



STEELE COUNTY STEELE COUNTY BOARD WORK SESSION MINUTES

Steele County Board Room - 630 Florence Avenue -
Owatonna, MN 55060

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

TUESDAY, APRIL 14, 2026 at 4:00 PM - County Boardroom, Steele County Administration Center

Agenda

1. Call to Order

The meeting was called to order by Commissioner Glynn at 4:00 pm. Members present were James Brady, John Glynn, Joshua Prokopec, James Abbe, Greg Krueger. Also present were Robert Jarrett, Renae Fry, and Rebecca Kubicek.

2. Business

a. Goodhue County Fleet Management Presentation - Scott Arneson and Stacy Lance, Presenters

Goodhue County operates a fully county-owned fleet supported by a centralized Motor Pool and an in-house maintenance program, with only about 10% of repair work outsourced for specialized or overflow needs. The fleet consists of 51 vehicles distributed across five motor pool sites and multiple departments.

Utilization and mileage are managed through an integrated reservation system, which also supports the County's cost-recovery model. Departments are charged \$0.30 per mile, with all revenue directed back into the Motor Pool Fund to sustain operations, maintenance, and future vehicle replacement.

To maximize asset longevity and ensure balanced utilization, Goodhue County actively rotates vehicles based on mileage, redistributing units across the reservation system to prevent uneven wear. Fleet disposal is conducted through public surplus auction channels, with proceeds reinvested into the fleet program. Operational efficiency is further supported by standardized practices, including maintaining three sets of keys for each vehicle and centralizing mileage tracking. Fleet administration and reservation oversight are managed by a single staff member, requiring approximately twenty hours per week.

This model provides Goodhue County with a cost-effective, transparent, and well-managed fleet operation that supports departmental needs while maintaining strong fiscal stewardship.

A review of the organization's fleet management practices is necessary to ensure financial

accountability, operational efficiency, and long-term sustainability. This includes evaluating whether departments whose functions require regular travel should absorb the associated costs through structured chargeback that accurately reflects vehicle usage and relevant expenses (fuel, maintenance, depreciation, insurance, and administrative oversight). Need to determine when travel expenditures are reimbursable. In addition, the organization should assess whether current fleet management costs are fully recovered and whether transitioning to hybrid vehicle would reduce total cost of ownership through improved fuel efficiency and lower maintenance demands. Consideration should also be given to the feasibility of employing an in-house mechanic to reduce downtime and service costs, as well as exploring broader cost-saving strategies such as fleet standardization, right-sizing, and enhanced preventive maintenance. The value of GEO tabs and onboard cameras should be examined. Since there is no insurance saving, what is their contributions to safety, accountability, operational insight, and risk mitigation?

b. Human Services Update

A conditional offer has been extended for the Human Services Director position, and the candidate has preliminarily accepted pending completion of the background review. The anticipated start date is June 1.

Development of the department's operating models is underway. An April 28 meeting with the Board sub-committee will review the proposed approach and required services. HMA is preparing preliminary budgeting models to support a scalable operating budget.

Human Resources is working with HMA to finalize job descriptions and position ratings for roles that differ from current classifications. Department hiring plans will be developed once the new director is on board.

MnIT discussions continue to emphasize the need for a January 1 launch date, consistent with the notice previously provided to DHS and DCYF in April 2025. Steele County has engaged three state-level commissioners and AMC to support this effort.

Monthly coordination meetings continue with Administration, Human Resources, and the MNPrairie Director.

The recent DEED presentation noted that from 2024 to 2025 the county increased by 10 residents. Staffing and client counts will be estimated based on MNP history rather than trying to base it off population.

Adjourn

Commissioner Glynn adjourned the meeting at 4:57 p.m.

CHAIRMAN

ATTEST: _____
ADMINISTRATOR