

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #634

December 6, 2022

Call to Order

The meeting was held in the Lac qui Parle County Commissioners' Room, Courthouse, Madison, MN 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 Michael Frank. Secretary Andrew Weber joined via zoom. **Managers absent:** John Cornell. **Staff present:** Administrator Trudy Hastad, Environmental/Feedlot Specialist Abby Van Kempen, Environmental/HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, Ditch Inspector Jared Roiland, Coordinator Mitch Enderson, and Park Manager Ron Fjerkenstad. **Staff Absent:** none **Others present:** Glenn Kack, Paul Tol, & Kevin Doom.

Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. There being no additions to the agenda, Manager David Craigmile motioned to approve the agenda, seconded by Manager Andrew Weber. Upon roll call vote, motion passed 4-0.

Staff Reports:

Ditch Report: Abby Vankempen read Jared Roiland's report as he had to leave the meeting.

- I spoke at the LQP Kiwanis Club on November 29th and explained activities the Watershed is involved with, our WS boundary, and general day to day operations of the Watershed staff.
- Attended the annual MAWD meeting in Alexandria December 1-2, 2022.
- November 14, 2022 I took the truck to Lee Motors in Dawson to have them work on a couple recalls we received on the pickup.
- November 15th, 2022 took the truck & Roxor to get them serviced and winterized at LQP Coop Oil Company.
- Trudy & I met with DNR Hydrologist Ryan Bjerke on the CD #24 site to discuss elevation of the culvert and proposed cleanout. Nate Heinrich, contractor, was also on site. We contacted Chris Otterness, Engineer from Houston on the project to get his input, along with LQP County Commissioner Patzer, & Brehmer. Nate Heinrich asked Surveyor Desmond Jibben to take some elevation shots to make sure he was accurate and then commenced with the cleanout.
- I have been researching ROXOR tires to replace the one we popped this summer. The tire runs about \$296. Discussion followed with the Board authorizing to purchase the tire.
- It has been a busy month answering questions and collecting assessments for the Group 2 Redetermination of Benefits.
- We need to do a cleanout of a branch of CD #5 but has some wetland concerns. We have been discussing this with Chris Otterness from Houston Engineering along with Mitch and have agreed to pursue a no-loss exemption from WCA to complete vegetation removal for this branch and see if that allows the branch to function, since this branch has plenty of fall.

Coordinator Report: Mitch Enderson

- The 60-day public comment period has closed without receiving any public comments for the 1W1P. There were comment letters submitted by all the state agencies that were responded to during a policy meeting on the 30th. The public hearing is set for 1PM on December 15, 2022 in Canby, MN.
- The steering team met on the 9th. Updates on steps being taken behind the scenes were discussed, including a lot of discussion on a cost-share policy. There will need to be more work done on by-laws, an implementation workplan, and ranking policy during December.
- Funding request for the next 40% of funds was approved.
- The Del Clark/Canby Creek project won the Project of the Year award at the MAWD annual meeting. We just have reporting left for the grant that will be due the end of January.

- The bond paperwork for the new SSTS loan is complete and the consultant opinion was provided to MPCA.
- We have received seven SSTS applications in 2022. There were a lot of permits issued through the environmental office, but there just weren't a lot of people that used the loan program.
- Three people have paid off their SSTS loans this year.
- A final report for the old SSTS loan still needs to be completed along with a semi-annual report for the new loan.
- We had 13 photos submitted in the photo contest with Mary Swenson getting 1st place, Anita Borg 2nd place, and Tamie Steffen Hornstein 3rd place.
- I am currently working on the 2023 calendars.
- Met with the LQP SWCD to discuss ideas for an application for the No Child Left Inside grant that is available and we will be applying for.
- Have requested a quote from Eagleview for the County to renew the subscription as it expires in January for GIS.

WCA: Mitch Enderson

- Issued the Notice of Decision on No-Loss application approved last month. I did receive some concern/questions by those who received the notice, but I clarified the questions and things should be okay now. Rhyen and I visited the site on the 3rd to stake off setbacks and set the required inlet elevation.
- Checked out a complaint and found to be not valid.
- Sent a letter of denial explaining why a permit application to dig a stock pond within a Type 3 wetland was not exempt under WCA.
- Talked with Houston Engineer Chris Otterness about County Ditch #5. Upon discussing survey points/grades, it sounds like the best option for the drainage committee may just be vegetation clearing, which would not require mitigation. We would just need to complete a No-Loss Joint Application.

