rd Settle- Aggregate Tax				1
57	12/31/24	955	01-041-000-0000-5831 Admin Fee-Aggregate Tax	2,987.98	C	3rd Settle- Aggregate Tax				1
58	12/31/24	955	10-000-000-0000-1001 Cash	24,127.91	D	3rd Settle- Aggregate Tax				1
59	12/31/24	955	10-301-000-0000-5011 Gravel Tax	24,127.91	C	3rd Settle- Aggregate Tax				1
60	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	35,631.62	D	3rd Settle - Aggregate Tax				1

Steele County

JOURNAL ENTRIES



Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	12/31/24	955	70-000-000-0000-1001 Cash	35,631.62	C	3rd Settle - Aggregate Tax				1
62	12/31/24	955	01-000-000-0000-1001 Cash	150,693.26	D	3rd Settle - Real Estate Tax				1
63	12/31/24	955	01-003-000-0000-5001 Current Tax	146,939.37	C	3rd Settle - Real Estate Tax				1
64	12/31/24	955	01-003-000-0000-5002 Current Tax Library	1,857.09	C	3rd Settle - Real Estate Tax				1
65	12/31/24	955	01-391-000-0000-5520 Fees	1,896.80	C	3rd Settle - Real Estate Tax				1
66	12/31/24	955	10-000-000-0000-1001 Cash	15,690.37	D	3rd Settle - Real Estate Tax				1
67	12/31/24	955	10-301-000-0000-5001 Current Tax	15,690.37	C	3rd Settle - Real Estate Tax				1
68	12/31/24	955	35-000-000-0000-1001 Cash	10,214.35	D	3rd Settle - Real Estate Tax				1
69	12/31/24	955	35-800-000-0000-5001 Current Tax	10,214.35	C	3rd Settle - Real Estate Tax				1
70	12/31/24	955	38-000-000-0000-1001 Cash	2,134.98	D	3rd Settle - Real Estate Tax				1
71	12/31/24	955	38-000-000-0000-5001 Current Tax	2,134.98	C	3rd Settle - Real Estate Tax				1
72	12/31/24	955	21-000-000-0000-1001 Cash	1,517.04	D	3rd Settle - Real Estate Tax				1
73	12/31/24	955	21-665-000-0000-5051 Assessments	373.12	C	3rd Settle - Real Estate Tax				1
74	12/31/24	955	21-631-000-0000-5051 Assessments	4.25	C	3rd Settle - Real Estate Tax				1
75	12/31/24	955	21-637-000-0000-5051 Assessments	21.12	C	3rd Settle - Real Estate Tax				1
76	12/31/24	955	21-639-000-0000-5051 Assessments	122.50	C	3rd Settle - Real Estate Tax				1
77	12/31/24	955	21-635-000-0000-5051 Assessments	401.81	D	3rd Settle - Real Estate Tax				1
78	12/31/24	955	21-639-000-0000-5051 Assessments	183.64	C	3rd Settle - Real Estate Tax				1
79	12/31/24	955	21-644-000-0000-5051 Assessments	279.66	C	3rd Settle - Real Estate Tax				1
80	12/31/24	955	21-650-000-0000-5051 Assessments	58.13	C	3rd Settle - Real Estate Tax				1

Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	12/31/24	955	21-648-000-0000-5051 Assessments	59.95	C	3rd Settle - Real Estate Tax				1
82	12/31/24	955	21-649-000-0000-5051 Assessments	50.01	C	3rd Settle - Real Estate Tax				1
83	12/31/24	955	21-654-000-0000-5051 Assessments	72.45	C	3rd Settle - Real Estate Tax				1
84	12/31/24	955	21-656-000-0000-5051 Assessments	30.72	C	3rd Settle - Real Estate Tax				1
85	12/31/24	955	21-658-000-0000-5051 Assessments	7.50	C	3rd Settle - Real Estate Tax				1
86	12/31/24	955	21-640-000-0000-5051 Assessments	464.80	C	3rd Settle - Real Estate Tax				1
87	12/31/24	955	21-640-000-0000-5051 Assessments	191.00	C	3rd Settle - Real Estate Tax				1
88	12/31/24	955	23-000-000-0000-1001 Cash	220.00	D	3rd Settle - Real Estate Tax				1
89	12/31/24	955	23-609-000-0000-5520 Fees - Operations & Maintenance	220.00	C	3rd Settle - Real Estate Tax				1
90	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	180,470.00	D	3rd Settle - Real Estate Tax				1
91	12/31/24	955	70-000-000-0000-1001 Cash	180,470.00	C	3rd Settle - Real Estate Tax				1
92	12/31/24	955	01-000-000-0000-1001 Cash	3,216.77	D	3rd Settle- Mobile Home Tax				1
93	12/31/24	955	01-003-000-0000-5007 Current Tax Mobile Homes	1,792.57	C	3rd Settle- Mobile Home Tax				1
94	12/31/24	955	01-003-000-0000-5002 Current Tax Library	5.71	C	3rd Settle- Mobile Home Tax				1
95	12/31/24	955	01-391-000-0000-5520 Fees	1,418.49	C	3rd Settle- Mobile Home Tax				1
96	12/31/24	955	10-000-000-0000-1001 Cash	191.41	D	3rd Settle- Mobile Home Tax				1
97	12/31/24	955	10-301-000-0000-5007 Current Tax Mobile Homes	191.41	C	3rd Settle- Mobile Home Tax				1
98	12/31/24	955	35-000-000-0000-1001 Cash	124.56	D	3rd Settle- Mobile Home Tax				1
99	12/31/24	955	35-800-000-0000-5007 Current Tax Mobile Homes	124.56	C	3rd Settle- Mobile Home Tax				1
100	12/31/24	955	38-000-000-0000-1001 Cash	26.00	D	3rd Settle- Mobile Home Tax				1

Steele County
JOURNAL ENTRIES



Description 12 2024 3RD TAX SETTLEMENT UPLOAD

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	12/31/24	955	38-000-000-0000-5007 Current Tax Mobile Homes	26.00	C	3rd Settle- Mobile Home Tax				1
102	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	3,558.74	D	3rd Settle- Mobile Home Tax				1
103	12/31/24	955	70-000-000-0000-1001 Cash	3,558.74	C	3rd Settle- Mobile Home Tax				1
104	12/31/24	955	01-000-000-0000-1001 Cash	1,898.83	D	3rd Settle - Excess TIF				1
105	12/31/24	955	01-003-000-0000-5001 Current Tax	1,898.83	C	3rd Settle - Excess TIF				1
106	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	1,898.83	D	3rd Settle - Excess TIF				1
107	12/31/24	955	70-000-000-0000-1001 Cash	1,898.83	C	3rd Settle - Excess TIF				1
108	12/31/24	955	01-003-000-0000-5019 Penalties & Interest Current Tax Re & Pp	414.55	D	2nd Settle- Wind Tower Tax				1
109	12/31/24	955	01-000-000-0000-1001 Cash	414.55	C	2nd Settle- Wind Tower Tax				1
110	12/31/24	955	70-000-000-0000-1001 Cash	414.55	D	2nd Settle- Wind Tower Tax				1
111	12/31/24	955	70-000-000-0000-2400 SC Tax Allocation	414.55	C	2nd Settle- Wind Tower Tax				1
Debit Total				498,961.25		Credit Total	498,961.25	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	901	01-031-000-0000-6210 Telephone	49.07	D	Phone Charges - Verizon				1
2	1/31/25	901	01-032-000-0000-6210 Telephone	49.07	D	Phone Charges - Verizon				1
3	1/31/25	901	01-044-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
4	1/31/25	901	01-061-000-0000-6210 Telephone	69.09	D	Phone Charges - Verizon				1
5	1/31/25	901	01-091-000-0000-6210 Telephone	409.74	D	Phone Charges - Verizon				1
6	1/31/25	901	01-103-000-0000-6210 Telephone	245.35	D	Phone Charges - Verizon				1
7	1/31/25	901	01-105-000-0000-6210 Telephone	172.22	D	Phone Charges - Verizon				1
8	1/31/25	901	01-111-000-0000-6210 Telephone	440.70	D	Phone Charges - Verizon				1
9	1/31/25	901	01-121-000-0000-6210 Telephone	60.03	D	Phone Charges - Verizon				1
10	1/31/25	901	01-251-000-0000-6210 Telephone	181.28	D	Phone Charges - Verizon				1
11	1/31/25	901	01-252-000-0000-6210 Telephone	726.05	D	Phone Charges - Verizon				1
12	1/31/25	901	01-281-000-0000-6210 Telephone	187.22	D	Phone Charges - Verizon				1
13	1/31/25	901	01-602-000-0000-6210 Telephone	40.01	D	Phone Charges - Verizon				1
14	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
15	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
16	1/31/25	901	01-481-460-6012-6210 Telephone	49.07	D	Phone Charges - LTC				1
17	1/31/25	901	01-481-461-6040-6210 Telephone	44.07	D	Phone Charges - WIC				1
18	1/31/25	901	01-481-461-6011-6210 Telephone	22.03	D	Phone Charges - CTC				1
19	1/31/25	901	01-481-462-6047-6210 Telephone	22.04	D	Phone Charges - CID				1
20	1/31/25	901	01-481-461-6040-6210 Telephone	33.05	D	Phone Charges - WIC				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/25	901	01-481-461-6030-6210 Telephone	11.02	D	Phone Charges - MCH				1
22	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
23	1/31/25	901	01-481-461-6059-6210 Telephone	11.02	D	Phone Charges - SEMN				1
24	1/31/25	901	01-481-461-6034-6210 Telephone	33.05	D	Phone Charges - TANF				1
25	1/31/25	901	01-481-461-6059-6210 Telephone	44.07	D	Phone Charges - SEMN				1
26	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
27	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
28	1/31/25	901	01-481-460-6009-6210 Telephone	44.07	D	Phone Charges - QA				1
29	1/31/25	901	01-481-461-6059-6210 Telephone	22.69	D	Phone Charges - SEMN				1
30	1/31/25	901	01-481-461-6040-6210 Telephone	13.61	D	Phone Charges - WIC				1
31	1/31/25	901	01-481-462-6047-6210 Telephone	9.07	D	Phone Charges - CID				1
32	1/31/25	901	01-481-460-6012-6210 Telephone	49.07	D	Phone Charges - LTC				1
33	1/31/25	901	01-481-460-6012-6210 Telephone	49.07	D	Phone Charges - LTC				1
34	1/31/25	901	01-481-461-6040-6210 Telephone	40.01	D	Phone Charges - WIC				1
35	1/31/25	901	01-481-460-6012-6210 Telephone	44.07	D	Phone Charges - LTC				1
36	1/31/25	901	01-481-465-6057-6210 Telephone	49.07	D	Phone Charges - LPHG				1
37	1/31/25	901	01-481-465-6057-6210 Telephone	44.07	D	Phone Charges - LPHG				1
38	1/31/25	901	01-481-460-6012-6210 Telephone	29.44	D	Phone Charges - LTC				1
39	1/31/25	901	01-481-464-6052-6210 Telephone	19.63	D	Phone Charges - PHEP				1
40	1/31/25	901	01-201-000-0000-6211 Radio-Computers-Cameras	676.60	D	Squad Connections - Verizon				1

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD - C1

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/25	901	01-201-000-0000-6210 Telephone	1,067.60	D	Phone Charges - Verizon				1
42	1/31/25	901	01-000-000-0000-1001 Cash	5,317.68	C	Verizon Charges January				1
43	1/31/25	901	10-301-000-0000-6210 Telephone	725.28	D	Phone Charges - Verizon				1
44	1/31/25	901	10-000-000-0000-1001 Cash	725.28	C	Phone Charges - Verizon				1
45	1/31/25	901	53-398-000-0000-6210 Telephone	84.08	D	Phone Charges - Verizon				1
46	1/31/25	901	53-000-000-0000-1001 Cash	84.08	C	Phone Charges - Verizon				1
Debit Total				6,127.04		Credit Total	6,127.04	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	902	01-031-000-0000-6215 Postage	0.69	D	Postage - Admin				1
2	1/31/25	902	01-103-000-0000-6215 Postage	211.83	D	Postage - Assessor				1
3	1/31/25	902	01-041-000-0000-6215 Postage	304.85	D	Postage - PT&E				1
4	1/31/25	902	01-252-000-0000-6215 Postage	158.09	D	Postage - CCA				1
5	1/31/25	902	01-062-000-0000-6802 Internal Chargeback	761.35	D	Postage - Court Admin				1
6	1/31/25	902	01-251-000-0000-6215 Postage	10.35	D	Postage - Detention Center				1
7	1/31/25	902	01-063-000-0000-6215 Postage	3.45	D	Postage - Auditor Elections				1
8	1/31/25	902	01-281-000-0000-6215 Postage	0.69	D	Postage - Emergency Mgmt				1
9	1/31/25	902	01-602-000-0000-6215 Postage	167.26	D	Postage - Extension				1
10	1/31/25	902	01-044-000-0000-6215 Postage	218.04	D	Postage - Finance				1
11	1/31/25	902	01-550-000-0000-6215 Postage	8.28	D	Postage - Four Seasons				1
12	1/31/25	902	01-032-000-0000-6215 Postage	13.11	D	Postage - Human Resources				1
13	1/31/25	902	01-062-000-0000-6802 Internal Chargeback	42.34	D	Postage - MRCI				1
14	1/31/25	902	01-105-000-0000-6215 Postage	443.03	D	Postage - Planning and Zoning				1
15	1/31/25	902	01-101-000-0000-6215 Postage	102.57	D	Postage - Recorder				1
16	1/31/25	902	01-121-000-0000-6215 Postage	41.40	D	Postage - Veterans				1
17	1/31/25	902	01-481-460-6009-6215 Postage	9.49	D	Postage - QA				1
18	1/31/25	902	01-481-461-6011-6215 Postage	240.16	D	Postage - CTC				1
19	1/31/25	902	01-481-460-6012-6215 Postage	207.06	D	Postage - LTC				1
20	1/31/25	902	01-481-461-6025-6215 Postage	63.18	D	Postage - FAP/HCB/FC				1

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C2

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/25	902	01-481-461-6030-6215 Postage	32.30	D	Postage - MCH				1
22	1/31/25	902	01-481-461-6040-6215 Postage	1.38	D	Postage - WIC				1
23	1/31/25	902	01-481-462-6047-6215 Postage	2.07	D	Postage - CID				1
24	1/31/25	902	01-481-465-6057-6215 Postage	0.69	D	Postage - LPHG/INF/MISC/ENV				1
25	1/31/25	902	01-062-000-0000-6215 Postage	3,043.66	C	GF Postage Allocation				1
26	1/31/25	902	10-301-000-0000-6215 Postage	30.76	D	Highway Postage				1
27	1/31/25	902	10-000-000-0000-1001 Cash	30.76	C	Highway Postage				1
28	1/31/25	902	01-000-000-0000-1001 Cash	30.76	D	Highway Postage				1
29	1/31/25	902	01-062-000-0000-5831 Miscellaneous	30.76	C	Highway Postage				1
30	1/31/25	902	53-398-000-0000-6215 Postage	25.85	D	Landfill Postage				1
31	1/31/25	902	53-000-000-0000-1001 Cash	25.85	C	Landfill Postage				1
32	1/31/25	902	01-000-000-0000-1001 Cash	25.85	D	Landfill Postage				1
33	1/31/25	902	01-062-000-0000-5831 Miscellaneous	25.85	C	Landfill Postage				1
Debit Total				3,156.88		Credit Total	3,156.88	Net:	0.00	

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C3

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	903	01-111-050-0000-6320 Vehicle Repairs & Maintenance	78.77	D	Enterprise Full Maint Fee Admn				1
2	1/31/25	903	01-251-000-0000-6320 Vehicle Maintenance	30.00	D	Enterprise Full Maint Fee DC				1
3	1/31/25	903	01-201-000-0000-6320 Vehicle Maintenance	2,347.23	D	Enterprise Full Maint Fee SO				1
4	1/31/25	903	01-000-000-0000-1001 Cash	2,456.00	C	Admin-DC Enterprise Jan 2025				1
5	1/31/25	903	01-111-050-0000-6347 Enterprise Fleet Leasing	5,749.20	D	County Fleet Lease - Jan 25				1
6	1/31/25	903	01-201-000-0000-6347 Enterprise Fleet Leasing	11,791.13	D	Sheriff Fleet Lease - Jan 25				1
7	1/31/25	903	01-201-000-0000-6347 Enterprise Fleet Leasing	3,357.50	D	Sheriff Fleet Lease - Jan 25				1
8	1/31/25	903	01-000-000-0000-1001 Cash	20,897.83	C	Fleet Lease Payments - Jan 25				1
Debit Total				23,353.83		Credit Total	23,353.83	Net:	0.00	

Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	904	01-000-000-0000-1001 Cash	10,428.48	D	BMO One Card Allocation Jan	BMO One Card Allocation Jan			1
2	1/31/25	904	01-003-000-0000-6961 Visa One Card Program	31,754.86	C	BMO Charges Jan	BMO Charges Jan			1
3	1/31/25	904	01-005-000-0000-6261 Conference & Training	455.97	D	AMC conference - Krueger	Vh-Minneapolis South Inc			1
4	1/31/25	904	01-005-000-0000-6261 Conference & Training	455.97	D	AMC Conterence - Gnemi	Vh-Minneapolis South Inc			1
5	1/31/25	904	01-031-000-0000-6330 Travel Expenses	455.97	D	AMC Conference	Vh-Minneapolis South Inc			1
6	1/31/25	904	01-031-000-0000-6330 Travel Expenses	81.11	D	Conference meal for commission	Toast, Inc.			1
7	1/31/25	904	01-041-000-0000-6410 Office Supplies	568.53	D	Headsets for PT&E	Cdw Llc			1
8	1/31/25	904	01-044-000-0000-6261 Conference & Training	28.47	D	Books for Gallup Training	Amazon.Com, Inc.			1
9	1/31/25	904	01-044-000-0000-6410 Office Supplies	19.58	D	2025 Wall Calendar - Front Cou	Amazon.Com, Inc.			1
10	1/31/25	904	01-061-000-0000-6260 Computer Support	917.25	D	PSA -Ticketing Software	Connectwise, Llc			1
11	1/31/25	904	01-061-000-0000-6260 Computer Support	152.00	D	IT Document Management	Kaseya US Llc			1
12	1/31/25	904	01-061-000-0000-6260 Computer Support	436.00	D	Performance Mgmt SW	Brightgauge Software, In			1
13	1/31/25	904	01-061-000-0000-6413 Computer Supplies	58.99	D	Comp Mount and Cables	Amazon.Com, Inc.			1
14	1/31/25	904	01-061-000-0000-6413 Computer Supplies	28.76	D	Tie Wraps	Amazon.Com, Inc.			1
15	1/31/25	904	01-062-000-0000-6301 Equip/Software Maint	13.95	D	SSL Certificate Renewal	Tucowscom Co			1
16	1/31/25	904	01-062-000-0000-6480 Non-Capitalized Inventory	13.99	D	Screen protector for PHN Ipad	Amazon.Com, Inc.			1
17	1/31/25	904	01-062-000-0000-6801 General Expense	2,520.51	D	AWS Storage Costs	Amazon.Com, Inc.			1
18	1/31/25	904	01-091-000-0000-6410 Office Supplies	169.96	D	Gregory Bulletin Board Office	Amazon.Com, Inc.			1
19	1/31/25	904	01-092-000-0000-6801 General Expense	137.49	D	New Monitor for Attorney	Dell International L.L.C			1
20	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
22	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
23	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
24	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
25	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
26	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
27	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
28	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
29	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
30	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
31	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
32	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
33	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
34	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
35	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
36	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
37	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
38	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
39	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
40	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1

Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
42	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
43	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
44	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
45	1/31/25	904	01-101-000-0000-6215 Postage	9.00	C	Passport Postage	United States Postal Serv			1
46	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
47	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
48	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
49	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
50	1/31/25	904	01-101-000-0000-6215 Postage	27.90	D	Passport Postage	United States Postal Serv			1
51	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
52	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
53	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
54	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
55	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
56	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
57	1/31/25	904	01-101-000-0000-6215 Postage	9.00	D	Passport Postage	United States Postal Serv			1
58	1/31/25	904	01-103-000-0000-6261 Conference & Training	450.00	D	BRYAN'S ALP REGISTRATION	Minnesota Association Of			1
59	1/31/25	904	01-103-000-0000-6301 Equip/Software Maint	23.20	D	MONTHLY PEOPLE'S PRESS SUB.	Apg Media Of Southern Min			1
60	1/31/25	904	01-103-000-0000-6410 Office Supplies	17.97	D	BOOT/SHOE COVER FOR APPRAISERS	Amazon.Com, Inc.			1

Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	1/31/25	904	01-103-000-0000-6410 Office Supplies	15.99	D	DYMO TAPE FOR LABEL PRINTER	Amazon.Com, Inc.			1
62	1/31/25	904	01-105-000-0000-6410 Office Supplies	6.99	D	Mailing Labels	Amazon.Com, Inc.			1
63	1/31/25	904	01-111-000-0000-6320 Fleet Vehicle Maintenance	83.82	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
64	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Monthly Service Jan	Intuit Payment Solutions,			1
65	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	19.44	D	Wind shield washer fluid	Wen-Col Inc			1
66	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	8.92	D	Screws for doors	Owt Hardware Inc			1
67	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	67.99	D	Boot Brush	Amazon.Com, Inc.			1
68	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	3.79	D	Nut and Ring pack	Owt Hardware Inc			1
69	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	2.60	D	Screws for doors	Owt Hardware Inc			1
70	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	5.99	D	Cam Lock 1/2inch	Owt Hardware Inc			1
71	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	155.67	D	Gasket drain & Neutralizer	Schwab Volhaber Lubratt I			1
72	1/31/25	904	01-111-040-0000-6300 Bldg Repairs & Maintenance	750.00	D	Dec Monthly Fee	Intuit Payment Solutions,			1
73	1/31/25	904	01-111-041-0000-6560 Janitorial Supplies	217.09	D	Janitorial Supplies	Hillyard Inc			1
74	1/31/25	904	01-111-041-0000-6560 Janitorial Supplies	124.72	D	Hand Towels	Hillyard Inc			1
75	1/31/25	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	112.39	D	Ignitor Gasket	Paypal, Inc.			1
76	1/31/25	904	01-111-042-0000-6300 Bldg Repairs & Maintenance	215.60	D	Tube Neutralizer	Paypal, Inc.			1
77	1/31/25	904	01-111-042-0000-6560 Janitorial Supplies	434.86	D	Janitorial Supplies	Hillyard Inc			1
78	1/31/25	904	01-111-043-0000-6300 Bldg Repairs & Maintenance	88.00	D	Part for Heater	Owatonna Heating Cooling			1
79	1/31/25	904	01-111-043-0000-6300 Bldg Repairs & Maintenance	13.96	D	Electric Cover Plates	Van Meter Inc			1
80	1/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	48.99	D	Electric air dryer	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
81	1/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	155.67	D	Gasket drain & Neutralizer	Schwab Volhaber Lubratt I			1
82	1/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	76.77	D	Pest Control	Plunketts Pest Control In			1
83	1/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	91.53	D	Fridge Drawer	Amazon.Com, Inc.			1
84	1/31/25	904	01-111-044-0000-6300 Bldg Repairs & Maintenance	28.79	D	Crisper Pan	Amazon.Com, Inc.			1
85	1/31/25	904	01-111-044-0000-6560 Janitorial Supplies	57.41	D	Janitorial Supplies	Hillyard Inc			1
86	1/31/25	904	01-111-044-0000-6560 Janitorial Supplies	124.72	D	Hand Towels	Hillyard Inc			1
87	1/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	109.88	D	Shovels/ Garbage bags	Lowes Companies, Inc.			1
88	1/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	20.47	D	Air Gauges/Outlet Adapters	Harbor Freight Tools Usa			1
89	1/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	34.99	D	Moto mix	Tri-State Bobcat Inc			1
90	1/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	271.99	D	SH 86 C-E Shred	Tri-State Bobcat Inc			1
91	1/31/25	904	01-111-049-0000-6300 Bldg Repairs & Maintenance	65.00	D	Pest Control	Plunketts Pest Control In			1
92	1/31/25	904	01-201-000-0000-6210 Telephone	0.99	D	Evidence Data storage/GB plan	Apple Inc.			1
93	1/31/25	904	01-201-000-0000-6215 Postage	10.45	D	Redemption check/Lustig	United States Postal Serv			1
94	1/31/25	904	01-201-000-0000-6215 Postage	26.46	D	SC24-000483/evidence	Fedex Cis			1
95	1/31/25	904	01-201-000-0000-6215 Postage	54.73	D	SC24-000944/evidence	Fedex Cis			1
96	1/31/25	904	01-201-000-0000-6215 Postage	22.02	D	SC24-000944/evidence	Fedex Cis			1
97	1/31/25	904	01-201-000-0000-6261 Conference & Training	299.00	D	7409-De-Escalation trng	Storm Training Group Llc			1
98	1/31/25	904	01-201-000-0000-6261 Conference & Training	75.00	D	DMT-G Recert training	State Of Minnesota			1
99	1/31/25	904	01-201-000-0000-6261 Conference & Training	295.00	D	Tactical Operations training	Dlg Learning Center			1
100	1/31/25	904	01-201-000-0000-6261 Conference & Training	300.00	D	2024 Winter Conference	Minnesota Sheriffs Associ			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
101	1/31/25	904	01-201-000-0000-6285 Firearms/Ammo Training	331.90	D	5/Slings & 4/Saddles	Amazon.Com, Inc.			1
102	1/31/25	904	01-201-000-0000-6285 Firearms/Ammo Training	155.60	D	1/Level system & 1/Mag laser	Amazon.Com, Inc.			1
103	1/31/25	904	01-201-000-0000-6285 Firearms/Ammo Training	104.97	D	3/40mm Launcher cases	Amazon.Com, Inc.			1
104	1/31/25	904	01-201-000-0000-6287 SWAT Training	312.00	D	7422 & 7406 2/pants	Outdoor Research			1
105	1/31/25	904	01-201-000-0000-6293 Gun Permit Expenses	18.95	D	Lobby Music	Cloud Cover Media Inc			1
106	1/31/25	904	01-201-000-0000-6320 Vehicle Maintenance	59.98	D	Wipers for 7413 & batteries	O'Reilly Auto Enterprise			1
107	1/31/25	904	01-201-000-0000-6330 Travel Expenses	489.41	D	7401/Winter Conf-3 nights	Fullsteam Operations Llc			1
108	1/31/25	904	01-201-000-0000-6331 Mileage Reimbursement	35.72	D	Fuel for squad 7401/Conference	Holiday Companies			1
109	1/31/25	904	01-201-000-0000-6410 Office Supplies	474.51	D	Office supplies for Records	Amazon.Com, Inc.			1
110	1/31/25	904	01-201-000-0000-6410 Office Supplies	31.49	D	1/6 pack Wall file holder	Amazon.Com, Inc.			1
111	1/31/25	904	01-201-000-0000-6410 Office Supplies	17.98	D	Wipers for 7413 & batteries	O'Reilly Auto Enterprise			1
112	1/31/25	904	01-201-000-0000-6410 Office Supplies	54.70	D	Batteries for Office	Walmart Stores Inc			1
113	1/31/25	904	01-201-000-0000-6410 Office Supplies	64.34	D	4 pack/Banker boxes	Amazon.Com, Inc.			1
114	1/31/25	904	01-201-000-0000-6410 Office Supplies	33.24	D	6/Pocket holders for Civil wal	Amazon.Com, Inc.			1
115	1/31/25	904	01-201-000-0000-6410 Office Supplies	199.70	D	2/cases of Banker Boxes	Amazon.Com, Inc.			1
116	1/31/25	904	01-201-000-0000-6410 Office Supplies	102.68	D	1/box of Banker Boxes	Amazon.Com, Inc.			1
117	1/31/25	904	01-201-000-0000-6410 Office Supplies	102.68	D	1/box of Banker Boxes	Amazon.Com, Inc.			1
118	1/31/25	904	01-201-000-0000-6438 K-9 Expenses	79.30	D	K9 Food	Little Chicken Farms Llc			1
119	1/31/25	904	01-201-000-0000-6438 K-9 Expenses	713.70	D	K9 Food	Little Chicken Farms Llc			1
120	1/31/25	904	01-201-000-0000-6562 Gas & Oil Squads	19.31	D	7416 - squad fuel	Kwik Trip 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	1/31/25	904	01-201-000-0000-6801 Misc Expense	16.73	D	Fuel for Moving truck	Kwik Trip Inc			1
122	1/31/25	904	01-201-000-0110-6320 Squad 7403 Maintenance	27.94	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
123	1/31/25	904	01-201-000-0115-6320 Squad 7405 Maintenance	27.94	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
124	1/31/25	904	01-209-000-0000-6320 Vehicle Maintenance	22.12	C	Credit for sales tax/covers	Sp Seal Skin Covers			1
125	1/31/25	904	01-251-000-0000-6192 Uniform Allowance	84.98	D	training polos	Midwest Operations, Llc			1
126	1/31/25	904	01-251-000-0000-6211 Radio - Computers - Cameras	29.99	D	keyboard for sgt office	Amazon.Com, Inc.			1
127	1/31/25	904	01-251-000-0000-6215 Postage	35.10	D	train material returns	United States Postal Serv			1
128	1/31/25	904	01-251-000-0000-6320 Vehicle Maintenance	139.70	D	GeoTabs - Admin, DC, SCSO	T-Mobile Usa, Inc.			1
129	1/31/25	904	01-251-000-0000-6406 Program Supplies	10.73	D	PROGRAM MUSIC	Sirius Xm Radio Inc.			1
130	1/31/25	904	01-251-000-0000-6406 Program Supplies	99.84	D	PROGRAM TV	Hulu, Llc			1
131	1/31/25	904	01-251-000-0000-6432 Medical Payments	7.89	D	tourniquet for med	Amazon.Com, Inc.			1
132	1/31/25	904	01-251-000-0000-6432 Medical Payments	9.89	D	oximeter for medical dept	Amazon.Com, Inc.			1
133	1/31/25	904	01-251-000-0000-6451 Operating Supplies	182.93	D	cuff keys, pouch	Amazon.Com, Inc.			1
134	1/31/25	904	01-251-000-0000-6451 Operating Supplies	23.85	D	plexiglass replace	Amazon.Com, Inc.			1
135	1/31/25	904	01-252-000-0000-6215 Postage	10.72	D	Postage	United States Postal Serv			1
136	1/31/25	904	01-252-000-0000-6410 Office Supplies	33.50	D	Clorox Wipes, Dawn Soap	Walmart Stores Inc			1
137	1/31/25	904	01-252-775-0000-6261 Conference & Training - CCA Subsidy	59.99	D	Strength finder training	Digital River, Inc.			1
138	1/31/25	904	01-252-775-0000-6261 Conference & Training - CCA Subsidy	150.00	D	Co-Occurring DisordersTraining	Eventbrite Inc.			1
139	1/31/25	904	01-252-775-0000-6330 Travel Expenses - CCA	42.94	D	IPV Lunch Training	Toast, Inc.			1
140	1/31/25	904	01-252-775-0000-6330 Travel Expenses - CCA	43.04	D	IPV Lunch for Sam and Jenny	Toast, Inc.			1

