



**Watershed District Meeting
 MINUTES**

Tuesday, January 21, 2020

Located at: Sauk Centre City Hall, Sauk Centre, MN, 6:00 p.m.

Managers Present:	Tyler Carlson, Dennis Ritter, Gary Barber, Larry Ladwig, Lee Bautch, Scott Klatt, Emily Wolf, Donavon McKigney, Bill Becker
Staff Present:	Scott Henderson, Administrator; John Kolb, Attorney; Sarah Jo Boser, Water Resource Manager; Jon Roeschlein, Ditch & Permit Coordinator
Guests Present:	Jerry Rapp, Gene & Pat Kraemer, Benedict Flieschacker, David Drager, Jon Ainali, John Duevel, Tom Duevel, Jerry Breth, Gary Toenies, Karla Dahlheimer, Charles Dahlheimer, Curt Blaisdell, Ken Zimmermann, Jason Weinerman, Dave Zerr, Mel Thomas, Randy Neumann, Anne Zerr, Denise Larson, Gary and Mary Ann Hunstad, Marc Moen, Pat Klasen, Randy Klasen, Joe & Kathy Frey, Duane Noll, Bob Ritter, Josh Elfering, Dorothy Elfering, Tom Elfering, Julie Zimmermann, Christine Pohlmann, Eric Pohlmann, Ken Boogard, Peter Koel, Dave Blume, Mitch Rasmusen, John & Alicia Elfering, Bernard Bussmann, Bob Middendorf, Gene Rasmusen, Phyllis Schlangen, Fred Schlangen, Dale Leukam, Dan Dollabough, Gilbert Gerads
Manager's Absent:	

1. **Call to Order & Pledge of Allegiance** – The meeting was called to order by President Carlson at 6:00 p.m. and the Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda items** – President Carlson asked for corrections or additions to the agenda. Manager Wolf added discussion on Capital Improvement Policy. Administrator Henderson moved Personnel Reviews to the end of the meetings. **Manager Ritter made a motion to approve the agenda as modified. The motion was seconded by Manager Barber. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. **Financial Reports/Meeting Minutes**
 1. Checks for December
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. December 17, 2019 Regular Board Meeting Minutes
 7. Permit Status

b. Appropriations

<i>Payee</i>	<i>Description of Payment</i>	<i>\$ Amount</i>	<i>Fund</i>
Rinke Noonan	Retainer	\$600.00	101



Rinke Noonan	Contracts	\$623.70	101
Rinke Noonan	JD 2 Sedimentation Ponds	\$548.10	571
Rinke Noonan	General Advice	\$113.40	101
Rinke Noonan	Stearns CD 9	\$56.70	520
Wenck	Invoicing check – General	\$93.60	101
Wenck	Gary Ellis Wetland Restoration	\$11,997.10	101
Wenck	JD 2 Sedimentation Ponds	\$495.60	571

Manager Becker made a motion to approve the consent agenda. The motion was seconded by Manager Barber. Manager Wolf made a typographical correction to the minutes. **The motion passed with all in favor.**

4. **Open Discussion from the Public** – President Carlson asked if there was any public comment. Landowner Paul Hartmann accused Manager Ritter of verbally attacking him, Becky Hensley, and Ken Zimmermann and asked for his resignation. Ken Zimmermann also accused Manager Ritter. Manager Ritter answered to the accusations stating that the accusations of verbal attack were false except for a comment he made about Hartmann’s liquor store for which he apologized. Other questions were asked regarding returns on investments, minimum acceptable values to proceed and how to measure successes on projects. Pat Kraemer spoke on a sympathy card received by the spouse of a board members tearing down her husband and asks for civility on both sides. She stated that the group cannot have expectations of the board to be civil and yet the group can do whatever they want. There were also questions about how ditch assessments are calculated. Representative Paul Anderson was at the meeting and spoke about not being upset with the District on how ditches were assessed that it goes back to the early 1900’s when ditching was a lot different. He believes that how ditches are being assessed needs to be looked and but it is not the job of the Watershed District board, it’s the job of legislature in St. Paul. The final question was in regards to Crooked Lake flooding and would there then be a need for the Sediment Pond. Henderson stated that if that were to happen, it would need to be evaluated.

