



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

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

TUESDAY, FEBRUARY 22, 2022 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Annual Township Spring meeting discussion
3. Granicus Contract Renewal
4. Property Tax Abatement
5. Redistricting Update
6. Other business

Adjourn

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



Steele County Discussion Item

Subject: Annual Township Meeting

Department: Administrator's Office

Committee Meeting Date:

Work Session Discussion Item: February 22, 2022

Board Meeting Date: N/A

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

Recommendation:

Schedule the Annual Township Meeting for Monday, April 25, 2022 at 4:00 pm at the Community Center.

Background (*Including Budget Impact*):

The Annual Township/County meeting is normally held on the last Monday of March at the Steele County Administration Center. This meeting can have 70 to 80 people in attendance.

During a meeting of the Steele County COVID-19 Emergency Response Team, the team discussed the spike in COVID cases in Steele County. The COVID Emergency Response Team requested all non-essential large gatherings be postponed until community case rates decrease.

On January 25 the Board agreed to postpone the scheduling of the Annual Township meeting pending the decline of positive cases in Steele County.

Steele County has experienced a decline in COVID cases and recommends proceeding with the scheduling of the Annual Township Meeting.



Steele County Agenda Item

Subject: Renew Granicus GovD Communications Cloud

Department: Information Technology

Committee Meeting Date: February 22, 2022

Board Meeting Date: February 22, 2022

Consent Agenda: ☒ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

Authorize IT Director to approve a one-year renewal with Granicus for their GovD Communications Cloud (formerly GovDelivery). Cost is \$6,420 per year.

Background (*Including Budget Impact*):

One year ago, the Board approved one year of Granicus GovD. We wanted to report back on its utilization before deciding to authorize a renewal.

History

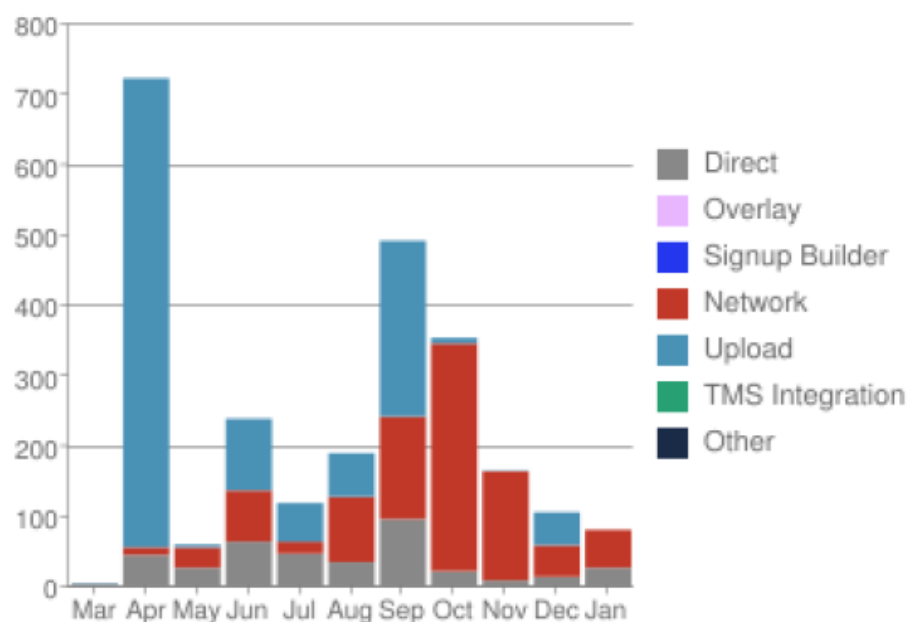
When we implemented GovD last year, we anticipated Public Health would be the primary user of the system. For whatever reason, that has not yet materialized. What we have seen is active participation by several other departments.

- Highway was the first to adopt the GovD platform. Notifications are sent out to potential bidders for projects. Updates are sent to subscribers for highway projects throughout the county. People can select to receive those notifications for those projects which impact them most.
- Newsletters from the Sheriff's Department are being delivered to more than 500 people every month.
- Steele Fit Wellness Committee is sending emails to staff.
- This January, Human Resources started a monthly internal facing newsletter to all staff.
- More departments (including Public Health) are considering adopting the platform for communications that are internal, public facing, or both.

