

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #639

May 2, 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 Darrel Ellefson at 4:30 p.m. **Managers Present:** Chairman Darrel Ellefson, Vice Chairman John Cornell, Secretary David Craigmile, & Treasurer Andrew Weber. **Managers absent:** None. **Staff present:** Administrator Trudy Hastad, Park Manager Ron Fjerkenstad, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, & Ditch Inspector Jared Roiland. **Staff Absent:** Coordinator Mitch Enderson. **Others present:** Yellow Medicine Commissioner Glen Kack and new park manager Ethan Kack.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There being no additions to the agenda, Manager John Cornell motioned to approve the agenda, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Staff Reports:

Park Report: Ron Fjerkenstad

- The water was turned on May 1st and didn't appear to be any leaks.
- Park was open and up and running although docks aren't in yet due to weather. They hope to have the docks in the water within the next week.
- Ron reported he has started to slowly move into his house in town.
- Ethan seemed to be working out well and fitting in with the crew.
- Discussed the address at the park, office, and adding a mail box for Ethan. Locations were discussed. The P.O. Box 2 will stay in place for park mail and Ethan and wife can decide if they want their mail delivered to the house and work with the post office on best location.

Environmental/HHW Specialist: Jennifer Schuelke

- We held the paper shredding event on April 15 at the County garage in Madison and we collected 3,285 lbs, about 1.6 tons, in the three hours that we hosted it. There were 59 participants.
- We sponsored a coloring contest for Earth Day with the LQP SWCD for kids ages 4-11. There were three age groups: 4-5, 6-8, and 9-11 and we gave a \$10 Dairy Queen gift card to the winners of each group, Loretta Geerdes, Deacon Vaala, and Brody Wollschlager. We had 78 entries total. The entries will be displayed at the Madison Mercantile for everyone to view during Earth Day and into the week.
- I posted flyers for our Electronics, or "special items" collections. The Electronics collections will be held the second Saturday of the month May-October.
- We will be having a Household Hazardous Waste (HHW) collection on May 24, 2023 at the Highway garage in Madison and I also posted flyers advertising this event.
- I will be attending a SWAA meeting May 12, 2023 in Marshall and we will be working on our 10-year Solid Waste Plan.
- We renewed our HHW five-year contract with Kandiyohi County. This allows Lac qui Parle County residents to take their HHW to the HHW facility in Willmar anytime during the year.

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

- Adopted the solar energy ordinance and added to our land use policy. The Public hearing had high attendance – two people from the Land and Liberty Coalition, a guy from NextEra Energy, and a few township officials.
- Received a CUP application yesterday for a guy to stockpile and crush concrete on his property.
- We are seeing a pickup of zoning permits – a lot of storm damage replacement from the May 2022 storm.
- Co-hosted a septic meeting with contractors in Chippewa County. We had a good attendance from our installers.
- Getting more calls about septic systems – questions about permits, compliance inspections, etc.
- Working on making sure every property transfer in the County has a septic inspection. The biggest problem is people can't get an inspector out there in a reasonable amount of time. Very busy!
- Went to Feedlot training last week put on by MPCA and UMN Extension Office. Learned a lot about manure management plans and manure records. Area producers are not great at keeping manure application records.
- I plan to start up on some feedlot inspections after farmers are done planting. I have twelve inspections to do this year.
- We sent in six passport applications last month and assisted with four renewals. We received notice that the processing time for passports is 10-13 weeks for a routine passport.

Drainage Inspector Report: Jared Roiland

- Trudy and I met with LQP Commissioner Todd Patzer on April 6th to discuss the Yellow Bank overflow that had recently been brought up at a ROB hearing. He and another commissioner were having a meeting with DNR leadership and wanted more information on this waterway and how it affects the landowners along the watercourse.
- We were notified that there was snow cleaned out of an open ditch near the upstream end of the CD 4 Br 3 Improvement project. We discussed with the drainage work group on how to handle this going forward as landowners did not get permission from the County to work in the ditch system.
- The CD #4 crossings that were installed in the fall of 2022 were overtopped the soil was washed out around the culverts. The contractor who installed the crossings was notified along with the engineer and was decided to riprap. The contractor was working on those projects this week and we will be submitting for State flood funding.
- The water has started to recede on the CD #42 improvement project. The water is finally off the road and you can drive across it. It was almost a year that the road has been under water. We contacted the engineer and contractor as we should be able to move forward and camera the west portion of the pipe.
- There is a culvert under a field approach that has started to wash out on both sides of the culvert on Watershed Ditch #92 in section 6, Cerro Gordo Township. We have also included this on our spreadsheet for disaster relief funding.
- We had a complaint that someone has blocked a culvert in section 9, Cerro Gordo. I will be checking this out in the morning.
- Rinke-Noonan has been working with the insurance agent on the CD #42 improvement claims.

