



**Sauk River Watershed District Regular Meeting
 MINUTES**

Tuesday, September 17, 2024

Located at: Cold Spring City Hall, 27 Red River Avenue, Cold Spring, MN at 6:00 p.m.

Managers Present:	Bill Becker, Paul Hartmann, Scott Klatt, David Zerr, Kevin Lahr, Donavon McKigney, Russell Miller
Staff Present:	Jon Roeschlein, Administrator; Hannah Schacherl, Legal Counsel; Abigail Parker, Education and Outreach Coordinator; Scott Wittkop, Ditch and Permit Manager
Guests Present:	Randy Neumann, Paul Wildman, Bob Floerke, Tim Kalina
Manager’s Absent:	Eugene Mensen

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. **Manager Zerr made a motion to approve the agenda as presented. The motion was seconded by Manager Miller. The motion passed with all in favor.**
3. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for August
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. August 20th, 2024 Regular Board Meeting Minutes
 7. Permit Summary Table

Manager Hartmann 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** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Permit #24-060 Exception Request – Roeschlein reviewed Permit #24-060, from the City of Cold Spring, seeking an exception to the district’s rules requirements for the construction of a new fire hall for the city. The Cold Spring Fire Hall project consists of grading, sanitary sewer and water service, storm sewer, curb and gutter, bituminous concrete surfacing, turf restoration and stormwater management. The exception request was to reduce the required reduction of total suspended solids (TSS) from 80% to 78% from all newly created or redeveloped impervious surfaces. They proposed TSS removal of 78% is just shy of the required 80% removal in the district’s administrative rules. This is due to

the uncaptured north and south drive aprons that are not feasibly routed to a treatment system. Several options were analyzed in an attempt to meet this requirement. Question A. Do special conditions apply to the applicant's property that do not apply generally to other property within the district? Yes, the applicant has documented unique conditions such as a large granite outcropping and the absence of storm sewer under the existing street where the untreated driveway aprons tie in. **Manager Miller made a motion that yes, special conditions do apply to the applicant's property that do not apply generally to other property within the district. The motion was seconded by Manager Hartmann. Roll call vote was taken: Lahr, aye; Hartmann, aye; McKigney, aye; Klatt, aye; Becker, aye; Zerr, aye; Miller, aye; Mensen, absent.** Question B. Is there undue hardship to the applicant as distinguished from mere inconvenience, if the strict letter of the rules is carried out? **Manager Hartmann made a motion that yes, there is a need for the fire hall and the applicant has documented potential alternatives to meet section 7.3c. and would cause undue hardship to the applicant. The motion was seconded by Manager Zerr. Roll call vote was taken: Lahr, aye; Hartmann, aye; McKigney, aye; Klatt, aye; Becker, aye; Zerr, aye; Miller, aye; Mensen, absent.** Question C. Will the proposed activity for which the exception is sought not adversely affect the public health, safety, and welfare; or not create extraordinary public expense; and will not adversely affect water quality, water control, or drainage in the district? **Manager Zerr made a motion that yes, the applicant is providing 78% treatment which is only 2% short of the requirements on section 7.3c. and as a public entity, the identified alternatives to meet 80% treatment would require an extraordinary public expense. The motion was seconded by Manager McKigney. Roll call vote was taken: Lahr, aye; Hartmann, aye; McKigney, aye; Klatt, aye; Becker, aye; Zerr, aye; Miller, aye; Mensen, absent.** Question D. Is the intent of the district's rules met? **Manager Miller made a motion that yes, the intent of the rules is met by the applicant minimizing peak flow rates with the proposed BMP's and provides two infiltration basins with a volume of 1.3 inches over the new/reconstructed impervious. The motion was seconded by Manager McKigney. Roll call vote was taken: Lahr, aye; Hartmann, aye; McKigney, aye; Klatt, aye; Becker, aye; Zerr, aye; Miller, aye; Mensen, absent. The exception request was granted.**

- ii. Administrator Report – Roeschlein noted in his report that it was time to solicit for proposals from engineering firms as the contract with Houston Engineering expires at the end of 2024. By general consensus of the board, Roeschlein was directed to develop the request for proposals and solicit input from engineering firms to provide services to the watershed district for the next 3 years.
 1. Workload Analysis Discussion – Roeschlein provided a memo to the board in regard to workload analysis discussion that was held in August. He reported that he further investigated the potential to conduct a workload analysis for the Sauk River Watershed District. He distributed a copy of the final report of that process completed for the Comfort Lake/Forest Lake Watershed District. After some discussion, and upon **Motion by Manager Zerr to refer this item to the personnel committee**

for further review. The motion was seconded by Manager Lahr. The motion passed with all in favor.

