

# Lac qui Parle-Yellow Bank Watershed District

## September 7, 2021

### Meeting Minutes #619

#### 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. Roll call was taken. **Managers Present:** Chairman Darrel Ellefson, Secretary David Craigmile, Publicity Manager Michael Frank, Vice-Chairman John Cornell, and via Zoom, Treasurer David Ludvigson. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, and Park Manager Ron Fjerkenstad. **Others present:** Jerome Kallhoff, Corey Hoffman and Alex Hoffman.

#### Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There being none, Manager John Cornell motioned to approve the agenda, seconded by David Craigmile. Upon roll call vote, the motion passed 5-0.

#### Staff Reports:

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

- Discussed the balance of the funds received for the playground fundraiser. Manager Michael Frank reported the burger feed was well attended and successful. He discussed the amount of funds raised from the event.
- Ron reported being a busy season at the park with seasonal & weekend campsites full most weekends, along with gate fees and family reunions made for a good year at the park.
- Hastad reminded Ron to watch to make sure we do not surpass seasonal worker hours.
- Discussed weeds in the lake and discussed looking into cost of renting a weed harvester versus aquacide pellets. Ron will check it out.

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

- The 1W1P contract with Houston Engineering began on September 1, 2021. They will be assisting with a public kickoff meeting scheduled for September 21<sup>st</sup> at 6:30 p.m. at the Dawson public library. A light meal will be served.
- The steering team decided to meet monthly while the policy committee will be every other month. These meetings will be on the 4<sup>th</sup> Wednesday of the month.
- Submitted the progress report and fund request for the Del Clark/Canby Creek grant. The remaining funds may be used for the Randy Kamrath dam repair which drains into Canby Creek.
- We have received eleven applications for SSTS this year with five systems being paid for.
- The Florida Creek project had a group call on August 19<sup>th</sup>. The group discussed floodplain mapping, preliminary engineering that has begun under the funding acquired from DNR Fisheries, landowner agreements, and any rare/natural features issues. The preliminary engineering will get us draft plans to present to landowners.
- On August 10<sup>th</sup> we met with DNR on site for the CD 79 & CD 83 cleanout.
- I was notified by MPCA that our TMDL & WRAPS reports came off public notice with no issues or comments. WRAPS received final approval and is on the MPCA website. TMDL is currently with EPA awaiting final approval. We are not anticipating any issues since there were no changes made since the EPA initial review.
- Discussed holding a photo contest this year. The Board approved the photo contest and discussed using photos for a 50<sup>th</sup> Anniversary calendar of the Watershed District.
- I have been scanning the Watershed permits so we have an electronic copy for backup and would be handy when working away from the office.

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

- Reviewed permits for the meeting.
- SWCD & I surveyed a profile for a ditch a landowner is interested in working on.

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

- Met with the drainage committee for the long-term assessment letters and contacts etc.
- Picked up the chainsaws from the landfill and brought to the shop. We have six and got one chainsaw with a 16" bar running and have used that some while out spraying. It shouldn't take much to get the rest going.
- On August 10<sup>th</sup>, we met with DNR and the landowners on site at the outlet of CD #79.
- Manager Craigmile and I picked up the lift from Manager Ludvigsons' shop and brought it to the office shop building. We also picked-up the air compressor and attachment kit from John Deere.
- Johnson Jet-Line provided us the footage for the televising they did on the CD #42 improvement project. It was sent to the engineer to review and go over the footage.
- The BWSR Academy will be virtual this year so I will not be doing the buffer seminar.
- I registered for the recertification classes for my applicators license. It is an online course that I can take at my own pace.
- We have received many calls on the long-term assessment notices that were mailed to the landowners of CD #42 & CD #54 improvement projects.
- We finished the FEMA sites and sent in the final paperwork. We should soon be receiving the final payment.

