

Lac qui Parle-Yellow Bank District

January 4, 2022

Meeting Minutes #623

Call to Order

The meeting was held in the Lac qui Parle Annex, 422 5th Avenue, 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. **Managers Present:** Chairman Darrel Ellefson, Secretary David Craigmile, Publicity Manager Michael Frank, and Vice-Chairman John Cornell. Manager Andrew Weber joined via zoom. **Managers absent:** none. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, and Environmental/Feedlot Specialist Abby VanKempen. **Staff absent:** Jared Roiland and Ron Fjerkenstad. **Others present:** LQP Commissioner Stacey Tufto and Lincoln County Commissioner Joe Drietz both via zoom.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. Administrator Hastad requested one bill be added to the agenda. Manager David Craigmile motioned to approve the amended agenda, seconded by John Cornell. Upon roll call vote, the motion passed 5-0.

Staff Reports:

PARK: Administrator Hastad gave a very brief update.

- Ron is on vacation and Pat Stanley is overseeing the park in his absence.
- The heater went out in the shop. Vlamick Electric was called to fix it.
- The City of Canby is hosting the 3rd annual ice fishing tournament on Del Clark the end of January.

ENVIRONMENTAL/FEEDLOT: Abby VanKempen reported on monthly activities.

- Finishing up with the four-year feedlot registrations for LQP County.
- Passed the passport training and am now a passport acceptance agent.
- Contacting the SSTS installers and preparing year-end report to the State.
- Been doing a lot of webinar trainings through DNR and BWSR.
- Signed up for the SSTS trainings so if things go well I should be done with classes the end of June.

DRAINAGE REPORT: Administrator Hastad reviewed the report in Jared's absence.

- December 14 & 15th, Trudy and I took part in a meeting with LQP County Commissioners Patzer and Bothun and the DNR Commissioner and staff along with Engineer Chris Otterness. The main topic discussed was the land purchases in the County and drainage issues. This is hopefully a start to a better working relationship between the County and the DNR.
- Assisted Marg and Abby with a report of a manure spill in section 30, Ten Mile Lake Township. The spill was relatively small and seemed to be contained nicely.
- Assisted Mitch and the sign company on the sign installation at Del Clark on December 17, 2021.
- Reviewing non-compliant buffer parcels. We still have not heard back from the parcel in section 29, Hendricks Township. They have a couple months yet to get the parcel in compliance.
- Started working on the LQP County and Watershed annual buffer reports.
- Working with a landowner on dispute between him and his neighbor. Discussed options he would have.
- We have been discussing different office layouts when the wall is removed.
- Helped Kenny move the Land Records office to the Commissioner Room for their office renovation.

COORDINATOR REPORT: Mitch Enderson reported on monthly activities.

- Completed the annual reporting for 1W1P.
- The steering and policy committees met on the 22nd.
- We were granted an additional year extension on the Canby Creek Grant. That will allow us to complete the Kamrath dam repair. We made a couple minor tweaks on the contract after talking with BWSR.
- We put the sign up for the Canby Creek Grant on December 17th. We will probably need a basic sign at the beginning of the trail installed in the spring. Area II asked to have us hold the retainer on the structures until this spring to properly verify vegetation was established and all items on the punch list were adequately addressed.
- Semi-annual reporting for the second half of 2021 has been completed and approved by the State for the SSTS grant program. We were able to upgrade eight septic systems this year. The loan goes through August 20th, 2022 and then we will need to reapply for a new loan. This program has been very successful.
- The 2022 calendars were completed and mailed out.
- The grant that I was hoping to pursue for acquiring kayaks and a youth event was in very high demand. The website said the funding was gone within the first few minutes it opened up. This was the third annual phase of the grant and they are hopeful to continue having additional annual phases so I will be sure to be prompt with an application next year. Manager Frank thought we should look at purchasing two kayaks for public to use at Del Clark Lake. Discussion followed. Hastad will discuss with park manager Fjerkenstad.
- Held a meeting with the GIS committee for LQP County to discuss handling Pictometry and billing, budgets, and GeoMoose updates going forward.

WCA: Mitch Enderson reported on monthly activities.

- I am roughly halfway through annual reporting.
- There was an application approved for the mitigation of a 2.2 acre FW in Section 13, Cerro Gordo Township for David Dahl.
- The court date has been set for January 18th, 2022 for the Yellow Bank violation site.

