

Lac qui Parle-Yellow Bank Watershed District  
Board Minutes #615  
May 4, 2021

Call to Order

The meeting was held in the Lac qui Parle Commissioners' Room in the Courthouse, 600 W 6<sup>th</sup> St, Madison, MN 56256, with a virtual ZOOM login option. The meeting was officially called to order by Chairman Darrel Ellefson at 4:30 p.m. Roll call was taken. **Managers Present:** Chairman Darrel Ellefson, Secretary David Craigmile, and Publicity Manager Michael Frank. **Managers present via ZOOM:** Treasurer David Ludvigson. **Managers absent:** Vice-Chairman John Cornell. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, and Park Manager Ron Fjerkenstad. **Others present:** Brian Fernholz, Bernice Oellien, Camey Maland, and Dan Maland. Others present via Zoom: Larry Duis.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. David Craigmile motioned to approve the agenda seconded by Michael Frank. Upon roll call vote, the motion passed 4-0.

Staff Reports:

**PARK:** Park manager, Ron Fjerkenstad reported on monthly activities.

- Seasonal crew started working the middle of April to get things ready for the May 1<sup>st</sup> opening. Ron reported the seasonal workers did not get a pay increase last year so suggested the Managers consider a bump in pay. Discussion followed. Hastad reported on current hourly wages for the park workers.

Micheal Frank motioned to increase seasonal park workers \$.75/hour effective May 1, 2021, seconded by David Craigmile. Upon roll call vote, the motion passed 4-0.

- The boat motor is still in the shop. Ron wants to get the platform in the water so may have to borrow a boat until the motor is repaired.
- Ron ordered a dozen new fire pits from SMI for a great price, and these are very heavy duty and should last many years.

**COORDINATOR:** Mitch Enderson reported on monthly activities:

- The deadline for the 1W1P RFQ response is Friday of this week. We will hopefully receive between 3-5 submittals. The policy committee met on the 28<sup>th</sup>. Updates were given from partners and the hiring/ranking process was discussed for picking a consultant.
- Parcel splits from the past year have been sent to Mark V for updates in GIS. I applied and received the grant through which we get our advanced GIS licensing along with all extensions.
- I spoke to the contractor last week for the Del Clark/Canby Creek grant and he is hoping to start the project in a couple weeks when conditions are ready. Discussed a spot for a short interpretive trail being mowed going out to a ridge that could overlook the project for a commorative sign which will work for match for the grant.
- We have received our applications for SSTS this spring. Maintenance booklets and amortization schedules were mailed to landowners who installed systems in 2020.
- Met with the DNR hydrologist at the CD #4 outlet to show him the areas that need to be cleaned out. It is currently under review. The CD #79 & #83 outlet cleanouts are in comment period and we should be receiving notification very soon.
- We are going to pursue funding for both sections of the restoration of Florida Creek and hope to apply for funding in a year. I am working with the SWCD to take Sechi tube readings this summer which will enhance the application. We had been told of potential funding from DNR fisheries to conduct some initial engineering to design a funding application. With some funding likely coming very soon, we will need to determine a project sponsor and an LGU to administer the project and funds and the group is wondering if the Watershed would want to be the sponsor for the project. No action is required tonight.
- We will be having direct training with Houston on Thursday for Drainage DB updates and to go over how we can edit the interface ourselves.

- The Earth day coloring contest winners were Nolan Maatz and Amelia Anderson. Dairy Queen gift certificates were mailed out.
- We would like to do a canoe trip again this year. We don't have grant funds for this so would like permission from the Board for advertising and supplies. We are thinking about a joint trip with the Upper MN Watershed which would consist of launching at the dam on HWY 75 and canoe the MN River to the boat landing NW of Lousiburg. This stretch is the legal boundary between the two Watershed Districts. Greg Wyum would supply his canoes. Discussion followed with the Watershed Board of Managers giving approval to conduct the canoe trip.

**WCA:** Mitch Enderson reported on monthly activities.

- The landowner with the violation is still in disagreement over the restoration order. The restoration order has a compliance date of May 31<sup>st</sup>. The last time the landowner contacted the office he said we would have to wait and see what happens May 31<sup>st</sup> so I am not anticipating compliance.
- The wetland bank site application in Yellow Bank 15 has yet to submit a CUP application.
- Explained to a landowner how project along WS32 met exemption.
- Attended two half day webinar trainings that the MN delineator program held in April.
- TEP will be meeting at the Olson HRM bank site on Friday so a credit request can be approved. The TEP will also do a site visit to determine a landowners options for a cleanout.

