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, OCTOBER 10, 2023 AT 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Finance Director Position Recruitment Materials Review
3. Local Housing Trust Fund (LHTF)
    a. Statewide Affordable Housing Aid
    b. LHTF Advisory Committee
4. Landfill Demolition Waste Rate Change
5. Upcoming Conferences & Meetings
    a. AMC District Meeting – October 23rd
    b. AMC Annual Conference – December 4-6
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.

DDA
Human Resources, Inc.
a David Drown Associates Company

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October 2, 2023

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

Dear Chairman Krueger and Members of the Board,

We are nearing the point of posting the Finance Director position, so I look forward to our meeting on October 10, 2023, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for a couple weeks. Attached to this memo is the draft Community & Position Profile that will be discussed and modified as needed at the meeting. I will be ready to make changes to the Profile as deemed appropriate by you.

Other items of discussion at the meeting include the salary range, job description, search timeline, and interview process. I have reviewed the job description for the position, and I feel it is reflective of the duties and responsibilities required for the position.

You will see the Profile includes a tentative date for the final interviews, so we would like to finalize the interview date with you at the meeting. We will also begin the discussion about the final interview process. The final interviews can be done in one or two days depending on which components you wish to include in the process. Some of the options for this part of the process include the following:

- Community/facility tour
- Coffee or lunch with staff, stakeholders, or other identified persons
- Stakeholder panel interview
- Open House
- Full Board panel interview
- Other options

The decision about interview components will be made at a future meeting. Information is being provided now so you can contemplate the options.

In summary, the items for discussion at the October 10th meeting include the following:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review and approve
4. Timeline: Review and approve
5. Any questions from the Board

Thank you.

Sincerely,

Liza M. Donabauer
Management Consultant

Attachments

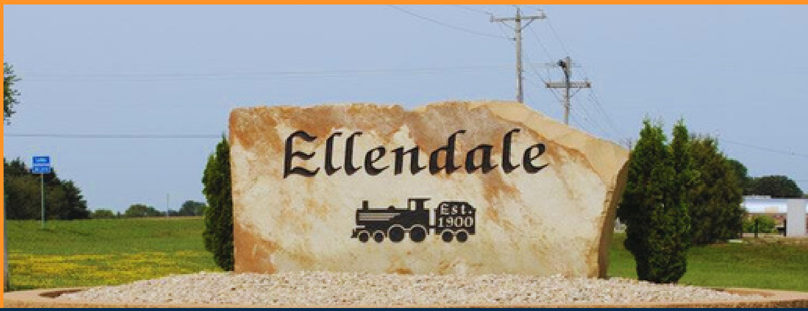
- Draft Profile
- Job Description, and
- Search Timeline

STEELE COUNTY

Minnesota

FINANCE DIRECTOR

2024 SALARY: $116,688 TO $148,700



WELCOME TO STEELE COUNTY!

Steele County, Minnesota, was officially organized on February 20, 1855, and originally included in what is now known as Waseca County. Re-organization in 1856 established the boundaries that are recognized today. The County is named in honor of Franklin Steele, a prominent entrepreneur credited with founding Minneapolis, Minnesota. Steele County covers 432 square miles and is 24 miles long and 18 miles wide.

The County is located 45 miles south of the Twin Cities metropolitan area on the Interstate 35 corridor, and Highway 14 provides access to Rochester which is 40 miles to the east and Mankato which is 45 miles to the west.

Steele County's thirteen townships and four incorporated cities are set among southern Minnesota's fertile farm and prairie land. Incorporated cities include the county seat of Owatonna (pop. 25,574) along with Blooming Prairie (pop. 1,979), Medford (pop. 1,238), and Ellendale (pop. 677). Steele County is a vibrant mix of cities and rich agricultural land with a strong economic base and excellent amenities.

Steele County has one of the highest concentrations of manufacturing jobs in Minnesota. The County also out paces the nation in finance/insurance jobs. The strong and diverse economy continues to grow and thrive throughout the County. In addition, a robust agricultural economy has prospered for many years and provides quality jobs on and off the farm. Prominent employers within the County include Federated Mutual Insurance Company, Bosch, Viracon, Wenger, Cybex, and Jostens.

Steele County offers unique shopping areas including Cabela's Outfitters, the Medford Outlet stores, big box retailers, and quaint shops throughout the communities of the County.

Housing opportunities in the area are almost limitless. Diverse options exist in all County communities and for those who wish to live in the rural area, there are many options for that as well. Housing is available in all price ranges and in many different architectural options.

EDUCATIONAL OPPORTUNITIES

A number of public school districts serve the students of Steele County. Blooming Prairie Public Schools serves over 750 students and is comprised of an elementary school, an intermediate school, and a high school.

