

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #638

April 6, 2023

Call to Order

The meeting was held in the Lac qui Parle-Yellow Bank Watershed Office, Courthouse, Madison, MN with a virtual ZOOM login option. The meeting was officially called to order by Chairman Darrel Ellefson at 1:30 p.m. **Managers Present:** Chairman Darrel Ellefson, Vice Chairman John Cornell, Secretary David Craigmile, & Treasurer Andrew Weber. **Managers absent:** None. **Staff present:** Administrator Trudy Hastad, Park Manager Ron Fjerkenstad, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, & Ditch Inspector Jared Roiland. **Staff Absent:** Coordinator Mitch Enderson. **Others present:** Yellow Medicine Commissioner Glen Kack and new park manager Ethan Kack.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There being no additions to the agenda, Manager Andrew Weber motioned to approve the agenda, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Administrator Hastad reported that Manager Michael Frank turned in his notice for park manager on March 31, 2023 effective immediately. She contacted the Yellow Medicine County Administrator and Commissioners and they will start the process to advertise for a replacement to fill his unexpired term.

Staff Reports:

Park Report: Ron Fjerkenstad

- Ron asked to raise Steve Sroka pay by \$1.00/hour. Discussion followed with Administrator Hastad saying his current rate is \$13.75/hour so if approved would be \$14.75/hour. Ron stated that Steve is a great mechanic, lead guy and he will be helping with training at the park.

Manager David Craigmile motioned to increase Steve Sroka pay to \$14.75/hour for the 2023 park season, seconded by manager Andrew Weber. Upon vote, motion passed 4-0.

- Ron reported closing on his house in April and plans to move in as soon as he can.
- The road to the park house is a mess and has washed. The Board authorized Ron to get the road repaired.
- The Board also thanked Ron for his outstanding work at the park and wished him well in his retirement. They were also very thankful that he agreed to stay and help get the park off to a good start this camping season.

Drainage Inspector Report: Jared Roiland

- Attended the pesticide recertification course in St. Cloud, MN so I am certified to spray the County ditches for two more years.
- Trudy & I attended the LQP County GIS meeting to discuss the County consulting with ProWest for the County's GIS needs.
- Trudy, Abby, & I attended the SWCD regenerative farming practice meeting held at the Armory in town. The speaker was an organic farmer from Indiana that specializes in cover crop rotations.
- Trudy & I joined the TEAM meeting for approval of the 1W1P with the legislators where the plan was approved.
- On March 24, 2023 I visited the CD #42 improvement site, took pictures and sent to Houston Engineering.
- Reviewed the televising footage of the Br 3 CD #4 improvement project. We would like to have the close out hearing for this project on Monday, April 24, 2023 at 9:30 in the Annex if the WS Board approves.

- Sent fliers to the schools in the Watershed District for the NO Child Left Inside Grant so they can put with their summer rec notification letters.

Environmental Feedlot/Planning & Zoning/SSTS Specialist: Abby VanKempen

- Had two conditional use permits last month – one for a gravel pit renewal and one for a seasonal hunting cabin. Both were approved by the County Board on Tuesday.
- Held a variance hearing for someone to build a new house and machine shed within the road setbacks and the property line setbacks. Board of Adjustment approved that request.
- Solar ordinance – the solar subcommittee met last week and approved the draft of the solar ordinance. We will have a public hearing and go before the whole county board on April 18th for final approval. Sent notices to newspapers and township/city officials.
- Had phone calls regarding a proposed wind energy company talking to people in the Manfred/Mehurin Townships, but hadn't heard anything at the County level from them at this time.
- Have an upcoming septic contractor meeting in Montevideo on April 18, 2023. We are holding it jointly with Chippewa County to review new SSTS regulations, talk about SSTS problems, and talk about the upcoming installation season and permit issuance procedures.
- Attended the annual feedlot conference in March in Winona.