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141	1/31/25	904	01-252-775-0000-6330 Travel Expenses - CCA	28.30	D	IPV Lunch Training	Toast, Inc.			1
142	1/31/25	904	01-252-775-0000-6330 Travel Expenses - CCA	8.00	D	IPV Parking	City Of Rochester			1
143	1/31/25	904	01-252-775-0000-6330 Travel Expenses - CCA	26.38	D	Lunch IPV Training	Toast, Inc.			1
144	1/31/25	904	01-253-000-0000-6600 Capital Outlay	79.10	D	Cable Managers for SCSO	Amazon.Com, Inc.			1
145	1/31/25	904	01-281-000-0000-6199 Safety Program	238.50	D	CPR Cert Cards	Minnesota State Colleges			1
146	1/31/25	904	01-281-000-0000-6251 Other Administrative Costs	140.00	D	WordPress Maintenance	Internet Connections Inc			1
147	1/31/25	904	01-281-000-0000-6251 Other Administrative Costs	59.00	D	Monthly Subscription	Basecamp, Llc			1
148	1/31/25	904	01-281-000-0000-6251 Other Administrative Costs	81.21	C	Repeater Hardline Brackets	Talley Inc			1
149	1/31/25	904	01-281-000-0000-6251 Other Administrative Costs	104.12	D	Repeater Hardline Brackets	Talley Inc			1
150	1/31/25	904	01-281-000-0000-6251 Other Administrative Costs	263.16	D	Repeater Hardline Brackets	Talley Inc			1
151	1/31/25	904	01-481-000-0000-6410 Office Supplies	15.90	D	Staff Mailboxes	Amazon.Com, Inc.			1
152	1/31/25	904	01-481-460-6009-6261 Conference & Training	29.00	D	Respirator Eval - LK	3m Company			1
153	1/31/25	904	01-481-460-6009-6434 Medical Supplies	38.93	D	Adhe Remover/Skin Prep/Gauze	Amazon.Com, Inc.			1
154	1/31/25	904	01-481-460-6009-6464 General Supplies & Outreach	10.00	D	Calendar - CB	Amazon.Com, Inc.			1
155	1/31/25	904	01-481-460-6009-6464 General Supplies & Outreach	9.79	D	Calendars	Amazon.Com, Inc.			1
156	1/31/25	904	01-481-460-6009-6465 Patient Supplies & Services	65.71	D	Patient Supplies	Amazon.Com, Inc.			1
157	1/31/25	904	01-481-460-6009-6806 Miscellaneous	44.00	D	Background Check - SC	State Of Minnesota			1
158	1/31/25	904	01-481-460-6012-6410 Office Supplies	10.98	D	Calendar - Brianna	Amazon.Com, Inc.			1
159	1/31/25	904	01-481-461-6032-6464 General Supplies & Outreach	187.91	D	Meal for Meeting	Kerr-McCauley Investments			1
160	1/31/25	904	01-481-461-6034-6464 General Supplies & Outreach	388.30	D	Incentives for TANF	Amazon.Com, Inc.			1

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161	1/31/25	904	01-481-461-6034-6464 General Supplies & Outreach	11.99	D	Calendar - JP	Amazon.Com, Inc.			1
162	1/31/25	904	01-481-461-6040-6464 General Supplies & Outreach	9.99	D	Calendars	Amazon.Com, Inc.			1
163	1/31/25	904	01-481-461-6059-6464 General Supplies & Outreach	9.79	D	Calendars	Amazon.Com, Inc.			1
164	1/31/25	904	01-481-461-6059-6464 General Supplies & Outreach	9.98	D	Calendar - SB	Amazon.Com, Inc.			1
165	1/31/25	904	01-481-461-6066-6464 General Supplies & Outreach	54.91	D	YOLO Meeting Snacks	Target Corporation			1
166	1/31/25	904	01-481-461-6066-6464 General Supplies & Outreach	51.87	D	Morning YOLO Meeting	Block, Inc.			1
167	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	44.48	D	Tumblers	Amazon.Com, Inc.			1
168	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	225.26	D	Steele Fit Hot Cocoa Day	Kwik Trip Inc			1
169	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	18.87	D	Cocoa for Hot Cocoa Day	Walmart Stores Inc			1
170	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	9.99	D	Ceramic Mug Prize	Amazon.Com, Inc.			1
171	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	29.99	D	Acupressure Mat & Pillow	Amazon.Com, Inc.			1
172	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	19.39	D	Budget Planner	Amazon.Com, Inc.			1
173	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	19.85	D	Portable Blender	Amazon.Com, Inc.			1
174	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	36.12	D	Candy Canes - Christmas	Walmart Stores Inc			1
175	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	4.34	D	5 Minute Gratitude Journal	Amazon.Com, Inc.			1
176	1/31/25	904	01-481-461-6067-6464 General Supplies & Outreach	21.00	D	Gratitude Journal	Amazon.Com, Inc.			1
177	1/31/25	904	01-481-461-6068-6464 General Supplies & Outreach	8.99	D	Demo Items for FHVCAP	Amazon.Com, Inc.			1
178	1/31/25	904	01-481-464-6065-6464 General Supplies & Outreach	793.84	D	Tourniquets	North American Rescue Ho			1
179	1/31/25	904	01-481-464-6065-6464 General Supplies & Outreach	16.72	D	Binding Spines	Amazon.Com, Inc.			1
180	1/31/25	904	01-481-464-6065-6464 General Supplies & Outreach	150.99	D	Training - Gloves/Gauze/	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
181	1/31/25	904	01-481-464-6065-6464 General Supplies & Outreach	52.50	D	Training - Gloves/Gauze/	Amazon.Com, Inc.			1
182	1/31/25	904	01-481-464-6065-6464 General Supplies & Outreach	49.06	C	Refund for broken tub and lids	Amazon.Com, Inc.			1
183	1/31/25	904	01-481-465-6056-6480 Non-Capitalized Inventory	94.99	D	Inventory Barcode Scanner	Amazon.Com, Inc.			1
184	1/31/25	904	01-481-465-6057-6241 Membership Dues	120.00	D	Notary Renewal - Erin Edel	State Of Minnesota			1
185	1/31/25	904	01-481-465-6057-6261 Conference & Training	125.00	D	Training - Erin	Minnesota Homecare Associ			1
186	1/31/25	904	01-481-465-6057-6464 General Supplies & Outreach	6.98	D	Calendars	Amazon.Com, Inc.			1
187	1/31/25	904	01-502-000-0000-6301 Equip/Software Maint	124.98	D	Community Center Internet	Charter Communications Op			1
188	1/31/25	904	01-521-000-0000-6410 Operating Supplies/Truck Repairs	170.31	D	Four Seasons TV	Charter Communications Op			1
189	1/31/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	20.48	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
190	1/31/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	315.00	D	Arena Light Bulbs	Winsupply, Inc			1
191	1/31/25	904	01-550-000-0000-6410 Operating Supplies - Contracts	22.48	D	Misc. Shop Supplies	Lowes Companies, Inc.			1
192	1/31/25	904	10-000-000-0000-1001 Cash	4,873.47	C	BMO Charges Jan	BMO Charges Jan			1
193	1/31/25	904	10-302-000-0000-6261 Conference & Training	280.00	D	Chainsaw safety training	Regents Of The Universit			1
194	1/31/25	904	10-302-000-0000-6801 Osha/Safety Supplies	5.00	D	MN DNR Burn Permit	State Of Minnesota			1
195	1/31/25	904	10-303-000-0000-6261 Conference & Training	200.00	D	MNDOT design wrksp-Knudson	Regents Of The Universit			1
196	1/31/25	904	10-303-000-0000-6330 Travel Expenses	831.66	D	Lodging MCEA-Sponholz&Knudson	Fullsteam Operations Llc			1
197	1/31/25	904	10-304-000-0000-6511 Maint Shop Supplies & Materials	31.54	D	Anti Fog wipes & low oil sens	Amazon.Com, Inc.			1
198	1/31/25	904	10-304-000-0000-6512 Bldg Repair & Maintenance	564.92	D	Boiler Damper	Parts Town, Llc			1
199	1/31/25	904	10-304-000-0000-6512 Bldg Repair & Maintenance	1,052.00	D	Door Locks	Mayflower Sales Co Llc			1
200	1/31/25	904	10-304-000-0000-6513 Tools	30.96	D	Screws & flat bar	Lowes Companies, Inc.			1

Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
201	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	88.41	D	Fuel tank - landfill	Fleet Farm Group, Llc			1
202	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	118.91	D	Element filter	Maintainer Corporation Of			1
203	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	317.01	D	Solenoids	Amazon.Com, Inc.			1
204	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	107.86	D	Tubing, caps, reducers,adaptor	Fleet Farm Group, Llc			1
205	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	8.00	D	Anti Fog wipes & low oil sens	Amazon.Com, Inc.			1
206	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	75.87	D	Plow markers	Fleet Farm Group, Llc			1
207	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	1,025.04	D	Flow control valve	Maintainer Corporation Of			1
208	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	7.16	D	Screws & clamps	Fleet Farm Group, Llc			1
209	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	112.78	D	Solenoids & Wall file holder	Amazon.Com, Inc.			1
210	1/31/25	904	10-304-000-0000-6520 Machinery/Vehicle Parts	16.35	D	Valves & connectors	Fleet Farm Group, Llc			1
211	1/31/25	904	38-000-000-0000-1001 Cash	2,541.37	C	BMO Charges Jan	BMO Charges Jan			1
212	1/31/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	61.39	D	Moving truck rental/-New bldg	Penske Truck Leasing Co			1
213	1/31/25	904	38-201-000-0000-6600 Capital Outlay - Sheriff	2,479.98	D	1/Fridge & 2/Microwaves	Lowes Companies, Inc.			1
214	1/31/25	904	53-000-000-0000-1001 Cash	2,863.28	C	BMO Charges Jan	BMO Charges Jan			1
215	1/31/25	904	53-398-000-0000-6300 Bldg Repairs & Maintenance	140.93	D	hose and mop for shop cleaning	Amazon.Com, Inc.			1
216	1/31/25	904	53-398-000-0000-6300 Bldg Repairs & Maintenance	72.19	D	Water Hose for shop cleaning	Amazon.Com, Inc.			1
217	1/31/25	904	53-398-000-0000-6300 Bldg Repairs & Maintenance	37.56	D	Thermostat	Lowes Companies, Inc.			1
218	1/31/25	904	53-398-000-0000-6301 Equip Repairs	47.98	D	Cab heaters	Amazon.Com, Inc.			1
219	1/31/25	904	53-398-000-0000-6301 Equip Repairs	89.96	D	Pickup 5323 oil change	Godaddy Payments Llc			1
220	1/31/25	904	53-398-000-0000-6301 Equip Repairs	679.99	D	Pump for new fuel tank	Amazon.Com, Inc.			1

Steele County
JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C4

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
221	1/31/25	904	53-398-000-0000-6301 Equip Repairs	1,244.75	D	fuel tank to replace old one	Amazon.Com, Inc.			1
222	1/31/25	904	53-398-000-0000-6408 Uniforms/Uniform Reimbursement	349.86	D	High vis PPE	Amazon.Com, Inc.			1
223	1/31/25	904	53-398-000-0000-6408 Uniforms/Uniform Reimbursement	33.99	D	High vis PPE	Amazon.Com, Inc.			1
224	1/31/25	904	53-398-000-0000-6408 Uniforms/Uniform Reimbursement	35.98	D	High vis PPE	Amazon.Com, Inc.			1
225	1/31/25	904	53-398-000-0000-6408 Uniforms/Uniform Reimbursement	130.09	D	PPE	Amazon.Com, Inc.			1
226	1/31/25	904	81-000-000-0000-1001 Cash	150.36	C	BMO Charges Jan	BMO Charges Jan			1
227	1/31/25	904	81-230-000-0000-6210 Telephone	99.84	D	Cable TV	Hulu, Llc			1
228	1/31/25	904	81-230-000-0000-6410 Office Supplies	50.52	D	Recognition Plaque	Zazzle Inc			1
Debit Total				42,344.73		Credit Total	42,344.73	Net:	0.00	

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	1/31/25	905	72-860-000-0000-2100 Mn State Treasurer - Mortgage Regis Tax	29,875.16	D	State Mortgage Tax				1
2	1/31/25	905	72-000-000-0000-1001 Cash	896.25	C	State Mortgage Tax				1
3	1/31/25	905	72-000-000-0000-1001 Cash	28,978.91	C	State Mortgage Tax				1
4	1/31/25	905	01-000-000-0000-1001 Cash	896.25	D	State Mortgage Tax				1
5	1/31/25	905	01-003-000-0000-5013 Mortgage Registry Tax Revenue	896.25	C	State Mortgage Tax				1
6	1/31/25	905	72-861-000-0000-2100 Mn State Treasurer - State Deed Tax	55,007.96	D	State Deed Tax				1
7	1/31/25	905	72-000-000-0000-1001 Cash	1,650.24	C	State Deed Tax				1
8	1/31/25	905	72-000-000-0000-1001 Cash	53,357.72	C	State Deed Tax				1
9	1/31/25	905	01-000-000-0000-1001 Cash	1,650.24	D	State Deed Tax				1
10	1/31/25	905	01-003-000-0000-5014 State Deed Tax Revenue	1,650.24	C	State Deed Tax				1
11	1/31/25	905	72-862-000-0000-2100 Mn State Treasurer - Sales Tax	5,791.00	D	Sales Tax				1
12	1/31/25	905	72-000-000-0000-1001 Cash	5,791.00	C	Sales Tax				1
13	1/31/25	905	53-398-000-0000-6540 Machine Fuel	233.00	D	Usage Diesel Tax				1
14	1/31/25	905	53-000-000-0000-1001 Cash	233.00	C	Usage Diesel Tax				1
15	1/31/25	905	53-398-000-0000-6540 Machine Fuel	79.23	D	Diesel Tax				1
16	1/31/25	905	53-000-000-0000-1001 Cash	79.23	C	Diesel Tax				1
17	1/31/25	905	10-304-000-0000-6522 Diesel Fuel Tax	937.94	D	Diesel Tax				1
18	1/31/25	905	10-000-000-0000-1001 Cash	937.94	C	Diesel Tax				1
19	1/31/25	905	01-003-000-0000-6961 Visa One Card Program	31,754.86	D	BMO One Card Payment				1
20	1/31/25	905	01-000-000-0000-1001 Cash	31,754.86	C	BMO One Card Payment				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	1/31/25	905	53-398-000-0000-6801 General Expense	400.72	D	Landfill CC Fees				1
22	1/31/25	905	53-000-000-0000-1001 Cash	400.72	C	Landfill CC Fees				1
23	1/31/25	905	01-032-000-0000-6540 Gas & Oil	20.26	D	WEX Enterprise Payment Jan2025				1
24	1/31/25	905	01-201-000-0000-6562 Gas & Oil Squads	74.18	D	WEX Enterprise Payment Jan2025				1
25	1/31/25	905	01-000-000-0000-1001 Cash	94.44	C	WEX Enterprise Payment Jan2025				1
26	1/31/25	905	01-521-000-0000-6540 Gas & Oil	26.45	D	WEX NASPO Payment Jan 2025				1
27	1/31/25	905	01-111-000-0000-6540 Gas & Oil	29.63	D	WEX NASPO Payment Jan 2025				1
28	1/31/25	905	01-000-000-0000-1001 Cash	56.08	C	WEX NASPO Payment Jan 2025				1
29	1/31/25	905	70-000-000-0000-2163 Unapportioned Other State Revenue	6,233.69	D	State of MN - 3rd Settlement				1
30	1/31/25	905	70-000-000-0000-1001 Cash	6,233.69	C	State of MN - 3rd Settlement				1
31	1/31/25	905	70-000-000-0000-2460 School District 2168	8,774.67	D	ISD # 2168 - 3rd Settlement				1
32	1/31/25	905	70-000-000-0000-1001 Cash	8,774.67	C	ISD # 2168 - 3rd Settlement				1
33	1/31/25	905	70-000-000-0000-2454 School District 761	58,926.77	D	ISD # 761 - 3rd Settlement				1
34	1/31/25	905	70-000-000-0000-1001 Cash	58,926.77	C	ISD # 761 - 3rd Settlement				1
35	1/31/25	905	70-000-000-0000-2417 City Of Owatonna	76,148.38	D	City Owatonna - 3rd Settlement				1
36	1/31/25	905	70-000-000-0000-1001 Cash	76,148.38	C	City Owatonna - 3rd Settlement				1
37	1/31/25	905	01-003-000-0000-6171 Workers Comp	244,963.00	D	MCIT 2025 WC Renewal				1
38	1/31/25	905	01-003-000-0000-6893 Unallocated Insurance	409,823.00	D	MCIT 2025 PC Renewal				1
39	1/31/25	905	01-000-000-0000-1001 Cash	654,786.00	C	MCIT 2025 WC & PC Renewal				1
40	1/31/25	905	53-398-000-0000-6171 Workers Comp	9,119.00	D	Landfill 2025 WC Allocation				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
41	1/31/25	905	53-000-000-0000-1001 Cash	9,119.00	C	Landfill 2025 WC Allocation				1
42	1/31/25	905	01-000-000-0000-1001 Cash	9,119.00	D	Landfill 2025 WC Allocation				1
43	1/31/25	905	01-003-000-0000-6171 Workers Comp	9,119.00	C	Landfill 2025 WC Allocation				1
44	1/31/25	905	53-398-000-0000-6350 Property & Liability Insurance	16,107.00	D	Landfill 2025 PL Allocation				1
45	1/31/25	905	53-000-000-0000-1001 Cash	16,107.00	C	Landfill 2025 PL Allocation				1
46	1/31/25	905	01-000-000-0000-1001 Cash	16,107.00	D	Landfill 2025 PL Allocation				1
47	1/31/25	905	01-003-000-0000-6893 Unallocated Insurance	16,107.00	C	Landfill 2025 PL Allocation				1
48	1/31/25	905	10-301-000-0000-6171 Workers Comp	124.00	D	Highway 2025 WC Allocation				1
49	1/31/25	905	10-302-000-0000-6171 Workers Comp	30,755.00	D	Highway 2025 WC Allocation				1
50	1/31/25	905	10-303-000-0000-6171 Workers Comp	8,755.00	D	Highway 2025 WC Allocation				1
51	1/31/25	905	10-304-000-0000-6171 Workers Comp	4,046.00	D	Highway 2025 WC Allocation				1
52	1/31/25	905	10-000-000-0000-1001 Cash	43,680.00	C	Highway 2025 WC Allocation				1
53	1/31/25	905	01-000-000-0000-1001 Cash	43,680.00	D	Highway 2025 WC Allocation				1
54	1/31/25	905	01-003-000-0000-6171 Workers Comp	43,680.00	C	Highway 2025 WC Allocation				1
55	1/31/25	905	10-301-000-0000-6350 Property & Liability Insurance	79,376.00	D	Highway 2025 PL Allocation				1
56	1/31/25	905	10-000-000-0000-1001 Cash	79,376.00	C	Highway 2025 PL Allocation				1
57	1/31/25	905	01-000-000-0000-1001 Cash	79,376.00	D	Highway 2025 PL Allocation				1
58	1/31/25	905	01-003-000-0000-6893 Unallocated Insurance	79,376.00	C	Highway 2025 PL Allocation				1
59	1/31/25	905	01-032-000-0000-6260 Background Checks	132.72	D	Background Checks				1
60	1/31/25	905	01-000-000-0000-1001 Cash	132.72	C	Background Checks				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
61	1/31/25	905	01-281-000-0000-6801 Disaster/Emerg Fund	32.00	D	Background Checks				1
62	1/31/25	905	01-000-000-0000-1001 Cash	32.00	C	Background Checks				1
63	1/31/25	905	01-003-000-0000-6172 Unemployment Benefit	9.97	D	4th Q 2024 Unemployment				1
64	1/31/25	905	01-003-000-0000-6172 Unemployment Benefit	127.99	D	4th Q 2024 Unemployment				1
65	1/31/25	905	01-003-000-0000-6172 Unemployment Benefit	1,081.24	D	4th Q 2024 Unemployment				1
66	1/31/25	905	01-000-000-0000-1001 Cash	1,219.20	C	4th Q 2024 Unemployment				1
67	1/31/25	905	53-398-000-0000-6172 Unemployment Benefit	244.25	D	4th Q 2024 Unemployment				1
68	1/31/25	905	53-000-000-0000-1001 Cash	244.25	C	4th Q 2024 Unemployment				1
69	1/31/25	905	01-003-000-0000-6353 Deferred Comp	4,505.40	D	MSRS HCSP Elected Officials				1
70	1/31/25	905	01-000-000-0000-1001 Cash	4,505.40	C	MSRS HCSP Elected Officials				1
71	1/31/25	905	01-111-043-0000-6250 Utilities	205.54	D	OPU Payment Invoice # 718547				1
72	1/31/25	905	01-000-000-0000-1001 Cash	205.54	C	OPU Payment Invoice # 718547				1
73	1/31/25	905	01-111-043-0000-6250 Utilities	28.78	D	OPU Payment Invoice # 705296				1
74	1/31/25	905	01-000-000-0000-1001 Cash	28.78	C	OPU Payment Invoice # 705296				1
75	1/31/25	905	01-111-043-0000-6250 Utilities	735.94	D	OPU Payment Invoice # 718546				1
76	1/31/25	905	01-000-000-0000-1001 Cash	735.94	C	OPU Payment Invoice # 718546				1
77	1/31/25	905	01-502-000-0000-6250 Utilities	783.52	D	OPU Payment Invoice # 718550				1
78	1/31/25	905	01-000-000-0000-1001 Cash	783.52	C	OPU Payment Invoice # 718550				1
79	1/31/25	905	10-304-000-0000-6514 Utility Services	96.69	D	OPU Payment Invoice # 718553				1
80	1/31/25	905	10-000-000-0000-1001 Cash	96.69	C	OPU Payment Invoice # 718553				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
81	1/31/25	905	01-111-047-0000-6250 Utilities	107.86	D	OPU Payment Invoice # 716285				1
82	1/31/25	905	01-000-000-0000-1001 Cash	107.86	C	OPU Payment Invoice # 716285				1
83	1/31/25	905	01-111-041-0000-6250 Utilities	2,697.71	D	OPU Payment Invoice # 718556				1
84	1/31/25	905	01-000-000-0000-1001 Cash	2,697.71	C	OPU Payment Invoice # 718556				1
85	1/31/25	905	01-111-042-0000-6250 Utilities	5,860.95	D	OPU Payment Invoice # 718555				1
86	1/31/25	905	01-000-000-0000-1001 Cash	5,860.95	C	OPU Payment Invoice # 718555				1
87	1/31/25	905	01-111-040-0000-6250 Utilities	8,371.77	D	OPU Payment Invoice # 718557				1
88	1/31/25	905	01-000-000-0000-1001 Cash	8,371.77	C	OPU Payment Invoice # 718557				1
89	1/31/25	905	01-111-044-0000-6250 Utilities	19,344.49	D	OPU Payment Invoice # 718563				1
90	1/31/25	905	01-000-000-0000-1001 Cash	19,344.49	C	OPU Payment Invoice # 718563				1
91	1/31/25	905	10-304-000-0000-6514 Utility Services	5,722.58	D	OPU Payment Invoice # 718562				1
92	1/31/25	905	10-000-000-0000-1001 Cash	5,722.58	C	OPU Payment Invoice # 718562				1
93	1/31/25	905	01-111-049-0000-6250 Utilities	1,052.88	D	OPU Payment Invoice # 747497				1
94	1/31/25	905	01-000-000-0000-1001 Cash	1,052.88	C	OPU Payment Invoice # 747497				1
95	1/31/25	905	01-201-296-0000-6250 T#9 Utilities	467.03	D	OPU Payment Invoice # 718561				1
96	1/31/25	905	01-000-000-0000-1001 Cash	467.03	C	OPU Payment Invoice # 718561				1
97	1/31/25	905	01-000-000-0000-1001 Cash	11.89	D	Void Check # 182159				1
98	1/31/25	905	01-252-775-0000-6330 Travel Expenses - CCA	11.89	C	Void Check # 182159				1
99	1/31/25	905	01-000-000-0000-1001 Cash	240.00	D	Void Check # 183702				1
100	1/31/25	905	01-105-000-0000-6241 Membership Dues	240.00	C	Void Check # 183702				1