**OTHER:** Larry Duis with the Canby Fire Department met with the Board to discuss fundraising for new playground equipment at Stonehill park. He talked to First Security Bank and they will do matching funds up to \$10,000 and the Fireman voted to contribute \$5,000 towards new playground equipment. Mr. Duis was wondering if the Board had funds to add to this or if we could do some fundraising at the park. The managers thought we could maybe do a burger feed fundraiser in conjunction with the Watershed's 50<sup>th</sup> Anniversary sometime this summer. Manager Frank said he would also talk to Sanford in Canby to see if they would contribute anything. Discussion followed on setting up an account. Hastad reported we have an account at First Security in Canby and we could deposit as long as we mark on receipt it is for playground equipment and she can then track in Quickbooks. Discussion followed.

Michael Frank motioned to move forward with funding for Stonehill park playground equipment, seconded by David Craigmile. Upon roll call vote, motion passed 4-0.

**DRAINAGE MANAGER/INSPECTOR:** Jared Roiland reported on monthly activities:

- Trudy, Mitch, and I had a virtual Drainage DB training session on how we track repairs on our County and Watershed ditch systems. We will be having one-on-one training with the lead engineer to go into more detail for our specific uses later this week.
- Manager Craigmile and I went to Redwood Falls, MN to pick-up a 305-gallon low profile water tank that fits nicely in the back of the truck.
- Installed the locks and deadbolts on the shop buildings so we can store all equipment and vehicles in them.
- Darrel and I met on-site in section 19-20, Freeland Township to look at a landowner dispute.
- Mitch & I met a landowner in section 11/12, Mehurin to look at a culvert concern. The concern was addressed with the LQP highway engineer.
- David Ludvigson and I worked on setting up the sprayer and getting everything hooked up to the ROXOR. We should be ready to spray R6 and Lazarus creek sometime in the next two weeks. I have contacted Helena in Canby and he suggested using "Grazon Next" to treat the bull-thistle.
- We have been in constant contact with landowners and Houston Engineering about subjects that they bring to our attention with the CD#42 Improvement Project.
- David Craigmile and I finished getting the tow-bar street legal with chains hooking to the frame of the ROXOR as well as removable blinkers that attach to the ROXOR to indicate turning or braking.
- I have been in contact with our SWCD and our FEMA contractor to get all the FEMA sites seeded to the pre-work condition and have been granted an extension of the end of July to make sure these sites get seeded properly.
- Received a buffer non-compliance notice from Lincoln Count SWCD about WS ditch #11. We will need to investigate this site further and proceed from there with any potential enforcement actions.
- Received the preliminary engineers report for Br 3 CD #4 last week. We can now move forward with the preliminary engineers hearing.

**OTHER:**

Brian Fernholz, Bernice Oellien, Camey Maland, & Dan Maland met with the Board to discuss a tiling project with wetland restrictions in section 35, Lake Shore S. Brian Fernholz said NRCS gave the area in question a prior converted. Mitch Enderson explained the State wetland program and said the area is considered a type 3 wetland and explained type 1, type 2, & type 3 wetland characteristics. There was a prior tile line running thru that portion that was given an exemption to repair the original tile to original depth and size. They will also be hooking up neighbor tile that is outletting onto the area in concern. This should bring the type 3 wetland back to the original type 1 or 2 wetland as in the past. Hastad reviewed the permit application and it did not indicate any seepage line in the wetland area, only fixing the original tile. Discussion followed. No further action was taken.

**TREASURER'S REPORT:** Dave Ludvigson presented the Treasurers report via Administrator Hastad.

Manager Dave Craigmile motioned to transfer \$100,000 from the park deposit account to the UPB General account, seconded by Manager Michael Frank. Roll call vote was taken and motion passed 4-0.

Manager Michael Frank motioned to accept the Treasurers' report as read, seconded by Manager David Craigmile. Upon roll call vote, the motion passed 4-0.

