

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #636

February 7, 2023

Call to Order

The meeting was held in the Lac qui Parle County Commissioners' Room, Courthouse, Madison, MN with a virtual ZOOM login option. The meeting was officially called to order by Vice- Chairman John Cornell at 4:30 p.m. **Managers Present:** Chairman Darrel Ellefson joined late via zoom, Secretary David Craigmile, Treasurer Andrew Weber, & Publicity Michael Frank. **Managers absent:** None. **Staff present:** Administrator Trudy Hastad, Environmental/ Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, Ditch Inspector Jared Roiland, Coordinator Mitch Enderson. **Staff Absent:** Park Manager, Ron Fjerkenstad. **Others present:** Attorney John Kolb via zoom, Kyle Mangel, Douglas Mangel, Randy Fales, Shawn VanDerostyne, Lucas Bjornson, Darby Hemish, Denver Noyes, Randy Brown, Beau Doom, Morgan Kauth, Danielle Kauth, Kevin Verhelst, Justin Driessen, Dustin Otten, Corey Hoffman.

Approval of the Agenda

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

Staff Reports:

Park Report: Ron Fjerkenstad

- The Canby Firemen & Sportsman held their annual fishing contest at Del Clark the end of January. There were over 230 ice houses on the lake. The weather was cold but still a good turnout. Countryside Health made signs monitoring behavior in and out of the park. Manager Frank was concerned with the walleye count as only six caught, but DNR fisheries said there is a good number in Del Clark but they have plenty of food sources so probably not biting as the gill net numbers were good. A 40" Northern was caught.
- Except for ice-fishing, the park has been quiet.

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

- Working on a solar ordinance for the County. Attorney Stolz reviewed the draft and approved with minor changes and we will present at the next Planning Commission meeting. Once they approve or make any changes, it can go to the LQP County Board for approval.
- Have two CUP's renewals for the Planning Commission on Wednesday, Feb 15, 2023 for Duininck's Inc. Gravel pit operation on Highway 212 outside of Montevideo. One hearing is for the mining and excavation and one is for the processing of the materials. They have to renew every three years.
- Received a complaint last week about manure application too close to a wetland. The complainant sent pictures and it looked like manure was spread close to a wetland. I asked Mitch if the specific wetland was a DNR protected wetland and upon review noted it was not. Went out and viewed the site (windchill was -20). Manure was spread near the wetland, but not a violation because the setbacks didn't apply to that type of wetland. I called the applicator and let him know about the complaint and reminded him of the winter setbacks and recommended he stay 300 feet away from all wetlands while applying as it is a more sustainable practice.
- The passport acceptance facility was approved to be LQP-YB Watershed District (was Lac qui Parle County Environmental Office). We sent in five applications last month and helped with 10 renewals.

Manager Darrel Ellefson joined the meeting via zoom.

Environmental/HHW Specialist: Jennifer Schuelke

- Finished up the Holiday Lights collection at the end of January. We collected approximately 1,450 lbs. of lights! I've contacted the Canby DAC and they'll set up a time to come and pick up the lights.
- Trudy & I met with Jason Olson with Olson Recycling to discuss a new recycling contract for LQP County. The current five- year contract ends March 1, 2023. Jason is proposing a 2-year contract to give him some flexibility to change from 2-sort to single sort recycling. This will be taken to the County Board for final approval.
- Worked with SEH to complete the demo-landfill report.
- Completed the fourth quarter HHW Education report.
- Sent out letters to businesses, schools, and organizations in the County requesting the types and amounts of materials they recycled in 2022 to use for the recycling portion of the SCORE report which is due the end of February.

Coordinator Report: Mitch Enderson

- We will have another steering team meeting in Canby to go over updates to cost-share policies, bylaws, and workplan. There will also be discussion on the BWSR southern region meeting coming up. That will be a TEAMS virtual meeting.
- The Annual reporting for the Del Clark/Canby Creek grant was completed and submitted.
- The SSTS semi-annual reporting was completed and submitted.
- The assessment amortization schedules were sent out with maintenance booklets to landowners that received loans in 2022.
- Working on setting up a meeting with Pro West. GeoMoose is no longer being updated so the County needs a new public site. I have been working with Mark Volz and doing some additional research on quotes and pros/cons for different options.
- Working on digitizing a zoning map for LQP County. There is currently only an old inaccurate paper map which doesn't show shoreland. The new digital map will greatly reduce time to determine zoning and help with efficiency.
- We finally received modeling results on the Florida Creek. Floodplain areas are practically unchanged. Quintin, with the SWCD, and I had a call with Chris Domeier, DNR Fisheries, to discuss next steps. We are working on tweaking a potential construction easement.

WCA: Mitch Enderson

- We have a joint application for a no-loss determination for Branch 8 of CD #5 that the Board needs a decision on. Mitch read the TEP recommendations and asked the Board for approval. Discussion followed.

