



Lac qui Parle - Yellow Bank Watershed District

lqpybwatershed.org

Phone: 320-598-3117
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600 6th St #7
Madison, MN 56256

LQP County Annex
January 7, 2026
Meeting #671

1. CALL TO ORDER

Chairman Andrew Weber called the meeting to order at 9:00 a.m. A quorum was present.

Board members present: Andrew Weber, Mike Knutson, Daniel Buseth, and Brent Larson.

Board members absent: Jon Olson.

Staff Present: Trudy Hastad, Ethan Kack, Jared Roiland, Abby VanKempen, Jennifer Schuelke, & Eric Stahl.

Staff Absent: None.

Others Present: None

2. General Business

Agenda

Hastad asked to add Dan Aakre tree cleaning and Manager Knutson had a permit to add.

Manager Mike Knutson moved to approve the amended agenda, seconded by Manager Brent Larson. Motion passed 4-0.

Secretary's Report

Manager Daniel Buseth moved to approve minutes #670 as emailed, seconded by Manager Mike Knutson. Motion passed 4-0.

Treasurer's Report

Manager Andrew Weber reviewed the Treasurer's report. Manager Brent Larson moved to approve the Treasurer's report, seconded by Manager Mike Knutson. Motion passed 4-0.

Bills

Details 12/10/2025 – 01/07/2026

General Klein Account

6685	Paul Engels	1W1P cost-share section 13, Hansonville	\$10,211.29
6686	Lyle Sik	CRP incentive	\$27,285.00
6687	Amanda Zweg	1W1P pasture & hay planting	<u>\$3,600.00</u>
		TOTAL	\$41,096.29

Park Expense Account

2044	C.A.S. Plumbing & Heating	replace cap and clean AC unit	\$203.97
2045	Midcontinent Communications	park internet	\$60.00
2046	Running's Supply	garage door lube	\$7.99
2047	Lac qui Parle County Environmental	park cell phone	\$38.41
2048	Lincoln Pipestone Rural Water	December water usage	\$71.24
2049	EMK Properties LLC	Nov/Dec snow removal	\$375.00
2050	Olson Sanitation Inc.	December trash	\$98.03
2051	C.A.S. Plumbing & Heating	metered valve repair kit	\$260.00
2052	Lyon-Lincoln Electric Cooperative	December electricity	<u>\$1,098.72</u>
		TOTAL	\$2,213.36

UPB General Account

5156	Area II	Florida Creek expense	\$3,020.00
25218-25224	semi-monthly payroll	Dec 1-15 payroll	\$12,072.45
25225	VOID	VOID	VOID
25226	Michael Knutson	per diem, mileage	\$76.84
25227	Daniel Buseth	per diem, mileage	\$196.91
25228	Andrew Weber	per diem, mileage	\$711.95
25229	Jon Olson	per diem, mileage	\$598.31
25230	Brent Larson	per diem, mileage	\$143.44
5157	LQP-YB SSTS Savings Acct	November SSTS settlement – LQP	\$86,936.29
TRAN	from General to park	correct Dec 5 payroll transfer	\$2,698.14
5158	LQP-YB Liability Acct	PERA	\$2,291.59
5159	LQP-YB Liability Acct	Federal withholding	\$3,172.32
5160	LQP-YB Liability	State withholding	\$1,214.00
5161	LQP-YB Liability Acct	MSRS	\$1,033.00
5162	LQP-YB Liability Acct	December sales & use tax	\$33.00
26001-26005	semi-monthly payroll	December 16-31 payroll	\$9,063.16
26006	monthly payroll	December park payroll	\$816.89
5163	Lake Hendricks Improvement Assn.	2026 dues	\$40.00
5164	Houston Engineering Inc.	CD #63, CD #57, CD#44 improvements	\$30,711.00
5165	Minnesota Counties Insurance Trust	2026 workers comp & PC insurance	\$13,390.00
5166	City of Madison	shop utilities	\$139.81
5167	Mike Johnson	two nuisance beaver bounty	\$50.00
5168	Canby News, Inc.	Florida Creek bid ad	\$126.00
5169	LQP County Auditor/Treasurer	ROXOR license tabs	\$36.00
5170	LQP Coop Oil Company	gas	\$79.15
5171	LQP County Auditor Treasurer	Health insurance	\$9,706.03
5172	LQP County Auditor/Treasurer	Colonial, daycare flex, dental, eyeMed, Life, LTD, Medical flex	\$1,520.24
5173	LQP-YB Liability	PERA	\$2,119.69
5174	LQP-YB Liability	Federal withholding	\$3,703.46
5175	LQP-YB Liability Acct	MSRS	\$200.00
5176	LQP County Auditor/Treasurer	December postage	\$189.42
5177	Jay Blegen	4 nuisance beaver	\$100.00
5178	LQP County Auditor Treasurer	2025 phone bill – 4 lines	<u>\$240.00</u>
		TOTAL	\$186,429.09

