



**TITLE:** REGULAR MONTHLY BOARD MEETING MINUTES

**DATE:** JUNE 5, 2025

**1. ATTENDANCE:**

Chairman Stuart Christian called the June 5, 2025, meeting to order at 8 AM at the District Office. Other managers attending were Clayton Bartz, Don Andringa and Shawn Brekke. Managers absent included Craig Engelstad. Staff members present included April Swenby – Administrator and Donna Bjerck, Administrative Assistant. Others attendance included Zach Herrmann - Houston Engineering and Mark Erickson – Mill Street Catering. Attending via remote technology included Brion Mahin - Linfoot HVAC.

**2. APPROVAL OF THE AGENDA:**

A **Motion** was made by Manager Brekke to approve the agenda, with the addition of building project change orders and furniture/appliance expenditures, **Seconded** by Manager Bartz. **The Motion was carried.**

**3. APPROVAL OF THE MINUTES:**

A **Motion** was made by Manager Bartz to approve the minutes from the May 1, 2025, **Seconded** by Manager Andringa. **The Motion was carried.**

**4. FINANCIAL REPORT:**

A **Motion** was made by Manager Andringa to dispense the reading and approve the May 2025 Treasurer Reports, **Seconded** by Manager Brekke. **The Motion was carried.**

The managers reviewed their expense reports and reported on activities for the month. The following bills were reviewed.

<b>Berhow Sodding</b>	8,220.00
<b>Brady &amp; Martz</b>	11,694.91
<b>First Community Credit Union</b>	571.52
<b>Garden Valley Telephone Company</b>	717.48
<b>Garfield Township</b>	270.00
<b>H2Over Viewers</b>	25,015.68
<b>Houston Engineering</b>	62,857.50
<b>Liberty Township</b>	450.00
<b>Office Supplies Plus</b>	51.50
<b>Otter Tail Power Company</b>	297.93
<b>Polk County Fair (Booth Rental)</b>	150.00
<b>Polk County Fair (Sponsorship)</b>	500.00
<b>Wild Rice Electric</b>	122.19
<b>TOTAL</b>	<b><u>110,918.71</u></b>

A **Motion** was made by Manager Brekke to approve and pay the bills with a total of \$110,918.71, **Seconded** by Manager Andringa **The Motion was carried.**

**5. ADMINISTRATIVE REPORT:**

**Access Permissions:** Mark Erickson who recently purchased the neighboring building, would like permission to allow walking access in between the two buildings to access a proposed new north entrance to his building. Swenby provided the agreement that was drafted in the past when permission was asked to use district property. The Board supported a user agreement to allow access for a new north entrance. The agreement would be drafted by the district's attorney to ensure that there would not be liability on the district. Mark Erickson agreed that the cost of the agreement would be his responsibility.

**Union Lake Pump:** Sheriff's office performed the dive inspection. Swenby has not received a report from their office. The Sheriff's department did not assess the charge to assess the intake pipe. Swenby provided the April USLID meeting minutes to the managers.

**Ditch Buffer Policy:** Swenby provided a proposed draft policy and correspondence from Dave Hauff's office relating to the proposed policy suggestions. Hauff also gave examples of other watershed district policies, which Swenby provided. Swenby affirmed that this draft policy would need to be forwarded to John Kolb before a final policy is approved. This would replace the district's mowing policy made several years ago. The managers made changes/suggestions to the proposed policy and added comments that will need legal directives and asked Swenby to send to the district attorney.

**Project Team:** There is a project team meeting scheduled for June 11 that includes a tour of the site, lunch and a meeting with a presentation from Herrmann.

