

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #656

October 2, 2024

Call to Order

The meeting was held in the Commissioners' room, Courthouse, Madison, MN with a virtual ZOOM login option. The meeting was officially called to order by Chairman Andrew Weber at 9:00 a.m. **Managers Present:** Chairman Andrew Weber, Secretary David Craigmile, Publicity Michael Knutson. **Managers absent:** Treasurer Jon Olson, & Vice-Chairman John Cornell. **Staff present:** Administrator Trudy Hastad, Park Manager Ethan Kack, Environmental/HHW Specialist Jennifer Schuelke, Ditch Inspector Jared Roiland, & Ditch Specialist Cindy Brehmer. **Staff Absent:** Environmental/Feedlot Specialist Abby VanKempen, & Coordinator Eric Stahl. **Others present:** Attorney John Kolb via Zoom.

Approval of the Agenda

Chairman Weber noted a quorum was present and asked for additions to the agenda. Manager Weber asked to move the CD #63 discussion to 9:05 a.m. as Attorney Kolb was zooming in to discuss. Manager David Craigmile motioned to approve the amended agenda, seconded by Manager Mike Knutson. Upon roll call vote, motion passed 3-0.

Administrator Hastad reported there were no 1W1P contracts for approval.

Administrator Hastad reported receiving a petition for improvement for County Ditch #63. She e-mailed the petition to Attorney Kolb to verify it was a complete petition. Kolb reported the Board could move forward with accepting the petition as the petition has been signed by 42% (6 out of 14) owners of the property affected by the proposed improvement, which is over the 26% required threshold for those categories. More documentation is needed from three out of the six parcel owners. James & Denise Connor need to confirm the name of the trust and their authority to sign on behalf of the trust; Charles & Barbara Ludvigson will need to confirm the names of the trust and their authority to sign on behalf of the trust; and Sharon Haas signed as Power of Attorney for Douglas Haas and we will need documentation confirming that Sharon has authority to sign as Power of Attorney for Douglas.

Attorney Kolb stated the improvement passes over 19 40-acre or smaller parcels. Of those 19 parcels, petitioners are the owners of 13. Not counting the parcels owned by James & Denise Connor, Charles & Barbara Ludvigson, & Douglas Haas for reasons stated above, petitioners are the owners of 6 of the 19 parcels or 31%. Since this exceeds the 26% threshold, the petition can move forward.

Attorney Kolb reported that the petition included a \$10,000 cash bond, which is sufficient to cover the initial cost of proceedings related to the project. He recommended the initial cash deposit be replaced with a commercial bond with an initial face value of \$60,000. Discussion followed. Based on his review, he recommended that the drainage authority board proceed with adopting an initial order accepting the petition and appointing an engineer to prepare a preliminary survey report for the petitioned project. Discussion followed.

Manager Mike Knutson motioned to approve the preliminary findings and order for the improvement of County Ditch #63 as attached (item A), seconded by Manager David Craigmile. Upon vote, motion passed 3-0.

Hastad asked Attorney Kolb to discuss the status of the County Ditch #42 improvement bond payment. Attorney Kolb reviewed the latest discussions he had with the bond attorney and felt we would be getting the bond payment, but needed a bit more patience. He would send another email to the bond attorney asking on the status.

Manager Craigmile asked Attorney Kolb his opinion on a section of the WS rules requiring permits for bridges. Attorney Kolb reported that DNR is not required to get a permit from the Watershed District. DOT is required to obtain a district permit. Discussion followed with no action taken.

Staff Reports:

Environmental/HHW Specialist: Jennifer Schuelke

- The special item collection was held on Saturday, September 14, 2024 with the last scheduled collection to be held on October 12, 2024. We collected 434 tires, 25 appliances, 95 bulbs, & 66 electronics.
- The fair booth went well and we gave away a compost bin and one recycling bin which have been picked up by the winners. The new banners that we had made worked out really well.
- The fall HHW collection was held on September 11, 2024 in Dawson. We had 39 vehicles come through the line with 46 households contributing with 13 participating for the first time.
- The battery recycling program is going well.
- I am working on the 3rd quarter HHW Education report and continuing to work with my SW region SWAA group on our regional Solid Waste 10-Year Plan.
- Attended the SWAA Annual Conference in Duluth the 18th-20th.

