

Hubbard County Soil & Water Conservation District

Tuesday, November 25th, 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

Don Rettinger, Vice-Chair

Don Sells, Treasurer

Marcel Noyes, PR&I

Others present:

Rachel Rudquist, Administrative and Bookkeeping Assistant

Dan Pazdernik, District Conservationist

Darren Mayers, Board Conservationist

Tom Krueger, Hubbard County Commissioner

Jake Shaughnessy, Watershed Planner/Coordinator

Interactive Tech:

Lynn Goodrich, Secretary – Medical condition

Crystal Mathisrud, District Manager

Darren Mayers, Board Conservationist

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

AGENDA

A motion was made by Supervisor Goodrich to adopt the agenda as presented. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

MINUTES

A motion was made by Anderson -Thomas to approve the minutes as presented. Second by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

TREASURER'S REPORT

Consent Agenda – Darren and Ryan have been talking with the District Manager about the approval process for the Consent Agenda and would like to have a motion and approval noted for the consent agenda. This will help the 1W1P partners see the projects and payments that were approved. Darren said he went to legal advice and the agenda, and the consent agenda are separate, and both need to be voted upon. It was recommended that the two Marco bills be combined or noted as copier #1 and copier #2.

A motion was made by Supervisor Anderson-Thomas to approve the consent agenda. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Treasurer's Report – Crystal went through various accounts and mentioned that she has taken closed accounts off to make our financial report cleaner. The district manager mentioned that it is important that we bill as much time as we can grants to help cover administrative and overhead costs. We have not received the second SWCD aid payment yet, but we should be receiving it in December. We want to take that second payment and put it towards our Fund balance. **Supervisor Sells submitted the treasurer's report to the board for filing.**

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Final plat of the county line estates is owned by the County's HRA/EDA and went through all the processes of approval. This includes a 40-acre tract that is divided into seven buildable lots. Approved a resolution to join the Minnesota Nuclear Energy Alliance. There are county union negotiations going on with seven bargaining units and we are into the third meeting with each one. Labor negotiations are going on with Kitchigami Library. There is a tentative agreement reached with the library union. There are 32 employees involved. Discussions were going on with DNR land acquisition recently about 42 acres on upper bottle lake. If this tract were developed into 6 lots instead of being donated to the DNR, it would increase the tax capacity of Hubbard County. There was a parks board meeting mainly to discuss Deep Lake Park, there will be a soft opening on December 3. The first phase has been completed. Phase 2 will be putting in a trail head and designing trails and picnic area. These trails can be used for mountain bikes and skiing. Hubbard County will be hiring a firm to design the trails. Phase 2 also includes 20 sites for a lower campground. Phase 4 will be installing RV spots and hook ups.

DISTRICT CONSERVATIONIST

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

BOARD CONSERVATIONIST

Board Conservationist Darren Mayers Board Conservationist Darren Mayers – December 31 many grants will be expiring. Let Darren know if you need an extension. FERN (the pollution control calculator) is up and running on the eLink website, he recommends that we check it out. Reminder Cradle to Grave Grants training in Brainerd December 16, 2025. If you can't attend this location, there will be other locations offering the same training.

OLD BUSINESS

Spring 2026 Tree Sale Order Forms – We have additional tree orders available for any supervisors or staff to take to any events if they would like to take them. The ordering process has begun. Staff are still working to make the website live.

OLD BUSINESS ACTION

Amendment for Project 20250717CWRHNW – This was one of Grant Helgestad's first projects. Grant wasn't advised to consider the cost of taxes for the materials or to include a contingency. Jake helped Grant to come to the correct value. The request is to amend the project total value to \$4,492.55 from the original amount of \$3,233.44. There were some revisions needed, and we are asking for the total value of the project to be amended.

A motion was made by Supervisor Noyes to approve the amendment. Second by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

CWRCWMP Implementation MOA WEN amendment CLEAN VERSION – The CWRCWMP

Implementation MOA WEN amendment was reviewed by three attorneys. There are a couple of questions and concerns. The district manager suggested that we approve it once the Hubbard County attorney has approved it. The supervisor's decided to table until December Board Meeting.

NEW BUSINESS

2010 Crown Victoria – The Crown Vic's gas tank has rusted through and was leaking gas. It was brought into the shop. There was an estimate of \$644.43 for the repair. This situation was brought to the board to determine if we should go ahead and get it fixed or what we should do with the vehicle? The supervisors said to get rid of it and leave it up to district manager how that is best done. Moved to new business action.

Necktie River Engineering Discussion -Jake is letting the supervisors know how the scoring went and the cost breakdown. The supervisors will be discussing the options of the engineering organization that will be working on the Necktie Project. Houston Engineer scored 23 and AECOM scored 22, with both considered as an excellent option.

NEW BUSINESS ACTION

Necktie Engineer Selection:

A motion was made by Supervisor Sells to award the contract for Necktie Engineer to Houston Engineering. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

FSP 20251001LLRLEY (Guthrie 80 acres) \$1,500 Project 75 –

Approval funding coming out of Leech Lake River CWMP. District Manager suggested approving the contract project for total value of up to \$1500 and the cost share rate up to 75% of actual cost.

