



Brown Soil and Water Conservation District



300 2nd Ave. SW • Sleepy Eye, MN 56085 • Phone: 507-794-2553

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Minutes of the December 11, 2019 Brown SWCD Regular Board Meeting Brown County Office Building, Sleepy Eye, MN

Meeting was called to order at 3:59pm by Chair Vogel.

PRESENT

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Jeff Nielsen – Treasurer
5. Greg Roiger – PRI
6. Melanie Krueger – District Manager
7. Alan Gleisner – Senior District Technician
8. Matthew Remer – District Technician
9. Nicole Schultz – District Technician
10. Dean Simonsen – Brown County Commissioner (entered 4:14pm, exited 5:32pm)

AGENDA

- ◆ Motion was made by Windschitl and seconded by Nielsen to approve the agenda as presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

CONSENT AGENDA

- ◆ Reviewed Consent Agenda items. A motion was made by Nielsen and seconded by Windschitl to approve consent agenda items presented which included the November 13, 2019 Board Meeting minutes, the November 2019 Treasurer's Report, the Bills Report dated November 7, 2019 to December 4, 2019, the MDA 2020 Nursery Stock Certificate Renewal payment of \$250.00, the NUASF 2020 Membership Dues of \$20.00, and Staff Reports dated November 7, 2019 to December 4, 2019.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

WATER PERMITS/WCA REPORTS

- ◆ Krueger gave an update on one DNR water permit that had an administrative amendment, well records received from the Minnesota Department of Health, wetland banking easements, the WCA violation in Cottonwood Township, and the WCA application in Sigel Township.

*Simonsen entered at 4:14pm

PF/FARM BILL WILDLIFE BIOLOGIST REPORT

- ◆ Krueger advised the new hire is scheduled to start December 17 in Sleepy Eye.

NRCS REPORT

- ◆ Reviewed written report provided by Kjorness.

COMMISSIONER COMMENTS

- ◆ Commissioner Simonsen advised on the following items- 1) truth in taxation budget meeting was held last week and there is a 4.6% increase planned, 2) there are some JD ditch system landowner meetings tomorrow on joint systems with Redwood County, 3) they met with legislators a week ago and discussed a possible state budget surplus and the 2020 legislative season, 4) typical year end items are occurring, 5) discussed questions from the group about the possible changes to zoning ordinances relating to setbacks on bluffs, and 6) discussed questions from the group about ditch feasibility studies.

COST SHARE

- ◆ Pre-Construction Cover: Reviewed information on the new pre-construction cover option in the erosion control and water management program policy.
- ◆ Gleisner reviewed the cost-share report. Krueger gave an update on the status of flood relief and cost share grants and advised amendments may be necessary on three projects by the end of the month.
 - ◇ A motion was made by Nielsen and seconded by Rathman to authorize District Manager to sign cost share amendments, if needed, on the Springfield Golf Course, Pat Hoffmann, and Gary Veenstra projects.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Nielsen and seconded by Rathman to approve final payment of \$1,540.00 to Dwight Nilson for flood relief cost-share contract EM3-FY16-01. This is for a grade stabilization and WASCOB project in Milford 11 that has been completed. Partial payment of \$24,409.50 was made in September. Total cost of the project is \$25,949.50. SCTSA was technical representative for the project. Final payment will be made using FY16 Flood Relief 3A Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve Amendment 3 on the Donald Schaefer contract EM3-FY16-03 changing the install by date from 12/31/19 to 12/31/20. This is a grade stabilization project in Cottonwood 23. SCTSA is technical representative. Project completion is scheduled for 2020 due to unfit site conditions for construction this year.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Nielsen to approve a partial payment of \$13,500.00 to Donald Schaefer for flood relief cost-share contract EM3-FY16-03. This is for a grade stabilization in Cottonwood 23. Partial payment is for mobilization and pipe costs incurred this month. Construction was stopped due to site conditions and will now be completed in 2020. SCTSA is technical representative for the project. Partial payment will be made using FY16 Flood Relief 3A Grant funds.
Affirmative: Vogel, Rathman, Nielsen, Roiger
Opposed: Windschitl; Motion Carried

