

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

November 13, 2025

STATE OF MINNESOTA }
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COUNTY OF STEELE }

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on November 13, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, IT Director Dave Purscell, Facilities and Fleet Director Jake Rysavy, County Assessor Brian Anderson, County Attorney Robert Jarrett, Assistant County Attorney Campbell Housh, Public Health Director Amber Aaseth, Public Health Specialist Ethan Rindfleisch, County Administrator Renae Fry and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the agenda with amendments. Ayes all

Amendments to the agenda:

- Item #14: add Juneteenth to the list of holidays in the handbook.
- Item #16: MNP Lease agreement - remove the "Access Keys" portion from #4. in the lease agreement.

Comments and Correspondence:

Public Comment: 1 person spoke regarding a lack of transparency. 1 person spoke regarding the restoration of collaboration with the county.

Correspondence: None

Consent Agenda:

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

- Approve the minutes of October 28, 2025 Board Meeting
- Approve the minutes of October 28, 2025 Board Work Session
- Approve the minutes of November 3, 2025 Budget Meeting
- Approve Bills
- Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
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Katelynn Paape	Accounting Support Specialist	B22/1	11/05/2025
Lauren Sheely	Adult Probation Officer	IC42/1	11/06/2025
Thomas Brooks	Correctional Officer	B24/4	11/24/2025

Resignations/Retirements/Terminations:

Name	Position	Department	End Date
Tonya Ohm	Correctional Officer	Detention Center	11/03/2025

- F. Approve the Final Payment to R&K Electric for the Steele County Fairgrounds Electrical Safety Project in the amount of \$112,183.64.
- G. Approve 2026 - 2027 Farmland Lease Agreement to high bidder Dean Schroeder in an amount of \$1,612.50 per year and authorize the Chair to sign.
- H. Adopt **Resolution #2025-047** accepting a donation from the American Legion Auxiliary Unit 77 in an amount of \$500.00 to be used for establishing an Honor Guard Detail within the Steele County Sheriff's Office. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- I. Adopt **Resolution #2025-048** accepting a donation from Kindness Crew Daycare (Lisa Korbel) in an amount of \$250 to help Veterans in need. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- J. Approve updating sections 7.1.1 and 7.1.3 of the Steele County Personnel Rules and Policies to designate Christmas Eve as a full day observed holiday.
- K. Approve update section 8.2 of the Steele County Personnel Rules and Policies to increase employer provided term life insurance coverage to \$50,000 for non-exempt, non-union employees.
- L. Approve 2026 office lease agreement with MN Prairie in an amount of \$14.00 per sq ft / \$200,704 annually and authorize Chair to sign the lease.
- M. Approve 2026 office space lease for MRCI in an amount of \$17.65 per sq ft / \$27,639 annually and authorize the Chair to sign the lease.
- N. Approve the contract renewal for 2026-2027 with USICG to perform the County's actuarial valuation of its Other Post-Employment Benefits plan and authorize Madison Melcher, Steele County Financial Analyst to sign.

General Agenda:

The November Anniversaries were read.

Name:	Position:	Department:	Annv. Date:	YOS:
Melissa Trihus	Technical Clerk II	Recorder	November 2nd	10
Amanda Prestegard RN		Public Health	November 4th	1
Madilyn Trupe	Deputy Sheriff Patrol	Sheriff	November 13th	2
Drew Meyer	Custodian	Facilities and Fleet	November 16th	3
Alexa Wencil	Long Term Care Supv	Public Health	November 21st	3
Quentin Kroll	Correctional Officer	Detention Center	November 25th	1
Deb Grems	Office Support Splst	Public Health	November 27th	19
Jennifer Mueller	PT&E Director	PT & E	November 27th	2

Commissioner Glynn offered the following **Resolution No. 2025-049** approving the 2026–2028 MNPEA Essential Jailers unit collective bargaining agreement, seconded by Commissioner Abbe. Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

Public Hearing: 5:15 pm – Amendment to Ordinance #42 Regulating Cannabis Businesses

Renae Spoke regarding the Amendment. The original Ordinance did not reference low potency products. Staff recommended limiting sales of low potency products to those existing 21+ establishments. The Owatonna City Council completed their second reading, approving their ordinance with the changes being proposed by staff.

Motion by Glynn, seconded by Krueger to open the public hearing. Ayes all.

