



# Lac qui Parle - Yellow Bank Watershed District

[lqpybwatershed.org](http://lqpybwatershed.org)

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LQP County Commissioner's Room  
October 1, 2025

## 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, Jon Olson, Daniel Buseth, Brent Larson, and Mike Knutson.

Board members absent: none

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

Staff Absent: Ethan Kack.

Others Present: none.

## 2. General Business

### **Agenda**

Manager Weber asked to add a permit for Bill Croatt for a ditch cleanout.

Manager Jon Olson moved to approve the amended agenda, seconded by Manager Mike Knutson. Motion passed 5-0.

### **Secretary's Report**

Manager Daniel Buseth moved to approve minutes #667 as emailed, seconded by Manager Mike Knutson. Motion passed 5-0.

### **Treasurer's Report**

Manager Jon Olson reviewed the Treasurer's report as was emailed to the managers. Manager Brent Larson moved to approve the Treasurer's report, seconded by Manager Daniel Buseth. Motion passed 5-0.

### **Bills**

### Details 09/04/2025 – 10/01/2025

#### General Klein Account

6666	Jason Citrowske/Kidrowski Enterprises SSTS Loan	\$15,915.00
6667	Area II Florida Creek Expense	\$33,797.50
		<b>TOTAL \$49,712.50</b>

#### Park Expense Account

2006	Lyon-Lincoln Electric Cooperative	August park electricity	\$3,835.01
2007	Lincoln Pipestone Rural Water	August rural water	\$330.94
2008	Midcontinent Communications	park internet	\$60.00
2009	Running's Supply	magnetic tool set, sprinkler, ½" chain proof coil, hook, clevis grab, steel rod	\$132.61
2010	Canby True Value	toilet paper, cleaners, paper towels	\$462.05
2011	Doug's Service & Marine	trimmer line, flat idler, 6 lawn mower blades	\$248.82
2012	Kockelman Construction	class 5 gravel, pearock, black dirt	\$4,708.79
2013	Lac qui Parle County Environmental	park cell phone	\$38.38
2014	Olson Sanitation	September park trash	\$1,030.23
2015	Lincoln Pipestone Rural Water	September rural water	\$432.34
2016	Kesteloot Enterprises	oil filter, 2.5 gallons oil, 2.5 super U	\$165.51
2017	Lyon-Lincoln Electric	September park electricity	\$2,336.25

2018	Doug's Service & Marine	oil, lawn mower blades, oil filter, washer, sharpen chain, starter motor	\$331.00
2019	Ag Plus Cooperative	tire patch repair, superlube, blades, mower dip stick	<u>\$261.48</u>
		<b>TOTAL</b>	<b>\$14,373.41</b>

UPB General Account

5083	LQP-YB Liability Acct	PERA	\$2119.69
5084	LQP-YB Liability Acct	Federal withholding	\$3,183.18
5085	LQP-YB Liability Acct	MSRS	\$200.00
5086	CliftonLarsonAllen, LLC	final 2024 audit payment	\$3,753.75
5087	Rinke Noonan Attorney's	monthly retainer	\$200.00
5088	BWSR	Stahl BWSR academy registration	\$255.00
5089	Western Guard	two week budget hearing ad	\$55.00
5090	Houston Engineering	CD #63 & CD #57 improvement engineering	\$26,272.25
25169-25174	semi-monthly payroll	Sept 16-30, 2025 payroll	\$10,458.66
25175-25178	monthly payroll	September park payroll	\$3,816.85
5091	LQP-YB Liability Acct	PERA	\$2,812.22
5092	LQP-YB Liability Acct	Federal withholding	\$4,230.62
5093	LQP-YB Liability Acct	State withholding	\$1,241.00
5094	LQP-YB Liability Acct	September sales & use tax	\$331.00
5095	LQP-YB Liability Acct	MSRS	\$200.00
5096	Eric Stahl	mileage reimbursement	\$57.40
5097	City of Madison	shop utilities	\$151.72
5098	LQP County Auditor/Treasurer	September postage	\$166.76
5099	Madison Tire & Repair	truck oil change	\$118.95
5100	LQP County Auditor/Treasurer	Health insurance	\$11,476.33
5101	LQP County Auditor/Treasurer	eyemed,dental,Aflac,life	<u>\$804.02</u>
		<b>TOTAL</b>	<b>\$71,904.40</b>

Debit Card

DC	Craguns	Eric – BWSR academy registration	\$206.04
DC	Roxor Parts Direct	oil filter	<u>\$18.34</u>
		<b>TOTAL</b>	<b>\$224.38</b>

Ditch Account

None		<b>TOTAL</b>	<b>\$0.00</b>
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Manager Brent Larson motioned to approve the bills, seconded by manager Daniel Buseth. Motion passed 5-0.

