

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

December 16, 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 December 16, 2025 with Commissioner's Brady, Glynn, Prokopec, Abbe and Krueger present. Also present were Human Resources Director Gina McGuire, Sheriff Lon Thiele, IT Director Dave Purscell, Planning and Zoning Director Amber Brooks, Public Works Director Ronald Gaines, County Assessor Brian Anderson, County Attorney Robert Jarrett, 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 Prokopec to approve the agenda. Ayes all.

Comments and Correspondence:

Public Comment: Two people spoke against the east side corridor.

Correspondence: Letter from Owatonna Area Business Development Center. Letter from Northland Public Finance: Notice to County and School for Owatonna TIF 22-1 and the draft of TIF 22-1 as of December 5, 2025.

Consent Agenda:

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

- A. Approve November 24, 2025, Strategic Planning Session Minutes
- B. Approve November 25, 2025, Board Minutes
- C. Approve November 25, 2025, Board Work Session Minutes
- D. Approve Bills and Journal Entries
- E. Approve the Personnel Report

New Hires/Promotions/Demotions/Transfers:

Name	Position/Dept.	Rating/Step	Date
Jacob Rezac	County Engineer	D63/10+	01/05/2026

- F. Authorize Chair to Sign Bills on December 31, 2025.
- G. Adopt **Resolution #2025-065** setting the Per Diem Amounts for Citizens on Steele County Boards and Commissions in an amount of \$70 for 2026. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- H. Adopt **Resolution #2025-058** to appropriate petty cash and cash change fund to listed departments. 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. Approve the FY 2026 Snowmobile Grant-In-Aid Program Contract Agreement renewal in the amount of \$53,275.20.
- J. Adopt **Resolution #2025-059** authorizing the Finance Director and Property Tax & Elections Director to process payments by Payment Warrants. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- K. Approve Out-of-State Travel for Public Health Emergency Preparedness Summit in 2026.
- L. Approve Minnesota Paid Leave Policy to Steele County's Personnel Rules and Policies.
- M. Adopt **Resolution #2025-060** accepting Donation from Federated Insurance in an amount of \$2,000.00 for Steele County Towards Zero Death (TZD) Education Program. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- N. Approve On-Sale Wine License and Sunday License for Havana Hills.
- O. Approve the 2026-2027 MPCA County Feedlot Program Delegation Agreement Work Plan.
- P. Approve Body Art License renewal for Seven Tattoo Parlor, Irish Eyes Studio, and Thee Dragon's Lair.
- Q. Approve contract with WSB for Final Design on CSAH 45 (From County Road 2 to the north County line), CSAH 43 (From TH 14 to Kenyon Road), and CSAH 12 (From 66th Street to south of 69th Street).
- R. Adopt **Resolution #2025-061** in support of the Beaver Lake Regional Park/Trail Designation Grant application. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.
- S. Adopt **Resolution #2025-062** setting the Commissioners Salary at \$29,947 for 2026 and the per diem at \$80.00 per day. A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

- T. Approve Certificate of Completion to River City Electric Co. for final payment in the amount of \$33,587.69 for Contract No. 247008; 074-070-008.
- U. Adopt **Resolution #2025-063** accepting a donation from Betty Fritz in memory of Veteran George Adolph Fritz in the cash amount of \$150 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.
- V. Approve Extension Committee appointments.

Work Session:

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve Opioid Response Initiative Funding requests in an amount up to \$94,000. Ayes all.

Motion by Commissioner Prokopec, seconded by Commissioner Glynn to approve amendments to Steele County Personnel Rules and Policies to align PTO policies and permission to those impacted to be paid out with an option to cash out additional hours on a one-time basis. Ayes all.

General Agenda:

December Anniversary Report was read:

Name:	Position:	Department:	Anniv. Date:	YOS
Whitney Farr	Care Coordinator/Case Manager	Public Health	December 1st	2
Jesse Steneman	Correctional Sergeant	DC	December 2nd	12
Meagan Steinberg	Family Support Educator	Public Health	December 3rd	4
Kristin Otto	Legal Administrative Assistant	Attorney	December 4th	8
Lacy Standke	Assessment Technician II	Assessor	December 7 th	16
Joshua Andrist	Highway Senior Mechanic	Highway	December 7th	10
Christine Laue	Elections Specialist	Auditor	December 7th	5
Kimberly Saenz Juarez	Correctional Officer	DC	December 11 th	2
Grant Bahl	Appraiser II	Assessor	December 12th	3
Patrick Zeman	Highway Maintenance Tech.	Highway	December 14th	5
Jacob Rysavy	Facilities & Fleet Director	Facilities/Fleet	December 16 th	6
Bobbi Jo Fleming	Care Coordinator/Case Manager	Public Health	December 16th	1
Sara Hedervare	Care Coordinator/Case Manager	Public Health	December 16th	1
Jacob Miller	Deputy Sheriff Patrol	Sheriff	December 21st	10
Scott Mittelstaedt	Landfill Operator	Landfill	December 31st	7

Commissioner Krueger offered the following **Resolution #2025-066** to adopt 2026-2028 AFSCME Highway 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.

Commissioner Glynn offered the following **Resolution #2025-067** to adopt the 2026 – 2028 MNPEA Essential Correctional Sergeants unit collective bargaining agreement, seconded by Commissioner Prokopec. 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.

