

Lac qui Parle-Yellow Bank Watershed District

Meeting Minutes #654

August 7, 2024

Call to Order

The meeting was held in the Commissioners' room, Courthouse, Madison, MN with a virtual ZOOM login option. The meeting was officially called to order by Chairman Andrew Weber at 9:00 a.m. **Managers Present:** Chairman Andrew Weber, Secretary David Craigmile, Treasurer Jon Olson, and Publicity Michael Knutson. **Managers absent:** Vice-Chairman John Cornell. **Staff present:** Administrator Trudy Hastad, Park Manager Ethan Kack, Environmental/Feedlot Specialist Abby VanKempen, Environmental /HHW Specialist Jennifer Schuelke, Ditch Specialist Cindy Brehmer, Ditch Inspector Jared Roiland, & Coordinator Eric Stahl. **Staff Absent:** none. **Others present:** Lincoln County Commissioner Joe Drietz.

Approval of the Agenda

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

Administrator Hastad reported there were no 1W1P contracts for approval or payment.

Staff Reports:

Park Report: Ethan Kack

- Ethan shared a picture of the cover that they built over the new gas tanks.
- The 4th of July was a very busy weekend but campers had a lot of fun.
- Yellow Medicine County finished the seal coating at the park.
- Had a 10W voltage problem but Vlamicks were out and fixed the issue.
- Lyon-Lincoln Electric had to put in a new/bigger transformer by the bathroom.
- The dead tree's over a couple campsites were removed.
- Discussed weeds in the lake. Ethan has talked to DNR.
- ITC will be out for a pre-site meeting on running fiber optic to the park office and the campground. We will probably need a hotspot at the campground once this is installed.
- Labor-day weekend is full and will be busy.
- Campers seem to like the on-line registration process. Venmo at the gate is going well.

Environmental/HHW Specialist: Jennifer Schuelke

- The third special item collection was held on July 13th. We took in 11 appliances, 40 bulbs, 32 electronics, & 19 tires.
- I've ordered a compost bin and two recycling bins to give away at the Fair and am working on making two new banners that we'll display to promote the upcoming HHW collection and the special item collections.
- Robert Regnier is making some new metal A-frame stands for signs for our collections. He's reusing the old frames and we'll be able to change the signs that slip into the stands. This will be nice for future collections.
- Finished the MPCA Electronics Collector and Recycler report for the fiscal year and we had a grand total of 5.65 tons of electronics recycled during that time.
- Working on the next round of questions for the 10-year solid waste plan.
- I will be attending the MPCA's C&D landfill proposed rule pillars and management strategies meeting in Marshall on the 20th. They will basically be discussing the new rules they are proposing.

Environmental Feedlot/Planning & Zoning/SSTS Specialist: Abby VanKempen

- Trudy & I are working with Ottertail Power Company on their transmission line project. We held a scoping meeting on the Environmental Assessment on July 29th. We had one landowner with questions about possible noise from the substation.
- The Environmental Assessment is available on the County website for comments.
- We will be holding a CUP hearing with the Planning Commission on Sept 3rd and will then bring it to the County Board on Sept 17th to approve both the CUP and the Environmental Assessment.
- Trudy & I are on a committee with the County to work on developing a Cannabis ordinance for LQP County.
- We will be holding a CUP hearing for a landowner on August 19th.
- I will be attending a MCIT Land Use Training on August 29th with Dave Craigmile & DeRon Brehmer.
- I am hoping to get out this month to work on Feedlot inspections.
- Working with a landowner on an interim permit to fix up his infiltration run-off area and then expanding his cattle yard.
- Went on a septic system inspection yesterday, have one this afternoon, and another tomorrow afternoon with at least one scheduled for next week.
- Submitted our low-income grant application for Septic Systems. We applied for more money than last year as we have 5 people on a waiting list for this funding.
- I spoke at the Kiwanis meeting yesterday and discussed what I do at my job.

