



# 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 5:00 PM on Tuesday November 9, 2021 at the Steele County SWCD Office, 235 Cedardale Drive SE, Owatonna MN, 55060.

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

The November agenda was reviewed. One item was added to the bills.

The October minutes were distributed to the Supervisors prior to the meeting. No changes were required. Motion was made by Ihlenfeld, seconded by Melby, to approve the minutes as presented. Motion carried by voice vote.

The October Treasurer's Report was read by Melby. Motion was made by Ditlevson, seconded by Ihlenfeld, to approve the October 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 Repots – Mark Ihlenfeld attended a Personnel meeting for the JPB. The primary focus of the meeting was reviewing the personnel policy and discussing desired changes.
2. Other – Dan Hansen requested an update on an ongoing WCA violation in the county. Gulbransen informed him that the certified wetland determination had recently been received and the restoration plan was in progress. Once the plan is complete and delivered to the appropriate parties there will be the option for them to request an appeal. The process was slowed because of some changes in ownership of the property.

## **NEW BUSINESS:**

1. District Internet – Upgrade – The current internet is copper line and service will be discontinued at the end of the year. The same provider offers fiber optic as well at a comparable price to other providers in town. Gransee requested feedback from the Board about if they wanted her to seek out other options or continue with the current provider. Board stated that they were comfortable continuing with the current provider and upgrading to fiber optic.

**NEW BUSINESS:**

2. 2020 Audit – Gransee gave an update on the 2020 audit and presented the last piece for signature so that the audit could be finalized. Motion was made by Klecker, seconded by Melby, to sign and submit the representation letter. Motion carried by voice vote.
3. Medical Insurance Update & H.S.A. – Gransee gave the Board a short update on the current status of the medical insurance coverage and let them know that Arndt was intending to switch to his spouse’s insurance coverage. The change in his insurance does not make him ineligible for contributing to an H.S.A account. The Board discussed if they would continue making contributions to his H.S.A account. Motion was made by Melby, seconded by Klecker, to continue making contributions at the same level as 2021 for Arndt and all other staff. Motion passed by voice vote.
4. December Meeting Date – The December meeting date conflicts with the MASWCD Annual Convention. The Board discussed possible dates to hold the meeting. After discussion it was decided that December 9 worked best. The Personnel meeting would begin at 3pm with the Board meeting starting at 5pm. Motion was made by Ihlenfeld, seconded by Melby, to approve the change to the meeting as discussed. Motion carried by voice vote.
5. Annual Convention – Gransee presented information about the upcoming convention to the Board and requested that those interested in going should let her know as soon as possible so that reservations could be made.
6. Zumbro Local Plan Approval – Gulbransen presented the resolution to adopt and implement the Greater Zumbro Comprehensive Watershed Management plan. Motion was made Ihlenfeld, seconded by Ditlevson, to adopt the pland and sign the resolution. Motion carried by voice vote.
7. County Ditch Contract – Gulbransen presented the current contract and asked if the Board was comfortable with the contract as it currently stands or if they would like to make any changes. The Board expressed that they are comfortable with the contract as it is currently written. Gulbransen will be in contact with the County to get the 2022 contract ready.
8. QuickBooks Upgrade - \$349.99 – Gransee presented the information regarding the upgrade to QuickBooks 2022. The upgrade is needed to keep the system functioning at top capacity and allow for access to the payroll features. Motion was made by Klecker, seconded by Ditlevson, to approve the upgrade software purchase. Motion carried by voice vote.

**Agency Reports**

There were no agency reports made

**Staff Reports**

Adrienne Gransee gave a brief update on the 2022 calendar as well as information about the courses that she attended during BWSR academy.

Eric Gulbransen informed the Board that the tile reroute that he had been involved with is officially completed. He also stated that he is in the process of looking for a contractor to complete a few jobs yet this fall because there was an unexpected change with the one that was previously lined up to complete the work.

Adam Arndt reported on the ditch inspectors meeting that he attended with Gulbransen. He stated that information shared was beneficial and interesting. Arndt has also been completing cover crop checks. Ditch inspections are also underway. He gave an update on the status of the 1W1P basin project and also told the Board that he is helping with a Federally funded basin project.

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

November Bills

<b>Cedardale Development Co.</b>	<b>November Rent</b>		<b>\$716.40</b>
<b>Metronet</b>	<b>November Internet</b>		<b>\$54.95</b>
<b>MN Department of Ag</b>	<b>2022 Nursery License</b>		<b>\$350.00</b>
<b>Elan</b>	<b>Gas</b>	<b>\$71.13</b>	
	<b>Meal</b>	<b>\$40.00</b>	
	<b>Phone</b>	<b>\$84.26</b>	
	<b>Postage</b>	<b>\$8.80</b>	<b>\$204.19</b>
<b>Steele County</b>	<b>Plat Books</b>		<b>\$412.50</b>
		<b>TOTAL</b>	<b>\$1,738.04</b>