Medford Public School is a one building facility which opened in 2003 and houses both Medford Elementary and Medford High School. The District serves nearly 900 students.

New Richland-Hartland-Ellendale-Geneva (NRHEG) Public Schools is a consolidated school district with an elementary school in Ellendale. This District also serves nearly 900 students.

Owatonna Public Schools serves over 5,000 students throughout its facilities. It is comprised of four elementary schools, one middle school, and one high school. In November of 2019, the community voted to build a new high school and to allocate $8M toward repurposing the current high school campus for school district and/or community needs.

There are also a number of private schools and charter school options available in Steele County. Choice Technical Academy is a free public charter school that serves over 40 students in grades 7-12.

Affiliated with Grace Baptist Church, Owatonna Christian School serves approximately 95 students in grades PreK-12.

St. Mary's School is a PreK-8th grade Catholic school serving approximately 380 students.

For those seeking higher education opportunities, Riverland Community College, with campuses in Austin, Albert Lea, and Owatonna, offers many liberal arts and sciences programs as well as career and technical pathway programs.

HEALTHCARE

As part of Allina Health, Owatonna Hospital is a non-profit regional medical center committed to providing quality, comprehensive care to patients in and around Steele County. Each year, the hospital provides a full range of inpatient, outpatient, and emergency care services, as well as home and palliative care and hospice.

Mayo Clinic Health System in Owatonna is part of an extensive network of community-based providers that collaborate with Mayo Clinic to deliver the highest quality care every day to people in communities throughout Iowa, Minnesota, and Wisconsin.

Mayo Clinic Health System in Blooming Prairie is also part of a network of health care providers collaborating with Mayo Clinic. Whether you are seeking routine or preventive care, there are options available including virtual or in-person appointments with mobile clinic care. Video appointments are offered with Mayo Clinic experts, close to home.

For other healthcare needs that cannot be accommodated locally, world renowned Mayo Clinic in Rochester, Minnesota, is only 40 miles east of the City of Owatonna.

RECREATIONAL ACTIVITIES & EVENTS

Visitors and residents of Steele County enjoy year-round outdoor recreational opportunities in the many parks, rivers, lakes, woodlands, golf courses, and trails within the County. The Four Seasons Centre, operated by Steele County, is a multi-building complex featuring 50,000 square feet of floor space. With hospitality and meeting space available, the Centre is the ideal place to hold a trade show, convention, rally, or banquet. The Steele County Fair is the largest County Fair in Minnesota and provides great annual family entertainment.

Steele County has numerous streams, natural springs, brooks and lakes. The largest of the waterways is the Straight River, and the largest lake is Rice Lake. Nine mineral springs are located in Owatonna in an area known as Mineral Springs Park. These springs have been analyzed and show the qualities of celebrated springs of this country and of France.

The City of Owatonna maintains over 867 acres of parkland throughout 35 parks and has over 17 miles of trails. These parks provide citizens and visitors of all ages with a variety of year-round outdoor activities. Known as "The City of Friendliness and Beautiful Parks," Owatonna has recreation and open space along its scenic waterways throughout the City.

The City of Medford has beautiful park areas with a variety of family recreational activities including a softball diamond, volleyball courts, tennis courts, basketball courts, and walking paths.

The City of Blooming Prairie provides many amenities and a bustling downtown featuring a wide variety of businesses to fulfill any commerce need. Five city parks provide an array of recreational opportunities for year round enjoyment for the community.

The City of Ellendale offers a variety of parks and other amenities that help fulfill recreation opportunities for citizens and local businesses are eager to provide goods and services in an out of the way setting.

Other recreational activities located across Steele County include the River Springs Water Park, a public library, two breweries, a bowling alley, a movie theater, a tennis center, a reptile zoo, the village of yesteryear, various fitness centers, shopping centers, four golf courses, mini golf, and 175 miles of groomed snowmobile trails that connect with five adjoining counties.

THE ORGANIZATION & DEPARTMENT

Steele County employs 210 full-time and 75 part-time/intermittent/seasonal/on-call staff. The five member Steele County Board of Commissioners are elected to serve staggered four year terms.

The Finance Office is part of the administrative branch of County government and interacts with County departments, County residents, vendors, bond rating agencies, local government, state and federal agencies, school districts, and special districts. The County Finance Director also serves as the Steele County Treasurer. Both positions are appointed by the Board of Commissioners. The Treasurer/Finance Director also participates on various committees and boards, as directed by the Board.

