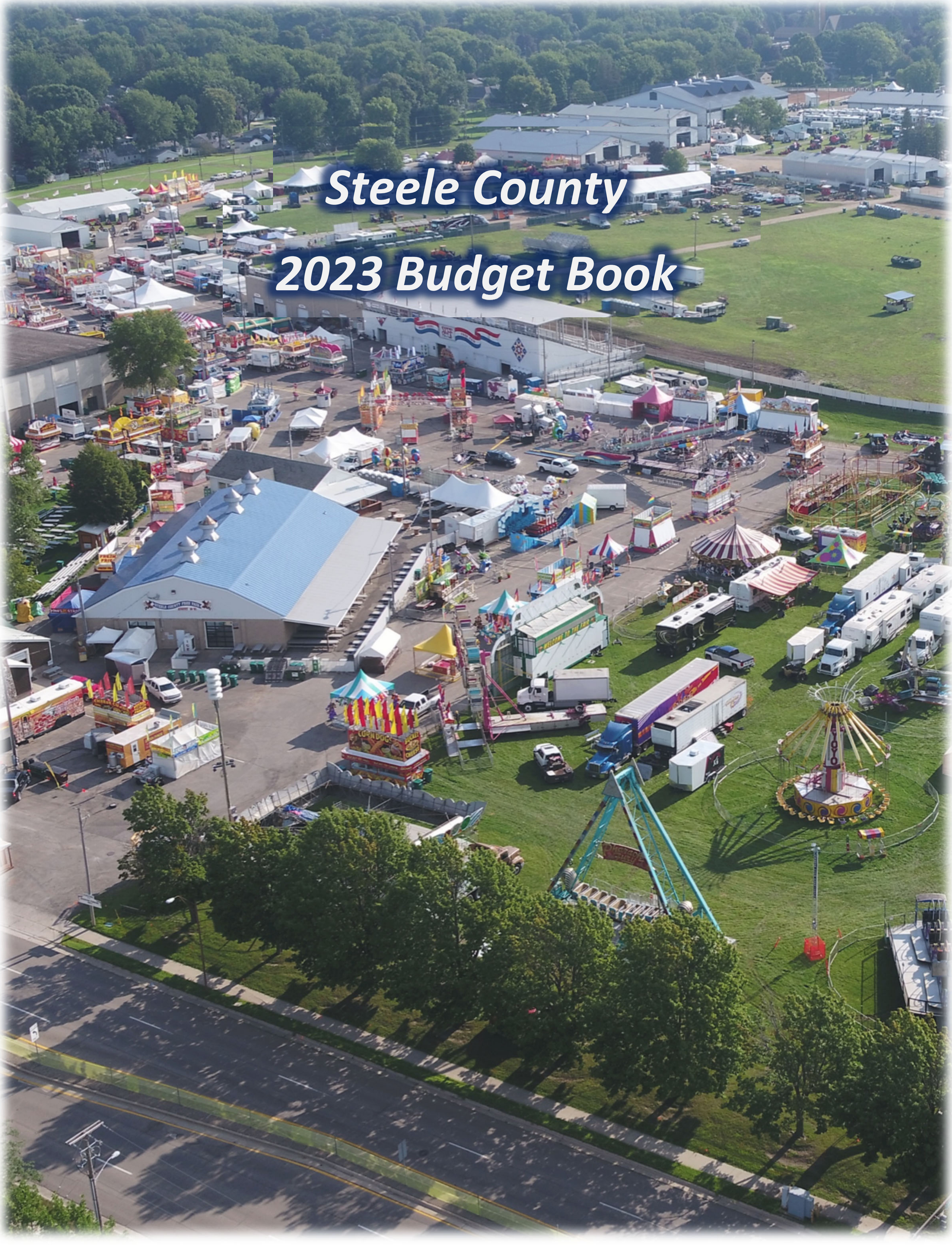
Steele County
2023 Budget Book



Mission Statement

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

Vision Statement

First in Service. First in Stewardship.
The County of choice…today and tomorrow.

Report Prepared by:

Steele County Administration and Finance Office

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Introduction

STEELE COUNTY
Administration

Administration Center
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P.O. Box 890
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507-444-7400

Scott Golberg- Administrator | **Julie Johnson-** HR Director

December 16, 2022

To the Honorable Board of Commissioners and Residents of Steele County:

Steele County's 2023 budget and tax levy were established on December 13, 2022. The final budget is $62,542,893 and a property tax levy of $28,021,403. This is a 3.6% increase in the net property tax levy compared to the 2022 budget. The budget increase is primarily due to capital improvement projects slated for 2023, as well as identified priorities for cyber security and public safety resources.

The creation of the 2023 budget was the result of a process over several months that took into consideration a multi-year perspective, the resources available, and the services that are mandated or desired. Steele County's budgeting process is truly a team effort amongst the Finance Director (lead person), Administrator, Department Heads, and the Board.

The 2023 budget balances community needs with taxpayer ability to pay and continues the longstanding Steele County tradition of responsible spending. The County has focused resources on a strategic capital improvement plan that includes more capital expenditures in 2023 using some reserves from recent federal funding sources. State revenue continues to lag behind program costs, so continued efforts on innovation and efficiencies are required to keep the property tax levy manageable. In addition, partnerships and collaborations in which Steele County are actively involved continue to see financial challenges in keeping up with technology, service delivery changes, a changing demographic, state cost shifts and aging infrastructure. These indirect challenges also impact the 2023 levy as Steele County is often obligated to fund according to pre-established agreements.

The 2023 budget:

- Adjusts for funding changes in state program aid, grants, and revenue reductions.
- Preserves the County's strong financial standing.
- Addresses the most needed capital expenditures and creates a responsible 5-year plan to address future capital expenditures.
- Utilizes appropriate funding sources for operations and capital projects to alleviate future budgeting challenges (i.e. levy and fund reserves).

Steele County's services are made possible through the dedicated leadership of the Steele County Board of Commissioners and county staff working together to provide quality public services in a fiscally responsible manner. On behalf of the Steele County Department Heads, we appreciate your guidance and support in the development of the 2023 budget.

Sincerely,

Scott Golberg
County Administrator

About Steele County

Located in southern Minnesota, Steele County offers a unique composition of agriculture crops/livestock, a flourishing commercial/industrial sector, and a wide variety of parks and recreational activities. The County was officially organized on February 20, 1855, and named in honor of Franklin Steele, a St. Anthony governmental contractor and a man of prominence. The original boarders included present day Waseca County, but reorganization in 1856 established the boundaries recognized today. The total area encompasses 432 square miles, running 24 miles long and 18 miles wide. The estimated 2021 population was 37,559 according to the Minnesota State Demographic Center.

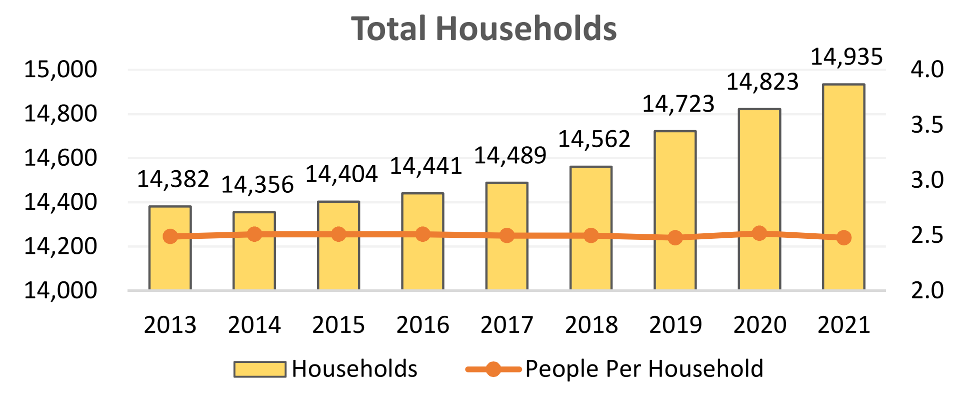
A total of four cities (Owatonna, Blooming Prairie, Ellendale and Medford) and thirteen townships (Aurora, Berlin, Blooming Prairie, Clinton Falls, Deerfield, Havana, Lemond, Medford, Meriden, Merton, Owatonna, Somerset and Summit) are located within the County.

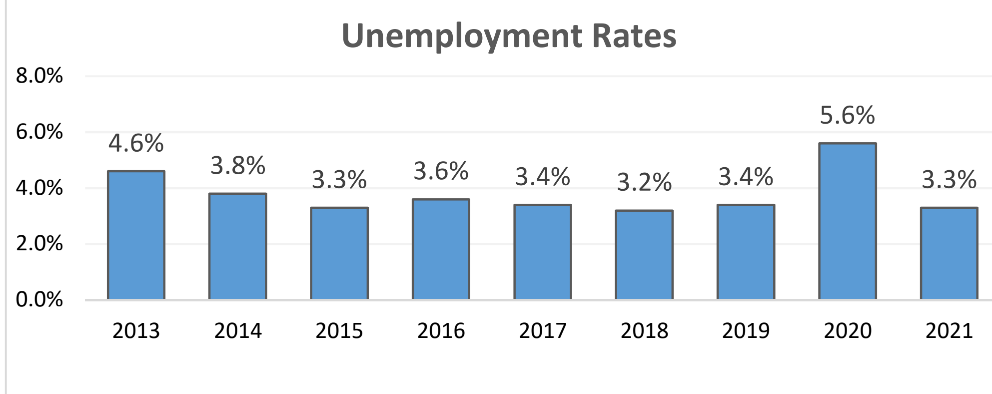
Steele County offers a rich blend of both urban and rural populations. Much of the landscape is comprised of agricultural farmland but the County also boosts a diversified number of commercial and industrial businesses. According to the Owatonna Chamber of Commerce, Steele County has one of the highest concentrations of manufacturing jobs in Minnesota – more than double the state average. Major employers of the County include: Viracon (architectural glass), Federated Insurance (business insurance provider), Truth Hardware (window hardware manufacture), Owatonna School District 761 (public education), Bosch (tool manufacturer), Cybex (commercial fitness equipment), Daikin Applied (HVAC manufacturer), Wenger (music and theater equipment), Cosco distribution center (distribution center for wholesale store), Josten's (recognition merchandise), and Cabela's (outdoor sporting goods store). Many industries find the County's location convenient with the intersection of Interstate 35 and State Highway 14 allowing quick access to the surrounding areas including Waseca, Albert Lea, Mankato, Faribault, Rochester and the Twin Cities metropolitan area.

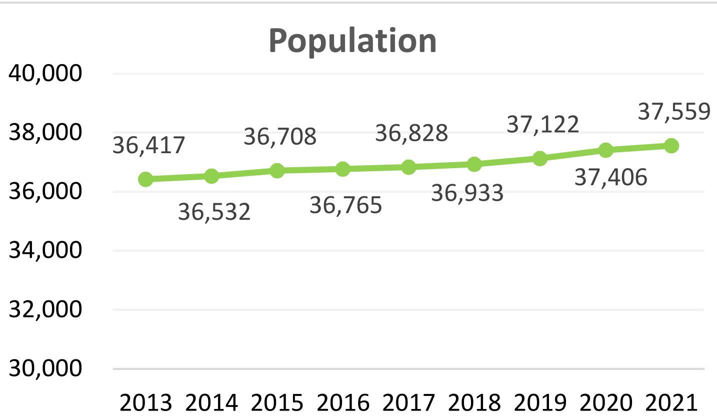
The County also boosts numerous recreational activities. Whether a runner, walker, biker, or cross county skier there are miles of trails available, including a mountain bike trail system. Parks located across the County offer everything from playgrounds, baseball/softball fields, natural springs, volleyball courts, disk golf, skating, archery range, horseshoes, fishing, beaches and swimming. Other recreational activities located across Steele County include the Four Seasons Center, River Springs Water Park, public library, two breweries, bowling alley, movie theater, tennis center, reptile zoo, village of yesteryear, various fitness centers, shopping centers, four golf courses, mini golf, and 175 miles of groomed snowmobile trails that connect with five adjoining counties.

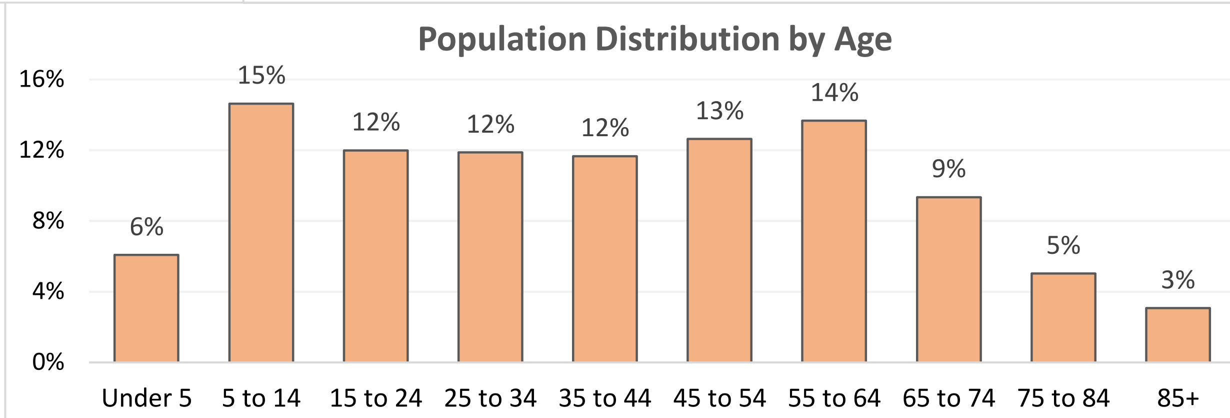
Owatonna is also home to the Steele County Free Fair, the largest county fair in Minnesota. The fair boasts over 100 food and drink vendors from more than 25 states and Canada, over 40 midway rides, free entertainment, and grandstand events. The Steele County Free Fair was named "One of the Top 200 Events in North America" by the Special Events Directory and Events Business News. The 2023 free fair is set to take place from August 15-20.

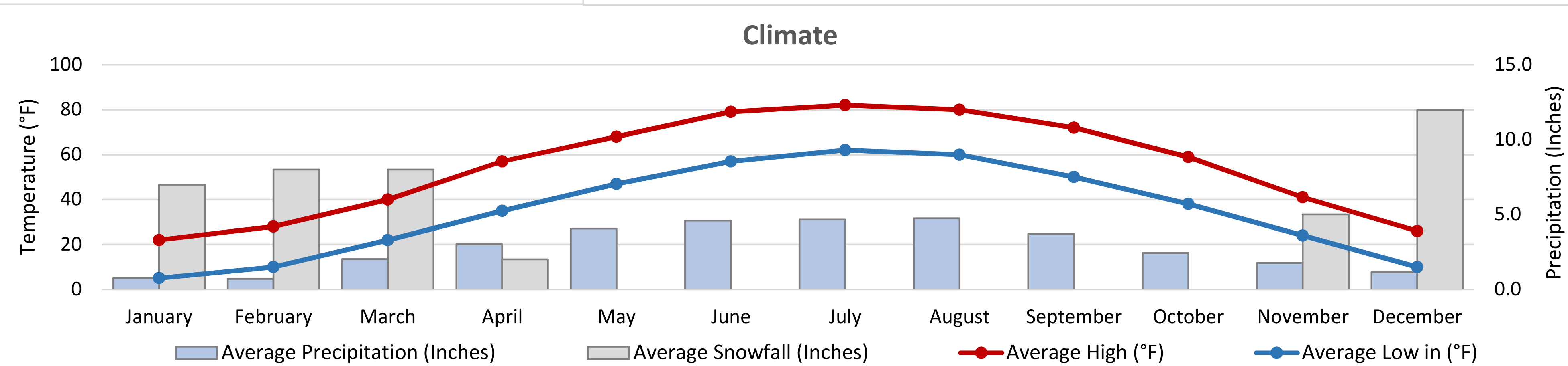
Steele County Profile





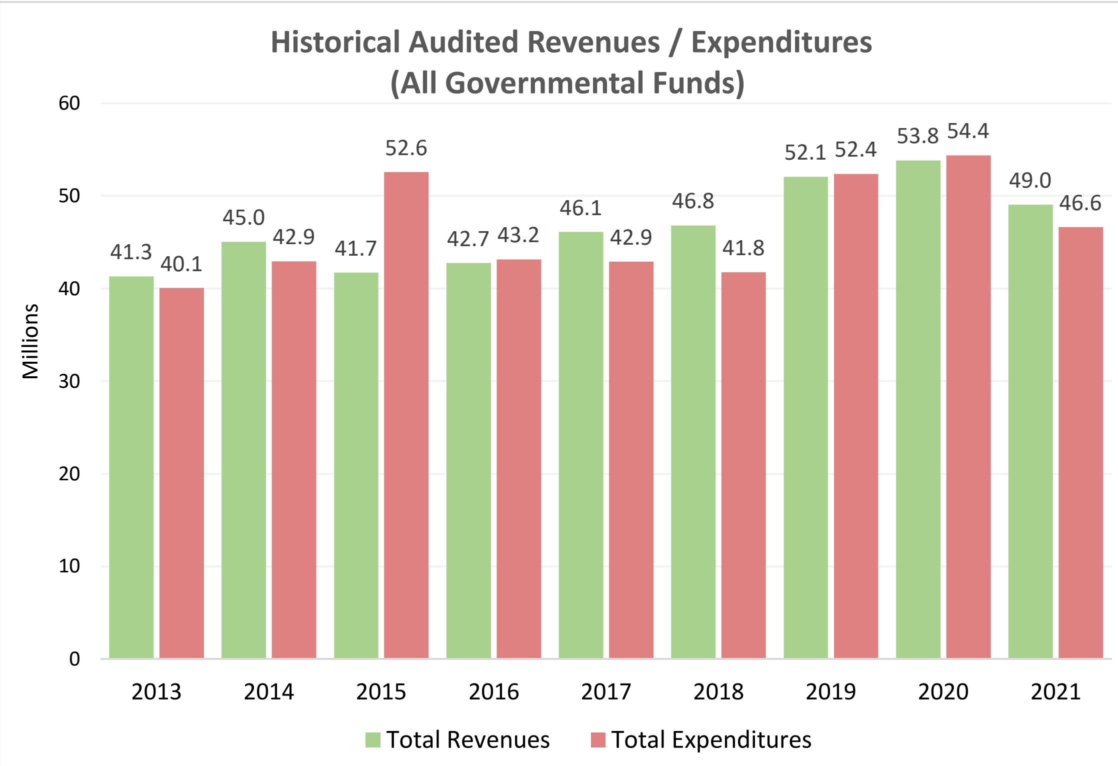


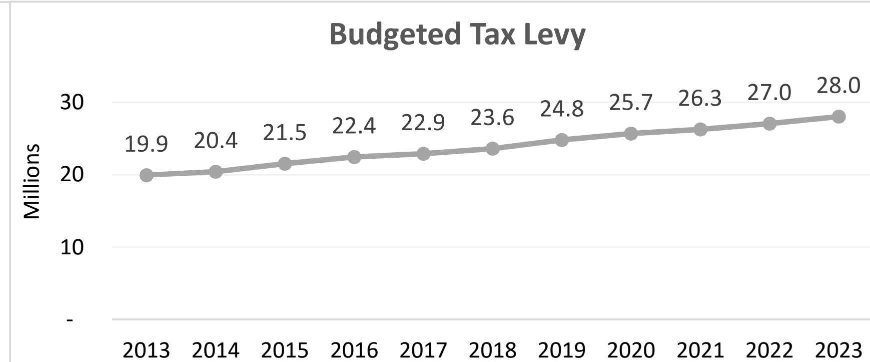


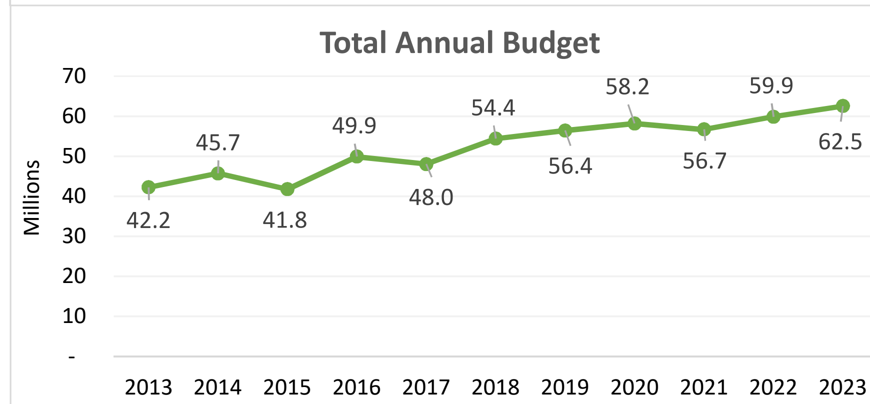


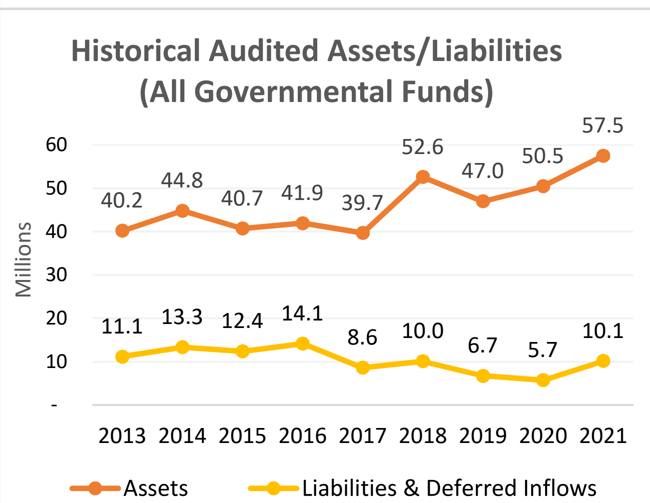
Data Sources: *Minnesota State Demographer - US Climate Data - MN Employment and Economic Development - Minnesota Compass*

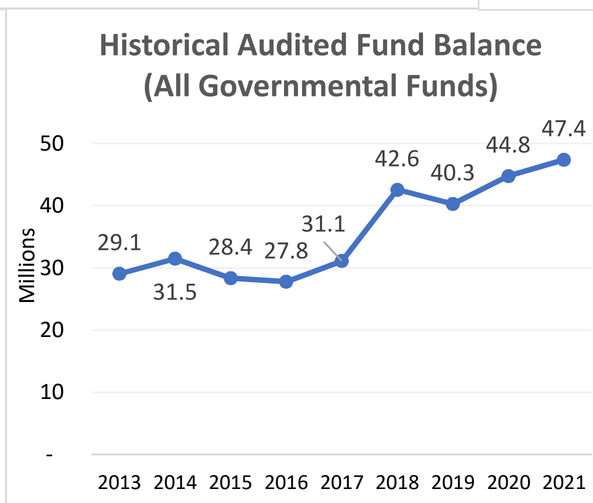
Steele County Finance Profile

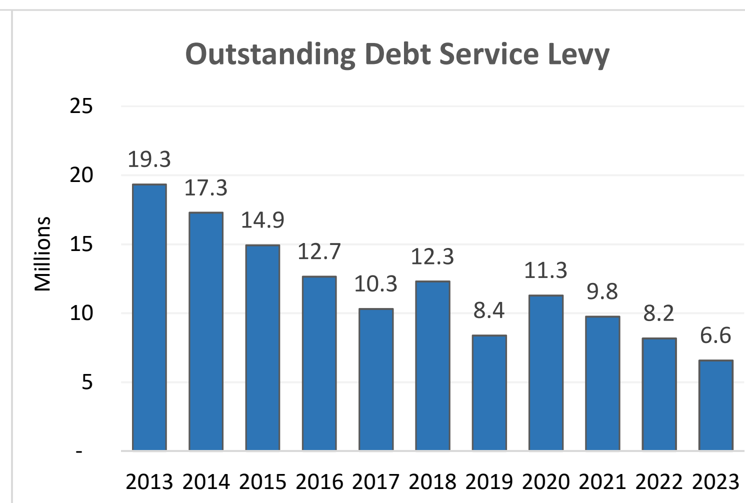








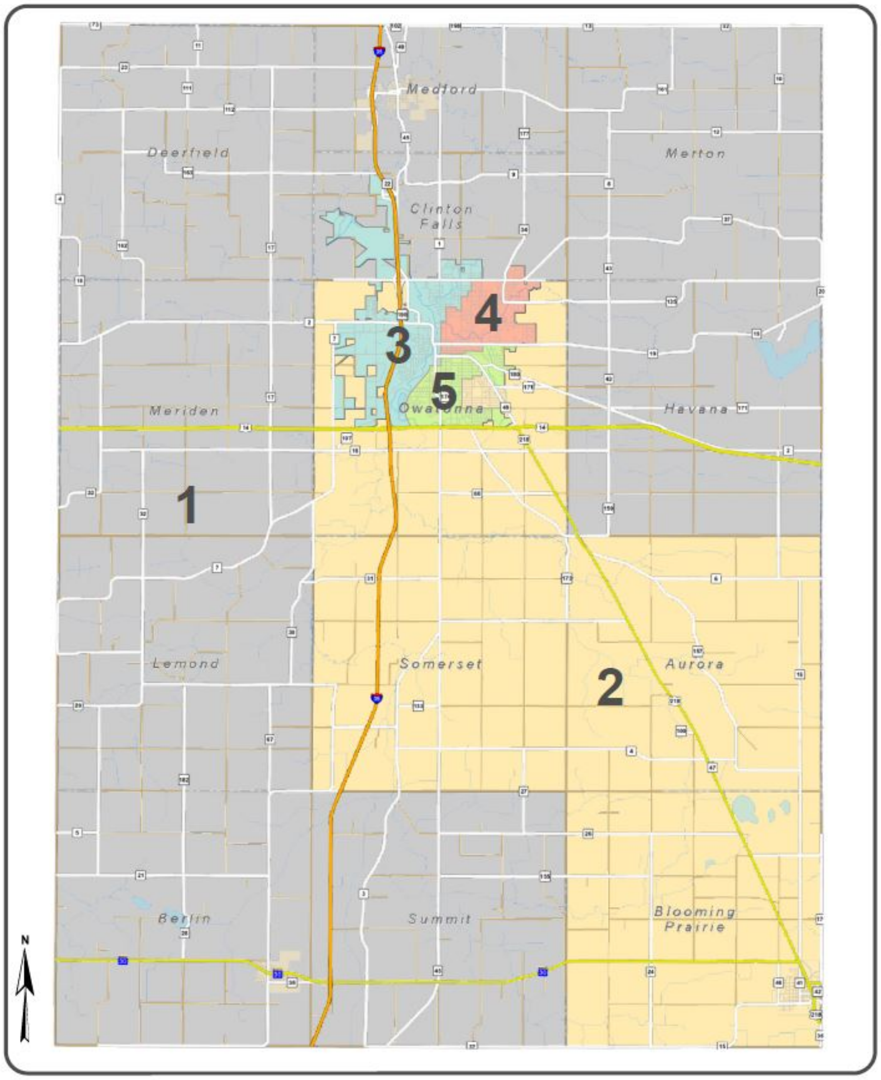




Data Sources: *Audited Financial Statements* *OpenGov - Online Financial Transparency Portal* *County Records*

Elected Officials - Commissioners

District	Name	Email	Phone	Term Expires
District 1	James Brady	James.Brady@co.steele.mn.us	507-202-0804	January 2027
District 2	John Glynn	John.Glynn@co.steele.mn.us	507-475-0473	January 2027
District 3	Rick Gnemi	Rick.Gnemi@co.steele.mn.us	507-444-7427	January 2025
District 4	Jim Abbe	Jim.Abbe@co.steele.mn.us	507-444-7478	January 2025
District 5	Greg Krueger	Greg.Krueger@co.steele.mn.us	507-413-0692	January 2025



Steele County

commissioner districts

District 1: *City of Ellendale, City of Medford, Berlin Township, Clinton Falls Township, Deerfield Township, Havana Township, Lemond Township, Medford Township, Meriden Township, Merton Township, Summit Township*
District 2: Owatonna 1st Ward - 2nd Precinct, *City of Blooming Prairie, Aurora Township, Blooming Prairie Township, Owatonna Township, Somerset Township*
District 3: *Owatonna 5th Ward - 1st Precinct, 3rd Ward - 1st Precinct, 3rd Ward - 2nd Precinct*
District 4: *Owatonna 5th Ward - 2nd Precinct, 2nd Ward - 1st Precinct, 2nd Ward - 2nd Precinct*
District 5: *4th Ward - 1st Precinct, 4th Ward - 2nd Precinct, 1st Ward - 1st Precinct*

2020 Total Population: 37,406
Number of Districts: 5
Target Pop./District: 7,481.2

District

1
2
3
4
5

District	2020 Redistrict Population
1	6741
2	6888
3	7934
4	7927
5	7916
Total	37406

Population statistics are based on the 2020 U.S. Census data that is currently available.

4/12/2022

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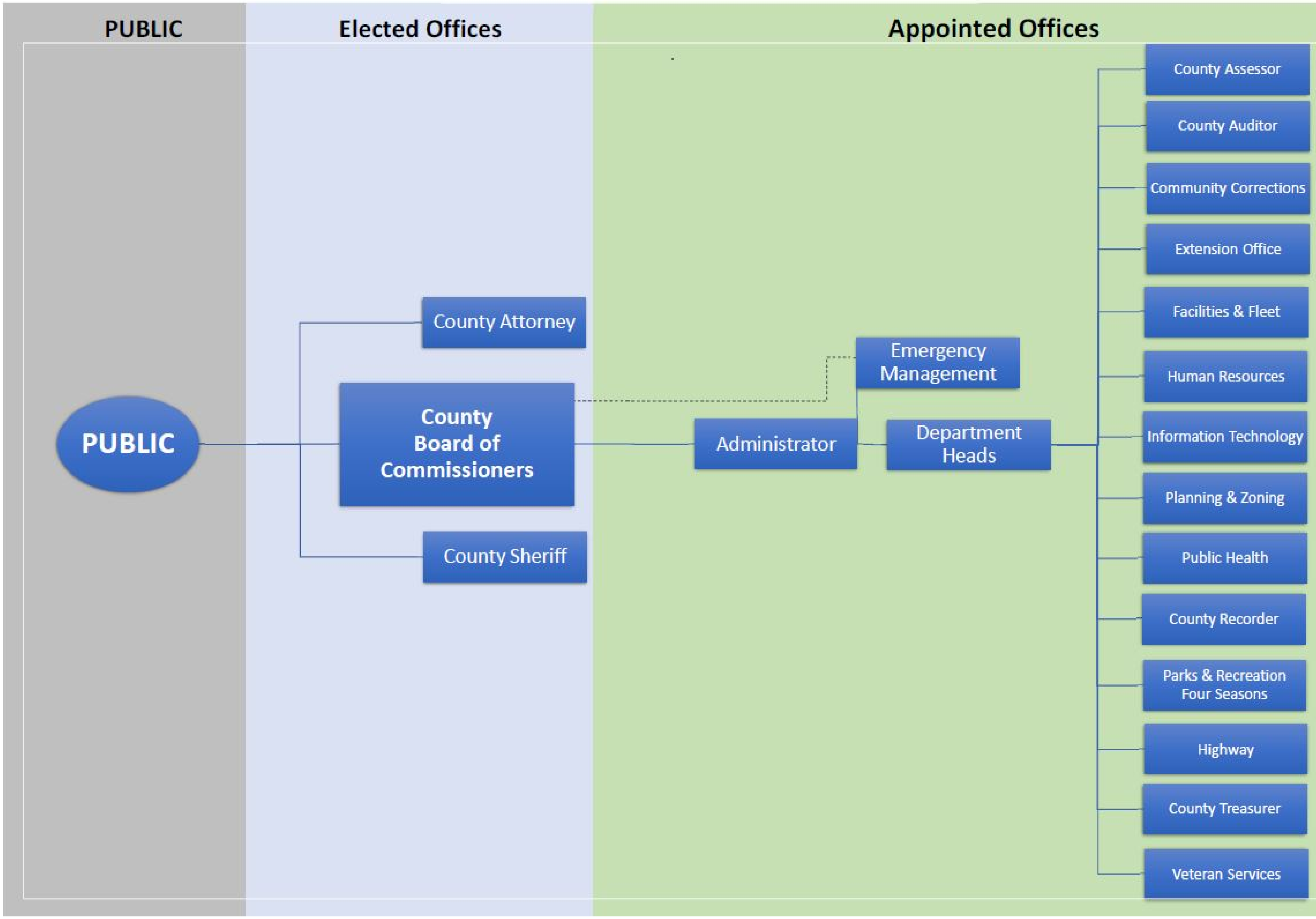
Elected Officials	
Office	**Name**
County Attorney	Daniel McIntosh
District Judge-3rd Judicial District	Karen Duncan
District Chief Judge-3rd Judicial District	Joseph A. Bueltel
County Sheriff	Lon Thiele
County Surveyor	Scott Tuchtenhagen

Appointed Officials	
Office	**Name**
Assessor	Thomas Reineke
Auditor	Laura Ihrke
Building & Grounds	Jacob Rysavy
Community Corrections	Tim Schammel
Coroner	Dr. Kellyanna Moore
County Administrator	Scott Golberg
Detention Center	Anthony Buttera
Emergency Management	Kristen Sailer
Four Seasons / Park and Recreation	Steve Schroht
Highway Engineer	Gregory Ilkka
Human Resources	Julie Johnson
Information Technology	David Purscell
Planning and Zoning	Dale Oolman
Public Health	Amber Aaseth
Recorder	Rick Kvien
Treasurer / Finance	Catherine Piepho
Veterans Service Officer	Rene Gilormini

County Organization



County Budgeting

Each year, Steele County goes through a collaborative development process to forecast the annual budget for the upcoming fiscal year. A budget can be defined simply as a financial plan, outlining how funds will be collected and distributed over a specific period of time. For Steele County, the budgeting period follows the calender year. Budgeting is a vital tool used by county governments because it helps limit overspending, holds managers and supervisors accountable, and provides guidance into the future. In addition to the budget being an annual operation plan, a budget should also incorporate a forward looking perspective by providing a link to the financial and operational goals of the organization. These goals could include sustaining a healthy fund balance, improving internal processes, or enhancing services provided.

As expressed by the Association of Minnesota Counties (AMC), “The budget is one of the most important documents a county government prepares because it identifies the services to be provided and how they are to be financed. Almost every decision, activity and program in a county government can be expressed in the financial language of the budget.” To gain a better understanding of county budgeting it's important to understand the types of budgets created, budgeting challenges, the primary budget developers and a general timeline followed.

Each year, the County prepares both an operating and capital budget. A summary of each of these budgets is outlined below:

Operating Budget

- Accounts for recurring expenditures that happen in day-to-day operations.
- Prepared by all the County’s core functions including Administration, Public Safety, Health and Human Services, Highway, etc.
- Department heads project estimated expenditures and revenues to be collected the following year.
    - Expenditures include personnel services, supplies and materials, services and charges, and debt service payments.
    - Revenues include intergovernmental (federal, state, local) funds, license, permits, and charges for services.

Capital Budget

- Accounts for the non-recurring, one-time expenditures of the County
    - Equipment purchases, building improvements, or county construction
- The County prepares a Capital Improvement Plan (CIP) for these types of expenditures, which is a long-range plan designed to address the immediate and future capital asset needs.
- Since these assets or projects generally have a high acquisition or construction cost, it's vital to plan and prepare for these larger purchases.

- A CIP outlines:
    - Capital needs or projects
    - Estimated cost
    - Funding sources (levy, bonds, grants, or reimbursements)
- A CIP provides Steele County with high quality infrastructure, equipment, and technology. These improvements help promote:
    - Increased efficiency
    - Increases in safety
    - Decreased environmental impacts
    - More effective delivery of public services

When forecasting the operating and capital budgets, challenges arise because there are always unlimited needs, but limited resources available. The county allocates and prioritizes these needs each year in an ever-changing economy, all the while being mindful of the taxpayer dollar. There are various ways to balance the budget, and with the collaboration of all Steele County stakeholders we strive to bring the most well-thought and strategically-planned budget forward to help achieve Steele County's mission and vision.

It is important to also look at the overall budgeting process. The yearly process extends over eight months and involves multiple county officials including supervisors, finance, administration, and the County Board. Budget materials are distributed in April to supervisors who complete a preliminary departmental budget for the upcoming year. Supervisors provide some of the most vital information for the upcoming budget, being part of the day-to-day operations of county programs and services. Along with budget numbers, supervisors provide key information on needed replacements, opportunities, upcoming changes, or areas of improvement. All the data provided by supervisors (both financial and non-financial) is then analyzed by administration and the finance office, who review, meet and discuss department requests. The administrator and finance director also present options and recommendations to the County Board for future direction. For any major upcoming decisions, including major capital projects or adding an additional employee, the County Board takes action to approve, reject, or modify the request. The County Board is also the final step to the budgeting process, approving both the budget and tax levy amount for the upcoming year.

Below is a general timeline that outlines important dates and milestones for the budgeting process:

April – June

- Initial discussion with county board to understand goals and priorities for the upcoming year
- Budget kick-off meeting (distribution of budget materials to supervisors)
    - Budgets are now completed on an online platform (OpenGov) which has helped eliminate the need for various spreadsheets and manual entry of numbers.
- Initial budget requests due to the Treasurer/Finance Director

July - August

- Treasurer/Finance Director and County Administrator meet with individual departments to review budget requests.
- A draft preliminary budget is compiled by the Treasurer/Finance Director for Board consideration.

September

- Finance Director prepares and recommends final preliminary budget and levy amount to county board.
- The Board reviews, amends and approves proposed budget and levy on or before September 30th, which sets the maximum tax levy for the upcoming year.

October - November

- County Board conducts ongoing review of preliminary budget during regular Board meetings and/or work sessions.
- The Steele County Auditor calculates property tax rates based on the county, cities, townships and school districts preliminary tax levies.
- The Treasurer's office sends Truth in Taxation (TNT) notices to each property owner in Steele County.
    - TNT statements are sent out around the third week in November and provide residents with an estimated property tax figures for the upcoming year based on the approved preliminary tax levies.
- Department budget narratives due to the Treasurer's office, used for the completion of the annual Budget Book.

December

- Finalized budget prepared for board consideration.
- Public hearing is held to allow citizens to comment on upcoming proposed budget and property tax levy.
- Final budget and tax levy adopted by County Board (no later than December 28th).

January

- Budget book released

Property Tax Levy

The property tax collected by the County is used to help fund the vital services to the citizens of the community. "Property tax is the main funding mechanism for your county, city/township and school district. Counties support and maintain public infrastructure, transportation and economic development assets; keep residents healthy; ensure public safety to protect our citizens; maintain public information and coordinate elections; and implement a broad array of programs in a cost-effective and efficient manner. Residents depend on counties to provide services that build, maintain, and protect their homes, schools and neighborhoods" (*Association of Minnesota Counties*, 2016).

The tax levy is calculated each year during the budgeting process by taking the total expenditures less budgeted revenues. The difference results in the property tax levy to create a balanced budget (where revenues equal expenditures).

The total property tax levy is then distributed to property owners based on taxable market value. The Assessor's Office is responsible for ensuring the property tax levy is split evenly and fairly across all the properties in the County. To help ensure fairness, County Assessors are required to inspect each property within the County every five years to determine a properties market value. However, market values can increase or decrease without an Assessor viewing a property due to specific neighborhood demand (i.e. home style, location, or the number of bedrooms/bathrooms) and the overall supply and demand for property within the County. For more assessment information, please refer to the "Property Tax & Assessments" section which outlines why property taxes can fluctuate and historical assessment data.

Steele County mails real estate property tax statements every March and mobile home statements in July. Each resident receives a property tax statement even if the property taxes are paid by an escrow company. The statement outlines what tax jurisdictions the property falls under on lines six (6) through twelve (12), any special assessments on line thirteen (13) and the amount due for the 1st and 2nd half installment. Tax due dates vary depending on a property's classification, but the table below outlines the due dates for property taxes in 2023. If the due date is on a weekend, the following business day becomes the due date. Any taxes paid or postmarked after the due date must include a penalty amount, which are outlined on the back of the property tax statement. Penalty rates are determined by the State of Minnesota and increase monthly.

Property Tax Due Dates				
January 1, 2023	May 15, 2023	August 31, 2023	October 15, 2023	November 15, 2023
Unpaid 2022 Property Tax become delinquent	1st Half Real Estate tax due 1st Half Agriculture tax due	1st Half Mobile Home tax due	2nd Half Real Estate tax due	2nd Half Agriculture tax due 2nd Half Mobile Home tax due

Steele County OpenGov

Steele County has partnered with OpenGov to provide residents, elected officials, and staff unprecedented access to the County's finances. The online platform transforms long and complex data sheets into interactive charts and graphs. This digital format enables better analysis and understanding of the County's financial data, a user can look at overall financial trends or view data from a specific fund or department. The intuitive design makes it easier to explore how taxpayer money is collected and distributed over time. The platform may be accessed anytime at: *https://costeelemn.opengov.com/*

The platform displays financial data in a user-friendly portal allowing for anyone explore multiple views of financial data. For example, visitors can answer frequently asked questions such as, "What percentage of the County's budget is for personnel services?" or "How much are we collecting and expect to collect for sales tax and wheelage tax?" and then share that information directly from the platform via email or on social media. The reports currently live on our OpenGov site include:

Report	***Information Available***
Annual Report	Annual actual data
Budget Milestones	Annual budget data
Budget to Actual	Actual to budget data comparison
Current Year Report	Cumulative monthly actual data in comparison to budget
Debt Service Schedule	Current and future debt service payments
Fund Balance - General Fund	Audited fund balance of the General Fund by classification
Tax Levy Historical Data	Historical tax levy per fund
Treasurer's Report	Month ending cash and investment balances

"By making its financial data easily accessible in an intuitive, digital format, the County is demonstrating its commitment to efficient, data-driven and open government," commented Zac Bookman, CEO and co-founder of OpenGov.

Budget Milestones

This report shows the historical and current budget numbers. Final budgets are the approved budgets passed by the Board of Commissioners in December. Preliminary budgets are draft budgets used to track the current year budget progression.

Updated On **8 Dec, 2022**

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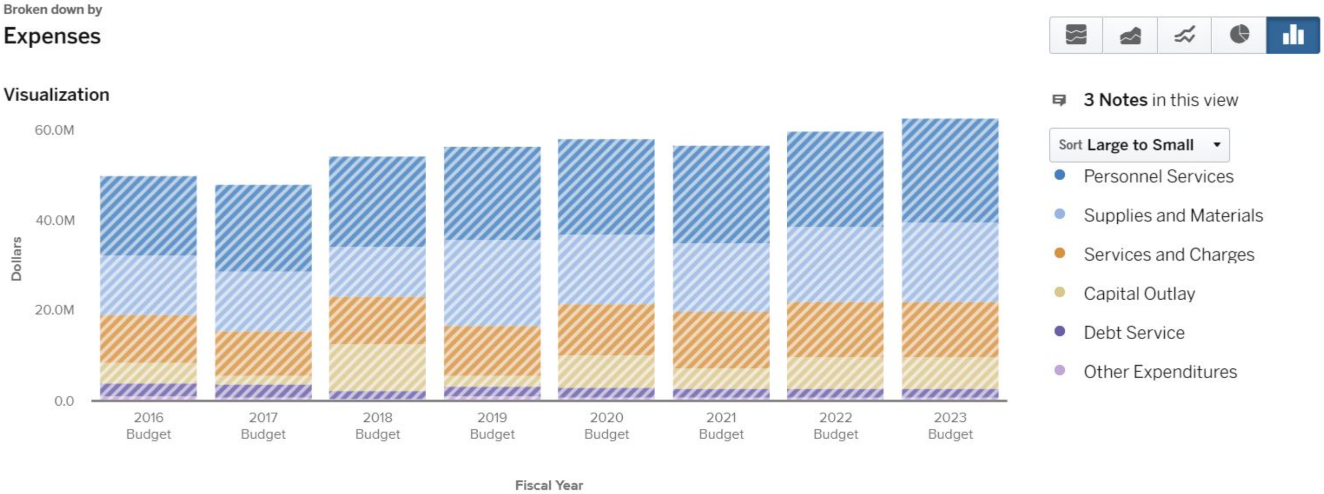
Broken down by

Expenses

Visualization



Current Year Report

Reports are Cash Basis and cumulative each month (e.g. July includes all transactions from January through July). To change fiscal year click "filter" and use drop down menu under "for fiscal year." Fiscal years 2013 - 2019 are available.

Updated On **8 Dec, 2022**

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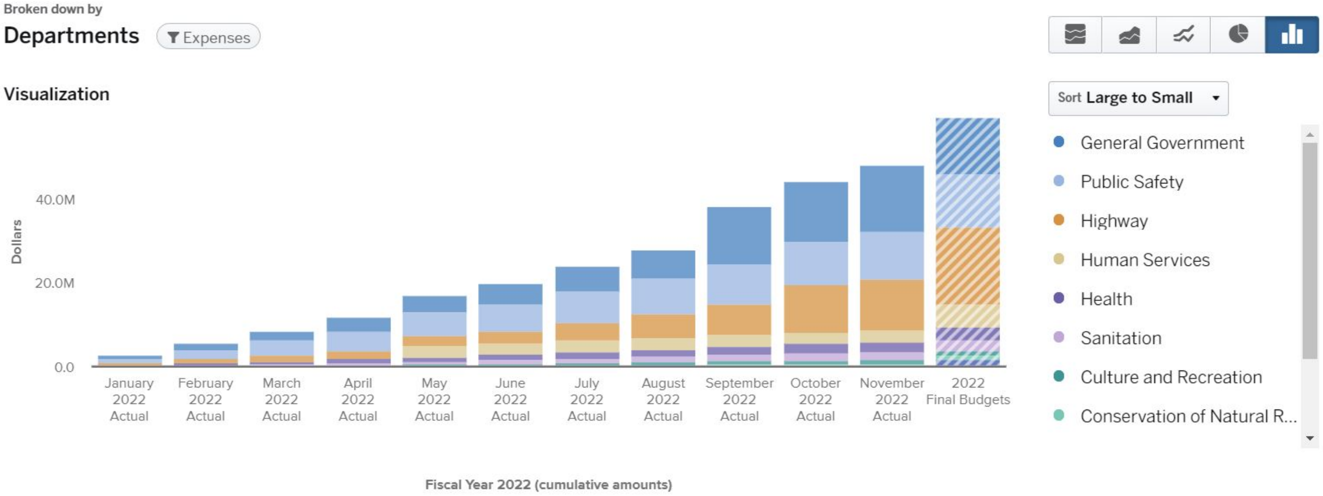
Broken down by

Departments

Expenses

Visualization



Property Tax & Assessments

Property Tax Changes

When comparing property taxes over multiple years, one of the most common question that can arise is why property taxes can fluctuate yearly. Although a simple question, property taxes can change due to multiple factors. Changes can derive from a local tax levy change all the way to changes in state and federal regulations. In general, property taxes can vary yearly due to five factors:

1. Property tax levy changes
2. Referendums
3. Market value changes
4. Legislative changes
5. Special assessments

Property tax levy changes. All property within Steele County falls under multiple property tax jurisdictions depending on a properties address. Some of the main tax jurisdictions include county, city, townships, and school districts. The tax being paid to each tax jurisdiction is outlined on the property tax statement on lines six (6) through twelve (12). Each year counties, cities, townships, and school districts create a budget and property tax levy, which are approved by the governing board. A levy change in any of these taxing jurisdictions can affect the overall property taxes paid.

Referendums. A referendum is a vote by an electoral district, which has been referred to them for decision. During some elections, votes make the decision to approve or reject a specific project or funding request. One of the more recent decisions made by voters of the County was to approve the construction of the Owatonna high school. These projects, when passed by a majority vote, will have a direct increase in property taxes if the property falls under that taxing jurisdiction.

Market value changes. The estimated market value of a property can be found on the top right-hand side of the property tax statement under step one (1). A change in the estimated market value also changes the taxable market value (or the taxable value of a property after statutory exclusions, deferments, and exemptions). Market value increases, or decreases, are caused by changes in the supply and/or demand for real property, including:

- The demand for homes within Steele County and nationwide.
- Specific housing demands (home style, location, square footage, number of bedrooms or bathrooms)
- Additions made - bedrooms, bathrooms, patios
- Improvements made - kitchens, basements, bathrooms

An increase in market value, however, doesn’t necessarily mean that more will be owed in property tax. It’s also affected by all other market values within a tax jurisdiction. A growing tax base (increasing market values or additional construction) can mitigate an increase in property taxes. A shrinking tax base can cause the opposite, where the property tax is allocated over a lower number of properties or property value, causing property taxes to increase.

A good representation of market values and the relationship of property taxes is thinking of a pie. The pie represents the property tax levy and the pieces of the pie represent the distribution of the property taxes. Each year the distribution of the pie is determined based on the taxable market value of a property. The distribution can be affected greatly depending on your local community's market value growth or lack of growth. For example, let's say you add an additional bedroom to your residential home and the value increased by $35,000. If there were no tax levy changes and all other market conditions stayed constant, the property taxes would increase since the property's slice of pie would be larger due to the higher taxable market value. However, if there were no tax levy changes and the total tax base (or overall market value) increases as a whole – maybe from residential or commercial construction – then your slice of the pie could remain unchanged or be reduced due to the communities overall growth. So overall, it is important to note that although the tax levy can change in any taxing district, property taxes are also dependent on the overall market value. An increase in the overall market values can help reduce property tax increases, while a reduction in the overall market values and tax capacity can increase property taxes (by spreading property tax over a lower overall market value).

Legislative changes. Actions from both the state and federal government can cause impacts on local property taxes. The State Legislature determines all the aspects of the property tax system including the property tax due dates, penalty/interest rates on late or delinquent taxes, and the property tax classification rates. Classification rates vary depending on how the property is classified in the Assessor's office. Some property classifications include residential, agriculture, commercial/industrial, and apartments. These rates will determine the tax capacity of a property. Tax capacity can be defined as the calculation of your share of property taxes based on taxable market value and class rates. For example, a residential home with a market value under $500,000 has a 1% classification rate. The total tax levy is distributed to each property based on its tax capacity. The chart below illustrates how these varied state statutory payable rates can change the tax capacity and estimated property tax even when the taxable market values are constant.

Sample Tax Calculation based on same Taxable Market Value (County Share Only)

	Residential	Agriculture	Commercial & Industrial	Apartments (5 Units)
Taxable Market Value (TMV)	$ 150,000	$ 150,000	$ 150,000	$ 150,000
x Minnesota Statutory Class Rate	1.00 %	0.50 %	1.50 %	1.25 %
= Tax Capacity	1,500	750	2,250	1,875
x Hypothetical Steele County Tax Rate	60.00 %	60.00 %	60.00 %	60.00 %
= Estimated Steele County Property Tax	$ 900	$ 450	$ 1,350	$ 1,125

Mandates can also be imposed by the state and federal government. These are legal requirements that require counties, cities or schools to perform certain actions. These mandates are often passed with little or no funding by state or federal lawmakers, meaning the cost is usually represented as an increase in a local tax jurisdictions levy amount (county, city, school, etc.). Mandates can include items such as regulations on pollution control, waste management, voter registration or required social service programs.

The funding received from state and federal legislation can also change or remain unchanged. An increase in intergovernmental funding can help reduce the local governments tax levy, while funding reductions or no changes in the funding (to account for increased program expenditures) can put more burden on the local governments tax levy. Some example intergovernmental revenues received include County Program Aid (CPA), Department of Corrections (DOC) subsidy, State Police Aid and Public Health funding received from both the state and federal government.

Special Assessments. Special assessments are charges imposed on real property to help pay for a local improvement. Street improvements, sidewalks, ditches, curbs, water lines, or septic systems can be funded partly or entirely by special assessments. The properties that benefit from the improvement receive an additional levy amount outlined on line thirteen (13) of the property tax statement.

Residential homeowners of Steele County have a recycling special assessment included on their property tax statement for the Steele County recycling program. Residents living in town can receive a single no-sort recycling bin to be picked up every other week, while rural residents can bring recyclables to drop off locations. To get the most value out of your tax dollars, recycle! For more information about the recycling program, call Steele County Environmental Services at 507-444-7475.

How Property Taxes are Calculated

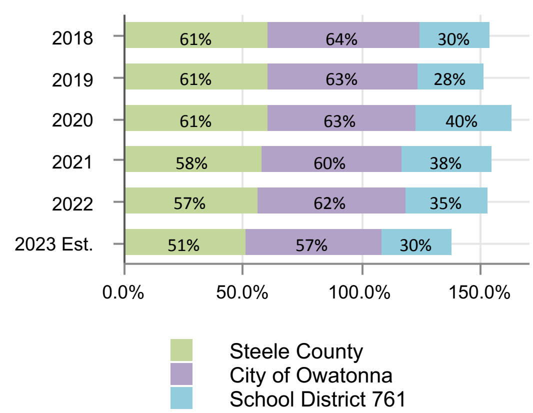
Property taxes are based on the taxable market value of a property and the property's classification. Table A outlines the Minnesota property tax class rates, payable for 2023. These rates are used to calculate a property's tax capacity. A residential homestead with a taxable market value of $200,000 would have a calculated tax capacity of $2,000 ($200,000 x 1% class rate). The tax rate is calculated by taking the total tax levy divided by the total tax capacity. (Taking the taxable market value of all property types multiplied by each applicable classification rate). For example, if the county's tax levy was set at $51 and the total tax capacity was $100, the calculated tax rate would be 51% (51/100). A $200,000 residential homestead would have an estimated Steele County property tax totaling $1,020 ($1,500 tax capacity x 51% tax rate).

Depending on the location, there can be various tax jurisdictions your property falls under other than Steele County including city, township, and school district. The tax rate is calculated similar (tax levy/ total tax capacity) and then multiplied by a property's tax capacity. The tax rate will vary at different locations from the different tax levies, property types and values located under each tax jurisdiction. The composite (total) property tax is the sum of all taxes charged by each tax jurisdiction. Figure A outlines the historical tax rates for the City of Owatonna and Owatonna School District 761. For 2023, the hypothetical composite tax rate would calculate to 138% (51% County, 57% City of Owatonna, and 30% School District 761). As a total, a $200,000 property would have estimated property taxes around $2,760 plus any voter approved referendums or special assessments. ($2,000 tax capacity x 138% composite tax rate).

Table A - Minnesota Property Tax Class Rates Payable in 2023

Property Type	Rate
Residential Homestead	
Up to $500,000	1.00%
Over $500,000	1.25%
Commercial/Industrial	
Up to $150,000	1.50%
Over $150,000	2.00%
Agricultural Homestead	
Up to $1,890,000	0.50%
Over $1,890,000	1.00%
Apartments (4 or more units)	1.25%

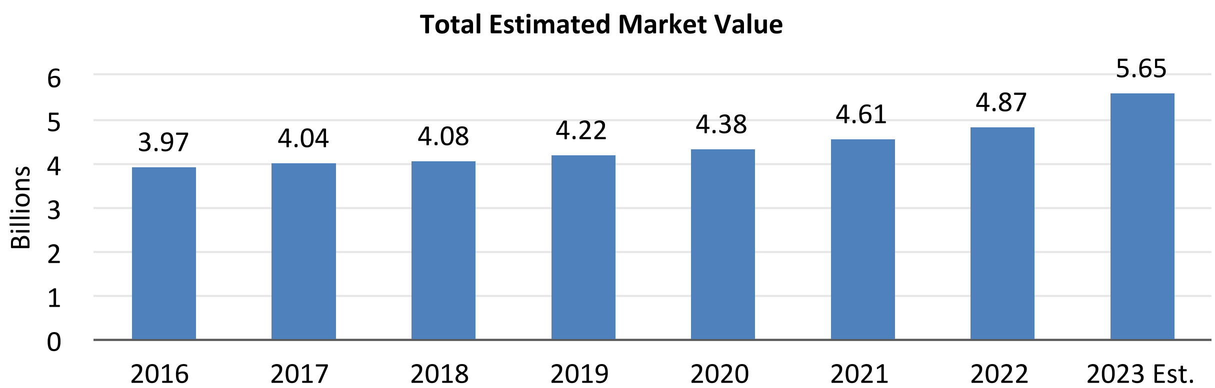
Figure A - This graph shows the historical tax rates for the City of Owatonna School District 761, broken down by the County, Owatonna, and School tax rates.



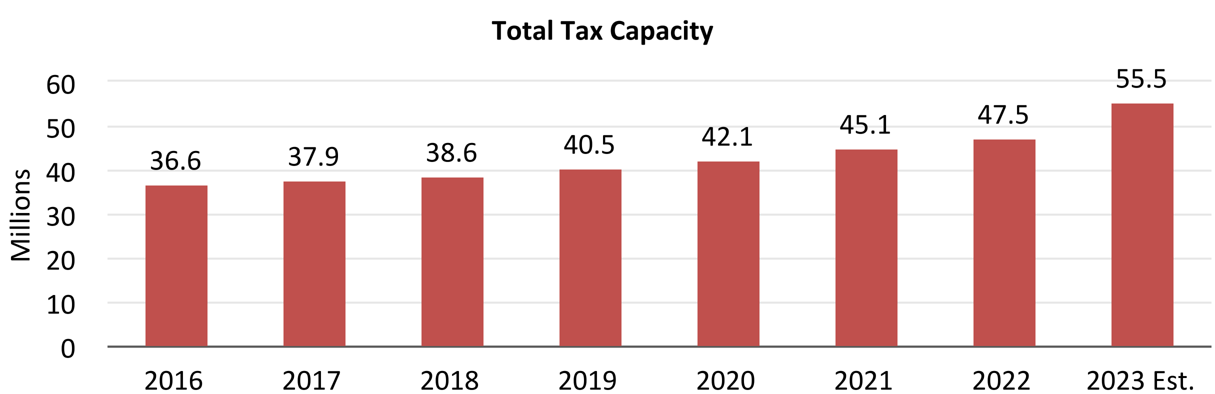
This is a basic representation of how property taxes are calculated and is intended to provide general guidance and estimates only. This should not be a relied upon tool to calculate exact property taxes.

