

Meeting Minutes #641

July 11, 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, Manager Jon Olson, & 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. **Staff Absent:** Ditch Inspector Jared Roiland, & Ditch Specialist Cindy Brehmer. **Others present:** Glen Kack.

Approval of the Agenda

Vice-Chairman Cornell asked for additions to the agenda. Administrator Hastad asked to add Board training survey, & Personnel Policy changes. Manager Andrew Weber motioned to approve the amended agenda, seconded by Manager Mike Knudson. Upon roll call vote, motion passed 5-0.

The Board of Managers decided to hold a reorganization of the Watershed Board due to having two new managers.

Manager David Craigmile motioned to nominate Andrew Weber as Chairman, seconded by Manager Jon Olson. There being no other nominations for Chairman, Vice-Chairman Cornell called for a vote. The motion unanimously passed 5-0.

Manager David Craigmile motioned to nominate John Cornell as Vice-Chairman, seconded by Manager Andrew Weber. There being no other nominations for Vice-Chairman they called for a vote. The motion unanimously passed 5-0.

Manager Andrew Weber motioned to nominate David Craigmile as Secretary, seconded by Manager Mike Knudson. There being no other nominations for Secretary, the Vice-Chairman called for a vote. The motion unanimously passed 5-0.

Manager David Craigmile motioned to nominate Jon Olson as Treasurer, seconded by Manager Mike Knudson. There being no other nominations for Treasurer, the Vice-Chairman called for a vote. The motion unanimously passed 5-0.

Manager David Craigmile motioned to nominate Mike Knudson as publicity Chairman, seconded by Manager Andrew Weber. There being no other nominations for publicity Chairman, the Vice-Chairman called for a vote. The motion unanimously passed 5-0.

The new Board is:

Chairman: Andrew Weber
Vice-Chairman: John Cornell
Secretary: David Craigmile
Treasurer: Jon Olson
Publicity: Mike Knudson

Staff Reports:

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

- I plan to start scheduling more feedlot inspections for the upcoming month. I need to do 10 more to meet MPCA requirements.
- The mid-year feedlot review will be held in July. It will be held via ZOOM with the head of the MPCA feedlot program. We will review how we're coming along on our yearly requirements and discuss how LQP runs their feedlot program.

- The Ottertail Power Company is working on a transmission line project and they will need a CUP for a new 115 kV transmission line and a new breaker station building. For the transmission route, it can either be reviewed by the Public Utilities Commission, or locally by us. They prefer to go through the County as more input from local people.
- We will have a conditional use permit hearing for a landowner for a ring dike around his farmstead. We are waiting for his final engineering and hydraulic modeling.
- We submitted a application for our low-income septic grant. We have three people in line for the money. We are waiting on the first guy to get his installed so we know how much money we have left of the 2023 funds. We usually get the 2024 funds in September/October.
- I have been out assisting Jared with the ditch spraying 1-2 days a week. I drive the Roxor while he sprays.
- I helped with the No Child Left Inside event in June and will assist again with the event tomorrow, July 12. It is interesting working with the 5-8th kids.

Environmental/HHW Specialist: Jennifer Schuelke

- We had our 2nd Electronics or “Special Items” collection of the year on June 10th, with the 3rd collection on July 8th. We had 28 participants in June and 27 participants in July. The next collection will be August 12th.
- I completed my Annual Electronic Waste Collector/Recycler report for the MPCA last week.
- I completed the quarterly HHW report and sent that to Kandiyohi County yesterday.
- The rechargeable batteries and cell phones recycling program through Call2Recycle that I started in June is going well. The plan is to run the program for 6 months and see if there is a need for recycling the other non-rechargeable batteries since that recycling box costs money.
- I’ve been working with Blain on updating the County recycling, HHW, and special item websites and I’ll post the battery and cell phone recycling information there once we are done.
- The Pesticide Jug recycling event sponsored by the MN Dept of AG was held in July. I am waiting to hear back on the amounts collected. We did the advertising for the event as in past years.
- I attended a SWAA meeting in Marshall on May 19th. Lyon County was looking for tires to use as lining on the trenches in between their leachate ponds. On June 22nd, we loaded up 7,300 pounds of tires and hired Olson Sanitation to haul to Lyon County. We saved the County approximately \$2,400. Lyon could possibly take 2 or 3 roll-offs from us.
- We discussed the possibility of holding a tire collection this fall, but haven’t made a finale decision on that yet.
- We submitted the final paperwork for the closing of the LQP County Demo Landfill the end of May and we are just waiting for the final closure paperwork from MPCA.

