

# Lac qui Parle-Yellow Bank Watershed District

## November 3, 2021

### Meeting Minutes #621

#### Call to Order

The meeting was held in the Lac qui Parle Commissioners' Room in the Courthouse, 600 W 6<sup>th</sup> 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. Chairman Ellefson called for a moment of silence for David Ludvigson who passed away. **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:** Jan Oellien.

#### 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.

#### Staff Reports:

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

- The septic system at the park was winterized and lines flushed.
- Finishing up trimming of trees before winter sets in.
- Working on the 2022 reservation schedule and new folder for 2022 requests.
- Hastad reported receiving a \$500 donation for the playground fund. Michael Frank reported checking a grant to go along with the donations received.
- Ron shared photos of the new retention ponds on Del Clark and surprised how quickly they fill with water.
- Discussed making a shorter form for fall/winter collections. Ron will work with Administrator on this.

**COORDINATOR REPORT:** Mitch Enderson reported on monthly activities.

- Meetings were held with the Steering team & Policy Committee's for 1W1P. Houston received a lot of good feedback from the surveys.
- We may have to send back remaining funds for the Del Clark/Canby Creek retention grant as the landowner cannot come up with the 10% match.
- We have had thirteen applications submitted for SSTS systems, with six being paid out.
- Existing conditions have been modeled and proposed conditions are nearly ready to show landowners on the Florida Creek project. The group is hopeful the proposed conditions will be far enough along to get landowner agreements and apply for funding in late February/early March 2022.
- I have been scanning the watershed permits and have nearly completed 1 of the 2 file cabinets.
- We have received photos from 12 people for the photo contest. The deadline is this Friday so push people to get them in.
- Researching some information on a grant that we could coordinate with the school and possibly get 12 canoes. These could be used for teaching about water topics and also used at Stone Hill park.

**WCA:** Mitch Enderson reported on monthly activities.

- The TEP met at the violation site in Yellow Bank Township to follow up on a restoration order. On 10/27 the landowner agreed we could look at the site, but on the day we met he kicked us off the site and called the County Sheriff. A deed restriction has now been filed on the property with landowner response requested within 30 days.

- A Joint application was received for the Br 3 CD #4 Improvement project. The TEP recommendations are that a WCA exemption is met with the documentation provided and the application can be approved. Discussion followed.

Manager David Craigmile motioned to approve the WCA exemption Subdivision 3 Paragraph C (2) stating a type 1 wetland can be drained if assessed benefits to a drainage system as recommended by the TEP panel for the Br 3 CD #4 Improvement Project, seconded by Manager Michael Frank. Upon roll call vote, the motion passed 5-0.

**DRAINAGE INSPECTOR REPORT:** Jared Roiland reported on monthly activities.

- I completed my final applicator license class and will be certified for another 2 years.
- Found the requested repair information for Houston Engineering to declare a no-loss wetland exemption for the CD #4 Br 3 Improvement Project.
- Houston Engineering requested weekly updates on progress of the harvest so have been doing weekly checks on the CD #42 improvement project and sending pictures to Houston Engineering.
- We mailed the viewers report and notices for the final hearing for the Br 3 CD #4 improvement project.
- Attended some of the virtual trainings for BWSR Academy.
- I have been working with the SWCD on non-compliant buffers along a couple ditch systems.

Manager Craigmile reported he planted a white oak tree at the park in honor of Willis Beecher and placed it up by the gate coming into the park, and another one in memory of David Ludvigson up by the gate box. He also planted a couple other white oak tree's in the turn around by the shelter. The Board thanked Dave for doing this.

**OTHERS:** Jan Oellien met with the Board to discuss an expired permit in section 27, Hamlin Township. She was requesting the language on the permit be corrected as she didn't feel it should be called a ditch and wanted to know the legal definition. Discussion followed. Administrator Hastad was instructed to research and follow up with the requested information.