Park Report: Ethan Kack

- Camping season rapped up on Oct 1, 2024. We are busy winterizing the bathrooms & getting water lines cleaned out.
- The camping season went well.
- They got the old granary taken down. It was falling down and becoming an eyesore. The area looks much better now.
- The new signs for the park road came in and plans to get them installed this week.
- YM County is letting bids for CR 30 which is the back road to the park so the back entrance to the park is included in their bid.
- The walls are pulling away from the concrete/foundation in the shop building as they have bowed. They have fixed as best they can but might want to be something to budget for in the next five years Maybe a new 30X50 shop. No action was taken.
- The ITC high speed internet box was installed on the house/office and they will be putting a box on the main bathhouse in the park. Discussion followed with no action taken.

Ditch Specialist: Cindy Brehmer

- Brought the 2025 ditch assessments to the County Board on September 17th for approval.
- Continue to upload the Group 4 ROB spreadsheets and hope to finish that up today.
- I will be putting the ditch assessments into the ditch system once they get the new system pushed into our tax system.
- The new ditch system software will be here next week and I will be testing that.
- Attended the Drainage Committee meeting on September 25th.
- Balance the Watershed bank statements, & did payroll for this month.
- Completed the month end balancing for the County Auditor/Treasurer office.
- Continued to help the Auditor/Treasurer wrap up the County Audit reports and move into open enrollment.

Drainage Inspector Report: Jared Roiland

- Trudy sent a letter to the landowner in section 8, Augusta Township to ask for an after-the-fact permit for a private ditch issue. He came in to discuss with Trudy & I and filled out an after-the-fact permit but thought the fee was ridiculous.
- Trudy & I met with Commissioner Brehmer and Ethan Jenzen and Curt Vacek from DNR regarding the outlet of CD #97. DNR is going to do some further survey work.

- Met with a Lake Shore Township Board member, Ludvigson Tiling, & Casey Nelson on site of a tile project that was approved this spring in Lake Shore, 33. Township was concerned were they were crossing the Township road. Issue was resolved with landowner bringing the tile through the road and outlet it on the south side. The Township agreed with this plan.
- Trudy & I met with the Yellow Medicine County Ditch Inspector, an engineer from Bolton & Menk and several landowners of JD#26 to discuss the issues they have with the outlet of the system. The engineer is going to put together a few options of how to alleviate the issue and bring those options back to the joint board to decide how to proceed.
- Completed the ditch inspections for 2024 along with Watershed Ditch #92.
- We had a water leak at the shop right at where the shut off valve is located. The city shut off the water to the building and now we are waiting for Pillatzki Plumbing to come replace the valve.
- Mangel's started working on replacing the old doors and trim on both of the shop buildings. They will be done in a few days.
- Sent maps of R-6 and Lazarus Creek to Tony Abrahamson & sons for drone spraying of the weeds. Sounded like they applied on September 27, 2024.
- Plan on cleaning up the Roxor and truck and having oil changed. We had less hours on the Roxor this year. Board authorized changing of oil on the truck & roxor.
- Cleaned up the water tank and put away for the winter.

Environmental Feedlot/Planning & Zoning/SSTS Specialist: Abby VanKempen (read by Hastad)

- Abby is attending the MN Association of Planning & Zoning Administrators (MACPZA) annual conference in Willmar today through Friday.
- Finished up the Otter Tail Power Companies CUP – got final approval from the County board for the transmission line and breaker station in Yellow Bank Township.
- Completed two variance permits last month with both approved by the Board of Adjustment. One was to build a bin within the road setback, and the other to put up a temporary dwelling for elderly care on a parcel that is smaller than allowed by the ordinance.
- Received a new CUP application for operation of a new wedding/event center. We will schedule this for after harvest.
- I have been on five feedlot inspections this month.
- Put an ad in the paper this week about manure pumping safety.
- Septic systems continue to be installed so have been busy with inspections.

Coordinator: Eric Stahl (Hastad read in Stahl's absence)

- We met with the SWCD's to start consolidating budget amounts for the next round of funding for 1W1P.
- Approved two more SSTS applications this month.
- Discussed having a photo contest again in 2024. Discussion followed with Board in favor of the photo contest.

WCA: Eric Stahl

- Reviewed this month's permits for WCA compliance.
- Am working with a landowner on a restoration of a potential WCA violation in Yellow Bank Township.
- Working on a new WCA form for permits which is attached and would like to start using ASAP. Board authorized using the new form.
- The CD #5 joint application is moving forward and approval for the non-state land with similar restrictions as CD #8 requested earlier this year.
- TEP did a site visit to the Strong Ag Bank Site. They are asking to release 4.14 credits with approval from the TEP. Discussion followed.

Manager David Craigmile motioned to release 4.14 credits based on TEP approval on the Strong Ag Bank Site, seconded by Mike Knutson. Upon vote, motion passed 3-0.