Ditch Specialist: Cindy Brehmer

- On April 14th, I attended the MACATFO ditch meeting at Jackpot Junction. The speaker was the auditor/treasurer from Faribault County. He reviewed the basic ditch information then went into detail on how his County handles different ditch issues in the tax system. We discussed how they bond for ditch projects, and how they do easement payments. I found this conference helpful and interesting.
- Trudy and I did both payrolls, Federal and State withholding, PERA, and Sales & Use tax.
- Trudy and I did the quarterly reports and submitted to the State.
- I attended the ditch committee meeting held on April 26th, 2023.
- I worked with MCIS (tax software company) to run different options in our tax system. Prepayment letters will be mailed and then will bond after we know how much has been prepaid. In the past, the tax system has not allowed us to run letters or make any changes to interest rates. When we have all the costs in, the drainage committee will discuss how much to put on for the assessment and for how long.
- Last week I was on a discussion panel with MCIS (tax system) with six other counties and we talked about the tax system rewrite. We discussed how the current program limits what we would like to do. We will be meeting monthly to check in on the progress and test any changes they have made. One item that they will be adding is to do partial payments which the system in the past did not allow.
- I have been working on a spreadsheet to combine CD #84, Laterals A & B of CD #84. I used a spreadsheet from H2Overviewers and manually entered the numbers/acres off the current lien report. Once that is balanced and proofed we can move forward with the hearings to combine these ditches.
- I balanced the WS bank statements for April.
- I am waiting to get account access from CliftonAllenLarson to help upload items for the audit.

Coordinator Report: Trudy Hastad

- Worked on the No Child Left Inside grant budget and sent ads to the local schools to submit with their Community Ed flyers.
- Had a TEAMS meeting with the local SWCD's & Kerry Netzke regarding closing of the 1W1P planning grant.
- Had a TEAMS meeting with Drew from Houston Engineering on closing of the 1W1P planning grant.

WCA: Trudy Hastad in Mitch's absence.

- Jared and I reviewed the Watershed permits for WCA.

OTHERS: None

TREASURER'S REPORT: Manager Andrew Weber read the Treasurers' report.

Manager David Craigmile motioned to approve the Treasurers report as read, seconded by Manager John Cornell. Upon vote, motion passed 4-0.

The following warrants were presented for approval:

<u>General Klein Account:</u>		Number	Vendor	Details	04/07/2023 to 05/02/2023
6225	Yellow Medicine SWCD		1W1P Administration		\$6,720.00
			TOTAL		\$6,720.00
<u>Park Expense Account:</u>					
1620	K&K Motor Sports		misc, shop supplies/bolts/washers/welding		\$274.75
1621	MidContinent Communications		internet @ park		\$59.00
1622	LQP County Environmental Office		park cell phone		\$41.14
1623	Ag Plus Cooperative		gas, two tires		\$752.21

1624	Frontier Communications	park phone, fax, internet	\$347.38
1625	Runnings Supply	cable tile, battery,outlet strip, folding table	\$269.44
Transfer	to General	May 5 th park payroll	\$3,118.79
1626	Canby Print Shop	500 business cards for Ethan	\$80.79
1627	Olson Sanitation	April trash	\$89.43
1628	Canby True Value	Clorox, Mr. Clean, Draino, Toilet paper & towels	\$365.72
1629	Lyon-Lincoln Electric Coop	April park electricity	\$181.75
1630	Lyon-Lincoln Electric Coop	April park electricity	<u>\$426.43</u>
TOTAL			\$6,006.83

UPB GENERAL ACCT:

4499	LQP County Auditor/Treasurer	2023 tabs for '21 Ford	\$438.25
4500	LQP-YB Liability Acct	monthly & semi-monthly PERA	\$1,648.75
4501	LQP-YB Liability Acct	Federal withholding	\$2,585.50
4502	MN UI Fund	1 st quarter 2023 UI	\$6,399.00
4503	Rinke-Noonan Attorney @ Law	monthly retainer, Br 3 CD #4; CD #42	\$641.00
4504	Rodney Hansen	18 nuisance beaver	\$360.00
4505	Western Guard	3 weeks final hearing	\$135.00
4506	Dawson Sentinel	Br 3 CD #4 final hearing notice	\$105.83
4507	City of Madison	shop electricity, garbage, sewer, water	\$113.76
4508	Cindy R. Brehmer	mileage reimbursement	\$112.66
4509	MPCA	SSTS loan repayments	\$82,550.34
23070-23074	semi-monthly	May 5 th payroll (April 16-31)	\$8,143.26
23075-23078	monthly payroll	park payroll (April)	\$3,118.79
4510	LQP-YB Liability Acct	State withholding	\$934.00
4511	VOID	VOID	\$-0-
4512	LQP-YB Liability Acct	Federal withholding	\$3,241.62
4513	VOID	VOID	\$-0-
4514	LQP County Auditor Treasurer	dental,eyemed,Life, LTD, medical flex	\$802.47
4515	LQP County Auditor Treasurer	Aflac	\$126.94
4516	LQP-YB Liability Acct	monthly & semi-monthly PERA	\$2,214.42
4517	LQP-YB Liability Acct	April sales & use tax	\$20.00
4518	LQP County Auditor/Treasurer	April postage	\$31.08
4519	Houston Engineering	Br 3 CD #4 final hearing presentation	\$2,646.00
4520	LQP Parle Coop Oil Company	gas for truck	\$64.07
4521	LQP County Auditor/Treasurer	Health insurance	<u>\$11,244.27</u>
TOTAL			\$127,677.01

DITCH ACCT

TOTALS-0-

Manager Andrew Weber motioned to approve the warrants as presented, seconded by Manager John Cornell. Upon roll call vote, motion passed 4-0.