**Building Project:** Swenby inquired about a budget for office furniture/appliances in the new space. She explained that there was enough to cover the receptionist space in the allowance for cabinetry and had enough to add some upper cabinets and a lower "L" shaped counter to ensure the laminate counter matched and it maximized the space. She explained there may not be enough in the allowance for file cabinets which could be built by the people doing the cabinets and she provided a cost range for file cabinets that match the rest of the cabinetry. She suspected the only furniture may be some sitting chairs/side tables in the NE corner and executive office desk in the Administrator's office. The kitchen is covered with cabinets in the allowance and shouldn't need anything other than appliances. Swenby explained that contractors will be taping and texturing this week and some of these things may be able to be taken care/ordered in June before the next board meeting. A **Motion** was made by Manager Brekke authorizing a budget not to exceed \$15,000 for furniture, office furniture, and appliances, **Seconded** by Manager Andringa. **The Motion was carried**

**Existing Building Repairs:** Swenby reported that Sun Control came to measure the windows for the addition and at that time she asked for a quote to do the same for the windows on the existing building and provided that to the managers. Swenby asked the board to review the materials to learn about what the company says the benefits are for energy about their product to think about if they'd like to add film to the existing windows of the district building.

Swenby also wanted to bring to the board's attention that she noticed the North side of the existing building has some grout issues that are minor but may benefit from repair sooner rather than later. Swenby noted that issues are located more towards the base of the building. She also asked the managers to look at the stone-work on the north side, the sills and the years of not upkeeping which have resulted in a black overcoat of historic features. She was told the school recently had their window stoops and stone-work acid-washed to clean the black areas and then had areas of brick repaired. Swenby learned who their contractor was (from Ulen) and she is planning on reaching out to them for an estimate. She asked the board to take a look the next time they are outside the building. Manager Andringa asked Swenby to check with the contractor on the NW side of the existing building to ensure that the brick is in stable condition and not needing repair before the new Dry-vit siding covers it. He wanted to make sure that the brick was not just getting "covered up", later resulting in issues.

**Basement Garbage:** Swenby stated that now that school is out and sports is completed, and kids are looking for small jobs, she asked if there was any opposition to hiring a couple of teenage kids to come and haul the garbage from the basement to a dump trailer. Swenby would suspect with two kids, it wouldn't take more than a couple hours and offered both her son and Bjerk's son to assist. The board agreed to compensate each kid \$100 to take care of hauling the trash, debris and garbage up the stairs to the trailer to clean out the basement. Manager Andringa offered to bring his trailer.

**July Board meeting:** The board moved the July meeting to July 1<sup>st</sup> at 8:00 AM in lieu of the holiday week.

**Project #119:** Swenby stated that there were two landowners who were in favor of cleaning Ditch 119. Swenby stated she looked at inspection records, and according to inspection notes, there were areas that were being monitored for cleaning. She directed the managers to the treasurer's report showing a \$7,000 balance for maintenance. Gladen is working in the area and a change order can be produced for the contract that is currently with the district. The board agreed that it is best to do the work now, as the outlet for Ditch 119 has been cleaned. Managers commented that for efficiency it is best to do them at the same time vs. waiting 2-5 years. Herrmann will work on a change order to include this stretch of ditch in the cleaning that is currently underway.

**Additional Items:** The managers were given information regarding Polk County Discovery meetings that Swenby has been attending, updates on the Mn 102 Boundary/MnDOT scheduling, meetings that Swenby attended throughout the month, and public relations items from Lessard Sams Outdoor Heritage Council. Swenby included information from the Drainage Work Group, The Flood Damage Reduction Work Group, Mn Watersheds legislative update, and a case law update on Polk County Ditch 39 appeal.

## 6. ENGINEER'S REPORT:

**SH Ditch Repairs:** A bid opening is scheduled for 10 AM on June 20, 2025, at the SHRWD for repair in Section 24, Scandia. Advertisements will run 6/4/25, 6/11/25, and 6/18/25 in the Fertile Journal and it is posted on HEI Bidder's Portal. Bid award will take place in July. Herrmann continues to work through the plans and specifications for the bank failure in Liberty township.