Manager David Craigmile motioned to approve the TEP findings and approve the No-Loss exemption for Branch 8 CD #5 (see attachment A), seconded by Manager Andrew Weber. Upon vote, motion passed 5-0.

- There is a potential bank site that a landowner inquired about this past year. The landowner has gotten in contact again and is working with a consultant on a prospectus for the site.
- Helped a landowner with questions on completing a Joint Application applying for a conservation project exemption.

- Permit that was denied was previously re-submitted with easement contracts showing creation of wetlands under the conservation easement. There is an exemption for draining wetlands that were created under a conservation easement that allows the landowner to restore to pre-project hydrologic conditions upon expiration of the easement.

Ditch Report: Jared Roiland

- We had a TEAMS meeting with the Engineer and Ag Tech Drainage, contractor who agreed to help with the CD #42 improvement project, to discuss repairs and how to best draw down the water. The Contractor will dig a tap ditch and put in an intake where pipe is working. He did this the second week of January and is working well.
- Ag Tech was on site of the Br 3, CD #4 improvement project on January 19, 2023 to relay a portion of the pipe that was off grade. They were able to locate the segment and get it laid on grade to the engineers' satisfaction.
- On January 24, 2023 I visited the CD #42 dewatering site to make sure the temporary intake was open and still draining. When I got there the trench was full of water and the intake was draining like a bathtub drain.
- I visited the CD #42 dewatering site on February 1 and the water level in the trench was below the temporary intake level, but water was still moving in the pipe and it looked like the water level had dropped below the two road and that our dewatering plan is working as planned.
- Trudy & I submitted a claim to the CD #42 contractor's bonding company for the County landfill invoice.
- Worked with Trudy on the pasture lease documents for the upcoming bid opening and sent letters to previous bidders.
- Submitted the yearly buffer report for the Watershed and the County.

Ditch Specialist: Cindy Brehmer

- I have been preparing audit reports for the Auditor-Treasurer's office. I have completed and balanced all the reports that need to be completed for the ditches.
- I worked on breaking out each ditch assessment by township for the A/T office to make sure that all of the ditch assessments were transferred correctly and the right amount entered into the tax system before they finalize the tax statements to be mailed out.
- Prepared a ditch financial report for the Drainage Committee of each ditch system.
- Jared & I worked on the consolidation report for CD #84 with Lateral A CD #84 and Lateral B CD #84.
- I have been working with Trudy on learning payroll in Quickbooks and helped to set up sick/vacation time tracking in Quick Books and am learning how to prepare and pay PERA, Federal withholding, State withholding, sales & use tax.
- Trudy has also been working with me on the balancing of bank statements for the Watershed District.

OTHERS: Kyle & Doug Mangel met with the Board to discuss their watershed permit up for approval. Discussion followed with the managers' approving the permit.

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

CD #2 at Dawson Coop Credit Union is up for renewal in February. Manager Andrew Weber will call around for the rates. Discussion followed.

Manager Michael Frank motioned to move the CD #2 funds to the bank with the highest interest rate, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

Manager David Craigmile motioned to approve the secretary report as read, seconded by Manager Michael Frank. Upon vote, motion passed 5-0.

The following warrants were presented for approval:

Number Vendor Details 01/06/2023 to 02/07/2023

General Klein Account:

6224	Houston Engineering	1W1P Consulting work	\$9,452.50
		TOTAL	\$9,452.50

Park Expense Account:

Transfer	to General	2/3/23 park payroll	\$2,359.60
1596	Ag Plus Cooperative	gas	\$38.98
1597	LQP Environmental Office	park cell phone	\$41.12
1598	Lincoln Pipestone Rural Water	January park water	\$34.89
1599	Frontier Communications	office phone, fax, internet	\$352.14
1600	Olson Sanitation	January park trash	\$19.89
1601	Lyon-Lincoln Electric Coop	January park electricity	\$765.92
1602	Canby Print Shop	desk calendar	\$5.60
1603	Kockelman Construction	January snow removal	\$524.00
		TOTAL	\$4,142.14

UPB GENERAL ACCT:

