



**SAUK RIVER WATERSHED DISTRICT  
BOARD OF MANAGERS**

524 4<sup>th</sup> St South, Sauk Centre, MN 56378  
Phone: (320) 352-2231 Fax: (320) 352-6455  
Visit us online at [www.srwdmn.org](http://www.srwdmn.org)

**Special Meeting MINUTES**

**Tuesday, October 7th, 2014**

**Located at: SRWD Office at 5:00 p.m.**

<b>Managers Present:</b>	Larry Kuseske, Duane Willenbring, Tyler Carlson, Lee Bautch, Bruce Ferris
<b>Staff Present:</b>	Scott Henderson, Administrator
<b>Guests Present:</b>	
<b>Manager's Absent:</b>	Tim Hagemeyer, Jason Scherping

1. **The meeting was called to order by President Willenbring at 5:00 p.m. and the Pledge of Allegiance was recited.**
  
2. **Additions/Corrections to the Agenda** – Manager Kuseske added additional talking points for MAWD and staffing. **Manager Kuseske made a motion to accept the agenda as modified. The motion was seconded by Manager Bautch. The motion passed with all in favor.**
  
3. **New Business**
  - a. **Melissa Roelike, Office/Finance Manager** – Administrator Henderson informed that board that the Office/Finance Manager was offered a position with the City of Sauk Centre. Henderson recommended that managers counter offer Roelike an increase to Group 10, step 6 in hopes she would continue employment with the District. **Manager Kuseske made a motion to offer the Office/Finance Manager a group and step increase to Group 10, step 6 starting with the pay period beginning October 7<sup>th</sup>, 2014. The motion was seconded by Manager Ferris. The motion passed with all in favor.**
  - b. **MAWD Resolution Committee Meeting** – Manager Kuseske informed the board that there will be a MAWD Resolution Committee meeting on October 29<sup>th</sup> at SRWD office. President Willenbring suggested that Manager Kuseske work with Administrator Henderson to formulate a resolution to bring to the next board meeting with eventual submittal to MAWD.
  - c. **Administrator Evaluation** – President Willenbring discussed the development of a process to evaluate Administrator Henderson. Manager Kuseske suggested that the President and a representative board member visit each county to discuss the performance of the Administrator. President Willenbring will work on logistics with Administrator Henderson.
  - d. **Restructuring of Duties** – Administrator Henderson reached out to a few consultants in regards to restructuring of duties and job descriptions. He decided to work with Noah & Associates to examine job descriptions and wage scales. Copies of job descriptions are available to the managers for review.
  
4. **Items for Next Meeting Agenda** – Ditch Assessments



5. **Upcoming Meetings to be Announced**

<i>Meeting Date</i>	<i>Meeting Description</i>	<i>Meeting Location</i>	<i>Meeting Time</i>
Tuesday, October 21, 2014	Workshop	District Office	4:00 p.m.
Tuesday, October 21, 2014	Regular Meeting	District Office	6:00 p.m.

6. **Adjournment** – A motion was made by Manager Kuseske at 7:00 p.m. to adjourn the meeting. The motion was seconded by Manager Carlson. The motion passed with all in favor.

**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.