

AITKIN COUNTY SWCD  
130 SOUTHGATE DRIVE  
AITKIN, MN 56431

Minutes of the Aitkin County Soil & Water Conservation District Board of Supervisors meeting held on Tuesday, April 19, 2016. Meeting was called to order at 9:00 a.m.

Those attending were:

Those absent were:

Bob Janzen, Chair  
Roger Vogt, Vice Chair  
Carla Gillson, Treasurer  
Frank Turnock, Secretary  
Bob Roseberg, Reporter  
Steve Hughes, District Manager  
Lori Nelson, District Secretary  
Scott Kittleson, District Conservationist

Additions to the agenda:

- Maggie Leach, MN BWSR
- Mitch Lundeen, Voucher
- Pheasants Forever, \$11,680.20
- Mille Lacs County, \$3,757.50
- Mitch Lundeen, 6 month probation rate increase
- Conservation Corp.
- Carla Gillson, Treasurer

A motion was made by Frank Turnock and seconded by Roger Vogt to approve the agenda with additions. Approved unanimously.

A motion was made by Roger Vogt and seconded by Bob Roseberg to approve the February 16, 2016 minutes. Approved unanimously.

#### TREASURER'S REPORT

The February and March financials were discussed. A motion was made by Frank Turnock and seconded by Carla Gillson to accept the February and March financial statements. Approved unanimously.

## CHECKS WRITTEN

A motion was made by Roger Vogt and seconded by Carla Gillson to approve the checks written. Approved unanimously.

## WRAPS/MISSISSIPPI/GRAND RAPIDS

Discussion re: lake samples to be taken etc. Contract needs to be signed. Steve Hughes will look into the contract that needs to be signed. EOR is the consulting firm.

## DISTRICT CAPACITY/\$100,000

The District Capacity \$100,000 was received. Computers, camera, backup drives, etc. have been purchased. A copier will be purchased. A motion was made by Frank Turnock and seconded by Roger Vogt to authorize staff to buy a copier suitable for the office. Approved unanimously.

## RESOLUTION/ADOPT WATER PLAN AS DISTRICT COMPREHENSIVE PLAN

A motion was made by Frank Turnock and seconded by Bob Roseberg to approve resolution to adopt the Water Plan as the District Comprehensive Plan. Approved unanimously.

## LONG LAKE CONSERVATION CENTER/COST-SHARE ASSISTANCE CONTRACT

Plans were shown for this project. It will be funded through the Enbridge Grant. A motion was made by Frank Turnock and seconded by Roger Vogt to approve a cost-share contract for Long Lake Conservation Center, cost-sharing not to exceed \$44,041.46 or 75 percent of the total eligible cost, whichever is less. Approved unanimously.

## AREA III DUES

A motion was made by Frank Turnock and seconded by Bob Roseberg to approve payment of \$260 for Area III dues. Approved unanimously.

## BILLS OVER \$1500

Approval was done over the phone for 30 tablets for AIS (see attached). A motion was made by Bob Roseberg and seconded by Carla Gillson to reconfirm the purchase of 30 tablets. Approved unanimously.

Approval was done over the phone for year rental space for AIS (see attached) for an amount of \$4392. A motion was made by Frank Turnock and seconded by Bob Roseberg to reconfirm the payment of yearly rental space for AIS. Approved unanimously.

#### COMSTOCK CUSTOM MOWING/\$2200.01

A motion was made by Carla Gillson and seconded by Frank Turnock to approve \$2200.01 to Comstock Custom Mowing. Approved unanimously.

#### COMSTOCK CUSTOM MOWING/\$2200.63

A motion was made by Carla Gillson and seconded by Frank Turnock to approve \$2200.63 to Comstock Custom Mowing. Approved unanimously.

#### MITCH LUNDEEN/VOUCHERS

Vouchers were paid in March (no meeting). A motion was made by Frank Turnock and seconded by Roger Vogt to approve paying vouchers totaling \$165.02. Approved unanimously.

#### PHEASANTS FOREVER/\$11,680.20

A motion was made by Bob Roseberg and seconded by Carla Gillson to approve payment of \$11,680.20 to Pheasants Forever. Approved unanimously.

