



## BOARD MEETING MINUTES – Regular Meeting

Date: August 17, 2009  
Location: 14855 Highway 10  
Elk River, MN 55330

Members Present: Debra Seeley, Chair  
Leander Schlosser, Vice Chair  
Larry Goenner, Secretary  
Douglas Manthei, Treasurer

Members Absent: Douglas Hipsag, Reporter

Others Present: John C. Riebel Sr., Sherburne County Commissioner  
Kathleen Heaney, Sherburne County Attorney  
Todd Schoffelman, Assistant Sherburne County Attorney  
Jason Weinerman, Board Conservationist, BWSR  
Mark Basiletti, Interim District Manager  
Francine Larson, Administrative Assistant  
Larry Seeley, Clear Lake Resident

The meeting was called to order at 3:00 p.m. by Chair Debra Seeley

### Regular Agenda

#### **1. Review and approval of the August 17<sup>th</sup> Agenda**

Additions: **2a)** Agree to request that Sherburne County conduct a parallel investigation in addition to the current investigation **2b)** Board approval to allow Kathleen Heaney to contact MCIT to review the District's claims history.

Schlosser distributed information to be discussed during the Supervisor's Reports

- Schlosser made a motion to approve the August 17<sup>th</sup> Agenda with the additions. Manthei seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley

Opposed: None

Motion Carried

## 2. Minutes of the August 3<sup>rd</sup>, 2009 Meeting

Manthei stated that he would like to change his vote on Item #18. (Consideration of clothing allowance for District Staff) Manthei stated he misunderstood the motion and wishes to change his vote from Affirmative to Opposed.

This change does not affect the outcome of the motion.

- Goenner made a motion to approve the Minutes of the August 3<sup>rd</sup> meeting with the change. Schlosser seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley

Opposed: None

Motion Carried

### 2a. Agree to request that Sherburne County conduct a parallel investigation in addition to the current investigation.

Kathleen Heaney received a confidential complaint. An investigation into the complaint will need to take place. Heaney requests approval to run an additional investigation parallel to the current investigation. Details regarding the investigation could not be discussed in a public forum. Heaney pointed out that the District could hire an attorney or request assistance from the county

- Manthei made a motion to request that Sherburne County conduct a parallel investigation in addition to the current investigation. Goenner seconded the motion.

Affirmative: Goenner, Manthei, Seeley

Abstained: Schlosser

Opposed: None

Motion Carried

### 2b. Board approval to allow Kathleen Heaney to contact MCIT to review the District's claims history.

In response to Mark Basiletti's letter to Kathleen Heaney, Heaney requested permission to contact MCIT to review the District's claims history.

- Manthei made a motion to allow Kathleen Heaney to contact MCIT to review the District claims history. Goenner seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley

Opposed: None

Motion Carried

### 3. **Approve Paying Bills**

Manthei reviewed, approved and signed check numbers 3285 through 3295 prior to the meeting. Manthei requested an additional Supervisor signature on the checks.

- Schlosser made a motion to approve signing the bills as presented. Goenner seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

### 4. **Approve July Supervisor's Vouchers (no motion was made August 3<sup>rd</sup>)**

Manthei approved the supervisor's vouchers at the previous meeting.

- Schlosser made a motion to approve the July supervisor's vouchers. Goenner seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

### 5. **Supervisor's Reports**

Schlosser submitted two action items and one informational item to be discussed.

#### 1. **Staff in normal business meeting**

- Schlosser made a motion to no longer allow staff to attend normal business meetings. Manthei seconded the motion.

Affirmative: Schlosser, Manthei  
Opposed: Goenner  
Motion Carried

#### 2. **Comp time or overtime by employees**

- Manthei made a motion to no longer allow staff to earn comp time. Schlosser seconded the motion.

Affirmative: Schlosser, Manthei, Goenner, Seeley  
Opposed: None  
Motion Carried

John Riebel suggested getting the staff's input with regards to the budget.

Manthei would like to discuss reducing the current work week from 40hrs to 32hrs at the next meeting.

