

# Lac qui Parle-Yellow Bank Watershed District

## Meeting Minutes #648

### February 12, 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 10:00 a.m. **Managers Present:** Chairman Andrew Weber, Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer Jon Olson, and Publicity 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, & Coordinator Eric Stall. **Staff Absent:** Ditch specialist Cindy Brehmer. **Others present:** Tyler Knutson via zoom.

#### Approval of the Agenda

Chairman Weber asked for additions to the agenda. There were none. Manager David Craigmile motioned to approve the agenda, seconded by Manager Jon Olson. Upon roll call vote, motion passed 5-0.

Administrator Hastad reported there was a 1W1P contract for approval. YM SWCD Tyler Knutson explained the Tad Merritt proposed project. This project is in section 10 & 11, Florida Township, for an underground outlet, & 638 WASCOB. This project was approved for funding by the policy committee and is in the priority area. Discussion followed.

Manager David Craigmile motioned to approve the Tad Merritt project in Section 10 & 11 of Florida Township, seconded by Mike Knutson. Upon vote, motion passed 5-0.

#### **Staff Reports:**

##### Park Report: Ethan Kack

- Park has been slow. The fishing tournament was cancelled due to the nice weather and not enough ice on the lake.
- Deposits are coming in for the seasonal campsites for the 2024 season. The on-line payments are being very well received and a nice addition to the park.
- Discussed hiring Sara Bernard, local artist, to make a sign with a scenic picture that has Stonehill Park/Del Clark Lake on it with cutouts to stick your head in for pictures. It would be something fun and great advertising for the park. Discussion followed. Ethan was instructed to get a quote from the artist.
- ITC is a company installing fiber optic to the Yellow Medicine County area and we can bring it to the park house at no charge during this 1<sup>st</sup> round of installation. If you choose not to get it and want it later, we would have to pay to bring it to the house. Ethan asked if a line could also be run to the campground and ITC said not in this first go around. Discussion followed with Ethan to get fiber optic run to the park house.
- Ethan reviewed quotes for a generator for the park house. Manager Weber suggested going with the generax brand as it is a good brand. All the brands Ethan priced were in the \$11,000 price range and a plus for the generax is it could be repaired local. Ethan was instructed to move forward with the generator purchase and install.
- Discussed purchasing a new ATV for park use. A 4-wheel drive would be handy along with heated cab so they could also groom trails in the winter as this has become popular for skiing & snowshoeing. Quotes were reviewed and discussion followed.

Manager Mike Knutson motioned to purchase a Kubota ATV from Kestaloot Enterprise for \$23,800, seconded by Manager Jon Olson. Upon vote, motion passed 5-0.

- Discussed selling the current ATV cart. Ethan will check with the Canby Golf Course and then Fragodt auction company.

### **Environmental/HHW Specialist: Jennifer Schuelke**

- Working on the annual SCORE report for MPCA.
- Finished the Holiday Lights Collection and we collected 40 bags which equaled 1,800 lbs of lights. The Canby DAC came last Monday and picked them up. We sent thank-you cards out last week along with an article for the newspaper.
- Scheduled a paper shredding event for Saturday, April 20, 2024 from 10:00 a.m to 1:00 pm.
- Electronics & special item collections will begin the second Saturday of the month from May-October, 2024.
- I have CLIMB Theatre confirmed for Friday, May 10, 2024, 10:10 a.m. at Stevens Elementary and 2:10 p.m. at MMN Elementary. They do a recycling /reuse program that will be fun for the students.
- The HHW dates have been confirmed for 2024. The spring one will be held on Wednesday, May 15, 2024 at the HWY garage in Madison, and the fall one will be held on Wednesday, September 11, 2024 at the HWY garage in Dawson.
- Completed the annual HHW report and have the yearly totals. Latex paint 1,824 gallons, 619 gallons of oil-based paint, 466 gallons of flammable liquid, 740 lbs. of aerosol cans, 1,474 fluorescent bulbs, 162 CFL bulbs, 18 compressed gas canisters, 206 lbs. of pesticides, and 658 lbs of flammable products.
- Working on the annual report for MPCA for the Demo Landfill site and for the Special Item Recycling Site.