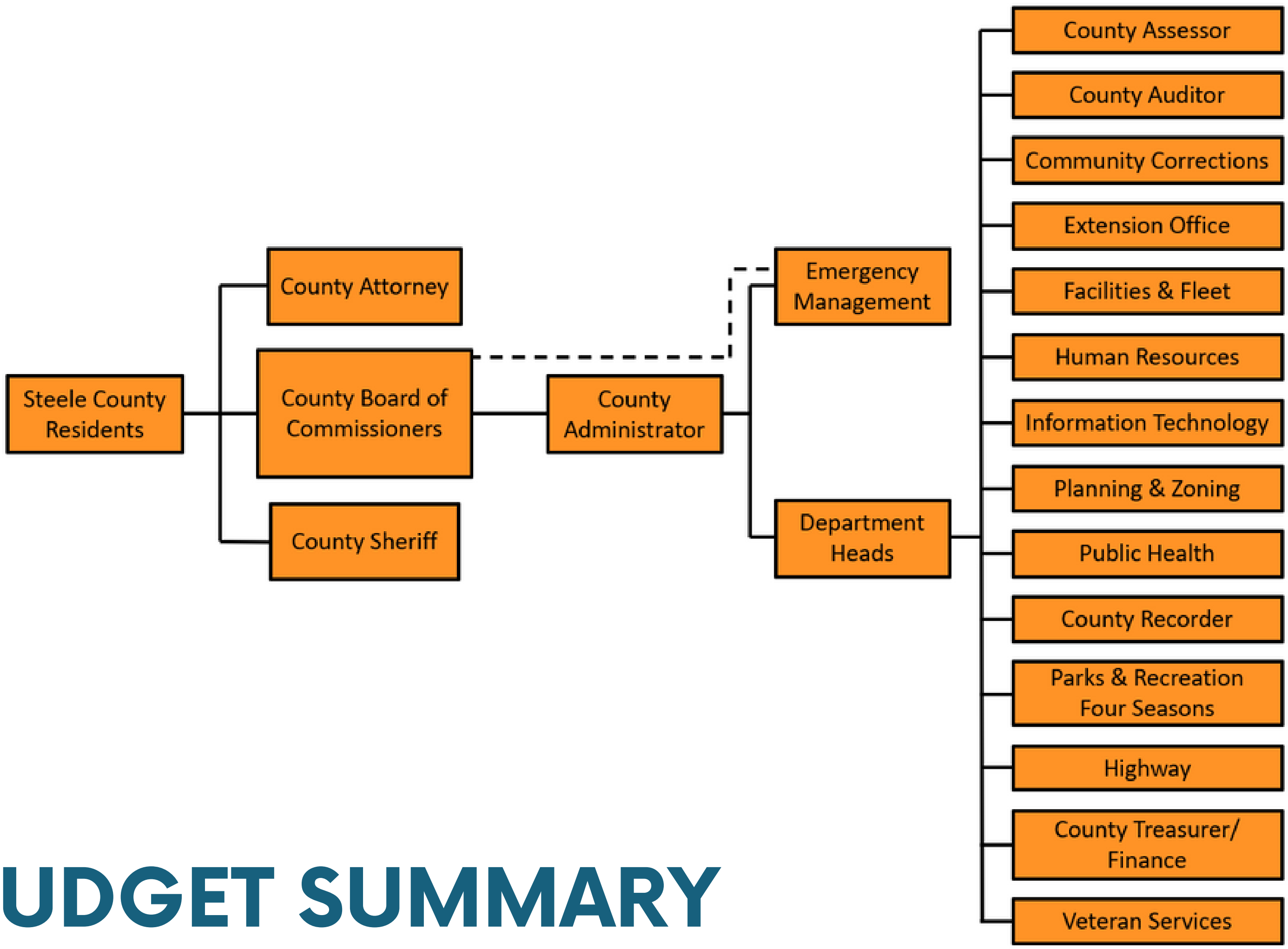
The Finance Office is responsible for preparing, analyzing, presenting, and monitoring the County's annual budget as well as maintaining and informing the County Board on the financial health of the County. The Office also prepares financial reports for the Rice Steele Dispatch Center ("Dispatch") and provides financial information to the County's independent Certified Public Accountants who prepare the annual financial statements for Steele County and Dispatch.

Departments throughout the County enjoy working with and interacting with the Finance Department. The Finance Department is approachable, fun, open, and creative. The Finance Director works closely with each department, who all play an integral role in the development of the overall County budget. The managing leaders have a positive team attitude.

The County is financially sound with its strong reserves and up to ten-years of long-term planning documented in a Capital Improvement Plan. The Finance Department has implemented the use of OpenGov to integrate budgeting, financial management, and citizen service's needs.

The new Finance Director will walk into a department with a great team in place who produce regular financial statements, look to improve process efficiencies, and are proactive in the annual audit preparation process. The finance team is kind, smart, and respectful. The team enjoys the variety of their work, believes in what they do, enjoys working together as a team, and enjoys working for the public. The team is a well-oiled machine and feels empowered to do their job well; yet, they also have fun. The team prides themselves in being adaptable, and they have been cross-trained to help fill in for each other during absences.

