



**Sauk River Watershed District Regular Meeting  
 MINUTES**

**Tuesday, October 19, 2021**

Located at: Sauk River District Office, Sauk Centre, MN, 6:00 p.m.

<b>Managers Present:</b>	Donavon McKigney, Bill Becker, Paul Hartmann, Lee Bautch, Scott Wittkop, David Zerr, , Curt Botner, Scott Klatt
<b>Staff Present:</b>	John Kolb, Attorney; Sarah Jo Boser, Water Resource Manager; Jon Roeschlein, Interim Administrator and Ditch & Permit Coordinator
<b>Guests Present:</b>	Drew Kessler, Jerry Rapp, Randy Neumann, Todd Malecha, Cody Rogahn
<b>Manager’s Absent:</b>	Kevin Lahr

1. **Call to Order** – The meeting was called to order by President Becker at 6:00 p.m. The Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda items** – President Becker asked for corrections or additions to the agenda. President Becker added discussion on the Interim Administrator’s wage. **Manager Bautch made a motion to approve the agenda as modified. The motion was seconded by Manager Zerr. The motion passed with all in favor.**
3. **Consent Agenda**
  - a. **Financial Reports/Meeting Minutes**
    1. Checks for September
    2. Receipt Book
    3. Revenue Guideline
    4. Cash Balances
    5. Expenditure Report
    6. September 21, 2021 Regular Board Meeting Minutes
    7. Permit Status

**Manager Klatt made a motion to approve the consent agenda. The motion was seconded by Manager McKigney. The motion passed with all in favor.**

4. **Reports – Action Items, Reports and Project Updates** – *Interim Administrator Roeschlein and staff*

6:15 Public Hearing: Lessard Sams Outdoor Heritage Council Sauk River Habitat and Protection and Restoration-Phase 3 – President Becker opened the public hearing. Sarah Jo Boser, Water Resource Manager, and Attorney Kolb explained the grant and responsibilities of the District. There was discussion amongst the board and then President Becker opened up the Public Comment portion of the hearing. Douglas County Commissioner Rapp asked about the Crooked Lake area. There was no more public comment. **Manager Bautch made a motion to close the public hearing. The motion was seconded by Manager Hartmann. The motion passed with all in favor.** Attorney Kolb read the Order of the Board Establishing Project and added Douglas County Commissioner Rapp’s comments. **Manager Bautch made a motion to approve the**

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**Order of the Board Establishing Project #357. The motion was seconded by President Becker. The motion passed with all in favor, Manager Lahr absent. Manager Bautch made a motion to authorize Jon Roeschlein, Interim Administrator, to sign the grant agreement on behalf of the District. The motion was seconded by President Becker. The motion passed with all in favor, Manager Lahr absent.**

a. Projects

- i. Grants and Projects Update - Sarah Jo Boser, Water Resource Manager, updated the board on the progress of the Getchell Creek Stream Stabilization and Feasibility Study, the JD 2 Project Team, Miller Bay meeting, and Lessard Sam's Grant Phase 4.
- ii. Sauk River 1W1P
  1. Plan Approval – **President Becker made a motion to approve Resolution to Adopt and Implement the Sauk River Comprehensive Watershed Management Plan. The motion was seconded by Manager Zerr. The motion passed with all in favor.**
  2. Joint Powers Collaborative Agreement – **President Becker made a motion to approve the Sauk River Watershed Collaborative Agreement. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**

b. Administration

- i. District Administrator Position Update – President Becker updated the board on the number of applicants for the administrator position with the deadline coming up on Friday. The executive committee asked Attorney Kolb for his recommendations on how to proceed with the process. Attorney Kolb advised the job description be reviewed to be sure everything is accurate. Next, he advised an outside group or company to screen the applicants in order to get a smaller, more qualified applicant pool. The week after applications close, Kolb advised a letter be sent to the candidates detailing the process with anticipated dates for notification and possible interviews.
- ii. Engineering Contract Extension – Sarah Jo Boser, Water Resource Manager, informed the board that every 3 years, the District publishes a request for qualifications for general engineering services to assist staff with project design, permit review, and other technical expertise. Due to current projects that Houston Engineering, Inc. is working on with District, staff would like to extend the contract with Houston Engineering, Inc for another 3 years. Houston provided an updated rates table for 2022. **Manager Zerr made a motion to extend the contract with Houston Engineering for another 3 years. The motion was seconded by Manager McKigney. The motion passed with majority in favor, Manager Botner against.**
- iii. Board and Conference Room Rental Use – Boser presented an Office Use and Rental Policy for the District Office. **President Becker made a motion to approve the Office Use and Rental Policy. The motion was seconded by Manager Hartmann. The motion passed with all in favor.**
- iv. Interim Administrator wage – President Becker informed the board that the executive committee discussed the temporary wages for the Interim Administrator and recommends that wage match that of former Administrator

