

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

**REGULAR MEETING**  
**February 14, 2024**  
**APPROVED MINUTES**

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, February 14, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Curt Johannsen, Mark Harless, Dean Spaeth, Raymond Hanson and Mike Christensen. In addition, the following people were in attendance: Administrator Tara Jensen (via electronic means), Engineer Jerry Bents, and Attorney Elroy Hanson. Various other interested taxpayers and landowners attended in person or via electronic means.
2. Chairman Holmvik called the meeting to order at 8:30 a.m. with recital of the pledge of allegiance.
3. Agenda Approval. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the agenda as presented. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the January 10, 2024, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Harless to approve the payment of billings with the following late bills: Norman County SWCD for \$16,730.27 and Kenneth Kesselberg for \$250.00. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated January 31, 2024 as presented. Carried.
7. Open Mic. No one spoke.

**PERMITS**

8. David Arends, Section 21, Mary Twp. Permit #23-103 to add a field approach with an 18" culvert, widen an existing field approach, extend the culvert 20 feet, and clean out the roadway ditch. This is an after-the-fact permit as the work has already been started. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permit pending additional review of flap gate installation. Carried.
9. Charles Borgen, Section 3, Georgetown Twp. Permit #24-001 to install drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.
10. Ryan Gilbertson, Section 25, McDonaldsville Twp. Permit #24-003 to install drain tile. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.

11. Mark Harless, Section 3, Felton Twp. Permit #24-005 to move an existing ditch and install a culvert for access to a new grain bin. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit. Manager Harless abstained from voting. Carried.
12. Ramstad Brothers, Section 35, McDonaldsville Twp. Permit #24-004 to install two new field crossings. A motion was made by Manager Hanson and seconded by Manager Erickson to approve the permit. Carried.
13. Bill Stalboerger, Section 26, Popple Grove Twp. Permit #24-002 to install drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions. Carried.

## **COMPLAINTS**

14. Engineer Bents gave a brief history of the complaints listed below. A motion was made by Manager Christensen and seconded by Manager Hanson to continue to table the complaints pending additional review by the County Floodplain Administrator to ensure that Permit #23-064 was completed to comply with the County floodplain zoning ordinance. Carried.
  - Kevin Anderson, Section 28, McDonaldsville Twp.
  - Sam Larson, Section 28, McDonaldsville Twp.
  - Jared Visser, Section 28, McDonaldsville Twp.
15. John Pazdernik, Section 6, Lake Grove Twp. Engineer Bents gave the background on the complaint. Administrator Jensen reported that Mr. Pazdernik met with Ryan Frohling of the USFWS. They agreed that Mr. Pazdernik could place drain tile up to the property line adjacent to the USFWS property. Mr. Pazdernik will apply for a future drain tile permit. A motion was made by Manager Hanson and seconded by Manager Spaeth to dismiss the complaint as the two parties reached an amicable solution. Carried.
16. Goose Prairie. No action this month.
17. Upper Reaches Project Team. Engineer Bents reported that the updated LiDar is now available and will be used to review the cross-sections once they can be obtained. The cross-section work is approximately 80% complete, but currently on hold, pending ice conditions.
18. Norman-Polk Project Team. Engineer Bents reported that there is a landowner meeting scheduled for 1:00 P.M. today for the landowners who may be impacted by the alternatives considered by the Project Team.
19. Community Flood Protection. Engineer Bents reported that we are still waiting for comments from MNDOT on the 100% submission. Additional funding from MNDOT was approved. A Conditional Letter of Map Revision (CLOMR) was submitted. A public meeting was held in Perley on February 12, 2024 to provide information to landowners in the affected area. The meeting was well attended. Construction is scheduled to begin this year.

Engineer Bents provided an update on Right-of-Way negotiations. We have acquired temporary or permanent easements from four property owners. The elevator property is owned by the railroad and staff is working with them on an agreement. Regarding the Cemensky property, Administrator Jensen received a counteroffer of \$23,618.00 for 1.687 acres, which is \$14,000.00 per acre. Lengthy discussion was held. Administrator Jensen provided details about her conversation with Mr. Cemensky. She had originally

offered him \$8,500 per acre. A motion was made by Manager Johannsen and seconded by Manager Hanson to offer Mr. Cemensky \$9,000 per acre plus 20%. Manager Erickson opposed. Carried.

