

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

REGULAR MEETING
December 10, 2025
APPROVED MINUTES

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

1. The regular meeting of the Wild Rice Watershed District Board of Managers was held on Wednesday, December 10, 2025. Managers in attendance included: Greg Holmvik, Raymond Hanson, Dean Spaeth, Matt Borgen, Curt Johannsen 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. Manager Mike Christensen 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 Spaeth and seconded by Manager Johannsen to approve the agenda with the following addition: Citizen's Advisory meeting. Carried.
4. Meeting Minutes. A motion was made by Manager Johannsen and seconded by Manager Hanson to approve the November 5, 2025, Regular Meeting Minutes as presented. Carried.
5. Approval of Billings. A motion was made by Manager Spaeth and seconded by Manager Johannsen to approve the payment of billings with the following additions: Tony Sip \$9,405.00 and Aaron Kesselberg \$35.00. Carried.
6. Financial Report. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the monthly financial report dated November 30, 2025 as presented. Carried.
7. Open Mic. Greg Zillmer inquired about the need for bank stabilization near his property and if the Board could consider including that area when planning the South Branch rock riffle sites. The topic is on the agenda for later in the meeting. Since it was brought up during open mic, the Board decided to discuss the topic at that time.
 - South Branch Rock Riffle Project. Engineer Bents provided an overview of the South Branch project location and background regarding funding. Discussion was held. (Manager Erickson arrived at 8:40 a.m.) Mr. Zillmer stated that he is willing to do the work but would like assistance with engineering costs that may be required to obtain necessary permits. Further discussion was held. The Board expressed interest in researching the location to determine if assistance can be provided. Staff will contact Mr. Zillmer in the Spring to conduct a site visit.
 - Engineer Bents stated that the bid opening was held and the low bidder was Zavoral Construction. A motion was made by Manager Hanson and seconded by Manager Johannsen to award the contract to Zavoral, contingent on DNR permit approval. Carried.

Appointments

Permits

8. Wayne Brandt, Section 10, Lake Ida Twp. Permit #25-094 to install a new centerline culvert. Multiple landowners stated that they have questions and would like to meet with the applicant to better understand the project and the impacts it may have. A motion was made by Manager Johannsen and seconded by Manager Spaeth to table the permit due to concerns of downstream impacts and a request by the downstream landowner. Carried.
9. Darin Erickson, Section 8, Spring Creek Twp. (Becker). Permit #25-099 to install a gravity outlet to a subsurface tile system to outlet through the road. Engineer Bents gave the background on the project stating that the permit was previously approved with a pump on the opposite side of the road. Landowner Ryan Groth was in attendance and stated that the outlet is lower than the ditch bottom. Engineer Bents explained the timeline of events and how the permit application correlates with complaints discussed at the November 5, 2025 board meeting as well as a new complaint received by the district. Discussion was held. A motion was made by Manager Hanson and seconded by Manager Johannsen to deny the permit due to concerns from the downstream landowner, lack of proper outlet to allow tile to drain by gravity and other downstream impacts. Manager Erickson abstained from voting. Carried.
10. Ryan Groth, Section 17, Spring Creek Twp. (Becker). Permit #25-066 to install subsurface drain tile. A motion was made by Manager Johannsen and seconded by Manager Spaeth to continue to table the permit at the request of the applicant pending the necessary permit approvals and to address downstream landowner concerns. Carried.
11. Matt Jirava, Section 18, Spring Creek Twp. (Becker). Permit #25-097 to lower a culvert in a field approach. At the November 5, 2025 Board meeting, the Board voted to approve the permit, if the applicant completed the permit application as discussed, with the condition that the applicant get written permission from Spring Creek Township and the downstream landowners. No action was taken. It was noted that one downstream landowner is opposed and has not given written permission.
12. Erin Lane, Section 29, Wild Rice Twp. Permit #25-096 to install a driveway (dry block). A motion was made by Manager Hanson and seconded by Manager Johannsen to approve the permit. Carried.
13. Jeff Petry, Section 33, Reis Twp. Permit #25-098 to extend a culvert and widen an approach. A motion was made by Manager Hanson and seconded by Manager Spaeth to approve the permit with the condition that the outlet end of the culvert is not altered. Carried.
14. RUS Holdings LLC, Section 21, Winchester Twp. Permit #25-095 to install an access road with an 18" culvert. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve the permit. Carried.

