

**Lac qui Parle-Yellow Bank Watershed District**  
**Regular Meeting Minutes**  
**November 1, 2016**  
**Meeting #561**

**Call to Order**

The meeting was called to order by Chairman Darrel Ellefson at 4:35 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room, Courthouse, 600 6<sup>th</sup> Street, Madison, MN.

*Managers present:* Chairman Darrel Ellefson  
Vice-Chairman John Cornell  
Secretary David Craigmile  
Publicity Officer Joe Ferguson

*Staff present:* Administrator Trudy Hastad  
Coordinator Mary Homan \*  
Coordinator Mitch Enderson \*  
Park Manager Ron Fjerkenstad \*

*Managers absent:* Treasurer David Ludvigson

*Others present:* None

**Approval of the Agenda**

Ellefson asked for a motion to approve the agenda. **M/S/P** to approve the agenda:

Motion by: David Craigmile

Second by: John Cornell

Passed: 4-0

**Staff Reports:**

**PARK:** Park manager Ron Fjerkenstad reported on park activities.

- Discussed who had keys to the gate at R-6. Fjerkenstad oversees this. No action taken.
- Thank-you letter from St. Peter's school for letting them hold walk/run marathon at park.
- Fjerkenstad presented an estimate of \$5,971.00 for metal roof on bathhouse in the main campground received from Fairchild Construction, LLP. Fjerkenstad reported the small bathroom also needs shingles which they could do themselves. The beach house bathroom was in good shape. The Board felt the estimate received was reasonable and authorized repair/replacement of the main beach house bathroom roof with metal.
- Lyon-Lincoln Electric buried the overhead lines in the South Campground by the pear trees.
- Pat Stanley will cover park duties for Ron while on his two week vacation starting 11-2-16.
- City is having problems with readings on lift station pump. Upon investigation they found tank overflowed with sludge, so cleaned out and pressure washed down to cement. Will put on maintenance schedule to do every two years.
- 80% of leaves have been taken out and grounds mulched & aeriated.
- Larson Concrete will be giving a bid for the proposed AIS dock at the park. Ron was instructed to contact SWCD for deadline.

**COORDINATOR:** Coordinator's Mary Homan & Mitch Enderson reported on monthly activities.

- The Terrain Analysis Clean Water Fund grant match needs to be completed by year end. Michelle Overholzer, SWCD, used the Terrain Analysis data to print out section by section maps of BMPs and WASCObS (638's) so the ground truthing can be completed. Homan & Enderson will do this in November to wrap up this grant.
- The SWAG water quality data has been reviewed and submitted to MPCA. Homan is working on the Final report and will send into MPCA to complete this grant.
- Many pictures were received for the Photo contest. Homan asked managers to vote on their top three photographs.
- The Emergency Action Plan is being worked on as DNR did some small scale maps with callouts for emergency contacts.



- Katherine Pekaert-Scott, MPCA, came to the office to meet Enderson and review the WRAPS program with him. They also discussed the TEAM meeting scheduled for November 15, 2016.
- Enderson reviewed the water quality charts/graphs he has been preparing for the TEAM meeting. He also reported on his first week of activities.
- Homan asked the board to approve the attached resolution to change the coordinator name from Mary Homan to Mitchell Enderson for the SSTS Loan Program: (See attached resolution)

M/S/P to approve Mitchell Enderson, Program Coordinator, as project Representative for the implementation of the Lac qui Parle-Yellow Bank SSTS Loan Program Clean Water Partnership Project and authorize him to execute loan disbursement requests for the above referenced project to the Minnesota Pollution Control Agency on behalf of the Lac qui Parle-Yellow Bank Watershed District.

Motion by: David Craigmile

Second by: Joe Ferguson

Passed: 4-0

*WCA:* Coordinators Mary Homan & Mitch Enderson

- The notice of Decision was sent out for the Moen wetland banking application in Cerro Gordo, 9.
- The County highway permit for replacing a bridge in Providence Township has been sent into BWSR for the Wetland Road Replacement Program.
- Watershed permit applications were reviewed for WCA .

**Public Comment:** None

**Treasurers Report:**

M/S/P to approve the Treasurers report.

Motion by: David Craigmile

Second by: John Cornell

Passed: 4-0

M/S/P to approve the transfer of \$10,000 from the park deposit account to the park expense account.

Motion by: David Craigmile

Second by: Joe Ferguson

Passed: 4-0

The following warrants were presented for approval:

Number	Vendor	Details	10/5/16 to 11/01/16
<i>General Klein Account:</i>			
6434	Daniel Kellen & Septic	SSTS Loan	\$6,691.41
6435	Steve Bennett & Jeff Johnson	SSTS Loan	\$11,455.00
<b>TOTAL</b>			<b>\$18,146.41</b>
<i>Park Account:</i>			
5705 -5707	monthly payroll	October payroll	\$3,270.06
5708	Minnesota Pump Works	lift station maintenance	\$525.50
5709	AT&T Mobility	park cell phone 507-829-0394	\$46.56
5710	Frontier Communications	phone, internet, fax	\$184.78
5711	Running's Supply, Inc.	park expense	\$47.26
5712	Lyon-Lincoln Electric Cooperative	bury O/H lines in south campground	\$2,065.00
5713	Farmer's Cooperative Assn.	gas & LP tank rent	\$124.70
5714	Lyon-Lincoln Electric Cooperative	monthly park electricity	\$625.95
5715	Lalemans Septic & Drain	septic flushing & pumping	\$400.00
5716	Canby Print Shop	park permits, daily permits, envelopes	\$989.49
5717	Lincoln Pipestone Rural Water	monthly water bill	\$32.35
5718	Olson Sanitation LLC	October trash	\$120.33
5719	monthly payroll	October payroll	\$863.46
5720	Canby True Value	park expense	\$98.99
<b>TOTAL</b>			<b>\$9,394.43</b>



*United Prairie Bank General Account:*

2825-2826	monthly payroll	October 1-15 payroll	\$3,436.85
2827	PERA	semi-monthly deductions	\$644.95
2828	PERA	monthly deductions	\$344.16
2829	Frontier Communications	phone 320-598-3117	\$38.52
2830	Frontier Communications	phone 320-598-3319	\$38.52
2831	LQP Broadcasting Company Inc.	radio show 9-14-16	\$17.50
2832	Rinke Noonan Attorneys @ Law	legal retainer	\$200.00
2833	LQP-YB Liability Account	Federal withholding	\$3,804.50
2834	D. Ellefson	October per diem, mileage, expense	\$452.91
2835	D. Ellefson	October drainage, mileage	\$2,402.17
2836	J. Ferguson	October per diem, mileage, expense	\$165.52
2837	D. Craigmile	October per diem, mileage, expense	\$334.87
2838	J. Cornell	October per diem, mileage, expense	\$381.35
2839	Steve Kohls	1 <sup>st</sup> place photo contest	\$50.00
2840	Tom Landmark	2 <sup>nd</sup> place photo contest	\$30.00
2841	Rob Rakow	3 <sup>rd</sup> place photo contest	\$20.00
2842	D. Craigmile	registration reimbursement	\$100.00
2843	Minnesota Revenue	October sales & use tax	\$32.00
2844 – 2846	monthly payroll	October 16-31 payroll	\$4,350.35
2847	LQP County Auditor/Treasurer	October postage	\$67.84
		<b>TOTAL</b>	<b>\$16,912.01</b>

*Ditch Account:*

1349	Wollschlager	WS #11 – level & seed spoil banks	\$6,019.20
		<b>TOTAL</b>	<b>\$6,019.20</b>

M/S/P to approve the warrants.

Motion: David Craigmile

Seconded: Joe Ferguson

Passed: 4-0

**Secretary's Report:**

Hastad presented meeting minutes #560 with spelling correction for approval.

M/S/P to approve corrected minutes #560.

Motion: Joe Ferguson

Seconded: John Cornell

Passed: 4-0

M/S/P to approve special meeting #560.1 as mailed.

Motion: David Craigmile

Seconded: John Cornell

Passed: 4-0

**Administrator Report:**

Hastad updated the Board on the past month's activities. Hastad presented a draft of the personnel policy update. She will be changing the insurance portion of the draft and present for approval at the December meeting. Hastad presented a draft Data Practices Policy for review and will ask for approval at the December meeting. She also presented a draft Fund Balance Policy for review and will ask for approval at the December meeting. She is also working on a capitol assets policy as requested by the State Auditor, and will hope to have a draft at the December meeting.

**Old Business:**

Hastad reported on the progress of the Canby Creek Emergency Action Plan. She is hoping to have this completed by year end.



**New Business – ARC Computer GIS & Coordinator**

Hastad discussed the need to add another license for Arc GIS with spatial analysis for the Coordinator office, and a new computer to support the program. Hastad presented quote for both the program & computer.

M/S/P for new computer & Arc GIS license with spatial analysis.

Motion: David Craigmile

Seconded: Joe Ferguson

Passed: 4-0

**New Business – Interview private accounting firms for a two-year audit contract**

Hastad discussed the contract with the State Auditor's office for audit work. LQP County is doing interviews with various audit firms to do the LQP County audit and inquired if the Watershed wanted to be included. This would be a two year contract for audit years 2017 & 2018. The State Auditor Office are contracted to do the 2016 audit. The Board authorized Hastad to proceed with interviews & quotes along with LQP County.

**New Business – 2017 Health Insurance**

Hastad reported the Watershed District is being given the opportunity to offer health insurance to employees under the LQP County group plan. Hastad reviewed different employer cost scenarios with the Board. She also presented the neighboring watershed districts insurance/salary rates for comparison.

M/S/P to offer health insurance thru the LQP County group plan to the LQP-YB Watershed District full-time employees at the same employer rate contribution as Lac qui Parle County for 2017.

Motion: David Craigmile

Seconded: Joe Ferguson

Passed: 4-0

**New Business – Delegates for MAWD Annual meeting**

Hastad asked for two nominations for delegates for the Annual MAWD meeting and one alternate.