Steele County

JOURNAL ENTRIES



Description 01 2025 JE UPLOAD ? C5

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
101	1/31/25	905	01-000-000-0000-1001 Cash	100.00	D	Void Check # 183859				1
102	1/31/25	905	01-201-000-0000-6293 Gun Permit Expenses	100.00	C	Void Check # 183859				1
103	1/31/25	905	01-000-000-0000-1001 Cash	20.00	D	Void Check # 183862				1
104	1/31/25	905	01-201-000-0000-6241 Membership Dues	20.00	C	Void Check # 183862				1
105	1/31/25	905	01-000-000-0000-1001 Cash	138.52	D	Returned ACH PR				1
106	1/31/25	905	01-210-000-0000-6192 Uniform Allowance	138.52	C	Returned ACH PR				1
107	1/31/25	905	01-210-000-0000-6192 Uniform Allowance	138.52	D	Issue Check # 63530				1
108	1/31/25	905	01-000-000-0000-1001 Cash	138.52	C	Issue Check # 63530				1
109	1/31/25	905	10-000-000-0000-1001 Cash	481.67	D	Void Check # 183633				1
110	1/31/25	905	10-304-000-0000-6520 Machinery/Vehicle Parts	242.98	C	Void Check # 183633				1
111	1/31/25	905	10-304-000-0000-6520 Machinery/Vehicle Parts	238.69	C	Void Check # 183633				1
112	1/31/25	905	01-101-000-0000-5520 Fees	210.00	D	Correct Receipt 400275				1
113	1/31/25	905	01-000-000-0000-1001 Cash	210.00	C	Correct Receipt 400275				1
114	1/31/25	905	75-000-000-0000-1001 Cash	210.00	D	Correct Receipt 400275				1
115	1/31/25	905	75-000-000-0000-2270 Security Deposits Accrued	210.00	C	Correct Receipt 400275				1
116	1/31/25	905	75-000-000-0000-2270 Security Deposits Accrued	210.00	D	Unpaid Dep - Nation Star Title				1
117	1/31/25	905	75-000-000-0000-1001 Cash	210.00	C	Unpaid Dep - Nation Star Title				1
118	1/31/25	905	01-000-000-0000-1001 Cash	210.00	D	Unpaid Dep - Nation Star Title				1
119	1/31/25	905	01-101-000-0000-5520 Fees	210.00	C	Unpaid Dep - Nation Star Title				1

Debit Total 1,281,790.30

Credit Total 1,281,790.30

Net:

0.00

Steele County

JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C8

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
1	12/31/24	908	21-631-000-0000-6900 Interest O.S.W.	1,309.68	D	Jul - Dec 2024 Ditch Interest				1
2	12/31/24	908	21-665-000-0000-5710 Interest	696.93	C	Jul - Dec 2024 Ditch Interest				1
3	12/31/24	908	21-634-000-0000-6900 Interest O.S.W.	850.52	D	Jul - Dec 2024 Ditch Interest				1
4	12/31/24	908	21-635-000-0000-5710 Interest	589.40	C	Jul - Dec 2024 Ditch Interest				1
5	12/31/24	908	21-636-000-0000-5710 Interest	86.50	C	Jul - Dec 2024 Ditch Interest				1
6	12/31/24	908	21-633-000-0000-6900 Interest O.S.W.	1,245.33	D	Jul - Dec 2024 Ditch Interest				1
7	12/31/24	908	21-637-000-0000-5710 Interest	263.37	C	Jul - Dec 2024 Ditch Interest				1
8	12/31/24	908	21-638-000-0000-5710 Interest	89.01	C	Jul - Dec 2024 Ditch Interest				1
9	12/31/24	908	21-639-000-0000-5710 Interest	161.62	C	Jul - Dec 2024 Ditch Interest				1
10	12/31/24	908	21-662-000-0000-6900 Allocated Interest	9.02	D	Jul - Dec 2024 Ditch Interest				1
11	12/31/24	908	21-640-000-0000-6900 Interest O.S.W.	792.69	D	Jul - Dec 2024 Ditch Interest				1
12	12/31/24	908	21-641-000-0000-5710 Interest	335.59	C	Jul - Dec 2024 Ditch Interest				1
13	12/31/24	908	21-642-000-0000-6900 Interest O.S.W.	41.46	D	Jul - Dec 2024 Ditch Interest				1
14	12/31/24	908	21-643-000-0000-5710 Interest	8.17	C	Jul - Dec 2024 Ditch Interest				1
15	12/31/24	908	21-644-000-0000-5710 Interest	338.73	C	Jul - Dec 2024 Ditch Interest				1
16	12/31/24	908	21-645-000-0000-5710 Interest	102.48	C	Jul - Dec 2024 Ditch Interest				1
17	12/31/24	908	21-646-000-0000-5710 Interest	98.19	C	Jul - Dec 2024 Ditch Interest				1
18	12/31/24	908	21-647-000-0000-5710 Interest	31.18	C	Jul - Dec 2024 Ditch Interest				1
19	12/31/24	908	21-648-000-0000-5710 Interest	249.06	C	Jul - Dec 2024 Ditch Interest				1
20	12/31/24	908	21-649-000-0000-5710 Interest	185.41	C	Jul - Dec 2024 Ditch Interest				1

Steele County
JOURNAL ENTRIES



Description 12 2024 JE UPLOAD - C8

RRN	Audit Date	Aud Seq	Account/Formula	Trans Amt	D/C	Desc 1	Desc 2	RC1	RC2	Basis
21	12/31/24	908	21-650-000-0000-5710 Interest	34.06	C	Jul - Dec 2024 Ditch Interest				1
22	12/31/24	908	21-651-000-0000-5710 Interest	15.93	C	Jul - Dec 2024 Ditch Interest				1
23	12/31/24	908	21-652-000-0000-6900 Interest O.S.W.	4.84	D	Jul - Dec 2024 Ditch Interest				1
24	12/31/24	908	21-653-000-0000-6900 Interest O.S.W.	93.44	D	Jul - Dec 2024 Ditch Interest				1
25	12/31/24	908	21-654-000-0000-5710 Interest	492.63	C	Jul - Dec 2024 Ditch Interest				1
26	12/31/24	908	21-655-000-0000-5710 Interest	89.48	C	Jul - Dec 2024 Ditch Interest				1
27	12/31/24	908	21-656-000-0000-5710 Interest	23.78	C	Jul - Dec 2024 Ditch Interest				1
28	12/31/24	908	21-657-000-0000-5710 Interest	2.28	C	Jul - Dec 2024 Ditch Interest				1
29	12/31/24	908	21-658-000-0000-6900 Interest O.S.W.	1,047.32	D	Jul - Dec 2024 Ditch Interest				1
30	12/31/24	908	21-659-000-0000-5710 Interest	19.25	C	Jul - Dec 2024 Ditch Interest				1
31	12/31/24	908	21-660-000-0000-5710 Interest	12.61	C	Jul - Dec 2024 Ditch Interest				1
32	12/31/24	908	21-000-000-0000-1001 Cash	1,468.64	C	Jul - Dec 2024 Ditch Interest				1
33	12/31/24	908	01-000-000-0000-1001 Cash	1,468.64	D	Jul - Dec 2024 Ditch Interest				1
34	12/31/24	908	01-003-000-0000-5710 Interest From Investments	1,468.64	C	Jul - Dec 2024 Ditch Interest				1
Debit Total				6,862.94		Credit Total	6,862.94	Net:	0.00	

PERSONNEL REPORT

February 25, 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>
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Resignations/Retirements/Terminations/Change in Status:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Kevin Lindquist	Highway Maintenance Supervisor	Highway	05/30/2025

Open Positions-Pending Board Approval:

<i>Position</i>	<i>Department</i>	<i>Notes</i>
Highway Maintenance Supervisor	Highway	Backfill Lindquist (retirement)

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	2 nd Round Interviews
Engineering Tech I/II/III (2)	Highway	Readvertising
Records Specialist	Sheriff's Office	Backgrounding
Patrol Deputy	Sheriff's Office	Recruiting
Technical Clerk II	PT & E	On-hold
Accounting Specialist	Finance	Pending Rating, New Job Desc.
Asst. Program Coordinator	Det. Center/Sheriff's Office	Recruiting will begin soon
Accounting Supervisor	Public Health	Working on Job Description

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: Renewal of Consumption & Display Permit

Department: Property Tax & Elections

Committee:

Committee Meeting Date:

Work Session Date:

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Approve the Renewal of Consumption & Display Permit for Blooming Prairie Country Club.

Background (*Including Budget Impact*):

This is an annual request for the Renewal of Consumption & Display Permit for the Blooming Prairie Country Club. The State requires the County to approve before they will issue the permit.

Attachments:



Steele County Agenda Item

Request for Board Action

Subject: Equitable Sharing Agreement and Certification Renewal

Department: Attorney's Office

Committee: Public Safety & Health

Committee Meeting Date: February 18, 2025

Work Session Date: February 25, 2025

Board Meeting Date: February 25, 2025

Consent Agenda: x Yes No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the annual Equitable Sharing Agreement and Certification and authorize the chair to sign.

Recommendation:

Renew Equitable Sharing Agreement and Certification and authorize the Chair to sign

Background (*Including Budget Impact*):

This is an annual form to keep the SCAO eligible to receive any federal forfeiture funds. No negative impact. This creates the opportunity to receive funds associated with criminal cases.

Attachments:

Equitable Sharing Agreement



Equitable Sharing Agreement and Certification



NCIC/ORI/Tracking Number: MN074013A
Agency Name: Steele County Attorneys' Office
Mailing Address: 303 South Cedar
Owatonna, MN 55060

Type: Prosecutor's Office

Agency Finance Contact

Name: Hernandez, Katty Z
Phone: 507-444-7796

Email: katty.hernandez@steelecountymn.gov

Jurisdiction Finance Contact

Name: Lemarr, Candi
Phone: 5074447422

Email: candi.lemarr@SteeleCountyMN.gov

ESAC Preparer

Name: Hernandez, Katty Z
Phone: 507-444-7796

Email: katty.hernandez@steelecountymn.gov

FY End Date: 12/31/2024

Agency FY 2025 Budget: \$1,594,321.00

Annual Certification Report

Summary of Equitable Sharing Activity		Justice Funds ¹	Treasury Funds ²
1	Beginning Equitable Sharing Fund Balance	\$2,554.60	\$610.55
2	Equitable Sharing Funds Received	\$0.00	\$0.00
3	Equitable Sharing Funds Received from Other Law Enforcement Agencies and Task Force	\$0.00	\$0.00
4	Other Income	\$0.00	\$0.00
5	Interest Income	\$0.00	\$0.00
6	Total Equitable Sharing Funds Received (total of lines 2-5)	\$0.00	\$0.00
7	Equitable Sharing Funds Spent (total of lines a - n)	\$0.00	\$0.00
8	Ending Equitable Sharing Funds Balance (difference between line 7 and the sum of lines 1 and 6)	\$2,554.60	\$610.55

¹Department of Justice Asset Forfeiture Program Investigative Agency participants are: FBI, DEA, ATF, USPIS, USDA, DCIS, DSS, and FDA

²Department of the Treasury Asset Forfeiture Program participants are: IRS-CI, ICE, CBP and USSS.

Summary of Shared Funds Spent		Justice Funds	Treasury Funds
a	Law Enforcement Operations and Investigations	\$0.00	\$0.00
b	Training and Education	\$0.00	\$0.00
c	Law Enforcement, Public Safety, and Detention Facilities	\$0.00	\$0.00
d	Law Enforcement Equipment	\$0.00	\$0.00
e	Joint Law Enforcement/Public Safety Equipment and Operations	\$0.00	\$0.00
f	Contracts for Services	\$0.00	\$0.00
g	Law Enforcement Travel and Per Diem	\$0.00	\$0.00
h	Law Enforcement Awards and Memorials	\$0.00	\$0.00
i	Drug, Gang, and Other Education or Awareness Programs	\$0.00	\$0.00
j	Matching Grants	\$0.00	\$0.00
k	Transfers to Other Participating Law Enforcement Agencies	\$0.00	\$0.00
l	Support of Community-Based Programs	\$0.00	
m	Non-Categorized Expenditures	\$0.00	\$0.00
n	Salaries	\$0.00	\$0.00
Total		\$0.00	\$0.00

Equitable Sharing Funds Received From Other Agencies

Transferring Agency Name	Justice Funds	Treasury Funds

Other Income

Other Income Type	Justice Funds	Treasury Funds

Matching Grants

Matching Grant Name	Justice Funds	Treasury Funds

Transfers to Other Participating Law Enforcement Agencies

Receiving Agency Name	Justice Funds	Treasury Funds

Support of Community-Based Programs

Recipient	Justice Funds	

Non-Categorized Expenditures

Description	Justice Funds	Treasury Funds

Salaries

Salary Type	Justice Funds	Treasury Funds

Paperwork Reduction Act Notice

Under the Paperwork Reduction Act, a person is not required to respond to a collection of information unless it displays a valid OMB control number. We try to create accurate and easily understood forms that impose the least possible burden on you to complete. The estimated average time to complete this form is 30 minutes. If you have comments regarding the accuracy of this estimate, or suggestions for making this form simpler, please write to the Money Laundering and Asset Recovery Section at 1400 New York Avenue, N.W., Washington, DC 20005.

Privacy Act Notice

The Department of Justice is collecting this information for the purpose of reviewing your equitable sharing expenditures. Providing this information is voluntary; however, the information is necessary for your agency to maintain Program compliance. Information collected is covered by Department of Justice System of Records Notice, 71 Fed. Reg. 29170 (May 19, 2006), JMD-022 Department of Justice Consolidated Asset Tracking System (CATS). This information may be disclosed to contractors when necessary to accomplish an agency function, to law enforcement when there is a violation or potential violation of law, or in accordance with other published routine uses. For a complete list of routine uses, see the System of Records Notice as amended by subsequent publications.

Single Audit Information**Independent Auditor**

Name: Hediger, Sheanne

Company: Baker, Tilly, Virchow, Krause, LLP

Phone: 6128764599

Email: sheanne.hediger@bakertilly.com

Were equitable sharing expenditures included on the Schedule of Expenditures of Federal Awards (SEFA) for the jurisdiction's Single Audit for the prior fiscal year? If the jurisdiction did not meet the threshold to have a Single Audit performed, select Threshold Not Met.

YES ☐ NO ☐ THRESHOLD NOT MET ☒

Prior Year Single Audit Number Assigned by Federal Audit Clearinghouse:

Affidavit

Under penalty of perjury, the undersigned officials certify that they have read and understand their obligations under the *Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies (Guide)* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. The undersigned officials certify that the information submitted on the Equitable Sharing Agreement and Certification form (ESAC) is an accurate accounting of funds received and spent by the Agency.

The undersigned certify that the Agency is in compliance with the applicable nondiscrimination requirements of the following laws and their Department of Justice implementing regulations: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), which prohibit discrimination on the basis of race, color, national origin, disability, or age in any federally assisted program or activity, or on the basis of sex in any federally assisted education program or activity. The Agency agrees that it will comply with all federal statutes and regulations permitting federal investigators access to records and any other sources of information as may be necessary to determine compliance with civil rights and other applicable statutes and regulations.

Equitable Sharing Agreement

This Federal Equitable Sharing Agreement, entered into among (1) the Federal Government, (2) the Agency, and (3) the Agency's governing body, sets forth the requirements for participation in the federal Equitable Sharing Program and the restrictions upon the use of federally forfeited funds, property, and any interest earned thereon, which are equitably shared with participating law enforcement agencies. By submitting this form, the Agency agrees that it will be bound by the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations. Submission of the ESAC is a prerequisite to receiving any funds or property through the Equitable Sharing Program.

1. Submission. The ESAC must be signed and electronically submitted within two months of the end of the Agency's fiscal year. Electronic submission constitutes submission to the Department of Justice and the Department of the Treasury.

2. Signatories. The ESAC must be signed by the head of the Agency and the head of the governing body. Examples of Agency heads include police chief, sheriff, director, commissioner, superintendent, administrator, county attorney, district attorney, prosecuting attorney, state attorney, commonwealth attorney, and attorney general. The governing body head is the head of the agency that appropriates funding to the Agency. Examples of governing body heads include city manager, mayor, city council chairperson, county executive, county council chairperson, administrator, commissioner, and governor. The governing body head cannot be an official or employee of the Agency and must be from a separate entity.

3. Uses. Shared assets must be used for law enforcement purposes in accordance with the *Guide* and all subsequent updates, this Equitable Sharing Agreement, and the applicable sections of the Code of Federal Regulations.

4. Transfers. Before the Agency transfers funds to other state or local law enforcement agencies, it must obtain written approval from the Department of Justice or Department of the Treasury. Transfers of tangible property are not permitted. Agencies that transfer or receive equitable sharing funds must perform sub-recipient monitoring in accordance with the Code of Federal Regulations.

5. Internal Controls. The Agency agrees to account separately for federal equitable sharing funds received from the Department of Justice and the Department of the Treasury, funds from state and local forfeitures, joint law enforcement operations funds, and any other sources must not be commingled with federal equitable sharing funds.

The Agency certifies that equitable sharing funds are maintained by its jurisdiction and the funds are administered in the same manner as the jurisdiction's appropriated or general funds. The Agency further certifies that the funds are subject to the standard accounting requirements and practices employed by the Agency's jurisdiction in accordance with the requirements set forth in the *Guide*, any subsequent updates, and the Code of Federal Regulations, including the requirement to maintain relevant documents and records for five years.

The misuse or misapplication of equitably shared funds or assets or supplantation of existing resources with shared funds or assets is prohibited. The Agency must follow its jurisdiction's procurement policies when expending equitably shared funds. Failure to comply with any provision of the *Guide*, any subsequent updates, and the Code of Federal Regulations may subject the Agency to sanctions.

6. Single Audit Report and Other Reviews. Audits shall be conducted as provided by the Single Audit Act Amendments of 1996 and OMB Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards. The Agency must report its equitable sharing expenditures on the jurisdiction's Schedule of Expenditures of Federal Awards (SEFA) under Assistance Listing Number 16.922 for Department of Justice and 21.016 for Department of the Treasury. The

Department of Justice and the Department of the Treasury reserve the right to conduct audits or reviews.

7. Freedom of Information Act (FOIA). Information provided in this Document is subject to the FOIA requirements of the Department of Justice and the Department of the Treasury. Agencies must follow local release of information policies.

8. Waste, Fraud, or Abuse. An Agency or governing body is required to immediately notify the Department of Justice's Money Laundering and Asset Recovery Section and the Department of the Treasury's Executive Office for Asset Forfeiture of any allegations or theft, fraud, waste, or abuse involving federal equitable sharing funds.

Civil Rights Cases

During the past fiscal year: (1) has any court or administrative agency issued any finding, judgment, or determination that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above; or (2) has the Agency entered into any settlement agreement with respect to any complaint filed with a court or administrative agency alleging that the Agency discriminated against any person or group in violation of any of the federal civil rights statutes listed above?

☐ Yes ☒ No

Agency Head

Name: Jarrett, Robert J
Title: Steele County Attorney
Email: Robert.Jarrett@SteeleCountyMN.gov

Signature: _____ Date: _____

To the best of my knowledge and belief, the information provided on this ESAC is true and accurate and has been reviewed and authorized by the Law Enforcement Agency Head whose name appears above. Entry of the Agency Head name above indicates his/her agreement to abide by the Guide, any subsequent updates, and the Code of Federal Regulations, including ensuring permissibility of expenditures and following all required procurement policies and procedures.

Governing Body Head

Name: Glynn, John
Title: Vice - Chair/Board of Commissioners
Email: John.Glynn@SteeleCountyMN.gov

Signature: _____ Date: _____

To the best of my knowledge and belief, the Agency's current fiscal year budget reported on this ESAC is true and accurate and the Governing Body Head whose name appears above certifies that the agency's budget has not been supplanted as a result of receiving equitable sharing funds. Entry of the Governing Body Head name above indicates his/her agreement to abide by the policies and procedures set forth in the Guide, any subsequent updates, and the Code of Federal Regulations.

☐ I certify that I have obtained approval from and I am authorized to submit this form on behalf of the Agency Head and the Governing Body Head.



Steele County Agenda Item

Subject: Board Appointment / Community Corrections Advisory Board Member

Department: Community Corrections

Committee Meeting Date: February 18, 2025

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends appointing Kimberly Britt to the Steele County Community Corrections Advisory Board

Recommendation:

Staff recommends appointing Kimberly Britt to the Steele County Community Corrections Advisory Board.

Background (*Including Budget Impact*):

Steele County Community Corrections formally recommends adding Kimberly Britt as a new member of the Steele County Community Corrections Advisory Board. Kim is a citizen of Steele County and has previously been involved in the justice system. She participated in the Steele/Waseca Drug/DWI Court for 18 months, graduating on August 25, 2021. Kaiya Martin, a probation officer with Steele County Community Corrections, highly endorses Kim for this advisory board position.

In 2024, Kim was appointed by the Minnesota Commissioner of Corrections to serve on the Community Supervision Advisory Committee (CSAC). This committee, established in 2023, aims to enhance community supervision in Minnesota by providing the Commissioner with written recommendations for statewide standards regarding probation, supervised release, and community supervision. Kim's term on the committee will extend until early 2027.

Kim is passionate about sharing her story and uses her experiences to educate and mentor individuals who are currently involved in, or have previously faced, challenges within the criminal justice system. She has recently graduated with a law degree and a degree in human services, and her goal is to become a Correctional Officer or Probation Officer.

Attachments:

N/A



Steele County Agenda Item

Request for Board Action

Subject: Facebook – Public Comments on Official Facebook Posts

Department: Administration Office

Committee: Public Safety & Health

Committee Meeting Date: February 18, 2025

Work Session Date: February 25, 2025

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the change in Social Media Guidelines to turn off all Facebook comments when posting.

Recommendation:

Adopt a general practice to turn off public comments when posting on the official Steele County Facebook page.

Background (*Including Budget Impact*):

Steele County hosts a social media site (Facebook) for the benefit of the community. It is our current stance that we do not respond to comments but encourage the public to call us directly. Still, commenting by the public is possible in response to posts on the official county page. Although we continue to review and monitor comments, we do not delete, curate or censor comments as this can lead to claims of First Amendment violations and expensive lawsuits as the First Amendment does not apply to private organizations, only to the government. And we do not respond to any comments as responding to selective comments can result in other types of misconceptions.

We recommend starting on March 1, 2025 that every Facebook post published on the Steele County Facebook page will have the comments option “turned off”. This will direct the public to call our offices for more information rather than leaving a request or comment on a post that will have no response.

This change will allow us to continue post current, important, and relevant information for the public.

Attachments: Facebook Guidelines

Social Media at Steele County, Minnesota
Internal Guidelines
Draft 02-14-2015

Purpose:

This document defines the internal social media guidelines for Steele County. To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, Steele County departments may consider using social media tools to reach a broader audience. Steele County encourages the use of social media to further the goals of Steele County and the missions of its departments where appropriate, to build communication with Steele County residents and visitors.

Personal vs. Professional Guidelines

Personal Use

Personal accounts should never be used as or in place of Steele County's designated social media sites. Following this principle helps ensure a distinction between sharing personal and County views. Steele County employees must never use their Steele County e-mail account or password in conjunction with a personal social media site.

Professional Use

All official Steele County-related communication through social media should remain professional in nature and should always be conducted in accordance with Steele County's Communication and Media Relations: Public Record, Public Information, and Large Outreach, as found in the Commissioners handbook. Employees must not use official Steele County social media for political purposes, to conduct private commercial transactions, or to engage in private business activities. Steele County employees should be mindful that inappropriate use of official social media can be grounds for disciplinary action. Only individuals authorized by the Steele County Administrator may publish content to Steele County website or social media account.

Postings

Department Heads are responsible for approving the type of information being shared on social media sites by their respective departments.

Official social media postings need to be clear and accurate. Timely and professional information is important to ensuring the quality and credibility of the information being provided to the public. All content posted to Steele County social media should be:

- Relevant: Information that pertains to county programs and/or services or other pertinent resources for residents
- Informative: Provide useful or interesting information.
- Timely: Pertains to deadlines, upcoming events, or current news
- Actionable: Prompts residents to take action

What Not to Post

- Confidential information
- Copyrighted material without permission
- Profane, racist, sexist, threatening or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

Comments

Beginning March 1, 2025, it will be the practice of Steele County, when posting on the Steele County Facebook page to “turn off comments” on posts. This will be done by selecting the Audience option on each post: “Only me”. The purpose of this change is to direct the public to call our offices for more information rather than leaving a request or comment on a post that will have no response.

Any post made after the above date where the employee posting forgets to turn off comments, can do so as soon as possible.

Past Posted Comments:

Posting a comment on the Facebook page or other social media platforms does not guarantee a response to be generated from Steele County. Steele County encourages direct contact with the appropriate County Department when needing assistance and therefore refrain from engaging comments unless authorized by their Department Head and Administrator.

***Social media** defined as forms of electronic communication (such as websites for social networking and microblogging) through which to share information, ideas, messages, and other content.*

Deleting Comments

Steele County Employees will refrain from deleting or hiding any posts or comments unless they have received proper permission from the County Administrator.

Retention

Steele County utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the below record retention requirements. Steele County archive is available at www.ArchiveSocial.com.

Social media sites are subject to Minnesota Government Data Practices Act. Any content produced or maintained on a Steele County social media site, including communication posted by Steele County and communication received from citizens, is a public record.

Social media records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.

- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.

- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of Steele County has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

Registered Users

The County Administrator will maintain records regarding which employees are approved / have access to publish on any and all social media sites while representing Steele County.

Requesting User Credentials

Department Heads will contact the County Administrator for any approvals or changes for access to the social media sites.

Registering A New Page

All Steele County social media sites shall be (1) approved by the Administrator, (2) published using approved social networking platform and tools, and (3) administered by the contact or their designee.

Social Networking Platform and Tools

All Steele County social networking platforms and tools must be approved by the Administrator and/or the County Commissioners.

Deregistering an Existing Page

If a social media page is no longer of use, (1) notify the Administrator and receive approval to deregister, (2) ensure records have been archived according to Steele County guidelines, (3) unpublish and delete page.

Limited Public Forum

Social media will be treated as a “Limited Public Forum”. Similar to our public meetings, we maintain both the right and responsibility to control the “time, place and manner” of public discussion. We do not discriminate in regard to differing viewpoints or opinions.



Steele County Agenda Item

Request for Board Action

Subject: Agreement with Summit Township for Replacement of Township Bridge

Department: Highway

Committee: Public Works

Committee Meeting Date: February 11, 2025

Work Session Date: NA

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve Agreement with Summit Township for Replacement of Township Bridge

Recommendation:

Approve Agreement with Summit Township for Replacement of Township Bridge

Background (*Including Budget Impact*):

Summit Township Bridge No. L5584 SE 19th Avenue over the Straight River has been closed due to structural issues and is unsafe for motorists, so must be reconstructed. The County acts as an agent administering inspection and engineering services for all township bridges. The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to these bridge replacements and indemnifies the County.

