

Bassett Creek Watershed Management Commission
Administrative Options Committee
Wednesday, May 4, 2005 Golden Valley City Hall

Commissioners present: Ginny Black, City of Plymouth
Pauline Langsdorf, City of Crystal
Mayor Linda Loomis, City of Golden Valley
Karla Peterson, City of Robbinsdale

Others present: Bryan Ripp, Applied Ecological Services
Elizabeth Thornton, Alternate, City of Plymouth

1. Review Recorder hiring time line and duties
 - Deadline for responses is Monday, May 16.
 - Ginny Black will contact city managers regarding a part time person available for the duties.
 - This committee will meet at 10:00 on May 19 (prior to the next commission meeting) to make a recommendation to the commission.
 - The week of May 23 will be possible interviews. (5/24 morning, 5/25 evening)
 - June 16 Commission meeting: recommend candidate for contract with BCWMO
2. Review Executive Director responsibilities
 - How does the list from Pat compare to an executive director?
 - Regarding commission minutes: how detailed do the minutes have to be? The minutes according to Robert's Rules need to be about actions taken. Audiotapes (detailed discussion) could be kept on file for a year.
 - What is the purpose of the attorney's review of the minutes?
 - Are there cost savings to contracting for someone to do the website? If this were a duty of the Executive Director would it eliminate a candidate?
 - Website host: could a city host it, be contracted for service and maintenance?
3. Review 2006 proposed budget and funding options
4. Review funding options for Executive Director position
 - Commission should charge review fees for private development planners. There would be no charge for city plan review.
 - Discussion of the "Technical Services" entry from Barr's invoice. How much of that would be something the Executive Director would do?
 - Proposed (draft) \$45,000 per year for possible 3/4 time contract.

Next meeting: Wednesday, May 19, 10:00 AM

Minutes submitted: Elizabeth Thornton