

Hubbard County Soil & Water Conservation District

Tuesday, September 23rd, 2025, at 9:00 am

Hubbard County Soil & Water Conservation District Board of Supervisors met at the office with a Zoom option available.

Office Address: 603 Central Avenue North, Suite 100, Park Rapids, MN 56470.

Members present: Heidi Anderson-Thomas, Chair

Lynn Goodrich, Secretary

Don Sells, Treasurer

Marcel Noyes, PR&I

Don Rettinger, Vice-Chair

Others present: Crystal Mathisrud, District Manager

Rachel Rudquist, Administrative and Bookkeeping Assistant

Dan Pazdernik, District Conservationist

Tom Krueger, Hubbard County Commissioner

Chair Anderson-Thomas opened the meeting at 9 am and led the Pledge of Allegiance.

AGENDA

A motion was made by Supervisor Anderson-Thomas to approve the agenda as amended. Change - move 9d staff review to a closed session after 11e. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Supervisor Noyes to approve the board meeting minutes as presented. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Noyes to approve the special board meeting minutes as presented. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Consent Agenda – no objections. Consent agenda is adopted as presented by Supervisor Heidi Anderson-Thomas.

Treasurer's Report – Crystal reported on the new Management Report that shows the Balance Sheet and Profit and Loss year to date. Additionally, a monthly Balance sheet and Profit and Loss will be shared with all supervisors. Supervisors would like to see the reports both ways (YTD and monthly). Supervisor Sells submitted the Treasurer's report for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Deep Lake Park demolition is coming along. Working on removing asbestos from the Lodge. Three variances were applied for to be able to continue the work on the Deep Lake Park Demolition and get it ready for the public. The county set a preliminary 2026 budget with a 7% tax increase. The \$20,000 budget increase that Hubbard Co is giving Hubbard SWCD is for their facilitation of the Belle Taine Project. Park Rapids Ambulance "Truth and Taxation" meeting is set for December 2nd. The preliminary is set at \$528,500. The "Truth in Taxation" meeting for Hubbard County is set for Dec 4th. Proposed increase for solid waste assessment for residents from 221 to 245 which is an 11% increase. Hubbard County Board approved a contract with Change Finder. They use aerial photos and software to flag property differences over time. It will be used by the Property Records Office and the Environmental Services Office. The County will then see if there were permits pulled for the changes. Approved the Planning Commission recommendation to deny an application by a private

individual to lower the maximum height of a house within 1,000 feet of the lakeshore. It will be 35 feet. Human Resources Director, Brian Ophus, will be resigning October 13th, and Michael Edminster will be filling the role in the interim until the position is filled.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik's report is available upon request.

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers was not present at the meeting but did send a report. It was discussed and is available upon request.

OLD BUSINESS

Fall tree sale update – closed as of now. The order was placed to Badoura Nursery on 9-22-25 for both Hubbard SWCD and Beltrami SWCD. Approx 6,000 trees were ordered. This is the first time there has been a fall tree sale. Headwaters Science Center will be offering a dendrology class in October and November and will take some of any remaining trees to help teach the students.

OLD BUSINESS ACTION

ShelterPoint Application and Quote (PFML) Rachel and Crystal explained the PFML from Shelter Point.

A motion was made by Supervisor Noyes to proceed forward with a contract with Shelter Point for 2026 in the amount of \$3,534. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

Soil Health Cost Share Program Policy Flat Rate 2025 (Update V1) Jake wanted a few minor edits to the contract on the back page.

A motion was made by Supervisor Sells to approve and adopt the amended Soil Health Cost Share policy and contract. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Forest Stewardship Plan Application (update) Brandon added an official use only box on the bottom of the front page.

A motion was made by Supervisor Sells to approve and adopt the revised Forest Stewardship Plan application. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Community Engagement & Grant Reporting Coordinator Annual Review
(moved to 11e under Agenda adoption)

NEW BUSINESS

October Strategic Planning date – The date that was decided on was November 12th from 9 am – 12 pm.

NEW BUSINESS ACTION

2026 proposed budget update - Belle Taine – to reflect the additional update to the budget the Income side County Lake Belle Taine waters project \$20,000 and on the expense side County local went up to \$38,000.

A motion was made by Supervisor Goodrich to accept the updated 2026 budget. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

What percentage will the employee be responsible for paying for PFML? The employer must pay at least 50% and we need a decision whether the employee will be responsible for any percentage. Subject will be reviewed annually and appropriate changes made.

A motion was made by Supervisor Goodrich that Hubbard SWCD pay 100% of the contribution for the 2026 PFML. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Supervisors received 2025 plat book – It was discussed that each supervisor should get a plat book to help with their job. A policy will be created in January to allow all supervisors to get a new plat book every time a new edition is created.

A motion was made by Supervisor Sells that supervisors receive the new 2025 plat book to assist with their duties. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

Project 20250717CWRHNW (grant) – Tree and Shrub Establishment

A motion was made by Supervisor Sells to approve project 20250717CWRHNW conservation tree practice for a total of \$3233.44. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

MASWCD 2025 Resolution Packet – Administrative Assistant tallied the vote and will be submitting it on behalf of each supervisor.

