

**WILD RICE WATERSHED DISTRICT**  
**11 Fifth Avenue East**  
**Ada, MN 56510**  
**Ph: 218-784-5501**

**REGULAR MEETING**  
**October 10, 2018**  
**APPROVED MINUTES**

*A full list of acronyms used is available at the end of this report (Appendix B)*

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, October 10, 2018. Managers in attendance included: Greg Holmvik, Duane Erickson, Mark Harless, Raymond Hanson, Dean Spaeth, Mike Christensen and Curt Johannsen. In addition the following persons were in attendance: Administrator Kevin Ruud, Engineer Jerry Bents, Attorney Elroy Hanson, Tara Jensen, and various other interested taxpayers and landowners.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the agenda with the following additions. Carried:
  - Resolution correction
  - Ditch maintenance policy clarification
4. Approval of Monthly Minutes. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the Regular Meeting Minutes dated September 12, 2018, as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the monthly financial report and the quarterly financial report dated September 30, 2018, and the transfers from unassessed projects to Red River Construction as detailed in Appendix A at the end of this report. Carried.
7. Open Mic. Nobody spoke at this time.
8. Rich Meier, YHR Update. Rich Meier presented the Board with a revised remodeling plan reducing the space to approximately 4,225 square feet and recommended advertising for bids. Board discussion regarding the project ensued. A motion was made by Manager Johannsen to return to having Administrator Ruud be the general contractor and continue with remodeling based on floor plan B from earlier plans. Motion failed due to lack of second. Further Board discussion followed the failed motion. A motion was made by Manager Hanson and seconded by Manager Erickson to have Attorney Hanson negotiate four alternate scenarios with RRWMB representatives: eliminate lease agreement, lease space at Arvig building, current revised plan, original larger architect plan. Manager Harless felt that the WRWD board should determine which options are agreeable prior to offering them to the RRWMB. An amendment to the motion was made by Manager Hanson and seconded by Manager Erickson to return to the RRWMB and negotiate a way to dissolve the current lease agreement. Motion amendment failed with Managers Erickson, Hanson and Spaeth in favor and Chairman Holmvik, Managers Harless, Johannsen, and Christensen against. Original motion failed with Managers Erickson and Hanson voting in favor and Chairman Holmvik, Managers Harless, Johannsen, Spaeth, and Christensen voting

against. A motion was made by Manager Harless and seconded by Manager Johannsen to rebid the revised 4,225 square foot remodeling plan. Following discussion, an amendment to the motion was made by Manager Harless and seconded by Manager Johannsen to include the RRWMB in on discussion regarding the project. Motion amendment carried with Chairman Holmvik and Managers Harless, Johannsen, Christensen and Spaeth voting in favor and Managers Erickson and Hanson voting against. Original motion carried with Chairman Holmvik and Manager Harless, Johannsen, Christensen, and Hanson voting in favor and Managers Erickson and Spaeth voting against.

## **PERMIT APPLICATIONS**

9. Ducks Unlimited, Section 27, Goose Prairie Twp. John Lindstrom representing Ducks Unlimited was in attendance and presented plan details. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Permit #18-115 to construct wetland restorations and creations based on the applicant request to eliminate all wetlands proposed along the south and west lines (specifically wetlands 8, 10, 15, 31, 32, 33, and 34). Carried.

10. Adam Stalboerger, Section 6, Lake Grove Twp. Adjacent landowners were in attendance and presented concerns regarding flooding impacts due to the proposed project plans. A motion was made by Manager Johannsen and seconded by Manager Harless to table Permit #18-108 to restore wetlands and construct ditch plugs pending engineering review of concerns expressed by adjacent property owners. Carried.

11. Roger Foltz, Section 21, Spring Creek Twp., Becker County. An adjacent landowner was in attendance and presented concerns of additional water backing to the south due to the location of the pump. A motion was made by Manager Christensen and seconded by Manager Johannsen to table Permit #18-116 to install subsurface drain tile due to adjacent landowner concern. Following discussion Manager Johannsen withdrew motion on the table and Christensen withdrew second. A motion was made by Manager Harless and seconded by Manager Erickson to approve Permit #18-116 to install subsurface drain tile with standard tile conditions and the condition that the applicant provide written approval from downstream property owners (Joshua Safar and Joanne Stalberger). At the advice of Attorney Hanson, Erickson withdrew second to motion on the table as he is a downstream landowner who could potentially be impacted from the project. Manager Hanson seconded the motion on the table. Motion carried with Manager Erickson abstaining.

12. Chris Erickson, Section 14, Walworth Twp. A motion was made by Manager Hanson and seconded by Manager Christensen to approve Permit #18-107 to remove a culvert and deepen a ditch with the condition that the applicant get approval from the township for any work in the township road right of way. Carried.

13. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following Permit applications with conditions as listed. Carried.

- Darin Erickson, Section 6, Walworth Twp. Permit #18-118 to install subsurface drain tile with standard tile conditions.
- Ryan Halland, Section 2, Waukon Twp. Permit #18-119 to install a field approach with a 24" culvert pending staff review.
- NCHD, Section 2, Hegne Twp. Permit #18-114 to install a field approach with an 18" culvert with a flap gate with the condition that the culvert does not have a flap gate.
- Red River Valley Coop Power Assn, Section 6, Shelly Twp. Permit #18-111 to install a high voltage underground powerline with the condition that the utility line is installed a minimum of 30" below any ditch channel bottoms, the applicant is responsible for adequate erosion control measures during construction, and if a Watershed District project or other legal ditch project is hereafter initiated, repaired or improved over permitted utility, the owner of said utility shall be responsible for the cost of

moving or deepening the utility if the Watershed District deems it necessary for the construction of the repair, improvement or initiation of the project.

14. Richard Balstad, Section 3, Gregory Twp. A motion was made by Manager Johannsen and seconded by Manager Hanson to table Permit #18-090 to install a culvert pending previously requested information from the applicant as follows: a sketch of the proposed project showing: the cross section and plan view of the overflow, the location of the new pipe showing the distance from the existing centerline culvert, elevation of the new culvert and the elevation of the overflow section relative to the upstream pipe and existing ditch channel, and any proposed erosion measures such as rip rap or grass seeding. Carried.

15. A motion was made by Manager Spaeth and seconded by Manager Hanson to return the following permit applications due to lack of information from applicant. Carried. It is noted that applicants can reapply for the permits if previously requested information becomes available.

- Duane Brendemuhl, Section 2, Flowing Twp. Permit #18-020 to remove two field approaches with culverts, install two new field approaches with culverts, the south approach will be wider with a longer culvert.
- Circle E Farms, Schneiderman Bros, Mark Habedank, Sections 1 & 2, Ulen Twp. Permit #18-015 to construct a berm, increase the size of a centerline culvert, and improve a ditch to divert low flow runoff pending approval from MNDNR.

16. Perry Ellingson, Section 36, Hendrum Twp. A motion was made by Manager Spaeth and seconded by Manager Hanson to table Permit #18-092 to install a culvert pending written documentation of a MNDNR Permit for proposed works. Carried.

17. Darin Erickson, Section 17, Walworth Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #18-097 to install a ditch crossing and culvert pending previously requested survey information. Carried.

18. Chris Erickson, Section 23, Walworth Twp. A motion was made by Manager Johannsen to table Permit #18-106 to install subsurface drain tile requesting written approval from the Walworth township and the downstream landowners in Section 22 of Walworth Twp. Motion failed due to lack of second. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve Permit #18-106 to install subsurface drain tile with standard tile conditions and the condition that the applicant provide written approval from Walworth Twp and the landowners in the SW1/4 of Section 22 of Walworth Twp based on the revised application received before the meeting. Carried.

19. NRCS, Sections 23, 26, 34, 35, Lake Ida Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to table Permit #18-117 to notice surrounding landowners (Section 23, E1/2 Section 22, Section 35, and E1/2 Section 34 all of Lake Ida Twp and the ditch authority for NCD 29 (NCHD). Carried.

20. Dave Johnstad, Section 32, Ries Twp. A motion was made by Manager Christensen and seconded by Manager Johannsen to approve Permit #18-112 to cut through a dike and route water west into JD 53. Carried.

21. Pheasants Forever, Sections 28 & 29, Lake Ida Twp. A motion was made by Manager Johannsen and seconded by Manager Christensen to table Permit #18-109 to restore wetlands and construct ditch plugs at the request of Home Lake Twp or the Permit is approved with written documentation of no concerns from Home Lake Twp Board. Carried.

22. David Schneiderman, Section 25, Ulen Twp. A motion was made by Manager Hanson and seconded by Manager Erickson to install an 18" centerline culvert under 170<sup>th</sup> ave with the condition that the applicant get written permission from the W1/2 of Section 24 of Ulen Twp. Carried.

23. Hanson Complaint. An update was provided that the MNDNR is still working to complete the proposed work at the site of the Hanson complaint.

24. Resolution Correction. A motion was made by Manager Spaeth and seconded by Manager Christensen to approve Manager representation to sign an updated resolution previously passed which had a statute numbering error present in the text. Carried.

25. Goose Prairie WMA. Administrator Ruud updated the Board that three option agreements have been signed by landowners. Contact has been made with the majority of the others. Following the September Board meeting, he extended the approved offer to Bergren for consideration and has not received any communication back from him.

26. RCPP Projects. Engineer Bents informed the Board that survey work is being completed on the Green Meadow dam. Project team meetings were scheduled for the end of October but will likely be delayed due to the late harvest.

