

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #643

September 5, 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 4:30 p.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. **Staff Absent:** None. **Others present:** None.

Approval of the Agenda

Chairman Weber asked for additions to the agenda. There were no additions to the agenda. Manager David Craigmile motioned to approve the agenda, seconded by Manager Jon Olson. Upon roll call vote, motion passed 5-0.

Staff Reports:

Park Report: Ethan Kack

- Ethan reported the park is starting to slow down.
- Talked to a plumber about fixing the sewer. It will need to be shut down for 1-2 days for the maintenance and will probably do the project mid-September if he can get a contractor.
- Discussed purchasing an on-line booking program. Ethan checked out what other campgrounds are using for their programs. The majority of them are using a program called Resnexus and really like this. This would cost approximately \$124.68/month and includes a credit card processing fee of \$3.00 per booking. Discussion followed.

Manager Jon Olson motioned to purchase the Resnexus program for on-line reservations/booking for the 2024 season, seconded by Manager Michel Knutson. Upon vote, motion passed 5-0.

- Ethan will let current campers know of the 2024 rate changes and booking option.
- Manager David Craigmile discussed yearly greasing of the dams and asked Ethan if the park employees could add this to their yearly work schedule.
- Ethan reported the house project is nearly complete. There is some trim boards that still need to go up.

Environmental/HHW Specialist: Jennifer Schuelke

- We had our special item collection on August 12 with 31 participants.
- I sent off my 1st Call2Recycle box of batteries.
- The environmental updates to the County website are pretty much complete. I have been working with Blain on the updates and just have a couple things left to update.
- Working on getting things ready for our fair booth for the LQP County fair and we're focusing on the "Reduce" part of the 3R's. I have Papaya reusable cloths and Earth Breeze laundry detergent sheets as prizes for our daily drawings. I also have the 2-sort recycling magnets to give away.
- I will be attending the SWAA Annual Conference in Alexandria September 20-22, 2023.
- The HHW collection will be held on September 20, 2023 at the Dawson Highway garage.
- Discussed the MPCA release the October 2019 Groundwater Impacts of Unlined Construction & Demolition Debris Landfill study and the PFAS Treatment and Destruction Costs study.

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

- Working with a dairy producer to address his inadequate manure storage and management.
- I have four more feedlot inspections to do. I may have to wait until after harvest to complete.
- Held a CUP hearing for Midwest Machinery the middle of August. Construction has started at the new site east of Madison.
- Held a variance hearing this morning for a landowner to build a shed within the road setback.
- We will hold two CUP's next Tuesday for excavating clay to be used for the elevator project in Bellingham.
- We have a variance hearing set for Monday, Sept 18th for a landowner to place a new house within the road setbacks.
- I have been helping Jared with ditch spraying 1-2 days a week.
- Working on a booth for the LQP Fair with Jen. We will be holding a drawing to give away reusable paper towels and laundry detergent sheets and will be handing out recycling magnets.

Drainage Inspector Report: Jared Roiland

- Turdy & I met with Disaster Relief representatives from FEMA and the State to explain the process of submitting disaster claims on our ditch systems for reimbursement.
- Cindy and I attended a Drainage Inspector meeting in St. Cloud. The main topic that was discussed was how to properly apply separable maintenance to a ditch system improvement project. This helped us understand and determine how to assess the landowners for the CD 4 Br 3 Improvement Project.
- Trudy, Cindy, and I along with the rest of our drainage committee met with Houston Engineering to discuss engineering fees associated with these improvement projects to better understand where their estimates and actual costs come from and how they determine these costs.
- David Craigmile and I looked at the riser on R-6 to determine the extent of the damage and document it to help us determine how to repair the riser.
- Our office hosted 17 kids from the area at Del Clark for the last part of our three-part series that we hosed through the No Child Left Inside Grant that we were awarded through DNR. WE purchased kayaks with some of the grant money, so we were able to teach them how to use kayaks and they got to get out on the water to practice their skills. We were also able to purchase 6 tents so that we could teach them how to set up their tents and other basic camping skills like starting a fire, cooking over a flame, etc. We ended the night with some star gazing with telescopes that we rented from the library and went through a little astronomy lesson.
- Abby and I have roughly four days left of spraying trees on the ditches. We were notified that Watershed Lincoln Ditch #11 needed to be sprayed as the tree's were getting bad. We will add that to our list to be sprayed.
- Trudy & I put together a damage inventory for our FEMA flood relief for the County ditch systems. We currently have 13 sites that will be submitted for claims.
- Working with Cindy and Trudy on a bonding amount for the Br 3 CD #4 Improvement project.
- I provided comments to Houston Engineering on the televising footage from CD #42. Houston will request a portion of the line be jetted before the project is closed out.