The following warrants were presented for approval:

Number	Vendor	Details	04 /07/2021 to 5/04/2021
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General Klein Account:

None			TOTAL	\$-0-
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UPB Park Expense Account:

1335	Frontier Communications	park phone, fax, internet		\$298.50
1336	Running's Supply	tidy cats, shop towels,bulk screws, ratchet set	\$97.40	
1337	Kockelman Construction	class 2 base ¾"		\$491.51
1338	Ag Plus Cooperative	gas		\$155.55
1339	Canby True Value	drain opener, bleach, bulbs, rope, Clorox, TP		\$281.12
1340	Olson Sanitation	hopper rent, April trash		\$80.73
1341	Canby Print Shop	sign "All vehicles must stay on roadway"		\$24.90
1342	Lincoln Pipestone Rural Water	rural water payment		\$45.06
1343	Sturdevant's Auto Parts	park supplies		\$11.99
1344	Doug's Service & Marine	two oil filters		\$26.10
1345	Lyon-Lincoln Electric Coop	park electricity		<u>\$683.02</u>
			TOTAL	\$2,195.88

UPB GENERAL ACCT:

21046-21048	semi-monthly payroll	April 1-15 salary		\$5,108.53
21049	Michael Frank	per diem, mileage		\$137.84
21050	John Cornell	per diem, mileage		\$154.07
21051	David Craigmile	per diem, mileage, expense		\$340.58
21052	David Ludvigson	per diem, mileage		\$208.09
21053	Darrel Ellefson	per diem, mileage		\$506.43
21054	Darrel Ellefson	April ditch work		\$480.66
4018	LQP-YB Liability Acct	Pera 4-20-21 payroll		\$1,004.49
21055-21057	semi-monthly payroll	April 16-30 payroll		\$5,108.52
21058-21061	park monthly payroll	April payroll		\$3,448.40
4019	Rinke-Noonan Attorney's	monthly retainer & Karel's letter		\$362.50
4020	Western Guard	LQP 150 <sup>th</sup> Anniversary ad		\$150.00
4021	MCIT	insurance for shop buildings		\$69.00
4022	Nathan Corder	17 nuisance beaver		\$340.00
4023	Mike Anderson	75% costshare on two beaver dams		\$750.00
4024	Trudy A Hastad	postage, door knobs & deadlocks		\$150.26
4025	I & S Group	CD #54 punchlist w/contractor		\$5,849.40
4026	Lein Lumber LLC	4X4 green treated plywood		\$43.63

4027	ESRI	GIS license	\$400.00
4028	Tenvorde Ford, Inc.	floor mats for F150 pickup	\$199.00
4029	LQP Auditor/Treasurer	2021 property taxes on shop	\$1,126.00
4030	City of Madison	Madison shop electricity	\$53.27
4031	Mitchell Enderson	postage, DQ gift cards	\$90.60
4032	MPCA	SSTS grant repayments	\$56,418.54
4033	Houston Engineering	Br 3, CD #4 preliminary engineer report	\$11,850.00
4034	LQP County Auditor/Treasurer	Health insurance	\$4,679.00
4035	LQP-YB Liability	Federal withholding	\$3,997.34
4036	Dirt Proz, LLC	partial pay request #4 CD #42 Imp	\$58,839.75
4037	LQP Coop Oil Company	gas for pickup	\$76.80
4038	LQP County Auditor/Treasurer	April postage	\$38.79
4039	LQP-YB Liability	PERA monthly & semi-monthly	\$1,513.76
		<b>TOTAL</b>	<b>\$163,495.25</b>

Debit Card

Running's	hatchet, goggles, gloves, etc	\$79.85
Running's	water tank for pickup	\$622.90
	<b>TOTAL</b>	<b>\$ 702.75</b>

**DITCH ACCT:**

<b>None</b>	<b>None</b>	<b>\$-0-</b>
	<b>TOTAL</b>	<b>\$0.00</b>

Manager Michael Frank motioned to approve the warrants as presented, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

**Secretary's Report:**

Manager David Ludvigson motioned to approve meeting minutes #614 as mailed, seconded by Manager David Craigmile. Roll call vote was taken and motion passed 4-0.

Administrator Report/Old & New Business: Trudy Hastad gave the Administrator report.

