

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #645

November 8, 2023

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 10:00 a.m. **Managers Present:** Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer Jon Olson, and Michael Knutson. **Managers absent:** None. **Staff present:** Administrator Hastad, Park Manager Ethan Kack, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Inspector Jared Roiland, Ditch Specialist Cindy Brehmer & Coordinator Eric Stall. **Staff Absent:** None. **Others present:** none.

Approval of the Agenda

Chairman Weber asked for additions to the agenda. Administrator Hastad asked to add the MS4Front agreement and 1W1P payments for Bryan Clark & Corey Ransom. Manager David Craigmile motioned to approve the amended agenda, seconded by Manager Jon Olson. Upon roll call vote, motion passed 5-0.

Administrator Hastad reported there were not any 1W1P contracts ready for approval this month, but reported the Bryan Clark & Corey Ransom contracts were completed and asked for approval for payment. Discussion followed.

Manager David Craigmile motioned to approve 1W1P contract payments to Bryan Clark and Corey Ransom, seconded by Manager Jon Olson. Upon vote, motion unanimously passed 5-0.

Staff Reports:

Park Report: Ethan Kack

- Ethan shared pictures of the condition of the sewer system that needed replacement.. The pipe was really bent and it was surprising it allowed anything to pass. Discussion followed. Ethan will keep a record of where the new sewer pipe is currently located.
- The Resnexus program for campsite reservations is almost up and running. He is excited about this program.
- Yellow Medicine County will be sealcoating the road by the park, and will be resurfacing the road by the back gate. They asked to have the gate left open. Discussion followed with it being up to Ethan.
- Discussed the cost to sealcoat and do some crack filling on the pavement at the park. Ethan checked with Yellow Medicine County and they said between \$12,000-\$15,000. Discussion followed.

Manager Jon Olson motioned to sealcoat and crackfill the pavement at the park along with the Yellow Medicine County Hwy project, seconded by Manager David Craigmile. Upon vote, motion unanimously passed 5-0.

- David Craigmile discussed the park shed door as it doesn't close completely and the birds get in. Discussion followed. Ethan said a roll-up door would be nice, he guessed a 14X12 door. More discussion.

Manager David Craigmile motioned to replace the storage shed door with a rollup door, seconded by Mike Knutson. Motion passed unanimously 5-0. Andrew Weber will send Ethan the name of the person that did the doors at their farm.

Environmental/HHW Specialist: Jennifer Schuelke

- The last special item collection of the year was held on October 14, 2023 with 29 participants. We collected 161 appliances, 1,343 fluorescent bulbs, 301 tires, and 361 electronics for the year.
- The 2nd Call2Recycle box of batteries was sent on October 5th. It had 14 rechargeable batteries, mostly large power tool batteries, and the 3rd box is almost full so the program is going well.
- I have been working with a teacher and coach at the LQP Valley High school to head up the recycling program for the school. I helped to coordinate with Olson Sanitation and they will piggyback the program with the current Tuesday morning pickup.
- Starting to get my information together for the annual SCORE report. I'll be sending out letters requesting recycling numbers from businesses, churches, and schools in LQP County.
- It's time for the Holiday Lights collection, so have been working on that. I finalized the list of businesses who will host a collection bin, and sent letters with flyers for businesses to post.
- Finished up the 3rd quarter HHW report.
- Finalized the numbers for the HHW collections held this year which are: 1,761 gallons of latex paint, 600 gallons of oil-based paint, 682 lbs of aerosols, 110 gallons of flammable liquids, 18 compressed gas cylinders, and 1,636 fluorescent bulbs. There were also 1,047 lbs. of flammable products and 21 lbs of other products.
- I attended the annual Landfill Advisory Board meeting in Marshall on the 16th. Discussed ways for businesses to reduce waste.
- Scheduled pickups from Retrofit, Liberty Tire, and Surplus Warehouse to clear out the transfer station prior to winter.

