

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF
MANAGERS MEETING HELD JANUARY 5, 2022**

ORDER: Chairman Carter Diesen called the meeting to order at 12:00 p.m. and led the Pledge of Allegiance.

MANAGERS PRESENT: Jason Braaten, LaVerne Voll, Tony Wensloff, and Carter Diesen.

STAFF PRESENT: Administrator Halstensgard; Watershed Specialist McCormack.

OTHERS PRESENT: Roger Falk and Daryl Wicklund, Roseau County Commissioners; Randy Prachar, MN DNR; Landowners Mitch Magnusson, Jim Johnson.

CONSULTING STAFF PRESENT: Nate Dalager, HDR Engineering; Michelle Moren, Attorney

AGENDA: A **motion** was made by Manager Voll, seconded by Manager Wensloff to approve the agenda. Motion carried unanimously.

ELECTION OF OFFICERS: Administrator Halstensgard, acting as Teller, read aloud the Role of Chairperson and called for nominations for Chairman. Manager Wensloff nominated Manager Diesen for Chairman. There being no further nominations, Manager Voll made a **motion** to cease nominations and cast a unanimous ballot for Manager Diesen for Chairman, seconded by Manager Wensloff. Motion carried unanimously. The meeting was turned over to Chairman Diesen.

After reading the Role of Vice-Chair, Chairman Diesen called for nominations for Vice-Chairman. Manager Braaten nominated Manager Wensloff for Vice – Chairman. There being no further nominations, Manager Voll made a **motion** to cease nominations and cast a unanimous ballot for Manager Wensloff for Vice-Chairman, seconded by Manager Braaten. Motion carried unanimously.

After reading the Role of Secretary, Chairman Diesen called for nominations for Secretary. Manager Wensloff nominated Manager Voll for Secretary, There being no further nominations, Manager Wensloff made a **motion** to cease nominations and cast a unanimous ballot for Manager Voll for Secretary, seconded by Manager Braaten. Motion carried unanimously.

After reading the Role of Treasurer, Chairman Diesen called for nominations for Treasurer. Manager Wensloff nominated Manager Braaten for Treasurer. There being no further nomination, Manager Wensloff made a **motion** to cease nomination and cast a unanimous ballot for Manager Braaten, seconded by Manager Voll. Motion carried unanimously.

Attorney Moren stated she would like to see the board appoint a Vice-Treasurer to act on accounts with which Manager Braaten has a conflict of interest. Chairman Diesen called for nominations for Vice-Treasurer. Manager Voll nominated Manager Wensloff for Vice-Treasurer. There being no further nomination, Manager Voll made a **motion** to cease nomination and cast a unanimous ballot for Manager Wensloff, seconded by Manager Diesen. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Voll to name Bremer Bank, Citizens State Bank and Border State Bank as official depositories. Motion carried unanimously.

A **motion** was made by Manager Voll and seconded by Manager Wensloff to name Roseau Times-Region as official newspaper. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Braaten to name Attorney Michelle Moren as primary Legal council on fee basis and contract with other firms on fee basis as deemed necessary by the board. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Braaten continue to contract with engineering firms on an as needed basis. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Braaten to appoint Managers Braaten and Wensloff to the Roseau Lake Project Team. Motion carried unanimously. A **motion** was made by Manager Braaten, seconded by Manager Voll to appoint Managers Braaten and Wensloff to the Whitney Lake Project Team. Motion carried unanimously. All managers will be named as alternates and meetings will be posted as special board meetings allowing for all managers to attend. Motion carried unanimously.

A **motion** was made by Manager Wensloff and seconded by Manager Voll to appoint Manager Diesen as the representative to the FSA office. Motion carried unanimously.

A **motion** to appoint Manager Braaten as the delegate to the RRWMB and Manager Voll as the alternate was made by Manager Wensloff, seconded by Manager Voll. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Wensloff to appoint Manager Voll and Manager Schmalz as delegates on the Roseau River International Watershed Board. Motion carried unanimously.