TREASURER'S REPORT: The Treasurer's report was read by Manager Weber.

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

Michael Frank motioned to renew CD #1 at the Dawson Coop Credit Union, seconded by David Craigmile. Upon roll call vote, motion passed 5-0.

The following warrants were presented for approval:

| | | <u>Number</u> | <u>Vendor</u> | <u>Details</u> | <u>12/08/2021 to 01/04/2022</u> |
|--------------------------------------|------------------------------------|---------------|--------------------------|----------------|---------------------------------|
| <u>General Klein Account:</u> | | | | | |
| 6195 | Gordon Schueller/Wollschlager | | SSTS Loan | | \$12,566.00 |
| 6196 | Gordon Schueller/Schuelke Electric | | SSTS Loan | | \$886.23 |
| 6197 | Houston Engineering, Inc | | December 1W1P consulting | | \$6,064.00 |
| 6198 | Affordable Signs | | final payment for sign | | <u>\$2,881.25</u> |
| TOTAL | | | | | \$22,397.48 |

Park Expense Account:

| | | | |
|----------|-------------------------------|---|-----------------|
| Transfer | to General | 1/5/22 park payroll | \$2,181.59 |
| 1438 | LQP Environmental Office | park cell phone | \$41.25 |
| 1439 | Nobush Plumbing & Heating | service furnace | \$105.00 |
| 1440 | Canby Print Shop | 600 park stickers, no snowmobiling, desk calendar | \$650.35 |
| 1441 | Running's Supply | heater, milkhouse | \$26.71 |
| 1442 | Frontier Communications | park phone, fax, internet | \$292.43 |
| 1443 | Ag Plus Cooperative | '21 December gas | \$44.52 |
| 1444 | Olson Sanitation | December '21 trash | \$40.95 |
| 1445 | Canby True Value | torch kit ' 21 | \$33.90 |
| 1446 | Lincoln Pipestone Rural Water | December rural water | \$37.43 |
| 1447 | Lyon-Lincoln Electric Coop | December park electricity | <u>\$636.50</u> |

TOTAL \$4,090.63

UPB GENERAL ACCT:

| | | | |
|---------------|-------------------------------|--|--------------------|
| 21173 – 21176 | semi- monthly payroll | 12-20-21 payroll | \$6,390.33 |
| 21177 | Darrel Ellefson | per diem, expense, mileage | \$684.48 |
| 21178 | John Cornell | per diem, mileage | \$332.23 |
| 21179 | David Craigmile | per diem, mileage, expense | \$876.92 |
| 21180 | Michael Frank | per diem, mileage | \$275.67 |
| 21181 | Andrew Weber | per diem, mileage | \$501.03 |
| 4175 | LQP-YB Liability Acct | semi-monthly PERA | \$1,252.40 |
| Debit card | Quill | ink, paper for calendars | \$358.65 |
| 21182-21185 | semi-monthly payroll | 1-5-22 payroll | \$6,409.32 |
| 21186 | monthly payroll | December park payroll | \$2,181.59 |
| 4176 | Dawson Sentinel | one-week Br 3 CD #4 final hearing ad | \$60.75 |
| 4177 | MN Department of Ag | 2022 pesticide applicator license renewal | \$10.00 |
| 4178 | Rinke Noonan Attorney's @ Law | monthly retainer, CD #42 & Br 3 CD #4 | \$6,469.00 |
| 4179 | Houston Engineering | CD #42 improvement | \$1,137.58 |
| 4180 | Western Guard | Br 3 CD #4 final hearing ad two weeks | \$189.00 |
| 4181 | Valley Office Products | W2's, 1099's, nameplates | \$105.59 |
| 4182 | City of Madison | monthly electricity, garbage, sewer – shop | \$100.60 |
| 4183 | LQP-Liability Acct | Federal withholding | \$4,596.56 |
| 4184 | LQP-YB Liability | State withholding | \$1,869.00 |
| 4185 | LQP County Auditor/Treasurer | Health insurance | \$5,888.46 |
| 4186 | LQP County Auditor/Treasurer | December '21 postage | \$48.04 |
| 4187 | Mitch Enderson | '21 calendar postage reimbursement | \$44.60 |
| 4188 | LQP-YB Liability | monthly & semi-monthly PERA | \$1,662.79 |
| 4189 | LQP-YB Liability | 2021 withholding penalty & interest | \$100.38 |
| 4190 | Minnesota Revenue | December '21 sales & use tax | <u>\$31.00</u> |
| | | TOTAL | \$41,575.97 |

DITCH ACCT

TOTAL \$0.00

Michael Frank motioned to approve the warrants as presented, seconded by Andrew Weber. Upon roll call vote, motion passed 5-0.

