

# Lac qui Parle-Yellow Bank Watershed District

## Regular Meeting Minutes #598

### December 3, 2019

#### Call to Order

The meeting was called to order by Chairman, Darrel Ellefson at 4:30 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 Manager Michael Frank. **Managers absent:** Treasurer David Ludvigson. **Staff present:** Administrator Trudy Hastad, Coordinator Mitch Enderson, Drainage Manager Jared Roiland, & Park Manager Ron Fjerkenstad. **Others present:** Randy Fales.

#### Approval of the Agenda

Chairman Ellefson asked for additions to the agenda. Randy Fales asked to be added to the agenda and Manager Craigmile asked to add an update on Area II & Drainage research. **M/S/P** to approve the amended agenda:

**Motion:** David Craigmile, **Seconded:** John Cornell **Passed:** 4-0

#### Staff Reports:

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

- Ron discussed replacing the TORO lawn mower and has been researching lawn mowers for best price in the area.
- The local fire department along with some local residents asked to hold an ice fishing tournament on Del Clark Lake the end of January. Ice-castle is helping to sponsor the tournament and expecting a large crowd. The Board was in agreement.
- Ron reported he will be taking vacation from December 16<sup>th</sup>, 2019 to January 8, 2020. Pat Stanley will take care of the park during his vacation.
- Lyon-Lincoln Electric contacted Ron and reported they can now get a separate meter for Stonehill Park from the house. The board felt this would be a good idea.

**DRAINAGE MANAGER/INSPECTOR:** Jared Roiland reported on monthly activities.

- We had a phone conference call with our FEMA representative to discuss the next step in the application process and what we need to be looking for. We also coordinated with the FEMA rep and inspectors about the documentation that is required for the Damage Inventory.
- Darrel and I went out with FEMA inspectors to take measurements and document the sites we had listed on our damage inventory.
- Met with LQP SWCD and BWSR to discuss buffer enforcement and our plan to continue with monitoring for buffer compliance.
- Worked with the Administrator and County Attorney to put together the Administrative Penalty Order that was sent to six landowners not compliant with the public waters buffer law.
- Put together a spreadsheet with total legal and engineering costs from 2017-2019 for County Ditch #24 as requested by the LQP County Auditor/Treasurer/Coordinator.
- Sent out letters to the contractors inquiring about the status of outstanding work orders for 2019.
- Finished the final paperwork on a petition for outlet to County Ditch #34.

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

- I have spent time adding profiles that we have located to the attribute tables of centerlines that are done for the Drainage Records Modernization grant.
- Houston Engineering will help us get our data loaded to the MN Geospatial commons site when we have things completed.
- MPCA has been meeting with Houston Engineering regarding drafts of our TMDL & WRAPS reports that we should be seeing fairly soon.
- The SSTS grant has been successful with 13 systems upgraded this year.
- I have been working with YM SWCD on wetland boundaries for the Del Clark/Canby Creek grant.
- DNR has rescheduled a follow-up meeting for the potential Florida Creek project on December 17<sup>th</sup>, 2019.
- We had a final tally of 38 photos from 15 entrants for the photo contest. First prize went to Krista Citrowske, second to Tamie Hornstein, and third to Ronald Cram.

**WCA – Coordinator Mitch Enderson:**

- I am working with Yellow Bank Township on a joint application as they wish to install culverts that will impact current wetlands. BWSR will replace the impacts under the Road Replacement Program provided a joint application is submitted within 30 days of project commencement.
- Met with the consultant and TEP panel for a site visit to the Moen Wetland Bank.
- Sent in my continuing education registration for delineator certification.
- Met with a landowner about a potential ditch cleanout that will require a joint application for a clean out to the culvert.

**OTHERS:**

Randy Fales met with the Board to report that renter Randy Brown had cut the fence in section 9, Fortier Township, Yellow Medicine County and it needs to be fixed. He felt a gate would be an appropriate fix. The Board reported that the pasture leases would be up for renewal at the February meeting. The Board will look at the fence and decide further action.