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

Manager Michael Frank motioned to transfer \$20,000 from the Park deposit account in Canby to the park expense account at UPB, seconded by David Ludvigson. Upon roll call vote, the motion passed 5-0.

Manager Craigmile motioned to accept the Treasurers report, seconded by Manager John Cornell. Upon roll call vote, the motion passed 5-0.

The following warrants were presented for approval:

		<u>Number</u>	<u>Vendor</u>	<u>Details</u>	<u>08/04/2021 to 09/07/2021</u>
<b><u>General Klein Account:</u></b>					
	None			TOTAL	\$0.00
<b><u>Park Expense Account:</u></b>					
1393	LQP County Environmental			park cell phone	\$41.50
1394	Running's Supply			construction adhesive, drum liner, wand	\$56.94
1395	Ag Plus Cooperative			tire repair, two tires	\$338.47
1396	Lyon-Lincoln Electric Coop			July park electricity	\$3,852.57
Transfer	LQP UPB General Acct			July payroll	\$5,857.64
1397	Olson Sanitation			August trash	\$663.39
1398	Canby True Value			broom, seven dust, contact cement, TP, etc	\$478.73
1399	Sturdevant's Auto Parts			part	\$7.55
1400	Doug's Service & Marine			three lawn mower blades	\$66.57
1401	Lyon-Lincoln Electric Coop			August park electricity	\$3,520.24
1402	Lincoln Pipestone Rural Water			August water	\$155.27
1403	Frontier Communications			park cell phone	\$295.08
1404	Canby Builders Supply			lumber	\$188.53
				<b>TOTAL</b>	<b>\$15,522.48</b>
<b><u>UPB GENERAL ACCT:</u></b>					
4101	LQP-YB Liability			semi-monthly PERA	\$1,004.49
4102	Johnson Jet-Line, Inc			CD #42 televising & claims release	\$14,574.21
21120-21122	semi-monthly payroll			August 16-31 payroll	\$5,108.52
21123-21127	monthly payroll			August park payroll	\$6,106.83
4103	Rinke-Noonan Attorney's @ Law			monthly retainer & CD #42 improvement	\$1,045.00
4104	City of Madison			300 gallons treated water	\$4.50
4105	Midwest Machinery Company			20-gallon air compressor & kit	\$462.48
4106	Houston Engineering Inc			final engineers report Br 3 CD #4 Imp	\$4,998.50
4107	CliftonLarsonAllen, LLC			final 2020 audit payment	\$525.00
4108	Dawson Sentinel			3-week legal notice for budget hearing	\$81.00
4109	City of Madison			electricity, garbage, sewer, water for shop	\$100.43

4110	LQP County Auditor/Treasurer	August postage	\$33.40
4111	Buffalo Ridge Newspapers	budget hearing legal notice	\$71.20
4112	LQP Coop Oil Company	diesel & ethanol for pickup & chainsaw	\$73.58
4113	Canby News, Inc.	3-week legal budget hearing ad	\$144.00
4114	LQP-YB Liability Acct	Federal withholding	\$4,732.90
4115	LQP County Auditor/Treasurer	September health	\$4,679.00
4116	LQP-YB Liability Act	monthly & semi-monthly PERA	\$1,676.44
4117	Minnesota Revenue	August sales & use tax	<u>\$411.00</u>
		<b>TOTAL</b>	<b>\$45,832.48</b>

**DITCH ACCT:**

None \$-0-

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

**Secretary's Report:** Trudy Hastad reviewed Secretary report # 618 as mailed.

Manager Michael Frank motioned to approve meeting minutes #618 as mailed, seconded by Manager David Craigmile. Upon roll call vote, motion passed 5-0.

At 5:30 p.m. Chairman Ellefson tabled the monthly meeting in order to hold the public hearing for the 2022 budget & levy.

At 5:30 p.m. Chairman Ellefson opened the public hearing for the 2022 budget & levy.