PARK REPORT: Ron Fjerkenstad

- Working on new prices for the 2023 season as follows:

Day Pass:	\$5.00
Season Pass:	\$30.00
Primitive & Overflow Camping:	\$20/day
<u>Electricity & Water sites:</u>	
Daily:	\$30.00
Weekly:	\$160.00
Monthly:	\$575.00
Yearly:	\$1,450.00
<u>Double camper sites:</u>	
Electric/water/sewer Yearly:	\$1,900.00
<u>Single camper sites:</u>	
Electric/water/sewer Yearly:	\$1,700.00

Manager Michael Frank motioned to approve the new rates, seconded by Manager Dave Craigmile. Upon vote, motion passed 4-0.

- Ron has decided to retire and turned in his notice effective June 1, 2023. That will give him time to assist the new manager in a smooth transition. Discussion followed with the Board thanking Ron for his many years of service. Discussion was held on when to hire & the house transition with no action taken at this time.
- Ron handed out the new 2023 park stickers.

Ditch Specialist: Cindy Brehmer

- We have been busy collecting and entering payments for the group 2 Redetermination of Benefits. We are at 84% of the \$770,000 collected. Most of the one rod easements have been paid with exception of \$72,635.81 which is about seven different landowners on the Group 2 ROB's.

- Attended the combination meeting on November 15 to combine Lat B of CD #4 and CD #44; Br 20 & CD #20; & Lat A-M CD #13 and CD #13. Once I receive the combined spreadsheet for the tax system from H2Overviewers I will upload into the tax system and then start working on marking all the payments we have received on the group 2 ROB ditches into the LQP County tax system.
- I attended the MAWD conference in Alexandria in December. I really enjoyed the conference and it was good to meet some of the people that do work for the Watershed District.

Environmental/HHW Specialist: Jennifer Schuelke

- Started advertising for the Holiday Lights collection program and contacted local businesses and schools asking for their participation. I put up advertisement flyers at 13 locations and dropped off the collection bins the week of Thanksgiving in Dawson and Madison. I contacted the DAC in Canby, who will process the lights for recycling and resale. I made my first rounds to pick up lights last week and almost every collection site in Madison was full with a couple overflowing. I also had good results in Dawson.
- I spoke about the County recycling program at the Prairie Eco-Links group which is a community group that searches for ways to help our environment through education and group efforts. They meet every Thursday at the Madison Mercantile.
- Attended the MPCA briefing for County staff on recycling markets via zoom on the 30th. They addressed the current downturn in the recycling markets, the history of these markets, and information on future developments.
- The Permit By Rule (PBR) to license the former landfill as a Transfer Station was approved for Lac qui Parle County and along with this we had to change the name to reflect this and it now called the "LqP County Special Item Recycling Site".
- We processed 22 passports applications this month.
- Typed up minutes for the CUP and a variance this past month.
- Began working on the annual SCORE report for the MPCA.

Environmental/Feedlot Specialist: Abby VanKempen

- We submitted 22 passport applications to the Passport Processing Center.
- I'm working on completing my yearly passport renewal training. Hopefully finish that up this week.
- We've had a complaint on a feedlot. The complainant is worried that manure is being over applied to a nearby field by a certain manure applicator. We inspected the fields and then discussed with our regional MPCA feedlot rep and we are following his recommendations.
- Planning & Zoning has had a busy month with an amended CUP hearing, a variance hearing, amending the ordinance, and working a draft solar ordinance. We have two variance hearings and CUP hearing coming up in December that we are also getting ready for.
- We are still dealing with a septic system complaintant. It has now been turned over to the County Attorney.
- I have officially been here one year and Marg is retiring at the end of the month. When I first started I felt like 13 months was plenty of time to learn, but new questions, problems and situations come up every day. We will miss her calm demeanor and how she handles every problem and situation with thoughtfulness and attention to small details.

