

**MINUTES OF MEETING OF MANAGERS**  
**OF BUFFALO CREEK WATERSHED DISTRICT**

The Managers of Buffalo Creek Watershed District met on the 26th day of January, 2016, 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 members were present:

	Donald Belter
	Corey Henke
	Larry Phillips
	Larry Kramer
	Matt Melberg

Also attending the meeting were:

	Charles Eberhard, Engineer
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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 December 22, 2015. Upon motion of Manager Henke, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers approved the minutes of the meeting held on December 22, 2015.

President Belter called upon Justin Black, Glencoe City Engineer, regarding the proposed northeast Glencoe drainage improvement project. Also present were Rocky Keehn, Water Resources Engineer; Chris Sonju of Glencoe-Silver Lake Schools; Dave Rey of Anderson-Johnson, the civil engineering firm working on the school expansion project; Mark Larson, Glencoe City Administrator; Glencoe City Council members Kevin Dietz, Allen Robeck, Daniel Perschau and John Schrupp; Doug Krueger, McLeod County Commissioner; and Gary Schreifels, Glencoe Public Works Director. The City has experienced flooding on its north end. Ponds had been constructed in the 1990's and are connected to the drainage basin around the school. An approximately 1,200-acre watershed goes into these stormwater ponds. Mr. Keehn described the emergency overflow system and drainage studies that have been done. He also described the need for a new outlet to the east. The proposal is for a new outlet to the east ditch system, improved outlets for the upcoming school expansion and provision for emergency overflow of a new central pond, to include 5,000 ft. of 30-in. pipe to the east ditch and an additional 30-in. culvert. Mr. Krueger added comments on behalf of McLeod County. After discussion, the Managers suggested a meeting between the City Engineer, Chris Otterness of Houston Engineering and Watershed Engineer Eberhard to discuss the technicalities of the project. Mr. Black stated he is getting feedback from multiple sources as to what is to be permitted. Approval will be required from the private ditch association. An application for a permit has been submitted jointly by the City of Glencoe and the school district. Engineer Eberhard had reviewed it and suggested it needed some modification and revision. The school expansion project is scheduled to begin in March. After the meeting of the engineers and revision of the permit application, this matter will be addressed at the next meeting of the Board of Managers.

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

SAVINGS:

C.B. #4206225	\$ 78,174.24	
Rec'd: Interest	5.27	
Carver County	540.83	
Sibley County	1,752.52	
Renville County	31,445.50	
League of Minnesota Cities (dividend)	576.00	
McLeod County	34,670.57	
Kandiyohi County	1,367.52	
MMB – Marsh Project – grant	<u>2,843.20</u>	
		\$ 151,375.65
LESS: Transfer to checking		(10,552.90)
Rinke Noonan – JD 15 Branch “M”		(2,709.00)
Houston Engineering		<u>(2,069.38)</u>
JANUARY BALANCE		\$ 136,044.37

CHECKING:

December balance	\$ 1,010.00	
Deposit from savings	12,622.28	
Deposit from savings – JD Branch “M”	2,709.00	
Redeemed CD#87812 deposit	<u>6,559.80</u>	
		\$ 22,901.08
LESS: Checks paid		(15,341.28)
4 <sup>th</sup> Qtr. Withholding tax		<u>(593.12)</u>
JANUARY BALANCE		\$ 6,966.68

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 Kramer, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers approved the Treasurer's report.

President Belter next called for new permit applications. Engineer Eberhard introduced an application for a permit submitted by CenterPoint Energy. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers accepted the application for a permit for consideration and designated it Application for Permit No. 2016-1. Engineer Eberhard explained that the permit covers a gas pipeline in the City of Glencoe from Baxter Avenue and 12<sup>th</sup> Street E. and down Armstrong Avenue to Armstrong and 8<sup>th</sup> Street. He stated that he has all the needed information and recommended approval. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers approved Permit No. 2016-1.

