

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

REGULAR MEETING
September 11, 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, September 11, 2024. Managers in attendance included: Greg Holmvik, Duane Erickson, Matt Borgen, Raymond Hanson, Curt Johannsen and Mike Christensen. In addition, the following people were in attendance: Administrator Tara Jensen, Engineer Jerry Bents, and Attorney Elroy Hanson. Various other interested taxpayers and landowners attended in person or via electronic means. Manager Dean Spaeth was absent.
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 Hanson and seconded by Manager Johannsen 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 August 14, 2024, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the payment of billings with the addition of the following late bills: Renae Kappes and Landwehr Construction. Carried.
6. Financial Report. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the monthly financial report dated August 31, 2024 as presented. Carried.
7. Open Mic. No one spoke.

PERMITS

8. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the following permits with the condition that the flap gates are to remain closed unless manure operations are active, and culverts are being used for pumping. Carried.
 - Riverview Dairy, Sections 33 & 28, Waukon Twp. Permit #24-088 to install an 18” centerline culvert with a flap gate for manure application equipment.
 - Riverview Dairy, Sections 3, Fossum Twp. Permit #24-089 to install an 18” centerline culvert with a flap gate for manure application equipment.
 - Riverview Dairy, Sections 27 & 34, Waukon Twp. Permit #24-090 to install a 24” centerline culvert with a flap gate for manure application equipment.
 - Riverview Dairy, Sections 26 & 35, Waukon Twp. Permit #24-091 to install a 24” centerline culvert with a flap gate for manure application equipment.

9. Lockhart Township, Section 30, Lockhart Twp. Permit #24-095 to replace a 60" CMP and a 112"x75" CMPA with a 12'x6' box culvert. Jon Peterson and Mike Petry were in attendance and inquired about a bill from Houston Engineering. Engineer Bents clarified that Norman County hired Houston Engineering to do the work and advised them to discuss the matter with the County. Further discussion was held regarding a prior approved permit at this location and the appropriate culvert size for the project. A motion was made by Manager Hanson and seconded by Manager Christensen to approve the permit with the condition that the WRWD staff provide the elevation of the new box culvert to be consistent with the flowline of JD 53. The applicant should contact the WRWD office a minimum of 1 week prior to removing the existing pipes to allow for this staking to occur. The permit, as approved, allows for installation of either a new 12x6 RCBC or 141x91 CMPA. Carried
10. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the following permits as listed. Carried.
- Paul Amundson, Section 8, Ulen Township. Permit #24-098 to install subsurface drain tile with Standard Tile Conditions.
 - Black Bell Farms, Section 6 Rockwell and Section 1 Winchester Twp. Permit #24-104 to install subsurface drain tile with Standard Tile Conditions.
 - Habedank Farms, Section 8, Fossum Twp. Permit 24-093 to install subsurface drain tile with Standard Tile Conditions.
 - Habedank Farms, Section 7, Wild Rice Twp. Permit #24-094 to install a new field approach with an 18" pipe.
 - Alan Pinske, Section 21, Fossum Twp. Permit #24-106 to install subsurface drain tile with Standard Tile Conditions.
 - Joel Sather, Section 3, Waukon Twp. Permit #24-101 to remove a field approach with a 24" CMP.
11. Christian Anderson, Section 34, Goose Prairie Twp. Permit #24-097 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to table to request that the applicant provide additional project details including the surface inlet design. Carried.
12. Eric Arends, Section 22, Shelly Twp. Permit #24-099 to add a new centerline culvert. A motion was made by Manager Johannsen and seconded by Manager Hanson to deny the culvert due to concerns about downstream hydraulic impacts. Carried.
13. Bobby Brandt, Section 20, Lake Ida Twp. Permit #24-107 to install subsurface drain tile. A motion was made by Manager Christensen and seconded by Manager Johannsen to table to notice adjacent landowners. Carried.
14. Mike Christensen, Section 23, Fossum Twp. Permit #24-092 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit with standard tile conditions and with the condition that the applicant get written approval from the Norman County SWCD regarding compliance with the Wetland Conservation Act. Manager Christensen abstained from voting. Carried.

15. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the following permits as listed. Manager Erickson abstained from voting. Carried.
- Chris Erickson, Section 14, Walworth Twp. Permit #24-102 to deepen a roadway ditch and lower a centerline culvert to notice adjacent landowners.
 - Chris Erickson, Section 14, Walworth Twp. Permit #24-103 to install subsurface drain tile pending the approval of the permit conditions for the downstream tile system: WRWD Permit #23-038.
16. K&L Farms, Section 7, Spring Creek Twp. Permit #24-105 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the permit to notice adjacent landowners. Carried.
17. Mark Lehmann, Section 3, Spring Creek Twp. Permit #24-023 to install a water and sediment control basin. A motion was made by Manager Johannsen and seconded by Manager Christensen to continue to table the permit pending revised project plans from the applicant. Carried.
18. Jarrett Olek, Section 25, Mary Twp. Permit #24-100 to install a new field approach with a 24” pipe. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the permit. Carried.
19. John Pazdernik, Section 6, Lake Grove Twp. Permit #24-096 to install subsurface drain tile. A motion was made by Manager Christensen and seconded by Manager Johannsen to table to request that the applicant petition the drainage authority to outlet into WRWD Project 27. Carried.
20. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen gave an update on the project. Phase 1 is expected to be complete by September 27, 2024. Phases 2 and 3 will start next year. Engineer Bents explained the reason for the delays due to the weather and the type of material used for the project.
- A motion was made by Manager Johannsen and seconded by Manager Hanson to approve Pay Request #4 from Park Construction Company in the amount of \$1,029,271.34. Carried.
21. Acquisition Properties. Administrator Jensen reported that acquisition work continues on the 5 new buyout properties and there are no updates at this time.
- Ada-Borup-West school district inquired about purchasing one of our flood buyout properties to develop a school forest program. The Board responded favorably to the inquiry but would like staff to gather more information before a decision is made. A motion was made by Manager Johannsen and seconded by Manager Hanson to table the request pending more information. Carried.
22. Ditch and Project Maintenance. Engineer Bents gave an update on the South Branch Channel Stabilization Project. The EAW draft was sent to MNDNR last week for their review. Staff plans to meet with landowners in November of 2024 to present the plans.

Engineer Bents reported that the cleanout on Clay County Ditch 18 will likely start later this month. There is also a small cleanout happening now on Project 5.

23. Goose Prairie. Engineer Bents reported that work has finished on Goose Prairie. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve Change Order 3 and Pay Request 10 (final) in the amount of \$12,087.53 to Landwehr Construction. Carried.
24. Upper Reaches. Administrator Jensen reported that staff is waiting for additional letters of support for the project. Once received, the Section 1135 funding request can be submitted.
25. Lower Wild Rice. Administrator Jensen provided an update on the project. Staff ordered a survey on the Michael Olson property. An additional application was received. The results are pending on the RRWMB application for additional program funding that was submitted July 2nd.
26. MAWD Resolutions. Administrator Jensen presented one proposed Resolution to send to MAWD. A motion was made by Manager Johannsen and seconded by Manager Christensen to introduce the *Resolution to Allow Resale of Acquisition Buyout Property* to the Board. Administrator Jensen read the Resolution to the Board. 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.
27. Resolution-Hazard Mitigation Plan. Administrator Jensen reported that Polk County recently approved their Hazard Mitigation Plan. As a result of that, they require a *Resolution of the Wild Rice Watershed District Adoption of the Polk County All-Hazard Mitigation Plan*. Administrator Jensen read the Resolution to the Board. A motion was made by Manager Johannsen and seconded by Manager Hanson to adopt the Resolution. 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. November Board Meeting Date. A motion was made by Manager Hanson and seconded by Manager Christensen to move the November Board Meeting Date to November 6, 2024. Manager Johannsen opposed. Carried.
29. Manager Per Diems. A motion was made by Manager Hanson and seconded by Manager Christensen to approve payment of Manager per diems as distributed. Carried.
30. Meetings, Conferences and Seminars. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve staff and Board attendance at the FDRWG Conference March 18-29, 2025. Carried.
31. There being no further business to come before the Board of Managers, a motion was made by Manager Hanson and seconded by Manager Christensen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:40 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Aug 15 - Sep 11, 24				
08/27/2024		QuickBooks Payroll Service	Created by Payroll Service on 08/26/2024	6,676.04
09/10/2024		QuickBooks Payroll Service	Created by Payroll Service on 09/09/2024	6,789.62
08/18/2024	ACH	Pitney Bowes		120.00
08/25/2024	ACH	MN PEIP		3,164.62
09/03/2024	ACH	Arvig		343.62
08/15/2024	ACH	Aflac		348.90
08/15/2024	ACH	MN Dept of Revenue	5062265	365.00
08/15/2024	ACH	US Treasury-Payroll	41-6145653	2,222.06
08/16/2024	ACH	PERA		1,285.63
08/19/2024	ACH	Pitney Bowes		200.00
09/05/2024	ACH	MARCO, Inc.		689.85
09/03/2024	ACH	Minnesota Energy Resources Corporation		66.00
09/06/2024	ACH	Verizon Wireless		74.90
08/29/2024	ACH	MN Dept of Revenue	5062265	376.00
08/29/2024	ACH	US Treasury-Payroll	41-6145653	2,057.22
08/30/2024	ACH	PERA		1,198.10
09/10/2024	ACH	Ada City		390.84
09/11/2024	ACH	Elan Financial Services	August statement	1,107.37
09/11/2024	19489	Anders Valley Publishing, LLC	Advertising-budget & levy	821.26
09/11/2024	19490	Becker Co. Auditor	2024 Special Assessments	563.00
09/11/2024	19491	Braun Intertec Corporation	Materials testing	21,917.00
09/11/2024	19492	Cintas	Rugs	86.76
09/11/2024	19493	Clay County Auditor Treasurer	09.014.2500 Dalen Coulee	94.00
09/11/2024	19494	Hanson & Liebl Law Office, P.C.	August Legal	1,866.95
09/11/2024	19495	Hendrum City	Mow ing	350.00
09/11/2024	19496	Houston Engineering, Inc.		73,645.79
09/11/2024	19497	McCollum Hardware, Inc.	supplies	9.65
09/11/2024	19498	Minnesota Labor Law Poster Service	Posters	99.50
09/11/2024	19499	Morris Electronics, Inc.		500.00
09/11/2024	19500	Norman County Highway Department	18" flap gate	596.20
09/11/2024	19501	Norman County Index-Ada	Budget & levy hearing	380.00
09/11/2024	19502	Norman County Treasurer/Auditor		6,939.33
09/11/2024	19503	Office Supplies Plus	Supplies	123.98
09/11/2024	19504	Park Construction Company	Pay request 4	1,029,271.34
09/11/2024	19505	Tony Sip	Mow ing	13,015.00
09/11/2024	19506	Landwehr Construction, Inc.	Pay request 10 (Final)	12,807.53
09/11/2024	19507	Renae Kappes	Office cleaning	280.00
09/11/2024	19508	Curt Johannsen		236.74
09/11/2024	19509	Duane L Erickson		147.51
09/11/2024	19510	Gregory R Holmvik		440.11
09/11/2024	19511	Matthew C Borgen		144.91
09/11/2024	19512	Michael K Christensen		351.97
09/11/2024	19513	Raymond M Hanson		255.00
			TOTAL	1,192,419.30