## **1W1P (One Watershed One Plan)**

### C23-006 Implementation Grant 2023-2025

Contract approvals:

None

Contract payments:

### C25-0264 Implementation Grant 2025-2026

Contract approvals:

Amanda Zwieg – section 3, OshKosh Township – 8 acres pasture/hay for \$3,600.00

Contract payments:

None

Manager Jon Olson motioned to approve the contract Amanda Zwieg in section 3, OshKosh for pasture/hay for \$3,600.00 seconded by Manager Mike Knutson. Motion passed 5-0.

### CRP Incentive Grant Contracts:

None

## **3. STAFF REPORTS**

### *Ethan Kack – Park Manager*

- Not able to attend this month.

### *Jared Roiland – Ditch Inspector*

- Staff from SWCD and I did the Watershed ditch and buffer inspections with the SWCD drone this year. We inspected WS ditch #1. We found some minor sloughing towards the end of the ditch system.
- I attended the fall MADI meeting in St. Cloud. There was a lot of discussion regarding the petition submitted to MPCA by some environmental groups asking for drainage systems to have storm water permitting. MPCA has until the middle of October to act on this petition. How they respond will help to determine where this goes in the future.
- Worked with the LQP Hwy engineer on a complaint of some ditching done in the HWY road ditch along Highway 7 west of Rosen and also a complaint of a culvert being plugged. The Highway department ended up restoring the ditch and are going to survey to determine the plugged culvert impacts.
- Met with Stu Frazier on site of a saturated buffer proposed project that outlets into WS ditch #1 in section 36, Madison.
- Manager Knutson & I met with a downstream landowner in Hammer township concerned about a proposed tile project involving a pump that would outlet through a culvert into his private ditch. We recommended working together to put in a line across the downstream neighbor to the creek and sharing the costs. Downstream landowner was open to that.

### *Cindy Brehmer – Ditch Financial Specialist*

- Reconciled bank statements for the month.
- The LQP County Board approved the 2026 ditch assessments and I entered them into the ditch tax system.
- I will run letters for the multi-year assessments the end of October to ensure that the correct owners are sent the letters.
- Ran two payrolls for LQP County and did the month end cash balancing.
- Prepared the RF form for the County to send in for the audit summary.
- Prepared the County audit summary for the newspapers.
- Working on fixed assets for 2025 through August to get a jump start on audit prep.

*Jennifer Schuelke – Environmental, Solid Waste, HHW Specialist – report read by Administrator Hastad*

- Had a booth at the LQP County fair and we had over 320 entries for our giveaway of a compost bin and two recycling totes.
- The Sept. 13 special item collection had 37 participants who brought 294 items.
- The fall HHW collection was held in Dawson on Sept 10<sup>th</sup> with a good turnout.
- Attended the monthly Southwest Region SWA meeting in Marshall.

*Abby VanKempen – Planning & Zoning, Feedlot, SSTS Coordinator*

- A conditional use permit was approved by the planning commission and will go before the LQP County Board of Commissioners at their next meeting. The CUP is to operate a farm equipment repair & welding shop on Hwy 212 by the SD border.
- The Prairie Grass Festival (cannabis festival) was held in October and went smoothly.
- We are waiting for the plat for the private cemetery CUP that was approved. We have been in communication with the surveyor and is expected to be turned in soon.
- Received \$30,062 for the 2026 low-income grant for Septic systems.
- Working on letters to landowners whose systems were installed two years ago to remind them of routine maintenance.
- Went on seven feedlot inspections last week (3 hog barns and 4 cattle sites). I will finish the other eight inspections after harvest.
- Entering registration information into MPCA online program – scanning in data sheets.
- I will begin calling those who haven't re-registered their feedlot after the busy harvest time.
- Found out the government shut-down should not affect passport services – maybe a longer processing time.

*Eric Stahl – Coordinator/WCA – read by Administrator Hastad*

- Attended a week- long Septic training class and test. Received my certified pipe layer card. The test for install was a hard test. I will need two more classes a test for design and soils which I will take the spring of 2026.
- I am waiting on the schedule for WCA classes to start my Continuing education classes.
- Reviewed the Watershed permits for WCA compliance.
- Went on Septic inspections with Abby.
- Worked on grant funding for 1W1P.

**OTHERS: Arvin Mueller Yellow Bank Township & Roger Bliss Yellow Medicine County landowner.**

Arvin Mueller with the Yellow Bank Township met with the Board to discuss how the Watershed District permits work for road right-of-way. There was an issue with a permit in Yellow Bank Township last month that the landowner did not get the Township permission. The problem was resolved, but want to avoid that happening in the future. When applicant received permit from the Watershed District he did not show going through the Township road. Discussion followed. Arvin said Yellow Bank Township would like to get a copy of all approved permits for Yellow Bank Township. The Board said the approved permits are of public record and we can email to the Township clerk as we try to have good working relationship with our townships. Arvin thought that would be very helpful for the Township.

Roger Bliss, a landowner in Yellow Medicine County, met with the Board to discuss a proposed tiling project. Manager Weber and Drainage Inspector Jared Roiland had met on site of the proposed project and felt the project needed to have the downstream landowner signature. The Board encouraged Bliss to work with the downstream landowner to tile through his property and have a tiling agreement and cost share that is fair to both parties. If the landowner still refuses, then Bliss was instructed to contact the Board and they will try and meet with both parties to come up with a solution.