Present at the hearing were: Manager Darrel Ellefson, David Craigmile, John Cornell, Michael Frank, & via zoom David Ludvigson. Others present were Administrator Trudy Hastad, Jerome Kallhoff, Corey Hoffman, & Alex Hoffman.

Hastad read the notice as was published for two weeks in the Western Guard, Dawson Sentinel, Canby News, & Hendricks Pioneer. Hastad reviewed the proposed 2022 budget and levy request of \$290,000, of this \$250,000 will be levied pursuant to Minnesota Statutes 103D.905 Subd (3); and \$40,000 pursuant to Minnesota Statute 103D.905 Subd 9 (1). The budget items were reviewed.

Chairman Ellefson asked for public comments. There were none. Chairman Ellefson asked the Board if they had any further questions. There being none, Chairman Ellefson called for a motion.

Manager David Craigmile motioned to set the 2022 levy amount at \$290,000 with \$250,000 to be levied pursuant to Minnesota Statutes 103D.905 Subd (3); and \$40,000 pursuant to Minnesota Statute 103D.905 Subd 9 (1) and approve the 2022 budget attached, seconded by Manager Michael Frank. Upon roll call vote, the motion passed 5-0.

Manager David Craigmile motioned to close the budget & levy hearing at 5:48 p.m., seconded by Manager Michael Frank. Upon roll call vote, the motion passed 5-0.

Manager Michael Frank motioned to reconvene the regular Watershed meeting at 5:50 p.m., seconded by Manager David Craigmile. Upon roll call vote, the motion passed 5-0.

**OTHERS:** Corey Hoffman and his son Alex Hoffman met with the Board to discuss the condition of the 54.06 acres of hayland he rents from the Watershed Board in Section 16 (25.82 acres) and the SE1/4 Section 17 (28.42 acres) in Township one hundred fourteen (114 N), Range forty-five (45) W, Norman Township, Yellow Medicine County. Corey reported the land needs to be sprayed, worked up, and re-seeded as is very rough with pocket gopher mounds & weeds and didn't get many bales off the land. The Board discussed ways to level the ground and reseed. Corey is willing to spray the area, work it up and reseed, but would then like to extend his contract as it will take a lot of work and cost in reseeding. The current contract is good until February 2022. Discussion followed.

Manager Craigmile motioned to extend the 54.06 acres of hayland in Section 16 (25.92 acres) and the SE1/4 Section 17 (28.42 acres) in Township one hundred fourteen (114N), Range forty-five (45W), Norman Township, Yellow Medicine County for one extra term at \$100/acre provided the ground is reworked & seeded to appropriate mix for pasture with the rental term to expire in 2025 (additional three-year lease), seconded by Manager John Cornell. Upon roll call vote, the motion passed 5-0.

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

- We had the 2020 audit exit meeting today at noon. Discussed the audit findings with the Board.
- Updated the Board on the CD #54, CD #42, & Br 3 CD #4 improvement projects.
- Reported that the LQP County Commissioners intend to fill the unexpired term of Manager David Ludvigson at their September 21, 2021 Board meeting as they received two applications and wanted to interview them for the position.
- Discussed renting the shop building “B” for storage. It is 2000 square feet and we have had serious inquires for rental. The Board authorized Administrator Hastad to advertise the space for storage rent by bids with ability to be present at bid opening to raise bid. The bid opening was set for October 5, 2021 at 5:30 p.m. The lease would be for twelve months starting October 15, 2021 to October 15, 2022.
- Discussed a proposal from LQP County to contract with the Watershed to oversee the Environmental Services Office for the County. Discussion followed.

Lac qui Parle County Administrator, Jake Sieg, joined the meeting via zoom to discuss the Lac qui Parle County proposal for the Environmental Office. Environmental Officer, Jenny Breberg, turned in her notice and County discussed an option to join the offices with the Watershed and contract with the Watershed to oversee the Environmental Services for Lac qui Parle County, similar to how we handle the County Ditches. The County would reimburse the Watershed for all expenses, and offices would have to be conjoined, but Watershed would be responsible for the hiring. Discussion followed.