ORGANIZATIONAL STRUCTURE



BUDGET SUMMARY

Expenditures	2022 Final Budget	2023 Final Budget
General Government	9,121,910	9,817,125
Public Safety	11,265,929	12,333,156
Highway	17,743,341	18,320,210
Human Services	5,579,438	5,611,620
Health	3,005,484	3,347,204
Culture and Recreation	860,397	890,536
Conservation of Natural Resources	952,018	962,032
Sanitation	2,283,788	2,376,377
Debt Service	1,860,581	1,863,533
Capital Outlay	7,188,972	7,021,100
Total Expenditures	**$59,861,858**	**$62,542,893**

CORE DUTIES OF THE POSITION

- Supervises and oversees the activities of department personnel assisting in the performance of department activities and functions.
  - Recruits, interviews, and hires new employees.
  - Delegates, assigns, and determines work requirements and activities for positions within the department.
  - Evaluates, monitors performance, and conducts performance reviews.
  - Handles employee personnel actions.
  - Provides training and/or opportunities for staff.
  - Directs, coordinates, and provides oversight to department accounting personnel located in various operational departments.
- Develops and recommends long-range fiscal programs and financial systems; reviews and develops information systems and programs in line with County policy and future needs. Provides consultation and expertise in developing funding alternatives on a wide variety of facility projects; Monitors, recommends, develops and implements changes in systems and procedures to assure compliance with governmental accounting principles and practices.

- Establishes County-wide uniform policies in financial procedures, fiscal reporting, accounting methods, payroll procedures and budget preparation.

- Plans, organizes and supervises all budget preparation activities. Works closely with County Administrator, Department Heads and County Board in directing, reviewing, and overseeing annual budget.

- Manages and oversees the County's investment portfolio.

CORE DUTIES - CONT'D

- Monitors capital markets and serves as a County's primary contact with rating agencies, investment banking firms, and bond issuers. Works with the issuance of revenue bonds or debt borrowing. Oversees the issuance of debt and compliance with bond covenants.

- Supervises the administration of all payroll, accounts payable, and accounts receivable for the County. Monitors and assures all employees receive accurate pay checks, proper deductions, withholding, and the preparation and filing of various payroll reports. Monitors and assures that all monies received for Steele County are coded and entered into the financial system and all payments are properly made to vendors.

- Accepts and records property tax payments.

- Oversees, coordinates and/or prepares county, state and federal financial reports, budgets and financial statements, or financial analysis for the Administrator, Board and departments detailing the County's overall financial condition and cost analysis of various County programs, services and operations. Prepares fiscal notes on all resolutions presented or placed before the County Board.

- Collaborates with, oversees, coordinates and/or assists outside auditors or agencies in the conduct of financial audits or reviews.