27. Community Flood Protection. Engineer Bents presented aerial photos of the work being completed on the Halstad levee improvements. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve Pay Request #3 presented by Sellin Brothers for Halstad Levee improvements in the amount of \$400,118.51. Carried. Coordination with the contractor regarding a temporary levee construction began today incase weather prevents planned work from being completed this fall. A 90 day appeal notice for the flood map release was received for both Halstad and Hendrum. Engineer Bents will coordinate a response to the appeal notice prior to the deadline. In a meeting with NCHD regarding the Hendrum road raises it was determined that the WRWD will design the project and the NCHD will advertise for bids on County roads.

28. Lower Wild Rice. Administrator Ruud updated the Board that he attended a recent LSOHC hearing in which the council approved \$2,975,000 in funding for the LWR Corridor Restoration Project. The council approved funding requires legislative approval in the upcoming session before it becomes available. Attorney Hanson is working on option documents and supplemental easements required. The program should be available to landowners in the coming months.

29. Acquisition properties. Administrator Ruud presented an offer extended by Andrew Hogenson to pay off the balance due on the Stashenko Hempeck leased parcels. Hogenson presented a request to lease the Onsgard and Swenson parcels for an annual rent of \$100 per parcel plus all applicable property taxes for a term of ten years. It was determined by the Board that the requests should be addressed separately. A motion was made by Manager Hanson and seconded by Manager Spaeth to accept the \$319 payment from Hogenson, clearing the Hempeck debt and approve leasing the Onsgard parcel to Hogenson for the terms of \$100 rent annually plus applicable property taxes for a term of ten years. Carried. It is noted that access to the Onsgard parcel is crosses through property owned by the Hogenson family via an easement. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve leasing the Swenson property to Hogenson for the terms of \$100 rent annually plus applicable property taxes for a term of ten years. Motion failed with Managers Hanson, Erickson, and Spaeth voting in favor and Chairman Holmvik, Managers Harless, Christensen, and Johannsen voting against. A motion was made by Manager Johannsen and seconded by Manager Harless to advertise the Swenson parcel availability in the Norman County Index once the parcel is available for public rent. An amendment was made by Manager Johannsen and seconded by Manager Harless to table the Swenson

property lease request presented by Hogenson. Following discussion, Manager Johannsen withdrew the amendment and Manager Harless withdrew the second of the amendment, removing it from the table. Original motion failed due to lack of majority with Managers Harless, Johannsen and Hanson voting in favor and Chairman Holmvik, Managers Erickson, Christensen, and Spaeth voting against. A motion was made by Manager Harless and seconded by Manager Johannsen to authorize Administrator Ruud to handle the Swenson/Onsgard lease property, pending Hogenson’s response to the board action, advertising any available property once it become available for public lease. Motion carried with Manager Hanson voting against.

30. Upper Reaches. Engineer Bents reported that bids were received from contractors, and construction is anticipated to begin at the end of the month pending determination of a possible USACOE permit for the proposed work.

31. Ditch Maintenance. Administrator Ruud sought clarification on the District’s ditch maintenance policy. The current policy requires that all ditch maintenance and beaver trapping requests be submitted to the District office for completion. If work is performed and not authorized by the District office we have historically not paid for maintenance. Managers determined that each bill presented could be addressed on an individual basis, with discussion regarding the need to follow protocol and receive approval for work being completed.

32. Per Diems. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve payment of Manager per diems and expenses as distributed. Carried.

33. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 11:21 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Sep 13 - Oct 10, 18</b>				
09/18/2018		QuickBooks Payroll Service	Created by Payroll Service on 09/17/2018	6,225.20
09/20/2018			Funds Transfer	175,000.00
10/02/2018		QuickBooks Payroll Service	Created by Payroll Service on 10/01/2018	6,161.73
10/02/2018			Funds Transfer	500,000.00
10/03/2018	ACH	Arvig		322.55
09/13/2018	ACH	US Treasury-Payroll	41-6145653	91.80
09/20/2018	ACH	US Treasury-Payroll	41-6145653	1,637.26
09/20/2018	ACH	MN Dept of Revenue	5062265	340.00