#### 4. OLD BUSINESS

- Reviewed the 2024 final audit report from CliftonLarsonAllen. We were cited for separation of duties, and we need a procedural/accounting policy. Cindy and I are working on how to resolve the separation of duties finding and I will work on a procedural/accounting policy for approval by the Board.
- CD #63 update: Houston engineering is waiting on the viewers report to finish the final engineers report. Hastad read H2Overviewers update on the status of this project.
- CD #57 update: Surveying is done and waiting for the Engineer's preliminary report.
- Received a petition for improvement for CD #44, but are still waiting on the bond from the petitioners before bringing to the Watershed Board for approval.
- Reviewed the Invenergy contract with additional properties of the Watershed. Waiting for review from Attorney Kolb.
- Discussed the PMLA law going into effect in January 2026. Last month we voted to split the cost 50/50 with the landowner and go through the State. I have since talked to Administrator Sieg and Lac qui Parle is going to go with private insurance through Carli Bothun as she will help the County employees navigate this program. I then contacted Carli to see what that would like for the Watershed District. If the Watershed used private insurance, ShelterPoint, we could get a rate of 0.59% and Carli would work with our employees and us to make sure we were managing the program correctly. Discussion followed.

Manager Jon Olson motioned for the Watershed District to use private insurance of ShelterPoint for the PMLA law for 2026 with Carli Bothun as the agent, seconded by Manager Mike Knutson. Motion passed 5-0.

#### 5. NEW BUSINESS

- Area II requested cost-share for the Lloyd Schrunk dam restoration in the NW1/4 section 7, Norman Township (75-25% match). The Watershed would help with the 25% landowner match or 12.5% cost-share not to exceed \$19,399.87. Hastad reviewed the restoration plans. Discussion followed.

Manager Jon Olson motioned to approve the request to split the 25% landowner match or 12.5% cost-share not to exceed \$19,399.87 for the Lloyd Schrunk dam restoration in the NW1/4 section 7, Norman Township, Yellow Medicine County, seconded by Manager Mike Knutson. Upon vote, motion passed 5-0.

- Andrew and I held employee reviews on September 8, 2025. We also reviewed the current job descriptions with the employee to note any changes since being hired.
- I worked on new job descriptions for employee's after reviews were held.
- I have completed a procedural handbook and am working on an accounting policy and hope to have done and ready for approval at our next Board meeting. This would eliminate the finding on our audit report for next year.

#### 6. PERMIT APPROVALS

14453	Bill Croatt	Arena, 14	ditch cleaning	10/01/2025	AW
14454	Renew K & R Farms	Omro, 4	seepage lines	10/01/2025	MK
14455	Lee Schmidt	Manfred, 5	seepage lines	10/01/2025	MK
14456	Alan Adelman	Walter, 3	ditch cleaning	10/01/2025	AW
14457	Ken Adelman	Yellow Bank, 22	seepage, main tile, intakes	10/01/2025	AW
14458	Francis Brandenburger	Augusta, 5	seepage, main tile, intakes	10/01/2025	AW
14459	Gary Larson	Providence, 5	seepage tile	10/01/2025	AW
14460	Cade Robertson	Providence, 8	seepage, main tile, intakes	10/01/2025	BL
14461	DeRon Brehmer	Walter, 11	ditch cleaning	10/01/2025	AW
14462	Gerald Streich	Mehurin, 2	seepage tile, lift pump	10/01/2025	JO
14463	Gerald Streich	Mehurin, 2	seepage, main tile, intakes	10/01/2025	JO

14464	Richard Berglund	Cerro Gordo, 33	seepage, main tile, intakes	10/01/2025 JO
14465	Tony Ludvigson	Hamlin, 28	seepage, main tile, intakes	10/01/2025 JO
14466	Bryan Clark	Garfield, 5	ditch cleaning	10/01/2025 JO
14467	Carmen Fernholz	Madison, 25	flow control structure, saturated buffer	10/01/2025 JO
14468	Carmen Fernholz	Madison, 14	flow control structure, saturated buffer	10/01/2025 JO
14469	Chuck Fernholz	Madison, 36	flow control structure, saturated buffer	10/01/2025 JO

Permits Held: Don Blahosky for township signature; Ben Wollschlager for WCA, Bruce Vaala for Haas signature.

Manager Mike Knutson motioned to approve the permits except those held, seconded by Manager Brent Larson. Motion passed 5-0.

**7. NEXT MEETING DATE**

The next meeting will be held on Wednesday, November 5, 2025 at 8:00 a.m.

**8. ADJOURN**

Manager Andrew Weber motioned to adjourn the meeting at 11:00 a.m., seconded by Manager Jon Olson. Motion passed 5-0

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Andrew Weber, Chairman

ATTEST:

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Brent Larson, Secretary