Park Report: Ethan Kack

- Park has been really busy and survived the July 4 Holiday. We had issues with the sewer system over the 4th of July weekend. The problem is by the main bathrooms as everything kept backing up in the floor drains. I called Cass plumbing and they got it opened up, but noted the sewage goes down to lift system, and the pipes have sunk and tilted downward so everything backs up. They think they have it temporarily fixed, but will probably need replacing this fall. They thought if they dug 20 feet around pipes, installed rock to raise, it should work. Manager Olson inquired about jetting the system if it backs up again for a short term solution. The Board thought this maybe a good idea, and instructed Ethan to get a quote from Cass to fix and/or replace in the fall.
- Ethan reported there are about 8 large trees around campers that are dead and need to be removed. Discussion followed. The Board said to get a bid from a tree service to come in this fall and remove. Ethan asked about planting new trees. Discussion followed, with the Board suggesting he talk to the SWCD for trees.

- Discussed 2024 rates for the park. Ethan did some checking and we are much lower in prices than area campgrounds. Discussed increasing the seasonal sites with water, sewer, electrical by \$300, sites with double campers \$500, and just water & electric up \$250. We will still be lower than other campgrounds in the area. Ethan also discussed moving to an on-line payment for the 2024 camping season with the yearly payment made up front. Discussion followed.

Manager Craigmile motioned to increase the seasonal water, sewer, electric sites by \$300; double camper sites by \$500; and water & electric by \$250, and to authorize Manager Kack to look for programs to use for on-line booking for the 2024 camping season, seconded by Manager Andrew Weber. Upon vote, motion passed.

- Ethan inquired if it would be ok to buy bulk toilet paper and paper towels for the park from Costco or Sam's Club. Discussion followed. The manager's felt we should keep purchases local as the local folks pay our taxes. Ethan will check with the Canby retailers to see if he can get a bulk discount rate.
- The old Toro lawn mower is broken down and needs repairs. Discussed trading in and purchasing a commercial, zero turn mower. Ethan will check around for prices.
- The park only has one weed eater and workers are bringing their own from home. Manager Weber said we should look at getting a Steele power unit that has multiple attachments, tree trimmer, weed eater, blower, etc. Ethan will check on prices.
- Discussed a social media page for the park as might help fill spots when someone cancels at the last minute as there is a waiting list for weekend and seasonal spots.
- The roofing on the house and shed is done and sent to insurance.
- Discussed the dam inspection and asked that park staff remove the small trees on the bank of R-1.
- The house does not have any gutters and needs them as the runoff is causing the dirt to come away from the foundation. The quote for gutters is \$1200. Discussion followed.

Manager Andrew Weber motioned to approve the quote for the gutters and authorized Park manager Kack to move forward with the project, seconded by Manager Jon Olson. Upon vote, motion passed 5-0.

- Camera's have been installed and working which helps to keep people honest.
- Discussed the house project. Ethan reported it is almost complete. The flooring in the basement got installed this week, the painter has a couple days left in the basement, and then the trim & doors can be installed. He said it is looking really nice.

Ditch Specialist: Cindy Brehmer

- Administrator Hastad reported Cindy was off this week and will report next month. She has been learning the financial side of the Watershed District helping with payroll, quarterly reports, preparing checks for the meeting, agenda's, etc.

