

**WORTHINGTON CITY COUNCIL
REGULAR MEETING, FEBRUARY 27, 2017**

The meeting was called to order at 7:00 p.m. in City Hall Council Chambers by Mayor Mike Kuhle with the following Council Members present: Larry Janssen, Alan Oberloh, Chad Cummings, Mike Harmon. Honorary Council Member: Chris Kielblock. Council Members absent: Amy Ernst, excused.

Staff present: Steve Robinson, City Administrator; Brad Chapulis, Director of Community/Economic Development; Todd Wietzema, Public Works Director; Dwayne Haffield, Director of Engineering; Janice Oberloh, City Clerk; Kevin Black, Sgt. Brett Wiltrout.

Others present: Justine Wettschreck, KWOA; Karl Evers-Hallstrom, Daily Globe; Lisa Graphenteen, Andy Johnson, CJ Nelson.

The Pledge of Allegiance was recited.

HONORARY COUNCIL MEMBER

Mayor Kuhle welcomed Chris Kielblock as the Honorary Council Member for the months of February, March and April, 2017.

AGENDA CLOSED/APPROVED

The motion was made by Council Member Harmon, seconded by Council Member Cummings and unanimously carried to close/approve the agenda as presented.

CONSENT AGENDA APPROVED

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and unanimously carried to approve the consent agenda as follows:

- City Council Minutes of Regular Meeting February 13, 2017 and Special Meeting-Work Session February 22, 2107
- Minutes of Boards and Commissions - Worthington Area Convention and Visitors Bureau Minutes of January 25, 2017; Worthington Economic Development Authority Minutes of February 13, 2017
- 2017 Beach Nook Contract
- Girls Softball Association Agreement
- Bills payable and totaling \$659,183.12 be ordered paid

RESOLUTION NO. 2017-02-03 ADOPTED PROVIDING LOCAL APPROVAL OF OFF-SITE GAMBLING PERMIT - WORTHINGTON HOCKEY ASSOCIATION

The Worthington Hockey Association submitted an application for off-site gambling permit that

would allow them to conduct a raffle at the Worthington Hockey Arena on March 16, 2017. The Association currently holds an Exemption from Lawful Gambling Permit from the State of Minnesota for two premise locations in the city, but which does not include the Hockey Arena. Approval of the Off-Site Permit application must be obtained from the local unit of government by resolution prior to its submission to the state for approval.

The motion was made by Council Member Cummings, seconded by Council Member Harmon and unanimously carried to adopt the following resolution approving the application for an off-site gambling permit for the Worthington Hockey Association:

RESOLUTION NO. 2017-02-03

REGARDING OFF-SITE GAMBLING PERMIT

(Refer to Resolution File for complete copy of Resolution)

2017 YMCA PROGRAM FEES APPROVED

Todd Wietzema, Public Works Director, presented the proposed YMCA/City of Worthington fees for 2017, which include the YMCA's day camp and summer sports programs, as follows:

<u>Day Camp</u>	<u>2017 Proposed</u>	
	<u>June/July/August</u>	<u>June 5- Aug 25</u>
9 to 3 M-F	\$204.00	\$583
9 to 12 MWF	\$ 79.00	\$227
9 to 12 M-F	\$125.00	\$356
12 to 3 M-F	\$125.00	\$356
Early Drop	\$ 46.00	\$132
Late Pick Up	\$ 46.00	\$132
	<u>August 28-Sept 1</u>	
9 to 3 M-F	\$51	
9 to 12 MWF	\$20	
9 to 12 M-F	\$31	
12 to 3 M-F	\$31	
7 to 9 Early	\$12	
3 to 5 Late	\$12	
	<u>One Week</u>	<u>Two Weeks</u>

9 to 3	M-F	\$70	\$124
9 to 12	MWF	\$22	\$ 37
9 to 12	M-F	\$35	\$ 62
12 to 3	M-F	\$35	\$ 62
7 to 9	Early	\$12	\$ 26
3 to 5	Late	\$12	\$ 26

Summer Sports Fees 2017 Proposed

Softball League	\$54/44
Track	\$44/34
Tennis	\$44/34
Volleyball Camp	\$60/50
Basketball Camp	\$60/50

The proposed fees represent an approximate 3% increase over the prior year. Andy Johnson and CJ Nelson from the YMCA were present at the meeting and provided information on participation numbers.

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to approve the 2017 YMCA Program Fees.

TERMINATION OF AGREEMENT FOR JOINT USE OF EQUIPMENT APPROVED

With the decommissioning of Prairie View Golf Course, Todd Wietzema, Public Works Director, was requesting Council authorization to terminate the cooperative agreement between the City of Worthington and Worthington Country Club that provided for sharing of some golf course maintenance equipment. Great Life Worthington, new owners of the Worthington Country Club, has agreed to the termination. Mr. Wietzema said the current value of the equipment is \$35,000, and Great Life has agreed to purchase the City's share for \$17,500. The funds would come back into the Parks and Recreation budget, as is required by the City's property disposal policy.

The motion was made by Council Member Janssen, seconded by Council Member Cummings and unanimously carried to approve the termination of the agreement for joint use of equipment and authorize the transfer of complete ownership of the shared equipment to Great Life Worthington upon receipt of the agreed amount of \$17,500.

DECLARATION OF SURPLUS PROPERTY AND AUTHORIZATION FOR SALE OF GOLF COURSE EQUIPMENT

Staff was requesting Council authorization to declare the City-owned golf course equipment as surplus property and to place it for sale. The equipment is no longer needed following the decommissioning of Prairie View Golf Course. Todd Wietzema, Public Works Director, said the equipment would be placed on the 16th Annual Upper Midwest Commercial Turf Golf Course & Landscape Equipment Consignment Auction on March 25, 2017. Council Member Cummings suggested it would be better to just post the equipment for sale and not go through an auction as they will charge a fee. Kevin Black, former Prairie View Superintendent, said the auction sale will be made up of only golf course equipment - they thought it would provide more exposure than if the City sold it themselves. Some of the markers and benches have already been sold.

