



Regular Meeting MINUTES
Tuesday, April 22th, 2014
Located at: SRWD Office at 5:00 p.m.

Managers Present:	Jim Kral, Larry Kuseske, John Harren, Bob Mostad, Jason Scherping, Vern Vangsness, Lee Bautch, Duane Willenbring, Virgil Rettig
Staff Present:	Melissa Roelike, Interim Administrator; Tara Ostendorf, Environmental Project Technician; John Kolb, District Attorney; Rebecca Kluckhohn, District Engineer; Adam Hjelm, Public Outreach Coordinator; Sarah Jo Schmitz, Monitoring Coordinator; Lynn Nelson, Environmental Project Coordinator; Zach Gutknecht, Ditch & Permit Coordinator.
Guests Present:	Bob Bjork, Steve Notch, Ken Zimmerman
Manager's Absent:	

1. **The meeting was called to order by President Kuseske at 5:00 p.m. and the Pledge of Allegiance was recited.**

2. **Additions/corrections to the agenda items** - President Kuseske asked for additions or corrections to the amended agenda. Manager Harren added an additional items to the agenda. **Manager Rettig made a motion to approve the amended agenda. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

3. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Check Register for General Fund 101
 2. Revenue Guideline
 3. Grant & Cost Share Logs
 4. Expenditure Report
 5. March 6th Special Meeting Minutes
 - b. **Contracts for Approval –**

<u>Contracted With</u>	<u>Project / Description</u>
City of St. Cloud	Seberger Park Stormwater Retrofit Project
 - c. **Board Action Items for Approval**

<u>Grant #</u>	<u>Landowner / Project Name</u>	<u>\$ Amount</u>
334	ESRI ArcView Update	\$1,224
 - d. **Resolutions for approval**

<u>Resolution #</u>	<u>Title</u>
08-14	LMCIT Insurance Renewal
09-14	Close Account #314
 - e. **Grant Application Approvals - None**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

- f. Grant Payment Approvals – None
- g. Loan Project Approvals –

<u>Landowner / Project Name</u>	<u>Type</u>	<u>\$ Amount</u>	<u>Fund Code</u>
David Welle	Feedlot	\$11,000	223

- h. Loan Payment Approvals - None
- i. Appropriations

<u>Payee</u>	<u>Description of Payment</u>	<u>\$ Amount</u>	<u>Payment Code</u>
New Look Contracting	CD 26 Repairs Ph. I – Payment #3	\$205,359.12	550
Wenck	Technical Assistance – Consulting	\$2,860.00	329
KDV	Accounting Work	\$3,100.00	101
KDV	Accounting Work	\$14,32850	101
Wenck	CD 15 & 26 Construction Support	\$15,554.10	550
Wenck	General Engineering	\$480.00	101
League of MN Cities	Insurance Renewal	\$12,205	101
Rinke Noonan	General Legal	\$41.70	101
Rinke Noonan	Retainer	\$600.00	101
Rinke Noonan	Weed Harvester Project	\$113.40	572
Rinke Noonan	General Advice	\$189.00	101
Rinke Noonan	County Ditch 26	\$415.80	550
Rinke Noonan	County Ditch 51	\$624.90	555
Rinke Noonan	County Ditch 11	\$359.10	525
Rinke Noonan	Hagemeier Bankruptcy	\$124.90	101
Rinke Noonan	Drainage System Bonding	\$1,417.50	530, 550, 555
RESPEC	Runoff Rates & HSPF Management Scenarios	\$1,630.85	333
Ron’s Appraisal Service	CD 51 Buffer Strip Easement Valuation	\$1,792.22	555

There were questions on some of the consent agenda items. After staff answered the questions, **Manager Harren made a motion to approve the consent agenda. The motion was seconded by Manager Kral. The motion passed with all in favor.**

