

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

REGULAR MEETING
May 14, 2025
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, May 14, 2025. Managers in attendance included: Greg Holmvik, Mike Christensen, Curt Johannsen, Matt Borgen, Raymond Hanson, Dean Spaeth and Duane Erickson. 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.
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 Spaeth and seconded by Manager Johannsen to approve the agenda with the following addition: Norman County Fair Request and Michelle Fischbach discussion update. Carried.
4. Manager Oaths. Manager Hanson, Manager Christensen and Manager Johannsen were sworn in by Attorney Hanson.
5. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Christensen to approve the April 9, 2025, Regular Meeting Minutes as presented. Carried.
6. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the payment of billings as presented. Carried.
7. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated April 30, 2025, as presented. Carried.
8. Open Mic. Frank Snobl, landowner in Pleasant View Township Section 9, was in attendance. Mr. Snobl addressed the Board regarding cleaning out the natural waterway on his property. Administrator Jensen advised Mr. Snobl to check with the MNDNR to determine if any permits are necessary. He was also advised to work with the adjacent landowner to coordinate the ditch cleaning and spoil placement.
9. Norman County East Riverwatch Presentation. Students from the Norman County East High School River Watch program presented an update of their projects to the Board. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve a \$2,000.00 donation to River Watch. Carried. The Board thanked the group for their work.

PERMITS

10. Cris Anderson, Section 34, Goose Prairie Twp. Permit #25-030 to install two water and sediment control basins. Engineer Bents explained the project and presented a map showing other projects from the applicant in the same area. Landowner Bev Hendrickson was in attendance and voiced concerns regarding CD18. Ms. Hendrickson would like all permits tabled until the ditch is cleaned and functioning and would like the pipe to be perforated if the permit is approved. Administrator Jensen reported that the contractor is scheduled to do the cleanout next week. Discussion was held. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.
11. Austin Broden, Sections 27 and 34, Sundal Twp. Permit #25-031 to deepen and grade the road ditch and install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Johannsen to table the permit requesting additional design information from the applicant including, ditch grades, any proposed culvert changes (including new culvert elevations, and cross sections and profiles of the new ditch) and to notice adjacent landowners once the information is received. Carried.
12. Petry Petition Hearing. Engineer Bents gave the background on the petition and presented the letter of recommendation including the outlet fee and price per acre going forward. Lengthy discussion was held regarding the petition process, formula used for calculation, and the benefiting areas. A motion was made by Manager Erickson and seconded by Manager Borgen to approve the petition with no outlet fee and \$4.00 per acre going forward. Further discussion was held. Manager Spaeth called for a vote. Manager Hanson and Manager Johannsen opposed. Attorney Hanson called for a roll call vote. Manager Johannsen and Manager Hanson were opposed. Chairman Holmvik, Manager Spaeth, Manager Borgen, Manager Erickson and Manager Christensen voted in favor. Carried.

(PERMITS ctd.)

13. Mike Petry, Section 34, Lockhart Twp. Permit #25-005 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.
14. Donald Kvamme-petition. Donald Kvamme addressed the Board with a petition to remove his land from Project 12. Administrator Jensen stated that the request would be added to the June 11, 2025 agenda.

(PERMITS ctd.)

15. Jake Bitker, Section 36, Lockhart Twp. Permit #25-028 to install drain tile. A motion was made by Manager Erickson and seconded by Manager Hanson to approve the permit with standard tile conditions. Carried.
16. BJM Land Inc. Section 25, Lockhart Twp. Permit #25-035 to install subsurface drain tile. A motion was made by Manager Hanson and seconded by Manager Johannsen to table the permit to notice adjacent landowners and request that the landowner provide written permission from the downstream tile owner. Carried.
17. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the following permits as listed. Carried.
 - Arvig Enterprises, Various Sections and Townships. Permit #25-021 to install fiber communication lines 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.

