



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

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

TUESDAY, SEPTEMBER 23, 2025 at 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. HMA Statement of Work #2
3. Discussion regarding possible limitations on the possession of firearms on Steele County property – County Attorney Rob Jarrett
4. AMC Policy Meeting Reports from Commissioners Brady, Abbe, and Administrator Fry
5. Other Business

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.

Notice: Steele County Commissioners may, at any time, participate by interactive technology per Minn. Stat. 13D.02 subs. 1 & 2.



Steele County Agenda Item

Request for Board Action

Subject: HMA Statement of Work Agreement #2

Department: Administration Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: September 23, 2025

Board Meeting Date: Enter a date.

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☐ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

Approve the Statement of Work Agreement between Steele County and HMA regarding the creation of a new Steele County Human Services Department

Information (including rationale, if applicable):

The Steele County Board adopted a resolution calling for the dissolution of MnPrairie and calling for the creation of a new Steele County Human Services Department. The resolution and motion adopting the resolution further directed the County Administrator to take action to identify possible consultants to provide technical expertise as may be needed or advisable to support the county in its efforts. Renae identified HMA, a national firm with a Minnesota office that specializes in human service delivery, as a consulting firm with the subject matter expertise that is needed. Staff are recommending that the Board engage HMA to assist Steele County. The retainer agreement, referred to as the Master Services Agreement, is the document that would generally define the relationship between the county and HMA and set forth the basis terms of agreement regarding services to be provided as defined by separate statement of work agreements. Attached is the second statement of work document. HMA will attend the work session to explain the purpose of the statement of work agreement and lead a discussion about the work proposed and the fee structure associated with the proposed services.

Proposed Approach and Deliverables

This preliminary draft is intended for discussion to ensure our approach aligns with your needs. Once the scope of work is generally agreed upon, we will proceed with a formal agreement or proposal, which will undergo HMA's standard risk management review and may be subject to adjustments. Please note this document is not a formal bid and does not commit either party to move forward with the project.

Proposed Approach, Deliverables, and Timeframes

HMA will provide expert consultation, assessment, and recommendations for designing a human services department in Steele County. We understand the desired overall timeline for launching a new Human Services Department is January 1, 2027, and the implementation is likely to occur in phases. Phase 2 builds upon the work completed in Phase 1.

Proposed Tasks and Deliverables – Phase 2

Category	Tasks
Service Model Scenario Planning	Service Delivery Model Selection • Create service delivery model templates for all required programs. Service delivery model template creation includes the review of available data, recommendations for the service delivery model based upon best practices to support Steele County in the delivery of quality services that maintain the quality of life for residents. Organizational Structure • Review staffing data and create recommended organizational structures following the creation of the service model design Budget • Refine the estimated Human Services budget based on service delivery model decisions
Support HS Director Recruitment	• Assist with recruitment as requested in partnership with Steele County HR
Provide Ongoing TA and Transition support	• IT Procurement Support • Business Case monitoring • DCYF and DHS business case monitoring & partnering

Project Status Monitoring & Reporting	• Provide regular progress reports to the Steele County core team
Deliverables	• Service Model Playbook • Service Model Designs • Operational structure • Estimated Budget • Conduct up to two Steering committee workshops to discuss service model options • Conduct a Board workshop to review and discuss service model options • Prepare and attend Board meeting to present findings • HS Director Guidance (as requested in the form of recruitment profiles, candidate review, etc.) • Status reports/decks and presentations for Board or Working sessions as requested

Proposed Timeframe

Phase 2 begins immediately upon agreement of terms and continues through March 2026.

Tasks and Proposed Timeline	2025			2026		
	O	N	D	J	F	M
Service Delivery Model Selection	■	■	■	■	■	■
HS Director Recruitment	■	■	■	■	■	
TA and Technical Assistance	■	■	■	■	■	■
Project Status Monitoring & Reporting	■	■	■	■	■	■
Deliverables	■	■	■	■	■	■

Professional Fees

The scope of work described above will be provided on a time-and-materials basis with professional hourly rates commensurate with HMA's master services agreement with the State of Minnesota. Professional fees will not exceed \$99,300.



Steele County Agenda Item

Request for Board Action

Subject: Firearms in Government Buildings

Department: Attorney's Office

Committee: Choose an item.

Committee Meeting Date: Enter a date.

Work Session Date: 9/23/2025

Board Meeting Date: March 25, 2025

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Background (*Including Budget Impact*):

The County Attorney's Office will provide information on firearms in government buildings.

Minnesota law generally prohibits people, other than peace officers, from carrying firearms in public places, unless the person possesses a valid permit to carry issued or recognized by the state. Minnesota generally does not prohibit people who are not otherwise prohibited by law from possessing firearms from carrying a firearm within a person's own home or immediate property.

State law preempts counties' authority to regulate firearms. Minn. Stat. § 471.633. As such, the statute does not authorize the county to prohibit carrying firearms by permit holders in public spaces (e.g., buildings, parks, etc). *Id.* Separately, firearms and other dangerous weapons are prohibited by statute and judicial court order from the Courthouse. Minn. Stat. § 609.66, subd. 1g.

Statute does allow public or private employers, including counties, to restrict firearms in the workplace. Minn. Stat. § 624.714, subd. 18.

Further information will be provided at the work session.

Attachments: N/A