A motion was made by supervisor Sells to approve the conservation practice in Guthrie 20251001LLRLEY in the amount of up to \$1500 with a reimbursement rate of 75%. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

FSP 2511110MRHKA (Lake George 150 acres) \$1,050.00 Project - On the agenda, but no motion made because staff did not have the paperwork on hand. Will be acted upon at December Board meeting.

FSP 2025102CLLRSTI A motion was made by Supervisor Noyes to approve up to 80 acres at a value of \$907.50. (NOTE: FSP 2025102CLLRSTI was on the consent agenda for payment but the district manager wanted clarification on payment, so it was moved to the primary agenda.)

Second by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Tree Project 20250717CWRHNW (Grant) Payment Approval – This is to approve the payment amendment from Old Business Action. The payment would be \$3989.92 – pending all the signatures on the form.

A motion was made by Supervisor Goodrich to authorize the payment of \$3,989.92 for project 20250717CWRHNW pending signatures. Second by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Well Sealing Project Approval #20251125CWRDLW (Jake) There is a well sealing project at Deep Lake Park. It will consist of sealing 2 wells, and dirt work necessary to meet standards. Funding will be coming out of the CWRCWMP at 50%.

A motion was made by Supervisor Sells to approve the conservation practice of well sealing for the Hubbard County Parks. Second by Supervisor Noyes. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

December Board Meeting Date (Dec 23, suggested Dec 16,17 or 18?) Suggested changing the December Board Meeting date to Monday, December 15, 2025.

A motion was made by Supervisor Anderson -Thomas made a motion to change the December Board meeting from Tuesday, December 23 to Monday, December 15 at 9 am. Second by Supervisor Goodrich. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Crown Victoria Vehicle

A motion was made by Supervisor Noyes to dispose of the Crown Victoria at the District Manager's discretion. Second by Supervisor Sells. Roll call vote: Dist. 1 -Y, Dist. 2-Y, Dist. 3-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Anderson-Thomas wanted to say a "Thank You" to all the staff for working with the challenges during the Federal shutdown. Supervisor Anderson-Thomas did not attend the October board meeting but attended the strategic planning meeting.

Supervisor Rettinger: Attended the October board meeting and the strategic planning meeting.

Supervisor Goodrich: Attended the October board meeting, the strategic planning meeting, LLRCWMP public/policy meeting on 11/17/25

Supervisor Sells: Attended the Forestry meeting, October board meeting, and strategic planning meeting. Attended the Policy Committee meeting for the Crow Wing 1WIP.

Supervisor Noyes: Attended the October board meeting and strategic planning meeting.

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

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

CORRESPONDENCE

MCIT Annual Meeting

Thank You

Frost Seeding Event Flyer

NEXT MEETING

Monday, December 15, 2025

ADJOURNMENT

Meeting was adjourned at 10:36 am.

APPROVED: 12-15-2025
Date

SECRETARY


Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus October 24 - November 21, 2025

Bill number	Vendor	Amount	Due date
office supplies	Innovative Office Solutions, LLC	\$ 251.13	12/18/2025
tree planter d/p	Miller Equip & MFG Inc.	\$ 7,000.00	12/18/2025
Oct fuel charges	Hubbard County Highway Dept	\$ 233.14	12/18/2025
CSC-20250923MRHWBT	tree planting proj AB (Jack)	\$ 675.00	12/12/2025
phone/internet	ARVIG	\$ 193.97	12/06/2025
Inv 181	Cass County SWCD	\$ 6,403.16	12/04/2025
Dec Rent	Gartner-Johnson Construction, Inc	\$ 928.20	12/01/2025
ad for mtg change	Forum Communications Company	\$ 90.00	11/30/2025
2026 Investment	NACD	\$ 775.00	11/29/2025
fall tree invoice	MN State Nursery - Badoura Nursery	\$ 4,200.00	11/29/2025
spring tree sale d/p	Alpha Nurseries	\$ 4,653.04	11/23/2025
new copy machine	Marco	\$ 205.03	11/12/2025
Conservation Investmnt	NACD	\$ 775.00	12/15/2025
3rd Qtr Invoice	MN Land Trust	\$ 13,194.84	11/16/2025
20250722LLRGPR	Hart Lake Township	\$ 8,685.92	12/21/2025
20251020LLRSTI	Peter & Nichole Stinar	\$ 1,100.00	12/15/2025
Visa Pmnt	October VISA	\$ 3,542.34	11/25/2025

PROJECT APPROVALS

Payroll 10.31.25

Wages	\$ 19,868.58
Taxes	\$ 6,101.99
Pera EE	\$ 1,223.47

Payroll 11.14.25

Wages	\$ 19,560.98
Stipend	\$ 5,600.00
Taxes	\$ 8,017.02
Pera EE	\$ 1,266.75

Monthly Subscriptions

AT&T cell phones	\$ 384.77
Arvig phone/internet	\$ 193.97
Adobe	\$ 258.14
Google Storage	\$ 9.99
Google G Suite	\$ 148.00
Intuit QBO	\$ 489.00
Marco copier	\$ 178.29
Bill.com	\$ 45.00
microsoft	\$ 93.94

Non Regular Supervisor Stipend Reque:

Upcoming to be Considered