

LARSEN DRAINAGE DISTRICT

Meeting Minutes

11:00 a.m. on Monday, October 7, 2019

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 10:00 a.m.
2. Roll

a. District Board

Chair Abe Eckstein	EXCUSED
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 Larsen Drainage District Meeting held on November 12, 2018

MOTION:

Motion by David Sleik

Second by Jerry Peterson

Motion made to approve the minutes of the Larsen Drainage District Meeting held on November 12, 2018

Motion carried with a 2-0 vote

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

Pursuant to WI Statutes 19.83(2) and 19.84(2), the public may present a question or issue; however, only limited discussion may occur and no action may be taken until specific notice of the subject matter of the proposed action can be given. If you wish to speak during the Open Forum portion of the meeting, please complete "Request to Speak at Meeting" form, located on the Agenda Table, and give the form to Staff.

- NONE

IV. Business:

- A. Discussion/Action: Drainage District Board review of the 2019 Financial Report

Mary Krueger, Winnebago County Treasurer and Larsen Drainage District Treasurer provided a Financial Report the District as of 08/31/2019.

It was noted that no obligations had been paid for the year including the Wisconsin Drainage District Association Dues.

MOTION:

Motion by Dave Schliek

Second by Jerry Peterson

Motion to pay the Wisconsin Drainage District Association Dues for 2019 and for 2020.

Motion carried by a vote of 2-0

MOTION:

Motion by Jerry Peterson

Second by David Schliek

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

Motion carried by a vote of 2-0

- B. Discussion/Action: Drainage District Board review and consideration of setting the District Fees for CY 2019 payable in CY 2019/20.

The Board noted that the District has over a \$200,000.00 fund balance. Jerry Peterson suggested the Board consider reducing the tax fees slightly because there is enough money in the fund to pay for the current projects and over-taxing will just grow the fund unnecessarily.

The Board reviewed the District Fees charged for the 2018 tax year which were as follows:

Parcels with Improvements	\$ 11.48 + per acre charge
Parcels without Buildings	\$ 3.83 + per acre charge
Per Acre Charge	\$ 1.21
Larsen-Winchester Sanitary District	\$2,025.00 Flat Fee
Northeast Asphalt	\$3,375.00 Flat Fee

MOTION:

Motion by Jerry Peterson

Second by Dave Schliek

Motion to set the 2019 tax fees for properties in the Larsen Drainage District at 80 percent of the 2018 fee rates and 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

ROLL CALL VOTE:

Dave Schliek	Aye
Jerry Peterson	Aye
Chair Abe Eckstein	Absent

Motion carried by a vote of 2-0

- C. Discussion/Action: Drainage District Board review and consideration the Assessment Lien Release for a Document Recorded December 6, 2002 imposing liens on District properties

A document was recorded on December 6, 2002 which placed a lien on properties within the Drainage District. The document was filed by Joanne Sievert as certification that the District passed the special assessment of fees on properties within the district. These liens are recorded at the rate approved in 2002 and have proven to cause issue with real estate transactions. In order to remove the issue, the District must record a lien release document. This document releases the 2002 assessments filed by Ms. Sievert and in no way affects the District’s ability to special assess the annual fee charged to property owners within the District.

MOTION:

Motion by Dave Schliek

Second by Jerry Peterson

Motion to sign and have the lien release document recorded as presented.

Motion carried by a vote of 2-0

- D. Discussion/Action: Drainage District Board review and consideration of a Proposal for Secretary/Clerk Services from the Town of Clayton

The Town of Clayton submitted the following proposal to the Larsen Drainage District for consideration.

The Town of Clayton will perform clerical services for the Larsen Drainage District at a rate of \$1,000.00 per year for a period of three (3) years beginning January 1, 2020 and ending December 31, 2022.

1. One (1) Annual Meeting, including word processing of the required agenda, facilitation of the required posting thereof, facility to host the meeting, official record of the business meeting, transcription of the meeting minutes
2. Word Processing for publication of the Annual Newsletter (the District Board is to provide the content to be included in said newsletter), and mailing services including postage.

Additional Meetings can be contracted at a rate of \$500.00 per meeting with the services provided as outlined in item #1 above.

The Board discussed the costs proposed and expressed concern regarding the rate for additional meetings. The work involved with preparation through transcription of minutes was reviewed as justification for the cost. It was also noted that this is only one proposal and if the Board would like, they could request proposals from other interested parties. It was noted that they were not aware of anyone else willing to take on the work.

MOTION:

Motion by Dave Schliek

Second by Jerry Peterson

Motion to approve the agreement as presented contingent upon approval by the Town Board of the Town of Clayton.

Motion carried by a vote of 2-0

- E. Discussion/Action: Drainage District Board review and consideration of any outstanding invoices/obligations

No obligations were submitted to the Board.

NO ACTION TAKEN

- F. Discussion/Action: Drainage District Board review and consideration of the appointment of Board Members by the Circuit Court

It was discussed that the Members of the Larsen Drainage District Board have long exceeded their terms and while still operating legally, proper action would be to submit appointments to the Circuit Court.

In order to allow for the staggering 3-year terms, the circuit court would have to appoint one member for one year, the second member for two years and the third member for three years. In an effort to simplify this process, it was discussed that the Circuit Court may entertain a District Board submission for appointment of one seat per year in each of the next three calendar years.

The Board noted that Chairman Eckstein was not present, but his four sons, Clint Eckstein, Ted Eckstein, Dan Eckstein, and Tom Eckstein were present. The Board asked if any of them had insight into the Chairman’s intent in regard to his service on the Board. Dan Eckstein, 4539 County Road G, noted that while the Chairman would like to continue serving, he is physically unable to do so. The Board asked if he would be able to submit a letter of resignation so that the Board could consider nominations for the seat.

The Board then discussed options for candidates to fill the anticipated vacancy. The Board inquired if any of the Ecksteins was interested in serving. They all indicated it could be a conflict of interest considering they perform much of the contracted work for the District.

The Board decided to request nominations through the Town Boards representing the communities with landowners in the District (Towns of Clayton, Winneconne, and Winchester). They determined the nominations would be accepted and forwarded on to the

Circuit Court in January 2020. The Board tentatively scheduled a meeting for January 13, 2020 at 9:00 a.m. to receive nominations.

NO ACTION TAKEN

- G. Discussion/Action: Drainage District Board review and consideration of work on the south corridor west of STH “45”

The Board discussed the ongoing project noting that due to the record rainfall this year, very little maintenance work has been completed. The work is to continue as planned weather permitting.

NO ACTION TAKEN

- H. Discussion/Action: Drainage District Board review and consideration of mowing along the entire drainage corridor

The Board again noted the record rainfall and the limitations it has imposed on the ability to mow the course. The mowing is to continue as routine maintenance of the drainage course weather permitting.

NO ACTION TAKEN

- I. Discussion/Action: Other Drainage District Board business not requiring formal action.

The Board discussed the need for a course assessment to provide the information to determine future projects. Dave Schliek suggested having a drone study performed in order to ascertain problem areas and water heights. He explained that the drones are able to utilize GPS locating systems to provide accurate and specific data. It was suggested that McMahon Engineering be asked to provide costs for services to include the drone study and a possible 5-year Capital Project Plan for the district. Additionally, if they, as engineers, have insight into any other suggested services, they can provide costs for services for those as well, for Board consideration.

- V. Adjournment:

MOTION:

Motion by David Sleik
Second by Jerry Peterson
Motion to adjourn at 12:17 p.m.

Motion carried by a 2-0 vote.

Respectfully submitted, Holly Stevens, Clerk, Town of Clayton