Break from 11:05 am-11:16 am

A motion was made by Supervisor Goodrich that we suspend the open meeting and go into a closed session to discuss the annual review of the Community Engagement and Grant Reporting Coordinator. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Sells to end the closed session and reopen the regular session. Second, by Supervisor Anderson-Thomas. Affirmative: All. Opposed: None. Motion carried.

Back to open session at 11:32 am

A motion was made by Supervisor Goodrich that we continue employment of the Community Engagement and Grant Reporting Coordinator and give her a salary increase of 5.6% which is \$2.00 an hour. Make this retroactive to the first pay period after her employment anniversary which is August 21, 2025. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas attended the August Board meeting, attended day one of the bus tour, and attended the SWCD forestry meeting on Sept 12.

Supervisor Rettinger: attended the hour 1, area 8 bus tour both days, attended August Board meeting. Special board meeting

Supervisor Goodrich: attended August board meeting, attended the Special Board meeting, community engagement and grant reporting coordinator review.

Supervisor Sells: attended the Laporte forestry tree sale, County board meeting, August Board meeting, Special Board meeting,

Supervisor Noyes: attended Laporte forest tree sale at Popple Bar and Grill, Area 8 tour and meeting, and August board meeting, Special Board meeting

District Manager's Reports: District Manager Mathisrud's report is available upon request.

District Staff Reports: District staff reports are available upon request.

Supervisor Heidi Anderson-Thomas gave her resignation to the Board. She will be done as of December 31, 2025. Attendance: October meeting – gone, November - in person, December will be zooming the board meeting

CORRESPONDENCE

Minnesota Lakes & Rivers Annual Report

MASWCD Convention Dec. 1-3, 2025

NEXT MEETING

Tuesday, October 28, 2025

ADJOURNMENT

A motion was made by Supervisor Anderson-Thomass to adjourn. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Meeting adjourned at 11:54 am

APPROVED:

10/29/2025
Date

SECRETARY


Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus August 23 - September 19, 2025

Payroll 9.5.25

Wages	\$	13,757.99
Stipend	\$	5,600.00
Taxes	\$	7,973.93
Pera EE & ER	\$	2,674.69

Payroll 9.19.25

Wages	\$	15,136.09
Taxes	\$	5,571.24
Pera EE & ER	\$	2,613.09

Monthly Subscriptions

AT&T cell phones	\$	329.89
Arvig phone/internet	\$	193.95
Adobe	\$	258.14
Google Storage	\$	9.99
Google G Suite	\$	148.00
Intuit QBO	\$	489.00
Marco copier	\$	165.17
Bill.com	\$	45.00
Microsoft	\$	93.94
MYPAY	\$	130.70

Non Regular Supervisor Stipend Request

Upcoming to be Considered

Bill number	Vendor	Amount	Due date
250721LLRHIC FSP	Mike Hicks	\$ 1,117.50	10/18/2025
250630CWRTUR FSP	John Turnage & Kevin Behrens	\$ 472.50	10/18/2025
BWSR Academy	BWSR	\$ 1,445.00	10/18/2025
August Fuel Charges	Hubbard County Highway Dept	\$ 274.30	10/15/2025
April & May	Bethany Chaplin	\$ 1,500.00	10/15/2025
Swag	RMB Environmental Laboratories Inc.	\$ 252.00	10/12/2025
swag	RMB Environmental Laboratories Inc.	\$ 183.00	10/12/2025
Trailblazer	Advanced Automotive	\$ 194.95	10/12/2025
7-10 to 7-22-2025	Steward, Daniel	\$ 850.40	10/09/2025
8-6 to 9-9-2025	Steward, Daniel	\$ 1,808.60	10/09/2025
September phone	ARVIG	\$ 193.95	10/03/2025
Oct. Rent	Gartner-Johnson Construction, Inc	\$ 928.20	10/01/2025
25-035-04	Karvakko	\$ 4,500.00	09/27/2025
8-16 to 8-30-25	Lindberg Ekola	\$ 525.00	09/25/2025
8-1 to 8-15-25	Lindberg Ekola	\$ 1,299.70	09/25/2025
7-16 to 7-31-25	Lindberg Ekola	\$ 1,524.20	09/25/2025
Radio for fall tree vent	De La Hunt Media -KDKK FM 97.5	\$ 242.00	09/11/2025
fall tree event	Popple Bar & Grill	\$ 500.00	09/08/2025
August Visa	Visa Statement	\$ 5,372.66	09/25/25
Fall tree order	Badoura Tree Order	\$ 5,000.00	10/25/25

PROJECT APPROVALS

20250717CWRHNNW	Tree & Shrub Establishment (grant)	\$ 3,233.44
20250923CWRR2J	FSP 240 acres CW (brandon)	\$ 3,217.50
20250918CWRMIL	FSP 55 acres CW (brandon)	\$ 701.25