



BOARD MEETING MINUTES - Regular Meeting

Date: May 3rd, 2010

Location: 14855 Highway 10
Elk River, MN 55330

Members Present: Larry Goenner, Vice Chair
Douglas Manthei, Secretary
Douglas Hipsag, Treasurer
Debra Seeley, Reporter

Others Present: DeAnna Doran, Sherburne District Manager
John Riebel, Sherburne County Commissioner
Mary Monte, NRCS
Gina Hugo, Resource Conservationist (8:35 – 9:05)

Regular Agenda

1. Pledge of Allegiance

2. Review and approval of agenda

Doran indicated there were additions to the agenda and asked they be added in the following order:

Item #3A – Amended March minutes

Item #10A – Mayer, Porter, Beinhorn & Rowe, Ltd. Audit Bid

Item #11A – Credit card policy

Item #13A – DNR Grant Approval

Item #13B – BWSR Grant Agreement

- Seeley made a motion to approve the agenda as submitted with stated additions. Manthei seconded the motion.

Affirmative: Seeley, Manthei, Hipsag

Opposed: None

Motion Carried

3. Minutes of the April 5th meeting

A) March 1st meeting minutes with stated amendments

- Seeley made a motion to approve the amended minutes of the March 1st, 2010 and April 5th, 2010 meetings. Manthei seconded the motion.

Affirmative: Seeley, Manthei, Hipsag
Opposed: None
Motion Carried

4. Treasurer's Report

Hipsag read the Treasurer's Report

- Seeley made a motion to approve the Treasurer's report of March 31st, 2010. Manthei seconded the motion.

Affirmative: Seeley, Manthei, Hipsag
Opposed: None
Motion Carried

5. Approve paying Bills and Supervisor's vouchers

Manthei and Hipsag approved submitted Supervisor's vouchers and signed check numbers 3458 through 3477 totaling \$72,207.82 prior to the meeting.

- Seeley made a motion to approve signing the checks as presented. Hipsag seconded the motion.

Affirmative: Seeley, Manthei, Hipsag
Opposed: None
Motion Carried

6. Supervisor's Training – Gina Hugo

Hugo presented information to the supervisors regarding Oak Wilt, Emerald Ash Borer, and discussed other issues concerning Sherburne County.

7. Supervisors Reports

Seeley discussed that she and staff had met and have been working with Clear Lake Park in regards to the Native Buffer grant for prescribed burning on the native prairie.

8. NRCS Report

Monte reviewed her report and brought to the Board the Contribution Agreement for the Plant Materials Site. The contribution agreement is for \$1,500.00 for 2010. Doran asked for approval to enter into the contribution agreement with NRCS.

- Seeley made a motion to approve signing the contribution with NRCS for \$1,500.00. Hipsag seconded the motion.

Affirmative: Seeley, Manthei, Hipsag
Opposed: None
Motion Carried

9. Engineering quote update for Clean Water Fund Projects

Doran stated that the Board had approved a quote for \$5,100.00 for the Morton Avenue and Park and Rec. Site Bioretentions from BDM Consulting. The quote has increased to \$6,100.00 due to insurance requirements. Doran asked the Board to approve the new quote amount.

- Seeley made a motion to approve the Morton Avenue and Park and Rec. Site Bioretentions quote for \$6,100.00. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei
Opposed: None
Motion Carried

10. Audit Bids

Doran stated that she had received two bids. James Maiser submitted an audit bid for \$1,950.00.

A) Mayer, Porter, Beinhorn & Rowe submitted a bid for \$4,750.00. Doran made the recommendation to use James Maiser for the 2009 audit.

- Seeley made a motion to approve James Maiser's audit bid for \$1,950.00. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei
Opposed: None
Motion Carried

11. Personnel Handbook

Doran reviewed the proposed handbook and reviewed the new PTO format and Extended Sick Leave Bank that will be implemented.

- Hipsag made a motion to approve the handbook with stated changes. Seeley seconded the motion.

Affirmative: Seeley, Hipsag, Manthei
Opposed: None
Motion Carried

11A) Credit Card Policy

Doran explained that in order to implement the new credit card through Klein Bank, a policy must be in place. Doran reviewed the requirements from the State Auditor's office and asked for approval of the Credit Card Policy.

- Seeley made a motion to approve the Credit Card Policy with stated requirements from the State Auditor's office. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei
Opposed: None
Motion Carried

12. Agreement for Services with Benton SWCD

Doran submitted to the Board the agreement with Benton SWCD for Administrative Services. Doran noted that Sherburne and Benton County Attorney's Office's have reviewed the contract.

- Manthei made a motion to approve contract with Benton SWCD for Administrative Services. Seeley seconded the motion.

Affirmative: Seeley, Hipsag, Manthei

Opposed: None

Motion Carried

13. Grant Updates

A) Doran asked the Board to approve a grant application for \$1,250.00 to the DNR for Forest Stewardship Plan writing.

- Seeley made a motion to approve grant application to the DNR for \$1,250.00. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei

Opposed: None

Motion Carried

B) Doran asked for approval to sign the paperwork received from BWSR for a grant totaling \$160,975.00. A signature is required before funds will be released.

- Seeley made a motion to approve signing the grant paperwork from BWSR. Hipsag seconded the motion.

Affirmative: Seeley, Hipsag, Manthei

Opposed: None

Motion Carried

14. Computer/Building/Equipment Storage Update

Doran is researching potential opportunities for the District and will have an update at the June Board meeting.

15. Updated Calendar

Doran stated that when an updated calendar is sent out via email, please review for added changes.

16. Staff Reports

Manthei stated that he would like to attend any future meetings that the District Manager has with Commissioners or County Departments. Manthei also stated that he would like to be an observer at the next Metro Managers Meeting. Doran

stated that boundaries/expectations need to be established on what meetings are considered to be manager meetings versus supervisor meetings.

17. Correspondence

Doran distributed reading materials that had been received via mail.

18. Adjourn

Goenner adjourned the meeting without objection at 10:16 a.m.

Next regular meeting is scheduled for June 7th, 2010 at 8:30 a.m. at the USDA Service Center in Elk River.

Respectfully submitted by

Signature

Date

Doug Manthei, Secretary