



916 East St. Paul Street • Litchfield, MN 55355

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Minutes of Special Board Meeting
Tuesday, August 21, 2018, 8 a.m.
USDA Service Center
916 East St. Paul Street
Litchfield, MN 55355

Present: Bob Schiefelbein, Fred Behnke, Dan Barka and Greg Jans. Staff present: Joe Norman and Deb Holtz, SWCD. Also present: Kristin Kote, Meeker Planning and Zoning.

The meeting was called to order by Chairman Schiefelbein at 8:09 a.m.

Deb Holtz reviewed guidance on interviewing from MCIT Resource Sheets.

The assembly reviewed interview questions.

Those present interviewed four candidates for the Assistant Feedlot Officer/Ag Weed Inspector position, three in person and one by telephone.

It was determined that three of the candidates would be called for second interviews. Holtz was instructed to set up interviews to be scheduled every half hour beginning at 8:30 a.m. on Tuesday, August 28, 2018. The group will gather at 8:15 a.m.

A list of questions to be asked of the candidates was developed.

Next Meeting: Tuesday, August 28, 2018: Special meeting for the purpose of interviewing candidates for the Assistant Feedlot/Ag-Weed Inspector position.

Adjournment: Upon motion made by Behnke and seconded by Barka, Chairman Schiefelbein adjourned the meeting at 12 noon.

Secretary

Date