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

- Attending the District D meeting this Friday in Willmar. Planning fall conference for Oct 2-4<sup>th</sup>, 2024.
- Working on a short article to submit to the newspapers with reminders about getting zoning permits before construction begins and getting septic compliance inspections before property transfers.
- Have a procedure put together for how we'll handle septic permits and inspections.
- Applying for a private well grant with the SWCDs from Yellow Medicine and Lac qui Parle and Countryside Public Health.
- The planning and zoning board vacancy left by Glen Radermacher was filled by Jim Barthel. This was made official by the LQP County Board at their Feb. 6, 2024 meeting.
- We have an upcoming conditional use permit for a landowner to restore a wetland area that is currently being farmed. They plan to use the restoration for wetland banking credits. The hearing will be held on Feb 29, 2024.
- I put together a list of feedlot inspections I'd like to complete for 2024 that meet our workplan inspection strategies (3 on a 5 year rotation, 3 that have never been inspected, 3 with over 500 AUs, and 3 that have not kept good manure records in the past).
- Received a manure complaint and checked it out and wasn't as serious as reported.
- We completed 9 new passport applications and helped with 7 renewals.

### **Eric Stahl: Coordinator**

- Completed the SSTS annual reporting and put into ELink. This was approved by MPCA.
- Completed annual reporting for the planning grant and entered into ELink.
- Completed annual reporting for the 1WIP implementation grant and entered into ELink.
- Reorganized the grant paperwork, contracts, minutes, budgets in binders for the Planning grant, & Implementation grant.
- Worked on the budget for the 1WIP Implementation grant.

## **WCA: Eric Stahl**

- Completed the 2- day WCA 101 virtual training.
- Figured out my WCA training schedule for 2024. I cannot officially register for the 1<sup>st</sup> half classes until 3/11/24 and 2<sup>nd</sup> half class registrations open July 1, 2024. There will be a total of 8 classes with the delineator test being the end of September.
- Completed the 2023 annual WCA report and entered into ELink. Waiting for approval from BWSR.
- Working with the TEP on a complaint in section 8, Yellow Bank Township. We will conduct a site visit after spring thaw.

## **Drainage Inspector Report: Jared Roiland**

- Trudy and I met with Jim Wiedemann, a ditch viewer, and provided parcel data for landowners on JD #23 and JD #26 which will likely start the redetermination of benefits process on the systems if the joint board approves.
- Trudy and I met with Commissioner Patzer to review our presentation for the AMC drainage conference.
- January 25th, 2024, I attended the viewers seminar in Morton, MN.
- The spot repairs on the CD #42 improvement project were completed by Ag Tech Drainage. Houston Engineering has put together their closeout report so we can hold the final hearing this spring.
- We have cleaned about 1 mile of JD #4. This ditch was laden with tree's so has been a big project.
- The Group 4 Redetermination of Benefit packets will be going in the mail this week. There are 27 ditches in this group. Landowner meetings are scheduled for March 5<sup>th</sup> with final hearings scheduled for April 2, 2024.
- We have received some funding back from FEMA on a couple of ditches. We had to appeal 4 of the ditches and I have been busy submitting paperwork for this.
- We received notice from SWCD on a non-compliant buffer parcel. I put together the Administrative Penalty Order and sent to the landowner.
- We had a landowner complaint that CD #75 wasn't working. We sent a camera up the main and found it to be collapsed in multiple places so will need a full replacement of the main. We are intending to hold a landowner meeting on this after the ROB is complete on this ditch.

## **Ditch Specialist: Cindy Brehmer (Administrator Hastad read in her absence).**

- Developed a new time card that would show the ESST time and also carry forward our vacation and sick time and this was given to each Watershed employee. The timecard will also track the hours worked in each area in a year end summary.
- January was spent doing a final balance on all the ditch assessments before pushing them over into the County tax system. I had several splits and combinations to complete before moving the assessments.
- After they were transferred to the tax system, I had reports to run and balance and also a spreadsheet to fill out for the Auditor's office to make sure we balance by township.
- Balanced the WS bank statements at the end of the month.
- Working on audit spreadsheets for the Auditor's office that are used for the audit in June that deal with the ditches and the receivable for 2024. We have multiple ditch assessments that are for more than one year so I am designing a new way of keeping track of each parcel.
- Attended the ditch committee meeting January 31, 2024.
- February 1, 2024, I attended the monthly ditch rewrite system with the County programmers. They previewed the new assessment letter and it looks great. It is much cleaner to read and a few changes have been made to it. We decided to meet the last Wednesday afternoon of each month going forward.
- February 7-8, 2024, I attended the AMC Drainage Conference in Alexandria with Jared & Trudy.

