

## PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

May 13, 2025

STATE OF MINNESOTA }  
                                      } ss  
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on May 13, 2025 with Commissioner's Abbe, Krueger, Brady, Glynn, and Prokopec present. Also present were Human Resources Director Gina McGuire, Finance Director Candi Lemarr, IT Director Dave Purscell, Building Inspector Amber Brooks, County Engineer Paul Sponholz, County Assessor Brian Anderson, Community Corrections Director Tim Schammel, County Attorney Robert Jarrett, MNP Directo Tara Reich, Public Health Director Amber Aaseth, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the agenda with the addition of the Masters Services Agreement and Statement of Work Agreement from the Work Session and to move Item #13 to the general agenda. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve Master Services Agreement between Steele County and HMA regarding the creation of a new Steele County Human Services Department.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve Statement of Work Agreement between Steele County and HMA regarding the creation of a new Steele County Human Services Department.

### **Presentations:**

Jack Samuels, Senior Wealth Strategy Associate from UBS Financial Services, gave an executive summary of Steele County's portfolio. This included a bond summary, performance review, and expected cash flow.

Lisa Dierks, Regional Director - Southeast Region and Ryan Lerman, Steele/Rice Extension Educator gave an Agriculture and Natural Resource report. He highlighted the areas of education

and outreach. He also covered the areas of the Farm Transition workshop, private pesticide applicator training, Farm and Power Show, and a Steele County Overview.

Public Comment: 9 people made public comment

Correspondence: Southern Minnesota Tourism Association letter.

### Consent Agenda:

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to approve Consent Agenda with Item #13 pulled. Ayes all.

- A. Approve the minutes of April 16, 2025 Special Budget Work Session
- B. Approve the minutes of April 22, 2025 Board Meeting
- C. Approve the minutes of April 22, 2025 Board Work Session
- D. Approve Bills
- E. Approve Personnel Report

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

| <b><i>Name</i></b>         | <b><i>Position/Dept.</i></b>  | <b><i>Rating/Step</i></b> | <b><i>Date</i></b> |
|----------------------------|-------------------------------|---------------------------|--------------------|
| Sierra Gleason (promotion) | Engineering Tech II           | B24/1                     | 03/12/2025         |
| Penny Miller (promotion)   | Technical Clerk II / Recorder | B23/3                     | 04/29/2025         |
| Paul Kirtz                 | Hwy Maint Supervisor / Hwy    | C45/6                     | 05/12/2025         |
| Ashley Betlach             | Case Aide / Public Health     | B22/3                     | 05/12/2025         |

#### **Resignations/Retirements/Terminations:**

| <b><i>Name</i></b> | <b><i>Position</i></b>        | <b><i>Department</i></b> | <b><i>End Date</i></b> |
|--------------------|-------------------------------|--------------------------|------------------------|
| Gregory Jones      | Assistant Attorney II         | Attorney                 | 04/28/2025             |
| Melissa Bos        | Accounting Support Specialist | Highway                  | 05/02/2025             |
| Jackson Knudson    | Assistant County Engineer     | Highway                  | 05/27/2025             |
| Paul Sponholz      | County Engineer               | Highway                  | 06/06/2025             |

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

| <b><i>Position</i></b>                   | <b><i>Department</i></b> | <b><i>Notes</i></b>    |
|------------------------------------------|--------------------------|------------------------|
| IT Security Analyst                      | IT                       | Job Description        |
| Patrol Deputy                            | Sheriff's Office         | Backgrounding          |
| Correctional Officer                     | Detention Center         | Backgrounding          |
| Procurement Specialist                   | Finance                  | Recruiting             |
| Engineering Techs I/II/III (3 positions) | Highway                  | Recruiting             |
| Hwy Maintenance Technician               | Highway                  | Recruiting             |
| Accounting Support Specialist            | Highway                  | On-hold                |
| Accountant                               | Highway                  | Interviewing           |
| Assistant County Engineer                | Highway                  | On-hold                |
| County Engineer                          | Highway                  | Determining Next Steps |
| Technical Clerk II                       | PT & E                   | On-hold                |
| RN/PHN                                   | Public Health            | Interviewing           |
| Appraiser I/II/III                       | Assessor                 | Interviewing           |
| Assistant County Attorney I/II/Sr.       | Attorney                 | Recruiting             |

- F. Approve On-Sale Beer License for Holy Trinity Catholic Church of Litomysl.