Engineer Eberhard next presented an application for a permit submitted by Renville County for a bridge replacement in Section 26 of Hector Township. Upon motion of Manager Kramer, which motion was seconded by Manager Phillips, by unanimous vote the Board of Managers accepted the application for a permit for consideration and designated it Application for Permit No. 2016-2. Engineer Eberhard said he has looked at the bridge. The permit application requests three 12-ft. x 12-ft. culverts. Engineer Eberhard recommended approval of the permit. Upon motion of Manager Kramer, which motion was seconded by Manager Henke, upon vote of four “Yea’s” and no “Nay’s”, with Manager Melberg abstaining, the Board of Managers approved Permit No. 2016-2.

Engineer Eberhard next explained a permit request for the preliminary plat of “South Beach” in Renville County. Manager Melberg is the owner/developer. It was the consensus of the Board that the plat merely be put on the record and that future purchasers of the lots will need to obtain permits for their individual lots. After discussion, it was decided recommendations will be made to the county as to what needs to be done regarding these lots.

Engineer Eberhard presented an application for a permit submitted by Kevin Dettman for a tiling project in Section 22 of Preston Lake Township in Renville County. Upon motion of Manager Phillips, which motion was seconded by Manager Kramer, by unanimous vote the Board of Managers accepted the application for a permit for consideration and designated it Application for Permit No. 2016-3. The application proposes installation of an 18-in. tile line to drain 220 acres and 15-in. line to drain 141 acres. Engineer Eberhard stated the application did not include a drainage map showing contours, and he would like some time to review this application. Upon motion of Manager Henke, which motion was seconded by Manager Phillips, the Board of Managers approved tabling Application for Permit No. 2016-3.

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 – attorneys fees	\$ 687.58	
Rinke Noonan – consulting fees	889.00	
Rueckert Excavating – ditch clean-out	1,800.00	
DNR – permit	412.50	
Houston Engineering	13,196.37	
Matt Melberg – reimbursement/Marsh Project	14,683.48	
Eberhard Consulting – engineering fees	1,011.25	
Mary Henke – secretarial	103.13	
Linda Phillips – secretarial/accounting	169.73	
Corey Henke – per diem & mileage	94.44	
Donald Belter – per diem & mileage	82.56	
Larry Phillips – per diem & mileage	318.36	
Larry Kramer – per diem & mileage		116.04
Matt Melberg – per diem & mileage	<u>91.20</u>	
	\$33,655.64	

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

President Belter next called for agenda item – County Ditch No. 33. Manager Henke reported he has received the last 1026 form and the Board should be able to set a hearing as soon as all the viewer reports are received.

President Belter called for agenda item – Marsh Water Project. Manager Phillips stated that a lot of the survey work has been done. He is working with the McLeod County Auditor regarding the bonding. She asked for numbers so that several projects can be taken care of at one time. Bond for County Ditch No. 33 will be in the amount of \$1,000,000.00 and \$400,000.00 for the Marsh Water Project, the latter of which should be available in July. Attorney John Kolb of Rinke Noonan will put together information for land acquisitions and easements. It was noted that Seneca Foods is on board with replacing and covering the pipe through their plant.

President Belter called for agenda item – County Ditch No. 15. Engineer Eberhard stated he hasn't heard anything and it doesn't appear that it will be done this year.

President Belter next called for items of new business. He stated he had been contacted about a Water Quality Seminar to be held March 9 and whether Buffalo Creek Watershed District wanted to be a part of it.

Engineer Eberhard reported he had completed the Annual Ditch Report and it included only one violation.

Manager Phillips said the Board needed to write a letter to Duane Haag to advise him that the buffer strip requirement will not change and to explain the process to him again. Upon motion of Manager Phillips, which motion was seconded by Manager Melberg, Chris Otterness will be asked to write the letter. The motion unanimously passed.

Manager Phillips had prepared a summary of money spent by the Watershed District last year, which totaled \$200,195.60.

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, February 23, 2016 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