09/15/2018	ACH	Aflac		433.64
10/05/2018	ACH	MARCO, Inc.		508.23
10/02/2018	ACH	Minnesota Energy Resources Corporation		63.00
09/13/2018	ACH	PERA		42.02
09/20/2018	ACH	PERA		918.04
10/10/2018	ACH	Ada City		226.53
10/04/2018	ACH	MN Dept of Revenue	5062265	340.00
10/04/2018	ACH	US Treasury-Payroll	41-6145653	1,637.26
10/04/2018	ACH	PERA		918.04
09/19/2018	16894	MN PEIP		1,165.66
09/18/2018	16895	Minnesota Department of Natural Resources	Permit Fee - 2018-3353	401.25
09/25/2018	16896	Joseph or LaVerne Gerner	Option	100.00
10/02/2018	16897	Audrey Savig & Diane Bakke	Option	100.00
10/10/2018	16898	AmeriPride		155.62
10/10/2018	16899	Becker Co. Auditor		2,382.00
10/10/2018	16900	Clay County Union	budget hearing	150.00
10/10/2018	16901	Clay County Auditor Treasurer		5,307.00
10/10/2018	16902	EcoLab	Pest Control	89.45
10/10/2018	16903	Farmers Publishing Company	Advertising	69.83
10/10/2018	16904	FP Mailing Solutions	Postage Meter	118.63
10/10/2018	16905	Gordon Construction, Inc.		6,767.00
10/10/2018	16906	Houston Engineering, Inc.		82,718.81
10/10/2018	16907	MARCO, Inc. Mpls		3,399.00
10/10/2018	16908	MN PEIP	Insurance	1,165.66
10/10/2018	16909	Morris Electronics, Inc.		764.20
10/10/2018	16910	Norman County Treasurer/Auditor		206.00
10/10/2018	16911	Northwest Beverage, Inc.	water	8.50
10/10/2018	16912	Office Supplies Plus	supplies	4.58
10/10/2018	16913	Ralph's Food Pride	Supplies	11.56
10/10/2018	16914	Renae Kappes	Cleaning	120.00
10/10/2018	16915	Sellin Brothers, Inc	Pay Request 3	400,118.51
10/10/2018	16916	Tony Sip	September Mowing	12,070.00
10/10/2018	16917	Twin Valley Times	Hearing Advertising	165.75
10/10/2018	16918	Wambach & Hanson	September Billing	1,159.02
10/10/2018	16919	MARCO, Inc. Mpls		7,402.49
10/10/2018	16923	VOID		0.00
10/10/2018	16924	VOID		0.00
10/10/2018	16925	Curt Johannsen		82.37
10/10/2018	16926	Dean P Spaeth		104.14
10/10/2018	16927	Duane L Erickson		97.08
10/10/2018	16928	Gregory R Holmvik		69.26
10/10/2018	16929	Mark L Harless		83.43
10/10/2018	16930	Michael K Christensen		274.91
10/10/2018	16931	Raymond M Hanson		88.89
<b>TOTAL</b>				<b>1,221,785.90</b>

## Appendix A

### Quarterly transfers between Red River Construction account and unassessed projects and ditches

	<b>9/30/2018</b>	<b>RRC</b>	<b>Survey &amp; Data</b>
<b>PROJECTS</b>			
<b>UNASSESSED</b>			
#10 Mashaug Creek	4,080.00	(4,080.00)	
#35 Sande Detention	4,969.12	(4,969.12)	
#36 Northern Improvement Dam	229.44	(229.44)	
#38 Rockwell Dam	230.17	(230.17)	
<b>Project Development - other</b>			
<b>#336 - Community Dikes</b>			
#12 Hendrum Road Raise	2,748.28	(2,748.28)	
#11 Perley Road Raise	158.22	(158.22)	
RRC Levy Admimn Work	220.50	(220.50)	
<b>Project Development - RRC</b>			
#364 property Acq/Demo	93.00	(93.00)	
#368 2016 Rural Ring Dike	220.50	(220.50)	
#354 Goose Prairie WMA Storage	28,441.02	(28,441.02)	
#357 Wild Rice Vik/Tufte/Heitman	6,633.06	(6,633.06)	
<b>#12 Permits</b>			
#94 Tom Baker Complaint	392.50	(392.50)	
#93 Radke/Erickson Home Lake	81.00	(81.00)	
#90 Keith Kirsch	1,262.32	(1,262.32)	
#92 Earl Weerts	1,066.81	(1,066.81)	
#91 Corey Hanson	2,111.81	(2,111.81)	
#89 Luckow	838.07	(838.07)	
#18 Violations - other	2,049.00	(2,049.00)	
#12 Permits - Other	25,283.70	(25,283.70)	
<b>Special Revenue Fund Job:FEMA Programs</b>			
	81,108.52	(81,108.52)	-
	81,108.52	-81,108.52	

## Appendix B

### List of Acronyms Used:

LSOHC	Lessard-Sams Outdoor Heritage Council
LWR	Lower Wild Rice
MNDNR	Minnesota Department of Natural Resources
NCD	Norman County Ditch
NCHD	Norman County Highway Department
RCPP	Regional Conservation Partnership Program
RRWMB	Red River Watershed Management Board
USACOE	United States Army Corps of Engineers
WMA	Wildlife Management Area
WRWD	Wild Rice Watershed District