No-one from the public spoke and the public hearing portion of the meeting was closed.

Following the hearing, the Commissioners discussed the statutory limitations regarding setbacks and County Attorney Jarrett mentioned that there are changes pending at the federal level that might impact sales of low potency products in Minnesota. Pending clarification regarding setbacks and the impact of possible changes at the federal level, the Commissioner agreed to table consideration of the ordinance amendments. Motion by Commissioner Abbe, seconded by Commissioner Glynn to table this item until November 25, 2025 board meeting. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at Steele County Budget meeting, Internal Central Services meeting, Land Use and Records meeting, SCFF/County Board Joint meeting.

Commissioner Prokopec reported his attendance at Steele County Budget meeting, Canon River watershed Joint Powers Board meeting, SCFF/County Board Joint meeting, and a Work Session.

Commissioner Abbe reported his attendance at Steele County Budget meeting, Rice Steele 911 Joint meeting, SCFF/County Board Joint meeting, Land Use and Records meeting, and a Work Session

Commissioner Krueger reported his attendance at South County Health Alliance Finance meeting, Steele County Budget meeting, South County Health Alliance budget meeting, Chamber Growth breakfast, Ag Society meeting, Engineering interviews, SEMCAC, Government Day, SCFF/County Board Joint meeting, MNP Finance and a Work Session.

Commissioner Brady reported his attendance at Steele County Budget meeting, Internal Central Services meeting, Steele Rice 911, SCFF/County Board Joint meeting, and a Work Session.

County Attorney had no report.

County Administrator reported her attendance at the OCLA Government Day.

Closed Session for the purpose of discussing pending litigation - attorney/client privilege, pursuant to Minn. Stat. § 13D.05, Subd. 3(b)

Motion by Commissioner Glynn, seconded by Commissioner Krueger to go into closed session at 5:37 p.m. Ayes all.

Discussion took place.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to come out of closed session at 6:17 p.m. Ayes all.

No action was taken.

Closed Session for the purpose to develop an offer for the purchase of real or personal property pursuant to Minn. Stat. § 13D.05, Subd. 3(c)(3)

Motion by Commissioner Glynn, seconded by Commissioner Abbe to go into closed session at 6:18 p.m. Ayes all.

Discussion took place.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to come out of closed session at 6:53 p.m. Ayes all.

No action was taken.

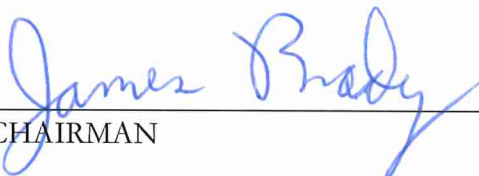
LISTING OF BILLS

November 13, 2025

Advanced Correctional Healthcare	16,871.78
ASC Psychological Services	4,250.00
Borneke Construction, Inc.	1,141,062.67
BRN Lawn & Landscape LLC	5,065.00
Cardinal Health 110 LLC	2,986.33

Central Farm Services	3,645.94
City Of Owatonna	8,740.00
Clearview Window Cleaning	2,680.00
Counties Providing Technology	4,731.00
Crysteel Truck Equipment Inc	14,626.00
Faribo Plumbing & Heating Inc	2,350.00
ICS Consulting LLC	3,550.00
MEI Total Elevator Solutions	3,115.52
Met-Con Construction Faribault Div	4,500.00
Mn Dept Of Health	2,391.00
Owatonna Filters	4,741.02
Rice-Steele 911 Center	4,320.00
Schwicker's Tecta America LLC	286,511.27
SCR	6,427.91
SF Enterprises LLC	24,427.80
Short Elliott Hendrickson Inc	7,810.50
Spero	10,222.86
Steele County Transitional Housing	46,000.00
Streichers Inc	2,344.00
Summit Food Services LLC	10,382.40
Sweet Towing LLC	2,120.00
Thompson Sanitation	75,967.74
Thomson Reuters - West	2,490.41
Trueman Welters Inc	2,167.13
Weinberg Construction LLC	8,565.00
WHKS & Co	9,982.21
79 Payments less than 2000	37,818.28
Final Total:	1,762,863.77

Motion by Commissioner Glynn, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:54 p.m. Ayes all.


CHAIRMAN

ATTEST: 
ADMINISTRATOR