

# Lac qui Parle-Yellow Bank Watershed District

## Meeting Minutes #646

### December 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 Chairman Andrew Weber at 10:00 a.m. **Managers Present:** Chairman Andrew Weber, Vice-Chairman John Cornell, Secretary David Craigmile, and Michael Knutson. **Managers absent:** Jon Olson. **Staff present:** Administrator Hastad, Park Manager Ethan Kack, Environmental/Feedlot Specialist Abby VanKempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Inspector Jared Roiland, Ditch Specialist Cindy Brehmer & Coordinator Eric Stall. **Staff Absent:** None. **Others present:** none.

#### **Approval of the Agenda**

Chairman Weber asked for additions to the agenda. Manager Mike Knutson motioned to approve the agenda, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Administrator Hastad reported there were not any 1W1P contracts ready for approval this month.

#### **Staff Reports:**

##### **Park Report:** Ethan Kack

- A few hunters are still camping at the park and get water from the hydrant by the house.
- Dakota Doors will be out this next week for the door on the shed.
- There is thin ice on the lake with a few fishermen doing some fishing with portable houses.
- Discussed ITC high speed internet service to the house. Also discussed getting into the campground. Ethan will check on price to run this to the campground.
- Ethan has the 2024 passes ready.

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

- Attended the District D (regional planning & zoning group) meeting on November 17<sup>th</sup> at the Willmar Conference Center. Planning the 2024 Fall MACPZA conference which will be held in Willmar.
- Attended Septic training yesterday that was specifically for local governments. Learned a lot about what to look for on septic designs before issuing permits. This winter I plan to get everything organized for septic permitting process. New application forms, procedure for installers and designers to follow.
- Sent out letters to septic installers to verify their tank totals for my end of the yearend report.
- There are no CUP or variance applications in the office currently.
- Finished 14 feedlot inspections. I might try to go on one more before the end of the year.
- Working on a construction permit for a landowner to expand above 500 AUs. Just have to review their manure management plan and then I'll issue the permit.
- Also working on an interim permit for the dairy in Yellow Bank – MPCA is helping with that one. Both permits will probably be issued by the end of the week.
- We helped with 13 new passport applications in November and 10 renewals.

## **Environmental/HHW Specialist: Jennifer Schuelke**

- I completed the annual Safety Training that's required by Call2Recycle to participate in their program and am preparing to send in our 3<sup>rd</sup> box of rechargeable batteries today. I've also requested a collection box for primary (non-rechargeable) batteries as well and will start that program shortly.
- On Monday, the company that collects our Pesticide Jugs for recycling will be picking up jugs from our area. There are 3 out of the 5 locations that have jugs ready, so they should be finished by Wednesday and I will have the yearly totals from her after that.
- I sent out letters on Friday requesting recycling numbers from businesses, churches, and schools in our County for the annual SCORE report.
- The annual Holiday Lights collection kicked off on November 13 and have already collected 13 bags in the 3 weeks that program has been running, so that's going very well so far. I'll have the totals for you once I finish the last collection at the end of January.
- I've coordinated with Dawson and MMN Elementary schools to have CLIMB Theatre come in May to present an interactive environmentally themed play to the K-2<sup>nd</sup> grade students. Sara Cronk from CLIMB Theatre is working with the schools to finalize a day and time. The two plays will cost \$2,800 and will run for 40 minutes each. The last time they were here was in 2016.
- Attended the regional SWAA meeting on the 1<sup>st</sup> and we discussed County updates, the treasurer's report, our 10-year Solid Waste Plan and had a representative from Paint Care there to go over the program.
- The last items were picked up from the Transfer Station and have the yearly totals. Retrofit: 7,448 lbs. (3.72 tons) of TVs/Monitors, 2,791 lbs (1.4 Ton) electronics, and 1,636 fluorescent bulbs, Liberty Tire 129 tires (3.5 tons) and 142 tires to Lyon County (3.65 tons) for a total of 271 tires (37.06 tons), and Surplus Warehouse picked up 154 appliances (9.65 ton).
- I completed the annual passport training required by the State to continue as a Certified Passport Acceptance Agent.