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

- Friday, June 16th I met with Engineer Joe Lewis, and Brad Herkoff with Ag Tech on the CD #42 site for the pre-con meeting where we discussed timelines and expectations with construction to start on Monday, the 19th.
- June 20-June 22nd Trudy & I attend the MAWD summer tour in Albert Lea, MN.
- June 28th Cindy, Trudy, & I attended the monthly drainage committee meeting. Discussed possibly hiring someone for spraying of the County ditches in 2024 and then we just do spot spraying as getting to be hard to get it all done.
- June 9th was the annual canoe trip and we had about 26 paddlers. We started at the County park and ended at the County Road 31 bridge just west of Lac qui Parle Village. We discussed possibly moving the event up a week next year to make sure we have good water flow.

- June 12 David Craigmile, Trudy, & I met with landowners in Providence, 33 on a tile dispute. I think the two parties will work on an agreement.
- June 14th was the 1st of the series of the No Child Left Inside Grant. We had 26 kids show up for the event. The LQP SWCD provided bussing.
- June 27th I visited the CD #42 repair site. The contractor was working on one of the longer sections of tile that needed replacing.
- June 29th the contractor was about at the end of the long replacement section of 24" pipe on CD #42. They were in better soils and were able to use the spoon on the excavator bucket.
- We researched Watershed permits in section 27, Madison Township to help determine where the tile was located on the new John Deere site east of Madison.
- Researched bioreactors and forwarded plans to a landowner for a bioreactor at the outlet of their shared private tile line.
- Reported a tiling complaint between neighbors in Section 28, Yellow Bank Township to Manager Weber. He met with the landowners and helped to resolve the issue.
- I researched aerial applicators for Lazarus and R-6. A few guys around here go through Revillo Farmers Elevator to have their pastures sprayed, otherwise I believe we have used the aerial sprayer in Canby to applicate these sites.
- We received a quote from Ag Tech for the CD #42 project and looks like it should be in the 475K area which will be below the 505K we have from the bonding company.

Treasurer's Report: Manager Andrew Weber read the Treasurers' report.

Discussed a bill for the CD #42 project. Hastad will contact Attorney Kolb regarding when the WS can expect the bond payment for CD #42.

Manager Jon Olson motioned to have Administrator Hastad ask LQP County for a short- term loan for the repair of CD #42, seconded by Manager Andrew Weber. Upon vote, motion passed 5-0.

Manager Andrew Weber motioned to transfer \$30,000 from park deposit into park expense account, seconded by Manager David Craigmile. Upon vote, motion passed 5-0.

The following warrants were presented for approval:

Number Vendor Details 06/07/2023 to 07/11/2023

General Klein Account:

| | | | |
|------|---------------------------|--|-------------------|
| 6227 | Houston Engineering, Inc. | 1W1P planning grant work | \$2,400.00 |
| 6228 | Henle Printing Company | 1W1P books | \$4,532.08 |
| 6229 | Trudy A. Hastad | No Child Left Inside – supplies | \$165.90 |
| 6230 | Lac qui Parle Valley ISD | No Child Left Inside – archery rental | \$30.00 |
| 6231 | Trudy A. Hastad | No Child Left Inside – supplies | \$85.02 |
| 6232 | Quill Corporation | No Child Left Inside – finders, prot. Sheets | <u>\$217.95</u> |
| | | TOTAL | \$7,430.95 |

Park Expense Account:

| | | | |
|----------|-----------------------------------|--------------------------------------|------------|
| 1645 | Lyon-Lincoln Electric Cooperative | park utilities | \$892.36 |
| Transfer | LQP General Account | July 5 th park payroll | \$5,529.86 |
| 1646 | LQP County Auditor/Treasurer | park desks | \$100.00 |
| 1647 | Ethan GF Kack | plants for landscaping, supplies | \$465.37 |
| 1648 | Sturdevant's Auto Parts | parts | \$22.38 |
| 1649 | Lipinski Small Engine | parts | \$241.58 |
| 1650 | Gislason's Ace Hardware | paint for house | \$568.44 |
| 1651 | Kockelman Construction | Gravel | \$3,437.65 |
| 1652 | Ag Plus Cooperative | gas & tire sealant | \$767.39 |
| 1653 | Midcontinent Communications | park internet | \$59.00 |
| 1654 | Frontier Communications | park phone, internet, fax | \$347.38 |
| 1655 | Canby Builders Supply | lumber, construction supplies | \$258.64 |
| 1656 | Doug's Service & Marine | trimmer line, pulley, blade, starter | \$687.00 |

