

Pursuant to notice and due call a regular meeting of the Upper Minnesota River Watershed District Board was held Tuesday January 8, 2019 at the district office at 211 Second Street SE in Ortonville, MN. Board members present were: Toelle, Holker, Haugen and Meyer. Staff members present were Radermacher and Doschadis.

Chairperson Toelle called the meeting to order at 1:00 p.m.

### MINUTES

Minutes from the December 11, 2018 regular meeting were reviewed. Motion to approve the minutes by Holker, seconded by Haugen. Motion carried. All in favor: 4, against: 0.

### ELECTION OF OFFICERS for 2019 are as follows:

**Chairperson- Holker.** Motion by Haugen, seconded by Meyer. All in favor: 3, against: 0.

**Vice chair- Haugen.** Motion by Meyer, seconded by Toelle. All in favor: 3, against: 0.

**Treasurer- Gillespie.** Motion by Toelle, seconded by Holker. All in favor: 4, against: 0.

**Secretary- Meyer.** Motion by Haugen, seconded by Holker. All in favor: 3, against: 0.

1. Designation of Depositories. A motion by Haugen, seconded by Meyer to remain as follows- Cenbank- Administrative, BV Project and Minnwest Bank- Whetstone River Account. All in favor:4,against:0.
2. Designation of official Newspapers. Motion by Holker seconded by Toelle to remain with – Ortonville, Clinton, Browns Valley, Appleton. All in favor: 4, against: 0.
3. Designation of Engineer and Attorney – motion was made by Meyer, seconded by Haugen to designate Houston Engineering and Rinke-Noonan. All in favor: 4, against: 0.
4. Approval of 2019 Board Meeting Dates. Motion to approve by Haugen, seconded by Toelle. All in favor: 4, against: 0.
5. Designation of Employee Review/Employee Handbook committee. A motion was made by Meyer, seconded by Haugen to have Toelle and Holker sit on this committee. All in favor: 4, against: 0.

### CORRESPONDENCE:

1. Ditch Cleanout Section 19 Prior Twp. (Gene Weihe). A motion was made by Holker, seconded by Toelle to approve the after the fact permit with special provision to request that a minimum of 10 foot buffer be established on both sides of the private ditch. All in favor: 4, against: 0.
2. Easement and Hold Harmless Agreement/Doug Gronholz. A motion was made by Toelle, seconded by Holker to approve Holker to sign the agreement once we have received a signed copy from the Gronholz Family. All in favor: 4, against: 0.
3. Letter to Anita Ronning on Todd Sandberg's previously approved permit was discussed. Doschadis notified the board that Sandberg would bring in the original document with Ronning's signature on it to the office for our records.
4. Swenson Lake updated was given by Administrator.

### OLD BUSINESS

1. Whetstone River Restoration
  - a. Agreement/Response from Paul Strong/Hedge Family- Administrator informed the board that numerous emails have been sent to the Strong/Hedge Family's attorney requesting a response.
  - b. Wetland delineation field work was done this fall, report is underway.
  - c. Cultural Resource study is about half way complete.
2. Toelle Coulee
  - a. Easements follow up letters were sent on January 7<sup>th</sup> to those who we have not heard back from.
  - b. New Highway 28 culvert – MN DOT/Bypass Road cost share was discussed.
3. Marsh Lake Project

- a. Administrator presented recent photos of the project and explained the process to draw down Marsh Lake and the fish passage that will be constructed.

**NEW BUSINESS**

1. Petition for Watershed District Boundary Change. A motion was made by Meyer, seconded by Toelle to approve Holker to sign the updated agreement once received from BdS Watershed. All in favor: 4, against: 0.
2. Ortonville Highway 12 Project – reconstruction from Ortonville to Highway 59. Administrator gave an overview of the project that is planned for 2020.
3. Steve Grimes Wetland – Protected Waters Basin 246-W, NW ¼ Sec. 1 Prior Twp. was discussed. Administrator will meet with landowner and USF&WS to establish a solution for Grimes’ concerns.
3. Employee Reviews. Holker gathered all managers’ evaluation forms. Holker and Toelle will be in touch with a date to complete reviews with necessary staff.

**NEW PERMITS**

1. Iver Kellen -#1-19(E ½ of Sec. 32 Malta Twp.). A motion was made by Toelle to approve this permit as submitted, seconded by Meyer. All in favor: 4, against: 0.
2. Iver Kellen -#2-19(SE ¼ Sec. 32 Malta Twp.) A motion was made by Haugen to approve this permit as submitted, seconded by Toelle. All in favor: 4, against: 0.
3. Iver Kellen -#3-19(NW of NW ¼ Sec 20 Malta Twp.) A motion was made by Holker to approve this permit as submitted, seconded by Meyer. All in favor: 4, against: 0.