The motion was made by Council Member Oberloh, seconded by Council Member Harmon and unanimously carried to declare the golf course equipment as surplus, and to authorize listing of the equipment on the March 25th consignment auction.

AMENDMENT TO ENGINEERING BUDGET APPROVED WITH AUTHORIZATION FOR CONTRACT FOR AERIAL MAPPING UPDATE

Dwayne Haffield, Director of Engineering, said the Engineering Department, along with Planning and Zoning personnel, routinely use aerial photography for projects, mapping, GIS applications, and development and construction activities. This generally requires the photography to be completed to mapping standards. The Engineering ERS schedule includes replacement of the aerial photography every ten years, which would be again in 2018.

Nobles County also uses aerial photography, but does not demand the precision that the City's Engineering Department must have. The County is under contract for an aerial photography update in 2017. County and City staff have collaborated together so the City may obtain the more accurate aerial photography at an additional cost to the City, rather than having the City obtain its update as stand alone work in 2018. The total cost of the accuracy upgrade is \$10,500, which is less than one half of the what the cost would be for the stand alone project, and would require an amendment to the 2017 budget. Funds would come from the Engineering ERS reserve.

The motion was made by Council Member Cummings, seconded by Council Member Harmon and unanimously carried to approve the amendment to the 2017 Engineering Budget to include the \$10,500 for the accuracy upgrade, and to authorize the contract for the Aerial Mapping update.

AIRPORT CONSULTANT WORK ORDER 6 FOR DESIGN OF RUNWAYS 11-29 AND 18-36 MAINTENANCE PROJECT APPROVED

Dwayne Haffield, Director of Engineering, said the 2017 Airport Capital Improvements budget includes Federal Aviation Administration, Minnesota Department of Transportation and local funding for maintenance of Runways 18-36 and 11-29. The maintenance project consists of crack

and joint repairs and applying a seal coat for pavement preservation. Estimated project cost is \$979,000. The project is eligible for 90% FAA funding, or \$881,100, which would include \$200,000 of guaranteed entitlement funds, but the remaining funding would be discretionary. Mr. Haffield said a grant offer from the FAA is not available until after bids are received for the project. Additional 5% state funding (\$48,950) of the project costs is also expected to be available this year. With the state funding, the City's share of the project would be \$48,950. The project estimate includes engineering costs. In order for professional services to be eligible for FAA funding, the firms must be secured through an open solicitation and qualification based selection process. Procurement is only for identified projects, and for no more than five years. The latest selection process was completed in April of 2014 when Council approved a master agreement with Bolton and Menk for consulting services. Fees of \$124,375 for Work Order 6 (this project) to the Master Agreement are proposed on an "actual cost" basis, and include design and construction phases. Mr. Haffield noted that if the grant does not come through we would not proceed with the construction phase. Staff was recommending proceeding with the design of the project.

The motion was made by Council Member Oberloh, seconded by Council Member Cummings and unanimously carried to approve the Airport Consultant Work Order 6 for the design of the Runways 11-29 and 18-36 Maintenance project

RESOLUTION NO. 2017-02-04 ADOPTED EXECUTING PETITION TO IMPOUND COUNTY DITCH 12 DRAINAGE SYSTEM WATERS

In order to proceed with creation of a retention area south of I-90 as part of the County Ditch 12 Flood Mitigation Project, the Heron Lake Watershed District has determined that the City of worthington will need to use provisions of Minnesota Statutes, which outlines a petition, report, and hearing process. The Watershed's attorney also advised that the petition must be authorized by the City Council. Dwayne Haffield, Director of Engineering, noted that the package was uploaded to FEMA today to determine if it was eligible for Phase II, the construction portion of the project. Funding would only be at 75% of project costs. The local share of the project costs has gone up significantly, because FEMA's side was only 75% but they only had so much money, and as the design work was being done it was discovered that costs had increased significantly from earthwork that was done to get us to this point, and a culvert had been added. The increase would put the funding at about 60% of project costs. Mr Haffield said the City share would need to be done with use of reserves and bonding. If FEMA funding is awarded the process would go quickly and we would need to start construction this year.

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and unanimously carried to adopt the following resolution to impound County Ditch 12 drainage system waters

RESOLUTION NO. 2017-02-04

[RESOLUTION TO IMPOUND DRAINAGE]

(Refer to Resolution File for complete copy of Resolution)

CONTRACT FOR PROFESSIONAL SERVICES AND MEMORANDUM OF UNDERSTANDING RELATED TO DESIGN STANDARDS PROJECT APPROVED

Brad Chapulis, Director of Community/Economic Development, said the City solicited proposals from three firms for professional services to complete the Design Standards project, which is part of the Oxford Street Redevelopment Plan adopted by Council in 2016. Two proposals were received, and after review of the proposals, staff elected to go with The Cunningham Group due to their familiarity of the community, along with financial considerations. The Southwest Minnesota Housing Partnership (SMHP) proposed incorporating ArtPlace into the public engagement components of the project, through the use of its Art Based Community Development (ABCD) approach.

As a result of the collaboration, staff presented a Professional Services Contract with the Cunningham Group that outlined their responsibilities, deliverables, time line (6 months), and professional fees (\$40,000 + reimbursable expenses) for the project. The fee includes up to \$10,000 for additional administrative expenses related to ArtPlace's involvement.

Also presented was a Memorandum of Understanding which outlines the SMHP's commitment to award \$50,000 to the project - \$40,000 that the Partnership will spend themselves in hiring an artist to assist on the project and up to \$10,000 to reimburse the City for additional administration expenditures.

