

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, January 17, 2017. Meeting was called to order at 9:00 a.m. by Bob Janzen, Chair. Pledge of Allegiance was recited.

Those attending were:

Those absent were:

Bob Janzen, Chair
Roger Vogt, Vice Chair
Bob Roseberg, Treasurer
Franklin Turnock, Secretary
Tom Fasteland, Reporter
Steve Hughes, District Manager
Lori Nelson, District Secretary
Scott Kittleson, District Conservationist
Maggie Leach, MN BWSR

Additions to the agenda:

- 2017 W-4 Forms
- Resolution ATV-County Roads
- Buffer Specialist/Zoning Officer
- Master Joint Power Agreement/BWSR Conservation Easements
- Committee Assignments

A motion was made by Bob Roseberg and seconded by Tom Fasteland to approve the agenda with additions. Approved unanimously.

A motion was made by Tom Fasteland and seconded by Frank Turnock to approve the November 15, 2016 minutes. Approved unanimously.

TREASURER'S REPORT

A motion was made by Tom Fasteland and seconded by Roger Vogt to accept the November and December financial statements. Approved unanimously.

CHECKS WRITTEN

A motion was made by Roger Vogt and seconded by Frank Turnock to approve checks written. Approved unanimously.

ELECTION OF OFFICERS

Nomination for Chair. Bob Janzen nominated Roger Vogt as Chair. A motion was made by Frank Turnock and seconded by Bob Roseberg to cast a white ballot for Roger Vogt, Chair. Approved unanimously.

Nomination for Vice Chair. Frank Turnock nominated Tom Fasteland as Vice Chair. A motion was made by Bob Roseberg and seconded by Frank Turnock to cast a white ballot for Tom Fasteland, Vice Chair. Approved unanimously.

Nomination for Treasurer. Frank Turnock nominated Bob Roseberg as Treasurer. A motion was made by Frank Turnock and seconded by Tom Fasteland to cast a white ballot for Bob Roseberg, Treasurer. Approved unanimously.

Nomination for Secretary. Bob Roseberg nominated Bob Janzen as Secretary. A motion was made by Roger Vogt and seconded by Frank Turnock to cast a white ballot for Bob Janzen as Secretary. Approved unanimously.

Nomination for Reporter. Tom Fasteland nominated Frank Turnock as Reporter. A motion was made by Tom Fasteland and seconded by Bob Janzen to cast a white ballot for Frank Turnock as Secretary. Approved unanimously.

Officers for 2017

Roger Vogt, Chair
Tom Fasteland, Vice Chair
Bob Roseberg, Treasurer
Bob Janzen, Secretary
Frank Turnock, Reporter

DESIGNATE BANK AND NEWSPAPER

A motion was made by Tom Fasteland and seconded by Frank Turnock to designate the bank and newspaper (Security State Bank & Aitkin Independent Age) as the official bank and newspaper. Approved unanimously.

Discussion re: increased collateral for bank balances. Steve Hughes requested increased collateral due to our increased bank balances.

2017 PER DIEM RATES

Discussion re: per diem rates. Maggie Leach, MN BWSR will look into an extra per diem.

2017 MILEAGE RATES

The 2017 mileage rate is .535/mile.

BILLS OVER \$3,000

MCIT/\$6237

A motion was made by Roger Vogt and seconded by Tom Fastland to approve payment of \$6237 to MCIT. Approved unanimously.

UNIVERSITY OF MN/\$30,482.36

A motion was made by Frank Turnock and seconded by Roger Vogt to approve payment of \$30,482.36 to the University of MN. Approved unanimously.

AITKIN COUNTY SHERIFF'S OFFICE/\$21,598

A motion was made by Tom Fastland and seconded by Frank Turnock to approve payment of \$21,598 to the Aitkin County Sheriff's Office. Approved unanimously.

PHEASANTS FOREVER/\$14,852.64

A motion was made by Frank Turnock and seconded by Tom Fastland to approve payment to Pheasants Forever in the amount of \$14,852.64. Approved unanimously.

ROBERT CUMMINGS/AIS LEASE AGREEMENT/\$4392

A motion was made by Roger Vogt and seconded by Bob Roseberg to approve payment to Robert Cummings in the amount of \$4392. Approved unanimously.

2015 AUDIT

Discussion. A copy of the 2015 audit as given to each supervisor. A yearly audit is now required based on yearly \$ of \$500,000. A motion was made by Frank Turnock and seconded by Roger Vogt to accept the 2015 yearly audit. Approved unanimously.

2017 WAGES & BENEFITS

Personnel Committee (Tom Fasteland & Bob Janzen) met on Tuesday, December 20, 2016 to update the Personnel Policy and discuss the 2017 Wages and Benefits for employees.

A closed meeting was requested to discuss the 2017 Wages & Benefits.

A motion was made by Frank Turnock and seconded by Bob Janzen to increase Steve Hughes salary an additional \$1500 (\$63,161.80 plus \$1500). Approved unanimously.

PERSONNEL POLICY

A copy of the new revised Personnel Policy as handed out to supervisors. A motion was made by Roger Vogt and seconded by Frank Turnock to table until the next meeting. Approved unanimously.