Secretary's Report: Trudy Hastad reviewed Secretary report #638 and 638.1

Manager Andrew Weber motioned to approve meeting minutes #638 & 638.1 with change of (Tom to Steve Haas) seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Administrator Report/Old & New Business: Trudy Hastad

- Manager Andrew Weber picked the pasture/hayland seed mix up in Brookings and the SWCD is planting the Boy Scout camp and the Lazarus Creek crop land this week. Manager Craigmile viewed the sites and felt they were in good shape for planting. Manager Cornell asked if the fields should be rowed after they are seeded. Discussion followed. Consensus was to just have the SWCD drill the seed in the soil.
- Discussed the house update. Hastad reviewed the quote from the contractor, and plumber. She reported meeting with Ethan and his wife at the flooring place in Canby. Ethan mentioned also looking at flooring in Madison. We get and estimate once the floors are measured. The basement wiring and plumbing will need to get done first, then sheet rock, painting & flooring. She estimates between \$50-\$60,000 but has funds available in the park deposit account. Board was in favor.
- Reviewed the 1W1P cost-share policy with the Board and asked for approval (attached, Exhibit A). Discussion followed.

Manager David Craigmile motioned to approve the cost-share policy for 1W1P (attached, Exhibit A), seconded by Manager Andrew Weber. Upon vote, motion passed 4-0.

- Worked at the shredding event on Saturday, April 15, 2023 and also the fun run was held on Sunday, April 23, 2023. Both events were well attended by the public.
- Discussed contacting Sogn Valley Fence for the fence at Lazarus Creek. The Board thought we should also ask if they could fix the gate post.
- Discussed adopting a drug & alcohol policy. Hastad has been working with an HR attorney on this and may bring to the Board for approval in the future.
- I have not ordered shirts yet, so if you want to order one please let me know in the next couple of days.
- Hastad discussed a GIS bill.

Manager Andrew Weber motioned to pay the ArcGIS bill of \$4,996.00 (if we are not successful for the grant for this service), seconded by Manager David Craigmile. Upon vote, motioned passed 4-0.

PERMITS:

13857	Lyle Breberg	Providence, 13	seepage, main tile	05/02/23 DC
13858	Greg Citrowske	Providence, 33	seepage, main tile, intakes	05/02/23 DC
13859	Lee Johnson	Baxter, 22	seepage, intakes	05/02/23 DC
13860	Steve Eidem	Augusta, 29	seepage, main tile	05/02/23 AW
13861	Craig Kanstrup	Augusta, 26	seepage, main tile	05/02/23 AW
13862	Steve Eidem	Augusta, 29	seepage lines	05/02/23 AW
13863	Stanley Adelman	Yellow Bank, 21	seepage lines	05/02/23 AW
13864	Anthony Rodas	Yellow Bank, 20	seepage, main tile, intakes	05/02/23 AW
13865	Tom Nelson	Agassiz, 20	seepage, intakes	05/02/23 AW
13866 renew	GBT Enterprises	Cerro Gordo, 23	seepage, main tile, intakes	05/02/23 DE
13867	Derek Kuechenmeister	Madison, 14	seepage lines	05/02/23 DE
13868	Dennis Thompson	Perry, 16	seepage, main tile	05/02/23 DE
13869	Casey Nelson	Hantho, 19 & 30	seepage, main tile, intakes	05/02/23 DE
13870	Robert Kuechenmeister	Perry, 26	seepage, main tile, intakes	05/02/23 DE
13871	Ted Berckes	Freeland, 34	seepage, main tile, intakes	05/02/23 DE
13872	Amery Longman	Madison, 5	seepage lines	05/02/23 DE
13873	GBT Enterprises	Cerro Gordo, 14	seepage, main tile	05/02/23 DE
13874	Ryan Westphal	Wergeland, 6	seepage lines	05/02/23 DC
13875	Thaddeus Merritt	Florida 11 & 10	seepage, main tile, intakes	05/02/23 DC
13876	Josh Peterson	OshKosh, 20	seepage lines	05/02/23 DC
13877	Darwyn Bach	OshKosh, 4	Bioreactor	05/02/23 DC
13878	Bill Diede/LQP County	Madison, 20	intakes, culvert, pond	05/02/23 DC

Permits Denied: Roger Karels, Yellow Bank, 21 for clarification on possible wetland concern.

Manager Andrew Weber motioned to approve the permits, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Chairman Darrel Ellefson closed the regular meeting for a personnel issue.

Manager David Craigmile motioned to accept the employee letter presented to the Board and to also approve the last chance agreement document presented by Hastad, seconded by Manager Andrew Weber. Upon vote, motion passed 4-0.

Meeting adjourned at 6:48 p.m.

Darrel Ellefson, Chairman

Attest:

David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, June 6, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.