20. JD53 Lat 1 Landowner Meeting. Engineer Bents gave a background and presented slides showing the assessment area of the ditch. He explained how the benefiting area is determined and how maintenance of the ditch is paid for. Bents presented the inventory taken by Houston Engineering of the public and private crossings along this system.

He explained that the District received a maintenance request from a land operator to inspect a private crossing in Section 35 of Shelly Township, due to concerns that the bridge cannot handle today's equipment. The bridge was inspected and found to be structurally sound as it sits. The inspection does not provide a load rating. Due to the request and the findings of the inspection, the Board is looking for landowner feedback on how to handle repairs or replacements of crossings going forward.

Bents stated that past procedure has been to replace a bridge using ditch funds if the inspection shows that it is not a safe bridge and there is no other access for the property owner. If a bridge is replaced, staff also considers whether or not the new bridge can be positioned to benefit more than one landowner.

Discussion was held between the Board and landowners present about the possibility that some crossings are not used and could be removed as the landowners have alternate access to their fields. Landowner Jake Bitker stated that he doesn't use crossing #4 and may support the removal of the structure in the future, should it be deemed unsound. Cost share with the requesting landowner was also discussed. It was pointed out that the requestor in this case does not own the land.

A motion was made by Manager Hanson and seconded by Manager Erickson to deny the request as the bridge was not determined to be deficient and the District is not legally required to replace it using ditch funds. Carried.

21. Community Flood Protection (continued). Engineer Bents discussed the temporary right of way at the Cenex in Perley. Lengthy discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to authorize staff to obtain an appraisal to get an accurate value for the offer. The motion was amended to authorize Administrator Jensen to offer \$4,500.00 and if the offer is rejected, then obtain the appraisal. Carried.

22. Acquisition Properties. Engineer Bents reported that work is complete on Phase 1. Submittals remain as we are waiting on paperwork from the contractor. Work is complete on Phase 2 and the contract is closed.

Regarding Phase 3, the Vik property, demolition work has begun. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the pay request from Lyle Wilkens, Inc. in the amount of \$87,975.94. Carried.

On Phase 4, applications for the 5 new applicants have been submitted for federal and state funding. We are awaiting FEMA response.

23. Ditch and Project Maintenance. Engineer Bents gave an update on the Upper Reaches repair stating that additional work has been completed. A motion was made by Manager Harless and seconded by Manager Spaeth to approve Pay Request 8 from Rigid Excavating in the amount of \$20,784.98. Carried.

24. Leasing of WRWD land. Administrator Jensen reported that the District received a request from David Arends to lease the WRWD property in Mary Township, Section 14 for \$750.00 per year plus taxes for 3 years. His current lease expired on December 31, 2023. A motion was made by Manager Johannsen and seconded by Manager Harless to approve the lease request. Carried.

Administrator Jensen asked for Board input as staff has sent multiple requests to Wes Magnell to get his lease agreement signed but the District hasn't received a response. The Board asked staff to send the request again via certified mail.

25. Out of State Travel Policy. Administrator Jensen noted that the *Resolution of the Board of Managers Adopting Out-of-State Travel Policy* was distributed in the Manager's packets. The Board agreed upon the amount of \$38.00 per person, per meal, per day. The Resolution was read to the Board. A motion was made by Manager Hanson and seconded by Manager Johannsen to adopt the Resolution. A roll call vote was held, and all Managers voted in favor. Carried. The Resolution can be found in Appendix A at the end of this report.
26. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve payment of Manager per diems as distributed. Carried.
27. Finance Committee Meeting. Administrator Jensen reported that the Finance Committee met last week and discussed Money Market accounts and the CDs that we hold at Red River State Bank. Since the rate at Bremer Bank remains substantially lower than the rate at Frandsen Bank, the Committee recommends closing the account at Bremer and moving the funds to the Money Market account at Frandsen Bank. A motion was made by Manager Spaeth and seconded by Manager Hanson to close the Bremer account. Carried.

Our current CDs at Red River State Bank expire tomorrow, February 15, 2024. Due to the upcoming Perley project and the need to have funds available, the Finance Committee recommends reinvesting the money at the same rate for an additional 3 months. A motion was made by Manager Hanson and seconded by Manager Spaeth to extend the current CDs for 3 months. Carried.