M/S/P to nominate Joe Ferguson and David Craigmile delegates for the annual MAWD meeting and John Cornell as the alternate.

Motion: John Cornell

Seconded: David Craigmile

Passed: 4-0

**PERMITS - The following permit applications were applied for:**

11612	Maren Bakken	Riverside, 14	seepage lines	11/01/16 DE
11613 Renewal #11146	Maren Bakken	Riverside, 11	seepage lines	11/01/16 DE
11614 Renewal #10662	Maren Bakken	Riverside, 11, 14,15	seepage,main,clean ditch	11/01/16 DE
11615 Renewal #11092	Tom Bornhorst	Madison, 30	seepage, main tile pump	11/01/16 DE
11616	Roger Borstad	Lake Shore S, 25	seepage lines	11/01/16 DE
11617	Roger Borstad	Lake Shore s, 25	seepage lines	11/01/16 DE
11618	Todd Brehmer	Perry, 4	seepage, main tile	11/01/16 DE
11619	Bill Croatt	Arena, 14 7 23	clean ditch	11/01/16 DE
11620	Bruce Erickson	Camp Release N, 30	close ditch w/tile	11/01/16 DC
11621	Morgan Haas	Manfred, 36	seepage line, pattern	11/01/16 DE
11622	Mark Hastad	Lake Shore S, 35	seepage lines	11/01/16 DE
11623 Renewal #10433	Dustin Hauschild	Hendricks, 32	main tile	11/01/16 JC
11624	Dan Jibben	Arena, 14	seepage, main tile	11/01/16 DE
11625 Renewal #10382	Jon Kittelson	Lake Shore N, 28	seepage, replace main	11/01/16 DE
11626	Kevin Lindblad	Maxwell, 25	seepage lines	11/01/16 DC
11627	Kevin Lindblad	Maxwell, 13	seepage lines	11/01/16 DC
11628	Kevin Lindblad	Maxwell, 16	seepage lines	11/01/16 DC
11629	Kevin Lindblad	Maxwell, 23	main tile	11/01/16 DC
11630	Darin Lund	Lac qui Parle, 17	seepage, main tile	11/01/16 DE
11631	Brad Lundy	Cerro Gordo, 24	seepage lines	11/01/16 DE
11632	Bruce Lund	Providence, 26	seepage lines	11/01/16 DE

11633	Richard Maatz	Walter, 24	seepage lines	11/01/16 DE
11634	Lon Moen	Cerro Gordo, 24	seepage, main tile	11/01/16 DE
11635	Dave Mork	Perry, 22	clean ditch	11/01/16 DE
11636	Corey Nelson	Maxwell, 17	main tile	11/01/16 DC
11637	Gary Nygard	Hantho, 33	Berm on property line, pump	11/01/16 DE
11638	Gary Nygard	Hantho, 32	seepage lines	11/01/16 DE
11639	Brian Rangaard	Norman, 5	seepage, main tile	11/01/16 JF
11640 Renewal #10844	Jerry Schuelke	Riverside, 36	seepage, main tile	11/01/16 DC
11641 Renewal #11043	Jerry Schuelke	Riverside, 36	new ditch	11/01/16 DC
11642	Jerry Schuelke	Baxter, 31	seepage, main tile	11/01/16 DC
11643 Renewal #10843	Jerry Schuelke	Baxter, 31	seepage, main tile	11/01/16 DC
11644	Jerry Schuelke	Riverside, 36	seepage, main tile	11/01/16 DE
11645	Dennis Sommerfeld	Cerro Gordo, 35	seepage lines	11/01/16 DE
11646 Renewal #10694	Bruce Strand	Baxter, 35	seepage, main tile	11/01/16 DC
11647	Mike Thompson	Maxwell, 10	seepage lines	11/01/16 DC
11648	David Twedt	Hendricks, 27	main tile	11/01/16 JC
11649	Gerald VanDerostyne	Marble, 7	seepage lines	11/01/16 JC
11650	Curtis & Mary Wildung	Mehurin, 9	seepage, main tile	11/01/16 DE
11651	Douglas Wittnebel	Walter, 15	seepage lines	11/01/16 DE
11652	Randy Wittnebel	Perry, 34	seepage lines	11/01/16 DE
11653	Randy Wittnebel	Perry, 32	seepage, clean ditch	11/01/16 DE
11654	Randy Wittnebel	Perry, 29	seepage, main, clean ditch	11/01/16 DE

**Permits Denied:** Brock Nygard for wetland application, Ken Perkins for cropping history, Curtis Wildung for DNR public waters permit.

M/S/P to approve watershed permits.

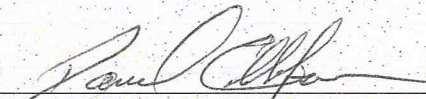
Motion: Joe Ferguson

Seconded: John Cornell

Passed: 4-0

**Adjournment:**

The meeting adjourned at 7:15 p.m.

  
 Darrel Ellefson, LQP-YB Chairman

Attest:

  
 David Craigmile, LQP-YB Secretary

*Minutes prepared by Hastad*

**The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is December 6, 2016 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.**