Expanding Reach

Their secret sauce for GovD, is cross populating distribution lists. With the exception of All Staff communications, a user still has to opt-in to any list. But with as many lists as GovD has, they make recommendations to current subscribers for other content they may want to receive. Steele County has seen referrals from MNDOT, MN DNR, the Governor's Office, and even other counties.

Source of New Subscriptions



Budget Impact

This is NOT a budgeted item. We wanted to review the utilization before renewing. We are pleased with the recent growth in citizen engagement through this platform.

The ***Granicus GovD Communications Cloud*** proposal is attached. Cost is \$6,420 for 12 months. This is an annual commitment which includes unlimited emails and up to 100,000 SMS/text messages per year.

We continue to focus our attention on implementing for Steele County. If MNPrairie chooses to participate in the future, we would establish a cost sharing between Steele County and MNPrairie for the annual service fees. They would be responsible for their own onboarding.

Attachments:

GovD – Account Performance Report

GovD – Renewal Proposal – Steele County, MN

Key Metrics

Summary of key metrics indicating account performance, growth, and engagement.

918 Change in Subscribers [more details](#)
Net change in subscribers to your account

1.95K Change in Subscriptions [more details](#)
Net change in subscriptions to your topics

2.1 Subscriptions Per Subscriber [more details](#)
Average number of topic subscriptions that each subscriber has as of 01/2022

56.0% Engagement Rate [more details](#)
Percentage of recipients who opened or clicked on a link in a bulletin in 90 days prior to 01/2022

8.55K Impressions
Total number of bulletin opens and link clicks

206.9% Network Impact [more details](#)
Percentage growth in subscribers as a result of using the GovDelivery Network