Historical Assessment Data

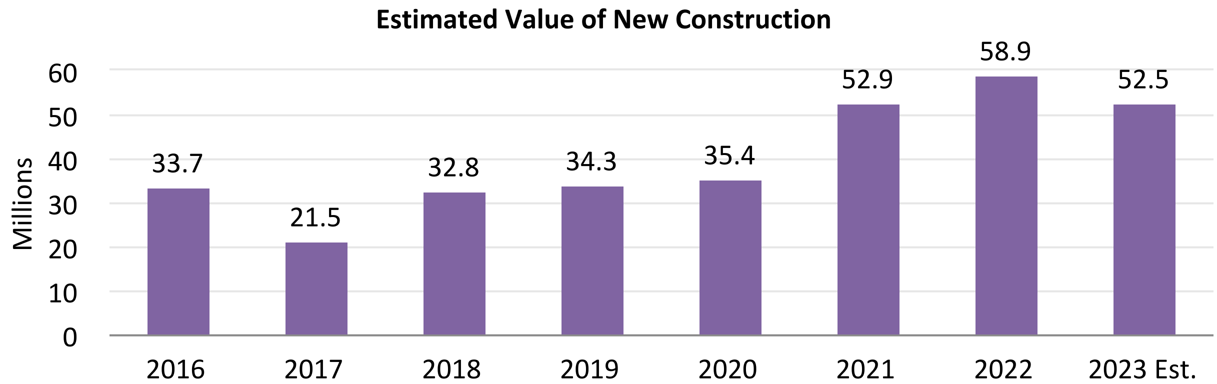
The chart below shows the total estimated market value of all the properties in Steele County. Market values change yearly based on the supply and demand of property within the County, and any new construction that has taken place. Overall, market values have seen an increase each year since 2017 mainly due to the improving economy, additional construction, and housing demand. For 2023 market values increased drastically over the prior year due to the extremely competitive housing marking causing record home sales. These sales were fueled by the COVID-19 pandemic and historical low mortgage interest rates.



Taking all the taxable market values (estimated market value less any exclusions or exemptions) multiplied by the Minnesota Property Tax Class Rate calculates the total tax capacity, as outlined below. When there is an increase in market values, there is generally an increase in the overall tax capacity. Tax capacity increases or decreases are often referenced by many taxing jurisdictions because it indicates a growing or shrinking tax base and the impacts it will have on residents property taxes. The reason for this is that the tax capacity is used to calculate the overall tax rate (calculated by taking the tax levy divided by the tax capacity). Overall there have been steady increases in the tax capacity from 2017 forward from the improving economic and housing market conditions. In 2023 there was one of the largest increases in tax capacity in recent history due to the extremely competitive housing market causing increases in the overall estimated market value.

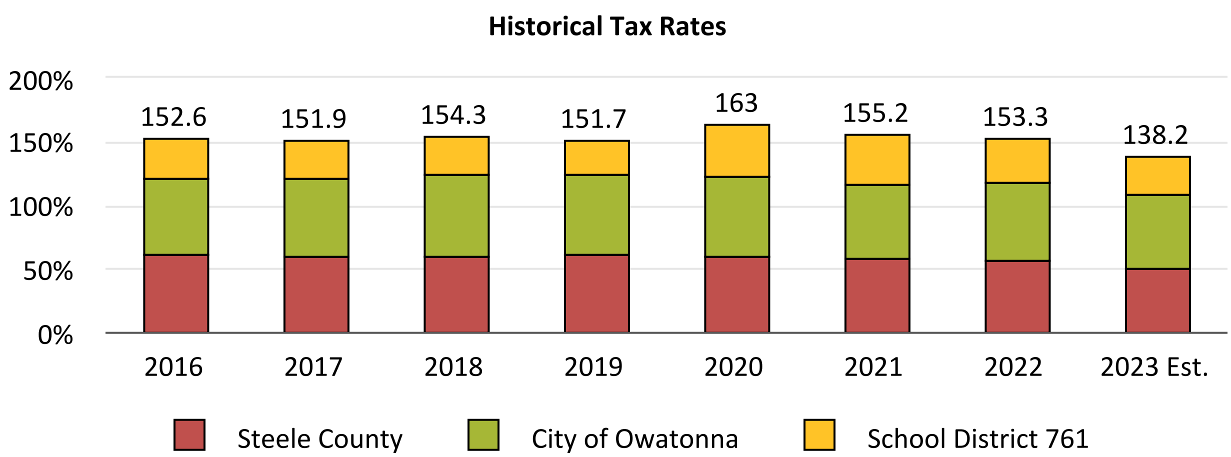


The chart below illustrates the estimated market value of new construction within Steele County. Construction totals remained steady from 2016-2020 but has seen overall increases from 2021-2023. These increases are beneficial to the County by helping contribute to an increase in tax capacity and helping reduce the overall County tax rate. Construction totals can vary yearly due to the demand for property within the County, the price of building materials, and loan interest rates.



Property Tax Rates

The graph below outlines the historical tax rates for the City of Owatonna, School District 761 broken down by the County, Owatonna, and School tax rates.

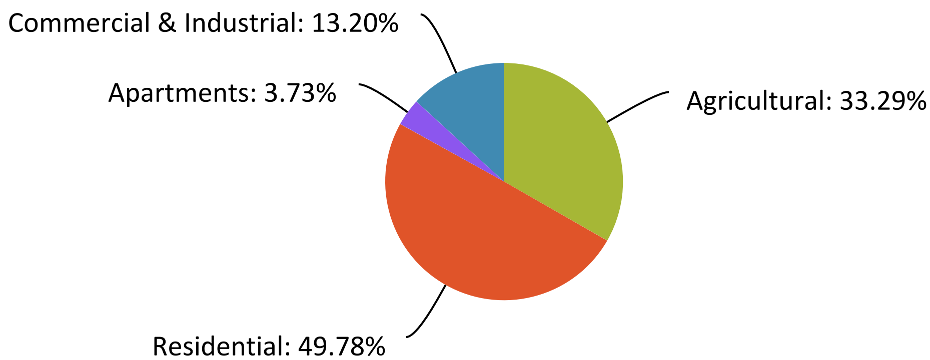


Jurisdiction	2016	2017	2018	2019	2020	2021	2022	2023 Est.
Steele County	60.7 %	59.8 %	60.6 %	60.7 %	60.5 %	57.8 %	56.5 %	51.0 %
City of Owatonna	60.4 %	61.4 %	63.6 %	63.3 %	62.5 %	59.5 %	62.1 %	57.3 %
School District 761	31.5 %	30.7 %	30.1 %	27.7 %	40.0 %	37.9 %	34.7 %	29.9 %
Composite Tax Rate	152.6 %	151.9 %	154.3 %	151.7 %	163.0 %	155.2 %	153.3 %	138.2 %

2023 Property Values

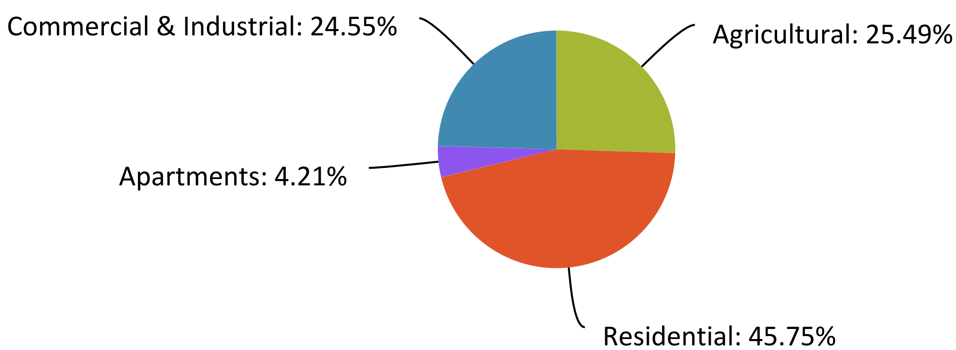
The pie graph below shows how property is valued in Steele County based on property classifications. The total estimated market value in Steele County is distributed by the following property types:

2023 Steele County Estimated Market Value

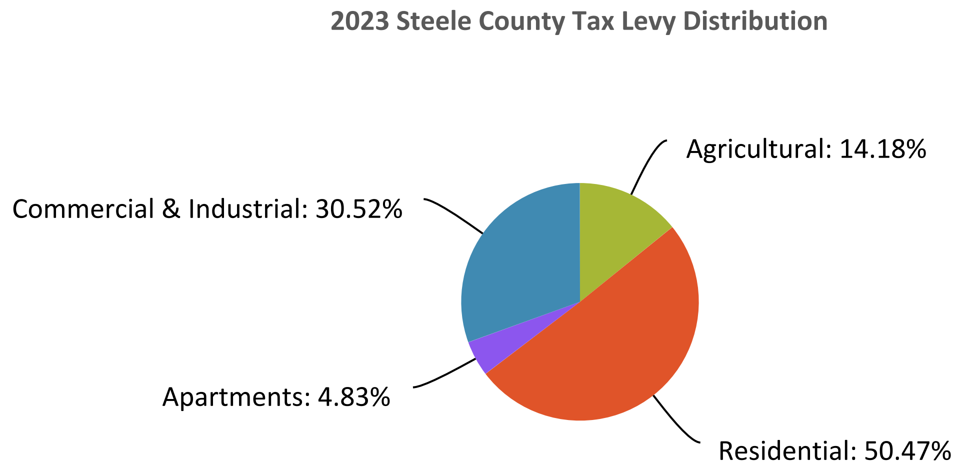


Multiplying the market values by the Minnesota Property Tax class rates equals the total tax capacity. The pie chart below shows how the tax capacity is distributed in Steele County by property type.

2023 Steele County Tax Capacity

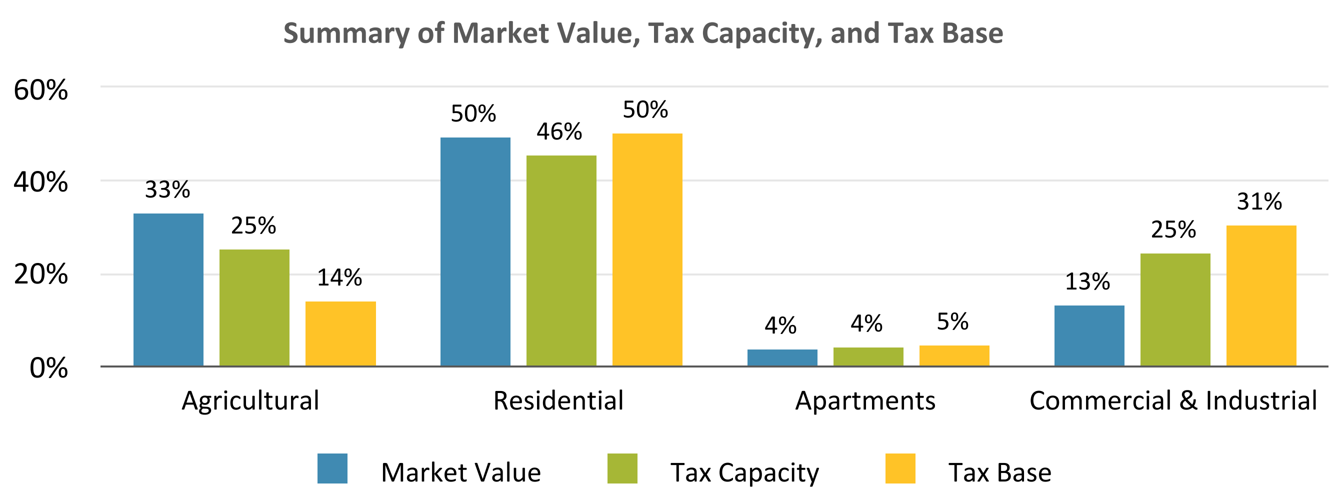


Steele County's property taxes payable are calculated by multiplying the tax capacity by the tax rate (tax levy/ total tax capacity). Below is the 2023 tax base, or how Steele County's property tax levy will be distributed by property type:

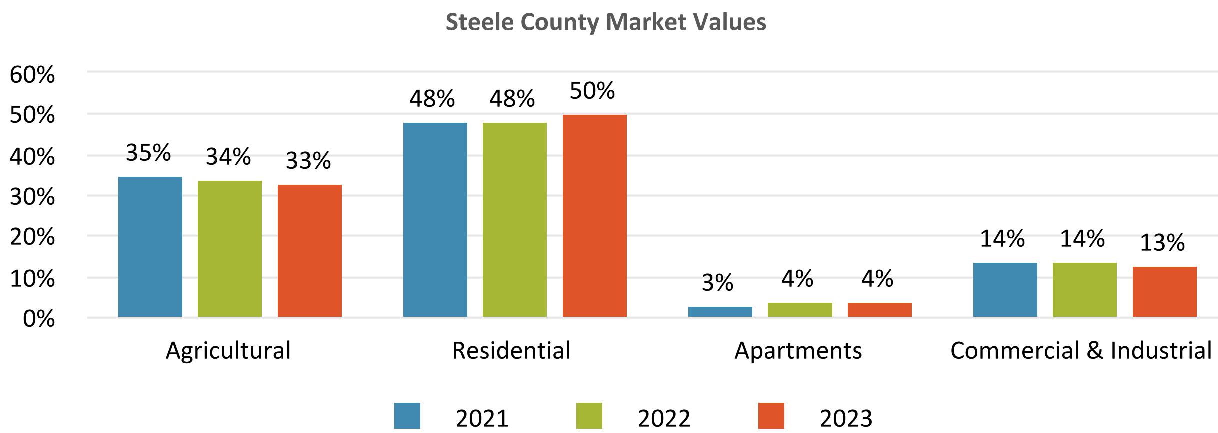


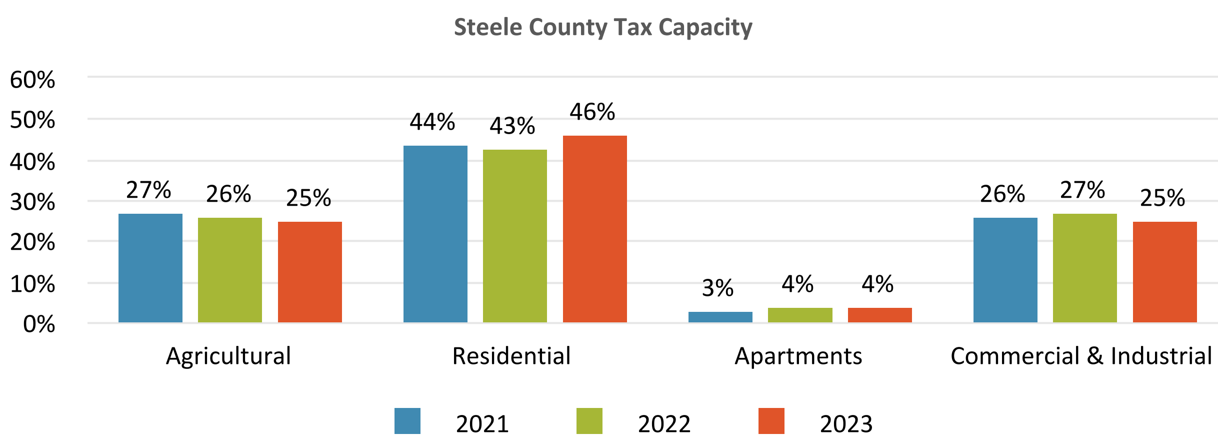
Summary

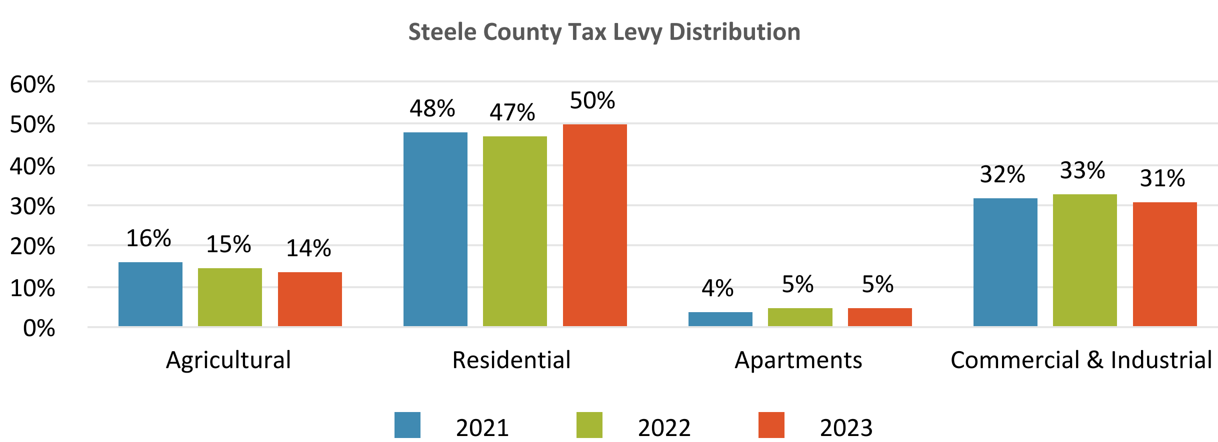
As shown in the three previous pie charts, we can note, for example, that the agricultural property class makes up 33% of the Steele County's estimated market value. When Minnesota class rates are applied, agricultural properties make up 25% of the total tax capacity. Finally, when tax rates are applied, agricultural properties account for 14% of the total tax base. Commercial & Industrial properties make up 13% of the market value but 25% of the tax capacity due to the higher statutory class rate. Once the tax rate is applied, commercial & industrial properties make up 31% of the total tax base. The chart below shows a summary of the distribution of market value, tax capacity, and the overall tax base.



Historical Property Values







Account Descriptions

Fund Descriptions

Governmental Funds

Many of the County's core services are included in the governmental funds. Generally Accepted Accounting Principles (GAAP) requires that state and local governments use the governmental fund for governmental-type activities. A County can maintain a variety of different governmental funds, which all act as separate cost centers. This allows the County to maintain control over resources that have been segregated for specific activities or objectives. Some funds are required to be established, however, the County Board can also establish funds to help control and manage money for a particular purpose or to show that it is meeting legal responsibilities. Steele County reports the following governmental funds:

- The ***General Fund*** is the primary operating fund of the County and is used to account for all financial resources except those required to be accounted in another fund (i.e. Highway and Ditch). It supports many of the essential County services including such departments as administration, finance, sheriff, detention center, and public health. These activities are primarily funded by property taxes, public charges for services, and intergovernmental revenues.

- The ***Highway*** is a special revenue fund accounting for the revenues and expenditures of the Steele County Highway Department. The Highway is responsible for the construction and maintenance of roads, bridges, and other projects affecting County roadways. The primary revenue sources that fund these projects include taxes (sales tax, wheelage tax, and property taxes) and intergovernmental revenues.

- The ***Ditch*** is a special revenue fund used to account for the cost of construction and maintaining an agricultural drainage ditch system. Financing is provided by special assessments, which are levied against benefited property.

- ***Debt Service*** accounts for the repayment of long-term general obligation debt. This includes the payment of principal, interest, and other debt related costs. Financing is provided by property tax revenue and intergovernmental revenues.

- The ***Capital Projects*** fund is used to account for capital acquisition, construction, or improvement of county facilities. Financing can be provided by bonds issued by the County, intergovernmental revenues, reimbursements and property taxes.

Enterprise Fund

An enterprise fund is one that runs and operates like a business-type entity, similar to those in the private sector. The revenues generated are typically from fees or other user charges. Steele County reports the following enterprise fund:

- The ***Solid Waste*** fund is used to account for the operation, maintenance, and development of the Steele County Landfill.

Fiduciary Funds

With fiduciary funds Steele County is the fiscal agent, or fiduciary, for assets that belong to others. The County is responsible for ensuring that the assets reported in these funds are used only for their intended purposes and by those to whom the assets belong. The County cannot use these assets to finance its operations. Steele County reports for the following fiduciary funds:

- ***Private Purpose Trust Funds*** account for and report any trust arrangement not properly reported in a pension trust fund under which principal and income benefit individuals, private organizations, or other governments. Steele County reports cemetery interest as a private purpose trust fund.

- ***Custodial Funds*** are used to account for assets held by Steele County as an agent for individuals, private organizations, and/or other governmental units. This includes the State Collections Fund, Tax Collections Fund, Jail Canteen, and Consolidated Dispatch Fund.

Revenue Account Descriptions

The table below outlines the major revenue categories of Steele County:

Major Revenue Categories

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget
Current Property Tax	$ 25,691,673	$ 26,256,867	$ 14,570,971	$ 27,047,683	$ 28,021,403	$ 973,720
Other Taxes & Assessments	5,121,884	4,277,800	4,178,861	4,430,476	4,430,000	(476)
Intergovernmental	15,948,798	12,040,738	12,584,449	13,066,634	13,431,648	365,014
Charges for Services	7,144,728	7,993,826	5,570,067	8,135,869	8,219,308	83,439
Investment Earnings	684,115	310,000	1,232,435	312,500	315,000	2,500
License, Permits, Fines and Contributions	360,761	288,500	259,206	292,500	306,000	13,500
Miscellaneous / Other Financing Sources	849,473	5,557,830	7,071,757	6,576,196	7,819,534	1,243,338
Total Revenues	***$ 55,801,432***	***$ 56,725,561***	***$ 45,467,746***	***$ 59,861,858***	***$ 62,542,893***	***$ 2,681,035***

Overall, revenues are expected to increase by 4.5% over the prior year. A majority of this increase is due to the miscellaneous/other financing sources, which includes the use of American Rescue Plan Act (ARPA) funds and the use of county reserves (fund balance). ARPA funds are being utilized for a building addition onto the County Attorney's office (for Community Corrections operations) and also for renovations on the Steele County Annex building. In addition, County reserves are also being leveraged for other capital projects to help reduce the current property tax levy to an overall 3.6% increase. The current property tax levy increased overall from the prior year due to a combination of a highly competitive labor market increasing personnel costs, increases in health insurance, and inflation.

The following descriptions and charts provide greater insight to the County's revenue streams:

Current Property Tax

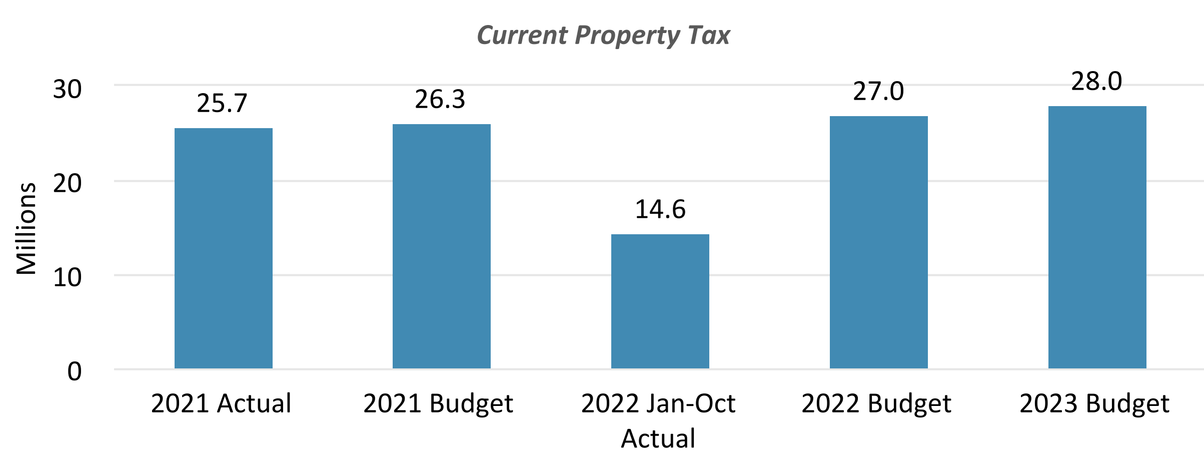
2023 Budget - $ 28,021,403

This category contains the total budgeted property tax levy for the current fiscal year, the amount of funding needed from County taxpayers to fund the County's ongoing services provided to the public.

A 3.6% increase in the property tax levy was approved by the board of commissioners for 2023. This levy increase is below the preliminary tax levy increase of county governments, which averaged 4.9%. Continued challenges including a highly competitive labor market, increases in health insurance, and inflation all contributed to the County's levy increase over the prior year. However, even with these ongoing challenges, the County has strived to keep the tax increase at a minimum. Over the last ten years, the County has maintained an average property tax levy increase of just 3.5%.

Another important factor to consider is the County's overall tax capacity, which can indicate the overall growth the County has experienced. County growth allows property tax to be distributed over a greater amount of market value, which can reduce the overall tax rate. This can help mitigate property tax levy increases and allow County taxpayers to see little or no change on Steele County's portion of property tax. Over the past four years, the County's tax rate has reduced from 60.5% in 2020 to just 51.0% in 2023.

A three year comparison chart of tax collections is outlined below. The County has historically had a very high collection rate of property taxes, on average collecting around 98% of current year levies. The current year 2022 levy collections appear low due the second and third tax settlement occurring in November and December.



Other Taxes & Assessments

2023 Budget - $ 4,430,000

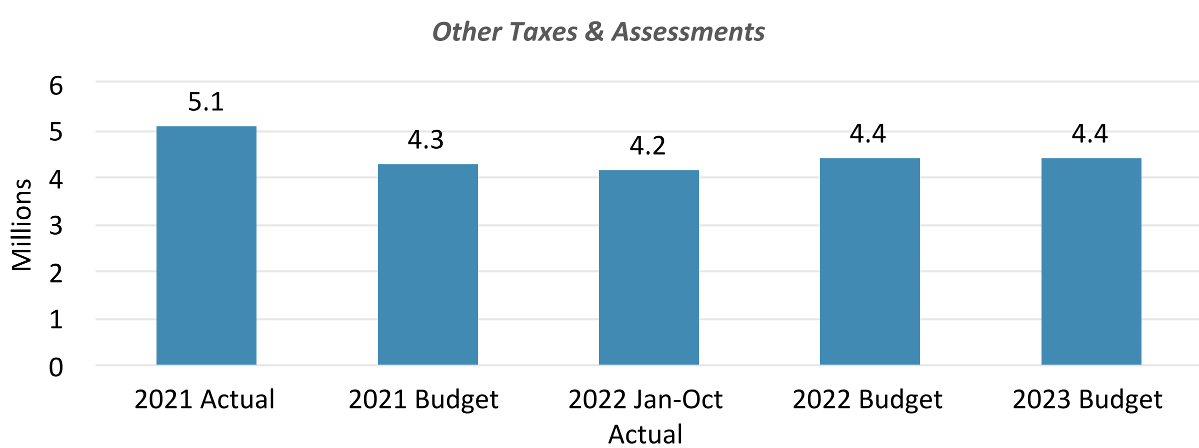
This category contains all other tax collections made by the County.

A majority of the tax collections in this category include wheelage and sales tax. A $10 wheelage tax was passed in both 2014 and 2017 ($20 total), and a county-wide 0.5% sales tax was passed in 2015. These additional taxes were approved by the board of commissioners to help fund needed transportation projects without having to raise the property tax levy.

Other major tax collections by the county include:

- Ditch special assessments that are levied to maintain the agriculture ditch system.
- Delinquent (non-current year) property tax collections.
- The County's portion of deed/mortgage tax that is collected based on property sales within the County.

A three year comparison chart of other tax and assessment collections is outlined below. 2021 actual tax collections exceeded the budget mainly due to sales tax collections exceeding budgeted collections. The 2023 other taxes and assessment revenues are expected to remain consistent with the prior year.



Intergovernmental

2023 Budget - $ 13,431,648

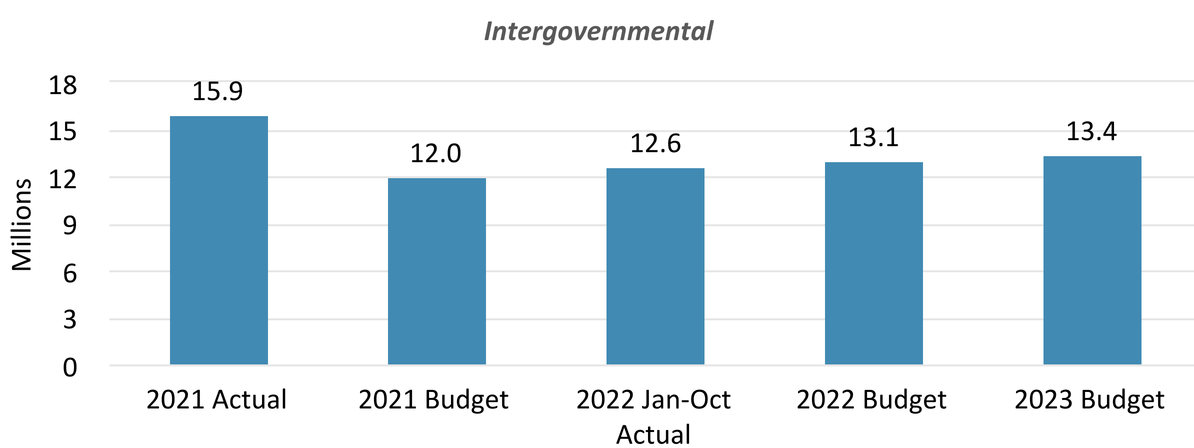
Intergovernmental revenues include state grants, federal grants, and other shared revenues between governmental entities.

A major portion of the County's intergovernmental revenues relate to the Highway department, receiving funds for ongoing road and bridge construction and maintenance. Other major intergovernmental revenue sources include:

- County Program Aid (CPA). A general purpose aid received by the State of Minnesota each year
- Public Health grants to help promote the health and well-being of County citizens. Some example revenues include: Women, Infants, Children (WIC), Child and Teen Checkup (CTC), and Family Home Visiting Grants.
- Operational grants, including funds received by the state to help subsidize operating costs. Some example revenues include: State Police Aid, Department of Corrections (DOC) reimbursements, and Select Committee on Recycling and the Environment (SCORE) grants.

A three year comparison chart of intergovernmental revenue is outlined below. Funds received by the County in response to COVID-19 have actual revenues appearing higher than the budget. This include the 2021 and 2022 American Rescue Plan Act (ARPA) fund payments and also a 2021 Minnesota Employment and Economic Development grant received for business loans.

For 2023 intergovernmental revenues are expected to increase by 2.8% over the prior year. This change is due to a combination of surpluses and deficits. Increases from the prior year include additional grant funding for a capital project expected at the Fairgrounds and Public Health grant funding. These increases were offset by a decrease in the amount of Highway intergovernmental revenue expected for the upcoming year.



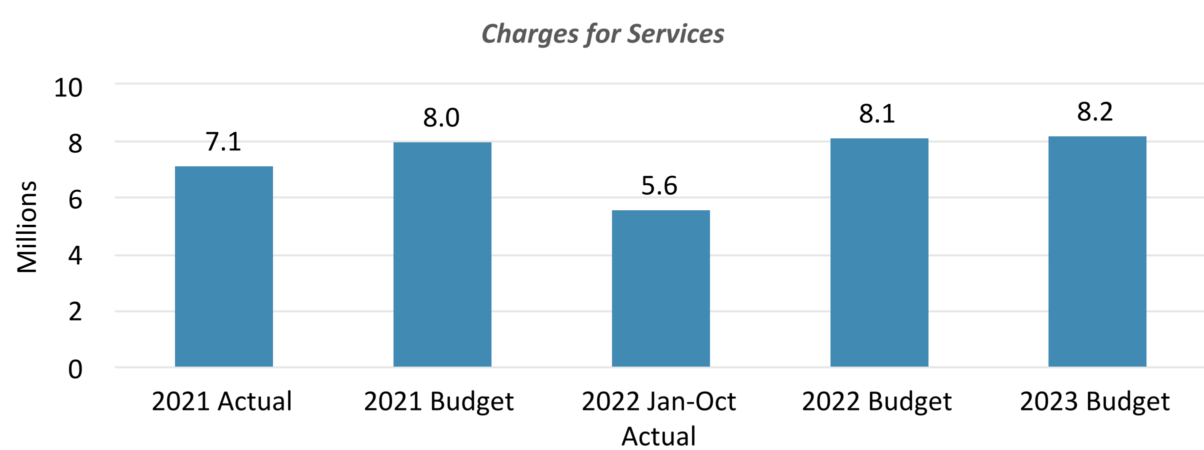
Charges for Services

2023 Budget - $ 8,219,308

Charges for services include any revenues charged for services provided. Many these user charges come from following county functions:

- Sanitation - garbage and recycling fee collections.
- Highway - reimbursements for construction projects completed for other governments (ex. city or townships)
- Public Safety - revenues for contracted public safety enforcement, Law Enforcement Center (LEC) operating costs billed to the City of Owatonna, and Detention Center inmate boarding revenue.
- General Government - Recorders office fees and operating costs billed to Minnesota Prairie County Alliance for Human Resource and Information Technology services.
- Health - insurance reimbursements and vaccine shots.
- Culture and Recreation - hockey and skating fees.

A three year comparison chart of charges for service revenue is outlined below. Revenues appear to be falling short of budgeted collections, but many times these variations are based on project costs. If projects are delayed or pushed out to another year both the revenue and expense fall short of the budget. However, external factors can also reduce the fees collected by the County. The COVID-19 pandemic, for example, reduced fees collected by the Four Seasons and and caused fewer inmates being sentenced to jail causing reductions in Detention Center boarding revenues. In 2023, charges for service revenue increased by 1.0% over the prior year. This increase is primarily due to a combination of additional Highway reimbursements expected in the upcoming year offset by continued reductions in Detention Center boarding revenues.



Investment Earnings

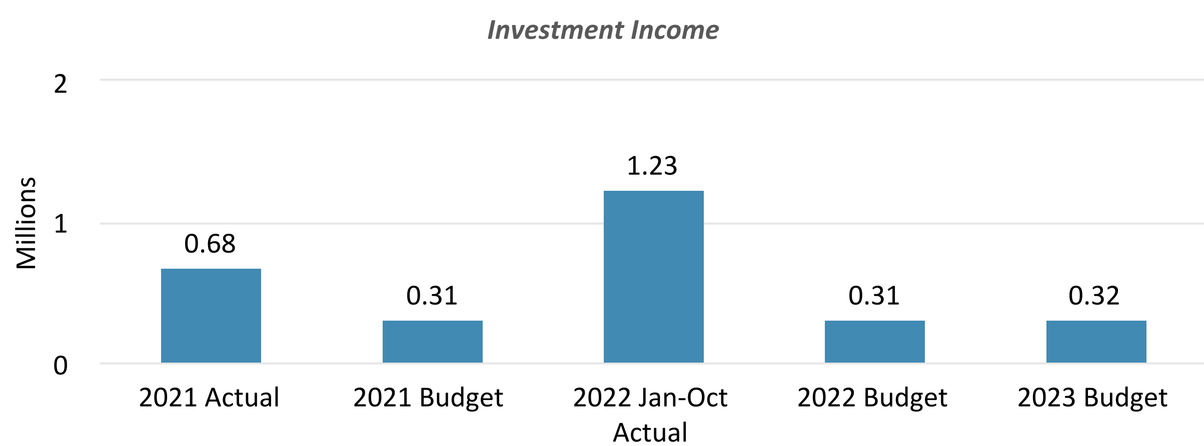
2023 Budget - $ 315,000

Investment earnings include interest collections from the County's checking accounts and investment earnings from the County's investment portfolio.

Due to the nature of the market and how quickly it can change, a conservative approach is made budgeting investment income. As an example, the checking account interest rate being received by the County at the end of October has changed drastically over the last four years, as outlined below:

- October 2019 - 1.94%
- October 2020 - 0.06%
- October 2021 - 0.02%
- October 2022 - 3.03%

Due to these variations in the market the 2023 budgeted investment income is remaining consistent with the prior year.



License, Permits, Fines and Contributions

2023 Budget - $ 306,000

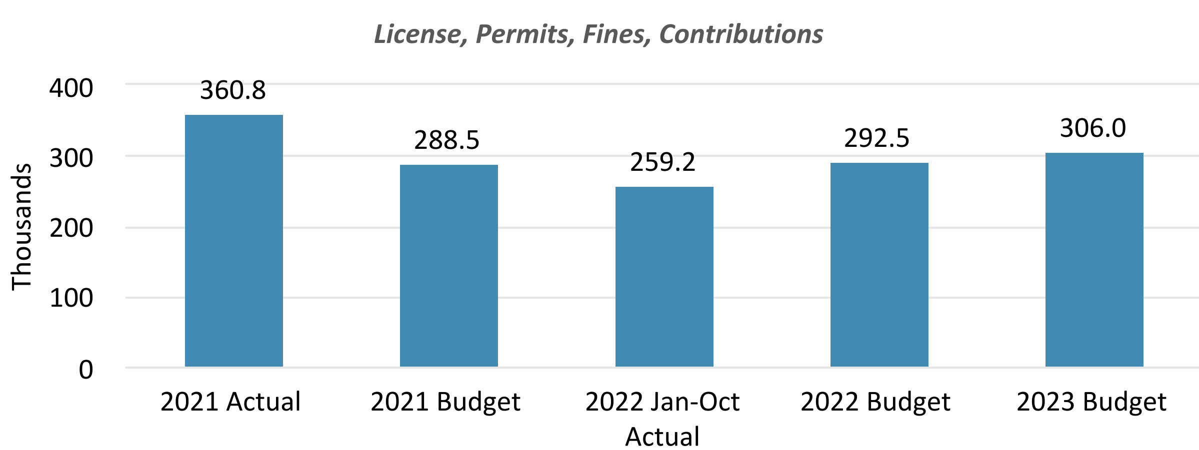
This combination category includes revenues received from license and permits, fines and forfeitures, and contributions.

License and permit revenue is mainly collected from Planning and Zoning, Auditors, Highway, and the Sheriff's office. This can include charges for building permits, feedlot permits, septic system permits, tobacco licenses, auctioneers licenses, liquor licenses, utility permits, transportation permits, and gun permits.

Fines and forfeitures include revenues received from penalties imposed for violations or any revenue derived from confiscation. These revenues are collected at the Law Library, Attorney's Office, and Community Corrections.

Annual budgeted contributions include a $100,000 utility reimbursement from the City of Owatonna. In return for this contribution, the City can utilize any dry floor space at no charge for Parks and Recreation programs and utilize either the small stage or showmobile at no charge (when available).

A three year comparison chart of license, permits, fines and contributions is outlined below. Actual revenues have exceeded the budget primarily due to increases in building permits over the last few years. These additional permits were fueled by the COVID-19 pandemic. In 2023, revenues are expected to increase by 4.8% mainly from increases in building permits since the actual collections have exceeded the budget.



Miscellaneous/Other Financing Sources

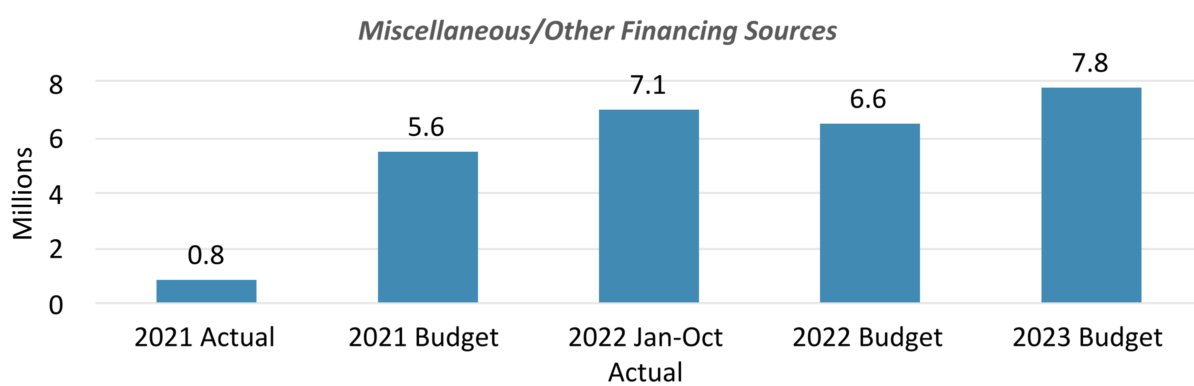
2023 Budget - $ 7,819,534

This category includes all miscellaneous revenues the county receives and any budgeted transfers in.

The largest portion of the budgeted funds in this category are transfers in. These transfers are not from any outside revenue source, but instead reflects amounts transferred between county funds or the use of the County's prior year reserves (fund balance). The table below outlines the budgeted transfers in for budget years 2021 to 2023:

Budgeted Transfers In for 2021-2023			
Description	**2021 Budget**	**2022 Budget**	**2023 Budget**
American Rescue Plan Act (ARPA) Funds	$ —	$ 212,000	$ 2,798,000
General Fund Reserves - Capital Outlay	2,241,297	4,125,000	1,482,500
Other General Fund Reserves	78,950	62,882	86,000
Highway Reserves - Capital Outlay	—	131,000	116,658
Highway Reserves - Highway Projects	1,465,000	776,484	1,580,000
Other Highway Reserves	513,916	76,750	69,000
Landfill Reserves	323,971	187,743	696,799
Total Transfers In	$ 4,623,134	$ 5,571,859	$ 6,828,957

These transfers in are generally used for capital outlay expenditures, the use of prior year restricted fund balances, or the use of prior year savings. The remaining balance under this category mainly consists of rental income, lease income, rebates, security income, insurance dividends, or advertising income. A three year comparison chart of miscellaneous/other financing sources is outlined below. The 2022 actual revenue has exceeded the budget through October due to a board approved transfer of $5.8M from the General fund to the Capital Projects fund to restore the fund balance for capital projects budgeted with County reserves for fiscal years 2019 to 2022. The 2023 miscellaneous/other financing sources increased by 18.9% mainly due to the additional transfers in expected in the upcoming year including the use of APRA and Landfill funds.



Expenditure Account Descriptions

The following table shows a three-year actual to budget history of Steele County's major expenditure categories.

Major Expenditure Categories

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget
Personnel Services	$ 20,490,596	$ 21,623,339	$ 17,210,145	$ 21,208,589	$ 22,825,676	$ 1,617,087
Supplies and Materials	10,594,593	15,130,497	10,179,594	16,443,490	17,525,405	1,081,915
Services and Charges	12,276,767	12,618,281	7,399,209	12,252,561	12,287,614	35,053
Capital Outlay	2,340,660	4,520,293	3,710,508	7,188,972	7,021,100	(167,872)
Debt Service	1,945,093	1,983,087	159,373	1,914,638	1,916,943	2,305
Other Expenditures	300,993	850,064	6,095,132	853,608	966,155	112,547
Total Revenues	***$ 47,948,702***	***$ 56,725,561***	***$ 44,753,961***	***$ 59,861,858***	***$ 62,542,893***	***$ 2,681,035***

Overall, expenditures are expected to increase by 4.5% over the prior year. A majority of this increase is due personnel costs and supplies/materials. Being a public service organization its no surprise that personnel services is the largest expense category of County. With just over 218 full-time and part-staff budgeted in the upcoming year factors including the cost of living adjustment (COLA), step increases, payroll taxes, and health insurance premium increases will, in general, cause budgeted increases in personnel costs each year.

Supplies and materials was the second largest increase for county expenditures which mainly consists of road and bridge construction and maintenance. These increases are from additional project expenditures to take place in 2023 and the increases in the expected cost of construction due to inflation.

The following charts and descriptions provide greater insight to the County's expenditure sources:

Personnel Services

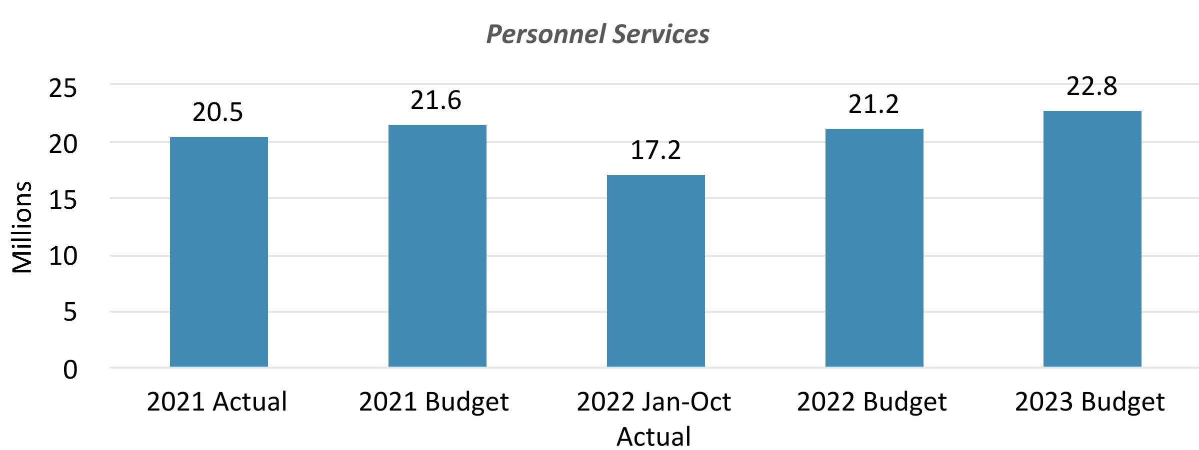
2023 Budget - $ 22,825,676

Personnel services includes all personnel related costs of the County.

A majority of the County's personnel services consist of full-time and part-time wages, payroll taxes (Social Security and Medicare), insurance costs (health, life, disability and worker's compensation), uniform allowance, and retirement benefits provided through the Public Employee Retirement Association (PERA).

This category is greatly affected by factors such as the number of full time equivalent (FTE) employees, cost of living adjustments (COLA), employee anniversary step increases, and health insurance premium increases. In total, 87.0% of personnel services costs in the 2023 budget consist of wages and overtime (72.5%) and health, life and disability insurance costs (14.5%). There was an overall increase in personnel services of 7.6% from the prior year due to the following reasons:

- In 2022 the County reduced the four largest personnel budgets by $417,000 to account for unfilled positions from the time of vacancy to the time the position is filled based on historical data. There are no personnel wage reductions budgeted for 2023.
- Health insurance increased by 5.0% over the prior year, along with health insurance election changes that took place from 2022 to 2023.
- The County's labor negotiations were still in progress at the end of 2022, resulting in an estimated Cost of Living Adjustment (COLA) to be used for the 2023 budget.



Supplies and Materials

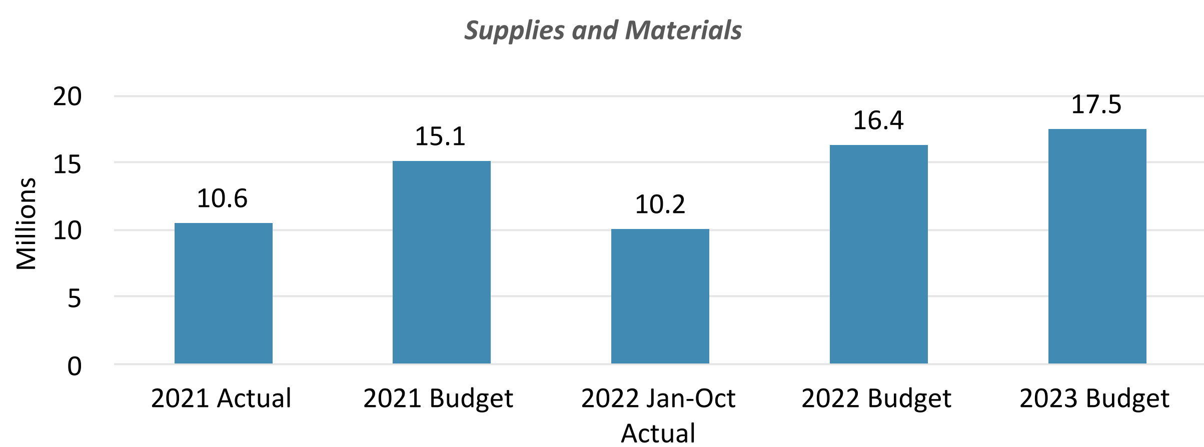
2023 Budget - $ 17,525,405

Some of the major expense categories under the supplies and materials category include:

- Highway construction and maintenance expenditures - overlaying, sealcoating, culvert replacements, and reconstruction/replacement of roads and bridges.
- General supplies - office supplies, road salt/sand, and janitorial supplies.
- Recycling program - cots associated with the Steele County Recycling program.
- Fuel - gas and diesel for fleet cars, squad cars, Highway/Landfill heavy equipment.
- Non-capitalized inventory - any asset or support cost with an individual value under $5,000. Examples could include tablets, computer monitors, office furniture, and small printers/copiers.

A three year comparison chart of supplies and materials is outlined below. Actual expenditures appear to be falling short of the budget in 2021 and 2022. This is mainly due to the there being road and bridge projects that are delayed, canceled, or the project crossing over multiple years.

In 2023 there is an overall increase in supplies and materials of 6.6%, which is mainly due to increases in road and bridge construction and an overall increase in the general supplies and materials due to inflation.



Services and Charges

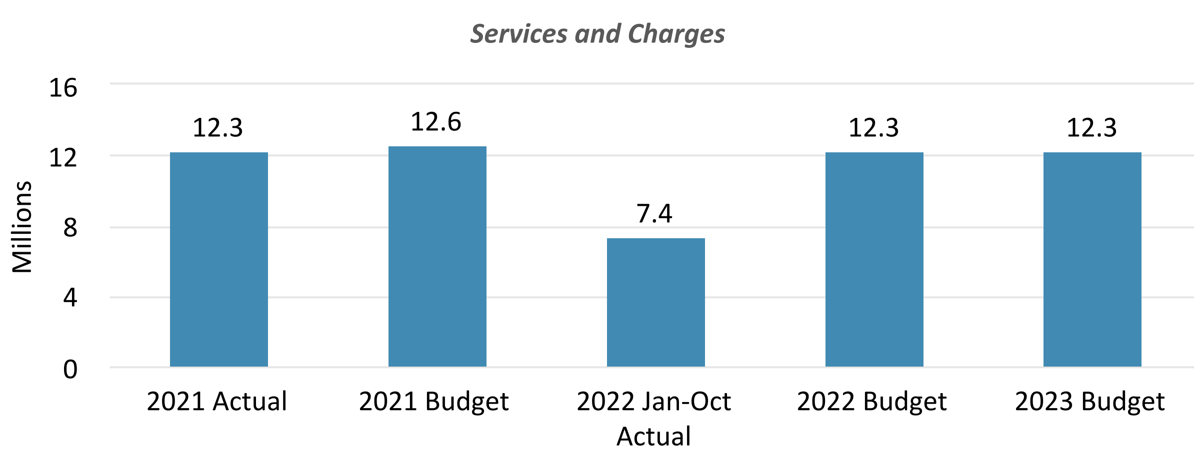
2023 Budget - $ 12,287,614

Services and Charges includes payments for goods or services provided. Some of the major services and charges expenditures include:

- Contract services. Two major contract service payments include the County's payments to joint powers organizations including Minnesota Prairie County Alliance and the Joint Dispatch E911 center.
- Equipment & Building Maintenance. Upkeep of County's facilities and equipment.
- Utilities. Including payments made to Owatonna Public Utilities.

A three year comparison chart of services and charges is outlined below. Actual expenditures appear to be falling short of the budget in 2022 due to the timing of contract service payments. Payments to Minnesota Prairie County Alliance are made in May and December, while the Joint Dispatch E911 Center payments are made quarterly.

In 2023, services and charges remained relatively flat, increasing just 0.3% over the prior year due to various surplus and deficits. Major changes from the prior year include a decrease in Highway consulting costs but increases in contracted services, utilities, and fleet lease payments. The budgeted fleet leasing for all County vehicles is now being accounted under the services and charges category, adding an additional $274,000 for the 2023 budget. These fleet leasing costs were historically budgeted under capital outlay, but we removed sine they are a ongoing and recurring County cost.



Capital Outlay

2023 Budget - $ 7,021,100

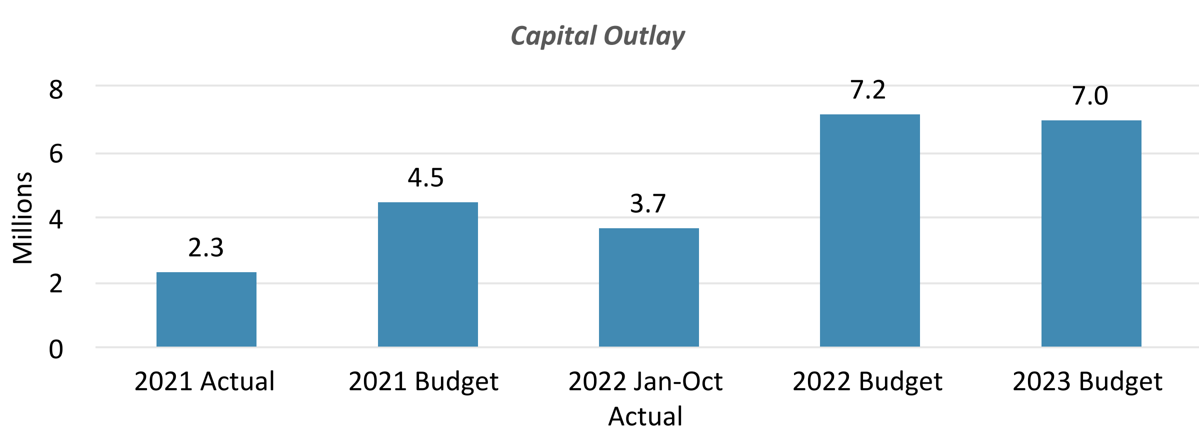
Capital outlay includes funds to acquire or upgrade capital assets such as land, buildings, improvements, and machinery/equipment. The County utilizes capital assets to provide services to citizens and at the close of 2021 the County had a total net investment in capital assets of $101 million.

For a purchase to qualify as a fixed asset, the asset must meet all the following:

- Have an individual value over $5,000
- Have a useful life over one year
- Be used in County operations
- Not be classified as a general repair, maintenance expense, or be a recurring expenditure.

Once delivered, installed, or construction is completed, a fixed asset is depreciated over their estimated useful lives, generally ranging from 3 to 50 years. In 2021, a total of $4.5 million was budget for capital outlay, with major projects including detention center security upgrades and courthouse HVAC improvements. in 2022, capital outlay increase to $7.2 million, mainly consisting of a building maintenance shop, a wall for detention center pod separation, and courthouse HVAC improvements that were delayed in the prior year. For 2023, there is a total of $7.0 million budgeted for capital outlay. Major capital projects include an addition to the county attorney office to house community corrections for $2,438,000, a fairgrounds project to bury electrical wires underground for $1,500,000, and courthouse front entrance/security improvements for $530,000. Additional information on capital outlay requests can be found in the departmental budget narratives.

A three year comparison chart of capital outlay is outlined below. Actual expenditures appear to be falling short of the budget, mainly due to project delays and projects crossing into multiple years.



Debt Service

2023 Debt Service Levy -	$	1,863,533
2023 Non-Levied Debt -	$	53,410

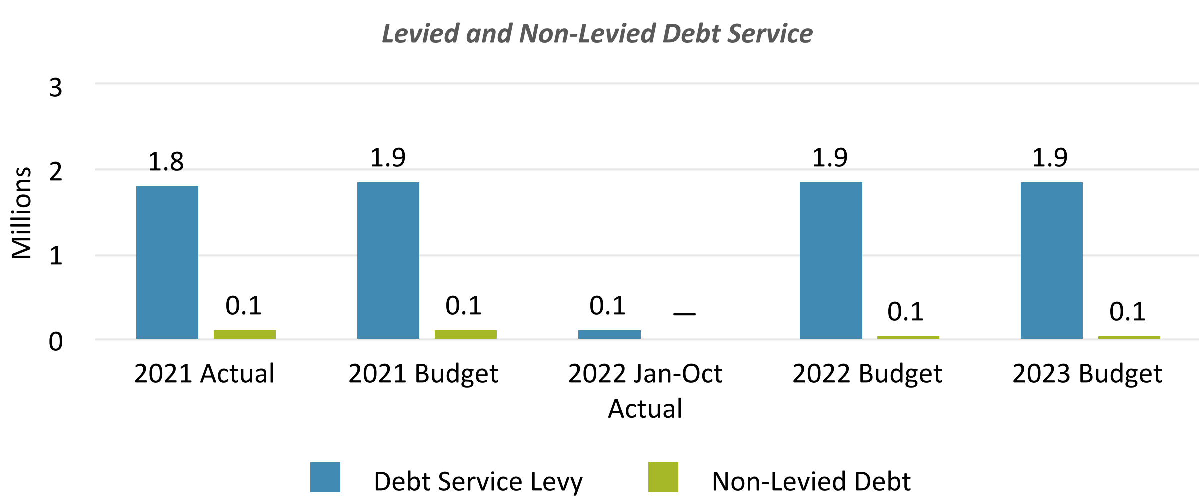
Debt service includes principal and interest payments on debt outstanding.

The County's debt service levy includes bond payments that are funded partly or entirely by property tax levy dollars. In 2023, there are three three outstanding bonds being paid by the debt service levy, including:

- 2015 Detention Center & Highway refunding bond
- 2018 Public Works Facility Construction bond
- 2020 Jail Bonds - to fund HVAC and LED lighting conversion

For more information on the outstanding debt service levy, please refer to the Debt Service section of the Budget Book.

Non-levied debt includes the outstanding debt that is not funded by property tax levy dollars, including the Clean Water Partnership (CWP) loans and Wastewater Revenue notes. These two loans were issued for financing septic systems on properties. These loans are secured by special assessments placed on the individual parcels requesting the septic system.

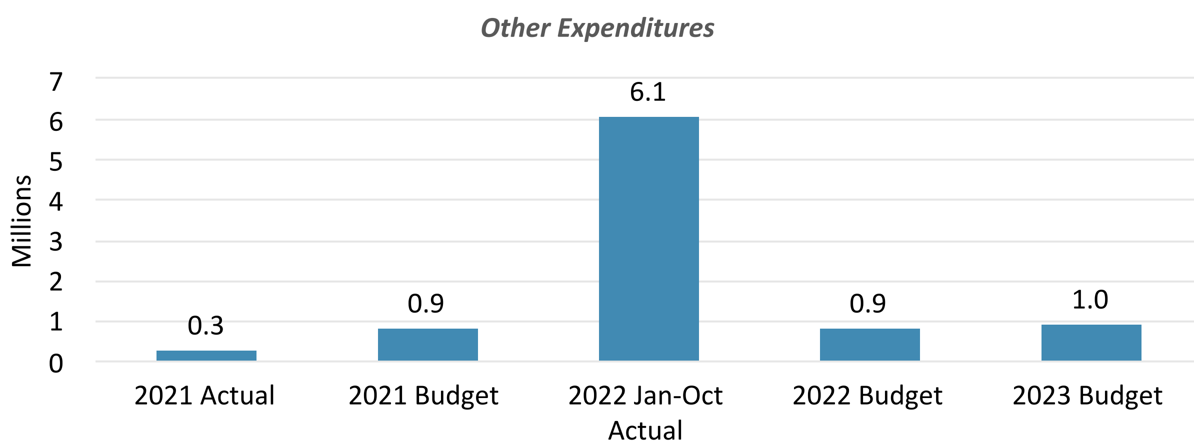


Other Expenditures

2023 Budget - $ 966,155

This category includes all miscellaneous and general expenditures of the County or any general expenditures that do not fit in all other categories.

Major expense categories include budgeted depreciation at the Landfill, salary reimbursement payments, and any unallocated expenditures. Below is a three year actual to budget comparison for other expenditures. The 2022 actual expenditures has exceeded the budget through October due to a board approved transfer of $5.8M from the General fund to the Capital Projects fund to restore the fund balance for capital projects budgeted with County reserves for fiscal years 2019 to 2022.



