

**MINUTES OF THE ROSEAU RIVER WATERSHED DISTRICT BOARD
OF MANAGERS MEETING HELD JUNE 26, 2025**

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

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

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

OTHERS PRESENT: See attached list

CONSULTING STAFF PRESENT: Erik Jones, Houston Engineering; Michelle Moren, Attorney; Jacqueline Mosher, Attorney; Torin McCormack, HDR; Tom Enright, DNR

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

CONSENT AGENDA: A **motion** to approve the Consent Agenda with the addition of three permit applications was made by Manager Johnson. The motion was seconded by Manager Voll. The motion was carried unanimously.

Adoption of the Consent Agenda included:

- Approval of May 1, 2025, regular meeting minutes
- Approval of May 16, 2025, special meeting minutes
- Treasurer's Report (with additions)
- Permit 2025-09(Lindquist), Permit 2025-10(Peckman), and Permit 2025-11(Blawat)
- Review and Approve manager and employee expense vouchers as read by Manager Braaten

PERMITS:

Permit 2025-06 – Douglas Erickson permit request. Torin McCormack, HDR advised the Board that this request may require a public hearing. He further indicated with the Board needs to determine what is found with the re-establishment of records for Ditch 8. Manager Voll made a **motion** to table Permit 2025-06. Manager Schmalz seconded the motion. After discussion, Manager Voll withdrew his motion.. Manager Voll then made a **motion** to deny permit 2025-06. Manager Schmalz seconded that motion. Motion carried unanimously.

Permit 2025-12 - Matt Magnusson permit request. Magnusson requested permitting for pipes west of the intercept ditch. After review of the permit application, Manager Braaten made a **motion** to approve permit 2025-12. Manager Johnson seconded the motion. Motion carried unanimously.

DELEGATION: There were no delegates for this meeting.

OLD BUSINESS:

SD 51 bank stabilization (Weiland site): There was discussion about the property characteristics, bank shearing, and undercutting of the bank. The landowner is wondering what can be done about it. Technician Braaten took some photos of the property and forwarded them to Stephanie Klammer, DNR Hydrologist, for review to see what she would recommend doing. The board will direct Technician Broten to get more current photos as well. It was recommended the landowner contact the SWCD about cost-share programs and technical assistance.

Transfer for property to Roseau County for the Roseau River Trail - Resolution: Manager Braaten made a **motion** to adopt a resolution to transfer real estate to Roseau County as the RRWD is not eligible to receive grant money allocation, but the county is. The RRWD can then make the improvements after the transfer. Manager Johnson seconded the motion. Motion carried unanimously.

NEW BUSINESS: Administrator Halstensgard gave an update on the Roseau River Water Trail Greater Minnesota Regional Parks and Trails grant that the City of Roseau is applying for. The Dieter Town Hall site was chosen for this round of applications. A cost estimate and preliminary design is needed for the grant application. Administrator Halstensgard will work with the township board on the site plan.

8:30 PUBLIC HEARING - Oak Crest Final Hearing: Manager Braaten made a **motion** to open the public hearing. Manager Schmalz seconded the motion. The motion carried unanimously.

Upon inquiry, Administrator Halstensgard confirmed that Notice of the Public Hearing had been posted and published as required by law. Administrator Halstensgard confirmed that affidavits of service and publication had been prepared.

Tony Nordby, Houston Engineering, joined the meeting via Teams. He stated that the project is complete, the Final Engineer's Report was filed, and the final payment can be made to R & Q Trucking, Inc.

The Notice, Affidavits, and Final Engineer's report were made part of the record.

There were no verbal or written comments received prior to or at the final hearing.

Manager Voll made a **motion** to close the public hearing. Manager Johnson seconded the motion. The motion carried unanimously.

Manager Voll made a **motion** to accept the contract and to make the final payment of \$20,780.48 with Manager Johnson seconding the motion. The motion carried unanimously.

PROJECT UPDATES: After the Public Hearing discussion and before the Bid opening at 9:30 a.m., the meeting proceeded with Project Updates

Roseau Lake.

Torin McCormack, HDR Engineering, led the discussion with construction updates, touch up sites, and punch list items for Phase 1. Administrator Halstensgard mentioned that DNR had submitted a grant application to LCCMR. We were not chosen to move forward in that process but are also working on federal funding through the North American Wetland Conservation Act (NAWCA).

Big Swamp North (Badger Creek). Administrator Halstensgard provided an update regarding LSOHC funding and accomplishment plans. Representative Burkel requested that our accomplishment plan be pulled. We are waiting for the county meeting on July 9th to know how to proceed.