Environmental/HHW Specialist: Jennifer Schuelke

- Received the signed recycling contract with Olson Sanitation which is good for two years.
- We were notified by MPCA that we are selected to test for PFAS at our landfill this spring. They only have funding for this one round of sampling, so we will have to wait and see what the results show and what their next steps are at that time.
- We are gearing up for the paper shredding event set for April 15th, 2023 from 10 am to 1pm at the County garage in Madison and it is free for LQP County residents.
- We are sponsoring an Earth Day coloring contest for kids ages 4-11 and the winners will receive a \$10 Dairy Queen gift card. The contest started on Monday and will run through April 18th.
- I've started working on the ads for our Electronics, or "Special Item's" collections. They will be from 8am to noon on the second Saturday of the month from May -October.
- We have finalized the details of our five-year contract with Kandiyohi County and are just waiting for final approval from the County Board of Commissioners.
- I completed the Veolia HHW Hazard Categorization training March 7th and a two-day initial OSHA Safety & Health Training March 21st & 22nd.
- Attended the regional HHW meeting in Willmar on March 8th to discuss education and information on HHW programs and MPCA PFAS testing. I also was able to tour the facility, which was really interesting.
- I completed the quarterly HHW report last week and that was the only report that I had due since the last meeting.

Ditch Specialist: Cindy Brehmer

- This month I continued to work on audit prep.
- Trudy & I did both payrolls and the federal and PERA payments online.
- Helped answer ditch tax questions as the tax statement were sent out.

- Attended the ditch committee meeting on March 29th and gave the financial report. We had a long discussion on the upcoming CD #4 long term assessment and bond.
- I am working with MCIS (tax software company for the County) to run different options in our tax system for our landowners.
- Trudy is teaching me how to balance the WS bank statements and the financial side of the watershed work.

Coordinator Report: Trudy Hastad

- Listened into the 1W1P approval meeting with the Legislature and they approved the Plan.
- Rhyan Schicker with LQP SWCD and I met and set up the 1W1P into e-link along with the work plan.
- Rhyan and I reviewed the No Child Left inside grant and discussed a work plan for that so we can get final approval.
- Trying to keep up with Mitch’s emails during his leave.

WCA: Trudy Hastad in Mitch’s absence.

- Jared and I reviewed the Watershed permit for WCA.
- Signed the TEP final release for the HRM Wetland Final release for (S07600).
- Talked to John Hansel about our WCA program.

OTHERS: None

Administrator Hastad reminded the Board that April was the month that the Watershed held their re-organization of the Board of Managers. Discussion followed.

Manager David Craigmile made a motion to retain the offices as currently held being (Darrel Ellefson as Chairman, John Cornell as Vice-Chairman, Andrew Weber as Treasurer, & David Craigmile as Secretary with Publicity to the Yellow Medicine member once appointed), seconded by John Cornell. Upon vote, the motion passed 4-0.

TREASURER'S REPORT: Manager Andrew Weber read the Treasurers’ report.

Manager Andrew Weber motioned to transfer \$100,000 from the park deposit account to the General account to be paid back once funds are received from the Br 3 CD #4 ditch project, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

Manager David Craigmile motioned to approve the Treasurers report as read, seconded by Manager Andrew Weber. Upon vote, motion passed 4-0.

The following warrants were presented for approval:

Number Vendor Details 03/08/2023 to 04/06/2023

General Klein Account:

0000			<u>\$0.00</u>
		TOTAL	\$0.00

Park Expense Account:

1610	Lyon-Lincoln Electric Cooperative	February park electricity	\$800.80
1611	Kockelman Construction	snow removal	\$1,244.50
1612	Frontier Communication	park fax, internet, phone	\$352.14
1613	Running’s Supply	shovel	\$64.11
1614	LQP County Environmental	park cell phone	\$41.14
1615	Millborn Seeds	seed for boy scout camp & Lazarus	\$6,757.03
1616	Olson Sanitation	March trash	\$19.89
1617	Ag Plus Cooperative	gas	\$39.71
1618	Lyon-Lincoln Electric Cooperative	March park electricity	\$843.92

1619	C.A.S. Plumbing & Heating	quarterly softner rent	\$43.28
Transfer	To general acct	March park payroll (4-5-23)	<u>\$2,359.58</u>
		TOTAL	\$12,566.10

UPB GENERAL ACCT:

4474	LQP-YB Liability acct	sales & use tax	\$129.00
23043-23048	semi-monthly payroll	3/20/23 payroll	\$8,503.34
23049	David Craigmile	per diem, mileage	\$185.13
23050	Andrew Weber	per diem, mileage	\$129.85
23051	Michael Frank	per diem, mileage	\$141.64
23052	John Cornell	per diem, mileage	\$160.64
23053	Darrel Ellefson	per diem, mileage	\$264.94
4475	LQP-YB Liability Acct	semi-monthly PERA	\$1,737.36
4476	LQP-YB Liability Acct	Federal withholding	\$2,685.74
DC	Microsoft Store	software	\$106.00
DC	Express Suites	Abby – feedlot conference hotel	\$245.00
DC	Deluxe for Business	general checking checks	\$685.20
DC	Dell Marketing	park computer	\$1,395.71
DC	B&H	park printer & router	\$555.73
23054-23059	semi monthly payroll	4-5-23 payroll	\$9,164.93
23060	monthly payroll	March park payroll	\$2,359.58
4477	Rinke Noonan Attorney's @ Law	monthly retainer, pasture lease work	\$5,783.00
4478	Dallas Croatt	snow removal @ shop	\$300.00
4479	Yellow Medicine County	2023 property taxes	\$3,846.58
4480	AG Tech Drainage, LLC	final payment Br 3 CD #4 improvement	\$149,080.44
4481	Western Guard	two week park manager job ad	\$312.00
4482	Buffalo Ridge Newspaper	2 week park manager ad	\$246.50
4483	MACATFO	conference registration for Cindy	\$50.00
4484	City of Madison	shop electricity	\$112.97
4485	Dawson Sentinel	2-week park manage ad	\$94.50
4486	LQP County Auditor Treasurer	shop property taxes	\$804.00
4487	LQP County Auditor/Treasurer	March postage	\$19.92
4488	LQP County Auditor/Treasurer	Health insurance	\$9,167.27
4489	LQP County Auditor/Treasurer	Aflac, dental, Eyemed, Life, LTD	\$689.69
4490	LQP-YB Liability Acct	Federal withholding	\$3,452.44
4491	LQP-YB Liability Acct	State withholding	\$898.00
4492	Jared Roiland	carwash for pickup reimbursement	\$10.00
4493	Mark Schubert	duplicate check for #4326 8-29-22	\$232.20
4494	LQP Coop Oil Company	gas for pickup	\$46.25
4495	LQLP-YB Liability	monthly & semi-monthly PERA	\$2,298.85
4496	Houston Engineering, Inc.	Br 3 CD #4 improvement	\$2,711.00
4497	Morris Electronics	tera station	\$1,232.94
4498	Yellow Medicine County	2023 property taxes	<u>\$2,940.00</u>
		TOTAL	\$212,778.34

DITCH ACCT

TOTALS-0-

Manager Andrew Weber motioned to approve the warrants as presented, seconded by Manager John Cornell. Upon roll call vote, motion passed 4-0.

Secretary's Report: Trudy Hastad reviewed Secretary report #637 and 637.1

Manager Andrew Weber motioned to approve meeting minutes #637 & 637.1, seconded by Manager John Cornell. Upon roll call vote, motion passed 4-0.

Administrator Report/Old & New Business: Trudy Hastad

- The Br 3 CD #4 Improvement project was completed and asked the Board to set a date for the final hearing.

Manager David Craigmile motioned to hold a special meeting for the final hearing for the Br 3 CD #4 Improvement on April 24, 2023 at 9:30 a.m. in the Lac qui Parle Annex, seconded by Manager Andrew Weber. Upon vote, motion passed 4-0.

- Reviewed the quote from the contractor, Lawrence Peterson, for finishing the basement in the park house. Also reviewed quotes for electrical & plumbing work from Cass Plumbing & Vlaminck for electrical for finishing the park house basement. We have talked to a gal about painting the house, and will need flooring.

Manager David Craigmile motioned to approve the bids/costs for the house updates, seconded by Manager Andrew Weber. Upon vote, motion passed 4-0.

- Manager David Craigmile researched internet providers for the park and reviewed costs with the Board from Frontier, Midco, & MVTV wireless along with the differences in internet speeds. Discussion followed.

Manager Andrew Weber motioned to change internet provider at the park office/house to Midco, seconded by Manager David Craigmile. Upon vote, motion passed 4-0. Manager Craigmile will work with Midco to get this installed.