Budget Summary Reports

RESOLUTION

Steele County

2023 Final Budget and Tax Levy

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners approves the following 2023 tax levy totaling $28,021,403. The 2023 tax levy and budget are detailed as follows:

	Tax Levy		Budget
General Government	$ 25,177,627		$ 33,593,641
Road & Bridge	2,750,770		19,003,210
Ditch Fund	—		300,000
Bixby Sewer District	—		16,844
Bonded Debt	1,863,533		1,863,533
Capital Improvements	175,100		4,973,100
Landfill	—		2,521,799
Clean Water Partnership	—		45,466
Other Trust Funds	—		300
SUBTOTAL	29,967,030		62,317,893
Public Library (excluding cities of Owatonna and Blooming Prairie)	225,000		225,000
TOTAL TAX LEVY	30,192,030		
Less: County Aid	(2,170,627)	TOTAL CERTIFIED BUDGET	
TOTAL CERTIFIED TAX LEVY	**$ 28,021,403**		**$ 62,542,893**

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

	Scheduled Levy	Proposed Levy
2020A - G.O. CIP Bond Detention Center HVAC & LED Lighting	$ 353,300	$ 370,965
2018A - G.O. CIP Bond Public Works Facility Construction	408,600	429,030
2015A - G.O. Refunding Bond Detention Center & Road Bonds	1,063,538	1,063,538
Totals	$ 1,825,438	$ 1,863,533

The above resolution was presented by Commissioner Brady who moved its adoption, duly seconded by Commissioner Krueger. Upon the vote being taken there were 5 Ayes, 0 Nays, and 0 absent and not voting.

STEELE COUNTY
BOARD OF COMMISSIONERS

John Glynn, Chair

CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the Steele County Board of Commissioners on the 13th day of December 2022.

Laura Ihrke

Laura Ihrke, Steele County Auditor

Steele County

2023 Tax Levy and Budget

Comparative Tax Levies by Fund

Fund	2023 Final Levy	2022 Final Levy	$ Increase (Decrease)	% Change From 2022
General Government	$ 23,622,713	$ 21,635,480	$ 1,987,233	9.2 %
Highway	2,512,001	2,512,001	—	— %
Debt Service	1,711,589	1,707,994	3,595	0.2 %
General Fund Capital Improvements *	175,100	1,192,208	(1,017,108)	(85.3)%
Total Tax Levy	$ 28,021,403	$ 27,047,683	$ 973,720	3.6 %

** Excludes the Law Enforcement Center Capital Outlay*

Comparative Summary of Budgets and Tax Levies

Description	2023 Final Levy	2022 Final Levy	$ Increase (Decrease)	% Change From 2022
Total Budget	$ 62,542,893	$ 59,861,858	$ 2,681,035	4.5 %
Less: Operating Revenues	27,692,533	27,242,316	450,217	1.7 %
Less: Use of Reserves *	6,828,957	5,571,859	1,257,098	22.6 %
Total Tax Levy	$ 28,021,403	$ 27,047,683	$ 973,720	3.6 %

**Includes Highway construction revenues carried over from prior year, use of reserves for capital outlay, use of prior year restricted fund balance, and use of Landfill reserves.*

Tax Levy Changes by Function

Function	2023 Final Levy	2022 Final Levy	$ Increase (Decrease)	% Change From 2022
Public Safety	$ 10,509,470	$ 9,272,187	$ 1,237,283	13.3 %
Health and Human Services	6,681,680	6,649,498	32,182	0.5 %
General Government	5,463,855	4,776,997	686,858	14.4 %
Highway	2,512,001	2,512,001	—	— %
Debt Service Levy	1,711,589	1,707,994	3,595	0.2 %
Capital Improvements	175,100	1,192,208	(1,017,108)	(85.3)%
All Other Functions	967,708	936,798	30,910	3.3 %
Total Tax Levy	$ 28,021,403	$ 27,047,683	$ 973,720	3.6 %

#	Department	2023 Final Budget Expenditures	2023 Final Budget Revenues	2023 Final Budget Levy Request	2023 % of Total Levy	2022 Final Budget Expenditures	2022 Final Budget Revenues	2022 Final Budget Levy Request	2022 % of Total Levy
	General Fund								
3	County Wide (Includes Public Library)	$ 727,502	$ (2,819,237)	$ (2,091,735)	(7.5)%	$ 675,469	$ (2,864,218)	$ (2,188,749)	(8.1)%
5	Board of Commissioners	231,496	—	231,496	0.8 %	216,862	—	216,862	0.8 %
11	District Court Administration	364,750	—	364,750	1.3 %	310,750	—	310,750	1.1 %
13	Law Library	20,000	(20,000)	—	— %	20,000	(20,000)	—	— %
31	Administration	309,926	(60,255)	249,671	0.9 %	288,542	(60,255)	228,287	0.8 %
32	Human Resources	534,942	(232,500)	302,442	1.1 %	485,123	(225,000)	260,123	1.0 %
41	Auditor	594,330	(20,000)	574,330	2.0 %	561,748	(20,000)	541,748	2.0 %
42	Treasurer	309,296	(12,300)	296,996	1.1 %	263,693	(12,430)	251,263	0.9 %
44	Financial Administrator	247,882	—	247,882	0.9 %	262,241	—	262,241	1.0 %
61	Information Technology (IT)	608,926	(230,000)	378,926	1.4 %	520,742	(200,000)	320,742	1.2 %
62	Central Services	439,366	(49,775)	389,591	1.4 %	311,600	(70,000)	241,600	0.9 %
63	Auditor Elections	71,406	(15,135)	56,271	0.2 %	45,566	(11,135)	34,431	0.1 %
91	County Attorney	1,315,001	(158,861)	1,156,140	4.1 %	1,354,302	(152,450)	1,201,852	4.4 %
92	Attorney Contingent Expense	7,500	—	7,500	— %	7,500	—	7,500	— %
94	Drug Court	—	—	—	— %	54,400	—	54,400	0.2 %
101	Recorder	469,450	(264,000)	205,450	0.7 %	440,363	(260,000)	180,363	0.7 %
102	Surveyor	30,000	—	30,000	0.1 %	30,000	—	30,000	0.1 %
103	Assessor	762,388	(500)	761,888	2.7 %	770,478	(500)	769,978	2.8 %
104	Geographic Information Systems (GIS)	133,774	(5,400)	128,374	0.5 %	101,272	(4,700)	96,572	0.4 %
105	Planning & Zoning	618,331	(304,527)	313,804	1.1 %	564,253	(301,445)	262,808	1.0 %
111	Buildings and Grounds	1,775,908	(160,480)	1,615,428	5.8 %	1,604,715	(142,480)	1,462,235	5.4 %
121	Veteran's Service	244,651	—	244,651	0.9 %	231,991	—	231,991	0.9 %
201	Sheriff	3,998,332	(460,250)	3,538,082	12.6 %	3,356,955	(397,790)	2,959,165	10.9 %
202	Sheriff - Medford	—	(81,774)	(81,774)	(0.3)%	—	(79,009)	(79,009)	(0.3)%
203	Sheriff - Ellendale	—	(51,058)	(51,058)	(0.2)%	—	(49,571)	(49,571)	(0.2)%
204	Sheriff - Boat & Water	1,427	(2,100)	(673)	— %	4,275	(2,039)	2,236	— %
207	Sheriff Special Deputies	90,800	(20,000)	70,800	0.3 %	94,240	(20,000)	74,240	0.3 %
208	Coroner	110,000	—	110,000	0.4 %	102,999	—	102,999	0.4 %
209	Snowmobile Enforcement	500	—	500	— %	500	—	500	— %

Budgeted Tax Levy Calculation

#	Department	2023 Final Budget Expenditures	2023 Revenues	2023 Levy Request	2023 % of Total Levy	2022 Final Budget Expenditures	2022 Revenues	2022 Levy Request	2022 % of Total Levy
210	Sheriff Posse	12,000	(6,500)	5,500	— %	12,895	(10,000)	2,895	— %
251	Detention Center	4,444,660	(157,450)	4,287,210	15.3 %	4,240,972	(479,550)	3,761,422	13.9 %
252	Community Corrections	1,885,779	(698,568)	1,187,211	4.2 %	1,822,534	(691,768)	1,130,766	4.2 %
253	Law Enforcement Center	1,062,432	(740,150)	322,282	1.2 %	1,160,850	(826,117)	334,733	1.2 %
254	SC Dispatch Operations (911 Center)	954,770	—	954,770	3.4 %	880,169	—	880,169	3.3 %
255	MNPrairie County Alliance	5,611,620	—	5,611,620	20.0 %	5,579,438	—	5,579,438	20.6 %
281	Emergency Management	237,456	(70,836)	166,620	0.6 %	195,540	(43,898)	151,642	0.6 %
391	Environmental Services	754,578	(754,578)	—	— %	771,045	(771,045)	—	— %
481	Public Health Nursing	3,347,204	(2,277,144)	1,070,060	3.8 %	3,005,484	(1,935,424)	1,070,060	4.0 %
501	Historical Society	8,000	—	8,000	— %	8,000	—	8,000	— %
502	Community Center	17,200	(6,000)	11,200	— %	16,700	(6,000)	10,700	— %
521	Park & Recreation	339,117	(20,550)	318,567	1.1 %	325,026	(16,550)	308,476	1.1 %
550	Four Seasons	526,219	(494,500)	31,719	0.1 %	510,671	(488,100)	22,571	0.1 %
601	County Ag Society	72,500	—	72,500	0.3 %	72,500	—	72,500	0.3 %
602	Extension	392,222	(1,500)	390,722	1.4 %	381,051	(1,500)	379,551	1.4 %
606	Soil Conservation	135,000	—	135,000	0.5 %	135,000	—	135,000	0.5 %
	Total General Fund	33,818,641	(10,195,928)	23,622,713	84.3 %	31,798,454	(10,162,974)	21,635,480	79.9 %
	Highway								
301	Administration	487,836	(293,769)	194,067	0.7 %	454,169	(302,529)	151,640	0.6 %
302	Maintenance	5,403,153	(4,956,836)	446,317	1.6 %	4,056,335	(3,490,988)	565,347	2.1 %
303	Construction Expense	669,778	(18,000)	651,778	2.3 %	677,552	(18,000)	659,552	2.4 %
304	Equipment Maintenance & Shops	1,508,497	(288,658)	1,219,839	4.4 %	1,414,962	(279,500)	1,135,462	4.2 %
305	Town Road Allocation	365,546	(365,546)	—	— %	244,487	(244,487)	—	— %
310	Capital Construction	10,568,400	(10,568,400)	—	— %	11,647,100	(11,647,100)	—	— %
	Total Highway	19,003,210	(16,491,209)	2,512,001	9.0 %	18,494,605	(15,982,604)	2,512,001	9.3 %
	County Ditch Fund								
21	County Ditches	300,000	(300,000)	—	— %	300,000	(300,000)	—	— %

#	Department	2023 Final Budget Expenditures	2023 Revenues	2023 Levy Request	2023 % of Total Levy	2022 Final Budget Expenditures	2022 Revenues	2022 Levy Request	2022 % of Total Levy
	Bixby Maintenance Operations								
23	Bixby Sewer Project	16,844	(16,844)	—	— %	18,000	(18,000)	—	— %
	Debt Service								
35	Debt Service Levy	1,863,533	(151,944)	1,711,589	6.1 %	1,860,581	(152,587)	1,707,994	6.3 %
	Capital Improvements								
38	General Fund Capital Expenditures	4,973,100	(4,798,000)	175,100	0.6 %	5,324,208	(4,132,000)	1,192,208	4.4 %
	Landfill								
398	Solid Waste	2,521,799	(2,521,799)	—	— %	2,020,243	(2,020,243)	—	— %
	Clean Water Partnership Loan Program								
74	Clean Water Partnership	45,466	(45,466)	—	— %	45,467	(45,467)	—	— %
	Other Trust Fund								
75	Other Trusts	300	(300)	—	— %	300	(300)	—	— %
	Total	$ 62,542,893	$ (34,521,490)	$ 28,021,403	100 %	$ 59,861,858	$ (32,814,175)	$ 27,047,683	100 %
		Total Property Tax Levy Increase		$ 973,720		Total Property Tax Levy Increase		$ 790,816	
		Tax Levy Percentage Increase		3.6 %		Tax Levy Percentage Increase		3.0 %	

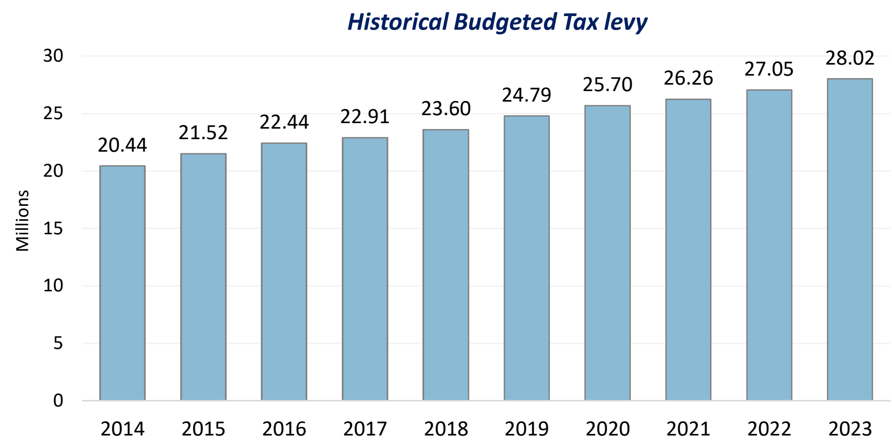
		Steele County			
		Tax Levy Changes by Department			
		2023	2022	$$$	%%%
#	**Department**	**Levy Request**	**Levy Request**	**Change**	**Change**
201	Sheriff	3,481,377	2,910,456	570,921	19.6 %
251	Detention Center	4,287,210	3,761,422	525,788	14.0 %
111	Buildings and Grounds	1,615,428	1,462,235	153,193	10.5 %
62	Central Services	389,591	241,600	147,991	61.3 %
3	County Wide (Including Public Library)	(2,091,735)	(2,188,749)	97,014	4.4 %
254	Joint Dispatch (E-911 Center)	954,770	880,169	74,601	8.5 %
61	Information Technology (IT)	378,926	320,742	58,184	18.1 %
252	Community Corrections	1,187,211	1,130,766	56,445	5.0 %
041/063	Auditor / Elections	630,601	576,179	54,422	9.4 %
11	District Court	364,750	310,750	54,000	17.4 %
105	Planning & Zoning	313,804	262,808	50,996	19.4 %
32	Human Resources	302,442	260,123	42,319	16.3 %
255	MNPrairie County Alliance	5,611,620	5,579,438	32,182	0.6 %
104	Geographic Information Systems (GIS)	128,374	96,572	31,802	32.9 %
042-044	Treasurer / Financial Administration	544,878	513,504	31,374	6.1 %
101	Recorder	205,450	180,363	25,087	13.9 %
31	Administration	249,671	228,287	21,384	9.4 %
281	Emergency Management	166,620	151,642	14,978	9.9 %
5	Board of Commissioners	231,496	216,862	14,634	6.7 %
121	Veteran's Service	244,651	231,991	12,660	5.5 %
602	Extension	390,722	379,551	11,171	2.9 %
521	Parks & Recreation	318,567	308,476	10,091	3.3 %
550	Four Seasons	31,719	22,571	9,148	40.5 %
208	Coroner	110,000	102,999	7,001	6.8 %
35	Debt Service Levy	1,711,589	1,707,994	3,595	0.2 %
502	Community Center	11,200	10,700	500	4.7 %
601	County Ag Society	72,500	72,500	—	— %
102	Surveyor	30,000	30,000	—	— %
501	Historical Society	8,000	8,000	—	— %
606	Soil Conservation	135,000	135,000	—	— %
10	Highway	2,512,001	2,512,001	—	— %
481-482	Public and Community Health	1,070,060	1,070,060	—	— %
103	Assessor	761,888	769,978	(8,090)	(1.1)%
253	Law Enforcement Center	322,282	334,733	(12,451)	(3.7)%
091-092	County Attorney	1,163,640	1,209,352	(45,712)	(3.8)%
94	Drug Court	—	54,400	(54,400)	(100.0)%
38	General Fund Capital Outlay	175,100	1,192,208	(1,017,108)	(85.3)%
	Grand Total	$ 28,021,403	$ 27,047,683	$ 973,720	3.6 %

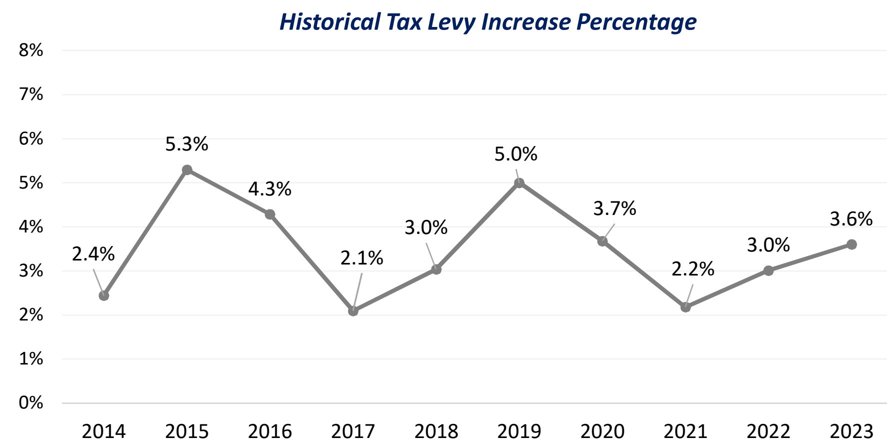
		Steele County				
		Departmental Tax Levy as a Percent of Total Tax Levy				
#	**Department**	**2023 Levy Request**	**% of Total Levy**	**2022 Levy Request**	**% of Total Levy**	**% Change 2022-2023**
201	Sheriff	3,481,377	12.4 %	2,910,456	10.8 %	1.7 %
251	Detention Center	4,287,210	15.3 %	3,761,422	13.9 %	1.4 %
3	County Wide (Including Public Library)	(2,091,735)	(7.5)%	(2,188,749)	(8.1)%	0.6 %
62	Central Services	389,591	1.4 %	241,600	0.9 %	0.5 %
111	Buildings and Grounds	1,615,428	5.8 %	1,462,235	5.4 %	0.4 %
61	Information Technology (IT)	378,926	1.4 %	320,742	1.2 %	0.2 %
254	Joint Dispatch (E-911 Center)	954,770	3.4 %	880,169	3.3 %	0.2 %
11	District Court	364,750	1.3 %	310,750	1.1 %	0.2 %
105	Planning & Zoning	313,804	1.1 %	262,808	1.0 %	0.1 %
041/063	Auditor / Elections	630,601	2.3 %	576,179	2.1 %	0.1 %
32	Human Resources	302,442	1.1 %	260,123	1.0 %	0.1 %
104	Geographic Information Systems (GIS)	128,374	0.5 %	96,572	0.4 %	0.1 %
101	Recorder	205,450	0.7 %	180,363	0.7 %	0.1 %
252	Community Corrections	1,187,211	4.2 %	1,130,766	4.2 %	0.1 %
31	Administration	249,671	0.9 %	228,287	0.8 %	— %
042-044	Treasurer / Financial Administration	544,878	1.9 %	513,504	1.9 %	— %
281	Emergency Management	166,620	0.6 %	151,642	0.6 %	— %
550	Four Seasons	31,719	0.1 %	22,571	0.1 %	— %
5	Board of Commissioners	231,496	0.8 %	216,862	0.8 %	— %
121	Veteran's Service	244,651	0.9 %	231,991	0.9 %	— %
208	Coroner	110,000	0.4 %	102,999	0.4 %	— %
502	Community Center	11,200	— %	10,700	— %	— %
501	Historical Society	8,000	— %	8,000	— %	— %
521	Parks & Recreation	318,567	1.1 %	308,476	1.1 %	— %
102	Surveyor	30,000	0.1 %	30,000	0.1 %	— %
602	Extension	390,722	1.4 %	379,551	1.4 %	— %
601	County Ag Society	72,500	0.3 %	72,500	0.3 %	— %
606	Soil Conservation	135,000	0.5 %	135,000	0.5 %	— %
253	Law Enforcement Center	322,282	1.2 %	334,733	1.2 %	(0.1)%
103	Assessor	761,888	2.7 %	769,978	2.8 %	(0.1)%
481-482	Public and Community Health	1,070,060	3.8 %	1,070,060	4.0 %	(0.1)%
94	Drug Court	—	— %	54,400	0.2 %	(0.2)%
35	Debt Service Levy	1,711,589	6.1 %	1,707,994	6.3 %	(0.2)%
091-092	County Attorney	1,163,640	4.2 %	1,209,352	4.5 %	(0.3)%
10	Highway	2,512,001	9.0 %	2,512,001	9.3 %	(0.3)%
255	MNPrairie County Alliance	5,611,620	20.0 %	5,579,438	20.6 %	(0.6)%
38	General Fund Capital Outlay	175,100	0.6 %	1,192,208	4.4 %	(3.8)%
	Grand Total	$ 28,021,403	100.0 %	$ 27,047,683	100.0 %	— %

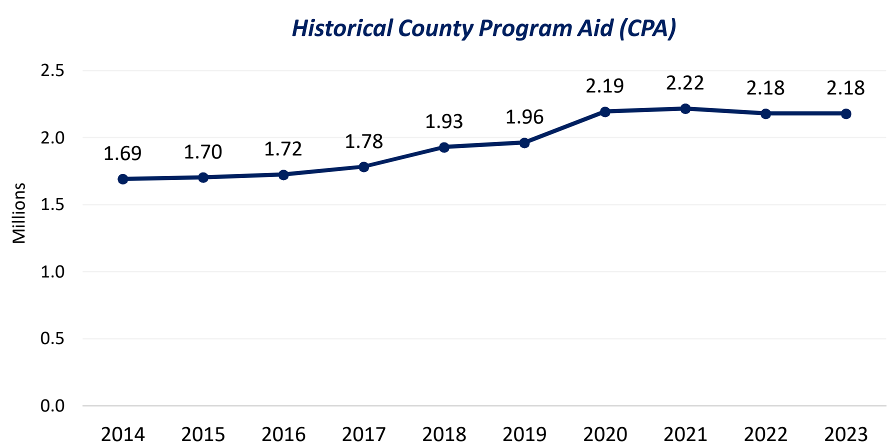
Fund	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023

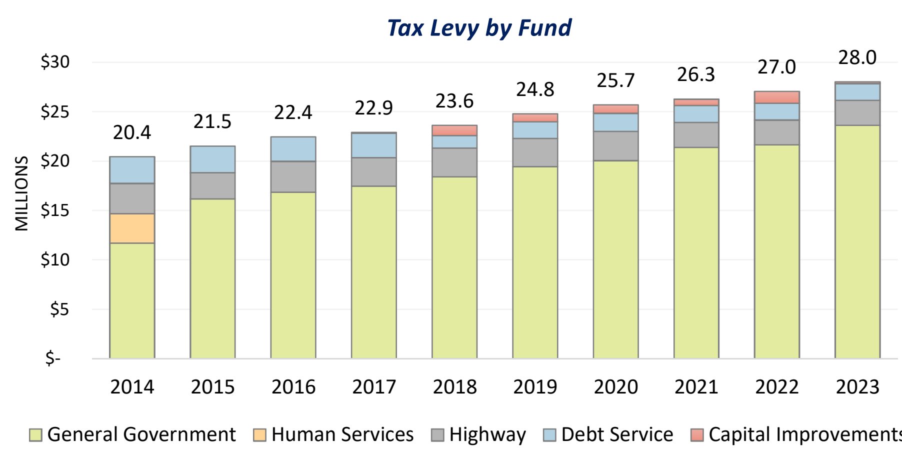
Historical Property Tax Levy

Fund	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
General Government	$ 11,699,776	$ 16,174,297	$ 16,847,349	$ 17,460,712	$ 18,405,425	$ 19,425,696	$ 20,039,287	$ 21,369,807	$ 21,635,480	$ 23,622,713
Human Services	2,978,372	-	-	-	-	-	-	-	-	-
Highway	3,053,897	2,636,056	3,121,516	2,892,731	2,906,295	2,853,196	2,952,123	2,542,141	2,512,001	2,512,001
Debt Service	2,703,125	2,707,060	2,470,288	2,465,438	1,259,913	1,700,668	1,840,318	1,706,526	1,707,994	1,711,589
Capital Improvements	-	-	-	90,000	1,033,210	805,525	865,280	638,393	1,192,208	175,100
Total Tax Levy	$ 20,435,170	$ 21,517,413	$ 22,439,153	$ 22,908,881	$ 23,604,843	$ 24,785,085	$ 25,697,008	$ 26,256,867	$ 27,047,683	$ 28,021,403
Percentage Increase	2.4%	5.3%	4.3%	2.1%	3.0%	5.0%	3.7%	2.2%	3.0%	3.6%





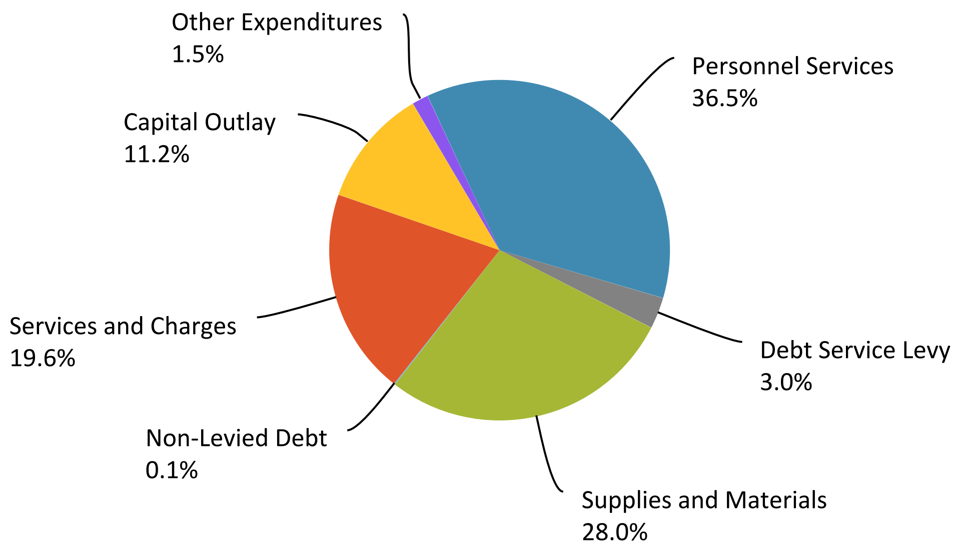




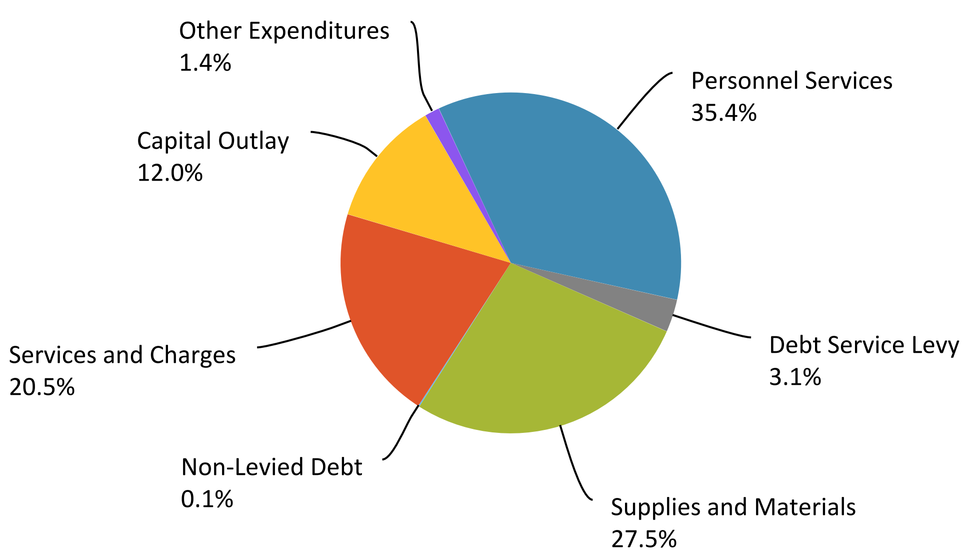
Steele County

Comparison of Budgeted Expenditures

2023 Budget: $ 62,542,893



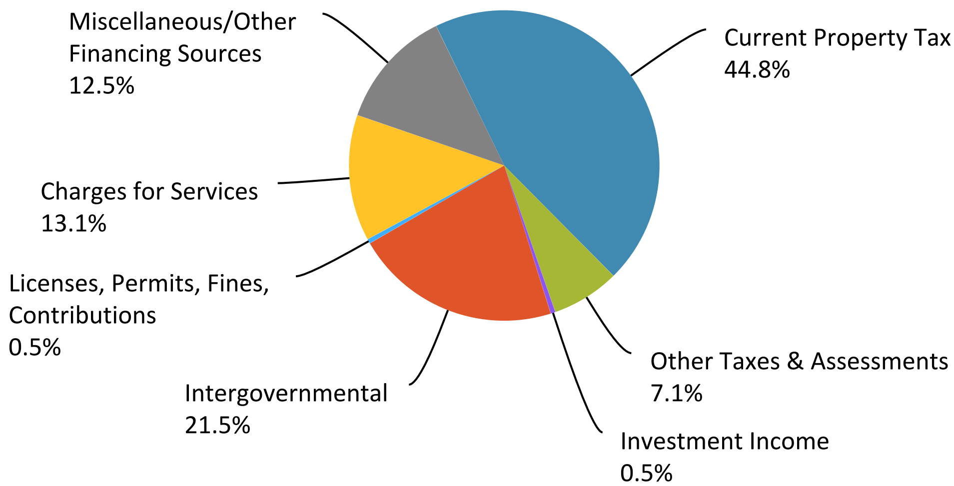
2022 Budget: $ 59,861,858



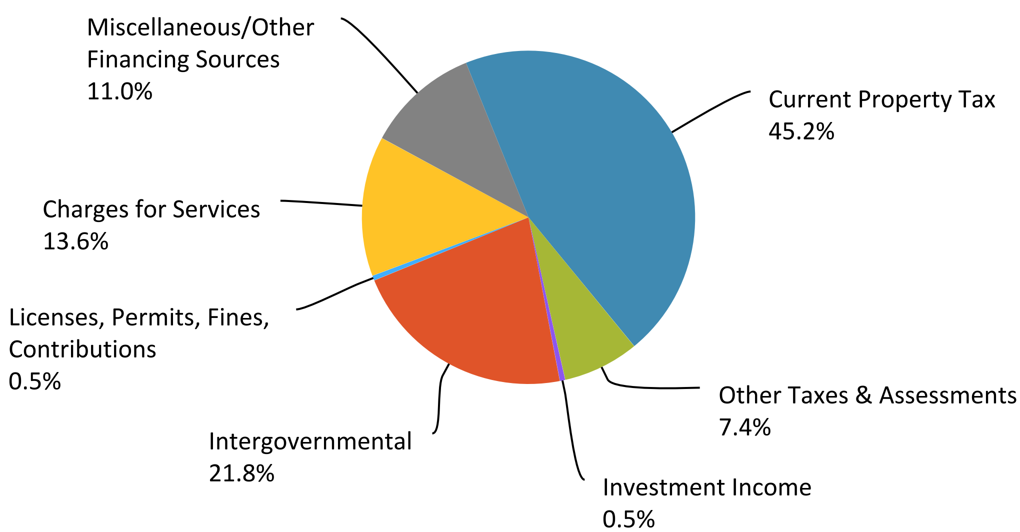
Steele County

Comparison of Budgeted Revenues

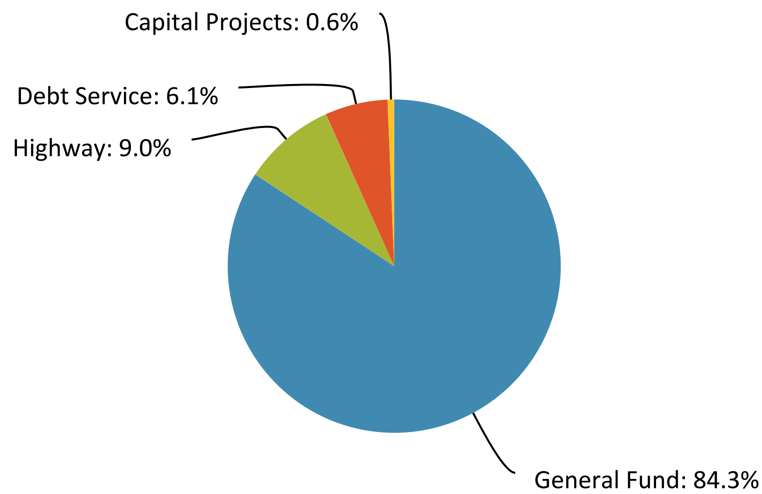
2023 Budget: $ 62,542,893



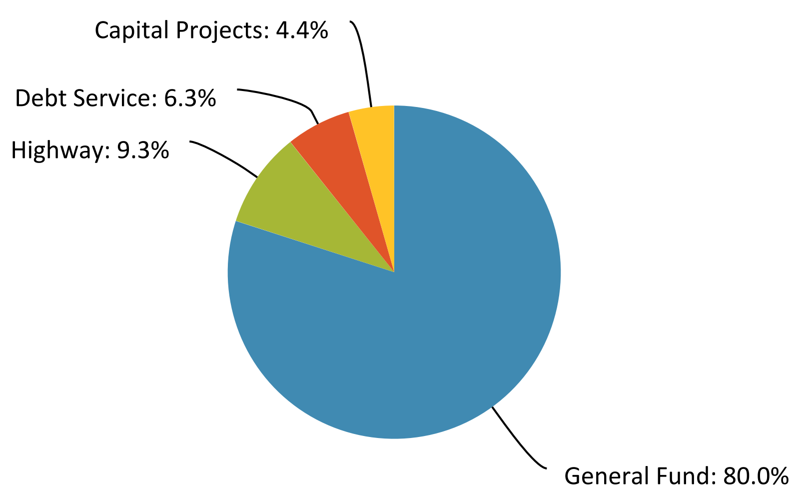
2022 Budget: $ 59,861,858



2023 Property Tax Levy: $ 28,021,403



2022 Property Tax Levy: $ 27,047,683



Function / Department		2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	Change from PY
General Government								
5	Board of Commissioners	5.00	5.00	5.00	5.00	5.00	5.00	—
31	Administration	2.00	2.00	2.00	2.00	2.00	2.00	—
32	Human Resources	4.00	4.00	4.00	4.00	4.00	4.00	—
41	Auditor	6.00	5.00	5.00	5.00	5.00	5.00	—
042-044	Treasurer/Financial Administration	3.00	4.00	4.00	4.00	4.00	4.00	—
61	Information Technology (IT)	5.00	5.00	4.00	4.00	4.00	4.50	0.50
91	County Attorney	11.00	11.00	11.00	11.00	11.00	11.00	—
101	Recorder	5.38	5.38	5.38	5.00	5.00	5.00	—
103	Assessor	7.00	7.00	7.00	7.00	7.00	7.00	—
104	Geographic Information Systems (GIS)	1.00	1.00	1.00	1.00	1.00	1.00	—
105	Planning & Zoning	5.00	6.00	6.50	5.50	5.50	5.50	—
111	Buildings and Grounds	11.00	11.00	11.00	11.00	11.00	11.00	—
121	Veteran's Service	2.00	2.00	2.00	2.00	2.00	2.00	—
	Total	67.38	68.38	67.88	66.50	66.50	67.00	0.50
Public Safety								
201	Sheriff	25.00	25.00	25.00	25.50	26.00	27.00	1.00
251	Detention Center	45.74	45.74	45.24	45.24	38.24	38.00	(0.24)
252	Community Corrections	17.50	16.50	16.50	16.00	16.00	16.00	—
253	Law Enforcement Center	4.00	4.00	4.00	4.00	4.00	4.00	—
281	Emergency Management	1.50	1.50	1.50	1.50	1.50	1.80	0.30
	Total	93.74	92.74	92.24	92.24	85.74	86.80	1.06
Road and Bridge								
10	Highway	22.00	22.00	22.00	22.00	22.00	22.30	0.30
Health								
481	Public Health Nursing	28.57	31.93	31.53	30.33	32.00	30.03	(1.97)
Sanitation								
391	Environmental Services	2.00	—	—	—	—	—	—
398	Landfill	5.75	5.75	5.75	5.75	5.75	6.75	1.00
	Total	7.75	5.75	5.75	5.75	5.75	6.75	1.00
Culture and Recreation								
521	Parks & Recreation	2.00	2.00	2.00	2.00	2.00	2.00	—
550	Four Seasons	2.00	2.00	2.00	2.00	2.00	2.00	—
	Total	4.00	4.00	4.00	4.00	4.00	4.00	—
Conservation of Natural Resources								
602	Extension	1.80	1.50	1.50	1.50	1.50	1.50	—
Total Budgeted FTE's		225.24	226.30	224.90	222.32	217.49	218.38	0.89

Department Narratives

General Government

Board of Commissioners

Department Description and Services Provided

Five county residents are elected to serve on the Steele County Board of Commissioners, serving four-year staggered terms. Commissioners are responsible for overseeing the county's management and administration, representing county interests at the state and federal level, participating in long-range planning, and managing the county budget and finances.

Commissioners receive an annual salary and are also eligible for per diem reimbursements for specific meetings other than regular board meetings. The commissioners serve on internal policy committees, as well as many local, regional, and state boards, committees, and functions. Commissioners also attend various conferences and meetings to stay current on major issues and to be proactive on matters affecting the citizens and county operations.

County Board meetings are held on the 2nd and 4th Tuesdays of the month starting at 5:00 p.m., with the exception of the first meeting in January, which is set by statute on the first Tuesday after the first Monday of the month. The meetings are held in the Boardroom of the County Administration Center located at 630 Florence Avenue, Owatonna, MN. Meetings are open to the public and recorded online through the Owatonna Live website for post-meeting viewing.

2023 Goals/Objectives

- Disposition of county properties – Old Highway Shop south property, 26th Street lots
- Strategic Plan implementation
- Overall budget strategy development
- Capital project planning and implementation
- Policy review and adoption – Fleet management/mileage reimbursement, personnel policies

Major Changes/Budget Commentary

The Commissioners 2023 budget increased by $14,634 or 6.7% from the prior year due to adjustments in personnel services. Personnel Services increased $13,394 mainly due to wage changes (cost of living adjustments), increases in expected health insurance costs, and changes in workers compensation. Workers compensation increased due to new allocation rules being applied for the 2023 budget cycle from Minnesota Counties Intergovernmental Trust (MCIT).

Board of Commissioners

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 216,859	$ —	$ 216,862	$ 231,496	$ 14,634	6.7 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***—***	***216,859***	***—***	***216,862***	***231,496***	***14,634***	**6.7 %**
Expenditures							
Personnel Services							
Wages and Overtime	112,165	112,215	98,410	115,581	121,160	5,579	4.8 %
Health, Life and Disability Insurance	72,528	72,630	57,502	69,066	72,258	3,192	4.6 %
PERA Contributions	5,089	4,969	4,346	5,103	5,326	223	4.4 %
FICA / Medicare Tax	3,063	3,230	2,878	3,317	3,462	145	4.4 %
Other Payroll Related Expenses	13,165	12,355	11,531	12,335	16,590	4,255	34.5 %
Total Personnel Services	206,010	205,399	174,667	205,402	218,796	13,394	6.5 %
Services & Charges	4,756	10,060	4,840	10,060	11,000	940	9.3 %
Supplies & Materials	1,534	1,300	2,624	1,300	1,600	300	23.1 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	100	—	100	100	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***212,300***	***216,859***	***182,131***	***216,862***	***231,496***	***14,634***	**6.7 %**
Net Expenditures (Over) Under Revenues	***$ (212,300)***	***$ —***	***$ (182,131)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Administration

Department Description and Services Provided

The county administrator is the administrative head of Steele County and is responsible for the overall management of county operations and for carrying out all decisions, policies, ordinances, and resolutions of the Board of Commissioners. The administrator reports directly to the board and acts as a liaison between the board and its staff. The Administrator also serves as the Public Information Officer for the County.

Significant Elements of the County Administrators Position

- Develop and advance policy, program, and project initiatives
- Ensure the implementation of the mission of Steele County, to effectively provide services for the health, safety, and general welfare of the public
- Develop and publicly post county meeting schedules
- Organize and distribute committee and Board meeting agenda packets
- Assist in the preparation of the annual budget
- Supervise appointed Department Heads and perform general administrative duties
- Promote positive and beneficial relationships between and among the public, private, and nonprofit sectors as well as the greater citizenry of the county
- Foster the development of a professional and productive organizational culture to ensure the delivery of quality public services for the citizens of Steele County
- Maintain a responsive, adaptable, and customer-oriented public service system
- Promote the public trust through responsible fiscal management, open and consistent communication, and a realistic long-term vision
- Protect the ongoing viability of taxpayer dollars and promote the larger economic vitality of the county as a whole

Mission Statement

Provide consultation, support, strategic direction, and services to the County staff and Board to promote effective and efficient delivery of services to the public in a transparent and fiscally responsible manner.

2022 Accomplishments

- Sale of County Properties: Old Highways Shop (North Parcel)
- Capital projects planning/procurement
    - Acquisition of Alexander Street property for use as Facilities Shop, Sheriff’s evidence storage, Emergency equipment storage
- Strategic plan implementation
- Changing Auditor and Treasurer from elected to appointed
- Organization/department structure changes – Public Health, Landfill

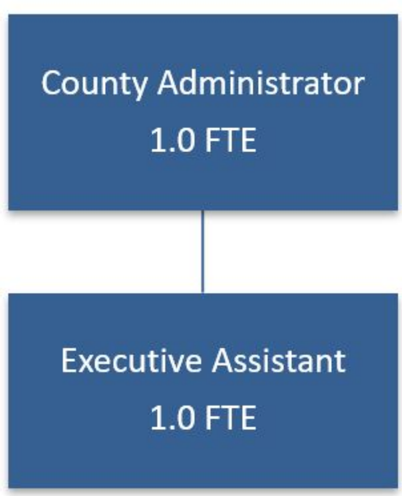
2023 Goals/Objectives

- Disposition of county property: Old Highway Shop (south property), 26th Street lots
- Strategic Plan implementation
- Review and updating of policies and practices:
    - Fleet vehicle usage/mileage reimbursement
    - Personnel policies
- Updating of fairgrounds parcel map
- Fairgrounds underground electrical project
- Law library funds legislative initiative for courthouse security upgrades
- Master capital plan implementation/financing plan

Major Changes/Budget Commentary

The Administration 2023 budget increased $21,384 or 7.4% from the prior year primarily due to personnel service adjustments. Personnel Services increased $19,784 mainly due to wage changes (cost of living adjustments and anniversary step increases), increases in expected health insurance costs, and changes in workers compensation. Workers compensation increased due to new allocation rules being applied for the 2023 budget cycle from Minnesota Counties Intergovernmental Trust (MCIT).

Administration
2.0 FTE



Administration

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 205,458	$ —	$ 228,287	$ 249,671	$ 21,384	9.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	60,255	60,255	60,355	60,255	60,255	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	3	—	—	—	—	—	— %
Total Revenues	***60,258***	***265,713***	***60,355***	***288,542***	***309,926***	***21,384***	**7.4 %**
Expenditures							
Personnel Services							
Wages and Overtime	196,103	190,675	168,291	200,505	214,184	13,679	6.8 %
Health, Life and Disability Insurance	41,410	36,924	40,026	47,484	50,856	3,372	7.1 %
PERA Contributions	14,199	14,301	12,622	15,038	16,064	1,026	6.8 %
FICA / Medicare Tax	14,006	14,109	12,025	14,837	15,850	1,013	6.8 %
Other Payroll Related Expenses	354	354	118	328	1,022	694	211.6 %
Total Personnel Services	266,072	256,363	233,082	278,192	297,976	19,784	7.1 %
Services & Charges	2,412	7,650	3,932	8,650	9,150	500	5.8 %
Supplies & Materials	1,731	1,200	933	1,200	2,300	1,100	91.7 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	548	500	321	500	500	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***270,763***	***265,713***	***238,268***	***288,542***	***309,926***	***21,384***	**7.4 %**
Net Expenditures (Over) Under Revenues	***$ (210,505)***	***$ —***	***$ (177,913)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Human Resources

Mission Statement

The mission of the Steele County Human Resources Department is to be a strategic partner in the selection, development and retention of high-quality employees.

Vision Statement

Be an employer of choice in the County and region.

Department Description and Services Provided

The Department provides comprehensive services to approximately 500 employees across 2 agencies: Steele County (290), Minnesota Prairie County Alliance (178). The Human Resources Department also provides limited HR services to 26 employees at the Rice/Steele Consolidated 911 Dispatch Center as indicated by * below. The Department includes 4.0 staff FTE's. It's imperative that our greatest asset, our human capital, provide a high return on investment, making the role of the department critical to the overall success of the organization.

The Human Resources Department is responsible for the following county-wide services & programs:

- Recruitment and selection of employees
- Employee orientation & onboarding *
- Labor relations
- Contract negotiations and implementation for 8 bargaining units
- Training and organizational development programs
- Developing and maintaining job classification and compensation systems
- Benefits administration *
- Develop, oversee, and carry out personnel policies and rules
- Performance/talent management
- Leave administration *
- Worker's compensation program
- Unemployment Program Oversight
- Compliance with laws and reporting requirements *
- Management of the human resource information system (HRIS) *
- Employee recognition programs
- Provide guidance and support to departments

2022 Highlights

- Continued response coming out of COVID-19 health pandemic with implementation of new policies, teleworking, employee safety/security, reopening planning, leave administration and employer contact tracing responsibilities
- Implementation of first, new contract with Probation Officer bargaining unit
- Completed 56 stay interviews with current employees
- Completed retention survey with over 80% participation rate of employees
- Offered new “bite-sized learning” training sessions monthly to employees
- Reinstated monthly employee newsletter in 2022
- Filled 74 vacancies (full-time & part-time) for Steele County and 29 for MNPrairie
- Received preliminary results from salary market survey in 4th quarter
- Completed new employee orientations for Steele County, MNPrairie and 911 Dispatch
- Administered 15 benefit plans for MN Prairie/14 for Steele County/12 for Dispatch
- Developed and conducted 8 Supervisor Training sessions
- Coordinated county-wide employee recognition/holiday event
- Administered employee leaves
- Administered and processed Worker’s Compensation programs
- One grievance filed in Steele County; No grievances filed in MNPrairie
- Completed 49 employee exit interviews
- Implemented CMS Covid-19 vaccine mandate for Public Health Department

Goals for 2023

- Develop and implement employee recruitment and retention strategies & programs
- Evaluate and refine telecommuting process & procedures
- Continue work on strategic plan Workforce/Workplace sub-committee key areas
- Review and refine results from market salary survey in order to update pay philosophy and address recruitment challenges
- Implement successful contract settlements with all seven (7) collective bargaining units
- Update personnel rules & policies handbook
- Provide exceptional customer service

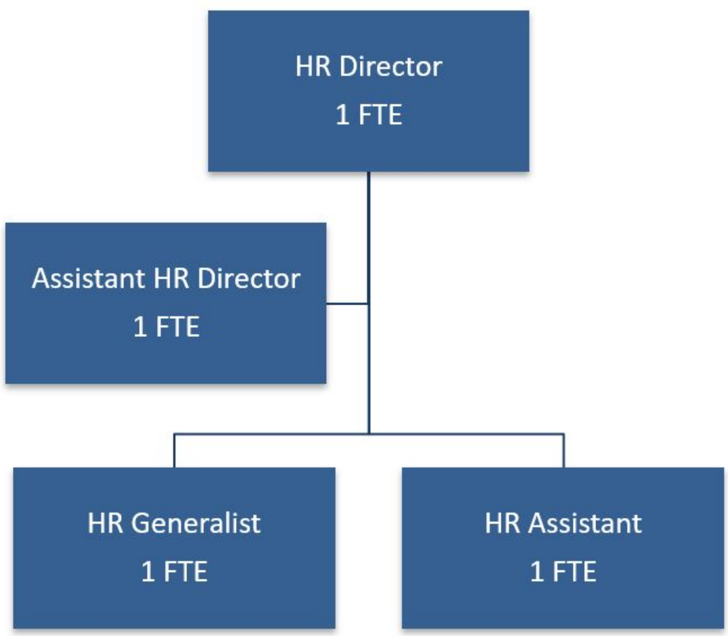
Major Changes/Budget Commentary

Major factors for the 2023 budget include:

- Employee COLA/Step Movement
- 5% increase in health insurance premiums
- Employee wellness budget being moved into Human Resources

Salary and benefit costs make up the largest portion of the budget for the department. The COLA and step movement are the key significant factors making up the budget request in terms of personnel costs. Other changes within the department include the allocation of the Steele County Wellness budget being part of the Human Resources budget for 2023 which includes intergovernmental revenues, additional supplies and additional staff time.

Human Resources
4 FTE



Human Resources

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 229,938	$ —	$ 260,123	$ 302,442	$ 42,319	16.3 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	7,500	7,500	— %
Charges for Services	212,818	245,000	172,387	225,000	225,000	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***212,818***	***474,938***	***172,387***	***485,123***	***534,942***	***49,819***	**10.3 %**
Expenditures							
Personnel Services							
Wages and Overtime	314,269	334,764	289,399	341,262	376,809	35,547	10.4 %
Health, Life and Disability Insurance	69,606	74,556	59,279	71,256	74,772	3,516	4.9 %
PERA Contributions	22,425	25,107	21,705	25,595	28,261	2,666	10.4 %
FICA / Medicare Tax	22,020	24,773	20,862	25,254	27,884	2,630	10.4 %
Other Payroll Related Expenses	488	488	543	456	416	(40)	(8.8)%
Total Personnel Services	428,808	459,688	391,788	463,823	508,142	44,319	9.6 %
Services & Charges	3,222	7,750	8,457	10,300	10,300	—	— %
Supplies & Materials	2,258	2,500	1,827	2,000	7,500	5,500	275.0 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	3,477	5,000	5,623	9,000	9,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***437,765***	***474,938***	***407,695***	***485,123***	***534,942***	***49,819***	**10.3 %**
Net Expenditures (Over) Under Revenues	***$ (224,947)***	***$ —***	***$ (235,308)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Auditor & Elections

Department Description and Services Provided

Throughout the year the Auditors office handles various duties, including:

- Calculation of property tax rates
- Delinquent real estate tax collections and tax settlements
- Property transfers
- County ditch administration of 30 ditches
- Issuing licenses for dance, tobacco, auctioneers, 3.2 beer, liquor, body art establishment, transient merchants, and peddlers
- Dangerous dog administration
- Sale of the Steele County plat book
- Processing of accounts payable and receivable
- Preparing year end reports including 1099's
- Researching, preparing and holding tax forfeited property sales annually
- Serving as the clerk to the County Board, preparing and preserving the minutes, resolutions, agreements and ordinances.
- Election administration, including voter registration, absentee ballots, and ballot counting.

The County Auditor was switched from an elected position to appointed position in 2022 and is a member of the Board of Appeal & Equalization, serves on the County Canvassing Board and the Extension Committee, as required by statute, as well as interacts with County residents, local, state and federal agencies.

Mission Statement

The mission of Steele County's Auditor/Elections Department is to serve the financial, tax, election, licensing and drainage needs of the County's stakeholders in an effective and efficient manner.

Goals/Objectives

- Collect receipts and disburse payments in an accurate, timely manner
- Keep the accounting procedures and policies updated
- Record ditch right of ways and maintain integrity of ditch records
- Provide more cross training of employees
- Provide eligible voters the opportunity to vote
- Maintain election integrity

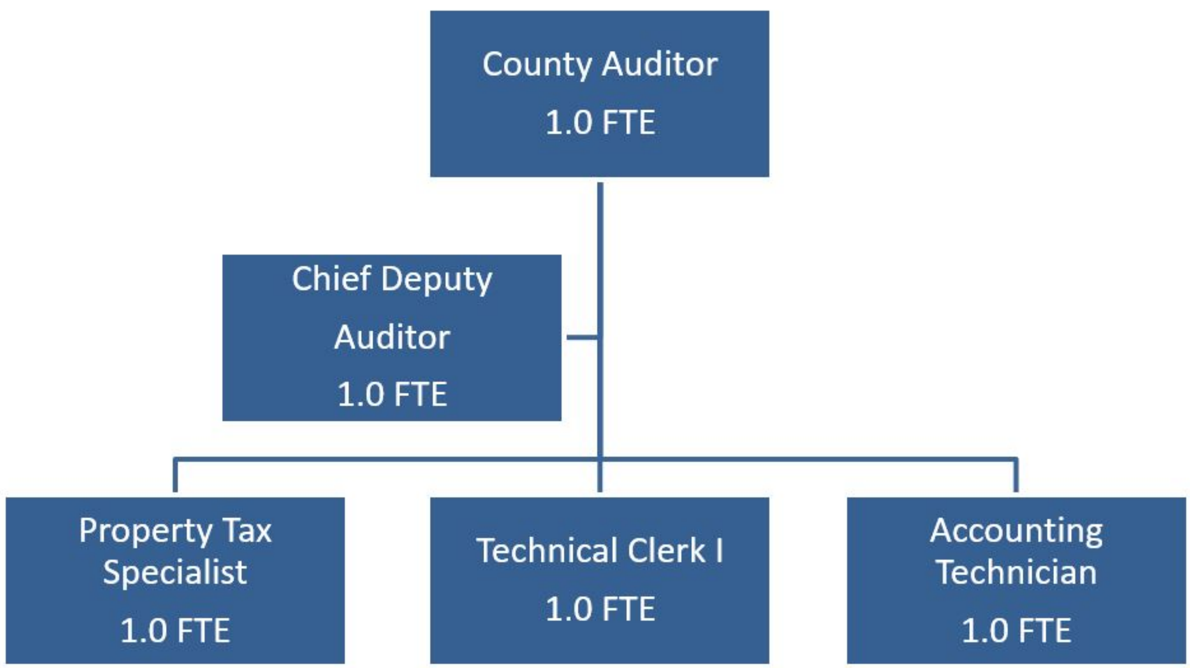
Major Changes/Budget Commentary

The Auditor & Elections combined 2023 budget increased by of $58,422 or 9.6% from the prior year. Personnel services was the main reason for the overall increase which includes the cost of living adjustments, employee step increases, and increases in expected health insurance.

Operating expenditures increased overall by $21,530 due to increases in expected annual audit costs and supplies for elections. Although elections are not a yearly occurrence, they are budgeted on a yearly basis to help stabilize the cost of these expenditures. There is also potential for additional temporary staff to be needed in future elections due to possible changes in election laws.

Auditor/Elections

5.0 FTE



Auditor

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 537,962	$ —	$ 541,748	$ 574,330	$ 32,582	6.0 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	14,145	14,000	5,274	13,500	15,000	1,500	11.1 %
Licenses and Permits	2,215	6,000	4,340	6,500	5,000	(1,500)	(23.1)%
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***16,360***	***557,962***	***9,614***	***561,748***	***594,330***	***32,582***	**5.8 %**
Expenditures							
Personnel Services							
Wages and Overtime	345,291	348,845	295,112	354,035	369,296	15,261	4.3 %
Health, Life and Disability Insurance	71,876	72,189	48,596	68,697	71,889	3,192	4.6 %
PERA Contributions	25,787	26,163	21,726	26,553	27,697	1,144	4.3 %
FICA / Medicare Tax	24,911	25,815	21,730	26,198	27,328	1,130	4.3 %
Other Payroll Related Expenses	500	500	570	465	520	55	11.8 %
Total Personnel Services	468,365	473,512	387,734	475,948	496,730	20,782	4.4 %
Services & Charges	63,002	75,200	69,049	75,300	87,100	11,800	15.7 %
Supplies & Materials	9,461	9,100	3,616	10,200	10,200	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	249	150	257	300	300	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***541,077***	***557,962***	***460,656***	***561,748***	***594,330***	***32,582***	**5.8 %**
Net Expenditures (Over) Under Revenues	***$ (524,717)***	***$ —***	***$ (451,042)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Auditor Elections

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 45,268	$ —	$ 34,431	$ 56,271	$ 21,840	63.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	32,292	6,135	6,135	—	— %
Charges for Services	6	10,000	840	1,000	1,000	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	18,487	8,000	—	4,000	8,000	4,000	100.0 %
Total Revenues	***18,493***	***63,268***	***33,132***	***45,566***	***71,406***	***25,840***	**56.7 %**
Expenditures							
Personnel Services							
Wages and Overtime	332	7,000	3,224	4,000	19,000	15,000	375.0 %
Health, Life and Disability Insurance	—	—	143	—	—	—	— %
PERA Contributions	—	—	17	—	—	—	— %
FICA / Medicare Tax	26	518	244	296	1,406	1,110	375.0 %
Other Payroll Related Expenses	—	—	—	—	—	—	— %
Total Personnel Services	358	7,518	3,628	4,296	20,406	16,110	375.0 %
Services & Charges	105	5,700	4,367	6,450	5,450	(1,000)	(15.5)%
Supplies & Materials	13,447	50,050	47,418	34,320	45,050	10,730	31.3 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	12,596	500	500	—	100.0 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***13,910***	***63,268***	***68,009***	***45,566***	***71,406***	***25,840***	**56.7 %**
Net Expenditures (Over) Under Revenues	***$ 4,583***	***$ —***	***$ (34,877)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Auditor/Elections Combined

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 583,230	$ —	$ 576,179	$ 630,601	$ 54,422	9.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	32,292	6,135	6,135	—	— %
Charges for Services	14,151	24,000	6,114	14,500	16,000	1,500	10.3 %
Licenses and Permits	2,215	6,000	4,340	6,500	5,000	(1,500)	(23.1)%
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	18,487	8,000	—	4,000	8,000	4,000	100.0 %
Total Revenues	***34,853***	***621,230***	***42,746***	***607,314***	***665,736***	***58,422***	**9.6 %**
Expenditures							
Personnel Services							
Wages and Overtime	345,623	355,845	298,336	358,035	388,296	30,261	8.5 %
Health, Life and Disability Insurance	71,876	72,189	48,739	68,697	71,889	3,192	4.6 %
PERA Contributions	25,787	26,163	21,743	26,553	27,697	1,144	4.3 %
FICA / Medicare Tax	24,937	26,333	21,974	26,494	28,734	2,240	8.5 %
Other Payroll Related Expenses	500	500	570	465	520	55	11.8 %
Total Personnel Services	468,723	481,030	391,362	480,244	517,136	36,892	7.7 %
Services & Charges	63,107	80,900	73,416	81,750	92,550	10,800	13.2 %
Supplies & Materials	22,908	59,150	51,034	44,520	55,250	10,730	24.1 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	249	150	12,853	800	800	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***554,987***	***621,230***	***528,665***	***607,314***	***665,736***	***58,422***	**9.6 %**
Net Expenditures (Over) Under Revenues	***$ (520,134)***	***$ —***	***$ (485,919)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Treasurer/Finance

Department Description and Services Provided

The Treasurer/Finance Office is part of the administrative branch of County government and interacts with county departments, county residents, vendors, bond rating agencies, local government, state and federal agencies, school districts and special districts. The County Treasurer is an elected official and appointed by the County Board to also serve as Steele County's Finance Director. The Treasurer/Finance Director also participates on various committees and boards, as directed by the Board.

