



**Minutes of the February 1, 2023  
Brown SWCD Annual Planning Meeting  
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 4:16pm by Craig Fischer.

**PRESENT**

1. Craig Fischer – Chair
2. Mark Wellner – Vice-Chair
3. Brad Augustin – Secretary
4. Bill Eckstein – Treasurer
5. Rae Runck – PRI
6. Melanie Krueger – District Manager

**AGENDA**

- ◆ Motion was made by Augustin and seconded by Wellner to approve the agenda.  
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

**BROWN SWCD PROGRAM UPDATES**

- ◆ Reviewed the annual program updates reports prepared by staff for district programs – AIS Prevention, RIM/CREP, Cost Share, Buffer, Other, and Watershed Planning.

**2022 FINAL BUDGET REPORT**

- ◆ Reviewed the final budget report and the annual summary financial statement information report for 2022.

**2022 ACCOMPLISHMENTS REPORT**

- ◆ Reviewed the annual accomplishments report. The report will be published on the SWCD website to meet grant requirements. A motion was made by Eckstein and seconded by Runck to approve the 2022 Brown SWCD Accomplishments report.  
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

**COMPENSATION/CLASSIFICATION SERVICES RECOMMENDATIONS**

- ◆ Personnel Committee gave a recap of the work completed with the consultant for compensation/classification services and outlined recommendations for grade level classifications, pay scale wage implementation rates, and updated job descriptions.
  - ◇ A motion was made by Wellner and seconded by Eckstein to approve Personnel Committee recommendation for the job classification grade level placements on the county's new non-union 2023 pay scale for all jobs and to approve the new wages for current staff at the implementation rates indicated and circled in red per the memo from DDA, retro-active to January 1, 2023.  
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

- ◇ A motion was made by Wellner and seconded by Augustin to approve the job descriptions as presented and revised for the District Manager, District Technician 3, District Technician 2, and District Technician 1 positions.  
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

**2023 PROPOSED BUDGET**

- ◆ Discussed the 2023 proposed budget. A motion was made by Augustin and seconded by Eckstein to approve the 2023 budget for Brown SWCD as presented.  
Affirmative: Augustin, Eckstein, Fischer, Runck, Wellner  
Opposed: None; Motion Carried

**2023 ANNUAL WORK PLAN**

\*Wellner exited at 5:47pm

- ◆ Reviewed the draft work plan for 2023 and discussed edits proposed by manager. Additional edits were also discussed and noted by manager. A motion was made by Eckstein and seconded by Runck to approve the 2023 Annual Work Plan with the edits discussed and noted.  
Affirmative: Augustin, Eckstein, Fischer, Runck  
Opposed: None; Motion Carried

**Meeting Adjourned – 6:01pm**

Secretary: \_\_\_\_\_



Date: \_\_\_\_\_

2-8-23