

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD May 2, 2024**

ORDER: Chairman Diesen called the meeting to order at 8:00 a.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: Laverne Voll, Jason Braaten, James Johnson, Carter Diesen, and Cody Schmalz

STAFF PRESENT: Administrator Halstengard, Technician Broten, and Assistant Wensloff

OTHERS PRESENT: Levi Novacek, County Commissioner; and Randy Prachar, DNR

CONSULTING STAFF PRESENT: Nate Dalager and Torin McCormack, HDR Engineering; Erik Jones, HEI Engineering; and Michelle Moren, Attorney

AGENDA: A motion was made by Manager Braaten to approve the agenda, seconded by Manager Johnson. The motion carried.

CONSENT AGENDA: A motion to approve the Consent Agenda was made by Manager Voll and seconded by Manager Schmalz. The motion was carried unanimously. Adoption of the Consent Agenda included approving the April 4th, 2024, regular meeting minutes, May Treasure's Report, and manager and employee expense vouchers as read by Manager Braaten. There were four permits to approve for the month of March, which were permits 2024-003(MN DOT), 2024-004 & 2024-005(RCHD), 2024-006(City of Roseau), and 2024-007(MN DOT).

DELEGATES: There were no delegates for this meeting.

OLD BUSINESS: There was no Old Business to report.

NEW BUSINESS: There was no New Business to report.

PROJECT UPDATES:

CD 8 Update: Administrator Halstengard gave an update on the proposed CD 8 project. Access agreements are ready to be sent to landowners for clearing & snagging. Information about the proposed project has been sent to MSEM for approval. Bids for culvert removal and repair as well as the clearing & snagging will hopefully be ready for advertisement in the next couple months.

Juneberry/ SD 69 Subcommittee: There will be a County Board meeting held on May 14 to discuss ditch abandonment. Administrator Halstengard discussed amending the proposal for laterals 1 & 3 to include restoration design. We are proceeding with the grant application to

Lessard-Sams Outdoor Heritage Council for approximately \$3M. A Juneberry Project Team meeting is scheduled for May 9th at 1:00 p.m. as a Teams meeting.

River Restoration: Engineer Jones stated that there had been a meeting with the Michaelsohn family to discuss access options. A draft maintenance plan and draft FAQ was provided to the board. There was extensive discussion about the resistance of landowners in the area to the project. Engineer Jones discussed ways to address concerns that have been stated to the District. After discussion, a **motion** to hold a Special Meeting was made by Manager Voll, seconded by Manager Johnson. A special meeting was scheduled for May 9th at the Badger Community Center at 6 p.m. It is open to the public with no board action taking place. . Motion carried.

***WD 115 PUBLIC HEARING:** A **motion** was made by Manager Braaten and seconded by Manager Voll to open the public hearing. Manager Johnson recused himself from the public hearing.

Administrator Halstengard confirmed on the record that notice of the continued public hearing was published and mailed to affected landowners. All previous proceedings were incorporated into the record.

Engineer Dalager provided a change order, which was made part of the record. He stated that the affected landowners were satisfied with the change order. Contractor Gladen is scheduled to complete punch-list in the next week, depending upon weather, the Contractor is also adding 2 sidewater inlets and extending two sidewater inlets. Engineer Dalager stated that the project is substantially complete.

No written comments were received, and no landowners were present at the continued public hearing.

At 8:45 a.m. a **motion** was made by Manager Voll to close the public hearing. It was seconded by Manager Schmalz. Motion carried.

A **motion** was made by Manager Voll, seconded by Manager Braaten, to pay half of the retainage to Gladen Construction and continue the public hearing until the July 11, 2024, meeting. Motion carried.

REPORTS:

RRWMB: Manager Braaten gave a short update on the RRWMB.

Technician: Blaine Broten mentioned the mowing options for the ditch bottom at Norland Hay Creek Connection Channel and at the Duxby Levee. Laverne Voll made a **motion** to approve the mowing using the contractor with the best hourly rate. Manager Braaten seconded the motion. Motion carried.

Technician Broten gave a quick update on the GPS training and PTMAApp training he has completed.

There was also a report of a drainage issue along the west side of County Road 115, north of CSAH 16. He did some survey work and is also going to have HDR explore what options would be the most cost effective to remedy the issue.

There was a price misquote from TruNorth Steel on a culvert for WD3. Manager Braaten made a **motion** to approve the adjusted quote. Manager Johnson seconded the motion. Motion carried.

Administrator: Administrator Halstensgard reviewed the following items:

- Malung Dam project award of \$40,000 in Federal funding. A **motion** was made by Chairman Diesen to accept the grant agreement and make Administrator Halstensgard the authorized signatory for the grant. Manager Braaten seconded the motion. Motion carried.
- There was an Oak Crest Coulee pre-construction meeting held on April 30th. Administrator Halstensgard gave an update on that project and its progress. Looking forward to the start date of July 8th, 2024.
- There will be a meeting with the RRIW held here on May 29th.
- Administrator Halstensgard also gave an update on Roseau Lake and where we're at in the funding process. She also reported on the Hay Creek Section 319 grant and that she is working with Cary Hernandez, PCA on that project.
- Three quotes for new window replacements were received. NorWest Builders had the lowest bid of \$5,425.01 Manager Voll made a **motion** to move forward with NorWest Builders as the contractor to replace our windows. That motion was seconded by Manager Johnson. Motion carried.
- Our annual audit was done and should be completed by late May.
- MN Watershed's Summer Tour is scheduled to take place June 25th & 26th in the East Metro area.
- A **motion** was made by Manager Voll, seconded by Manager Johnson, to approve the Marco Technologies contract for the Adobe subscription. Motion carried.
- A **motion** was made by Manager Voll, seconded by Manager Johnson to approve the Marco Technologies contract for the computer purchase and operating system upgrade. Motion carried.
- A **motion** was made by Manager Voll, seconded by Manager Braaten, to approve the HDR Engineering contract for the General Services. Motion carried.