The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

Attachments:

Agreement

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Summit, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. L5584. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the MnDOT State-Aid Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

TOWNSHIP OF SUMMIT, MINNESOTA

COUNTY OF STEELE, MINNESOTA

Chair, Summit Township Board

Steele County Board Chair

Date: _____

Date: _____

Attest:

Township Clerk

County Administrator

Date: _____

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: Agreement with Clinton Falls Township for Replacement of Township Bridge

Department: Highway

Committee: Public Works

Committee Meeting Date: NA

Work Session Date: NA

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve Agreement with Clinton Falls Township for Replacement of Township Bridge

Recommendation:

Approve Agreement with Clinton Falls Township for Replacement of Township Bridge

Background (*Including Budget Impact*):

Clinton Falls Township Bridge No. 74514 NW 46th Street over Crane Creek has been closed due to structural issues and is unsafe for motorists, so must be reconstructed. The County acts as an agent administering inspection and engineering services for all township bridges. The Agreement assigns roles and responsibilities, addresses funding, appoints the County as the Township's agent relating to these bridge replacements and indemnifies the County.

The project will be funded through local Township levy funds in the amount of \$20,000 and the remainder will be funded by State-Aid Township Bridge funds.

Attachments:

Agreement

AGREEMENT

This **AGREEMENT**, made and entered into by and between the Township of Clinton Falls, Minnesota, a political subdivision of the State of Minnesota, hereinafter referred to as the Township, and the County of Steele, a political subdivision of the State of Minnesota, hereinafter referred to as the County;

WITNESSETH:

WHEREAS, the Township desires to replace a drainage structure, utilizing State of Minnesota or Federal Funds; and

WHEREAS, the County is designated by the State to be the Agent of the State for the purpose of conveying State or Federal funding to the Township; and

WHEREAS, the County, as an Agent, is responsible for administering the project and making the Contract payments to the Contractor.

NOW, THEREFORE,

IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall select a design consultant to provide hydraulic analysis and bridge or culvert size recommendations, and to prepare plans and specifications for the replacement of Bridge No. 74514. Said plans and specifications will comply with the latest MnDOT Specifications and be subject to approval by MnDOT State-Aid for Local Transportation.
2. The County shall arrange for necessary soils exploration required for the preparation of the plans, and/or R value determinations. The County shall also arrange for hazardous materials assessments if required by the MPCA, the EPA, and/or MnDOT for the bridge replacement project.
3. The County shall obtain any required permits for the bridge replacement project, including DNR, COE, MPCA, and/or Mn/DOT permits.
4. All costs and fees associated with items 1 thru 3 above shall be the responsibility of the Township and will be billed back subject to the limits of Minnesota Statutes 161.082, Subd. 2a. This statute provides that costs in excess of \$10,000 for bridge approach work, and costs in excess of \$10,000 for all related engineering fees are eligible for financial assistance from the MnDOT State-Aid Town Bridge Account.
5. The Township shall acquire any necessary right-of-way for the bridge replacement project and is responsible for all associated costs. The County is available to provide technical assistance as required.
6. The County shall administer the construction contract, including the advertising, letting of bids, awarding of contract, and payments to the Contractor.
7. The County shall furnish all necessary on and off-site construction engineering and inspection, under the direction of a professional engineer licensed by the State of Minnesota.
8. The County as agent for the Township under this Agreement may make changes in the plans on the character of the work and may enter into, for and on behalf of the Township, Change Orders with the Contractor for the performance of any extra work or work occasioned by any necessary advantages, or desirable change in plans or construction, if unforeseen circumstances require said action on the part

of the County to complete the project(s). The payment for said work shall be the responsibility of the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.

9. The Township does hereby agree to be responsible for paying all non-participating (not State-Aid eligible, such as bridge approach work) quantities, as will be shown on the Plan and Engineer's Estimate, subject to the limits of Minnesota Statute 161.082, Subd. 2a.
10. The County shall request reimbursement from the MnDOT State-Aid Town Bridge Account to secure payment for all costs of this project as are eligible for State Aid or Federal Aid participation, under the current State and Federal programs. Any costs of this project not covered by the current State and Federal programs are the responsibility of the Township and shall be paid by the Township, subject to the limits of Minnesota Statutes 161.082, Subd. 2a.
11. The County shall submit an invoice to the Township for those costs in excess of the State reimbursement and include copies of all invoices paid for engineering services and a copy of the final construction cost after the acceptance of the construction work. The Township is responsible to pay any monies due to Steele County within 30 days of billing.
12. The Township agrees to indemnify and hold harmless the County and all of the County's agents and employees from any and all claims, demands, actions and courses of action of whatever nature or character arising out of the performance of the work described in this Agreement and the Township further agrees to defend the County at its sole cost and expense in any action or proceeding commenced for the purpose of asserting any claim which may arise as a result of the performance to this agreement. Prior to beginning any work under this Agreement, Township shall provide the County with proof of liability insurance coverage naming the County as an additional insured for the purposes of the work under this Agreement and in amounts equal to or greater than the county's maximum liability under Minn. Stat. §466.04.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed.

**TOWNSHIP OF CLINTON FALLS,
MINNESOTA**

COUNTY OF STEELE, MINNESOTA

Chair, Clinton Falls Township Board

Steele County Board Chair

Date: _____

Date: _____

Attest:

Attest:

Township Clerk

County Administrator

Date: _____

Date: _____



Steele County Agenda Item

Request for Board Action

Subject: Approve updated Abatement Policy/Procedure

Department: Assessor's Office

Committee: Land Use & Records

Committee Meeting Date:

Work Session Date: February 25, 2025

Board Meeting Date: February 25, 2025

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Committee recommends approving the updated Abatement Policy & Procedure

Recommendation:

Approve updated Abatement Policy

Background *(Including Budget Impact)*:

Abatement Policy was originally written in June 2011 and last updated April 2017. It was strongly encouraged by the State of Minnesota after our last office review to review other counties Abatement policy and update our Abatement Policy. Changes to the policy are highlighted in yellow. Changes to the procedure are marked in red.

Attachments:

Abatement Policy

Local Option Abatement Procedure



STEELE COUNTY

Abatement Policy

Original Publication Date: 06/06/2011
Revision Date(s): 04/28/2017
Last Reviewed: 02/03/2025
Division/Department: Land Use and Records Division: Assessor and Auditor Departments
Board or Administrative: Administrative

POLICY STATEMENT

Minnesota Statutes 375.192 authorizes the Steele County Board of Commissioners to consider and grant reductions or abatements of estimated market values, taxes, penalty, interest and costs. Abatements are only considered and may be granted as they relate to taxes payable in the current year, and the two prior years for documented cases of hardship or clerical errors. Abatement standards defined in this policy are consistently applied and all taxpayers are treated equitably.

Abatements should only be used as a last resort method to correct assessments and/or collection errors due to costly administrative expense and reduced tax levy revenues for all local units of government, with no statutory levy authority to recover these levy dollars from any other source.

DELEGATION OF AUTHORITY

Pursuant to Minnesota Statutes Section 375.192, the Steele County Board of Commissioners (hereinafter "Board of Commissioners") delegates its authority to grant abatements, except for penalty and interest abatements, under this policy to the Steele County Assessor (hereinafter "Assessor") and the Steele County PT &E Director (hereinafter "Auditor") if the resulting refund does not exceed \$10,000. The Assessor and the Auditor will annually provide a list of abatements granted under their delegated authority during the previous year to the County Board of Commissioners.

DEFINITIONS

Abatement: Reduction in valuation, taxes and/or diminution of penalty, interest and cost on taxes not paid by the due date.

Assessment Date: Statutory date on which the County Assessor determines market value and classification.

Classification Error: An error in application of the statutory description for calculation of values according to type and use of property.

Clerical Error: An error made by the County, municipality or other taxing authority performing clerical duties, such as coding, transposition, or mathematics which causes erroneous classification, erroneous valuation or late payment of tax. Failure of the United States Postal Service to deliver a tax payment where the Service admits such error falls within this definition.

Current Tax Year: Year in which property taxes are payable.

Data Error: An error in data the County is utilizing. A data error is not a clerical error when the County is relying on that data as the best information generally available to it and has not committed a clerical error in the application and use of that data in its work.

Disaster Abatement (Local Option, M.S. 273.1233): A reduction of taxes on property that has been accidentally or unintentionally damaged due to a disaster that renders property uninhabitable or unusable, and the damage is at least fifty percent of the structure value.

Hardship: A tragedy or casualty suffered by the taxpayer, such as a death in the family, extreme or extended illness, accident, fire or other extreme hardship that is documented to the County Assessor or Auditor and that results in erroneous valuation, erroneous classification or late payment of tax. Hardship does not apply to business entities unless documentation is also presented that demonstrates that no other persons, such as associates, partners, consultants or accountants, other than the applicant are involved in or have responsibility for property tax matters. Financial hardship alone does not fall within this definition. Claims of a lost check must be accompanied by a copy of a dated stop payment order filed with the claimant's bank.

Market Value: Market value is the estimated amount property would sell for if it were to be sold in an arm's length transaction as determined by the County Assessor. These decisions are all appraisal based, where the preponderance of evidence must come from the market place. Erroneous property data collected by the assessor is not justification alone to warrant an abatement. Inaccurate property data does not always translate to over valuation.

Penalty/Interest/Cost: The dollar amount specified by Minnesota law that is over and above the originally calculated tax, paid by a taxpayer for which an abatement is sought. Current year applications are accepted for penalty only. Prior year applications are accepted for penalty, interest and cost.

SOURCE

Minn Stat. §§ 279.01, 375.192, and 273.1231 to 273.1235, and Chapter 278.

GENERAL

Market value and property classification are determined as of the assessment date.

Minn. Stat. § 375.192:

- ☐ Authorizes the County Board of Commissioners to grant a reduction or abatement of estimated market valuation or taxes, and costs, penalties or interest on the late payment of tax or on delinquent taxes.
- ☐ Restricts consideration for abatement approval to the current tax year and prior two years in the cases of hardship or clerical error.

- ⑦ Allows the County Board to delegate any authority, power or responsibility assigned to the Board for granting the reduction or abatement of estimated market valuation or taxes and of any costs, penalties or interest on them to the County Auditor.

The definitions of hardship and clerical error as stated in this policy are applied by the County Assessor and County Auditor in considering whether abatements are approved. Applications for market value abatements are considered and denied if the reduction in value is less than \$50.00 or there is no evidence to support a reduction, such as a recent arm's length sale, appraisal or market analysis of the property.

When any approved abatement granting a reduction of taxes, costs, penalties and interest is \$10,000 or more, the County Auditor gives twenty (20) days' notice to the school board and municipality in which the property is located.

The County Board or the County Auditor do not reduce, abate or refund any special assessment made or levied by any municipality for local improvement unless the municipality also approves such reduction, abatement or refund.

Failure to receive a tax statement or forgetting to pay on time does not constitute a basis for abatement of penalty, interest or cost.

While any abatement application is pending approval or processing, it is required that any installments, penalties, or interest which become due must be paid in full regardless of the outcome of the abatement process.

All applicants for abatements will be accepted and considered, but any abatement resulting in a tax reduction or refund of less than \$50.00 shall be denied.

Abatement Categories:

1. Valuation: Valuation abatement is based on market value and requires applicant proof of a clerical error (not data error) that impacts the Assessor's valuation of the property or proof of a hardship precluding the applicant from appealing the valuation through normal processes where there is no clerical error.

2. Classification: Classification abatement, excluding abatement for homestead, is based on use of the property as defined by Minnesota Statutes Section 273.13 and requires applicant proof of a clerical error (not data error) in the Assessor's determination of classification or proof of a hardship precluding the applicant from appealing the classification through normal processes when there is no clerical error.

3. Exemption: Exemption is predicated on statutory requirements related to qualifying ownership and property use and can only be granted according to statute (Minnesota Statutes Section 272.02). Requested documentation may include, Commissioner of Revenue Form PE 75, Articles of Incorporation, Federal Cert. 501 (3), Minnesota Form 990, synopsis of organizational function, and tenant lists. In order for an exemption abatement to be approved, the applicant must prove clerical error (not data error) or a hardship precluding the applicant from making application and qualifying for exemption as provided for in statute.

4. *Homestead*: Homestead is a classification requiring ownership and occupancy within statute specific dates and timely application also according to statute (Minnesota Statutes Section 273.124). The applicant must provide proof of ownership and occupancy by the statutory deadline along with a completed homestead application as prescribed by the Commissioner of Revenue. Abatements will not be approved for taxpayers who fail to return a requested homestead application and any other requested documents (example: Schedule F and/or FSA 156EZ) by the due date of December 31st. The County is not required to send homestead forms to property owners.

5. *Local Option Disaster*: Abatement for isolated disasters as authorized in Minnesota Statutes Sections 273.1231 to 273.123S can only be granted according to statute. . Final responsibility for disaster abatement application, however, lies with the applicant.

6. *Penalty and Interest*: Penalty and interest abatements will only be considered for circumstances that meet the County's stated criteria referenced on the Nicollet County Penalty and Interest Application. Penalty and interest will not be waived simply because the taxpayer failed to make timely payment. Applicants are encouraged to pay the penalty and/or interest to avoid any further penalty while the application is under review. If abatement is approved, a refund will be issued.

Economic Development Abatements shall not be included in this policy. The provision for this type of abatement are contained in Minnesota Statutes Chapter 469.

Application Process

All applicants for abatements are originated and accepted from the property owner or a party with an obligation or financial interest related to the payment of the property taxes. The abatements process starts with the Steele County Assessor's Office except in cases of penalty/interest abatements. The County Assessor's Office reviews the value, and/or classification and then decides whether an error has occurred. When the County Assessor denies the abatement application the process stops.

Once an abatement is presented to the County Assessor, the final determination rests with the County Assessor. The assessor reviews the value and/or classification and then recommends whether a change should be made. If the abatement is not approved, a disapproval letter is sent by the Assessor. If the abatement is approved by the Assessor, it is sent to the County Auditor, who must also approve the abatement.

Before processing any approved abatement where the reduction of taxes, costs, penalties, and interest exceed \$10,000, the County Auditor is required to give a twenty (20) day notice to the school board and the municipality in which the property is located. If the school board or the municipality objects to the granting of the reduction or abatement, the county must refer the abatement or reduction to the Commissioner of Revenue with its recommendation.

While any abatement application is pending approval or processing, it is required that any tax installments which become due be paid in full. Any corrected tax remaining unpaid after the due date is subject to penalty and interest. If the basis of the abatement is allowance of the homestead classification, late payment penalty or interest will not be imposed if the taxpayer pays at least one -half of the tax due at

each installment due date and pays any tax remaining within twenty (20) days of the mailing of the corrected statement.

Decisions are not subject to appeal. If an abatement is filed concurrently with a Tax Court Petition, normally the abatement process is automatically cancelled. Conceivably, the property owner could choose between the two avenues if reduction is justified.

DEADLINE FOR FILING

Local option disaster abatements are considered in accordance with Minnesota Statutes Section 273.1233.

The deadline for all abatements will be December 31, of the year in which the tax is payable. The deadline means that a properly completed abatement form, signed by the taxpayer, is postmarked and/or received by the appropriate assessor's office prior to the deadline.

PROCEDURES

Procedures and forms are maintained and developed by the County Assessor and County Auditor. No abatement shall be approved without joint consent of the County Assessor and County Auditor.

DRAFT

Steele County Local Option Abatement and Credit Procedure. **Policy**

The following criteria must be met for the Local Option Abatement and Local Option Disaster Credit to be considered:

1. *The refund/credit is at least \$50.00 or more*
2. *There are no delinquent taxes and the current year's tax payments are not late prior to issuing a refund*
3. *Supporting documentation, such as fire department reports and insurance papers, be submitted with the application.*
4. *The property must be under the same ownership during the time period that the property was uninhabitable or unusable.*
5. *The application for the Local Option Disaster Abatement & Credit must be submitted to the County Assessor prior to December 31st of the year in ~~which tax is payable~~. which the disaster occurred – statute 273.1235.*

The above criteria must be met by all local option abatements submitted following the adoption of this policy.

A local option abatement is not considered submitted until the property is habitable/usable.

If these [criteria](#) are not met, the abatement will not be presented to the County Board for their consideration. It is the responsibility of the person submitting the application to ensure all documentation is supplied.

The refund resulting from the approval of a Local Option Abatement may affect your income tax return or Property Tax Refund. It is the applicant's responsibility to file amended returns for changes that may result from the Local Option Abatement.

The abatement and Credit can be approved or denied independently.



Steele County Agenda Item

Request for Board Action

Subject: Cedar River Watershed District Reappointment

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: Enter a date.

Board Meeting Date: February 25, 2025

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

.

Recommendation:

Reappoint Mike Jones to the Cedar River Watershed District

Background (*Including Budget Impact*):

Mike Jones has been the Steele County representative for appx. 15+years. His appointment expires in March of 2025. Mike has agreed to reup his term for another 3-years.

Attachments:

n/a



Steele County Agenda Item

Request for Board Action

Subject: Citizen Appointee's Code of Conduct

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: February 11, 2025

Board Meeting Date: February 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Commissioners during the November Planning session requested a Citizen Appointee's Code of Conduct be written and executed.

During the Work Session on February 11th the Board requested a provision for penalty be added to the document. This is located on page 12 of the Citizen Appointee's Code of Conduct

Recommendation:

Approve the Citizen Appointee's Code of Conduct and authorize the Committee's or Commissions to hand out the Code of Conduct to all Appointee's and set a time to administer the Oath of Office.

Background *(Including Budget Impact)*:

In November 2024 during the Commissioners Planning Session, the Commissioners requested a Citizen Appointee's Code of Conduct policy and Oath of Office form be drafted for approval.

Appointee's / Citizen members should be dedicated to promoting the values and integrity of local government and democracy and committed to governing efficiently and effectively.

Must be above reproach and avoid the appearance of impropriety, abide by applicable state laws, county ordinances and other doctrines relating to conduct of a citizen member, including, but not limited to: conflict of interest, data practices and the open meeting law.

Maintain the confidentiality of information concerning property, personnel or legal affairs of the county.

Do not use the official position to secure special privileges or exemptions for themselves or others.

They support the maintenance of a positive and constructive workplace environment for county staff, citizens and businesses dealing with the county and no citizen member shall accept or receive any gift of substance and other items listed in the Code of Conduct.

Attachments:

Citizen Appointee's Code of Conduct and Oath of Office

STEELE COUNTY



CITIZEN APPOINTEE'S CODE of CONDUCT 2025

507.444.7400

www.steelecountymn.gov

www.facebook.com/SteeleCountyMN



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Steele County's Mission Statement, Vision and Value Statements

Steele County is committed to ensure that Steele County has a healthy future and to provide services that citizens have come to expect.

Mission Statement

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

Vision

First in Service. First in Stewardship.

The County of choice... today and tomorrow.

Core Values

1. Teamwork: We serve the public best with collaboration, coordination and community partnerships.
2. Positivity/Forward-Thinking: We do our work with an open-minded and constructive approach.
3. Respect: We are eager to serve, friendly, helpful, and kind.
4. Accountability: We are fiscally and professionally transparent and responsible.
5. Integrity: We are ethical, honest, and reliable.



Chapter 1: Open Meeting Law and Data Practices

Open Meeting Law

With only a few exceptions, county board meetings, including committees, subcommittees, board, work session and commission meetings are open to the public. The open meeting law ensures the public are fully informed about decisions made by elected officials and also ensures the public's right to participate in county board actions.

More information about the open meeting law is available through the Minnesota House of Representatives at: www.house.leg.state.mn.us/hrd/pubs/openmtg.pdf.

Whenever a body subject to open meeting law meets, the following information should be available to the public:

- date, time and location.

The public should be able to:

- watch the meeting and be present;
- see how members vote on issues;
- receive printed information the body has at the meeting;
- have a summary of action in the form of minutes.

Any scheduled gathering of the board of commissioners, committee or commission meetings must give proper notice and be open to the public. Chance meetings and social gatherings are excluded; however, members cannot discuss or receive information on official business in private social settings.

There are few exceptions to the open meeting law and specific requirements regarding notice and subject of closed meetings. Strict adherence to these requirements is necessary to avoid violating the statute. The county attorney should be consulted when the body is considering conducting a closed meeting.

Minnesota's Data Practices Act

Minnesota's data practices act gives public access to county records and data to balance the public's right to know with respect for individuals' privacy. The act presumes that government data are public and accessible for inspection and copying unless a federal law, state statute, or temporary classification of data notes otherwise. Since there are significant penalties for willfully releasing private and confidential data, citizen members should contact their staff liaison when there are questions about what information is public and private.

In addition, a member of any body that violates any provision of the data practices act creates liability for the county and the county is liable for any damage as a result of the violation. The person damaged may bring action against the county to cover damages, plus costs and reasonable attorney fees.

- More information about the Minnesota data practices act is available through the Minnesota House of Representatives at www.house.leg.state.mn.us/hrd/pubs/dataprac.pdf.



-
- The Association of Minnesota Counties provides helpful information about data practices online: <http://www.mncounties.org/CLIC/Open%20Meeting%20Law.pdf>

Public or private?

Data is classified into categories to define confidentiality. These categories assist the county in deciding whether data can be released and to whom.

Public record

Communications (electronic or written) involving commissioners and members of advisory boards and commissions are public records (with a few exceptions as stated by the Minnesota data practices act) - Rules and Requirements / Data Practices Office (mn.gov).

Communications not considered public record may still be public information (i.e., email, text messages). Those interested in copies of these items must file a public information request. Requests for private data or information outside the scope of a commissioner's, members of advisory boards and commissions roles should be routed to the County Administrator for assistance.

Elected officials and financial disclosures required by state statute

Classified as public data on individuals.

Personnel data

Some personnel data of county employment applications, present and past employees, members of advisory boards and commissions, volunteers and independent contractors is public. Personnel public data:

- Name
- Salary
- contract fees
- pension
- fringe benefits
- expense reimbursements
- job title and job description
- Education, training and previous work experience
- Terms of any administrative or judicial agreement
- Work location and work telephone number
- Time records
- date of first and last employment
- existence and status of any complaints or charges against an employee

Note: Actual complaint circumstances are not public, whether or not the charge or complaint resulted in disciplinary action. The final disposition of any disciplinary action, with the reasons the action was necessary, and information documenting those reasons are public when final disposition is made. Final disposition also includes resignation when the resignation occurs after the final decision of the county or arbitrator.



The following is public and refers to former or current applicants; either for employment or an appointment to an advisory board.

- Veteran status
- relevant test scores
- rank on eligibility list
- education, training and work availability

Private record

Some examples:

Applicants for county positions: Names are private except when certified as eligible for employment and considered a finalist by the County Administrator. A finalist is someone called in for additional interviews but has not been chosen for the position.

Appraisal data: confidential until released or until the property is sold.

Arrest data, response data and investigative data: classified as public information once the investigation is closed and charges are filed.

Elected officials' correspondence: The data practices act states that correspondence between individuals and elected officials is private; however, it can be made public by the sender or recipient.

Protected Health Information: The HIPAA Privacy Rule is a set of federal standards to protect the privacy of patients' medical records and other health information maintained by covered entities (health plans, which include many governmental health programs, such as the Veterans Health Administration, Medicare and Medicaid; most doctors, hospitals and many other health care providers and health care clearinghouses) and by their business associates. The Privacy Rule provides patients with access to their medical records and with other important rights.

Property complaints: complaints to Steele County that are ordinance violations are confidential data. For example, if a neighbor reports another neighbor is in violation of an ordinance, the name of the complainant cannot be disclosed.



Chapter 2: Code of Conduct

Citizen members should be dedicated to promoting the values and integrity of local government and democracy and committed to governing efficiently and effectively. After taking oath of office as a citizen member, the following recommendations will assist in conducting themselves in accordance the highest code of conduct:

- The professional and personal conduct of citizen members must be above reproach and avoid the appearance of impropriety. Citizen members should refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board, commissions, staff or the public intended to disrupt and not further the county's business.
- Citizen members abide by applicable state laws, county ordinances and other doctrines relating to conduct of a citizen member, including, but not limited to: conflict of interest, data practices and the open meeting law.
- Citizen members maintain the confidentiality of information concerning property, personnel or legal affairs of the county. They shall neither disclose confidential information, without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
- A citizen member does not use the official position to secure special privileges or exemptions for themselves or others.
- Each citizen member supports the maintenance of a positive and constructive workplace environment for county staff, citizens and businesses dealing with the county. Citizen members should recognize their roles, as delineated in state rules and statutes, county policies and in individual dealings with county staff.
- No citizen member shall, except as specifically permitted by Minnesota statutes, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form under circumstances in which it could be reasonably expected to influence the citizen member in the performance of the citizen member's official duties or intended as a reward for the citizen member's official actions.
- Citizen members will not testify in their capacity as a citizen member, before any other board, commission, administrative officer or agent of the federal government, the state of Minnesota or of any county or other municipal corporation, including cities, except as provided.

Exceptions to the policy:

- if the member is testifying in such capacity pursuant to a lawfully issued subpoena;
- in the event the Board has designated the commissioner or citizen member to act as a spokesperson for the Board as a whole to explain the majority vote or Board's position.
- Speaking at the request of, or on behalf of, the County (or organization that Steele County is an official member) before a legislative body, regarding legislation and impact on the county(ies).



- Citizen members serve as a whole when representing the official policies and positions of their appointments. If speaking as an individual citizen, it's important to share the perspective being presented and not on behalf of the county or board. In addition, Citizen members should refrain from testifying orally or in writing as to any quasi-judicial matter being heard or having the possibility of being heard by the Board.

Conflict of interest

Generally, state law prohibits public officers from having a personal financial interest in a sale, lease, or contract they are authorized to make in their official capacity. A “public officer” would include a commissioner, citizen member, etc.

An interested public officer should disclose his or her interest at the earliest stage and abstain from voting or deliberating on any topic in which he or she has an interest. There are some exceptions to the general prohibition on contracting with citizen members defined in state law. When the exceptions are used, generally the contract must be approved by unanimous vote of the board. To help determine if a conflict exists consider the:

- nature of the decision being made;
- nature of the financial interest;
- effect of the individual interest on the outcome of the decision by the board.

Another conflict-of-interest situation may occur when the official's own personal interest is so distinct from the public interest that the commissioner cannot be expected to represent the public interest fairly in deciding the matter. Some common areas are planning and zoning issues, public improvements, special assessments, licenses, land purchases and vacation of streets.

Contracts: Minn. Stat. §382.18 prohibits “county officials” from being “directly or indirectly interested in any contract, work, labor, or business to which the county is a party or in which it is or may be interested or in the furnishing of any article to, or the purchase or sale of any property, real or personal, by, the county, or of which the consideration, price, or expense is payable from the county treasury.” Citizen members must disclose any personal or financial interest in any contract to which the County is a party, including the sale or purchase of any property or materials to determine if the relationship requires any special action.

There are some exceptions to both the Conflict of Interest and Contract statutes. The County Attorney should be consulted with questions about a specific circumstance.

Incompatible offices

Generally, individuals in appointed offices are prohibited from holding incompatible offices including elected positions. The county attorney should be consulted on concerns about an appointed official holding an elected office.



Gifts

Elected and appointed “local officials” may not receive a gift from any “interested person.” An “interested person” is a person, or representative of a person or an association, who has a direct financial interest in a decision that a local official is authorized to make. If a public official knowingly accepts a gift, the official may be guilty of a gross misdemeanor.