- Leon Emmil, Section 5, Hendrum Twp. Permit #25-034 to install three electric distribution lines under Norman County Ditch 1 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.
- Corey Hanson, Section 17, Green Meadow Twp. Permit #25-023 to install a new field approach with the condition that the culvert is an 18" diameter pipe.
- Robert Miller Jr. Section 27, Lake Ida Twp. Permit #25-010 to install subsurface drain tile with standard tile conditions.
- Tim Ramstorf, Section 10, Green Meadow Twp. Permit #25-032 to install subsurface drain tile with standard tile conditions.
- Jerome Schoenborn, Section 20, LaGarde Twp. Permit #25-022 to install subsurface drain tile and fill in ditches with standard tile conditions.
- Chris Stock, Section 33, Beaulieu Twp. Permit #25-020 to install a grade stabilization structure with standard tile conditions.
- Tyler Weber, Section 5, Felton Twp. Permit #25-033 to install a crossing and an 18 " culvert.

18. A motion was made by Manager Spaeth and seconded by Manager Erickson to approve the following permits as listed. Carried.

- Chuck Borgen, Section 3, Georgetown Twp. Permit #25-025 to install subsurface drain tile with standard tile conditions.
- Chuck Borgen, Section 4, Mary Twp. Permit #25-029 to install subsurface drain tile with standard tile conditions.

19. Aaron Eggen, Section 18, Pleasant View Twp. Permit #25-026 to install two new field approaches with culverts. A motion was made by Manager Spaeth and Manager Christensen to approve the permit with the condition that the new culverts have a minimum size of 24 inches in diameter. Carried.

20. Mark Habedank, Section 30, Flom Twp. Permit #25-018 to install subsurface drain tile. A motion was made by Manager Erickson and seconded by Manager Spaeth to approve the permit with standard tile conditions. Carried.

21. John Haugo, Section 18, Popple Grove Twp. Permit #25-027 to install a grade stabilization structure. A motion was made by Manager Christensen and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.

22. Jerred Jirava, Section 4, Chief 4. Permit #25-036 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the permit and request that the applicant provides approval from the Ditch Authority (Mahnomen County) to outlet in to Ditch 91. Carried.

23. Mary Knopfler, Section 25, Ulen Twp. Permit #25-024 to install subsurface drain tile. A motion was made by Manager Spaeth and seconded by Manager Christensen to table the permit and request that the applicant review concerns from the downstream landowner and amend the permit if applicable. Carried.
24. Nicholas Prothero, Sections 16-17, McDonaldsville Twp. Permit #25-019 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Erickson to approve the permit with standard tile conditions. Carried.
25. Kim Syverson, Daryl Moore, Adam Jeurissen, Sections 34 & 35, Walworth Twp. Permit #25-011 to construct a berm, deepen a ditch and install culverts to divert low flows to the South Branch. A motion was made by Manager Johannsen and Manager Spaeth to continue to table the permit pending information from the applicants. Carried.
26. Kenneth Simonson, Section 17, Home Lake Twp. Permit #25-014 to install a stilling basin and channel erosion work. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the permit. Carried.

COMPLAINTS (none)

27. Jake Bitker Petition. Administrator Jensen presented Mr. Bitker's counteroffer to the Board. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the counteroffer. Discussion was held. Attorney Hanson advised that the Board would also need to revise the order that was approved at the April 9, 2025 meeting. Manager Hanson amended his motion to include a revised order. Manager Spaeth seconded the revised motion. Carried.
28. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Administrator Jensen reported that work on TH75 has begun. The contractor anticipates completion on June 6, 2025. Work on TH39 is scheduled to start on June 7, 2025 and scheduled to be completed on July 4, 2025.
29. Acquisition Properties. Administrator Jensen gave an update on properties stating that the contract is in place with Lyle Wilkens Construction. The contractor started on well, septic and asbestos last week. He started on the demolition of the Richards and Nelson properties. Substantial completion date is July 1, 2025 with the final completion date of August 31, 2025.
30. Ditch and Project Maintenance. No action needed.
31. Lower Wild Rice. Administrator Jensen reported that six applications are currently being processed.
32. Manager Erickson asked for an update on the Upper Reaches rock riffle project. Staff will add the topic to the agenda for the June 11, 2025 meeting.
33. White Earth Regional Water Taskforce. There is a meeting scheduled for May 19, 2025 at the White Earth Natural Resource Office.
34. MN Watersheds Request for Resolutions. Discussion was held on the three proposed resolutions. The Board did not wish to move forward with the requests. No action needed.
35. District-owned land. As a follow-up from prior meetings, Administrator Jensen presented a report showing the amount of land the district owns, the manner in which the land was acquired and the amount of rental