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Henderson. **Manager McKigney made a motion to pay Interim Administrator Roeschlein the same wage that the former administrator was being paid. The motion was seconded by President Becker. The motion passed with majority in favor, Manager Hartmann against.**

- c. Committees
  - i. Citizen Advisory Committee – No report
  - ii. Water Quality/Projects – Managers Becker, Hartmann, McKigney - No report
  - iii. Rules – Managers Bautch, Klatt, Lahr - No report
  - iv. Public Relations/Education – Managers Botner, Wittkop, Zerr - No report
- 5. **Items for Upcoming Meetings or of Interest**
  - a. MAWD Annual Meeting – Virtual – December 1<sup>st</sup>-3<sup>rd</sup>, 2021 – Interim Administrator Roeschlein informed the board that the MAWD Annual Meeting will be virtual but that he hasn't seen any information come through yet.
- 6. **Upcoming Meetings to be Announced**
  - a. Regular Board Meetings
    - 1. Tuesday, November 16, 2021 – Regular Board Meeting
    - 2. Tuesday, December 21, 2021 – Regular Board Meeting
  - b. Other Meetings
    - 1. None
- 7. **Adjourn Regular Board Meeting – Manager Bautch made a motion to adjourn the regular meeting at 7 p.m. The motion was seconded by Manager Klatt. The motion passed with all in favor.**

**Regular Drainage Authority Meeting  
MINUTES**

- 1. **The Drainage Authority meeting was called to order by President Becker at 7:06 p.m.**
- 2. **Additions/corrections to the agenda item** – President Becker asked if there were changes or additions to the agenda. Interim Administrator Roeschlein added a petition for land removal to the agenda. **Manager Bautch made a motion to approve the agenda as modified. The motion was seconded by Manager Hartmann. The motion passed with all in favor.**
- 3. **Drainage Specific Public Comment Period** – Todd Malecha, landowner, presented photos for the board of areas of the ditch in need of maintenance.
- 4. **Reports**
  - a. Pope CD 6 and Stearns/Pope JD 1
    - i. Assessment update – Interim Administrator Roeschlein informed the board that assessment letters were sent out to landowners of Pope/Stearns JD 1, Pope County Ditches 6 and 11 the first week of October. Prepayment can be done

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until November 24<sup>th</sup> at 4 p.m. and assessments will be certified to the counties by November 30, 2021.

- ii. Petition to be removed – Roeschlein presented a letter to the board that he received from Gregg Kirckof asking to have land in R.I.M. excluded from the CD 6 assessment roles. The Drainage Authority is required to hold a public hearing and notify all of the CD 6 landowners. Attorney Kolb stated that Kirckof will still be responsible for all incurred cost up until the date the property is removed, if it is removed. **Manager Bautch made a motion to schedule a public hearing for the Kirckof property for the November 16<sup>th</sup> Drainage Authority meeting at 7 p.m. The motion was seconded by President Becker. The motion passed with all in favor.**

- b. Ditch and Permit Manager
  - i. Monthly Report-written report

5. **Items for Upcoming Meetings**

- a. PCD #6 Removal Hearing – Gregg Kirckof - RIM.

6. **Upcoming meetings to be announced**

1. Tuesday, November 16, 2021 – Regular Drainage Authority Meeting
2. Tuesday, December 21, 2021 – Regular Drainage Authority Meeting

7. **Adjournment of Drainage Authority Meeting – President Hartmann made a motion to adjourn the meeting at 7:25 p.m. The motion was seconded by Manager Bautch. The motion passed with all in favor.**