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and unanimously carried to approve the proposal from Cunningham Group for professional services for design standards of the Oxford Street project, and the memorandum of understanding related to the design standards project and to authorize the Mayor to execute the documents.

GRANT CONTRACT AND DEVELOPMENT AGREEMENT APPROVED - NORTH DEVELOPMENT GROUP - WORTHINGTON MANOR PROJECT

In 2016, the City sponsored a Workforce Housing Grant Application to the Minnesota Department of Employment and Economic Development (DEED) on behalf of the North Development Group for its 72 unit market rate development known as Worthington Manor. DEED announced its award of \$868,000 in late December of 2016 for the project, which will be located directly east of the intersection of Darling Drive and Grand Avenue, with an estimated project cost of over \$6 million. Due to the origin of the funds, the State of Minnesota is prohibited from granting the funds directly to a non-governmental agency - sponsorship on this project requires the City to act as the fiscal agent

of the grant, which should not cause financial exposure for the City. As the fiscal agent, the City must execute a grant contract with DEED that obligates the City to comply with all the terms and conditions of the grant. Brad Chapulis, Director of Community/Economic Development, said the proposed development agreement between the City and North Development Group, also being submitted for approval, would pass on the costs or penalties of any violations of the DEED grant to be the responsibility of North Development Group.

The motion was made by Council Member Cummings, seconded by Council Member Harmon and unanimously carried to approve the Grant Contract between the State of Minnesota and the City of Worthington, and the Development Agreement between the City of Worthington and North Development Group, LLC. for Worthington Manor Apartments.

COUNCIL COMMITTEE REPORTS

Mayor Kuhle - reported on an Area Transportation Committee Meeting - Dwayne Haffield was there and presented a project for consideration by the State - they will fund up to the 3 top projects, and our project was ranked #2 after the presentation.

Council Member Janssen - Noted he had attended the Council work session on February 22nd.

Council Member Oberloh - Nothing to report.

Council Member Cummings - Reported on a Chamber/CVB meeting - there is a legislative breakfast coming up, they also discussed the proposed Concierge Program. Attended a YMCA meeting today - lots of new and exciting things in the works.

Council Member Harmon - Water and Light meeting was cancelled last week. Noted he had attended the Council work session on February 22nd.

CITY ADMINISTRATOR'S REPORT

Steve Robinson, City Administrator, reminded Council of the Legislative Breakfast scheduled for 8:00 a.m. at the Fire Hall on Saturday. In addition, at 1:00 at the BAC, Congressman Tim Walz will host a Town Hall meeting. The Super Bowl Host Committee has announced that Worthington was the recipient of a Super Bowl grant, which staff learned of back in December but were sworn to secrecy. The Committee contacted a Sioux Falls tv station about the award, however the use of the grant funds is still secret and will be announced at a ceremony with the Super Bowl Committee on March 21st. Nobles County Community Health and Wellness Partners discovered and applied for the grant and deserve the credit. Mr. Robinson noted he would be in Mankato for an Minnesota Pollution Control Agency subcommittee meeting on Tuesday, then on to St. Paul through Wednesday morning.

ADJOURNMENT

The motion was made by Council Member Oberloh, seconded by Council Member Janssen and

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unanimously carried to adjourn the meeting at 7:57 p.m

Janice Oberloh, MCMC
City Clerk

**Worthington HRA Regular Board Meeting
January 31, 2017
819 10th Street, Worthington, MN**

Board Members Present: Royce Boehrs, Bridget Huber, Alan Oberloh, and Lyle TenHaken.

Excused Absence: Lori Bristow and Brad Chapulis

Staff Members Present: Randy Thompson, HRA Executive Director

Others Present: None

Royce Boehrs, Board Chairman called the meeting to order at 5:25 P.M

APPROVAL OF THE AGENDA: A motion was made by Lyle TenHaken to approve the agenda with no changes to the agenda. The motion was seconded by Alan Oberloh. The Motion Passed.

APPROVAL OF MEETING MINUTES: A motion was made by Bridget Huber to approve the minutes from the board meeting held December 22,2016. The motion was seconded by Lyle TenHaken. The Motion Passed.

WELCOME NEW BOARD MEMBER: The Board welcomed new board member Alan Oberloh. Alan is serving on the board as the Worthington City Council Representative to the board.

BILLS PAYABLE: The bills payable for the period of December 23, 2016 thru January 30, 2017 were presented for approval. The bills paid included: Prairie Acres Account \$14,796.87 Management/Levy Account \$195.78, The Rising Sun Estates Account \$35,998.04, The Public Housing Account \$64,006.60.

FINANCIAL STATEMENT REVIEW: The board reviewed the December 31, 2016 statements for Prairie Acres, Rising Sun Estates, and Management/Levy Account. These statements are prepared in-house by HRA staff. The Year End Financial Statements for Public Housing and Section 8 are prepared by the Accounting Firm of Hawkins Ash CPA's. The year-end statements were not available at the time of the meeting as the Accounting Firm was still completing year-end financial information. The year-end statements for Public Housing and Section 8 will be presented to the board at their February meeting. A Motion was made by Lyle TenHaken to Approve the Bills Paid from all accounts as presented and to approve the financial statements for Prairie Acres, Rising Sun Estates, and the Management/Levy Account. The Motion was seconded by Alan Oberloh. The Motion Passed. Motion- 01312017-A

As a part of the discussion during the review of the Public Housing bills paid, a question was raised in regards to building a new garage for additional storage space for maintenance equipment as opposed to currently renting the additional space. Members of the board suggested that this issue may be considered further in the future.