income and taxes on the land. Discussion was held. A motion was made by Manager Erickson and seconded by Manager Spaeth to table and discuss the topic again at the June 11, 2025 meeting. Carried.

36. Westcott Lease Request. A renewal request was received from Todd Westcott for the flood buyout property he currently leases. The lease expires at the end of 2025. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the request. Carried.
37. Baltes Lease Request. A renewal request was received from Jim Baltes for the flood buyout property he currently leases. The lease expires at the end of 2025. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the request. Carried.
38. Rural Flood Mapping. Administrator Jensen received a request from the RRWMB asking if Watershed Districts have a desire to move forward with the initiative. Manager Erickson made a motion to not send a response. The Board determined a motion is not needed if we are not sending a response.
39. Norman County Fair Request. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve a donation in the amount of \$250.00. Carried.
40. Representative Michelle Fishbach Discussion. Chairman Holmvik and Administrator Jensen gave an update on the discussions.

Chairman Holmvik turned the meeting over to Attorney Hanson to proceed with Board Reorganization.

41. Board Reorganization. Attorney Hanson called for nominations for Chairman. Manager Erickson nominated Manager Holmvik. Manager Hanson seconded the nomination. No further nominations were made. All voted unanimously to re-elect Manager Holmvik as Chairman. Carried.

Attorney Hanson called for nominations for Vice-Chairman. Manager Spaeth nominated Manager Hanson. Manager Johannsen seconded the nomination. No further nominations were made. All voted unanimously to re-elect Manager Hanson as Vice-Chairman. Carried.

Attorney Hanson called for nominations for Secretary. Manager Borgen nominated Manager Erickson. Manager Hanson nominated Manager Johannsen. Ballots were distributed for voting. Manager Johannsen was re-elected Secretary by ballot.

Attorney Hanson called for nominations for Treasurer. Manager Hanson nominated Manager Spaeth. No further nominations were made. All voted unanimously to re-elect Manager Spaeth as Treasurer.

Attorney Hanson turned the meeting over to Chairman Holmvik.

42. Committee Assignments. A motion was made by Manager Johannsen and seconded by Manager Hanson to keep the current Committee Assignments. Carried. A full list of Committee Assignments can be found in Appendix A at the end of this report.

Discussion was held regarding the timing of Board Reorganization and Committee Assignments. Administrator Jensen explained that the reasoning for holding the discussion each May is because Manager Appointments are determined in April. No changes will be made at this time, but staff will research the process.

43. Annual Report. The Annual Report was presented to the Managers for review. Staff will add the topic to the June 11, 2025 agenda for approval.
44. Manager Per Diems. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve payment of Manager per diems as distributed. Carried.
45. Bank Signature Cards. No action needed since there were no Officer changes during Board reorganization.
46. Meetings/Conferences/Seminars. No action needed.
47. 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 10:48 a.m.