**ADMINISTRATOR APPROVED-** None.

**PERMITS PENDING**

1. Shible Twp. - #9-18(SE ¼, SE ¼ Sec. 3 Shible Twp.)
2. Steve Mitlyng - #20-18(75855 Sunset View, Sec. 18 Big Stone Twp.)
3. Bruce Moberg - #22-18(SW ¼ Sec. 27 Almond Twp.)
4. Paul Strong - #27-18(NW ¼ Sec. 21 Prior Twp.)
5. Paul Volkenant - #31-18(NW ¼, SW ¼ Sec. 9 Odessa Twp.)
6. David Botker - #36-18(SW ¼ Sec. 1 Prior)
7. Koosman Farms - #37-18(S ½ Sec. 13 Akron Twp.)
8. Todd Sandberg - #50-18(NE ¼ Sec. 36 Prior Twp.)
9. Gary Haugen - #54-18(NW ¼ Sec. 25 Almond Twp.)
10. Kyle Gillespie -#55-18(NW ¼ Sec. 32 Malta Twp.)
11. Kevin Gloege - #60-18(NE ¼ Sec. 22 Odessa Twp.)
12. Greg Thompson - #67-18(N ½, SE ¼ Sec. 17 Otrey Twp.)
13. Paul Strong - #68-18(SE ¼ Sec. 19 Prior Twp.)(After-the-Fact Permit)- Approved earlier in the meeting.

**UPCOMING EVENTS**

1. UMRWD Regular Meeting – February 12, 2019 – 1:00 p.m.
2. Highway 12 construction Meeting – Detroit Lakes – January 25, 2019
3. Rinke Noonan - Drainage and Water Conference – February 14, 2019
4. Legislative Session - Day at the Capitol – February 20-21, 2019

**January 2019 Disbursements**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Split</u>	<u>Amount</u>
<b>CenBank Administrative</b>				
01/01/2019	8135	Greg Peterson	Office Rent	-395.00
01/02/2019	8136	First National Bank	-SPLIT-	1,422.76
01/02/2019		Midcontinent	-SPLIT-	-132.08
01/02/2019	8137	Ricoh USA, Inc.	Copier Lease	-90.58

01/02/2019	8138	NCPERS	Insurance	-16.00
				-
01/02/2019	8139	Minnwest Bank	Payroll Expense -HAS	3,000.00
				-
01/02/2019	8140	Payroll #24	Payroll Expenses	3,081.60
01/03/2019		PERA	Payroll Expense - ER PERA	-578.96
01/04/2019		Cenbank	Misc. Expense	-15.00
01/07/2019		CBSA	-SPLIT-	-111.93
01/08/2019	8142	Blue Cross Blue Shield of MN	Insurance	-12.50
01/08/2019	8143	Gary Haugen	Managers - Compensation	-185.72
01/08/2019	8144	Robert Toelle	Managers - Compensation	-112.76
01/08/2019	8145	Gene R Meyer	Managers - Compensation	-94.78
01/08/2019	8146	Wanda Holker	Managers - Compensation	-135.90
				-
01/16/2019	8147	Payroll #1	Payroll Expenses	3,294.00
01/16/2019	8149	Verizon Wireless	Phone	-72.92
				-
01/16/2019	8150	MAWD	Dues and Fees	2,996.00
01/16/2019	8151	Greg Peterson	Office Rent	-395.00
01/17/2019		PERA	Payroll Expense - ER PERA	-620.61
				-
01/18/2019		IRS	Payroll Expense	1,986.00
01/22/2019		Blue Cross Blue Shield of MN	Insurance	-416.06
01/22/2019		Cenbank	Misc. Expense	-2.50
		Big Stone County Treasurer		
01/23/2019			Tax Levy	2,589.96
01/23/2019		Traverse County	Tax Levy	798.09
01/25/2019		Stevens County	Tax Levy	483.62
01/30/2019		State of Minnesota	WRAPS	6,782.28
01/31/2019		Midcontinent	-SPLIT-	-132.46
01/31/2019			Interest	<u>9.22</u>
				-
Total CenBank Administrative				8,637.95
<b>CenBank BV Mitigation Project</b>				
01/02/2019	235	Roberts County Highway Dept	BV Floodway Construction	-876.92
01/31/2019			Interest	<u>7.24</u>
Total CenBank BV Mitigation Project				-869.68
<b>Cenbank Certificate</b>				
Total Cenbank Certificate				
<b>CenBank Municipal Savings</b>				
01/31/2019		Cenbank	Misc Expense	-3.00
01/31/2019			Interest	<u>0.07</u>
Total CenBank Municipal Savings				-2.93
<b>Minnwest Bank Maintenance Fund</b>				
01/02/2019	2550	City of Ortonville	Electric	<u>-83.55</u>
Total Minnwest Bank Maintenance Fund				-83.55

Holker adjourned the meeting at 2:20 pm.

Respectfully Submitted by,

Approved by,

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Amber Doschadis, Coordinator

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Gene Meyer, Secretary