Ditch Specialist: Cindy Brehmer

- Trudy, Jared, & I attended the Soil Health meeting by Porter on July 12th.
- I'm working on the 2025 assessment worksheets for the Drainage committee meeting.
- Updated the drainage worksheet for start on the 2025 ditch budget.
- Attended the drainage work group meeting and we all discussed how to move forward on putting special assessments on the ditches.
- I have started uploading the spreadsheets from the group 4 Redetermination of Benefits.
- The audit is wrapping up on the County side. I had a follow up call from the Auditor about the special assessments for the ditches. The auditor was missing the outlet fee.
- Completed the Watershed payroll for the 20th and did month end statements.
- I finished quarterly reports and month end balancing for the County.
- We have a TEAMS MCIS ditch rewrite meeting this afternoon.

Coordinator: Eric Stahl

- MS4Front is up and running with details being input currently. I will be adding details related to SSTS and a few of our events such as the canoe trip.
- We are currently at six approved SSTS applications for 2024.

WCA: Eric Stahl

- Reviewed 34 permits for WCA compliance.
- Reviewing a WCA basic application for CD#8.
- Working with the TEP on a basic application for the Yellow Bank Power Project for wetland delineation.
- Attended BWSR LGU training in Marshall on July 23, 2024.
- Attended the Wetland Plant ID training in Cloquet on July 18th, 2024.

Drainage Inspector Report: Jared Roiland

- Trudy, Cindy, and I attended the Soil Health Field Day sponsored by the Minnesota Soil Health Coalition and Yellow Medicine SWCD just outside of Porter.
- Trudy, Eric, & I attended a BWSR LGU Staff meeting in Marshall on July 23, 2024.
- Trudy, Cindy, & I hosted a meeting with the CD #75 landowners to discuss the need for the main branch to be replaced and reviewed the report done by Houston Engineering and costs.
- Worked with a contractor on reshaping a portion of the bank on WS Ditch #92 in section 5, Cerro Gordo.
- Worked with the LQP SWCD to use their drone to video CD #3 in Section 30, Lake Shore N after a complaint with a landowner of water backing up.
- Followed up on a complaint from a landowner regarding a pump in section 22, Freeland Twp. The Board instructed us to set up a landowner meeting and WS. Manager Olson and Knutson will attend.
- After landowner complaint we discovered that a branch of CD #42 was not hooked up. Discussed with Houston Engineering and Ag Tech and the problem is fixed.
- On July 31st, Eric & I did some spot spraying on CD #87 And CD #90 that were a bit thicker last year.
- Working with DNR to discuss a permit to clean the outlet of CD #97 which is listed as a public water. DNR is concerned this cleanout will affect the elevation of the wetland upstream.
- Trudy, Cindy, and I have been working on the 2025 budget for the County ditch systems to determine the ditch assessments to be placed for 2025.
- Discussed adding some language to permits regarding hooking into County tile. Board felt this might be something for the advisory board to review and comment on.
- Discussed the Tom Ludvigson permit and questions regarding the public waters. Instructed to hold for DNR public water determination.
- Discussed a concern of neighbors that Francis Brandenburger had closed up a private ditch. Discussion followed with Jared instructed to set up a meeting between landowners.

OTHERS: Commissioner Joe Drietz.

No comments, just listening to the meeting.

TREASURER'S REPORT: Manager Jon Olson read the Treasurer's report.

Manager Jon Olson motioned to accept the Treasurers' report as read, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

The following warrants were presented for approval:

		<u>Number</u>	<u>Vendor</u>	<u>Details 07/04/2024 to 87/07/2024</u>	
<u>General Klein Account:</u>					
6613	Bill I& Dawn Stiles/Monnens Excavating		SSTS loan		\$26,000.00
6614	LQP-YB GeneralAcct		1 WIP 2 nd quarter Admin hours		\$1,613.96
6615	Yellow Medicine SWCD		1 WIP 2 nd quarter Admin & technical hours		<u>\$1,619.60</u>
					TOTAL \$29,233.56
<u>Park Expense Account:</u>					
1831	Ag Plus Cooperative		LP tank rent,tire repair, fuel,generator hookup		\$3,155.00
1832	Running's Supply		cleaning supplies, landscape fabric, gumout etc		\$443.28
1833	Canby True Value		paint, brushes, stakes, soap, staple gun, staples		\$1,567.36
1834	LQP County Environmental Office		park cell phone		\$41.22
1835	Midcontinent Communications		park internet		\$60.00
1836	Kockelman Construction Inc		gravel, sand, blade		\$2,322.06
1837	Canby Builders Supply		lumber		\$493.42
1838	Vlaminck Electric Inc		locate wires for CAS Plumbing		\$80.00
1839	Olson Sanitation		July trash		\$1,198.67
1840	Lincoln Pipestone Rural Water		July water usage		\$352.54
1841	Lipinski Small Engine & Hardware		V-belta 75 Kevlar; V belt, B 184Kevlar		\$91.54