A **motion** was made by Manager Wensloff, seconded by Manager Braaten to appoint Managers Braaten and Voll to the Personnel Committee. Motion carried unanimously.

A **motion** was made by Manager Braaten, seconded by Manager Wensloff to appoint Managers Wensloff and Diesen to the Land Use Committee. Motion carried unanimously.

The following meeting schedule for 2022 was noted by the Board.

2022 Regular Meetings

January 5 – 12 p.m.
February 2 – 12 p.m.
March 2 – 12 p.m.
April 6 - 8 a.m.
May 4 – 8 a.m.
June 1 -- 8 a.m.

July 6 – 8 a.m.
August 3 -- 8 a.m.
September 7 – 8 a.m.
October 5 – 8 a.m.
November 2 – 8 a.m.
December 7 -- 8 a.m.

CONSENT AGENDA: A **motion** to approve the Consent Agenda was made by Manager Wensloff and seconded by Manager Braaten. The motion carried unanimously. Adoption of the Consent Agenda included approving the December 1, 2021 regular meeting minutes with corrections, the Treasurer's Report with additions, manager and employee expense vouchers.

PERMITS & DELEGATIONS: There were no permits or delegates for this meeting.

NEW BUSINESS:

After a brief discussion, a **motion** was made to increase per diems to \$125.00 by Manager Voll, seconded by Manager Wensloff. Motion carried unanimously.

Administrator Halstensgard discussed the proposal by the City of Roseau to apply to the Greater Minnesota Regional Parks and Trails board for designation. The City of Roseau has requested the Watershed pass a resolution in support as a joint partner. A **motion** was made by Manager Braaten, seconded by Manager Wensloff to adopt the resolution with the recommended edits. Motion carried unanimously.

Attorney Moren discussed the need for the lot to be rezoned and that the planning commission has taken the necessary steps to complete the process. There is nothing that the District needs to do for the rezoning to move forward. Manager Wensloff stated that Mayor Fabian called him and stated how supportive the City is of this project moving forward and offered to have Todd Peterson attend the meeting if the District had any questions. Attorney Moren also discussed the purchase agreement received from JBC Commercial Real Estate and her recommendations. A **motion** was made by Manager Voll, seconded by Manager Wensloff, to accept the purchase agreement with the changes made by Attorney Moren. Motion carried unanimously. Attorney Moren contacted Anthony Lavoy with JBC to inform him of the decision of the Board.

OLD BUSINESS:

Administrator Halstensgard discussed the edits to the land sale resolution adopted by the Board at the December meeting. Roger Behrens, Department of Minnesota Management and Budget, had changes to the language as being presented to the Board. A **motion** was made by Manager Braaten, seconded by Manager Wensloff to adopt the resolution. Motion carried unanimously.

REPORTS:

RRWMB: Manager Braaten recapped the Legislative Open House held during the last meeting. It sounds like there will be support for project funding this year. There was good representation by State Senators and Representatives and the RRWMB's legislative agenda was well received by those in attendance.

WATERSHED SPECIALIST: Specialist McCormack provided the following update to the Board:

- Project monitoring update
- Oak Crest Coulee pond survey
- CPL grant for the Arpin ditch / road culverts and control structures. Manager Voll asked Specialist McCormack some questions concerning the plans for the culverts and the elevations of the structures.
- Request from US Fish & Wildlife to be the local partner on a monitoring project they're promoting to gather information greenhouse gas emissions in peatland/bog areas in northern Minnesota. Specialist McCormack will request more information.

ADMINISTRATOR: Administrator Halstensgard provided a written report as well as discussed the following items:

- A **motion** was made by Manager Voll, seconded by Manager Wensloff, to invest \$900,000.00 from the checking account into a 6 month CD at Citizens State Bank. Motion carried unanimously.
- Meeting with JBC Commercial Real Estate on January 12
- Scheduling the Joint meeting with the County. There were few replies to the Doodle Poll. Administrator Halstensgard will continue to try to schedule the meeting between the two boards.
- The 1W1P meeting that was scheduled for Jan. 13th as been cancel and will be rescheduled at a later date.
- Update on the 1W1P Open House & CAC meeting.

