

# Lac qui Parle-Yellow Bank Watershed District

## October 5, 2021

### Meeting Minutes #620

#### 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, Publicity Manager Michael Frank, Vice-Chairman John Cornell, and new manager Andrew Weber. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, and Park Manager Ron Fjerkenstad. **Others present:** Dean Broin and Stacey Tufto (via zoom).

#### Approval of the Agenda

Hastad noted Manager Weber was sworn into office with the Court Administrator and introductions were made. Chairman Ellefson asked for additions to the agenda. There being none, David Craigmile motioned to approve the agenda, seconded by John Cornell. Upon roll call vote, the motion passed 5-0.

#### Staff Reports:

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

- Water has been turned off for the season and working on getting everything winterized.
- Issuing monthly passes which are \$5.00/ no daily passes.
- Vandever Tree Service was out and cut down two large poplars & ground stumps.
- Discussed playground funds. May be eligible for a Land & Water Conservation grant for matching funds.
- A new tree was donated to the park in memory of Terry Aitley and planted on top of the hill by the parking lot.

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

- Twenty-nine people attended the 1W1P kickoff meeting in Dawson with good feedback. HEI will compile a list of issues noted.
- The next Steering & Policy committee meetings will be held on October 27<sup>th</sup> to decide on a plan outline, style guide, schedule, planning regions, and make a recommendation for an Advisory committee.
- The potential project to utilize remaining upstream funds for a dam repair on the Kamrath property has been pre-engineered by Area II. The cost estimate is \$50,501.25. We worked with the landowner and are asking him to pay 10% or roughly \$3000 with the watershed to contribute the remaining \$5000 from project funds if approved.

Discussion followed.

Michael Frank motioned to have the Watershed contribute \$5000, with landowner contributing 10% or \$3000 for the upstream dam repair on the Canby Creek with the additional dollars from the Del Clark/Canby Creek grant funds, seconded by David Craigmile. Upon vote, motion passed.

- The sign for the Del Clark project is being developed and will bring awareness to the project.
- Maintenance reminder letters were sent out for the SSTS loan program. Six systems have been paid for this year.
- I have been working on scanning the approved watershed permits so we have an electronic backup file. This would also be handy when working remotely.

- We are getting some photo's for the photo contest with deadline being November 5, 2021.

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

- Reviewed permits for the meeting.
- Assisted a landowner with process and requirement for mitigating drainage of an FW.
- The TEP is scheduled to meet on the 29<sup>th</sup> for some follow up on a violation site. They will also review a joint application for the Branch 3 County Ditch #4 improvement project.

**DRAINAGE INSPECTOR REPORT:** Jared Roiland reported on monthly activities.

- Finalized permits with DNR for the CD #79 & CD #83 outlet cleanouts.
- Trudy & I had a virtual meeting with Chris Otterness and Joe Lewis from Houston Engineering regarding the CD #42 televising footage. They noted areas of concern with the current condition of the pipe. The contractor has been notified of required repairs and is required to have the pipe re-televised at the completion of the project.
- Darrel and I met with the contractor on the CD #54 improvement site to look at the condition of the Branch 8 tile line on the Bryan Kallhoff property.
- Mitch and I finished up spraying on Watershed Ditch #92, along with portions of CD #13 & CD #84.
- We took the sprayer out of the Roxor and cleaned it out, rinsed out the tanks, & got it ready for winter storage. We also blew out the debris from the roxor and will get it cleaned up for winter storage.

**TREASURER'S REPORT:** The Treasurers report was read by Administrator Hastad.

John Cornell motioned to accept the Treasurers report, seconded by Michael Frank. Upon roll call vote, the motion passed 5-0.

