

## North Fork Crow River Watershed District

### Approved Regular Meeting Minutes

### January 14<sup>th</sup>, 2019

**Managers Present:** Jim Barchenger, Gary Berndt, John Hanson (electronic), Jim Wuertz

**Managers Absent:** Bob Brauchler

**Staff Present:** Cris Skonard, Christine Knutson, Christopher Lundeen

**Others Present:** Kurt Deter (Rinke-Noonan), Steve Notch (Stearns Commissioner), Roger Imdieke (Kandiyouhi Commissioner), Dave Johnson, Tom Weber, Kevin Bruntlett, Steve Fuchs, Ken Radermacher, Jim Weller, Boyce Fischer, Boyd Fischer, Donovan McKigney, others

#### 1. Call to Order

President Wuertz called the meeting to order at 1:00 pm.

#### 2. Appoint Acting Secretary

Motion to appoint Manager Berndt as Acting Secretary made by Manager Wuertz, seconded by Manager Barchenger. Motion carried.

#### 3. Review and Approve Agenda

Motion to approve the revised agenda to include line of credit discussion, Mike Flanders (Roseville Township) and to move February meeting date made by Barchenger, seconded by Berndt. Motion carried.

#### 4. Consent Agenda Items

1. Treasurer's Report and Bills to January 14<sup>th</sup>, 2019
  - a. Check Register - 106 Bonanza Checking Acct
  - b. P & L Detail – All Accounts
  - c. Balance Sheet – All Accounts

Motion to approve consent agenda made by Barchenger, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz

Opposed: None

Motion carried.

#### 5. Minutes

December 10<sup>th</sup>, 2018 Regular Meeting Minutes

Motion to approve the minutes with corrections made by Barchenger, seconded by Berndt. Motion carried.

December 26<sup>th</sup>, 2018 Special Meeting Minutes

Motion to approve the minutes made by Barchenger, seconded by Berndt. Motion carried.

#### 6. Open Discussion from the Public

President Wuertz asked for comment from the public.

Steve Fuchs inquired if information had been obtained on the culvert under CR201 on ditch CD37.

Boyce Fischer, representing the City of Brooten, asked if a field crossing could be constructed to access land locked city property near the airport and who is responsible for the costs.

Kevin Bruntlett asked about the expenses on CD43. Skonard asked Bruntlett about the control structure on CD43 which DNR has authorized. Bruntlett wanted to see authorization letter.

#### 7. Staff Reports

##### A. Administrator's Report:

##### 1. Activities

Skonard updated the Board on various activities within the District. Noted attending IWIP meetings with the Technical Advisory Committee (TAC) and Policy Committee (PC). Also discussed a meeting with Stearns Electric Coop regarding electrical wires which run underneath public ditches. Will exchange GIS data showing locations of utilities relative to public ditches.

**2. Resolution 2019-01: Annual Info**

Motion to approve Resolution 2019-01 made by Berndt, seconded by Barchenger. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**3. Resolution 2019-02: Interest Rate for Insufficient Funds**

Motion to approve Resolution 2019-02 made by Barchenger, seconded by Berndt. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**4. Resolution 2019-03: Regular Monthly Bills Approved**

Motion to approve Resolution 2019-03 made by Berndt, seconded by Barchenger. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried

**5. Resolution 2019-04: Staff Billing Rates**

Motion to approve Resolution 2019-04 made by Barchenger, seconded by Berndt. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**6. Manager Financial Disclosure**

Skonard reminded board members to submit the required state financial disclosure form.

**7. Insurance Dividend/Waiver**

Skonard informed the Board of receiving a \$447 dividend check from the League of Minnesota Cities Insurance Trust (LMCIT). Skonard presented the Liability Coverage-Waiver Form with recommendation not to waive monetary limits on municipal tort liability.

Motion to not waive monetary limits on municipal tort liability made by Barchenger, seconded by Berndt. Motion carried.

**8. Workman's Comp Quote**

Skonard presented the Workman's Compensation quote from LMCIT.

Motion to approve LMCIT workman's comp quote in the amount of \$1,345 made by Barchenger, seconded by Berndt. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**9. Rinke-Noonan Drainage and Water Conference**

Skonard presented information on the Drainage and Water Conference.

Motion to authorize attendance for Skonard and any Board member at \$95/person made by Barchenger, seconded by Berndt. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**10. MN Viewers Association**

Skonard presented information on the MN Viewers Association dues and seminar registration fees.

Motion to approve \$200 Associate Member dues and authorize Skonard to attend the 2019 Seminars and pre-approve the payment of all 2019 \$25 fee/seminar made by Barchenger, seconded by Berndt. Roll call.  
Affirmative: Barchenger, Berndt, Wuertz      Opposed: None  
Motion carried.

**11. MAWD Dues**

Skonard presented information on Minnesota Association of Watershed District (MAWD) dues.