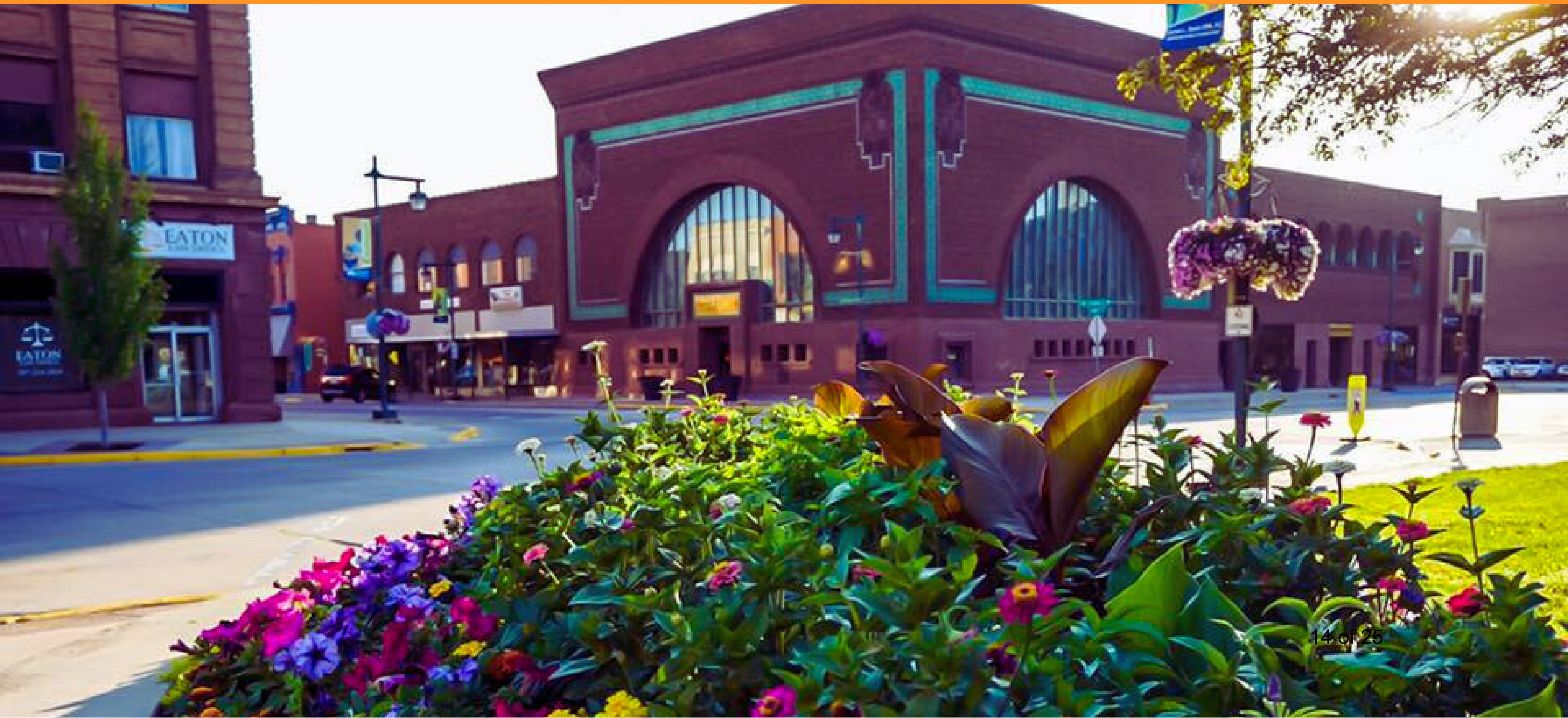
- Performs other duties of a comparable level or type, as required.
  - Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
  - Attends conferences, seminars, regional meetings and services on various professional organizations.

DESIRED ATTRIBUTES

- Possess a real strength in people skills; excel working with and coaching up a team.
- Having a background in reporting to an elected body is preferred.
- Have experience in government fund accounting, investments, payroll, and audit.
- Have a dual skillset in creative and critical thinking.
- Be patient and direct, yet tactful. Don't take things personally.
- Have simple data presentation skills and the ability to communicate numbers and complex concepts in a way all can understand.
- Be able to see past perceived roadblocks and continue to move initiatives and people forward.
- Be a communicator and collaborator which lends itself well to removing barriers across department lines.
- Be proactive, organized, and lend an outside perspective.
- Excel in finding common ground and breaking down silos.
- Demonstrate the three "C's": be collaborative, creative, and care!

PROJECTS & GOALS

- Be proactive in getting to know each of the departments including going into departments and buildings (nine separate sites) on an ongoing basis to build and maintain relationships with the department heads. Take the time to understand what each department does and what drives their needs (and why).
- Gain a quick understanding of the Capital Improvement Plan (CIP), cash flow, and investments.
- Firm up the Capital Improvement Plan with a finance plan. Be an active participant in the long-term financial planning for the construction of a law enforcement center and Sheriff's Department, re-purposing of the Annex building, and an Administration Building addition.
- Stay up to date on legislative changes and how it impacts the financial security of the County.
- Continue the Department's efforts to become paperless and improve finance policies and processes.
- Investigate the County's financial software and determine where efficiencies can be achieved.
- Help the County receive its GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Empower staff and advocate for their love of learning and professional growth.



POSITION ANNOUNCEMENT

COUNTY: Steele County, Minnesota
POSITION: Finance Director
2024 SALARY: $116,688 to $148,700
APPLICATION DEADLINE: November 8, 2023

JOB SUMMARY: Under the direction of the County Administrator, the Director of Finance is responsible for directing and overseeing the planning, implementation, and control of the County's financial accounting functions and duties.

MINIMUM QUALIFICATIONS: Bachelor's degree in Accounting, Business Administration, Finance, or closely related field, and a minimum of seven (7) years of accounting experience. Experience in governmental or public sector accounting and Certified Public Accountant are preferred.

APPLY: Visit https://daviddrown.hiringplatform.com/183902-steele-county-finance-director/716994-application-form/en and complete the application process by November 8, 2023. Finalists will be selected on November 28, 2023, and final interviews will be held on December 20, 2023.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.