Complaints

15. An update was given on the complaints listed below. The Norman County Highway Department plans to do the restoration work in the Spring. A motion was made by Manager Hanson and seconded by Manager Johannsen authorizing staff to send a letter to the Highway Department indicating that the restoration work needs to be completed by June 1, 2026. Carried.
- Jane and Jeff Ward, Section 13, Green Meadow Twp. Complaint #25-002C-culvert replaced with smaller culvert and dry block was removed causing issues.
 - Jill Chisholm-Bennett and Jerry Bennett, Section 13, Green Meadow Twp. Complaint #25-003C-culvert replaced with smaller culvert and dry block was removed causing issues. The complaint was revised to remove the culvert size issue but continue to request that the field approach is restored.
16. Steven Grieve, Section 24, Green Meadow Twp. Complaint #25-007C-ditching project causing flooding. A field review was completed to inspect the restoration work. The restoration work was found to be incomplete. A motion was made by Manager Johannsen and seconded by Manager Hanson authorizing staff to send a letter to Nick Paul outlining the additional work that needs to be completed to restore the fence line berm with a deadline of June 1, 2026. Carried.
17. Ryan Groth, Sections 7 & 17, Spring Creek Twp (Becker). Complaint #25-012C-tile outlet was not installed according to the approved permit. A field review was completed, and the location of the outlet was confirmed to be on the north side of the road which is inconsistent with approved permit 17-035. A motion was made by Manager Hanson and seconded by Manager Johannsen authorizing staff to send a letter to Duane Erickson indicating that restoration work needs to be completed. Manager Erickson abstained from voting. Carried. Brief discussion was held regarding a deadline for the restoration. Manager Johannsen amended his second and Manager Hanson amended his motion to include a deadline of June 1, 2026. Discussion was held regarding the timing of the deadline. Manager Johannsen amended the deadline in his previous amendment to July 1, 2026. Manager Hanson amended his revision of the motion. Discussion was held. Manager Erickson abstained from voting. Carried.

Administrator Jensen clarified that the original permit did not require written permission from the downstream landowner. Manager Erickson inquired about tying into the tile in the adjacent land. Engineer Bents stated that he would need a permit to do that.

Unfinished Business

18. Perley Flood Control Levee Improvement Project-Phase 2-Grade Raises. Engineer Bents gave an update. MNDOT is requiring full replacement to fix the pavement. Repairs are tentatively scheduled for May 4, 2026-June 12, 2026.
19. Acquisition Properties. Administrator Jensen stated that we continue to wait for a response from FEMA on the 2019 appeal.
20. Ditch and Project Maintenance. Administrator Jensen reported that preliminary repair plans are underway for 3 of the 4 bank stabilization locations along the Wild Rice River where the bank has eroded up to the levy. Staff will continue to monitor the 4th site after conducting a site review.
21. White Earth Regional Water Taskforce. Administrator Jensen provided an update from the last meeting held on November 13, 2025. The next meeting will be held January 8, 2026.

New Business

22. Staff COLA Negotiations. The Personnel Committee met after the November 5, 2025 meeting. The committee recommendation was presented to the Board. A motion was made by Manager Spaeth and seconded by Manager Hanson to approve a 5% COLA increase annually and a health insurance contribution increase equivalent to 50% of the premium percentage rate increase annually for the next 3 years. Carried.
23. MN Paid Leave Program. Administrator Jensen provided an update on the program requirements.
24. 1W1P Policy Committee. Administrator Jensen reported that the Policy Committee Meeting was held on November 24, 2025. Manager Johannsen attended the meeting and provided his input to the Board.
25. Ag Land Bids. Bid opening was held on December 9, 2025 for 5 available parcels. We received bids from 6 parties. The highest bidder on 4 of the 5 parcels was Daniel Steffel. The highest bidder on the 5th parcel was Andrew Austinson. A motion was made by Manager Hanson and seconded by Manager Spaeth to accept the highest bids for each parcel. Carried.
26. Citizen's Advisory Committee. The next meeting will be held on December 15, 2025. Manager Spaeth is unable to attend. Chairman Holmvik volunteered to attend in his place.

Financial

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

Meetings/Conferences/Seminars

28. A motion was made by Manager Johannsen and seconded by Manager Spaeth to approve staff and Board attendance at the FDRWG Conference March 17-18, 2026. Carried.
29. There being no further business to come before the Board of Managers, a motion was made by Manager Spaeth and seconded by Manager Johannsen to adjourn the meeting. Carried. Chairman Holmvik adjourned the meeting at 9:56 a.m.

