

LARSEN DRAINAGE DISTRICT

Meeting Minutes

9:30 a.m. on Wednesday, September 30, 2020

Town of Clayton Meeting Room, 8348 County Road T, Larsen, WI 54947

I. Call to Order:

A. Notice Verification, Roll

1. Dave Schliek called the meeting to order at 9:30 a.m.
2. Roll

a. District Board

Chair	VACANT
Secretary Jerry Peterson	PRESENT
David Sleik	PRESENT

b. Staff

Town of Clayton Clerk Holly Stevens	PRESENT
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II. Approval of Minutes

- ##### A. Approval of the minutes of the April 15, 2020 Larsen Drainage District Annual Meeting.

MOTION:

Motion by Gerry Peterson

Second by Dave Sleik

Motion to approve the minutes from the April 15, 2020 Larsen Drainage District Meeting.

Motion carried by a vote of 2-0

III. Open Forum: Drainage District related Matters not on the Drainage District Board Agenda:

NONE

IV. Business:

- ##### A. Discussion/Action: Review of the 2020 Year-to-Date Financial Report

Mary Krueger, Winnebago County Treasurer and Larsen Drainage District Treasurer provided a Financial Report the District as of 09/23/2020. The fund balance is \$197,741.90.

MOTION:

Motion by Gerry Peterson

Second by Dave Sleik

Motion to accept the financial report as presented by the District Treasurer.

Motion carried by a vote of 2-0

MOTION:

Motion by Gerry Peterson

Second by Dave Sleik

Motion to accept the Financial Report as provided by the Larsen Drainage District Treasurer and to submit the report to the Department of Agriculture, Trade, and Consumer Protection as required.

Motion carried by a vote of 2-0

B. Discussion/Action: Review and consideration of any outstanding invoices/obligations

The Board reviewed invoices submitted to the District for payment. The invoices included the contract billing for Clerical Services from the Town of Clayton, and the calculated per diem payment to the Board Members for 2020 Meeting attendance.

MOTION:

Motion by Dave Sleik

Second by Gerry Peterson

Motion to approve payment for the accounts payable as presented and to submit the billing to the Larsen Drainage District Treasurer for payment.

Motion carried 2-0

C. Discussion/Action: Review and consideration of setting the District Fees for CY 2020 payable in CY 2020/21

The Board reviewed the District fees for the 2019 tax bills as follows:

Parcels with Improvements	\$ 9.18 + per acre charge
Parcels without Buildings	\$ 3.06 + per acre charge
Per Acre Charge	\$.97
Larsen-Winchester Sanitary District	\$ 1,620.00 Flat Fee
Northeast Asphalt	\$ 2,700.00 Flat Fee

Clerk Stevens noted over the past two years, the Board has reduced the fees as follows:

2017 rates generated \$13,490.

2018 Board reduced rates by 10 percent generating \$12,154.

2019 Board reduced rates by 20 percent generating \$9,734.

Dave Sleik stated he did not want to charge an increase because the fund balance is sufficient to continue corridor maintenance. He suggested keeping the rates the same as the 2019 rates.

MOTION:

Motion by Dave Sleik

Second by Gerry Peterson

Motion to set the 2020 tax fees for properties in the Larsen Drainage District at the same rate as the 2019 fees as follows:

Parcels with Improvements	\$ 9.18 + per acre charge
Parcels without Buildings	\$ 3.06 + per acre charge
Per Acre Charge	\$.97
Larsen-Winchester Sanitary District	\$ 1,620.00 Flat Fee
Northeast Asphalt	\$ 2,700.00 Flat Fee

Motion carried by a vote of 2-0

- D. Discussion/Action: Review and consideration of the expansion of the Board from three members to five members

1. Rule Change

Clerk Stevens reported the State Drainage District Engineer and Conservation Engineering Unit Leader Bart Chapman is recommending the Larsen Drainage District Board approve a rule change to implement a 5 Member Board. The recommendation is made based on the need for more comprehensive governance of the District. A 5 Member Board provides better representation of the landowners and varying entities affected by the District. It should be noted that at any time in the future the Board can make a rule change to reduce the Board to 3 members if they so choose.

Clerk Stevens also noted Mr. Chapman is willing to attend a future meeting after the new Board members are appointed to provide information, guidance, and direction in order for the Board to meet the compliance requirements of the District.

Ted Eckstein, 4790 County Road II, commented that the 3 member Board has worked for many years.

