



Sauk River Watershed District Regular Meeting
MINUTES

Tuesday, December 17th, 2024

Located at: Sauk River Watershed District Office, Sauk Centre, MN at 4:30 p.m.

Managers Present:	Bill Becker, Scott Klatt, David Zerr, Russell Miller, Eugene Mensen, Kevin Lahr, Mike Proell
Staff Present:	Jon Roeschlein, Administrator; Hannah Schacherl, Legal Counsel; Abigail Parker, Environmental Monitoring Manager; Scott Wittkop, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager; Allison Schugel, Environmental Technician.
Guests Present:	Randy Neumann, Jerry Rapp, Tim Kalina, Robert Floerke, Paul Wildman, Tara Ostendorf
Manager’s Absent:	Donavon McKigney, Paul Hartmann

Public Comments - None

1. **Call to Order and Pledge of Allegiance** – The meeting was called to order by President Becker at 4:30 p.m. The Pledge of Allegiance was recited.
2. **Additions/corrections to the agenda** – President Becker asked for corrections 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 Zerr. The motion passed with all in favor.**
3. **Oath of Office** – Michael Proell recited the Oath of Office and signed the papers.
4. **Consent Agenda**
 - a. Financial Reports/Meeting Minutes
 1. Checks for November
 2. Receipt Book
 3. Revenue Guideline
 4. Cash Balances
 5. Expenditure Report
 6. November 19th, 2024 Regular Board Meeting Minutes

Manager Zerr made a motion to approve the consent agenda to include the Permit Summary Table. The motion was seconded by Manager Lahr. The motion passed with all in favor.
5. **Reports – Action Items, Reports and Project Updates** – *Administrator Roeschlein and staff*
 - a. Administration
 - i. Administrator Report – Administrator Roeschlein reviewed his Administrator’s Report and reported that the special assessment certifications have been completed along with the special assessment letter that was distributed to over 3,000 individuals. There were no questions.
 1. Engineering Services 2025-2028 – Moore Engineering and Houston Engineering were given 15 minutes each with the board to present

answers to the questions that the board asked of each firm. Upon further discussion, **Manager Lahr made a motion to select Moore Engineering as the engineering firm for the next three years. The motion was seconded by Manager Klatt. The motion passed with 4 in favor and 3 against.**

2. 2025 Compensation Approval – Administrator Roeschlein presented the wage recommendation as recommended by the Budget and Personnel Committee. **President Becker made a motion to approve the wage recommendations as presented. The motion was seconded by Manager Lahr. The motion passed with all in favor.** The new wages will be affective beginning January 1, 2025.
 3. 2025 Budget – Final Approval – Administrator Roeschlein reviewed the calendar year 2025 final budget recommendation from the Budget Committee. In his memo, he highlighted the changes that were made from the preliminary budget to this final recommendation. **Manager Miller made a motion to approve the final budget for calendar year 2025 in the amount of \$1,232,932.74 with \$232,932.74 coming out of District reserves and certifying a levy of \$1,000,000. The motion was seconded by Manager Mensen. The motion passed with all in favor.**
 - ii. Monitoring Department and Education and Outreach Updates – Abi Parker presented the Monitoring Department and Education and Outreach updates to the board. There were no questions. Roeschlein informed the board that on December 16th, the interview committee interviewed 5 applicants for the position of education and outreach coordinator. The recommendation of hire for the position would be Kory Klebe with the following compensation package: annual wage of \$52,283 and all benefits in accordance with the Sauk River Watershed District Personnel Handbook. **Manager Zerr made a motion to offer the position of Education and Outreach Coordinator the Kory Klebe. The motion was seconded by Manager Miller. The motion passed with all in favor.** By general consensus of the board, Administrator Roeschlein was authorized to send an offer to the second candidate if Klebe does not accept.
 - iii. Water Resources Manager Update- Steve Zeece III, Water Resources Manager, provided a verbal summary of the written Water Resources Manager report. There were no further questions.
 - iv. Permit Manager Report – Scott Wittkop, Ditch and Permit Manager, provided his report. There were no questions.
- b. Projects
- i. Long (Higgins) Lake Outlet Project Updates – Roeschlein noted that there has been no movement on the Long (Higgins) Lake Outlet Project since the meeting with the Department of Natural Resources. They are still working through what the rules means regarding the invasive species issue found in Long (Higgins) Lake and how it affects the ability to get a permit for an outlet project.
 - ii. Getchell Creek Restoration Project – The board was referred to the Water Resources Manager’s report for the update.

- c. Committees
 - i. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – The Water Quality/Projects Committee met on December 12th, 2024. The meeting was led by Steve Zeece III and Abi Parker. Parker gave a brief overview of the 2024 monitoring season and Zeece gave an update of all of the grant projects that are in motion.
 - ii. Rules – Managers Klatt, Lahr, Mensen – No report
 - iii. Public Relations/Education – Managers Zerr, Miller – No report
 - iv. Budget Committee – Executive Board met on November 25th.
 - v. Personnel Committee – Executive Board met on November 25th.

- 6. **Items for Upcoming Meetings or of Interest**
 - a. Notice of year end – Manager timesheets – Office/Finance Manager Melissa Roelike put in a request to the board that all timesheets needed to be submitted by December 18th, 2024.

- 7. **Upcoming Meetings to be Announced**
 - a. Regular Board Meetings
 - 1. Tuesday, January 21st, 2025 Regular Board Meeting, 6 p.m. at the SRWD Office
 - 2. Tuesday, February 18th, 2025 Regular Board Meeting, 6 p.m. at the SRWD Office

 - b. Other Meetings

- 8. **Manager Zerr made a motion to adjourn the regular board meeting at 5:53 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 5:53 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 Miller. 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, gave his report to the board. There were no further questions.
5. **Closed Meeting for Administrator Performance Review** – President Becker closed the regular meeting for the administrator’s performance review. The meeting was reopened at 6:13 p.m.
6. **Items for Upcoming Meetings** –
7. **Upcoming meetings to be announced**
 - a. Regular Drainage Meetings
 - i. Tuesday, January 21st, 2025 – SRWD Office
 - ii. Tuesday, February 18th, 2025 – SRWD Office
8. **Adjournment of Drainage Authority Meeting** – **Manager Lahr made a motion to adjourn the meeting at 6:15 p.m. The motion was seconded by Manager Zerr. The motion passed with all in favor.**