

Lac qui Parle-Yellow Bank Watershed District

December 7, 2021

Meeting Minutes #622

Call to Order

The meeting was held in the Lac qui Parle Commissioners' Room in the Courthouse, 600 W 6th 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. **Managers Present:** Chairman Darrel Ellefson, Secretary David Craigmile, Publicity Manager Michael Frank, Vice-Chairman John Cornell, and Treasurer Andrew Weber. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, and Park Manager Ron Fjerkenstad. **Others present:** Darby Hemish, and via Zoom, Attorney John Kolb.

Approval of the Agenda

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.

New employee, Abby VanKempen was welcomed and introduced to the Board.

Chairman Ellefson reconvened the Br 3 CD #4 final engineer hearing from November 18, 2021 at 4:40 p.m. Attorney Kolb reminded the Board that the public comment portion of the hearing was closed at the November 18, 2021 hearing. Attorney Kolb took all the evidence, engineer information, viewers report of improvement benefits and damages, authorizing application of separable maintenance, and directing construction of the project and presented the findings and order as instructed to the Watershed Board of Managers (attached as exhibit A). The findings and order were read.

Manager Andrew Weber moved, seconded by Manager Cornell for adoption of the findings and order (as attached exhibit A). After discussion, the Board president called the question. The question was on the adoption of the attached findings and order and there were 5 yeas, and 0 nays. Upon vote, the Chairman declared the motion passed.

Administrator Hastad will provide a copy of the findings and order to the Lac qui Parle County Auditor and to DNR.

Staff Reports:

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

- The new 2022 park stickers are printed and Ron showed to the managers.
- The City of Canby is going to hold the 3rd annual fishing tournament on January 28-29, 2022 on Del Clark Lake. This is a very popular event with approximately 125 ice houses on the lake.
- The water is starting to freeze over, and there are lots of geese yet on the open water spots.
- There are not a lot of new beaver chews this year, so relieved.
- Ron posted the park for snowmobile usage. Discussed no snowmobiles on the face of the dam.
- The mailed in requests for seasonal registrations are in the reservation book. The 2022 Holidays are already getting reserved, and there are only a couple spots left for weekends.
- One of the managers asked if we collect a fee for campers left at the park over the winter. Ron reported he does not charge them a fee.
- Ron reported that Pat Stanley will oversee the park when he is gone on vacation.

DRAINAGE INSPECTOR REPORT: Jared Roiland reported on monthly activities.

- I attended the first in person Drainage Inspector meeting since before the pandemic on November 4, 2021. There was discussion centered around how different drainage authorities are working with the DNR and private conservation groups while still trying to fully maintain their drainage systems.
- Trudy, Darrel, & I met with Jeff Jessen, Roger Schuelke, & Francis Brandenburger to discuss a block that was put in on a private ditch that blocked the outlet of the neighbor's ditch to the North. Unfortunately, the landowners did not come to an agreement.
- On November 24, the drainage committee met.
- Attended the MAWD annual virtual conference December 1-3, 2021.
- Reported on the status of the CD #54 improvement project. We will be working with the Engineer to move forward with a close-out date for the project.
- I took the Roxor and pickup to Lac qui Parle Co-op to have them both serviced and had the Roxor winterized.
- Darrel, Andrew, and I met on site at section 24, Yellow Bank Township to investigate a trespassing and ditch cleaning conducted without a permit. Informed the landowner he would need to work with the neighbor on an after-the-fact permit. Administrator Hastad will send them a letter.
- Updated the Board on the CD #42 improvement project.
- We have started to clean out the vault to make it easier for our transition when our offices are connected with the Environmental staff.
- I have been working with one non-compliant buffer landowner across the county and the county has collected the money from the landowner who was assessed penalties for 1 year of non-compliance on his buffer.

COORDINATOR REPORT: Mitch Enderson reported on monthly activities.

- Steering and Advisory committees have met to provide feedback on priority issues to Houston. There was good input and discussion from advisory committee members so that was great for Houston to be able to incorporate.
- The Kamrath dam repair is set to move forward and the landowner has agreed to contribute to the project. The contract is set up for Kamrath's to pay \$2000 and the Watershed \$3,000 for cost-share. Mitch asked the Board to approve the cost-share contract with the Kamraths.

Manager Michael Frank motioned to approve the cost-share contract for the Kamrath dam repair with the Watershed contributing \$3,000 and Randy Kamrath to contribute \$2,000, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

- The sign for the Del Clark projects is scheduled to be installed next week.
- The contractor was onsite the day after Thanksgiving to address punch list items. Once the engineer inspects and gives approval we will get final payment and paperwork completed.

Manager Michael Frank motioned to approve final payment to A&C Excavating for the Del Clark/Canby Creek project once engineer gives the final approval of the project, seconded by Manager Andrew Weber. Upon vote, motion passed 5-0.