Some commonly encountered exceptions to the gift law include lawful campaign contributions and food or beverages given at a reception, meal, or meeting the official has been invited to attend. If there is ever any question about accepting or declining a gift, the best option may be to decline.

Liabilities

Steele County carries personal liability insurance policies on elected officials, appointed officials, employees and officers. The county defends a person who is performing job duties and is not guilty of malfeasance in office, willfully neglecting their duties or acting in bad faith.

Ethical leadership

Ethical leadership is vital to the functioning of the county and to maintain the public’s trust and confidence in the county and democratic process.

Key traits of ethical leaders

- Recognize that ethical questions may be complex. As a result, they are willing to seek and accept the advice of knowledgeable officials such as the County Administrator, County Attorney or county staff.
- Understand that ethical conflicts are inevitable and should be dealt with forthrightly. Citizen members are human and citizens of their community. On occasion, it is expected that they will have needs or roles in their private lives that conflict with public appointed obligations. Ethical officials are open about potential conflicts of interest and follow applicable rules for disclosing and dealing with the conflict (such as refraining from voting on a particular issue) to avoid even the appearance of impropriety.
- Driven by fairness. The most ethical citizen members recognize that many county decisions will have an adverse, as well as positive outcomes and they, therefore, strive to make the best decision as defined by its ultimate fairness to all concerned. This often means making impartial decisions on the merits of the issues alone, while disregarding personal allegiances. It can also mean taking into account interests of citizens who are not present or who have not otherwise commented, but who are nonetheless affected by a decision. Ethical officials try to make decisions in the best interest of all in the community, not just those who show up at a meeting or protest the loudest.
- Know the importance of conscientious and ethical government as a value in itself. Ethical citizen members do not use their authority for revenge, prestige, or personal gain. Ethical citizen members recognize that government is a human institution. As a result, the human motivations of those in government will determine if the government itself is effective or ineffective, good or bad, ethical or unethical. Ethical citizen members care enough to make a positive difference and then act accordingly.



Penalties

If the County Board determines that a violation of a standard has occurred or does exist, the Board may censure the person, refer the matter for criminal prosecution, request a member not participate in a related decision, and/or remove an appointed member of a board or commission from office.



Appendix

Tips for Successful Public Service

(Note: the terms “County Board” and “Board Member” can be used interchangeably.)

- Speak the majority vote (rather than personal vote) of the body to avoid confusing the public.
- Learn about the county, its history, operations, finances, ordinances, and policies.
- Devote sufficient time to the position and to studying the present and future problems of the community.
- Save energy and time by setting priorities. Governing a county requires a team effort. Be a teamplayer.
- Use caution when making public decisions because they represent the community. Be careful to not allow personal experiences to influence decisions and focus on what the community needs as a whole.
- Make decisions on the basis of public policy and be consistent. Treat similar situations, similarly, and avoid favoritism.
- Be proactive. Focus on ways to prevent problems. Find the long-term public interest of the community as a whole rather than focusing on the demands of special interest groups.
- Be thoughtful when making decisions and be careful to not rush to judgment.
- Embrace change. Look for ways to be responsible through new ideas from the community, staff, the public and other members.
- If not sure of an answer to a question, it’s okay to say, “I don’t know the answer.” Then find the answer to that question within a reasonable time limit. Providing correct information is important. The county staff can generally be very helpful.
- Remember that most decisions and actions require approval of the governing body, and this takes a majority vote.
- Keep in mind that County Boards have legal authority as a governing body member only when the governing body is in legal session.
- Keep other committee and county staff in the communication loop about topics because this puts everyone on the same page.
- Participate in official meetings with the dignity and decorum fitting those who hold public trust.



- Personal dress and courteous behavior at meetings help create an environment for making sound public decisions.
- Conduct official public meetings with some formality and follow rules of procedure. Formal meetings expedite the process and tend to promote better decision making.
- Ask questions.
- Be active. Vote yes or no on motions. Respect an official position and share it as the voice of one body.
- Respect the letter and intent of the open meetings law. Be trusted by not repeating information under any circumstances unless there is a professional reason to do so.
- Focus on policymaking and allow county staff to work with the county's day-to-day operations. Work within the system by directing businesses and people to city staff as appropriate (such as suppliers and vendors). Direct contact with individual members should be with the body as a whole.
- Be accountable for policies and decisions made.
- Be positive and ask the right questions. "How can we do this?"
- Learn to evaluate recommendations and alternative courses of action. Request options and encourage imaginative solutions.
- Focus on the long-term future of the county to avoid taking short-term gains at the expense of long-term losses.
- In determining the public interest, balance personal rights and property interests, recognize that in decisions must be made with the best interest of those involved in mind.
- Focus on the total development—physical, economic and social—of the community.
- Cooperate with county officials. Counties must work within the intergovernmental system to be effective.
- Listen to fellow committee members and the public to better understand what they are trying to say.
- Remember what's said privately and publicly can often be seen as news. Be friendly and deal effectively with the news media and represent the body as one voice. Consult with the staff liaison if there are any questions or help needed. Be careful about rumors. Check them out and help clarify any false information.
- Take care in those appointed to boards and commissions to ensure they are capable and representative of the whole community.
- Use manuals, guides and other technical assistance and information. Attend workshops and conferences, as appropriate, to grow.
- Time management can help balance service with other priorities. Establish personal goals and objectives.



-
- Focus on the future and try to.
 - At least once a year, schedule a governing body discussion to review processes and procedures. Ask "How are we doing? How can we do things better?"
 - Be enthusiastic about public service and the privilege to serve and make it a fun and rewarding experience.
 - Be a leader, as well as part of the team of elected and appointed officials who were selected to make the county an even better place to live.
 - Celebrate! Good things do happen. Let the public share those successes.
-

Document Sources:

Association of Minnesota Counties: Duties of a County Commissioner (2016) Minnesota House
Research: State-Local Relations (2014)
Minnesota House Research: Options in County Government Structure (2014)

OATH OF OFFICE

Citizen Appointee

I,

Name of Person Appointed

do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties as an appointed official on the:

Name of Board/Committee

in the jurisdiction of:

Name of Jurisdiction

to the best of my judgment and ability.

Signature: Date:

Subscribed and sworn to before me this day of 20

Signature of Notary Public:

Printed Name of Notary Public:

Date Commission Expires:

County of Residence:



Steele County Agenda Item

Request for Board Action

Subject: Resolution - Steele County Highway Right-of-Way Plat No. 23

Department: Highway

Committee: Public Works

Committee Meeting Date: February 11, 2025

Work Session Date: N/A

Board Meeting Date: February 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Adopt resolution to approve and accept Steele County Highway Right-of-Way Plat No. 23.

Recommendation:

Adopt resolution to approve and accept Steele County Highway Right-of-Way Plat No. 23.

Background (*Including Budget Impact*):

Additional right-of-way is required for the reconstruction of CSAH 28 from South Beaver Lake Road to North Beaver Lake Road in Berlin Township. The right of way is platted as Steele County Highway Right-of-Way Plat No. 23. As part of the process the County Board must approve and accept the plat.

Attachments:

Resolution
Steele County Highway Right-of-Way Plat No.23



STEELE COUNTY RESOLUTION
Steele County Highway Right of Way Plat 23

Department: Highway

Date: 2/25/2025

Resolution No:

WHEREAS, Steele County Highway Right-of-Way Plat No. 23 has been prepared for the reconstruction of County State Aid Highway 28 from South Beaver Lake Road to North Beaver Lake Road, and

WHEREAS, the Steele County Highway Engineer has certified that the highway location and right-of-way is correctly located on the plat, and

WHEREAS, the Steele County Surveyor has checked and approved the plat.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 23 is hereby approved and accepted.

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

Dated this ____ day of _____, 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 ____ day of _____, 2025.

Attest

STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 23

C.S.A.H. 28 LOCATED IN GOVERNMENT LOTS 1 & 2 OF SECTION 22-T105N-R21W AND GOVERNMENT LOT 1 OF SECTION 21-T105N-R21W
AND THE PLAT OF BEAVER LAKE ESTATES
STEELE COUNTY, MINNESOTA

PARCEL	OWNERS	P.I.D.	LOCATION	EXIST R/W (ACRES ±)	NEW R/W (ACRES ±)	INTEREST	TOTAL R/W IN FEE OR EASEMENT (ACRES ±)	TEMP. EASEMENT (ACRES ±)
1	MISGEN/JOHN T DONALD/ & MEGAN A MISGEN	03-105-0206	LOT 6, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.007	FEE	0.007	0.031
2	IMAGE COMPANIES LLC	03-105-0205	LOT 5, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.061	EASEMENT	0.061	0.024
3	PLUNKETT/PETER D	03-105-0204	LOT 4, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.025	EASEMENT	0.025	0.061
4	MISGEN/DANIELS	03-105-0203	LOT 3, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.011	EASEMENT	0.011	0.020
5	MISGEN/DANIELS	03-105-0202	LOT 2, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.016	FEE	0.016	0.020
6	CARLSON/JEFF & MICHELLE	03-105-0201	LOT 1, BLOCK 2, BEAVER LAKE ESTATES	0.000	0.003	FEE	0.003	0.007
7	THOMPSON/STANLEY/ & C/O JANE BRAATEN	03-022-4400	GOVERNMENT LOTS 1 & 2 SECTION 22-T105N-R21W	0.707	3.040	FEE	3.747	0.196
8	JENSEN/EDWIN G	03-022-4303	GOVERNMENT LOTS 1 & 2 SECTION 22-T105N-R21W	0.632	0.036	FEE	0.668	0.291
9	THOMPSON/STANLEY/ & C/O JANE BRAATEN	03-022-4405	GOVERNMENT LOTS 1 & 2 SECTION 22-T105N-R21W	0.653	0.000	FEE	0.653	0.000
10	THOMPSON/STANLEY/ & C/O JANE BRAATEN	03-022-4302	GOVERNMENT LOT 2 SECTION 22-T105N-R21W	0.273	0.000	FEE	0.273	0.000
11	SCHUMAKER/NICOLE TRUSTEE	03-021-1202	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.233	0.000	FEE	0.233	0.000
12	WOBSCHALL/SHANNON E & STACY M	03-101-0110	LOT 10, BURNES SHORE ACRES	0.049	0.000	FEE	0.049	0.000
13	WOBSCHALL/SHANNON E & STACY M	03-021-1201	GOVERNMENT LOT 1 SECTION 21-T105N-R21W	0.009	0.000	FEE	0.009	0.000

The Board of County Commissioners for Steele County, Minnesota, Pursuant to County Board Resolution dated _____, is hereby designating the definite location of SW 72nd Avenue (C.S.A.H. No. 28) lying between South Beaver Lake Road and North Beaver Lake Road.

That portion of said highway is located in Section(s) 15, 21, & 22, Township 105 North, Range 21 West, Steele County, Minnesota.

COUNTY ENGINEER, Steele County, Minnesota

I hereby certify that the highway location and right-of-way is correctly designated on this plat.

_____, Minnesota License No. 52530

Paul M. Sponholz, County Engineer

Dated _____, 20____.

COUNTY SURVEYOR, Steele County, Minnesota

Checked and approved this _____ day of _____, 20____.

_____,

Scott A. Tuchtenhagen, Steele County Surveyor
Minnesota License No. 52646 Dated _____, 20____.

I hereby certify that this plat was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota; that the monuments for the guidance of future surveys will be correctly placed in the ground as shown after completion of construction; that all measurements are correctly shown on this plat; and the proposed right-of-way boundary lines are correctly designated on this plat.

_____, Dated: _____, 20____.

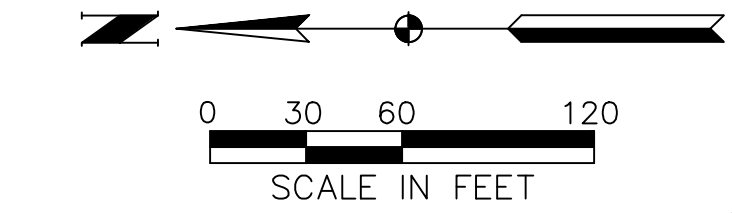
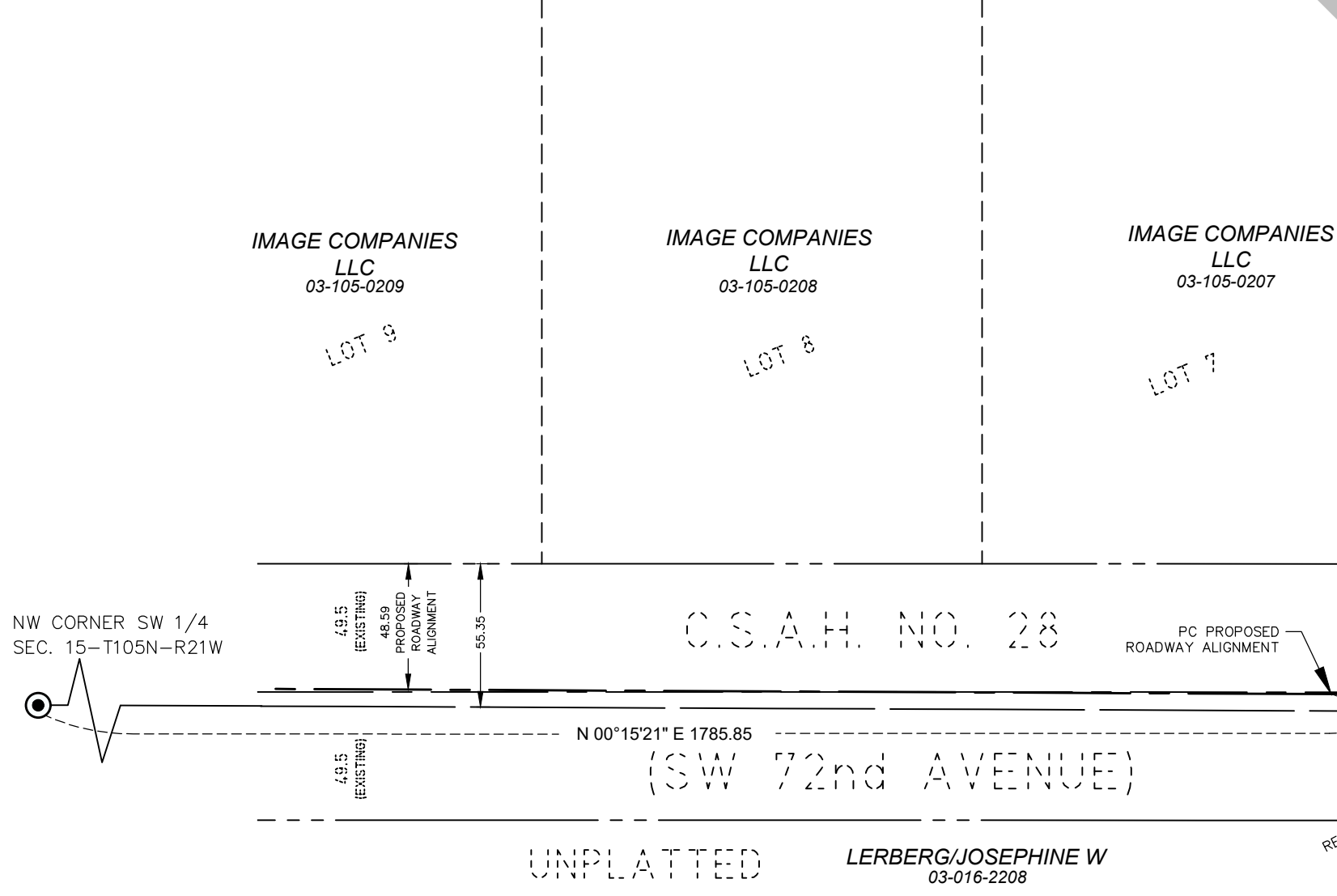
Timothy A. Hruska, Licensed Land Surveyor
Minnesota License No. 44930

STATE OF MINNESOTA

The instrument was acknowledged before me this _____ day of _____, 20____ by Timothy A. Hruska, Minnesota License No. 44930.

Notary Public, _____ County, Minnesota (Printed Notary's Name)

My Commission Expires _____



LEGEND

- - FOUND 1/2" PIPE UNLESS OTHERWISE NOTED
- - SET 1/2" IRON PIPE WITH CAP #44930 TO BE SET WITHIN ONE YEAR OF THE RECORDING OF THIS PLAT
- ⊙ - FOUND STEELE COUNTY MONUMENT

- — — — — EXISTING PLATTED/SURVEYED CENTERLINE
- — — — — PROPOSED ROADWAY CENTERLINE ALIGNMENT
- — — — — R/W PLAT BOUNDARY LINE
- — — — — EXISTING PROPERTY LINE
- — — — — EXISTING RIGHT-OF-WAY LINE
- — — — — EXISTING EASEMENT LINE
- — — — — EDGE OF WATER
- — — — — TEMPORARY CONSTRUCTION EASEMENT (END 12/31/2027)

BEARING SYSTEM USED:

ALL BEARINGS ARE IN RELATIONSHIP WITH THE STEELE COUNTY COORDINATE SYSTEM (NAD 83, ADJUSTED 2011)

PROPERTY TAX AND ELECTIONS, Steele County, Minnesota

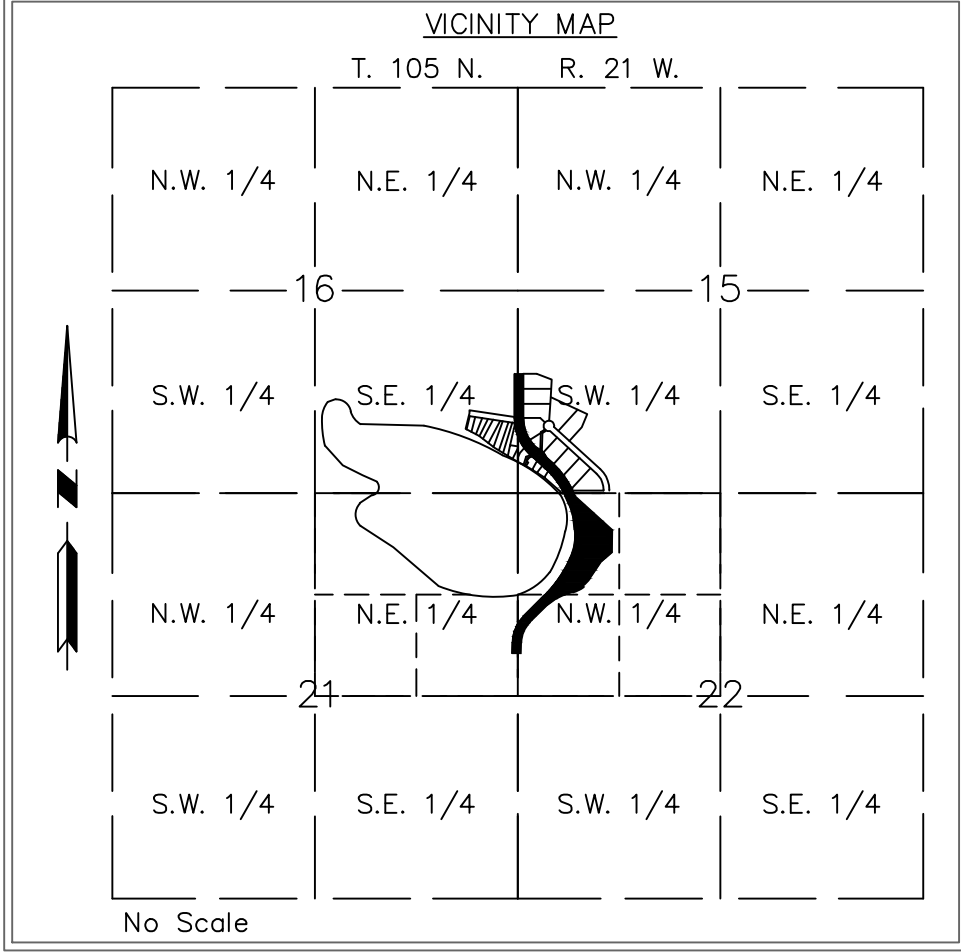
This is to certify that the plat of Steele County Highway Right of Way Plat No. 23 was approved and accepted by the Board of Commissioners, Steele County, Minnesota on the _____ day of _____, 20____.

Jennifer Mueller, Property Tax and Elections Director
Steele County, Minnesota

COUNTY RECORDER, Steele County, Minnesota

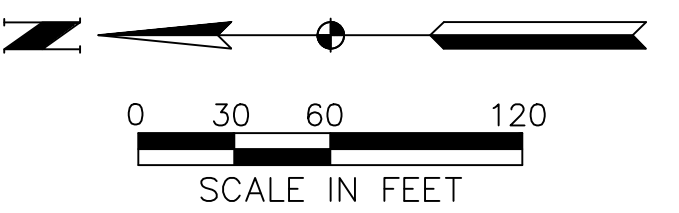
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, at _____ o'clock _____ m. and was duly recorded as Document No. _____.

_____, By _____
Rick G. Kvien, County Recorder Deputy



STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 23

C.S.A.H. 28 LOCATED IN GOVERNMENT LOTS 1 & 2 OF SECTION 22-T105N-R21W AND GOVERNMENT LOT 1 OF SECTION 21-T105N-R21W
AND THE PLAT OF BEAVER LAKE ESTATES
STEELE COUNTY, MINNESOTA



LEGEND

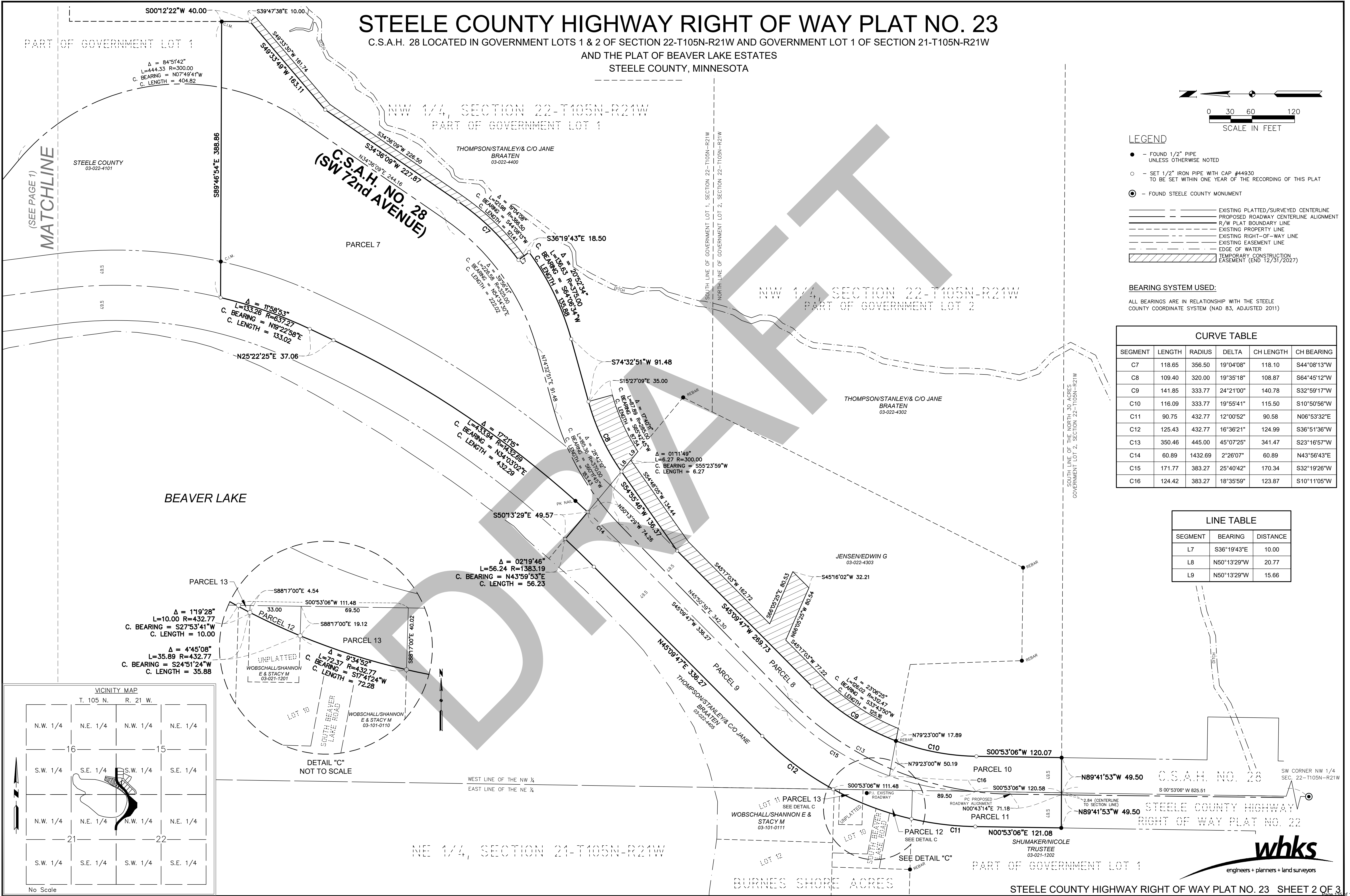
- - FOUND 1/2" PIPE UNLESS OTHERWISE NOTED
- - SET 1/2" IRON PIPE WITH CAP #44930 TO BE SET WITHIN ONE YEAR OF THE RECORDING OF THIS PLAT
- ⊙ - FOUND STEELE COUNTY MONUMENT
- — — — — EXISTING PLATTED/SURVEYED CENTERLINE
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- — — — — R/W PLAT BOUNDARY LINE
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- — — — — EXISTING RIGHT-OF-WAY LINE
- — — — — EXISTING EASEMENT LINE
- — — — — EDGE OF WATER
- ▨ — — — — — TEMPORARY CONSTRUCTION EASEMENT (END 12/31/2027)

BEARING SYSTEM USED:

ALL BEARINGS ARE IN RELATIONSHIP WITH THE STEELE COUNTY COORDINATE SYSTEM (NAD 83, ADJUSTED 2011)

CURVE TABLE					
SEGMENT	LENGTH	RADIUS	DELTA	CH LENGTH	CH BEARING
C7	118.65	356.50	19°04'08"	118.10	S44°08'13"W
C8	109.40	320.00	19°35'18"	108.87	S64°45'12"W
C9	141.85	333.77	24°21'00"	140.78	S32°59'17"W
C10	116.09	333.77	19°55'41"	115.50	S10°50'56"W
C11	90.75	432.77	12°00'52"	90.58	N06°53'32"E
C12	125.43	432.77	16°36'21"	124.99	S36°51'36"W
C13	350.46	445.00	45°07'25"	341.47	S23°16'57"W
C14	60.89	1432.69	2°26'07"	60.89	N43°56'43"E
C15	171.77	383.27	25°40'42"	170.34	S32°19'26"W
C16	124.42	383.27	18°35'59"	123.87	S10°11'05"W

