



STEELE COUNTY BOARD MEETING 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, JULY 14, 2026 at 5:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order

The meeting was called to order by Commissioner Glynn at 5:04 pm. Members present were John Glynn, Joshua Prokopec, James Brady, James Abbe, Greg Krueger. Also present were Robert Jarrett, Renae Fry, Rebecca Kubicek, Amber Aaseth, Brian Anderson, Amber Brooks, Gina McGuire, David Purscell, and Jacob Rysavy.

2. Pledge of Allegiance

3. Approve Agenda

Motion by Commissioner James Abbe, seconded by Commissioner James Brady to Approve Agenda. Ayes all.

Public Comment - If you wish to share your thoughts, please provide your name and address after being acknowledged by the Board Chair. Each speaker has two (2) minutes to express their remarks.

Steele County promotes respect in both its work environment and boardroom. Speakers should maintain dignity and show respect towards others. Comments should be directed to the entire Board, not to individual commissioners, officials, or staff. The Board Chair may limit comments if they are argumentative, disrespectful, or redundant. Please avoid name-calling or abusive language, as this may result in being asked to return to your seat or to leave the boardroom.

No action will be taken on items presented during Public Comment unless they are on the agenda. The Board may refer some inquiries to the County Administrator for follow-up.

Two speakers regarding the email retention policy from consent to general.

Correspondence

None

Consent Agenda - Items listed on the Consent Agenda are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board.

Motion by Commissioner James Abbe, seconded by Commissioner Greg Krueger to approve the

consent agenda after moving item #13 from consent to the general agenda. Ayes all.

4. Approve June 23, 2026 Board Minutes
5. Approve June 23, 2026 Board Work Session Minutes
6. Approve June 29, 2026 Special Board Meeting Minutes
7. Approve Bills
8. Approve Journal Entries
9. Approve Personnel Report
10. Adopt **Resolution 2026-37** accepting a donation from Beyond the Yellow Ribbon for 20 \$50 Kwik Trip gift cards and Veteran Troy Steece for 4 \$50 Kwik Trip gift cards.

A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

11. Adopt **Resolution 2026-38** for Petty Cash/Cash Change Funds

A copy of the Resolution is available in the office of the County Administrator and is made a part of this record by reference.

12. Approve Artificial Intelligence/Machine Learning Tools Policy
14. Approve the Premises Permit Application for Blooming Prairie Fire Department Relief Association

General Agenda

13. Approve Email Retention Policy

This item was moved from Consent to the General Agenda for discussion and vote. The Board discussed this item. There is no required retention period for emails. In fact, based on other surrounding counties, 14 months is generous. The official record of board discussion and action are the meeting minutes and not emails. Motion by Commissioner James Brady, seconded by Commissioner Joshua Prokopec to Approve. Ayes all.

15. July Employee Anniversaries
16. Approve Final Payment to JJD Companies, LLC in an amount of \$63,487.46, for Steele County Courthouse and Administration Parking Lot.

Motion by Commissioner James Abbe, seconded by Commissioner Greg Krueger to approve. 4 voted in favor thereof, none voting against, Commissioner James Brady abstained, Motion passed.

17. Authorize the solicitation of proposals for the sale of the former County Highway shop location: 828 Hoffman Drv.

Motion by Commissioner James Abbe, seconded by Commissioner Joshua Prokopec to approve.

Ayes all.

Information Items

18. Internal Central Services Committee Minutes - June 23, 2026
19. Property & Maintenance Committee Minutes - July 7, 2026
20. Land Use and Records Committee Minutes - July 9, 2026
21. 2026 Appropriation Appreciation Letters
22. Receive the 2025 Highway Department Annual Report
23. Letter to be sent to property owners who have constructed a structure without obtaining the required permit(s).

Commissioner Reports:

- County Attorney, Rob Jarrett had nothing to report.
- County Administrator, Renae Fry reported on the Public Works Director interviews.
- Commissioner Abbe reported his attendance at a Special Board meeting/Annex walk-through, JPB 911, MNPrairie Personnel, Land Use & Records Committee, Budget Work Session and a Work Session.
- Commissioner Brady reported his attendance at a Special Board meeting/Annex walk-through, JPB 911, Property & Maintenance Committee, Soil and Water Conservation meeting, Land Use & Records committee, Budget Work Session and a Work Session.
- Commissioner Prokopec reported his attendance at a Special Board meeting/Annex walk-through, Public Works meeting, Budget Work Session and a Work Session.
- Commissioner Krueger reported his attendance at a Special Board meeting/Annex walk-through, Rotary Club meeting, Property & Maintenance Committee, Criminal Justice meeting, MNPrairie Finance and JPB, Chambers Policy Committee, Budget Work Session, Public Works Director Interviews, and a Work Session.
- Commissioner Glynn reported his attendance at a Special Board meeting/Annex walk-through, Budget Work Session, Public Works meeting, Public Works Director meeting, and a Work Session.

Adjourn

Motion by Commissioner James Abbe, seconded by Commissioner James Brady to adjourn to the Call of the Chair at 5:34 p.m. Ayes all.

CHAIRMAN

ATTEST: _____

ADMINISTRATOR

Steele County



WARRANTS FOR PUBLICATION

Warrants Approved On 7/14/2026 For Payment 7/17/2026

<u>Vendor Name</u>	<u>Amount</u>
7 Rivers Recycling LLC	6,985.00
Advanced Correctional Healthcare Inc	16,964.03
Anchor Paper Company	2,637.55
Borneke Construction, Inc.	469,836.91
BRN Lawn & Landscape LLC	2,665.00
Central Farm Services	29,865.86
CloudSAFEGroup LLC	3,735.00
Counties Providing Technology	4,784.00
Diverse Construction Services LLC	2,300.00
Election Systems & Software Inc	5,188.68
Fidlar Technologies Inc	2,404.05
JJD Companies LLC	63,487.46
Kappy's Collision Center	2,615.99
Know Ink LLC	2,540.00
L & L Street Rods & Sport Trucks	9,822.78
Midwest Mobile Water Jet	2,524.00
Minnesota Counties Computer Coop	6,993.33
Minnesota Valley Testing Labs	8,917.20
MNPRAIRIE COUNTY ALLIANCE	4,166.25
Motorola Solutions Inc	19,800.00
Northland Farm Systems	2,100.00
Nuss Truck & Equipment	4,510.53
Office of MN IT Services	3,792.83
Pitney Bowes Reserve Account	5,000.00
Quality Flow Systems Inc	8,199.00
Rinke-Noonan Attorney at Law	5,678.75
Ron's Repair	2,583.59
Saber Shred Solutions Inc	2,714.40
SafeAssure Consultants Inc	10,304.62
SHI International Corp	26,568.98
Short Elliott Hendrickson Inc	64,381.33
Stewart Sanitation	2,496.48
Summit Food Services LLC	15,519.48
Thompson Sanitation	77,447.19
Univ Of Mn Regents	72,031.25
WHKS & Co	28,070.13
WSB & Associates Inc	28,938.34
121 Payments less than 2000	57,586.63
Final Total:	1,086,156.62