

**Sauk River Watershed District Regular Meeting**  
**MINUTES**

**Tuesday, June 17<sup>th</sup>, 2025**

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

<b>Managers Present:</b>	Bill Becker, Scott Klatt, David Zerr, Eugene Mensen, Kevin Lahr, Paul Hartmann, Donavon McKigney, Russell Miller
<b>Staff Present:</b>	Jon Roeschlein, Administrator; Hannah Schacherl Jansen, Legal Counsel; Scott Wittkop, Ditch and Permit Manager, Steve Zeece III, Water Resources Manager; Garrett Monson, District Engineer
<b>Guests Present:</b>	Randy Neumann, Jerry Rapp, Robert Floerke, Steve Notch
<b>Manager's Absent:</b>	Mike Proell

**Public Comments – None**

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 Roeschlein added the final payment for the Little Birch Lake Project and wanted to correct the July meeting date for upcoming meetings. President Becker added discussion on the Code of Conduct for the Board of Managers. **Manager Klatt made a motion to approve the agenda as amended. The motion was seconded by Manager Hartmann. The motion passed with all in favor.**
  
3. **Consent Agenda**
  - a. Financial Reports/Meeting Minutes
    1. Checks for May
    2. Receipt Book
    3. Revenue Guideline
    4. Cash Balances
    5. Expenditure Report
    6. May 20<sup>th</sup>, 2025 Regular Board Meeting Minutes

**Manager Miller made a motion to approve the consent agenda. The motion was seconded by Manager Zerr. 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 noted in his report that there is a workshop scheduled for July 8<sup>th</sup> at the Osakis VFW Post 7902 as part of the JD 2 Osakis Lake Alternatives Analysis Process that's being done in partnership with the US Army Corps of Engineers. Roeschlein also noted that the personnel, budget, and rules committees will be meeting between now and the next board meeting. The next radio visit is scheduled for June 26<sup>th</sup> at 9 a.m. There were no questions from the board.

- 
- ii. Monitoring Department Updates – Abi Parker provided a written report of the Monitoring Department. It was noted that water levels are holding pretty consistent throughout the watershed. There were no questions regarding this report.
  - iii. Education & Pubic Outreach Department Updates – Kory Klebe, Education and Outreach Coordinator, provided a written Education and Public Outreach memo. Klebe invited the board of managers to attend and assist with staffing the fair booths at the Todd, Stearns and Douglas County fairs. Staff have volunteered to run the booths the entire duration of the fairs, however, having a board member there periodically would provide an opportunity for them to engage with the public and share information about the initiatives of the watershed district. Manager Miller asked what “Stearns United” is. Roeschlein stated he would pass the question on to Klebe for that answer. There were no further questions.
  - iv. Water Resources Manager Update- Steve Zeece III, Water Resources Manager, provided his monthly Water Resources report. There was some discussion held in regard to a geomorphic culvert crossing design approach. Engineer Monson assisted in explaining what a geomorphic design would be for a crossing.
  - v. Permit Manager Report – Scott Wittkop, Permit Manager, highlighted some items in his report. He verbally reported that there are about 30 permits that were processing or have processed in 2025. He also talked about township culverts and the need for townships to be discussing their culvert work with the watershed district prior to doing the work. District rules do require permits to be approved for culverts that are being placed or replaced through the centerline of the road. There were no questions.
  - vi. Environmental Technician Report – Allison Schugel, the Environmental Technician, provided a written report. There were no further questions from the board.
  - vii. Code of Conduct – President Becker discussed the Code of Conduct in regard to manager attendance at meetings. After the discussion, President Becker indicated that he would provide some sort of language to be added to the Code of Conduct for the board to consider at the July meeting.
- b. Projects
- i. Long (Higgins) Lake Outlet Project Updates – Roeschlein presented a verbal update on the Long (Higgins) Lake Project. He indicated that the engineers had met with the gravel pit owners, Central Specialties, and they’ve determined that the site would not be conducive to the needs of the Long (Higgins) Lake Outlet Project. Central Specialties was very cordial and willing to help if they could. The engineer did identify a gravel pit to the north of that site that may be a good fit for the needs of the project. Roeschlein reported that he was able to meet with that landowner about conducting some investigation of that gravel pit and has received permission from the landowner to proceed. The engineer is being proactive and has solicited quotes from 2 geotechnical testing firms to conduct soil borings of an infiltration site.
  - ii. Little Birch Lake Outlet Modification-Final Walkthrough and Pay Request – Roeschlein reported that they completed the Little Birch Lake Outlet