Manager Craigmile motioned to explore the option of the Watershed contracting with LQP to oversee the Environmental Services Department, seconded by Manager David Ludvigson. Upon roll call vote, Manager Ludvigson – Yea, Manager Craigmile – yea, Manager Cornell – yea, Manager Frank – nay, Manager Ellefson – yea. Upon vote, motion passed 4-1.

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

13472	Denny Browning	Hansonville, 8	main tile	9/7/21 JC
13473 Renew 13108	Donald Denekamp	Manfred, 20	clean grassed waterway	9/7/21 DE
13474	GBT Enterprises	Cerro Gordo, 23	seepage & main tile with intakes	9/7/21 DE
13475	Gary Goplen	Florida, 3	seepage & main tile	9/7/21 MF
13476	Zach Johnson	Lac qui Parle, 33	main tile with intakes	9/7/21 DC
13477	Jason Kelly	Lac qui Parle, 7/8	seepage, main tile, culvert replace	9/7/21 DC
13478	Derek Kuechenmeister	Madison, 14	seepage, main tile, intakes	9/7/21 DE
13479	Letrud Farms, Inc.	Lakes Shore N, 21 & 28	seepage, main tile, intakes	9/7/21 DE
13480	Kevin Olson	Garfield, 9	seepage lines, intakes	9/7/21 DE
13481 Renew 13205	Joe Radermacher	Perry, 7	seepage lines	9/7/21 DE
13482	James Robertson	Maxwell, 15	seepage lines	9/7/21 DC
13483	Joseph Roggenbuck	Perry, 30	cleaning ditch	9/7/21 DE
13484	Mark Schmidt	Augusta, 17	main tile	9/7/21 DE
13485	Steve Schmidt	Augusta, 16	main tile	9/7/21 DE
13486	Steve Schmidt	Mehurin, 29	seepage, main tile	9/7/21 DC
13487	Jerry Schuelke	Baxter, 31	seepage, main tile	9/7/21 DC
13488	Jerry Schuelke	Riverside, 36	seepage, main tile	9/7/21 DC
13489 Renew #11931	Milton Schutte & Sons	Riverside, 36	seepage, main tile, intakes	9/7/21 DC
13490	Vernon Skorzewski	Hansonville, 36	main tile	9/7/21 JC
13491	Vernon Skorzewski	Hansonville, 32	main tile	9/7/21 JC
13492 Renew #12350	Ryan Smith	Perry, 35	seepage, main tile, intakes	9/7/21 DE
13493	Steve Stamp	Mehurin, 15	seepage, main tile, intakes	9/7/21 DE
13494	Steve Stamp	Mehurin, 25	seepage, main tile, intakes	9/7/21 DE
13495	Kaleb Steele	Fortier, 23	seepage, main tile, intakes	9/7/21 MF
13496	Bruce Strand	Baxter, 35	seepage, main tile, intakes	9/7/21 DE
13497	Donn Streich	Augusta, 32	seepage, main tile, intakes	9/7/21 DE


13498 Renew #12296	Curtis Wildung	Perry, 16	seepage lines	9/7/21 DE
13499	Bart Wittnebel	Walter, 32	seepage lines	9/7/21 DE
13500	Scott Wittnebel	Perry, 19	seepage, main tile	9/7/21 DE
13501	Scott Wittnebel	Walter, 34	seepage, main tile	9/7/21 DE

Permits Denied: Manager Cornell holding one permit for signature.

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

Meeting adjourned at 7:23 p.m.

  
 Darrel Ellefson, Chairman

Attest:   
 David Craigmile, Secretary

Minutes prepared by Hastad

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, October 5, 2021 at 4:30 p.m.