Debit Card

DC	Intuit	W-2's and 1099 forms	\$339.83
DC	Instant Ink	ink	<u>\$17.09</u>
		TOTAL	\$356.92

Ditch Account

1393	Doug DeJong Farms	WS Ditch #1 – beaver dam/ditch washout	<u>\$2,360.00</u>
		TOTAL	\$2,360.00

Manager Brent Larson motioned to approve the bills, seconded by manager Mike Knutson. Motion passed 4-0.



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1W1P (One Watershed One Plan)

C23-006 Implementation Grant 2023-2025

Contract approvals:

None

Contract payments: Paul Engels - \$10,211.29 – section 13, Hansonville Township– structural practice

C25-0264 Implementation Grant 2025-2026

Contract approvals:

None

Contract payments: Amanda Zwieg - \$3,600.00 – section 3, OshKosh Township– non-structural practice

CRP Incentive Grant Contracts:

Payment: Lyle Sik -36.38 acres - \$27,285.00 – section 10, Hansonville Township

Manager Mike Knutson motioned to approve the 1W1P contract payments for Paul Engels & Amanda Zwieg and the CRP Incentive payment for Lyle Sik, seconded by Manager Daniel Buseth. Motion passed 4-0.

3. STAFF REPORTS

Ethan Kack – Park Manager

- The Canby Fireman’s are holding the fishing tournament on Del Clark Lake Jan 29-31 if ice conditions are favorable.
- The park cell phone needs to be replaced as it is starting to act up. Hastad will check into getting a new phone as we share the cell-phone plan with the LQP sheriff’s deputies.
- The new seasonal rate letters were sent out.
- Not seeing or hearing many coyotes lately so hoping they moved out of the park area.
- Pat Stanley will not be returning as a seasonal in 2026.

Jennifer Schuelke – Environmental, Solid Waste, HHW Specialist

- Reviewed the 2025 recycling summary.
- Sent out 32 SCORE letters to business’s for their recycling numbers.
- Working on year end reports – 4th quarter HHW report, Demo Landfill, & Transfer station report and the SCORE report.

Jared Roiland – Ditch Inspector

- Attended the annual MAWD meeting the first week in December. I was able to talk to Attorney Kolb regarding a landowner dispute in section 19, Perry Township and get his opinion.
- Received an email from the Army Corp of Engineers office requesting information regarding the proposed CD #97 outlet cleanout.
- We have spent a considerable amount of time working with a couple of landowners on a water issue in section 14, Arena Township. We are going to have a landowner meeting to try and help them come to some sort of agreement.



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Abby VanKempen – Planning & Zoning, Feedlot, SSTS Coordinator

- We have issued one zoning permit so far in 2026.
- We have a couple CUP hearings to schedule; one for a dog boarding business and one for a hunting camp/event center.
- The County increased a few permit fees in 2026 to stay consistent with surrounding counties:
 - 1.) Zoning permits went from \$35 to \$50
 - 2.) Septic permits went from \$125 to \$150
 - 3.) New 911 addresses went from \$50 to \$200
- I have to complete a DNR Shoreland survey report by February 1, 2026.
- I have finished and submitted the annual feedlot report. This now gets reviewed by MPCA and then goes to the County Board for approval.
- I finished and submitted the SSTS annual report to MPCA.
- I need to enter the SSTS program and grant expenditures into eLink by Feb 1st.
- We completed 168 new passports in 2025 and helped with approximately the same number of renewals.