| | | | |
|------|-----------------------------------|---|--------------------|
| 1657 | Running's Supply Inc | blade, tape, caulk gun, cleaning supplies | \$697.55 |
| 1658 | LQP County Environmental Office | park cell phone | \$41.11 |
| 1659 | Gislason's Ace Hardware | paint | \$314.14 |
| 1660 | Canby True Value | landscape fabric, park supplies | \$791.63 |
| 1661 | Olson Sanitation | June park trash | \$66.69 |
| 1662 | Ryan Gray | tape, texture, prime walls & ceilings, paint | \$6,460.00 |
| 1663 | Lyon-Lincoln Electric Cooperative | June park utilities | \$2,938.00 |
| 1664 | C.A.S. Plumbing & Heating | sewer work | \$539.60 |
| 1665 | Carpets N More | house flooring – laminate, carpet, underlayment | \$19,137.03 |
| | | TOTAL | \$44,362.80 |

UPB GENERAL ACCT:

| | | | |
|-------------|--------------------------------|---|--------------------|
| DC | Domain Hosting | website host expense | \$32.05 |
| DC | Uprinting | HHW magnets -reimb by LQP | \$366.83 |
| DC | MAWD | summer tour registration Roiland/Hastad | \$455.56 |
| 4543 | LQP-YB Liability Acct | semi-monthly PERA | \$1,648.75 |
| 4544 | LQP-YB Liability Acct | Federal withholding | \$2,484.46 |
| 23099-23103 | semi-monthly payroll | June 1-15 payroll | \$8,143.26 |
| 23104 | David Craigmile | per diem, expense, mileage | \$289.10 |
| 23105 | John Cornell | per diem, mileage | \$160.64 |
| 23106 | Andrew Weber | per diem, mileage | \$129.85 |
| 23107 | Jon Olson | per diem, mileage | \$124.61 |
| 23108 | Mike Knudson | per diem, mileage | \$150.16 |
| DC | Country Inn & Suites | Summer Tour lodging expense | \$330.40 |
| DC | Lighthouse | HHW forms – reimb from LQP | \$135.32 |
| DC | Domain Hosting | website expense | \$203.88 |
| DC | Country Inn & Suites | Summer Tour lodging | \$263.88 |
| DC | Cabela's | No Child Left Inside Grant – fishing supp | \$26.71 |
| DC | Cabela's | No Child Left Inside Grant- fishing supp | \$94.04 |
| DC | Cabela's | No Child Left Inside Grant – fishing rods | \$448.72 |
| DC | Intuit | computer expense | \$538.65 |
| 4545 | LQP-YB Liability Acct | PERA | \$2,255.94 |
| 4546 | LQP-YB Liability Acct | Federal withholding | \$3,548.00 |
| 4547 | LQP-YB Liability | State withholding | \$1,002.00 |
| 4548 | LQP-YB Liability | June sales & use tax | \$2,229.00 |
| 23109-23113 | semi-monthly payroll | June 16-31 payroll | \$8,143.25 |
| 23114-23118 | monthly payroll | June park payroll | \$5,529.86 |
| 4549 | City of Madison | shop utilities | \$134.88 |
| 4550 | Dawson Sentinel | Coordinator job ad | \$90.00 |
| 4551 | CliftonLarsonAllen | 2022 audit | \$6,055.00 |
| 4552 | LQP County Auditor/Treasurer | June postage | \$127.80 |
| 4553 | Fieldcrest Fertilizer | spraying expense | \$225.33 |
| 4554 | Valley Office Products | paper clips/erasers | \$14.26 |
| 4555 | Rinke Noonan Attorney's | monthly retainer/ CD #42 expense | \$699.00 |
| 4556 | Madison Auto Parts | sprayer hose | \$275.50 |
| 4557 | Trudy A. Hastad, | canoe trip supplies, mileage, plaques | \$930.95 |
| 4558 | Lac qui Parle Coop Oil Company | gas for pickup | \$113.77 |
| 4559 | Jared Roiland | mileage reimb, meal, truck car wash | \$362.25 |
| 4560 | Trudy A Hastad | mileage reimb | \$311.83 |
| 4561 | LQP County Auditor/Treasurer | Health insurance | \$9,167.27 |
| 4562 | LQP County Auditor/Treasurer | Dental,Eyemed,Life, LTD, Medical flex | \$626.32 |
| 4563 | CliftonLarsonAllen | technology & client support fee | \$302.75 |
| 4564 | KLQPFM | Advertising expense | \$77.00 |
| | | TOTAL | \$58,248.83 |