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POSITION DESCRIPTION
STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Director of Finance	**Department**: Finance
Immediate Supervisor's Position Title: County Administrator	**FLSA Status**: Exempt

Job Summary:

Under the direction of the County Administrator, the Director of Finance is responsible for directing and overseeing the planning, implementation and control of the County's financial accounting functions and duties. Major areas of responsibility include the preparation of all County financial reports and the consolidation of financial information; providing the County analysis and recommendations on fiscal policy, budget development and accounting systems/ processes; directing capital improvement budgeting and planning; and monitor capital markets and manage county's investment portfolio; administration of all County payroll; accounts payable/receivables; receiving and recording property tax payments; provides assistance, advice and recommendations to the County Administrator, County Board and departments concerning financial and fiscal matters.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises and oversees the activities of department personnel assisting in the performance of department activities and functions.

  a) Recruits, interviews and hires new employees.
  b) Delegates, assigns, and determines work requirements and activities for positions within the department.
  c) Evaluates, monitors performance and conducts performance reviews.
  d) Handles employee personnel actions.
  e) Provides training and/or opportunities for staff.
  f) Directs, coordinates and provides oversight to department accounting personnel located in various operational departments.

- Develops and recommends long-range fiscal programs and financial systems; reviews and develops information systems and programs in line with County policy and future needs. Provides consultation and expertise in developing funding alternatives on wide variety of facility projects; Monitors, recommends, develops and implements changes in systems and procedures to assure compliance with governmental accounting principles and practices.

- Establishes County-wide uniform policies in financial procedures, fiscal reporting, accounting methods, payroll procedures and budget preparation.

- Plans, organizes, and supervises all budget preparation activities. Works closely with County Administrator, Department Heads and County Board in directing, reviewing, and overseeing annual budget.

- Manages and oversees the County's investment portfolio.

- Monitors capital markets and serves a County's primary contact with rating agencies, investment banking firms, and bond issuers. Works with the issuance of revenue bonds or debt borrowing. Oversees the issuance of debt and compliance with bond covenants.
- Supervises the administration of all County payroll, accounts payable and accounts receivable for the County. Monitors and assures all employees receive accurate pay checks, proper deductions, withholding and the preparation and filing of various payroll reports. Monitors and assures that all monies received for Steele County are coded and entered into the financial system and all payments are properly made to vendors.
- Accepts and records property tax payments.
- Oversees, coordinates and/or prepares county, state and federal financial reports, budgets and financial statements, or financial analysis for the Administrator, Board and departments detailing the County's overall financial condition and cost analysis of various County programs, services, and operations. Prepares fiscal notes on all resolutions presented or placed before the County Board.
- Collaborates with, oversees, coordinates and/or assists outside auditors or agencies in the conduct of financial audits or reviews.
- Performs other duties of a comparable level or type, as required.

  a) Keeps abreast of changing development, trends, and technologies in areas of expertise and responsibilities.
  b) Attends conferences, seminars, regional meetings, and services on various professional organizations.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			BA/BS
	High school diploma or GED.			**Major field of study or degree emphasis:** Accounting, Business Administration, Finance, or closely related field
	1 year college		2 years college	
	3 years college	x	4 years college	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** • Theories, practices, and procedures of generally acceptable
	2nd year graduate level			

		accounting practices and principles and governmental accounting. • Theories, practices, and procedures of budgeting, financial forecasting and analysis, reporting and planning functions. • Knowledge of accounting systems, programs, and applications and use in maintaining financial records, statements, and reports. • Fundamental principles and practices of supervision and management. • Knowledge of relevant state and federal laws, rules and local ordinances or codes guidelines pertaining to financial accounting, tax issues and compliance issues of local jurisdictions. • Understanding and knowledge of bargaining agreements as it applies to accounting or finance issues. • Understanding of County administration policies and procedures. • Business productivity software (i.e. word processing, spreadsheets, presentational, email, or scheduling software) programs.

Required Work Experience in Addition to Formal Education/Training:
Minimum of 7 years accounting experience, with experience in governmental or public sector accounting preferred.

LICENSE/ CERTIFICATION	**Identify licenses/certification required:** Valid driver's license required. Certified Public Accountant preferred.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Financial Analyst	1
2	Financial Specialist	2
	TOTAL	**3**

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Establishing and maintaining effective working relationships with employees, supervisors, department heads, elected officials, outside agencies, auditors, and the public. • Using, maintaining, enhancing and implementing financial software applications, databases, and spreadsheets. • Supervising, delegating, monitoring, and training staff in assigned responsibilities and duties. • Advising, consulting, and providing recommendations to County officials, managers and Board concerning fiscal implications of resolutions, programs or services. • Setting goals and evaluating the performance and attainment of goals for all direct reports. • Prioritizing and organizing a variety of responsibilities. • Interpreting and analyzing fiscal and financial reports and data. • Planning, developing and recommending new accounting systems, procedures and controls. • Preparing financial reports required by County, state or federal agencies. • Communicating, recommending, implementing and enforcing departmental and county policies and practices.