Curt Johannsen, Secretary

Date	Num	Name	Memo	Amount
Apr 10 - May 14, 25				
04/22/2025		QuickBooks Payroll Service	Created by Payroll Service on 04/21/2025	6,942.65
05/06/2025		QuickBooks Payroll Service	Created by Payroll Service on 05/05/2025	6,872.74
04/14/2025	ACH	Verizon Wireless		66.89
04/10/2025	ACH	Ada City		470.02
04/10/2025	ACH	PERA		1,496.58
04/25/2025	ACH	MN PEIP		3,541.54
04/15/2025	ACH	Aflac		388.18
05/05/2025	ACH	MARCO, Inc.		362.77
05/01/2025	ACH	Minnesota Energy Resources Corporation		55.00
05/03/2025	ACH	Arvig		343.47
04/24/2025	ACH	MN Dept of Revenue	5062265	387.00
04/24/2025	ACH	US Treasury-Payroll	41-6145653	2,118.00
04/25/2025	ACH	PERA		1,269.05
05/12/2025	ACH	Ada City		390.99
04/10/2025	ACH	Frandsen Bank	safe deposit box fee	33.00
05/07/2025	ACH	Pitney Bow es		200.00
05/09/2025	ACH	PERA		1,269.05
05/08/2025	ACH	MN Dept of Revenue	5062265	387.00
05/08/2025	ACH	US Treasury-Payroll	41-6145653	2,118.00
05/14/2025	ACH	Elan Financial Services	April Statement	661.75
05/14/2025	19708	Becker County SWCD		6,923.04
05/14/2025	19709	Cintas	Rugs	93.67
05/14/2025	19710	Clay Soil & Water District	Coordinator Costs	1,892.21
05/14/2025	19711	Docu Shred	Shredding	52.88
05/14/2025	19712	Dyrdahl Construction, Inc	Beaver dam removal	1,420.00
05/14/2025	19713	EcoLab	Pest control	129.45
05/14/2025	19714	Hanson & Liebl Law Office, P.C.	April Statement	2,562.45
05/14/2025	19715	Houston Engineering, Inc.		41,431.91
05/14/2025	19716	Hutman Inc.	Website maintenance	165.00
05/14/2025	19717	Kenneth Aaron Kesselberg	Snow removal	70.00
05/14/2025	19718	KRJB Radio	Admin prof w eek advertising	120.00
05/14/2025	19719	Morris Electronics, Inc.		3,981.08
05/14/2025	19720	Norman County Index-Ada	CLOMR map revision	104.50
05/14/2025	19721	Office Supplies Plus	Supplies	115.37
05/14/2025	19722	Renae Kappes	Office cleaning	210.00
05/14/2025	19723	Rick Prussia-A/P	2024 Taxes-overpayment (leased land)	148.00
05/14/2025	19724	Supermarket Foods	Supplies	21.15
05/14/2025	19725	Norman County Agriculture Society	Donation	250.00
05/14/2025	19726	Curt Johannsen		237.73
05/14/2025	19727	Dean P Spaeth		160.24
05/14/2025	19728	Duane L Erickson		149.30
05/14/2025	19729	Gregory R Holmvik		115.44
05/14/2025	19730	Matthew C Borgen		146.24
05/14/2025	19731	Michael K Christensen		142.30
05/14/2025	19732	Raymond M Hanson		341.79
		TOTAL		90,357.43

Appendix A

2025-2026 Committee and Representative Assignments

COMMITTEES:

FINANCE

Greg Holmvik
Dean Spaeth
Mike Christensen

BONDING/LEGISLATIVE

Greg Holmvik
Duane Erickson
Curt Johannsen

PERSONNEL

Greg Holmvik – employee liaison
Dean Spaeth
Raymond Hanson

RING DIKE

Curt Johannsen
Raymond Hanson
Dean Spaeth

PROJECT TEAM

Mike Christensen
Duane Erickson
Curt Johannsen

ONE WATERSHED ONE PLAN

Matt Borgen (Advisory)
Curt Johannsen (Policy)

CITIZEN'S ADVISORY MTGS.

November:

Dean Spaeth
Duane Erickson

April:

Matt Borgen
Mike Christensen

REPRESENTATIVES

RRWMB

Greg Holmvik
Raymond Hanson (alternate)

BECKER COUNTY SWCD

Duane Erickson

CLAY COUNTY SWCD

Matt Borgen

NORMAN COUNTY SWCD

Mike Christensen

MAHNOMEN COUNTY SWCD

Dean Spaeth

Appendix B

List of Acronyms Used:

CD	County Ditch
MNDNR	Minnesota Department of Natural Resources
RRWMB	Red River Watershed Management Board
TH	Trunk Highway