



Special Meeting MINUTES
Wednesday, September 25, 2013
Located at: Sauk Centre City Hall at 4:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, Virgil Rettig, Bob Mostad, Jason Scherping, Vern Vangness, Tim Lunsford, Duane Willenbring
Staff Present:	Holly Kovarik, Administrator; Tara Ostendorf, Environmental Project Technician; Sarah Jo Schmitz, Monitoring Coordinator; John Kolb, District Attorney; Lynn Nelson, Project Coordinator; Adam Hjelm, Education Coordinator; Melissa Roelike, Office and Finance Manager
Guests Present:	Scott Lucas, MPCA; Dennis Fuchs, Stearns SWCD
Manager's Absent:	Duane Willenbring, departing at 6:00 p.m.

1. **The meeting was called to order by President Kuseske at 4:00 p.m. and the Pledge of Allegiance was recited.**
2. **Agenda** – President Kuseske listed the agenda as follows:

Discussion of Interim Administrator
Search for New Administrator
Additional Technical/Administrative Services
Current Administrator Recommendations

3. **Pending Resignation of Manager Lunsford** – Manager Lunsford was given the floor to explain his intended resignation from the Board. Manager Lunsford has been asked by the Stearns County Board of Commissioners to remain on the Board until a replacement is appointed and qualified. Based on the request of the Appointing Authority, Manager Lunsford has amended his resignation to be effective upon Appointing Authority's appointment and qualification of a new manager. The amended written notice of resignation was delivered to the Board President.
4. **Discussion of Interim Administrator** - President Kuseske reported on his meeting with Melissa Roelike and her willingness to serve as Interim Administrator during the search and hiring process for a new administrator. Manager Harren expressed concerns about outright appointment and requested that expectations be set for the position. Manager Willenbring discussed the job description and whether it reflected the intent of the managers for the position. Manager Kral expressed his support for Melissa in the role of Interim Administrator. **Manager Lunsford made a motion to approve appointment of Melissa Roelike to the position of Interim Administrator with all authorities and responsibilities of the Administrator as set forth in the Administrator job description and Board policies. The motion was seconded by Manager Willenbring.** Managers Kral, Rettig, Mostad and Vangness all commented in favor of the appointment. **The motion passed with all in favor.**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

- a. **Additional Compensation for Interim Administrator.** The Board discussed whether to offer additional compensation to the Interim Administrator in the form of stipend or additional salary. **Manager Harren made a motion for additional compensation for the Interim Administrator to be in the form of salary beginning at the start of the next (9/26) pay period. The motion was seconded by Manager Lunsford. The motion passed with all in favor.** The Board then discussed the amount of additional salary. The Board considered the current pay rates for Melissa and Holly and discussed how to handle overtime since the Interim Administrator position will not be exempt. **Manager Lunsford made a motion to set compensation for the Interim Administrator according to Group 16, Step 1 of the District pay scale and to compensate hours in excess of 40 per week (overtime) at 1.5 times the hourly rate at Group 16, Step 1. The motion was seconded by Manager Kral. The motion passed with all in favor.**
- b. **Acceptance of Appointment.** Melissa Roelike accepted the appointment as Interim Administrator according to the terms set forth by the Board and acknowledged the appointment is temporary and will be revoked by the Board upon hiring a new administrator, at which time her duties will revert to those of Office and Finance Manager.
5. **Search for new Administrator.** The Board discussed possible search processes for a new administrator. Manager Harren inquired whether there are other concepts or alternatives to hiring an administrator. Attorney Kolb noted that there are limited options and some statutory obstacles to combining with other organizations. **Manager Lunsford moved that the Board declare its intent to hire an administrator. Manager Kral seconded the motion. The motion passed.** President Kuseske inquired of the Board's interest in hiring a search firm to find an administrator or if another method is preferred. The Board discussed prior hiring and search processes and the benefits of having assistance in the process. The Board's consensus decision was to defer consideration of hiring a search firm until its staffing and organizations processes were explored.
6. **Additional Technical/Administrative Services.** The Board discussed what additional services might be required during transition and until administrator and staff replacements are hired. The Board discussed Administrator Kovarik's recommendation that the current district engineer provide additional services related to permit and plan reviews, drainage inspection and general technical services. **Manager Lunsford moved that the Board hire Wenck to provide additional technical services and that Wenck provide a scope of work for such services to be reviewed by the Board. Manager Willenbring seconded the motion.** The Board further discussed the scope of services and whether some of the services could be provided remotely. Administrator Kovarik explained prior experience of the District with additional technical services and the likelihood and value of having the engineer meet with District staff a few times a month at most. **The motion passed.** The Board discussed the implementation of current grants. Tara Ostendorf explained the current coordination with the Stearns SWCD regarding grant implementation. Dennis Fuchs said that the SWCD staff could



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

assist with grant implementation under a delegation agreement with the District. The Board discussed the possible hiring of a temporary clerical staff person to assist the Interim Administrator. It was the Board's consensus to wait on deciding about a temporary clerical staff person until Melissa has a chance to evaluate her needs in the new position.

7. **Current Administrator Recommendations.** The Board began discussions of recommendations of the current administrator regarding reallocation of staff duties until a new administrator and staff are hired. Administrator Kovarik discussed the current work being performed by Tara Ostendorf. Tara Ostendorf then requested that the meeting be closed for an employee performance review of her work for the District.
8. **Closed Meeting. Manager Lunsford moved to close the meeting for the purpose of performing an employee performance review of Tara Ostendorf. Manager Harren seconded the motion.** Tara Ostendorf was presented the option of having the meeting open and declined, requesting that the meeting be closed. **The motion passed with all in favor.** (whereupon the meeting was closed. Present at the closed meeting were the remaining Board members (less Willenbring), Administrator Kovarik, Attorney Kolb and Tara Ostendorf. At the closed meeting, the Board reviewed Tara Ostendorf's performance and inquired regarding distribution of job duties. The Board also discussed the possible rescission of her resignation from the District.) At the conclusion of the performance review, the meeting was reopened by President Kuseske.
9. **Subsequent Special Meeting.** Upon reopening of the meeting the Board discussed possible changes to the future structure of District staff, performance reviews for all employees and directed the Administrator to review all employees prior to departure from the District. **Manager Lunsford moved to set a special meeting on Monday, September 30, at 4:00 p.m. at the Sauk Centre City Hall and, further, that the executive committee of the Board meet to review employee performance files on Monday, September 30, at 2:00 p.m. in the District office. The purpose of the meeting will be to discuss future structure of the District and review employee performance. Manager Kral seconded the motion. The motion passed with all in favor.**
10. **Adjourn.** There being no further business for the Board, President Kuseske declared the meeting adjourned.

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.