Eric Stahl – Coordinator/WCA

- I am registered for all remaining Septic required trainings for SSTS Inspectors license.
- Awaiting WCA training set; will be focusing on Wetland Delineation classes for continuing ed credits.
- Reviewed this months Watershed permits for WCA compliance.
- Working on the annual reporting for WCA.
- Working on the annual reporting for the C23-0006 funding grant (2023-2025) and also the C25-0264 funding (2025-2027).
- Working on the annual reporting for SSTS loan within Elink and to MPCA.
- I passed the passport training so am now a passport agent and can help with passports in the office.
- MNDOT gave notice of application for WCA for resurfacing and culvert replacement along HWY 212. Informational purpose only.
- The Moen Bank project that was submitted a year ago and we received the 3rd prospectus on that. Nothing for Board at this time.

OTHERS: None

4. OLD BUSINESS

- Waiting for the final engineer report for the CD #63 improvement.
- Engineers are working on modeling for the preliminary engineer report for CD #57.
- Waiting on the preliminary engineer report on the CD #44 improvement project.

5. NEW BUSINESS

- Hastad asked the Board to set the 2026 rates as follows:
 - 1.) Legal papers: Western Guard, Dawson Sentinel, Canby New, Hendricks Pioneer
 - 2.) Mileage: Follow IRS mileage – new rate for 2026 is \$.725/mile
 - 3.) Meal reimbursement: \$45/day
 - 4.) Nuisance beaver: \$25/beaver and if in a ditch system, ditch system pays additional \$75/beaver.
 - 5.) Follow Lac qui Parle County 2026 fee schedule for everything else.

Manager Brent Larson motioned to accept the 2026 fee/rate schedule as presented, seconded by Manager Mike Knutson. Motion passed 4-0.



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- Received five applications for the Ditch Finance Specialist Job. The managers reviewed the applications and instructed Hastad to offer interview to four of the applicants. The Board set a special meeting date of February 15, 2026 to hold interviews.
- Hastad asked for approval on some policies. Discussion followed with this tabled until Attorney Kolb can review.
- Hastad asked the Board to set a time and date for the pasture lease. Currently the lease's are three years and they ended November 2025. Discussion followed.

Manager Mike Knutson motioned to hold pasture bid letting with chance to raise bid at the next board meeting on February 4, 2026 at 11:00 a.m., sealed bids need to be in the office by 3:00 p.m. on February 3 in order to be eligible to raise bid at the meeting, seconded by manager Daniel Buseth. Motion passed 4-0.

- Hastad reported that the shop renter called and the dead bolt had shifted and wouldn't lock and there was a small leak in the ceiling. We contacted Jim Trost in town to look at this and he met Jared at the shop today and they fixed the dead bolt (shaved it down as had shifted a little bit) and Jared went on the roof (metal) and screwed down some bolts that had lifted and we are hoping this solves the leak problem.
- Dan Aakre asked for help with some tree snagging by his place. Discussion followed.

Manager Mike Knutson motioned to approve \$1000 for help with tree snagging, seconded by Manager Brent Larson. Motion passed 4-0.

6. PERMIT APPROVALS

14511	Redgy Matthies Perry, 32 & 29	ditch cleanout	01/07/2026 JO
14512	Roger Bliss OshKosh, 4	seepage, main tile, outlet	01/07/2026 MK
14513 Renew	Nathan Thorpe Hammer, 5	seepage lines	01/07/2026 MK
14514 Renew	Nathan Thorpe Florida, 15	seepage, intakes	01/07/2026 MK
14515 Renew	Nathan Thorpe Florida, 24	seepage tile	01/07/2026 MK
14516 Renew	Nathan Thorpe Hammer, 20	seepage tile, intakes	01/07/2026 MK
Permits Held: None			

Manager Mike Knutson motioned to approve the permits, seconded by Manager Daniel Buseth. Motion passed 4-0.

7. NEXT MEETING DATE

The next meeting will be held on Wednesday, February 4, 2026 at 9:00 a.m.

8. ADJOURN

Manager Andrew Weber motioned to adjourn the meeting at 11:07 a.m., seconded by Manager Dan Buseth. Motion passed 4-0

Andrew Weber, Chairman

ATTEST:

Brent Larson, Secretary