REPORTS:

RRWMB: Manager Braaten proceeded with the RRWMB report. Manager Braaten discussed the Basin Committee meeting with legislators in Fargo, North Dakota on July 23, 2025.

Administrator's Report: Administrator Halstensgard discussed the RRWD Summer Tour update. She started with the Monday evening event, continuing with the Tuesday full day schedule, and the Wednesday tour of our projects including a meal at the Malung Community Center. She added that we received a lot of positive feedback.

Administrator Halstensgard also reported with the personnel policy update and continued with the consideration of hiring a Human Resources personnel consultant to deal with the constantly changing personnel policies.

Technician's Report: Technician Broten gave his report starting with Ditch 3 culvert replacement, adding that we try to do one every year. This year we will be working on the Mark Wierschke culvert. Manager Johnson made a **motion** to go with the aluminized culvert and Beito to do the work. Manager Braaten seconded the motion. Motion carried unanimously.

Technician Broten requested approval to order more data loggers. Manager Voll made a **motion** to do so. Manager Braaten seconded the motion. Motion carried unanimously.

Technician Broten also noted he had received calls about water backing up in Palmville. He stated there is a beaver dam in the Palmville structure that will need to be removed.

9:30 CD 8 FEMA Work Bid Opening: - engineer estimate of \$287,801.00

The following bids were received – each bidder provided the required bid bond:

Spruce Valley bid in the amount of \$423,170.00.

Apex Drainage bid in the amount of \$199,674.70.

R & Q Trucking, Inc. bid in the amount of \$340,842.00.

Manager Braaten made a **motion** to award the contract to Apex Drainage as the lowest responsible bidder. Manager Johnson seconded the motion. Motion carried unanimously.

Closed meeting to discuss pending litigation: Manager Braaten made a **motion** to adopt the resolution to close the public meeting to discuss pending litigation. Manager Johnson seconded the motion. The motion carried unanimously.

The regular meeting was reopened following the closed session.

OTHER BUSINESS:

After a **motion** by Manager Johnson, seconded by Manager Braaten, the meeting was adjourned at 10:50 a.m. The next meeting will be held August 7, 2025, at 8:00 a.m.

Respectfully submitted,



Laverne Voll, Secretary



Tracy Halstensgard, Administrator

June 2025 Bills & Receipts

Checkbook Balance as of May 27, 2025	\$373,489.74
Receipts:	
Citizens State Bank -- interest 5-19-25	\$ 96.97
HDR Engineering -- refund	\$ 17,176.21
Marshall County -- share of taxes	\$ 372.54
Marshall County -- share of taxes	\$ 3,069.95
RRWMB -- Juneberry PT funding	\$ 10,000.00
Total:	\$ 17,645.72
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,454.60
Tawni Wensloff -- wages	\$ 2,240.47
Internal Revenue Service -- payroll taxes	\$ 4,085.91
Minnesota Revenue -- payroll taxes	\$ 678.00
PERA -- employee retirement contribution	\$ 2,036.87
Northern Resources -- gas for vehicle	\$ 160.05
Roseau Times Region -- notice	\$ 30.60
Northern Resources -- gas for vehicle	\$ 144.91
Elan Financial Services -- credit card	\$ 2,735.05
City Of Roseau -- utilities	\$ 179.34
Minnesota Energy Resources -- natural gas	\$ 126.79
Marco Technologies -- maintenance contract	\$ 91.00
Marco -- copier contract	\$ 237.66
Patrick Moren Law Office -- Legal Fees	\$ 3,113.75
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Verizon Wireless -- Trimble	\$ 40.01
AB's Lawncare -- mowing	\$ 323.22
Brady Martz -- 2024 Audit	\$ 11,670.00
Roseau County Ag Society -- fair booth fee	\$ 150.00
Mark Beito -- beaver trapping in Palmville	\$ 450.00
Artic Spray Foam - building insulation	\$ 3,570.00
Solinst Canada Ltd. -- Data loggers	\$ 5,990.18
Halverson Sand & Gravel -- Culvert installation, Roseau Lake project	\$ 5,588.86
Roseau Lake of the Woods Title and Abstract -- Bassett closing, Roseau Lake project	\$ 845.30
Gladen Construction-- Pay request 03-01	\$ 414,560.66
Gladen Construction-- Pay request 03-01.2	\$ 314,540.25
HDR -- Inv #12007188108, # 1200718109 & #1200718110	\$ 10,225.50
Total:	\$793,352.72