Ditch Specialist: Cindy Brehmer

- I typed up the August Board minutes and sent out the bills after the Board meeting.
- I spent a lot of time preparing the ditch spreadsheet that we use to establish special assessments. I added a few columns to the spreadsheet to try and keep ahead of the ditches going back in the negative.
- Trudy, Jared, & I reviewed the spreadsheets to add any outstanding repairs that we know are coming and discussed how much each ditch should have for a balance.
- The ditch committee met August 23rd and spent a few hours going over the spreadsheet that is used for deciding what special assessments are to be placed on each ditch if needed.
- The committee decided to keep things the same by putting on a 3- year assessments for the redeterminations and outlet fees and for CD 4 do a 10- year assessment due to the improvement project.
- Last Friday, Jake and I met and went over the assessment memo that was sent to the Board for review.
- Trudy & I went to the County Board to present the recommendation for the 2024 assessments from the Ditch Committee. The Board had a few questions and voted to approve the assessments of \$3,816,000.

- I will know start work on getting letters out to landowners for the assessments and also notify them if they have an easement payment coming.
- I will be sending out CD 4 letters first to get prepayments and then we will be going out for bonding to see how much we get prepaid. In the past they have bonded first, then collected prepayment. With bonds, even if people prepay you can't prepay the bond, so that is why we are getting prepaids first, and then bond only for the actual amount for what we need.
- I have been balancing cash for the County at the end of the month.
- Balanced bank statements, did the payrolls, Federal, State, & PERA for the Watershed District.

OTHERS: None

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

Manager David Craigmile motioned to transfer \$30,000 from the park deposit account to the park expense account, seconded by Manager Mike Knutson. Upon vote, motion passed 5-0.

Manager David Craigmile motioned to approve the Treasurer report, seconded by manager Jon Olson. Upon vote, motion passed 5-0.

- The following warrants were presented for approval:

		<u>Number</u>	<u>Vendor</u>	<u>Details</u>	<u>08/02/2023 to 9/05/2023</u>
<u>General Klein Account:</u>					
6233	David Craigmile			No child left inside supplies	\$102.11
6235	Michael Turner/Monnens Excavating			SSTS loan	\$6,250.00
6236	Trudy Hastad			No child left inside supplies, mileage	<u>\$338.76</u>
				TOTAL	\$6,690.87
<u>Park Expense Account:</u>					
1673	Gislason's Ace Hardware			paint for inside house	\$628.28
1674	Teri Knutson			painting interior of park house	\$5,976.00
1675	Elite Seamless Gutters			gutters for park house	\$1,212.00
1676	Olson Sanitation			park trash	\$1,112.67
1677	Doug's Service & Marine			fuel pump, intake gasket, 8-8 fixit	\$164.56
1678	Canby True Value			paint, toilet paper, hornet spray, supplies	\$529.73
1679	Lyon-Lincoln Electric			utilities @ park	\$3,930.78
1680	NB Golf, LLC			throttle cable	\$30.30
1681	Running's Supply			fan, batteries, lights, screw driver etc.	\$424.92
1682	Aquacide Company			50 lb. bag aquacade pellets	\$598.49
1683	Kockelman Construction			18 ton crushed concrete, 20 ton sand	\$627.35
1684	Ag Plus Cooperative			Lawn mower	\$12,075.80
1685	Cory Buisse Construction			shingle park house & tin roof on shed	\$6,100.00
1686	Minneota Building Materials			house remodel supplies	\$6,597.00
1687	Kockelman Construction			crushed concrete, sand	\$627.35
1688	Vlaminck Electric Inc			replace CE GFI outlet, replace pedestal	\$1,837.79
1689	LQP County Environmental Office			park cell phone	\$41.12
1690	Running's Supply, Inc			park supplies	\$601.93
1691	D & K RV Sales			2 -30 A replacement cord ends	\$50.64
1692	AG Plus Cooperative	213.6		gallons unleaded, lawn mower blades	\$929.20
1693	Midcontinent Communications			park internet	\$59.00
1694	C.A.S. Plumbing & Heating			roto root sewers	\$10,729.19
1695	Rugged Tree Service			tree & stump removal	\$4,114.68
1696	Canby Builders Supply			lumber, screws, sockets, close pole	\$4,000.45
1697	Canby True Value			August park supplies	\$177.91
1698	Olson Sanitation Inc			August park trash	\$1,344.92

