



Historic Courthouse  
635 2<sup>nd</sup> St SE, Milaca, MN 56353  
320-983-2160  
[www.millelacsSWCD.org](http://www.millelacsSWCD.org)

The mission of the Mille Lacs Soil & Water Conservation District is to assist area people with soil and water resource management.

Frequently Used Acronyms:

(AgBMP) Agricultural BMP Loan Programs

(BMP) Best Management Practices

(BWSR) Board of Water & Soil Resources

(CLWMP) County Local Water Mgmt Plan

(CWF) Clean Water Fund Grant (BWSR)

(DWSMA) Drinking Water Supply Mgmt Area

(MASWCD) MN Assn. of Soil & Water Cons. Districts

(MLLWMG) Mille Lacs Lake Watershed Mgmt Group

(NPDES) Nat. Pollution Discharge Elimination System

(NRBG) Natural Resources Block Grant

(NRCS) Natural Resources Conservation Service

(SCS) State Cost Share

(SRWMB) Snake River Watershed Mgmt Board

(SSTS) Subsurface Sewage Treatment System

(SWCD) Soil & Water Conservation District

(TSA 3) Technical Service Area 3

(TMDL) Total Maximum Daily Load

(WCA) Wetland Conservation Act

(WRAPS) Watershed Restoration & Protection Strategy

(1W1P) One Watershed, One Plan

MINUTES FROM THE APRIL 8, 2020 REGULAR MEETING

The meeting of the Mille Lacs Soil & Water Conservation District (SWCD) Board was held in Conference Room D  
Mille Lacs County Historic Courthouse, Milaca, Minnesota.

Teleconference Meeting due to Statewide Stay at Home Order

**Members Present:**

Chair, Jake Janski, District 3

Vice Chair, Kurt Beckstrom, District 2

Treasurer, Robert Hoefert, District 5

Secretary, Andre LaSalle, District 4

Member, Kathy Stoeckel, District 1

**Staff Present:**

District Administrator, Susan Shaw

Administrative Assistant, Maggie Kuchenbaker

**Visitors:**

Commissioner Liaison, Genny Reynolds

NRCS, Barb Zeroth

1. **Call to Order** Chair Janski called the meeting to order at 6:00pm
2. **Motion by LaSalle to approve the resolution establishing the ability to conduct open meetings by telephone, under Minnesota statute, section 13D.021; Beckstrom second. Affirmative by Roll Call:** Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
3. **Conflict of Interest Disclosure Verbal**  
Stoeckel – No Conflict  
Hoefert – No Conflict  
Beckstrom – No Conflict  
LaSalle – No Conflict  
Janski – No Conflict

4. **Motion by Hoefert to approve the amended agenda, adding Open Public Forum; Stoeckel second.**  
Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
5. Open Public Forum – none
6. **Motion by Beckstrom to approve the consent agenda as presented; LaSalle second.** Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**
  - a. Approve March 11, 2019 Regular Meeting Minutes
  - b. Approve Monthly Financial Report
    - i. March Treasurer’s Report
    - ii. Checks written #7498-7519; electronic transfer’s #e20-017-#e20-026 totaling \$31,172.26.
  - c. Approve Supervisor 1<sup>st</sup> quarter compensation in the amount totaling \$1,433.25.
7. **Staff Reports/Presentations**
  - a. SWCD Staff Report – written.  
Stoeckel asked about the tree sale. Kuchenbaker reported she and Casey will be handling the tree sale and will be following CDC guidelines. Discussion on remote working and how it is being accomplished.
  - b. Administrator’s Report – Shaw reported she is remotely attending weekly County meetings. Noxious weed season is approaching. Shaw reported the NRCS MOU was sent and she will be having one on one meetings with Supervisors and Staff regarding the MOU and it will then be presented at the May Board meeting.  
Hoefert reported 2021 CWF funding concerns. Shaw reported she is in contact with other SWCD Administrators discussing these funding concerns. Shaw reported a finance committee meeting can be held when more information is available. She continues to monitor the MASWCD information that is sent out via email.
8. **District Policy, Planning, Activities, Projects, & Grants**
  - a. District Work Plan Check In – Shaw reported the district has a strong work plan with goals and strategies. Everyone is moving ahead to achieve their individual work plan goals.
  - b. Personnel Polices
    - i. **Motion by LaSalle to approve the flexible work schedule policy; Hoefert second.** Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**  
Discussion. Shaw reported this will accomplish goals and strategies of the District.
    - ii. **Motion by Hoefert to remove item #4 from the temporarily allowing remote work practices by employee policy.** Motion failed due to no second.  
**Motion by Hoefert to add “Minor exceptions may be considered for approval under extraordinary circumstances by Administrator” to #4 and to add “by Administrator” to #5;** Stoeckel second. Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**  
Discussion regarding line #4 and working while actively engaged in care of a dependent.