## **Eric Stahl: Coordinator**

- Attended the Minnesota Watershed Conference in Alexandria November 29-30<sup>th</sup>.
- Went on two feedlot inspections with Abby.
- We had four Septic system applications for the loan program and disbursements sent out and assisted with 1 SSTS grant process.

## **WCA: Eric Stahl**

- The Wittnebel project has been the "biggest" project I've had to date. Learning and building layers to support my set back findings and recommendations feels great. Learning the new way of calculating setback was weird at first but is becoming much easier. I had 3 on-site visits for this project. Two of the visits John Hansel, BWSR was on site and I learned a lot about certain vegetation and soils. The process for this project was lengthy but the landowner has been more than appreciative of the process. The TEP panel recommends approval with a No-loss exemption.

Manager David Craigmile motioned to approve the TEP recommendations for No-loss exemption as long as all setbacks are followed on the Scott Wittnebel project in section 27, Walter Township, seconded by Manager Mike Knutson. Upon vote, motion passed 4-0.

Manager Mike Knutson motioned to approve the Scott Wittnebel watershed permit application for the tiling project as long as all setback are met, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

- Potentially have four site visits for WCA violations and WCA complaints.

**Ditch Specialist:** Cindy Brehmer

- I have spent the month of November taking ditch assessment payments and posting in the County system. We have collected almost \$2,000,000.
- Along with receipting in the assessments, I have been issuing one rod easement payments to the landowners that are entitled to them.
- I have started to work on balancing the receipts to the lien reports in the tax system. This all needs to be balanced by the end of the year.
- On November 22<sup>nd</sup> I attended the Drainage Committee meeting.
- On November 29-30<sup>th</sup> I attended the Minnesota Watersheds Drainage Conference in Alexandria, MN.

**Drainage Inspector Report:** Jared Roiland

- Trudy & I had a virtual meeting with FEMA staff on November 9<sup>th</sup>. They are pushing through our Watershed Ditch 92 crossing repair so that when we submit the invoice the approval process should be quicker. During this meeting, we also found out that 5 of our 13 sites were denied funding and we will have to pursue the appeals process for these locations.
- We had the final hearing for the consolidation of CD #84 and Laterals A & B on November 21<sup>st</sup> before the County Board of Commissioners. This was approved.
- Attended the drainage committee meeting on November 22<sup>nd</sup>. We discussed the CD #42 update on the improvement project. We are waiting on the final camera footage so we know if further repair is necessary. If we get this information and the weather holds, the contractor said he could complete any further repair yet this year.
- Wollschlager Excavating completed the ditch cleanout of WS #32 in Sections 23-24, Arena Township. The spoils will be leveled in the spring and reseeded.
- Noticed a small pool under the ROXOR so when they changed the oil I asked Mike to see where it was coming from. It was a very small drip coming from the seal on the transfer case. Discussion followed, with Manager Weber saying he could get a seal kit and fix the seal this winter. Everyone thought this was a good idea.
- We have spent the majority of the month answering ditch assessment questions for the letters that were sent out at the end of October.

**OTHERS:** None

**TREASURER'S REPORT:** Chairman Andrew Weber read the Treasurers' report in Manager Olson's absence.

Manager John Cornell motioned to accept the Treasurers' report as read, seconded by Manager Mike Knutson. Upon vote, motion passed 4-0.