Curt Johannsen, Secretary

| Date | Num | Name | Memo | Amount |
|---------------------------|-------|--|--|----------------------|
| Nov 6 - Dec 10, 25 | | | | |
| 11/18/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 11/17/2025 | 6,987.52 |
| 12/02/2025 | | QuickBooks Payroll Service | Created by Payroll Service on 12/01/2025 | 6,597.22 |
| 11/22/2025 | ACH | Pitney Bowes | | 120.00 |
| 11/06/2025 | ACH | Verizon Wireless | | 67.26 |
| 11/10/2025 | ACH | Ada City | | 380.13 |
| 11/25/2025 | ACH | MN PEIP | | 3,541.54 |
| 11/06/2025 | ACH | Pitney Bowes | | 200.00 |
| 11/06/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 11/06/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,251.88 |
| 11/07/2025 | ACH | PERA | | 1,304.07 |
| 11/15/2025 | ACH | Aflac | | 388.18 |
| 12/02/2025 | ACH | Minnesota Energy Resources Corporation | | 71.00 |
| 12/03/2025 | ACH | Arvig | | 351.48 |
| 12/05/2025 | ACH | MARCO, Inc. | | 362.77 |
| 11/21/2025 | ACH | MN Dept of Revenue | 5062265 | 387.00 |
| 11/21/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,117.98 |
| 11/24/2025 | ACH | PERA | | 1,269.05 |
| 12/10/2025 | ACH | Ada City | | 292.32 |
| 12/09/2025 | ACH | MN Dept of Revenue | 5062265 | 367.00 |
| 12/09/2025 | ACH | US Treasury-Payroll | 41-6145653 | 2,028.92 |
| 12/10/2025 | ACH | PERA | | 1,269.05 |
| 12/10/2025 | ACH | Ean Financial Services | November statement | 1,788.44 |
| 12/10/2025 | 19919 | Anders Valley Publishing, LLC | | 492.00 |
| 12/10/2025 | 19920 | Beaver LLC | | 4,143.44 |
| 12/10/2025 | 19921 | Border Appraisals Inc | Consulting | 300.00 |
| 12/10/2025 | 19922 | Buffalo River Excavating LLC | Ditch cleanout Steichen/Paakh request | 2,350.00 |
| 12/10/2025 | 19923 | Cintas | | 234.20 |
| 12/10/2025 | 19924 | Clay County Union | | 746.00 |
| 12/10/2025 | 19925 | Clay Soil & Water District | Coordinator Costs | 5,611.90 |
| 12/10/2025 | 19926 | Column Software PBC | Crop land ad | 226.50 |
| 12/10/2025 | 19927 | Farmers Independent | Advertising | 177.72 |
| 12/10/2025 | 19928 | Gordon Construction, Inc. | Culvert cleanout-Island Lake | 1,200.00 |
| 12/10/2025 | 19929 | Hanson & Liebl Law Office, P.C. | November legal | 2,196.75 |
| 12/10/2025 | 19930 | Houston Engineering, Inc. | | 60,978.95 |
| 12/10/2025 | 19931 | Mahnomen Pioneer | Ad-bids | 224.40 |
| 12/10/2025 | 19932 | Morris Electronics, Inc. | | 947.40 |
| 12/10/2025 | 19933 | Norman County Index-Ada | | 836.00 |
| 12/10/2025 | 19934 | Norman County Recorder | Recording Fee-Declaration | 184.00 |
| 12/10/2025 | 19935 | Norman County SWCD | | 148,962.05 |
| 12/10/2025 | 19936 | Office Supplies Plus | | 665.26 |
| 12/10/2025 | 19937 | Red River Watershed Management Board | Tax share | 399,367.83 |
| 12/10/2025 | 19938 | Renae Kappes | Office cleaning | 350.00 |
| 12/10/2025 | 19939 | Supermarket Foods | June statement | 45.89 |
| 12/10/2025 | 19940 | Kenneth Aaron Kesselberg | Snow removal | 35.00 |
| 12/10/2025 | 19941 | Tony Sip | Mowing | 9,405.00 |
| 12/10/2025 | 19942 | Curt Johannsen | | 260.83 |
| 12/10/2025 | 19943 | Dean P Spaeth | | 160.24 |
| 12/10/2025 | 19944 | Duane L Erickson | | 149.31 |
| 12/10/2025 | 19945 | Gregory R Holmvik | | 115.44 |
| 12/10/2025 | 19946 | Matthew C Borgen | | 146.23 |
| 12/10/2025 | 19947 | Raymond M Hanson | | 256.07 |
| TOTAL | | | | \$ 673,298.22 |

Appendix A

List of Acronyms Used:

| | |
|-------|--|
| 1W1P | One Watershed One Plan |
| COLA | Cost of Living Allowance |
| DNR | Department of Natural Resources |
| FDRWG | Flood Damage Reduction Work Group |
| FEMA | Federal Emergency Management Agency |
| MNDOT | Minnesota Department of Transportation |