**Motion by Hoefert to approve the temporarily allowing remote work practices by employees policy as amended;** LaSalle second. Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**

Discussion. This policy is only for emergency situations and emergency is defined in paragraph 2, line 1 of this policy.

- iii. **Motion by Hoefert to approve the temporary public health emergency telework application policy;** LaSalle second. Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**

Discussion regarding line B.1. Shaw reported she upgraded her internet so she was able to work at home. Supervisor agreement that it is a privilege to be able to work from home in these situations and the minimum standards of this policy needs to be met by the employees.

- c. Tree Sale – Updated in Staff Report
- d. Equipment Rental – Updated in Staff Report
- e. County Agriculture Inspector – Update in Staff Report
- f. Comprehensive Watershed Planning (1W1P)
  - i. Rum River – Shaw reported the watershed planning process is moving forward with remote teleconferencing meetings. The next Technical Advisory Committee meeting is on April 13.
  - ii. Snake River
    - 1. **Motion by Beckstrom to approve partner agreements to be signed by the Chair and sent to Pine and Kanabec SWCDs upon grant agreement approval from BWSR;** Stoeckel second. Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. **The motion carried.**  
Shaw reported that Aitkin has no paid roll in the planning process, so the Mille Lacs SWCD does not have to have a partner agreement with them.
- g. Conservation Day – Cancelled
- h. Envirothon – Cancelled
- i. Supervisor Evaluation – Postponed
- j. Mille Lacs SWCD Resolutions for Area 3; Resolutions due at the May Board meeting – Janski reported he reached out to Director Hoppe to engage him around the planning of the June Resolution Meeting. Beckstrom reported he was approached by a Crow Wing Supervisor regarding a resolution on establishment of civilian conservation grazing corps. The Conservation Committee discussed the resolution and suggested some edits. Beckstrom will follow up with the Crow Wing Supervisor and ask if he has reached out to the Conservation Corp of MN & IA to see if the concept presented in the resolution would be a good fit for their organization. Kurt will provide an update or possibly present an edited resolution at the May Board meeting.
- k. Conservation Committee Report – Beckstrom reported the committee discussed the upcoming tree sale distribution, conservation grazing corps resolution and a strategic adaptation to the proposal to do cover crop self-guided tours.

## 9. Financials

- a. Stoeckel approved the statement audit
- b. **Motion by LaSalle to approve adding “supervisor” to the policy and adding a sunset date if not enacted by December 31, 2020 to the direct deposit for staff and supervisor policy and approve the policy as amended;** Hoefert second. Affirmative by Roll Call: Hoefert, LaSalle, Janski. Opposed by Roll Call: Beckstrom, Stoeckel. **The motion carried.**

10. Supervisor Updates – none

11. Meetings & Events

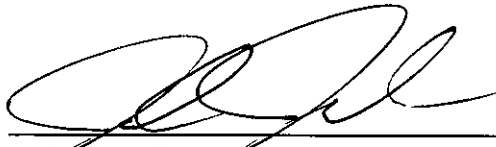
- a. 1W1P Snake River Policy Committee Meeting.....April 27, Teleconference  
Beckstrom attending
- b. Water Management Plan Advisory Committee .....April 14, Teleconference  
Stoeckel attending
- c. Other Planned Committee Meetings
  - i. Finance Committee.....TBD
  - ii. One on One Meetings

Motion by Stoeckel to approve meetings and events, Hoefert second. Affirmative by Roll Call: Beckstrom, Hoefert, LaSalle, Stoeckel. Opposed: none. The motion carried.

12. Evaluate the Meeting: Consensus is the meeting went great.

13. Next Regular Meeting – Wednesday, May 13 2020, 6:00pm, Historic Courthouse, Conference Room D.

14. Chair Janski adjourned the meeting at 7:40 pm.

  
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Andre LaSalle, Mille Lacs SWCD Secretary  
Jake Janski, Alternate

5/13/20  
\_\_\_\_\_  
Date