1842	Rugged Tree Service	4 tree removals	\$1,700.00
1843	Sturdevant's Auto Value Canby	oil filters	\$30.72
1844	Kesteloot Enterprises Inc	1 gallon low 3; 1 gal super U	\$89.04
1845	Canby Builders Supply	17' charcoal gray D-rib; 8' charcoal gray rake,	\$240.85
1846	Canby Print Shop	500 – 2 sided maps, copy paper, 1 large map	<u>\$486.98</u>
		TOTAL	\$12,352.68

UPB GENERAL ACCT:

4812	LQP-YB Liability Acct	PERA	\$2,040.99
4813	LQP-YB Liability Acct	Federal withholding	\$2,949.86
24126-24131	semi-monthly payroll	July 1-15 payroll	\$9,898.85
24132	David Craigmile	per diem, mileage	\$148.94
24133	Andrew Weber	per diem, mileage	\$163.39
24134	Jon Olson	per diem, mileage	\$124.81
24135	Michael Knutson	per diem, mileage	\$151.62
24136	John Cornell	per diem, mileage	\$265.70
4814	LQP-YB Liability Acct	PERA	\$2,786.73
4815	LQP-YB Liability Acct	Federal withholding	\$4,553.22
4816	LQP-YB Liability Acct	State withholding	\$1,170.00
4817	LQP-YB Liability Acct	July sales & use tax	\$541.00
24137-24142	July 16-31 payroll	semi-monthly payroll	\$9,905.70
24143-24147	park payroll	July park payroll	\$5,859.95
4818	LQP Coop Oil Company	fuel	\$118.13
4819	U.S. Geological Survey	Yellow Bank guage	\$6,652.00
4820	Eric Stahl	WCA mileage reimbursement	\$432.14
4821	City of Madison	shop utilities	\$152.09
4822	George & Cindy Potz	cost-share small dam repair	\$8,812.70
4823	Rinke Noonan Attorneys	monthly retainer, CD #42 insurance/bond	\$672.50
4824	Valley Office Products	business envelopes	\$23.96
4825	LQP County Auditor/Treasurer	July postage	\$110.49
4826	LQP County Auditor/Treasurer	health insurance	\$12,510.67
4827	LQP County Auditor/Treasurer	dental, eyemed, John Hancock, Life	<u>\$1,527.99</u>
		TOTAL	\$71,573.43

Debit Card

Americinn	Eric WCA training room	\$177.40
Instant Ink	park ink	\$14.95
Best Western Kelly Inn	MADI room expense for Jared	\$119.62
MCIT	meeting for Abby – planning & zoning	<u>\$225.00</u>
	TOTAL	\$536.97

DITCH ACCT

None		<u>\$0.00</u>
	TOTAL	\$0.00

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

SECRETARY REPORT: Secretary minutes #653 as e-mailed.

Manager Mike Knutson motioned to approve minutes #653, seconded by Manager David Craigmile. Upon vote, motion passed 4-0.

Administrator Report/Old & New Business: Trudy Hastad

- Hastad presented the status of 2024 budget, final 2023 numbers and proposed 2025 Watershed budget. The Board reviewed each line item and discussed.

Manager Jon Olson motioned to approve the proposed 2025 budget at \$380,000 and set the 2025 budget hearing for 10:00 a.m. on September 4, 2025 at the LQP County Courthouse, Commissioners Room, seconded by manager Mike Knutson. Upon vote, motion passed 4-0.