Total Subscribers

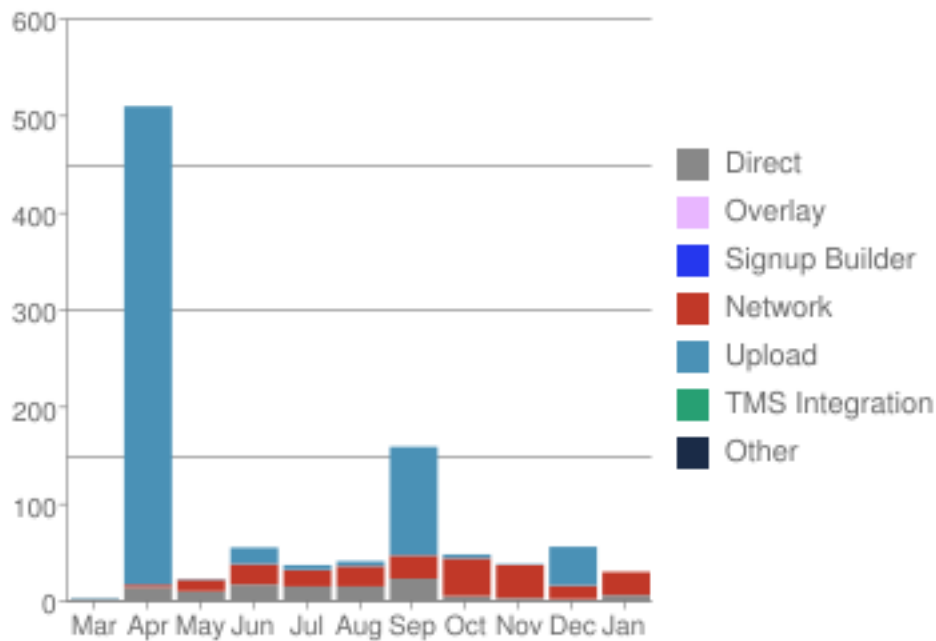


Effectiveness

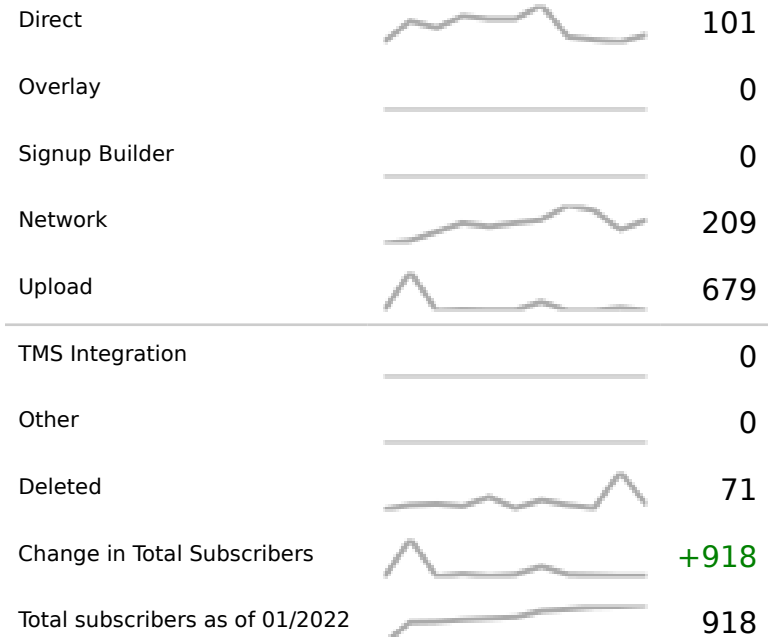
See how your organization is increasing reach and which sources are bringing in the most subscribers.

Subscribers

Source of New Subscribers



Subscriber Profiles

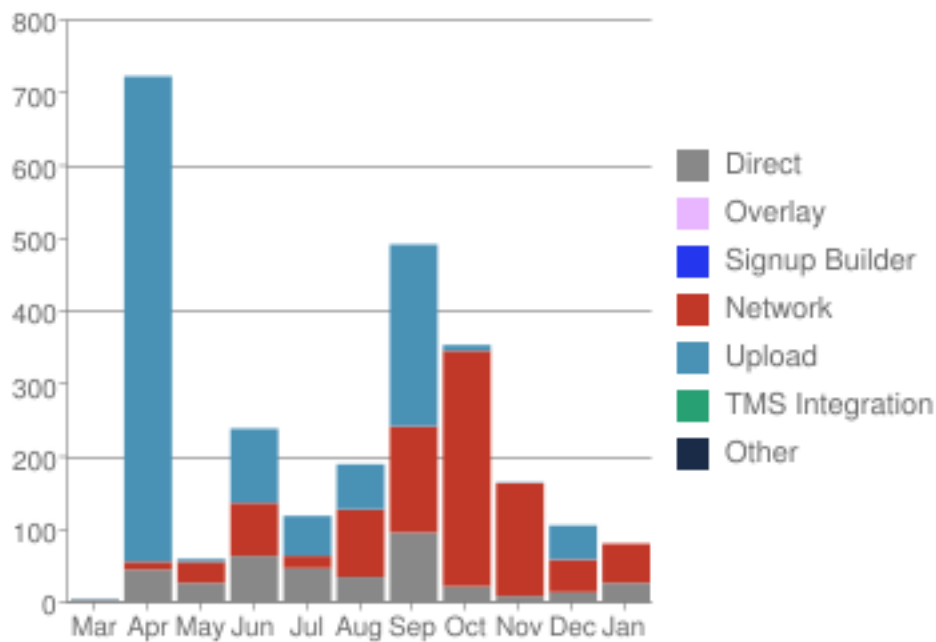


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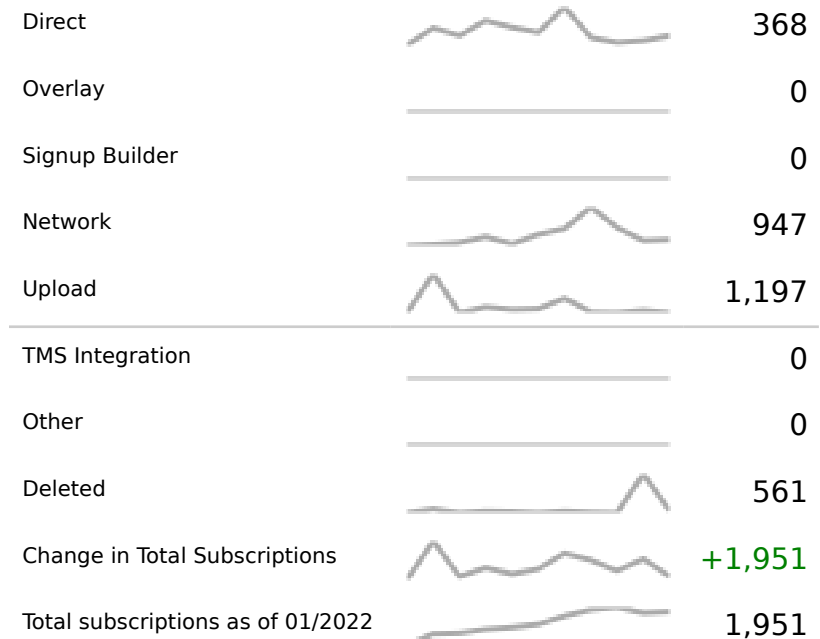
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Subscriptions

