

North Fork Crow River Watershed District
Approved Special Meeting Minutes
September 28th, 2016

Managers Present: Berndt, Wuertz, Barchenger, Brauchler, Hanson

Managers Absent: None

Staff Present: Tara Ostendorf, Christine Knutson, Christopher Lundeen

Others Present: Roger Lyon

Call to Order:

Chairperson Wuertz called the meeting to order at 5:00 pm.

Review and Approve Agenda

Chairperson Wuertz asked for additions or corrections to the agenda. Motion to approve the agenda made by Manager Barchenger, seconded by Manager Brauchler. Motion carried.

Discussion and Recommendations for Transition Period: *Review and Approve Resolution 2016-15: FLEX Plan Administrator, Review and Approve Resolution 2016-17: Appoint Interim Duties, Review and Approve Resolution 2016-19: Authorizing Check Signatories and Designating Approval Authorities*

Ostendorf summarized resolutions to appoint and or authorize managers or staff for various authorities and responsibilities under the Administrator / Drainage Inspector job description. Board and staff reviewed resolution drafts and made comments and revisions.

Motion to approve resolution 2016-15 as presented made by Manager Brauchler, seconded by Manager Hanson. Motion carried. Motion to approve resolution 2016-17 with revisions made by Manager Hanson, seconded by Manager Barchenger. Motion carried. Motion to approve resolution 2016-19 as revised made by Manager Barchenger, seconded by Manager Brauchler. Motion carried.

Discussion of Revised Job Description for Administrator / Drainage Inspector and Posting of Position:

Ostendorf summarized needed revisions to the Administrator / Drainage Inspector job description. This job description will then be the final version posted. Motion to accept revised job description made by Manager Hanson, seconded by Manager Barchenger. Motion carried.

Discussion and Recommendation for Revisions to Personnel Policy for Staff: *Review and Approve Resolution 2016-18: Amend Personnel Policy*

Ostendorf presented a resolution to revise provision in the personnel policy related to PTO and comp time accrual and carry-over. Ostendorf stated that the revisions are necessary to accommodate staff workloads in transition, as well as to make them more comparable to other entities' policies. Board and staff discussed current policy and recommended revisions. Motion to approve resolution 2016-18 made by Manager Barchenger, seconded by Manager Berndt. Motion carried.

Manager Wuertz recessed the meeting for a public hearing.

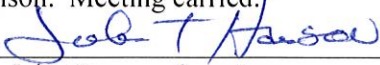
Manager Wuertz reconvened the special meeting at the conclusion of the hearing.

Additional Discussion:

The Board discussed status of various business outstanding that will need to be addressed in the interim.

Adjournment:

Motion to adjourn the meeting made by Manager Berndt, seconded by Manager Hanson. Meeting carried.



John Hanson, Secretary
10-16-16