5. **Reports – Action Items, Reports, and Project Updates** – *Administrator Scott Henderson and staff*
 - a. **Projects and Programs**
 - i. **JD 2 Sediment Pond**
 1. **Operation and Maintenance Manual-Draft** – Jon Roeschlein, Ditch and Permit Manager, presented the current draft of the Judicial Ditch 2 Sediment Pond Project Operation and Maintenance Report and asked for the board’s input and comments. Roeschlein is hoping to have the final draft available for the February meeting. Manager Wolf asked for clarification when referencing the ponds, whether it’s referring to the primary or secondary pond. She also asked that no maintenance be done until after the 1W1P process is complete. Wolf also asked for groundtruthing to determine what’s muck and what’s solid. Roeschlein said that could be done but also said that the amount of sediment that was estimated in the last survey was very close to actual amount of sediment that was removed.

-
2. Capital Improvement Policy – Manager Wolf spoke about what the requirements should be to hold an informational meeting when doing a project or project maintenance. She referenced page 77 of the December board packet and asked if \$175,000 was a good threshold or if also having an assessment threshold of \$100 per median household going by assessed property value would be helpful. Administrator Henderson said that there should also be a threshold for assessments and not just triggering an informational meeting. There will be more discussion on this with examples at the next meeting.
- b. Administration
- i. Resolution #01-20-Annual Meeting Items – Administrator Henderson read Resolution #01-20 listing the meeting schedule, policies, official newspapers, banks and procedures. **Manager Bautch made a motion to approve Resolution #01-20. The motion was seconded by Manager Wolf.** Manager McKigney asked to have the Pope County Tribune added the official list of newspaper publications. **Managers Bautch amended his motion to include the Pope County Tribune. Wolf seconded the amended resolution. The motion passed with all in favor.**
 - ii. Building Discussion – Administrator Henderson reported that after the last meeting, the building committee looked at the manufacturing building that was recommended by a few landowners that could be rehabilitated. The District’s Construction Management team also looked at it and gave a budget to rehab the building. The project budget to rehabilitate the existing manufacturing plant came to \$2.1 million which is higher than the cost of building new, which is 1.85 million. Manager Becker expressed his concern from his building inspector days, that he felt it was a complete tear down. The current owner of the building was very forthright about the condition of the building. **Manager Becker made a motion to go back to the new building and reconsider bonding. The motion was seconded by Manager McKigney.** President Carlson asked when we could have a resolution for bonding ready and Henderson stated that it could probably be ready for the February meeting. The detour to look at the manufacturing building costs the District an extra \$40,000. Manager Bautch stated he would not be in favor of the building at this time. Manager Wolf feels that the building is too large. President Carlson said that even though the sheer dollar amount is shocking, the tax burden to individual parcels he is fine with what the new building is asking of the tax payers to set the district up for the future. Manager McKigney said that he has spoken to landowners in Pope County that have been in support of the new building. Manager Ritter reminded the public that the District doesn’t just represent the Osakis area, and a Board needs to made decision for the whole District. **The motion passed with majority in favor, 2 against.**
 - iii. Personal Equipment Use Policy – Jon Roeschlein, Ditch and Permit Manager, presented a Personal Equipment Use Policy. The specific discussion was about using a drone owned by Roeschlein. The board discussed rates, efficiency of ditch inspections, licensing and insurance, and legality. Attorney Kolb worked with the League of Minnesota Cities on this and has one addition to the policy

that the work be first approved by the Administrator. He also stated that this is similar to when an employee uses their own vehicle to conduct WD work. Manager Wolf wonders about the amount of time it's used, if it be more worthwhile for the District to purchase its own. She also was concerned about setting a precedent for other staff. Manager Carlson is concerned about a profit being made by a staff person versus just having the cost recouped as in using a private vehicle and a rate set by the IRS. Manager McKigney called around to get rates from other businesses and found it's very widespread. The board would like Roeschlein to put together more information and costs, as well as cost for the District to purchase its own drone. **Manager Ritter made a motion to table discussion until the February meeting. The motion was seconded by Manager Becker. The motion passed with all in favor.**