PROJECTS:

Establishment of WD #4: -- Petitioners have met with the engineer to discuss design cost saving measures. Staff will be meeting with the viewers to discuss the benefitted area. Manager Wensloff stated that he would like to see the CD #16 Improvement completed before establishing a new system that impacts the same group of landowners.

Manager Braaten recused himself for the following discussion.

Ditch 16 Update – The Board discussed the Change Order #1 request that addresses the cost increase of culverts. A **motion** to approve Change Order #1 was made by Manager Wensloff, seconded by Manager Voll. Motion carried unanimously. Attorney Moren discussed the petitioner’s bond and the release of that bond. There was discussion on the ongoing appeal.

Manager Braaten rejoined the board.

Administrator Halstensgard read the resolution to close the meeting to discuss land acquisition (see attached). Mitch Magnusson asked if land purchased with state funding had to be put out for bids in order for the District to sell it. It was stated that the District had the ability to sell property and going through a bid process is not required. A **motion** was made by Manager Wensloff, seconded by Manager Braaten to adopt the resolution to close the meeting. Motion carried unanimously.


A **motion** was made by Manager Voll and seconded by Manager Wensloff to reopen the regular meeting. Motion carried unanimously.

After a **motion** by Manager Wensloff and second by Manager Braaten, the meeting was adjourned at 2:18 p.m.

Respectfully submitted,



LaVerne Voll, Secretary



Tracy Halstensgard, Administrator

January 2022 Bills & Receipts

Checkbook Balance as of December 27, 2021	\$1,367,292.60
Receipts:	
Roseau County -- share of taxes	\$ 80,045.05
Beltrami County -- share of taxes	\$ 110.39
Lake of the Woods County -- share of taxes	\$ 263.44
Marshall County -- share of taxes	\$ 2,343.92
Kittson County -- share of taxes	\$ 3,253.12
League of MN Cities -- dividend	\$ 259.00
Marshall County -- share of taxes	\$ 270.39
Red River Watershed Management Board -- Roseau Lake funding advance	\$ 480,000.00
SWCD -- Oak Crest Coulee Study cost share	\$ 1,787.50
Citizens State Bank -- interest 11-15-21	\$ 8.63
Total:	\$ 568,341.44
Bills:	
Tracy Halstensgard -- Salary and Insurance	\$5,622.59
Torin McCormack -- Salary and Insurance	\$5,690.59
Jason Braaten - Per diem & mileage	\$384.92
Carter Diesen -- Per diem & mileage	\$539.63
Tracy Halstensgard -- mileage	\$148.40
LaVerne Voll -- Per diem & mileage	\$409.49
Tony Wensloff -- Per diem & mileage	\$230.87
Tracy Bergstrom -- wages	\$167.65
Internal Revenue Service -- Withholding	\$3,792.92
Minnesota Department of Revenue -- Withholding	\$672.00
PERA -- Employer / Employee Contribution	\$1,775.09
Cardmember Services -- web service fees, meeting expenses, supplies	\$1,277.96
City Of Roseau -- utilities	\$196.37
Marco -- Copier agreement	\$166.15
Patrick Moren Law Office -- Legal Fees	\$2,462.50
Roseau Times Region -- Meeting Notices	\$386.90
Roseau Electric Co-op -- Int/phone --	\$158.60
Verizon Wireless -- Trimble	\$40.00
Wild 102 -- 1W1P meeting advertisement	\$90.00
Red River Watershed Management Board -- Share of taxes	\$14,785.29
Smith Partners -- CD #16 legal consultation	\$902.50
Red River Watershed Management Board -- Stream gage cost share	\$11,621.50
Roseau Electric Co-op -- CD #16 moving utilities	\$67,200.00
North Pine Services -- snow removal	\$713.93
Houston Engineering -- River Restoration and Oak Crest Coulee engineering	\$24,930.65
WSB -- Lost River project	\$1,001.00
Jon Schauer -- Accounting consultation	\$1,051.56
HDR -- Inv #1200391380 & Inv #1200391383	\$34,229.29
HDR -- Inv 1200391399, Inv #1200391390 & Inv #1200391393	\$30,675.74
HDR -- Inv #1200373421	\$1,377.44
Total:	\$212,701.53