The following warrants were presented for approval:

Number Vendor Details 09/08/2021 to 10/05/2021

**General Klein Account:**

6181	Chad & Kim Hahn/Kirwin	Excavating SSTS loan	\$13,985.00
6182	Houston Engineering	consultant work thru Sept 4, 2021	\$3,354.50
6183	The Country Butcher	pulled pork for 1W1P kickoff meeting on 9/21/21	\$65.84
6184	Trudy Hastad	water, pop, buns, chips, BBQ sauce 1W1P	\$79.18
6185	Dawson Sentinel	two week 1W1P kickoff meeting ad & survey ad	\$259.37
6186	Affordable Signs	half payment for "Protecting Del Clark" sign	<u>\$2,500.00</u>
		<b>TOTAL</b>	<b>\$20,243.89</b>

**Park Expense Account:**

1405	Canby News, Inc.	burger feed ad	\$92.00
1406	Frontier Communications	park phone, fax, internet	\$295.08
1407	Canby Print Shop	time sheets	\$7.48
1408	LQP County Environmental	park cell phone	\$41.50
1409	Running's Supply	RV anti-freeze – 50 gallon – blend	\$44.05
1410	Lyon-Lincoln Electric Coop	September park electricity	\$2,084.96
1411	Doug's Service & Marine Inc	lawn mower blades	\$214.91
1412	Lincoln Pipestone Rural Water	September water meter	\$114.81
1413	Olson Sanitation	September trash	\$535.86
1414	Canby True Value	motor medic, seafoam, AAA ball, mouse poison	\$47.90
1415	C.A.S. Plumbing & Heating	quarterly softner rent	<u>\$43.28</u>
		<b>TOTAL</b>	<b>\$3,521.83</b>

**UPB GENERAL ACCT:**

21137-21139	semi-monthly payroll	October payroll	\$5,108.52
21140-21144	monthly payroll	September park payroll	\$6,140.27
4119	Western Guard	budget hearing ad	\$81.00
4120	Buffalo Ridge	final week budget hearing ad, photo contest ad	\$87.73
4121	Houston Engineering	Br 3 CD #4 & CD #42 improvement work	\$2,731.85
4122	Rinke Noonan Attorney's	monthly retainer, CD #42 letter to Dirt Proz review	\$1,370.00

4123	Valley Office Products	2022 planner – Mitch	\$9.92
4124	City of Madison	September shop electricity, garbage, sewer, water	\$101.68
4125	LQP County Auditor/Treasurer	September postage	\$48.27
4126	Dawson Sentinel	shop storage rental ad	\$118.58
4127	LQP County Auditor/Treasurer	health insurance	\$4,679.00
4128	LQP-YB Liability	Federal withholding	\$5,034.72
4129	LQP-YB Liability	quarterly state withholding	\$1,982.00
4130	LQP-YB Liability	PERA	\$1,666.23
4131	LQP-YB Liability	State withholding penalty & interest	\$101.56
4132	Minnesota Revenue	September sales & use tax	\$198.00
		<b>TOTAL</b>	<b>\$29,459.33</b>

DITCH ACCT

1378	LQP General Acct	WS #92 tree spraying	\$102.92
		<b>TOTAL</b>	<b>\$102.92</b>

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

**Secretary's Report:** Trudy Hastad reviewed Secretary report # 619 as mailed.

Manager Michael Frank motioned to approve meeting minutes #619 as mailed, seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

**OTHER:**

At 5:30 p.m. Chairman Ellefson called for opening of sealed bids for rental of shop building “B”. Hastad reported advertising for two weeks in the Western Guard and Dawson Sentinel. Attorney Haugen drew up the rental contract.

One bid was received and opened. The Bid was from Dean Broin for \$1500 year. Discussion followed. Dean would like to rent the building for storage only and was wondering if the Board would consider a three-five year lease versus a one-year lease. Discussion followed. Dean would work with office staff for snow removal in the winter.

Michael Frank motioned to accept the bid of \$1500/year with a five-year lease, upon discussion the motion was amended to accept the bid of Dean Broin for \$1500/year for a three- year lease for storage with yearly payments due on October 15 of each year, seconded by David Craigmile. Roll call vote was taken and motion passed 5-0. Hastad will work with Broin to sign lease, payment, and transfer of keys.

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

- Discussed the proposal from the County to manage the Environmental Service Department for the County, administration costs, & hiring of staff. Hastad reported on some kinks they have been working through with the County. Discussed that the County would continue with the financials for this office with WS staff approving claim forms similar to how we manage the County Ditches. WS would bill the County the total cost for the employee along with an administration fee at \$10,000 the first year, to be revisited in 2023. Manager Frank thought it was too much for the staff to take on, he would like to keep personnel happy. Discussion followed.