ANNUAL MEETING OF THE BOARD: As Required by the By-Laws of the organization the board held its annual meeting as part of the board meeting. The purpose of the annual meeting was to elect the board officers for the coming year. After a brief discussion, a Motion was made by Alan Oberloh to nominate Royce Boehrs as Board President and Lyle TenHaken as Board Vice-President. The Motion was seconded by Bridget Huber. The Motion Passed. Motion – 01312017-B

BOILER REPLACEMENT PROJECT UPDATE: Director Thompson provided an update to the board in regards to the boiler replacement progress. The boiler project is still not finalized as both the installation company and the boiler manufacturer are continuing to adjust and make repairs to both boilers. \$15,000 is still owed on the boiler project and will not be paid until the project is completed and the project engineer has signed the pay request and final punch list. It is anticipated that the project will not be completed until May of 2017.

Thompson also reported that the boiler fluids did not meet the inspection for cleanliness. This will require the general contractor to drain the heating system at the end of the heating system and perform cleaning and maintenance before refilling the system with treated and chemically balanced fluids. Thompson also reported that the #2 Boiler was out of production for several weeks due to faulty valves and electrical components. The #2 Boiler has been repaired and is back on line. Thompson also reported that the electronic boiler monitoring system is still not working correctly and Marco is working on fixing the problem.

EXECUTIVE DIRECTORS ANNUAL PERFORMANCE REVIEW: In early January Several members of the board completed an annual performance review for Executive Director Thompson. The board discussed the outcome of the performance review. The results of the performance review were favorable. A Motion was made by Bridget Huber to approve a 3% Salary increase for Director Thompson effective January 1, 2017. The motion was seconded by Lyle TenHaken. The Motion Passed. Motion 01312017-C

EXECUTIVE DIRECTORS UPDATES: Director Thompson provided the following information to the board: Thompson reported that Section 8 Housing Assistance Payments are still in shortfall. HUD is currently front loading 2017 funding to allow for sufficient funding to make Housing Assistance payments. Thompson reported that additional funding will be requested in April of 2017 once Shortfall Funding applications are made available.

The conversion of office phone and internet service from Frontier to VAST is still planned for February 3, 2017. The Bulk Cable Television conversion from Mediacom to VAST is scheduled to take place on March 31, 2017.

Thompson informed the board that Atrium Trash room doors on floors 2 thru 7 will be locked in the next week and residents will be required to take their trash to the main floor trash room. This change is a result of tenants placing glass and needles in the trash chutes as well as not securing trash bags before placing them in the chute and then the bags break open and trash is scattered all over the trash room. Tenants have also been placing large items in the trash chutes and this has caused the chutes to plug up with trash and again a large mess is created once the chutes are cleared open by maintenance staff. Numerous reminders and warnings have been given to residents and the problem continues, thus prompting action to be taken.

The HRA continues to receive nearly \$17,000 per month in operating Subsidy from HUD this is up by about \$2,000 per month from a year ago,

FUTURE MEETING DATES: The February board meeting will be held Tuesday February 28, 2017 at 5:15 p.m. The meeting will be held at the Atrium Community Room. Having No Further business to discuss Board Chairman Royce Boehrs called for a motion to adjourn the meeting. A motion to Adjourn the meeting was made by Bridget Huber. The motion was seconded by Alan Oberloh. The motion Passed. The meeting was adjourned at 6:40 p.m.

Approved By: _____ Date: _____

Respectfully Submitted by: Randy Thompson Signed: _____

Heron Lake Watershed District (HLWD)
Regular Meeting
December 20, 2016

1. Call to Order

Jim Buschena called the meeting to order at 7:00 p.m.

Managers present: Jim Buschena, Bruce Leinen, Wayne Rasche, and Gary Ewert

Manager absent: Harvey Kruger

Staff: Catherine Wegehaupt and Jan Voit

Others: Marv Zylstra and Wayne Smith, Nobles County; Kevin Stevens, Cottonwood County; Mona Henkels, Murray Soil and Water Conservation District (SWCD); Jerry Christopherson, Julie Lopez, Allen Jensen, and Bob Dieter

2. Agenda

Bruce Leinen made a motion to approve the agenda. Wayne Rasche seconded this. Motion carried unanimously.

3. Closed Meeting Summary

Jim Buschena read the summary of the performance reviews for the Watershed Technician and District Administrator.

4. HLWD Advisory Committee Update

Marv Zylstra gave an update on the HLWD Advisory Committee meeting. Two members attended for the first time. Six members have been or will be replaced because of staff turnover, election results, and for health reasons. Bob Dieter resigned after serving over 40 years on the committee. Jan Voit gave an update on HLWD activities. Discussion was held regarding nonconventional tillage and buffer enforcement.

5. Minutes

Wayne Rasche made a motion to approve the minutes of the November 15, 2016 regular meeting. Gary Ewert seconded this. Motion carried unanimously.

6. Treasurer's Report and Payment Authorization

Jan Voit presented the treasurer's report and bills payable. Gary Ewert made a motion to approve the treasurer's report and authorize bill payment. Bruce Leinen seconded this. Motion carried unanimously.

7. Discussion Items

Buffer Enforcement

Jim Buschena asked Jan Voit to contact the counties regarding buffer enforcement. Cottonwood County will be doing enforcement. She met with Andy Geiger, Jackson County and Chris Bauer, Jackson SWCD. They intend to make a recommendation to the county board to accept buffer enforcement. Nobles and Murray Counties have not made a decision, but will be discussing options in January.

Discussion was held regarding the need for consistency in the counties, making a decision before the March 31 deadline, and the possibility of meeting with the Nobles and Murray Counties.

Minnesota Association of Watershed Districts (MAWD) Annual Meeting

Following the MAWD Annual Meeting, managers made several observations. Those observations were put into a document. Discussion was held regarding the event and while it was worth attending, the managers believe that it could have been better organized, more information about decision-making could have been provided, and giving an explanation of how leadership is chosen would have been beneficial.