- The following warrants were presented for approval:

<b><u>General Klein Account:</u></b>		<u>Number</u>	<u>Vendor</u>	<u>Details 11/09/2023 to 12/6/2023</u>	
6247	Heather Benson/Thole Electric		SSTS electrical		\$1,134.38
6248	Jeff Kittelson/Thole Electric		SSTS electrical		\$480.33
6249	Paul Daline/Thole Electric		SSTS electrical		\$1,324.92
6250	Paul Daline/Wollschlager Excavating		SSTS Loan		\$17,368.52
6251	Jeff Kittelson/Wollschlager Excavating		SSTS Loan		<u>\$4,457.98</u>
			<b>TOTAL</b>		<b>\$24,766.13</b>

**Park Expense Account:**

Transfer	to UPB General Account	transfer to park expense account	\$25,000.00
1734	Countryside Public Health	2024 park license	\$431.50
1735	Lac qui Parle Environmental Office	park cell phone	\$41.23
1736	Laleman's Septic & Drain Cleaning	flush out RV dump station,pump pit toilet	\$560.00
1737	Midcontinent Communications	park internet	\$59.00
1738	Running's Supply, Inc	park supplies	\$17.98
1739	Ag Plus Cooperative	gas	\$54.39
1740	Olson Sanitation Inc	November trash	\$119.93
1741	Lincoln Pipestone Rural Water	November water usage	\$45.89
1742	Canby Print Shop	600 park permit stickers	\$481.70
1743	Lyon-Lincoln Electric Cooperative, Inc.	park electricity	\$659.50
<b>TOTAL</b>			<b>\$27,471.12</b>

**UPB GENERAL ACCT:**

4650	LQP-YB Liability Acct	PERA	\$1,925.84
4651	LQP-YB Liability Acct	Federal withholding	\$2,880.04
23203-23208	semi-monthly payroll	11-1-23 to 11-15 23	\$9,552.91
23209	David Craigmile	per diem, mileage	\$390.00
23210	John Cornell	per diem, mileage	\$266.09
23211	Andrew Weber	per diem, mileage	\$181.20
23212	Jon Olson	per diem, mileage	\$124.61
23213	Michael Knutson	per diem, mileage	\$181.07
Transfer	SSTS Savings	LQP Settlement money for SSTS	\$68,394.79
23214-23219	semi-monthly payroll	11-16-23 to 11-30-23	\$9,552.92
23220	David Craigmile	per diem, mileage	\$166.66
23221	Andrew Weber	per diem, mileage	\$148.32
23222	John Cornell	per diem, mileage	\$160.63
23223	Michael Knutson	per diem, mileage	\$150.81
23224	Jon Olson	per diem, mileage	\$124.61
23225	Ethan Kack	per diem, mileage	\$642.15
23226	Gregory Olzenak	per diem, mileage	\$383.87
23227	Steven Sroka	per diem, mileage	\$506.52
4652	Quill Corporation	paper, pencils	\$69.99
4653	Rebecca Ronning	1 <sup>st</sup> place photo contest	\$30.00
4654	Carmen Fernholz	2 <sup>nd</sup> place photo contest	\$20.00
4655	Maria Croatt	3 <sup>rd</sup> place photo contest	\$10.00
4656	City of Madison	shop utilities	\$121.09
4657	LQP County Auditor/Treasurer	November postage	\$37.35
4658	MN Counties Intergovernmental Trust	workers comp audit	\$1,195.00
4659	Cindy Brehmer	mileage reimbursement	\$127.07
4660	Eric Stahl	mileage reimbursement	\$127.07
4661	Trudy Hastad	mileage reimbursement	\$127.07
4662	Streamline	yearly web-site subscription	\$1,440.00
4663	MoJo's Boutique, LLC	WS logo clothes for advertising	\$708.94
4664	LQP-YB Liability Acct	Federal withholding	\$3,504.02
4665	LQP-YB Liability Acct	State withholding	\$958.00
4666	LQP County Auditor/Treasurer	Health Insurance	\$11,003.36
4667	LQP County Auditor/Treasurer	Eye, Dental, Life,	\$2,512.74
4668	LQP-YB Liability Acct	State withholding	\$2,440.11
4669	LQP-YB Liability Acct	sales & use tax	\$53.00
4670	Lac qui Parle Coop Oil Company	gas	\$39.22
4671	Lac qui Parle County Auditor/Treasurer	insurance expense	\$1,575.98
<b>TOTAL</b>			<b>\$121,833.05</b>