- 4. **Open Discussion from the Public – None**
- 5. **Old Business**
 - a) **Update on Sauk Lake Aquatic Vegetation Management Agreement –**
Tara Ostendorf, Environmental Project Technician, informed the board that she had taken the agreement back to the City Council for one last attempt at getting them to sign. The City agreed to be a project partner. Big Sauk Lake Association President, Bob Bjork, state the Associations displeasure at the length of time it took for the project to progress, therefore, the Association drafted a memo to eliminate the City from the project. Since the City has decided to sign the agreement, staff said they would work it out. Ostendorf stated that since it was the same topic, the board should discuss the liquidation of the weed harvesting equipment. President Kuseske said that he has been contacted by lake associations in Pope County asking about the harvester. Manager Mostad suggested the District have an auction. Bjork asked if there was something that could be done in the meantime if vegetation becomes an issue before the final



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

details of the project are complete. President Kuseske stated that if there was anything to come up in 2014, the District would be willing to sign off. There was considerable discussion on ways to liquidate the equipment. **Manager Rettig made a motion to have an auction and to have Gene Harren out with the Auctioneer to beforehand to inventory everything. The motion was seconded by Bob Mostad.** There were more suggestions on ways to sell the equipment. **The motion passed with all in favor.** Staff offered to create a list of auctioneers.

- b) **Personnel Framework/PRAP Grant Update** – Tara Ostendorf resumed discussion from the last meeting on the personnel framework and the PRAP Grant. She explained that the grant funds need to be spent by May 31st however, she can ask for an extension. **Manager Willenbring made a motion for staff to request an extension on the grant funds for a maximum of two months. The motion was seconded by Manager Harren. The motion passed with all in favor. The motion passed with all in favor.**

6. **New Business**

- a) **Whitney Park, Sebergers, CSAH 50 Project Presentation** – Tara Ostendorf gave a presentation on the projects currently being worked on through one of the Clean Water Fund Grants. There was discussion the lifespan of the projects and the tracking.
- b) **Appoint Interim Board Secretary** – President Kuseske informed the board that they will be losing the board secretary Vern Vangsness and asked how the board wanted to proceed with that in the interim. **Manager Harren made a motion to appoint Manager Scherping as the interim board Secretary effective April 23, 2014. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
- c) **Sale of Outdated Equipment** – Sarah Jo Schmitz, Monitoring Coordinator, explained the need to get clear out the outdated monitoring equipment that is being stored but not used. There was discussion on what to do with the equipment. **Manager Harren made a motion to support staff's recommendation to liquidate the outdated equipment. The motion was seconded by Manager Willenbring. The motion passed with all in favor.** Interim Administrator Roelike asked about a truck replacement policy since there has been concern regarding the maintenance costs of certain trucks. **Manager Harren made a motion that the budget committee take a look at the capitol plan to strategize for future years. The motion was seconded by Manager Vangsness. The motion passed with all in favor.**
- d) **MAWD Summer Tour** – President Kuseske asked those who were interested in attending the MAWD Summer Tour to turn in their registration as soon as possible so lodging can be reserved.
- e) **2015 Planning and Budgeting** – President Kuseske asked for anyone interested in being on the Budget Committee. Managers Harren, Willenbring and Rettig volunteered to be on the committee with President Kuseske sitting in on the meetings. Staff recommended the Budget Committee set up some meeting



dates. The committee decided the tentative date of the first committee meeting to be May 5th at 3:30 with a backup date of May 12th.

7. **Reports**

a) **Administrator's Report** – Melissa Roelike

1. **Audit** – Roelike reminded the board that the Audit will be presented at the May 20th board meeting. Initial conversations with the auditor suggested another good audit.

b) **Attorney's Report** –

1. **Drainage Bonding Update** – Attorney Kolb presented the materials explaining the proposed financing plan for the County Ditches 26, 15, and 51. Stearns County will initially interim finance the District out of its reserves until the beginning of 2015. In early 2015, the County will issue bonds and then the District will be collecting revenue from the certified assessments to repay the bonds. Certified assessments will have to be submitted to the County in 2014. Attorney Kolb presented and explained the Bonding Term, Interest Rate and Deficiency Resolution. **Manager Mostad made a motion to approve the Bonding Term, Interest Rate and Deficiency Resolution. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**