Jan Voit will provide the Executive Committee of the Association of District Administrators (ADA) with a copy of the observations. She will seek their input on the best approach to disseminate the information to the MAWD membership.

8. Reports*District Administrator*

Jan Voit reported on the Major Watershed Project, office desks, Section 319 Funding Session, ADA meeting, Understanding the Art of Facilitation session, MAWD Annual Meeting, HLWD Advisory Committee, buffer enforcement, financial information, Third Crop Phosphorus Reduction Effort, reports, Jackson County Judicial Ditch 30 reimbursement requests, Project 6, line of credit, website, 2016 audit, certificates of deposit, and Jackson County Ditch (CD) 3.

Wayne Rasche made a motion to authorize Jan Voit to sign the understanding of services with Drealan Kvilhaug Hoefker & Co. for the 2016 audit. Bruce Leinen seconded this. Motion carried unanimously.

Mike Schmitz, Security State Bank (SSB) recently inquired about the possibility of the HLWD moving certificates of deposit (CDs) from various banks to SSB as they mature. The CDs are currently pledged as collateral for the HLWD line of credit and SSB is competitive from a rate perspective. Discussion was held regarding having the CDs in one central location, that it is a protective request for SSB, and concern about having all funds in one location. Wayne Rasche made a motion to authorize Jan Voit to move the CDs at Bank of the West and United Prairie Bank to SSB at maturity. Jim Buschena seconded this. Motion carried unanimously.

Jan Voit explained that Ron Ringquist submitted the Viewers' Report for Jackson CD 3 on December 19, 2016. He made a request to hold the final hearing in January of 2017 because he will not be available during the month of February. In order to meet statutory guidelines, the final hearing must be held no less than 25 and not more than 50 days after publication. The notice will be published in the *Tri County News* on December 28, 2016. The engineer, petitioners' and HLWD legal counsel, viewers', and the Jackson County Auditor-Treasurer were contacted regarding potential dates. The date and time chosen were Wednesday, January 25, 2017 at 5:30 p.m.

Gary Ewert made a motion to approve the Order and Notice of Final Hearing on Petition for Improvement of CD 3 as follows.

WHEREAS, a petition for the improvement of Jackson CD No. 3 has been filed with and is pending before the Board of Managers of the HLWD acting as the drainage authority under Minnesota law; and,

WHEREAS, the drainage authority, at a preliminary hearing upon said Petition for Improvement pursuant to Minn.Stat. § 103E.261, determined that further proceedings on the Petition for Improvement of CD 3, Jackson County, Minnesota, were necessary and proper, and appointed a project engineer and ordered the preparation of a detailed survey report; and also, appointed viewers and ordered preparation of a viewers' report; and,

WHEREAS, the detailed survey report has been filed with the drainage authority; and,

WHEREAS, the viewers' report has been filed with the drainage authority; and,

WHEREAS, the drainage authority has determined that the petition, the detailed survey report, and the viewers' report shows that CD No. 3, Jackson County, lies within and serves to drain portions of Sections 11, 12, 13, 14, 23, 24, 25, 26, 27, 33, 34, 35, and 36 in Alba Township; Sections 1, 2, 3, 4, 9, 10, 11, 12, and 13 in Ewington Township; Sections 6 and 7 in Rost Township; and Sections 18, 19, 30, and 31 in West Heron Lake Township; all in Jackson County. The improvement of CD No. 3, Jackson County, to provide at least a 0.50 inch per day drainage coefficient and add depth to the system, will consist of cleaning/improving three open ditches, constructing 15 new tile branches and 24 new tile sub-branches. The 15 branches and 24 sub-branches will consist of approximately 3,300 feet of 42-inch tile; 8,500 feet of 36-inch tile; 17,900 feet of 30-inch tile; 21,100 feet of 24-inch tile; 12,700 feet of 18-inch tile; 11,300 feet of 15-inch tile; 24,300 feet of 12-inch tile; 10,600 feet of 10-inch tile; and 4,500 feet of 8-inch tile; and,

WHEREAS, the drainage authority has determined that the petition, the detailed survey report and the viewers' report shows that the property benefited and damaged by the proposed drainage project is located within Sections 1, 12, 13, 14, 23, 24, 25, 26, 27, 33, 34, 35, and 36 in Alba Township; Sections 1, 2, 3, 4, 9, 10, 11, 12, and 13 in Ewington Township; Sections 6 and 7 in Rost Township; and Sections 18, 19, 30, and 31 in West Heron Lake Township, Jackson County (the specific properties benefited and damaged are contained in the Viewers' Report); and that the owners of property benefited and damaged by the proposed drainage project are: Hedquist Farms, Inc., Karyl L. Henze Trust, Dale and Susan Aden, Alba Grain Inc., C. Douglas and Gary Madsen, Benjamin Kruger Rev. Liv. Trust, Russell and Joyce Stahlke Trust, Lance and Rachel Daberkow, Ruth Henze, Clarence Theis, Joseph Theis, Evelyn Hussong, Steven and Barbara Hussong, Clyde and Beverly Hussong, David and Mary Mogenson, Marion Diekrager, Robert Lange, Rodger and Ardis Hotzler, Warren and Elaine Hotzler, Steven Schultz Rev. Trust, Forrest and Fern Krogh, Donald and Rhonda Stenzel, Bruce and Jolene Rients, Gregg Hussong, Barbara Barnes Living Trust, Vernon Kay, Arnold Hussong Rev. Trust etal, Josephine Hotzler Revoc. Trust, Ray and Mavis Baumgard, Ruth Riley, Curtis and Shirley Pietz, Dan Cranston, Perry Cranston, F. Anthony Haberman, James Baumgard, Bradley and Jacqueline Baumgard, Federal National Mtg. Association, Robert and Catherine Damm, Howard and Beverly Damm, Henry Bauman, James and Kathleen Baumgard, Clyde Starner, Justin and Sarah Freking, Shep's LLC, Shauna Burns, Imhoff Family Trust, Donald and Ruth Rynda Trust, Mary Ann McNab, Douglas Damm, Mary Ann Rumbaugh, Sheldon and Debra Andrews, Jason Burns, Craig Echternach, Henry Bauman, Dwayne and Judy Milbrath, Gene Holmquist, Martin Torres Sanchez, Burton and Patricia Bonnell, John and Helen Post, Nila Ann Pederson, David and Janna Frodermann, Gilbert