LINE TABLE		
SEGMENT	BEARING	DISTANCE
L7	S36°19'43"E	10.00
L8	N50°13'29"W	20.77
L9	N50°13'29"W	15.66

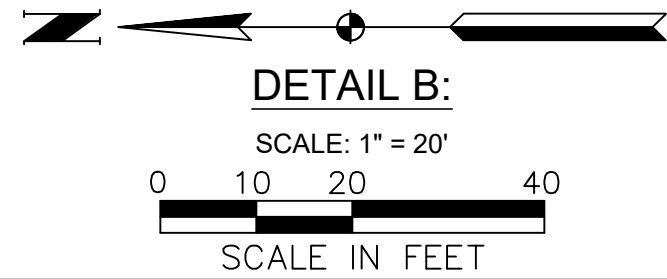
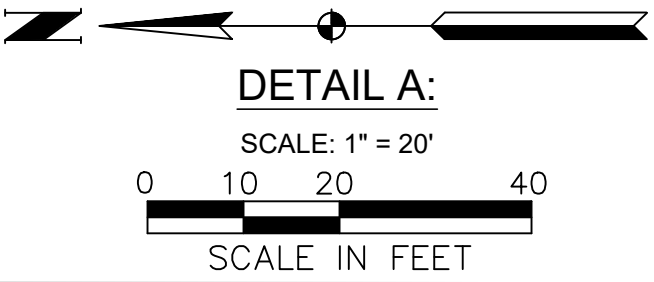
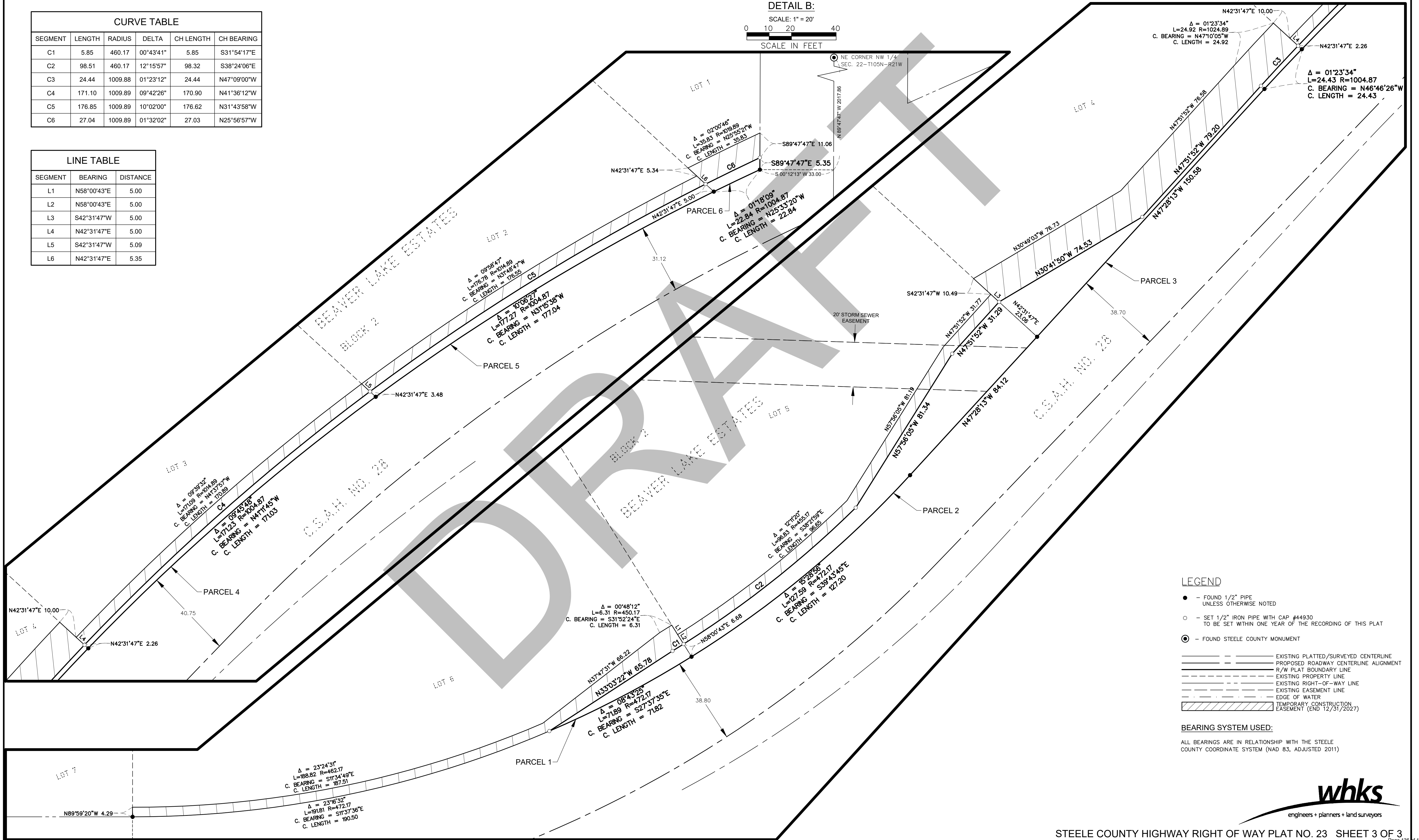


STEELE COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 23

C.S.A.H. 28 LOCATED IN GOVERNMENT LOTS 1 & 2 OF SECTION 22-T105N-R21W AND GOVERNMENT LOT 1 OF SECTION 21-T105N-R21W
AND THE PLAT OF BEAVER LAKE ESTATES
STEELE COUNTY, MINNESOTA

CURVE TABLE					
SEGMENT	LENGTH	RADIUS	DELTA	CH LENGTH	CH BEARING
C1	5.85	460.17	00°43'41"	5.85	S31°54'17"E
C2	98.51	460.17	12°15'57"	98.32	S38°24'06"E
C3	24.44	1009.88	01°23'12"	24.44	N47°09'00"W
C4	171.10	1009.89	09°42'26"	170.90	N41°36'12"W
C5	176.85	1009.89	10°02'00"	176.62	N31°43'58"W
C6	27.04	1009.89	01°32'02"	27.03	N25°56'57"W

LINE TABLE		
SEGMENT	BEARING	DISTANCE
L1	N58°00'43"E	5.00
L2	N58°00'43"E	5.00
L3	S42°31'47"W	5.00
L4	N42°31'47"E	5.00
L5	S42°31'47"W	5.09
L6	N42°31'47"E	5.35



- LEGEND**
- - FOUND 1/2" PIPE UNLESS OTHERWISE NOTED
 - - SET 1/2" IRON PIPE WITH CAP #44930 TO BE SET WITHIN ONE YEAR OF THE RECORDING OF THIS PLAT
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 - — — — — EDGE OF WATER
 - ▨ — — — — — TEMPORARY CONSTRUCTION EASEMENT (END 12/31/2027)

BEARING SYSTEM USED:
ALL BEARINGS ARE IN RELATIONSHIP WITH THE STEELE COUNTY COORDINATE SYSTEM (NAD 83, ADJUSTED 2011)





STEELE COUNTY RESOLUTION
Steele County Highway Right of Way Plat 23

Department: Highway

Date: 2/25/2025

Resolution No:

WHEREAS, Steele County Highway Right-of-Way Plat No. 23 has been prepared for the reconstruction of County State Aid Highway 28 from South Beaver Lake Road to North Beaver Lake Road, and

WHEREAS, the Steele County Highway Engineer has certified that the highway location and right-of-way is correctly located on the plat, and

WHEREAS, the Steele County Surveyor has checked and approved the plat.

NOW, THEREFORE, BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 23 is hereby approved and accepted.

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

Dated this 25th 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 this 25th day of February, 2025.

Attest



Steele County Agenda Item

Request for Board Action

Subject: 2026 Capital equipment order

Department: Highway

Committee: Public Works

Committee Meeting Date: February 11, 2025

Work Session Date: NA

Board Meeting Date: February 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Approve ordering equipment listed on the Highway 2026 Capital Improvement Plan, including two tandem dump and plow trucks and their appurtenant equipment and one wing mower.

Recommendation:

Approve ordering equipment listed on the Highway 2026 Capital Improvement Plan, including two tandem dump and plow trucks and their appurtenant equipment and one wing mower.

Background (*Including Budget Impact*):

The department's 5-year Capital Improvement Plan identifies equipment planned to be purchased, including the purchase of two tandem dump and plow trucks and one wing mower in 2026. Due to extensive timelines to deliver equipment, if the equipment is ordered now, it is not anticipated to be delivered until spring 2026. Payment would not be expected until 2026.

Staff recommends ordering equipment now to take advantage of current prices before they are raised and to have equipment delivered on the proposed schedule in 2026. As we can't commit expenses for the 2026 budget, staff recommends committing funds from the highway fund balance, until the 2026 budget is approved. If funding is not approved in the 2026 budget, the fund balance could still be used.

Staff recommends the new equipment be purchased using competitive state contracts and received the following quotes. Truck Center Companies quoted two Western Star 47X tandem truck chassis at \$157,523 each plus sales tax, title and registration. Crysteel Truck Equipment quoted supplying and installing the appurtenant truck equipment including sander, plows, box and hoist at \$210,886 each truck. Trueman Welters quoted one Schulte XH1500 Series 5 mower at \$46,817.70.

Attachments:

2025-2029 Capital Improvement Plan

Truck Center Companies – Tandem Truck Chassis Proposal

Crysteel Truck Equipment – Plow Truck equipment proposal

Trueman Welters – Schulte XH1500 Series 5 Mower Proposal

2025 through 2029
Capital Improvement Plan
 Steele County, MN
Projects & Source By Department

Department	Project #	2025	2026	2027	2028	2029	Total
Road & Bridge							
John Deere Dozer/Excavator	RB-25-02	350,000			200,000		550,000
Ford F350 Pickup	RB-25-03	65,000					65,000
Ford F250 Pickup	RB-25-04	45,000					45,000
Ford F150 Pickup	RB-25-05	45,000		90,000			135,000
Motor Grader and Plow Equipment	RB-25-06	418,000					418,000
Tandem Dump and Plow Truck	RB-26-02		570,000	285,000	285,000	285,000	1,425,000
High Line Mower	RB-26-03		100,000				100,000
Towmaster LoBoy Trailer	RB-27-02			65,000			65,000
Four Yard Payloader	RB-27-03			250,000			250,000
Ford F550 Crew Cab	RB-27-04			60,000	65,000		125,000
24 Milling Machine	RB-27-05			20,000			20,000
Ingersall Sheeps Foot w/radio	RB-28-02				135,000		135,000
Shoulder Machine	RB-29-02					100,000	100,000
Chevy Silverado - Engineering (2)	RB-29-03					90,000	90,000
Batwing Mowers (2)	RB-29-04					55,000	55,000
Track Steer Loader	RB-29-05					80,000	80,000
Water Truck	RB-29-06					80,000	80,000
Levy		716,000	635,000	714,500	642,500	650,500	3,358,500
Trade in		207,000	35,000	55,500	42,500	39,500	379,500
Source Grand Total		923,000	670,000	770,000	685,000	690,000	3,738,000
GRAND TOTAL		923,000	670,000	770,000	685,000	690,000	3,738,000

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

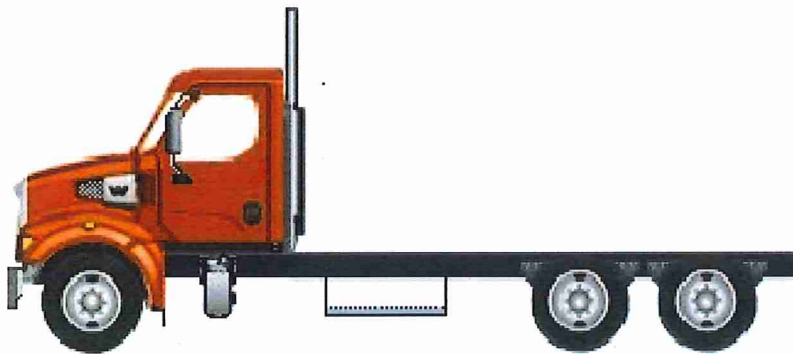
Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

A proposal for
MINNESOTA STATE OF

Prepared by
TRUCK CENTER COMPANIES
Brad Strachan

Feb 04, 2025

Western Star 47X



Components shown may not reflect all spec'd options and are not to scale

Application Version 12.0.105
Data Version PRL-29X.026
STEELE MY2026 47X FPTO

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Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

QUOTATION

WESTERN STAR 47X

SET FORWARD AXLE - TRUCK
DETROIT DD13 GEN 5 12.8L 505 HP @ 1625 RPM, 1900
GOV RPM, 1850 LB/FT @ 975 RPM
ALLISON 4500 RDS AUTOMATIC TRANSMISSION WITH
PTO PROVISION
MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR
AXLE
TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION

MERITOR MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74
INCH DROP SINGLE FRONT AXLE
20,000# TAPERLEAF FRONT SUSPENSION
111.6 INCH BBC CONVENTIONAL ALUMINUM CAB
5540MM (218 INCH) WHEELBASE, SFA ONLY
13.0MM X 87.0MM X 311.0MM STEEL FRAME
(0.51X3.43X12.24 INCH) 120 KSI
2025MM (80 INCH) REAR FRAME OVERHANG

			PER UNIT		TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$	157,814	\$	157,814
EXTENDED WARRANTY		\$	0	\$	0
DEALER INSTALLED OPTIONS		\$	0	\$	0
CUSTOMER PRICE BEFORE TAX		\$	157,814	\$	157,814

TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$	(291)	\$	(291)
TAXES AND FEES	\$	0	\$	0
OTHER CHARGES	\$	0	\$	0

TRADE-IN

TRADE-IN ALLOWANCE	\$	(0)	\$	(0)
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BALANCE DUE	(LOCAL CURRENCY)	\$	157,523	\$	157,523
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COMMENTS:

Projected delivery on ___ / ___ / ___ provided the order is received before ___ / ___ / ___.

APPROVAL:

Please indicate your acceptance of this quotation by signing below:

Customer: X _____ Date: ___ / ___ / ___.

Daimler Truck Financial

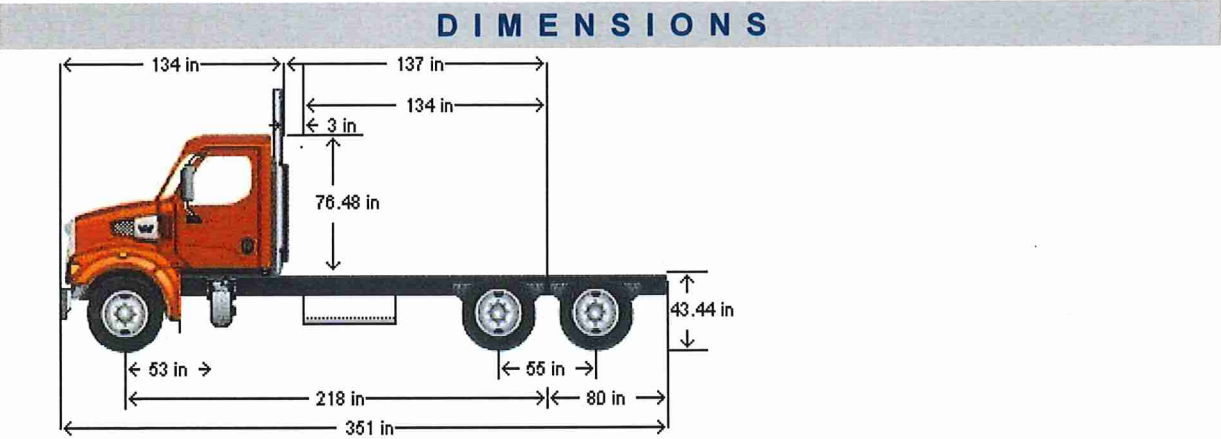
Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtfoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
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Phone: 5073814446



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS	
Model	47X
Wheelbase (545)	5540MM (218 INCH) WHEELBASE, SFA ONLY
Rear Frame Overhang (552)	2025MM (80 INCH) REAR FRAME OVERHANG
Fifth Wheel (578)	NO FIFTH WHEEL
Mounting Location (577)	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in)	0
Maximum Rearward Position (in)	0
Amount of Slide Travel (in)	0
Slide Increment (in)	0
Desired Slide Position (in)	0.0
Cab Size (829)	111.6 INCH BBC CONVENTIONAL ALUMINUM CAB
Sleeper (682)	NO SLEEPER BOX/SLEEPER CAB
Exhaust System (016)	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE

TABLE SUMMARY - DIMENSIONS

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
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Dimensions	Inches
Bumper to Back of Cab (B3C)	134.2
Bumper to Centerline of Front Axle (BA)	52.7
Front Axle to Back of Cab (AC)	81.5
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	136.6
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	133.6
Back of Cab Protrusions (Exhaust/Intake) (CP)	2.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	3.0
Back of Cab to End of Frame	216.3
Cab Length (G11)	76.5
Wheelbase (WB)	218.1
Frame Overhang (OH)	79.7
Overall Frame Length	350.4
Overall Length (OAL)	350.5
Rear Axle Spacing	55.0
Unladen Frame Height at Centerline of Rear Axle	43.4

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
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Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

SPECIFICATION PROPOSAL

Description	Weight Front	Weight Rear
Price Level		
WST 47X/49X PRL-29X (EFF:MY26 ORDERS)		
Data Version		
SPECPRO21 DATA RELEASE VER 026		
Vehicle Configuration		
WESTERN STAR 47X	9,050	6,525
2026 MODEL YEAR SPECIFIED		
SET FORWARD AXLE - TRUCK	-480	480
TRAILER TOWING PROVISION AT END OF FRAME WITH SAE J560	10	10
LH PRIMARY STEERING LOCATION		
General Service		
TRUCK/TRAILER CONFIGURATION		
DOMICILED, USA 50 STATES (INCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
CARB CLEAN IDLE LABELS NOT FOR INITIAL REGISTRATION IN STATES REQUIRING CARB EMISSIONS CERTIFICATION (INCLUDES 6X4 INCH LABELS ON LOWER FORWARD OF DRIVER DOOR)		
CONSTRUCTION SERVICE		
GOVERNMENT BUSINESS SEGMENT		
DIRT/SAND/ROCK COMMODITY		
TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
MAXIMUM 8% EXPECTED GRADE		
SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
WESTERN STAR VOCATIONAL WARRANTY		
EXPECTED FRONT AXLE(S) LOAD : 13220.0 lbs		
EXPECTED REAR DRIVE AXLE(S) LOAD : 46000.0 lbs		

Prepared for:
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MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
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	Description	Weight Front	Weight Rear
	EXPECTED GROSS VEHICLE WEIGHT CAPACITY : 59220.0 lbs		
	EXPECTED GROSS COMBINATION WEIGHT : 80000.0 lbs		
Truck Service			
	END DUMP BODY		
	CRYSTEEL TRUCK EQUIPMENT		
Tractor Service			
	FLATBED TRAILER		
	SINGLE (1) TRAILER		
Engine			
	DETROIT DD13 GEN 5 12.8L 505 HP @ 1625 RPM, 1900 GOV RPM, 1850 LB/FT @ 975 RPM		
Electronic Parameters			
N	71 MPH ROAD SPEED LIMIT		
	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
	FLEET MANAGEMENT - DAILY ENGINE USAGE ENABLED		
	PTO MODE ENGINE RPM LIMIT - 1700 RPM		
N	PTO MODE PTO 1 THROTTLE OVERRIDE ENABLED		
	PTO RPM CONTROL WITH STEERING WHEEL SWITCHES		
	PTO MODE RPM INCREMENT - 50 RPM		
	PTO GOVERNOR RAMP RATE - 75 RPM PER SECOND		
	FUEL DOSING OF AFTERTREATMENT ENABLED IN PTO MODE-CLEANS HYDROCARBONS AT HIGH TEMPERATURES ONLY		
	TWO CLUSTER MENU PTO SPEEDS		
	PTO SPEED 1 SETTING - 900 RPM		
	PTO SPEED 2 SETTING - 1600 RPM		
	ENGINE BRAKES ON WITH VEHICLE SPEED ABOVE RSL/CSL - 2 MPH		
	PTO MINIMUM RPM - 700		
	ENABLE DPF REGEN ZONE 1 WITH AUTO ENGINE RPM ELEVATE FOR EXTENDED IDLE		
	MAINTENANCE SYSTEM WITH MENU AND POP- UPS IN INSTRUMENT CLUSTER		
	PTO 1, DASH SWITCH, ENGAGE WHILE DRIVING		

Prepared for:
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MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
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Prepared by:
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TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
ENGINE MOUNT PTO, DASH SWITCH ENGAGES PTO MODE, DRIVING OPERATION		
Engine Equipment		
EPA 2010 GHG 2024/CARB 2024 ULTRALOW NOX CONFIGURATION		
STANDARD OIL PAN		
ENGINE MOUNTED OIL CHECK AND FILL		
SIDE OF HOOD AIR INTAKE WITH ENGINE MOUNTED AIR CLEANER, WITH INSIDE/OUTSIDE AIR AND SNOW DOOR		
LN 12V 170 AMP AVI 160 PAD MOUNT ALTERNATOR		
(3) DTNA GENUINE, HIGH TEMP AGM STARTING AND CYCLING, MIN 2775CCA, 570RC, THREADED STUD BATTERIES		
PASSENGER SEAT BATTERY BOX VENTED TO OUTSIDE OF CAB		
BATTERY BOX MOUNTED UNDER PASSENGER SEAT		
WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
PLASTIC BATTERY BOX COVER		
NON-ESSENTIAL POSITIVE LOAD DISCONNECT, IN CAB CONTROL SWITCH MOUNTED OUTBOARD OF DRIVER SEAT	2	
POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
BW MODEL FE-921 19.0 CFM SINGLE CYLINDER AIR COMPRESSOR WITH SAFETY VALVE		
ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
JACOBS COMPRESSION BRAKE		
RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE		
ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD ACTIVE REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER AND DASH MOUNTED INHIBIT SWITCH		
11 FOOT 06 INCH (138 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
STANDARD CURVE BRIGHT UPPER STACK(S) AND ELBOW(S)		

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
13 GALLON DIESEL EXHAUST FLUID TANK	9	3
POLISHED ALUMINUM WST DIESEL EXHAUST FLUID TANK COVER		
LH HEAVY DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
STANDARD DIESEL EXHAUST FLUID TANK CAP		
STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAIPIPE SHIELD		
ELECTRONICALLY CONTROLLED VARIABLE SPEED VISCOUS FAN DRIVE		
AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
DETROIT FUEL/WATER SEPARATOR WITH BYPASS AND 12 VOLT PREHEATER	10	
DDC SUPPLIED ENGINE MOUNTED FUEL FILTER/FUEL WATER SEPARATOR WITH WATER-IN-FUEL INDICATOR		
FULL FLOW OIL FILTER		
1400 SQUARE INCH VOCATIONAL RADIATOR WITH PROTECTION PACKAGE	20	
ANTIFREEZE TO -60F, OAT (NITRITE AND SILCATE FREE) EXTENDED LIFE COOLANT		
GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
STANDARD CHARGE AIR COOLER PLUMBING		
HDEP FIXED RATIO COOLANT PUMP AND RADIATOR DRAIN VALVE		
LOWER RADIATOR GUARD		
1350 ADAPTER FLANGE FOR FRONT PTO PROVISION	20	
PHILLIPS-TEMRO 1500 WATT/115 VOLT BLOCK HEATER	4	
CHROME ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		
NO AIR INTAKE WARMER	-10	
mitsubishi 12V MOD 3.175-DP60 STARTER WITH INTEGRATED MAGNETIC SWITCH	-45	

Transmission

ALLISON 4500 RDS AUTOMATIC TRANSMISSION
WITH PTO PROVISION

Transmission Equipment

Prepared for:
 BRAD STRACHAN
 MINNESOTA STATE OF
 50 SHERBURNE AVE 50
 SANT PAUL, MN 55155
 Phone: 5073341653

Prepared by:
 Brad Strachan
 TRUCK CENTER COMPANIES
 3701 BAGLEY AVE
 FARIBAULT, MN 55021
 Phone: 5073814446

	Description	Weight Front	Weight Rear
N	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV		
	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES		
	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
	PRIMARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
	SECONDARY SHIFT SCHEDULE RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
	PRIMARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
	SECONDARY SHIFT SPEED RECOMMENDED BY DTNA AND ALLISON, THIS DEFINED BY ENGINE AND VOCATIONAL USAGE		
	QUICKFIT BODY LIGHTING CONNECTOR UNDER CAB, WITH BLUNTCUTS		
	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR		
	CUSTOMER INSTALLED CHELSEA 280 SERIES PTO		
	PTO MOUNTING, LH SIDE OF MAIN TRANSMISSION ALLISON		
	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED		
	WATER TO OIL TRANSMISSION COOLER		
	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		
	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		

Front Axle and Equipment

MERITOR MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	240
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Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
CONMET PRESET PLUS PREMIUM IRON FRONT HUBS	20	
MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10	
NON-ASBESTOS FRONT BRAKE LINING		
MERITOR STEELLITE X30 FRONT BRAKE DRUMS	-40	
FRONT BRAKE DUST SHIELDS	5	
FRONT OIL SEALS		
VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
HALDEX AUTOMATIC FRONT SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS		
DUAL POWER STEERING GEARS, BENDIX 16-20K	80	
4 QUART POWER STEERING RESERVOIR	5	
OIL/AIR POWER STEERING COOLER	5	
CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension		
20,000# TAPERLEAF FRONT SUSPENSION	145	
MAINTENANCE FREE RUBBER BUSHINGS - FRONT SUSPENSION		
FRONT SHOCK ABSORBERS		
Rear Axle and Equipment		
MERITOR RT-46-160 46,000# R-SERIES TANDEM REAR AXLE		470
CONMET PRESET PLUS PREMIUM IRON REAR HUBS		60
4.89 REAR AXLE RATIO		
IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
MXL 176T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	-25	-25
MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES		
DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES		30
(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AND REAR-REAR AXLE VALVE		

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
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Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH		
INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH		
MERITOR 16.5X8.62 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
NON-ASBESTOS REAR BRAKE LINING		
BRAKE CAMS AND CHAMBERS ON FORWARD SIDE OF DRIVE AXLE(S)		
CONMET CAST IRON REAR BRAKE DRUMS		
REAR BRAKE DUST SHIELDS		10
REAR OIL SEALS		
BENDIX EVERSURE LONGSTROKE 2-DRIVE AXLES SPRING PARKING CHAMBERS		
HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS		
CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
STANDARD REAR AXLE BREATHER(S)		
Rear Suspension		
TUFTRAC GEN2 46,000# REAR SPRING SUSPENSION		560
9.5 INCH NOMINAL RIDE HEIGHT (460MM GLOBAL REFERENCE HEIGHT)		
AXLE CLAMPING GROUP		
55 INCH AXLE SPACING		
FORE/AFT AND TRANSVERSE CONTROL RODS		
REAR SHOCK ABSORBERS - ONE AXLE		
Pusher / Tag Equipment		
NO PUSHER/TAG BRAKE DUST SHIELDS		
Brake System		
WABCO 6S/6M ABS WITH TRACTION CONTROL WITH ATC SHUT OFF SWITCH		
REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
WABCO SYSTEM SAVER HP WITH INTEGRAL AIR GOVERNOR AND HEATER		
WABCO OIL COALESCING FILTER FOR AIR DRYER		

