

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #640

June 6, 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 Vice-Chairman John Cornell at 4:30 p.m. **Managers Present:** Vice-Chairman John Cornell, Secretary David Craigmile, Treasurer Andrew Weber, new manager Jon Olson, & new manager Michael Knutson. **Managers absent:** None. **Staff present:** Administrator Trudy Hastad, Park Manager Ethan Kack, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, & Ditch Specialist Cindy Brehmer. **Staff Absent:** Ditch Inspector Jared Roiland. **Others present:** None.

New Managers Jon Olson, Michael Knutson, & Andrew Weber were given the oath of office by the Lac qui Parle County Court Administrator.

Approval of the Agenda

Vice-Chairman Cornell asked for additions to the agenda. There being no additions to the agenda, Manager Andrew Weber motioned to approve the agenda, seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

Staff Reports:

Park Report: Ethan Kack

- Memorial weekend went well but was busy.
- House projects are progressing. The painting has begun on the main floor, sub flooring installed in the office due to some rotted wood in the floor. Kent Weber started laying the flooring on the main floor.
- After removing the weeds around house, noticed water running into foundation. Ethan will bring in some fill and use his skid steer to correct.
- Ethan contacted MCIT regarding the roof repair on the house and shed. We have until next April to get the shingling done. Ethan talked to a contractor and they will be there in a couple weeks and the estimate was very close to the insurance money received.
- Discussed putting in some fake cameras by the front gate. The Board was in favor of this and discussed maybe getting a trail camera, or a calving barn camera as he could access the video from his phone.
- Ethan reported a family of coons had taken up residence in one of the sheds and was trying to remove them.
- Discussed doing on-line payments for the park. No action was taken.

Environmental/HHW Specialist: Jennifer Schuelke

- The City of Madison hosted the annual City-wide Cleanup on May 6th and had 38 participants. They collected 18 tires, 45 electronics and 10 mattresses for a total of \$877.00
- We held our first Electronics, or "Special Items" collection of the year on May 13 at the LQP Special Items Recycling Site (the former Demo Landfill). It had 23 participants with 52 items for a total of \$661.50. We have our next collection this Saturday.
- We had our HHW collection on May 24th from 3:00 – 6:00 p.m. at the County Garage in Madison. There were 55 participants of which 22 were first timers out of the 65 households that participated. We collected 356 gallons of latex and oil-based paint, 357 aerosol cans, 1 drum of flammable liquid, 3 fire extinguishers, 1 gas cylinder, and 773 pounds of acids & bases.

- We began a collection program for rechargeable batteries through Call2Recycle, with the collection box in the East entrance of the Courthouse. We are starting with the rechargeable batteries and will then determine if there is a need for recycling the other non-rechargeable batteries.
- We advertised for the Pesticide Jug Recycling event sponsored by the MN Dept of Ag. Flyers were sent to the local elevators and will start the other advertising next week. July 2nd is the deadline to get the jugs in.
- Attended a SWAA meeting the 12th in Marshall and reviewed our next steps for our 10-year Solid Waste Plan as well as updates from the counties. Lyon County will take our tires for use as lining on the trenches in between their leachate ponds. We will have to pay Olson Sanitation to bring them to the landfill, but there is no processing fee and will save the County around \$2,400. Lyon County has room for another 2 to 3 roll-offs.
- We received the final parcel number for the old Demo Landfill site and have submitted the paperwork to SEH who reviewed it and sent it on to MPCA, so we're just waiting for the final closure paperwork from the MPCA.

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

- Went on my first two feedlot inspections of the year today. Same producer with two feedlots. Sites were clean and well maintained with no run-off concerns, but he didn't have manure records so he will have 30 days to provide those to me before I enter the inspection in as non-compliant.
- Went to a feedlot regional meeting in Marshall last week. MPCA talked about the new county oversight project they are doing. Received lots of negative feedback on how the annual reviews of the counties are done and so they put together a team to revise the procedure.
- Went to the spring MACPZA conference last Thursday and Friday in Alexandria. Talked a lot about renewable energy (wind, solar, transmission lines) and permitting of those things.
- We are Seeing septic permit applications start to come through. We have two people in line for the septic grant money. First one needs to install so we can see what funds we have for the second one.
- Had a conditional use permit that went to the county board this morning and was approved. This is for Roger Borstad to stockpile and crush concrete. Have another CUP application in for Dan Aakre to build a ring dike around his farmstead. Trying to work with Ryan Bjerke, area hydrologist, to find out what information Dan needs to provide for his application because it's in the floodplain.
- Have a variance hearing tomorrow for Shawn Steinke to build a house within the road setbacks. He lives right south of Dawson.
- I got to check the canoe trip route with Jared and Dave last Tuesday. We cut down a few branches to clear the path. (we=Dave and Jared and I supervised mostly).
- Went out ditch spraying with Jared yesterday. Learning to drive the Roxor.