- G. Approve a temporary contract for a Public Health waiver and care coordinator position.
- H. Approve a Consultant Agreement with Teya Dahl.
- I. Approve the 2024 Feedlot Officer Annual Report and authorized the Chair to sign.
- J. Adopt an amended Resolution 2025-003A designating UBS as Steele County's depository and authorize the persons stated to sign orders.
- K. Adopted an amended Resolution 2025-005A granting Annual Authority to the Finance Director to Designate Depositories and Authorized others to Conduct Banking Transactions.
- L. Adopted an amended Resolution 2025-004A approving the revised 2025 EFT Authorization due to personnel changes.

### **General Agenda:**

Motion by Commissioner Krueger, seconded by Commissioner Abbe to adopt a Proclamation for the "National Public Works Week", May 18-24, 2025. Ayes all.

Human Resource Director read the May Anniversary Report

| <b>Name:</b>               | <b>Position:</b>              | <b>Department-Anniversary</b> | <b>YOS:</b> |
|----------------------------|-------------------------------|-------------------------------|-------------|
| Katty Hernandez San Martin | Paralegal                     | Attorney- May 2nd             | 3           |
| Caleb Buck                 | Deputy sheriff                | Sheriff - May 9th             | 9           |
| William Youngquist         | Sheriff sergeant              | Sheriff - May 12th            | 28          |
| Rosalva Root               | Accounting technician         | Public Health- May 12th       | 11          |
| Janet Korogi               | Case aide                     | Public Health- May 14th       | 7           |
| Lisa Waypa                 | Family health supervisor      | Public Health- May 15th       | 25          |
| Kevin Kozel                | Correctional sergeant         | DC - May 15th                 | 13          |
| Michelle McMurphy          | RN                            | Public Health- May 16th       | 6           |
| Michael Smith              | Sheriff Sergeant              | Sheriff - May 21st            | 11          |
| Anthony Solseth            | Correctional officer          | DC - May 22nd                 | 2           |
| Steve Schulz               | Correctional officer          | DC - May 27th                 | 11          |
| Mary Jo Bergquist          | Admin. Asst.                  | Veteran services - May 28th   | 6           |
| Christina Wassell          | Network support specialist IT | IT - May 28 <sup>th</sup>     | 6           |

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve the sale of CCA Furniture to Choice Technical Academy in an amount of \$6,000.00 and authorized Community

Correction Director to sign MOU. Ayes all.

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

**Remove Parcels from CUP #302**  
**2025-025**

**WHEREAS**, the Board of Commissioners has previously granted Conditional Use Permit (CUP) 302 for the quarrying of limestone, crushing, blasting, stockpiling of aggregate material, and stockpiling and processing of recycled road materials;

**WHEREAS**, it has been determined that the removal of specific parcels from the CUP is necessary as requested by Minnesota Paving and Materials and Festal Farms;

**NOW, THEREFORE, BE IT RESOLVED** the following properties are hereby removed from CUP 302: East 1/2, of the SW 1/4, East of the Straight River; and the West 1/2 of the SE 1/4, West of the Railroad. (Parcel numbers: 12-033-2307, 12-033-2313, and 12-033-3201).

**BE IT FURTHER RESOLVED** CUP 302 is hereby amended to reflect the removal of the above-listed parcels. All other terms and conditions of the original CUP shall remain in full force and effect.

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

Motion by Commissioner Krueger, seconded by Commissioner Prokopec to approve an amended agreement with WHKS & Company to complete final design for the CSAH 2/CR 180, CSAH 43, and CR 171 Intersection Improvement and authorized the County Engineer to sign. Ayes all.