#### RED HOUSE MEDIA/MILLE LACS WATERSHED/\$3757.50

A motion was made by Roger Vogt and seconded by Bob Roseberg to approve partial payment 3,757.50 to Red House Media. Approved unanimously.

#### REPORTS/BBR

January-March was busy preparing lots of reports MCIT, Office of the State Auditor, BWSR, MPCA, etc. All reports are in.

BBR (Biannual Budget Request) has been completed. It is a report showing how much money is needed for the next two years. Aitkin kept all programs and expanded conservation easements.

## LEASE AGREEMENT

Discussion re: lease agreement. Aitkin County SWCD lease agreement is the same as last year.

## MAGGIE LEACH/MN BWSR

Maggie Leach is the new BWSR representative for Aitkin County SWCD. She is replacing Dan Steward who took another position.

## MITCH LUNDEEN/AIG FORESTER

Mitch works with 20 counties in Area III and Area VIII. Mitch has completed his six month probation. He is funded through an AIG grant of \$260,000 for three years or however long the dollars last. Steve Hughes recommends a .50/hr rate increase retroactive to April 1<sup>st</sup>.

A motion was made by Frank Turnock and seconded by Carla Gillson to approve a .50/hr. rate increase for Mitch Lundeen retroactive to April 1, 2016. Approved unanimously.

Discussion re: asking other districts for \$ as a match. So far no \$ have been asked for from other counties. A dollar amount of \$1500 was suggested and can be taken out of \$100,000 district capacity \$ that counties received.

A motion was made by Frank Turnock and seconded by Carla Gillson to approve a letter be written and sent out to counties in Area III and Area VIII requesting \$1500 for their match for the AIG Forester position. Also, Frank requested that Steve Hughes attend the next forestry meeting and give an update. Approved unanimously.

## CONSERVATION CORP

Aitkin County SWCD applied for a Conservation Corp. this year. Kaitlyn Ryan will be starting in May. The program runs for summer months. It doesn't cost anything for the District. She will be able to participate in a number of activities

throughout the summer, Rivers & Lakes Fair, County Fair, water sampling AIS, etc.

#### CARLA GILLSON/AREA I DISTRICT SUPERVISOR

Carla Gillson will be resigning at the next SWCD Board meeting. She recommended Tom Fasteland to replace her. Steve Hughes will contact Tom Fasteland to see if he is interested.

#### PERSONNEL POLICY

Personnel Policy needs to be updated. Steve Hughes will look into the county or school for a sample of a Personnel Policy and what needs to be included. Carla suggested the State has a recommended policy. Personnel Policy will be put back on the agenda for May.

#### SNAKE RIVER REPORT (Bob Roseberg)

Discussion.

#### DISTRICT MANAGER'S REPORT

An Ecofootprint project (Fleming) was discussed earlier in the year. A graduate of U of M will be working on this project.

A general mailing will be going out to everyone around Fleming Lake informing them of the project along with a questionnaire.

Discussion re: supervisors up for election. Steve Hughes will look into for the next meeting.

#### DISTRICT TECHNICIAN'S REPORT (Janet)

Janet is in the field. A report is in the folder.

DISTRICT FORESTER'S REPORT (see attached report)

DISTRICT CONSERVATIONIST'S REPORT (see attached report)

Scott handed out an invitation to the Board for the EQIP Local Work Group meeting to be held Tuesday, May 17, 2016 after the SWCD Board meeting.

## FARM BILL BIOLOGIST REPORT

Jake thanked the Board for putting dollars towards his position. A report of how many conservation easements have been completed and how much shoreline has been protected was given. Phase 3 is finished and working on Phase 4 and discussing easements for Phase 5 depending on SFIA. Jake showed before and after pictures of the mowing projects that were recently completed.

NORTH REGION FORESTER (see attached report)

## OTHER

Frank Turnock discussed the State Sales Tax exemption. A special districting government exemption will be effective January 2017.

The next SWCD Board meeting will be held on Tuesday, May 17, 2016 at 9:00 a.m. at the Ag Service Center.

Respectfully submitted,

Franklin Turnock  
Secretary