July 2025 Bills & Receipts

Checkbook Balance as of July 11, 2025	\$737,802.57
Receipts:	
Citizens State Bank -- interest 6-16-25	\$ 97.51
Roseau County -- share of taxes	\$ 427,558.69
Mohrman, Kaardal & Erickson -- data request fee	\$ 1,000.00
Lake of the Woods County -- share of taxes	\$ 655.65
State of Minnesota -- LSOHC reimbursement for Roseau Lake project	\$ 729,101.32
Beltrami County -- share of taxes	\$ 1,030.25
Kittson County -- share of taxes	\$ 4,153.41
Total:	\$ 1,163,596.83
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,454.59
Tawni Wensloff -- wages	\$ 3,493.83
Jason Braaten -- per diem and mileage	\$ 769.63
Carter Diesen -- per diem and mileage	\$ 506.55
James Johnson -- per diem and mileage	\$ 705.23
Cody Schmalz -- per diem and mileage	\$ 363.88
LaVerne Voll -- per diem and mileage	\$ 978.16
Tawni Wensloff -- reimbursement	\$ 80.55
Tawni Wensloff -- reimbursement	\$ 18.90
Northern Resources -- gas for vehicle	\$ 104.04
Roseau Times Region -- notices	\$ 275.40
MN Viewers Association -- dues	\$ 125.00
Elan Financial Services -- credit card	\$ 914.46
City Of Roseau -- utilities	\$ 196.98
Minnesota Energy Resources -- natural gas	\$ 26.44
Marco Technologies -- maintenance contract	\$ 91.00
Marco -- copier contract	\$ 245.66
Patrick Moren Law Office -- Legal Fees	\$ 5,405.00
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Verizon Wireless -- Trimble	\$ 40.01
Jennifer Olson -- banquet desserts	\$ 237.50
Gene's Bar & Grill -- tour expense	\$ 298.05
Roso Theater -- tour expense	\$ 40.00
Roseau County Historical Society -- tour expense	\$ 660.00
Multi Office products -- paper	\$ 21.52
Roseau County Highway Dept. -- culvert Roseau Lake project	\$ 1,996.26
C&S Habstritt -- grass seed	\$ 70.00
BIL Manufacturing -- traps	\$ 718.20
Red River Watershed Management Board -- share of taxes	\$ 110,246.75
Halverson Sand and Gravel -- access road gravel, Norland Impoundment	\$ 2,328.45
Gladden Construction-- Pay request 03-02.2	\$ 277,771.12
HDR -- Inv #12007188107, # 1200727112 & #1200727115	\$ 10,798.04
Houston Engineering -- Inv 76757	\$ 1,007.25
Roseau County -- recording fee Bassett deed	\$ 46.00
R & Q Trucking -- Oak Crest Coulee final payment	\$ 20,780.48
HDR -- Inv #1200727113, # 1200727111 & #1200727114	\$ 14,741.67
Red River Watershed Management Board -- PT facilitation cost share; Hay Creek	\$ 1,305.50

Red River Watershed Management Board -- PT facilitation cost share; Big Swamp	\$	961.88
Doc's Hardware -- supplies	\$	18.06
Larson Helicopter -- ditch spraying	\$	957.90
Simmons Contracting -- mowing - Norland	\$	4,200.00
Smith Partners -- legal fees	\$	747.00
Roseau County Treasurer -- PT funding	\$	10,000.00
Roseau County Recorder -- recording fees	\$	138.00
HDR -- Inv #1200727110, # 1200727116 & #1200729778	\$	41,089.60
Spruce Valley Corporation -- Pay Application 01-14 Roseau Lake	\$	45,457.50
Total:		\$570,515.78

RESOLUTION

WHEREAS, the Roseau River Watershed District (RRWD), the County of Roseau, and the City of Roseau have entered into a Memorandum of Agreement pursuant to the authority as set forth in Minnesota Statutes §471.59, and Minnesota Statutes Chapters 103D, 375, and 412 regarding the Roseau River Water Trail Project (Project);

WHEREAS, The Roseau River Water Trail Masterplan proposes designs for six sites that were selected along the Roseau River that are significant in terms of access and use of the Roseau River at the following specific locations: Hayes Lake State Park, Malung Town Hall, City Park, City Center, Stoe's Bridge and Ross Town Hall. The plan includes promoting the Roseau River as a water trail, which is defined as a stretch of river or lake that is mapped and managed for recreation;

WHEREAS, the RRWD has acquired parcels of real estate for development of this plan. For funding purposes, these parcels, described as follows shall be transferred to Roseau County for nominal consideration:

That part of the Northeast Quarter of the Southeast Quarter (NE¼ SE¼) and the Southeast Quarter of the Southeast Quarter (SE¼ SE¼), Section Twenty-seven (27), Township One Hundred Sixty-three (163) North, Range Forty-one (41) West of the 5th Principal Meridian, Roseau County, Minnesota. The parcel is described as follows:

Commencing at the Southeast corner of said Section 27; thence North 00 degrees 28 minutes 23 seconds East, bearing system based on NAD 83 (2011), Roseau County, a distance of 1320.00 feet; thence West a distance of 100.00 feet to the Westerly right of way line of State Highway Number 89, said point is the point of beginning of the parcel to be described; thence continuing West a distance of 117.80 feet; thence North a distance of 164.24 feet, more or less, to the ordinary high water mark of the Roseau River; thence southeasterly along said ordinary high water mark to the westerly right of way line of said State Highway Number 89; thence South 00 degrees 28 minutes 23 seconds West along said right of way line a distance of 141.26 feet, more or less to the point of beginning and there

terminating. Subject to easements, reservations and restrictions of record.

AND

That part of the Northwest Quarter of the Northwest Quarter (NW¼ NW¼) lying northeast of the centerline of the Roseau River and northwest of the west right-of-way of County Highway 113 of Section Twenty-seven (27), in Township One Hundred Sixty-three (163) North, Range Forty-two (42) West of the Fifth Principal Meridian in Minnesota, according to the United States Government Survey, subject to easements, reservations and restrictions of record.

NOW THEREFORE, be it resolved by the Managers of the Roseau River Watershed District as follows:

1. That the RRWD finds that it is beneficial to transfer the subject real property to Roseau County for the advancement of the Roseau River Water Trail Project for the reasons set forth above.


2. Be it further resolved, that the RRWD shall transfer said real property to Roseau County by means of a Quit Claim Deed for nominal consideration.

The Motion for a Resolution was made by Manager Braaten, seconded by Manager Johnson, and upon a vote being taken the following voted in favor:

The following Manager(s) abstained:

The following Manager(s) were absent:

ADOPTED BY THE ROSEAU RIVER WATERSHED DISTRICT BOARD OF MANAGERS ON JUNE 26, 2025.


Carter Diesen, Chairman


LaVerne Voll, Secretary

RESOLUTION CLOSING BOARD MEETING

WHEREAS, the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(b) states that “meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege;” and

WHEREAS, Darrell Lins, *et al* have commenced litigation regarding the Roseau Lake project and the Roseau River Restoration project;, claiming *inter alia* unlawful deprivation of property; and

WHEREAS, the RRWD seeks to meet with its attorney, to discuss the pending litigation and potential settlement proposals; and

WHEREAS, it would be detrimental to the interests of the Board of Managers of the RRWD to hold a public discussion with its attorney regarding the strengths and weaknesses of its legal position(s), strategy, and potential settlement position where an opposing party or opposing attorney could listen to or be made aware of the RRWD’s positions; and

WHEREAS, there is an absolute need for the RRWD Board of Managers to obtain confidential legal advice regarding the pending litigation and potential settlement in order to maintain the attorney-client privilege.

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

1. The Roseau River Watershed District Board of Managers hereby closes this meeting based upon the attorney-client privilege pursuant to Minn. Stat. § 13D.05, subd. 3(b);
2. The specific subjects to be discussed, pursuant to Minn. Stat. § 13D.01, subd. 3, are the legal strategy in responding to the pending litigation (Roseau Lake and Roseau River Restoration matters) against the RRWD and potential settlement position.

Dated this 26th day of June, 2025.



Chairman



Secretary

June 2025 Treasurer's report

Due to the combining of the June and July meetings and the board authorizing approval of bills by the Treasurer and Administrator during the months of May - July, this report represents bills to be paid as of June 10, 2025