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

**REQUEST FOR SPEED STUDY- CSAH 46**  
**(CSAH 15 TO MN 30)**  
**2025-026**

**WHEREAS**, the Minnesota Commissioner of Transportation has the authority and responsibility to establish speed limits on county highways in accordance with State Statute 169.14 Subd. 5; and

**WHEREAS**, the Commissioner of Transportation, in 1992, issued a Speed Limit Authorization of 45 mph on CSAH 46 between CSAH 15 and MN 30; and

**WHEREAS**, since the last authorization, additional school parking and athletic

fields have been added on the west side of the roadway; and

**WHEREAS**, a signed and marked pedestrian crossing was added to connect the school and east athletic fields to the parking and athletic fields on the west side of the roadway; and

**WHEREAS**, these changes may affect changes to the appropriate speed limit; and

**NOW, THEREFORE, BE IT RESOLVED** that Steele County requests the Minnesota Commissioner of Transportation have speed studies completed on CSAH 46 from CSAH 15 to MN 30 to determine the appropriate speed zones and that the Minnesota Commissioner of Transportation then issue the appropriate Speed Limit Authorizations.

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

Motion by Commissioner Glynn, seconded by Commissioner Prokopec to approve an amendment with WSB for Engineering Services for CSAH 48 and 18th Street SE Roundabout and authorized the County Engineer to sign. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the negotiated settlement for \$26,000 for the acquisition of an easement over, under, across and through a parcel of land owned by the CPKC railroad for SE 18th Street. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve a Maintenance Agreement with CPKC railroad for the work necessary to relocate and improve the SE 18th Street Rail Crossing. Ayes all.

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

**SE 18TH ST RAIL CROSSING WARNING DEVICES AGREEMENT**

**2025-027**

**WHEREAS**, the Dakota, Minnesota & Eastern Railroad d/b/a CPKC (COMPANY) operate tracks that cross T-118 (SE 18th Street) just east of CSAH 48 (Bixby Rd), and

**WHEREAS**, the County of Steele (COUNTY) is reconstructing the approaches to the crossing as part of S.A.P. 074-648-008 to make safety improvements and provide for anticipated traffic volume increases, and

**WHEREAS**, the COUNTY, the COMPANY, and the Minnesota Commissioner of Transportation desire to enter an agreement that outlines the responsibility for the work and the cost share for the installation of new railroad cantilevered flashing light signals, gates, a side light, constant warning circuitry, and LED lenses at the intersection of T-118 (SE 18th Street). The Minnesota Department of Minnesota received \$5,000 in Federal Funds to contribute to the project and the COUNTY is responsible for contributing the remaining estimated \$441,083.38 of the total signal cost.

**NOW, THEREFORE, BE IT RESOLVED** that the COUNTY enters into an agreement with the COMPANY and the Minnesota Commissioner of Transportation for the installation of new railroad cantilevered flashing light signals, gates, a side light, constant warning circuitry and LED lenses at the intersection of T-118 (SE 18th Street) with the tracks of the COMPANY, and appointing the Commissioner of Transportation agent for the COUNTY to supervise said project and administer available Federal Funds in accordance with Minnesota Statute, Section 161.36.

**BE IT FURTHER RESOLVED** that the County Board Chair be and is hereby authorized to execute said agreement and any amendments thereto for and on behalf of the County of Steele.

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

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve an Amendment with WSB for Preliminary Engineering Services for East Side Corridor Project and authorize the County Engineer to sign the amendment. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to award a contract for the 2025 CSAH 3 Resurfacing project to Crane Creek Asphalt in the amount of \$586,659.97. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve disposal of Veteran Services Van to the American Legion and the VFW in Steele County. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Prokopec to approve new hours for the Administration and Annex Building of Monday through Friday 8:00 am to 4:30 pm. Starting June 1st. Ayes all.