- We have had fourteen applications submitted this year for the SSTS loan program with eight systems being installed and paid.
- The Florida Creek restoration agency folks had a group call to discuss remaining surveying needs to develop a high-level model/cost estimate for landowners. They also discussed another potential funding source.
- Thirteen people submitted photos for the photo contest. Tamie Steffen Hornstein was 1st place winner, Mary Quick 2nd, and Mary Swenson 3rd. I will be working on calendars later this week.
- There has been some discussion with the LQP Hwy Dept, DNR, SWCD, & Watershed to address an erosion issue on the Lac qui Parle River that is threatening the bridge on County Highway 31.

- Mitch talked about applying for the No Child Left Behind Grant to do a park retreat with canoeing, identifying plants & vegetation, invasive species, and camping trip for youth in the Watershed. The Board gave approval to apply for the grant.

WCA: Mitch Enderson reported on monthly activities.

- A citation was issued and a lien placed on the property of the Yellow Bank, 4 restoration issue. The TEP has not been able to verify the restoration order has been satisfied, as the landowner has kicked them off the property multiple times. The regional enforcement officer felt this was the best course of action after consulting his supervisors.

OTHERS: Darby Hemish met with the Board to discuss the thistle and leafy spurge issue at R-6. Discussion followed. Administrator Hastad reported on the dates staff had sprayed for weeds at R-6. The Board agreed we will do another round of spraying in the spring and possibly fall of 2022.

TREASURER'S REPORT: The Treasurer's report was read by Manager Weber.

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

The following warrants were presented for approval:

Number Vendor Details 11/04/2021 to 12/07/2021

General Klein Account:

6192	Houston Engineering	November consulting services 1W1P	\$7,249.00
6193	Western Guard	two-week 1W1P survey ad	\$283.50
6194	Tony & Alicia Burmeister/Hillman	SSTS Loan	\$10,904.81
TOTAL			\$18,437.31

Park Expense Account:

1426	Vlaminck Electric	repair camper outlets & cord	\$562.29
Transfer	to UPB General	11-20-21 park payroll	\$3,902.89
Transfer	to UPB General	12-03-21 park payroll	\$2,722.59
1427	City of Canby	year end sewer charge @ park	\$361.22
1428	VOID	VOID	\$0.00
1429	Countryside Public Health	2022 park license	\$431.50
1430	LQP Environmental Office	park cell phone	\$41.25
1431	Minnesota Pump Works	2021 service agreement	\$806.37
1432	Frontier Communications	park office, phone, fax, internet	\$292.43
1433	Olson Sanitation Inc	November trash	\$40.95
1434	Doug's Service & Marine	lawn mower blades	\$146.37
1435	Ag Plus Cooperative	gas	\$47.17
1436	Lincoln Pipestone Rural Water	November water	\$34.64
1437	Lyon-Lincoln Electric Coop	November park electricity	\$611.50
TOTAL			\$10,001.17

UPB GENERAL ACCT:

21160-21162	semi-monthly payroll	November 19 payroll	\$5,108.51
21163	Darrel Ellefson	per diem, mileage	\$471.71
21164	David Craigmile	per diem, mileage	\$175.91
21165	John Cornell	per diem, mileage	\$154.07
21166	Michael Frank	per diem, mileage	\$137.84
21167	Andrew Weber	per diem, mileage	\$578.28
4153	Void	Void	\$0.00
4154	LQP-YB Liability	11-15-21 semi-monthly PERA	\$1,004.49
21168-21170	semi-monthly payroll	12-3-21 payroll	\$5,108.52
21171-21172	monthly payroll	12-3-21 park payroll	\$2,722.59
4155	Canby News, Inc	two-week ad for job	\$140.00
4156	Quill Corporation	quill blue	\$39.99
4157	Western Guard	2 week ad for job	\$200.00
4158	Houston Engineering	October/November engineering	\$5,336.50
4159	Rinke Noonan Attorney @ Law	monthly retainer, CD #42, Br 3 CD#4	\$2,895.50
4160	Nelson Oyen Torvik	Stoks judgement, Shop rent lease agreement	\$850.00

4161	Dawson Sentinel	3 weeks final hearing notice Br 3 CD #4	\$222.75
4162	LQP County Auditor/Treasurer	November postage	\$40.24
4163	City of Madison	November electric, garbage, sewer	\$100.43
4164	LQP Coop Oil Company	gas for pickup	\$92.31
4165	Tamie Steffen Hornstein	1 st place photo contest ad	\$50.00
4166	Mary Quick	2 nd place photo contest ad	\$30.00
4167	Mary Swenson	3 rd place photo contest ad	\$20.00
4168	LQP County Auditor/Treasurer	Abby December Health Ins	\$787.50
4169	LQP County Auditor/Treasurer	2021 phone – 3 lines @ \$33/month	\$396.00
4170	LQP-YB Liability	Federal withholding	\$4,265.92
4171	LQP County Auditor/Treasurer	January health insurance	\$5,888.46
4172	LQP-YB Liability	monthly & semi-monthly PERA	\$1,503.92
4173	Minnesota Revenue	November sales & use	\$37.00
4174	LQP County Auditor/Treasurer	Add'l December Health – Abby	\$164.50
		TOTAL	\$38,522.94

