

WINNEBAGO COUNTY DRAINAGE BOARD
LARSEN DRAINAGE DISTRICT

Meeting Minutes

7:00 p.m. on July 20, 2021

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

I. Call to Order

Board Members:

Howard Miller	PRESENT
Peter Romberg	EXCUSED
David Sleik	PRESENT
John Kunde	EXCUSED
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 May 27, 2021 Winnebago County Drainage Board Larsen Drainage District Meeting.

MOTION:

Motion by Board Member Sleik

Second by Board Member Pfankuch

Motion to approve the minutes from the May 27, 2021 Winnebago County Drainage Board 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. McMahan Group

1. GIS Updates/Discussion

Sam Pociask and Ben Hamblin, McMahan Group, provided the Board with an update regarding the data they have added to the District's GIS platform. They noted the photo inspection points have been color coded and rated for maintenance needs. Each is rated 5-1 with 5 being the best. They asked the Board members to review the ratings and

make notes within the data base if their opinions are different from the initial assessment.

2. DATCP Annual Inspection Report

Clerk Stevens referred the Board to the Drainage Handbook regarding annual inspection requirements highlighting the following:

- a. The county drainage board, or its consultant, employee, or authorized landowner, must annually inspect every drainage district.
- b. All district ditches, corridors, dams, and other drainage facilities within the drainage district must be inspected and any needed repairs or maintenance identified.
- c. A summary of the identified work items in a district and how they will be addressed must be included with the county drainage board's annual report.
- d. The annual report must be sent to the DATCP, county zoning administrator, and various town and/or city entities in which district territory is located by December 1 of each year. Prior to submission, the report must be presented at a public meeting (preferably at the Annual Meeting in September/October).

Clerk Stevens distributed sample Annual Reports from other districts provided to her by the DATCP Engineer, Bart Chapman.

Clerk Stevens noted the financial data will be provided by the Treasurer after the end of the fiscal year (August 31, 2021). She also noted the drone photogrammetric survey of the corridor could be used to provide data for the Annual Inspection report or at a minimum, to identify areas which require a field inspection.

She suggested the Board decide who will be completing the report so there is enough time to meet the required deadlines. She said an option is to have McMahan Group complete the report. She noted because the district has not filed a report in quite some time, they are unsure of the time commitment required for providing the service and estimated their costs at \$1,500-\$3,000. Clerk Stevens said another option is to consider is a Board Member volunteer to complete the report. She noted the DATCP Engineer, Bart Chapman, is willing to assist with the process if needed.

She noted the report should be completed and scheduled for presentation at the next meeting to meet the public presentation requirement prior to the required December 1 submission/distribution deadline.

- The Board reviewed sample reports provided by the State Engineer.
- Board Member Pfankuch suggested the report be completed by McMahan Group so the district would have a complete and correct sample for our corridor. He said after the initial report is filed, the Board should be able reference it as a sample to complete the reporting requirement.

MOTION:

Motion by Board Member Pfankuch

Second by Board Member Sleik

Motion to have McMahon Group Inc. prepare and present the 2020-21 Annual Inspection Report for the Larsen Drainage District Arrowhead River Corridor for an approximate cost of \$1,500 to \$3,000 and for the Board to reference the final product as a template for future reporting to be completed by the Board.

Motion carried by unanimous voice vote

3. Maintenance Recommendations

Engineers Hamblin and Pociask provided a brief summary of suggested future maintenance projects. They indicated the drone study did not identify many major issues within the corridor. With that information in mind, they are comfortable delaying the maintenance so the Board can better understand and consider the costs of the proposed work, who will benefit from the work—the entire district and/or specific property owners, and how much should be assessed to complete the necessary maintenance work (the entire project costs or partial costs with the balance being covered by the district’s fund balance).

Clerk Stevens suggested, based on the discussion with the engineers, the Board develop a rudimentary schedule for project(s) development and assign tasks accordingly so informed decisions can be made at future meetings.

Clerk Stevens noted, historically, the district has performed much of the general maintenance (cutting trees, brush, etc.) during the winter months when crops are not on fields and the ground is frozen facilitating better/easier access with the necessary equipment. She said if there is any work of this type to be completed, the Board should consider getting estimates/bids, so a contractor can be secured to perform the maintenance. She also noted the Board should be mindful of the required annual reporting and recommended before and after photos of all work for reference.

- Engineer Hamblin requested the Board members access the GIS data base to review and consider the suggested maintenance. He instructed the members to add their own notes to the system as well.
- Engineer Hamblin also requested the Board Members send their maintenance list to him no later than September 1, 2021 so the information can be included in the Annual Report.

NO ACTION TAKEN

B. Monitoring Station at Woodland Road Bridge – Report

Chair Miller provided a report of his ongoing monitoring of the Arrowhead River water levels at the Woodland Road Bridge.

- The flow rates continue to be very low and slow with no detectable flow on May 24 and negative flows on June 6 and June 23—the water was moving upstream.
- Elevation levels are almost identical, within ½ inch, to those of the Fox River in Oshkosh and the Boat Landing near Boom Bay on Lake Poygan

- Chair Miller said he would continue to monitor this location as well as some of the other bridges in the district

NO ACTION TAKEN

C. 2021 District Tax Rates / Fees

Clerk Stevens noted the Larsen Drainage District property owners support the work performed by the District through Special Fees which are added to the property tax bills. Each property is charged a base rate plus a per acre fee. She provided historic data for the Board’s review as follows:

The Board approved the following fees for the 2020 tax bills:

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

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*.