Administrator Jensen reported that Fransen Bank is offering an ICS account which offers a rate that is higher than a traditional money market account. The account would be FDIC insured and does a nightly sweep between the checking and ICS account to always keep an established amount in the checking account. The Finance Committee recommends replacing our traditional money market account with the ICS account. A motion was made by Manager Hanson and seconded by Manager Spaeth to replace our money market account with the ICS account and adopt the *Resolution of the Wild Rice Watershed District Board of Managers RE: Authorizing Signors on Frandsen Bank & Trust Account*. The Resolution was read to the Board. A roll call vote was held, and all Managers voted in favor. Carried. The Resolution can be found in Appendix B at the end of this report.

28. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Harless to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 10:55 am.

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Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
<b>Jan 11 - Feb 14, 24</b>				
01/16/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/12/2024	6,819.12
01/12/2024			Funds Transfer	550,000.00
01/30/2024		QuickBooks Payroll Service	Created by Payroll Service on 01/29/2024	7,981.68
02/13/2024		QuickBooks Payroll Service	Created by Payroll Service on 02/12/2024	6,753.13
02/13/2024			Funds Transfer	145,000.00
01/11/2024	ACH	US Treasury-Payroll	41-6145653	229.52
01/12/2024	ACH	PERA		87.53
01/25/2024	ACH	MN PEIP		3,164.62
02/03/2024	ACH	Arvig		343.64
01/31/2024	ACH	Minnesota Energy Resources Corporation		82.00
01/18/2024	ACH	MN Dept of Revenue	5062265	380.00
01/18/2024	ACH	US Treasury-Payroll	41-6145653	2,074.46
01/19/2024	ACH	PERA		1,198.10
02/05/2024	ACH	MARCO, Inc.		689.85
02/14/2024	ACH	Verizon Wireless		67.85
02/02/2024	ACH	PERA		1,198.10
01/18/2024	ACH	Aflac		112.20
02/02/2024	ACH	MN Dept of Revenue	5062265	478.00
02/02/2024	ACH	US Treasury-Payroll	41-6145653	2,503.48
02/12/2024	ACH	Ada City		369.15
02/14/2024	19279	Area 1 Envirothon	Envirothon Donation	200.00
02/14/2024	19280	Becker County SWCD		35,362.74
02/14/2024	19281	Cintas		173.52
02/14/2024	19282	Clearwater SWCD		5,431.56
02/14/2024	19283	Clifton Larson Allen LLP	Audit	3,360.00
02/14/2024	19284	Docu Shred	Shredding	79.73
02/14/2024	19285	EcoLab	Pest control	126.34
02/14/2024	19286	Elan Financial Services	January Statement	1,293.09
02/14/2024	19287	Gordon Construction, Inc.	Beaver dam removal	1,590.00
02/14/2024	19288	Hanson & Liebl Law Office Trust Account	Temporary easement-Perley Community Co-	4,900.00
02/14/2024	19289	Hanson & Liebl Law Office, P.C.	January Legal	4,917.29
02/14/2024	19290	Houston Engineering, Inc.		52,797.67
02/14/2024	19291	Hutman Inc.		345.00
02/14/2024	19292	Joseph & Betsy Cemensky	Option payment	100.00
02/14/2024	19293	KRJB Radio	Ag corner Ad	200.00
02/14/2024	19294	Lyle Wilkens, Inc.	Pay Request 1	87,975.94
02/14/2024	19295	MARCO, Inc. Mpls	M-files contract	4,294.72
02/14/2024	19296	McCormick Hardware, Inc.	Supplies	12.87
02/14/2024	19297	Morris Electronics, Inc.		375.00
02/14/2024	19298	National Watershed Coalition	Annual Dues	75.00
02/14/2024	19299	Norman County Recorder	Recording fees-Halstad Telephone, Perley C	276.00
02/14/2024	19300	Office Supplies Plus		733.26
02/14/2024	19301	Perley Community Co-op	Option agreement	100.00
02/14/2024	19302	Red River Watershed Management Board	Tax share	29,204.54
02/14/2024	19303	Rena Kappes	Office cleaning	210.00
02/14/2024	19304	Rigid Excavating LLC	Pay request 8 Upper Reaches	20,784.98
02/14/2024	19305	Supermarket Foods	Supplies	45.11
02/14/2024	19306	Visser Trenching	Snow removal	195.00
02/14/2024	19307	Norman County Recorder	Recording fees-Cemensky	92.00
02/14/2024	19309	Kenneth Aaron Kesselberg	Snow removal	250.00
02/14/2024	19310	Norman County SWCD	Coordinator Costs	16,730.27
02/14/2024	19311	Curt Johannsen		352.08
02/14/2024	19312	Dean P Spaeth		316.64
02/14/2024	19313	Duane L Erickson		331.87
02/14/2024	19314	Gregory R Holmvik		677.11
02/14/2024	19315	Mark L Harless		131.51
02/14/2024	19316	Michael K Christensen		281.62
02/14/2024	19317	Raymond M Hanson		139.56
		<b>TOTAL</b>		<b>1,003,994.45</b>