Drainage Inspector Report: Administrator Hastad handed out Jared Roiland's report to read.

- Trudy and I met with Attorney Kolb, Houston Engineers, and Ag Tech Drainage to discuss the CD #42 Improvement Project repair. Houston gave Ag Tech a bid sheet to submit as an estimate for what his costs to repair the project would be. We also received direction from Attorney Kolb about how to handle this so its easier to collect the money from the bonding company when we get to that point.
- On May 25th, Trudy & I met with Disaster Relief representatives from the State and FEMA. WE reported the known damages to our ditch systems. One of the locations was a crossing repair on Watershed Ditch #92 in Cerro Gordo, 6.
- Trudy, Abby, & I met with the SWCD to discuss our plans for the No Child Left Inside event on June 14 and discuss who was handling each of the sessions.
- Went out on the CD #42 Improvement site and found a large sinkhole and some ponding water near branch 3, which is included on the engineer plans for repair.
- We replaced the tire on the truck because a piece of sorghum straw punctured the side wall.

- Mitch and I went to Brookings to pick up the kayaks that we ordered for the No Child Left Inside Grant.
- The whole west side of the township road on the CD #42 improvement project had been worked and since then has been planted and even the majority of the east side has been worked and planted by May 15th, 2023.
- Trudy & I loaded the new park office desk and brought that down to the park office on May 18th.
- I installed and calibrated the sprayer to have it ready to start spraying open ditches.
- Abby, Dave, & I tested out the canoe route from about 5 miles west of Dawson into the city park. I think this will be a good route and we only had to cut a couple limbs to make it easier for everyone to pass through. I think we have 25 or so signed up to paddle.
- We have been working with SWCD, DNR, & NRCS on the No Child Left Inside Grant with the first session to be Wednesday, June 14, 2023 at Stonehill Park/Del Clark Lake.

Ditch Specialist: Cindy Brehmer

- Trudy has been showing me how to do the payroll, Federal & state withholdings, PERA, Sales & use tax and submitting those payments on-line. I am able to do these myself if needed.
- Attended the monthly ditch meeting with the ditch committee.
- I had a TEAMS meeting with MCIS (software company) with 5 other county users to help them with the ditch system rewrite.
- I have been working on uploading group 3 ROB just before this meeting which helped bring up some issues I had and items that would be nice to put in the new rewrite.
- I have finished and proofed the spreadsheet to be used when we combine CD 84, Lat A & B CD #84. I use a spreadsheet from H2O and manually entered the numbers/acres off the current lien reports.
- I balanced the WS bank statements for May.
- Received my sign in to CliftonLarsonAllen portal to help upload audit information.
- H2O sent the tax uploads for group 3 ROB. There are 17 ditches in the group and I worked on uploading and proofing the lien reports. I have completed 16 of the ditches and waiting on CD #27 to see if we will be combining with one of the branches before I upload that spreadsheet.
- I have been updating the Emergency Action Plan for the Canby Creek Watershed and just received the signatures back last week. I emailed to the DNR and also to all the partners. I also made a paper copy for Ethan and the office.
- Trudy showed me how to do the monthly bills and print checks, get the agenda ready and print the balance sheet.

Coordinator Report: Trudy Hastad

- Worked on the NO Child Left Inside Grant.
- Getting things organized for the canoe trip.
- Worked on job description and ad for the Coordinator position.
- Discussed GIS with County Administrator.

WCA: Trudy Hastad

- 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 Mike Knutson. Upon vote, motion passed 5-0.

The following warrants were presented for approval:

Number Vendor Details 05/03/2023 to 06/06/2023

General Klein Account:

6226	Houston Engineering, Inc.	1WIP planning grant work	\$3,730.25
		TOTAL	\$3,730.25

Park Expense Account:

1631	Midco	park internet	\$59.00
1632	LQP Environmental Office	April park cell phone bill	\$41.11
1633	Ag Plus	gas, tire repair, chemical	\$209.50
1634	Olson Sanitation	garbage pickup, hopper rent	\$752.29
1635	D&K RV Sales	50 amp cord end	\$33.44
1636	Canby True Value	batteries, spraypaint, grass seed, paint etc	\$543.06
1637	LQP County Auditor/Treasurer	2023 tabs for Ford pickup	\$165.65
1638	Canby Builders Supply	sheetrock, studs, screws for basement	\$3,612.03
1639	Frontier Communications	park internet, fax, phone	\$347.38
1640	Doug's Service & Marine	law mower blades	\$261.31
1641	Runnings	lawn mower blades	\$59.85
1642	Sturdevants	spark plugs	\$6.39
1643	Lyon-Lincoln Electric	park electricity	\$824.00
1644	Ethan Kack	postage stamp reimbursement	\$63.00
		TOTAL	\$6,978.01