OTHERS: Paul Tol & Kevin Doom

Paul Tol met with the Board to discuss renewing the wind lease with Avangrid Renewables for sections 9, 10, & 14 Fortier Township. Watershed Attorney Kolb reviewed the lease and requested some changes, and the wind tower attorney's had not gotten it back to Paul yet for the WS signature. The company is about 4-5 years out from building the towers but will pay the Watershed \$1800/parcel per year and when the towers are built it will switch over to turbine 6000 megawatt with 3% annual shares which should generate somewhere between \$24,000-36,000. Paul will send the new contracts when he receives back with the changes requested. No action was taken.

Kevin Doom met with the Board to discuss the pasture/hayland around Del Clark Lake. He wondered if we would consider putting it into CRP. Manager Michael Frank said they discussed this with Sarah at the YM NRCS office (Kevin's daughter), but to qualify for CRP you need to have four years cropping history. The land is currently listed as HEL, but they said if

NRCS wrote the plan it could possibly be put into production for four years and then qualify for CRP. Discussion followed, with Manager concern that the WS used PL566 funds to purchase the land/dams and didn't know if we can receive Federal payment for it. Discussion followed with it left that the Watershed will have to look at the legality of putting into CRP.

Kevin Doom then asked if the Watershed could put some control structures for erosion into Del Clark Lake on the South end of the lake. There is runoff from his fields going into the lake. The Board said staff will check into this. No action was taken.

TREASURER'S REPORT: The Treasurer's report was read by Administrator Hastad.

Manager David Craigmile motioned to approve the secretary report as read, seconded by Manager Michael Frank. Upon vote, motion passed 4-0.

The following warrants were presented for approval:

Number Vendor Details 11/04/2022 to 12/06/2022

General Klein Account:

None **TOTAL \$0.00**

Park Expense Account:

1570	LQP-YB Liability Acct	Federal withholding	\$3,016.16
Transfer	TO General Acct	12-5-22 park payroll	\$2,940.04
1571	Lyon-Lincoln Electric Cooperative	November park electricity	\$599.80
1572	Ag Plus Cooperative	gas	\$71.23
1573	Kockelman Construction	black dirt	\$345.60
1574	Lac qui Parle County Environmental Office	park cell phone	\$41.15
1575	Countryside Public Health	2023 park license renewal	\$431.50
1576	Sturdevant's Auto Value	parts	\$20.48
1577	Frontier Communications	park cell phone	\$ 308.76
1578	Ziegler, Inc.	cutting edge blade for bush hog	\$361.76
1579	Olson Sanitation	November trash	\$90.57
1580	Canby True Value	bolts, no hunting signs, outlets, tarp, drain cleaner	\$74.10
1581	Lincoln Pipestone Rural Water	rural water @ park	<u>\$34.89</u>

TOTAL \$8,336.04

UPB GENERAL ACCT:

22179-22184	semi-monthly payroll	November 1-15 payroll	\$9,452.56
22185	David Craigmile	per diem, mileage	\$239.60
22186	Darrel Ellefson	per diem, mileage	\$263.38
22187	Michael Frank	per diem, mileage	\$140.44
22188	John Cornell	per diem, mileage	\$158.57
22189	Andrew Weber	per diem, mileage	\$258.38
4386	LQP-YB Liability	semi-monthly PERA	\$1,861.18
Transfer	to Park Expense	Federal withholding	\$3,016.16
22190-22195	semi-monthly payroll	November 16-30 payroll	\$9,452.55
22196-22198	monthly payroll	November park payroll	\$2,940.04
4387	LQP-YB Liability acct	monthly & semi-monthly payroll	\$2,385.19
4388	LQP-YB Liability acct	Federal withholding	\$3,697.02
DC	Event Brite	MAWD registrations	\$1,825.00
DC	Event Brite	Banquet registration	\$54.67
4389	Houston Engineering	Br 3 CD #4 construction administration	\$3,389.00
4390	Rinke Noonan Attorney	wind energy lease review	\$920.00
4391	Lac qui Parle Coop Oil Company	pickup gas, service roxor, & pickup	\$220.26
4392	Cindy Brehmer	reimb for postage & mileage	\$121.88
4393	Arvin Mueller	three nuisance beaver	\$60.00
4394	Mitchell Enderson	mileage reimb	\$51.98
4395	Mary Swenson	1 st place photo contest	\$50.00
4396	Anita Borg	2 nd place photo contest	\$30.00
4397	Tamie Steffen Hornstein	3 rd place photo contest	\$20.00
4398	Iverson Reuvers	legal services for Hoffman pasture lease	\$1,537.82
4399	Lac qui Parle County Auditor/Treasurer	November postage	\$16.35
4400	City of Madison	shop electricity, garbage, water, sewer	\$113.90
4401	Quill Corporation	sheet protectors, renewal	\$104.18
4402	Jared Roiland	mileage reimbursement	\$109.04