Modification Project final walkthrough and is presenting the final pay request to close out the project. The original contract amount was \$111,825. There was one change order for \$1,040 to add some erosion control products to the site. The revised contract number is \$112,865. Previous payments have amounted to \$107,221.75. Final payment request is \$5,643.25. Roeschlein reported that the district was in the vicinity of \$90,000 under budget on this project.

**Manager Hartmann made a motion to approve the final pay request to Houle Excavating, LLC for \$5,643.25. The motion was seconded by President Becker. The motion passed with majority in favor, Manager Klatt abstaining.**

- c. Committees
  - i. Water Quality/Projects – Managers Becker, Hartmann, and McKigney – Next meeting 1:30 p.m., June 20<sup>th</sup>, 2025
  - ii. Rules – Managers Klatt, Lahr, Mensen – Next meeting will be Friday, June 27<sup>th</sup> at 9:30 a.m.
  - iii. Public Relations/Education – Managers Zerr, Miller, Proell – No report
  - iv. Budget Committee – Executive Board – Met June 9<sup>th</sup>, 2025 and will meet again before the July meeting to prepare a preliminary budget for board approval.
  - v. Personnel Committee – Executive Board - Met June 9<sup>th</sup>, 2025 and will meet again on June 27<sup>th</sup> at 11 a.m.
5. **Items for Upcoming Meetings or of Interest**
  - a. Todd County Fair – June 26-29, 2025 – Managers welcome to participate with staff at the booth.
  - b. Rock Arch Rapids Workshop - July 15 at 4:30 p.m.
6. **Upcoming Meetings to be Announced**
  - a. Regular Board Meetings
    1. Tuesday, July 15<sup>th</sup>, 2025 Regular Board Meeting, 6 p.m. at the SRWD Office
    2. Tuesday, August 19<sup>th</sup>, 2025 Regular Board Meeting, 6 p.m. at the SRWD Office
  - b. Other Meetings
7. **Manager McKigney made a motion to adjourn the regular board meeting at 6:55 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 6:55 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 Hartmann made a motion to approve the**

---

**agenda as presented. The motion was seconded by Manager Lahr. The motion passed with all in favor.**

**3. Drainage Specific Public Comment Period – None**

**4. Reports**

- a. Ditch & Permit Manager – Scott Wittkop, the Ditch Manager, provided his monthly report. He explained the buffer issue the district has with Albert Yarke on SCD 9. Attorney Hannah Schacherl Jansen, Rinke Noonan, discussed the procedure for legal action to complete the buffer and get it reestablished. Wittkop continues to manage beaver problems with the latest being on Stearns CD 11.
- b. Drainage Committee – Wittkop presented a memo proposing a drainage committee be established for his review and use. Schacherl-Jansen indicated that under drainage law, a drainage committee would not be advisable because all of the discussions regarding drainage work needs to be held in a public forum so that landowners who have drainage rights affiliated with their properties can attend. Therefore, the board agreed by consensus not to establish a drainage committee.

**5. Items for Upcoming Meetings or Information of Interest –**

**6. Upcoming meetings to be announced**

- a. Regular Drainage Meetings
  - i. Tuesday, July 15<sup>th</sup>, 2025 – SRWD Office
  - ii. Tuesday, August 19<sup>th</sup>, 2025 – SRWD Office

**7. Adjournment of Drainage Authority Meeting – Manager Miller made a motion to adjourn the meeting at 7:15 p.m. The motion was seconded by Manager Zerr. The motion passed with all in favor.**