1699	Doug's Service & Marine	plate packer rental	\$160.31
1700	Ethan Kack	basement blind reimbursement	\$711.10
1701	Lyon-Lincoln Electric	park electricity	<u>\$3,377.19</u>
		TOTAL	\$68,770.66

UPB GENERAL ACCT:

4575	LQP County	Health insurance	\$9,167.27
4576	LQP County	Dental, EyeMed, Life, LTD, Medical Flex	\$626.32
4577	City of Madison	shop water, electricity, sewer	\$149.86
4578	LQP Coop Oil Company	fuel expense	\$115.35
4579	KLQP-FM Radio	coordinator position ad	\$11.00
4580	Minnesota UI Fund	unemployment	\$734.00
4581	Internal Revenue Service	tax deposit penalty	\$492.63
4582	Rinke Noonan Attorney @ Law	monthly retainer, CD #42	\$1,349.50
4583	Valley Office Products	pen, dry gel, binder clips	\$28.28
4584	KLQP-FM Radio	Darrel Ellefson retirement ad	\$5.00
4585	MACATFO	registration expense	\$100.00
4586	Office Peeps	clipboards	\$16.74
4587	LQLP-YB Liability	PERA	\$1,648.75
4588	LQP-YB Liability	Federal withholding	\$2,544.94
23139-23143	semi-monthly payroll	8-1-23 to 8-15-23 payroll	\$8,143.26
23144	David Craigmile	per diem, mileage, expense	\$417.28
23145	Jon Olson	per diem, mileage	\$249.22
23146	Andrew Weber	per diem, mileage	\$259.69
23147	Mike Knutson	per diem, mileage	\$178.45
23148	John Cornell	per diem, mileage	\$160.63
4589	Buffalo Ridge Newspaper	2 week budget ad, 2 week coordinator ad	\$305.10
4590	Rinke Noonan	monthly retainer, CD #42	\$2,308.00
4591	Western Guard	Ellefson retirement ad	\$80.00
4592	One Office Solution	des screws, panel, top	\$825.44
4593	Quill Corporation	desk organizer, pencil cup	\$98.97
4594	City of Madison	shop electric, water, sewer	\$136.73
4595	Lac qui Parle Coop Oil Company	gas	\$164.79
4596	Clifton Larson Allen	2022 audit - billing #4	\$572.25
4597	Dawson Sentinel	2 week budget ad, 2 week coordinator ad	\$274.50
4598	Houston Engineering	CD #42 improvement repair	\$26,346.10
4599	Canby News, Inc	2 week budget ad, 2 week coordinator ad	\$242.00
4600	LQP-YB Liability Acct	Federal withholding	\$3,497.36
4601	LQP-YB Liability Acct	State withholding	\$903.00
4602	LQP County Auditor/Treasurer	Health insurance	\$9,167.27
4603	LQP County Auditor/Treasurer	Dental/Eyemed, Life, LTD	\$551.32
23149-23153	semi-monthly payroll	8-16-23 to 8-31-23 payroll	\$8,143.25
23154-23158	monthly payroll	August park payroll	\$5,262.60
4604	LQP-YB Liability Acct	PERA	\$2,214.65
4605	LQP-YB Liability Acct	August sales & use tax	\$629.00
4606	LQP County Auditor/Treasurer	Medical flex	<u>\$75.00</u>
		TOTAL	\$88,195.50

Debit Card

Earth Breeze	fair booth give-away	\$86.40
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DITCH ACCT

TOTAL \$-0-

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

SECRETARY REPORT: Secretary minutes #642 and Special meeting minutes #642.1 were presented as mailed.

Manager Mike Knutson motioned to approve minutes # 642 and special meeting minutes #642.1 as presented, seconded by Manager Jon Olson. Upon vote, motion passed 5-0.

Administrator Report/Old & New Business: Trudy Hastad

- The Board received a project for the 1W1P funding for Loran Haas in section 16, Florida Township, Yellow Medicine County. The project is in a priority area for a WASCOB, terraces, underground outlet in the amount of \$54,200. Discussion followed.

Manager David Craigmile motioned to approve the 1W1P funding request of Loran Haas for Section 16, Florida Township, Yellow Medicine County, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

- Chairman Andrew Weber recessed the regular watershed meeting at 5:59 p.m. Chairman Andrew Weber opened the 2024 budget hearing at 6:00 p.m.

