

**SCOTT COUNTY ENGINEER'S OFFICE**

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MEMO

TO: Mahesh Sharma  
County Administrator

FROM: Angie Kersten, P.E.  
County Engineer

SUBJ: Temporary Over-Hire of Secondary Roads Superintendent due to Retirement

DATE: August 22, 2022

The Secondary Roads Superintendent has given notice of his upcoming retirement on January 6, 2023. We are requesting to over-hire for this vacancy for up to 4 weeks.

This position is responsible for planning, directing, and coordinating personnel, equipment, and materials in the maintenance and construction of our roads, bridges, and culverts, and snow/ice removal operations. This position manages and leads 23 employees in our department. The current Secondary Roads Superintendent has been a Secondary Roads employee since 1980 and held the Superintendent position since 2002.

Based on the experience, work history, and job knowledge of our present Superintendent, we think the new Superintendent would greatly benefit in working with our present Superintendent prior to his retirement. This would allow the present Superintendent the opportunity to show the new Superintendent how to perform job tasks. This would also allow the new Superintendent an opportunity to perform job tasks while receiving constructive feedback from the present Superintendent. Additionally, this transition is occurring during winter operations and the new Superintendent would benefit greatly in working with the present Superintendent to direct snow/ice removal operations.

There are sufficient funds in our Secondary Roads account to cover the additional cost. If the additional cost exceeds our present budget, we will seek approval to amend the budget in 2023.

8/31/22 updated the resolution to reflect 6 weeks vs 4 weeks per the Board. dd

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT  
THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY  
THE BOARD OF SUPERVISORS ON \_\_\_\_\_  
DATE

\_\_\_\_\_  
SCOTT COUNTY AUDITOR

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

September 1, 2022

APPROVAL OF THE OVER-HIRE OF 1.0 FTE SECONDARY ROADS  
SUPERINTENDENT DUE TO A RETIREMENT

BE IT RESOLVED by the Scott County Board of Supervisors as  
follows:

Section 1. That the Board hereby approves the temporary  
over-hire of 1.0 FTE Secondary Roads Superintendent  
for up to 6 weeks.

Section 2. That this resolution shall take effect  
immediately.

THE COUNTY AUDITOR'S SIGNATURE CERTIFIES THAT  
THIS RESOLUTION HAS BEEN FORMALLY APPROVED BY  
THE BOARD OF SUPERVISORS ON \_\_\_\_\_  
DATE