

# MINUTES OF MEETING OF MANAGERS OF BUFFALO CREEK WATERSHED DISTRICT

The Managers of Buffalo Creek Watershed District met on the 27th day of February, 2018, at 1:00 p.m. at its regular meeting place in Suite 103, Glencoe City Center, 1107 - 11<sup>th</sup> Street E., Glencoe, MN, for its regular monthly business meeting.

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

Also attending the meeting were: John Kolb, Attorney  
Chuck Eberhard, Consultant  
Jack Ewert  
Coleton Draeger, McLeod SWCD  
Ray Howell  
Brad Droege  
Paul Bleck  
Larry Witthus  
Al Roback

President Belter called the meeting to order and announced the first order of business was the consideration of minutes of the regular meeting of the Board of Managers held on January 23, 2018. A motion was made by Manager Kramer and seconded by Manager Phillips to approve the minutes from the previous meeting. After discussion, and by unanimous vote, the Board of Managers approved the minutes of the meeting held on January 23, 2018.

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

**Beginning Balance: \$346,922.10**

**Income:**

Interest Earned – January 2018	\$16.96
Deposit – Renville County	\$2,728.97
Deposit – McLeod County	\$1,212.14
Deposit – Carver County	\$49.25
Deposit – Sibley County	\$365.12
Loan from MN State MMB	\$222,209.90
Deposit – McLeod County - Bond	\$92,735.35
Deposit – Renville County for JD 15 Br M Reimbursement	\$120,975.18

**Expenses:**

Funds Transferred to Checking for Other Checks Paid	\$37,201.12
Funds Transferred to Checking for 2 Checks Approved in December	\$214,158.27
JD 15 Br M – Houston Engineering	\$22,869.26
JD 15 Br M – Houston Engineering	\$96.00
McLeod County Ditch 33 – Bolton & Menk	\$832.50
Marsh Creek Water Project – Houston Engineering	\$1,840.75

**Ending Balance: \$510,217.07**

Upon motion of Manager Melberg, which was seconded by Manager Kramer by unanimous vote, the Board of Managers approved the Treasurer’s report subject to audit.

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

Marsh Bond Payment -	\$210,000.00
Mid MN Deve. Com. -	\$966.62
Rinke Noonan -	\$2,372.86
Glencoe -	\$1,500.00
Houston Engineering -	\$21,080.79
Litzau Farm Drainage -	\$110,137.30
Castle Rock Contracting -	\$74,890.00
League of MN Cities -	\$200.00
P.O. Box -	\$90.00
Eberhard Consulting -	\$1,647.70
Corey Henke -	\$227.41
Don Belter -	\$76.89
Larry Phillips -	\$560.34
Larry Kramer -	\$355.15
Matt Melberg -	\$85.61
Mary Henke -	\$571.42
Linda Phillips -	\$204.52
Medicare & Social Security -	\$140.34
<b>Total -</b>	<b>\$425,106.95</b>

Upon motion from Manager Henke, seconded by Manager Kramer by unanimous vote, the Board of Managers approved the above bills for payment.

President Belter called any new permits:

**Permit 2018-1 City of Buffalo Lake:** Preston Lake Twp., T115N, R31W, Sec. 30, replace existing city storm sewer system. Motion by Manager Kramer, seconded by Manager Melberg to remove item tabled in January. Motion passed. Eberhard described the proposed project and

recommended approval. Motion by Manager Henke, seconded by Manager Phillips. Motion passed.

**Permit 2018-2 Renville County Drainage Authority:** Boon Lake Twp., T116N, R31W, Sec. 16 - 17 and 21, repair work on County Ditch 132. Motion by Manager Henke, seconded by Manager Melberg to consider. Motion passed. Eberhard described the project and recommended approval with attorney's help on conditions. Motion by Manager Kramer, seconded by Manager Phillips to approve with conditions to be developed by Eberhard and the attorney. Motion passed.

**Permit 2018-3 Renville County Public Works:** Brookfield Twp., T116N, R32W, Sec. 35 and 36, replace Bridge L-8607. Motion by Manager Phillips, seconded by Manager Henke to consider. Motion passed. Eberhard described the project and recommended approval. Motion by Manager Henke, seconded by Manager Phillips to approve with condition to address swellhead. Motion passed.

**Permit 2018-4 Renville County Drainage Authority:** Preston Lake Twp., T115N, R31W, Sec. 20, replace existing Br. Q-15 6" tile (crushed) with an 8" plastic tile (1,225'). Motion by Manager Kramer, seconded by Manager Henke to consider. Motion passed. Eberhard described the project as drainage system improvement and recommended tabling to allow for further discussion with County. Motion by Manager Henke, seconded by Manager Phillips to table. Motion passed.

**Permit 2018-5 Renville County Public Works:** Preston Lake Twp., T115N, R31W, Sec. 30, replace Bridge 89 on CSAH 8 just north of Buffalo Lake. This is a re-application on a 2014 permit application that cannot be found in the District's or City's records. Motion by Manager Henke, seconded by Manager Kramer to consider. Motion passed. Eberhard described the project and recommended approval. Motion by Manager Henke, seconded by Manager Kramer to approve. Motion passed.

