

MINUTES OF MEETING OF MANAGERS
OF BUFFALO CREEK WATERSHED DISTRICT

The Managers of Buffalo Creek Watershed District met on the 26th day of April, 2016, at 8:00 P.M. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11th Street E., Glencoe, MN, for its regular monthly business meeting.

The following members were present: Donald Belter
 Larry Phillips
 Matt Melberg
 Larry Kramer
 Corey Henke

Also attending the meeting were: Pete Kasal, Attorney

President Belter called the meeting to order and announced the first order of business was the consideration of the minutes of the regular meeting of the Board of Managers held on March 22, 2016. Upon motion of Manager Kramer, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers approved the minutes of the meeting held on March 22, 2016.

President Belter called upon Manager Phillips for the Treasurer’s report. Manager Phillips presented a written report which outlined income and expenses as follows:

<u>SAVINGS:</u>		
C.B. #4206225	\$107,571.21	
Rec’d: Interest	<u>3.94</u>	
		\$ 107,575.15
LESS: Transfer to checking		(7,980.07)
JD 15 Branch “M”		(3,654.75)
McLeod Co. Ditch 33		(2,762.00)
PCA Grant Funds – Marsh Project CWP		(349.25)
Marsh Water Project		<u>(8,762.50)</u>
APRIL BALANCE		\$ 84,066.58
 <u>CHECKING:</u>		
March balance	\$ 1,000.00	
Moved from savings to cover checks issued	<u>23,508.57</u>	
		\$ 24,508.57
Transfer from savings		(7,980.07)
Transfer from savings – JD Branch “M”		(3,654.75)
Transfer from savings – Bolton & Menk – Ditch 33		(2,762.00)
Transfer from savings – Marsh Water Project CWP		(349.25)
Transfer from savings – Houston Eng. – Marsh Water Project		<u>(8,762.50)</u>
APRIL BALANCE		\$ 1,000.00

PROJECT 79-2:

CD's #87812 starting balance	\$ 6,507.56
Interest to 12/28/2015	52.24
Redeemed certificate moved to savings	(6,559.80)
McLeod Co. Auditor/79-2 Fund	<u>22,310.57</u>
 TOTAL 79-2 Funds	 \$22,310.57

Upon motion of Manager Henke, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved the Treasurer's report.

President Belter next called upon Chris Otterness of Houston Engineering to report on the City of Glencoe drainage application. Mr. Otterness reported that he has received some information on the project but has not had enough time to fully review all of the project information. Upon motion of Manager Phillips, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers accepted the Application for Permit submitted by the City of Glencoe for consideration and designated it Application for Permit No. 2016-5. Justin Black, City Engineer, who was also in attendance, advised the Board that he would be available for any additional information Mr. Otterness required in reviewing the project. Upon motion of Manager Henke, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers tabled Application for Permit No. 2016-5.

President Belter next called on Randy Kirchoff, who presented an application for a permit to the Board. Upon motion of Manager Melberg, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-6. The Board was advised that the permit seeks to install approximately 1,200 feet of 15-inch tile to replace an existing 12-inch tile. The drainage area served would be approximately 165 acres. Engineer Eberhard has reviewed the project and recommended approval if the existing 12-inch line is removed. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved Permit No. 2016-6 with the understanding that the existing 12-inch line would be removed.

President Belter next called for consideration of an application for a permit submitted by Margie Kirchoff. Upon motion of Manager Henke, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers accepted the Application for Permit for consideration and designated it Application for Permit No. 2016-7. The Board was advised that the project involves installing a new 15-inch tile line to replace an existing line that is in disrepair. It was noted that Engineer Eberhard had reviewed the project and recommended its approval if an easement on neighboring property is obtained and filed with the permit. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved Permit No. 2016-7.

The next item for consideration was an application for a permit submitted by McLeod County. Upon motion of Manager Kramer, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-8. The

Board was advised that the permit application is for a clean-out of County Ditch No. 12 and 12-A, which are located within the Buffalo Creek watershed. Upon motion of Manager Melberg, which motion was seconded by Manager Henke, by unanimous vote the Board of Managers approved Permit No. 2016-8.

The next item for consideration was an application for a permit submitted by McLeod County. Upon motion of Manager Henke, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers accepted the permit application for consideration and designated it Application for Permit No. 2016-9. The permit is for the courthouse project in Glencoe. As part of that project a filtration basin is going to be installed. Engineer Eberhard had reviewed the application and recommended its approval. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, by unanimous vote the Board of Managers approved Permit No. 2016-9.

President Belter next called for agenda item – Marsh Water Project. Chris Otterness of Houston Engineering reported that he and Manager Phillips met with representatives from Seneca. Although no decision had been made, specifically on the portion of the project through the Seneca property, Seneca was reviewing several alternatives that would be available to them. It was noted by Mr. Otterness that one of three culverts located on the Seneca property may be retained and not replaced. Mr. Otterness also advised the Board that he has reviewed the ditch area near the mobile home park in Glencoe. He noted that the Board may want to consider a wider buffer strip along the east and north sides of the ditch and that a living snow fence may be considered as part of the project.

President Belter called for agenda item – Ditch 79-2. Manager Henke reported that they are still working on potential violation reports and will report back to the Board at a later date.

President Belter called for agenda item – County Ditch No. 33. The Board was advised that a final engineering report had been prepared, which was distributed to the Board members and to various parties who required notification. It was noted a final hearing date needs to be set for the project. It was the consensus of the Board that Engineer Eberhard would be instructed to set up a final hearing date and notify the Board.

President Belter next called for items of new business. Manager Phillips presented the Annual Financial Report to the Board and noted that the report had been forwarded to the necessary authorities.

President Belter next called for the bills that had been presented to the Board since the last meeting. Manager Phillips reported bills that had been presented to the Board as follows:

Kasal Law Office	\$ 675.68
Rinke – Noonan	596.50
Scharpe Accouting	1,800.00
League of Minnesota Cities	190.00
Mid-Minnesota	525.00
Houston Engineering	22,696.25
Gislason Law Office	208.00

Bolton & Menk	884.00
Eberhard Consulting	1,305.11
Mary Henke – secretarial	473.49
Linda Phillips – secretarial/accounting	128.74
Corey Henke – per diem & mileage	319.98
Larry Phillips – per diem & mileage	313.50
Donald Belter – per diem & mileage	167.28
Matt Melberg – per diem & mileage	182.40
Larry Kramer – per diem & mileage	<u>116.04</u>
	\$30,581.97

Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers approved the above bills for payment.

The Board next reviewed a sample proposed newsletter for the Watershed which had been prepped by Mid-Minnesota. The Board will consider at a later time whether to initiate a regular newsletter.

Lastly, Manager Phillips reported that he will attend the bond workshop held by the McLeod County Auditor.

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the Board of Managers adjourned the meeting until the next regular meeting of the Board of Managers on Tuesday, May 24, 2016 at **8:00** P.M. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11th Street E., Glencoe, MN.

Matt Melberg, Secretary