4430	State Bank of Bellingham	open CD	\$107,724.13
23008-23013	semi-monthly payroll	January 20 th payroll	\$9,661.71
23014	Darrel Ellefson	per diem, mileage	\$132.47
23015	David Craigmile	per diem, mileage, expense	\$330.65
23016	Andrew Weber	per diem, mileage	\$129.85
23017	John Cornell	per diem, mileage	\$160.64
23018	Michael Frank	per diem, mileage	\$141.64
Debit Card	Intuit	2023 QB payroll subscription	\$694.69
4431	LQP-YB Liability	PERA – 1/20/23 payroll	\$1,953.00
4432	LQP-YB Liability	Federal withholding	\$3,005.32
23019-23024	semi-monthly payroll	February 5, 2023 payroll	\$9,661.74
23025	monthly payroll	January park payroll	\$2,359.60
4434	LQP-YB Liability	semi & monthly PERA	\$2,396.33
4435	LQP-YB Liability	Federal withholding	\$3,625.96
Debit card	Adobe	annual renewal	\$256.37
4436	MN Association of WS Districts	2023 dues	\$5,000.00
4437	Rinke Noonan Attorney's	monthly retainer, wind energy lease	\$632.00
4438	MN UI Fund	3 rd & 4 th quarter unemployment	\$13,625.57
4439	Houston Engineering	Br 3 CD #4 repairs	\$2,742.00
4440	Jared Roiland	mileage reimbursement	\$26.20
4441	City of Madison	shop electricity, garbage, sewer	\$113.06
4442	Dawson Sentinel	1 week pasture ad	\$64.55
4443	Buffalo Ridge Newspapers	2 week pasture ad	\$150.50
4444	LQP County Auditor/Treasurer	January postage	\$76.89
4445	Richard Mortenson	29 nuisance beaver	\$580.00
4446	Brent Mortenson	20 nuisance beaver	\$400.00
4447	Patrick Johnson	12 nuisance beaver	\$240.00
4448	Trudy Hastad	reimb for w-2, 1099, envelopes	\$154.67
4449	LQPYB Liability	State Withholding	\$1,006.00
4450	LQP County Auditor/Treasurer	Health insurance	\$9,167.27
4451	LQP County Auditor/Treasurer	Aflac,Dental,EyeMed,Life,LTD	\$689.69
4452	LQP-YB Liability	January sales & use tax	\$44.00
		TOTAL	\$176,946.50

DITCH ACCT

TOTALS-0-

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

Secretary's Report: Trudy Hastad reviewed Secretary report #635.

Manager Michael Frank motioned to approve meeting minutes #635, seconded by Manager Andrew Weber. Upon roll call vote, motion passed 5-0.

Administrator Report/Old & New Business: Trudy Hastad

- Discussed advertising for the park manager position the end of February so applications can be reviewed at the March meeting to set up interviews.
- Joe Voit contacted the WS to see about fixing up the boy scout camp at Del Clark. Discussion followed, with the Board in favor as long as the Administrator/park manager are kept informed.
- Discussed possibly updating WS rules in 2023. Discussion followed.
- Reviewed a notice from City of Madison about a street/storm water project that outlets into CD. Discussion followed. Felt they should get a WS permit so info is on file in the office.

At 6:00 p.m. Vice-chairman John Cornell asked if sealed bids were received for the pasture/hay ground up for a three-year lease. Administrator Hastad reported receiving eleven sealed bids. Attorney Kolb reviewed that the leases would be for three years for the years 2023, 2024, & 2025. Administrator Hastad opened the bids. Once bids were opened, the bidders were offered an opportunity to raise their bids. Hastad asked that they state their name and then amount they wished to bid and bidding started with parcel 1 as follows:

Parcel 1 – R-6: High bidder Dustin Otten, Otten Farms at \$80/acre with second high bidder Randy Brown at \$77.50/acre.

Parcel 2 – Lazarus Creek #1: High bidder Beau Doom at \$85/acre with second high bidder Kevin Verhelst @ \$80/acre.

Parcel 3 – Lazarus Creek #2: High bidder Luas Bjornson @ \$85/acre with second high bidder Kevin Verhelst @ \$80/acre.

Parcel 4 – Boy Scout Camp: High bidder Corey Hoffman @ 250/acre with second high bidder Beau Doom @ \$245/acre.

Parcel 5 – R-1/R-4: High bidder Beau Doom @ \$110/acre with second high bidder Justin Dressen @ \$105/acre.

A resolution (attached item B) approving award and execution of hay and pasture land lease agreements was made by Manager Andrew Weber and seconded by Manager Michael Frank. Upon vote motion passed 5-0

Hastad will contact the high bidders once she receives the completed lease agreements from the Attorney for signature. They will be given one week to accept or reject the proposed lease. If rejected, the lease shall be transmitted to the second high bidder.

Hastad asked for the addresses and phone numbers of the bidders.

PERMITS:

13817 Renew	Barbara Larson	Providence, 23	seepage, main tile	02/07/23 DC
13818	Trent Jorgenson	Camp Release N, 31	seepage, main tile, intakes	02/07/23 DC
13819	Rick Hersom	Riverside, 8	seepage lines	02/07/23 DE
13820	Kyle Mangel	Walter, 24	seepage, main tile, intakes	02/07/23 AW
13821 Renew	Gary Robertson	Providence, 34	seepage lines, intakes	02/07/23 DC
13822 Renew	Gary Robertson	Providence, 34	seepage lines, intakes	02/07/23 DC
13823 Renew	Gary Robertson	Providence, 25	seepage lines	02/07/23 DC
13824 Renew	Gary Robertson	Providence, 14	seepage, main tile	02/07/23 DC
13825	Scott Wittnebel	Perry, 19	seepage, main tile, pump	02/07/23 DE

Permits Denied:

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

Meeting adjourned at 7:10 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, March 7, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.