	• Planning, presenting, and administering a budget reports and capital outlay reports. • Administering the operations of all accounting processes and budgeting processes.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	**Unusual or hazardous working conditions related to performance of duties:** Duties of the job are primarily administrative in nature performed in a typical County office. The physical and environmental hazards and risks associated with the job can be characterized as minimal.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

____ ____________________

Department Head's Signature **Date**

Classification History:

Prepared 2/2014 by BCC**.** Updated 6/23 by JJ.

TIMELINE FOR STEELE COUNTY FINANCE DIRECTOR

This timeline is yet to be approved by the County. The dates highlighted in yellow indicate required County participation.

ITEM	TASK	COMPLETION DATE
Decision by County to proceed		September 7, 2023
Information gathering	▪ Gather all pertinent background information ▪ Gather salary information and review job description ▪ Meet with Board members and others identified	September 21, 2023
Professional position profile	Develop position profile and advertisement	October 2, 2023
Approve position profile	County approves profile, job description, salary range, and hiring process	October 10, 2023
Candidate recruitment	▪ Post position immediately upon approval of profile ▪ Comprehensively advertise ▪ Email and phone calls to prospective candidates	October 11, 2023-November 8, 2023
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	November 9, 2023
Personality Index	DDA will administer a work-related personality index to all semifinalists	November 19, 2023
Video interview	Each semifinalist will complete a video interview	November 20, 2023
Selection of finalists	▪ Board selects finalists for interviews ▪ DDA will notify candidates not selected as finalists	November 28, 2023
Background check of all finalists	Includes: ▪ Criminal background: county, state, national ▪ Sex offender registry ▪ Social Security number verification ▪ Education verification ▪ Credit check	December 12, 2023
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	December 12, 2023
Intellect profile	DDA will administer an intellect profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude.	December 12, 2023
Finalist packet	DDA will provide the County information including: ▪ Summary of references ▪ Results of background checks ▪ Personality index reports ▪ Video interview ▪ Resumes, etc.	December 13, 2023
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions.	December 20, 2023
Decision	Board will select candidate for offer	December 20, 2023
Offer and agreement	DDA will negotiate agreement with selected candidate	December 22, 2023
Projected start date	New Finance Director begins	January 2024

Steele County
Agenda Item

Subject: Statewide Affordable Housing Aid Allocation

Department: Administrator's Office

Committee Meeting Date: October 10, 2023

Board Meeting Date: October 10, 2023

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

Recommendation:

Appropriate 100% of the County's Statewide Affordable Housing Aid to the Local Housing Trust Fund.

Background *(Including Budget Impact)*:

A Local Housing Trust Fund (LHTF) serves as a designated source of funding dedicated to addressing the affordable and workforce housing needs within the local community.

On June 13, 2023 the Steele County Board of Commissioners adopted an ordinance establishing the LHTF. In addition, the Board passed a resolution to allocate 90% of the County's Local Homeless Prevention Aid (LHPA) funds to seed the LHTF, with the remaining 10% of LHPA allocated for hotel shelter vouchers to assist individuals in Steele County who are experiencing homelessness.

Since June, we have become aware of an additional funding source established by the 2023 Legislature known as the Statewide Affordable Housing Aid. This annual allocation to counties has two components:

1. Base aid
2. Cost-burdened household aid

A cost-burdened household is defined as one in which the gross rent or home ownership expenses constitute 30% or more of the household's income.

Statewide Affordable Housing Aid assists local governments in both the preservation and creation of affordable housing with a goal of preventing families from facing housing instability and assisting those currently experiencing homelessness to find suitable housing solutions. Statewide Affordable Housing Aid begins in 2023 and will be disbursed to counties through a single payment from the MN Department of Revenue on December 26, 2023. Beginning in 2024, counties will receive their aid in two equal installments, with the first half issued on July 20 and the second half on December 26.

Statewide Affordable Housing Aid must be spent by December 31 of the fourth year after it was received. Transfers to a LHTF are considered expended. Funds transferred to a LHTF must be allocated to a project that aligns with affordability criteria.

Steele County's certified Statewide Affordable Housing Aid allocation for both 2023 and 2024 is set at $119,261 per year.

