

**Nine Mile Creek Watershed District
Board of Managers Meeting**

Wednesday, July 7, 2016

Managers Present: Steve Kloiber, Maressia Twele, Jodi Peterson, Corrine Lynch

Managers Absent: Louise Segreto, Corrine

Staff Present: Kevin Bigalke, Michael Welch, Bob Obermeyer

Call to order: The meeting was called to order at 5:30 pm.

1. Staff Transition Planning

Administrator Bigalke stated that he has put together a job announcement and position description for the Board to consider. He said he was looking for guidance from the Board on the desired qualifications and experience for the administrator job announcement. Bigalke also said that the Board needs to discuss the timeline of the posting and interview process.

Manager Kloiber stated that he was wondering if the experience to be supervisory or management.

The Board discussed the topic and determined that the qualifications should be a minimum of 5 years of experience in supervisory, management or team leadership role. The stated that supervisory and staff leadership was a preferred qualification.

Bigalke also asked where the Board would like to have resumes submitted, if they wanted resumes by e-mail only and what the application deadline would be.

Following discussion, it was decided to have resumes submitted to Smith Partners by e-mail only. Smith Partners would send an e-mail confirming the receipt of the resume.

The Board decided the application deadline would be August 1, 2016.

The Board decided that Managers Kloiber and Twele would screen and review resumes to determine the initial interview candidates. Managers Lynch and Kloiber will serve as the initial interview panel. Final interviews will be in front of the full Board.

Bigalke stated that the Board should also appoint an interim administrator.

Manager Lynch moved, seconded by Manager Twele, to appoint Erica Sniegowski, District Education Program Manager, as interim administrator effective Friday, July 15, 2016.

2. Bigalke Vacation/PTO Payout

Administrator Bigalke stated that in accordance with his employment offer letter, his unused vacation and PTO would be paid out with a 30 day notice of resignation. Manager Kloiber confirmed that Bigalke's resignation notice was a minimum of 30 days.

Manager Peterson made a motion, seconded by Manager Twele to payout Bigalke's accumulated vacation and paid time off days. Upon a vote the motion passed.

3. Upcoming Meetings

Bigalke stated that there are a number of meetings that are coming up in the next few months and the Board should set dates. The meetings include interviews, the 2017 budget workshop, the 2017 budget hearing, and water management plan workshops.

Following a Board discussion, the following meeting dates were set:

August 1, 2016 – administrator application deadline

August 16 & 18, 2016 – initial interview dates. Times are August 16, 5:00 pm – 8:00 pm & August 18, 3:00 pm – 7:00 pm.

August 24, 2016 at 5:30 pm – Final interviews with full Board.

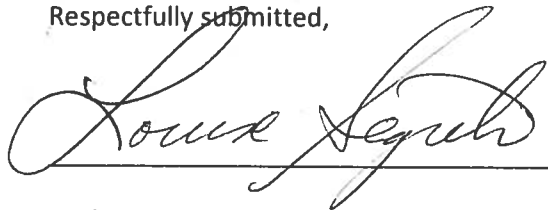
August 3, 2016 at 5:30 pm – 2017 Budget workshop

September 8, 2016 at 5:30 pm – 2017 Budget Hearing

Bigalke reminded the Board that the legal notice for the 2017 Budget Hearing needs to run in the newspaper the week of August 15 (print date of August 18) and August 22 (print date of August 25).

Manager Peterson made a motion to adjourn, seconded by Manager Lynch. Upon a vote, the motion passed and the meeting was adjourned at 7:25 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Louise Segreto", written over a horizontal line.

Louise Segreto, Secretary