**Project #17:** Contractors have moved forward for the completion of the repair. Staking for seeding has been completed. Manager asked Herrmann if there were specific reasons for the contractors starting upstream vs. starting from the outlet end when they began their work again this spring. Herrmann stated that there were many areas that were too wet, and that HEI offered them flexibility because they were already mobilized to move to locations that better suited them in relation to the conditions. Manager Andringa complimented the workmanship of Gladen Construction.

**Project # 12:** Last month, Swenby stated that there was a report of a damaged culvert on Project #12. The field inspector reviewed his notes and made a site visit. Images were provided to the managers. No action will be taken at this time. Swenby reported that she contacted the landowner, who stated he misunderstood the location of the damaged culvert and would like another are checked. Swenby and Herrmann will make a site visit during ditch inspections. Staff will take appropriate action depending on what is found during the site visit.

**Project # 27:** Herrmann is working through the preliminary design and cost estimates to assist in funding pursuits. They are currently exploring filter options that reduce additional pump demand. Herrmann has also been fulfilling requests from Ron Ringquist for updated mapping.

## 7. ACTION ITEMS:

- 1. Annual Report:** The Annual Report for 2024 was presented. A **Motion** was made by Manager Brekke to approve the 2024 Annual Report, **Seconded** by Manager Bartz. **The Motion was carried.**
- 2. Existing Building HVAC Considerations:** At 10 AM, Brion Mahin, presented options for HVAC improvements to the existing district office. The plans call for supplemental heating options for the existing structure but indicated that what is in the proposed plan is only supplemental and questioned the satisfaction of the district. He offered additional improvements that would eliminate the need for the electric baseboard in the majority of the existing building and would return the electric heat as a back-up/supplementary and source not a primary source. He stated that now would be the most cost-effective time to implement an improvement. Two options were presented. Option 1 included only improvements for heating and Option 2 included options for heating and the replacement of the district A/C and duct insulation as the current A/C unit predates the year 2000. Mahin explained that he evaluated upflow equipment vs. placing equipment in the new addition, and venting into the existing building. He recommended the latter as a more cost effective way to meet the goals.

A **Motion** made by Manager Andringa to approve the additional HVAC recommendations as presented for not to exceed a total \$24,650, **Seconded** by Manager Brekke. **The Motion was carried.**

3. **Change Order – Building Project:** The contractor presented a change order quote for \$3,250. This includes an additional lean-to roof on the south side to reduce snow and water from accumulating between the two buildings. Originally, the district was going to use a “wait and see” approach after the first winter to determine if this was necessary; however it may be more cost effective to proceed forward now to avoid having to remobilize a contractor, and piece into the steel on the south side after it has already been installed. The managers asked Swenby to double check with the contractor the structure is sufficient to withstand snow and ice load. Swenby confirmed that permission was granted from Mark Erickson to tie into his building and attach.

Swenby stated that the contractors talked about building a deck for the A/C units to remove them from the walkway. This will keep the walkway open, to get to the electrical panels on the outside of the building.

A **Motion** made by Manager Andringa to approve the change order as presented for \$3,250 and proceed forward with the tiered, lean-to roof on the south side of the addition, **Seconded** by Manager Brekke. **The Motion was carried.**

4. **Redetermination of Benefits (Project 3, Project 11, Project 12, Project 13, Project 17, Project 20, Ditch 9, and Ditch 119):**

Findings and Orders for redetermination of benefits were presented to the board. All resolutions and motions relating to the Findings and Orders are attached hereunto the minutes for official records.

5. **Consolidation of Drainage systems Project 17, Ditch 9 and 119:**

Manager Andringa moved, seconded by Manager Bartz for adoption of the following resolution of intent to initiate proceedings to consolidate drainage systems Project #17, Ditch 9 and Ditch 119:

***WHEREAS,** the Sand Hill River Watershed District Board of Managers is the Drainage Authority for Project 17 (PC 41), Ditch 9, and Ditch 119; and*

***WHEREAS,** the Drainage Authority has initiated redeterminations of benefits for Project 17 (PC 41), Ditch 9, and Ditch 119; and*