The Treasurer's Office is responsible to have cash available to pay County obligations, deposit collected funds in a depository account and invest excess funds in an investment account as allowed by Minnesota State Statute 118A. The Office also collects all County revenues including tax payments on 19,000 real estate parcels and more than 4,800 mobile home properties.

The Finance Office has the responsibilities to prepare, analyze, present, and monitor the County's annual budget as well as maintain and inform the County Board on the financial health of the County. The Office also prepares financial reports for the Rice Steele Dispatch Center ("Dispatch") and provides financial information to the County's independent Certified Public Accountants who prepare the annual financial statements for Steele County and Dispatch.

Mission Statement

The mission of Steele County's Treasurer/Finance Office is to serve with integrity and respect.

Department Highlights

- Collected over 98% of levied taxes annually
- Participated in the annual standard measures program with the State of Minnesota
- Received unmodified or "clean" opinion audits for both Steele County and Rice-Steele Consolidated Dispatch

Goals/Objectives

- Cash management – effectively and efficiently manage county investments
- Update, create and promote financial policies and guidelines that contribute to the County fiscal stability and internal control
- Provide timely and useful financial information to stakeholders
- Collect and distribute tax payments efficiently and accurately to the various governmental agencies
- Provide continuous education and training to staff
- Continuously assessing procedures and processes to achieve efficiencies

- Provide financial data and analysis to bond rating agencies to maintain Steele County's current AA rating by Standard & Poor's
- Continually work towards preparing a Comprehensive Annual Financial Report (CAFR), a set of U.S. government financial statements comprising of the County's financial report that complies with the accounting requirements set by the Governmental Accounting Standards Board

2023 Budget Commentary

The Treasurer / Finance 2023 budget increased by $31,244 or 5.9% from the prior year. Major drivers for this increase include the following:

- Annual wage adjustments, including payroll taxes and benefits - $22,395
- Office equipment, chairs (2) - $1,500
- Postage and publishing - $3,000
- Software annual maintenance fees and misc - $4,349
- Attend the national GFOA annual conference in Portland, OR

Treasurer / Finance

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 454,995	$ —	$ 513,504	$ 544,878	$ 31,374	6.1 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	5,237	5,430	—	5,430	5,300	(130)	(2.4)%
Charges for Services	4,723	8,000	3,628	7,000	7,000	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	45	—	—	—	— %
Total Revenues	***9,960***	***468,425***	***3,673***	***525,934***	***557,178***	***31,244***	**5.9 %**
Expenditures							
Personnel Services							
Wages and Overtime	329,870	319,882	266,012	326,547	353,636	27,089	8.3 %
Health, Life and Disability Insurance	47,952	49,483	54,657	69,513	60,819	(8,694)	(12.5)%
PERA Contributions	23,809	23,992	19,896	24,491	26,523	2,032	8.3 %
FICA / Medicare Tax	24,513	23,672	19,388	24,164	26,169	2,005	8.3 %
Other Payroll Related Expenses	606	606	515	453	416	(37)	(8.2)%
Total Personnel Services	426,750	417,635	360,468	445,168	467,563	22,395	5.0 %
Services & Charges	16,872	19,290	22,245	40,435	44,315	3,880	9.6 %
Supplies & Materials	35,812	31,400	42,147	40,231	45,200	4,969	12.4 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	100	—	100	100	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***479,434***	***468,425***	***424,860***	***525,934***	***557,178***	***31,244***	**5.9 %**
Net Expenditures (Over) Under Revenues	***$ (469,474)***	***$ —***	***$ (421,187)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Information Technology

Mission Statement

Provide technology leadership, collaboration, innovative solutions and a commitment to excellence enabling Steele County and MNPrairie to fulfill their mission and goals – providing quality services to the citizens we serve both efficiently <u>and</u> effectively.

Goals/Objectives

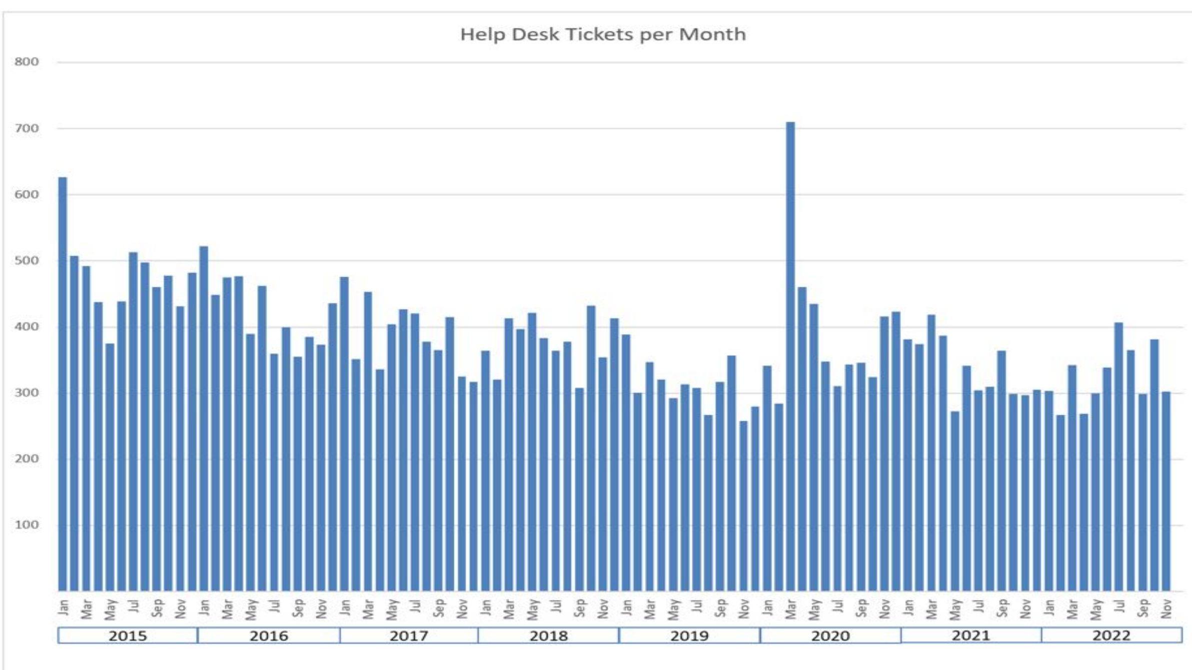
Be a recognized service leader by providing innovative solutions that exceed the expectations of Steele County and MNPrairie.

Department Description and Services Provided

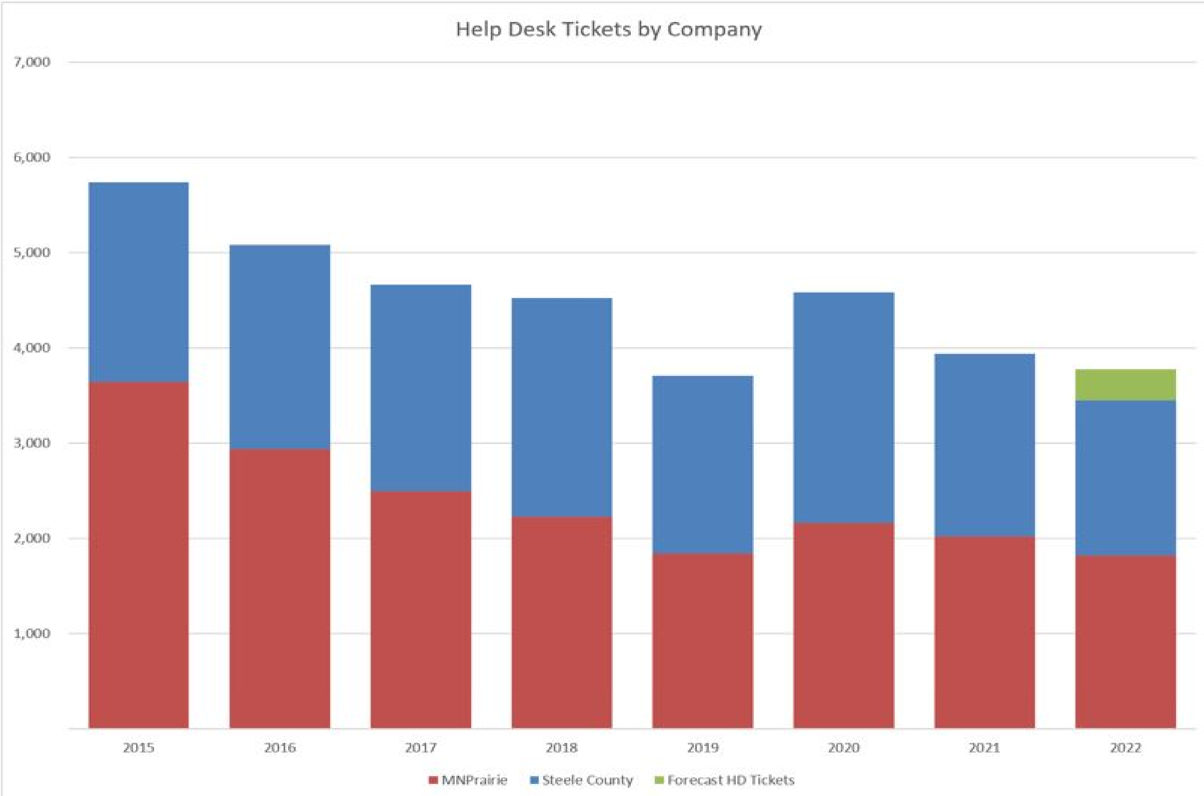
The Information Technology Department (IT) is responsible for most facets of digital technology in both Steele County and MNPrairie. We deliver technology consulting, implementation services and technical support to all County departments and MNPrairie. By thinking and working strategically we have assisted many departments in driving efficiency deep into their operations – implementing information technology which enables them to provide public services both efficiently and effectively.

Services include a Help Desk providing support for all the county computers, communications, networks, systems and software applications from 7:30 am to 5:00 pm, Monday thru Friday, plus 24 x7 support for Law Enforcement and the Detention Center.

The IT Help Desk currently averages 325 support requests per month. Despite the increase in support requests at the beginning of the COVID pandemic they have been trending downwards over the past several years.



The past several years have also seen a closer balance between Steele County and MNPrairie support requests.



Other services provided by the Information Technology Department include:

- Support Steele County and MNPrairie staff by answering technology support questions and devising solutions to their problems;
- Support, configure, maintain, and enhance existing systems and networks as well as deploys new hardware and software;
- Provide technical guidance and consultation to end users regarding Information Technology projects and purchases;
- Research and devise strategies for the further utilization of automation and new technologies to enhance the quality and productivity of Steele County and MNPrairie operations;
- Test, monitor, and maintain computer programs and systems, including coordinating the installation of computer programs and systems;
- Confer with departments regarding the nature of the information processing or computation needs a computer program is to address;
- Coordinate and link various computer systems within the county to increase compatibility so information can be shared;
- Develop, document, and implement policies and procedures designed to foster the efficient and secure utilization of Steele County technology investment;
- Focus on improving network security;
- Provide Security Awareness Training – including anti-phishing training.

Several departments fall under specific standards mandated by federal and state agencies:

- CJIS (FBI & MN BCA)
- FTI (IRS)
- HIPAA (HHS OCR)

Other departments which process credit cards are subject to (PCI-DSS). Ensuring technical compliance with all of these standards is critical – both to properly protect data and to reduce the risk of fines and penalties for non-compliance.

Department Overview and Service Locations

Steele County Information Technology department supports the following:

	Steele County	MNPrairie	Total
Users (Approximate)	221	210	431
Workstations			
Desktop	137	21	158
Laptop	127	200	327
Tablets	23	0	23
Servers			
Physical / Hosts	7	3	10
Virtual	39	18	57
Network Switches	44	13	57
Firewalls	6	2	8

12 service locations, outlined below:

Location	Address	City
Admin Center / MN Prairie - Steele	630 Florence AVE	Owatonna
Annex	635 Florence AVE	Owatonna
Community Corrections	631 N Cedar AVE	Owatonna
County Attorney	303 S Cedar AVE	Owatonna
Courthouse	111 E Main ST	Owatonna
Detention Center	2500 Alexander ST	Owatonna
Four Seasons Center	1525 S Elm AVE	Owatonna
Landfill	9420 SE SE 64th AVE	Blooming Praire
LEC (Law Enforcement Center)	204 E Pearl ST	Owatonna
MNPrairie — Dodge	22 E 6th ST	Mantorville
MNPrairie — Waseca	299 SW Johnson AVE	Waseca
Public Works	3000 Hoffman DR	Owatonna

In addition, we also support all mobile telecommunication and broadband services for remote users, including Sheriff squads and Highway engineering.

Staff

An appointed Director of Information Technology manages the department – currently consisting of four employees. Our Help Desk staff has been able to consistently meet our response time goals and maintain a nearly 100% CSAT (Customer Satisfaction) score.

With the dramatic increase in cyber threats, we are budgeting for an additional full-time employee who will focus specifically on cyber defense as well as helping to support the Help Desk. The position will be added midway through the year.

Changes due to COVID-19

During 2020 and again in 2021, we responded very quickly to protect our Steele County and MNPrairie employees – many of whom were working from home. Alternative funding sources such as CRF (COVID Relief Fund) were used throughout the year to enhance the ability of our staff to work remotely – including tools to improve the ability of our IT department remotely supporting staff.

We used CRF to equip most conference rooms to support remote meetings. During several larger meetings we were able to divide attendees between multiple conference rooms – which we tied together electronically to support the larger crowd sizes while still providing social distancing.

We also used CRF funds to enhance cybersecurity which was under a great deal of attack during 2020 thru 2022. Unfortunately, this new level of cyber-attacks continues to increase and will likely be the new normal.

Major Changes/Budget Commentary

The Information Technology budget is mainly comprised of personnel services (attributing to roughly 90% of annual budgeted expenditures). Many of technology expenditures including internet, phone, software and computers are coded to the individual department or out of the County's central services department. The central services department was created to proved a place to code costs that provide a more county-wide benefit. Therefore, changes to staffing have a significant impact on the overall IT budget.

The Information Technology 2023 budget increased by $88,184 or roughly 16.9% from the prior year. This increase is primarily due to personnel services which includes cost of living adjustments, employee anniversary step increases, and increases in health insurance and payroll taxes. In addition, an extra $50,000 in personnel is budgeted for a new Network Security Analyst position, which is estimated as a half FTE position for 2023 with a starting date in the middle of the year. Starting in 2024 the position will be budgeted at full time.

Contract revenue received from MNPrairie for IT services provided is based on the ratio of actual hours dedicated to either agency, which is increasing 15.5% due to the additional costs of the Network Security Analyst. While MNPrairie tends to generate more support requests, they take less time. We continue to use a budgeted allocation projection of 50% which appears to be close to actual. Most of our support is provided remotely which allows us to close support requests more quickly and dramatically reduces drive time to Dodge and Waseca locations.

Information Technology

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 256,054	$ —	$ 320,742	$ 378,926	$ 58,184	18.1 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	197,878	260,000	149,295	200,000	230,000	30,000	15.0 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***197,878***	***516,054***	***149,295***	***520,742***	***608,926***	***88,184***	**16.9 %**
Expenditures							
Personnel Services							
Wages and Overtime	333,816	328,499	290,980	345,562	407,157	61,595	17.8 %
Health, Life and Disability Insurance	88,386	88,311	58,921	70,659	79,965	9,306	13.2 %
PERA Contributions	24,605	24,637	21,823	25,917	30,537	4,620	17.8 %
FICA / Medicare Tax	23,427	24,309	21,139	25,572	30,129	4,557	17.8 %
Other Payroll Related Expenses	468	468	546	432	468	36	8.3 %
Total Personnel Services	470,702	466,224	393,409	468,142	548,256	80,114	17.1 %
Services & Charges	28,209	46,030	32,194	48,800	53,520	4,720	9.7 %
Supplies & Materials	6,168	3,800	1,904	3,800	7,150	3,350	88.2 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***505,079***	***516,054***	***427,507***	***520,742***	***608,926***	***88,184***	**16.9 %**
Net Expenditures (Over) Under Revenues	***$ (307,201)***	***$ —***	***$ (278,212)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

County Attorney

Department Description and Services Provided

County Attorney Dan McIntosh leads the Steele County Attorney's Office (SCAO), which is also staffed by five Assistant County Attorneys, three Legal Assistants, one Paralegal and one Victim Service Coordinator. The SCAO prosecutes criminal offenses that arise in Steele County, including as the contracted Owatonna City Attorney, represents petitioners in child protection, adult protection and child support matters and provides legal counsel to the County Board and Departments.

Mission Statement

The Mission of the SCAO is shared with the Minnesota County Attorney's Association: To improve the quality of justice in Minnesota. In fulfilling this mission, the SCAO undertakes several justice-related initiatives that complement its day-to-day advocacy in numerous court proceedings. These include the SCAO demonstrating leadership in the areas of local and statewide operation of treatment courts, local and statewide juvenile justice and child protection policy and training, local and statewide criminal justice policy and training, prevention of domestic and sexual violence, law enforcement and attorney training, truancy and child protection advocacy.

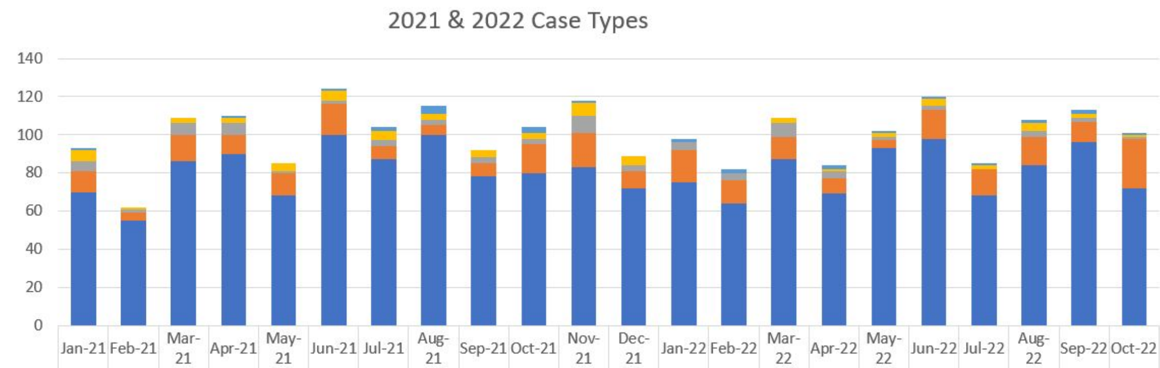
Department Highlights

Despite recent staff turnover, the SCAO has remained dedicated to providing exceptional service within our local justice system. Unlike many Minnesota counties, Steele County avoided a significant backlog of cases due to the pandemic by working to move cases to resolution during the pandemic, trying cases with safety modifications for jurors and the parties, and working with other justice system partners to keep cases moving. The chart below highlights just a few of the significant criminal cases that were charged and/or resolved during the pandemic:

Case Name	Conviction/Disposition & Date	Summary	Sentence
State v. Olson	First-Degree Controlled Substance August 14, 2020 & June 9, 2022	Possession of methamphetamine (nearly 12 ounces)	9 years
State v. Forest	2 counts First-Degree Criminal Sexual Conduct and Threats of Violence November 13, 2020	Extended sexual abuse of a minor by a family/household member	16.75 years
State v. Rivas	Felon in Possession of Firearm and First-Degree Burglary February 3, 2021	Burglary and theft of firearms from a residence in August of 2020	5.4 years
State v. Jaeger	Post-conviction proceeding on Attempted Second-Degree Murder May - July 2021	Defendant was convicted at trial of Attempted Second Degree Murder from June of 2017. He asserted that Detention Center violated his rights. After extended evidentiary hearing, Court found no violation by Detention Center and conviction was upheld.	20 years

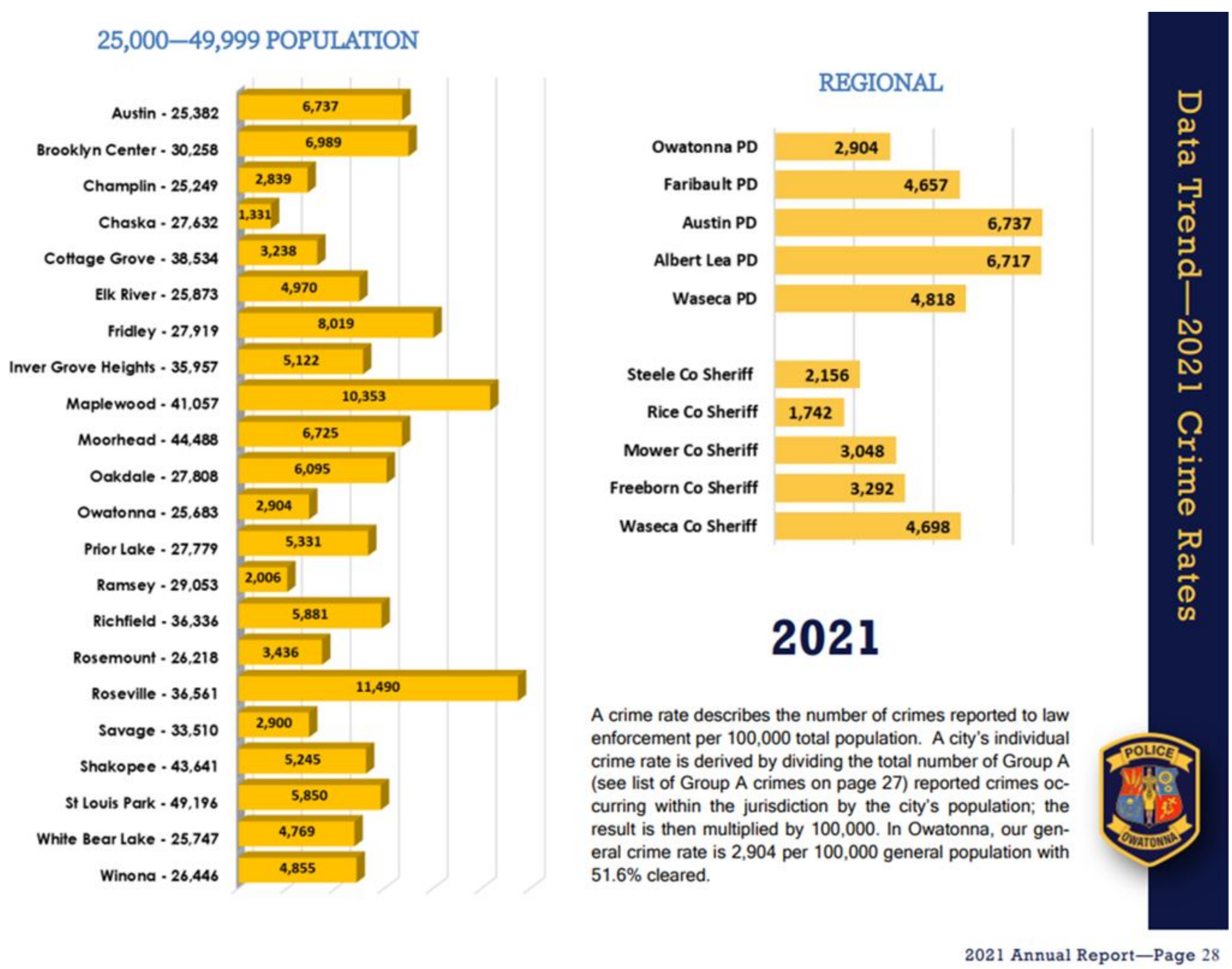
State v. Ret	Felon in Possession of Firearm October 26, 2021	Illegal possession of firearm by felon convicted of crime of violence.	5 years
State v. Prince	First-Degree Burglary November 23, 2021	Illegal entry of a residence with an assault of a person inside	5.8 years
State v. Hassan	Second-Degree Murder & Second-Degree Assault January 13, 2022	Altercation in Dartt's Park on July 12, 2020 ended in stabbing death	16.75 years
State v. Reyes	Second-Degree Criminal Sexual conduct January 26, 2022	Sexual abuse of a child by a family/household member	7.5 years
State v. Alarcon	Attempted Third-Degree Criminal Sexual Conduct and Solicitation February 15, 2022	Online solicitation of minor, substantial steps toward engaging in sex in February of 2020	5.9 years
State v. Omar	Charged with First-Degree Assault; indefinitely committed as Mentally Ill & Dangerous February 25, 2022	Stabbing at Owatonna Wal-Mart on January 25, 2020	Indefinite commitment at Security Hospital
State v. Schultz & Juvenile	Second-Degree Assault (Drive-by-shooting) February 28, 2022	Drive-by-shooting at Dartt's Park on July 18, 2021; no injuries	3 years
State v. Welsh	First-Degree Controlled Substance May 4, 2022	Possession of over 2 lbs. of methamphetamine in DOC house	10.4 years
State v. Learn	First-Degree Criminal Sexual Conduct June 22, 2022	Extended sexual abuse of a minor by a family/household member	12 years
State v. Klein	Second-Degree Criminal Sexual Conduct July 14, 2022	Sexual abuse of a minor	Pending sentencing December 14, 2022
State v. Haessig	Third-Degree Criminal Sexual Conduct August 31, 2022	Inter-familial sexual offense in 2021	6.33 years

These and other successful case outcomes are due directly to the dedication and professionalism of the SCAO attorneys and staff. The next chart represents the cases the SCAO has opened since January of 2021.



	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22
Other Civil	1	0	0	1	0	1	2	4	0	3	1	0	2	2	0	2	1	1	1	2	2	1
Adult Protection	6	1	3	3	4	5	5	3	4	3	7	5	0	0	3	1	2	4	2	4	2	1
CHIPS	5	2	6	6	1	2	3	3	3	3	9	3	4	4	7	4	2	2	0	3	2	1
Juvenile Delinquency	11	4	14	10	12	16	7	5	7	15	18	9	17	12	12	8	4	15	14	15	11	26
Adult Criminal	70	55	86	90	68	100	87	100	78	80	83	72	75	64	87	69	93	98	68	84	96	72

As the chart shows, criminal cases continue to represent a majority of the SCAO caseload. However, it is important to understand these numbers in context: Owatonna and Steele County enjoy a significantly lower crime rate than our regional neighbors and Owatonna has one of the lowest crime rates in Minnesota for cities its size (between 25,000 and 49,999). This data was reported in 2022 by the Owatonna Police Department:



Major Changes/Budget Commentary

As always, the largest expense category for the SCAO is personnel expense. The current 2023 personnel budget request is $65,596, or 6.7%, less than what was initially expected for 2023 based on information going into 2022. However, the transition of 4 experienced staff (3 attorneys, 1 legal assistant) to other positions or retirement, and hiring their replacements at lower grades and/or steps, created a time of change within our office and to the financial bottom line. The new hires at lower grades and steps will also result in a lower trajectory of personnel cost over the next several years. The net reduction is 3.0% less than the personnel budget for 2022. This reduction should be compared to a typical 4-5% annual increase for personnel costs when factoring in typical step increase and other adjustments.

The SCAO staffing level has remained the same since 2006, even as the population has grown. As a result, the SCAO has one of the best per capita staffing levels in comparison to similarly-populated counties. When comparing County Attorney's Offices in 20 counties with a population range of 47,862 (Goodhue) to 26,531 (Mille Lacs) the SCAO has a higher per capita staffing level than all but 3 of those counties, meaning that each SCAO employee serves more Steele County residents than in a high majority of similar sized counties.

The bottom line of the data discussed above is that the SCAO provides high quality service to Steele County in a fiscally responsible manner to provide great value to Steele County residents. This is accomplished through communication and coordination within the office, maintaining relationships with outside entities, and the dedication and commitment of all SCAO staff.

County Attorney

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 1,159,718	$ —	$ 1,209,352	$ 1,163,640	$ (45,712)	(3.8)%
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	149,886	143,122	131,840	148,450	153,861	5,411	3.6 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	3,395	4,000	10,416	4,000	5,000	1,000	25.0 %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***153,281***	***1,306,840***	***142,256***	***1,361,802***	***1,322,501***	***(39,301)***	**6.6 %**
Expenditures							
Personnel Services							
Wages and Overtime	886,172	893,788	752,637	938,104	904,833	(33,271)	(3.5)%
Health, Life and Disability Insurance	222,906	222,933	168,743	224,553	223,659	(894)	(0.4)%
PERA Contributions	66,211	67,034	53,580	70,358	67,863	(2,495)	(3.5)%
FICA / Medicare Tax	62,286	66,140	53,741	69,419	66,958	(2,461)	(3.5)%
Other Payroll Related Expenses	2,211	2,211	1,835	2,046	1,783	(263)	(12.9)%
Total Personnel Services	1,239,786	1,252,106	1,030,536	1,304,480	1,265,096	(39,384)	(3.0)%
Services & Charges	34,870	26,734	37,838	30,322	29,405	(917)	(3.0)%
Supplies & Materials	24,047	20,000	19,296	19,000	20,000	1,000	5.3 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	7,219	8,000	22,123	8,000	8,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,305,922***	***1,306,840***	***1,109,793***	***1,361,802***	***1,322,501***	***(39,301)***	**6.6 %**
Net Expenditures (Over) Under Revenues	***$ (1,152,641)***	***$ —***	***$ (967,537)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Recorders

Department Description and Services Provided

The Steele County Recorder/Registrar of Titles carries the responsibility of preserving complete and precise records and indexes over 150 document types for Steele County which are authorized, entitled or required by law to be recorded, including:

- Sale of real estate
- Mortgages
- Mechanic's liens
- Tax and other liens
- Easements
- Agreements
- Contracts
- Divorce settlements
- Survivorship rights
- Power of attorney
- Mortgage satisfactions
- Foreclosure proceedings
- Platting of real estate property
- Veteran's discharge documents

Equally important in our office is to maintain the birth and death vital records for Steele County while working with the Minnesota Department of Health. We are also an accredited acceptance agency for the US Department of State and are authorized by the United States Department of State to accept and process applications for a U.S. passport. Our highest priority in the process is to be the first line of defense against fraudulent applications and subsequently helps in the protection of our national borders while still serving the needs of U.S citizens. Other services within our division include the processing of marriage applications, performing marriage ceremonies and filing of notary and ordination certificates.

Departmental Mission

Our mission always remains the same. Our greatest ambition is to continue to offer the general public and professional community the ultimate in customer service when assisting them. Our high-quality level of service helps build trust with the community. Our department continues to receive feedback that there is a high comfort level when visiting our office. Our goal is to always foster a positive experience for our customers.

History

The history of our land records began in 1855 with the creation of Steele County. Our records have evolved from every document being completely handwritten into books to all records being digitized and immediately available to the public.

2022 Accomplishments

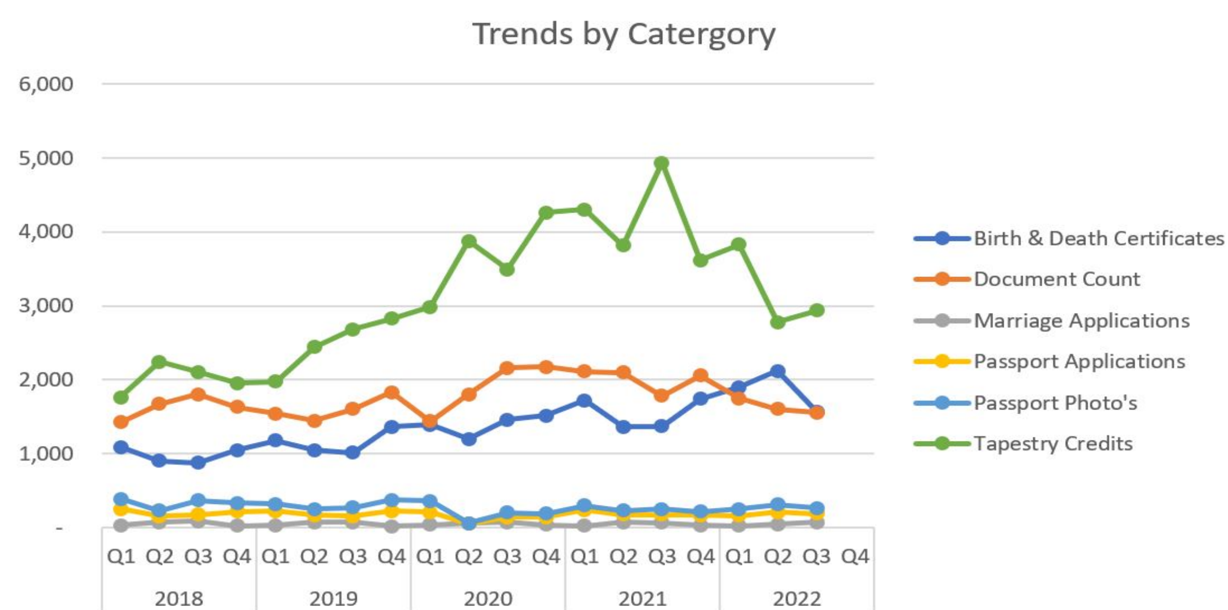
We completed our tract index imaging project which has had far reaching benefits. With that project completed and uploaded into our LAREDO and TAPESTRY online products our researchers can complete 40-year searches from their office which creates a tremendous amount of efficiency for our researchers, Steele County land owners and the professional community greatly benefit from this service.

It is essential to our community that the business of our office remain intact at all times. Therefore, as a precaution, we have two deputies working full-time from home. Two other deputies and the Recorder are working in the office. Should it become necessary for the in-office individuals to spend time at home, we have the back-up of the other two deputies to come in and provide the services of our department in the office.

2023 Goals

Our goal for 2023 is to continue to offer exceptional service to our County. We have started a very large project to clean up all microfiche images that were digitized very early in the scanning stage of documents. These new and improved images will be available online for our Laredo and Tapestry customers.

Historical Data



Major Changes/Budget Commentary

The Recorders office 2023 budget increased by $29,087 or 6.6% from the prior year. This increase is primarily due to personnel services which increased by $27,937 due to wage adjustments, employee anniversary step increases, additional payroll taxes, and health insurance premium increases. The below comparative budget analysis includes activity for the Recorders technology and compliance fund in the actual data. These funds are part of the fee for recording documents but are restricted on how they can be spent. In general, funds need to be spent on updating or maintaining technology for the records office or remaining in compliance with the state regulations. Since these funds are restricted for use they are not budgeted causing fees and operating expenditures to appear higher then the budget.

The integrity of our department shines through and we continue to grow as a professional family and team. The team will continue to focus on the needs of the customer. We will close out 2022 with the gratification of being able to continue serving our community and look forward to working together as a first-class team in the Recorder/Registrar of Titles office in 2023.

Recorders

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 188,027	$ —	$ 180,363	$ 205,450	$ 25,087	13.9 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	474,663	235,000	334,388	260,000	264,000	4,000	1.5 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***474,663***	***423,027***	***334,388***	***440,363***	***469,450***	***29,087***	**6.6 %**
Expenditures							
Personnel Services							
Wages and Overtime	315,123	317,725	277,022	331,898	354,333	22,435	6.8 %
Health, Life and Disability Insurance	47,418	47,217	37,726	45,297	47,301	2,004	4.4 %
PERA Contributions	23,634	23,829	20,777	24,892	26,575	1,683	6.8 %
FICA / Medicare Tax	23,293	23,511	20,825	24,561	26,221	1,660	6.8 %
Other Payroll Related Expenses	395	395	524	365	520	155	42.5 %
Total Personnel Services	409,863	412,677	356,874	427,013	454,950	27,937	6.5 %
Services & Charges	7,892	5,200	10,274	5,700	6,700	1,000	17.5 %
Supplies & Materials	130,314	5,150	74,111	7,650	7,800	150	2.0 %
Capital Expenditures	38,276	—	9,799	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***586,345***	***423,027***	***451,058***	***440,363***	***469,450***	***29,087***	**6.6 %**
Net Expenditures (Over) Under Revenues	***$ (111,682)***	***$ —***	***$ (116,670)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Assessors Office

Mission Statement

The mission of the Steele County Assessor's Office is to serve the taxpayers of Steele County by uniformly valuing and classifying real property in an accurate, equitable and cost-effective manner as prescribed by the statutes of the State of Minnesota.

Vision Statement

The vision of the Steele County Assessor's Office is to establish a stable and defensible tax base. We foster trust between the taxpayers and local government by improving pubic and government access to property records through the website and GIS applications. We will enhance taxpayer understanding of the assessment process and property taxation. We will be knowledgeable about the real estate market and defend the assessment in Minnesota Tax Court. The staff will be well trained and certified as required by statute. We will partner with assessors to develop standardized assessment practices and to provide continued high quality, cost effective educational opportunities for assessors.

Department Description and Services Provided

The Assessor's Office is located on the first floor of the Steele County Administration Center and is responsible for placing an estimate of market value and classifying each property every year as of the assessment date, January 2nd. There are currently 19,924 taxable parcels and 732 exempt parcels. The values and classifications are used in conjunction with other factors for determining real estate taxes payable in the following year.

We follow professional assessment and appraisal standards to provide a real estate appraisal practice that is both accurate and uniform in its application. All assessment practices are consistent with the standards established by Minnesota Statutes, the International Association of Assessing Officers with guidance from the Minnesota Department of Revenue.

The Minnesota Statutes specifically require assessors to view each parcel of real estate to appraise its market value. Property values change continuously with changing market conditions. In addition to market changes, numerous physical changes affect the value of land and buildings. All factors are considered in estimating the value of property. This requires physical inspection of all property subject to assessment. Assessors are statutorily required to physically inspect 20% of the properties each year.

Information on the sales of real estate is of paramount importance to the assessor in a market-based property tax system. The Department of Revenue requires all county assessors to utilize a specified time period for sales analysis. This time-period is for 12 months from October 1st to September 30th preceding the assessment date. The statutory standards require each county to be assessed between 90% and 105% of market value.

We will continue to utilize aerial imagery to improve accuracy when determining acreage for differing land types for each agricultural and rural properties. Enhanced aerial imagery allows the staff appraisers to review these land types and associated acreages with the property owner. The use of aerial imagery saves on mileage and travel expenses.

The assessor also determines the classification based upon the use of each parcel. For instance, property may be residential homestead (owner-occupied), residential non-homestead, multi family, agricultural, or commercial/ industrial. Each classification of property has a different classification rate associated with it. These classification percentages are set by the State Legislature.

Goals/Objectives

- **Financial:** Leverage training and technology to improve service delivery without adding staff. Develop measurements that are transparent and meaningful. Mobile technology allows the appraisers to enter data while in the field which greatly reduces data entry. The mobile “office” allows the appraiser to answer taxpayer questions while at the property. Create data warehousing to allow to access to CAMA as well as all county data through GIS application. Create interface with appropriate county and city databases to improve knowledge base and reduce redundancies in data entry. Leverage the Compliance Fund as permitted under statute to advance technology. Continue to value all new construction annually and assist city/county planners with economic development.

- **Communications:** During “door to door” 20% physical inspections, improve relations and help tax payers understand the system (brochure). Enhance website to disseminate property information to taxpayers and the commercial real estate industry. Expand capabilities to retrieve data from enhanced GIS web-site functionality. Overarching goal to allow for internet notification of taxpayers for alerts about property tax information. In 2021, the assessor’s website for property information was visited over 120,000 times.

- **Service Delivery:** Analyze and verify market activity through reported certificates of real estate value to improve accuracy and uniformity. Maintain statutory assessed value to sale ratios of 90%-105% and co-efficient of dispersion under 15. In many instances, State funding to local units of government, including school districts, is directly related to this relationship between assessed values to sale prices. Statutory requirement to perform physically inspections of 20% of the properties on an annual basis.

- **Technology:** Expand web presents in converting to new assessor website through CAMA vendor. Develop GIS mapping of CAMA data for mobile applications. Continue to convert CAMA data to enhance internal and external reporting. Collaborate with Steele County Planning and Zoning and City of Owatonna Building Inspection Division to upload permit data in compatible format. Collaborate with Land Records Division Departments in creating a shared data warehouse to disseminate data through a single web portal via GIS to governmental agencies and the public to facilitate real estate commerce.

- **Talent:** Annual training to comply with statutory licensing requirements for assessment personnel and for continuous professional improvement. Legislation requires that any assessment personnel that appraises or classifies property must attain a licensing level of Accredited Minnesota Assessor (AMA). Currently, the requirement is for Certified Minnesota Assessor (CMA), this means that four staff appraisers will be statutorily required to attain this AMA designation. Perform annual staff performance review, including weekly staff meetings and monthly one-on-one interviews.

- **Structure:** Collaborate with Land Records departments to share data and improve processes, eliminate redundancies and provide continuity of services. Develop a proactive process for analyzing land records management that best serves the Steele County community.

Key Indicators

Assessment Year:	2019	2020	2021	2022	2023
Tax Year:	Pay 2020	Pay 2021	Pay 2022	Pay 2023 Est.	Pay 2024 Est.
Est. Market Value	4,375,170,900	4,610,936,000	4,866,806,000	5,654,106,200	5,800,000,000
Tax Capacity	42,141,343	45,080,902	47,455,994	55,522,781	56,700,000
Net New Improvements	35,426,400	52,259,800	58,993,300	52,526,800	45,000,000
Number of Parcels	20,549	20,142	20,592	20,656	21,000
Number of Permits	2,650	2,472	2,506	2,596	2,600
Level of Assessment Ratio - Residential	92.2%	93.8%	93.2%	91.2%	95.0%

Major Changes/Budget Commentary

The Assessors office has historically been under budget each year. Personnel services (wages, payroll taxes and benefits) comprise of 94.1% of the departmental budget. In comparison to the 2022 budget, there was an overall decrease in personnel services of $18,090 or 2.5%. This decrease is primarily due to staffing changes and a employee health insurance elections for the upcoming year.

The remaining 5.9% of the departmental budget consists of the Assessors operating costs, which increased $10,000 from $35,000 to $45,000. The majority of this increase is due to an additional subscription request to a commercial real estate market database. The estimated cost of this subscription is $6,600.

Other major operating budget expenditures include Conference and Training. Each Appraiser must meet statutory training requirements to maintain appropriate licensure. We have two Appraisers with 0-4 years of experience. Each appraiser must be licensed by the State Board of Assessor’s according to the work being performed and years of experience. Legislation requires all Appraisers to attain a designation of Certified Minnesota Assessor (CMA) within 3 years of the date of hire and become Accredited (AMA) within the next five years. Each appraiser will be required to attain 60 hours of training in a four-year cycle. The new four-year training cycle began in June of 2020.

We have responded to our training resource challenges by taking as many on-line classes as much possible, however, the State Board of Assessor still has many core classes that in person attendance is required.

Land Records Departments are leveraging the Compliance Fund to purchase technology to enhance services and improve efficiency. The mass appraisal software is paid through this fund to alleviate dependence on the General Fund obligation.

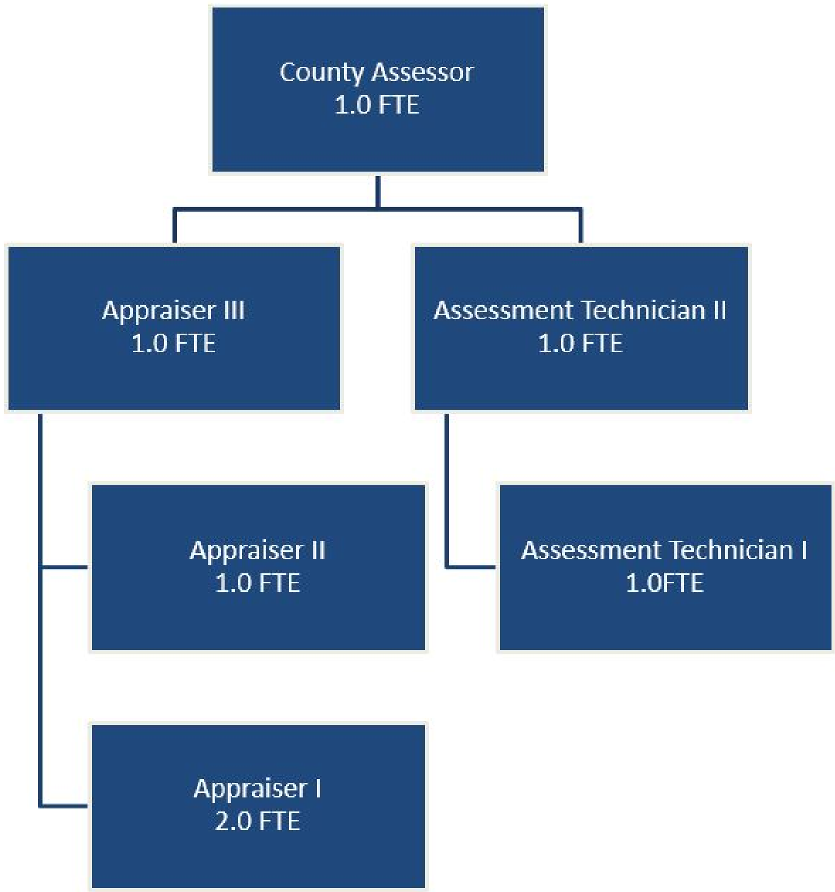
We have an on-going partnership with Vanguard Appraisals for the purchase of software services to be utilized as our Computer Assisted Mass Appraisal (CAMA) software. The CAMA system is the foundation of the mass appraisal process and helps us to attain our strategic objectives of improving the accuracy and uniformity of the annual assessment in a cost-effective manner. Appraisers are utilizing tablets to complete the required quintile field inspections. On average, each appraiser is required to physically inspect 824 parcels annually. This included the County and Assistant County Assessor. This parcel count burden is high in relation to surrounded counties and well above industry standards. We must relay on technical advancements to assist with the statutory requirements.

We continually look to leverage cloud-based solutions to assist our work in the field as well as provide property data for public consumption. The software vendor provides web services that allow property data searches including sales, property characteristics and assessment information. The enhanced web service will contribute to the overall transparency of the assessment process which will improve the public trust.

Assessor's Department works closely with GIS to provide analytical appraisal tools by interfacing the base maps with property and assessment data. Data accuracy is a critical aspect of the mass appraisal process. This helps to establish ensure integrity and trust with taxpayers. Many property owners and business professionals rely upon the accuracy of the assessment data.

Assessor's Office

7.0 FTE



Assessors

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 770,015	$ —	$ 769,978	$ 761,888	$ (8,090)	(1.1)%
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	789	500	846	500	500	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***789***	***770,515***	***846***	***770,478***	***762,388***	***(8,090)***	**(1.0)%**
Expenditures							
Personnel Services							
Wages and Overtime	502,128	516,651	451,778	532,214	535,582	3,368	0.6 %
Health, Life and Disability Insurance	110,762	135,499	83,984	116,275	97,056	(19,219)	(16.5)%
PERA Contributions	36,826	38,749	30,769	39,916	40,169	253	0.6 %
FICA / Medicare Tax	34,805	38,232	32,073	39,384	39,633	249	0.6 %
Other Payroll Related Expenses	8,161	8,284	6,885	7,689	4,948	(2,741)	(35.6)%
Total Personnel Services	692,682	737,415	605,489	735,478	717,388	(18,090)	(2.5)%
Services & Charges	20,864	26,600	18,020	28,500	38,100	9,600	33.7 %
Supplies & Materials	3,821	6,500	3,290	6,500	6,900	400	6.2 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***717,367***	***770,515***	***626,799***	***770,478***	***762,388***	***(8,090)***	**(1.0)%**
Net Expenditures (Over) Under Revenues	***$ (716,578)***	***$ —***	***$ (625,953)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Geographic Information Systems (GIS)

Mission Statement

Conceptualize, create, and deploy insightful geospatial solutions that support the delivery of quality services and fiscal efficiencies.

Department Description and Services Provided

Within Steele County, the GIS department provides geospatial technologies to support the service delivery needs of the organization. This is accomplished through the following core GIS support services:

- Mapping & visualization
- Data management
- Field mobility
- Monitoring
- Analytics
- Design & planning
- Decision support
- Constituent engagement
- Sharing & collaboration

The GIS department uses the above mentioned services to support the following county functions:

- Public information dissemination
- Community services
- Emergency management
- Environmental services
- Public health
- Land records
- Public safety
- Parks & recreation
- Planning & development
- Public works & transportation

2022 Accomplishments

Utilizing existing licensing, the GIS Department created and deployed a township culvert inventory application suite. This suite of applications contains maps, apps, and tools to allow for field data collection and management of township road and driveway culverts. Based on the success of this project, the GIS Department has plans to deploy a similar solution for a Steele County Culvert inventory and inspection within the coming years. This solution will replace paper data collection with digital collection and archiving. This project provided the following core GIS support services; mapping/visualization, data management, field mobility, analytics, planning, decision support and sharing/collaboration.

Also, in 2022, Steele County GIS was able to provide near real-time imagery. In collaboration with the Steele County Sheriff and the Owatonna Police department, GIS staff was able to mosaic and rectify drone captured imagery of the Steele County Free Fair. Once mosaiced and rectified, the drone imagery was overlaid with the US National Grid. This enabled sheriff and fair staff to utilize a universal grid when responding to a variety of situations throughout the duration of the fair. This was the second-year aerial imagery of a completely setup Steele County Free Fair has been rectified in coordinate space. This project provided the following core GIS support services; mapping/visualization, data management, field mobility, analytics, planning, decision support and sharing/collaboration.

2023 Goals

The department goals for the upcoming year are:

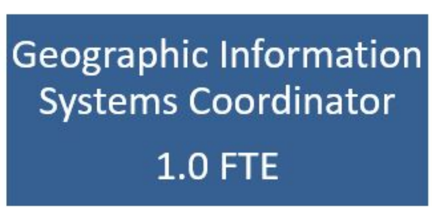
- Utilize the additional Esri licensing to scale the enterprise GIS platform to allow more enterprise user contributions
- Continue to promote the efficiencies and cost savings provided by geospatial technologies to increase the saturation of GIS at an organizational level
- Continue progress on the NG911 project to meet the completion deadline.
- Continue progress on county wide culvert inventory for use with 2021 LiDAR collect.
- Acquire or create and deploy products from the 2021 USGS 3DEP LiDAR collect.

Major Changes/Budget Commentary

The 2023 GIS budget increased $32,502 or 32.1% from the prior year. This increase is almost entirely due to the personnel services, which increased due to wage adjustments, employee elected health insurance coverage for 2023, and additional payroll related taxes/benefits.

The Steele County GIS department receives direct revenue from land records process fees. Land Records process fees are collected on parcel splits, platting/subdividing, and rural addressing. The budgeted 2023 revenue collections increased slightly based historical data trends.

Geographic Information Systems
1.0 FTE



Geographic Information Systems (GIS)

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 132,942	$ —	$ 96,572	$ 128,374	$ 31,802	32.9 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	8,442	4,500	4,086	4,500	5,200	700	15.6 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	19	200	—	200	200	—	— %
Total Revenues	***8,461***	***137,642***	***4,086***	***101,272***	***133,774***	***32,502***	**32.1 %**
Expenditures							
Personnel Services							
Wages and Overtime	82,329	78,820	69,514	82,616	87,980	5,364	6.5 %
Health, Life and Disability Insurance	41	35	34	35	24,575	24,540	70114.3 %
PERA Contributions	6,169	5,912	5,214	6,196	6,599	403	6.5 %
FICA / Medicare Tax	6,298	5,832	5,318	6,114	6,511	397	6.5 %
Other Payroll Related Expenses	113	113	131	106	104	(2)	(1.9)%
Total Personnel Services	94,950	90,712	80,211	95,067	125,769	30,702	32.3 %
Services & Charges	38,519	45,280	2,194	4,605	6,905	2,300	49.9 %
Supplies & Materials	205	1,650	247	1,600	1,100	(500)	(31.3)%
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***133,674***	***137,642***	***82,652***	***101,272***	***133,774***	***32,502***	**32.1 %**
Net Expenditures (Over) Under Revenues	***$ (125,213)***	***$ —***	***$ (78,566)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Planning & Zoning

Mission Statement

To plan for and guide land use and land use development in the county in a manner that carries out the polices of the comprehensive plan enacted to protect the public health, safety, convenience and general welfare of its citizens.

Department Description and Services Provided

The Planning & Zoning Department administers land use ordinances and environmental programs in the county. Major areas of responsibility include comprehensive planning and land use ordinance administration, feedlots program administration, agricultural inspection, water planning, aquatic invasive species prevention, oversight of the agricultural BMP loan program, subsurface sewage treatment systems program administration, managing the Bixby Subordinate Sewer District, building permitting and inspection, recycling program, and serving on the Owatonna Partners for Economic Development committee.

- **Planning and Zoning:** Responsibilities include overseeing the development, implementation, and enforcement of the comprehensive land use plan, zoning ordinance, shoreland ordinance, floodplain ordinance, solid waste ordinance, and the subdivision ordinance. This area also includes working with the Planning Commission and Board of Adjustments in the processing of conditional use permits, Interim use permits, variances, rezoning requests, and plats.

- **Feedlot:** Responsibilities involve the administration of the Minnesota Rules Chapter 7020 (State Animal Feedlot Rules) and the Steele County feedlot ordinance. Duties include the permitting, registration, and inspection of animal feedlots, and the education of livestock producers and those in the livestock industry in the utilization of best management practices to protect water quality.

- **County Agricultural Inspector:** Enforcement of the MN State noxious weed laws, and the MN seed laws. This area also coordinates the testing of pesticide and fertilizer applicators in the county for the MN Department of Ag.

- **Aquatic Invasive Species Prevention:** Implementing the county's aquatic invasive species plan preventing the spread of aquatic invasive species in area lakes and rivers through inspections, education, and monitoring.

- **Agricultural BMP Loan Program:** The AgBMP Loan Program provides funding from the MN Department of Agriculture thru private lending institutions for low-interest loans to rural landowners to encourage practices that prevent or reduce pollution problems identified by the local water plan.

- **Solid Waste & Recycling Program:** This program coordinates and promotes recycling in Steele County thru residential recycling pick up and rural recycling drop-off locations.

- **Water Resource Management:** This program is responsible for the development and administration of the Steele County Water Plan and coordinating involvement in regional One Watershed One Plans for the Cannon, Cedar, Zumbro and LeSueur Rivers. Local programs have included such activities as the Abandon Well Sealing Cost-share Program and the Agricultural Best Management Practices Loan Program.

- **Riparian Buffer Enforcement:** Responsibilities include enforcement of the MN Riparian Buffer Law requiring buffers on protected waters and public ditches in the county.

- **Septic Program:** Responsibilities include administration of Minnesota Rules Chapters 7080 – 7083 (Subsurface Sewage Treatment Systems) and the Steele County Wastewater Treatment Ordinance thru the permitting and inspecting of new subsurface wastewater treatment systems.

- **Bixby Subordinate Sewer District:** Responsibilities include overseeing the operation and maintenance of the Bixby Community wastewater collection and treatment system.

- **Low Income Septic Replacement Grants:** Provides a limited number of grants to low-income residents to replace failing septic systems.

- **Building Inspection:** Responsibilities include administration of the State building code thru the issuance of building permits and the inspections of new construction in the rural areas of the county and by contract with the municipalities of Blooming Prairie. Ellendale, and Medford.

- **Owatonna Partners for Economic Development (OPED):** Responsibilities include serving as the county representative for OPED dedicated to economic development in the Owatonna area. OPED is comprised of the City of Owatonna, Owatonna Public Utilities, Owatonna Area Chamber of Commerce and Tourism, Owatonna Area Business Development Center, and Steele County.

Goals/Objectives

- Provide services in a safe manner utilizing technology, and best management practices in all aspects of public interaction.
- Improve electronic permit submittal process and permit management.
- Update and implement aquatic invasive species program plan and activities.
- Provide training and cross training of new and existing staff.
- Renew service delivery contracts.

Major Changes/Budget Commentary

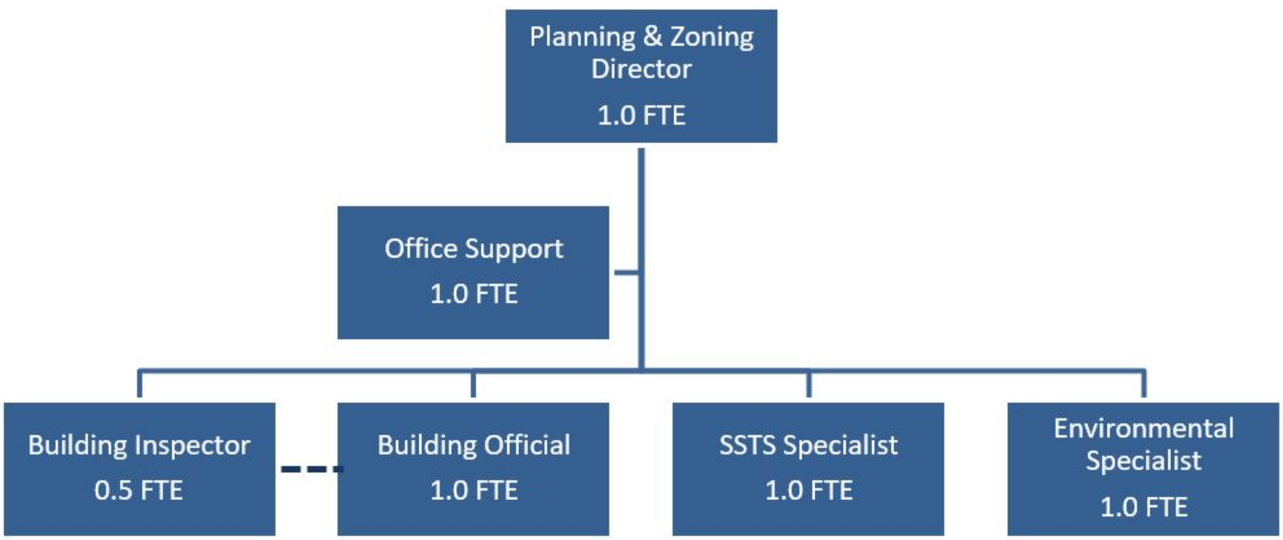
The combined Planning and Zoning / Environmental services 2023 budget increased by $37,611 or 2.8% from the prior year, mainly due to increases in personnel services and contracted services.

Personnel services increased $53,278 or 10.8% due to cost of living adjustments, employee anniversary step increases, additional payroll taxes and employee elected health insurance coverage for the upcoming year. Operating expenditures decreased by $15,667 or 1.9% from a combination of increases in the Steele County Recycling Program contract with Waste management, but a reduction in grant expense due to septic system grant funds that are not expected for 2023 (accounting also for the intergovernmental revenue decreases).

Revenues generated from user fees and permits increased by $21,000 over the prior year mainly due to the elevated demand for building permits over the last few years due to the COVID-19 pandemic.