### **Commissioner Reports:**

Commissioner Glynn reported his attendance at Dodge / Steele Health Board, Internal Central Services Committee, and Land Use and Records.

Commissioner Prokopec reported his attendance at a meeting with Jenny from WDI, Spero meeting, Cannon River Watershed district meeting, Semcac, Public Works Committee meeting, and a Work Session.

Commissioner Abbe reported his attendance at MNP Work Session, MNP Personnel meeting, 911 Rice / Steele Joint Powers Board, Land Use and Records committee meeting, and a Work Session.

Commissioner Krueger reported his attendance at Steele / Dodge Community Health Board, MNP Work Session, South County Health Alliance Finance, South County Health Alliance JPB, Real Estate Journal award, South County Health Alliance Utilization Management, Enviro Show, and Public Works Committee.

Commissioner Brady reported his attendance at Internal Central Services Committee, Spero Meeting, and 911 Rice / Steele JPB.

County Attorney had no report.

County Administrator had no report.

### **LISTING OF BILLS**

**May 13, 2025**

|                                         |            |
|-----------------------------------------|------------|
| Advanced Correctional Healthcare Inc    | 17,609.81  |
| Alternative Business Furniture          | 9,979.39   |
| American Solutions for Business         | 11,498.24  |
| APX Construction Group LLC              | 131,079.49 |
| ArchKey Technologies                    | 9,110.00   |
| Athletica Sports Systems Unlimited Corp | 2,656.31   |
| Central Farm Services                   | 19,285.37  |
| From the Ground Up LLC                  | 3,030.00   |
| High Point Networks                     | 17,393.62  |
| ICON Constructors LLC                   | 342,907.72 |
| Interstate Power Systems Inc            | 3,234.37   |
| JJD Companies LLC                       | 114,201.35 |
| Jones Haugh & Smith Inc                 | 3,630.00   |
| Kendell Doors & Hardware LLC            | 5,070.00   |
| Lsq Funding Group Lc                    | 3,916.72   |
| Metro Sales Inc                         | 2,246.37   |
| Minnesota Counties Computer Coop        | 6,724.35   |
| Minnesota Valley Testing Labs           | 5,526.40   |

|                               |                     |
|-------------------------------|---------------------|
| Mn Dept Of Transportation     | 19,351.10           |
| MSL Landscaping & Fencing     | 5,689.74            |
| Office of MN IT Services      | 3,448.18            |
| Phone Station Inc             | 13,175.00           |
| R & K Electric Inc            | 387,790.50          |
| Ramy Turf Products            | 4,214.50            |
| Rice-Steele 911 Center        | 2,623.50            |
| SHI International Corp        | 6,835.20            |
| Short Elliott Hendrickson Inc | 33,285.30           |
| Skyline Salt Solutions        | 48,474.66           |
| Summit Food Services LLC      | 14,563.64           |
| Thompson Sanitation           | 75,722.74           |
| Tri-M Graphics                | 2,252.04            |
| Wold Architects and Engineers | 3,180.68            |
| WSB & Associates Inc          | 4,733.04            |
| 91 Payments less than 2000    | 41,350.18           |
| <b>Final Total:</b>           | <b>1,375,789.51</b> |

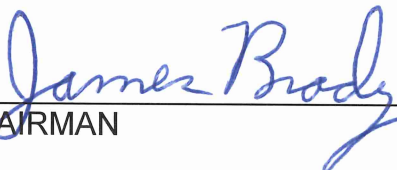
Motion by Commissioner Abbe, seconded by Commissioner Prokopec to go into closed session at 7:11 p.m. for the purpose of discussing labor negotiation strategy, pursuant to Minn. Stat. § 13D.03. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to end the closed session at 7:55 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to go into closed session at 7:56 p.m. for the purpose pending litigation - attorney/client privilege, pursuant to Minn. Stat. § 13D.05, Subd. 3(b). Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to end close session at 8:26 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 8:27 p.m. Ayes all.

  
 CHAIRMAN

ATTEST:   
 ADMINISTRATOR