***WHEREAS,** the Drainage Authority believes that the consolidation of all or portions of the drainage systems will likely: be consistent with the redetermination of the benefited areas of the drainage systems, once made, be fair and equitable and provide for the efficient administration of the drainage systems.*

***THEREFORE,** the Drainage Authority for Project 17 (PC 41), Ditch 9, and Ditch 119, adopts this resolution of intent to consolidate the drainage systems and initiates proceedings under statutes section 103E.801 to consolidate the systems; and*

***FURTHER,** the Drainage Authority shall investigate the consolidation and hold a hearing on the consolidation following completion of the redeterminations of benefits for the individual systems; and*

***FURTHER,** the Secretary is instructed to alert the viewers in the redetermination of benefits proceedings of this resolution of intent so they may anticipate preparation of consolidated benefits reports.*

After discussion, the Board President called the question. The question was on the adoption of the foregoing Findings and Order, and there were 4 yeas and 0 nays as follows:

	Yea	Nay	Absent	Abstain
Christian	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engelstad	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Andringa	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bartz	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brekke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the chairman declared the motion passed and the Findings and Order adopted.

**Meeting room furniture:** The managers held a discussion about furniture for the meeting room space. The managers would like to keep the board room table and suggested a new seating arrangement where all managers face the audience repositioning Herrmann and Bjerk. The managers suggested placing wheels on the board room table to make it moveable for repositioning during collaborative meetings. In doing so, the need for furniture would be reduced. The managers explored the cost for purchasing chairs/tables for the audience and/or project team, One Watershed Planning meetings and other various collaborative meetings. The managers reviewed the cost estimate from Brander Printing that was presented several months ago.

A **Motion** was made by Manager Andringa to set a budget not to exceed \$18,000 for new furniture – tables with wheels and new chairs for public audience, **Seconded** by Manager Brekke. The Motion was carried.

## 8. OTHER BUSINESS:

The managers received information from Mn Watersheds, Polk County Discovery Meetings that Herrmann and Swenby both attend, the Drainage Work Group, and the Flood Damage Reduction Work Group.

## 9. PERMITS:

Five permits were presented to the board:

25-006: Liberty Township, Liberty Twp. Section 5, Replace culvert (SHRWD sizing). Herrmann would recommend approval pending sizing recommendation of culverts. A hydraulic analysis may be required as it is a MnDNR protected waterway.

**Motion** made by Manager Brekke to approve permit #25-006, **Seconded** by Manager Andringa. **The Motion was carried.** Herrmann will recommend a size.

The following permits were approved in 2023 and were not able to be completed. According to the district rules, they have passed the time to apply for an extension; Therefore, new permits were applied for to replace the following permits:

Permit 2023- 27 Charles N Hawkins Trust, Section 20, Russia Township, Install Tile  
\*Approval pending County approval (outlets into Polk Co Ditch 45).  
New Permit # 25-011

Permit 2023-14 Solheim Farms, Section 20, Russia Township, Install Tile  
\*Approve pending Polk County approval for outletting into Co. Dich 45  
New Permit # 25-012

Permit 2023-15 Solheim Farms, Section 20, Russia Township, Install Tile  
\*Approve pending Polk County approval for outletting into Co. Dich 45  
New Permit # 25-013

Permit 2023-16 Solheim Farms, Section 20, Russia Township, Install Tile  
\*Approve with provisions for outletting into SHWRD legal system  
New Permit # 25-014

**Motion** made by Manager Brekke to approve permit #25-011 - #25-014 with the same provisions as listed in the original permits, **Seconded** by Manager Andringa. **The Motion was carried.**

## 10. ADJOURNMENT:

The next regular meeting will be held July 1, 2025, at 8 AM. As there was no further business to come before the board, a **Motion** was made by Manager Bartz to adjourn the meeting at 10:47 AM, **Seconded** by Manager Brekke. **The Motion was carried.**

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Donna Bjerk, Administrative Assistant

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Shawn Brekke, Secretary