

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 23, 2024

STATE OF MINNESOTA }
} ss
COUNTY OF STEELE }

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on April 23, 2024 with Commissioner’s Gnemi, Abbe, Krueger, Brady and Glynn present. Also present were Count Attorney Julia Forbes, Assistant County Engineer Paul Sponholz, Human Resources Director Julie Johnson, IT Director Dave Purscell, Planning and Zoning Director Dale Oolman, Interim County Administrator Janice Fransen and Executive Assistant Rebecca Kubicek.

Call to order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the agenda with five additions as listed under the General agenda. Ayes all.

Public Comment: The running State Republican Representative spoke regarding his background and experience. One person spoke regarding the use of EDA funds that were used for an electronic sign in Medford. One person spoke regarding the eastside corridor regarding safety.

Correspondence: Letter of resignation from County Attorney Julia Forbes.

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

Consent Agenda:

- A. Approve the minutes of April 9, 2024 Board Meeting
B. Approve the minutes of the April 9, 2024 Board Work Session
C. Approve Bills
D. Approve Personnel Report

New Hires/Promotions/Demotions/Transfers (Positions previously approved by Board):

Table with 4 columns: Name, Position/Dept., Rating/Step, Date. Rows include Benji Hager (promotion), Tyler Brase (promotion), and Thomas Grems.

Resignations/Retirements/Terminations:

Table with 4 columns: Name, Position, Department, End Date. Row includes Daniel Murphy, Building Official, Planning & Zoning, 05/31/24.

Open Positions-Pending Board Approval:

Table with 3 columns: Position, Department, Notes. Row includes Building Official, Planning & Zoning, Backfill Murphy.

- E. Approve the Cooperative Agreement with Dodge County and authorized the Highway Engineer to execute the agreement
F. Approve the Amendment with WSB for Engineering Services for CSAH 48 and 18th Street SE roundabout and authorize the County Engineer to sign the Amendment
G. Award the 2024 Pavement Marking contract CP 074-024-001 to Kamco in the amount of \$277,818.19
H. Adopt a Resolution to Approve and Accept the Steele County Highway Right-of-Way Plat No. 22

WHEREAS, Steele County Highway Right-of-Way Plat No. 22 has been prepared for the reconstruction of Bridge No. 89080 on County State Aid Highway 28 over unnamed ditch, between MN-30 and County State Aid Highway 21, and
WHEREAS, the Steele County Highway Engineer has certified that the highway location and right-of-way is correctly located on the plats, and
WHEREAS, the Steele County Surveyor has checked and approved the plats.
NOW, THEREFORE BE IT RESOLVED, the Steele County Highway Right-of-Way Plat No. 22 is hereby approved and accepted.

- I. Award the SAP 074-602-007 contract to revise two signal systems to Minnesota Signal, LLC in the amount of \$122,475.00
J. Approve the cooperative agreement with the City of Owatonna on the 2024 pavement striping and authorized the Chair and Interim Administrator to sign the agreement
K. Approve the Cooperative Agreement with the City of Owatonna on the signal revisions and authorize

- the Chair and Interim Administrator to sign the agreement
- L. Approve the 2023 Feedlot Officer Annual Report and authorize the Chair to sign the report
- M. Approve the letters of support for the Olmsted Co.-Materials Recovery Facilities then authorized the Chair to sign

**General Agenda:**

Commissioner Krueger offered the following **Resolution**, seconded by Commissioner Glynn

**A RESOLUTION AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE SALE OF STEELE COUNTY’S INTEREST IN THE LAW ENFORCEMENT CENTER (LEC)**

**WHEREAS;** the County of Steele, a political subdivision under the Laws of the State of Minnesota (“Grantor”), and the City of Owatonna, a municipal corporation under the laws of the State of Minnesota (“Grantee”), each own a portion of the Law Enforcement Center, and have entered into a purchase agreement and interim lease for said property legally described as follows:

- PARCEL 1 (Note: 17-100-2101)  
Lots 1 and 2, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 2 (Note: 17-100-2102)  
Lot 3, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 3 (Note: 17-100-2103)  
Lot 4, Block 21 in the Original Town (now City) of Owatonna, Minnesota.
- PARCEL 4 (Note: 17-100-2123)  
All that part of Lots 16, 17, and 18, Block 21 of the Original Town (now City) of Owatonna, described as follows:  
Beginning at the Southwest corner of Lot 18 in said Block 21;  
Thence running East 10 rods along the South line of Lots 18, 17, and 16;  
Thence North 6 rods 10 ½ links to the Center of Lot 16;  
Thence West 10 rods to the Southwest corner of the North ½ of said Lot 18;  
Thence South 6 rods 10 ½ links along said West line to the Place of Beginning.  
AND  
The South 12 feet of the North ½ of Lots 17 and 18, except the East 1 rod of Lot 17.
- PARCEL 5 (Note: 17-100-2116)  
The South ½ of Lot 15 and the East ½ of the South ½ of Lot 16, Block 21 in the Original Town (now City) of Owatonna, Minnesota.

