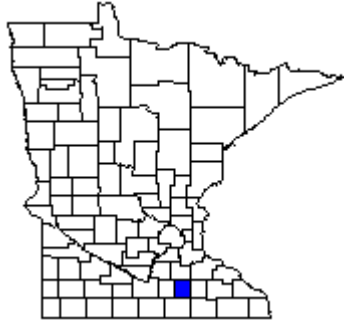


STEELE SOIL AND WATER CONSERVATION DISTRICT

235 Cedardale Drive SE
 Owatonna, Minnesota 55060-4417
 Telephone (507) 451-6730 Ext. 3
 Fax (507) 444-2421



**MINNESOTA
 SOIL and WATER CONSERVATION DISTRICTS**

The regular monthly meeting of the Steele County Soil and Water Conservation District Board of Supervisors was called to order by Chairman Dan Hansen at 6.55 p.m. on Wednesday, December 14, 2011 at the Conservation Office located at 235 Cedardale Drive SE, Owatonna, MN.

<u>SWCD Supervisors Present:</u>	<u>SWCD Staff Present:</u>	<u>Others Present:</u>	<u>Absent:</u>
Dan Hansen, Chrmn.	Sue Condon	Bruce Kubicek, Commissioner	
Mark Ihlenfeld, Treasurer	Dan Arndt	Mike Donnelly, U of MN Educator	
Dave Melby, Sec.	Eric Gulbransen	Noel Frank, NRCS	
Kyle Wolfe, Vice-Chrmn.			
James Klecker, Reporter			

The December agenda was reviewed and Arndt reported that Kasey Taylor, NRCS will not be able to attend tonight.

The November minutes were sent to the Supervisors prior to the meeting. Motion was made by Melby, seconded by Klecker to approve the minutes as written. Motion was carried by voice vote.

The November Treasurer’s Report (see attached) was read by Ihlenfeld. Motion was made by Wolfe, seconded by Ihlenfeld to approve the November Treasurer’s Report. Motion was carried by voice vote.

Bills: (see attached.) Motion was made by Melby, seconded by Ihlenfeld to approve paying the bills as listed. Motion was carried by voice vote.

OLD BUSINESS:

1. MASWCD 2012 Convention, Bloomington, Dec. 5th-6th: Arndt, Condon, Gulbransen, Ihlenfeld, Klecker, and Wolfe attended. As did our Outstanding Conservation Farmers, Ken Arndt, Steve and Sharon Arndt, and Adam Arndt. Klecker reported that the auction held on Monday night brought in \$6,100 which will go towards Education. He also reported that there will not be an increase in MASWCD 2012 dues. Ihlenfeld attended 2 mini sessions. One was on grants, which he found very informative and the other was on the history of soil conservation. Wolfe comments on the BWSR slide show. He also commented on our possibly doing a video about the District. The MASWCD Business meeting was run very smoothly, but our resolution on the frequency of required audits was defeated. Wolfe also commented on the Wilkin’s SWCD which has a Ladies Ag Night with the attendance of over 400 ladies. Arndt reported on 2 sessions: one on TMDLs and the other on the Revision of the Drainage Law. Gulbransen attended sessions on Invasive Species and Tree Diseases along with the TMDL session. Condon reported on attending an administrative session.

2. Other: none.

NEW BUSINESS:

1. Mike Donnelly, U of MN Extension Educator: Hansen welcomed Donnelly to the meeting. Donnelly introduced himself. He has been with the Steele/Rice Extension office for 2 months, during that time he has been meeting with people and agencies in the two counties. He stated that he will be hosting 18 pesticide training sessions in the next few months. He will be very involved with education and informational meetings for the people of Steele and Rice Counties. Discussion followed.
2. Kasey Taylor, NRCS was not able to attend this meeting.
3. State Cost-share Payments: Hansen signed the 8(10)FC contract for E. Thompson that was voted for payment last month, but tabled for signature and final amount of \$3,500 until this month. Gulbransen presented 2(10)FC D. McGuire final payment of \$1,279.71 for Erosion Control Structure Repair. Discussion. Motion was made by Klecker, seconded by Wolfe to agree to pay final payment on the cost-share contract. Motion carried by voice vote.
4. MCIT 2011 Dividend Payment: Workman's Comp. \$812, Property & Casualty \$3,017.
5. Gulbransen's Pesticide Applicator's License Renewal: Motion was made by Ihlenfeld, seconded by Melby to approve the District to pay this renewal. Motion carried by voice vote.
6. 2012 MN Nursery Dealers License: Motion was made by Melby, seconded by Klecker to approve the payment of the District's Nursery Dealers license. Motion was carried by voice vote.