- iv. MAWD Dues - Administrator Henderson told the board that the MAWD annual dues are again due. The dues haven't changed since last year and cost the District \$7500. There was discussion on the benefits of MAWD and the strides MAWD has made. President Carlson stated that MAWD is "boots on the ground" for Watershed Districts and the conferences they have hosted have been better. Henderson spoke about the ways we've utilized MAWD and how they've been a sounding board for us in putting information together for the public. Henderson stated that metro WD managers get together to discuss combining resources and currently the rural Districts that share borders with the Sauk are working on creating a similar group to have a unified voice. **Manager Carlson made a motion to direct staff to pursue a group for managers to be a part of with other local Watersheds in the West Central Minnesota area. The motion was seconded by Manager Barber. The motion passed with all in favor. Manager Ritter made a motion approve the dues for MAWD. The motion was seconded by Manager Klatt. The motion passed with all in favor.**
 - v. MAWD Legislative Day-Participation and thoughts – Administrator Henderson gave a brief summary of what happens at the MAWD Legislative Days. Legislative Days are being held March 18-19th at the DoubleTree in St.Paul. Board members should let staff know if they are able to attend.
 - vi. Town Hall Meeting – Henderson updated the board on the Town Hall Meeting held by Rep. Mary Franson, Rep. Paul Anderson, Rep. John Poston, and Rep. Josh Heintzeman. He informed the board that he was at the meeting along with Managers Barber and McKigney. There was a wide range of comments from watershed to drainage.
 - vii. Questions from December Meeting – Administrator Henderson informed the board that the questions and answers from the December meeting are posted on the website.
 - viii. Personnel Reviews for 2019-Salary Recommendations – Henderson asked that this be discussed at the end of the meetings.
- c. Committee
- i. Water Quality/Projects – Managers Carlson, Becker, McKigney – President Carlson said they spoke a lot about capital projects, project goals and measurement of results, 1W1P, drainage, and water quantity.

-
- ii. Education/Outreach – Managers Carlson, Bautch, Wolf – Henderson stated that this committee spoke about how to get more information out to the public.

6. Items for Upcoming Meetings

- a. WRAPS Cycle II Project Hearing
- b. Capital Project Operation and Maintenance Policy

7. Upcoming Meetings to be Announced

- a. Regular Board Meetings
 1. Tuesday, February 18, 2020 – Regular Meeting
 2. Tuesday, March 17, 2019 – Regular Meeting
- b. Other Meetings and Events
 1. Wednesday-Thursday, March 18-19, 2020 MAWD Legislative Day at the Capitol The DoubleTree, St. Paul MN

- 8. Recess Regular Board Meeting – Manager Ritter made a motion to Recess the regular meeting at 8:25 p.m. The motion was seconded by Manager Wolf. The motion passed with all in favor.**

Regular Drainage Authority Meeting
MINUTES

- 1. The Drainage Authority meeting was called to order by President Carlson at 8:30 p.m.**
- 2. Additions/corrections to the agenda item – President Carlson asked if there were changes or additions to the agenda. There were none. Manager Becker made a motion to approve the agenda as presented. The motion was seconded by Manager Ladwig. The motion passed with all in favor.**
- 3. Open Discussion from the Public – President Carlson asked if there was any public comment. There was none.**
- 4. Reports**
 - a. Annual Meeting
 - i. Resolution DA #01-20 – Administrator Henderson presented Resolution #DA 01-20 which lists the ditches that the District has jurisdiction over and the 2020 schedules meetings. **Manager Barber made a motion to approve Resolution #DA 01-20. The motion was seconded by Manager Ritter. The motion passed with all in favor.**
 - b. Pope Ditches/Stearns JD 1
 - i. Summary of meeting with permitting partners – Jon Roeschlein, Ditch and Permit Manager, gave a summary of a meeting held in the St. Paul office of the US Army Corp of Engineers regarding the Pope County ditches. Roeschlein hopes to get to the point to be doing dirt work in the fall of 2020, however, a lot of work has to happen first.

- c. Ditch and Permit Manager Report – written report.
5. Items for Upcoming Meetings
6. Upcoming meetings to be announced
7. **Adjournment of Drainage Authority Meeting – Manager Wolf made a motion to adjourn the meeting at 8:39 p.m. The motion was seconded by Manager Barber. The motion passed with all in favor.**
- 8.
9. **President Carlson reconvened the regular meeting. Manager Bautch made a motion to close the public meeting for 2019 Staff Performance Reviews. The motion was seconded by Manager McKigney. The motion passed with all in favor.** The board closed the meeting to discuss 2019 staff performance. **Manager Ladwig made a motion to close the discussion of 2019 Staff Performance Reviews and reopen the regular meeting. The motion was seconded by Manager Becker. The motion passed with all in favor.** Administrator Henderson presented his recommended salary adjustments for 2020. **Manager Becker made a motion to approve the salary adjustments as presented but to give Adam Hjelm the increase of 4% rather than 3.6%. The motion was seconded by Manager Klatt. The motion passed with majority in favor, Manager Wolf opposed.**
10. **Adjourn Regular Board Meeting – Manager Bautch made a motion to adjourn the regular meeting at 9:00 p.m. The motion was seconded by Manager McKigney. The motion passed with all in favor.**