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 the following described real property:

Roseau Lake - Lands under consideration include portions of Sections 12-14, 23, 24, and 26, Dieter Township (T163N, R41W), Roseau County and Sections 7, 21-22, and 28-30, Unorganized Township (T163N, R40W), Roseau County (see attached map), and;
Site C - Lands under consideration include portions of Section 11, Ross Township (T162N, R41W), Roseau County (see attached map), and;
Site A – lands under consideration include portions of Sections 20 – 23, 27, and 28, Moose Township (T162N, R42W), Roseau County (see attached map).

WHEREAS, the Roseau River Watershed District will be developing or considering offers or counteroffers for the sale of the following described real property:

SE1/4 SE1/4 of Sect. 33 Unorganized Township (T163N, R40W).

On January 5, 2022, during the regular board meeting commencing at 12:00 p.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.

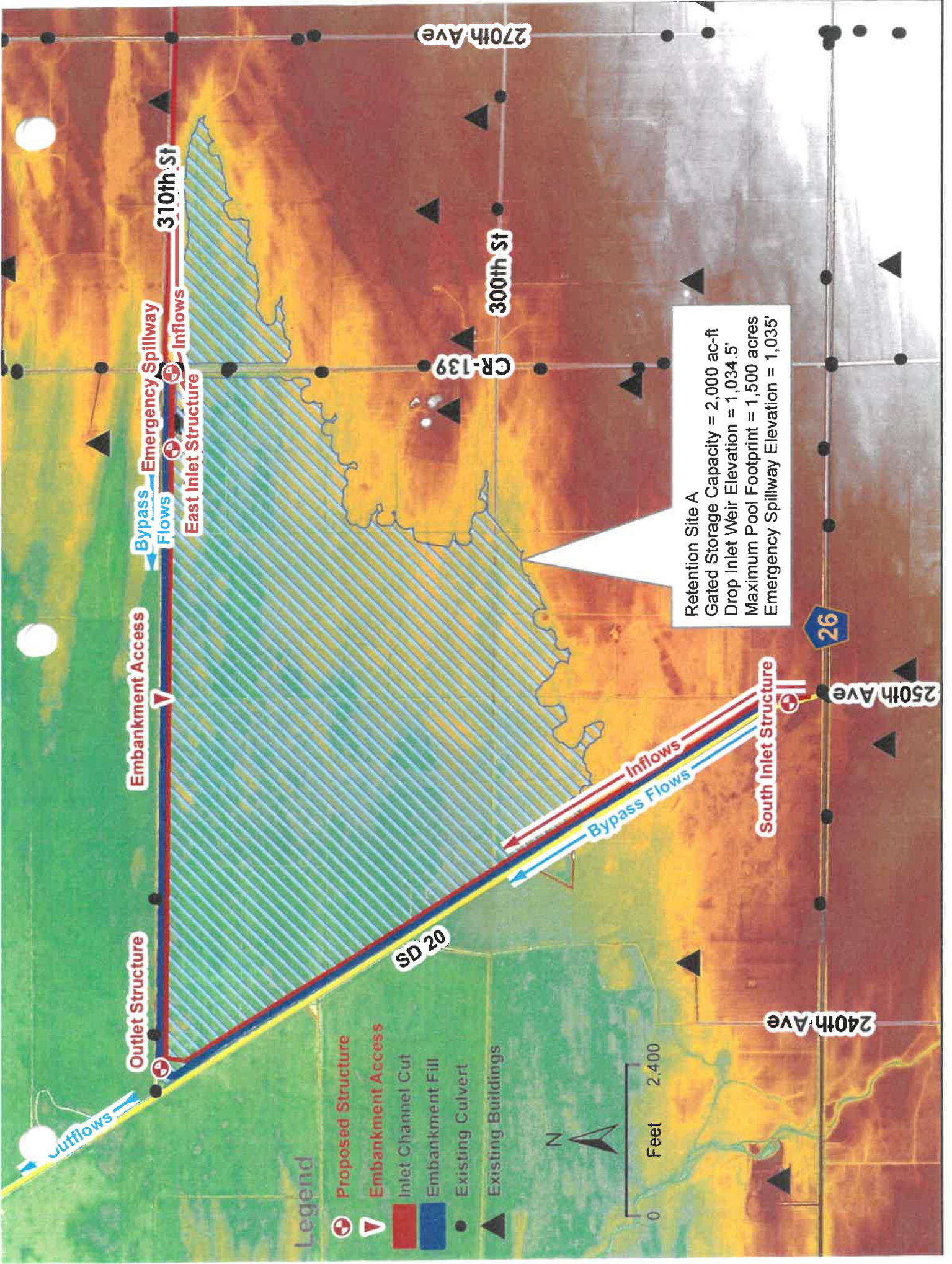
Dated this 5th day of January, 2021.