Dave Sleik noted he was in favor of the 5 member Board because he then would be able to talk with another Board member without creating a walking quorum. He said in the small communities, it is difficult not to talk with your neighbors about your lands.

Gerry Peterson commented he thought it would be good to get more people involved with the District.

MOTION:

Motion by Gerry Peterson

Second by Dave Sleik

Motion to approve a rule change to implement a 5 Member Board to represent the Larsen Drainage District.

Motion carried by a vote of 2-0

2. Notification of Vacancies and Requests for Representative Recommendations

Clerk Stevens noted with the passing of Chairman Eckstein, the Board is required to report the vacancy to the Circuit Court according to WI § 88.17(2)(h). She also noted that with the approval of the rule change for a 5 Member Board, the rule change and the associated vacancies will also need to be reported to the Circuit Court.

Clerk Stevens suggested prior to reporting to the Court, Mr. Chapman recommended the Board notify and request Recommendations for Representatives from the UW Extension; Winnebago County Land and Water; Winnebago County Farm Bureau; the Towns of Clayton, Winneconne, and Winchester; and all landowners within the District. She explained Mr. Chapman's recommendation is for each municipality to provide at least one representative. Other nominations should include landowners, farmers, engineers, or any other candidates with experience and interest in the district. After compiling the list of candidates including their qualifications, the Court should be notified of the vacancies. The Court will then have a candidate list from which to select and appoint a full complement of Board Members.

MOTION:

Motion by Dave Sleik

Second by Gerry Peterson

Motion to notify the UW Extension; Winnebago County Land and Water; Winnebago County Farm Bureau; the Towns of Clayton, Winneconne, and Winchester; and all landowners within the District of the vacancies on the Larsen Drainage District Board and to request nominations of candidates for submission to the Circuit Court for consideration and appointment.

Motion carried by a vote of 2-0

- E. Discussion/Action: Review and consideration of the Request for Proposals to perform a required Annual Comprehensive Inspection and to make recommendations for future Maintenance Projects

Clerk Stevens reported Mr. Chapman has noted that all Drainage Districts are required to perform an annual inspection of the drainage course and provide a report of condition to DATCP. This along with the impending expiration of the WI DNR Dredging Permit (expires 01/23/2021) and the completion of the related project, Mr. Chapman has made the recommendation the Board send out Requests for Proposals (RFPs) from a minimum of three engineering firms for a Comprehensive Inspection of the entire corridor, manually and/or by drone; and to make recommendations for future Maintenance Projects.

Clerk Stevens noted the action will NOT incur any costs to the District at this time, but will provide the necessary data for the Board to choose a firm with which to work moving forward. If the Board issues the RFPs at this time, any bids for the services could be reviewed and considered after the Circuit Court completes the appointment process for Board members.

The Board discussed the benefits of a drone study and the comprehensive analysis the technology is able to offer. Dave Sleik said he feels a drone study would give a better inspection than someone walking the course with limited visual access.

Gerry Peterson said he had been contacted by property owners who live at the mouth of the Arrowhead River where it opens into Lake Winneconne. He requested the bids for services include the analysis/inspection of that area as well to determine if there is a blockage of flow there.

MOTION:

Motion by Dave Sleik

Second by Gerry Peterson

Motion to send RFPs for a Comprehensive Inspection of the Larsen Drainage District manually and/or by drone including the Arrowhead River from County Road M to its mouth at Lake Winneconne; and to provide costs to make recommendations for future maintenance projects.

Motion carried by a vote of 2-0

F. Discussion/Action: Other business not requiring formal action

Dave Sleik said he would like the Board to authorize the continued maintenance work in the corridor including bank cleaning and mowing of brush, etc.

MOTION:

Motion by Dave Sleik

Second by Gerry Peterson

Motion to authorize the continued maintenance work of the corridor as deemed necessary including bank cleaning and mowing of brush, etc.

Motion carried by a vote of 2-0

Clerk Stevens requested a tentative date for another meeting to review the Board Member candidate recommendations for submission to the Circuit Court. The Board tentatively scheduled a meeting for December 9, 2020 at 9:30 a.m.

V. Adjournment:

MOTION:

Motion by David Sleik

Second by Gerry Peterson

Motion to adjourn at 10:14 a.m.

Motion carried by a 2-0 vote.

Respectfully submitted,
Holly Stevens, Clerk, Town of Clayton