**Permit 2018-6 City of Stewart:** Collins Twp., T115N, R30W, Sec. 30, replace existing outlet culvert to Buffalo Creek which is failing. Motion by Manager Henke, seconded by Manager Kramer to consider. Motion passed. A DNR permit is and has been applied for. Eberhard described the project and recommended approval. Motion by Manager Phillips, seconded by Manager Melberg to approve. Motion passed.

President Belter next called for discussion old business:

**McLeod County SWCD, Site Reviews:** Coleton Draeger appeared and presented a report on various site inspections. Written reports were presented with recommendations as prepared by area 2 engineer Ryan Jones, P.E. Coleton requested further guidance from the Board on how to address the various issues presented. A more in-depth discussion was had regarding Larry Witthus' property. Coleton discussed possible funding options and the status of the County's WRAPS document. Larry Witthus was asked if he would be willing to participate in a grant project and paying the 25% local match. Chuck Eberhard asked several questions about the options recommended for various sites. Larry Witthus asked what the next process was. Chuck indicated waiting for August grant application window.

**JD 15, Branch M.** Manager Melberg provided an update on construction and buttoning up for the winter. Manager Melberg addressed the road boring concerns with subcontractor.

**Ditch 33.** Manager Henke provided an update on continuing efforts to correct punch list items.

**Marsh Project.** Manager Phillips provided an update on the current phase. Manager Phillips addressed the Board's willingness to proceed with subsequent phases. The Board will direct the engineer and attorney to develop a plan with the existing budget constraint. Manager Phillips will contact the engineer. Manager Phillips gave an update on the City of Glencoe payments for the Marsh project with interest over the term of the Bond.

**Glencoe East and Central Project.** Manager Phillips gave an update from the engineer regarding Phase 2 of the project.

**Bank Stabilization (Larry Witthus Property).** This matter was addressed during the McLeod SWCD discussion.

**Collins Township Washout.** This matter was addressed during the McLeod SWCD discussion.

**Dwight Kottke JD 15, Branch S Petition.** Manager Henke moved, seconded by Manager Kramer to authorize the attorney to send proposals.

**Buffalo Creek Cleaning.** Manager Phillips provided an update on the project.

**Paul Bleck Project.** Jack Ewert and Paul Bleck were present. Jack Ewert discussed possible options and asked several questions. He asked about the legal processes and the timing. John Kolb provided answers to Mr. Ewert's questions. John Kolb gave an update on the petition for inclusion of property and gave a presentation showing the watershed, ditch systems and properties involved. Kolb also updated the Board on the legal standards for decision. Kolb recommends asking the engineer to review the petitioned action and setting a date for a hearing on the petition. Manager Henke moved, seconded by Manager Kramer to appoint Houston Engineering to review the petitioned action. Carried unanimously. Motion by Manager Henke, seconded by Manager Kramer to set a hearing for Tuesday, April 24, 2018, at 8:00 p.m. during the regular meeting of the Board of Managers. Carried unanimously.

**District's Rule Amendments and Setting of a Public Hearing.** Motion by Manager Henke, seconded by Manager Melberg to set the public hearing for the rules for March 27, 2018, at 12:00 p.m. Motion passed. Manager Kramer moved, seconded by Manager Henke to set a workshop for the Board to review and discuss comments on the proposed rule amendments for Tuesday, March 6, 2018, at 9:00 a.m., at Dunn Brothers in Hutchinson. Motion passed. Manager Henke to post the meeting.

President Belter next called new business.

**Mueller and Sons Gravel Pit:** Section 26 Glencoe Township. Ray Howell appeared to discuss plans to reclaim an old gravel pit adjacent to Buffalo Creek by filling the site. The gravel pit has existed since the 1940s and has been inactive. The gravel pit is currently in the flood plain of Buffalo Creek. The plan is to add about three feet of elevation to the agricultural field south of the old gravel pit. The work will need a county permit for fill in the floodplain. The Board recommended moving forward with county permits and then return to the District with a permit application. The Board did not note any immediate concerns.

Ray Howell discussed another project in Collins Township related to the spoiling of material on private property in an old gravel pit. The site is not in the flood plain. The Board did not note any immediate concerns but noted a permit was required.

**BWSR Biennial Budget Request (2020 – 2021).** Manager Henke gave an update. The Board, by consensus, authorized Manager Henke and the engineer to prepare a budget request in conjunction with the McLeod SWCD.

**Eagle Lake Drawdown Project:** Manager Henke gave an update on the project and conditions.

**Glencoe Central Storm Sewer Project:** Manager Phillips gave an update on the engineer's review of the City's plans.

**McLeod County Septic Incentives Request:** Manager Phillips updated the Board of requests from McLeod County to provide incentives. The Board, by consensus, directed Manager Henke and Manager Phillips to review and make a recommendation for the next Board meeting.

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, March 27, 2018, at 1:00 p.m. at its regular meeting place in Suite 103, Glencoe City Center, 1107 11<sup>th</sup> Street E., Glencoe, MN.

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Matt Melberg, Secretary