DITCH ACCT

| | | | |
|------|--------------------|----------------|-----------------|
| 1380 | Stu Frazeur Tiling | WS ditch #88-1 | \$800.00 |
| | | TOTAL | \$800.00 |

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

Secretary's Report: Trudy Hastad reviewed Secretary report #640 as mailed.

Manager Andrew Weber motioned to approve meeting minutes #640 seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

Administrator Report/Old & New Business: Trudy Hastad

- Flooring is complete in the park house, painting is almost complete in the basement, and doors and trim will be ready for install in about two weeks.
- Discussed the need for new signatures for the banks as retired Darrel Ellefson is still active on the Watershed accounts.

Manager David Craigmile motioned that Trudy Hastad, Andrew Weber, & Jon Olson be the designated signers on LQP-YB Watershed checks for the District, seconded by Manager John Cornell. Upon vote, motion passed 5-0.

Administrator Hastad will call the banks and Managers Weber, Olson & Administrator Hastad will meet on Friday, July 14, 2023 to sign at the banks.

- Hastad presented a contract to help with funding the stream gauge on the Yellow Bank River. The contract is for two years for a total payment of \$6,652 from the Watershed. Discussion followed.

Manager David Craigmile motioned to sign the contract to continue with partial funding of the USGS stream gauge on the Yellow Bank river, seconded by Manager Andrew Weber. Upon vote, motion passed 5-0

- Hastad discussed the 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. The Board decided to not fund the tree at the last meeting, but Manager Craigmile had visited the site and felt we should partially fund the request as it will make a mess next spring. Discussion followed regarding the WS tree policy.

David Craigmile motioned to pay \$1000 for the tree removal in section 19, Maxwell Township, seconded by Manager Jon Olson. Upon vote, motion passed 5-0.

- Hastad shared the NRCS Canby Creek Dam inspection report with the Board. Hastad shared that NRCS was in contact with the State DNR dam safety engineer on a way to proceed with repair of the R-6 riser. Park staff will take care of the trees on the bank of R-1, and Hastad is waiting to hear back from the NRCS engineer on fixing the pipe on R-4. Hastad will contact Randy Reszall about possibly repairing the fence on R-1.
- Hastad would like to re-advertise for the Coordinator position the first two weeks in August. She shared an application she received after the advertising ended. The Board instructed Hastad to contact the applicant and let them know we would be re-advertising the beginning of August and would include her application.
- Hastad reported on the status of the audit.
- Hastad updated on the No Child Left Inside grant. The first session was successful with 26 kids participating and the SWCD providing the bussing. The second session is scheduled for tomorrow, July 12, 2023 and we have 23 registered. It has been a fun experience.
- 1W1P policy meeting will be held on Monday, July 17, 2023 at Canby, MN.
- Hastad will be on vacation July 20-August 4, 2023.
- Cindy Brehmer will take minutes at the next Board meeting in Hastads' absence and Hastad reminded the Board that they needed to set the proposed 2024 budget at the next meeting. Hastad will have things ready for the Board.
- Discussed updating photos on the District website. Hastad will need a picture of the Board of Managers and staff.