2020 Board maintained the same rates as 2019 generating \$9,770*.

*While 2019 and 2020 rates were the same, the generated revenues increased due to construction—previously vacant lots were developed changing the base rate charge and therefore increasing revenues.

Clerk Stevens recommended the Board consider anticipated operating costs and current fund balance when determining the District Fees to be applied to the 2021 tax bills. She provided the anticipated costs for 2022 and an estimated 2021 year-end fund balance as follows:

2022 Engineering (GIS Database Maintenance and Esri Fees)	\$1,600
2022 General Engineering Services	\$5,000 (estimated)
2022 Corridor Maintenance-Mowing, Tree removal, etc.	\$5,000 (estimated)
2022 Projects	TBD
2022 Administrative Services (Annual Mtg, plus 4)	\$3,000
2022 Board per diems (5 Mtgs.)	\$1,300
Estimated Expenses for 2022	\$15,900

2021 Fund Balance (w/consideration given to outstanding obligations) **\$185,000**

Clerk Stevens advised the Board they will need to make a final determination and take formal action regarding the District Fees to be placed on the 2021 tax bills before October 29, 2021.

- Board Member Sleik said he feels the Board needs to scale back what they have been doing. He said he understands the extra costs this year needed to evaluate the corridor and to bring the new Board up to speed, but he does not think it is necessary to continue having meetings, at least not as often.

- Board Member Sleik said the fund balance should be used to take care of the necessary projects and the landowners fees should not be increased unnecessarily.
- Clerk Stevens agreed the Board should proceed with caution when determining any fee increases, however, it must also consider the costs of operations.
- Board Member Pfankuch stated the general fund balance of \$185,000 is not really a lot of money—it could all be easily spent on a single dredging project and then there would be nothing to fall back on.
- Board Member Pfankuch noted the Board should not operate “in the red” and should plan for the standard expenses needed to continue to operate and maintain the district.
- Board Member Pfankuch noted the GIS mapping shown by the engineers showed the area benefitting from the corridor compared to the actual District boundary. He said the Board should determine who is benefitting from the district and expand the tax base (District boundary) accordingly.
- Board Member Sleik said he thinks that should not be done. The district should operate as it stands.
- Clerk Stevens noted the land owners in the district would then be carrying a larger burden while others outside the historic boundary might be benefitting from the corridor drainage but not contributing to its maintenance. She explained there are now ag lands which have been tiled which likely did not previously drain into the Arrowhead, but now are contributing their storm water through the tiling.
- Board Member Sleik said they should not be taxed. He said the drain tile actually makes the drainage better and they should not have to pay for improving it.
- Clerk Stevens noted the land is improved because the drainage is running into the corridor and maintenance of the corridor is necessary for that to continue. She said who is actually contributing water to the district would have to be determined by someone with expertise but if a property is benefitting from use of the corridor, the land owner should contribute to the corridor maintenance.
- Clerk Stevens suggested the Board Members review the financial information provided and then continue the discussion at the next meeting when they will be setting the fees for the 2021 tax bills.

NO ACTION TAKEN

D. Accounts Payable

The Board reviewed the accounts payable presented by Clerk Stevens as follows:

- Invoice #923131 Project 09-21-00337 UAV Survey & GIS for \$9,722.00 (Project approved at the March 30, 2021 meeting)
- Meeting attendance log and per diem/mileage distribution for the 07/20/21 meeting for \$172.32

MOTION:

Motion by Board Member Sleik

Second by Board Member Pfankuch

Motion to approve and pay the accounts payable as amended and presented by the Clerk

Motion carried by unanimous voice vote

E. Next Meeting and Board Member Requests for Agenda Items

- Chair Miller noted the monitoring data and how it is directly impacted by the levels of Lake Winnebago. He said he feels it is extremely important for the Drainage Board to attend the Army Corps of Engineers Fall draw down meetings. He said the meeting date has not yet been set, but usually falls in September.
- Clerk Stevens suggested the Board choose a meeting date and an alternate meeting date to allow for attendance at the Army Corps meeting.

The Board scheduled their next meeting for Thursday, September 30, 2021 at 7:00 p.m. with an alternative meeting date of Thursday, October 7, 2021 at 7:00 p.m.

Agenda items are to include 2021 District Tax Rates, Review of the 2020-2021 Annual Financial and Inspection Report, maintenance work, and any other business which may arise.

- Gerry Peterson, 5707 Lakeview Road, Larsen, requested the Board consider having the corridor mowed from STH 45 west. He noted the work done in the past to maintain the banks which now need to be mowed. He said he has been mowing the top of the bank but cannot mow the slope.
- Board Member Sleik noted the area is from STH 45 west along his property, Mr. Peterson’s property, and Oostras property. He said it would be best done in the fall—October or November.
- Mr. Peterson also mentioned the area on Oakridge by the bridge which should be mowed.
- Clerk Stevens asked if Mr. Peterson would stop in the office to determine the specific areas with which he is concerned. She would then request some cost estimates for the work.

V. Adjournment:

MOTION:

Motion by Board Member Sleik

Second by Board Member Pfankuch

Motion to adjourn at 8:24 p.m.

Motion carried by unanimous voice vote.

Respectfully submitted,
Holly Stevens, Clerk, Town of Clayton