**Treasurers Report:** Administrator Hastad read the Treasurer's report.

M/S/P to approve the Treasurers report.

Motion by: David Craigmile Seconded by: John Cornell Passed: 4-0

The following warrants were presented for approval:

Number Vendor Details 11/07/19 to 12/03/19

**General Klein Account:**

6120	Carlton Staab/Dave's Plumbing	SSTS Loan	\$2,737.95
6121	Thor & Stephanie Nelson/Jeff Johnson	SSTS Loan	\$6,370.00
6122	Carlton & Gayle Staab/Schuelke Electric	SSTS Loan	\$627.51
6123	Andrew Hansen/Monnens Exca	SSTS Loan	\$13,500.00
6124	Andrew Hansen/Greg Thole Electric	SSTS Loan	\$838.57
6125	George Femrite/Wollschlager	SSTS Loan	<u>\$3,209.37</u>
		<b>TOTAL</b>	<b>\$27,283.40</b>

**UPB Park Expense Account:**

1147	LQP County Environmental Office	old cell phone final bill	\$45.00
1148	Ronald Fjerkenstad	cell phone otterbox & screen saver	\$31.39
1149	Countryside Public Health	2020 park license renewal	\$431.50
1150	Running's Supply, Inc.	battery	\$25.39
1151	Frontier Communications	park phone, fax, internet	\$286.70
1152	Lincoln Pipestone Rural Water	water meter @ park	\$36.08
1153	Minnesota Pump Works	service agreement – pump inspection	\$754.50
1154	Olson Sanitation	park trash	\$15.21
1155	Ag Plus Cooperative	gas	\$37.44
1156	Sturdevant's Auto Parts	park supply	\$15.18
1157	Lyon-Lincoln Electric Coop	park electricity	<u>\$843.53</u>
		<b>TOTAL</b>	<b>\$2,521.92</b>

**UPB GENERAL ACCT:**

3723	Jared Roiland	meal reimbursement	\$50.30
3724	LQP-YB Liability Acct	PERA	\$4,892.62
3725	LQP County Auditor/Treasurer	Health insurance	\$5,070.00
3726	VOID	VOID	\$-0-
3727	LQP-YB Liability Acct	semi-monthly PERA	\$929.62
182-184	semi-monthly payroll	Nov 16-30, 2019	\$4,709.13
185-187	park payroll	November park payroll	\$2,332.87
3728	I & S Group, Inc.	CD #54 Improvement Construction Ad	\$27,582.87
3729	Western Guard	photo contest ad	\$24.50
3730	Office Depot	three 2020 planners	\$35.17
3731	LQP County Auditor/Treasurer	November postage	\$51.80
3732	Jared Roiland	mileage & postage reimbursement	\$38.80
3733	Quill Corporation	cardstock	\$87.96
3734	LQP-YB Liability Acct	Federal withholding	\$4,453.12

3735	LQP County Auditor/Treasurer	January 2020 Health insurance	\$5,178.00
3736	Mike Johnson	20 nuisance beaver	\$200.00
3737	LQP-YB Liability	monthly & semi-monthly PERA	\$1,347.64
3738	Minnesota Revenue	November sales & use tax	\$13.00
3739	Krista Citrowske	1 <sup>st</sup> place photo contest	\$50.00
3740	Tamie Hornstein	2 <sup>nd</sup> place photo contest	\$30.00
3741	Ronald Cram	3 <sup>rd</sup> place photo contest	<u>\$20.00</u>
		<b>TOTALS:</b>	<b>\$57,097.40</b>

**Debit Card**

**TOTAL \$0.00**

**DITCH ACCT:**

**TOTAL \$0.00**

M/S/P to approve the warrants.

Motion: David Craigmile    Seconded: John Cornell    Passed: 4-0

**Secretary's Report:**

Hastad reviewed meeting minutes #597 as mailed.

