



STEELE COUNTY
INTERNAL CENTRAL SERVICES COMMITTEE AGENDA
Administration Center – 630 Florence Avenue – Owatonna, MN 55060

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

Wednesday, April 7, 2021 at 8:00 a.m. – Steele County Board Room

Agenda

1. Hard Liquor License – Monterey Ballroom
2. Steele County Probation Office Lease Extension

Informational Item

3. Personnel Policy Amendment – Professional Employees

Department Head Reports

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



Steele County Agenda Item

Subject: Hard Liquor License

Department: Auditor's Office

Committee Meeting Date: April 7, 2021

Board Meeting Date: April 13, 2021

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

N/A

Recommendation:

Approve the annual On-Sale and Sunday Liquor License for the Monterey Ballroom

Background (Including Budget Impact):

This is an annual renewal request for an On-Sale and Sunday Liquor License. All state required documents have been received.

Mike Remick is requesting that the 2021 On-Sale (\$2,500.00) license fee be waived due to COVID restrictions in 2020. See letter attached.

Once approved by the County Board, the license is then sent to the State for their approval. The cost of the On-sale license is \$2,500.00 and Sunday License \$200.00

Attachments:

Letter from Mike Remick

March 15, 2021

Steele County Board of Commissioners
630 Florence Avenue
Owatonna, MN 55060

Re: Monterey Ballroom

Dear Commissioners:

My annual on-sale liquor license runs from May 1st of the current year to April 30th of the following year. Due to COVID restrictions I was unable to utilize my liquor license from March, 2020 until the Governor allows larger in-person events. I estimate that it will be approximately 16 months that I was unable to hold in-person events.(Did have one event on August 22,2020)

I am requesting the board to consider refunding my 2020 license fee of \$2,500.00 or to consider no fee be charged for the current license period of May 1, 2021 through April 30, 2022.

Thank you for your consideration.

A handwritten signature in cursive script that reads "Mike Remick". The signature is written in black ink and is positioned to the left of the printed name.

Mike Remick
Owner of Monterey Ballroom
(507) 444-9890



Steele County Agenda Item

Subject: Community Corrections Lease

Department: Administrator's Office

Committee Meeting Date: April 7, 2021

Board Meeting Date: April 13, 2021

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

Recommendation:

Recommend approving lease agreement for a one-year extension to 4/30/2023 at \$11.50 per square foot

Background (*Including Budget Impact*):

The current lease expires 4/30/22; county needs to serve notice of intentions by 4/30/2021. The Current five-year lease is at \$11.25 psf with no increases. Proposed lease amendment is a one-year extension to 4/30/2023 with \$.25 psf increase (\$1,545 total/year or \$129/month). Estimated timeline for new construction, if the county constructs a new building for CC is 18 months. If Board makes decision on the Master Plan by July 2021 that includes a new CC building, then the one-year lease extension would meet with this timeframe

Attachments:

Steele County Probation Office_First lease amendment

FIRST AMENDMENT TO THE LEASE AGREEMENT

Between

CRK PROPERTIES, LLC - LANDLORD

AND

STEELE COUNTY – TENANT

This First Amendment is made for the purpose of amending the lease agreement effective May 1, 2017, by and between CRK Properties, LLC a Minnesota Limited Liability Company, (“LANDLORD”), and Steele County, (“TENANT”).

In Mutual consideration of the undertakings set forth in the Original Lease, and this First amendment, the parties agree to the following:

- 1. LEASE TERM:
Lease extension is for 1 (One) year.
Renewal term is May 1, 2022 – April 30, 2023
- 2. LEASE TERM BASE MONTHLY RENT AMOUNT:

	Term	Rate PSF	Annual	Monthly
Current	5/1/17 – 4/30/22	\$11.25	\$69,528	\$5,794.00
Renewal Term	5/1/22 – 4/30/23	\$11.50	\$71,067	\$5,922.00

- 3. Renewal option language in Original lease remains in effect with new dates as amendment by this agreement. Tenant will notify Landlord 12 months in advance of intent to extend occupancy or vacate the premises prior to new end date 4/30/2023.

Except as otherwise set forth in this First Amendment, all of the terms and conditions of the lease shall remain in full force and effect.

Both parties hereby agree to this renewal and extension by their signatures dates this ____ day of _____, 2021.

Christine Rotthoff, President
CRK Properties, LLC

By: _____
Steele County