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

- I have been working with a dairy in Yellow Bank Township to fix their manure storage problem and working towards better manure management practices & record keeping.
- Finishing up with the 2023 feedlot inspections.
- Attended the MACPZA conference at Grandview Lodge by Nisswa. Lots of good speakers.
- Had a CUP renewal on Monday for a gravel pit south of Boyd. The planning commission recommended approval and the County board followed the recommendation and approved the permit renewals.
- Listened to a presentation from an online permitting software company (ClearGov). This program would allow people to fill out zoning permits online. Some neighboring Counties use this software, but I don't think we need this software for our program at this time.

- I will begin doing SSTS inspections in 2024. That will make it easier for installers as they won't have to find someone to inspect and verify soils. We will increase septic permit fees for this in 2024.

Ditch Specialist: Cindy Brehmer

- October was spent getting the assessments ready to be mailed out and balancing new tax roles.
- Got about 1200 letters ready and mailed out to the landowners for the 2024 ditch assessments totaling approximately 3.8 million.
- Continue to work with Trudy on payroll for the Watershed and did the November 3rd payroll.
- The past few days have been really busy taking ditch tax payments, answering questions, and processing one rod easement vouchers to get the landowners their money.

Eric Stahl: Coordinator

- Attended BWSR academy October 24-26th. The training was great, but overwhelming at times. I attended WCA courses, E-link courses to name a few.
- Attended a feedlot inspection with Abby.
- Working with landowners on SSTS loans.

WCA: Eric Stahl

- Attended the WCA trainings at BWSR Academy in October.
- Working with a landowner on a tiling project. Have had three site visits so far, all of them being positive and momentum building to get the project put together in a positive for everyone involved. Two of the site visits were with our regional rep, John Hansel, and I learned a lot about certain vegetation and soils.

Drainage Inspector Report: Jared Roiland

- Attended BWSR academy October 24-26th in Brainerd, MN. During this training I attended many sessions related to buffers, WCA, and sessions on everyday work life.
- I went with Eric to a landowner site for a WCA review on October 10th.
- October 16th, I met with five representatives from FEMA to review the three ditch sites that had not been completed to date. I assisted them in taking measurements of the amount of damaged area for each site and answered questions on our intents to repair these locations.
- Had the oil changed on the truck and Roxor and winterized the Roxor for storage.
- We had a complaint of a landowner digging in the road ditch to drain his water. We researched the complaint and found the landowner had not done digging, but was working with the Township on a permit application.
- I have been busy submitting the completed invoices for our FEMA sites to our FEMA representative. We are now working on approval for coverage of the costs for the timber crossing replacement on CD #4 – Vaala crossing.
- We were notified that there was a beaver dam on WS Ditch #1 in section 5, Riverside Township. I contacted Scott Croatt to trap the beaver and then we will have the dam removed.

- Wollschlager Excavating is currently working on a ditch cleanout of WS Ditch #32 in section 23-24 Arena Township.
- Long term ditch assessment letters went out last week, so we have had a lot of calls and people stopping in with questions on their assessments.

OTHERS: None

TREASURER'S REPORT: Manager Jon Olson read the Treasurers' report.

Manager David Craigmile motioned to accept the Treasurers' report as read and transfer \$82,550.34 from the SSTS savings account to the UPB general account for SSTS loan payments, then transfer \$25,000 from the general account to the park expense account, and write a check from general to the park deposit account for \$55,000 to start paying back improvement project money that was borrowed from that account, seconded by Manager Mike Knutson. Upon vote, motion passed 5-0.

- The following warrants were presented for approval:

<u>General Klein Account:</u>		Number	Vendor	Details 10/04/2023 to 11/08/2023	
6241	Bryan Clark/Wollschlager Excavating		SSTS Loan		\$16,580.92
6242	James Bartell/Tubbs of Soft Water		SSTS Loan		\$16,171.17
6243	James Bartell/Lane's Electric		SSTS Loan – electric		\$421.40
6244	Corey Ransom		1W1P cost-share strip till/cover crop		\$25,000.00
6245	Bryan Clark		1W1P cost-share cover crop		\$10,080.00
6246	Heather Benson/Monnens Excavating		SSTS Loan		<u>\$25,000.00</u>
				TOTAL	\$93,253.49