Post, Minerva Smith, Paul Henning, Marjorie Lee Olmem, Kenneth and Kathleen Schadt, James and Kathleen Baumgard, John and Lesle Post, Clemens and Victoria Ulbricht, Curtis and Janeen Baumgard, Eric Obermoller Trust, Ray and Mavis Baumgard, Joanne Post Trust, Keith Tordsen, Angeline Kruger Rev. Liv. Trust, Sherri Mock, Kevin and Dana Kay Schmid, Gerald and Charlene McConkey, Loarn McConkey Jr., Jeremiah Rau, Michael Haberman Trust, Doreen Haberman, Larry and Wayne Henning, Ryan Hill, Steven and Pamela Christoffer, Gregory and Jaclyn Post, Richard and Laurie Cross, Steven and Shari Droll, Blue Hawk Farms Inc., Verlin and Janice Christians Trust, Steven Schubert, Dennis Droll Trust, Charlotte Christians Trust, David and Arlys Post, James and Vickie Milbrath, Jerome and Jeanne Milbrath, Burdell Schmidt, Michael and Mary Jo Schmidt, David and Ines Henning, Mary Anne Pomerence, Robert Madsen, Ronald Pomerence, Raymond and Arlene Kruse, Greg and Kristine Kruse, James Riley, Paul Pietz, David and Brenda Pomerence, Bonnie Pomerence, Florence Baarson, Edwin and Sue Burr, Eldon Pomerence, and,

WHEREAS, the drainage authority has determined that neither the detailed survey report nor the viewers' report shows that the proposed drainage project affects any municipalities nor other corporations other than as listed in the Viewers' Report (Jackson Highway Department, Alba Township, Ewington Township, West Heron Lake Township, and Rost Township); and,

WHEREAS, the Final Engineering Report has been submitted to the Commissioner of the Department Natural Resources.

NOW, THEREFORE, IT IS ORDERED AND NOTICE IS HEREBY GIVEN: That a hearing will be held before the drainage authority on the 25th day of January, 2017 at 5:30 p.m. in the evening at the Heron Lake Community Center for the purpose of further considering the petition and bond, examination of the Engineer's Detailed Survey Report, examination of the Viewers' Report, examination of Commissioner's Final Advisory Report. All interested persons may attend and be heard thereon.

The petition and bond, report of the commissioner of natural resources, engineer's detailed survey report and the viewers' report, may be examined prior to the hearing by any interested person on request at the office of the drainage authority located at the Heron Lake Watershed District office, Heron Lake Community Center, Heron Lake, Minnesota, between 8:00 a.m. and 4:00 p.m. Monday through Thursday.

Bruce Leinen seconded this. Motion carried unanimously.

Watershed Technician

Catherine Wegehaupt provided information on the Kolander project, the three cover crop grants, results for Haney Soil Tests, Seward 29 rock placement, Minnesota Conservation Corps grant application, and training sessions attended.

Discussion was held regarding Natural Resources Conservation Service criteria for cost-share, Southwest Prairie Technical Service Area requirements for payment of engineering services; and the need to factor engineering costs into future project estimates.

Bruce Leinen made a motion to authorize an additional \$95.09 cost-share for the Kolander project. Jim Buschena seconded this. Motion carried unanimously.

Discussion was held regarding rock placement on the Seward 29 property. The final cost was slightly higher than the estimate. Gary Ewert made a motion to pay Kenny Williams 1,517.84 for rock placement on the Seward 29 property. Wayne Rasche seconded this. Motion carried unanimously.

Questions were asked about the Haney Test Results and what effects the changes from one year to the next. Discussion was held regarding the difference in crops from one year to the next, fertilizer application, reference point placement, soil sampling methods, and cost analysis. Long-term effects in these fields would be good information for the HLWD. Staff was instructed to seek funding to continue the program for another five or more years.

9. Adjournment

The meeting adjourned at 7:43 p.m.

Wayne Rasche
Acting Secretary

Membership Renewal Outreach Calls: Letters have been sent out already. Julie will call Denise Schlitke, and Nancy will call Janet Slater, Barb Williams, and Audrey Gerdes.

Other Business: Mary noted that Dingman's funeral home and the Hospice Cottage had contacted her and offered to do presentations. It was suggested that we have a Spring fling (vendor fair), and invite them to come. The suggestion was made to have several businesses attend, like the monument company, other funeral homes, and lawyers who do will-planning, etc.. There needs to be a level playing field between proprietary and private businesses.

Simon suggested we have a bean bag tournament. Andy indicated that Suzanne Murphy has the equipment.

Director's Report: The director's report was printed and reviewed with Mary highlighting some of the January events. There has been no further contact about Mike Woll's request. There is a new volunteer Tom Cavanagh and Kevin assists with building needs.

Topics for Next Month: rental agreement, meeting with YPO, guest pass coupon book, and new members for this advisory board.

Adjournment: A motion to adjourn was made by Julie and seconded by Nancy. Carried. The meeting was adjourned at **11:30am**, next meeting is April 10, 2017 @ 9:00a.m..