- The seed was ordered from Milbourne Seeds in Brookings, SD for the reseeded of the Boy Scout camp area and the Lazarus creek cropland area. Jared and Andrew have agreed to pick up the seed and the LQP County SWCD will plant as soon as conditions allow.
- The 1W1P was approved by the legislature/BWSR on March 22, 2023. The next step will be to set it up in e-link.
- I have been training Cindy to do payroll, balance bank statements, quarterly reports, and will help with the Watershed audit. It is good to have a couple people that can do these tasks and will help with separation of duties.
- LQP County is looking at some updates to their GIS system. If they go through with the enterprise system with Pro West they may ask for some monetary help from the Watershed. Nothing has been finalized yet.
- On March 20, 2023 I spoke at the LQP County Annual Township meeting.
- Clifton/Larson/Allen will be doing our 2022 audit and will be on site the week of June 12th, 2023.
- Discussed shirt orders. If you want a shirt/hat etc let me know as we will be ordering fairly soon.
- Discussed fencing on Lazarus Creek. Hastad will contact Sogn Valley Fence to see about doing the fencing.
- Manager Darrel Ellefson turned in his notice today due to some health issues. He will stay on board as manager until LQP County appoints someone to fill his place.

Chairman Darrel Ellefson closed the meeting to the public at 3:50 p.m. to discuss a personnel issue. Chairman Ellefson re-opened the meeting to the public at 4:10 p.m.

PERMITS:

13835	Ted Berckes	Hammer, 2	seepage & main tile	04/06/23 DC
13836	Stuart Frazeur	Hammer, 2	seepage, main tile, intakes	04/06/23 DC
13837	Steve Ketelsen	Camp Release, 33	seepage lines, intakes	04/06/23 DC
13838	Steve Ketelsen	Camp Release, 35/36	seepage lines, intakes	04/06/23 DC
13839	Doug Haas	Manfred, 33/34	seepage, main tile, intakes	04/06/23 DC
13840	Mike Knutson	Fortier, 7/8/18	seepage, main tile	04/06/23 DC
13841	Toby Reiffenberger	Yellow Bank, 28	seepage, main tile, intakes, pump	04/06/23 AW
13842	Toby Reiffenberger	Yellow Bank 21/28	seepage, main tile, intakes	04/06/23 AW
13843	Mark Mueller	Yellow Bank N, 33/34	seepage, main tile	04/06/23 AW
13844	Craig Kanstrup	Augusta, 13	seepage, main tile, intakes	04/06/23 DE
13845 renew	Jordan Peterson	Hammer, 24	seepage, main tile, intakes	04/06/23 DE
13846	Bryan Clark	Arena, 29	seepage lines	04/06/23 DE
13847	Bryan Clark	Arena, 21	seepage, main tile, intakes	04/06/23 DE
13848 renew	Bryan Clark	Lake Shore, 32	seepage, intakes	04/06/23 DE
13849 renew	Bryan Clark	Lake Shore, 15	seepage lines	04/06/23 DE
13850 renew	Mary Whitehead	Augusta, 35	cattle pond	04/06/23 DE
13851	Nate Ludvigson	Freeland, 11	seepage lines	04/06/23 DE
13852	Nate Ludvigson	Freeland, 10	seepage, main tile, intakes, pump	04/06/23 DE
13853	Nate Ludvigson	Hamlin, 31	seepage, main tile, intakes	04/06/23 DE
13854	Mike Anderson	Hamlin, 28/33	main tile	04/06/23 DE
13855	Mike Kirchberg	Perry, 7	seepage, main tile, intakes	04/06/23 DE
13856	Tony Ludvigson	Garfield, 23	seepage, maint ile	04/06/23 DE

Permits Denied: Stanley Adelman for neighbor signature; Steve Kittelson Lisbon (not our ws); Josh Peterson/Burckes for signature; Ryan Westphal incomplete application.

Manager David Craigmile motioned to approve the permits, seconded by Manager Andrew Weber. Upon roll call vote, motion passed 4-0.

Meeting adjourned at 4:20 p.m.

Darrel Ellefson, Chairman

Attest:

David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, May 2, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.