Manager Craigmile motioned to manage the Environmental Services Department for LQP County with permission to hire a staff person with starting wage \$40,000 to \$45,000 depending on experience, seconded by John Cornell. Upon roll call vote there were 4 yeas (Ellefson, Craigmile, Weber, Cornell) and 1 nay (Manager Michael Frank). Motion carried.

- Hastad reported receiving the Engineer report, viewers report and DNR report for the Br 3 CD #4 improvement project and asked the Board to set a final hearing date.

Manager Michael Frank motioned to set the Final Engineer Hearing for the Br 3 CD #4 Improvement project for Thursday, November 18, 2021 at 10:00 a.m. in the LQP County Courthouse Commissioner Room, seconded by Manager Andrew Weber. Upon roll call vote, the motion passed 5-0.

- Discussed authorized signers for banks and for checks. Currently it is listed as Darrel Ellefson, David Ludvigson, & Trudy Hastad. With the retirement of Manager Ludvigson the bank cards and signers need to be updated. Discussion followed.

Manager Michael Frank motioned to leave Ellefson, Hastad, and add Manager Andrew Weber for bank cards and signer for checks, seconded by Manager John Cornell. Upon roll call vote, motion passed 5-0.

- Currently the County and Watershed insurance is with Blue Cross Blue Shield of Minnesota but the County is switching the group insurance to Medica with a 3.5% increase. The County is splitting the increase 50/50 with employees, so Watershed has to decide how they want to handle the increase.

Manager David Craigmile motioned to approve the health insurance increase of 3.5% and split cost with the employees 50/50 same as the County, seconded by Manager Michael Frank. Upon roll call vote, the motion passed 5-0.

PERMITS- The following permit applications were applied for:

13502	Betty VanDeVeire	Marble, 30	main line and WASCObS	9/7/21 JC
13503	Keith Erickson	Camp Release, 7-8	main line, culvert	10/5/21 DC
13504	Larry Anderson	Camp Release, 7-8	main tile	10/5/21 DC
13505	DeRon Brehmer	Perry, 27	repairing field access approaches	10/5/21 DE
13506	John Dove	Cerro Gordo, 11	seepage, main tile, culvert, intakes	10/5/21 DE
13507	Menno Fokken	Florida, 26	seepage, main tile	10/5/21 MF
13058 renew 12974	Rick Hersom	Riverside, 20	seepage, main tile	10/5/21 DE
13509 renew 12976	Rick Hersom	Riverside, 24	seepage, main tile, intakes	10/5/21 DE
13510	Paul Hacker	Camp Release, 24	seepage lines	10/5/21 DC
13511	Paul Olson	Lac qui Parle, 25	replace culvert	10/5/21 DC
13512	Lowell Tyler	Hamlin, 28	main tile	10/5/21 DE
13513	Tony Ludvigson	Hamlin, 28-29	clean ditch	10/5/21 DE
13514	Tony Ludvigson	Hamlin, 28-29	seepage, main tile	10/5/21 DE
13515 renew 13252	Paul Lund	Lake Shore N, 34	seepage lines	10/5/21 DE
13516 renew 13253	Paul Lund	Lake Shore N, 27	seepage lines	10/5/21 DE
13517	Milton Schutte & Sons	Riverside, 35	seepage, main tile, intakes	10/5/21 DC
13518 renew 12884	Harvey Swenson	OshKosh, 1	seepage lines	10/5/21 MF
13519	Stan Streich	Perry, 18	seepage, main tile, pump, intakes	10/5/21 DE
13520	Stan Streich	Walter, 13 & 24	seepage, main tile, intakes	10/5/21 AW
13521	Roger Schuelke	Augusta, 5	clean ditch	10/5/21 DE
13522	Wesley Shephard	Manfred, 4 & 9	seepage, main tile	10/5/21 DE
13523 renew 12776	Aaron Tasto	Arena, 26	seepage, main tile, intakes	10/5/21 DE
13524	Jim Vaala	Cerro Gordo, 9	seepage, intakes	10/5/21 DE
13525	David Vogt	Hammer, 13-14	seepage lines	10/5/21 MF
13526	David Wittnebel	Walter, 27	clean ditch	10/5/21 AW

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 6:40 p.m.

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Darrel Ellefson, Chairman

Attest:

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David Craigmile, Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is **Wednesday, November 3, 2021** at 4:30 p.m. (*due to elections on November 2, 2021*).