**TREASURER'S REPORT:** The Treasurers report was read by Administrator Hastad.

Michael Frank motioned to accept 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	10/06/2021 to 11/03/2021
<b><u>General Klein Account:</u></b>				
6187		Canby News, Inc.	1W1P Kickoff meeting ads	\$133.00
6188		Houston Engineering Inc	1W1P services thru 10-16-21	\$14,025.25
6189		Western Guard	1W1P kickoff meeting ad & survey ad	\$196.00
6190		Dawson Sentinel	1W1P kickoff meeting ad	\$247.25
6191		Arlan & Karla Grages/Bonnema Excavating	SSTS Loan	<u>\$18,920.00</u>
			<b>TOTAL</b>	<b>\$33,521.50</b>
<b><u>Park Expense Account:</u></b>				
1416		Running's Supply	50 gallon RV antifreeze	\$5.96
1417		Rod VanDeVeire Tree Service	tree removal, stump removal, trim trees	\$855.00
1418		LQP County Environmental Office	park cell phone	\$41.44
1419		Kockelman Construction Inc	20 yards class 5 gravel	\$363.00
1420		Frontier Communications	park office phone, fax, internet	\$292.43
1421		Ag Plus Cooperative	gas	\$85.66
1422		Olson Sanitation	October trash expense	\$272.61
1423		Lincoln Pipestone Rural Water	rural water @ park	\$54.27
1424		Laleman's Septic & Drain	flush lines & winterize dump stations	\$485.00
1425		Lyon-Lincoln Electric Coop	park electricity	<u>\$632.93</u>
			<b>TOTAL</b>	<b>\$3,088.30</b>
<b><u>UPB GENERAL ACCT:</u></b>				
21145-21147		semi-monthly payroll	October 1-15 payroll	\$5,108.52
21148-21153		monthly payroll	October manager payroll	\$1,558.17

4133	VOID	VOID	\$0.00
4134	LQP-YB Liability	semi-monthly PERA	\$1,004.49
4135	Canby News, Inc.	photo contest ad	\$66.00
4136	Western Guard	storage rental ad & photo contest ad	\$106.50
4137	Rinke Noonan Attorney's	CD #42 improvement, Br 3 CD #4 final hearing	\$1,814.50
4138	LQP County Auditor/Treasurer	2 <sup>nd</sup> payment of 3 year agreement pictometry	\$2,500.00
4139	Dawson Sentinel	2 week hiring ad	\$217.00
4140	Valley Office Products, Inc.	two – 2022 planners	\$32.64
4141	Houston Engineering, Inc	draft & send letter, summary of televising	\$10,357.36
4142	Madden Galanter Hansen	discuss HR questions, policy, correspondence	\$252.00
4143	City of Madison	sewer, garbage, electricity, water @ shop	\$104.37
4144	MPCA	SSTS loan repayments	\$56,418.54
4145	Lac qui Parle Auditor/Treasurer	October postage	\$180.46
4146	LQP-YB Liability Acct	Federal withholding	\$4,927.76
4147	Lac qui Parle Auditor/Treasurer	Health insurance	\$4,679.00
4148	Jared Roiland	mileage reimbursement	\$23.52
4149	Buffalo Ridge	hiring ad	\$227.50
21154-21156	semi-monthly payroll	October 16-31 payroll	\$5,108.53
21157-21159	monthly payroll	October park payroll	\$3,902.89
4150	LQP-YB Liability	semi & monthly PERA	\$1,575.34
4151	Minnesota Revenue	October sales & use tax	\$28.00
4152	LQP Coop Oil Company	gas	\$45.83
		<b>TOTAL</b>	<b>\$100,238.92</b>

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 #620 as mailed.