2. **CD 51 Buffer Strip Acquisition Update** – Attorney Kolb informed the board that the District has received its appraisal back from the appraiser. He pointed out the documentation that lists all of the damages by landowner and a list of special considerations for why the values may vary. The comparables are also listed in the report. It was found that there were inconsistencies in the records of property lines from the county versus the occupation of the actual landscape. The damages were based on the Counties parcel data. Attorney Kolb presented the Order to accept the Appraiser's recommendations. **Manager Harren made a motion to approve the Order Accepting Appraiser's Recommendation of Damage Values for Acquisition of Grass Buffer and Directing Further Proceedings. The motion was seconded by Manager Kral. The motion passed with all in favor.** Tara Ostendorf updated the board on a site inspection done by Zach Gutknecht of the road crossings along CD 51. In the inspection, it appeared that buffers that were in place during the initial planning of the repairs are no longer present. A new cost estimate has been requested from Geise Tiling & Excavating to include the non-buffered areas.

c) **Engineer's Report** –

1. **Update on CD 15 and 26** – Rebecca Kluckhohn gave a brief update on County Ditches 15 and 26. A preconstruction meeting was held with Geise Tiling & Excavating for County Ditch 15 and 51. He is planning to begin tree clearing on County Ditch 15 in May. Staff will send mailers out to landowners before the work begins. Kluckhohn stated that



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

information has been provided to the DNR so that they can review Phase II of County Ditch 26 and County Ditch 51. It was requested that the DNR respond within one month.

d) Permits Program Report –

1.14-006 Capital Improvement Frontage Road North – Rebecca

Kluckhohn informed the board that the City of Waite Park submitted a permit application for their 2014 Capital Improvement Project. The work is primarily mill and overlays and improving curb and gutter and existing Stormwater catchments. The permit meets the District's stormwater and erosion control rules but not the infiltration rule. Due to the high water table, they are limited at what they can achieve and therefore are requesting a variance. The areas of new impervious will be directed to swales. **President Kuseske made a motion to approve Permit 14-006. The motion was seconded by Manager Harren. The motion passed with all in favor.**

2.14-004 Waite Park 17th & Parkway Improvement – Rebecca

Kluckhohn stated that the City of Waite Park submitted a second permit application however the information was just received and has not been reviewed yet. It was asked that the board table this permit application until the next regular meeting. **Manager Willenbring made a motion to table Permit Application 14-004 until the May 2014 meeting. The motion was seconded by Manager Bautch. The motion passed with all in favor.**

3.14-002 MN DOT TH55 – SP 4712-18 – Zach Gutknecht, Ditch &

Permit Coordinator, informed the board about permit 14-002, just outside Eden Valley to replace pavement that is deteriorating add a left hand bypass lane. The impervious will decrease because if smaller shoulders of the road. **Manager Harren made a motion to approve Permit 14-002. The motion was seconded by Manger Scherping. The motion passed with all in favor.**

e) Ditch Program Report

1. Ditch Assessment Update – Tara Ostendorf informed the board she and Zach and Attorney Kolb met with the Auditor's office to discuss how ditch assessments will be done this year. The spreadsheets the District got from Houston Engineering last year to assist with certifying assessment will need to be updated to include any changes to parcels in the last year. The District will also have to make the spreadsheets more clear in order to track interest and number of years. It was determined that the assessments certified last year were not as easy to upload for the County as designed. In order to keep costs down, the District will want to look into ways to make that easier for the County. To do all of this, staff may or may not need extra scopes from Houston Engineering.