Source of New Subscriptions



Subscriptions

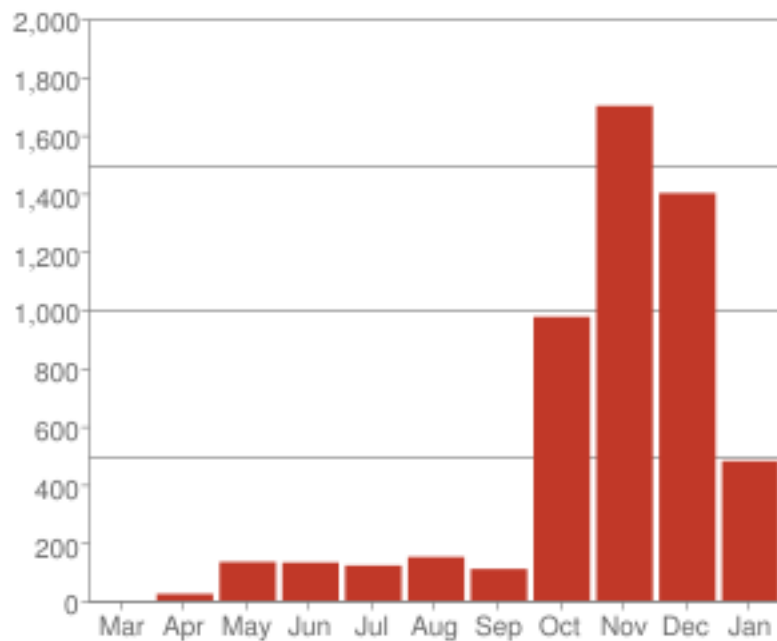


Effectiveness

See how your organization is increasing reach and which sources are bringing in the most subscribers.

Network impact

New Network Subscribers as Percentage of Direct



Top Contributors to Your Account

Agency	Subscribe rs to Your Account	Current
Minnesota Department of Employment and Economic Development	65	
Minnesota Department of Natural Resources	49	
City of Rochester	19	
Minnesota Department of Transportation	18	
Office of the Minnesota Secretary of State	16	
Office of Governor Walz & Lt. Governor Flanagan	13	
Olmsted County	10	
Minnesota Department of Health	4	
Federal Emergency Management Agency (FEMA)	2	
Minnesota Department of Human Services	2	

Increase in New Subscribers using GovDelivery Network past 11 months:

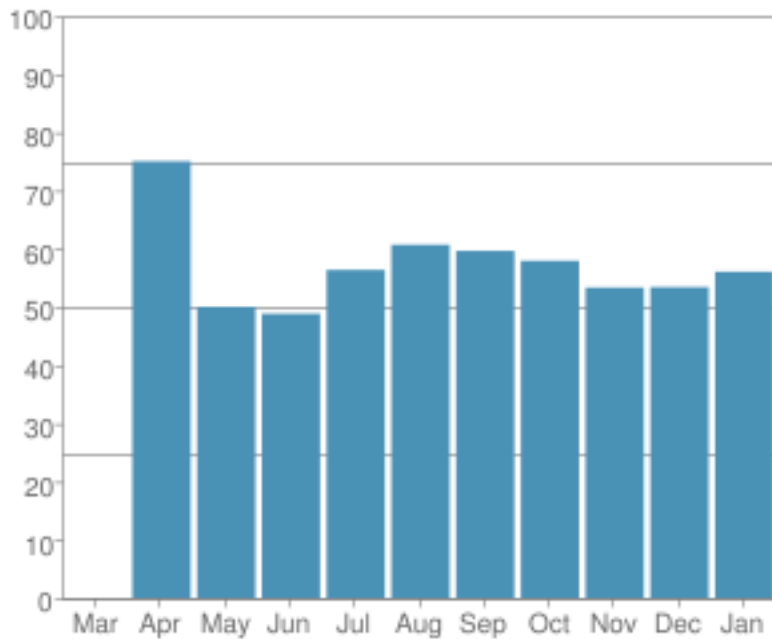
206.93%

Engagement

View your most popular topics and how many subscribers are engaging with your communications.