Planning & Zoning

5.5 FTE



Planning and Zoning

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 270,587	$ —	$ 262,808	$ 313,804	$ 50,996	19.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	99,467	93,502	69,226	137,345	120,427	(16,918)	(12.3)%
Charges for Services	68,650	46,000	65,641	47,000	53,000	6,000	12.8 %
Licenses and Permits	182,892	111,500	140,320	117,000	131,000	14,000	12.0 %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	7,828	100	172	100	100	—	— %
Total Revenues	***358,837***	***521,689***	***275,359***	***564,253***	***618,331***	***54,078***	**9.6 %**
Expenditures							
Personnel Services							
Wages and Overtime	347,268	354,189	306,620	375,212	396,484	21,272	5.7 %
Health, Life and Disability Insurance	66,542	74,114	48,351	58,130	85,394	27,264	46.9 %
PERA Contributions	25,330	26,564	22,444	28,141	29,736	1,595	5.7 %
FICA / Medicare Tax	25,160	26,210	22,667	27,766	29,340	1,574	5.7 %
Other Payroll Related Expenses	3,912	3,912	5,695	3,624	5,197	1,573	43.4 %
Total Personnel Services	468,212	484,989	405,777	492,873	546,151	53,278	10.8 %
Services & Charges	60,946	22,500	8,356	54,380	54,880	500	0.9 %
Supplies & Materials	3,276	7,500	3,903	7,500	7,500	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	14,785	6,700	10,615	9,500	9,800	300	3.2 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***547,219***	***521,689***	***428,651***	***564,253***	***618,331***	***54,078***	**9.6 %**
Net Expenditures (Over) Under Revenues	***$ (188,382)***	***$ —***	***$ (153,292)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Environmental Services

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ (35,745)	$ —	$ —	$ —	$ —	
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	167,662	151,045	79,554	152,045	134,578	(17,467)	(11.5)%
Charges for Services	614,663	605,000	317,765	614,000	615,000	1,000	0.2 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	4,944	5,000	1,300	5,000	5,000	—	— %
Total Revenues	***787,269***	***725,300***	***398,619***	***771,045***	***754,578***	***(16,467)***	**(2.1)%**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	
Health, Life and Disability Insurance	—	—	—	—	—	—	
PERA Contributions	—	—	—	—	—	—	
FICA / Medicare Tax	—	—	—	—	—	—	
Other Payroll Related Expenses	—	—	—	—	—	—	
Total Personnel Services	—	—	—	—	—	—	
Services & Charges	21,340	77,300	27,455	110,045	51,878	(58,167)	(52.9)%
Supplies & Materials	615,898	648,000	523,710	661,000	702,700	41,700	6.3 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***637,238***	***725,300***	***551,165***	***771,045***	***754,578***	***(16,467)***	**(2.1)%**
Net Expenditures (Over) Under Revenues	***$ 150,031***	***$ —***	***$ (152,546)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Planning & Zoning / Environmental Services Combined

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 234,842	$ —	$ 262,808	$ 313,804	$ 50,996	19.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	267,129	244,547	148,780	289,390	255,005	(34,385)	(11.9)%
Charges for Services	683,313	651,000	383,406	661,000	668,000	7,000	1.1 %
Licenses and Permits	182,892	111,500	140,320	117,000	131,000	14,000	12.0 %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	12,772	5,100	1,472	5,100	5,100	—	— %
Total Revenues	***1,146,106***	***1,246,989***	***673,978***	***1,335,298***	***1,372,909***	***37,611***	**2.8 %**
Expenditures							
Personnel Services							
Wages and Overtime	347,268	354,189	306,620	375,212	396,484	21,272	5.7 %
Health, Life and Disability Insurance	66,542	74,114	48,351	58,130	85,394	27,264	46.9 %
PERA Contributions	25,330	26,564	22,444	28,141	29,736	1,595	5.7 %
FICA / Medicare Tax	25,160	26,210	22,667	27,766	29,340	1,574	5.7 %
Other Payroll Related Expenses	3,912	3,912	5,695	3,624	5,197	1,573	43.4 %
Total Personnel Services	468,212	484,989	405,777	492,873	546,151	53,278	10.8 %
Services & Charges	82,286	99,800	35,811	164,425	106,758	(57,667)	(35.1)%
Supplies & Materials	619,174	655,500	527,613	668,500	710,200	41,700	6.2 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	14,785	6,700	10,615	9,500	9,800	300	3.2 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,184,457***	***1,246,989***	***979,816***	***1,335,298***	***1,372,909***	***37,611***	**2.8 %**
Net Expenditures (Over) Under Revenues	***$ (38,351)***	***$ —***	***$ (305,838)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Buildings & Grounds

Department Description and Services Provided

The Building & Grounds Department is responsible for the custodial and maintenance of Steele County facilities. The 11 FTE Staff provide provide services to 300,000+ square feet of building space, including:

- Administration Building
- Annex Building
- Attorney's Office
- Courthouse
- Community Center
- Community Corrections Building
- Detention Center
- Four Seasons Center
- Landfill
- Law Enforcement Center
- Public Works Facility

In addition, the Building and Grounds department maintains the County's motor vehicle fleet and assists with the preparation county's Capital Improvement Plan (CIP) by indicating future improvements or needed capital projects for County facilities. These capital projects are generally budgeted out of the County's Capital Project fund and can include boiler replacements, facility additions or remodels.

Mission Statement

Operate and maintain Steele County facilities and equipment efficiently to optimize the health, safety, and productivity of Steele County employees and residents.

Goals/Objectives

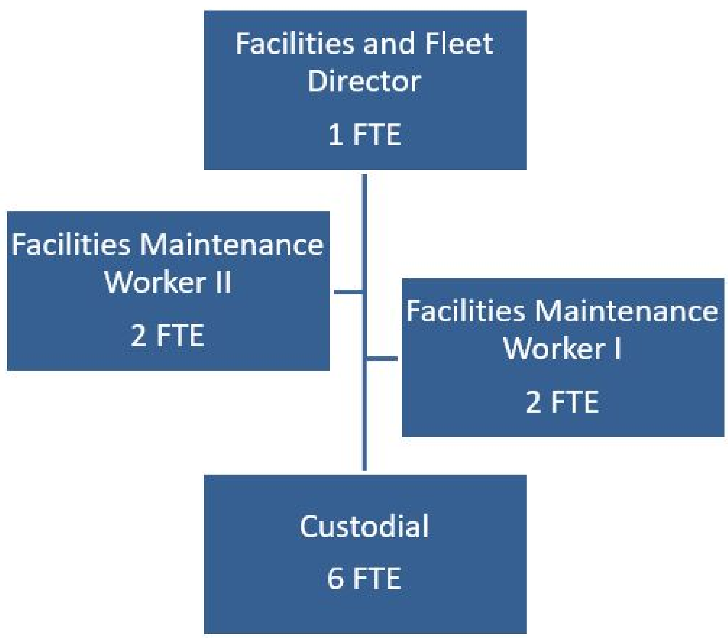
- Provide a clean, safe working environment for County staff
- Increase operational efficiency and effectiveness of County buildings.
- Take advantage of new or upgraded technologies, as appropriate.
- Reduce unscheduled maintenance or outages by increasing preventive maintenance.
- Maintain County motor vehicle fleet.

Major Changes/Budgetary Comments

The Building & Grounds 2023 budget increased by $171,193 or 10.7% from the prior year. Some of the main drivers for this increase include:

- Personnel service adjustments - including cost of living adjustments, employee step increases, and health insurance elections - $53,181
- The County's fleet lease payments from Enterprise Fleet Management for the Administration Center, Annex Building, County Attorney, and Community Corrections are now being accounted under the Buildings and Grounds department - $93,800
- The annual software cost for the fleet management software approved at the end of 2022 (Agile Fleet) - $14,300
- Increases in utilities due to rising costs - $19,180

Buildings & Grounds
11.0 FTE



Buildings and Grounds

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 1,497,695	$ —	$ 1,462,235	$ 1,615,428	$ 153,193	10.5 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	71,672	142,480	79,144	142,480	160,480	18,000	12.6 %
Total Revenues	***71,672***	***1,640,175***	***79,144***	***1,604,715***	***1,775,908***	***171,193***	**10.7 %**
Expenditures							
Personnel Services							
Wages and Overtime	561,463	634,911	476,498	597,599	649,379	51,780	8.7 %
Health, Life and Disability Insurance	114,091	118,712	83,483	124,052	129,716	5,664	4.6 %
PERA Contributions	41,495	47,018	35,231	44,220	48,328	4,108	9.3 %
FICA / Medicare Tax	41,600	46,984	35,683	44,223	48,054	3,831	8.7 %
Other Payroll Related Expenses	24,150	23,124	12,027	21,420	9,218	(12,202)	(57.0)%
Total Personnel Services	782,799	870,749	642,922	831,514	884,695	53,181	6.4 %
Services & Charges	672,850	726,226	504,570	720,601	822,213	101,612	14.1 %
Supplies & Materials	40,941	43,200	66,388	52,600	69,000	16,400	31.2 %
Capital Expenditures	13,683	—	—	—	—	—	— %
Other Expenditures	1,000	—	290	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,511,273***	***1,640,175***	***1,214,170***	***1,604,715***	***1,775,908***	***171,193***	**10.7 %**
Net Expenditures (Over) Under Revenues	***$ (1,439,601)***	***$ —***	***$ (1,135,026)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Veterans Services

Department Description and Services Provided

The Steele County Veteran Services Officer (CVSO), a mandated position I.A.W. Minnesota Statute 197.60 serves as the legal representative for the county's veterans and their dependents regarding all veteran and military affairs. The CVSO serves as a liaison, a counsel, and a legal representative in the tedious process of preparation and submission of claims for federal and state benefits. The CVSO also prepares complicated, legal rebuttals and time-consuming appeals to the Board of Veterans Appeals (BVA), and when required, appeals to the Court of Veterans Appeals. Minnesota Statute 197.60 requires at least a half-time County Veteran Services Officer (CVSO) in each county, based upon the county's veteran population. Steele County's veteran population mandates a minimum of one full-time Veteran Services Officer, an appointed Department Head position. As a Department Head, the Veteran Services Officer represents the county's veteran population, enforces federal and state laws and mandates, and enforces all regulations pertaining to veterans' rights and their benefits. The Steele County Veteran Services Officer, a veteran himself, has a combined experience of 42 years in military and veteran's affairs.

Mission Statement

Provide unmatched legal representation, counseling, mentorship, assistance, and support for our county veterans and their dependents, with the highest level of integrity.

Goals/Objectives

- Complete all required or mandatory training, seminars, testing, workshops, and conferences provided by Federal and State Veterans' Affairs Administrations, and the National Association of Veteran Service Officers to remain fully certified and accredited by the DVA and MN-DVA.
- Work diligently towards preventing and/or eliminating veteran homelessness within Steele county.
- Timely and effectively develop, prepare, process, represent, and prosecute all claims to secure all benefits for which each veteran qualifies for.
- Provide outreach to the veterans and dependents in Blooming Prairie and Ellendale. Visit veterans and dependents residing at all county-wide nursing/assisted living facilities. Perform in-home visits when warranted, due to health, disabilities, or transportation barriers.
- Maintain all mandated accreditations, licensing, and certifications, as required by MN statues, the DVA, the MN DVA, the MN State Grants Manuals and Regulations, the Social Security Administration, and the Federal Data Management and Privacy laws and regulations.
- Continue to be a leader and an unbiased voice in advocating for our county veterans' issues, and in the implementation of sustainable veteran initiatives to greatly improve the lives of our aging and disabled veterans.

2021 Completed Year Deliverables

- 2,145 Open active cases (DVA data 2021)
- 89 New clients added (2021)
- 1,077 In-person office visits (2021)
- 763 Veterans receiving 10-100% SC Compensation (2021)
- 9 Veterans receiving NSC Pensions (2021)
- 30 Widows receiving DIC benefits (2021)
- $9,097,000* Paid to directly to county veterans in benefits (compensation and pensions), (DVA Data 2021)
- $611,000 Paid to county veterans/dependents for educational or vocational benefits (DVA Data 2021)
- $147,000 Life insurance benefits paid the veteran's surviving spouses/beneficiaries (DVA Data 2021)
- 740 Unique medical patients (DVA Data 2021)
- $8,431,000 Medical benefits provided to county veterans (DVA Data 2021)
- Total combined county veteran's benefits from the DVA in 2021 was $18,285,000 (DVA Data 2021)

*(Comp/Pension only, does not include medical care and educational benefits)

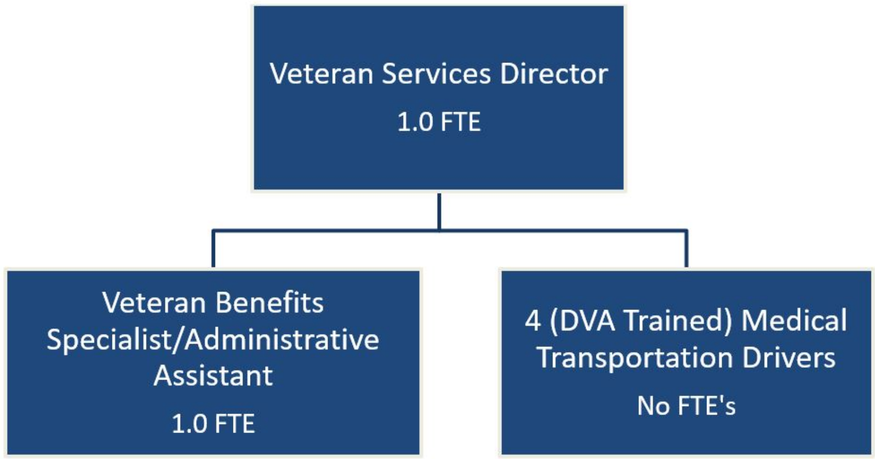
Glossary

- SC – Service connected
- NSC – Non-Service connected
- DIC – Dependent Indemnity Compensation
- DVA – Department of Veterans Affairs
- MN DVA – MN Department of Veteran Affairs
- VBMS – Veteran Benefits Management System
- DOD – Department of Defense
- DFAS – Defense Finance and Accounting Services

Major Changes/Budget Commentary

The Veterans Services 2023 budget increased by by $12,660 or 5.5% from the prior year. This increase is due to personnel services including wage adjustments, additional payroll taxes, and health insurance changes.

Veterans Services
2.0 FTE



Veterans Services

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 224,342	$ —	$ 231,991	$ 244,651	$ 12,660	5.5 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	10,000	—	10,000	—	—	—	— %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	75	—	5,397	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	500	—	—	—	— %
Total Revenues	***10,075***	***224,342***	***15,897***	***231,991***	***244,651***	***12,660***	**5.5 %**
Expenditures							
Personnel Services							
Wages and Overtime	159,905	167,599	138,623	174,783	184,483	9,700	5.5 %
Health, Life and Disability Insurance	12,080	12,089	9,627	11,573	12,077	504	4.4 %
PERA Contributions	11,333	10,890	9,771	11,429	12,156	727	6.4 %
FICA / Medicare Tax	11,884	12,402	10,369	12,934	13,652	718	5.6 %
Other Payroll Related Expenses	1,212	1,212	954	1,122	1,933	811	72.3 %
Total Personnel Services	196,414	204,192	169,344	211,841	224,301	12,460	5.9 %
Services & Charges	14,516	11,350	13,878	11,350	11,050	(300)	(2.6)%
Supplies & Materials	6,585	8,800	5,863	8,800	9,300	500	5.7 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***217,515***	***224,342***	***189,085***	***231,991***	***244,651***	***12,660***	**5.5 %**
Net Expenditures (Over) Under Revenues	***$ (207,440)***	***$ —***	***$ (173,188)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

District Court

Department Description and Services Provided

Minnesota's trial courts are located throughout the 87 counties in the State and are organized into 10 Judicial Districts. Steele County District Court is in the 3rd Judicial District and is located in downtown Owatonna at 111 East Main Street. There are 24 district court judges who stand for districtwide election and two are chambered/ seated in Steele County. The judges seated in Steele County, a court administrator, and 10 court administration and judicial staff on site, with assistance from other district judges, senior/retired judges, and court staff on remote districtwide case processing teams, handle about 6,000-7,000 case filings per year.

In Steele County, the District Court is a cost center representing the county's required share of costs related to cases filed. These costs are comprised of primarily court appointed attorneys, juvenile detention services, medical exams, expert witnesses, and guardian/conservator costs. There are no FTE (full-time equivalent) county employees for this department. Judicial and court administration staff wages are paid by the State of Minnesota Judicial Branch.

Attorney fees are primarily for court-appointed attorneys to represent parties in child protection (CHIPS), commitment, and guardian/conservatorship cases. The cases are becoming more complex and taking longer to dispose of due to more children per family, multiple fathers per family, mental illness factors, and insufficient volume of community resources to support needed programming.

Working Together

Steele County District Court is working actively with justice partners, service providers, schools, and others in support of the mission of the Branch.

- The Steele Waseca Drug Court has been very effective in reducing recidivism by helping those convicted of crimes be successful in treatment, obtain employment, and reunite with family while saving taxpayers the cost of additional incarceration.
- A districtwide Veterans Court has now been implemented to recognize the sacrifices made by and special needs of veterans who enter the criminal justice system.
- During the pandemic, the Court found innovative ways to conduct hearings remotely and was able to conduct business and avoid a major backlog of cases
- Now that we are on the other side of the pandemic, we are continuing to leverage remote hearings as attorneys and litigants responded that remote hearings are more convenient and allow them better access to justice.

Future Outlook

The 3rd Judicial District and Steele County District Court have adopted a talent centric workplace culture, developing staff's individual knowledge and skills in order to efficiently process cases across county lines. We are experiencing the same workforce demographic challenges as other government and private employers. We are committed to the Judicial Branch's OneCourtMN vision of high quality, consistent, and convenient court administration services anywhere in the state and are developing strategies to retain and recruit high quality employees.

Minnesota 3rd Judicial District Mission Statement

The 3rd Judicial District is committed to efficient, effective and proper administration of justice through collaboration, innovation, and dedication to the people we serve.

Minnesota Judicial Branch Mission Statement

To provide justice through a system that assures equal access for the fair and timely resolution of cases and controversies.

Minnesota Judicial Branch Vision

The general public and those who use the court system will refer to it as accessible, fair, consistent, responsive, free of discrimination, independent, and well managed.

Additional Information

Visit the Minnesota Judicial Branch website at http://www.mncourts.gov to learn more about our mission, vision, and strategic plan. There are many online resources available to assist the public, our government partners, attorneys, jurors, and other court users.

Major Changes/Budgetary Comments

The District Court 2023 budget increased by $54,000 or 17.4% from the prior year. In order to ensure effective legal representation for parties in child protection (CHIPS), commitment, and guardian/conservatorship cases, the 3rd Judicial District increased its per hour rate paid to court appointed attorneys from $100 to $150. In Steele County, that change is effective January 1, 2023.

District Court

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 315,750	$ —	$ 310,750	$ 364,750	$ 54,000	17.4 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	380	—	180	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***380***	***315,750***	***180***	***310,750***	***364,750***	***54,000***	**17.4 %**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	— %
Health, Life and Disability Insurance	—	—	—	—	—	—	— %
PERA Contributions	—	—	—	—	—	—	— %
FICA / Medicare Tax	—	—	—	—	—	—	— %
Other Payroll Related Expenses	—	—	—	—	—	—	— %
Total Personnel Services	—	—	—	—	—	—	— %
Services & Charges	267,021	315,750	242,731	310,750	364,750	54,000	17.4 %
Supplies & Materials	1,933	—	—	—	—	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***268,954***	***315,750***	***242,731***	***310,750***	***364,750***	***54,000***	**17.4 %**
Net Expenditures (Over) Under Revenues	***$ (268,574)***	***$ —***	***$ (242,551)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Other General Government

Departments Included Within Other General Government

This section includes the County-Wide and Central Services departments

County-Wide Department Description and Budgetary Comments

County Wide and Central Services act as cost centers for any revenues or disbursements not allocated to individual funds or departments.

County-Wide revenue sources include items such as the general fund property tax levy, public library tax levy, County Program Aid (CPA), rental income and investment earnings. Major expenditures include agency appropriations, the City of Owatonna Library tax reimbursement, capital contributions, and any unallocated personnel service or insurance expenditures.

Central Services Department Description & Services Provided

Central Services major expenditures include billings for telephone, postage, equipment and software maintenance, and non-capitalized inventory. Some recurring expenditures (including telephone, software, and computer replacements) are allocated here since they provide a county wide benefit. Other expenditures, including postage, are paid out of this account and then allocated out to each individual fund or department based on monthly usage. Revenue sources for central services include departmental reimbursements that are paid from funds, departments or organizations.

The Central Services 2023 budget increased by $127,766 or 41.0% over the prior year. This increase is mainly due to the following factors:

- Contract increases due to 2022 inflation.
- Security software that was originally purchased with Coronavirus Relief Funds (CRF), which is now up for renewal.
- Costs to be in compliance with new accessibility regulations
- Budgeted increases to catch up computers replacements due to ongoing supply chain shortage.

No County staff are budgeted from the County-Wide or Central Services department.

Agency Appropriations

Appropriations are requested each year from various organizations providing economic development, memorial day support, ambulance support, and operational support. Below is a list of each individual request and budgeted funding for 2023.

Organization		***Budgeted Funding***
American Legion - Ellendale	$	190
American Legion - Owatonna		1,720
Blooming Prairie Ambulance		5,000
Blooming Prairie Servicemen's Club		125
City of Blooming Prairie		5,000
City of Ellendale		5,000
City of Medford		5,000
Community Pathways (Food Shelf/Clothesline)		12,000
County Ag Society (Fair)		42,500
Crisis Resource Center		10,000
Ellendale Ambulance		5,000
Farm America		500
Healthy Seniors		10,000
Historical Society		8,000
Humane Society		5,000
Owatonna Area Business Development Center		4,000
Owatonna Partners for Economic Development		5,000
SE Emergency Medical Service		5,000
Semcac		10,000
Soil & Water Conservation District		135,000
Southern MN Initiative Foundation		6,000
Southern MN Tourism		1,870
Transitional Housing of Steele County		10,000
Total County Appropriations	$	291,905

All appropriations are paid out of County-Wide except County Ag Society, Historical Society, and Soil & Water conservation District which have separate departments designated for these payments.

Other General Government

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ 20,842,279	$ (2,212,663)	$ 11,686,843	$ (2,188,749)	$ (2,091,735)	$ 97,014	(4.4)%
Other Taxes & Assessments	438,272	49,000	231,879	49,000	45,000	(4,000)	(8.2)%
Intergovernmental	2,845,289	2,020,946	988,966	2,078,686	2,071,015	(7,671)	(0.4)%
Charges for Services	6	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	664,987	300,000	1,291,278	300,000	300,000	—	— %
Gifts and Contributions	—	—	200	—	—	—	— %
Miscellaneous / Other Financing Sources	457,333	482,337	550,787	436,532	403,222	(33,310)	(7.6)%
Total Revenues	***25,248,166***	***639,620***	***14,749,953***	***675,469***	***727,502***	***52,033***	**7.7 %**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	— %
Health, Life and Disability Insurance	—	—	—	—	—	—	— %
PERA Contributions	—	—	—	—	—	—	— %
FICA / Medicare Tax	623	—	809	—	—	—	— %
Other Payroll Related Expenses	18,143	112,400	61,066	107,400	76,000	(31,400)	(29.2)%
Total Personnel Services	18,766	112,400	61,875	107,400	76,000	(31,400)	(29.2)%
Services & Charges	1,069,922	350,371	238,910	382,761	391,252	8,491	2.2 %
Supplies & Materials	37,774	—	180	—	3,000	3,000	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	186,819	176,849	5,923,123	185,308	257,250	71,942	38.8 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,313,281***	***639,620***	***6,224,088***	***675,469***	***727,502***	***52,033***	**7.7 %**
Net Expenditures (Over) Under Revenues	***$ 23,934,885***	***$ —***	***$ 8,525,865***	***$ —***	***$ —***	***$ —***	

**Reflects the actual property tax collected (for general fund) and the theoretical budgeted property tax requirement.*

Central Services

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 182,371	$ —	$ 241,600	$ 389,591	$ 147,991	61.3 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	34,531	63,729	28,205	70,000	49,775	(20,225)	(28.9)%
Total Revenues	***34,531***	***246,100***	***28,205***	***311,600***	***439,366***	***127,766***	**41.0 %**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	— %
Health, Life and Disability Insurance	—	—	—	—	—	—	— %
PERA Contributions	—	—	—	—	—	—	— %
FICA / Medicare Tax	—	—	—	—	—	—	— %
Other Payroll Related Expenses	—	—	—	—	—	—	— %
Total Personnel Services	—	—	—	—	—	—	— %
Services & Charges	297,408	182,600	268,093	247,100	317,916	70,816	28.7 %
Supplies & Materials	80,858	54,500	58,629	54,500	77,000	22,500	41.3 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	12,041	9,000	25,902	10,000	44,450	34,450	344.5 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***390,307***	***246,100***	***352,624***	***311,600***	***439,366***	***127,766***	**41.0 %**
Net Expenditures (Over) Under Revenues	***$ (355,776)***	***$ —***	***$ (324,419)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Public Safety

Sheriff's Office

"To Protect with Courage, To Serve with Honor and Compassion"

Department Description

The Steele County Sheriff's Office (SCSO) is responsible for public safety activity in and around the unincorporated areas of Steele County. The SCSO also plays a major role in activities throughout the entire county.

The SCSO is also responsible for enforcing boat and water safety and snowmobile safety throughout Steele County.

The operating budget allows the SCSO to carry out its mission and deliver high quality yet efficient services to citizens in all areas of public safety.

The budget process provides the County Board and its management staff an opportunity to annually re-examine the services provided within the County.

Mission Statement

The Steele County Sheriff's Office is dedicated to protecting and serving the citizens of Steele County and support their quality of life. We will coordinate the efforts of emergency and support services to provide the highest level of responsiveness possible. We hold ourselves accountable for our actions and take pride in a professional level of service and fairness to all.

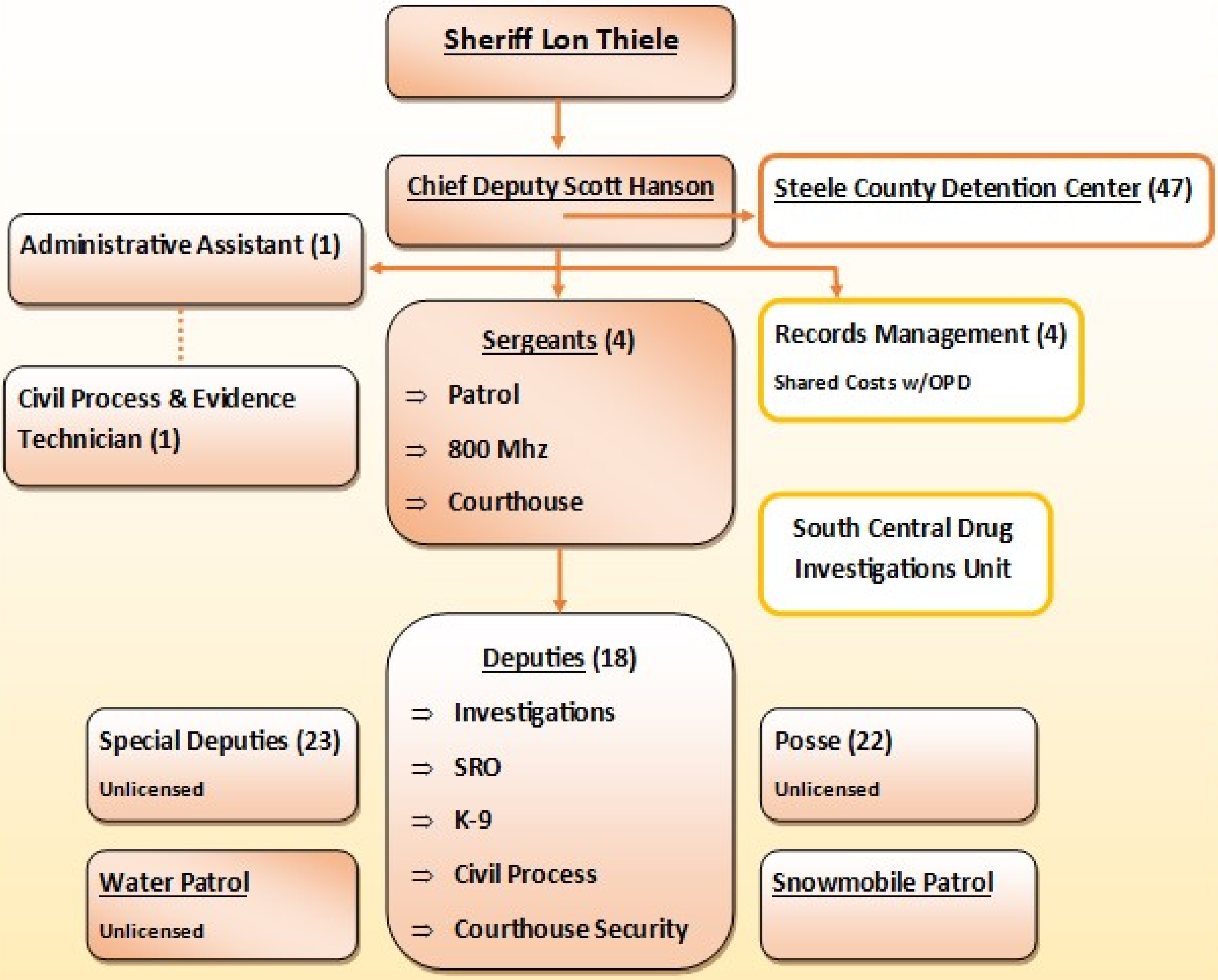
Goals / Objectives

- Maintain a low crime rate and increase more efficient and effective patrols,
- Provide professional, community oriented public relations, (community policing)
- Develop and educate well-trained staff members and promote public safety,
- Continue with the Fleet Enterprise program, lowering the costs associated with owning a squad car by leasing squad cars,
- Continue the 800 MHz ARMER radio system project,
- Increase security enhancing public safety at the courthouse,
- Increase school security in the contractual towns (Ellendale and Medford),

Divisions

The SCSO is currently comprised of 24 POST (Peace Officer Standards and Training) Licensed Law Enforcement full time employees (FTE). At full strength there are 22 Special Deputies, 22 Posse Riders, 4 Records Staff, 1 Administrative Assistant, and 1 Civil Process Assistant.

ORGANIZATIONAL CHART



MISSION STATEMENT

The Steele County Sheriff's Office is dedicated to protect and serve the citizen's of Steele County and support their quality of life. Coordinate the efforts of the emergency and support services to provide the highest level of responsiveness possible. We hold ourselves accountable for our actions and take pride in a professional level of service and fairness to all.

CORE VALUES

Fairness—*We treat all people impartially, with consideration and compassion. We are equally responsive to our employees and the communities we serve.*

Integrity—*We are committed to the highest performance standards, ethical conduct and truthfulness in all our duties. We hold ourselves accountable for our actions and pride in a professional level of service and fairness to all.*

Honesty—*The members of the Steele County Sheriff's Office will be truthful and trustworthy at all times.*

Services Provided

The internal operation of the office of sheriff is the sole responsibility of the elected sheriff. The office is a statutory/constitutional office having exclusive powers and authority under state law and or state constitution.

The elected county sheriff is statutorily the highest-ranking official in the county and manages or coordinates the following programs/divisions within the Steele County Sheriff's Office.

- Sergeants
  - Patrol Supervisor,
  - Traffic Enforcement,
  - Courthouse Supervisor,
  - Investigations Supervisor,
  - Supervisor of 800 MHz.,
- Investigations
  - Follow up investigations,
  - Child ID Kits,
  - Project Lifesaver,
  - Child Protection,
- Patrol Deputies
  - Traffic Enforcement,
  - School Security (Medford & Ellendale),
  - Warrants,
  - T.Z.D. (Towards Zero Deaths),
  - P.O.R.'s (Predatory Offender Registrations),
- Courthouse Security
  - Bailiff's,
  - Juror attendants,
- Civil Division
  - Civil Process,
  - Take It To The Box,
- 800 MHz ARMER
  - Radio System for the entire county,
  - SCSO, OPD, OPU, Fire Dept., BPPD, public schools, County Shop, Landfill, etc.
- South Central Drug Investigative Unit
  - SCDIU,
  - SWAT,
- Water Patrol,
  - Boat Safety,
- Snowmobile Patrol

Geographic

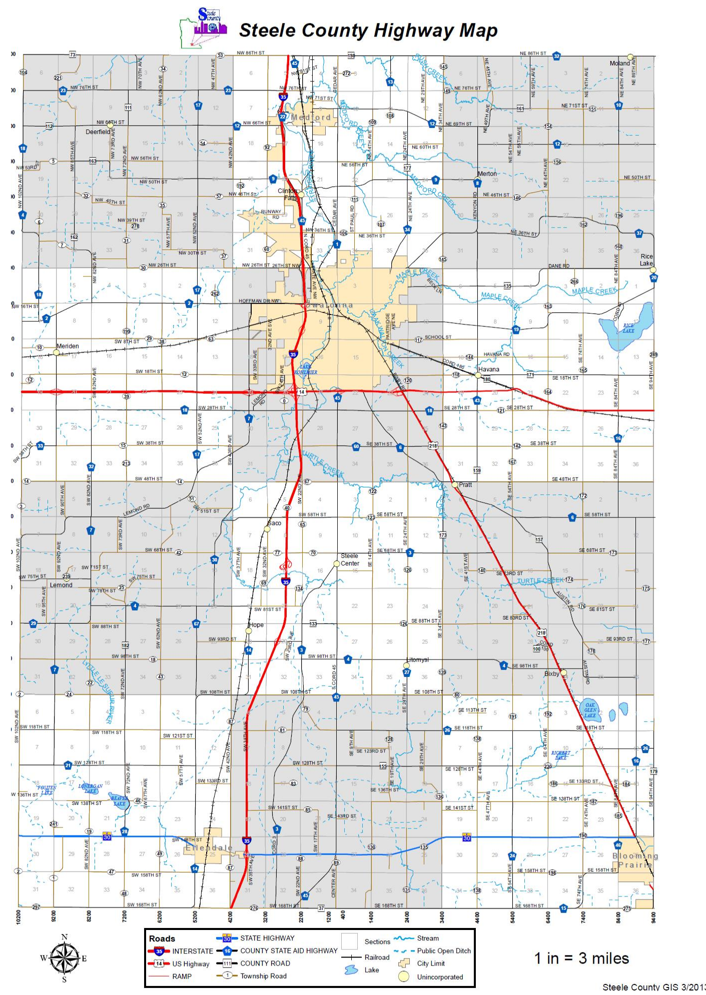
Steele County MN consists of 13 townships and 432 square miles of Public Safety coverage. It is 24 miles long and 18 miles wide.

There are two (2) cities that the Sheriff's Office is contractually obligated to provide public safety coverage.
Medford, which is located on the North side of the county and Ellendale, which is located on the South side of the county.

The city of **Medford** is approximately 6 miles north of Owatonna. The SCSO is contracted to provide 4.28 public safety hours a day. The annual contract increase is 3.5%.

The city of **Ellendale** is approximately 18 miles south of Owatonna. The SCSO is contracted to provide 2.71 public safety hours a day. The annual contract increase is 3%.

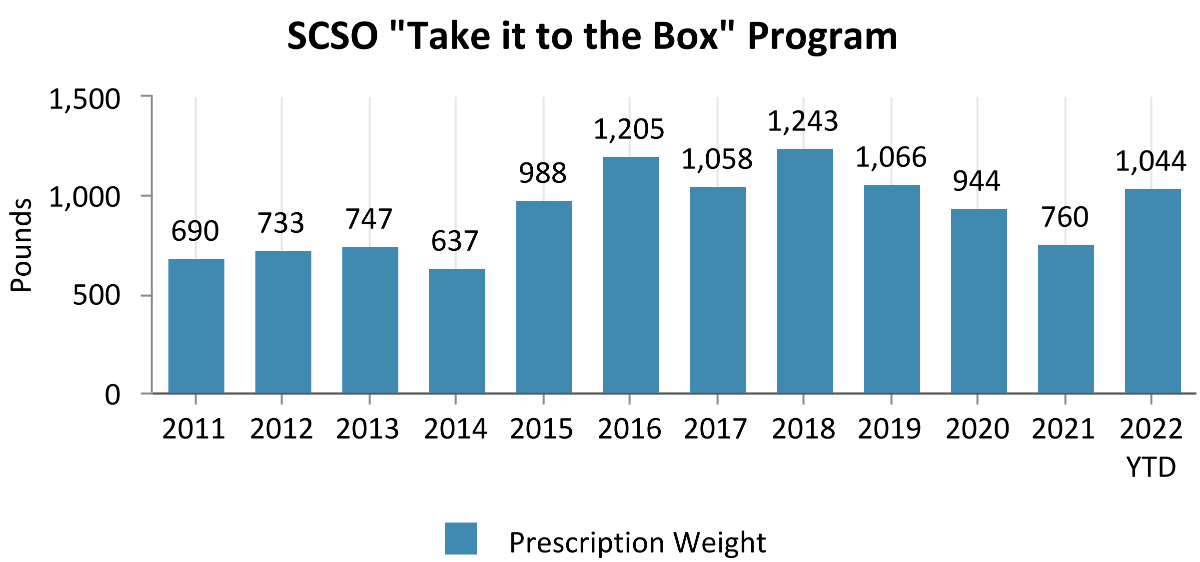
Owatonna and Blooming Prairie have their own Police Departments. The PD's are assisted by the SCSO as needed with mutual aid.



Steele County Take it to the Box Program

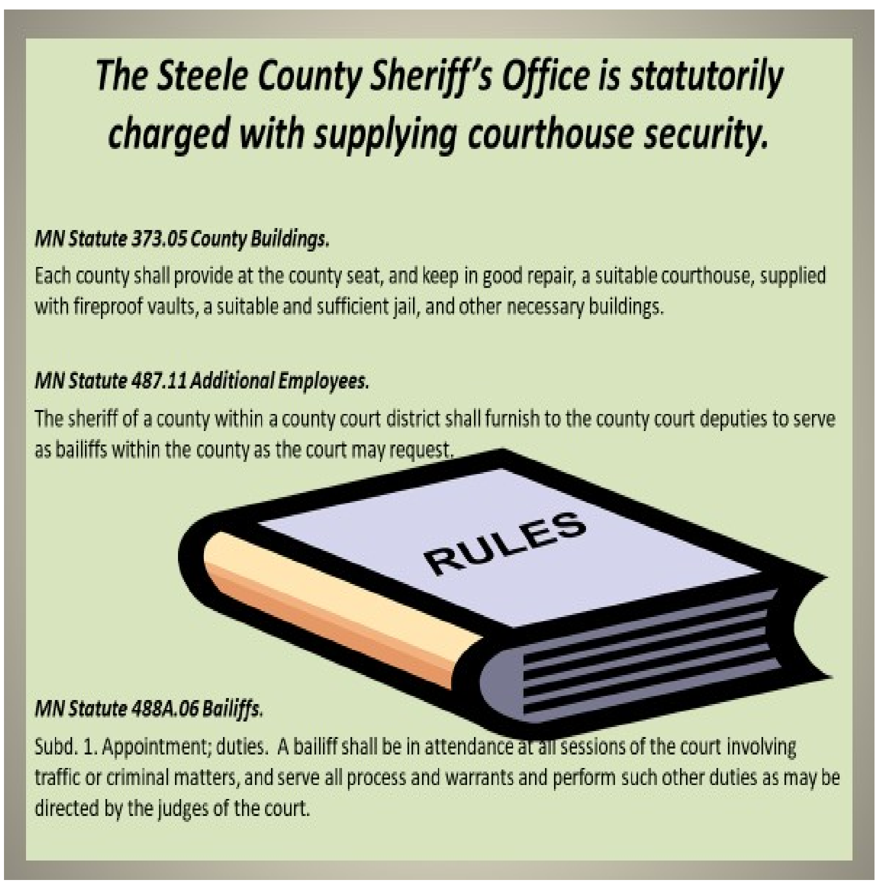
The **"Take It to The Box"** program began in 2011. It promotes the disposal of leftover prescriptions with 2 drop-off sites. 1 in Owatonna and 1 in BP. The Steele County Sheriff's Office has overseen the care and disposal of over 10,000 lbs. (5 Tons) of unused prescriptions.

*2022 statistics are not completed at the time of this report. (760 lbs to Nov.)



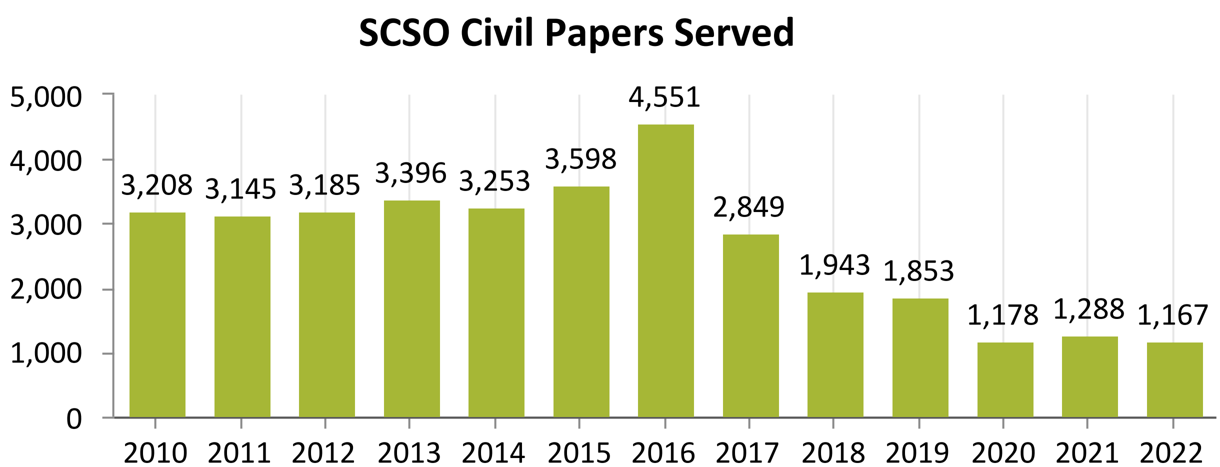
Courthouse Security Division

The SCSO has 3 licensed Deputies and 2 Special Deputies to assist with Courthouse Security. **PRIOR TO ENTRY INTO THE STEELE COUNTY COURTHOUSE, YOU MAY BE SUBJECTED TO A SEARCH BY A METAL DETECTOR. POSSESSION OF A DANGEROUS WEAPON IN A COURTHOUSE IS A FELONY!**



Civil Papers

The SCSO averages approximately 3,300 Civil Papers a year. Order for Protections, Evictions, Foreclosures, Subpoenas, Summons and Complaint, and Harassments achieve the highest type of papers served.



Other types of civil process services

- Summons and Complaints
- Motions
- Order to Show Cause
- Garnishment Summons
- Subpoenas
- Notice of Cancellation of Contract for Deed
- Writ of Recovery and Order to Vacate
- Domestic Abuse
- Unlawful Detainer/Eviction Action
- Levy on Funds at a Financial Institution
- Executions – Personal Property
- Receiving Process Forms
- Conciliation Court Documents
- Mortgage Foreclosure
- Summons and Petition
- Method of Service
- Affidavit and Order in Supplementary Proceedings
- Land Title Summons
- Notice of Condemnation (Eminent Domain)
- Summons and Complaint in Eviction Actions (Unlawful Detainer)
- Harassment Restraining Order
- Levy on Earnings
- Executions – Real Property
- Tax Forfeited Land
- UCC Sale
- District Court/Order for Seizure Documents
- Mechanics Lien Sales

Civil Process Fees and Procedures

The Steele County Board of Commissioners approved the following fee schedule on January 27, 2015, to be effective immediately:

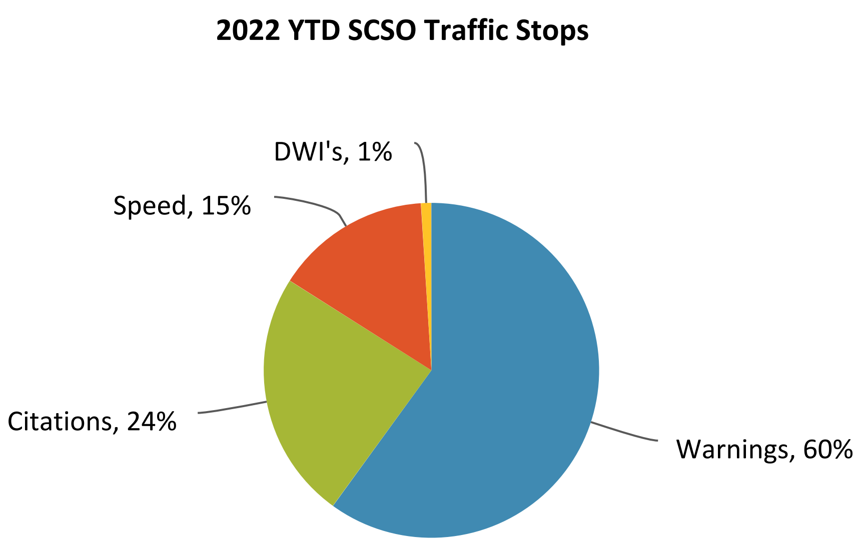
Paper Service	$75.00 - Flat Rate per individual served/per case
Copies	$0.25 - per page side
Foreclosure/Sheriff Sales	$100.00
Fail to Notify/Postpone/Cancel	$75.00
Intent to Redeem	$100.00
Redemptions	$250.00
Deputy Fees	$75.00 / Hour (evictions, inventories, etc.)

**** e-Filing with the Court is not our responsibility ****

The Civil Process Office shall no longer forward papers to the Court to be filed.

Patrol Division

The SCSO averages approximately 4,000 traffic stops a year.



- The sheriff's office also coordinates efforts with other local, state, and federal agencies to meet the common objective of public safety.

Towards Zero Deaths

The Steele County Sheriff's Office proudly participates in the Towards Zero Deaths Campaign yearly. Below is our 2021 annual photo shoot with most of the SE TZD participants showing support for the program.

According to the Minnesota Department of Public Safety (DPS) Office of Traffic Safety, 414 people lost their lives in 2022 crashes (Jan-Nov 2022 data). The 2025 Goal is to reduce traffic-related deaths to 225 or fewer.

Fatalities on Minnesota Roadways

	2018	2019	2020	2021	2022 Jan-Nov
Total Fatalities	381	364	394	488	414

The top four contributing factors for fatalities:

Drunk driving

Speed

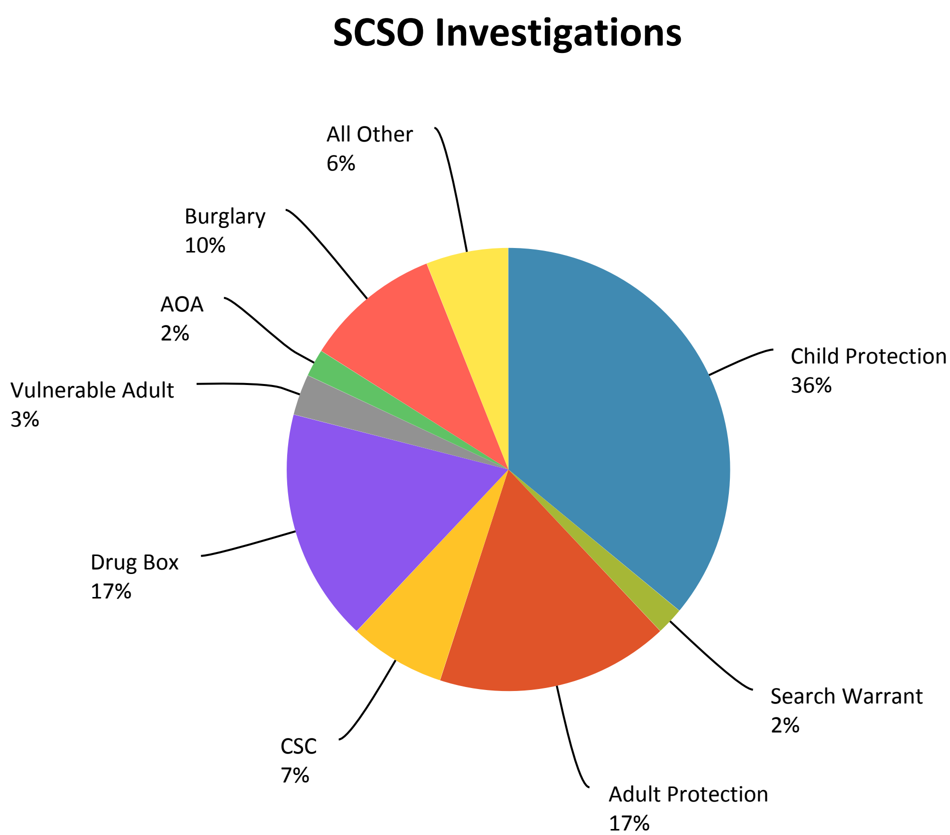
Unbuckled motorists

Distractions

*NOTE: The Steele County Sheriff's Office will absorbed 4 (four)
additional miles of roadway with the opening of the new highway 14 project.

Investigation Division

The pie chart below outlines the most incidents of Investigations.



LEC Purchase and Possession Permits

Permit to Carry Fees Effective 3/13/2019		
New Permit to Carry	$	100.00
Renewal (90-0 days before expiration date)	$	75.00
Renewal (1-30 days past expiration date)	$	85.00
Veterans/Military Personnel**	$	25.00
Steele County Active Law Enforcement**	$	10.00
Steele County Retired Law Enforcement **	$	25.00
Data Change/Replacement Card	$	10.00

**Denotes you must provide proof of your credentials

Major Changes / Budget Commentary

The Sheriff's Office 2023 budget increased by $634,194 or 18.3% from the prior year. Major drivers for this change include:

- Personnel service adjustments including wage adjustments, health insurance elections and additional payroll taxes - $175,125
- The 2022 budget had a direct reduction of wages and overtime of $150,000 to account for unfilled positions from the time of vacancy to the time the position is filled based on historical data. There are no budgeted wage reductions for fiscal year 2023 - $150,000
- The fleet leasing payments for the Sheriff and Detention Center are now being accounted for under the Sheriff office - $180,200
- Board approved position request to hire an a full time employee for the South Central Drug Investigative Unit - $60,000
- Expenditures for body cameras - $29,000
- Increases in fuel due to rising gas prices - $11,565

Sheriff

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 2,860,394	$ —	$ 2,910,456	$ 3,481,377	$ 570,921	19.6 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	204,221	202,845	254,923	227,039	242,100	15,061	6.6 %
Charges for Services	181,043	186,764	110,765	160,880	165,132	4,252	2.6 %
Licenses and Permits	56,205	35,000	27,045	50,000	50,000	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	68,374	102,800	96,489	120,490	164,450	43,960	36.5 %
Total Revenues	***509,843***	***3,387,803***	***489,222***	***3,468,865***	***4,103,059***	***634,194***	18.3 %
Expenditures							
Personnel Services							
Wages and Overtime	2,031,780	2,045,310	1,752,719	2,006,159	2,252,733	246,574	12.3 %
Health, Life and Disability Insurance	404,503	404,708	348,862	402,991	463,039	60,048	14.9 %
PERA Contributions	332,487	336,123	285,642	354,633	372,320	17,687	5.0 %
FICA / Medicare Tax	40,410	41,625	36,397	43,494	44,376	882	2.0 %
Other Payroll Related Expenses	58,795	60,081	78,635	58,644	58,578	(66)	(0.1)%
Total Personnel Services	2,867,975	2,887,847	2,502,255	2,865,921	3,191,046	325,125	11.3 %
Services & Charges	317,359	326,556	291,059	429,959	718,713	288,754	67.2 %
Supplies & Materials	142,510	154,900	133,848	160,485	180,350	19,865	12.4 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	13,067	18,500	11,954	12,500	12,950	450	3.6 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***3,340,911***	***3,387,803***	***2,939,116***	***3,468,865***	***4,103,059***	***634,194***	18.3 %
Net Expenditures (Over) Under Revenues	***$ (2,831,068)***	***$ —***	***$ (2,449,894)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Law Enforcement Center

Department Description and Services Provided

The Steele County Sheriff's Office maintains a joint records department with the Owatonna Police Department which is located at the Law Enforcement Center (LEC) building on 204 East Pearl Street, Owatonna, Minnesota. The LEC is responsible for the maintenance and distribution of all reports and citations generated by both entities. The 25,000-square foot building is owned equally by the City of Owatonna and Steele County.

The expenses of the LEC are paid in full by the County, and the City of Owatonnna is billed for half of the costs on a quarterly basis.

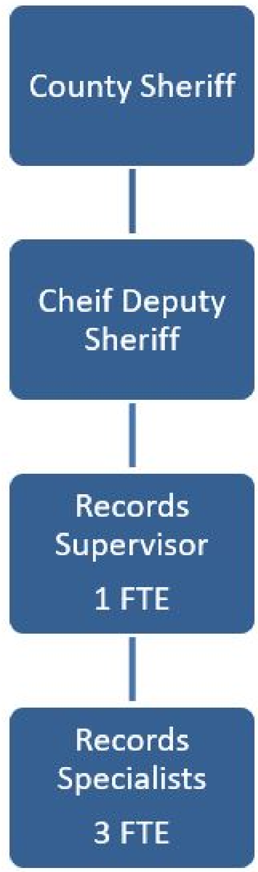
Mission Statement

The mission of LEC is to maintain accurate records and serve the public in a friendly and efficient manner.

Major Changes/Budget Commentary

The Law Enforcement Center 2023 budget decreased by $98,418 or 8.5% from the prior year, primary due to changes in expected capital expenditures. Capital projects expected for fiscal year 2023 include replacement of two rooftop units and a roof replacement. However, additional project costs are likely to accrue since there have been various project delays in previous years including a generator install and parking lot gates. However since they were budgeted in previous years, there were not budgeted again for 2023.

Law Enforcement Center
4.0 FTE



Steele County, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2023	2024	2025	2026	2027	Total
Law Enforcement Center							
Replace Two RTU's	LEC-23-01	125,000					125,000
Replace Roof	LEC-23-02	340,000					340,000
Replace EIFS with Steele Panels	LEC-24-01		200,000				200,000
Temperature Controls (BAS)	LEC-25-01			85,000			85,000
Replace Mini Split (Center Roof)	LEC-25-02			10,000			10,000
Replace Hand Railings and Steps	LEC-25-03			15,000	15,000		30,000
Building Envelope Repairs (Caulking)	LEC-25-04			10,000			10,000
Replace Leaking Windows	LEC-25-05			120,000			120,000
Concrete Replacement	LEC-25-06			16,000			16,000
LED Conversion	LEC-26-01				120,000		120,000
Law Enforcement Center Total		**465,000**	**200,000**	**256,000**	**135,000**		**1,056,000**
Levy				128,000	67,500		195,500
Reimbursement		232,500	100,000	128,000	67,500		528,000
Reserves		232,500	100,000				332,500
Law Enforcement Center Total		**465,000**	**200,000**	**256,000**	**135,000**		**1,056,000**
Grand Total		**465,000**	**200,000**	**256,000**	**135,000**		**1,056,000**

Law Enforcement Center

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	$ Change in Budget
Current Property Tax Requirement*	$ —	$ 409,570	$ —	$ 334,733	$ 322,282	$ (12,451)	(3.7)%
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	247,619	428,554	190,222	576,117	507,650	(68,467)	(11.9)%
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	2,460	—	—	250,000	232,500	(17,500)	(7.0)%
Total Revenues	***250,079***	***838,124***	***190,222***	***1,160,850***	***1,062,432***	***(98,418)***	(8.5)%
Expenditures							
Personnel Services							
Wages and Overtime	219,977	224,395	197,852	233,062	248,175	15,113	6.5 %
Health, Life and Disability Insurance	41,176	60,087	36,298	44,883	46,863	1,980	4.4 %
PERA Contributions	16,478	16,830	14,839	17,480	18,613	1,133	6.5 %
FICA / Medicare Tax	16,536	16,606	14,989	17,247	18,365	1,118	6.5 %
Other Payroll Related Expenses	356	356	20	328	416	88	26.8 %
Total Personnel Services	294,523	318,274	263,998	313,000	332,432	19,432	6.2 %
Services & Charges	80,836	88,250	64,111	112,150	136,300	24,150	21.5 %
Supplies & Materials	20,708	15,700	11,071	14,700	13,700	(1,000)	(6.8)%
Capital Expenditures	4,718	300,900	—	606,000	465,000	(141,000)	(23.3)%
Other Expenditures	35,000	115,000	35,120	115,000	115,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***435,785***	***838,124***	***374,300***	***1,160,850***	***1,062,432***	***(98,418)***	(8.5)%
Net Expenditures (Over) Under Revenues	***$ (185,706)***	***$ —***	***$ (184,078)***	***$ —***	***$ —***	***$ —***	

** Reflects the theoretical budgeted property tax requirement, not actual tax collected.*

Detention Center

Department Description

The Steele County Detention Center operates in conjunction with the Steele County Sheriff's Office and is located at 2500 Alexander ST in Owatonna MN. Our agency's focus is to provide a necessary public safety need while being a responsible steward to the taxpayers of Steele County. The detention center provides temporary housing for the following individuals:

- Individuals that are criminally charged and are being prosecuted
- Sentenced inmates that have up to 1 year to serve
- Sentenced inmates that are allowed work release
- Inmates boarded with us by local and state agencies.

The inmates boarded with us from outside agencies allow us to generate revenue to offset many of the operating costs that come when providing a public service. Our Agency works closely with both local jurisdictions and the Minnesota Department of Corrections to provide secure housing for detainees. This ensures that public safety is optimized by holding potentially dangerous individuals in custody while they face prosecution or serve a court mandated sentence.

The detention center is staffed 24 hours a day, 365 days a year and complies with all parameters of state mandated staffing guidelines. Within these guidelines, the detention center staff undergo mandatory training on a wide variety of topics to ensure that all inmates, staff and the public are safe. Being well trained allows our staff to better communicate with inmates and address any problems that may be pressing, allowing them to be proactive rather than reactive, thus reducing unnecessary costs.

Services Provided

The Steele County Detention Center provides many services that benefit the community and the residents of Steele County. The base service provided by the detention is safe and secure detention for individuals that pose a significant risk to the community. While detained, we provide inmates with their basic needs to ensure they remain safe. Along with providing for the detainee's basic needs, we also provide an array of programming while in custody. This programming ranges from on-site treatment to job skills to parenting class. The goal of this programming is to instill positive life skills that will assist them in being successful upon release which will in turn make our community safer and more prosperous. Outside of the detention setting, we provide services and assistance to partner agencies. We conduct transports for both civil and criminal cases, conduct urine analysis tests for Steele Waseca Drug Court and provide a fingerprint service for the public. Along with conducting transports, we also oversee the majority of court hearings within the detention center via the Zoom platform. Managing these hearings allows us to reduce costs in transportation, limit risk of detainee escape, and limit detainees to possible COVID 19 exposures while in the general public.