Respectfully Submitted,
Nancy Hofstee

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
BORDER STATES ELECTRIC SUPPLY	3/03/17	FR JEANS	ELECTRIC	O-DISTR MISC	295.00
	3/03/17	FR HOODS	ELECTRIC	O-DISTR MISC	221.77
	3/03/17	15KV FUSES	ELECTRIC	M-DISTR UNDERGRND LINE	1,635.19
	3/03/17	15KV LUGS	ELECTRIC	M-DISTR UNDERGRND LINE	183.40_
				TOTAL:	2,335.36_
CITIZEN OBSERVER LLC	3/03/17	SUBSCRIPTION	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	1,700.00_
				TOTAL:	1,700.00
COALITION OF GREATER MN CITIES	3/03/17	LEGISLATIVE ACTION DAY	GENERAL FUND	MAYOR AND COUNCIL	260.00
	3/03/17	LEGISLATIVE ACTION DAY	GENERAL FUND	ADMINISTRATION	65.00_
				TOTAL:	325.00
DEWILD GRANT RECKERT AND ASSOC	3/03/17	GEN PLANT FUEL SYSTEM, ELE	ELECTRIC	M-SOURCE EQUIPMENT	180.00
	3/03/17	SUBSTATION #1 SWITCHGEAR R	ELECTRIC	FA DISTR STATION EQUIP	1,665.50_
				TOTAL:	1,845.50
DIVERSIFIED INSPECTIONS INC	3/03/17	INSPECTION UNIT #101	ELECTRIC	O-DISTR UNDERGRND LINE	350.00_
				TOTAL:	350.00
ECHO GROUP INC	3/03/17	PHOTOCELL	ELECTRIC	M-DISTR ST LITE & SIG	47.06
	3/03/17	5" CONDUIT-15KV CABLE	ELECTRIC	FA DISTR UNDRGRND COND	4,084.34_
				TOTAL:	4,131.40
ELECTRIC PUMP INC	3/03/17	WELL #27 VFD REPLACEMENT	WATER	FA WELLS & SPRINGS	3,351.06_
				TOTAL:	3,351.06
FARAGHER JEFFREY	3/03/17	REIMBURSE D7 ENG CONFERENC	GENERAL FUND	ENGINEERING ADMIN	9.60_
				TOTAL:	9.60
FASTENAL COMPANY	3/03/17	BRASS HEX NIPPLES, PIPE EL	GENERAL FUND	PAVED STREETS	10.73
	3/03/17	SOCKET ADAPTOR	ELECTRIC	O-DISTR MISC	8.62
	3/03/17	LOW CARBON STEEL KEYSTOCK	STORM WATER MANAGE	STREET CLEANING	3.52_
				TOTAL:	22.87
FBI-LEEDA	3/03/17	DUES	GENERAL FUND	POLICE ADMINISTRATION	50.00_
				TOTAL:	50.00
FEDEX	3/03/17	RETURN ITEMS	GENERAL FUND	POLICE ADMINISTRATION	41.72_
				TOTAL:	41.72
G & R CONTROLS INC	3/03/17	GENERATION CONTROLS REPAIR	ELECTRIC	M-SOURCE EQUIPMENT	1,032.70_
				TOTAL:	1,032.70
GAUL TIMOTHY E	3/03/17	BOOT REPAIR	GENERAL FUND	POLICE ADMINISTRATION	62.50_
				TOTAL:	62.50
GRAHAM TIRE OF WORTHINGTON INC	3/03/17	OIL CHANGE 14-25	GENERAL FUND	POLICE ADMINISTRATION	11.45
	3/03/17	OIL CHANGE 14-25	GENERAL FUND	POLICE ADMINISTRATION	11.00
	3/03/17	OIL CHANGE #434	GENERAL FUND	PAVED STREETS	15.29
	3/03/17	OIL CHANGE #434	GENERAL FUND	PAVED STREETS	11.00
	3/03/17	NEW TOOLCAT TIRES	RECREATION	PARK AREAS	585.68
	3/03/17	FIX FLAT TIRE	ELECTRIC	M-DISTR PLANT MISC	26.72
	3/03/17	TIRE REPAIR #408	STORM WATER MANAGE	STREET CLEANING	41.00
	3/03/17	TIRE REPAIR #408	STORM WATER MANAGE	STREET CLEANING	7.00_
				TOTAL:	709.14