- ◆ A motion was made by Windschitl and seconded by Roiger to approve cost share payment of \$42,843.00 to Michael Kuck for flood relief contract EM3-FY16-05. This is for a grade stabilization project in Cottonwood 5 that has been completed. Final cost of project was \$42,843.00. SCTSA was technical representative for the project. Final payment will be made using FY16 Flood Relief 3A Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Roiger and seconded by Nielsen to approve Amendment 2 for additional funds of \$1,050.00 for additional tile work on the Mike Brandl flood relief contract EM3-FY16-04. This is a grade stabilization project in Home 36. SCTSA is technical representative. FY16 Flood Relief 3A Grant funds will be encumbered.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ A motion was made by Rathman and seconded by Windschitl to approve cost share payment of \$18,319.00 to Mike Brandl for flood relief cost-share contract EM3-FY16-04. This is for a grade stabilization project in Home 36 that has been completed. Final cost of project was \$18,319.00. SCTSA was technical representative for the project. Final payment will be made using FY16 Flood Relief 3A Grant funds.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried

UNFINISHED BUSINESS

- ◆ None

NEW BUSINESS

- ◆ **Buffer Program Update:** Remer reviewed details of the buffer program update report provided to the group.
- ◆ **2020 AISP Work Plan:** Schultz reviewed the draft work plan presented for approval. Discussion held. A motion was made by Roiger and seconded by Rathman to adopt the AISP 2020 Work Plan presented.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- *Simonsen exited at 5:32pm
- ◆ **2020 Farm Show Booth:** Krueger advised the dates and cost for the 2020 farm show booth. A motion was made by Windschitl and seconded by Rathman to authorize a booth for the 2020 farm show.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Notary Public Renewal:** Krueger advised the costs to renew her notary public commission. A motion was made by Roiger and seconded by Nielsen to authorize renewal of notary public for manager, Melanie Krueger.
Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
Opposed: None; Motion Carried
- ◆ **Special Board Meeting:** Discussion on the possible need for a special meeting at the end of the month for cost share payment approvals and discussed some potential dates.
- ◆ **Annual Planning Meeting:** Discussion held on potential dates for the meeting in January. District Manager reviewed five business items that should be moved to the regular board meeting at beginning of January since the annual planning meeting typically occurs at the end of January now and Supervisors agreed. Krueger will confirm date of the annual meeting at next month's board meeting.

- ◆ **2020 Personnel Policy & Pay Scale:** District Manager gave an update on the status of the 2020 personnel policy and pay scale from Brown County. The district follows those policies. She advised they are not available yet because the county is still working on finalizing some changes and most likely won't be until mid to late December. Discussion was held and it was agreed that the Personnel Committee will meet to review the items once they are available and before the next board meeting.
- ◆ **Meeting Reports:**
 - ◇ Rathman, Nielsen and staff attended the MASWCD Area VI meeting in Franklin and gave a report.
 - ◇ Nielsen gave an update on the RCRCA meeting attended on December 5.
 - ◇ Nielsen attended the MASWCD convention and gave a report and advised on the outcomes of the resolution voting. Gleisner and Schultz also attended and provided some comments.
- ◆ **Upcoming Meetings/Events:** A motion was made by Nielsen and seconded by Rathman to approve/attend the following upcoming meetings/events:
 - ◇ Wednesday, December 18 – 2W2P Policy Committee Meeting, St James (Windschitl)
 - ◇ Thursday, January 2 – RCRCA Board Meeting, Marshall (Nielsen)
 - ◇ Wednesday, January 8 – Brown SWCD Board Meeting, 4:00pm (All)
 - ◇ Monday, December 16 – Prairie Plan Meeting, Redwood (Rathman)
 - ◇ Special Board Meeting, if needed, towards end of December, potentially December 27th or 30th – final date and time to be determined (All)
 - ◇ Personnel Committee Meeting – date and time to be determined (Windschitl, Nielsen, Krueger)
 - Affirmative: Vogel, Rathman, Windschitl, Nielsen, Roiger
 - Opposed: None; Motion Carried

Meeting Adjourned – 6:31 pm

Secretary:  Date: 12-8-20