CLOSED MEETING: A **motion** to adopt the resolution to close the public meeting for the purpose of discussing land acquisition (a description of the subject real estate was read on the record) was made by Manager Braaten, seconded by Manager Voll. Motion carried. A **motion** was made by Manager Braaten, seconded by Manager Johnson, to close the closed meeting and reopen the meeting. Motion carried.

A **motion** was made by Manager Voll, seconded by Manager Braaten, to reject Kasey Solberg's counteroffer of \$3,000 / acre with the option to lease the ag land for \$70 / acre for three years. Motion carried.

OTHER BUSINESS:

The next meeting will be held June 6th at 8:00 a.m. After a **motion** by Manager Voll seconded by Manager Schmalz, the meeting was adjourned at 10:11 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

May 2024 Treasurer's Report

Checkbook Balance as of April 23, 2024	\$783,816.04
Receipts:	
Citizens State Bank -- interest	
State of Minnesota -- Whitney Lake reimbursement	\$ 39,565.96
State of Minnesota -- River Restoration reimbursement	\$ 156,558.26
State of Minnesota -- Roseau Lake Reimbursement (LSOHC)	\$ 191,387.00
Roseau - LOW Title & Abstract - sale to R. Magnusson	\$ 49,660.70
RRWMB -- Conference fee refund	\$ 64.82
Total:	\$ 437,236.74
Bills:	
Tracy Halstengard -- Salary, Ins stipend & cell reimbursement	\$ 5,796.23
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,087.92
Tawni Wensloff -- wages	\$ 2,467.52
Tracy Bergstrom -- wages	\$ 356.63
Jason Braaten -- per diem & mileage	\$ 260.35
Carter Diesen -- per diem & mileage	\$ 422.70
Tracy Halstengard -- mileage	\$ 394.50
James Johnson -- per diem & mileage	\$ 386.18
Cody Schmalz -- per diem & mileage	\$ 358.18
LaVerne Voll -- per diem & mileage	\$ 444.13
Internal Revenue Service -- withholding	\$ 4,357.05
Minnesota Revenue -- withholding	\$ 675.00
PERA -- employer / employee contributions	\$ 2,135.71
Elan Financial Services -- credit card	\$ 1,623.35
City Of Roseau -- utilities	\$ 179.91
Marco -- Copier agreement & service	\$ 163.81
Patrick Moren Law Office -- Legal Fees	\$ 1,850.00
Roseau Times Region -- Meeting Notice	\$ 397.80
Roseau Electric Co-op -- Int/phone --	\$ 128.74
Northern Resources Cooperative -- gas for vehicle	\$ 129.21
SuperOne -- meeting expense & supplies	\$ 93.77
Verizon Wireless -- Trimble	\$ 40.01
Minnesota Energy Resources -- natural gas bill	\$ 59.71
Sjoberg Cable TV -- email service	\$ 6.00
Smith Partners -- Legal fees - Roseau Lake sale of G.O. bond property	\$ 1,089.90
Marco Technologies - Inv 12478009, 12424887 & 12433304	\$ 1,922.02
Marco Technologies - Inv 12402636, & 12416957	\$ 2,793.64
Coast True Value -- supplies	\$ 28.02
Nor-West Builders -- replacement window down payment	\$ 3,185.01
Roseau County Ag Society -- fair booth fee	\$ 150.00
Houston Engineering -- Oak Crest Coulee Inv. 70435	\$ 2,229.50
HDR -- Inv #1200609881, 1200609882 & 1200609884	\$ 32,991.81
HDR -- Inv #1200609887, 1200609877 & 1200609878	\$ 40,046.25
Total:	\$110,250.56

RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(c) (3) states that:

“A public body may close a meeting:

To develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, Section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body’s internal procedures, and the purchase price or sale price is public data.”

WHEREAS, the Roseau River Watershed District will be developing or considering offers or counteroffers for the purchase of a portion of the following described real property: NW1/4, NW ¼ SW1/4, E1/2 SW ¼, W1/2 SE ¼ SECTION 21 TOWNSHIP 162 RANGE 42 and; NE ¼, SECTION 20 TOWNSHIP 162 RANGE 42

On May 2, 2024 during a regular board meeting commencing at 8:00 a.m., at the Roseau River Watershed District Board office located at 714 6th Street SW, Roseau, Minnesota, 56751; and

BE IT RESOLVED by the Roseau River Watershed District Board as follows:

1. The Roseau River Watershed District Board hereby closes this meeting pursuant to Minn. Stat. § 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for purchase of the above described real property;
2. That any agreement reached based upon an offer considered at this meeting shall be contingent upon approval of the Roseau River Watershed District Board at an open meeting and the actual purchase or sale must be approved at an open meeting after the notice period required by statute or the Roseau River Watershed District Board’s internal procedures and the purchase price or sale price as public data.

Dated this 2nd day of May, 2024.


Chairman


Secretary