OTHERS: none

TREASURER'S REPORT: Manager Andrew Weber read the Treasurer's report.

Manager David Craigmile motioned to accept the Treasurers' report as read, seconded by Manager John Cornell. Upon vote, motion passed 4-0.

Manager Mike Knutson motioned to transfer \$25,000 from the park deposit account into the park expense account, seconded by manager Mike Knutson. Upon vote, motion passed 3-0.

Manager Mike Knutson motioned to transfer \$15,000 from the park deposit account to the park expense account, seconded by Manager David Craigmile. Upon vote, motion passed 3-0

The following warrants were presented for approval:

		<u>Number</u>	<u>Vendor</u>	<u>Details 09/06/2024 to 10/05/2024</u>	
<u>General Klein Account:</u>					
6618	Lincoln County SWCD		1W1P Buller Soil Health Field Day		<u>\$645.30</u>
			TOTAL		\$645.30
<u>Park Expense Account:</u>					
1862	Canby True Value		September park supplies		\$372.15
1863	LQP County Environmental Office		park cell phone		\$41.23
1864	Midcontinent Communications		park internet		\$60.00
1865	Napa Auto Parts		September parts		\$191.85
1866	Running's Supply, Inc. 20 V battery, RV antifreeze, bleach, concrete sealant etc		wintermaster, roadmaster, diesel, gas		\$700.48
1867	Ag Plus Cooperative		September supplies		\$104.96
1868	Canby Builders Supply		painting & design of park maps		\$240.85
1869	Sarah Bednarek		super strength anchoring adhesive		\$400.00
1870	Ethan Kack		signs for park road		\$56.64
1871	M-R Sign Company, Inc		September water usage		\$361.63
1872	Lincoln Pipestone Rural Water		September trash		\$452.14
1873	Olson Sanitation Inc.		Sept 1-30 park payroll		\$2,005.86
Tran	September payroll		TOTAL		<u>\$4,074.72</u> \$9,062.51
<u>UPB GENERAL ACCT:</u>					
4847	LQP-YB Liability Acct		Federal withholding		\$2,934.62
4848	LQP-YB Liability Acct		PERA		\$2,038.19
24169-24174	semi-monthly payroll		Sept 1 – 15 payroll		\$9,905.67
24175	David Craigmile		per diem, mileage		\$274.79
24176	John Cornell		per diem, mileage		\$161.67
24177	Andrew Weber		per diem, mileage		\$188.56
24178	Mike Knutson		per diem, mileage		\$192.13
4849	City of Madison		shop utilities		\$141.26
4850	Rinke Noonan Attorneys at Law		monthly retainer, CD #63 Improvement		\$838.00
4851	Brewster Building Center, Inc		shop doors, trim repair supplies		\$3,509.27
4852	Western Guard		2- week budget ad		\$181.00
4853	LQP County Auditor/Treasurer		September postage		\$139.23
4854	Quill Corporation		file divider sheets, file folders		\$88.53
4855	LQP-YB County Auditor/Treasurer		Health insurance		\$12,510.67
4856	LQP-YB County Auditor/Treasurer		eyemed,dental,John Hancock,Life		\$1,527.99
4857	LQP-YB Liability Account		Federal withholding		\$4,051.06
4858	LQP-YB Liability Account		State withholding		\$1,156.00
4859	LQP-YB Liability Acct		September sales & use tax		\$324.00
4860	LQP-YB Liability Acct		PERA		\$2,709.30
24179-24184	semi-monthly payroll		Sept 16-30 payroll		\$9905.70

24185-24189	monthly payroll	September park payroll	<u>\$4074.72</u>
		TOTAL	\$56,852.36
Debit Card			
	Call2Recycle	battery boxes	\$160.00
	Microsoft Store	Adobe acrobat for Jen	\$49.99
	Insta Ink	park ink	\$14.95
	Holiday Inn Duluth	Jen SWAA conference	\$597.03
	Call2Recycle	battery boxes	<u>\$160.00</u>
		TOTAL	\$981.97
<u>DITCH ACCT</u>			
	None		<u>\$0.00</u>
		TOTAL	\$0.00

Manager Mike Knutson motioned to approve the warrants as presented, seconded by Manager David Craigmile. Upon roll call vote, motion passed 3-0.

SECRETARY REPORT: Secretary minutes #655 & Special meeting #655.1 as e-mailed.

Manager Mike Knutson motioned to approve minutes #655 and special meeting minutes #655.1 as e-mailed, seconded by Manager David Craigmile. Upon vote, motion passed 3-0.