Engagement

Month



Engagement by Month

Month	Unique Recipients	Engagement Rate*
Jan 2022	687	56.04%
Dec 2021	665	53.38%
Nov 2021	735	53.33%
Oct 2021	701	57.92%
Sep 2021	686	59.62%
Aug 2021	557	60.68%
Jul 2021	511	56.36%
Jun 2021	467	48.82%
May 2021	42	50.00%
Apr 2021	4	75.00%
Mar 2021	no bulletins sent	

Engagement

View your most popular topics and how many subscribers are engaging with your communications.

Topic activity

Popular Topics among Subscribers

Topic Name	Net Change in Subscriptions
SHF-Behind the Steele Star	353
Hwy-CSAH 28 - Beaver Lake Park	225
ADM-All Staff	211
HWY-CSAH 34 (26th St) at CSAH 45 (State Ave) Roundabout Construction	154
HWY-General Highway Notices	116
Hwy-CSAH 12 (CSAH 1 to CSAH 8)	109
HWY-CSAH 45 Main Street (Medford)	98
Hwy-CSAH 2 & CSAH 14 - Owatonna to Waseca	95
Hwy-CSAH 48 Bixby Rd at 18th Street SE	94
HWY-CSAH 49 (CSAH 45 to CR 102)	90

Topics with the Most Bulletins Sent

Topic Name	Bulletins Sent
HWY-County Officials	22
HWY-General Highway Notices	19
ADM-All Staff	14
HWY-City of Owatonna Officials	11
SHF-Behind the Steele Star	7
HWY-Utility Contacts	5
HWY-CSAH 34 (26th St) at CSAH 45 (State Ave) Roundabout Construction	4
HWY-Bidding	4
HWY-CSAH 45 Main Street (Medford)	3
SCIT-Test Topic	2

Efficiency

Explore which online channels you are leveraging to maximize the impact of your communication efforts.

Delivery channels

Messages Sent

 Email  53

 SMS  5

 Facebook  0

 Twitter  0

Recipients

 Email  7,503

 SMS  5

 Shared Bulletin Page Views  416

Improve Your Performance

by using the tips in our [Granicus Best Practices Guide](#)



408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Steele County MN

Granicus Proposal for Steele County MN

ORDER DETAILS

Prepared By: Lucy Fowler-Tutt
Phone:
Email: lucy.fowler-tutt@granicus.com
Order #: Q-171246
Prepared On: 01/20/2022
Expires On: 03/02/2022

ORDER TERMS

Currency: USD
Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription
End Date: 03/02/2022
Period of Performance: 03/03/2022 - 03/02/2023

The subscription includes the following domain(s) and subdomain(s):

1

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Communications Cloud	Annual	1 Each	\$6,420.00
SUBTOTAL:			\$6,420.00

PRODUCT DESCRIPTIONS

Solution	Description
Communications Cloud	The Cloud is a Software-as-a-Service (SaaS) solution that enables government organizations to connect with more people. By leveraging the Cloud, the client will be able to utilize a number of different outreach mediums, including email, SMS/text messages, RSS feeds, and social media integration to connect with its target audiences. The Cloud includes: • Unlimited email sends with industry-leading delivery and management of all bounces • Support to upload and migrate existing email lists • Access to participate in the GovDelivery Network • Ability to send mass notifications to multiple devices • 24/7 system monitoring, email and phone support during business hours, auto-response to inbound messages from end users, and emergency support • Text-to-subscribe functionality • Up to 2 Web-hosted training sessions annually • Up to 50 administrators • Up to 1 GovDelivery account(s) • Access to a complete archive of all data created by the client for 18 months (rolling) • Up to 3 hours of message template and integration development • Up to 100 subscription topics • Up to 100,000 SMS/text messages per year from a shared short code within the United States* *International numbers are not supported. SMS/text messages not used in the period of performance will not carry over to the following year.

