



**STEELE COUNTY**  
Soil and Water Conservation District

235 Cedardale Drive SE  
Owatonna MN 55060  
507-451-6730 Ext. 3  
www.steeleswcd.org

The regular monthly meeting of the Steele County Soil and Water Conservation District Board of Supervisors was called to order by Dan Hansen at 7:00 PM on Tuesday August 10, 2021 at the Steele County SWCD Office, 235 Cedardale Drive SE, Owatonna MN, 55060.

<u>SWCD Supervisors Present:</u>	<u>SWCD Staff Present:</u>	<u>Others Present:</u>	<u>Absent:</u>
Mark Ihlenfeld, Reporter	Eric Gulbransen	Dave Copeland, BWSR (via conference call)	
Dan Hansen, Chairman	Adrienne Gransee		
Dave Melby, Treasurer	Adam Arndt		
Mark Ditlevson			
Mike Klecker (via conference call)			

The August agenda was reviewed. No changes were made

The July minutes were distributed to the Supervisors prior to the meeting. Eric Gulbransen and Adam Arndt were added to the attendees to an event and a correction was made to a ditch number. Motion was made by Melby, seconded by Ihlenfeld, to approve the minutes as presented. Motion carried by voice vote.

The July Treasurer’s Report was read by Melby. Motion was made by Ditlevson, seconded by Ihlenfeld, to approve the July Treasurer’s Report. Motion was carried by voice vote.

Bills: (See attached) Motion was made by Melby, seconded by Ditlevson, to approve paying the bills. Motion was carried by voice vote.

**OLD BUSINESS:**

1. Meeting Report – Mark Ihlenfeld reported on the JPB meeting that he attended virtually. There was a review of the grant standings and he reported that the RCPP grants are currently undergoing an audit.
2. Supervisor Per Diem – Staff researched the legislation attached to the new maximum per diem for SWCD board members as well as finding out what path other District boards had decided to take. After discussion the board decided to set the per diem for board meetings at \$80 and other meetings and events at \$125. These changes would be retroactive back to August 1<sup>st</sup> when the legislation went into effect. Motion was made by Melby, seconded by Klecker, to approve the plan stated above. Motion passed by voice vote.
3. Fair Booth Schedule – Adrienne Gransee confirmed the schedule for who was going to be in the fair booth for the evenings during the week.
4. Other – Dave Melby informed the Board that the memorial bench for Kyle Wolfe has been installed at the Owatonna Gun Club.

**NEW BUSINESS:**

1. MASWCD Annual Convention – December 12-14 – Adrienne Gransee presented these dates to the Board as an informational item for those who may be interested in attending.
2. Zimmerman/Budach Bill – Adam Arndt presented a bill for repairs to the billion seeder. The repairs were needed due to damage done while it was being used by a producer. The rental contract states that the user will be responsible for any damage beyond normal wear and tear. The Board discussed the repair bill and decided that since there was a small amount of work done that was not related directly to the damage they agreed to divide the labor in half. The District will pass along the remainder of the expense to the user.
3. Fireproof File Cabinets - \$3,250 each – Adrienne Gransee presented the information about the fireproof file cabinets to the Board. The cabinets would be used to store the easement contracts as well as the group tile information. The Board discussed options for purchasing and decided to have the staff see if they can be purchased from a more local source. The topic will be addressed again at a future Board meeting.
4. 4-H Award Sponsorship – The Board agreed that they would again sponsor an award for 4-H at the Steele County Fair. Motion was made by Ditlevson, seconded by Melby, to provide \$25 to sponsor an environmental 4-H award. Motion carried by voice vote.
5. Wage Scale Discussion – The Dodge SWCD is advertising to fill an Administrative Professional position. The wage scale they are advertising is significantly higher than what is currently in place for the same position in Steele. Adrienne Gransee had expressed concern that the Steele scale was not offering an opportunity for future growth. Eric Gulbransen reviewed what wage scales other Districts in the area were offering for their Administrative positions. Steele's scale was lower than most of the others. This information was presented to the Board as well as Gransee's concerns. The Board agreed that the wage scales should be reviewed. The personnel committee will be meeting with staff to discuss how the scales could be adjusted to allow for future advancement.

**Agency Reports**

Dave Copeland stated that BWSR staff are beginning to move toward a hybrid work schedule with the expected transition to happen in early September. He also informed the Board that the Steele County water plan is due to expire at the end of the year. He is anticipating that they will request an extension to cover the remaining time while the various 1W1P policies are completed.

Kelly Burke provided a written report that was reviewed by the Board.

**Staff Reports**

Adrienne Gransee has continued to work with the auditor to get the annual financial audit completed. She also has been preparing for the fair and getting invitations to the 75<sup>th</sup> anniversary tour sent out as well as getting the catering set.

Eric Gulbransen has been setting up meetings with the conservation winners to get photos done and getting the write-ups prepared for the fair. WCA continues to occupy a large amount of his time and has presented some specific problems because of an ownership issue that has not been resolved yet. In addition the ditches have required attention because there is a fair amount of county tile in need of repair.

Adam Arndt stated that he has been working on CRP contracts as well as continuing to have requests for the seeders. He also informed the Board about upcoming field days that he and the soil health team have been working to get put together.

Motion to Adjourn: Motion was made by Klecker, seconded by Melby, to adjourn the meeting. Motion carried by voice vote.

Respectfully Submitted by,



Adrienne Gransee,  
Administrative Assistant

August Bills

<b>Cedardale Dev. Co.</b>		<b>August Rent</b>			<b>\$716.40</b>
<b>Metronet</b>		<b>Internet</b>			<b>\$54.95</b>
<b>Elan</b>		<b>Meal</b>		<b>\$107.84</b>	
		<b>Gas</b>		<b>\$136.34</b>	
		<b>Vehicle</b>		<b>\$41.12</b>	
		<b>Office Supplies</b>		<b>\$19.56</b>	
		<b>Postage</b>		<b>\$182.00</b>	
		<b>Phone</b>		<b>\$84.58</b>	
		<b>Credit</b>		<b>-\$19.85</b>	<b>\$551.59</b>
				<b>Total</b>	<b>\$1,322.94</b>