



**Special Meeting MINUTES**  
**Tuesday, January 7, 2014**  
**Located at: SRWD Office at 5:30 p.m.**

<b>Managers Present:</b>	Jim Kral, Larry Kuseske, John Harren, Bob Mostad, Jason Scherping, Vern Vangsness, Duane Willenbring
<b>Staff Present:</b>	Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Adam Hjelm, Public Outreach Coordinator; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator.
<b>Guests Present:</b>	Sharon Klumpp
<b>Manager's Absent:</b>	

1. **The meeting was called to order by President Kuseske at 5:30 p.m. and the Pledge of Allegiance was recited.**
  
2. **Additions/corrections to the agenda items** - President Kuseske asked for additions or corrections to the agenda. Manager Kral made a motion to approve the agenda as presented. The motion was seconded by Manager Harren. The motion passed with all in favor.
  
3. **Closed Session – Manager Harren made a motion to close the regular meeting for the purpose of discussing the current litigation with Voss Plumbing and Heating of Paynesville, Inc. versus the Sauk River Watershed District, Stearns County Court File 73CB1310558. The motion was seconded by Manager Willenbring. The motion passed with all in favor. Manager Kral made a motion to adjourn the closed session and reopen the special meeting. Manager Willenbring made a motion to accept the settlement proposal as presented and to authorize the Board President to execute it as presented. The motion was seconded by Manager Rettig. The motion passed with majority in favor, Managers Harren and Scherping abstaining.**
  
4. **Old Business**
  - a) **Discussion with Sharon Klumpp** – Sharon Klumpp from Springstead Incorporated met with the board to get the information needed to begin the search for a new District Administrator. Klumpp asked questions of the board and will use the feedback to go forward with the hiring process. She will provide more information and a timeline at the January 21, 2014 regular meeting. President Kuseske asked for discussion on filling the Ditch/Permit Coordinator Position and if the board desired to as Sharon for help. There was discussion on the urgency and necessity of filling the position from both board and staff. A



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scope of services was shared with the board to show the potential cost of having someone from Wenck do observation during ditch construction and checking benchmarks since there has been a shortage of staff. There was subsequent discussion regarding the scope of work with Wenck and whether or not observation was included. Also discussed was if and when observations need to or should be done. There was more discussion on staffing needs and whether a Ditch/Permit Coordinator should be hired. **Manager Willenbring made a motion to table discussion on the hire of a Ditch/Permit Coordinator until the January 21<sup>st</sup> meeting. The motion was seconded by Manager Mostad. The motion passed with all in favor.**

- b) **Resolution 01-14 for approved wage increases** – President Kuseske presented Resolution 01-14 to approve the wage increases approved in the budget. **Manager Harren made a motion to approve Resolution 01-14. The motion was seconded by manager Rettig. The motion passed with all in favor.**
- c) **Monitoring Coordination Position** – President Kuseske explained to the board that Sarah Jo Schmitz has never been named a permanent full-time staff. **Manager Rettig made a motion to designate Sarah Jo Schmitz as a permanent, full-time staff. The motion was seconded by Manager Kral. The motion passed with all in favor.**

5. **New Business**

- a. **Brown Raingarden** – Tara Ostendorf, Environmental Quality Technician, explained that Gary Brown, a property owner in the Cold Spring area who was a part of the Raingarden Initiative is selling his property and therefore, needs to repay his portion of the grant to release deed restriction. **Manager Scherping made a motion to enter into the Satisfaction of Agreement with Gary Brown. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
- b. **PRAP Grant Contract** – Tara Ostendorf informed the board that the District received the PRAO Grant Contract for 50% reimbursement grant that can be used for job description and wage scale review. The grant end date is May 31, 2014.
- c. **Training Opportunities** – Interim Administrator Melissa Roelike informed the board of the 2014 MECA Conference and the Stearns County Shoreland Training workshop and asked that the board authorize staff to go. It was noted that as long as the training opportunities were budgeted and are within the budget, the Administrator can authorize staff's attendance without board motion. **Manager Harren made a motion to allow staff's attendance at the 2014 MECA Conference and the Stearns County Shoreland Training workshop as long as it fits within the training budget. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

6. **Items for Next Meeting Agenda – None**



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7. **Adjourn** – The meeting was adjourned at 8:35 by general consent of the Board.

**All Sauk River Watershed District meetings are handicap accessible.**

An attempt will be made in advance to accommodate any other individual need for special services. Call the above number if any special arrangements need to be made.