Secretary's Report: Trudy Hastad reviewed Secretary report #622 as mailed.

Manager Michael Frank motioned to approve meeting minutes #622 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.

- Hastad reviewed the following 2022 rates and committee appointments:

2022 Rates:

| | |
|-------------------------|--|
| Mileage: | Follow federal mileage rate which is currently \$.58.5 for 2022 |
| Manager Compensation: | \$125 meeting/day with \$20/hour for business other than meetings not to exceed \$125/day |
| Meals: | not to exceed \$42/day |
| Copies: | follow LQP County policy |
| Nuisance beaver bounty: | \$20/beaver and 75% cost-share for dam removal not to exceed \$250/dam with a maximum 2022 budget of \$5000. |
| Official papers: | Western Guard, Dawson Sentinel, Canby News, & Hendricks Pioneer. |
| Official Radio: | KLQP FM 92.1 |
| Planning & Zoning fees: | Follow LQP County fee schedule |
| HHW/Recycling: | Follow LQP County fee schedule |
| Passports: | set by State |

- Discussed the status of the office combination.
- I completed the passport training and took the tests so am now a passport acceptance agent.
- Working on year-end reports.
- Updated the Board on the DNR meeting attended with LQP County.
- The annual Ice Fishing derby sponsored by the Lake Hendricks Improvement Assn is scheduled for Feb 5, 2022.
- Reminded the managers that the MN Campaign Finance Board annual recertification must be filed no later than 1-31-2022.
- Shared a letter from the MN Division of Izaak Walton League of America with their request to be notified of any improvement projects.

PERMITS- The following permit applications were applied for:

| | | | | |
|--------------------|------------------|-----------------|------------------------------------|-------------|
| 13567 | Jordan Peterson | Hammer, 24 | seepage, main tile, inlets | 12/7/21 DE |
| 13568 | Gary Larson | Providence, 17 | seepage lines | 01/04/22 DC |
| 13569 | Gary Larson | Freeland, 25 | seepage lines | 01/04/22 DE |
| 13570 | Steven Schmidt | Mehurin, 29 | seepage, main tile | 01/04/22 DE |
| 13571 | Steven Schmidt | Augusta, 16 | seepage, intakes | 01/04/22 DE |
| 13572 | Scott Wittnebel | Augusta, 16 | cleaning ditch | 01/04/22 DE |
| 13573 | David Dahl | Cerro Gordo, 13 | seepage, main tile, intakes | 01/04/22 DE |
| 13574 Renew #12974 | Rick Hersom | Riverside, 20 | seepage, main tile | 01/04/22 DE |
| 13575 Renew #13325 | Gary Robertson | Providence, 34 | seepage, intakes | 01/04/22 DC |
| 13576 Renew #13326 | Gary Robertson | Providence, 34 | seepage, intakes | 01/04/22 DC |
| 13577 Renew 13324 | Gary Robertson | Providence, 25 | seepage lines | 01/04/22 DC |
| 13578 Renew #13323 | Gary Robertson | Providence, 14 | seepage, main tile | 01/04/22 DC |
| 13579 | Paul Volkenant | Yellow Bank, 11 | cleaning ditch | 01/04/22 AW |
| 13580 | Agassiz Township | Agassiz, 30 | replacing 54" culvert to next size | 01/04/22 AW |

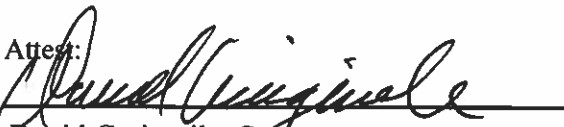
Permits Denied: none

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

Meeting adjourned at 5:35 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, February 1, 2022 at 4:30 p.m.