GRANICUS ADVANCED NETWORK AND SUBSCRIBER INFORMATION

- **Granicus Communications Suite Subscriber Information.**
 - o Data provided by the Client and contact information gathered through the Client's own web properties or activities will remain the property of the Client ('Direct Subscriber'), including any and all personally identifiable information (PII). Granicus will not release the data without the express written permission of the Client, unless required by law.
 - o Granicus shall: (i) not disclose the Client's data except to any third parties as necessary to operate the Granicus Products and Services (provided that the Client hereby grants to

Granicus a perpetual, non-cancelable, worldwide, non-exclusive license to utilize any data, on an anonymous or aggregate basis only, that arises from the use of the Granicus Products by the Client, whether disclosed on, subsequent to, or prior to the Effective Date, to improve the functionality of the Granicus Products and any other legitimate business purpose, including the right to sublicense such data to third parties, subject to all legal restrictions regarding the use and disclosure of such information).

- **Data obtained through the Granicus Advanced Network.**

- o Granicus offers a SaaS product, known as the Communications Cloud, that offers Direct Subscribers recommendations to subscribe to other Granicus Client's digital communication (the 'Advanced Network'). When a Direct Subscriber signs up through one of the recommendations of the Advanced Network, that subscriber is a 'Network Subscriber' to the agency it subscribed to through the Advanced Network.
- o Network Subscribers are available for use while the Client is under an active subscription with Granicus. Network Subscribers will not transfer to the Client upon termination of any Granicus Order, SOW, or Exhibit. The Client shall not use or transfer any of the Network Subscribers after termination of its Order, SOW, or Exhibit placed under this agreement. All information related to Network Subscribers must be destroyed by the Client within 15 calendar days of the Order, SOW, or Exhibit placed under this agreement terminating.
- o Opt-In. During the last 10 calendar days of the Client's subscription, the Client may send an opt-in email to Network Subscribers that shall include an explanation of the Client's relationship with Granicus terminating and that the Network Subscribers may visit the Client's website to subscribe to further updates from the Client in the future. Any Network Subscriber that does not opt-in will not be transferred with the subscriber list provided to the Client upon termination.

UPDATES TO SHARED SHORT CODES FOR SMS/TEXT MESSAGING (US CLIENTS ONLY):

- Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee.
- Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 03-03-2021 are incorporated herein by reference.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Steele County MN to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- **Updates to Shared Short Codes for SMS/Text Messaging:**
Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-171246 dated 01/20/2022 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Steele County MN	
Signature:	
Name:	
Title:	
Date:	



Steele County Agenda Item

Subject: Property Tax Abatement

Department: Assessor & Auditor

Committee Meeting Date:

Board Meeting Date: February 22, 2022

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Approve waiving penalty, interest & cost for property tax abatement

Background (*Including Budget Impact*):

An administrative correction was made to parcel 14-101-0103 which affected parcels 14-101-0102 and 14-101-0103. The original parcel had an escrow and, because of the correction, the other 2 tax statements were not sent to the escrow company for payment.

Due to the taxpayers not receiving notice of the administrative correction, we are requesting that the penalty, interest and cost be waived. Tax portion will be still be paid by taxpayers.

Attachments:

2 Applications for Property Tax Abatement

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): 2020

And Taxes Payable in Year(s): 2021

CR-PTA PRE-LEVY ABATEMENT ADMINISTRATIVE CORRECTION

Applicant Information

Last Name GARCIA	First Name ASHLEY & VALANCHIE	Middle Initial
Property Address 129 NE 4TH ST PO BOX 582	Social Security Number	
City BLOOMING PRAIRIE	State MN	Zip code 55917
County STEELE		
Parcel ID or legal description of property (from tax statement or valuation notice) 14-101-0102		School District Number 756

Applicant's Statement of Facts

If the assessed value is being contested, list approximate market value.

Land	Structures	Total
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If taxes, penalties, interest, or costs which are now a lien against the real estate are being contested, list below.

