

WINNEBAGO COUNTY DRAINAGE BOARD
LARSEN DRAINAGE DISTRICT

Meeting Minutes

7:00 p.m. on March 30, 2021

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

I. Call to Order

Board Members:

Howard Miller	PRESENT
Peter Romberg	PRESENT
David Sleik	PRESENT
John Kunde	PRESENT
Michael Pfankuch	PRESENT

Staff:

Clerk Holly Stevens	PRESENT
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District Consultant:

Gerald Peterson	PRESENT
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II. Approval of Minutes

A. Approval of the minutes of the March 8, 2021 Larsen Drainage District Meeting.

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Romberg

Motion to approve the minutes from the March 8, 2021 Larsen Drainage District Meeting as presented.

Motion carried by unanimous voice vote

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

NONE

IV. Business:

A. McMahon Group

1. UAV and GIS presentation-McMahon Associates

Ben Hamblin and Sam Pociask, both of McMahon Group presented samples of UAV projects and discussed the standard image capturing and the options for detailed captures. They also discussed the GIS services which will allow the Board Members access to a program from which they can access corridor data, as well as, add information and photos.

This methodology will provide for access to and storage of data for perpetuity, building a data base overtime.

2. Discussion/action to identify UAV scope of services

The Board determined an orthomosaic corridor capture with detailed captures at bridges and major tributaries would provide sufficient data for their examination and review. It was noted that additional video capture could be performed if the initial data indicates potential issues or concerns.

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Romberg

Motion to accept the UAV Scope of Services including an orthomosaic study with detailed captures of bridges, major tributaries, and trouble spots; and to provide ArcGIS On-Line Organizational services as presented for a cost not-to-exceed \$26,000.

Motion carried by unanimous voice vote.

3. Discussion/action regarding agreement method for providing consulting services (broad-scope general engineering agreement or project-specific short form agreements)

The Board reviewed a General Engineering Agreement for professional engineering services. The Larsen Drainage District (LDD) can rely on this agreement for smaller project requests. Because LDD is not scheduled to meet weekly/biweekly, this is a more convenient method to accomplish work between meetings. Specific work requests would be tracked individually on a time and materials basis. Invoices will be itemized for the actual services provided for each project by the McMahon staff members involved, plus other expenses incidental to the project such as supplies, mileage, and other direct expenses. Work on each individual task would begin immediately upon receiving written authorization to proceed.

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Sleik

Motion to accept the General Terms and Services from McMahon Group for General Engineering Services as presented.

Motion carried by unanimous voice vote

B. Accounts Payable

The Board reviewed a copy of the meeting attendance per diem log for this meeting.

MOTION:

Motion by Board Member Romberg

Second by Board Member Pfankuch

Motion to approve the accounts payable as presented and to direct the treasurer to disburse payments totaling \$259.04

Motion carried by unanimous voice vote

C. Next Meeting and Board Member Requests for Agenda Items

The Board scheduled their next meeting for Thursday, May 20, 2021 at 7:00 p.m.

Agenda items are to include presentation and review of the UAV Study and any other business which may arise.

V. Adjournment:

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Sleik

Motion to adjourn at 8:30 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,
Holly Stevens, Clerk, Town of Clayton