- Finishing up with the 2023 audit and should be having the audit exit meeting in the next month.
- We were approved for \$100,000 for the CRP State incentive pilot phase II request.
- Still waiting for the shop doors to be replaced.
- Gave an update on the wind towers.
- Updated on the MS4Front program.
- Discussed if we should change permits to reflect discussion of private tilers hooking into County main tiles and using sub mains where applicable. We will follow up at the September meeting.

PERMITS:

14152	Jacob Boehnke	Madison, 5	seepage, main tile, intakes	08/07/2024 JO
14153	Nathan Buer	Providence, 3	seepage, main tile, intakes	08/07/2024 DC
14154	Dean Martinson	Baxter, 29	seepage lines	08/07/2024 DC
14155	Lyle Schutte	Riverside, 36	seepage, main tile, intakes	08/07/2024 DC
14156	Gary Nelson	Providence, 13	seepage, replacing culvert, intake	08/07/2024 DC
14157	Gary Landmark	Camp Release, 32	seepage lines	08/07/2024 DC
14158	Gary Landmark	Camp Release, 29	seepage lines	08/07/2024 DC
14159	Dean Martinson	Baxter, 30	seepage lines, intakes	08/07/2024 DC
14160	Mark Peterson	Providence, 4	seepage lines, intakes	08/07/2024 DC
14161	Dwight Mork	Perry, 26	seepage lines	08/07/2024 AW
14162	Dwight Mork	Perry, 23	ditch cleaning	08/07/2024 AW
14163 Renewal	Roger Karels	Yellow Bank 21 & 29	seepage, main tile, intakes	08/07/2024 AW
14164 Renewal	Stanley Adelman	Yellow Bank, 21	seepage lines	08/07/2024 AW
14165	Bill Croatt	Arena, 14	ditch cleaning	08/07/2024 AW
14166	Ryan Wittnebel	Walter, 15	seepage, main tile	08/07/2024 AW
14167	Brian Fernholz	Lake Shore, 35	seepage, main tile	08/07/2024 JO
14168	Cheryl Grengs	Mehurin, 27	seepage lines, intakes	08/07/2024 MK
14169	Steve Engesmoe	Hendricks, 10	seepage lines, main tile	08/07/2024 MK
14170	Dan Buseth	Marble, 19	seepage lines	08/07/2024 MK
14171	Mike Knutson	Norman, 5	seepage, main tile	08/07/2024 AW
14172 renewal	Justin Koenig	Freeland, 24	seepage lines	08/07/2024 MK
14173	Ryan Wittnebel	Walter, 10	seepage, main tile, intakes	08/07/2024 AW
14174	James Theisen	Florida, 2	ditch cleaning	08/07/2024 MK
14175	James Theisen	Florida, 2	seepage lines	08/07/2024 MK
14176 renewal	Justin Koenig	Freeland, 14	seepage tile, lift pump	08/07/2024 MK
14177	Kevin Doom	Norman, 4	seepage, main tile	08/07/2024 MK
14178	Paul Kemen	Freeland, 11	seepage lines	08/07/2024 MK
14179	John Sather	Freeland, 31	seepage lines	08/07/2024 MK
14180	Justin Koenig	Freeland, 35	seepage lines	08/07/2024 MK
14181	Peter Haugen	Freeland, 4	seepage, main tile, lift pump	08/07/2024 MK
14182	James Connor	Garfield, 24	seepage lines	08/07/2024 JO
14183	Ryan Wittnebel	Mehurin, 1	ditch cleaning	08/07/2024 JO

Permits Denied: Jason Wollschlager for review by manager; Ryan Wittnebel for NRCS redetermination

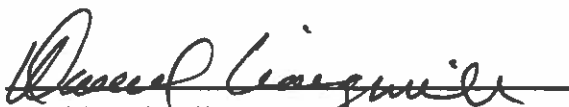
Manager David Craigmile motioned to approve the permits, seconded by Manager Mike Knutson. Upon roll call vote, motion passed 4-0.

Meeting adjourned at 11:35 a.m.



Andrew Weber, Chairman

Attest:



David Craigmile, Secretary

The next regularly scheduled meeting of the Lac qui Parle-Yellow Bank Watershed District is Wednesday, September 4, 2024 at 9:00 a.m. in the LQP County Commissioner Room, Courthouse, Madison, MN.