Administrator Report/Old & New Business: Trudy Hastad

- Dean Broin offered \$2500 for the shop lease for another three-year lease. Discussion followed.

Manager David Craigmile motioned to rent the shop for another three-year lease to Dean Broin for \$2500/year, seconded by Mike Knutson. Upon vote, motion passed 3-0

- The annual Watershed meeting will be held at Grand View Lodge in Nisswa, MN Dec 4-6. Discussed who would attend and lodging.
- Discussed the 2023 financial report. Manager Weber and Administrator Hastad attended the audit exit with no major concerns noted. The financial report was e-mailed to the managers prior to the meeting for review/concerns.

PERMITS:

14216	Thomas Kuhlman	Ten Mile Lake, 5	seepage lines	10/02/2024DC
14217	Thomas Kuhlman	Ten Mile Lake, 31	seepage lines, intakes	10/02/2024 DC
14218 Renew	Gary Robertson	Providence, 25	seepage, main tile, intakes	10/02/2024 DC
14219	Keith Erickson	Camp Release, 7	main tile, intakes	10/02/2024 DC
14220	Keith Erickson	Camp Release, 18	main tile, intakes	10/02/2024 DC
14221	Dean Matthies	Perry, 28	ditch cleanout	10/02/2024 AW
14222	Dean Matthies	Arena, 9	ditch cleanout	10/02/2024 AW
14223	Dan & Darin Brandenburger	Augusta, 8	close ditch	10/02/2024 AW
14224	Scott Wittnebel	Walter, 28	seepage lines	10/02/2024 AW
14225	Terry Halvorson	Augusta, 25	ditch cleanout	10/02/2024 AW
14226	Alan Adelman	Yellow Bank, 23	seepage line, intakes	10/02/2024 AW
14227	David Vogt	Hammer, 13	main tile, intakes	10/02/2024 MK
14228	Dwayne Monke	Hammer, 25	seepage, main tile	10/02/2024 MK
14229	Nathan Thorpe	Hammer, 20	seepage lines, intakes	10/02/2024 MK
14230	Nathan Thorpe	Hammer, 5	seepage lines	10/02/2024 MK
14231	Nathan Thorpe	Florida, 15	seepage lines, intakes	10/02/2024 MK
14232	Nathan Thorpe	Florida, 11	seepage lines, intakes	10/02/2024 MK
14233	Nathan Thorpe	Florida, 24	seepage lines	10/02/2024 MK
14234	Nathan Thorpe	Florida, 8	seepage lines	10/02/2024 MK
14235	Roger Bliss	OshKosh, 7	ditch cleanout	10/02/2024 MK
14236	Josh Peterson	Hammer, 13	seepage lines	10/02/2024 MK
14237	Kevin Doom	Norman, 15	seepage, main tile	10/02/2024 MK
14238	Scott Verhelst	Hammer, 36	seepage, main tile	10/02/2024 MK
14239	Darren Schmidt	Manfred, 17	seepage & main tile	10/02/2024 MK

14240	Steve Haas	Madison, 6	seepage, main tile, intakes	10/02/2024 JO
14241	Anthony Ludvigson	Hamlin, 28	seepage, main tile, intakes	10/02/2024 JO
14242	Ryan Ludvigson	Garfield, 10	seepage, main tile, intakes	10/02/2024 JO
14243	Kemen Farms	Hamlin, 14	seepage lines	10/02/2024 JO
14244	Kemen Farms	Hamlin, 14	seepage & main tile	10/02/2024 JO
14245	Kemen Farms	Hamlin, 35	seepage lines	10/02/2024 JO
14246	Mary Olson	Madison, 3	clean ditch	10/02/2024 JO
14247	Warren Trygestad	Lake Shore, 28	seepage, main tile, intakes	10/02/2024 JO
14248	Larry Tollakson	Hamlin, 35	seepage, main tile	10/02/2024 JO
14249	Tom Ludvigson	Mehurin, 11	seepage, main tile	10/02/2024 JO

Permits Denied: Schuelke permit held for signature

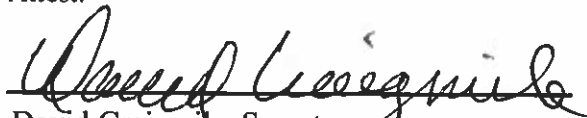
Manager Dave Craigmile motioned to approve the permits except those held and pending Manager Olson review, seconded by Manager Mike Knutson. Upon roll call vote, motion passed 3-0.

Meeting adjourned at 10:42 a.m.



Andrew Weber, Chairman

Attest:



David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Wednesday, November 6, 2024 at 9:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.