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
GRAND VIEW LODGE	3/03/17	ONLINE REGISTRATION-CABIN#	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	2,812.95_
				TOTAL:	2,812.95
LENS EQUIPMENT	3/03/17	KEY FOB DVR	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	299.00_
				TOTAL:	299.00
LINCOLN-PIPESTONE RURAL WATER SYSTEM	3/03/17	FEBRUARY WATER PURCHASES-E WATER		O-SOURCE MISC	28,581.84
	3/03/17	FEBRUARY WATER PURCHASES-W WATER		O-SOURCE MISC	25,522.68_
				TOTAL:	54,104.52
LOCATORS & SUPPLIES INC	3/03/17	SPADE	ELECTRIC	O-DISTR MISC	164.05
	3/03/17	FLOOD LIGHT	ELECTRIC	O-DISTR MISC	137.38_
				TOTAL:	301.43
MARTHALER FORD OF WORTHINGTON	3/03/17	NEW SQUAD #17-28 '17 EXPLO	GENERAL FUND	POLICE ADMINISTRATION	26,657.00
	3/03/17	NEW SQUAD #17-31'17 TAURUS	GENERAL FUND	POLICE ADMINISTRATION	26,010.00_
				TOTAL:	52,667.00
MINNESOTA ENERGY RESOURCES CORP	3/03/17	GAS SERVICE	GENERAL FUND	PAVED STREETS	143.17
	3/03/17	GAS SERVICE	RECREATION	OLSON PARK CAMPGROUND	164.12
	3/03/17	GAS SERVICE	ECONOMIC DEV AUTHO	TRAINING/TESTING CENTE	634.29
	3/03/17	GAS SERVICE	MUNICIPAL WASTEWAT	O-PURIFY MISC	2,304.33
	3/03/17	GAS SERVICE	AIRPORT	O-GEN MISC	388.35
	3/03/17	GAS SERVICE	AIRPORT	O-GEN MISC	395.85_
				TOTAL:	4,030.11
MISCELLANEOUS V BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F WATER		NON-DEPARTMENTAL	45.00
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F WATER		ACCTS-RECORDS & COLLEC	0.06
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F MUNICIPAL WASTEWAT		NON-DEPARTMENTAL	55.00
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F MUNICIPAL WASTEWAT		ACCT-RECORDS & COLLECT	0.07
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	95.00
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.12
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F GARBAGE COLLECTION		NON-DEPARTMENTAL	5.20
BIESTERFELD MARK	3/03/17	REFUND OF DEPOSITS-ACCTS F GARBAGE COLLECTION		ACCTS-RECORDS & COLLEC	0.04
GUDETA MELKIE TILAHUN	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	68.89
GUDETA MELKIE TILAHUN	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.12
HAAS JULIE	3/03/17	CAL TABLECLOTHES	GENERAL FUND	CENTER FOR ACTIVE LIVI	25.31
MARCOTTE MIKE	3/03/17	BUCKET TRUCK DELIVERY LUNC	RECREATION	TREE REMOVAL	11.00
MOORE NOY	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		NON-DEPARTMENTAL	227.45
MOORE NOY	3/03/17	REFUND OF DEPOSITS-ACCTS F ELECTRIC		ACCTS-RECORDS & COLLEC	0.48
PATTERSON JOYCE L	3/03/17	REFUND OF CREDITS-ACCTS FI	ELECTRIC	NON-DEPARTMENTAL	91.95_
				TOTAL:	625.69
MORRIS ELECTRONICS INC	3/03/17	SCADA COMPUTER	ELECTRIC	LABORATORY EQUIP	852.12_
				TOTAL:	852.12
RECKER TODD	3/03/17	REIMBURSE D7 ENG CONFERENC	GENERAL FUND	ENGINEERING ADMIN	9.53_
				TOTAL:	9.53
RUNES FURNITURE STORE	3/03/17	OFFICE CARPET	WATER	M-DIST STRUCTURES	300.00_
				TOTAL:	300.00
SOUTHWEST MN CHAPTER OF I.C.C.	3/03/17	2017 DUES	GENERAL FUND	ECONOMIC DEVELOPMENT	100.00_
				TOTAL:	100.00
STUART C IRBY CO	3/03/17	BLANKET TESTING	ELECTRIC	O-DISTR MISC	64.92

VENDOR SORT KEY	DATE	DESCRIPTION	FUND	DEPARTMENT	AMOUNT_
				TOTAL:	64.92
TRACTOR SUPPLY CREDIT PLAN	3/03/17	LP FOR HEATER	RECREATION	PARK AREAS	6.37_
				TOTAL:	6.37
UNITED PARCEL SERVICE	3/03/17	INTERNET SHIPPING CHARGES	ELECTRIC	O-DISTR MISC	78.74_
				TOTAL:	78.74
UNIVERSITY OF MINNESOTA	3/03/17	MN AIRPORT CONFERENCE	AIRPORT	O-GEN MISC	225.00_
				TOTAL:	225.00
VERIZON WIRELESS	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	MAYOR AND COUNCIL	41.22
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	ADMINISTRATION	58.84
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	ENGINEERING ADMIN	62.44
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	ECONOMIC DEVELOPMENT	31.56
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	POLICE ADMINISTRATION	744.69
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	SECURITY CENTER	82.05
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	SECURITY CENTER	82.04
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	PAVED STREETS	109.32
	3/03/17	WIRELESS PHONE SERVICE	GENERAL FUND	CODE ENFORCEMENT	51.55
	3/03/17	WIRELESS PHONE SERVICE	MEMORIAL AUDITORIUM	MEMORIAL AUDITORIUM	31.22
	3/03/17	WIRELESS PHONE SERVICE	PD TASK FORCE	BUFFALO RIDGE DRUG TAS	26.02
	3/03/17	WIRELESS PHONE SERVICE	RECREATION	PARK AREAS	36.22
	3/03/17	WIRELESS PHONE SERVICE	RECREATION	OLSON PARK CAMPGROUND	31.22_
				TOTAL:	1,388.39
WESCO RECEIVABLES CORP	3/03/17	TAPE FOR 2017 PROJECTS (15 ELECTRIC	ELECTRIC	FA DISTR UNDRGRND COND	327.68_
				TOTAL:	327.68
WORTHINGTON GLASS INC	3/03/17	DUMP TRUCK REPAIR #506	RECREATION	PARK AREAS	203.00
	3/03/17	DUMP TRUCK REPAIR #506	RECREATION	PARK AREAS	85.00
	3/03/17	REPAIR GLOBES ON 10TH ST	ELECTRIC	M-DISTR ST LITE & SIG	380.00_
				TOTAL:	668.00

===== FUND TOTALS =====

101	GENERAL FUND	54,757.01
202	MEMORIAL AUDITORIUM	31.22
207	PD TASK FORCE	4,837.97
229	RECREATION	1,122.61
231	ECONOMIC DEV AUTHORITY	634.29
601	WATER	57,800.64
602	MUNICIPAL WASTEWATER	2,359.40
604	ELECTRIC	12,219.20
606	STORM WATER MANAGEMENT	51.52
612	AIRPORT	1,009.20
873	GARBAGE COLLECTION	5.24

GRAND TOTAL:	134,828.30
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