<u>Park Expense Account:</u>					
Transfer	to General		October park payroll		\$2,839.59
1716	Kockelman Construction		sand		\$693.66
1717	LQP County Environmental Office		park cell phone		\$41.20
1718	Running's Supply, Inc.		light bulbs, RV antifreeze,		\$62.33
1719	Ag Plus Cooperative		121 gallons unleaded		\$441.65
1720	Ryan Gray, Gray Construction		basement work		\$2,900.00
1721	Ethan Kack		outdoor lights, faucet		\$383.00
1722	Wilde Air Service LLC		spraying of Lazarus Creek, & R-6		\$5,844.30
1723	Midcontinent Comm		park internet		\$59.00
1724	Vlaminck Electric Inc		change outlet to 50 amp		\$411.59
1725	Canby Builders Supply		counter top, closure strips, ceiling last		\$1,500.18
1726	Doug's Service & Machine		6 lawn mower blades		\$278.59
1727	Olson Sanitation Inc		October trash		\$216.45
1728	Lincoln Pipestone Rural Water		water usage @ park		\$85.74
1729	Sturdevant's Auto Value	supplies		\$35.01	
1730	City of Canby		sewer @ park		\$498.73
1731	Canby True Value		October park charges		\$40.41
1732	Lyon-Lincoln Electric		park electricity		<u>\$870.72</u>
				TOTAL	\$17,202.15

<u>UPB GENERAL ACCT:</u>					
Transfer	LQP-YB Liability Acct		sales & use		\$429.00
23181-23186	Oct 1-15 payroll		Oct 20 payroll		\$9,552.94
23187	David Craigmile		per diem, mileage, expense		\$438.98
23188	Michael Knutson		per diem, mileage, expense		\$183.68
23189	Andrew Weber		per diem, mileage, expense		\$205.46
23190	John Cornell		per diem, mileage, expense		\$266.09
23191	Jon Olson		per diem, mileage, expense		\$150.94
4623	LQP-YB Liability		PERA		<u>\$2,893.00</u>

4624	LQPL-YB Liability	Federal withholding	\$1,925.84
23192-23197	Oct 16-31 payroll	Nov 3 payroll	\$9,552.91
23198-23202	October park payroll	park payroll	\$2,839.59
4625	LQP-YB Liability Acct	PERA	\$2,524.78
4626	LQP-YB Liability Acct	Federal withholding	\$3,677.08
4627	LQP-YB Liability Acct	State withholding	\$990.00
4632	LQP-YB Liability Acct	sales & use tax	\$208.00
4633	Quill Corporation	organizer tray, business card paper	\$96.82
4634	Western Guard	coordinator position, budget ads	\$715.01
4635	One Office Solution	desk tops	\$1,822.16
4636	Yellow Medicine County	CD #8 redetermination expense	\$528.47
4637	Madison Auto Parts	filter for Roxor	\$7.73
4638	Eric Stahl	WCA mileage reimbursement	\$63.65
4639	Jared Roiland	meal reimbursement	\$17.67
4640	Minnesota Pollution Control	SSTS Loan repayments	\$82,550.34
4641	Lac qui Parle County Auditor/Treasurer	October postage	\$44.66
4642	Fieldcrest Fertilizer	spraying expense	\$233.73
4643	City of Madison	shop electricity, water, sewer,garbage	\$147.42
4644	LQP Coop Oil Company	gas, oil change on roxor, & pickup	\$274.50
4645	Rinke Noonan Attroney	2 months retainer	\$400.00
4646	KLQP-FM	October buffer ad	\$404.00
4647	Lac qui Parle-Yellow Bank park deposit acct	transfer to pay back borrowed money	\$55,000.00
4648	LQP County Auditor/Treasurer	November health insurance	\$11,003.36
4649	LQP County Auditor/Treasurer	eyemed, dental, life insurances	\$2,512.74
Transfer	to park expense	transfer to park expense	<u>\$25,000.00</u>
		TOTAL	\$216,660.55

