



# NORTH CENTRAL MINNESOTA JOINT POWERS BOARD

SWCD TECHNICAL SERVICES AREA 8

3217 BEMIDJI AVENUE NORTH / SUITE 3 • BEMIDJI, MINNESOTA 56601

OFFICE: (218) 755-4341

## Minutes

North Central Joint Powers Board Executive Committee

February 25<sup>th</sup>, 2016

Environmental Services Office: Beltrami County Courthouse Bemidji, MN 56601

## Attendees:

**Executive Committee Board:** Robert Albrecht, William Patnaude, Don Simons, Ruth Trask

Absent: Allen Linder

Other: Jane Ekholm, Cass SWCD Board Member, Beth Hippert, Crow Wing SWCD Technician, Brad Kennedy, JPB Engineer Technician, Bill Westerberg, JPB Engineer

**Meeting called to Order by Chairman Don Simons at 9:00 a.m.**

**Agenda Approval 02-25-2016 Secretary's Report 1-25-2016.**

**Motion** to approve February 25<sup>th</sup> agenda by Jane Ekholm with following amendments:

- a. JPB Truck purchase: Bill Westerberg
- b. Laptop computer purchase: Brad Kennedy

**Second:** Robert Albrecht      **Opposed:** None      **Motion carried.**

**Motion** to approve January 25<sup>th</sup> Secretary's report by Robert Albrecht replacing the word "approve" with "recommend approval" where applicable.

**Second:** Ruth Trask      **Opposed:** None      **Motion carried.**

## Truck:

Bill Westerberg reported they compared 2015 GMC and Ford vehicles. The GMC was the low bid at \$26,956.71 with the Ford pricing out at about \$31,000. Jane Ekholm suggested a decision be delayed until consulting Consumer reports. The GMC was ranked 8.4/10 and the Ford 9.3/10 in a report provided by Bill Patnaude's Staff.

**Motion** recommend purchase of the GMC with topper by Robert Albrecht

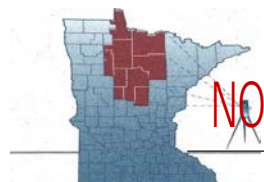
**Second:** Jane Ekholm      **Opposed:** None      **Motion carried.**

## Laptop Computer:

Brad Kennedy recommended the purchase of a lap-top that will meet current and future needs of the new Engineering Technician with an expandable Quad Core.

**Motion** by Jane Ekholm to recommend purchase of the Hewlett Packard lap-top computer with Quad Core

**Second:** Robert Albrecht      **Opposed:** None      **Motion carried.**



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## **Applicant qualifications, resume review**

Bill Westerberg summarized his assessment of Mr. Nistler's resume and the education and skills that made him a viable candidate. He also referenced an exceptional recommendation for his work as an intern at Cass County (2015) SWCD by District Manager John Ringle.

## **Review interview questions and procedure.**

Chair Don Simons requested that Bill Patnaude be the spokesperson for the group and ask Mr. Nistler a set of 15 questions prepared for the interview. Bill agreed. Questions would be allowed by the Committee, Bill Westerberg, and Brad Kennedy when all the questions were answered and as called on by Chair Don Simons. Prior to the interview session Mr. Nistler was given 15 minutes to review the questions and prepare.

## **Interview Applicant**

Bill Patnaude asked Mr. Nistler a list of 15 questions prepared for the interview. Chair Don Simons and Committee asked additional questions for clarification following the formal session.

## **Applicant ranking**

The Committee did not rank Mr. Nistler

## **Re-open job posting or recommendation to hire candidate**

After Mr. Nistler's qualifications were discussed it was decided that he was a top contender but that due to his limited AutoCAD experience, the position should be re-opened. The Committee agreed that Mr. Nistler be notified of this and that his application would be re-evaluated and a final decision would be made at a later date.

Beth was directed to advertise for the position as soon as possible with a closing date of March 21st at 4:30 p.m. The advertising budget was set at \$1000.00.

**Motion** by Don Simons to re-open the position until March 21<sup>st</sup>, 2016, reconvene the Committee Friday March 25<sup>th</sup> at 9:30 to review applications and set up interviews.

**Second:** Jane Ekholm

**Opposed:** None

**Motion carried.**

**Motion to adjourn** by Ruth Trask

**Second:** Robert Albrecht

**Opposed:** None

**Motion carried**

**Meeting adjourned at 11:10 a.m.**