UPB GENERAL ACCT:

4522	VOID	VOID	\$-0-
Debit Card	Dunham's	10 kayacks – No child left inside grant	\$3,056.44
Debit Card	Amazon	10 paddles for kayacks - grant	\$304.35
Debit Card	Cabela's	10 life jackets – grant	\$235.02
Debit Card	Firearms Depot	25 buck/doe calls	\$375.61
23079-23084	semi-monthly payroll	May 1-15 payroll	\$9,436.04
23085	Darrel Ellefson	per diem, mileage	\$264.94
23086	David Craigmile	per diem, mileage	\$510.55
23087	John Cornell	per diem, mileage	\$321.26
23088	Andrew Weber	per diem, mileage	\$519.98
4523	LQP-YB Liability Acct	PERA – semi-monthly	\$1,912.45
4524	LQP-YB Liability Acct	Federal withholding	\$3,014.62
23089-23093	semi-monthly payroll	May 16-31 payroll	\$8,143.27
23094-23098	monthly payroll	May park payroll	\$7,203.32
4525	LQP-YB Liability Acct	monthly & semi-monthly PERA	\$2,792.21
4526	LQP-YB Liability Acct	Federal withholding	\$4,110.42
4527	David Haas	½ parcel Br 3CD #4 damages	\$415.20
4528	Herman Haas	Br 3 CD #4 damages	\$1,384.00
4529	Steven Haas	Br 3 CD #4 damages	\$12,444.57
4530	Roise Brothers Partnership	Br 3 CD #4 damages	\$3,252.40
4531	Rinke Noonan Attorneys @ Law	monthly retainer, Br 3CD #4, CD #42	\$4,792.50
4532	Madden Galanter Hansen	labor relations matter	\$560.00
4533	Esri	Arc GIS yearly license	\$100.00
4534	City of Madison	shop electricity, sewer & water	\$126.82
4535	Clifton Larson Allen, LLC	1st payment 2022 audit	\$787.50
4536	LQP Coop Oil Company	gas & tire repair	\$164.67
4537	LQP County Auditor/Treasurer	May postage	\$32.04
4538	LQP-YB Liability	State withholding	\$956.00
4539	LQP-YB Liability	May sales & use tax	\$2,741.00
4540	LQP County Auditor/Treasurer	Health insurance	\$9,167.27
4541	LQP County Auditor/Treasurer	dental, eyemed, life, LTD, medical flex	\$626.32
4542	Kenneth Devorak	Br 3 CD #4 damages	\$934.20
		TOTAL	\$80,684.97

DITCH ACCT

TOTALS-0-

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

Secretary's Report: Trudy Hastad reviewed Secretary report #639.

Manager Andrew Weber motioned to approve meeting minutes #639 seconded by Manager Jon Olson. Upon roll call vote, motion passed 5-0.

Administrator Report/Old & New Business: Trudy Hastad

- Worked on job description and ad for Mitch's job and advertised for two weeks.
- Updated on the status of the park house repairs and expenses.
- Darby Hemish contacted the office to ask what the Watershed is going to do about Leafy spurge, & bull thistle on Lazarus Creek, & R-6. Discussion followed. Jared will check on helicopter spraying, price, & availability.
- Reminded the Board of Ron's retirement party set for Saturday, June 10, 2023 from 2-4 at the picnic shelter. Trudy will set everything up, but then had to leave for her aunt's funeral in Brookings. David Craigmile & John Cornell will give Ron his plaque and attend to the cake.
- The annual canoe trip is scheduled for Friday, June 9, 2023. We have approximately 25 signed up for the paddle.
- The 1st activity for the No Child Left Inside Grant is scheduled for Wednesday, June 14, 2023 from 1-4:00 p.m. at Stonehill Park. The LQP SWCD is sponsoring a bus for the students from Madison & Dawson.
- Summer Tour is scheduled in Albert Lea, MN on June 20-22, 2023. Jared, Trudy & Manager Andrew Weber will be attending.
- Darrel's retirement part is scheduled for July 7, 2023 from 1-3:00 p.m. in the Courthouse lunch room.
- Been a busy month getting ready for the 2022 audit. The Auditor's will be on site on Tuesday, June 13, 2023.
- Discussed needing to reorganize the Watershed Board of Managers' and get new pictures. Board postponed until the July meeting.
- Internet provider Midco is up and working at the park. Hastad will call to set up a termination date for Frontier.
- Hastad reported the State has declared June 19th as a State Holiday. Lac qui Parle Commissioners decided to give employee's the day as a paid holiday and the Courthouse will be closed. Discussion followed.