Present at the hearing were: Chairman Andrew Weber, Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer Jon Olson, Publicity Manager Michael Knutson. Staff present: Administrator Trudy Hastad. Others present: None.

Hastad reviewed the proposed 2024 budget of \$340,000. Chairman Weber asked for any comments. There were no comments.

Manager Jon Olson motioned to approve the 2024 budget of \$340,000, seconded by Manager Michael Knutson. Upon vote, motion passed 5-0.

Chairman Weber closed the budget hearing at 6:13 p.m.

Chairman Weber reconvened the regular watershed meeting at 6:14 p.m.

- Hastad presented a resolution to support the Florida Creek Restoration proposal as the project sponsor and fiscal agent as attached exhibit A. Discussion followed.

Manager David Craigmile motioned to have the Watershed District serve as the project sponsor and fiscal agent for the Florida Creek Restoration, seconded by Manager Jon Olson. Upon vote, motion passed 5-0

- Discussed a combined Coordinator position with Yellow Medicine for 1W1P. No action was taken.
- Reviewed a letter from Karen Tilbury regarding her opposition to the Streich proposed tiling project. Manager Jon Olson & Andrew Weber will meet with the landowners to view the project.
- Hastad shared the DNR dam inspection report done in the spring of 2023.
- BWSR notified the office they will be out on September 14, 2023 for reconciliation of the 1W1P planning grant.
- The 2022 watershed audit final review will be given via CliftonLarsonAllen via ZOOM on Sept 6, 2023 at 10:30 a.m. Chairman Andrew Weber will sign in along with Administrator Hastad.

Manager David Craigmile discussed the R-6 dam. He was able to find a company to make the steel rod. Discussion followed.

Manager David Craigmile motioned to order the parts (not including the steel rod) for the R-6 dam repair, seconded by Michael Knutson. Upon vote, motion passed 5-0.

Manager Mike Knutson discussed spraying the Lazarus Creek and R-6 pasture. He contacted Wilde Air Service out of Canby, MN and they could spray the pasture for weeds with a plane for \$25/\$26 and acre including spray. Discussion followed.

Manager David Craigmile motioned to aerial spray Lazarus Creek and R-6 for weeds with Wilde Air Service out of Canby, Mn for \$25/\$26/acre, seconded by Manager Jon Olson. Upon vote, motion passed 5-0. Jared Roiland will send Brody, from Wilde Air Service the maps of the area to spray. No further action was taken.

PERMITS:

13949	Milton Schutte & Sons	Riverside, 35	seepage, main tile, intakes	9/5/23 DC
13950	Dean Martinson	Baxter, 30	seepage lines	9/5/23 DC
13951	Renew Dennis Boraas	Lac qui Parle, 28-29	seepage, main tile, intakes	9/5/23 DC
13952	Renew Mark Roisen	Lac qui Parel, 28	replace culvert	9/5/23 DC

13953	Gary Robertson	Providence, 25	replace existing tile	9/5/23 DC
13954	Corey Nelson	Freeland, 35	seepage lines, intakes	9/5/23MK
13955	Corey Nelson	Maxwell, 30	main tile	9/5/23 DC
13956	Adam Lund	Maxwell, 31	seepage lines	9/5/23 DC
13957	Adam Lund	Maxwell, 29	seepage lines	9/5/23 DC
13958	Renew Jon Olson	Madison, 2	seepage lines	9/5/23 MK
13959	Renew Tony Ludvigson	Garfield, 11	seepage lines	9/5/23 JO
13960	Dane Prestholdt	Madison, 26	seepage, intakes, culvert replacement	9/5/23 JO
13961	Renew Curtis Wildung	Mehurin, 4	seepage, main tile	9/5/23 JO
13962	David Haas	Madison, 16	seepage, main tile	9/5/23 JO
13963	Isaac Pauly	Madison, 35	seepage, intakes	9/5/23 JO
13964	Paul Westphal	Fortier, 6	seepage, main tile, intakes	9/5/23 MK
13965	Gordon Ferguson	Norman, 5	seepage lines	9/5/23 MK
13966	Stephan Full	Manfred, 28	seepage, main tile, grassed waterway	9/5/23 MK
13967	Timothy Winters	Hammer, 1	seepage, main tile	9/5/23 MK
13968	Renew Jeffrey Hemish	Fortier, 15	seepage, main tile	9/5/23 MK
13969	Cleveland Trust	Freeland, 36	seepage lines	9/5/23 MK
13970	Renew Duane Monke	Hammer, 36	seepage, main tile	9/5/23 MK
13971	Yellow Medicine Hwy Dept.	Hammer, 14-15	culvert replacement	9/5/23 MK
13972	Kyle Mangel	Perry, 16	seepage, main tile, intakes	9/5/23 AW
13973	Aaron Tasto	Augusta, 16	seepage, main tile	9/5/23 AW
13974	Aaron Tasto	Arena, 23	seepage lines	9/5/23 AW
13975	Derek Kuechenmeister	Augusta, !2	seepage, intakes	9/5/23 AW
13976	John Nordick	Yellow Bank, 20	seepage, main tile, intakes	9/5/23 AW
13977	Travis Volkenant	Perry, 11	seepage, main tile, intakes	9/5/23 AW
13978	Renew Dean Matthies	Perry, 28	seepage, main tile	9/5/23 AW
13979	Keith Hoffman	Perry, 7	seepage, main tile	9/5/23 AW
13980	Matt Bormann	Arena, 26	clean & close ditch	9/5/23 AW
13981	Ginger Drobny	Augusta, 2	clean ditch	9/5/23 AW
13982	Ryan Streich	Mehurin, 3	seepage, main tile, intakes, pump	9/5/23 JO
13983	Ryan Streich	Mehurin, 11	seepage, main tile, intakes, pump	9/5/23 JO
13984	renew Gerald Streich	Mehurin, 2	seepage, pump	9/5/23JO
13985	Adam Lund	Providence, 26	seepage tile	9/5/23 DC
13986	Adam Lund	Providence, 25	seepage lines	9/5/23 DC

