

**MINUTES**  
**Special Meeting of the Alger Conservation District Board**  
**Tuesday February 22, 2022 6:00 pm**

The meeting was called to order at 6:15 pm by Chairman Highlen.

Board members present: John Highlen, Mike Saberniak, Liz Wiener, Diane Kay-Hougaboom, Rowan Bunce

Board members absent: none

Staff present: Matt Watkeys, Teri Grout

Staff absent: Christy Foye, Landen Tetil, Sara Kelso, Misa Cady, Kelly Sippl, Holly Moss

Guests: none

**NEW BUSINESS**

**a. Personnel Committee Recommendations:**

Watkeys brought up uncertain vacation liabilities for leaving personnel and associated accrued employee leave bank account. Discussion was also focused on past EPA Watershed bank account that was changed over to accrued employee leave account in 2020. Vacation accrual account needs to be reconciled at end of each Fiscal Year, and/or paid out if grants that were charged fringe have been or will be closing out.

Motion was made by Bunce to authorize hours to pay for file organization temporary employee, at \$15 per hour, for 10 hours. Seconded by Hougaboom, MCUC.

Board minutes need to be organized, accumulated, and saved in appropriate locations, since early 2017.

Motion was made by Hougaboom to remove Grout from bank accounts as Watkeys has full responsibility at this time. Seconded by Wiener, MCUC.

RAM truck purchase at Fox Negaunee may need to be canceled.

Hougaboom requested a Records Retention Policy needs to be updated and on file.

Highlen requested a March regular board meeting, even though that is also Annual Banquet month, and regular meetings are usually cancelled. Board schedule can be streamlined for that day (eliminating staff reports, etc.) Board Meeting schedule will be updated and posted in the appropriate locations, and on the ACD website.

Public comment: None

Motion to adjourn by Hougaboom, seconded by Bunce; MCUC. Meeting adjourned at 8:05 PM.

Approved:  \_\_\_\_\_  
John Highlen, Chairman

or Rowan Bunce, Secretary

Date: 3/8/22