



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, May 21, 2024

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

Managers Present:	Bill Becker, Paul Hartmann, Scott Klatt, David Zerr, Scott Wittkop, Eugene Mensen, Kevin Lahr, Donavon McKigney, Russell Miller
Staff Present:	Jon Roeschlein, Administrator; Abigail Parker, Public Outreach Coordinator; John Kolb, Legal Counsel
Guests Present:	Randy Neuman, Jerry Rapp, Steve Gudgell, Larry Bebus, Tim Kalina, Paul Wildman, Sam Schnell
Manager’s Absent:	

Public Comments -

1. **Call to Order and Pledge of Allegiance** – 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** – President Becker asked for corrections or additions to the agenda. Administrator Jon Roeschlein noted that board action will be needed on the Personnel Policy. **Manager Klatt made a motion to approve the agenda as modified. The motion was seconded by Manager Wittkop. The motion passed with all in favor.**

3. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for April
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. April 23rd, 2024 Regular Board Meeting Minutes
 7. Permit Summary Table

Manager Miller made a motion to approve the consent agenda. The motion was seconded by Manager Wittkop. The motion passed with all in favor.

4. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Administrator Report – Administrator Roeschlein indicated that the next KASM radio show will be on June 20th.
 1. Introduction-Allison (Alli) Schugel-SRWD Environmental Technician – Schugel introduced herself and told the board a little about her background.
 2. Personnel Policy – Administrator Roeschlein provided a memo summarizing the changes that were made to the Sauk River Watershed District personnel policy. The committee went through the policy and

made necessary updates to be in compliance with Minnesota Earned Safe and Sick Time Law. After careful discussion, the committee recommended that the board approve the updates to the policy.

Manager Zerr made a motion to approve the personnel policy. The motion was seconded by Manager McKigney. The motion passed with all in favor.

- ii. Outreach/Education Department Update – The Outreach and Education Department update was presented to the board.
- iii. Monitoring Department Update – The May 2024 monitoring update was presented in writing. There were no questions.
- iv. Water Resources Manager Update- The Water Resources Department update was presented to the board.
 1. Ellis Wetland Project Report – Roeschlein presented Zeece’s report on the Ellis Wetland Project. He highlighted some warranty work that needs to be completed on the construction of the project with some settling both of an embankment and some compaction around the weir itself. There was nothing in an emergency status and a meeting with the contractor is being planned to get it all resolved. The dike settlement was noted to be about 25 feet in length.
 2. Grant and Loan Status – Roeschlein provided a status of the grant and loan activity. Discussion turned to the Little Birch Lake Outlet Project and the outcome of the water quality and projects committee meeting.

b. Projects

i. Little Birch Lake Outlet

1. Assessment area discussion, set benefits, set hearing date – Staff provided the appraisers report and recommendation for establishing benefits for the Little Birch Lake Outlet Project. **Manager McKigney made a motion to approve the resolution setting a date, time, and location of the final hearing and directing further proceedings for the Little Birch Lake Outlet Project 87-2. The motion was seconded by Manager Miller. Roll call vote was taken: Zerr, aye; Becker, aye; Hartmann, aye; Klatt, abstain; Lahr, aye; Mensen, aye; McKigney, aye; Miller, aye; Wittkop, aye. The motion passed with majority in favor, Manager Klatt abstaining.** The hearing date is July 6th, 2024 at 8 a.m. in the fellowship hall of St. Joseph’s Catholic Church, 118 Minnesota Street West, Grey Eagle MN 56336. **Manager Hartmann made a motion to approve the appraiser’s recommendation for benefits calculations being 1% of the land value and .25% of the building value for the property owners reports that will be sent to each parcel owner on the lake, as well as, directing the Administrator to use the appraiser’s recommendation on the addendum provided to the board regarding some specific parcels along the lake. The motion was seconded by Manager Zerr. Roll call vote was taken: Zerr, aye; Becker, aye; Hartmann, aye; Klatt, abstain; Lahr, aye; Mensen, aye; McKigney, aye; Miller, aye; Wittkop, aye. The motion passed with majority in favor, Manager Klatt abstaining.**

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2. Review of Project – Progress, process, and schedule - Roeschlein reviewed the project progress and schedule.
 - c. Committees
 - i. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – No report
 - ii. Rules – Managers Klatt, Lahr, Mensen - No report
 - iii. Public Relations/Education – Managers Wittkop, Zerr, Miller – Meets June 18th, 2024 at 4:00 p.m.
 - iv. Budget Committee – Executive Board - Met on May 21st at 3:30 p.m. and will meet again before the June 2024 meeting. There was discussion on manager per diem and what items are billable to the district as per diem. Attorney Kolb indicated he would work with Administrator Roeschlein to draft some language to update the by-laws.
 - v. Personnel Committee – Executive Board, presented the Personnel Policy for approval earlier in the meeting.
 5. **Items for Upcoming Meetings or of Interest**
 - a. MN Watersheds Newsletter (Separate File)
 - b. MN Watersheds Summer Tour
 6. **Upcoming Meetings to be Announced**
 - a. Regular Board Meetings
 1. Tuesday, June 18th, 2024 Regular Board Meeting, SRWD Office
 2. Tuesday, July 16th, 2024 Regular Board Meeting, SRWD Office.
 - b. Other Meetings
 - i. May 22nd, 2024 – MECA St. Cloud Stormwater Tour
 - ii. June 18th, 2024 – Potluck Meal with Board and Staff 5:00 p.m.
 7. **Manager Wittkop made a motion to adjourn the regular board meeting at 7:06 p.m. The motion was seconded by Manager Zerr. 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. Administrator Roeschlein wanted item 4.a removed from the agenda as no documentation was received by staff before the meeting. **Manager Lahr made a motion to approve the agenda as modified. The motion was seconded by Manager McKigney. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – None
4. **Reports**
 - a. CD 6, JD1 Repairs – Final Pay Request – Was scheduled for approval if the paperwork was available in time for the meeting. It did not arrive and will be rescheduled when it does.
 - b. Ditch & Permit Manager – The Ditch & Permit Manager report was presented. There were no questions or concerns.
5. **Items for Upcoming Meetings** –
 - a. Letter from Rinke Noonan – Vogel Settlement
6. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday, June 18th, 2024 – SRWD Office
 - ii. Tuesday, July 16th, 2024 – SRWD Office
7. **Adjournment of Drainage Authority Meeting** – **Manager Zerr made a motion to adjourn the meeting at 7:15 p.m. The motion was seconded by Manager Hartmann. The motion passed with all in favor.**