Commissioner Krueger offered the following **Resolution #2025-068** to adopt the 2026 Levy in an amount of \$31,708,481 and the 2026 Budget in an amount of \$86,559,919, 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.

Commissioner Glynn offered the following **Resolution #2025-064** to adopt Preliminary Plat and Final Plat for Cook Addition, 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.

Motion by Commissioner Prokopec, seconded by Commissioner Abbe to approve renewal of CUP #194 Milestone Materials – Spinler Quarry with 16 conditions based on the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve renewal of CUP #347 Milestone Materials – Engelsted Pit with 20 conditions based on the Findings of Fact. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Prokopec to approve IUP #2025-03 Crane Creek Asphalt – Temporary Hot Mix Plant with 4 conditions based on the Findings of Facts. Ayes all.

Commissioner Reports:

Commissioner Glynn reported his attendance at ICS, Extension meeting, Truth in Taxation Open House, East Side Open House, and History Center meeting.

Commissioner Prokopec reported his attendance at Public Works Committee, AMC Public Safety Policy Committee meeting, Truth in Taxation Public Hearing, AMC Conference, SEMCAC, Southeast Services Emergency Board, Workforce Development Joint Powers Board, East side Open House, Drug Court, and Work Session.

Commissioner Abbe reported his attendance at Truth in Taxation Public Hearing, East side Open House, and MN Prairie Joint Powers Board meeting and a Work Session.

Commissioner Krueger reported his attendance at Public Works Committee, South County Health Alliance Legislative meeting, South County Health Alliance Joint Powers Board, South County Health Alliance Quality Board, AMC Conference, East Side Corridor Open house, Emergency Communication Board, MNPrairie Joint Powers Board meeting, and Work Session.

Commissioner Brady reported his attendance at Planning and Zoning, ICS, 911, Extension, Truth in Taxation, AMC Conference, Soil & Water, and East Side Corridor.

County Attorney had nothing to report.

County Administrator reported the Settlement Agreement for MNP has been approved by all three counties. Meeting with Steele County, City of Owatonna and the Ag. Society to begin documenting agreements and understandings in anticipation of future strategic planning regarding the fairgrounds.

LISTING OF BILLS
December 16, 2025

<u>Vendor Name</u>	<u>Amount</u>
Advanced Correctional Healthcare Inc	16,871.78
Alternative Business Furniture	9,755.72
Amazon Capital Services Inc	2,009.32
American Solutions for Business	5,124.47
Borneke Construction, Inc.	836,633.85
Carr's Tree Service Inc	5,000.00
Central Farm Services	6,606.26
City Of Owatonna	68,662.00
Community Co-op Oil Assn	18,439.45
Consolidated Communications	3,723.10
Corporate Recognition Inc	9,451.15
Counties Providing Technology	4,651.00
Deere Credit Inc	22,278.83
Diamond Medical	5,398.33
Erickson Engineering Co LLC	21,618.00
Fifth Asset, Inc	11,800.00
Forum Communication Printing	8,297.04
Four Seasons Electric	2,133.47
Grey Group LLC	2,000.00
Health Management Associates Inc	9,439.55
ICS Consulting LLC	3,000.00
Innovative Office Solutions LLC	15,595.87
J & J Cabinet Works	2,190.56
Jacobsen/Leah	9,000.00
Magtech Ammunition Company Inc	7,833.51
Met-Con Construction Faribault Div	127,292.62
Mike's Repair	8,355.23
Minnesota Counties Computer Coop	104,805.00

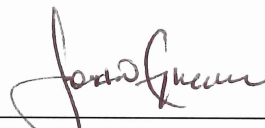
Minnesota Valley Testing Labs	8,337.40
Mn Dept Of Transportation	14,961.11
Office of MN IT Services	2,267.76
Olympic Fire Protection Corp	16,188.88
Owatonna Heating & Cooling Inc.	139,800.00
Paape Companies Inc	23,530.00
R & R Specialties of Wisconsin Inc	2,593.75
RCM Specialties Inc	2,523.06
Road Machinery & Supplies Co	4,113.39
Routeware	6,081.60
Schwickert's Tecta America LLC	346,750.00
Semcac	42,770.74
Short Elliott Hendrickson Inc	4,972.60
Spero	6,739.64
Stewart Sanitation	2,636.16
Summit Food Services LLC	13,843.20
The Lighthouse of Southern MN	38,000.00
Thompson Sanitation	77,447.19
Thomson Reuters - West	2,490.41
Tritech Software Systems	25,611.75
UKG Kronos Systems LLC	3,483.18
United Way of Steele County	7,425.51
Univ Of Mn Regents	69,937.50
Vanguard Appraisals Inc	22,790.00
Waseca County Court Admin	2,000.00
Ziegler, Inc	2,841.88
150 Payments less than 2000	<u>42,535.60</u>
Final Total:	2,280,638.42

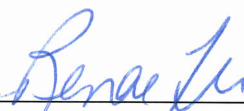
Closed Session for the purpose to develop an offer for the purchase of real or personal property pursuant to Minn. Stat. § 13D.05, Subd. 3(c)(3)

Motion by Commissioner Glynn, seconded by Commissioner Prokopec to go into closed Session 5:35 p.m.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to end closed Session at 6:05 p.m.

Motion by Commissioner Name, seconded by Commissioner Name to adjourn to the Call of the Chair at 6:06 p.m. Ayes all.


 CHAIRMAN

ATTEST: 
 ADMINISTRATOR