Chairman



Secretary



Retention Site A
 Gated Storage Capacity = 2,000 ac-ft
 Drop Inlet Weir Elevation = 1,034.5'
 Maximum Pool Footprint = 1,500 acres
 Emergency Spillway Elevation = 1,035'

Legend

-  Proposed Structure
-  Embankment Access
-  Inlet Channel Cut
-  Embankment Fill
-  Existing Culvert
-  Existing Buildings



0 Feet 2,400

240th Ave

26

250th Ave

South Inlet Structure

Inflows
 Bypass Flows

SD 20

Outlet Structure

Embankment Access

Bypass Flows

Emergency Spillway
 East Inlet Structure

310th St

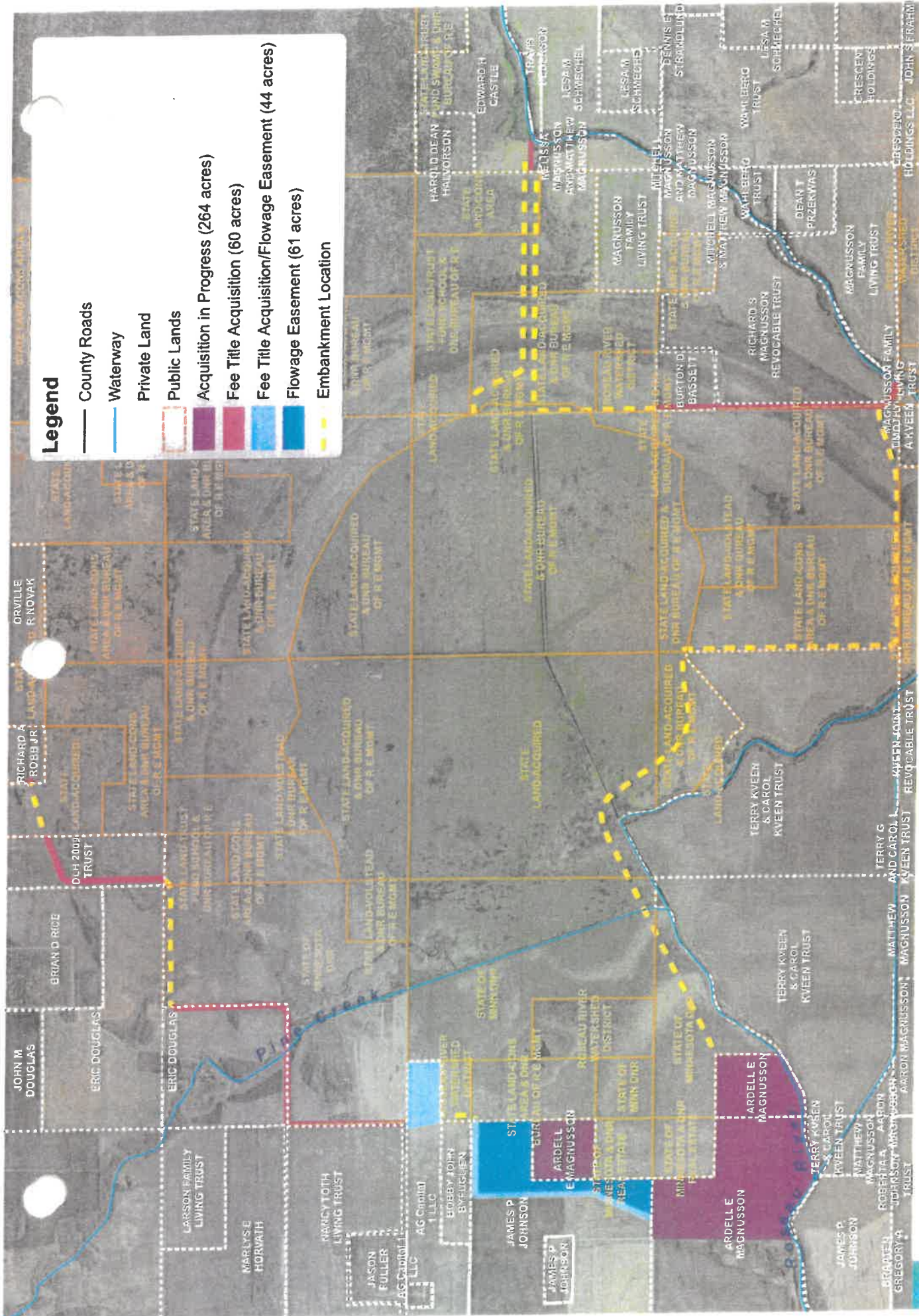
300th St

270th Ave

CR-139

**Watershed Property
SE1/4 of SE1/4 Section 33
T163N-R40W**





Legend

- County Roads
- Waterway
- Private Land
- Public Lands
- Acquisition in Progress (264 acres)
- Fee Title Acquisition (60 acres)
- Fee Title Acquisition/Flowage Easement (44 acres)
- Flowage Easement Location
- Embankment Location

ROSEAU LAKE PROJECT

Updated: **DECEMBER 2020**

Scale: 0, 0.5, 1 Miles

LAND EASEMENTS AND ACQUISITION

Scale: 0, 0.5, 1 Miles

DEPARTMENT OF
NATURAL RESOURCES

PATH: \\PROJECTS\BRWD_GENERAL\LAKE_BOTTOM\MAP_DOCUMENTS\KODGE\TECHNICAL_FLOWAGE_EASEMENT_TITLED - USER: KBERG - DATE: 12/02/20

ROSEAU RIVER WATERSHED DISTRICT RESOLUTION

RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION APPLICATION IN GREATER MINNESOTA:

Park or trail name: Roseau River Water Trail

Location: Roseau County

Date of Resolution: January 5, 2022

Check below as identified on application:

- Lead Applicant - City of Roseau
- Joint Applicant - Roseau County
- Joint Partner - Roseau River Watershed District

BE IT RESOLVED that the Roseau River Watershed District, as Joint Partner, has the authority to act as a joint partner for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota*. As joint applicant(s)/partner(s) *Roseau County and Roseau River Watershed District* we formally support(s) and authorize(s) the applicant's submission on behalf of the partnership.

BE IT FURTHER RESOLVED that as lead applicant and joint applicant(s)/partner(s) we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should the Roseau River Water Trail receive formal designation as a regional park or trail in Greater Minnesota by the Commission, that as the lead applicant or joint applicant(s)/partner(s) we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant and joint applicant(s)/partner(s) certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

I CERTIFY THAT the above resolution was adopted by the listed lead applicant and joint applicant(s)/partner(s) Board or Council.

By 
Carter Diesen, Chairman

Date January 5, 2022

Witnessed:


LaVerne Voll, Secretary

Date