



**Special Meeting MINUTES**  
**Monday, September 30, 2013**  
**Located at: Sauk Centre City Hall at 4:00 p.m.**

<b>Managers Present:</b>	Jim Kral, Larry Kuseske, John Harren, Virgil Rettig, Bob Mostad, Jason Scherping, Vern Vangness, Tim Lunsford, Duane Willenbring
<b>Staff Present:</b>	Holly Kovarik, Administrator; John Kolb, District Attorney; (By appointment during reviews: Tara Ostendorf, Environmental Project Technician; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Project Coordinator; Adam Hjelm, Education Coordinator; Melissa Roelike, Office and Finance Manager)
<b>Guests Present:</b>	
<b>Manager's Absent:</b>	

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 reviewed the agenda as distributed.
3. **Old Business:**
  - a. **Strategic Planning:** The Board discussed planning for restructuring of District staffing. Attorney Kolb updated the Board on one example of alternative administrative occurring in Southeast Minnesota. The Board discussed combining staff duties with the option of eliminating one staff position.
  - b. **Employee Reviews.** Each employee was informed of the Board's intent to conduct employee performance reviews during the special meeting. Each employee was informed of his or her options of having the performance review occur in open meeting rather than closed meeting. No employee expressed a desire to have the performance review occur in open meeting. Prior to the special meeting, members of the executive committee met to review employee performance files at the District Office. The results of that review will be discussed during the individual performance reviews. The process for the review was discussed and a set of questions developed by the executive committee were reviewed by the managers. **President Kuseske closed the meeting for the purpose of conducting employee performance reviews.** (Whereupon employee performance reviews occurred as described below):
    1. **Melissa Roelike.** Administrator Kovarik provided the Board the employee review form for Melissa Roelike. President Kuseske reviewed the form and comments with Melissa Roelike and the Board and invited comment from the Board. After discussion, President Kuseske recommended accepting the performance review recommendation of the Administrator without revision.
    2. **Adam Hjelm.** Administrator Kovarik provided the Board the employee review form for Adam Hjelm. President Kuseske reviewed the form and



**SAUK RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS**

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- comments with Adam Hjelm and the Board and invited comment from the Board. After discussion, President Kuseske recommended accepting the performance review recommendation of the Administrator without revision.
3. **Tara Ostendorf.** Administrator Kovarik provided the Board the employee review form for Tara Ostendorf. President Kuseske reviewed the form and comments with Tara Ostendorf and the Board and invited comment from the Board. After discussion, President Kuseske recommended accepting the performance review recommendation of the Administrator without revision.
  4. **Sarah Jo Schmitz.** Administrator Kovarik provided the Board the employee review form for Sarah Jo Schmitz. President Kuseske reviewed the form and comments with Sarah Jo Schmitz and the Board and invited comment from the Board. After discussion, President Kuseske recommended accepting the performance review recommendation of the Administrator without revision.
  5. **Lynn Nelson.** Administrator Kovarik provided the Board the employee review form for Lynn Nelson. President Kuseske reviewed the form and comments with Lynn Nelson and the Board and invited comment from the Board. After discussion, President Kuseske recommended accepting the performance review recommendation of the Administrator without revision.
4. **Reopening of Meeting/Board Action.** At the conclusion of the performance reviews the meeting was reopened by President Kuseske. Upon reopening of the meeting the Board discussed a request for external review made by Lynn Nelson. The Board discussed challenges of format for such review and the audience or respondents for such review. **Manager Lunsford moved to accept the employee review recommendations of the Administrator and to authorize the President to sign the reviews to serve as the office employee performance reviews for 2013. Manager Lunsford further moved the President Kuseske and Manager Harren follow up with Lynn Nelson for the development of a performance improvement plan to address areas needing improvement identified in the performance review. Manager Willenbring seconded the motion. The motion passed.**
  5. **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.