Department Mission

The mission of the Steele County Detention Center is to provide for the safe and humane housing of individuals committed to our custody. Management and staff priorities include employee development, strategic planning, training, safety of our staff and the public we serve while maintaining fiscal responsibility and accountability. The Detention Center takes a Program based approach to incarceration with the end goal to reduce recidivism and return subjects to the community with better skills to cope with everyday challenges.

Vision Statement

The vision of the Steele County Detention Center is to assist in maintaining a low crime rate for the residents of Steele County. The role the detention center plays is 3 tiered.

- The first tier is staff focused. Staff utilize an inmate management philosophy that removes an adversarial style and replaces it with a professional coaching style. This approach helps us address any negative behavior in a productive way. It also gives a community that may view law enforcement in a negative light, something positive in their daily interactions with staff.
- The second tier is our programming approach. Through this approach we are attempting to provide skills that will assist the detainees in curbing any negative behavior, and in turn, remain out of the detention setting in the future.
- The third tier is the effect of programming. All people who come through our doors are a father, mother, brother, sister, son or daughter. Utilizing a programs-based approach will have a trickle down effect and will hopefully end the familiar cycle of incarceration thus lowering overall crime rates, making Steele County safe for our citizens.

2022 Events

- Started to ease COVID restrictions that were in place for much of 2021. Some of the rollback include resuming some in person programming, resuming in person professional visiting, resuming on site visitation, lifted the masking requirement for Correctional staff, resumed fingerprinting for the public. With these changes, the Detention Center leadership team is committed to monitoring any spikes in COVID cases and we move forward and are dedicated to making any needed changes to ensure institutional safety and health.
- 2022 ushered in a major change to the design and structure of the Detention Center. Over the course of 2022, many discussions were had surrounding the future of the Detention Center and how to operate the facility most effectively. Through the course of these discussions, it was decided that a major renovation would take place, effectively splitting our Medium Classification housing unit into 2 separate housing units. With the investment in the future of the facility, we are able to monitor 2 different groups of detainees with fewer officers. This construction and operating change will result in the county saving roughly $500,000 annually.
- This year has also seen the completion of our security infrastructure upgrade. This project began at the tail end of 2021 and reached substantial completion mid-2022. This project provided upgrades to our ageing infrastructure and will carry us forward for the next 20 years.

- Procured grant funding to obtain internet access in the housing units that will allow us to continue to grow and improve how we get inmates in for their court proceedings. With the continuation of utilizing the Zoom platform, we have allocated this funding to make court proceedings available in the housing units, limiting the amount of inmate traffic in the facility. This infrastructure will also allow inmates better access to their attorney using virtual meetings.
- Upgraded phone providers. In October of 2022, the Detention Center partnered with Turnkey Corrections to provide inmate's with phone service and in the near future, handheld devices. With the change in phone service providers, we were able to increase the Detention Center's percentage per phone call (revenue) while cutting costs to the inamte population by 50%. This is a major benefit to the detainee population as it will allow them better and more regular access to their friends, family and attorneys. In addition to the rates being cheaper, our partner has also allocated 10 minutes of free calling per week for all indigent inmates. This is a major tool in keeping inmate's connected to loved ones while they are detained.
- The county lost their partnership with the Dodge County Sheriff's Office to provide inmate housing. The loss of this contract resulted in roughly $350,000 being removed from the revenue budget annually.

2023 Goals

Our goals for 2023 include:

- Completing all outstanding construction projects.
- Reviewing and revamping all operational aspects of the facility and ensure all processes are current.
- Return to some normalcy regarding detainee housing.
    - Return to operating work release, return to housing female detainees.
- Resume all available out of county boarding options to offset operating costs.

Facts/Figures

- Bookings for 2022: 904 (11/29/2022)
- Total building site 18.63 acres that accommodates building, parking, and room for expansion.
- Total structure: 58,575 square feet
- Secure jail area: 50,469 square feet
- Typical cell size: single, 70 square feet; double bunk, 90 square feet
- 154 Bed Approved Capacity; 138 Bed operational Capacity. (Currently 48 beds less due to unit closure)
- 100 + cameras to monitor the interior and exterior of the facility.
- There are 367 doors in the facility
- 110,000 blocks were used for interior walls of the jail, core filled with concrete.
- 125 parking spaces.
- 39 major subcontractors
- 70 % of total building costs paid to subcontractors and suppliers from Steele, Mower, Freeborn, Olmsted and Faribault counties.
- Building project required 62,000 hours of trade labor.

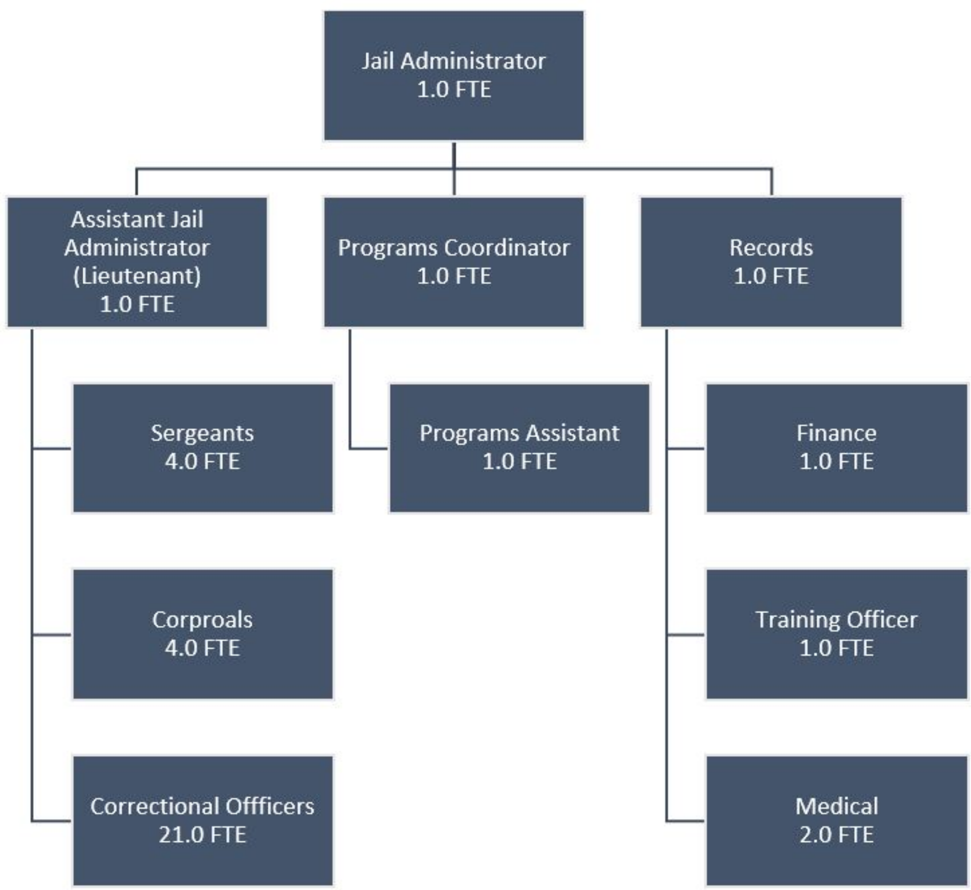
Major Changes/Budget Commentary

The Detention Center 2023 budget increased by $203,688 or 4.8% from the prior year. This increase is almost entirely due to personnel services including wage adjustments, additional payroll taxes, and health insurance increases. In addition, the 2022 budget had a direct reduction of wages and overtime of $133,000 to account for unfilled positions from the time of vacancy to the time the position is filled based on historical data. There are no budgeted wage reductions for fiscal year 2023.

Unfortunately, boarding revenues received from housing inmates from other agencies have continued to decline and there is a $321,600 decrease in revenue expected in 2023. This reduction is due to the COVID-19 pandemic causing fewer inmates being sentenced to prison and held on low level crimes and the ending of boarding revenue contracts with other counties.

Detention Center

38.0 FTE



Detention Center

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 3,904,841	$ —	$ 3,761,422	$ 4,287,210	$ 525,788	14.0 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	491,231	958,070	198,563	458,550	136,950	(321,600)	(70.1)%
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	25,309	21,000	12,909	21,000	20,500	(500)	(2.4)%
Total Revenues	***516,540***	***4,883,911***	***211,472***	***4,240,972***	***4,444,660***	***203,688***	4.8 %
Expenditures							
Personnel Services							
Wages and Overtime	2,718,045	3,098,548	2,107,120	2,645,132	2,853,718	208,586	7.9 %
Health, Life and Disability Insurance	524,175	628,500	383,113	516,907	529,699	12,792	2.5 %
PERA Contributions	231,888	262,695	180,529	235,455	242,481	7,026	3.0 %
FICA / Medicare Tax	199,689	229,626	155,050	205,582	211,175	5,593	2.7 %
Other Payroll Related Expenses	86,336	90,833	55,480	82,531	82,859	328	0.4 %
Total Personnel Services	3,760,133	4,310,202	2,881,292	3,685,607	3,919,932	234,325	6.4 %
Services & Charges	209,660	237,709	189,243	236,365	244,728	8,363	3.5 %
Supplies & Materials	261,483	334,000	186,877	317,000	278,000	(39,000)	(12.3)%
Capital Expenditures	—	—	—	—	—	—	(11.7)%
Other Expenditures	168	2,000	12,952	2,000	2,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***4,231,444***	***4,883,911***	***3,270,364***	***4,240,972***	***4,444,660***	***203,688***	4.8 %
Net Expenditures (Over) Under Revenues	***$ (3,714,904)***	***$ —***	***$ (3,058,892)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Community Corrections

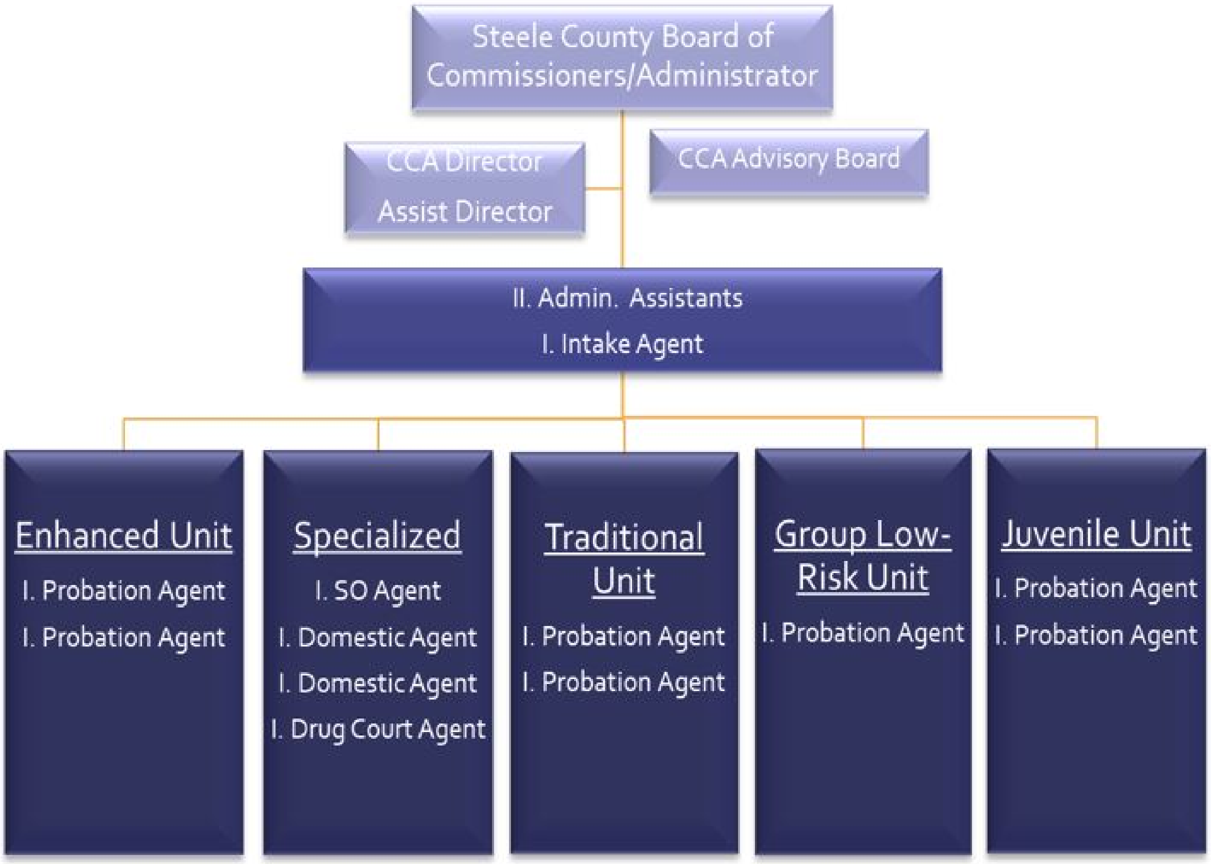
Mission

To enhance the safety of all citizens by facilitating and promoting adherence to evidence based and restorative practice.

Vision

To reduce recidivism within our Criminal Justice System.
Our goal is to work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change amongst the people we work with.

Department Description and Services Provided



Organization and Description of Services

Community Corrections reports directly to the Steele County Administrator. The department provides a variety of services to Steele County along with the Steele County District Court. These services include investigative, program and probation supervisory services for adult and juvenile offenders.

Corrections management staff provide oversight, and direct and monitor all aspects of the department. Management is also responsible for administering the comprehensive plan under the direction of the advisory board. Corrections acts as liaison to other agencies; Corrections directs offender supervision, programming, personnel functions, planning, research, budget preparation and financial reporting. The Intake Unit provides receptionist duties, collects offender fees, processes departmental invoices, maintains records in CSTS, assists in the preparation of financial and data reports, provides inventory management, provides support services for all department staff, assists with PSI's, risk assessments and facilitates file movement to appropriate units.

Staff

Program Area	***Description***	***FTE's***
Supervisory	Director and Assistant Director employed as the Department Head and Supervisor to oversee the correctional operations in Steele County and serve as the liaison with the CCA Advisory Board, Steele County Board of Commissioners and stakeholders.	2.0
Administrative	Administrative Assistants and a Probation Program Assistant provide services and operational procedures of intake and office management of files and Agent/client communications.	2.0
Specialty Court Agent	Corrections Agent to provide full-time services to the Steele County Drug Court.	1.0
Adult Probation Services	Corrections Agents to supervise adult offenders sentenced to probation in Steele County and supervised release offenders accepted to supervision in Steele County.	8.0
Juvenile Probation Services	Corrections Agents that supervise and provide services to juveniles sentenced to probation and diversion in Steele County.	2.0
Intake Services	Corrections Agent that assists with PSI's, risk assessments, inter/intra state transfers and file facilitation per structure.	1.0

2022 Highlights

In review, our goal moving into 2022 was to step back and review our department's adherence and fidelity to research-based supervision.

Since our 2017 Community Corrections Conversion, our department has implemented various evidence-based practices. To capture these specific integrated EBP practices for review, we created a Practice Model which illustrates a framework that can help guide theoretical work, empirical research, and practice within a correctional continuum. These integrated sets of evidence-based practices and principles are what our agency believes will result in desirable outcomes. Therefore, we aim to improve, support, and follow these areas with fidelity. These integrated EBP practices we set to discuss and enhance moving into 2022 were Communities of Practice, Sanctioning Screening Team, Coaching, 10-Step Skill Building, Cog Skills, and Evidence-Based Training.

In addition, through these various practices, we also collected outcome data as another vetting instrument for goal setting and continuous quality improvement. Reviewing our practice model and outcome data revealed that we were living out our department's mission and vision to reduce recidivism and enhance public safety. Not only did this model indicate our adherence to EBP and celebratory growth, but it also highlighted areas needing improvement. Examples of these areas were our service delivery requiring more balance (field presence vs. case management) and enhancing our motivational interviewing training/quality improvement structure, screening team vision improvement, integrated practice consistency, cognitive skills classes (virtual to in-person) and the need for management training in continuous quality improvement and coaching. Lastly, we celebrated the implementation of several EBP practices with our staff, and the areas marked for improvement formulated our goals and ongoing improvement plan for 2022.

2023 Goals and Objectives

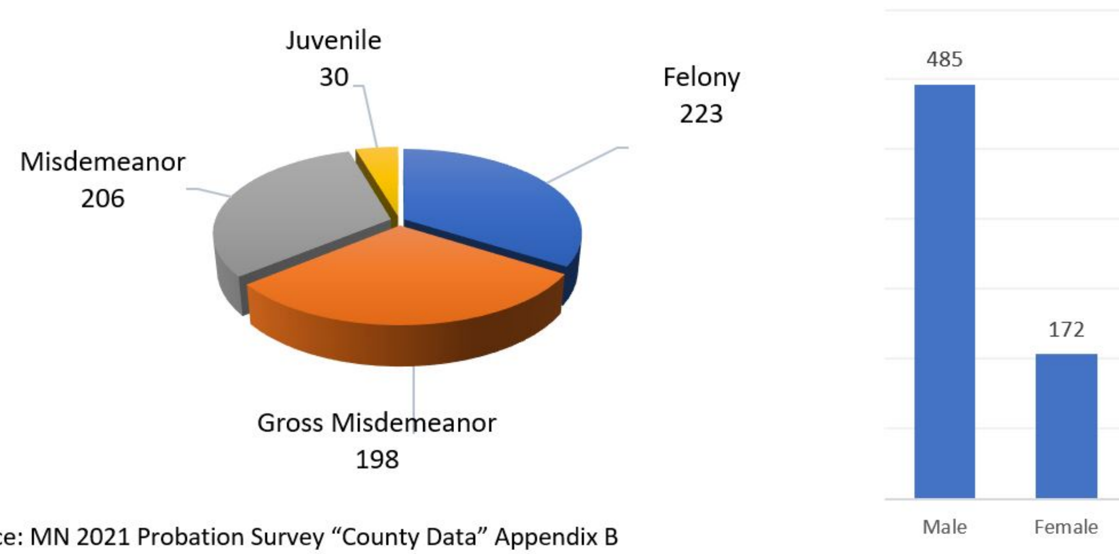
As we transition into the new year, it will be our goal to evaluate again our department’s practice model and the intricacies which lie within it. For our 2023 goals, our leadership team, comprised of Management and Probation Officer III’s, started to discuss our vision and focus for the coming year. Solidified plans are not in place, but necessary items such as more formalized strategic planning, staff feedback, client feedback, Probation Officer III-led Carey Guide Training/Coaching, and Carey Guide Observational Coaching/Continuous Quality Improvement are vital areas in formulating our implementation goals for 2023.

Data / Key Performance Indicators

Probation Survey Reports

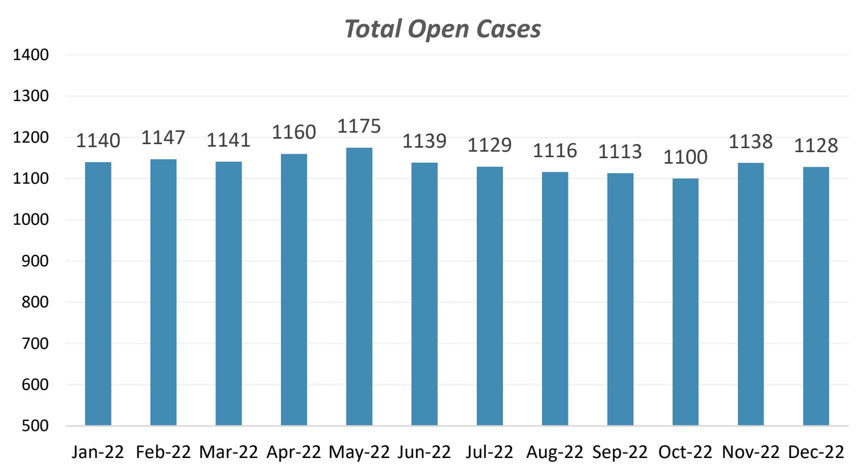
The following graph represents Probation Survey Reports data and only displays offenders on active probation supervision and is not inclusive of duties by agents regarding supervised release, pre-sentence, pre-trial, diversion or monitoring cases.

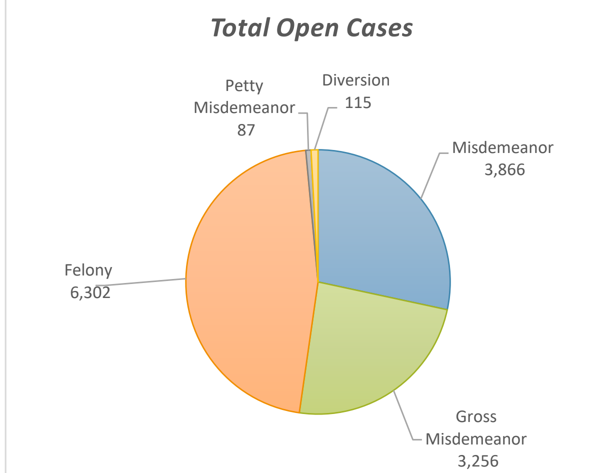
2021 Community Corrections Year end Offense Classification Data – 657 Total

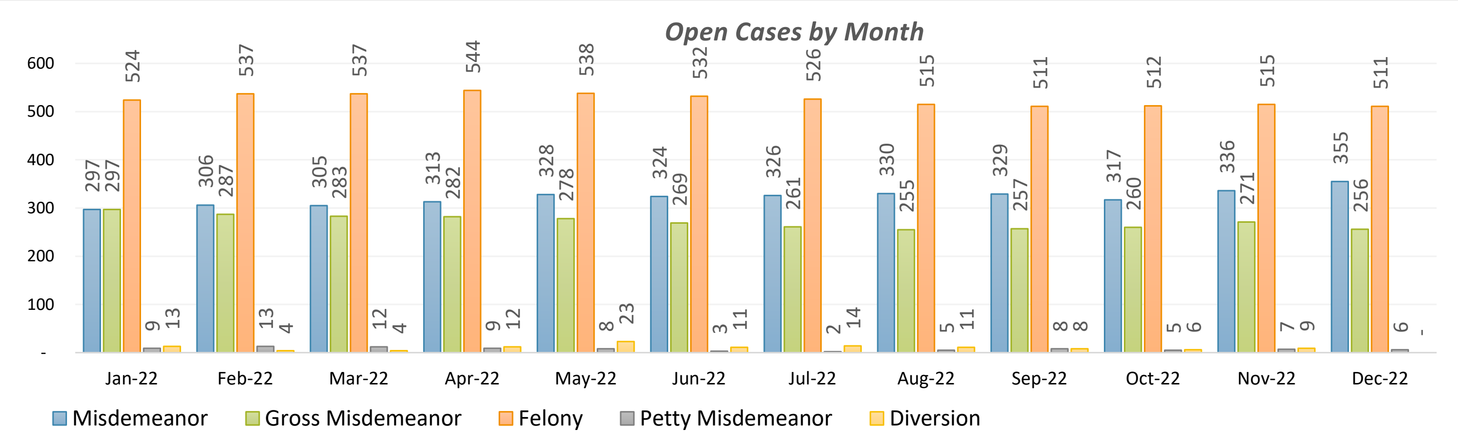


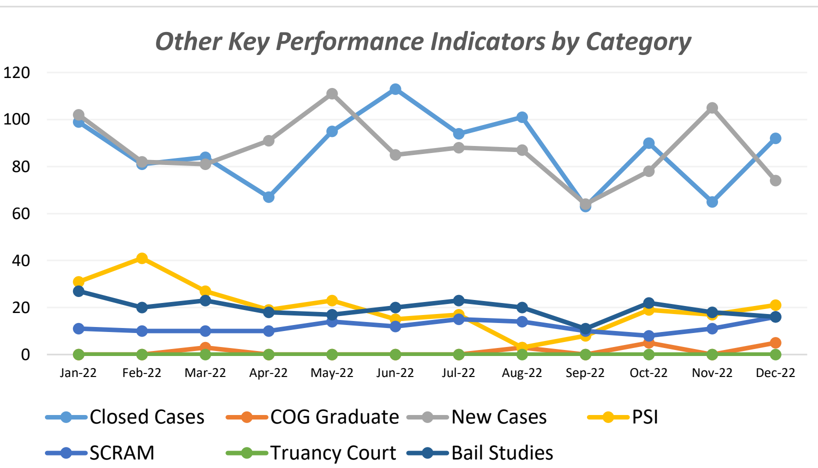
Source: MN 2021 Probation Survey “County Data” Appendix B

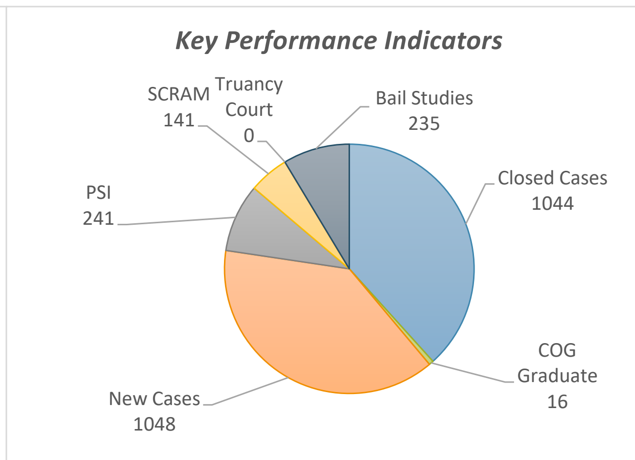
Community Corrections Dashboard

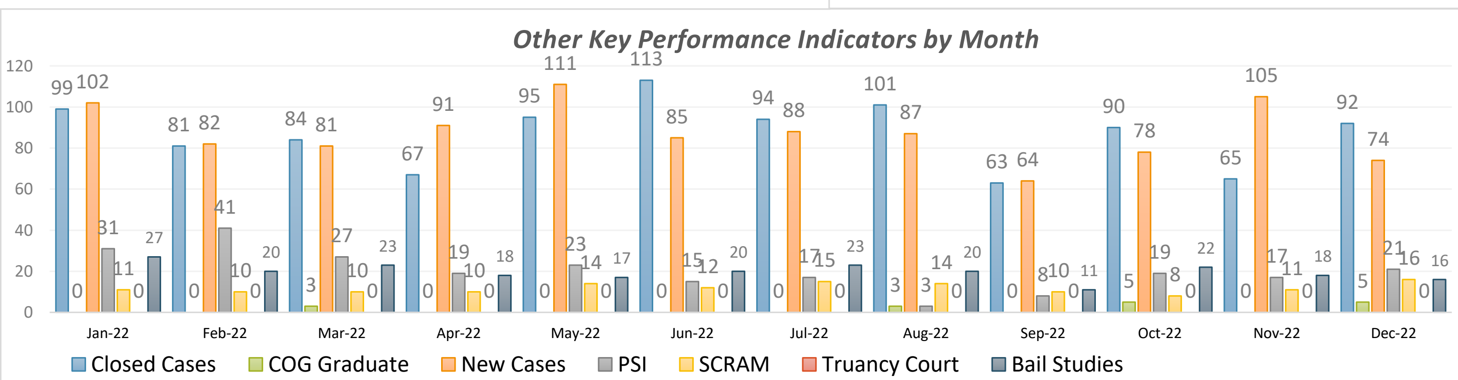












Field Visit Outcome Data

The data below reflects 860 field visit attempts for 2022; of the 63% where we contacted the client in the field, the compliance rate was 94%. In addition, we also collect field visit data regarding daytime, and nighttime visits (shown below) along with data collected showing differences in weekday and weekend field visits (not included).

July – November 2022 Field Visit Data

Visits Before 7PM

	Total Field Visits	Contact Made	No Contact	Compliant Contact	Not Compliant
	403	244	159	226	18
Percentage:		61%	39%	93%	7%

Visits After 7PM

	Total Field Visits	Contact Made	No Contact	Compliant Contact	Not Compliant
	317	203	114	194	9
Percentage:		64%	36%	96%	4%

Case Management Skill Building Data

Below is data collected on our high and very high-risk clients assigned to our electronic ‘Tools on Devices-Carey Group’ case management system. Our Agents assess clients for criminogenic risk/need and case-manage to change behaviors by providing insight and skills. This research-based approach limits future criminal activity, promotes public safety, and reduces recidivism. Below is some higher-level 2022 year-to-date data reflecting; the number of specific case management tools completed, the number of pending tools, and the number of active clients in our case management system.

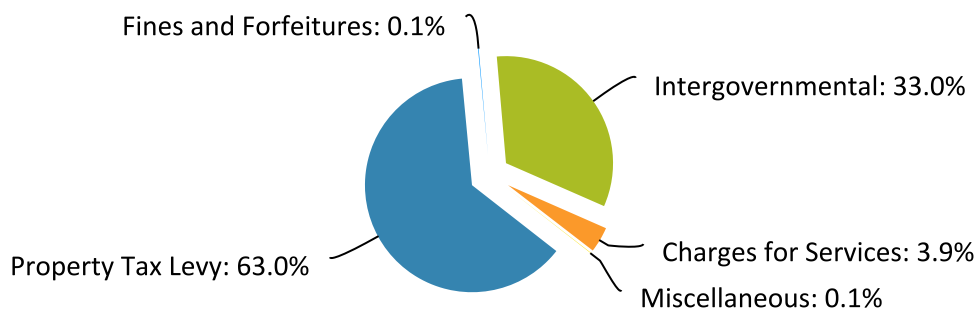
1197 Tools Completed

311 Tools Pending Completion

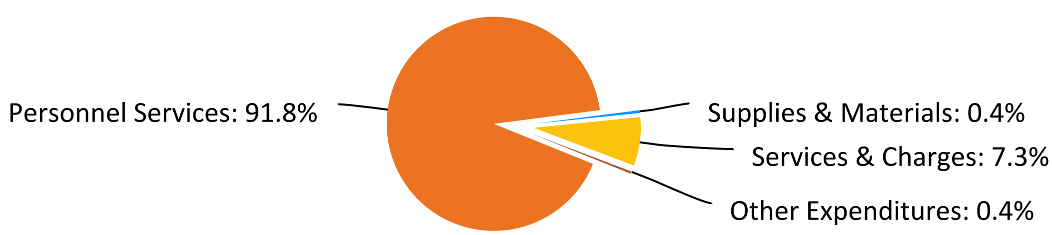
204 Active Clients

Department Budget

2023 Revenues	Amount	%
Property Tax Levy	$ 1,187,211	63.0%
Intergovernmental	621,668	33.0%
Charges for Services	73,400	3.9%
Fines and Forfeitures	2,000	0.1%
Miscellaneous	1,500	0.1%
Total	$ 1,885,779	100.0%



2023 Expenditures	Amount	%
Personnel Services	$ 1,731,955	91.8%
Services & Charges	138,464	7.3%
Supplies & Materials	8,360	0.4%
Other Expenditures	7,000	0.4%
Total	$ 1,885,779	100.0%



Budget Overview

As we move into 2023, our goal is to be as fiscally responsible as possible with our budget. Furthermore, transitioning into 2023 and as stated above, our goal is to continuously improve our practice model and systematically set goals as a department to be as purposeful and strategic as possible. Our expenditures are driven by the balance of providing public safety to the community and cost-effective service delivery by providing our staff with the field equipment along with case management tools needed to promote public safety and invoke change in the people we supervise.

Regarding our 2023 budget, we request a minimal increase of $56,445, roughly 5% more than the 2022 budget. The most substantial increase comes from staff pay step increases and Health, Life, and Disability Insurance within our budget.

Community Corrections

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 1,116,809	$ —	$ 1,130,766	$ 1,187,211	$ 56,445	5.0 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	623,397	617,079	468,578	621,668	621,668	—	— %
Charges for Services	106,909	62,100	77,804	67,100	73,400	6,300	9.4 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	3,275	2,000	3,700	2,000	2,000	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	900	1,000	1,600	1,000	1,500	500	50.0 %
Total Revenues	***734,481***	***1,798,988***	***551,682***	***1,822,534***	***1,885,779***	***63,245***	3.5 %
Expenditures							
Personnel Services							
Wages and Overtime	1,232,466	1,217,869	1,073,779	1,276,764	1,324,572	47,808	3.7 %
Health, Life and Disability Insurance	222,903	222,514	156,103	187,306	196,462	9,156	4.9 %
PERA Contributions	90,199	91,153	80,533	95,757	99,343	3,586	3.7 %
FICA / Medicare Tax	89,758	90,122	78,928	94,481	98,018	3,537	3.7 %
Other Payroll Related Expenses	20,009	22,509	18,893	17,940	13,560	(4,380)	(24.4)%
Total Personnel Services	1,655,335	1,644,167	1,408,236	1,672,248	1,731,955	59,707	3.6 %
Services & Charges	137,579	136,821	114,337	134,926	138,464	3,538	2.6 %
Supplies & Materials	7,677	11,000	5,295	8,360	8,360	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	3,709	7,000	2,676	7,000	7,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,804,300***	***1,798,988***	***1,530,544***	***1,822,534***	***1,885,779***	***63,245***	3.5 %
Net Expenditures (Over) Under Revenues	***$ (1,069,819)***	***$ —***	***$ (978,862)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Emergency & Risk Management

Department Description

The Steele County Emergency & Risk Management Department includes a full-time department director responsible for Emergency Management & Risk Management, and the designated County Safety Officer. In addition, includes two part-time deputy directors to assist with department responsibilities. The department serves all county departments and employees, municipalities, businesses, and residents of Steele County.

Services Provided

The Emergency & Risk Management Department fulfills requirements mandated by Minnesota State Statute Chapter 12 Emergency Management and federal laws by the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The department director and staff provide leadership, planning and coordination of the emergency management focus areas in prevention, mitigation, preparedness, response, and recovery to disaster in Steele County. The core goals of the emergency management programs are to establish and maintain the procedures, plans, resources, and roles to coordinate the development and implementation of the County Emergency Operations Plan (EOP). This mandated plan addresses all-hazards including effects of disasters to all municipalities and the citizens of Steele County. The staff also oversees the development and implementation of the Steele County All-Hazard Mitigation Plan. The Federal Emergency Management Agency (FEMA) approved plan enables Steele County to apply for funding for mitigation projects to reduce or eliminate future losses due to disaster. In addition, Emergency Management develops and maintains the Steele County Threat Hazard Identification Risk Assessment (THIRA). The THIRA is used for planning to protect critical infrastructure and evaluate emergency response capabilities. These plans are available for review on the Steele County Emergency Management web portal.

The Emergency & Risk Management Department fulfills state and federal Occupational Safety & Health Administration (OSHA) standards and regulations for Steele County. Staff oversee and monitor the Steele County Safety Program and Safety Committee. The Safety Program involves partnering with and supporting Steele County Administration, county departments, directors, supervisors, managers, and employees with written compliance policies, programs, documentation, reporting and training.

The Emergency & Risk Management Department Director also serves as the primary contact for the Minnesota Counties Insurance Trust (MCIT). The department staff is responsible for the program oversight of the Steele County Risk Management Program and the property/casualty insurance program.

Emergency Management Logo

Steele County Emergency & Risk Management takes a systematic approach where each arrow represents one phase of a comprehensive process:

- Mitigation — Actions involve lasting, often permanent, reduction of exposure to, probability of, or potential loss from hazard events.
- Prevention — Actions involve taking preventive measures from human hazards to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with environmental planning and design standards.
- Preparedness — Since emergencies often evolve rapidly, preparedness involves planning for emergency actions and securing the resources to support them.
- Response — When an incident occurs, response represents the time-sensitive actions to save lives and property.
- Recovery — After the initial response, recovery is the effort to restore infrastructure and the social and economic life of a community to normal.

There is not beginning or end to the process. Mitigation and Preparedness are ongoing efforts to identify hazards and prepare for them. Response and Recovery actions are the result of an event occurring. The recovery process includes mitigation actions as part of the preparation for the next event.

Major Changes/Budget Commentary

The Emergency & Risk Management Department budget includes expenses for the full-time County Emergency & Risk Management Director and the two part-time Deputy Director positions. The personnel and operating budget include expenses for administration, management, and oversight for emergency management supporting legislation requirements located in MN State Statute Chapter 12 and the federal Stafford Act. It also includes expenses for the county safety program supporting legislation requirements located in MN State Statute Chapter 182 and state and federal OSHA standards and programs, and the county risk management and loss prevention programs supporting legislation requirements located in MN State Statute Chapter 466. The personnel and operating budget for the department includes an increase in federal hazard mitigation grant funding and personnel time for a special project to update the Steele County All-Hazard Mitigation Plan which is due for update in 2023. The 2023 Property Tax Levy funding requirement for oversight and responsibilities of all three areas request totals $166,620.

Emergency & Risk Management
1.80 FTE

Emergency Management

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 67,031	$ —	$ 151,642	$ 166,620	$ 14,978	9.9 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	62,778	30,915	5,046	43,898	70,836	26,938	61.4 %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	3,753	—	—	—	— %
Total Revenues	***62,778***	***97,946***	***8,799***	***195,540***	***237,456***	***41,916***	21.4 %
Expenditures							
Personnel Services							
Wages and Overtime	92,191	64,539	105,911	120,964	143,835	22,871	18.9 %
Health, Life and Disability Insurance	173	—	356	450	462	12	— %
PERA Contributions	6,914	4,840	7,943	9,072	10,788	1,716	18.9 %
FICA / Medicare Tax	7,053	4,776	8,102	8,952	10,644	1,692	18.9 %
Other Payroll Related Expenses	303	303	(555)	282	2,754	2,472	876.6 %
Total Personnel Services	106,634	74,458	121,757	139,720	168,483	28,763	20.6 %
Services & Charges	23,222	15,088	21,257	33,620	41,218	7,598	22.6 %
Supplies & Materials	1,875	4,900	4,736	9,000	9,250	250	2.8 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	330	3,500	4,883	13,200	18,505	5,305	40.2 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***132,061***	***97,946***	***152,633***	***195,540***	***237,456***	***41,916***	21.4 %
Net Expenditures (Over) Under Revenues	***$ (69,283)***	***$ —***	***$ (143,834)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Highway

Highway

Mission Statement

The Steele County Highway Department provides a safe, efficient, coordinated transportation system that is responsive to community values and meets the needs of all users within resource limitations.

Department's Description and Services Provided

The Highway Department is responsible for the management of capital infrastructure with a historical value exceeding $155 million. This infrastructure consists of the highway system and appurtenances, buildings, land and highway equipment.

The highway infrastructure consists of over 377 centerline miles including 132 bridges, countless culverts, about a dozen traffic signal systems and more than 6,600 signs. The highway system is categorized by funding source. County State Aid Highways (CSAH) consist of 303 miles. Gas tax revenue is distributed by the State of Minnesota to assist in the construction and maintenance of these highways. County Roads (CR) consist of 75 miles. The local property tax levy was the sole source of funding for the construction and maintenance of these roads until the County Board implemented a local option wheelage tax effective January 1, 2014 and a sales tax for transportation effective April 1, 2015. The wheelage tax was increased by the County Board from $10 to $20 per vehicle effective in 2018. This allows the county to increase its investments in county highways and bridges without increasing the local property tax levy.

Highway Department buildings consist of the new Public Works facility at 6000 Hoffman Drive.

The highway equipment consists of over sixty major units including eleven snowplow trucks, an excavator, a dozer, two motor graders, two loaders, and several pickups and smaller equipment. Major attachments for the various pieces of equipment account for an additional twenty pieces of equipment.

The Department is administered by an appointed County Engineer and is broken down into administrative, engineering, maintenance and shop functional areas. While the functional areas provide distinct services, collaboration and coordination throughout the department, with other county departments, and external agencies is standard operating procedure.

The administrative staff is responsible for oversight and administration of all department services including customer service, permit processing, cost accounting and financial reporting, billing, payroll, policy development and collaboration. In addition, they are responsible for planning, programming, and budgeting both maintenance and capital expenses, and administering construction contracts and right-of-way acquisition.

The engineering staff is primarily responsible for survey, design, construction inspection, materials sampling and testing and other project administration for all highway and bridge construction projects. Additional services include assisting in the review and processing of utility, oversize load vehicle, and access permits pursuant to

County policy. Bridge safety inspections for all bridges on the County and Township road systems are performed consistent with State and Federal rules. The engineering staff advises the thirteen townships on bridge maintenance and oversees township bridge replacement projects, as well as providing general engineering advice.

The maintenance staff is primarily responsible for snow and ice removal, pavement maintenance, roadside drainage repairs and improvements, gravel road surfacing and grading, traffic sign installation and replacement, roadside mowing, and brush and noxious weed control. Additional services include managing and repairs of the department's fleet of heavy equipment and vehicles. The maintenance staff manages sign repairs and replacement for eleven townships on a contract basis.

Goals/Objectives

- Deliver the projects included in the budget year of the 5-year CIP.
- Maintain acceptable levels of service for highway maintenance operations.
- Maintain an effective pavement preservation program to maximize past highway investments.
- Maintain an effective traffic sign management program to maximize safety and comply with Federal regulations.
- Update the capital improvement program for highways and bridges on an annual basis.
- Collaborate both internally and externally to improve service delivery and build relationships.
- Pursue outside funding opportunities for highway and bridge improvements.

Major Changes/Budget Commentary

The Highway Departments work and services provided are funded through a variety of local, state and federal taxes and programs.

	2023 Budget	*2022 Budget*	*Difference*	*% Change*
Approved Total Budget	$ 19,003,210	$ 18,494,605	$ 508,605	2.8 %
Approved Property Tax Levy	2,512,001	2,512,001	—	— %

The 2023 Highway budget increased by $508,605 or 2.8% from the prior year. The main reason for this increase is due to estimated 2023 construction/maintenance expenditures and personnel service increases.

Personnel services increased by $196,406 or 8.8%, from the prior year. This increase is due to personnel service adjustments including wage adjustments, additional payroll taxes, and health insurance elections. In addition, the 2022 budget had a direct reduction of wages and overtime of $117,000 to account for unfilled positions from the time of vacancy to the time the position is filled based on historical data. There are no budgeted wage reductions for fiscal year 2023.

The proposed property tax levy for 2023 is remaining the same as the prior year. This is maintained by the Highway fund utilizing restricted fund balances (restricted for capital equipment replacement) for capital equipment purchases in the upcoming year.

Highway

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ 2,510,512	$ 2,542,141	$ 1,367,244	$ 2,512,001	$ 2,512,001	$ —	— %
Other Taxes & Assessments	4,212,713	3,928,800	3,745,264	4,081,476	4,085,000	3,524	0.1 %
Intergovernmental	6,823,941	7,762,689	5,985,898	8,645,407	7,957,505	(687,902)	(8.0)%
Charges for Services	1,039,172	1,698,200	1,411,383	2,255,987	2,667,546	411,559	18.2 %
Licenses and Permits	10,250	8,000	9,220	8,000	8,000	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	28,417	1,986,416	17,706	991,734	1,773,158	781,424	78.8 %
Total Revenues	***14,625,005***	***17,926,246***	***12,536,715***	***18,494,605***	***19,003,210***	***508,605***	**2.8 %**
Expenditures							
Personnel Services							
Wages and Overtime	1,492,801	1,565,905	1,294,451	1,514,994	1,663,032	148,038	9.8 %
Health, Life and Disability Insurance	370,564	406,608	302,650	385,398	431,309	45,911	11.9 %
PERA Contributions	107,314	112,419	92,162	117,374	120,227	2,853	2.4 %
FICA / Medicare Tax	105,629	115,877	92,467	120,768	123,065	2,297	1.9 %
Other Payroll Related Expenses	54,964	89,649	44,515	85,966	83,273	(2,693)	(3.1)%
Total Personnel Services	2,131,272	2,290,458	1,826,245	2,224,500	2,420,906	196,406	8.8 %
Services & Charges	939,600	1,772,792	322,204	952,786	401,524	(551,262)	(57.9)%
Supplies & Materials	8,781,030	13,261,996	8,516,459	14,566,055	15,497,780	931,725	6.4 %
Capital Expenditures	550,948	601,000	640,103	751,264	683,000	(68,264)	(9.1)%
Other Expenditures	—	—	—	—	—	—	
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***12,402,850***	***17,926,246***	***11,305,011***	***18,494,605***	***19,003,210***	***508,605***	**2.8 %**
Net Expenditures (Over) Under Revenues	***$ 2,222,155***	***$ —***	***$ 1,231,704***	***$ —***	***$ —***	***$ —***	

**Reflects the actual and theoretical budgeted property tax requirement*

Steele County, Minnesota

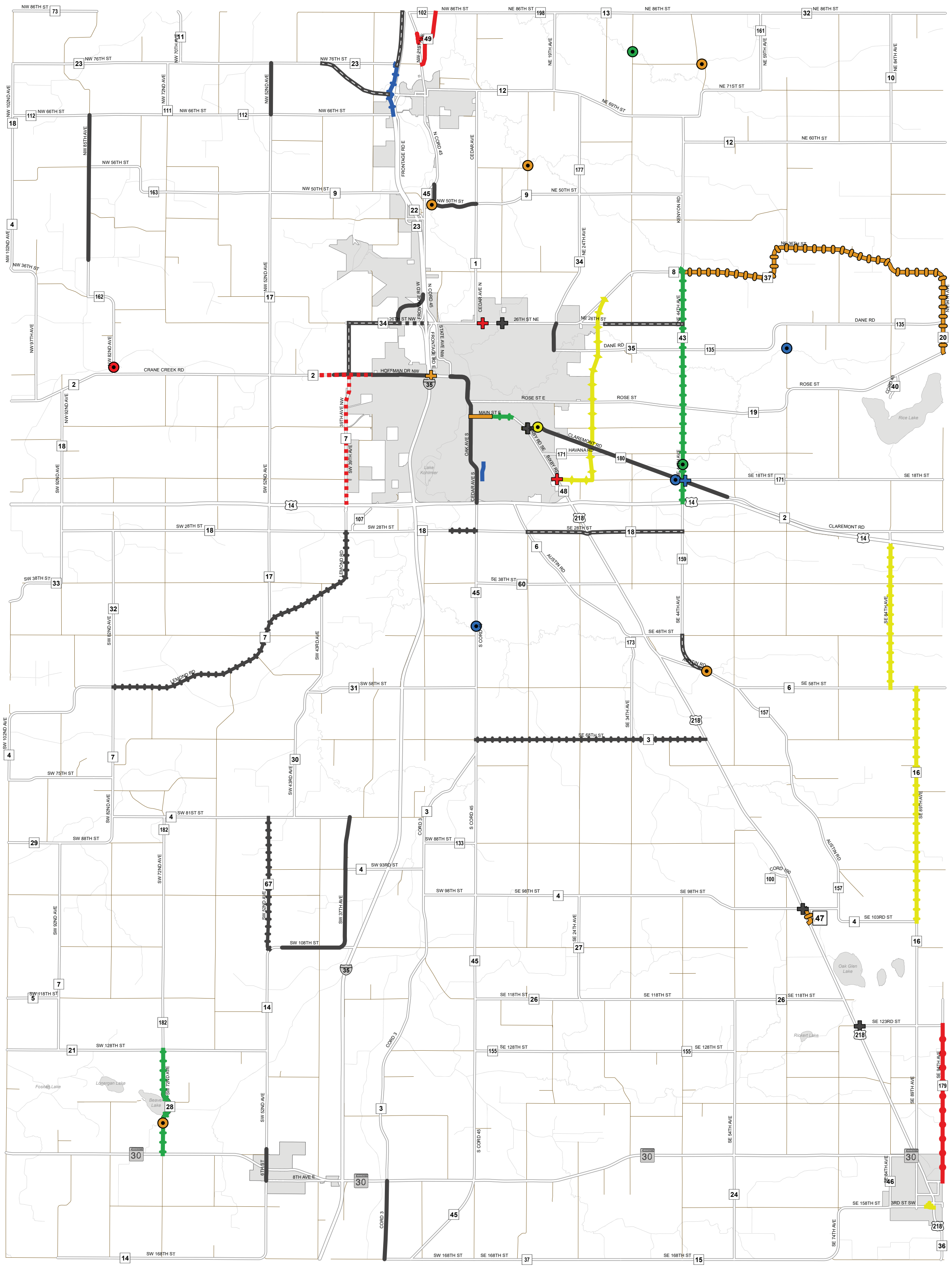
Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2023	2024	2025	2026	2027	Total
Road & Bridge							
2023 Construction Projects	RB-23-01	14,068,400					14,068,400
Dura-Patcher	RB-23-02	92,000					92,000
Bobcat S650 Skid-Steer	RB-23-03	70,000					70,000
Ford F350 Pickup	RB-23-04	48,000		65,000			113,000
Tilt Bed Tandem Trailer	RB-23-05	35,000					35,000
Tandem Trailer	RB-23-06	23,000					23,000
Rosco 4820 Broom	RB-23-07	75,000					75,000
Reclaimer Disk	RB-23-08	12,000					12,000
Ford F150 Pickup	RB-23-09	48,000				96,000	144,000
Tandem Dump and Plow Truck	RB-23-10	280,000			570,000	285,000	1,135,000
2024 Construction Projects	RB-24-01		13,825,000				13,825,000
Chassis for Distributor Tank	RB-24-02		80,000				80,000
Sullair Trailer Air Compressor	RB-24-03		50,000				50,000
JD 240DLC Excavator	RB-24-04		265,000				265,000
Ford Edge - Engineering	RB-24-05		40,000				40,000
Towmaster SL Trailer	RB-24-06		20,000				20,000
Garwood Tandem Dump Trailer	RB-24-07		85,000				85,000
2025 Construction Projects	RB-25-01			20,819,000			20,819,000
John Deere 650J Dozer	RB-25-02			100,000			100,000
Highliner Hydro Swing Mower	RB-25-03			60,000			60,000
SD 70 Sheep-foot	RB-25-04			75,000			75,000
Hot Box Patcher - Trailer	RB-25-05			30,000			30,000
Ford F250 Pickup	RB-25-06			40,000			40,000
Motor Grader and Plow Equipment	RB-25-07			265,000			265,000
2026 Construction Projects	RB-26-01				11,785,000		11,785,000
Midland Shoulder Machine	RB-26-02				50,000		50,000
2027 Construction Projects	RB-27-01					10,145,000	10,145,000
Four Yard Payloader	RB-27-02					100,000	100,000
Ford F550 Crew Cab	RB-27-03					60,000	60,000
24" Milling Machine	RB-27-04					20,000	20,000
Towmaster LoBoy Trailer	RB-27-05					65,000	65,000
	Road & Bridge Total	**14,751,400**	**14,365,000**	**21,454,000**	**12,405,000**	**10,771,000**	**73,746,400**
Bridge Bonds/Township Bridge		850,000	1,155,000	5,315,000	315,000	630,000	8,265,000
Federal Funds		354,400	769,500	2,315,000	2,000,000		5,438,900
Grants				470,000			470,000
Levy		520,342	502,000	571,500	585,000	580,500	2,759,342
Other County/Municipal Local		2,420,000	2,900,000	1,306,250	997,500	1,015,000	8,638,750

Department	Project #	2023	2024	2025	2026	2027	Total
Reserves		346,658					346,658
Sales Tax		4,845,000	2,912,500	3,376,500	2,662,500	2,622,500	16,419,000
State Aid		4,619,000	5,350,000	5,628,250	5,072,000	5,139,500	25,808,750
TBD				1,670,000			1,670,000
Trade in		46,000	38,000	63,500	35,000	45,500	228,000
Wheelage Tax		750,000	738,000	738,000	738,000	738,000	3,702,000
	Road & Bridge Total	**14,751,400**	**14,365,000**	**21,454,000**	**12,405,000**	**10,771,000**	**73,746,400**
	Grand Total	**14,751,400**	**14,365,000**	**21,454,000**	**12,405,000**	**10,771,000**	**73,746,400**



Project Year	Project Type
2023	Rehabilitation
2024	Operational
2025	Reconstruction
2026	Expansion
2027	Maintenance/Resurface
Year TBD	Bridge Improvements
	Intersection Improvements

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2023 - 2027 Highway Capital Improvement Plan

Steele Geospatial 9/28/2022

Annual Project Expenditures and Funding

	Bridge Funding - Fund 29	Federal Funds	Fund Balance	MnDOT Local Partnership Program	Other Local	Sales Tax Revenue	State Aid	State Aid Maintenance	State Aid Municipal	State Park Funds	To Be Determined	Township Bridge	Wheelage Tax Revenue	Grand Total
2023														
Construction														
Bridge 74562 - CR 162 over Crane Creek	720,000					130,000								850,000
County Wide Rumble Strips		354,400				40,000								394,400
County-wide Maintenance Overlays					65,000	* 600,000		900,000						1,565,000
County-wide Seal Coat						* 950,000							750,000	1,700,000
CR 179 (Dodge CR L)					300,000	300,000								600,000
CSAH 16 (CSAH 4 to CSAH 6)							144,000							144,000
CSAH 16 (CSAH 6 to TH 14)							75,000							75,000
CSAH 2 & CSAH 7 Advance Street Name Signing					15,000	45,000								60,000
CSAH 34 at Landmark Dr			75,000											75,000
CSAH 48 at 18th Street SE Roundabout					1,400,000		700,000							2,100,000
CSAH 49 (CSAH 45 to CR 198)						900,000	2,800,000							3,700,000
Design Engineering														
Bridge 4686 - CR 180 over Izaak Walton Cr					75,000	225,000								300,000
Bridge 6743 - CSAH 45 over Turtle Creek						65,000								65,000
Bridge 74507 - NE 34th Ave over Rush Cr					10,000							15,000		25,000
Bridge 74524 - NE 14th Ave over Medford Cr					10,000							15,000		25,000
Bridge 74563 - CSAH 43 over Ditch						50,000								50,000
Bridge L5573 - Twp 95 over Straight River												70,000		70,000
Bridge L5798 - NE 76th St over Rush Creek					10,000							15,000		25,000
Bridge L8592 - NE 64th Ave over Maple Cr					10,000							15,000		25,000
CR 180 at Canadian Pacific Railway Crossing					7,500	22,500								30,000
CSAH 2 - Hoffman Dr at I-35 Signal Maintenance					7,500	7,500								15,000
CSAH 28 (Beaver Lake Rd S to Beaver Lake Rd N)						300,000								300,000
CSAH 48 - Main St (Grove Ave to Chambers Ave)					50,000	150,000								200,000
CSAH 48 Main St (Oak Ave to Grove Ave)					100,000	300,000								400,000
East Side Corridor					150,000	450,000								600,000
Rural Intersection Lighting						85,000								85,000
Signal Emergency Vehicle Preemption Upgrades					10,000	10,000								20,000
Preliminary Engineering														
CSAH 43/CR 171 (East)/CR 180			150,000											150,000
Right of Way														
Bridge 74563 - CSAH 43 over Ditch						5,000								5,000
Bridge 89080 - CSAH 28 over Unnamed Ditch			2,500											2,500
Bridge 92779 - CSAH 6 over unnamed ditch			2,500											2,500
CSAH 28 (Beaver Lake Rd S to Beaver Lake Rd N)						100,000								100,000
CSAH 48 at 18th Street SE Roundabout					200,000	100,000								300,000
Utility														
CSAH 28 (Beaver Lake Rd S to Beaver Lake Rd N)						10,000								10,000
2023 Total	**720,000**	**354,400**	**230,000**		**2,420,000**	**4,845,000**	**3,719,000**	**900,000**				**130,000**	**750,000**	**14,068,400**

*Sales Tax Revenue Fund Balance

Annual Project Expenditures and Funding

	Bridge Funding - Fund 29	Federal Funds	Fund Balance	MnDOT Local Partnership Program	Other Local	Sales Tax Revenue	State Aid	State Aid Maintenance	State Aid Municipal	State Park Funds	To Be Determined	Township Bridge	Wheelage Tax Revenue	Grand Total
2024														
Construction														
Bridge 74524 - NE 14th Ave over Medford Cr					10,000							190,000		200,000
Bridge 89080 - CSAH 28 over Unnamed Ditch	100,000						150,000							250,000
Bridge 92779 - CSAH 6 over unnamed ditch	100,000						125,000							225,000
Bridge L5573 - Twp 95 over Straight River												600,000		600,000
Bridge L5798 - NE 76th St over Rush Creek					10,000							165,000		175,000
County-wide Maintenance Overlays								1,300,000						1,300,000
County-wide Seal Coat								52,000					738,000	790,000
CSAH 2 - Hoffman Dr at I-35 Signal Maintenance				55,000	37,500		37,500							130,000
CSAH 28 (TH 30 to CSAH 21)							100,000							100,000
CSAH 37 (CSAH 8 to CSAH 19)					400,000		2,900,000							3,300,000
CSAH 47 (Bixby Lane)						400,000								400,000
CSAH 48 Main St (Oak Ave to Grove Ave)					2,000,000	1,500,000	500,000							4,000,000
Rural Intersection Lighting		769,500					85,500							855,000
Signal Emergency Vehicle Preemption Upgrades					100,000		100,000							200,000
Design Engineering														
CSAH 43/CR 171 (East)/CR 180						150,000								150,000
Right of Way														
Bridge 4686 - CR 180 over Izaak Walton Cr					12,500	37,500								50,000
East Side Corridor					250,000	750,000								1,000,000
Utility														
East Side Corridor					25,000	75,000								100,000
2024 Total	**200,000**	**769,500**		**55,000**	**2,845,000**	**2,912,500**	**3,998,000**	**1,352,000**				**955,000**	**738,000**	**13,825,000**

Annual Project Expenditures and Funding

	Bridge Funding - Fund 29	Federal Funds	Fund Balance	MnDOT Local Partnership Program	Other Local	Sales Tax Revenue	State Aid	State Aid Maintenance	State Aid Municipal	State Park Funds	To Be Determined	Township Bridge	Wheelage Tax Revenue	Grand Total
2025														
Construction														
Bridge 4686 - CR 180 over Izaak Walton Cr	5,300,000				250,000	750,000								6,300,000
County-wide Maintenance Overlays								1,300,000						1,300,000
County-wide Seal Coat								52,000					738,000	790,000
CR 180 at Canadian Pacific Railway Crossing		315,000			8,750		26,250							350,000
CSAH 15 (2nd Ave SE to US 218)									400,000					400,000
CSAH 16 (CSAH 4 to CSAH 6)						1,400,000	700,000							2,100,000
CSAH 16 (CSAH 6 to TH 14)						650,000	650,000							1,300,000
CSAH 28 (Beaver Lake Rd S to Beaver Lake Rd N)							1,000,000			470,000	1,670,000			3,140,000
CSAH 43 (US 14 to CSAH 8)						200,000								200,000
East Side Corridor		2,000,000			1,000,000		1,500,000							4,500,000
Design Engineering														
Bridge 95786 - SE 18th St over ditch					10,000							15,000		25,000
CR 174 Elm Ave (18th St SE to Park St)						54,000								54,000
Preliminary Engineering														
CSAH 23 (CSAH 34 to Airport) Realignment					37,500	112,500								150,000
Right of Way														
CSAH 43/CR 171 (East)/CR 180						200,000								200,000
Utility														
CSAH 43/CR 171 (East)/CR 180						10,000								10,000
2025 Total	**5,300,000**	**2,315,000**			**1,306,250**	**3,376,500**	**3,876,250**	**1,352,000**	**400,000**	**470,000**	**1,670,000**	**15,000**	**738,000**	**20,819,000**