**Debit Card**

Quickbooks	W-2's, 1099's	\$259.67
Arrowwood Resort & Conference	Lodging for Jared	\$258.20
Arrowwood Resort & Conference	Lodging for Cindy	\$258.20
Arrowwood Resort & Conference	Lodging for Eric	\$258.20
Arrowwood Resort & Conference	Lodging for Trudy	\$387.30
Arrowwood Resort & Conference	Lodging for Dave C	\$387.30
Arrowwood Resort & Conference	Lodging for Jon O	\$258.20

Arrowwood Resort & Conference	Lodging for Mike K		\$258.20
		<b>TOTAL</b>	<b>\$2,325.27</b>
<b><u>DITCH ACCT</u></b>			
1381	Wollschlager Excavating	WS #32 ditch cleanout	\$7,070.00
		<b>TOTAL</b>	<b>\$7,070.00</b>

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

**SECRETARY REPORT:** Secretary minutes #645 as mailed.

Manager David Craigmile motioned to approve minutes #645, seconded by Manager Mike Knutson. Upon vote, motion passed 4-0.

**Administrator Report/Old & New Business: Trudy Hastad**

- Discussed the request from Area II for the Potz small dam repair in section 8, Fortier Township (upstream of Lazarus Creek dam) using bonding dollars estimate is \$60,000 – cost share of 25% local match equals \$15,000...they are requesting the Watershed help with the local match. Discussion followed.

Manager David Craigmile motioned to set the local match on these type of projects that are in need of repair in the Watershed at 50% of local match, seconded by Manager Mike Knutson. Upon vote, motion passed 4-0.

- Reminded the Board of the Advisory Board meeting set for Wednesday, December 13, 2023 at 10:00 a.m. in the Commissioners Room, LQP County Courthouse.
- Hastad reported on the Minnesota Watersheds Annual meeting held in Alexandria, MN.
- Hastad discussed the progress of the new Watershed website. Hoping to go live in late December.
- Hastad was frustrated with the slow progress of getting the televising footage for the CD #42 improvement project.
- Hastad reminded the Board it was time to set salaries for 2024. Discussion followed.

Manager Mike Knutson motioned to set the Administrator, Ditch Inspector, & Ditch Specialist salary at 6% increase, HHW Specialist to 5% increase, Planning Zoning/Feedlot Specialist to \$49,000, Coordinator will get his raise as set upon hire after 6 month probation period, Park Manager to \$40,000, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

**PERMITS:**

14021	Ron DeJong	Cerro Gordo, 23	seepage lines	12/06/23 JO
14022	Tyson Weber	Garfield, 21	seepage lines	12/06/23 JO
14023	Dustin Lundy	Ten Mile Lake, 7	seepage lines	12/06/23 DC
14024	Dustin Lundy	Maxwell, 12	seepage lines	12/06/23 DC
14025	Bryon Lundy	Maxwell, 14	main tile	12/06/23 DC
14026	Adam Lund	Providence, 24	seepage lines	12/06/23 DC
14027	Renewal Joe Karels	Walter, 8	seepage lines	12/06/23 AW
14028	Thomas Schuelke	Augusta, 17	ditch cleanout	12/06/23 AW
14029	Ted Berckes	Hammer, 24	seepage lines	12/06/23 MK
14030	Scott Wittnebel	Walter, 27	seepage lines, closing ditch	12/06/23 AW

Permits Denied: none

Manager David Craigmile motioned to approve the permits pending Manager Olson review, seconded by Manager Mike Knutson. Upon roll call vote, motion passed 4-0.

Meeting adjourned at 12:17 p.m.

  
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 Andrew Weber, Chairman

Attest:

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David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle- Yellow Bank Watershed District is Wednesday, January 3, 2024 at 10:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.