Appendix A

RESOLUTION OF WILD RICE WATERSHED DISTRICT BOARD OF MANAGERS RE RESALE OF ACQUIRED PROPERTY

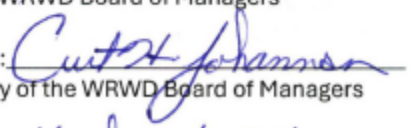
Whereas, when a LGU such as the Wild Rice Watershed District acquires real property as part of a flood buyout, such property goes off the county tax rolls and per FEMA deed restrictions can be resold only to a public entity or qualified conservation organization (See Exhibit A attached re FEMA Model Deed Restrictions); and

Whereas, real property acquired by a flood buyout, but resold to a private taxpayer subject to the FEMA Model Deed Restrictions would be beneficial to the county as such property would be back on the tax rolls, and such resale would reduce maintenance obligations by the LGU re the flood buyout property, plus the property would continue to be subject to the remaining FEMA restrictions/covenants as stated on Exhibit A; and

Whereas, the WRWD board of managers desires Minnesota Watersheds pass a resolution supporting federal legislation to allow either the conveyance of flood acquisition property by an LGU to a public entity or to a qualified conservation organization, or alternatively allow resale of flood acquisition buyout real estate by an LGU to a private party, subject to the remaining FEMA Model Deed Restrictions as stated on Exhibit A.

Now, therefore, be it Resolved, that the WRWD Board of Managers requests Minnesota Watersheds seek federal legislation to allow the conveyance by an LGU of flood acquisition buyout real estate to a public entity or to a qualified conservation organization, or alternatively a resale to a private taxpayer, subject to the FEMA Model Deed Restrictions as stated on Exhibit A.

By: 
Chair of WRWD Board of Managers

Attested: 
Secretary of the WRWD Board of Managers

Dated: 11 Sept. 24

Appendix B

RESOLUTION OF THE WILD RICE WATERSHED DISTRICT

ADOPTION OF THE

POLK COUNTY ALL-HAZARD MITIGATION PLAN

WHEREAS, the Wild Rice Watershed District has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Polk County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Polk County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Polk County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Polk County will maintain public participation and coordination; and

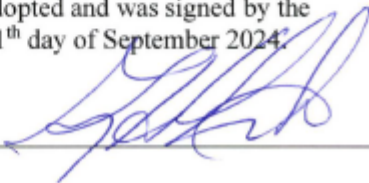
WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Polk County All-Hazard Mitigation Plan will make the County and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and entities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the Wild Rice Watershed District supports the hazard mitigation planning effort and wishes to adopt the Polk County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Chairman and attested to by the Secretary this 11th day of September 2024.



Attest:



Appendix C

List of Acronyms Used:

CMP	Corrugated Metal Pipe
CMPA	Corrugated Metal Pipe Arch
EAW	Environmental Assessment Worksheet
FDRWG	Flood Damage Reduction Work Group
JD	Judicial Ditch
MAWD	Minnesota Association of Watershed Districts
MNDNR	Minnesota Department of Natural Resources
RCBC	Reinforced Concrete Box Culverts
RRWMB	Red River Watershed Management Board
SWCD	Soil and Water Conservation District
WRWD	Wild Rice Watershed District