Manager Andrew Weber motioned to add Juneteenth as a paid holiday for the Watershed employee's and authorized Administrator Hastad to update the personnel policy to reflect the additional holiday, seconded by Manager Mike Knutson. Upon vote, motioned passed 5-0.

- Hastad had a request from Adam Lund for a tree removal in the river in Section 19, Maxwell Township. She shared a quote from Pehrson Excavating \$3,050 to remove the snag along with pictures. Discussion followed. The Board reviewed the budget for tree snags. They felt the water was still moving around the fallen tree and it wasn't backing up the water so denied the removal at this time. Hastad will contact Mr. Lund.
- Discussed what townships the managers would like to oversee for drainage permits and what that entailed.

Andrew Weber: Yellow Bank, Agassiz, Walter, Perry, Augusta, & Arena.

Jon Olson: Lake Shore N & S, Hantho, Cerro Gordo, Madison, Mehurin, Hamlin, & Garfield.

David Craigmile: LQP, Riverside, Baxter, Camp Release, Providence, Maxwell, Ten Mile Lake.

Mike Knutson: Manfred, Freeland, Yellow Medicine.

John Cornell: Lincoln County.

- Discussed asking for extension for the 1W1P Planning grant that expires the end of June. There is still funds remaining that could be used for the initial purchase of MS4front which is a tool used to track the grant and funds to be used for a GIS exercise to identify water storage areas. Discussion followed:

Manager David Craigmile made a motion to ask to extend the 1W1P planning grant, seconded by Manager Andrew Weber. Upon vote, motion passed 5-0.

PERMITS:

13879	Barbara Larson	Providence, 20	seepage lines	06/06/23 DC
13880	Don Farmer	Mehurin, 21	seepage lines	06/06/23 DC
13881	City of Madison	Madison, 20	replace existing county tile	06/06/23 JO
13882	Ed Hegland	Hantho North, 31	seepage, main tile	06/06/23 JO
13883	Jim Call	Augusta, 21	clean ditch	06/06/23 AW
13884	renew 13694 Call Family Farms	Cerro Gordo, 18	seepage, main tile with pump	06/06/23 AW
13885	David Linde	Arena, 6	seepage, main tile with intakes	06/06/23 JO
13886	Donn Larson	Garfield, 4	seepage, main tile	06/06/23 JO
13887	Lake Shore Township	Lake Shore, 17	clean township road ditch	06/06/23 JO
13888	Lac qui Parle County	Madison, 22	seepage, main tile with intakes	06/06/23 JO
13889	Larry Wildung	Walter 22-27	seepage, main tile with intakes	06/06/23 AW
13890	Renew 13499 Bart Wittnebel	Walter, 32	seepage lines	06/06/23 AW
13891	renew 12245 Ken Franzky	Perry, 15	seepage, main tile	06/06/23 AW
13892	Glen Radermacher	Walter, 12	seepage tile with intakes	06/06/23 AW
13893	Scott Wittnebel	Walter, 23	seepage lines	06/06/23 AW
13894	renew 13500 Scott Wittnebel	Perry, 19	seepage, main tile	06/06/23 AW
13895	renew 13571 Steven Schmidt	Augusta, 16	seepage tile with intakes	06/06/23 AW
13896	renew 13485 Steven Schmidt	Augusta, 16	main tile	06/06/23 AW
13897	renew 13607 Randy Wittnebel	Perry, 34	seepage, main tile	06/06/23 AW
13898	renew 13630 Randy Wittnebel	Perry, 29	seepage, main tile	06/06/23 AW
13899	Dwight Mork	Perry, 24	seepage, main tile	06/06/23 AW
13900	renew 13622 Steve Pearson	Agassiz, 22	seepage, main tile with intakes	06/06/23 AW
13901	Roger Karels	Yellow Bank, 21-29	seepage, main tile with intakes	06/06/23 AW
13902	Mike Knutson	Norman, 5	seepage lines	06/06/23 DC
13903	Paul Tol	Fortier, 7	seepage, main tile	06/06/23 MK

Permits Denied: Scott Wittnebel Section 27 for basic wetland application, & Steve Schmidt for signature.

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

Meeting adjourned at 6:38 p.m.

John Cornell, Vice-Chairman

Attest:

David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, July 11, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.