Treasurer's initials

Administrator's initials

Checkbook Balance as of June 10, 2025	\$814,454.05
Receipts:	
Citizens State Bank -- interest 5-19-25	\$ 96.97
Marshall County -- SD 51 levy	\$ 372.54
Marshall County -- Current levy	\$ 3,069.95
Red River Watershed Management Board -- Juneberry PT reimbursement	\$ 10,000.00
Lake of the Woods County -- levy	\$ 655.65
Roseau County -- levy	\$ 427,558.69
Total:	\$ 441,753.80
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	
Blaine Broten -- Salary, Ins stipend & cell reimbursement	
Tawni Wensloff -- reimbursement	\$ 80.55
Elan Financial Services -- credit card	\$ 2,735.04
City Of Roseau -- utilities	\$ 179.34
Minnesota Energy Resources -- natural gas	\$ 57.81
Marco Technologies -- contract	\$ 91.00
Marco -- copier contract	\$ 177.66
Patrick Moren Law Office -- Legal Fees	
Roseau Times Region -- notice	\$ 30.60
Roseau Electric Co-op -- Int/phone --	\$ 126.85
Northern Resources Cooperative -- gas for vehicle	\$ 160.05
Coast True Value -- supplies	
Verizon Wireless -- Trimble	\$ 40.01
BradyMartz -- 2024 Audit	\$ 11,670.00
Solinst -- data loggers	\$ 5,970.18
Roseau Lake of the Woods Title & Abstract -- Bassett closing	\$ 845.30
AB's Lawn Care -- mowing	\$ 323.22
Halverson Sand & Gravel -- Roseau Lake culvert install	\$ 5,588.86
Gladen Construction -- Roseau Lake payment application 3-1	\$ 414,560.66
Gladen Construction -- Roseau Lake payment application 3-1.2	\$ 314,540.25
Houston Engineering -- invoice #	
HDR -- WD 3 3-30-25 through 5-3-25 inv #	
HDR -- CD 8 FEMA 3-30-25 through 5-3-25 inv #	
HDR -- Spruce 35 Wetland Bank 3-30-25 through 5-3-25 inv #	
HDR -- SD 69 / Big Swamp North, 3-30-25 through 5-3-25 Inv#	
HDR -- Roseau Lake 3-30-25 through 5-3-25 Inv #	
HDR -- Hay Creek Sub-watershed 3-30-25 through 5-3-25 Inv	
HDR -- Whitney Lake site A, 3-30-25 through 5-3-25 Inv #	
Total:	\$757,177.38

May 2025 Treasurer's report

Due to the combining of the June and July meetings and the board authorizing approval of bills by the Treasurer and Administrator during the months of May - July, this report represents bills to be paid as of May 22, 2025

Treasurer's initials

Administrator's initials

Checkbook Balance as of May 21, 2025	\$432,306.35
Receipts:	
Citizens State Bank -- interest	
HDR Engineering -- refund of overpayment	\$ 17,176.21
Total:	\$ 17,176.21
Bills:	
Tracy Halstensgard -- Salary, Ins stipend & cell reimbursement	\$ 5,956.89
Blaine Broten -- Salary, Ins stipend & cell reimbursement	\$ 3,172.89
Tawni Wensloff -- wages	
Mark Beito -- Palmville beaver trapping	\$ 450.00
Elan Financial Services -- credit card	
City Of Roseau -- utilities	
Minnesota Energy Resources -- natural gas	\$ 57.81
Marco Technologies -- Adobe Acrobat Pro renewal	
Marco -- copier contract - two months	
Patrick Moren Law Office -- Legal Fees	
Roseau Times Region -- notice	\$ 30.60
Roseau Electric Co-op -- Int/phone --	.
Northern Resources Cooperative -- gas for vehicle	\$ 144.91
Coast True Value -- supplies	
Verizon Wireless -- Trimble	
Artic Spray Foam & Insulation Inc -- attic insulation	\$ 3,570.00
Solinst -- data loggers	\$ 5,970.18
Houston Engineering -- invoice # 76270 GIS mapping, work on tour	\$ 1,641.50
Houston Engineering -- invoice #	
Houston Engineering -- invoice #	
HDR -- WD 3 3-30-25 through 5-3-25 inv # 1200718108	\$ 2,055.50
HDR -- CD 8 FEMA 3-30-25 through 5-3-25 inv # 1200718109	\$ 2,030.00
HDR -- Spruce 35 Wetland Bank 3-30-25 through 5-3-25 inv #1200718110	\$ 6,140.00
HDR -- SD 69 / Big Swamp North, 3-30-25 through 5-3-25 Inv# 1200718107	\$ 8,330.00
HDR -- Roseau Lake 3-30-25 through 5-3-25 Inv #1200718112	\$ 13,542.59
HDR -- Hay Creek Sub-watershed 3-30-25 through 5-3-25 Inv 1200718106	\$ 1,402.50
HDR -- Whitney Lake site A, 3-30-25 through 5-3-25 Inv #1200720240	\$ 5,980.00
Total:	\$60,475.37



REGULAR BOARD MEETING

Sign-in sheet

June 26, 2025 – 8:00 a.m.

RRWD 714 6th St SW Roseau, MN 56751

NAME

EMAIL

PHONE

Toria Mc HDR

Watt Messwert

Matt Mesmer