Permits Denied: Scott Wittnebel for TEP decision; Myron Deslauriers to view with pump; Ryan Streich to view and meet with landowner and Tilbury; Adam Lund Providence 25/26 to view property.

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

Meeting adjourned at 7:10 p.m.

Andrew Weber, Chairman

Attest:

David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, October 3, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.

RESOLUTION #01-2021**Resolution to support a Florida Creek Restoration proposal with the Lac qui Parle- Yellow Bank Watershed District (LqP-YB WD) as project sponsor and fiscal agent.**

WHEREAS, the LqP-YB WD has established, updated, and approved a 10 year Watershed Management Plan in accordance with Minnesota Statutes, Chapter 103D.401 to outline the district's goals and objectives and to define resource management programs of the district. The Minnesota Board of Water and Soil Resources granted a five year extension in 2019 to an effective date of the current Watershed Management Plan in 2024 in accordance with MN Statute 103B.3367; and

WHEREAS, the LqP-YB WD Watershed Management Plan indicates a Priority Issue: Water Management; Goal 1: protect and enhance surface water quality; Objective D: manage public drainage systems to provide both conveyance and ecological benefits; Management Strategy 24: Cooperatively work with stakeholders to restore channelized segments of the River to a more natural state, and Goal 5: ensure protection of unique water and natural resources; Objective A: identify and preserve unique and rare water and natural resources located within the district; Management Strategy 46: maintain wildlife habitat within the watershed district. Use available state and federal cost share programs to voluntarily enhance and rehabilitate these resources with interested landowners; and

WHEREAS, the LqP-YB WD, Lac qui Parle Soil and Water Conservation District, and the Minnesota Department of Natural Resources have formed a core team of staff to pursue exploratory efforts, surveys, and designs of the Florida Creek Restoration to its historic and natural channel characteristics within Lac qui Parle County as indicated in Exhibit 1. Decades ago, approximately X miles of lower Florida Creek was diverted from its natural flow path to a channelized stream with degraded habitat and poor water quality, in addition to a public safety hazard within the road right of way; and

WHEREAS, the LqP-YB WD recognizes the public and private partnerships, is supportive of the Florida Creek Restoration project, and willing to sponsor the project and serve as a fiscal agent as grant opportunities are further explored and implemented. The LqP-YB WD has a proven track record of managing large watershed and/or capital improvement projects.

NOW, THEREFORE, BE IT RESOLVED, that the LqP-YB WD recognizes and supports the efforts of the Florida Creek Restoration and the water quality, wildlife habitat, and transportation safety benefits provided by the project as shown in Exhibit 1; and

BE IT FUTHER RESOLVED that the LqP-YB WD agrees to act on behalf of the interested parties as the project sponsor and fiscal agent henceforth.

CERTIFICATION

I do hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the Lac qui Parle – Yellow Bank Watershed at a duly authorized meeting thereof held on.....9-5-2023



Trudy Hastad, Administrator