## **OTHERS: None**

**TREASURER'S REPORT:** Manager Jon Olson read the Treasurer's report.

Jon Olson reported the Dawson Coop Credit Union CD 2 is up for renewal. Discussion followed.

Manager Jon Olson motioned to renew the CD for 24 months at the Dawson Coop Credit Union @ 5% or better interest, seconded by Manager David Craigmile. Motion passed 5-0.

Manager David Craigmile motioned to transfer \$15,000 from the First Security Bank park deposit account into the UPB Park expense account and to also transfer the cost of the Kubota when we get final paperwork, seconded by Manager Mike Knutson. Upon vote, motion passed 5-0.

Manager David Craigmile motioned to accept the Treasurers' report as read, seconded by Manager Michael Knutson. Upon vote, motion passed 5-0.

- The following warrants were presented for approval:

		<u>Number Vendor Details 01/03/2024 to 02/12/2024</u>	
<b><u>General Klein Account:</u></b>			
6256	Lac qui Parle SWCD	1W1P planning grant admin hours	\$3,461.92
6257	Lac qui Parle SWCD	1W1P implementation grant adm hours	\$9,826.48
6258	Loran Haas	1W1P cost-share contract #2023-05	\$1,013.97
6259	Eric Stahl	1W1P meeting mileage reimb	<u>\$31.42</u>
		<b>TOTAL</b>	<b>\$ 14,333.79</b>
<b><u>Park Expense Account:</u></b>			
TRAN	General Acct	February 5, 2024 park payroll	\$896.04
1756	LQP County Environmental Office	park cell phone	\$41.23
1757	Midcontinent Communications	park internet	\$59.00
1758	C.A.S. Plumbing & Heating, Inc.	new sewer line, stool, shower install	\$10,011.29
1759	Runnings Supply	9lb bait pail, outpost for bait station	\$110.96
1760	Canby True Value	4 gauge booster cables	\$57.97
1761	Lincoln Pipestone Rural Water	water meter	\$45.89
1762	Olson Sanitation Inc	trash expense	\$19.89
1763	Lyon-Lincoln Electric Cooperative	January park electricity	\$1,002.50
1764	EMK Properties	January snow removal	\$437.50
1765	Lac qui Parle County Auditor/Treas	alumacraft boat license	\$52.60
1766	Kesteloot Enterprises Inc	2024 Kubota ATV	<u>\$23,800.00</u>
		<b>TOTAL</b>	<b>\$36,534.87</b>
<b><u>UPB GENERAL ACCT:</u></b>			
4692	LQP-YB Liability Acct #210000010516	PERA	\$2,023.61
4693	LQP-YB Liability Acct #210000010516	Federal withholding	\$2,964.06
24008-24013	semi-monthly payroll	Jan 1-15 payroll	\$8,432.07
24014	David Craigmile	per diem, mileage	\$148.94
24015	Andrew Weber	per diem, mileage	\$315.37
24016	John Cornell	per diem, mileage	\$322.30
24017	Michael Knutson	per diem, mileage	\$302.42
24018	Jon Olson	per diem, mileage	\$124.82
TRAN	to SSTS Savings	LQP 2023 tax settlement money	\$2,958.24
4694	LQP-YB Liability Acct	monthly & semi monthly PERA	\$2,495.88
4695	LQP-YB Liability Acct	Federal withholding	\$3,390.96
4696	LQP-YB Liability Acct	State withholding	\$923.00
24019-24024	semi-monthly payroll	Jan 16-31 payroll	\$9,819.61
24025	monthly payroll	January park payroll	\$896.04
TRAN	LQP-YB payroll liability acct	January sales & use tax	\$603.00
4697	Rinke Noonan Attorney @ Law	monthly retainer	\$200.00
4698	Minnesota UI Fund	4 <sup>th</sup> quarter 2023 unemployment	\$276.00
4699	Mike Johnson	2 nuisance beaver	\$50.00
4700	Minnesota Viewers Association	2024 dues	\$125.00
4701	Ag Tech Drainage, LLC	final payment less 5% CD #42 Improvement	\$163,096.15
4702	Quill Corporation	binders, address & name stamps	\$250.09