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

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

- Manager David Ludvigson passed away with funeral scheduled for Thursday at Faith Church at 11:00 a.m. Hastad asked if the office could be closed so staff could attend funeral. Board authorized the Watershed Office to be closed during the funeral.
- Signature cards at the various banks need to be updated to remove Manager Luvigson's name and add Andrew Weber. Ellefson, Weber, & Hastad will meet on November 10, 2021 and take care of the signature cards at the banks.
- Updated the Board on the CD #42 improvement project. Attorney Kolb and Houston Engineer want to have a TEAM meeting to discuss on November 12, 2021 at 2:00 p.m. Managers Craigmile & Ellefson were selected to join in.
- Hastad reminded the Board of the Br 3 CD #4 improvement final hearing date scheduled for Thursday, November 18, 2021 at 10:00 a.m.
- Hastad asked the Board to set a meeting date for the annual advisory board meeting. Discussion followed. The Board set Wednesday, December 8, 2021 at 6:00 p.m. with Zoom option for the 2021 Advisory Board meeting.
- The MAWD Annual meeting is being held virtually for 2021 due to the rise in COVID numbers. The Watershed needs to pick two delegates and one alternate for voting at MAWD. Discussion followed.

Manager John Cornell motioned to nominate Andrew Weber and Darrel Ellefson as delegates for the MAWD Annual meeting with David Craigmile as alternate, there being no other nominations, Manager Andrew Weber seconded the motion. Upon roll call vote, motion passed 5-0.

- Hastad reported on the Environmental transition to the Watershed. She updated on the draft room revision plans.

- There were six candidates that applied for the Environmental/Feedlot Specialist position. The Board reviewed and scored the applicants and chose four to interview. Monday, December 8, 2021 was set for interviews with Manager Craigmile, Manager Ellefson, Manager Weber, Administrator Hastad, & LQP County Environmental Assistant Marg Berg to conduct the interviews. Hastad will post the meeting and notify the candidates.

PERMITS- The following permit applications were applied for:

13527	Justin Bohr	Providence, 11	seepage lines	11/03/21 DC
13528	David Dale	Cerro Gordo, 26	seepage, main tile	11/03/21 DE
13529	David Estling	Cerro Gordo, 23	seepage lines	11/03/21 DE
13530	David Estling	Baxter, 30	seepage lines	11/03/21 DC
13531	Brian Fernholz	Lake Shore, 24	seepage lines	11/03/21 DE
11532	Orval Gubrud	OshKosh, 7	seepage, main tile	11/03/21 MF
11533	Steve Haas	Madison, 15	seepage lines	11/03/21 DE
11534	Steve Haas	Madison, 22	seepage lines	11/03/21 DE
11535	Terry Halvorson	Arena, 29	seepage, main tile	11/03/21 DE
11536	Jeffrey Hemish	Fortier, 15	seepage, main tile	11/03/21 MF
11537	Craig Kanstrup	Augusta, 13	seepage, main tile, intakes	11/03/21 DE
11538	Mark Kleven	Hantho, 16	seepage, main tile	11/03/21 DE
11539	Barbara Larson	Providence, 23	seepage, main tile	11/03/2 DC
13540	Duane Monke	Hammer, 36	seepage, main tile	11/03/21 MF
13541	Mark Schmidt	Manfred, 20	main tile	11/03/21 DE
13542	Kevin Skjei	Hantho, 20	seepage, intakes	11/03/21 DE
13543	Jeff Thompson	Maxwell, 1	seepage, main tile	11/03/21 DE
13544	Lane TeKrony	Manfred, 20 & 30	seepage, main tile, intakes	11/03/21 DE
13545	Larry Tollakson	Hamlin, 26	seepage lines	11/03/21 DE
13546	Warren TrygestadPerry, 1		seepage lines	11/03/21 DE
13547	David Vogt	Hammer, 13	seepage, main tile, intakes	11/03/21 MF

Permits Denied: Jerome Schuelke for wetland setbacks

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

Meeting adjourned at 6:44 p.m.

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Darrel Ellefson, Chairman

Attest:

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David Craigmile, Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, December 7, 2021 at 4:30 p.m.