- iii. Outreach/Education Department Update – The Outreach and Education Department update was presented to the board. Abi Parker, Education and Outreach Coordinator, briefly reviewed her report and the items in the board packet.
 - iv. Monitoring Department Update – The monitoring department report was presented in writing by Allison Lightfoot, Environmental Monitoring Manager. There were no questions.
 - v. Water Resources Manager Update- The Water Resources Manager’s report was presented in writing. The Water Resources Manager provided a brief narrative of the projects that are ongoing. There were no questions.
- b. Projects
- i. Little Birch Lake Outlet Modification – Roeschlein provided a brief memo about the Little Birch Lake Outlet Modification project. A final permit for the project was received on September 3rd, the notice of award and the contract documents were sent to the Houle Excavating for signatures. The preconstruction meeting is scheduled for Monday, September 23rd with construction to begin on September 24th.
 - ii. Long (Higgins) Lake Outlet Project Updates – Roeschlein presented a brief update of work being conducted on the Long (Higgins) Lake Project that was submitted by Peter Sarberg, the engineer with Widseth. The wetland delineation work has been completed, field topographic survey work has been completed to the point where water and vegetation are compromising accurate survey data. Additional topography survey work will be completed after fall leaf off conditions and maybe as water levels recede or they will have to navigate these deeper water areas with a canoe or kayak.
- 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 – No Report
 - iv. Budget Committee – Executive Board
 - v. Personnel Committee – Executive Board
5. **Items for Upcoming Meetings or of Interest**
- a. Minnesota Watersheds Newsletter – Annual Conference – December 4-6, 2024; Grand View Lodge, Nisswa MN – Board attendance?
6. **Upcoming Meetings to be Announced**
- a. Regular Board Meetings
 1. Tuesday, October 15th, 2024 Regular Board Meeting, SRWD Office
 2. Tuesday, November 19th, 2024 Regular Board Meeting, SRWD Office
 - b. Other Meetings

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7. **Manager Hartmann made a motion to adjourn the regular board meeting at 6:50 p.m. The motion was seconded by Manager Lahr. 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 6:50 p.m.**
2. **Additions/corrections to the agenda item** – President Becker asked if there were changes or additions to the agenda. There were none. **Manager Lahr made a motion to approve the agenda as presented. The motion was seconded by Manager Klatt. The motion passed with all in favor.**
3. **Drainage Specific Public Comment Period** – None
4. **Reports**
 - a. Ditch & Permit Manager – Scott Wittkop, the Ditch & Permit Manager, deferred his report to Administrator Roeschlein. Roeschlein went through the report that was prepared by Houston Engineering. There was a question about the map books that were created for all the systems. Roeschlein explained that staff has gone through and assembled maps of each ditch system as a group and can use those going forward when hiring contractors to do by-the-hour work on the systems, essentially providing them with a map location of where they need to be doing the work. In this instance, we used those map books to identify areas that were heavy with vegetation from the drone video surveys that staff had conducted this spring. Manager Lahr asked for a copy of the map books and Roeschlein indicated he would provide those to him.
5. **Items for Upcoming Meetings** –
6. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday , October 15th, 2024 – SRWD Office
 - ii. Tuesday, November 19th, 2024 – SRWD Office
7. **Adjournment of Drainage Authority Meeting** – **Manager Lahr made a motion to adjourn the meeting at 7:02 p.m. The motion was seconded by Manager Zerr. The motion passed with all in favor.**

President Becker thanked the City of Cold Spring for allowing the district to use their facility for the board meeting and for the tour of their water treatment plant.