# 2022 BUDGET

	A	B	C	D	E	F
1		<b>General Fund</b>	<b>Park Fund</b>	Ditch Fund	12/31/2020	7/28/2021
2	<b>REVENUES:</b>					
3	Buffer Income	\$ 5,000.00			\$ 5,435.84	\$ 2,314.00
4	Global Winds Harvest(Avangrid Inc)	\$ 1,500.00			\$ 1,503.96	\$ -
5	Park Income		\$100,000.00		\$ 97,069.40	\$ 97,103.00
6	Interest from checking	\$ 150.00	\$ 250.00	\$ 25.00	\$ 1,119.56	\$ 291.77
7	Interest from CD	\$ 2,500.00			\$ 5,878.28	\$ 797.32
8	Land Rent		\$ 47,000.00		\$ 66,003.91	\$ 46,823.95
9	Dividend Income:	\$ 2,000.00			\$ 2,002.00	\$ -
10	Miscellaneous Income	\$ 500.00			\$ -	\$ 703.00
11	County Ditch/Buffer work reimb.	\$ 90,000.00			\$ 92,220.68	\$ -
12	Other reimb.	\$ 1,000.00			\$ 1,265.00	\$ 1,000.00
13	PERA rate Increase aid	\$ 132.00			\$ -	\$ -
14	State of MN HSTD & Ag Credit	\$ 9,000.00			\$ 9,426.71	\$ -
15	PILT Income	\$ 5,000.00			\$ 5,847.00	\$ -
16	Ditch spraying reimbursement	\$ 2,000.00			\$ -	\$ 1,563.85
17	Current total ditch balance			\$ 82,607.64	\$ 82,607.64	\$ 84,513.03
18	<b>TOTALS:</b>	<b>\$ 118,782.00</b>	<b>\$ 147,250.00</b>	<b>\$ 82,632.64</b>	<b>\$ 370,379.98</b>	<b>\$ 235,109.92</b>
19						
20	<b>GRANTS:</b>					
21	WCA (NRBG Block Grant 60/40)	\$ 5,266.80			\$ 5,266.80	\$ 5,266.80
22	Canby Creek Protection Grant (4/19-12/21)	\$ 150,000.00			\$ 150,000.00	\$ -
23	1W1P Planning Grant(3/31/21 to /6/	\$231,391.00			\$ -	\$ 115,696.00
24	<b>LOANS:</b>					
25	SSTS (State Loan Program) \$900,000	\$ 150,000.00			\$ 282,692.76	\$ 85,033.84
26						
27	<b>EXPENDITURES:</b>					
28	<b>Fiscal Management &amp; Admn:</b>					
29	Employee/Manager Wages	\$ 190,000.00	\$ 63,000.00		\$ 237,197.15	\$ 143,696.99
30	Medicare Company (1.45% + .9%=2.35%)	\$ 4,500.00	\$ 1,500.00		\$ 3,322.32	\$ 2,008.40
31	Social Security Company (6.2%)	\$ 11,780.00	\$ 3,906.00		\$ 14,205.79	\$ 8,587.63
32	Health Insurance	\$ 40,000.00			\$ 37,649.75	\$ 22,214.50
33	HAS/VEBA Company	\$ 9,000.00			\$ 8,578.25	\$ 5,351.50
34	PERA Match (7.5%)	\$ 12,915.00	\$ 3,000.00		\$ 15,155.99	\$ 9,321.14
35	ACH Expense	\$ 60.00			\$60.00	\$ 27.50
36	Advertising Expense	\$ 700.00	\$ 350.00		\$ 1,305.26	\$ 322.93
37	Real Estate/Sales & Use Tax	\$ 12,500.00			\$ 12,336.25	\$ 12,480.18
38	Dues (MAWD \$7,232)	\$ 7,500.00			\$ 7,524.00	\$ 7,276.00
39	Insurance Expense	\$ 8,000.00			\$ 6,639.00	\$ 7,872.00
40	Lodging & meal expense	\$ 5,000.00			\$ 27.13	\$ -
41	mileage expense	\$ 3,000.00			\$ 5,638.39	\$ 1,902.97
42	registration expense	\$ 3,000.00			\$ 923.56	\$ 99.00
43	legal services	\$15,000.00			\$ 22,564.00	\$ 3,044.50
44	Auditing services	\$ 6,900.00			\$ 6,825.00	\$ 3,937.50
45	Postage	\$ 900.00			\$ 952.45	\$ 445.99
46	<b>OFFICE &amp; PARK EXPENSE'S:</b>					