SUPPORT LETTER FOR COMMISSIONER GARY PETERSON, CARLTON COUNTY COMMISSIONER TO BE ON BWSR BOARD

A support letter was drafted in December for Gary Peterson. An approval of signing this letter was given over the phone to Steve Hughes. A motion was made by Frank Turnock and seconded by Tom Fasteland to reconfirm the signing of this letter. Approved unanimously.

COST-SHARE VOUCHER & CERTIFICATION FORM

Discussion re: cost share voucher & certification form (% based or flat rate). A motion was made by Tom Fasteland and seconded by Roger Vogt to approve using the percent based cost-share voucher and certification form. Approved unanimously.

**TED & KENDRA LINDAHL/\$408.85 COST-SHARE PAYMENT,
ECOFOOTPRINT 1**

A motion was made by Frank Turnock and seconded by Bob Roseberg to approve a cost-share payment of \$408.85 to Ted & Kendra Lindahl. Approved unanimously.

ART & MARSHA SMITH, BIG SANDY LAKE/COST-SHARE PAYMENT

A motion was made by Tom Fasteland and seconded by Frank Turnock to approve payment of \$1467 to Art & Marsha Smith. Approved unanimously.

2017 DUES

MN SWCD FORESTRY ASSOCIATION DUES/\$60

A motion was made by Frank Turnock and seconded by Bob Roseberg to approve payment of \$60 to MN SWCD Forestry Association. Approved unanimously.

AREA III DUES

A motion was made by Frank Turnock and seconded by Roger Vogt to approve payment of \$225 to Area III for dues. Approved unanimously.

MASWCD DUES/\$2903.28

A motion was made by Frank Turnock and seconded by Bob Roseberg to not pay the MASWCD dues. Approved unanimously.

RESOLUTION TO SIGN GRANTS & RELATED DOCUMENTS

A motion was made by Frank Turnock and seconded by Tom Fasteland to approve a resolution to allow the District Manager to sign grants and related documents. Approved unanimously.

ATV ON COUNTY ROADS/RESOLUTION

Discussion re: ATV on county roads, water quality, soil erosion, etc. A motion was made by Frank Turnock and seconded by Tom Fasteland to approve a resolution be put together and given to the county. Approved unanimously.

BUFFER SPECIALIST/ZONING OFFICER

This position will be a ½ time Zoning and ½ time SWCD employee. Job description is done. The job announcement will be in the paper this week. Tax bill funding has been held up—opposition to it being implemented.

MASTER JOINTS POWER AGREEMENT/BWSR CONSERVATION EASEMENTS

After completion of each easement SWCD receives \$2000—in the future looking at giving this amount in three different phases. A motion was made by Tom Fasteland and seconded by Frank Turnock to sign the Master Joint Powers Agreement BWSR Conservation Easement. Approved unanimously.

COMMITTEE ASSIGNMENTS

Discussion re: committee assignments. A schedule of meetings when & where they meet was requested.

Private Woodlands
SWCD Forestry Association
Water Planning
AIS (Aquatic Invasive Species)
Mille Lacs Watershed
Big Sandy Area Lakes Watershed Management Project (BSALWMP)
Personnel Committee
ATV Committee
Snake River
TSA 3
Forage & Grassland Council

A motion was made by Frank Turnock and seconded by Tom Fasteland if supervisors have an interest in any of these welcome to attend and will review at a later date and see how it is going. Approved unanimously.

SNAKE RIVER REPORT (Bob Roseberg)

There has been no meeting since Thanksgiving. In the second year of project grant quite specific targeting stream crossings on specific areas, tried to amend the grant to make other projects more eligible.

DISTRICT MANAGER'S REPORT

-A Conservation Corp. was applied for and received notice that we will get another one this year mid-May-mid Aug.

-Forestry Committee meeting on Thursday, January 19, 2017. Discussion will be on match for Mitch's position.

-2017 Wages & Benefits. Steve Hughes brought up the wage increase retro to January 1, 2017. A motion was made by Bob Roseberg and seconded by Frank Turnock to approve the wage increase effective January 1, 2017. Approved unanimously.

MAGGIE LEACH/MN BWSR BOARD CONSERVATIONIST

-Maggie received information from earlier discussion re: extra per diem. A policy needs to be set for an extra per diem—templates from other counties.

-Buff Cat update

-E-Link due February 1, 2017

-Financials to BWSR by March

-District Capacity grants coming out

-2017 Buffer \$/BWSR

DISTRICT TECHNICIAN'S REPORT

-Reporting

-A Mille Lacs SWCD Coordinator to be hired (75% Coordinator, 25% Rum River). Interviewing and hiring by mid May.

-Shoreland Steward Program going ahead with this. It is like the Forest Stewardship but for lakeshore properties.

FOREST STEWARDSHIP REPORT (see attached report)

DISTRICT CONSERVATIONIST'S REPORT (see attached report)

Mutual Agreement was reviewed.

FARM BILL BIOLOGIST REPORT

-Mapping Mississippi River easements—will be sending out letter soon.

-EQIP update

- Webinar Joint Powers Agreement
- Annual review went well.
- Harvest for Habitat workshop

NORTH REGION FORESTER (see attached report)

The next meeting will be Tuesday, February 21, 2017 at 9:00 a.m. at the Ag Service Center.

A motion was made by Bob Roseberg and seconded by Tom Fasteland to adjourn at 12:35 p.m.

Respectfully submitted,

Bob Janzen
Secretary