Motion to approve MAWD dues in the amount of \$3,135 made by Barchenger, seconded by Wuertz. Roll call.  
Affirmative: Barchenger, Wuertz      Opposed: Berndt  
Motion carried.

### **12. MAWD Legislative Day**

Skonard presented information regarding the MAWD Legislative Day.

Motion to approve three individuals to attend MAWD Legislative Day and pay registration of \$100/person made by Barchenger, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz      Opposed: None

Motion carried.

### **13. Summer Intern**

Motion to begin advertising for the summer intern position made by Wuertz, seconded by Barchenger. Roll call.

Affirmative: Barchenger, Berndt, Wuertz      Opposed: None

Motion carried.

### **14. CAC Meeting**

Discussion to convene next CAC meeting. Consensus to meet in March.

### **15. ESRI Maintenance Quote**

Skonard presented information regarding the maintenance quote for the GIS software.

Motion to approve ESRI maintenance quote in the amount of \$1,200 made by Barchenger, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz      Opposed: None

Motion carried.

### **16. Postage Increase**

Skonard informed the Board of a substantial postage increase. Consensus was to buy 6-7 rolls of stamps before the price increase.

### **17. Move February Meeting**

Manager Berndt informed the Board of his absence at the February meeting and wanted the date moved.

Motion to move the February Regular Board meeting to February 19<sup>th</sup>, 2019 made by Berndt.

Motion failed due to lack of second.

## **B. Watershed Project Coordinator's Report:**

### **1. Activity Report:**

Lundeen gave a report of his activities. Grant reporting is nearly completed. Continuing to review and approve monitoring data. Forwarded the Pope AIS grant information to the Grove Lake Association. The District will have a display table at the Farmers Fair on March 7<sup>th</sup>.

### **2. AIS Delegation Agreement**

Lundeen discussed the DNR Delegation Agreement pertaining to watercraft inspections.

Motion to authorize and sign the DNR AIS Delegation Agreement made by Barchenger, seconded by Berndt. Motion carried.

### **3. Earth Day Support**

Lundeen provided a letter asking to support the Earth Day event at the Prairie Woods Environmental Learning Center.

Motion to approve \$400 Earth Day support made by Barchenger, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz      Opposed: None

Motion carried.

**C. Funds Manager / Administrative Assistant Report:** As reported in Financial Statements.

## **8. Program Reports**

### **A. Permit Report:**

None

## **B. Drainage Report:**

### **1. CD32: Status Update-Mitchell Control Structure:**

Joe Lewis provided the Board a vendor quote to use plastic pipe versus steel pipe for the control structure. Board consensus to use plastic pipe and direct Lewis to prepare final plans.

### **2. JD1 Main and Branches-BR4 request for no tree removal**

Skonard informed the Board of numerous landowners' requests to not remove trees on BR4. All land around BR4 is owned by a single landowner and there is very little upstream drainage of the branch. The owner along BR4 is considering a petition to abandon BR4.

Motion to not remove trees along JD1 BR4 pending an abandonment petition made by Barchenger, seconded by Berndt. Motion carried.

### **3. CD7: Update: Check issuance clarification**

Skonard informed the Board that all payments regarding the viewers damage payments have been made except one regarding the Fischer property. It was noted in the Viewers report a \$450 payment to Boyce Fischer. It was subsequently determined that the property owners are Boyce Fischer and Boyd Fischer. Skonard asked for clarification as to which landowner should be on the check and direction as to what to do if the check is not cashed in the 90 days after issuance.

Motion to issue the check in the amount of \$450 to Boyce Fischer and Boyd Fischer and if the check is not cashed in the 90 days the Fischers would be relinquishing their right to the payment, the check would be void (as noted on the check), stop payment would be made, and the funds would revert back to CD7's fund balance made by Barchenger, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz                      Opposed: None  
Motion carried.

### **4. Bonanza Valley State Bank line of credit**

Board informed that the line of credit at the BVSB will be due on January 30<sup>th</sup> and will need to be converted to a loan.

Motion to authorize Skonard and Barchenger to sign the paperwork to convert the line of credit into a loan made by Wuertz, seconded by Berndt. Roll call.

Affirmative: Barchenger, Berndt, Wuertz                      Opposed: None  
Motion carried.

### **5. CD7: MBC Pay App**

Skonard informed the Board of an error in a previously approved pay application. It appears that MBC Drainage is owed an additional \$7,800. The Board directed Skonard to work with the engineer to correct the applications and present it at the February meeting.

## **C. Board Member Meeting Reports:**

None

## **9. Items for Next Meeting Agenda:**

MBC Drainage Pay Application

## **10. Calendar Review:**

Three month outlook calendar provided.

## **11. FYI Items:**

None

## **12. Adjournment:**

Motion to adjourn made by Berndt, seconded by Barchenger. Motion carried. Meeting Adjourned.

  
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Gary Berndt – Acting Secretary