4703	City of Madison	shop electricity, garbage, water,sewer	\$127.18
4704	Lac qui Parle Coop Oil Company	gas	\$56.81
4705	Trudy Hastad	Feb 7 lodging for AMC drainage conf	\$145.69
4706	Valley Office Products, Inc.	staple remover & three- hole punch	\$16.28
4707	Jared Roiland	car wash for truck, certified mail, meal reimb	\$24.47
4708	Lac qui Parle County Auditor/Treasurer	health insurance	\$12,510.67
4709	Lac qui Parle County Auditor/Treasurer	dental,eyemed,life insurances	\$2,494.99
4710	Lac qui Parle County Auditor/Treasurer	January postage	\$115.97
		<b>TOTAL</b>	<b>\$215,209.62</b>
<b>Debit Card</b>			
	Drury Hotels	Lodging for Jen	\$121.67
	Adobe PS Creat	yearly subscription	\$256.37
	Arrowwood Resort & Conference Center	Jared & Cindy AMC drainage lodging	\$291.38
		<b>TOTAL</b>	<b>\$669.42</b>
<b><u>DITCH ACCT</u></b>			
	None		\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

Manager Mike Knutson motioned to approve the warrants as presented, seconded by Manager John Cornell. Upon roll call vote, motion passed 5-0.

**SECRETARY REPORT:** Secretary minutes #647 as mailed.

Manager Mike Knutson motioned to approve minutes #647 as mailed, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

**Administrator Report/Old & New Business: Trudy Hastad**

- Reported that the month of January was busy with year-end reports. Everything was done and turned in on time. A copy of the Watershed year-end report was emailed to the managers and to BWSR.
- The County Ditch #42 improvement project is complete and the Engineers have approved final payment less 5% until final hearing. Hastad requested setting April 9, 2024 at 10:00 a.m. for the final hearing for the CD #42 improvement project. Discussion followed.

Manager Jon Olson motioned to set a final hearing for the CD #42 Improvement for April 9, 2024 at 10:00 a.m. in the Lac qui Parle County Commissioner Room, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

- Area II has been contacted for a small dam repair on the Nathan Thorpe property in Section 15, Florida Township. This dam is in the Canby Creek Watershed. They have asked the Watershed for help with the landowner cost-share. Discussion followed.

Manager Jon Olson motioned to approve 50% cost-share on the Nathan Thorpe small dam repair in the amount of \$6,705.05, seconded by Manager David Craigmile. Upon vote, motion passed.

- Manager Jon Olson and Mike Knutson wanted to make sure we budgeted for these additional expenses.
- Hastad discussed the Tonn/Brehmer dispute in section 17, Lake Shore Township. Discussion followed.

Manager Jon Olson motioned to rescind permit #13887 and have the landowner reapply so the signatures get signed in the correct spots, seconded by Manager Mike Knutson. Upon vote, motion passed 5-0.

- Rules were last updated in 2013 and Hastad reported she hopes to get the committee together this spring to begin working on updating the rules to keep them current.

**PERMITS:**

14036	Grant Trygestad	Perry, 24	seepage main tile	02/12/2024 AW
14037 Renew	Jeff Jessen	Augusta, 3	seepage, main tile, intake, pump	02/12/2024 AW
14038 Renew	Jeff Jessen	Augusta, 2	clean ditch	02/12/2024 AW
14039	Gary Robertson	Providence, 26	seepage lines	02/12/2024 DC
14040 Renew	Gary Robertson	Providence, 14	seepage, main tile	02/12/2024 DC
14041 Renew	Gary Robertson	Providence, 34	seepage, intake	02/12/2024 DC
14042	Aaron Tasto	Madison, 22	seepage, pump	02/12/2024 JO

Permits Denied: none

Manager David Craigmile motioned to approve the permits, seconded by Manager John Cornell. Upon roll call vote, motion passed 5-0.

Meeting adjourned at 11:34 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, March 6, 2024 at 10:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.