## Appendix A

### RESOLUTION OF THE BOARD OF MANAGERS ADOPTING OUT-OF-STATE TRAVEL POLICY

A regular meeting of the board of managers of the Wild Rice Watershed District was held at the District's office at 11 East 5<sup>th</sup> Avenue, Ada, Minnesota, on Feb. 14, 2024, with the following board members in attendance: Manager Johannsen, Chairman Holmvik, Manager Harless, Manager Spauth, Manager Christensen, Manager Hanson & Manager Erickson

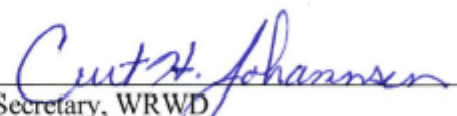
Discussion was had by the board of managers regarding the adoption of an out-of-state travel policy for appointed managers for reimbursement of advanced expenses of managers traveling out-of-state on WRWD business.

Discussion was further had with the WRWD's attorney, Elroy Hanson, as to the appropriateness and need for such an out-of-state policy. Attorney Hanson advised that as a political subdivision, such a policy is required under Minn. Stat. § 471.661 in the event an appointed manager desires or is directed by the Board to travel out-of-state for WRWD-related business.


Discussion was had regarding the terms of the Wild Rice Watershed District Appointed Official Out-of-State Travel Policy (hereafter, the "Policy") attached hereto and incorporated herein as Exhibit "A."

NOW, THEREFORE, based on the above discussion, the board of managers does hereby RESOLVE to adopt the Policy at Exhibit "A." Said Policy shall be in effect upon the date of this Resolution.

Resolved/adopted this 14 day of February, 2024.

  
Secretary, WRWD

Attested by:

  
Chairman, WRWD

## Appendix B

### RESOLUTION OF THE WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS RE: AUTHORIZING SIGNORS ON FRANDSEN BANK & TRUST ACCOUNT

A regular meeting of the board of managers of the Wild Rice Watershed District was held at the District's office at 11 East 5<sup>th</sup> Avenue, Ada, Minnesota, on February 14, 2024, with the following board members in attendance: Manager Johannsen, Chairman Holmvik, Manager Harless, Manager Spaeth, Manager Christensen, Manager Hanson, & Manager Erickson.

Discussion was had by the board regarding the opening of a new District bank account with Frandsen Bank & Trust ("Frandsen") at their Ada, MN branch.

Discussion was had that in order to open said new account, Frandsen would need the District to authorize signors for said account to issue checks for future District business.

Further discussion was had that opening said new account is in the district's best interests.

RESOLVED, that the Wild Rice Watershed District shall designate its Chairperson, Greg Holmvik, its Vice-Chairperson, Mark Harless, its Treasurer, Dean Spaeth, and its Secretary, Curt Johannsen as authorized signors on said new account and any other bank accounts the District has with Frandsen.

Adopted this 14th day of February, 2024.

WILD RICE WATERSHED DISTRICT

By: Curt H. Johannsen  
Secretary, WRWD

Attested by:

Greg Holmvik  
Chairman, WRWD

## Appendix C

### List of Acronyms Used:

CD	Certificate of Deposit
CLOMR	Conditional Letter of Map Revision
FDIC	Federal Deposit Insurance Corporation
FEMA	Federal Emergency Management Agency
ICS	IntraFi Cash Service
JD	Judicial Ditch
MNDOT	Minnesota Department of Transportation
SWCD	Soil & Water Conservation District
USFWS	United States Fish and Wildlife Service