- Discussed a new permit format that was mailed in the packet. The biggest change on the permit application is asking the landowner for the contractor preliminary map instead of hand drawing a bunch of lines on the permit map application. Hastad would like to see these permits good for two years, but the Watershed rules state a permit is good for one year so will have to remain one year until rules get amended. Discussion followed.

Manager David Ludvigson motioned to approve the new permit application with corrected grammar changes, along with application deadline due the Friday prior to the meeting date, effectively immediately, seconded by Manager David Craigmile. Upon vote, the motion passed 4-0.

- Hastad reported the landowners came to an agreement on the Theisen tiling permit discussed at last month's meeting.
- The preliminary engineer report for the Br 3 CD #4 Improvement project was filed in the office on April 30, 2021. Hastad asked the Board to set a preliminary engineer hearing date after reading the findings and proposed order for preliminary report (attached). Discussion followed.

Manager David Ludvigson motioned to approve the findings and order (attached) for the preliminary hearing for the Br 3 CD #4 improvement project and set the hearing date for Thursday, June 10, 2021, seconded by Manager Michael Frank. Upon roll call vote, the motion passed 4 - 0.

- Discussed the CD #42 Improvement project. There is a partial pay request #4 needing approval. The Engineer suggest holding back some money until some of the work on the punch list is completed. Discussion followed.

Manager Michael Frank made a motion to accept the partial pay request #4 to Dirt Proz for the CD #42 Improvement project, seconded by Manager David Craigmile. Roll call vote was taken, motion passed 4-0.

Manager David Craigmile made a motion to allow Administrator Hastad to make payment to Dirt Proz as they complete work on the punchlist and authorized by the engineer, seconded by Manager Michael Frank. Upon roll call vote, motion passed 4-0.

- Hastad reported a tiling project for Fagen Farms in section 32 & 33, Baxter Township was stopped because they did not have a Watershed permit. Discussion followed. Managers discussed approving the permit pending required signatures and permit is received in the office. If that is received, Hastad can let the contractor continue with the project.
- Discussed the Kallhoff concern in section 19 & 20, Freeland Township. Jared and Darrel had been to the site and took pictures that were reviewed with the Board. Discussion followed. Hastad was instructed to contact the landowner for his contractor map of his tiling project. No further action was taken.
- Hastad reported pasture rent was due May 1<sup>st</sup>, 2021. She is going to give the renters a reminder call that rent is due the 1<sup>st</sup> of May as she had only received from one person.
- Discussed that a renter had put a lock on one of our gates. She was instructed to get a key for the lock or else the renter would have to remove the lock.

PERMITS- The following permit applications were applied for:

13402 Renew #13074	John heisen	Florida, 5	seepage, main tile	4/06/21 MF
13403 Renew #12637	Paul Hacker	Camp Release, 24	Terracing	5/4/21 DC
13404 Renew #12638	Paul Hacker	Camp Release, 24	seepage lines	5/4/21 DC
13405	Jerome Kallhoff	Arena, 20	seepage lines	5/4/21 DE
13406	Paul Hacker	Camp Release, 24	seepage, main tile	5/4/21 DE
13407	Ed Shelstad	Madison, 1	clean ditch	5/4/21 DE
13408	Brian Fernholz	Lake Shore, 35	seepage, main tile	5/4/21 DE
13409	Jerome Kallhoff	Garfield, 8	seepage lines	5/4/21 DL
13410	Jerome Kallhoff	Garfield, 17	seepage lines	5/4/21 DL
13411	Ben Schmidt	Freeland, 8	seepage lines	5/4/21 DL
13412	Doug Haas	Freeland, 32	seepage, main tile	5/4/21 DL
13413 renew #13095	Mary Whitehead	Augusta, 35	cattle pond	5/4/21 DL
13414	Stan Nelson	Arena, 2	seepage, main tile	5/4/21 DL

Permits Denied: Fagen Farms approved pending signatures and application received in office, and Steve Eidem approved pending neighbor signature and received in office.

Manager David Craigmile motioned to approve the permits except those held for signatures, seconded by Manager Michael Frank. Upon roll call vote, motion passed 4-0.

Meeting adjourned at 6:49 p.m.

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Darrel Ellefson, LQP-YB Chairman

Attest:

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David Craigmile, LQP-YB Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, June 1, 2021 at 4:30 p.m.