Agency Reports: Commissioner Kubicek reported that there were 38 applicants for the County Administrators position. The applicants were narrowed down to nine and the interviews will start soon.

Frank, NRCS stated that he is doing a lot of 1026's, Certified Wetland Determinations, which definitely is time consuming.

Arndt stated that there have been 3 or 4 complaints on wetland violations in Steele County, which he has been inspecting and that one has gone onto the DNR. Arndt also stated that the staff has finished the WRP Monitoring Contract with the NRCS.

Gulbransen reviewed 2012 tree order with supervisors: Motion by Klecker, seconded by Ihlenfeld to add Basswood to the order and to increase the cost to customer \$.50 a tree. Carried by voice vote.

7. Annual Employee Review – Wage & Benefit Review: Closed discussion between supervisors. Staff returned. Motion was made by Klecker, seconded by Melby to approve a 2% cost of living raise for all employees, and to approve the 2012 renewal of the Blue Cross Blue Shield Medical and Dental Plan. Including a District contribution of 50% of the deductible (\$1500/Employee) to the employees high deductible HSA plan. Carried by voice vote. Motion was made by Ihlenfeld, seconded by Klecker to approve the amendments to the District's Employee Handbook on Phased Retirement Option for any employee over the age of 62 and the pro-rated HSA reimbursement to District if employees leave the District before end of fiscal year. Carried by voice vote. Motion was made by Melby, seconded by Ihlenfeld to sign contract with Condon for one more year on Phased Retirement Option. Carried by voice vote.

Motion was made to adjourn by Klecker, seconded by Wolfe at 8:20 p.m. Motion carried. Meeting was adjourned. The next board meeting will be January 11, 2012.

Respectfully Submitted By:



Sue Condon, District Administrative Secretary

Personnel Committee Meeting
December 14, 2011 - 4:00 p.m.

Employee Committee:

Dave Melby

James Klecker

Staff:

Dan Arndt, Manager

Sue Condon, Dist. Admin. Sec.

Eric Gulbransen, District Resource Cons.

Meeting Agenda:

1. Complete Job Performance 2011 Evaluations

2. Develop 2012 Job Plans

3. Review benefits:

Clarify Health Insurance Policy

Review 2012 proposed Health Insurance

Review 2012 proposed short-term disability, life insurance, and dental policies

4. Proposed Personnel Policy Amendments:

Section II Compensation/Benefits 2.5 and 2.29.

“Any HSA funds deposited by the District in an employee’s account will be pro-rated for that year if the employee leaves District employment before the end of that year. The pro-rated amount will be deducted from any final compensation.”

Section II-Compensation/Benefits 2.4

“Beginning January 1, 2011 employees 62 years of age or older may be considered for phased retirement if deemed eligible by the MN Public Employees Retirement Association.”

5. Review current pay schedule:

6. Discuss 2012 wages and benefits.

Adjourn

12-14-2011

Steele County Soil and Water Conservation District

Personnel Committee Meeting:

Supervisors, Dave Melby and James Klecker met with staff on December 14, 2011 in the conference room at 4:00 p.m. In attendance were employees Dan Arndt, Sue Condon and Eric Gulbransen.

Job performance evaluations for Condon and Gulbransen were completed by Arndt and reviewed by the committee. Melby and Klecker completed Arndt's evaluation.

Amendments to the Steele County SWCD Personnel Policy were discussed and to be reviewed and will be voted on by full Board.

The contract for Susan Condon for 2012 renewal through Phased Retirement under the PERA Plan was discussed and will be voted on by full Board.

A cost of living increase for 2012 was discussed.

Employees health, dental, life, and disability insurance benefits were discussed.

Draft 2012 job plans for District employees were discussed.

Respectfully Submitted,

Daniel Arndt, Manager