4403	Trudy Hastad	mileage reimbursement	\$106.22
4404	LQP-YB Liability	State withholding	\$1,102.00
4405	LQP County Auditor/Treasurer	Health Ins	\$8,776.24
4406	Minnesota Revenue	sales & use tax	<u>\$34.00</u>
		TOTAL	\$52,507.61

DITCH ACCT

TOTAL \$-0-

Manager David Craigmile motioned to approve the warrants as presented, seconded by Andrew Weber. Upon roll call vote, motion passed 4-0.

Secretary's Report: Trudy Hastad reviewed Secretary report #633.

Manager David Craigmile motioned to approve meeting minutes #633, seconded by Manager Michael Frank. Upon roll call vote, motion passed 4-0.

Administrator Report/Old & New Business: Trudy Hastad

- The desks arrived on Monday and we have been busy rearranging the office trying to get a feel for how things should be set up.
- Discussed pasture leases and what was happening with the Corey Hoffman lease violation. LQP SWCD agreed to do the reseeding in the spring and had discussion on who would be responsible for the bill. Also discussed possibility of CRP but will need to check with NRCS.
- Discussed the status of the CD #42 improvement project.
- Reviewed the 2023 attorney rates for Rinke-Noonan Law firm.
- The annual advisory board meeting scheduled for December 7, 2022 may need to be rescheduled as we will not have a quorum. Looking at rescheduling to December 14, 2022 at 10:00 a.m. I will contact managers if we need to reschedule.
- Reviewed the 2022 staff salaries and recommendations for 2023. LQP County thought they would be giving a 3% to their non-union employees. Discussion followed.

Manager Michael Frank motioned to increase the Administrator salary \$9,600 with the funds coming from LQP County to oversee the Environmental services department, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

Manager David Craigmile motioned to approve a 3% salary increase for the Coordinator (effective July 1, 2023), Environmental HHW Specialist, and Ditch Specialist effective after their 6 month probationary period (effective March 1, 2023) with LQP County reimbursing for the HHW Specialist, & the Ditch Specialist, a 5% increase for the Drainage Inspector due to taking on more responsibilities, and the Environmental/Feedlot Specialist set at \$46,000 for taking on the planning & zoning duties for LQP County with these being reimbursed by LQP County, seconded by Manager Michael Frank. Upon vote, motion passed 4-0.

Manager David Craigmile motioned to set the 2023 park manager salary at \$38,000, seconded by Manager Andrew Weber. Manager Michael Frank abstained from voting. Upon vote, motion passed 3-0.

- Adam Lund reported a tree snag in Providence with a quote of \$800 for removal. Discussion followed.

Manager David Craigmile motioned to approve funding for removal of the tree snag in Providence Township, seconded by Manager Michael Frank. Upon vote, motion passed 4-0.


- Discussed if we needed to have heat in the shop for the winter, set at 40-45 degrees. The Board did not think we needed to heat the shop.
- CliftonAllenLarson our audit firm sent a questioner for the managers to fill out.

13811	Bellingham Elevator	Perry, 10	seepage, main tile with intakes	12/06/22 DE
13812	Dean Solem	Cerro Gordo, 25/LQP,30	seepage, main tile, intakes	12/06/22 DE

Permits Denied: Ted Merritt for neighbor signature, & Doug DeJong for more information.

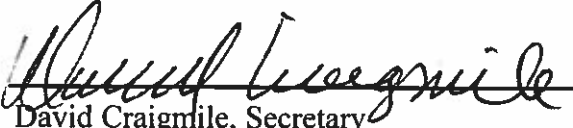
Manager Michael Frank motioned to approve the permits except those denied, seconded by Manager David Craigmile. Upon roll call vote, motion passed 4-0.

Meeting adjourned at 7:45 p.m.



Darrel Ellefson, Chairman

Attest:



David Craigmile, Secretary

Minutes prepared by Hast

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Tuesday, January 3, 2023 at 4:30 p.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.