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
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Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Year	Type (taxes, penalty, interest, or cost)	Amount Contested	Amount Paid
------	--	------------------	-------------

Explain why the above amount has not been paid

Total Amount Contested	Portion of total amount contested you are willing to pay
------------------------	--

Explain why you think this settlement is fair and reasonable FILED ON BEHALF OF THE PROPERTY OWNER. DUE TO CHANGE IN PARCELS EXCROW COMPANY NOT INFORMED OF PARCELS NEEDING PAYMENT. TAX STATEMENT WAS NOT UPDATED WITH THE ESCROW COMPANY. TAXES ARE STILL BEING PAID BUT FEES, INTEREST, AND PENALTIES ARE BEING WAVED.

Signature of Applicant

Applicant requests that the portion of the contested amount in excess of said sum offered should be abated, canceled and refunded. This statement is a true and full statement of all facts known to the applicant relative to this matter.

Signature of Applicant ADMIN ERROR	Date 2/16/2022
---------------------------------------	-------------------

Note: Minnesota Statutes, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00, or both."

Use of Information

In order to be considered for abatement, you must file this form.

The information on this form will be used to properly identify you and determine if you qualify for abatement of property taxes under M.S. 270C.86 or 270C.34. Your Social Security number is required. If you do not provide the required information, your application may be delayed or denied. Your

For Office Use Only

I, the undersigned county auditor, hereby certify the following amounts are the values and taxes currently on our records.

Year	Market Value			Taxes	Penalties	Interest	Costs	Total
	Land	Improvements	Total					
2021			CHANGE FROM	204.00	17.34	3.69	20.00	245.03
2021			CHANGE TO	204.00	0	0	0	204.00
				PENALTIES, INTEREST, COST REDUCTION				

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

Recommendation of Assessor or Treasurer

☒ Approved ☐ Denied

Signature _____ Title _____ Date _____

Recommendation of County Auditor

☐ Approved ☐ Denied

Signature _____ Date _____

County Board of Commissioner's Action (to be completed by County Auditor)

☐ Approved ☐ Denied

Signature _____ Date _____

Certifications of Final Approval

(complete only for approved abatements; to be completed by County Auditor)

I certify that the approval of this abatement will result in the following changes:

Total Tax, Penalty, and Interest \$ _____ Proposed Penalty Reduction \$ _____

Proposed Tax Reduction \$ _____ Total Proposed Reduction \$ _____

Proposed Interest Reduction \$ _____ Total Amount Payable \$ _____

Upon payment of \$ _____ by the applicant, all taxes, penalties, interest, and costs above in excess of the payment amount are abated and cancelled, and the payment will be accepted as a full settlement.

This approval was granted by the county board as an official action of that body or by the county auditor under a delegation from the board and has been entered upon the records of the county as a public record showing the names of the taxpayers, other concerned persons, and the amounts.

Signature of County Auditor _____ Date _____

The Commissioner of Revenue may grant these reductions or abatements of inequitable or unjust taxes, penalties, interest or special assessments not yet paid, and order the refund of taxes, penalties, interest or special assessments that have been erroneously or unjustly paid. (M.S. 270C.86, Subd. 1) Upon the favorable recommendation of the local officials, as certified above, the Commissioner of Revenue approves the abatement of the following amounts:

Proposed Penalty and Interest Reduction \$ _____

Proposed Tax Reduction \$ _____

Total Proposed Reduction \$ _____

Signature of Commissioner or Delegate _____ Date _____

Signature of Commissioner or Delegate _____ Date _____

Application for Property Tax Abatement

For Taxes Levied in Tax Year(s): 2020
And Taxes Payable in Year(s): 2021

CR-PTA PRE-LEVY ABATEMENT ADMINISTRATIVE CORRECTION

Applicant and Property
Information

Applicant Information

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Applicant's Statement of Facts/Settlement

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Sign Here

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	Land	Improvements	Total					
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2021			CHANGE TO	176.00	0	0	0	176.00
				PENALTIES, INTEREST, COST REDUCTION				

Certifications of Approval

For this abatement to be granted by the Commissioner of Revenue, it must have been carefully investigated and receive the favorable recommendation of (i) either the assessor or the county treasurer; (ii) the county auditor; and (iii) the county board.

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Signature of Commissioner or Delegate _____ Date _____

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