Debit Card

University of Minnesota	Septic class Regist for Abby	\$135.00
Grand View Lodge	Lodging expense for Abby SSTS conf	\$30.76
Cragun Corporation	Stahl BWSR academy	\$140.54
Cragun Corporation	Roiland BWSR academy	\$140.54
University of Minnesota	registratation expense – Abby - SSTS	\$685.00
Event Brite	MAWA registrations	<u>\$2,659.40</u>
	TOTAL	\$3791.24

DITCHACCT

TOTAL\$-0-

Manager Jon Olson motioned to approve the warrants as presented, seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

SECRETARY REPORT: Secretary minutes #644 was presented.

Manager Jon Olson motioned to approve minutes #644, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

Administrator Report/Old & New Business: Trudy Hastad

- We are still waiting for the final report on the televising of tile on the CD#42 project. If that looks good, we should be able to set up final hearing date for this improvement project.
- Area II requested cost-share assistance on the Potz small dam repair in section 8, Fortier. The total project is \$60,000 with local match (landowner share) \$25,000. They are asking if the Watershed District would consider cost-share on the \$25,000 as this dam is upstream of Lazarus Creek. Discussion followed, with the Board tabling to the December meeting for more information.
- Discussed a date for the annual advisory board meeting. Discussion followed. The Board set the date for the annual Advisory Board meeting for December 13, 2023 at 10:00 a.m.
- The annual MAWA meeting is set for November 29-December 1. Hastad asked the board to appoint two delegates and one alternate for the annual meeting.

Manager David Craigmile motioned to appoint Andrew Weber and Jon Olson as delegates and Michael Knutson as alternate for the annual MAWS meeting, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

- Hastad shared some information for a new website from a company called Streamline. Manager Craigmile, Ethan Kack and Hastad had a TEAMS meeting with them and were really impressed with the services they provide. They will take responsibility to make sure the site is ADA compliant, unlimited storage, 24-hour customer service and seemed really easy to use. Discussion followed. Cost would be \$500 for them to move our information from our current site to the new website and \$1400/year cost.

Manager David Craigmile motioned to enter into a contract with Streamline for the Watershed website, seconded by Manager Mike Knutson. Upon vote, motion passed unanimously 5-0.

- Hastad presented an agreement with Houston Engineering to enter into a contract for MS4Front for tracking 1W1P compliance. We will be able to use 1W1P implementation admin funding for the cost of this program. Discussion followed.

Manager Craigmile motioned to enter into a contract for MS4Front with Houston Engineering, seconded by Manager Mike Knutson. Upon vote, motion unanimously passed 5-0.

PERMITS:

14011	Jeff Thompson	Maxwell, 1	seepage lines	11/08/23 DC
14012	Loran Haas	Florida, 16	terrace, seepage lines, intakes, waterway	11/08/23 MK
14013	Loran Bliss	Hammer, 8	seepage lines	11/08/23 MK
14014	Colin Tilbury	Mehurin, 2	seepage lines, intakes	11/08/23 JO
14015	Perry Township	Perry 7 & 18	culvert replacements	11/08/23 AW
14016	Renew Joe Roggenbuck	Perry, 28	ditch cleanout	11/08/23 AW
14017	Jeff Theilge	Marble, 5	intake addition	11/08/23 JC
14018	Patricia Paradis-Beernaert	Hansonville, 10	bridge replacement	11/08/23 JC
14019	Nathan Rahn	Norman, 33	seepage, main tile, intakes	11/08/23 JC
14020	Ben Wollschlager	Yellow Bank, 9	ditch cleanout	11/09/23 AW

Permits Denied: Ben Wollshlager for manager review, and if checks out ok will approve.

Manager John Cornell motioned to approve the permits except those denied, seconded by Manager Jon Olson. Upon roll call vote, motion passed 5-0.

Meeting adjourned at 12:15 p.m.

Andrew Weber, Chairman

Attest:

David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Wednesday, December 6, 2023 at 10:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.