- Manthei made a motion to look into using a flex-time schedule. Schlosser seconded the motion.

Affirmative: Schlosser, Manthei, Goenner, Seeley  
Opposed: None  
Motion Carried

### **3. Supervisors work**

Schlosser requested that all of the supervisors take a more active approach in the Districts continuing change.

Manthei asked Kathleen Heaney if the supervisor's are allowed to get paid for attending multiple meeting during a day. Kathleen explained that the supervisor's can only receive a compensation for one meeting per day but may receive reimbursement on accumulated miles to the additional meetings. Manthei requested Kathleen Heaney research the option of supervisors receiving salary for the additional meetings. Manthei also discussed increasing the current per diem rate from \$55.00 to \$75.00.

### **6. Hiring Manager: Appoint committee to work with County Human Resources to review applications**

- Manthei made a motion to appoint all available supervisors to be on the District Manager Hiring committee. All meetings are required to be posted. Schlosser seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

### **7. Hiring Manager: Approve position opening announcement, supplemental questions, applicant evaluation (screening points)**

- Schlosser made a motion to approve the District Manager position opening announcement and the supplemental questions provided by Roxanne Chmielewski in her August 10, 2009 letter to Deb Seeley, and the applicant evaluation dated 6/29/2009. Manthei seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

Schlosser suggested selecting five to six finalists for the District Manager position.

**8. Hiring Manager: Consider other consultants, Gerry Maciej, Helen McLennan**

- Manthei made a motion to hire Gerry Maciej and Helen McLennan as hiring consultants for the District Manager position. Schlosser seconded the motion.

Affirmative: Schlosser, Goenner, Manthei,

Opposed: Seeley

Motion Carried

**9. Hiring Manager: Schedule to post the position opening, application deadline, interview schedule. Tabled on August 3<sup>rd</sup>**

Schlosser suggested posting the position from August 19<sup>th</sup> through September 2<sup>nd</sup>. The interview schedules will be determined at a later date.

- Schlosser made a motion to post the position on August 19<sup>th</sup> with an application deadline of September 2<sup>nd</sup>. Goenner seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley

Opposed: None

Motion Carried

**10. Hiring Manager: Consider how to advertise the position opening**

Basiletti suggested posting the position on the Sherburne County website, in the three local newspapers, and also emailing the announcement to MASWCD and the Minnesota SWCD email list.

- Goenner made a motion to advertise the position on the Sherburne County website, the three local newspapers, and email the announcement to the MASWCD and Minnesota SWCD email list. Manthei seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley

Opposed: None

Motion Carried

**11. Consider beginning the process of updating the Supervisor policy Handbook.**

Seeley appointed a committee of Hipsag and Goenner with the help of staff, to begin gathering information from other SWCD's toward updating the Supervisor's Policy Handbook.

**12. Workshop: Presenters: Kathleen Heaney, Todd Schoffelman**

Kathleen Heaney briefly discussed the Robert's Rules of Order, role of the Chairperson and Vice Chair, importance of the Agenda, making motions, and the accuracy of the minutes.

- 1) **Robert's Rules of Order**
- 2) **Role of the Chair and Vice Chair**
- 3) **Open Meeting Law**

Todd Schoffelman presented a PowerPoint presentation on Minnesota Open Meeting Laws

- Goenner made a motion to adopt the Parliamentary Procedure in BWSR's SWCD Operational Handbook pgs. 9-11 as a guideline. Schlosser seconded the motion.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

### **13. Correspondence**

Larson distributed the correspondence

Seeley suggested changing the August 31<sup>st</sup> meeting to a regular meeting and schedule the workshop for the September 14<sup>th</sup> meeting.

### **14. Adjourn**

- Goenner made a motion to adjourn the meeting.

Affirmative: Schlosser, Goenner, Manthei, Seeley  
Opposed: None  
Motion Carried

The meeting was adjourned at 4:50 p.m.

Next meeting is scheduled for August 31<sup>st</sup>, 2009 at 3:00 p.m. at the USDA Service Center in Elk River.

Respectfully submitted by

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Signature

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Date

Larry Goenner, Secretary