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
AIR DRYER MOUNTED INBOARD ON LH RAIL		
STEEL AIR BRAKE RESERVOIRS		
BW DV-2 AUTO DRAIN VALVE WITHOUT HEATER ON ALL TANK(S)		
Trailer Connections		
AIR CONNECTIONS TO END OF FRAME WITH GLAD HANDS FOR TRUCK AND DUST COVERS		
(1) QUICKFIT PROGRAMMABLE SOLENOID W/STATE RETENTION PLUMBED TO BACK OF CAB		
PRIMARY CONNECTOR/RECEPTACLE WIRED FOR SEPARATE STOP/TURN, ABS CENTER PIN POWERED THROUGH IGNITION		
SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME		
NO TRAILER ELECTRICAL CABLE	-10	
Wheelbase & Frame		
5540MM (218 INCH) WHEELBASE, SFA ONLY		
13.0MM X 87.0MM X 311.0MM STEEL FRAME (0.51X3.43X12.24 INCH) 120 KSI	370	330
2025MM (80 INCH) REAR FRAME OVERHANG		
FRAME OVERHANG RANGE: 71 INCH TO 80 INCH	-50	160
24 INCH INTEGRAL FRONT FRAME EXTENSION	120	
CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 136.61 in		
CALC'D FRAME LENGTH - OVERALL : 350.41 in		
FRAME HEIGHT TOP FRONT UNLADEN : 35.08 in		
FRAME HEIGHT TOP FRONT LADEN : 31.84 in		
FRAME HEIGHT TOP REAR UNLADEN : 43.44 in		
FRAME HEIGHT TOP REAR LADEN : 41.08 in		
SQUARE END OF FRAME		
STANDARD WEIGHT ENGINE CROSSMEMBER		
STANDARD CAST ALUMINUM CROSSMEMBER BACK OF TRANSMISSION	-15	
STANDARD CAST ALUMINUM MIDSHIP		
STANDARD CAST ALUMINUM REARMOST CROSSMEMBER		
STANDARD SUSPENSION CROSSMEMBER		20
CAST ALUMINUM REAR SUSPENSION CROSSMEMBER		
Chassis Equipment		

Prepared for:
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MINNESOTA STATE OF
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Description	Weight Front	Weight Rear
POLISHED ALUMINUM WST EQUIPMENT COVERS		
OMIT FRONT BUMPER, CUSTOMER INSTALLED SPECIAL BUMPER, DOES NOT COMPLY WITH FMCSR 393.203	-60	
NO FRONT TOW HOOKS	-15	
NO LICENSE PLATE MOUNTING		
HUCK-SPIN ROUND COLLAR CHASSIS FASTENERS		
EXTERIOR HARNESSSES WRAPPED IN ABRASION TAPE		
UPFIT ROUTING AND CLIPPING BRACKET, LH, BOC TO SUSPENSION, UPPER & LOWER SUPPORTS		
UPFIT ROUTING AND CLIPPING BRACKET, RH, BOC TO SUSPENSION, UPPER & LOWER SUPPORTS		
Fuel Tanks		
90 GALLON/340 LITER RECTANGULAR ALUMINUM FUEL TANK - LH	10	10
RECTANGULAR FUEL TANK(S)		
PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
FUEL TANK(S) FORWARD - RAISED MOUNTING		
PLAIN STEP FINISH		
FUEL TANK CAP(S)		
EQUIFLO INBOARD FUEL SYSTEM		
HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires		
MICHELIN XZY-3 385/65R22.5 18 PLY RADIAL FRONT TIRES	130	
MICHELIN X WORKS D 11R22.5 16 PLY RADIAL REAR TIRES		248
Wheels		
ALCOA LVL ONE 82462X 22.5X12.25 10-HUB PILOT 4.68 INSET 10-HAND ALUMINUM DISC FRONT WHEELS	-8	
ALCOA LVL ONE 88565XDF 22.5X8.25 10-HUB PILOT HD DURAFLANGE 10-HAND ALUMINUM DISC REAR WHEELS		160
POLISHED DISC SIDE FRONT WHEELS WITH DURA-BRIGHT FINISH		

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Description	Weight Front	Weight Rear
POLISHED OUTER (DISHED SIDE) REAR WHEELS WITH OUTER ONLY DURA-BRIGHT FINISH		
FRONT WHEEL MOUNTING NUTS		
REAR WHEEL MOUNTING NUTS		
Cab Exterior		
111.6 INCH BBC CONVENTIONAL ALUMINUM CAB		
STAINLESS STEEL CAB ACCENT MOLDING		
FRONT FENDERS		
INTERIOR GRAB HANDLES WITH ADDED LOWER LH AND RH A PILLAR GRAB HANDLES AND LH AND RH EXTERIOR NON-SLIP GRAB HANDLES		
BRIGHT HOOD MOUNTED AIR INTAKE GRILLE, BLACK SCREEN, WITH LED ACCENT LIGHTS		
X-SERIES STEEL REINFORCED ALUMINUM CAB		
X-SERIES VOCATIONAL HOOD		
HOOD OPENING ASSIST WITH LOCKING STRUT		
WESTERN STAR NAMEPLATES		
DUAL HADLEY SD-978 26 INCH RECTANGULAR AIR HORNS		
DUAL ELECTRIC HORNS		
REAR LICENSE PLATE MOUNT END OF FRAME		
DUAL STAGE INTELLIGENT LED HEADLIGHTS WITH HEATED LENS SYSTEM		
VISOR MOUNTED LED MARKER LIGHTS		
WIRING AND SWITCH FOR CUSTOMER FURNISHED SNOW PLOW LAMPS WITH DUAL CONNECTIONS AT BUMPER		
HEADLIGHTS ON WITH WIPERS, WITH DAYTIME RUNNING LIGHTS		
INTEGRAL LED STOP/TAIL/BACKUP LIGHTS		
LED SIDE TURN SIGNAL		
C-BAR MIRROR SYSTEM WITH DUAL HEATED MIRRORS WITH INTEGRAL HEATED CONVEX, DUAL REMOTE, STAINLESS STEEL BACK COVER, AND BRIGHT C-BAR	20	
102 INCH EQUIPMENT WIDTH		
LH AND RH CONVEX MIRRORS INTEGRAL WITH PRIMARY MIRRORS		
RH DOWN VIEW MIRROR		

Prepared for:
BRAD STRACHAN
MINNESOTA STATE OF
50 SHERBURNE AVE 50
SANT PAUL, MN 55155
Phone: 5073341653

Prepared by:
Brad Strachan
TRUCK CENTER COMPANIES
3701 BAGLEY AVE
FARIBAULT, MN 55021
Phone: 5073814446

Description	Weight Front	Weight Rear
RH AND LH HEATED BLACK HOOD/FENDER MOUNTED SIDE VIEW MIRRORS WITH BLACK MOUNTING ARM	8	
STANDARD SIDE/REAR REFLECTORS		
POLISHED ALUMINUM WST AFTERTREATMENT SYSTEM COVER		
NO SLEEPER VENT	-10	
STAINLESS STEEL EXTERIOR SUN VISOR WITH INTEGRAL MARKER LIGHTS	16	
SINGLE SOLAR TINTED REAR WINDOW, (1) 31 INCH X 20 INCH	-10	
1-PIECE ROPED-IN SOLAR GREEN GLASS WINDSHIELD		
8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITH FLUID LEVEL INDICATOR		
WHITE WINTERFRONT	2	
Cab Interior		
X-SERIES PREMIUM INTERIOR TRIM LEVEL PACKAGE		
CHARCOAL BLACK VINYL UP LEVEL INTERIOR CARBON WITH PREMIUM TEAK ACCENT		
BLACK MATS WITH ADDED FLOOR HEAT AND NOISE INSULATION		
(1) DASH MOUNTED POWER OUTLETS AND (1) DUAL USB CHARGING OUTPUT		
FORWARD ROOF MOUNTED CONSOLE		
LH AND RH DOOR STORAGE POCKETS INTEGRATED INTO MOLDED DOOR PANELS		
(2) COAT HOOKS ON BACKWALL OF CAB		
NO UPPER BUNK	-50	-50
DIGITAL ALARM CLOCK IN DRIVER DISPLAY		
5 LB. FIRE EXTINGUISHER MOUNTED INBOARD OF DRIVER SEAT	10	
STANDARD HEATER PLUMBING WITH BALL SHUTOFF VALVES AT SUPPLY LINES ONLY		
RADIATOR MOUNTED AIR CONDITIONER CONDENSER		
PREMIUM INSULATION		
PREMIUM LED CAB LIGHTING		
REMOTE KEYLESS ENTRY AND 2 TRANSMITTERS	2	

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Description	Weight Front	Weight Rear
DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
KEY QUANTITY OF 2		
LH AND RH ELECTRIC DOOR LOCKS WITH AUTO UNLOCK FEATURE WHEN DOOR IS SET FROM OPEN TO CLOSED POSITION		
BRIGHT DOOR HANDLES		
NO MATTRESS	-20	-15
PREMIUM 2.0 HIGH BACK AIR SUSPENSION DRIVER SEAT WITH 2 AIR LUMBAR, INTEGRATED CUSHION EXTENSION, TILT AND ADJUSTABLE SHOCK	20	
BATTERY BOX MID BACK NON SUSPENSION PASSENGER SEAT		
BLACK SUSPENSION COVER FOR AIR DRIVER SEAT	2	
DUAL DRIVER SEAT ARMRESTS, NO PASSENGER SEAT ARMRESTS		
BLACK LAREDO LEATHER DRIVER SEAT COVER WITH DIAMOND STITCHED CENTER PANELS AND EMBROIDERED LOGO		
BLACK LAREDO LEATHER PASSENGER SEAT COVER WITH NO STITCH PATTERN AND NO LOGO		
3 POINT ADJUSTABLE D-RING RETRACTOR DRIVER AND FIXED D-RING RETRACTOR PASSENGER SEAT BELTS		
ADJUSTABLE TILT AND TELESOPING STEERING COLUMN		
4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS		
DRIVER AND PASSENGER INTERIOR SUN VISORS		

Instruments & Controls

STANDARD FOOT PEDAL SYSTEM	
ELECTRONIC ACCELERATOR CONTROL	
BRIGHT ARGENT FINISH GAUGE BEZELS	
STANDARD CENTER INSTRUMENT PANEL	
DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE	
INTAKE MOUNTED AIR RESTRICTION INDICATOR WITHOUT GRADUATIONS	
97 DB BACKUP ALARM	3

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	Description	Weight Front	Weight Rear
	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES		
	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
	MANUAL REMOTE ENGINE STOP/START		
	AUXILIARY POWER DISTRIBUTION MODULE FOR TEM USE, AUXILIARY EVault MOUNTED, FUSE PROTECTED		
	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY		
	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY		
	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR WITH DUST CAP LOCATED BELOW LH DASH		
	2 INCH ELECTRIC FUEL GAUGE		
	FUEL FILTER RESTRICTION INDICATOR		
	ENGINE REMOTE INTERFACE NOT CONFIGURED		
	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		
	ENGINE OIL TEMPERATURE GAUGE		
	ELECTRIC ENGINE OIL PRESSURE GAUGE		
	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER		
	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
*	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE		
	NO OBSTACLE DETECTION SYSTEM		
N	SIDE GUARD ASSIST PHYSICAL OFF SWITCH (IF EQUIPPED), TRAFFIC SIGN DISPLAY VIRTUAL OFF SWITCH (IF EQUIPPED) - (NO ACTIVE BRAKE ASSIST OFF SWITCH)		
	ELECTRONIC STABILITY CONTROL		
N	DETROIT ASSURANCE 5.0 LANE DEPARTURE WARNING SYSTEM WITH 15 MINUTE OFF TIMEOUT DASH SWITCH		
	1 QUIKFIT PROGRAMABLE MODULE (QPM/XMC) W/ (4) 20AMP FUSED RELAYS	10	

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	Description	Weight Front	Weight Rear
	GENERIC TELEMATICS PREWIRE (CONSTANT BATTERY POWER/IGNITION/GROUND/J1939); RP1226 TYPE CONNECTOR AT PASSENGER SIDE OF DASH BATTERY POWER CIRCUIT THROUGH CUT OFF SWITCH WHEN EQUIPPED TMC RP1226 ACCESSORY CONNECTOR LOCATED BEHIND PASSENGER SIDE REMOVEABLE DASH PANEL 7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY RADIO W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, WITH MICROPHONE DASH MOUNTED RADIO STANDARD SPEAKER SYSTEM NO AM/FM RADIO ANTENNA UNIDEN BEARCAT 880 FACTORY INSTALLED CB RADIO WITH 10 CHANNEL WEATHERBAND ROOF/OVERHEAD CONSOLE CB RADIO PROVISION SINGLE REMOTE SPEAKER WITH LEAD FOR 2- WAY RADIO SINGLE FIBERGLASS LH MIRROR MOUNTED CB ANTENNA WITH BRACKET AND LEAD HEADLINER MULTI-BAND ANTENNA: AM/FM/WEATHERBAND, WIFI/BLUETOOTH, GNSS/GPS INTEROPERABLE SDAR ANTENNA ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER ELECTRONIC 2500 RPM TACHOMETER DETROIT CONNECT PLATFORM HARDWARE 5 YEARS DETROIT CONNECT BASE PACKAGE(FEATURES VARY BY MODEL) DETROIT CONNECT PLATFORM 5 YEARS DETROIT CONNECT SAFETY EVENT VIEWER PACKAGE FOR DETROIT ASSURANCE DETROIT CONNECT PLATFORM IGNITION SWITCH CONTROLLED ENGINE STOP FOUR EXTRA HARDWIRED SWITCHES IN DASH, ROUTE TO BETWEEN SEATS, BLUNT CUT HARDWIRE SWITCH #1, ON/OFF MOMENTARY, 20 AMPS IGNITION POWER HARDWIRE SWITCH #2, ON/OFF LATCHING, 10 AMPS BATTERY POWER	5	
N			

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	Description	Weight Front	Weight Rear
	HARDWIRE SWITCH #3, ON/OFF LATCHING, 10 AMPS BATTERY POWER		
	HARDWIRE SWITCH #4, ON/OFF LATCHING, 20 AMPS IGNITION POWER		
	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY		
	BW TRACTOR PROTECTION VALVE		
	DIGITAL TURBO AIR PRESSURE IN DRIVER DISPLAY		
	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS		
	TWO VALVE PARKING BRAKE SYSTEM WITH DASH VALVE CONTROL AUTONEUTRAL AND WARNING INDICATOR		
	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT		
	QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH BLUNTCUTS		
*	4 EXTRA PROGRAMMABLE SWITCHES/INDICATORS		
	\$A1A0230ZZ,A1B0192ZZ,A1C0071ZZ,A1D0085ZZ		
	QUICKFIT PROGRAMMABLE INTERFACE CONNECTOR(S) UNDER CAB WITH BLUNTCUTS		
Design			
	PAINT: ONE SOLID COLOR		
Color			
	CAB COLOR A: L0894EY ORANGE ELITE EY		
	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT		
Certification / Compliance			
	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS		
Secondary Factory Options			
	CORPORATE PDI CENTER IN-SERVICE ONLY		
Sales Programs			
	NO SALES PROGRAMS HAVE BEEN SELECTED		
TOTAL VEHICLE SUMMARY			

Application Version 12.0.105
Data Version PRL-29X.026
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Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight ⁺	9514 lbs	8989 lbs	18503 lbs
Total Weight ⁺	9514 lbs	8989 lbs	18503 lbs

(+) Weights shown are estimates only.

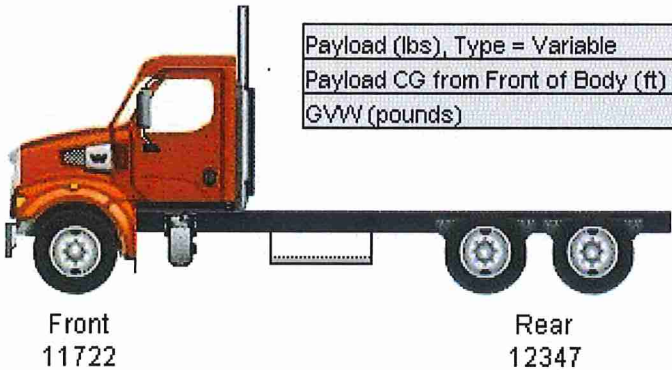
If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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TRUCK WEIGHT



VEHICLE SPECIFICATIONS SUMMARY - TRUCK WEIGHT

Model	47X
Cab Size (829).....	111.6 INCH BBC CONVENTIONAL ALUMINUM CAB
Expected Front Axle(s) Load (lbs).....	13220.0
Expected Pusher Axle(s) Load (lbs).....	0.0
Expected Rear Axle(s) Load (lbs)	46000.0
Expected Tag Axle(s) Load (lbs).....	0.0
Expected GVW (lbs)	59220
Expected GCW (lbs)	80000.0
Wheelbase (545)	5540MM (218 INCH) WHEELBASE, SFA ONLY
Pusher / Tag Axle (443).....	NO PUSHER OR TAG AXLE
Front Axle to Back of Cab (in).....	81.496
Cab to Body Clearance (in).....	3.0
Front Axle to Body (in)	84.496
Truck Configuration (AA3)	END DUMP BODY
Body Length (ft)	14.0
Body Weight (lbs)	4300.0
Body Horiz CG from Body Front (ft)	5.9
Body Front to Rear Axle(s) CL (ft).....	11.13
Driver Weight (lbs).....	500.0
Driver Horizontal CG from Front Axle (in).....	43.622
Left-Hand Primary Fuel/Hydraulic Tank (204)	90 GALLON/340 LITER RECTANGULAR ALUMINUM FUEL TANK - LH
Left Fuel Tank Horizontal CG (in).....	62.441

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Right-Hand Primary Fuel/Hydraulic Tank (206)..... NO RH FUEL TANK
 Right Fuel Tank Horizontal CG (in) 0

TABLE SUMMARY - TRUCK WEIGHT

Item	Front(s)	Rear(s)	Total
Chassis Tare	9514	8989	18503
Fuel / Oil	570	196	766
Driver	400	100	500
Dealer Installed Options	0	0	0
Accessories Total	0	0	0
Body Tare	1238	3062	4300
Truck Tare Weight	11722	12347	24069
Payload Total	0	0	0
Calculated Axle Loads	11722	12347	24069
Expected Axle Loads / GVW	13220	46000	80000
GAWR / GVWR	18740	40000	64740
Payload CG From Front of Body		7 feet	
Payload CG From Front Axle		14 feet	
Payload Distribution		Variable	
All weights displayed in pounds			

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All weights displayed in pounds			

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.



1130 73rd Avenue NE
 Fridley, MN 55432
 (763) 571-1902
 1-800-795-1902

Highway 60 East
 Lake Crystal, MN 56055
 (507) 726-6041
 1-800-722-0588

www.crysteeltruck.com

AN EQUAL OPPORTUNITY EMPLOYER

Date: 1/31/2025

Reference: REV2 1-Way Plow

Company: Steele County

Address: 3000 Hoffman Dr NW

Contact: Josh & Sean

Phone#: 507-273-6706

City: Owatonna

Email: Josh.Andrist@SteeleCountyMN.gov

State: MN, 55060

Sean.Witter@SteeleCountyMN.gov

		Chassis Estimated Delivery	
Dealer		Front Frame Extension	YES
Truck Make		Front Mount Hyd or PTO	Front Mount
Model Year	New	Air Tank Location	
Truck Model		Air Dryer Location	
CA or CT	137	Battery Box Location	
Transmission	Allison 4500-RDS 6 Speed	Exhaust clearance	
Cab Color	Orange	Def/Fuel Tank clearance	

REFERENCE: COOPERATIVE PURCHASE OF EQUIPMENT FROM STATE OF MINNESOTA

CONTRACT NO: 222959

RELEASE NO: T-863(5)

CONTRACT PERIOD: DECEMBER 1, 2022 THROUGH FEBRUARY 28, 2025

EXTENSION OPTION: Up to 21 months

1-UNIT

STATE COOPERATIVE PRICING

QTY			Price Each	Extended
	<u>1.0 Body</u>			
1	1.11	15.5' x 96" Crysteel Select HD Elliptical body Specifications: Crysteel Select Heavy Duty Elliptical Body Tandem Axle Side board style-NO FENDERS 15'6" x 96" 36" Side, Single Wall Elliptical, 3/16 AR450 56" Front, 3/16 AR450, Pressed in front brace 1/4" AR450 Floor 14" wide, 7ga 201 SS rear posts & rubrail Western I-Beam 46" Tailgate, air trip hardware, 3/16 AR450, 2H Braces, spreader chain, banjo 1.5" off set top hinge Standard FMVSS 108 LED lights Crysteel 5 year limited-Years 1,2,& 3 100% Parts and labor-Year 4 & 5 50-50 Parts	\$18,601.00	\$18,601.00
1	1.3	Air operated tailgate latch Elliptical HD TA	Standard	
1	1.4	Box Vibrator - Cougar DC-3200 12VDC Elliptical HD TA	\$1,504.00	\$1,504.00
1	1.5	Installation of body Elliptical HD TA	\$1,899.00	\$1,899.00
2	1.003	Add for 2" of Front Height (PFOB)	\$45.00	\$90.00
4	1.004	Add for 2" of Side Height (PFOB)	\$65.00	\$260.00

3	1.005	Add for 2" of Tailgate Height (PFOB) <i>**Body to have 60" Front, 44" Sides, & 52" Rear</i>	\$67.00	\$201.00
1	1.025	Receiver Tubes Welded To Underside of Body for Walk Rail Insert-SS-Tandem Axle Ellip.	\$996.00	\$996.00
1	1.031	Elliptical Folding Ladder Installed <i>**Mounted at rear of body on Driver Side</i>	\$82.00	\$82.00
1	1.038	(1) grab handle (each) <i>**Mounted by ladder on DS Rear</i>	\$136.00	\$136.00
3	1.039	(1) step (each) <i>** (2) Steps Mounted inside box by ladder on DS Rear</i> <i>*** (1) Step Mounted to the driver side front of body</i>	\$136.00	\$408.00
1	1.042	Full Rib Tailgate ILO 2H	-\$219.00	-\$219.00
3	1.058	For each extra camera for Buyers system <i>* (1) Camera mounted to top of pillar facing rear</i> <i>** (1) Camera mounted for view down wing</i> <i>*** (1) Camera mounted to top of cabshield facing inside box</i>	\$312.00	\$936.00
1	1.050	Sander fitting in front face of rear pillar, split manifold mount	\$463.00	\$463.00
1	1.064	24" Mild Steel Free Standing Cabshield adjustable height-Mild Steel uprights	\$1,733.00	\$1,733.00
1	1.069	55 Gal Reservoir-Mild Steel-Black-2" suction, in tank return line filter	\$1,624.00	\$1,624.00
1	1.071	Paint Mild steel stationary 24" cab shield w/wiper	\$697.00	\$697.00
1	1.073	(2) shovel holders in stationary cab shield uprights - Vertical	\$304.00	\$304.00
1	1.076	Add for lighted license plate bracket on free standing cab shield	\$279.00	\$279.00
1	1.078	Hard mount strobe light brackets on cab shield outer corners	\$559.00	\$559.00
1	1.081	Whelen Super LED DOT3404D 2-lamp system: (2) Micro Freedom LED, (2) 5D-400 Super LED, (2) LED B-T-T, (2) BU lights, in stainless housings	\$3,105.00	\$3,105.00
1	1.085	Installation of SS Whelen Light Boxes into Rear Pillar <i>**91" Center to Center</i> <i>***Mounted so that lights sit higher than the tarp</i>	\$285.00	\$285.00
1	1.097	(1) set tandem axle poly fenders w/o lights M4001B <i>** Mounted to Dump Body and not to the Frame of truck</i>	\$2,004.00	\$2,004.00
1	NCI	Aero 550E Asphalt Tarp system with Aero Weighted Tarp <i>**Tarp installed with short arms above pre-wet tanks with side mounted springs</i> <i>***Make sure that tarp is adjusted at the shop so that when it is rolled up both sides of the tarp roll up evenly</i>	\$3,457.00	\$3,457.00
1	NCI	Minimizer Tear Away Mudflap brackets at rear	\$418.00	\$418.00
<u>1.0 Finish Paint</u>				
1	1.20	Shot blast, seal and paint 15'-15.5' 1 color <i>** Orange to Match Cab</i>	\$4,765.00	\$4,765.00
<u>1.0 Undercoat</u>				
1	1.26	Undercoat underside 15-15.5' box	\$671.00	\$671.00
<u>2.0 Hoist</u>				
1	2.1	Installation of Roller Combo TA hoist	\$1,220.00	\$1,220.00
1	2.2	RC690 Roller Combo Hoist w/greaseable hinge	\$7,107.00	\$7,107.00
1	2.4	RCTA-Central Grease Bank	\$403.00	\$403.00
1	2.5	RCTA-Composite rear hinge ILO greaseable	\$474.00	\$474.00

NOTE: Installation of box to be set back 18" from back of tire				
<u>3.0 Scraper</u>				
1	3.1	Installation of 4500-FX - underbody plow only	\$3,568.00	\$3,568.00
1	3.3	Monroe 4511 FX Under Body Scraper 00173429I	\$14,488.00	\$14,488.00
1	3.11	FX-Add for moving driver side fuel tank out and up for scraper install	\$1,074.00	\$1,074.00
NOTE: *Add Notch to Discharge End of Scraper Per Steele County **Mount Scraper As High As Possible				
<u>4.0 Wing</u>				
1	4.1	Installation of Double Function Wing Plow NOTE: Rear Mounted Wing	\$3,839.00	\$3,839.00
1	4.3	MLDBD ASSY,WING,9PWMB,TPR -- CE KIT,9',.625x8.0,TPCS	\$4,033.00	\$4,033.00
1	4.36	DFW-PUSHARM ASSY,LPA/UPA,3.0 SCH40,72.875	\$1,194.00	\$1,194.00
1	NCI	DFW-MOUNT ASSY,REAR,RH,PUSHARM,ND,2-PC,1-HOLE NOTE: Custom Built to Josh @ Steele County's specifications	\$2,562.00	\$2,562.00
1	NCI	DFW-MTG ANGLE,WING,REAR MOUNT,LH,ND	\$65.00	\$65.00
1	4.48	DFW-MONROE-WING,PW,316,TPR,PARA - RH FRONT MOUNT KIT-NO TRIP/TE	\$9,506.00	\$9,506.00
1	4.66	DFW-(1) wing light installed 605-1492100	\$339.00	\$339.00
1	4.69	DFW-Whelen WPLOW1A Rear Facing Wing Strobe	\$507.00	\$507.00
<u>5.0 Front Hitch</u>				
1	5.1	Installation of front hitch	\$2,823.00	\$2,823.00
1	5.2	Added installation cost for power reversing plow	\$570.00	\$570.00
1	5.5	MC7090 non-tilt low profile w/fold flat lift arm 00054392 Jaw Style	\$3,234.00	\$3,234.00
1	5.20.	(2) side plates of 3/4" material	\$790.00	\$790.00
1	5.28	4" x 10" DA lift cylinder 05002953	\$745.00	\$745.00
<u>6.0 Plows</u>				
1	6.102	MTE MC6000 quick hitch-2.0 OSC-Bolt On - 00012721i	\$1,969.00	\$1,969.00
1	6.127	Boss LED, Heated plow lights w/harness, w/Factory Plow Light Pkg (add mounting brackets)	\$1,101.00	\$1,101.00
1	6.130.	Fender mount plow light brackets	\$406.00	\$406.00
1	6.132	LED plow light brackets	\$485.00	\$485.00
1	6.1	Monroe MP312 Full Moldboard Trip 2-Chain Lift FA	\$12,218.00	\$12,218.00
1	6.2	Reversing table ILO of fixed, 4 attach points,3" DA cylinders	\$1,976.00	\$1,976.00
1	6.12	MP312-JACK KIT,PARKING,REMOVABLE - SCREW ADJ	\$248.00	\$248.00
1	6.19	MP312-MARKERS,36"ORANGE WITH HARDWARE,NO CABLE	\$156.00	\$156.00
12	6.21	MP312-12" X 3/8" 2-PLY RUBBER BELT INSTALLED - PER FOOT OF PLOW	\$56.00	\$672.00
<u>7.0 Pup Hitch</u>				
1	7.1	Installation of 3/4" Pull Plate	\$1,327.00	\$1,327.00
1	7.2	Hitch plate assy-D-rings, Gussets, Plug, Gladhands	\$775.00	\$775.00
1	7.0.	Provide electric and air to rear of truck (chassis must have a tractor package at the end of the frame)	\$893.00	\$893.00
1	7.3	Pup Hydraulic Line 1" with Quick Couplers & dust caps to rear plate, switch in cab for air tailgate	\$1,055.00	\$1,055.00
1	7.6	Buyers Air cushioned Pintle Hitch PH50AC NOTE: Pintle Height of 22"	\$534.00	\$534.00
<u>8.0 Sander</u>				
1	8.1	Installation of Under Tailgate Sander	\$1,855.00	\$1,855.00