Annual Project Expenditures and Funding

	Bridge Funding - Fund 29	Federal Funds	Fund Balance	MnDOT Local Partnership Program	Other Local	Sales Tax Revenue	State Aid	State Aid Maintenance	State Aid Municipal	State Park Funds	To Be Determined	Township Bridge	Wheelage Tax Revenue	Grand Total
2026														
Construction														
Bridge 74507 - NE 34th Ave over Rush Cr					10,000							190,000		200,000
Bridge 74563 - CSAH 43 over Ditch	125,000						320,000							445,000
County-wide Maintenance Overlays								1,300,000						1,300,000
County-wide Seal Coat								52,000					738,000	790,000
CSAH 28 (TH 30 to CSAH 21)							1,000,000							1,000,000
CSAH 43 (US 14 to CSAH 8)						1,000,000	1,100,000							2,100,000
CSAH 48 - Main St (Grove Ave to Chambers Ave)					500,000	1,000,000	500,000							2,000,000
East Side Corridor		2,000,000			375,000	325,000	800,000							3,500,000
Design Engineering														
CSAH 23 (CSAH 34 to Airport) Realignment					37,500	112,500								150,000
East Side Corridor					75,000	225,000								300,000
2026 Total	**125,000**	**2,000,000**			**997,500**	**2,662,500**	**3,720,000**	**1,352,000**				**190,000**	**738,000**	**11,785,000**

Annual Project Expenditures and Funding

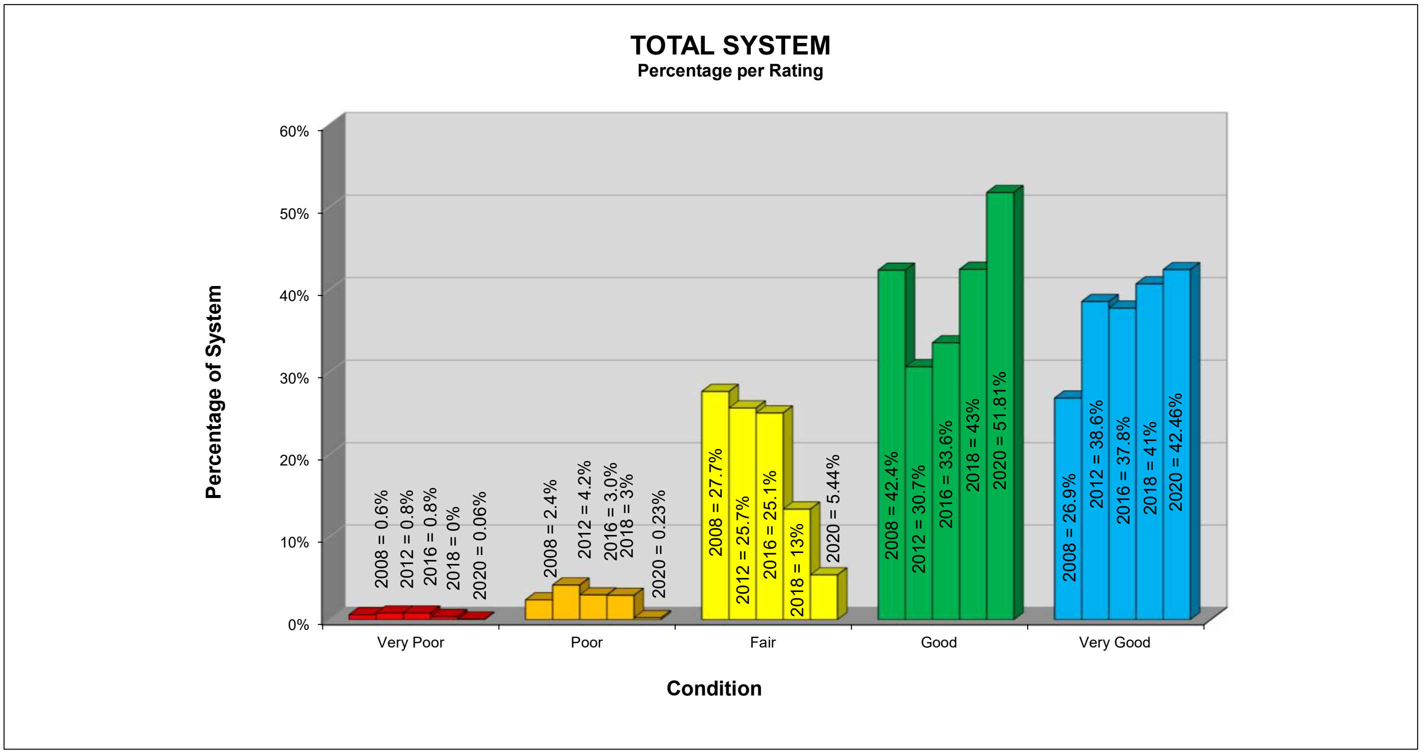
	Bridge Funding - Fund 29	Federal Funds	Fund Balance	MnDOT Local Partnership Program	Other Local	Sales Tax Revenue	State Aid	State Aid Maintenance	State Aid Municipal	State Park Funds	To Be Determined	Township Bridge	Wheelage Tax Revenue	Grand Total
2027														
Construction														
Bridge 6743 - CSAH 45 over Turtle Creek	275,000					97,500	162,500							535,000
Bridge 95786 - SE 18th St over ditch					10,000							165,000		175,000
Bridge L8592 - NE 64th Ave over Maple Cr					10,000							190,000		200,000
County-wide Maintenance Overlays								1,300,000						1,300,000
County-wide Seal Coat								52,000					738,000	790,000
CR 174 Elm Ave (18th St SE to Park St)						540,000								540,000
CSAH 12 & CSAH 23 (NW 66th St to NWA 76th St)							750,000							750,000
CSAH 43/CR 171 (East)/CR 180						1,000,000	875,000							1,875,000
East Side Corridor					875,000	625,000	2,000,000							3,500,000
Right of Way														
CSAH 23 (CSAH 34 to Airport) Realignment					120,000	360,000								480,000
2027 Total	**275,000**				**1,015,000**	**2,622,500**	**3,787,500**	**1,352,000**				**355,000**	**738,000**	**10,145,000**

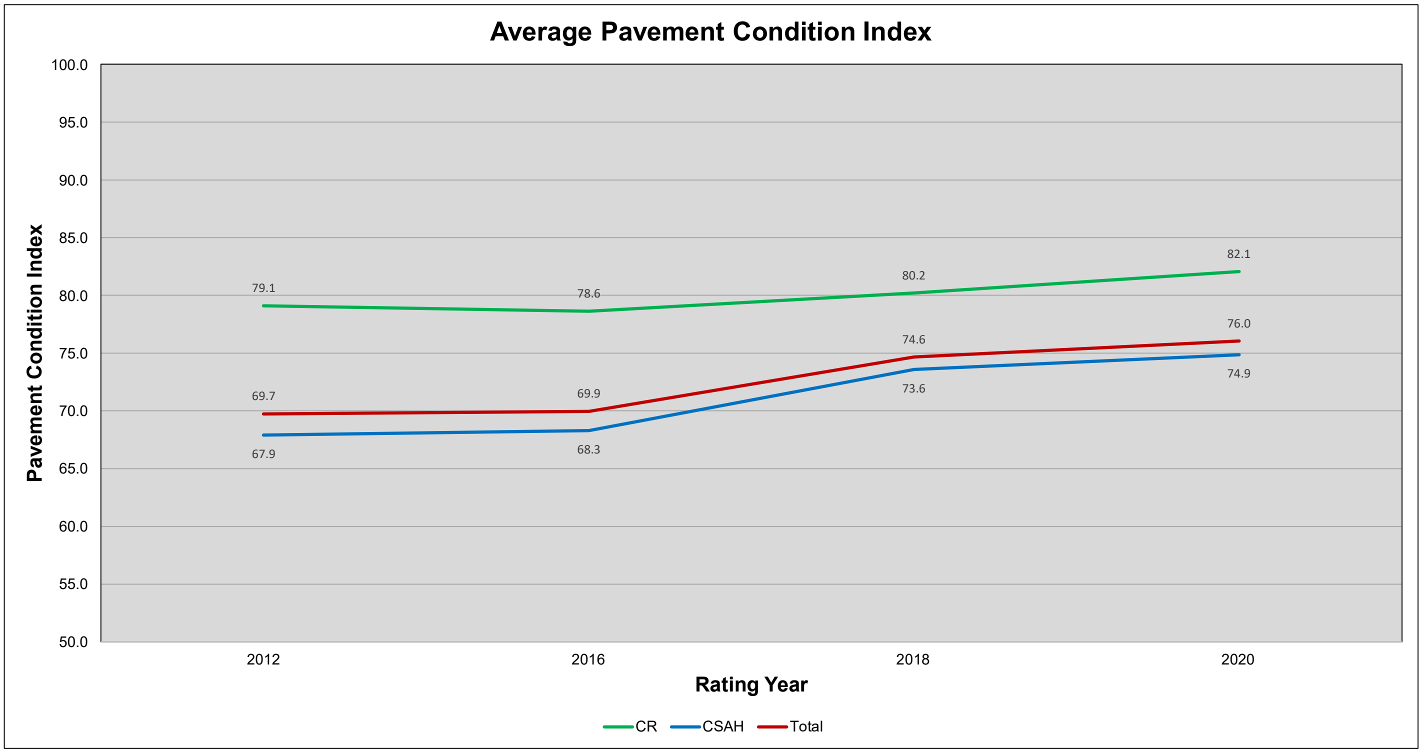
Unscheduled Projects

These are projects that are not programmed for construction in this five-year plan. They are projects that have been identified as a current or future need from various sources such as the 20-year Transportation Plan, corridor studies, public and staff input, etc. Some of the projects may have the initial engineering costs programmed in the five-year plan and could be implemented soon after. Other projects may not currently meet the criteria to be implemented at this time or lack funding or other priorities.

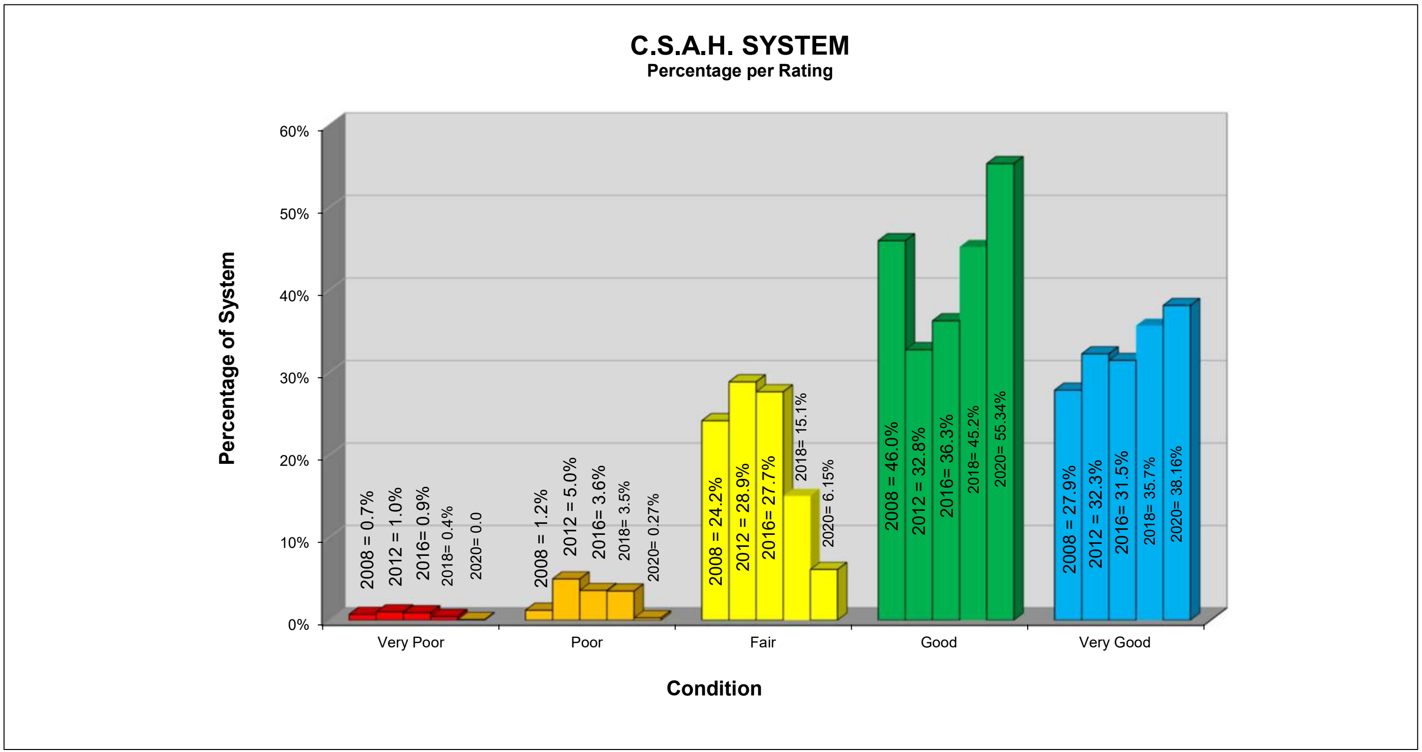
Project Name	Project Type	Length	Unscheduled Amount
CR 162 (NW 30th St to CR 112)	Rural Reconstruction	2.8	4,700,000
CR 180 (CSAH 48 to East of CSAH 43)	Rural Reconstruction	4	8,000,000
CSAH 14 (2300 ft east of CSAH 67 to CSAH 4)	Rural Reconstruction	2.5	4,275,000
CSAH 14 (CSAH 38-8th Ave to 148th St)	Urban Reconstruction	0.7	2,200,000
CSAH 17 (CSAH 12 to CSAH 23)	Rural Reconstruction	1	1,700,000
CSAH 18 (CSAH 6 to CSAH 43)	Expansion	3	6,725,000
CSAH 18 (UPRR to CSAH 45)	Rehabilitation	0.55	280,000
CSAH 2 (CSAH 7 to I-35)	Urban Reconstruction	1.9	10,600,000
CSAH 23 (CSAH 17 to CSAH 12) Realignment	Expansion	0	3,700,000
CSAH 23 (CSAH 34 to Airport) Realignment	Rural Reconstruction	0	3,530,000
CSAH 26 at US 218	Safety	0.3	300,000
CSAH 3 (CSAH 45 to 24th Ave)	Rehabilitation	4.4	2,240,000
CSAH 3 (Freeborn Co to MN 30)	Rural Reconstruction	1.5	3,300,000
CSAH 34 (24th Ave to CR 190 E. Frontage Rd)	Operational	0.7	6,040,000
CSAH 34 (CSAH 8 to CSAH 43)	Expansion	1.5	3,800,000
CSAH 34 (Future CSAH 7 to 24th Ave NW)	Expansion	1	1,920,000
CSAH 34 at St Paul Road	Operational	NA	1,650,000
CSAH 4 (CSAH 14 to 32 Ave)	Urban Reconstruction	1	4,280,000
CSAH 4 at US 218	Safety	0	400,000
CSAH 45 (TH 14 to State Ave)	Urban Reconstruction	2.5	12,550,000
CSAH 48 at CR 180 Intersection Improvement	Safety	0.3	1,420,000
CSAH 6 at US 218	Safety	1	2,200,000
CSAH 67 (CSAH 14 to CSAH 4)	Rehabilitation	2.6	1,350,000
CSAH 7 (CSAH 2 to CSAH 34)	Expansion	1	1,980,000
CSAH 7 (CSAH 32 to CSAH 18)	Rehabilitation	6.1	900,000
			90,040,000

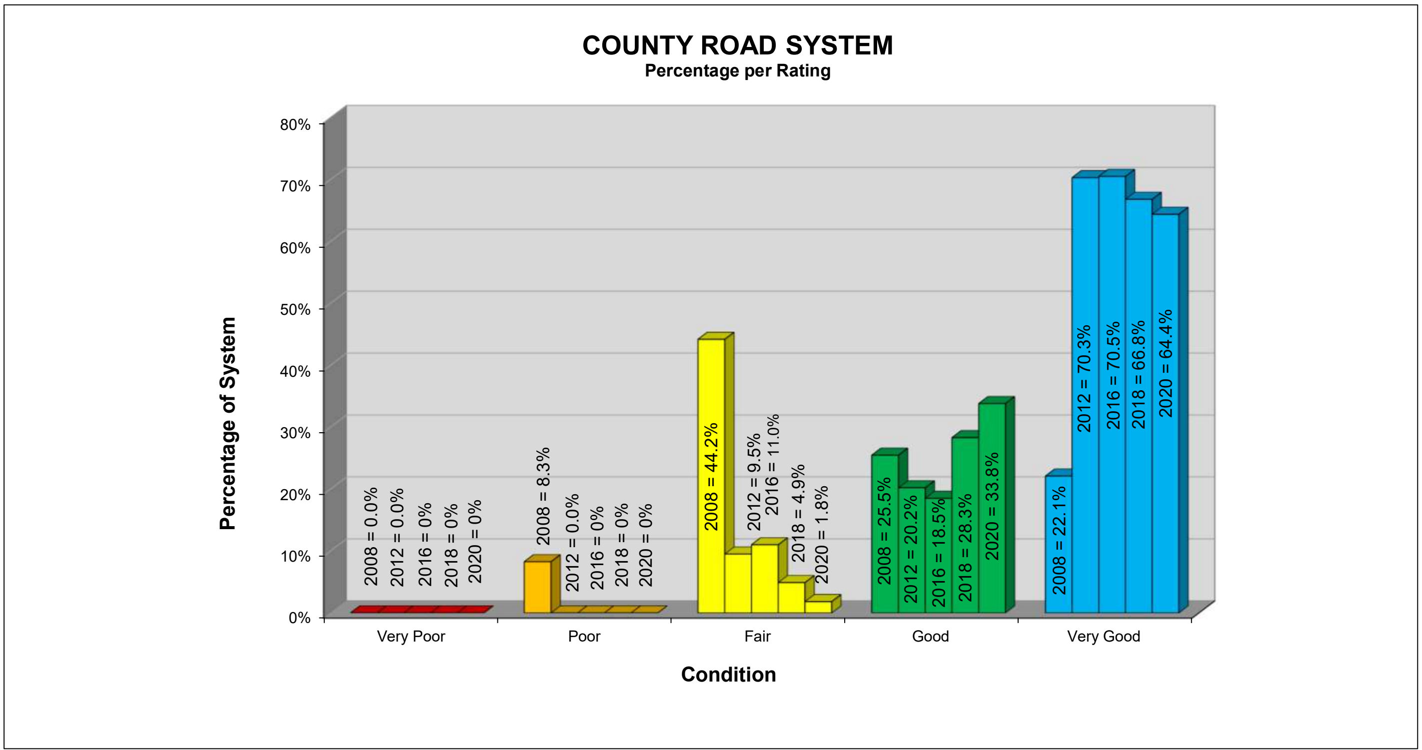
Steele County Pavement Conditions





Steele County Pavement Conditions



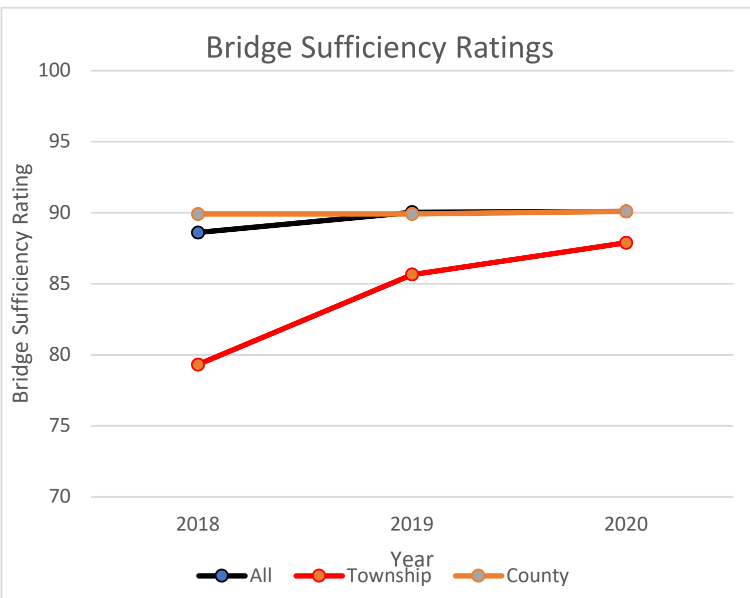


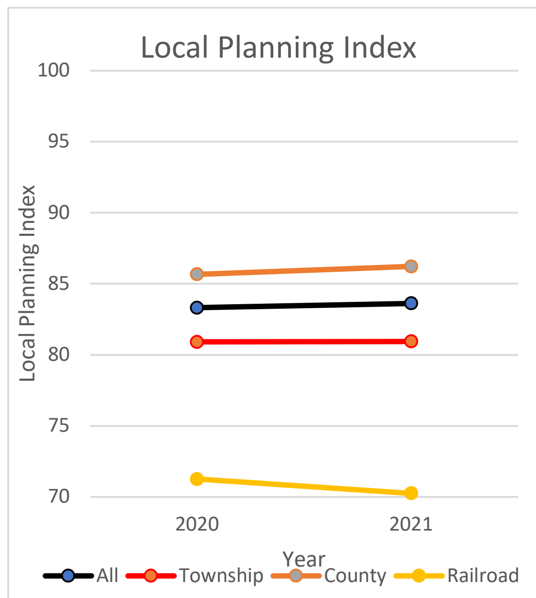
Bridge Sufficiency Ratings/Local Planning Index

In 2020, MnDOT changed the bridge rating system from "Sufficiency Ratings" to "Local Planning Index". Both measure the bridge's condition on a 0-100 point scale, but have differing calculations. In the table below, the Sufficiency Rating and Local Planning Index are shown for comparison.

	Sufficiency Rating							LPI			
	2018		2019		2020			2020		2021	
Bridge Owner	Number	Average Rating *	Number	Average Rating *	Number	Average Rating *		Number	Average Rating**	Number	Average Rating**
All	129	88.6	126	90.0	128	90.1		128	83.3	128	83.6
Township	54	79.3	51	85.6	51	87.9		51	80.9	51	80.9
County	71	89.9	71	89.9	73	90.1		73	85.7	73	86.2
Railroad	4	-	4	-	4	-		4	71.3	4	70.3

Notes:
2018 Two township bridges reconstructed
2019 Three private access bridges were removed from the inventory
*Does not include railroad bridges
**LPIs for Railroad bridges are not relevant to replacement or rehabilitation funding criteria
2020 Added 2 bridges (CSAH 43 and CSAH 18), replacing less than 10' structures





Bridge Condition Summary

Condition	All	County	Towns	Railroad
Poor	12	4	5	3
Fair	42	24	17	1
Good	74	45	29	0

Bridges are rated Poor, Fair, or Good based on their National Bridge Inventory (NBI) condition as follows:

Poor	NBI 0-4
Fair	NBI 5-6
Good	NBI 7-9

Health

Public Health

General Description

The Steele County Public Health Department exists to assure the health and well-being of all people of Steele County using the principles of planning, promotion, prevention, early intervention, and care. As such, public health is an investment in healthy people and healthy communities. The department practices this in a number of ways by embedding these strategies and tactics in program areas including, but not limited to: immunizations clinics in various locations around the county, Women, Infant and Children (WIC) food benefits for prenatal and postpartum women and children under age five along with physical screening and education, help with medications, individual care, homemaker/home health care services, car seat distribution and training, emergency preparedness, obesity prevention, physical therapy & more.

The staff consists of 27 full time employees and 13 part time and contracted employees with various professional backgrounds and skill areas.

Vision Statement

Healthy People in Healthy Communities

Mission Statement

Promote wellness, prevent disease and protect the health of individuals, families and communities.

2022 Review

March 2020 the Public Health Department declared a Public Health Emergency in response to the COVID-19 Pandemic. The response to the Pandemic continues, and it is anticipated to persist into 2023. As a result, many staff have continued duties in responding to the emergency.

Alongside this response, the Department has continued to conduct "normal" services and operations; especially client-based services (home health care, MN Choice assessments, Care Coordination, family home visiting, WIC, immunizations, etc.). Primary response roles have been the following: holding mass vaccination clinics, partnering with businesses, schools and long-term care facilities to conduct vaccinations; providing essential services to positive cases that are isolated, distributing COVID-19 tests to our community partners and residence of Steele County, working with healthcare providers and long-term care facilities and providing resources (information, PPE, fit testing).

Dodge and Steele Counties make up the Dodge-Steele Community Health Board. Over this past year many projects have been worked on through partnerships with both Departments to include annual reporting to Minnesota Department of Health, PH-Doc coding alignment, and the Emergency Response to the COVID-19

Pandemic. On a regular basis staff from both counties work closely within program areas and learn best practices to improve efficiencies. Efforts to work together will continue, as this has been a positive relationship. The Emergency Operations and Incident Command System continue to be activated. The Departments have been responsible for the following major duties: Essential services; vaccine planning and Management; advising businesses, schools, and congregate care entities; targeted outreach and holding Mass Vaccination Clinics. This has been a challenging time and it is expected to continue into 2023.

Program Areas

Family Health Services

Programs and services are intended to strengthen and maintain the health of individuals and families in Steele County, especially families with young children. The focus is on prevention, education and support to promote a high level of wellness. Examples of programs Include: Woman, Infant and Child (WIC), Child and Teen Checkups (C&TC), Maternal and Child Health (MCH), Family Home Visiting, and Follow Along Program.

Home Care and Long-Term Care

The area formerly known as Adult Health Services will be divided into two different areas: Home Care and Long-Term Care. Long Term Care will conduct service coordination by assisting Steele County residents to locate and utilize community-based resources. Examples of services provided by Long Term Care are: MNCHOICE assessments, case management, and care coordination. Home Care provides services within individuals' homes. Examples of programs include: Assessment visits, patient education, blood pressure checks, caring for wounds, giving injections and immunizations, assisting with activities of daily life, homemaking, and rehabilitation back to prior levels of function after an illness or injury. The goal is to provide the least restrictive safe environment for the longest period of time.

Health Promotion

Promoting health includes community and individual health education and collaboration with community partners/agencies/organizations. Examples of outreach include screening clinics, day care consultation, school nurse consultation, child seat education, health fairs, health assessments, wellness programs, C&TC program, Youth Tobacco Prevention, and the Statewide Health Improvement Program (SHIP).

Disease Prevention and Control

Monitoring the occurrence of infectious diseases, developing strategies for preventing and controlling disease and working to put those strategies into action.

Emergency Preparedness

Developing plans and protocols for responding to public health threats.

Goals/Objectives

Areas of Public Health Responsibility

The following are the areas of responsibilities for all local public health departments in Minnesota, as defined by the Public Health Act (Minn. Stat. 145A):

- Assure Adequate Local Public Health Infrastructure
- Promote Healthy Communities & Healthy Behaviors
- Prevent the Spread of Communicable Disease
- Protect Against Environmental Health Hazards
- Prepare For and Respond to Emergencies
- Assure Health Services

Under this umbrella of responsibilities, an assessment was done, and three planning documents were created for a 5-year period. The 2020-2024 Strategic Plan, the 2020-2024 Community Health Improvement Plan (CHIP) and the Quality Improvement (QI) Plan. These plans form a basis and direction for much of the work that Public Health does.

State, local, and tribal health departments in Minnesota have a unique responsibility to protect and promote the health of the public. Many governmental public health leaders have identified the need to strengthen the public health system and create a system for the 21st century—one that is equipped to work with communities and carryout foundational public health responsibilities effectively and efficiently.

A cost and capacity assessment was completed in the fall to address local Public health needs.

SCHSAC, the Local Public Health Association of Minnesota (LPHA), and MDH have formed a joint leadership team to guide together the work of transforming the state's public health system, determining what it looks like when a system is equitable and has adequate resources.

The Minnesota Legislature provided a $6 million annual appropriation for local and tribal health departments in 2021, to carry out the work of strengthening the public health system and creating a system for the 21st century.

Funded projects will provide insight into the most efficient and effective ways to assure Minnesota's statewide public health system has the expertise, skills, and capabilities it needs to meet new and emerging public health challenges.

Budget Changes/Commentary

Steele County Public Health is in a continuous process of maximizing resources to meet the needs of our community. We bill to third party reimbursement sources whenever possible and utilize Federal, State and Local Grant resources. Steele County Public Health is unique in the breadth of services and programs it must offer in that it receives payments from multiple revenue sources. A number of these grants and payments are based on reimbursement.

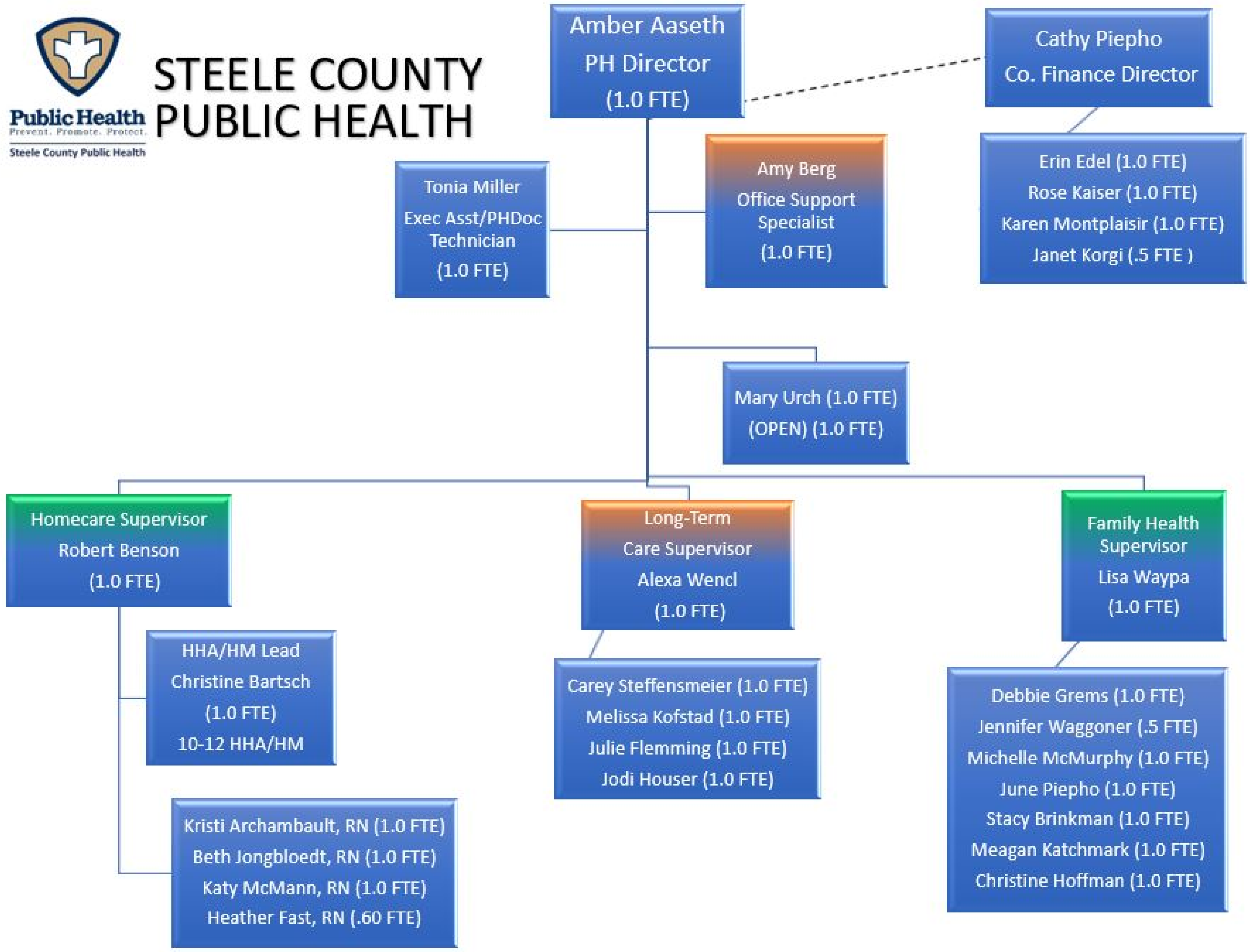
Budgeting for Public Health Services in 2023 present challenges and strengths in the following areas:

Funding streams are becoming more complex and restrictive. Reimbursement rates are not keeping up with the cost of service. Staff turnover has contributed to hiring, orientation and training costs which has led to decreases in revenue. The general cost of doing business, such as utilities, health insurance, health technology costs, along with the COVID-19 Pandemic, have continued to increase our costs.

Some funding has come through the Federal CARES Act, Centers for Disease Control and the Minnesota Department of Health for the Pandemic Response that will continue until December 2024. A review of the department created a need for staffing restructuring, which is reflected in the organizational chart.

In Conclusion

The 2023 Steele County Public Health budget is one that represents clear goals, strong programming with an excellent staff and only a slight increase in the overall cost to taxpayers, well under projected medical inflation and very consistent with what counties spend on public health across the state.


Public Health
Prevent. Promote. Protect.
Steele County Public Health
STEELE COUNTY PUBLIC HEALTH
Amber Aaseth
PH Director
(1.0 FTE)
Cathy Piepho
Co. Finance Director
Erin Edel (1.0 FTE)
Rose Kaiser (1.0 FTE)
Karen Montplaisir (1.0 FTE)
Janet Korgi (.5 FTE)
Tonia Miller
Exec Asst/PHDoc Technician
(1.0 FTE)
Amy Berg
Office Support Specialist
(1.0 FTE)
Mary Urch (1.0 FTE)
(OPEN) (1.0 FTE)
Homecare Supervisor
Robert Benson
(1.0 FTE)
HHA/HM Lead
Christine Bartsch
(1.0 FTE)
10-12 HHA/HM
Kristi Archambault, RN (1.0 FTE)
Beth Jongbloedt, RN (1.0 FTE)
Katy McMann, RN (1.0 FTE)
Heather Fast, RN (.60 FTE)
Long-Term Care Supervisor
Alexa Wencl
(1.0 FTE)
Carey Steffensmeier (1.0 FTE)
Melissa Kofstad (1.0 FTE)
Julie Flemming (1.0 FTE)
Jodi Houser (1.0 FTE)
Family Health Supervisor
Lisa Waypa
(1.0 FTE)
Debbie Grems (1.0 FTE)
Jennifer Waggoner (.5 FTE)
Michelle McMurphy (1.0 FTE)
June Piepho (1.0 FTE)
Stacy Brinkman (1.0 FTE)
Meagan Katchmark (1.0 FTE)
Christine Hoffman (1.0 FTE)

Public & Community Health

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 1,193,924	$ —	$ 1,070,060	$ 1,070,060	$ —	— %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	1,295,225	912,354	1,013,899	951,394	1,297,640	346,246	36.4 %
Charges for Services	859,433	814,930	598,759	815,730	800,270	(15,460)	(1.9)%
Licenses and Permits	—	—	—	—	—	—	
Fines and Forfeitures	—	—	—	—	—	—	
Investment Earnings	—	—	—	—	—	—	
Gifts and Contributions	—	—	—	—	—	—	
Miscellaneous / Other Financing Sources	8,034	27,500	2,833	168,300	179,234	10,934	6.5 %
Total Revenues	***2,162,692***	***2,948,708***	***1,615,491***	***3,005,484***	***3,347,204***	***341,720***	**11.4 %**
Expenditures							
Personnel Services							
Wages and Overtime	1,927,690	2,033,690	1,518,648	2,042,101	2,238,204	196,103	9.6 %
Health, Life and Disability Insurance	306,864	315,475	275,808	335,419	453,923	118,504	35.3 %
PERA Contributions	137,721	152,526	110,328	167,557	167,865	308	0.2 %
FICA / Medicare Tax	140,653	150,494	110,238	165,324	165,626	302	0.2 %
Other Payroll Related Expenses	16,845	16,849	17,784	16,168	27,291	11,123	68.8 %
Total Personnel Services	2,529,773	2,669,034	2,032,806	2,726,569	3,052,909	326,340	12.0 %
Services & Charges	166,684	206,383	171,736	210,051	191,255	(18,796)	(8.9)%
Supplies & Materials	81,605	71,526	77,469	68,664	102,740	34,076	49.6 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	1,643	1,765	4,604	200	300	100	50.0 %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***2,779,705***	***2,948,708***	***2,286,615***	***3,005,484***	***3,347,204***	***341,720***	**11.4 %**
Net Expenditures (Over) Under Revenues	***$ (617,013)***	***$ —***	***$ (671,124)***	***$ —***	***$ —***	***$ —***	— %

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Sanitation

Landfill

Department Description and Services Provided

Steele County owns and operates the Steele County Landfill located along highway 218 between Owatonna and Blooming Prairie. The landfill accepts mixed solid wastes, industrial wastes, demolition debris and asbestos-containing material for disposal. In addition, during May through September, the landfill also accepts hazardous wastes from homes for proper disposal free of charge.

The landfill also has a recycling station where residents may recycle numerous types of papers, cans and bottles, used motor oil and used oil filters free of charge. For various fees, the landfill also accepts appliances, electronics (computers, TVs, DVD players, VCRs), tires, and clean concrete/bituminous for recycling.

Mission Statement

To serve the needs of the community by responsibly managing its waste

Goals/Objectives

- To provide a waste facility that supports its operational and capital needs with self-generating revenue (i.e. tip fees)
- To ensure operational safety and protection of the surrounding ecosystems
- To meet or exceed all federal, state and local regulations
- To use the latest and most advanced landfill technology
- To efficiently manage waste in the active fill areas to maximize air space
- To serve customers respectfully and courteously
- Continue exploration into landfill expansion options.

Key Indicators

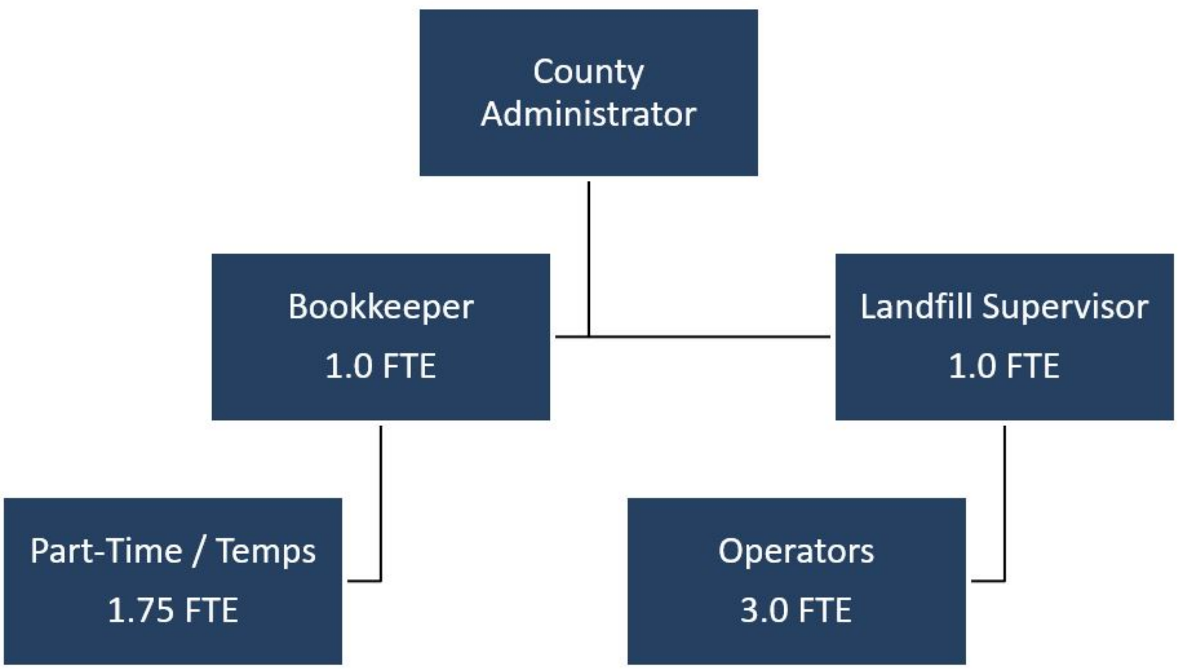
Indicator				*Actual*				*Projected*	
Description	*2015*	*2016*	*2017*	*2018*	*2019*	*2020*	*2021*	*2022*	*2023*
Landfill Mixed Waste Tonnage	44,770	48,539	39,329	37,579	39,674	40,132	38,386	38,500	39,000
Landfill Demolition Tonnage	5,810	4,926	5,633	5,633	4,364	6,361	3,353	4,000	4,000

Changes/Budget Commentary

The Landfill 2023 budget increased by $501,556 or 24.8% from the prior year. The primary reason for this increase is additional personnel services and capital outlay. Personnel services increased by $90,463 due to personnel service adjustments and an additional landfill operator being budgeted for 2023. Adding an additional operator will support the needs of the landfill operation going forward with the expansion and ensure that we have adequate staffing day-to-day in all situations and conditions.

Capital outlay increased by $392,500 or 77.3% to a total of $900,000 for 2023. Expected capital purchases include a Cat D6N bulldozer and a John Deere 755C Track Loader.

Landfill
6.75 FTE



Steele County, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2023	2024	2025	2026	2027	Total
Landfill							
Cat D6N Dozer	LF-23-01	550,000					550,000
JD 755C Track Loader	LF-23-02	350,000					350,000
Sweeper Attachment for Skid-Steer	LF-24-01		6,000				6,000
Excavator from Highway	LF-24-02		50,000				50,000
Tandem Dump Truck From Highway	LF-24-03		20,000				20,000
Landfill Roll Off Truck	LF-24-04		165,000				165,000
Land Purchase - Landfill Expansion	LF-24-05		200,000				200,000
Replace Ford Pickup	LF-24-06		50,000		50,000		100,000
Compactor	LF-25-01			650,000			650,000
New Leachate Truck and Tank	LF-26-01				265,000	265,000	530,000
	Landfill Total	**900,000**	**491,000**	**650,000**	**315,000**	**265,000**	**2,621,000**
Landfill Reserves / Fees		825,000	471,000	600,000	300,000	250,000	2,446,000
Trade in		75,000	20,000	50,000	15,000	15,000	175,000
	Landfill Total	**900,000**	**491,000**	**650,000**	**315,000**	**265,000**	**2,621,000**
	Grand Total	**900,000**	**491,000**	**650,000**	**315,000**	**265,000**	**2,621,000**

Landfill

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ —	$ —	$ —	$ —	$ —	— %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	2,020,583	1,800,000	1,395,851	1,800,000	1,800,000	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	12,957	10,000	—	12,500	15,000	2,500	20.0 %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	3,717	343,971	19,915	207,743	706,799	499,056	240.2 %
Total Revenues	***2,037,257***	***2,153,971***	***1,415,766***	***2,020,243***	***2,521,799***	***501,556***	**24.8 %**
Expenditures							
Personnel Services							
Wages and Overtime	299,493	306,255	268,950	319,051	376,117	57,066	17.9 %
Health, Life and Disability Insurance	47,023	47,067	37,419	44,883	71,426	26,543	59.1 %
PERA Contributions	21,784	22,969	17,826	23,929	28,209	4,280	17.9 %
FICA / Medicare Tax	22,439	22,663	20,182	23,610	27,833	4,223	17.9 %
Other Payroll Related Expenses	12,370	11,670	7,923	10,812	9,163	(1,649)	(15.3)%
Total Personnel Services	403,109	410,624	352,300	422,285	512,748	90,463	21.4 %
Services & Charges	319,228	342,972	444,383	337,583	338,676	1,093	0.3 %
Supplies & Materials	171,773	271,375	293,028	273,875	291,375	17,500	6.4 %
Capital Expenditures	429,483	650,000	73,908	507,500	900,000	392,500	77.3 %
Other Expenditures	7,138	479,000	5,705	479,000	479,000	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***1,330,731***	***2,153,971***	***1,169,324***	***2,020,243***	***2,521,799***	***501,556***	**24.8 %**
Net Expenditures (Over) Under Revenues	***$ 706,526***	***$ —***	***$ 246,442***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Culture and Recreation

Four Seasons

Department Description and Services Provided

The Four Seasons Centre, located on the Steele County Fairgrounds, was built in 1972 for use by all residents of Steele County. An expansion of the facility was completed in the spring of 2000, providing users with expanded opportunities for ice related activities and dry floor events.

The multi-purpose complex consists of two connected buildings with 30,000 and 20,000 square feet of floor space that also serve as ice rinks. A hospitality area, usable also as a meeting space, overlooks both exhibit floors. An additional meeting room is also available.

Mission Statement

The Four Seasons Civic Centre is dedicated to providing its user groups and guests a clean facility and safe environment for dry floor events, as well as ice related activities. This objective will be accomplished by reacting to user feedback and offering exceptional customer service, carried out with honesty and integrity.

Goals/Objectives

- Train management and staff to be aware of customers' needs and to provide equal access to all facilities
- Maintain membership and abide by the policies and guidelines established with the Minnesota Ice Arena Managers Association and Serving The American Rinks Association
- Increase marketing efforts to utilize the use/rent of the Four Season's facility to its fullest capacity
- Prepare and operate within the means of the County's operating budget
- Collaborate with the Owatonna Area Tourism to host conventions and other local tourism events

2022 Highlights

- Another successful season for Steele County Blades Junior Hockey Team
- Replacement of basement water heaters and rebuilding of sump pumps
- Continued replacement of locker room rubber flooring
- Successful Dry Floor season with numerous events
- Very successful Steele County Free Fair
- Very successful ice season with many ice hours sold
- Replacement of East Arena condensing tower and refrigerant changeover
- Preparing for / finalizing an extremely busy 2023 dry floor season
- Continuation of City of Owatonna / Steele County Agreement. The City of Owatonna will provide utilities up to 100k to the Four Seasons Centre. In return, The City of Owatonna will utilize any dry floor space at no charge (when available) for Park and Recreation programs. The City will also have use of either the Small Stage or Showmobile at no charge when available. Steele County will reimburse the City of Owatonna for all nonresident fees both adult and youth for all Park and Recreation programs.

Major Changes/Budget Commentary

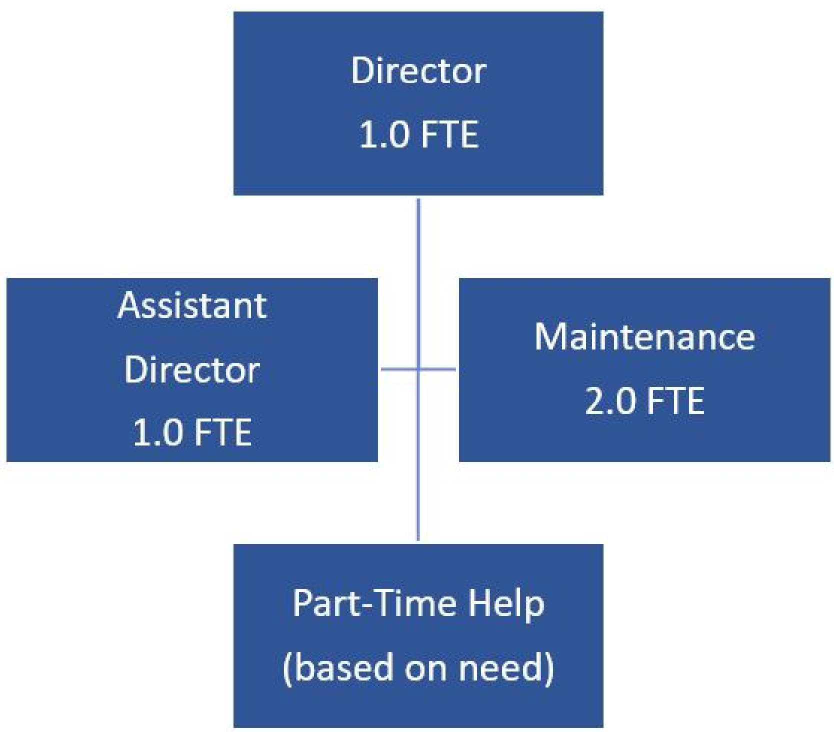
The Four Seasons 2023 budget increased by $15,548 or 3.0% from the prior year. Personnel services increased by $6,533 due to wage adjustments and additional payroll taxes. There was an overall decrease in other payroll related expenditures due to workers compensation costs being split between the Four Seasons and Parks and Recreation for 2023, it was originally all paid out the Four Seasons. The operating budget saw an overall increase of $9,015 due to increases in snow removal and non-capitalized inventory.

The 2023 budgeted capital outlay for the Four Seasons is $110,000, including:

- Sandblasting / Caulking / Repainting of East Arena - $90,000
- West locker room flooring replacement - $20,000

These capital costs are recognized under the Capital Improvements section of the budget book.

Four Seasons/Parks & Recreation
4.0 FTE



Four Seasons

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 9,915	$ —	$ 22,571	$ 31,719	$ 9,148	40.5 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	351,611	375,700	316,605	375,800	386,200	10,400	2.8 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	100,000	100,000	100,000	100,000	100,000	—	— %
Miscellaneous / Other Financing Sources	8,430	7,350	410	12,300	8,300	(4,000)	(32.5)%
Total Revenues	***460,041***	***492,965***	***417,015***	***510,671***	***526,219***	***15,548***	**3.0 %**
Expenditures							
Personnel Services							
Wages and Overtime	195,525	182,025	162,063	191,555	201,933	10,378	5.4 %
Health, Life and Disability Insurance	23,747	23,765	18,914	22,697	23,705	1,008	4.4 %
PERA Contributions	13,258	13,821	11,766	14,348	15,145	797	5.6 %
FICA / Medicare Tax	14,735	13,636	12,273	14,156	14,943	787	5.6 %
Other Payroll Related Expenses	11,568	11,568	5,274	10,719	4,282	(6,437)	(60.1)%
Total Personnel Services	258,833	244,815	210,290	253,475	260,008	6,533	2.6 %
Services & Charges	213,875	181,700	146,695	188,796	191,111	2,315	1.2 %
Supplies & Materials	75,935	66,450	43,327	68,400	75,100	6,700	9.8 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***548,643***	***492,965***	***400,312***	***510,671***	***526,219***	***15,548***	**3.0 %**
Net Expenditures (Over) Under Revenues	***$ (88,602)***	***$ —***	***$ 16,703***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Parks and Recreation

Department Description and Services Provided

The Steele County Parks and Recreation Department operates and maintains two County Parks. These Parks include: Beaver Lake Park and the Straight River Canoe landing in Clinton Falls. Steele County Parks and Recreation also maintains and operates the Four Seasons Centre located on the Steele County Fairgrounds. Steele County Parks and Recreation also maintains and operates the two mobile stages. These stages may be rented out and/or used at multiple events held inside the Four Seasons Centre or on the Steele County Fairgrounds.

Mission Statement

Steele County Parks and Recreation is committed to providing all the residents of Steele County with quality County parks and facilities through continued parkland enhancement and building improvements. Steele County Parks and Recreation will achieve this commitment by reacting to the demands of park user groups and through ongoing internal and external needs assessments of parks and facilities.

Goals/Objectives

- Train management and staff to be aware of customers' needs and to provide equal access to all facilities
- Maintain two county parks to provide a safe, clean, recreational area for visitors to enjoy
- Work closely with the MN D.N.R. in regards to any concerns involving Beaver Lake
- Work closely with the Beaver Lake Water Corporation in regards to any concerns involving Beaver Lake
- Maintain membership to MN Parks and Recreation Association
- Prepare and operate within the means of the County's operating budget

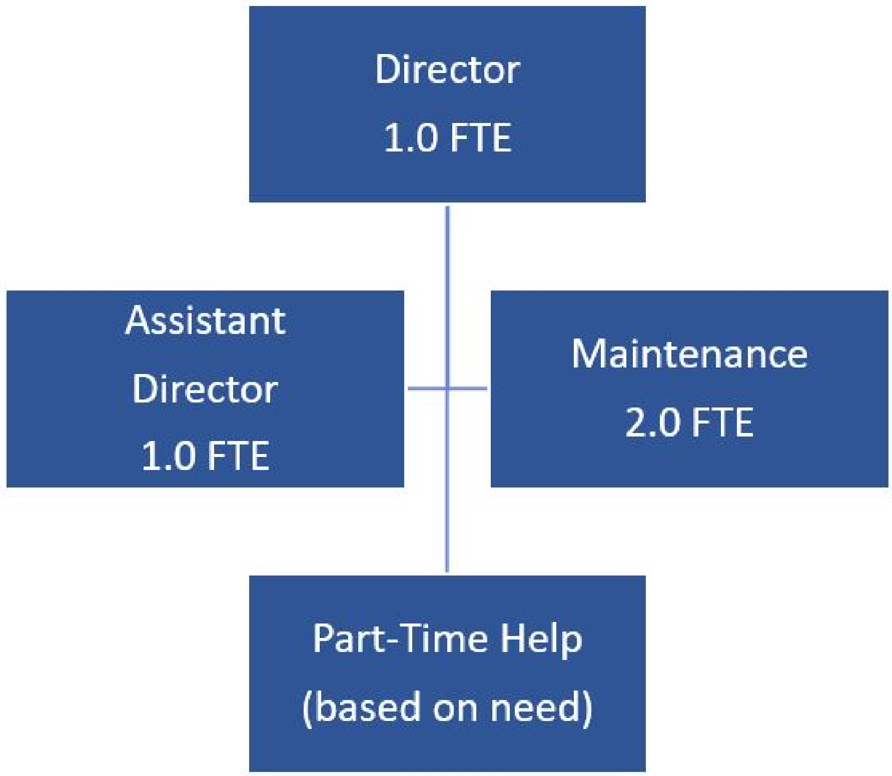
2022 Highlights

- Continuing to look at major park improvements with the reconstruction of County Road 28 scheduled for 2024
- Working with the WHKS Architect team on design of major park improvements for Beaver Lake in 2024
- Beaver Lake Park usage was again very high during the summer due to the warm / dry summer

Major Changes/Budget Commentary

The Parks and Recreation 2023 budget increased by $14,091 or 4.3% from the prior year. This increase is primarily due to personnel services including wage adjustments, payroll taxes, and allocation of workers compensation insurance in the upcoming year. Previously all workers compensation was allocated to the Four Seasons. Operating revenues decreased overall by $4,930 mainly from a decrease in ice rental payments expected in the upcoming year.

Four Seasons/Parks & Recreation
4.0 FTE



Parks and Recreation

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 290,541	$ —	$ 308,476	$ 318,567	$ 10,091	3.3 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	26,479	—	—	—	—	—	— %
Charges for Services	15,520	7,500	8,110	10,000	14,000	4,000	40.0 %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	6,203	6,550	4,505	6,550	6,550	—	— %
Total Revenues	***48,202***	***304,591***	***12,615***	***325,026***	***339,117***	***14,091***	**4.3 %**
Expenditures							
Personnel Services							
Wages and Overtime	158,556	165,475	152,752	172,382	183,655	11,273	6.5 %
Health, Life and Disability Insurance	24,868	23,717	29,792	35,777	37,505	1,728	4.8 %
PERA Contributions	10,692	12,456	10,254	12,899	13,774	875	6.8 %
FICA / Medicare Tax	11,732	12,290	11,187	12,727	13,590	863	6.8 %
Other Payroll Related Expenses	—	—	4,163	—	4,282	4,282	— %
Total Personnel Services	205,848	213,938	208,148	233,785	252,806	19,021	8.1 %
Services & Charges	55,200	78,403	51,348	77,991	72,611	(5,380)	(6.9)%
Supplies & Materials	8,973	12,250	8,148	13,250	13,700	450	3.4 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	26,479	—	—	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***270,021***	***304,591***	***294,123***	***325,026***	***339,117***	***14,091***	**4.3 %**
Net Expenditures (Over) Under Revenues	***$ (221,819)***	***$ —***	***$ (281,508)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Community Center

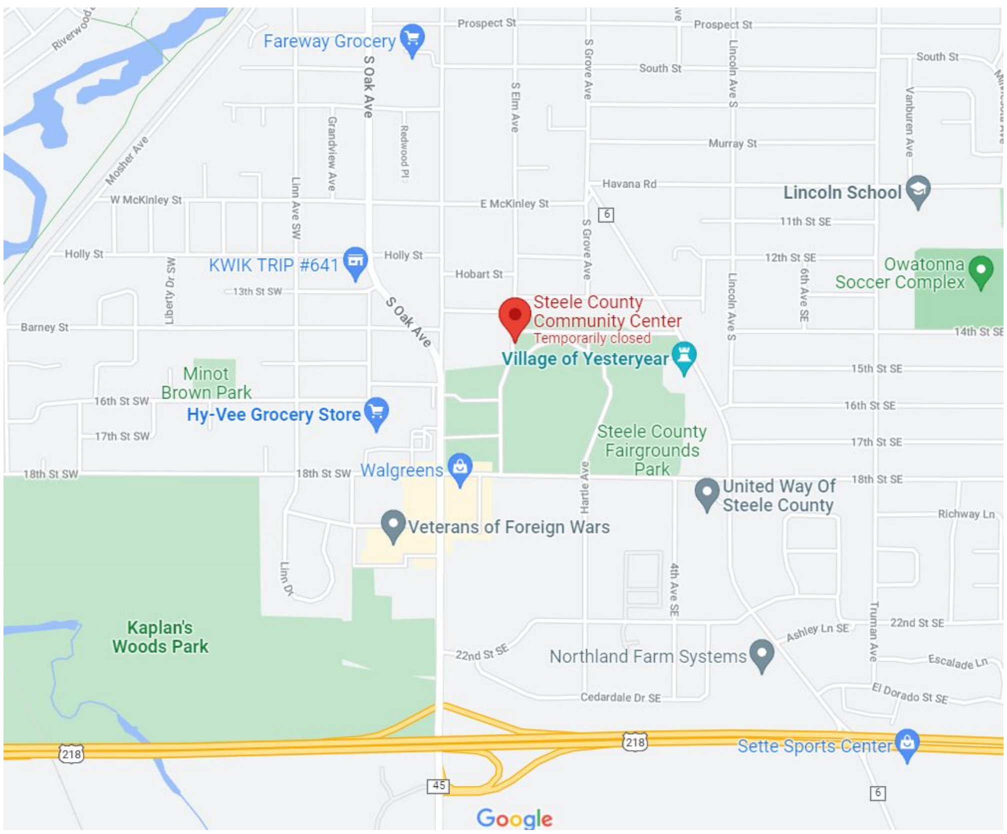
Department Description and Services Provided

The Steele County Community Center is located on the north entrance of the fairgrounds at 1380 S Elm Ave, Owatonna, MN 55060. The center is utilized during the Steele County Free Fair, election voting and public meetings. In addition, the Community Center can also be rented by the public for various events including birthdays, graduations, or any other get-togethers.

The rental of the community center is coordinated by the Steele County Extension department, who can be reached at 507-444-7685.

Location

1380 S Elm Ave, Owatonna, MN 55060.



Budget Commentary

The Community Center 2023 budget increased by $500 or 3.2% from the prior year due to a budgeted increase in building maintenance and repairs.