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

-
- f) **Calendar Items** – *Approve current appropriations and minutes, volunteer monitoring workshop held, quarterly financial reports due, begin 2015 planning and budgeting, appoint budget committee, final presentation to Board on audit outcomes at the May meeting, conduct review of fulltime positions and District wage scale.*
- g) **Board Member Meeting Reports** – President Kuseske reported that in the house bonding bill, Watershed Districts were not included in the tax exemption bill.
- h) **Engineering & Legal Services** – Manager Harren would like to know from other Watershed Districts how staff interacts with Engineers and legal counsel, how much they utilize them, how much the boards expect from staff to do research and to provide recommendations to the board. **Manager Harren made a motion to authorize President Kuseske to research other Watershed Districts interaction with consultants. The motion was seconded by Manager Willenbring. The motion passed with all in favor.**
- i) **Administrator Position** – President Willenbring asked what the intentions are for the District and what streamlining needs to take place. President Kuseske stated that the District needs better trained staff so that costs can be cut by not having an Engineer and Attorney at every board meeting. He also stated that the budget committee will have to look into this. There was discussion on the District's membership with the League of Minnesota Cities and that it should be our first source for staff to go to for legal advice. There was also discussion by Manager Willenbring about the staff not being homogeneous and how adding a new staff person will affect that. **Manager Willenbring made a motion that an offer for the Administrator position be made to Tara Ostendorf at \$68,000 and if the offer is declined, the offer be made to the second candidate. The motion was seconded by Manager Kral. Roll call vote was taken: Mostad – nay, Harren – nay, Scherping – nay, Kral – aye, Kuseske – nay, Vangsness – aye, Bautch – aye, Willenbring – aye, Rettig – nay. The motion failed 5 to 4. Manager Scherping made a motion to offer the Administrator Position to Scott Henderson. The motion was seconded by Manager Mostad. Roll call vote was taken: Mostad – aye, Harren – aye, Scherping – aye, Kral – nay, Kuseske – aye, Vangsness – nay, Bautch – nay, Willenbring – nay, Rettig – aye. The motion passed with 5 in favor, 4 opposed.** President Kuseske stated that in conversations with Sharon Klumpp, she had expressed that she would negotiate with Henderson but would advise a salary in the mid 70's, a moving stipend, and a follow up meeting in a week to sign a contract. **Manager Harren made a motion to authorize up to \$2500 for a moving stipend. The motion was seconded by Manager Mostad. The motion approved with all in favor.** President Kuseske stated that the board should have a special meeting on Tuesday, April 29th at 6:00 if there is a contract ready for approval. **Manager Willenbring made a motion to offer**



**SAUK RIVER WATERSHED DISTRICT
BOARD OF MANAGERS**

524 4th St South, Sauk Centre, MN 56378
Phone: (320) 352-2231 Fax: (320) 352-6455

Henderson \$68,000. The motion was seconded by Manager Bautch. The motion passed with all in favor.

8. **Items for Next Meeting Agenda** – Manager Harren asked for updates on the Crooked Lake Project, Little Birch Lake road issue, and the 210th Street Ravine project. Manager Kral wanted to discuss closing drainage inlets at the next meeting.
9. **Upcoming Meetings to be Announced**

<u>Meeting Date</u>	<u>Meeting Description</u>	<u>Meeting Location</u>	<u>Meeting Time</u>
Tuesday, May 20, 2014	Regular Board Meeting	District Office	6:00 p.m.

10. **FYI Item**

- *Staff held a workshop with partners to finalize modeling scenarios with RESPEC. These modeling scenarios will be finalized and comments provided by staff.*
- *Included in your packet is information requested by the chairman at the March meeting related to the time spent on regulatory issues for ongoing construction projects for CD 15, 26, and 51.*
- *A handout regarding Manager Harren’s request for a summary of 2013 Goals & Objectives completed will be provided at the meeting. Additional discussion by managers can be addressed at the May meeting.*
- *Staff is preparing a summary of current projects and workload of all District engineers and other consultants per Manager Harren’s request at the March meeting. This information will be provided at the May meeting.*
- *If managers have any additional information they would like gathered related to the budget or expenditures, please notify staff before any budget committee meetings so that staff has adequate time to perform analysis for discussion.*
- *Included in your packet are completed TMDL reports for your information. Additional discussion by managers can be addressed at the May meeting.*
- *The final hearing for the Comprehensive Management Plan has been pushed back until June 2014. Staff will continue to update the Board on the progress for approval.*

11. **Adjournment** – Manager Harren made a motion to adjourn the meeting at 8:45 p.m. The motion was seconded by Manager Mostad. 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.