DITCH ACCT

TOTAL\$0.00

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

Secretary's Report: Trudy Hastad reviewed Secretary report #621 and #621.1 as mailed.

Manager David Craigmile motioned to approve meeting minutes #620 as mailed, seconded by Manager Michael Frank. Upon roll call vote, motion passed 5-0.

Manager David Craigmile motioned to approve meeting minutes #621 as mailed, seconded by Manager Andrew Weber. Upon roll call vote, motion passed 5-0.

Discussed the playground fundraiser. The current balance raised is \$20,262.50, with the Canby Fireman's possibly donating an additional \$5000. Discussion followed.

Michael Frank motioned to contribute \$5,000 from the park deposit account to the playground fundraiser, seconded by David Craigmile. Upon roll call vote, motion passed 5-0.

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

- Reminder the Advisory Board meeting is scheduled for Wednesday, December 8, 2021 @ 6:00 p.m.
- Received a notice that the audit firm of CliftonLarsonAllen rates for the 2021 audit went up to \$7,250.00
- Abby VanKempen started employment with us on December 1, 2021 and is working out very well.
- I made new time sheets and we started using them December 1, 2021. This will help to track hours for various year-end reports.
- I have been working on updating the personnel policy in my spare time.
- We are continuing to clean out the vault to make room for the office remodel. This is scheduled to be in late spring and we will move up to the Commissioners room during our office remodel.
- Updated the Board on the Volkenant/Strei cleanout dispute.
- We are trying to work on the consolidation of the Environmental Office with the Watershed. It will be really helpful when we are all in the same office space.
- Discussed the CD #42 improvement project status with the lack of contact from the contractor.

PERMITS- The following permit applications were applied for:

13548	Keith & Jill Citrowske	Ten Mile Lake, 29	seepage lines	12/7/21 DC
13549	Don Denekamp	Manfred, 20	seepage lines with intakes	12/07/21 DE
13550	Don Denekamp	Manfred, 29-30	seepage lines	12/07/21 DE
13551	Sidney Johnson	Maxwell, 24	seepage lines with intakes	12/07/21 DC
13552	Sidney Johnson	Madison, 28	seepage, main tile, intakes	12/07/21 DE
13553	Sidney Johnson	Madison, 28	seepage, intakes	12/07/21 DE

13554	Karen Jackson	Lake Shore, 28	seepage, main tile	12/07/21 DE
13555	David Haas	Madison, 32	ditch clean out	12/07/21 DE
13556	Matt Bormann	Madison, 29	ditch clean out	12/07/21 DE
13557	Steve Haas	Hamlin, 10	replace culvert	12/07/21 DE
13558	Gerard Radermacher	Walter, 3	ditch clean out	12/07/21 AW
13559	Jim Theisen	Florida, 5	seepage lines	12/07/21 MF
13560	Jerome Schuelke	Riverside, 36	seepage, main tile	12/07/21 DE
13561	Jim Thorpe	Freeland, 30	main tile, intakes	12/07/21 DE
13562	Josh Peterson	Hammer, 13	seepage, main tile, intakes	12/07/21 MF
13563	Gary Nelson	Riverside, 31	ditch cleanout	12/07/21 DE
13564	Jerome Schuelke	Riverside, 36	seepage, main tile	12/07/21 DE
13565	Sidney Johnson	Hantho, 21	seepage, main tile, intakes	12/07/21 DE
13566 Renewal #13008	Eldon Haas	Manfred, 31	seepage, main tile, catchment basin	12/07/21 DE

Permits Denied: none

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

Hastad asked the Board to set the 2022 salaries. She reviewed the 2021 salaries with the managers.

Manager David Craigmile motioned to approve a 4% increase for the Coordinator, Ditch Inspector, and park manager, with the Administrator to receive a \$10,400 increase for taking on the responsibility of the LQP County Environmental Services Department (\$10,000 paid with the Administration fee from LQP County for Environmental services and the \$400 from LQP County Ditch Administration) seconded by Manager Michael Frank. Upon roll call vote, motion passed 5-0.

Meeting adjourned at 6:52 p.m.

Darrel Ellefson, Chairman

Attest:

David Craigmile, Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, January 4, 2022 at 4:30 p.m.