M/S/P to approve meeting minutes #597.

Motion: John Cornell    Seconded: David Craigmile    Passed: 4-0

**Administrator Report/Old & New Business:**

- Hastad asked the Board to set the 2020 salaries. Discussion followed.

M/S/P to increase the 2020 salaries 2.5% for full-time employees and the park manager.

Motion: David Craigmile    Seconded: Michael Frank    Passed: 4-0

- Hastad discussed manager per diem. Legislation changed so manager per diem can be up to \$125/day. Discussion followed.

M/S/P to set manager per diem at \$125/day, with a \$20 hourly rate not to exceed \$125/day. Meetings & special meetings will be set at the per diem of \$125/day.

Motion: David Craigmile    Seconded: John Cornell    Passed: 4-0

- Hastad presented a petition from Caroline Kessen, to Modify Order Abandoning part of County Ditch #11 along with the \$10,000 cashier's check.

M/S/P to accept the petition.

Motion: David Craigmile    Seconded: John Cornell    Passed: 4-0

M/S/P to hire Moore Engineering for the engineering of the Caroline Kessen petition.

Motion: Michael Frank    Seconded: John Cornell    Passed: 4-0

- Hastad updated the Board on the Emergency Action Plan update.
- Hastad reported on the Policy manual update she is working on.
- Reported receiving the County Ditch #42 improvement final engineer's report. We will advertise for final hearing once we receive the DNR report and the viewer's separable maintenance report.
- The MAWD annual meeting is scheduled for December 5-7, 2019 at Arrowwood in Alexandria, MN.
- There will be a special meeting to hold the annual Advisory Board meeting on December 11, 2019 at 5:30 p.m.

Manager Craigmile reported on the AREA II Legislative dinner & gathering he attended. Tom Giles from BWSR was the speaker.

Manager Craigmile attended the Drainage Research Forum held at SDSU campus in Brookings, SD.

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

12937	Garfield Township	Garfield, 5/6	replace culvert	12/03/19 DE
12938	Garfield Township	Garfield, 1/12	replace culvert	12/03/19 DE
12939	Garfield Township	Garfield, 30	replace culvert	12/03/19 DE
12940	Garfield Township	Garfield, 27/34	replace culvert	12/03/19 DE
12941	Dudley Hansen	Freeland, 28	repair Florida Creek dike	12/03/19 DE
12942 Renew #12471	Barbara Larson Rev. Trust	Providence, 20	seepage lines	12/03/19 DE
12943	Wesley Knutson	Norman, 5	seepage, main tile	12/03/19 MF
12944	Dean Pearson	Providence, 26	seepage lines	12/03/19 DE
12945	Greg Strei	Yellow Bank, 35	clean ditch	12/03/19 DE
12946	Tim Winters	Hammer, 1	seepage lines	12/03/19 MF
12947	Clara Cleveland Trust	Freeland, 36	seepage lines	12/03/19 DE
12948	Scott Wittnebel	Perry, 30	clean ditch	12/03/19 DE
12949	Brent Zupan	Madison, 28	seepage, main tile	12/03/19 DE
12950	Hendricks Township	Hendricks, 29	ditch cleanout	12/02/19 JC

**Permits Denied: Randy Wittnebel for neighbor signature; Roger Hanson for WCA; John Sather for WCA.**

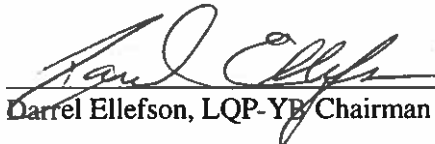
**M/S/P to approve watershed permits except those denied:**

**Motion: John Cornell**


**Seconded: Michael Frank**

**Motion: 4-0**

Meeting adjourned at 5:55 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 Tuesday, January 7, 2020 at 4:30 p.m. at the Lac qui Parle County Courthouse, Commissioners' Room.**