PERMITS:

| | | | | |
|-------------|------------------|-----------------|-------------------------------------|-------------|
| 13904 | Paul Tol | Fortier, 8 | main tile repair | 07/11/23 MK |
| 13905 | Ginger Drobny | Augusta, 2 | clean ditch | 07/11/23 AW |
| 13906 | Scott Wittnebel | Walter, 27 | clean township road ditch | 07/11/23 AW |
| 13907 Renew | Michael Gloege | Agassiz, 27 | seepage, main tile, intakes | 07/11/23 AW |
| 13908 | Aaron Roggenbuck | Yellow Bank, 26 | seepage, main tile, intake, terrace | 07/11/23 AW |

| | | | | |
|-------------|--------------------|---------------------------|-----------------------------|-------------|
| 13909 | David Lee | Lac qui Parle, 27 | seepage, main tile, intakes | 07/11/23 DC |
| 13910 | Mark Peterson | Providence, 18 | seepage, main tile | 07/11/23 DC |
| 13911 | Bruce Erickson | Baxter, 12 | seepage lines | 07/11/23 DC |
| 13912 | Bruce Erickson | Baxter, 18 | main tile | 07/11/23 DC |
| 13913 | Mark Kopitzke | Ten Mile Lake, 1 | seepage, main tile, intakes | 07/11/23 DC |
| 13914 | Adam Lund | Maxwell, 19 & 30 | main tile | 07/11/23 DC |
| 13915 | Ryan Ulstad | Hantho, 19 & 29 | seepage, main tile | 07/11/23 JO |
| 13916 | Jon Olson | Lake Shore S, 22 | seepage lines | 07/11/23 AW |
| 13917 renew | Kevin Skjei | Hantho, 20 | seepage, intakes | 07/11/23 AW |
| 13918 | Tony Ludvigson | Hamlin, 26 /Providence, 2 | main tile | 07/11/23 DC |
| 13919 renew | Letrud Farms, Inc | Lake Shore N, 33 | seepage, main tile, intakes | 07/11/23 JO |
| 13920 | Letrud Farms, Inc. | Lake Shore N, 28 | seepage lines | 07/11/23 JO |
| 13921 | Letrud Farms Inc | Lake Shore N, 21 & 28 | seepage, main tile, intakes | 07/11/23 JO |
| 13922 | Steve Kemen | Hamlin, 36 | seepage, main tile | 07/11/23 DC |
| 13923 | Brett Stratmoen | Ten Mile Lake, 5 | seepage, main tile, intakes | 07/11/23 DC |
| 13924 | Brett Stratmoen | Baxter, 30 | seepage, main tile, intakes | 07/11/23 DC |
| 13925 | Brett Stratmoen | Riverside, 13 & 14 | seepage lines | 07/11/23 DC |
| 13926 | Brett Stratmoen | Baxter, 19 | seepage, main tile, intakes | 07/11/23 DC |
| 13927 | Brett Stratmoen | Ten Mile Lake, 8/9 | seepage, main tile, intakes | 07/11/23 DC |
| 13928 | Brett Stratmoen | Ten Mile Lake, 10 | seepage lines | 07/11/23 DC |
| 13929 | Brett Stratmoen | Baxter, 28 | seepage lines | 07/11/23 DC |
| 13930 | Brett Stratmeon | Baxter, 28 | seepage, main tile | 07/11/23 DC |
| 13931 | Brett Stratmoen | Baxter, 30 | seepage, main tile, intakes | 07/11/23 DC |
| 13932 | Brett Stratmoen | Ten Mile Lake, 5 | seepage lines | 07/11/23 DC |
| 13933 | Darrell Johnson | Hansonville, 20/23 | seepage lines | 07/11/23 JC |
| 13934 renew | Dave Kremer | Hansonville, 20 | seepage lines | 07/11/23 JC |
| 13935 | Brett Stratmoen | Providence, 29 | seepage, main tile | 07/11/23 DC |

Permits Denied: Kyle Mangel for signatures; Scott Verhelst for signature, Mark Peterson WCA, Brett Stratmoen for signature.

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

Meeting adjourned at 6:55 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, August 1, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.