# 2022 BUDGET

	A	B	C	D	E	F
47	Office supplies	\$ 2,000.00			\$ 2,821.54	\$ 756.57
48	Computer/Program Expense	\$ 4,500.00	\$ 750.00		\$ 2,547.60	\$ 1,510.99
49	Telephone Expense	\$ 800.00	\$ 3,000.00		\$ 3,472.54	\$ 2,860.75
50	Lodging expense	\$ 3,500.00			\$ -	\$ -
51	Park trash expense		\$ 2,800.00		\$ 2,971.37	\$ 1,326.55
52	Park Expense		\$ 34,000.00		\$ 32,583.94	\$ 13,721.30
53	Part Utilities		\$ 20,000.00		\$ 19,964.15	\$ 10,404.58
54	Ditch repair expense			\$ 7,000.00	\$ 15,290.95	\$ 1,910.22
55	fuel/spraying expense	\$ 2,000.00			\$ -	\$1,709.55
56	shop expense (electric/sewer	\$1,200.00			\$ -	\$ 257.14
57	<b>TOTALS:</b>	<b>\$ 344,755.00</b>	<b>\$ 132,306.00</b>	<b>\$ 7,000.00</b>	<b>\$ 460,556.38</b>	<b>\$ 263,046.38</b>
58						
59	<b>PROJECT/REPAIR EXPENSE:</b>					
60	Dam Repair/Project expense	\$ 18,666.40			\$ 8,465.25	\$ -
61	Beaver Expense	\$ 5,000.00			\$ 4,558.15	\$ 6,190.00
62	Tree Snagging Expense	\$ 5,000.00			\$ 2,460.00	\$ 1,020.00
63	WCA Expense	\$ 5,733.60			\$ 173.78	\$ 663.36
64	USGS Stream Guage Expense	\$ 3,100.00			\$ 3,165.00	\$ -
65	Pictometry Expense	\$ 2,500.00			\$ 2,500.00	\$ -
66	<b>TOTALS</b>	<b>\$ 40,000.00</b>			<b>\$ 21,322.18</b>	<b>\$ 7,873.36</b>
67						
68	<b>Revenue Total:</b>	<b>\$118,782.00</b>	<b>\$147,250.00</b>	<b>\$82,632.64</b>		
69	<b>Expense Total:</b>	<b>(\$344,755.00)</b>	<b>(\$132,306.00)</b>	<b>(\$7,000.00)</b>		
70	<b>Project Total:</b>	<b>(\$40,000)</b>				
71	<b>TOTALS:</b>	<b>(\$265,973.00)</b>	<b>\$14,944.00</b>	<b>\$75,632.64</b>		
72						
73	<b>PROPOSED 2022 LEVY</b>	<b>\$290,000.00</b>				
74	<b>Total expenses:</b>	<b>(\$265,973.00)</b>				
75	<b>TOTAL BALANCE</b>	<b>\$24,027.00</b>	<b>\$14,944.00</b>	<b>\$75,632.64</b>		
76						
77						
78	Lac qui Parle Share 72.9615%	\$211,588.35				
79	Yellow Medicine 19.1304%	\$55,478.16				
80	Lincoln 7.9081%	\$22,933.49			<b>z</b>	
81	<b>TOTALS:</b>	<b>\$290,000.00</b>				