Community Center

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 8,950	$ —	$ 10,700	$ 11,200	$ 500	4.7 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	2,625	6,000	6,600	6,000	6,000	—	— %
Total Revenues	***2,625***	***14,950***	***6,600***	***16,700***	***17,200***	***500***	**3.0 %**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	— %
Health, Life and Disability Insurance	—	—	—	—	—	—	— %
PERA Contributions	—	—	—	—	—	—	— %
FICA / Medicare Tax	—	—	—	—	—	—	— %
Other Payroll Related Expenses	—	—	—	—	—	—	— %
Total Personnel Services	—	—	—	—	—	—	— %
Services & Charges	10,800	14,200	13,654	15,700	16,200	500	3.2 %
Supplies & Materials	—	750	—	500	500	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	375	500	500	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***10,800***	***14,950***	***14,029***	***16,700***	***17,200***	***500***	**3.0 %**
Net Expenditures (Over) Under Revenues	***$ (8,175)***	***$ —***	***$ (7,429)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Conservation of Natural Resources

Extension Office

Department Description and Services Provided

University of Minnesota Extension is an outreach arm of the University of Minnesota, ensuring University of Minnesota research and knowledge is readily available to the residents of Minnesota. Today's most pressing issues cross state and world boundaries, requiring strong partnerships, focused investments and diverse perspectives from multiple disciplines.

- Extension is in every county
- 65% of Extension faculty and staff work in Greater Minnesota
- Over 35,000 trained volunteers multiply our reach

Fifteen regional offices are strategically located in communities across the state, funded through state and federal funds, and house various Extension Educators. These regional and statewide based educators provide programming, research and operational support to the staff in county offices.

Local county offices, such as University of Minnesota Extension - Steele County, are funded by county dollars. The Regional Director based in the Rochester Regional Office has responsibilities for departmental operations. This department provides access to Extension programming for county residents, with educational staff contracted through the University of Minnesota. Educational programs are offered in group settings, one-on-one contacts, mass communications, distance learning, self-learning opportunities and collaborative efforts including families, youth, seniors, food producers, communities and organizations.

Department Structure

University of Minnesota Extension - Steele County is led by Regional Director Lisa Dierks who has an authorized staffing level of:

- 2.0 FTE 4-H/Youth Development Extension Educators
- 0.5 FTE Agriculture Production System Extension Educator
- 0.125 FTE Master Gardener Program Coordinator

These positions are paid by and supported thru Steele County tax dollars. In addition, the Regional Educator for SNAP Education (Nutrition & Health) who works in Waseca & Steele County has office & storage space within the department. The 1.5 FTE Administrative Support Assistants who provide valuable support are Steele County employees.

Mission Statement

Make a difference by connecting community needs and University resources to address critical issues in Minnesota.

2022 Accomplishments & Milestones

- Delivered educational programming to community members using in person events and virtual opportunities. Some examples include:
    - There are 10 4-H Community Clubs in Steele County - all of which are led by dedicated adult volunteers. 4-H community clubs meet monthly to learn about a variety of project areas, participate in fun and engaging recreation, give youth a chance to build leadership skills through officer positions, and complete projects that improve their communities. In Steele County 4-H, clubs are making a difference in their communities.
    - STEM in Schools: Every 2nd and 4th grader at NRHEG Elementary had a 4-H experience this school year. Each month a new Engineering challenge was presented, and youth had the opportunity to design, build, and test a variety of experiments.
    - There are over 120 screened adult volunteers in Steele County 4-H. Volunteers help support over 300 youth this past year within hands on learning in various project areas in 117 different programs.
    - Direct outreach to Steele County farmers to notify about resources and events as opportunities arose
    - Multiple avenues were provided to farmers to recertify for Private Pesticide Application: physical tests acquired at the office, online tests, an online course, and Zoom workshops to provide education while maintaining safety
    - Programming for farmers took place over the radio, online, through mailings, and in-person
    - The Master Gardeners held informational night for community gardeners to learn about resources for gardening and offered monthly educational sessions to build the skills of others.
    - Gardening related programming was offered at the Owatonna library for youth and adults.
    - Pollinator Garden at County Extension office was revamped and revised to provide a better landscape and educational opportunity
    - Signage was added to the rain garden at the Steele County Fairgrounds.
- Utilized print and radio media to provide education and programming updates
    - 4-H participants were emailed a weekly newsletter to keep our families informed of opportunities
    - For the agricultural community, a monthly email newsletters went out to approximately 300 Steele or Rice County residents to update them on timely topics and upcoming educational events.
    - Weekly radio interviews featuring local agriculture topics as well as monthly Extension highlights, and traditional ag programming have been utilized to reach local farmers.
- Increased use of social media such as Facebook live videos to reach new audiences.
    - “Master Gardener Minutes” are short, live educational videos exploring personal gardens and what was happening in them.

2022 Challenges

- Finding the best way to communicate to both youth and adults can be challenging with ever changing technology. Each group utilizes various communication sources differently whether it is through social media, websites, newsletter or email.
- Commitment of time for both youth and adults continues to be a challenge. Because of this, newly enrolled 4-H families continue to show an interest in participating, but with less commitment. In response, Extension continues to explore various opportunities to expand programming with short-term club or event designs that provide a quality 4-H experience while allowing more flexibility in participation.
- As a volunteer-run program, ensuring quality 4-H experiences continue to be a challenge that demands extensive staff attention and support. Providing additional training for volunteers is another solution to this challenge. Training and volunteer management requires Extension 4-H Extension Educator staff resources.

2023 Goals/Objectives

- Offer "Annie's Project" a 6-week farm business management course geared to women farmers and ranchers
- Increase new 4-H member enrollment by 85%
- Retain 90% of Steele County 4-H members
- Address agriculture topics identified as important - farm financial management, farm transitions, farm safety, soil health & pest management
- Increase recruitment efforts for 4-H and Master Gardener volunteers
- Increase educational programming - in person, virtual or in media - to continue to share valuable knowledge with Steele County residents

Budget Commentary

The Extension office 2023 budget increased by $11,171 or 2.9% from the prior year. This increase is due to changes in personnel services (including wages adjustments and elected health insurance coverage) plus increases in contract services paid the University of Minnesota Extension. Overall, personnel services and contract services (FTE staff that are supported through the Extension office) comprise of 94.6% of the department budget.

University of Minnesota Extension Office

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ —	$ 357,679	$ —	$ 379,551	$ 390,722	$ 11,171	2.9 %
Other Taxes & Assessments	—	—	—	—	—	—	— %
Intergovernmental	—	—	—	—	—	—	— %
Charges for Services	1,045	—	3,733	1,500	1,500	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	149	—	29	—	—	—	— %
Total Revenues	***1,194***	***357,679***	***3,762***	***381,051***	***392,222***	***11,171***	**2.9 %**
Expenditures							
Personnel Services							
Wages and Overtime	80,577	83,639	74,426	88,234	91,766	3,532	4.0 %
Health, Life and Disability Insurance	13,851	11,722	19,462	23,349	24,585	1,236	5.3 %
PERA Contributions	6,043	6,273	5,582	6,618	6,882	264	4.0 %
FICA / Medicare Tax	6,031	6,189	5,406	6,529	6,791	262	4.0 %
Other Payroll Related Expenses	120	120	139	112	208	96	85.7 %
Total Personnel Services	106,622	107,943	105,015	124,842	130,232	5,390	4.3 %
Services & Charges	216,763	238,136	182,682	244,609	250,140	5,531	2.3 %
Supplies & Materials	8,158	11,000	7,692	11,000	11,250	250	2.3 %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	600	—	600	600	—	— %
Debt Service	—	—	—	—	—	—	— %
Total Expenditures	***331,543***	***357,679***	***295,389***	***381,051***	***392,222***	***11,171***	**2.9 %**
Net Expenditures (Over) Under Revenues	***$ (330,349)***	***$ —***	***$ (291,627)***	***$ —***	***$ —***	***$ —***	

**Reflects the theoretical budgeted property tax requirement, not actual property tax collected*

Debt Service

Debt Service Levy

Department Description

Debt Service includes the bonded debt funded entirely by the property tax levy. Currently three bonds are being paid in 2023 by the debt service levy, including:

2020 General Obligation Jail Bonds

- On January 9, 2020, the County issued $4,505,000 in General Obligation Bonds, Series 2020A. The proceeds are designated for an HVAC and LED lighting conversion at the Detention Center.
- For 2023, $267,750 and $103,215 are budgeted for principle and interest, respectively.

2018 General Obligation Capital Improvement Bonds

- On March 27, 2018, the County issued $3,190,000 in General Obligation Bonds, Series 2018A. The proceeds are designated for the construction of the Public Works Facility.
- For 2023, $341,250 and $87,780 are budgeted for principle and interest, respectively.

2015 General Obligation Refunding Bonds

- On October 29, 2015, the County issued $9,720,000 in General Obligation Refunding Bonds, Series 2015A for the current refunding of the Series 2005A General Obligations Jail Crossover Refunding Bonds maturing in 2024 and the Series 2009A General Obligation Bonds maturing in 2017.
- The 2005A bonds were originally issued for the construction of the Steele County Detention Center, and the 2009A bonds proceeds were designated for Highway Projects.
- For 2023, $1,025,000 and $38,538 are budgeted for principle and interest, respectively.

Major Changes/Budget Commentary

The Debt Service 2023 budget increased by $2,952 or 0.2% from the prior year, per the bond amortization schedules. The debt service levy will stay consistent around $1.86M until 2025 when the 2015 general obligation refunding bonds will be paid in full.

Debt Service Levy

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ 1,680,532	$ 1,706,526	$ 924,492	$ 1,707,994	$ 1,711,589	$ 3,595	0.2 %
Other Taxes & Assessments	13,494	—	5,706	—	—	—	— %
Intergovernmental	162,370	155,230	70,235	152,587	151,944	(643)	(0.4)%
Charges for Services	—	—	—	—	—	—	— %
Licenses and Permits	—	—	—	—	—	—	— %
Fines and Forfeitures	—	—	—	—	—	—	— %
Investment Earnings	—	—	—	—	—	—	— %
Gifts and Contributions	—	—	—	—	—	—	— %
Miscellaneous / Other Financing Sources	—	—	—	—	—	—	— %
Total Revenues	***1,856,396***	***1,861,756***	***1,000,433***	***1,860,581***	***1,863,533***	***2,952***	**0.2 %**
Expenditures							
Personnel Services							
Wages and Overtime	—	—	—	—	—	—	— %
Health, Life and Disability Insurance	—	—	—	—	—	—	— %
PERA Contributions	—	—	—	—	—	—	— %
FICA / Medicare Tax	—	—	—	—	—	—	— %
Other Payroll Related Expenses	—	—	—	—	—	—	— %
Total Personnel Services	—	—	—	—	—	—	— %
Services & Charges	—	—	—	—	—	—	— %
Supplies & Materials	—	—	—	—	—	—	— %
Capital Expenditures	—	—	—	—	—	—	— %
Other Expenditures	—	—	—	—	—	—	— %
Debt Service	1,825,388	1,861,756	130,594	1,860,581	1,863,533	2,952	0.2 %
Total Expenditures	***1,825,388***	***1,861,756***	***130,594***	***1,860,581***	***1,863,533***	***2,952***	**0.2 %**
Net Expenditures (Over) Under Revenues	***$ 31,008***	***$ —***	***$ 869,839***	***$ —***	***$ —***	***$ —***	**— %**

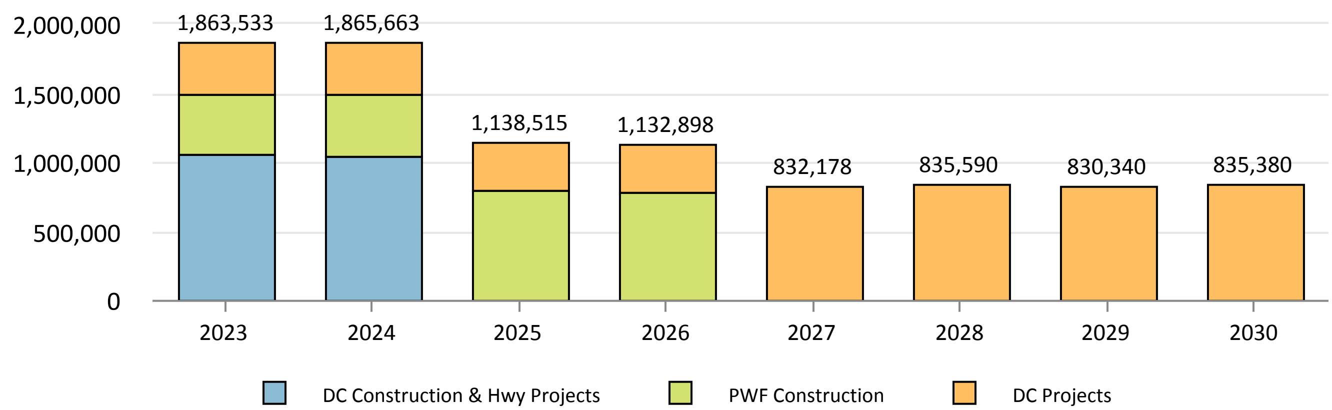
**Reflects the actual and theoretical budgeted property tax requirement*

Steele County

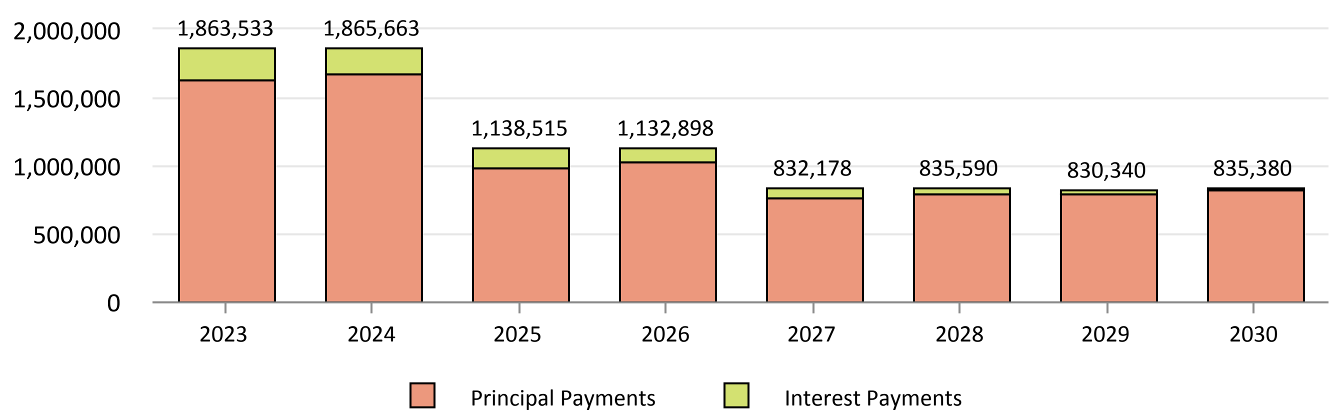
Summary of Outstanding Debt

Issued For	2015 Detention Center Construction & Highway		2018 Public Works Facility Construction		2020 Detention Center HVAC and LED Lighting Conversion		Principal and Interest Outstanding
Year	*Principal*	*Interest*	*Principal*	*Interest*	*Principal*	*Interest*	
2023	$ 1,025,000	$ 38,538	$ 341,250	$ 87,780	$ 267,750	$ 103,215	$ 1,863,533
2024	1,030,000	20,600	367,500	74,130	278,250	95,183	1,865,663
2025	—	—	735,000	59,430	257,250	86,835	1,138,515
2026	—	—	750,750	30,030	273,000	79,118	1,132,898
2027	—	—	—	—	761,250	70,928	832,178
2028	—	—	—	—	787,500	48,090	835,590
2029	—	—	—	—	798,000	32,340	830,340
2030	—	—	—	—	819,000	16,380	835,380
Totals	$ 2,055,000	$ 59,138	$ 2,194,500	$ 251,370	$ 4,242,000	$ 532,089	$ 9,334,097

Total Debt Service Outstanding



Total Debt Service Outstanding



Bond Amortization Schedules

2015 Detention Center Construction & Highway				
Year	Total Payment	Interest Payment	Principal Reduction	Principal Balance Outstanding
2022				2,055,000
2023	1,063,538	38,538	1,025,000	1,030,000
2024	1,050,600	20,600	1,030,000	—
Total	$ 2,114,138	$ 59,138	$ 2,055,000	

2018 Public Works Facility Construction				
Year	Total Payment	Interest Payment	Principal Reduction	Principal Balance Outstanding
2022				2,194,500
2023	429,030	87,780	341,250	1,853,250
2024	441,630	74,130	367,500	1,485,750
2025	794,430	59,430	735,000	750,750
2026	780,780	30,030	750,750	—
Total	$ 2,445,870	$ 251,370	$ 2,194,500	

2020 Detention Center HVAC and LED Lighting Conversion				
Year	Total Payment	Interest Payment	Principal Reduction	Principal Balance Outstanding
2022				4,242,000
2023	370,965	103,215	267,750	3,974,250
2024	373,433	95,183	278,250	3,696,000
2025	344,085	86,835	257,250	3,438,750
2026	352,118	79,118	273,000	3,165,750
2027	832,178	70,928	761,250	2,404,500
2028	835,590	48,090	787,500	1,617,000
2029	830,340	32,340	798,000	819,000
2030	835,380	16,380	819,000	—
Total	$ 4,774,089	$ 532,089	$ 4,242,000	

Capital Improvements

Capital Improvements

Department Description

The Capital Improvements fund was historically used for multi-year construction projects including the Detention Center, Administration Building, and Public Works Facility. Funding for these projects generally consisted of bond proceeds, state and federal intergovernmental revenues, reimbursements, or transfers from other funds. However, starting in 2018, Steele County now includes general fund capital outlay requests under the capital improvements fund. This change separates operating expenditures from the capital outlay expenditures, allowing the County to better monitor the capital outlay budget during the year. In addition, it allows for easier year-end financial reporting since capital costs are located on a separate line item from operating costs on the fund financial statements.

Capital expenditures are funds used by the County to acquire or upgrade capital asses such as property, buildings, technology, or equipment. Since these assets or projects generally have high acquisition costs, it’s important for Steele County to plan and prioritize which assets to acquire each year using a Capital Improvement Plan (CIP). The CIP is a long-range plan designed to address the immediate and long-term capital asset needs of an organization. For an asset to be considered a capital asset all the following tests must be met:

1) Asset must have an individual value over $5,000.
2) Asset is to be used in County operations.
3) Asset must have a life greater than one year.
4) Asset cannot be classified as a general repair, maintenance cost, or recurring expenditure.

To help manage the capital outlay requests the county has utilized the Capital Improvement Plan (CIP) software Plan-It. The software manages all capital outlay requests and generates various reports including projects by department, cost, or funding source.

Major Changes/Budget Commentary

The Capital Improvements fund 2023 budget decreased by $351,108 or 6.6% from the prior year. This decrease is the result of various surpluses and deficits in budgeted capital projects from 2022 to 2023. There is a total of $4,973,100 budgeted under the capital improvements fund for the upcoming year. Some large projects include burying electrical wires underground at the fairgrounds, addition to the County Attorney office for Community Corrections, and courthouse front entrance improvements.

Financing for the 2023 capital improvements fund includes the use of County reserves ($1,250,000), American Rescue Plan Act (ARPA) funds ($2,798,000), intergovernmental grant revenue ($750,000), and the property tax levy ($175,100).

Detailed reports of the budgeted capital improvements and funding sources can be found on the pages following the comparative budget analysis.

Capital Improvements

Comparative Budget Analysis

Revenues	2021 Actual	2021 Budget	2022 Jan - Oct	2022 Budget	2023 Budget	$ Change in Budget	% Change in Budget
Current Property Tax Requirement*	$ 658,349	$ 638,393	$ 592,393	$ 1,192,208	$ 175,100	$ (1,017,108)	(85.3)%
Other Taxes and Assessments	4,490	—	2,121	—	—	—	
Intergovernmental	3,622,733	88,703	3,604,325	45,000	750,000	705,000	1566.7 %
Investment Earnings	49	—	608	—	—	—	— %
Transfers In / Use of County Reserves	—	2,241,297	5,817,237	4,087,000	4,048,000	(39,000)	(1.0)%
Miscellaneous / Other Financing Sources	70,532	—	463,910	—	—	—	— %
Total Revenues	***4,356,153***	***2,968,393***	***10,480,594***	***5,324,208***	***4,973,100***	***(351,108)***	(6.6)%
Capital Requests							
Annex Building	—	—	—	—	360,000	360,000	— %
Courthouse	159,348	650,000	981,002	2,250,000	530,000	(1,720,000)	(76.4)%
Attorney	—	—	—	234,500	—	(234,500)	(100.0)%
Building and Grounds	293,443	224,500	204,229	1,602,500	—	(1,602,500)	(100.0)%
Community Corrections Building	—	—	—	—	2,438,000	2,438,000	— %
Detention Center	646,662	1,921,000	1,622,491	1,000,000	—	(1,000,000)	(100.0)%
Information Technology	95,670	61,748	52,839	57,208	25,100	(32,108)	(56.1)%
Four Seasons	27,285	30,000	168,694	180,000	110,000	(70,000)	(38.9)%
Fairgrounds	81,145	81,145	—	—	1,500,000	1,500,000	— %
Community Center	—	—	—	—	10,000	10,000	— %
Total Expenditures	***1,303,553***	***2,968,393***	***3,029,255***	***5,324,208***	***4,973,100***	***(351,108)***	(6.6)%
Net Expenditures (Over) Under Revenues	***$ 3,052,600***	***$ —***	***$ 7,451,339***	***$ —***	***$ —***	***$ —***	

**Reflects the actual and theoretical budgeted property tax requirement*

Steele County, Minnesota

Capital Improvement Plan

2023 thru **2027**

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	2023	2024	2025	2026	2027	Total
Admin Building							
Parking Lot Replacement	SCAC-25-01			427,000			427,000
Install Generator	SCAC-26-01				1,200,000		1,200,000
Replace Ballasted Rubber Roof	SCAC-26-02				400,000		400,000
Admin Building Total				**427,000**	**1,600,000**		**2,027,000**
Levy				427,000	400,000		827,000
Reserves					1,200,000		1,200,000
Admin Building Total				**427,000**	**1,600,000**		**2,027,000**
Annex Building							
Annex Complete Remodel	AX-23-01	360,000	4,108,639				4,468,639
Annex Building Total		**360,000**	**4,108,639**				**4,468,639**
ARPA Funds		360,000	4,108,639				4,468,639
Annex Building Total		**360,000**	**4,108,639**				**4,468,639**
Buildings & Maintenance							
Mower and Broom	BM-24-01		50,000				50,000
Snowplow	BM-24-02		10,000				10,000
Buildings & Maintenance Total			**60,000**				**60,000**
Levy			60,000				60,000
Buildings & Maintenance Total			**60,000**				**60,000**
Community Center							
Retaining Wall Replacement	CC-23-01	10,000					10,000
Lighting Upgrade - Community Center	CC-25-02			35,000			35,000
Community Center Total		**10,000**		**35,000**			**45,000**
Levy		10,000		35,000			45,000
Community Center Total		**10,000**		**35,000**			**45,000**
Community Corrections							
Building Addition for CCA	CCA-22-03	2,438,000					2,438,000

Department	Project #	2023	2024	2025	2026	2027	Total
Community Corrections Total		**2,438,000**					**2,438,000**
ARPA Funds		2,438,000					2,438,000
Community Corrections Total		**2,438,000**					**2,438,000**
Courthouse							
Parking Lot/Sidewalk/Step Repair	CH-23-01	80,000					80,000
Secured Front Entrance	CH-23-02	350,000					350,000
Courthouse Security Equipment	CH-23-03	100,000					100,000
Replace Remaining Single Pane Windows	CH-25-01			150,000			150,000
Courthouse Total		**530,000**		**150,000**			**680,000**
Levy		30,000		150,000			180,000
Reserves		500,000					500,000
Courthouse Total		**530,000**		**150,000**			**680,000**
Detention Center							
Replacement of Plumbing Fixtures	DC-25-01			150,000			150,000
Lock Replacements	DC-25-02			10,000	10,000		20,000
Roof Replacement - Modified Built-Up	DC-25-03			1,500,000			1,500,000
Replace Parking Lot	DC-26-01				350,000		350,000
Replace Windows	DC-26-02				150,000		150,000
Office Carpet	DC-26-04				10,000		10,000
Exterior Wall Wash and Seal	DC-26-05				75,000		75,000
Kitchen Equipment	DC-26-06				25,000		25,000
Water Heater Replacement	DC-26-07				50,000		50,000
Detention Center Total				**1,660,000**	**670,000**		**2,330,000**
Levy				1,660,000	670,000		2,330,000
Detention Center Total				**1,660,000**	**670,000**		**2,330,000**
Fairgrounds							
Bury Wires Underground	FG-23-01	1,500,000					1,500,000
Fairgrounds Hard Surfacing	FG-25-01			900,000			900,000
Fairgrounds Total		**1,500,000**		**900,000**			**2,400,000**
Grants		750,000					750,000
Reserves		750,000		900,000			1,650,000
Fairgrounds Total		**1,500,000**		**900,000**			**2,400,000**
Four Seasons							
Repaint/Reseal/Calking East Rink	FS-23-01	90,000					90,000
West Locker Rooms Flooring	FS-23-03	20,000					20,000

Department	Project #	2023	2024	2025	2026	2027	Total
Electric Zamboni	FS-24-01		150,000				150,000
Water Storage Tank	FS-24-02		15,000				15,000
Upstairs Furnace	FS-24-03		5,000		5,000		10,000
Locker Rooms 5-8 Doors	FS-24-04		7,500				7,500
Old Lobby / Front Room Upgrades	FS-24-05		70,000				70,000
Parking Lot Repairs	FS-24-06		40,000		40,000	40,000	120,000
Batteries for Electric Zamboni	FS-24-07		15,000				15,000
Rodeo Supplies / Equipment	FS-24-08		10,000				10,000
Tables / Chairs / Storage Carts	FS-24-09		12,000		19,500		31,500
Locker Rooms 1-4 Doors	FS-25-01			7,500			7,500
Replace Roof	FS-25-02			2,000,000			2,000,000
Install Key Card System	FS-25-03			25,000			25,000
Four Hanging Furnaces	FS-25-04			20,000			20,000
Upper Level of FS Upgrades	FS-25-05			25,000			25,000
Basement Dehumidification System	FS-25-06			10,000			10,000
Paint Interior East Arena	FS-26-01				60,000		60,000
Main Entrance Upgrades	FS-27-01					50,000	50,000
Two Basement Furnaces	FS-27-02					15,000	15,000
Exterior Doors	FS-27-03					25,000	25,000
Upgrade Roof Top RTU's	FS-27-04					100,000	100,000
	Four Seasons Total	**110,000**	**324,500**	**2,087,500**	**124,500**	**230,000**	**2,876,500**
Grants			75,000				75,000
Levy		110,000	249,500	487,500	124,500	230,000	1,201,500
Reserves				1,600,000			1,600,000
	Four Seasons Total	**110,000**	**324,500**	**2,087,500**	**124,500**	**230,000**	**2,876,500**
Information Technology							
Switch Replacements & Upgrades	IT-23-01	19,100	19,100				38,200
Copier Replacements	IT-23-02	6,000	12,000	12,000	6,000	6,000	42,000
Virtual Hosts	IT-27-01					40,000	40,000
	Information Technology Total	**25,100**	**31,100**	**12,000**	**6,000**	**46,000**	**120,200**
Levy		25,100	31,100	12,000	6,000	46,000	120,200
	Information Technology Total	**25,100**	**31,100**	**12,000**	**6,000**	**46,000**	**120,200**
Parks and Recreation							
Beaver Lake Park Upgrades	PR-25-01			500,000			500,000
Showmobile Upgrades	PR-25-02			25,000			25,000
	Parks and Recreation Total			**525,000**			**525,000**
Grants				500,000			500,000
Levy				25,000			25,000
	Parks and Recreation Total			**525,000**			**525,000**

Department	Project #	2023	2024	2025	2026	2027	Total
Sheriff							
Handguns	SO-24-01		30,000				30,000
Move Sheriff to Detention Center	SO-24-02		5,808,000				5,808,000
	Sheriff Total		**5,838,000**				**5,838,000**
Levy			30,000				30,000
Reserves			5,808,000				5,808,000
	Sheriff Total		**5,838,000**				**5,838,000**
	Grand Total	**4,973,100**	**10,362,239**	**5,796,500**	**2,400,500**	**276,000**	**23,808,339**

Steele County, Minnesota

Capital Improvement Plan

2023 thru **2027**

PROJECTS BY FUNDING SOURCE

Source	Project #	2023	2024	2025	2026	2027	Total
ARPA Funds							
Annex Complete Remodel	*AX-23-01*	360,000	4,108,639				*4,468,639*
Building Addition for CCA	*CCA-22-03*	2,438,000					*2,438,000*
ARPA Funds Total		**2,798,000**	**4,108,639**				***6,906,639***
Grants							
Bury Wires Underground	*FG-23-01*	750,000					*750,000*
Electric Zamboni	*FS-24-01*		75,000				*75,000*
Beaver Lake Park Upgrades	*PR-25-01*			500,000			*500,000*
Grants Total		**750,000**	**75,000**	**500,000**			***1,325,000***
Levy							
Mower and Broom	*BM-24-01*		50,000				*50,000*
Snowplow	*BM-24-02*		10,000				*10,000*
Retaining Wall Replacement	*CC-23-01*	10,000					*10,000*
Lighting Upgrade - Community Center	*CC-25-02*			35,000			*35,000*
Parking Lot/Sidewalk/Step Repair	*CH-23-01*	30,000					*30,000*
Replace Remaining Single Pane Windows	*CH-25-01*			150,000			*150,000*
Replacement of Plumbing Fixtures	*DC-25-01*			150,000			*150,000*
Lock Replacements	*DC-25-02*			10,000	10,000		*20,000*
Roof Replacement - Modified Built-Up	*DC-25-03*			1,500,000			*1,500,000*
Replace Parking Lot	*DC-26-01*				350,000		*350,000*
Replace Windows	*DC-26-02*				150,000		*150,000*
Office Carpet	*DC-26-04*				10,000		*10,000*
Exterior Wall Wash and Seal	*DC-26-05*				75,000		*75,000*
Kitchen Equipment	*DC-26-06*				25,000		*25,000*
Water Heater Replacement	*DC-26-07*				50,000		*50,000*
Repaint/Reseal/Calking East Rink	*FS-23-01*	90,000					*90,000*
West Locker Rooms Flooring	*FS-23-03*	20,000					*20,000*
Electric Zamboni	*FS-24-01*		75,000				*75,000*
Water Storage Tank	*FS-24-02*		15,000				*15,000*
Upstairs Furnace	*FS-24-03*		5,000		5,000		*10,000*
Locker Rooms 5-8 Doors	*FS-24-04*		7,500				*7,500*
Old Lobby / Front Room Upgrades	*FS-24-05*		70,000				*70,000*
Parking Lot Repairs	*FS-24-06*		40,000		40,000	40,000	*120,000*
Batteries for Electric Zamboni	*FS-24-07*		15,000				*15,000*
Rodeo Supplies / Equipment	*FS-24-08*		10,000				*10,000*
Tables / Chairs / Storage Carts	*FS-24-09*		12,000		19,500		*31,500*
Locker Rooms 1-4 Doors	*FS-25-01*			7,500			*7,500*
Replace Roof	*FS-25-02*			400,000			*400,000*
Install Key Card System	*FS-25-03*			25,000			*25,000*
Four Hanging Furnaces	*FS-25-04*			20,000			*20,000*
Upper Level of FS Upgrades	*FS-25-05*			25,000			*25,000*

Source	Project #	2023	2024	2025	2026	2027	Total
Basement Dehumidification System	*FS-25-06*			10,000			*10,000*
Paint Interior East Arena	*FS-26-01*				60,000		*60,000*
Main Entrance Upgrades	*FS-27-01*					50,000	*50,000*
Two Basement Furnaces	*FS-27-02*					15,000	*15,000*
Exterior Doors	*FS-27-03*					25,000	*25,000*
Upgrade Roof Top RTU's	*FS-27-04*					100,000	*100,000*
Switch Replacements & Upgrades	*IT-23-01*	19,100	19,100				*38,200*
Copier Replacements	*IT-23-02*	6,000	12,000	12,000	6,000	6,000	*42,000*
Virtual Hosts	*IT-27-01*					40,000	*40,000*
Showmobile Upgrades	*PR-25-02*			25,000			*25,000*
Parking Lot Replacement	*SCAC-25-01*			427,000			*427,000*
Replace Ballasted Rubber Roof	*SCAC-26-02*				400,000		*400,000*
Handguns	*SO-24-01*		30,000				*30,000*
Levy Total		**175,100**	**370,600**	**2,796,500**	**1,200,500**	**276,000**	***4,818,700***

Reserves

Source	Project #	2023	2024	2025	2026	2027	Total
Parking Lot/Sidewalk/Step Repair	*CH-23-01*	50,000					*50,000*
Secured Front Entrance	*CH-23-02*	350,000					*350,000*
Courthouse Security Equipment	*CH-23-03*	100,000					*100,000*
Bury Wires Underground	*FG-23-01*	750,000					*750,000*
Fairgrounds Hard Surfacing	*FG-25-01*			900,000			*900,000*
Replace Roof	*FS-25-02*			1,600,000			*1,600,000*
Install Generator	*SCAC-26-01*				1,200,000		*1,200,000*
Move Sheriff to Detention Center	*SO-24-02*		5,808,000				*5,808,000*
Reserves Total		**1,250,000**	**5,808,000**	**2,500,000**	**1,200,000**		***10,758,000***
GRAND TOTAL		**4,973,100**	**10,362,239**	**5,796,500**	**2,400,500**	**276,000**	***23,808,339***

Steele County, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS BY CATEGORY

Category	Project #	2023	2024	2025	2026	2027	Total
Building Improvements							
Lighting Upgrade - Community Center	CC-25-02			35,000			*35,000*
Secured Front Entrance	CH-23-02	350,000					*350,000*
Replace Remaining Single Pane Windows	CH-25-01			150,000			*150,000*
Replacement of Plumbing Fixtures	DC-25-01			150,000			*150,000*
Roof Replacement - Modified Built-Up	DC-25-03			1,500,000			*1,500,000*
Replace Windows	DC-26-02				150,000		*150,000*
Office Carpet	DC-26-04				10,000		*10,000*
Exterior Wall Wash and Seal	DC-26-05				75,000		*75,000*
Repaint/Reseal/Calking East Rink	FS-23-01	90,000					*90,000*
West Locker Rooms Flooring	FS-23-03	20,000					*20,000*
Locker Rooms 5-8 Doors	FS-24-04		7,500				*7,500*
Old Lobby / Front Room Upgrades	FS-24-05		70,000				*70,000*
Locker Rooms 1-4 Doors	FS-25-01			7,500			*7,500*
Replace Roof	FS-25-02			2,000,000			*2,000,000*
Upper Level of FS Upgrades	FS-25-05			25,000			*25,000*
Paint Interior East Arena	FS-26-01				60,000		*60,000*
Main Entrance Upgrades	FS-27-01					50,000	*50,000*
Exterior Doors	FS-27-03					25,000	*25,000*
Replace Ballasted Rubber Roof	SCAC-26-02				400,000		*400,000*
Building Improvements Total		**460,000**	**77,500**	**3,867,500**	**695,000**	**75,000**	***5,175,000***
Buildings							
Annex Complete Remodel	AX-23-01	360,000	4,108,639				*4,468,639*
Building Addition for CCA	CCA-22-03	2,438,000					*2,438,000*
Beaver Lake Park Upgrades	PR-25-01			500,000			*500,000*
Move Sheriff to Detention Center	SO-24-02		5,808,000				*5,808,000*
Buildings Total		**2,798,000**	**9,916,639**	**500,000**			***13,214,639***
Equipment: Copiers							
Copier Replacements	IT-23-02	6,000	12,000	12,000	6,000	6,000	*42,000*
Equipment: Copiers Total		**6,000**	**12,000**	**12,000**	**6,000**	**6,000**	***42,000***
Land improvements							
Retaining Wall Replacement	CC-23-01	10,000					*10,000*
Parking Lot/Sidewalk/Step Repair	CH-23-01	80,000					*80,000*
Replace Parking Lot	DC-26-01				350,000		*350,000*
Bury Wires Underground	FG-23-01	1,500,000					*1,500,000*
Fairgrounds Hard Surfacing	FG-25-01			900,000			*900,000*
Parking Lot Repairs	FS-24-06		40,000		40,000	40,000	*120,000*
Parking Lot Replacement	SCAC-25-01			427,000			*427,000*
Land improvements Total		**1,590,000**	**40,000**	**1,327,000**	**390,000**	**40,000**	***3,387,000***

Category	Project #	2023	2024	2025	2026	2027	Total
Machinery and Equipment							
Mower and Broom	BM-24-01		50,000				*50,000*
Snowplow	BM-24-02		10,000				*10,000*
Courthouse Security Equipment	CH-23-03	100,000					*100,000*
Lock Replacements	DC-25-02			10,000	10,000		*20,000*
Kitchen Equipment	DC-26-06				25,000		*25,000*
Water Heater Replacement	DC-26-07				50,000		*50,000*
Electric Zamboni	FS-24-01		150,000				*150,000*
Water Storage Tank	FS-24-02		15,000				*15,000*
Upstairs Furnace	FS-24-03		5,000		5,000		*10,000*
Batteries for Electric Zamboni	FS-24-07		15,000				*15,000*
Rodeo Supplies / Equipment	FS-24-08		10,000				*10,000*
Tables / Chairs / Storage Carts	FS-24-09		12,000		19,500		*31,500*
Install Key Card System	FS-25-03			25,000			*25,000*
Four Hanging Furnaces	FS-25-04			20,000			*20,000*
Basement Dehumidification System	FS-25-06			10,000			*10,000*
Two Basement Furnaces	FS-27-02					15,000	*15,000*
Upgrade Roof Top RTU's	FS-27-04					100,000	*100,000*
Switch Replacements & Upgrades	IT-23-01	19,100	19,100				*38,200*
Virtual Hosts	IT-27-01					40,000	*40,000*
Showmobile Upgrades	PR-25-02			25,000			*25,000*
Install Generator	SCAC-26-01				1,200,000		*1,200,000*
Handguns	SO-24-01		30,000				*30,000*
Machinery and Equipment Total		**119,100**	**316,100**	**90,000**	**1,309,500**	**155,000**	***1,989,700***
GRAND TOTAL		**4,973,100**	**10,362,239**	**5,796,500**	**2,400,500**	**276,000**	***23,808,339***

Steele County Joint Powers

Steele County Joint Powers

Department Description and Services Provided

Joint Powers operate as separate entities from Steele County, preparing their own budgets and tax levy requests that are approved by the governing board. The total tax levy is then split between different counties based on population and/or estimated market value.

Minnesota Prairie County Alliance

Beginning in 2015 Dodge, Steele and Waseca County Human Services began operations as Minnesota Prairie County Alliance. The merger consolidates many administrative activities that are currently duplicated across the three agencies. A deeper bench of staff and increased specialization will improve responsiveness and enhance focus on the prevention and early intervention measures that can thwart problems before they arise. MNPrairie will allow the member counties to stretch their tax dollars further and improve the safety and wellness of their communities.

MNPrairie offers a wide variety of services to help people meet their basic needs and live as independently as possible while retaining their dignity. The broad program areas include:

- **Social Services** include child and adult protection; mental health services; adoption; family day care and foster care licensing; elderly and disability waivered services; chemical dependency services; and care coordination services for South Country Health Alliance members.

- **Income Maintenance** provides assistance such as food support, cash benefits and health care coverage through Medical Assistance to eligible families and individuals.

- **Child Support** for both custodial and non-custodial parents in the establishment and enforcement of child support payments, childcare and medical support.

In Steele County, MNPrairie occupies the second floor of the Steele County Administration Center. The tax levy is split between Steele, Waseca, and Dodge Counties using a combination of population and estimated market values. For 2023, Steele County’s share of the Minnesota Prairie County Alliance total tax levy was 44.48%. Steele County's portion of the tax levy increased by 0.6%, as outlined below:

2023 Budget	***2022 Budget***	***Dollar Change***	***% Change***
5,611,620	5,579,438	32,182	0.6%

Joint Dispatch Operations (911 Center)

Rice and Steele County partnered in 1996 to create the Rice/Steele 911 Center (RSC). The RSC serves as a 911 Public Safety Answering Point (PSAP) and provides emergency dispatch services (police, sheriff, fire and emergency medical) to over 100,000 residents between the two counties.

The dispatch center occupies a space in Steele County’s Law Enforcement Center building at 204 East Pearl Street. Each year the budgeted tax levy request is split between Steele and Rice County to fund operations. The contributions by each county is based on census population data. For 2023, Steele County’s share of the tax levy was 35.8%. Steele County's portion of the tax levy decreased by 8.5%, as outlined below:

2023 Budget	***2022 Budget***	***Dollar Change***	***% Change***
954,770	880,169	74,601	8.5%

Budget Comparison by Function

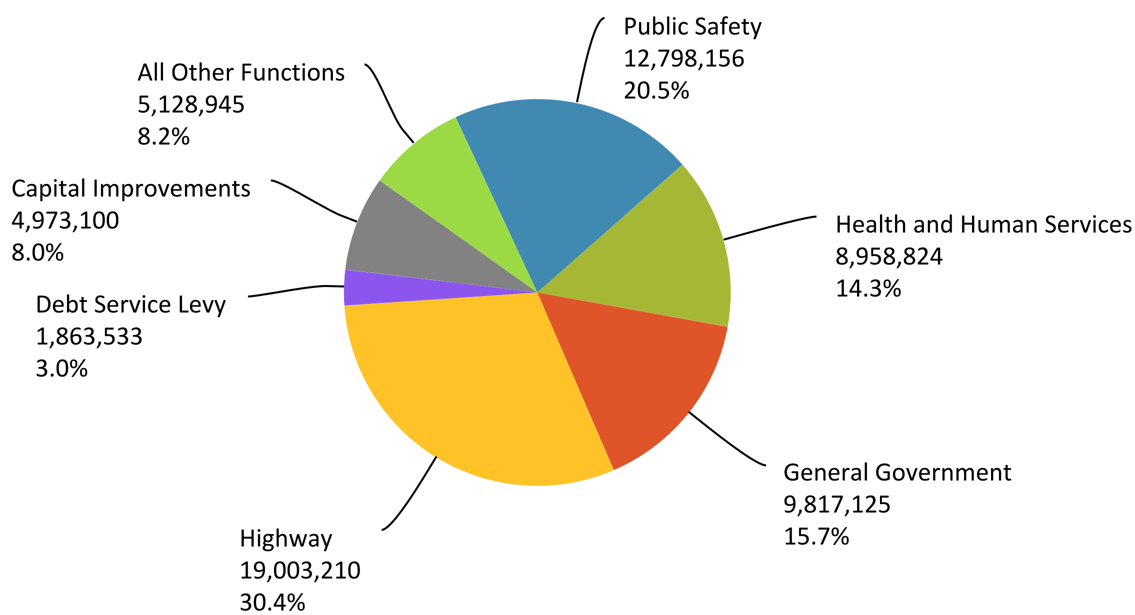
#	Department	2023 Final Budget Expenditures	2023 Revenues	2023 Levy Requested	2023 % of Levy	2022 Final Budget Expenditures	2022 Revenues	2022 Levy Requested	2022 % of Levy
General Government									
3	County Wide (Including Public Library)	$ 727,502	$ (2,819,237)	$ (2,091,735)	(7.5)%	$ 675,469	$ (2,864,218)	$ (2,188,749)	(8.1)%
5	Board of Commissioners	231,496	—	231,496	0.8 %	216,862	—	216,862	0.8 %
11	District Court	364,750	—	364,750	1.3 %	310,750	—	310,750	1.1 %
13	Law Library	20,000	(20,000)	—	— %	20,000	(20,000)	—	— %
31	Administration	309,926	(60,255)	249,671	0.9 %	288,542	(60,255)	228,287	0.8 %
32	Human Resources	534,942	(232,500)	302,442	1.1 %	485,123	(225,000)	260,123	1.0 %
041/063	Auditor / Elections	665,736	(35,135)	630,601	2.3 %	607,314	(31,135)	576,179	2.1 %
042-044	Treasurer / Financial Administration	557,178	(12,300)	544,878	1.9 %	525,934	(12,430)	513,504	1.9 %
61	Information Technology (IT)	608,926	(230,000)	378,926	1.4 %	520,742	(200,000)	320,742	1.2 %
62	Central Services	439,366	(49,775)	389,591	1.4 %	311,600	(70,000)	241,600	0.9 %
091-092	County Attorney	1,322,501	(158,861)	1,163,640	4.2 %	1,361,802	(152,450)	1,209,352	4.5 %
94	Drug Court	—	—	—	— %	54,400	—	54,400	0.2 %
101	Recorder	469,450	(264,000)	205,450	0.7 %	440,363	(260,000)	180,363	0.7 %
103	Assessor	762,388	(500)	761,888	2.7 %	770,478	(500)	769,978	2.8 %
102	Surveyor	30,000	—	30,000	0.1 %	30,000	—	30,000	0.1 %
104	Geographic Information Systems (GIS)	133,774	(5,400)	128,374	0.5 %	101,272	(4,700)	96,572	0.4 %
105	Planning & Zoning	618,331	(304,527)	313,804	1.1 %	564,253	(301,445)	262,808	1.0 %
111	Buildings and Grounds	1,775,908	(160,480)	1,615,428	5.8 %	1,604,715	(142,480)	1,462,235	5.4 %
121	Veteran's Service	244,651	—	244,651	0.9 %	231,991	—	231,991	0.9 %
75	Other Trusts	300	(300)	—	— %	300	(300)	—	— %
	Total	9,817,125	(4,353,270)	5,463,855	19.5 %	9,121,910	(4,344,913)	4,776,997	17.7 %
Public Safety									
201	Sheriff	4,103,059	(621,682)	3,481,377	12.4 %	3,468,865	(558,409)	2,910,456	10.8 %
208	Coroner	110,000	—	110,000	0.4 %	102,999	—	102,999	0.4 %
251	Detention Center	4,444,660	(157,450)	4,287,210	15.3 %	4,240,972	(479,550)	3,761,422	13.9 %
252	Community Corrections	1,885,779	(698,568)	1,187,211	4.2 %	1,822,534	(691,768)	1,130,766	4.2 %
253	Law Enforcement Center	1,062,432	(740,150)	322,282	1.2 %	1,160,850	(826,117)	334,733	1.2 %
254	Joint Dispatch (E-911 Center)	954,770	—	954,770	3.4 %	880,169	—	880,169	3.3 %
281	Emergency Management	237,456	(70,836)	166,620	0.6 %	195,540	(43,898)	151,642	0.6 %
	Total	12,798,156	(2,288,686)	10,509,470	37.5 %	11,871,929	(2,599,742)	9,272,187	34.3 %

#	Department	2023 Final Budget				2022 Final Budget			
		Expenditures	Revenues	Levy Requested	% of Levy	Expenditures	Revenues	Levy Requested	% of Levy
Highway									
10	Highway	19,003,210	(16,491,209)	2,512,001	9.0 %	18,494,605	(15,982,604)	2,512,001	9.3 %
Sanitation									
391	Environmental Services	754,578	(754,578)	—	— %	771,045	(771,045)	—	— %
398	Landfill - Enterprise	2,521,799	(2,521,799)	—	— %	2,020,243	(2,020,243)	—	— %
	Total	3,276,377	(3,276,377)	—	— %	2,791,288	(2,791,288)	—	— %
Health and Human Services									
481-482	Public and Community Health	3,347,204	(2,277,144)	1,070,060	3.8 %	3,005,484	(1,935,424)	1,070,060	4.0 %
255	MNPrairie County Alliance	5,611,620	—	5,611,620	20.0 %	5,579,438	—	5,579,438	20.6 %
	Total	8,958,824	(2,277,144)	6,681,680	23.8 %	8,584,922	(1,935,424)	6,649,498	24.6 %
Culture and Recreation									
501	Historical Society	8,000	—	8,000	— %	8,000	—	8,000	— %
502	Community Center	17,200	(6,000)	11,200	— %	16,700	(6,000)	10,700	— %
521	Parks & Recreation	339,117	(20,550)	318,567	1.1 %	325,026	(16,550)	308,476	1.1 %
550	Four Seasons	526,219	(494,500)	31,719	0.1 %	510,671	(488,100)	22,571	0.1 %
	Total	890,536	(521,050)	369,486	1.3 %	860,397	(510,650)	349,747	1.3 %
Conservation of Natural Resources									
601	County Ag Society	72,500	—	72,500	0.3 %	72,500	—	72,500	0.3 %
602	Extension	392,222	(1,500)	390,722	1.4 %	381,051	(1,500)	379,551	1.4 %
606	Soil Conservation	135,000	—	135,000	0.5 %	135,000	—	135,000	0.5 %
21	County Ditch	300,000	(300,000)	—	— %	300,000	(300,000)	—	— %
23	Bixby Sewer	16,844	(16,844)	—	— %	18,000	(18,000)	—	— %
74	Clean Water Partnership	45,466	(45,466)	—	— %	45,467	(45,467)	—	— %
	Total	962,032	(363,810)	598,222	2.1 %	952,018	(364,967)	587,051	2.2 %

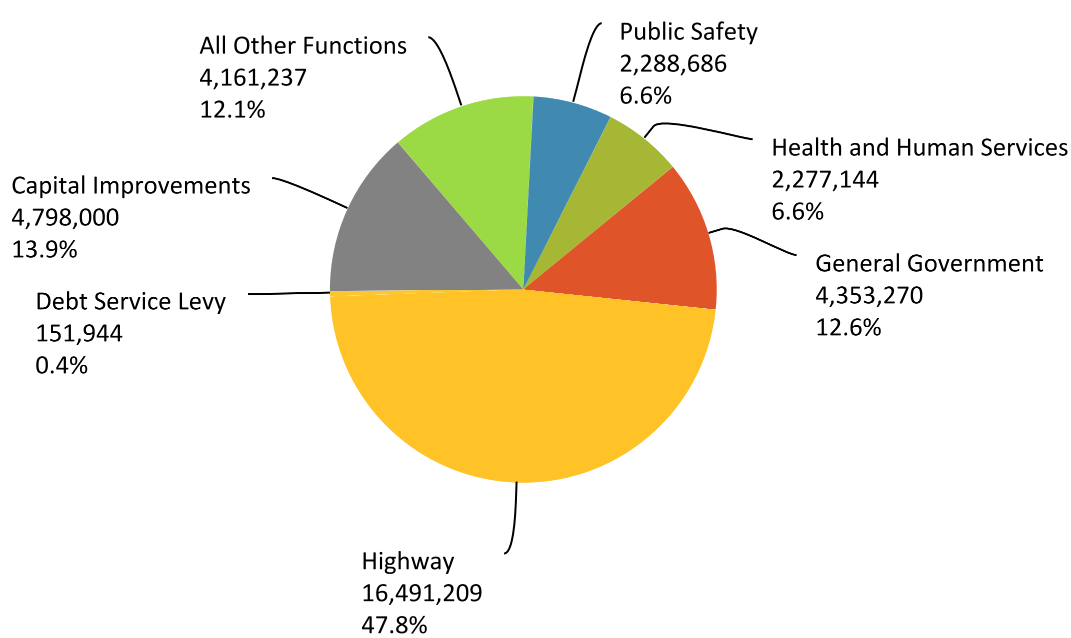
#	Department	2023 Final Budget Expenditures	2023 Revenues	2023 Levy Requested	2023 % of Levy	2022 Final Budget Expenditures	2022 Revenues	2022 Levy Requested	2022 % of Levy
Capital Improvements									
38	General Fund Capital Outlay	4,973,100	(4,798,000)	175,100	0.6 %	5,324,208	(4,132,000)	1,192,208	4.4 %
Debt Service									
35	Debt Service Levy	1,863,533	(151,944)	1,711,589	6.1 %	1,860,581	(152,587)	1,707,994	6.3 %
	Totals	$ 62,542,893	$ (34,521,490)	$ 28,021,403	100.0 %	$ 59,861,858	$ (32,814,175)	$ 27,047,683	100.0 %

Function	2023 Budget Summary By Function Expenditures	2023 Revenues	2023 Tax Levy	2023 % Total Levy	2022 Budget Summary By Function Expenditures	2022 Revenues	2022 Tax Levy	2022 % Total Levy
Public Safety	$ 12,798,156	$ (2,288,686)	$ 10,509,470	37.5 %	$ 11,871,929	$ (2,599,742)	$ 9,272,187	34.3 %
Health and Human Services	8,958,824	(2,277,144)	6,681,680	23.8 %	8,584,922	(1,935,424)	6,649,498	24.6 %
General Government	9,817,125	(4,353,270)	5,463,855	19.5 %	9,121,910	(4,344,913)	4,776,997	17.7 %
Highway	19,003,210	(16,491,209)	2,512,001	9.0 %	18,494,605	(15,982,604)	2,512,001	9.3 %
Debt Service Levy	1,863,533	(151,944)	1,711,589	6.1 %	1,860,581	(152,587)	1,707,994	6.3 %
Capital Improvements	4,973,100	(4,798,000)	175,100	0.6 %	5,324,208	(4,132,000)	1,192,208	4.4 %
Conservation of Natural Resources	962,032	(363,810)	598,222	2.1 %	952,018	(364,967)	587,051	2.2 %
Culture and Recreation	890,536	(521,050)	369,486	1.3 %	860,397	(510,650)	349,747	1.3 %
Sanitation	3,276,377	(3,276,377)	—	— %	2,791,288	(2,791,288)	—	— %
Total	$ 62,542,893	$ (34,521,490)	$ 28,021,403	100.0 %	$ 59,861,858	$ (32,814,175)	$ 27,047,683	100.0 %

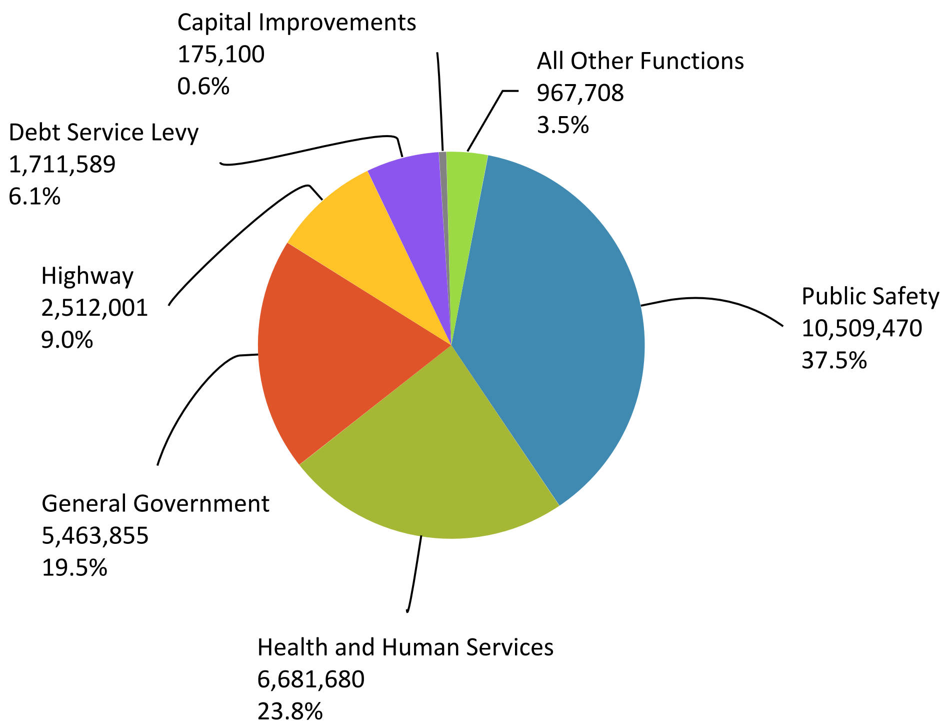
2023 Expenditures by Function



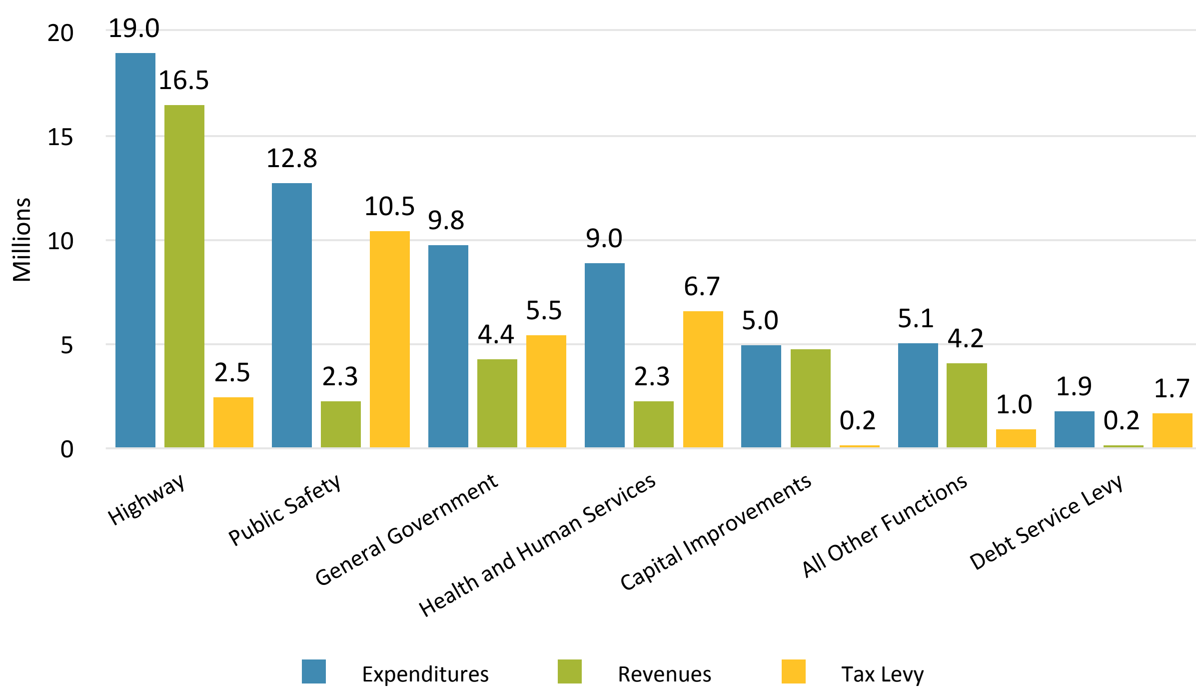
2023 Revenues by Function



2023 Tax Levy by Function



2022 Expenditures, Revenues, and Tax Levy by Function



Steele County's 2023 Property Tax Levy

$ 28.0 Million

How does the County plan to spend each tax dollar received?

Highway	Health	Public Safety	Debt Service	Human Services	General Government	GF Capital Projects	All Other Functions
9.0¢	3.8¢	37.5¢	6.1¢	20.0¢	19.5¢	0.6¢	3.5¢