1	8.7	SPREADER,UT,MS969-OW/DD-DD,304	\$7,713.00	\$7,713.00
1	8.10.	UTS-SPINNER ASSY,TGT,LH,304,POLY DISC,SEAL SAVER	\$1,490.00	\$1,490.00
1	8.11	UTS-SPEED SENSOR IN DRIVE MOTOR,100 PPR ADD	\$694.00	\$694.00
1	8.17/8	UTS-SHIELD WLDMT,TGT,MS-UT,RH/LH,304	\$844.00	\$844.00
1	8.22	UTS-(1) 4" LED sander light installed 605-1492110	\$339.00	\$339.00
8.0 Sander				
1	8.1	Installation of Cross Conveyor Sander	\$3,523.00	\$3,523.00
1	8.3	SPREADER,CC,MS10318,18.0,VBELT,RR BELT CC,RH DR,304	\$17,929.00	\$17,929.00
1	8.7	MCC-CHUTE KIT,BERMING,MS10318,304 CC,CROSS CNVR,TGT	\$178.00	\$178.00
1	8.14	MCC-SANDBAG LATCH KIT,18,CROSS CNVR - POWDER BLACK	\$359.00	\$359.00
1	8.15	MCC-VALVE KIT,CC,REVERSE & STOP,INCLUDES:HOSES,FITTING & VALVE	\$1,104.00	\$1,104.00
9.0 HYDRAULICS				
1	9.006	8 Functions-6100EX Electric Controlled-INSTALLED	\$34,933.00	\$34,933.00
1	9.009	6100 - Scraper Kit -- (Auto Reverse Lift - Accumulator)	\$2,895.00	\$2,895.00
1	9.010.	6100 - Wing Kit -- (Lock Valves - Counterbalance Valve)	\$448.00	\$448.00
1	9.011	6100 - Add for Pup Valve Section	\$2,053.00	\$2,053.00
1	9.012	6100 - Add for Seat Mount Option	\$593.00	\$593.00
1	9.015	6100 - Add to Upgrade to a 5 Stick Ultra Control	\$2,405.00	\$2,405.00
3	9.041	6100 - Add for Adapter harness for Camera	\$100.00	\$300.00
1	9.17	S2-TSM17-L219-AC-DN-SS Temp/Level Sensor 158 Degree F w/ Slosh Shield	\$182.00	\$182.00
1	9.055	6100 - Add for 2 Ported 1/2" Stucchi Multi Coupler Plate (42Z04080801C)	\$1,123.00	\$1,123.00
1	9.056	6100 - Add for 2 Ported Parking Station (815606271)	\$345.00	\$345.00
		**For front Plow		
1	9.057	6100 - Add for 4 Ported 1/2"Stucchi Multi Coupler Plate (42Z06080801C)	\$1,612.00	\$1,612.00
1	9.058	6100 - Add for 4 Ported Parking Station (815606283)	\$355.00	\$355.00
		**For Wing		
10.0 Air Bag				
NO AIR BAG/TIMBREN QUOTED				
11.0 Anti-Icing				
NO ANTI-ICING EQUIPMENT QUOTED				

Total Package Price

\$210,886.00

PRICES SHOWN DO NOT INCLUDE ANY APPLICABLE TAXES OR FEES

Cost Per Loaded Mile for Delivery:

\$4.00

Starting Point:

Lake Crystal, MN

*A WRITTEN PURCHASE ORDER MUST BE RETURNED SPECIFYING PURCHASE OF THIS EQUIPMENT OFF THE STATE OF MINNESOTA COOPERATIVE PURCHASE CONTRACT

*NO EXHAUST WORK INCLUDED FOR TRUCKS WITH NEW EMISSION CONTROL EXHAUST SYSTEMS. EXHAUST SYSTEMS CANNOT BE MODIFIED.

*ALL LABOR COSTS ARE BASED ON INSTALLING EQUIPMENT ON A TRUCK CHASSIS WITH ALL TRUCK ITEMS OUT OF THE WAY FOR EQUIPMENT INSTALLATION. IF CRYSTEEL HAS TO MOVE FUEL TANKS, AIR TANKS, AIR DRYER, ETC. EXTRA CHARGES MAY APPLY

Vendor Name:	Crysteel Truck Equipment-Lake Crystal
Contact Person:	Josh Miller
Street Address:	52248 Ember Rd
City, State, Zip:	Lake Crystal, MN 56055
Phone #:	(507) 726-6041
Toll Free #:	(800) 722-0588
Email Address:	jmiller@crysteeltruck.com



1600 Hwy 55E Buffalo MN, 55313
Phone: (763) 682-2200
Fax: (763) 682-6141
Cell: (763) 286-3658
Email seth@welters.net

Today's Date: 1/29/2025

Contract Release: T-632(5)
Contract Number: 246981 Edney
Vendor Number: 0000193702 Trueman

Sales Contact
Seth Strehler

Quote Expires
State Contract
3/31/2025

Quote for : Steele County Highway Dept
Schulte XH1500 Series 5

Part #	Qty.	Description	Price
C350-100	1	Basic Unit XH Series 5	\$ 23,663.00
C350-200	1	15' Option (Required)	\$ 18,234.00
S000-160	1	Safety Light Kit (Required)	\$ 876.00
C350-715	1	CW Rotation on Center, 1000 RPM (Std. Rotation)	\$ 7,695.00
C350-180	1	Trailing Hitch CV STYLE	\$ 1,088.00
C000-500WG	1	Precision Hitch	\$ 860.00
340-648WG	1	CV Shaft, 1000 RPM	\$ 1,557.00
C350-805	1	Independent Double Acting Hose Kit	\$ 415.00
C350-450	1	2 Blade Pan Kit-CW Schulte Super Suction Updraft 4" Blades	\$ 451.00
C350-820	1	Main Deck Walking Axle (Axles Included)	\$ 2,337.00
C350-820	1	Wing Walking Axle (Axle Included)	\$ 2,337.00
210-182FWG \$917.00 Each	8	Foam Filled Aircraft Tire (29 x 9-15/16 Ply)	\$ 7,336.00
C350-NA10	1	North American Destination Kit	\$ 67.00
C302-830	1	ISO Couplers	\$ 61.00
C350-880	1	Right Hand Gauge Wheel Kit	\$ 904.00
C350-885	1	Left Hand Gauge Wheel kit	\$ 904.00
C306-305	1	Flex Arm Mount	\$ 205.00

Sub Total	\$ 68,990.00
32% Government Discounts	(\$22,076.80)
Schulte Rebate Program	\$ (2,000.00)
Total	\$ 44,913.20
Factory Assembly	\$ 400.00
Inbound Freight	\$ 1,027.50
Dealer Setup/PDI	\$ 477.00
Tax	ST3 Form
XH1000 Series 5 Total	\$ 46,817.70

Approve here to accept order Date PO#



Steele County Agenda Item

Request for Board Action

Subject: Steele Energy Station Personal Property Tax Exemption Request – Resolution of Support

Department: Administration Office

Committee: Land Use & Records

Committee Meeting Date: March 13, 2025

Work Session Date: Enter a date.

Board Meeting Date: February 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☒ Yes ☐ No

Policy Committee Recommendation:

Committee recommends bring to the Board for approval

Recommendation:

Approve a Resolution of Support for the Steele Energy Station Personal Property Tax Exemption Request.

Background (*Including Budget Impact*):

The personal property tax exemption for natural gas fired generation equipment is common in Minnesota. Since 2000, the legislature has granted more than 20 personal property tax exemptions for generation projects (see attached list). **The exemption does not apply to the entire value of the facility - only the generating equipment - so land, buildings, other electrical equipment are still added to the local tax base.**

With support from Steele County and the City of Owatonna, the legislature approved a personal property tax exemption for SMMPA's Owatonna Energy Station (OES). Commercial operation began in 2018, SMMPA now in 2024 makes an annual property tax payments of approximately \$66,000 to the City of Owatonna, \$51,000 to Steele County, and \$40,000 to the Owatonna Public Schools. While estimates are not yet available, it is reasonable to assume that the proposed Steele Energy Station will provide similar property tax benefits to these three taxing jurisdictions.

The personal property tax exemption would place the new Steele Energy Station on a level playing field with other similar natural gas fired plants in Minnesota and help keep SMMPA's wholesale prices competitive with other utilities.

Attachments:

Resolution

SES Tax exempt Memo and

Power Plant Tax Exemption Map



STEELE COUNTY RESOLUTION

SUPPORTING SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY'S REQUEST FOR LEGISLATION EXEMPTING THE STEELE ENERGY STATION (SES) FROM PERSONAL PROPERTY TAX

Department: Administration Office

Date: 2/25/2025

Resolution No: 2025-014

WHEREAS, Southern Minnesota Municipal Power Agency (SMMPA) is constructing a combustion turbine generation facility fueled by natural gas with an expected capacity of 49 Megawatts {the "Project"}; and

WHEREAS, the Project is proposed to be constructed on the on the western edge of Owatonna with construction expected to commence in 2026; and

WHEREAS, the Project will provide construction employment during the construction of the new electric generating facility; and

WHEREAS, the Project will provide additional full-time employment opportunities in the City of Owatonna once it is completed; and

WHEREAS, the Project will provide wholesale electricity to benefit the 17 Members of SMMPA including the City of Owatonna, with a facility fully capable of operating in the existing Midwest Independent System Operator (MISO) market; and

WHEREAS, the Project will not only provide enhanced reliability for SMMPA Members, but also will be designed to, in combination with the existing Owatonna Energy Station, furnish backup and emergency power service to the City of Owatonna in the event of transmission emergencies or outages; and

WHEREAS, the Project will provide in lieu of real property tax revenues on the parcel, and the investment by SMMPA will increase the in lieu of real property tax value; and

WHEREAS, the Minnesota Legislature has granted personal property tax exemptions to more than twenty proposed power plants in Minnesota since 2000, and as a result, personal property tax exemptions are critical to be competitive with other existing and proposed plants that have received an exemption in Minnesota.

NOW, THEREFORE, BE IT RESOLVED, Steele County, acting by and through its County Board, resolves:

1. That the construction of a 49 MW combustion turbine electric generation facility using natural gas in the City of Owatonna would provide reliability and other economic benefits with no material adverse impact on county governmental services; and

2. That the County supports an amendment to the Minnesota property tax statutes exempting the Project's electrical generation equipment from personal property taxes, taxing only its real property value via in lieu of taxes based upon the real property tax rate structure. Such an amendment would result in taxation similar to other previously exempted electric generation projects in Minnesota.

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

Dated this 25th 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 25th day of February 2025.

ATTEST

MEMORANDUM

DATE: January 27, 2025

TO: Roger Warehime, Owatonna Public Utilities

FROM: Joseph A. Hoffman, Director of Agency and Government Relations & CEO

RE: Steele Energy Station Personal Property Tax Exemption Request

The Southern Minnesota Municipal Power Agency is seeking a personal property tax exemption for a new 49 MW power plant to be built on the west side of Owatonna.

Background on Personal Property Taxes

In the early 1970s, the State of Minnesota ended collection of personal property taxes on nonutility businesses. However, utilities continue to be taxed on personal property.

The personal property tax exemption for natural gas fired generation equipment is common in Minnesota. Since 2000, the legislature has granted more than 20 personal property tax exemptions for generation projects. The exemption does not apply to the entire value of the facility - only the generating equipment - so land, buildings, other electrical equipment are still added to the local tax base.

Owatonna Energy Station

In 2017, with the support of the City of Owatonna and Steele County, the legislature approved a personal property tax exemption for SMMPA's Owatonna Energy Station (OES). For OES, which began commercial operation in 2018, SMMPA now makes an annual property tax payments of approximately \$66,000 to the City of Owatonna, \$51,000 to Steele County, and \$40,000 to the Owatonna Public Schools. While estimates are not yet available, it is reasonable to assume that the proposed Steele Energy Station will provide similar property tax benefits to these three taxing jurisdictions. The personal property tax exemption would place the new Steele Energy Station on a level playing field with other similar natural gas fired plants in Minnesota and help keep SMMPA's wholesale prices competitive with other utilities.

All SMMPA Members Benefit

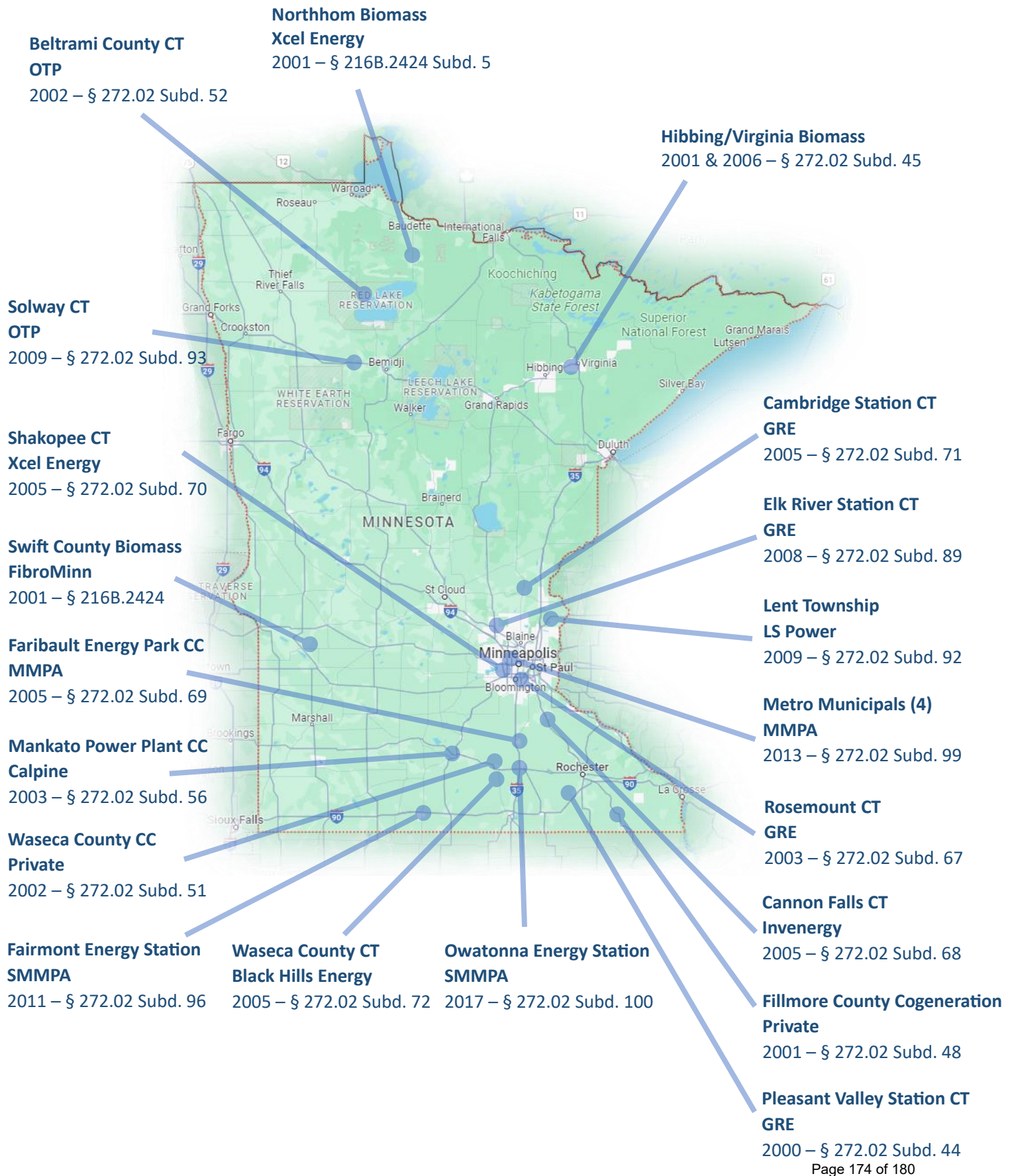
Our members generally view having a natural gas power plant in their community as a sought-after asset due to the resulting construction benefits, property taxes, job creation, and local electric system reliability. The personal property tax exemption is a way for the host community,

in this case, Owatonna, to share some of these benefits with the other 16 SMMPA member communities.

Our Respectful Request

SMMPA is seeking resolutions from the Owatonna City Council and the Steele County Board in support of a personal property tax exemption for the Steele Energy Station.

Approved Property Tax Exemptions for Attached Machinery and other Personal Property at Newly Constructed Power Plants (2000-2025)

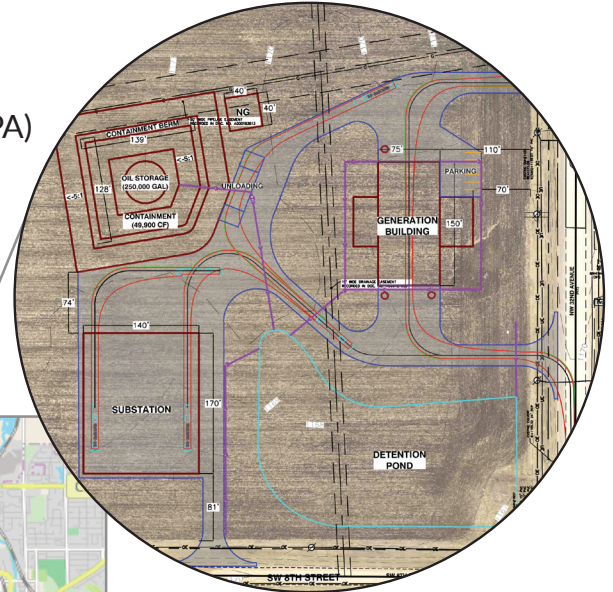


STEELE ENERGY STATION

Southern Minnesota Municipal Power Agency's New Power Plant

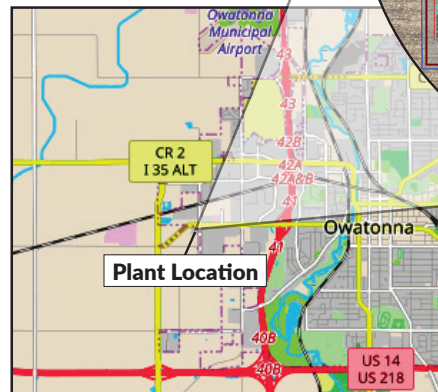
OVERVIEW

The Southern Minnesota Municipal Power Agency (SMMPA) is excited to announce the construction of a new 49 MW natural gas combustion turbine power plant on the west side of Owatonna. This facility will be known as the Steele Energy Station (SES).



BENEFITS

- Local Construction
- Property Taxes
- Job Creation
- Electric System Reliability
- Enables Transition to Renewable Energy
- Dual-Fuel Availability



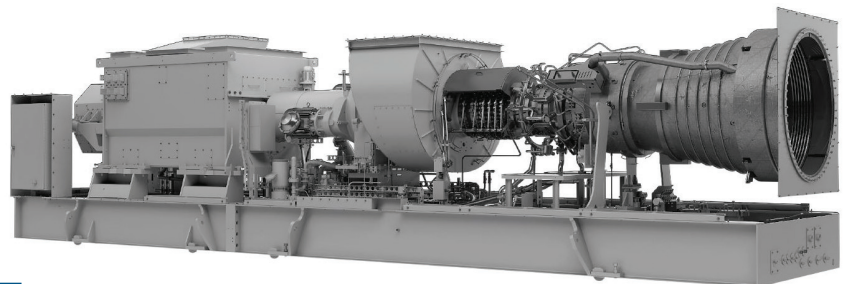
LOCATION & SITE PLAN

NW 32nd Ave. & SW 8th St.

TECHNOLOGY

Natural Gas Turbine Generator Set

- High Efficiency, Low Emissions
- Hydrogen Flex-Fuel Ready



FACILITY APPEARANCE

While SES is in the early design stage, the facility may have a similar exterior appearance to the existing Owatonna Energy Station.



For more information, contact Joe Hoffman at
(507) 292-6427 or ja.hoffman@smmpa.org



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

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

Tuesday, February 11, 2025 at 8:00 a.m. – Public Works Conference Room

Attendees: Commissioner Krueger, Commissioner Prokopec, County Engineer Paul Sponholz, Four Seasons Director Steve Schroht, Assistant County Engineer Jackson Knudson, Highway Maintenance Supervisor Kevin Lindquist, Interim Highway Maintenance Supervisor Sean Witter, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving an agreement with Summit Township and Clinton Falls for replacement of a township bridge pending state aid.

General:

2. Committee recommends adopting a resolution to approve and accept Steele County Highway Right-of-Way Plat No. 23.
3. Committee recommends bringing to the full Board the request to order equipment listed on the Highway 2026 Capital Improvement Plan, including two tandem dump and plow trucks and their appurtenant equipment and one wing mower do to long lead times.

Information:

Highway:

- Scissors Lift Grant - The application for the Scissors Lift Grant is on the Board agenda for the 2-11-2025 meeting. The plan is to split any additional cost for the lift with facilities department.
- Bridge Prioritization Resolution - The Bridge Priority Resolution is on the Board agenda for the 2-11-2025 meeting. The revisions are needed as bridges are identified for immediate repair. All repairs are subject to funding from the MnDOT bridge repair fund.
- Dodge County Wind, LCC Road Use Agreement – The Road Use agreement is being finalized. The County Attorney has reviewed the agreement. Most of this project is in Dodge County, but with regard to the road impacts in Steele County, language is being added to ensure that damage, wear and tear caused by construction traffic is corrected to pre-construction conditions.

- CSAH 46 No Parking Request – Steele County is looking at the possibility of the school or organization to file for event permits to park on this road during sporting events. This is similar to what they do for the Fourth of July parade. If this is not a viable option, the board will need to decide on how to proceed.
- MnDOT Request Regarding Ellendale-Beaver Lake Trail - MNDot will be working on Hwy 30 through Ellendale. They were requested to add a bike lane. They are looking at an expanded shoulder and wanted to know if Steele County would be adding a bike lane on Hwy 28 to Beaver Lake. At this time, Hwy 28 is on schedule to be resurface. The cost of adding onto the shoulder of the road is not currently budgeted. Highway can't delay the resurfacing of this road because of its poor condition. Highway can look for future funding but this bike lane would be years out if at all.
- 2024-2025 Landfill Contracts - Steele County will be notifying the waste haulers that Steele County will be exercising the right not to automatically renew these contracts. Landfill, Finance and Administration will be updating the terms of the agreements and reviewing the rate structure to make sure it will support the future of the landfill. Once the new form of the agreement is ready, the county will contact the haulers who are currently under contract with the new information.
- Project updates
 - a. Public Information Open House Meeting was held on January 30, 5:00-7:00 p.m. Havana Township Hall for CSAH 2/CSAH 43/CR 180/CR 171 Intersection Improvement. There was good input from those who attended.
 - b. CSAH 48/18th Street Rail Crossing. Still working on the agreement. Meeting with the Attorneys this week on Thursday.
 - c. East Side Corridor. Environmental study is almost done. Will soon be turned over to the state for review. Then there will be a focus on the noise analysis.
 - d. Landfill Demo Relocation. Contractor is ready to start.

Department Head Reports

Four Seasons: Closing out the winter ice season. The good weather has allowed to play every game and no rescheduling. Spring ice is booking up.

Highway: Short another engineer tech.



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

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

Thursday, February 13, 2025 at 8:00 a.m. – Steele County Boardroom

Attendees: Commissioner Glynn, Commissioner Abbe, County Assessor Brian Anderson, PT&E Director Jennifer Mueller, Finance Director Candi Lemarr, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent:

1. Committee recommends approving the updated Abatement Policy & Procedure

General:

2. Committee recommends sending a letter supporting SMMPA's request for a personal property tax exemption for the new Steele Energy Station.

Information:

Commissioner Abbe requested additional information regarding the estimate of taxes payable for the Hospice House. The property was re-classified for taxes payable in 2025 from tax exempt to commercial, resulting in an anticipated increase in taxes payable from \$600 to \$55,000. The property has been vacant since December 2023 and therefore its use no longer qualified as an exempt use. The Hospice Board was made aware in December of 2023 that for the upcoming tax season the home would be considered commercial and would be subject to full taxes unless by July 1, 2024, it filed the paperwork to show that qualifying activity had resumed on the property. The facility is currently not under lease but in negotiations with another non-profit hospice organization that could qualify for an exemption for taxes payable in 2026. The Steele County Assessor is reaching out to other counties to see if there are any opportunities to reclassify a property outside of the statutory timelines. At this time, pursuing a claim in tax court may be the only option available for the landowner.

Department Head Reports

Administration: Nothing to report.

Assessor: Finalizing values: Ag 0%, Commercial -- 8% - 10%; Industrial 5% - 7%; residential 5% - 7%; Rural Residential 8% - 12%. Quintile is coming up.

Finance: Single audit has started. Waiting for the finance position to be rerated so they can start recruiting.

PT&E: Working on Tax calculation. Tax forfeiture: DNR is purchasing the summit property. Published notice of sale for property by Perkins.



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

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

Tuesday, February 18, 2025 at 8:00 a.m. – Board Room

Attendees: Commissioner Prokopec, Commissioner Krueger, Sheriff Lon Thiele, EM&S Director Kristen Sailer, Community Corrections Director Tim Schammel, Public Health Director Amber Aaseth, Finance Director Candi Lemarr, Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Consent Agenda

Committee recommends appointing Kimberly Britt to the Steele County Community Corrections Advisory Board.

Committee recommends approving the annual Equitable Sharing Agreement and Certification and authorize the chair to sign.

Committee recommends approving the updated change in Social Media Guidelines by turning off Facebook comments when posting.

The committee discussed the opportunities associated with using a variety of social media outlets for communication purposes. Fry will bring this topic to the department head meeting for additional discussion. Commissioner Prokopec indicated that OPU has a staff member who works on the utility's communication plan. He mentioned that the county may benefit from having a person dedicated to communications.

Department Head Reports

Administration: Recommend reading through AMC updates.

Community Corrections: Update was given on MRRA (MN Rehabilitation and Reinvestment Act) – New law in 2023 Probation Reform. An inmate can go through programing to earn early release credits. Once released to Community Corrections, they can earn credits through programming to reach abatement (unsupervised) even if the programming is unrelated to the behavior that may have contributed to their offense. There is still a determination on what happens when someone on abatement does something wrong, namely, whose jurisdiction do they fall under.

County Sheriff: County Sheriff will be attending an FBI LEEDA conference paid in full by LEEDA.

Emergency Management: Kirsten is working on the end of year and start of year reporting for OSAH and MCIT. She attended a Homeland Security Conference last week.

Public Health: Amber encouraged staff to attend the Jasmine Brett Stringer presentation entitled, "Seize your Well Being" that will be at the Community Building at 9:30 a.m. Wednesday, February 19. A blood drive will

be held on March 19th at the Community Center. Public Health staff are working through transition of elderly services.