Attachments:

1. **2023 Statewide Affordable Housing Aid Amounts**
2. **2024 Statewide Affordable Housing Aid Amounts**

2024 Statewide Affordable Housing Aid: Counties

COUNTY	BASE AID	COST-BURDENED HOUSEHOLD AID	CERTIFIED 2024 STATEWIDE AFFORDABLE HOUSING AID
AITKIN	$78,300	$18,922	$97,222
ANOKA	$78,300	$338,902	$417,202
BECKER	$78,300	$36,916	$115,216
BELTRAMI	$78,300	$53,110	$131,410
BENTON	$78,300	$42,180	$120,480
BIG STONE	$78,300	$4,839	$83,139
BLUE EARTH	$78,300	$86,841	$165,141
BROWN	$78,300	$21,526	$99,826
CARLTON	$78,300	$32,792	$111,092
CARVER	$78,300	$92,295	$170,595
CASS	$78,300	$34,043	$112,343
CHIPPEWA	$78,300	$13,434	$91,734
CHISAGO	$78,300	$52,116	$130,416
CLAY	$78,300	$82,102	$160,402
CLEARWATER	$78,300	$9,086	$87,386
COOK	$78,300	$6,728	$85,028
COTTONWOOD	$78,300	$10,148	$88,448
CROW WING	$78,300	$79,196	$157,496
DAKOTA	$78,300	$438,562	$516,862
DODGE	$78,300	$15,133	$93,433
DOUGLAS	$78,300	$47,153	$125,453
FARIBAULT	$78,300	$12,227	$90,527
FILLMORE	$78,300	$19,156	$97,456
FREEBORN	$78,300	$30,064	$108,364
GOODHUE	$78,300	$52,920	$131,220
GRANT	$78,300	$6,583	$84,883
HENNEPIN	$78,300	$1,643,644	$1,721,944
HOUSTON	$78,300	$17,737	$96,037
HUBBARD	$78,300	$23,012	$101,312
ISANTI	$78,300	$43,912	$122,212
ITASCA	$78,300	$51,400	$129,700
JACKSON	$78,300	$8,762	$87,062
KANABEC	$78,300	$17,960	$96,260
KANDIYOHI	$78,300	$44,393	$122,693
KITTSON	$78,300	$2,481	$80,781
KOOCHICHING	$78,300	$14,049	$92,349
LAC QUI PARLE	$78,300	$5,465	$83,765
LAKE	$78,300	$12,272	$90,572
LAKE OF THE WOODS	$78,300	$3,040	$81,340
LE SUEUR	$78,300	$28,220	$106,520
LINCOLN	$78,300	$5,733	$84,033
LYON	$78,300	$26,399	$104,699
MCLEOD	$78,300	$36,603	$114,903

COUNTY	BASE AID	COST-BURDENED HOUSEHOLD AID	CERTIFIED 2024 STATEWIDE AFFORDABLE HOUSING AID
MAHNOMEN	$78,300	$4,951	$83,251
MARSHALL	$78,300	$7,734	$86,034
MARTIN	$78,300	$20,620	$98,920
MEEKER	$78,300	$22,297	$100,597
MILLE LACS	$78,300	$31,495	$109,795
MORRISON	$78,300	$33,742	$112,042
MOWER	$78,300	$40,425	$118,725
MURRAY	$78,300	$6,236	$84,536
NICOLLET	$78,300	$32,445	$110,745
NOBLES	$78,300	$18,832	$97,132
NORMAN	$78,300	$5,655	$83,955
OLMSTED	$78,300	$163,354	$241,654
OTTER TAIL	$78,300	$65,371	$143,671
PENNINGTON	$78,300	$15,189	$93,489
PINE	$78,300	$31,819	$110,119
PIPESTONE	$78,300	$7,343	$85,643
POLK	$78,300	$35,250	$113,550
POPE	$78,300	$11,847	$90,147
RAMSEY	$78,300	$723,861	$802,161
RED LAKE	$78,300	$3,845	$82,145
REDWOOD	$78,300	$12,763	$91,063
RENVILLE	$78,300	$12,059	$90,359
RICE	$78,300	$63,918	$142,218
ROCK	$78,300	$8,081	$86,381
ROSEAU	$78,300	$12,216	$90,516
ST LOUIS	$78,300	$243,042	$321,342
SCOTT	$78,300	$132,865	$211,165
SHERBURNE	$78,300	$79,129	$157,429
SIBLEY	$78,300	$13,557	$91,857
STEARNS	$78,300	$164,952	$243,252
STEELE	$78,300	$40,961	$119,261
STEVENS	$78,300	$7,835	$86,135
SWIFT	$78,300	$10,383	$88,683
TODD	$78,300	$21,671	$99,971
TRAVERSE	$78,300	$2,962	$81,262
WABASHA	$78,300	$22,800	$101,100
WADENA	$78,300	$15,423	$93,723
WASECA	$78,300	$19,838	$98,138
WASHINGTON	$78,300	$244,372	$322,672
WATONWAN	$78,300	$8,829	$87,129
WILKIN	$78,300	$6,594	$84,894
WINONA	$78,300	$54,585	$132,885
WRIGHT	$78,300	$126,673	$204,973
YELLOW MEDICINE	$78,300	$8,025	$86,325
STATEWIDE	**$6,812,100**	**$6,237,900**	**$13,050,000**