**WHEREAS;** the Purchase Agreement and Interim Lease was approved by the Steele County Board of Commissioners and signed by the chair on April 9, 2024.

**WHEREAS;** the Purchase Agreement and Interim Lease was approved by the City Council and signed by the Mayor and the City Administrator on April 16, 2024.

**NOW THEREFORE BE IT RESOLVED;** the Steele County Board of Commissioners do hereby authorize the Interim County Administrator to execute any and all documents necessary for the sale of the property listed above, also known as the Law Enforcement Center.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor’s office.

Commissioner Gnemi offered the following **Resolution**, seconded by Commissioner Krueger

**AUTHORIZING THE INTERIM COUNTY ADMINISTRATOR TO EXECUTE ALL NECESSARY DOCUMENTS FOR THE CONVEYANCE OF THE 26<sup>TH</sup> ST PROPERTIES**

**WHEREAS;** County of Steele, a political subdivision under the Laws of the State of Minnesota (“Grantor”), hereby conveys to City of Owatonna, a municipal corporation under the laws of the State of Minnesota (“Grantee”), its real property located in Steele County, Minnesota, legally described as;

Lot 1, Block 1, Lismore Addition No. 2, Owatonna, Minnesota

Lot 2, Block 1, Lismore Addition No. 2, Owatonna, Minnesota  
Lot 3, Block 1, Lismore Addition No. 2, Owatonna, Minnesota  
Lot 4, Block 1, Lismore Addition No. 2, Owatonna, Minnesota, and  
Lot 5, Block 1, Lismore Addition No. 2, Owatonna, Minnesota

**WHEREAS;** the Memorandum of Understanding was approved by the Board of Commissioners and signed by the Board Chair and the Administrator on April 9, 2024; and

**WHEREAS;** the Memorandum of Understanding was approved by the City Council and signed by the Mayor and the City Administrator on April 16, 2024.

**NOW THEREFORE BE IT RESOLVED;** the Steele County Board of Commissioners do hereby authorize the Interim County Administrator to execute any and all documents necessary for the conveyance of the property known as the 26<sup>th</sup> St Lots, as agreed upon in the Memorandum of Understanding with the City of Owatonna.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize the Human Resource Director to start the search for the County Attorney appointed position to hold office for the remainder of the term. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to accept the resignation of appointed County Attorney Julia Forbes. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to authorize the Human Resource Director to reach out to DDA to determine if they have the capacity to search for Steele County Engineer position, what the cost would be and bring this information back to the next Work Session. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to appoint Commissioner Gnemi and Commissioner Krueger to sit on the County Assessor Interview selection team. Ayes all.

**Presentation:**

Troy Klecker gave a presentation regarding the Owatonna Partners for Economic Development 2023.

**Commissioner Reports:**

Commissioner Krueger reported his attendance at Public Works, MNPrairie, Work Session, Land Use and Records Committee meeting, MNPrairie Joint Powers Board, AMC Leadership Conference, Long Range CIP Plan with Finance, Interim Administrator, a County Tour, Criminal Justice meeting, South Central Human Resources Children's Mental Health and a Work Session.

Commissioner Glynn reported his attendance at a Public Works meeting, Land Use and Records Committee meeting, CCA meeting and a Work Session.

Commissioner Gnemi reported his attendance at a Drug Courts, Steele County Soil and Water Conservation, Historical Society meeting, South Central Human Resources and a Work Session.

Commissioner Brady reported his attendance at Community Corrections, 911 Dispatch, Human relations center, met with DDA and HR for Administrator position, HRC Childrens collaborative meeting and a Work Session.

Commissioner Abbe reported his attendance at a MNPrairie Work Session, Long Range CIP Plan with Finance, MNPrairie meeting, met with DDA and HR for Administrator position and a Work Session.

County Attorney Julia Forbes commented how it has been a privilege to serve Steele County.

LISTING OF BILLS  
April 23, 2024

ArchKey Technologies	6,440.00
Astrup Drug Inc	2,250.00
Citizens Insurance Company	3,597.00
Counties Providing Technology	4,596.00
Erickson Engineering Co LLC	5,810.50
Forum Communication Printing	7,423.63
I & S Group Inc	9,241.25
ICS Consulting LLC	2,100.00

Interstate Power Systems Inc	20,950.00
KnowBe4 Inc	40,180.20
Metro Sales Inc	2,024.35
Mn Pollution Control Agency	133,067.26
Mohs Contracting Inc	27,785.56
Moore Md/Kellyanna J	3,864.24
Negen's Investigative Services LLC	4,000.00
Steele County Highway Dept	2,807.17
Steele County Treasurer	41,816.30
Stewart Sanitation	2,682.98
Summit Food Services LLC	10,653.93
UKG Kronos Systems LLC	3,504.07
Univ Of Mn Regents	52,948.51
WHKS & Co	22,929.21
WSB & Associates Inc	30,017.75
Ziegler, Inc	18,599.71
96 Payments less than 2000	<u>44,107.60</u>
<b>Final Total:</b>	<b>503,397.22</b>

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:48 p.m. Ayes all.

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CHAIRMAN

ATTEST: \_\_\_\_\_