

Hubbard County Soil & Water Conservation District

Tuesday, February 24th, 2026, at 9:00 am

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

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

Members present: Marcel Noyes, Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer
Don Rettinger, Vice-Chair

Others present: Jake Schaughnessy, Watershed Planner/Coordinator
Megan FitzGerald, Community Engagement & Grant Reporting Coor.
Rachel Rudquist, Office Manager
Kayla Mattson, County Executive Director, FSA
Tom Krueger, Hubbard County Commissioner

Guests: Pat & Lynn Swaggert, John Maczko - Lake Belle Taine Association

Chair Rettinger opened the meeting at 9 am and led the Pledge of Allegiance.

AGENDA

After discussion Chair Rettinger tabled item 9A. **Supervisor Goodrich made a motion to approve the agenda as amended. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

MINUTES

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

TREASURER'S REPORT

Consent Agenda- A question was made about Hubbard SWCD paying another attorney for his services. It was noted by Supervisor Goodrich all legal consultations should first go to the county attorney. If there is a conflict, then we can go to an outside attorney. It was asked if we could ask Hubbard Co to reimburse Hubbard SWCD for attorney fees if the county attorney is not able to review our documents. It was asked that Hubbard SWCD investigate switching to consumer cellular for staff cellular phones. Staff will investigate and present the results at the March Board meeting.

A motion was made by Supervisor Goodrich to adopt the consent agenda and pay bills accordingly. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to pay the Crystal's sick and vacation payout in two payroll periods, providing it conforms to MN state law. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Treasurer's Report – Supervisor Sells submits the treasurer's report to the Board for filing

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: David DeLaHunt is the 2026 chair of the county board. Thirteen parcels of tax forfeited property were approved. Approved the preliminary plat of the Lake George Camp Courage. The county approved the 17 lots with three conditions. First, all lots had to be registered Torrens

property. Second, two septic tanks are not meeting code so must be abandoned; and third, for each lot where there is an existing cabin, if not being used as a primary dwelling unit, would need to be removed. Krueger attended the Parks Board Meeting. Deep Lake Park's gates are open for the public to use park for skiing and snowshoeing. They still need to get the official conditional use permit to open the developed parts. It is expected to happen this spring. In the next phase, some of those developments needed are road work, parking lot, picnic shelter, utilities, redo the maintenance building, and possibly creating some of the primitive campgrounds. The RV campgrounds will come in a later phase along with development of trails. The County is applying for grant funding to finish off hiking/biking trails that will connect to the Heartland Trail in Emmaville. This phase will occur when funding is secured.

Open comment - 3 individuals were in attendance. John Maczko expressed the lake association's concern for Lake Belle Taine water level control solution. They encourage the Lake Belle Taine facilitation meeting is put into place soon. Maczko spoke other options the association is considering.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik - Report is available upon request. Dan did not attend this meeting.

Kayla Mattson, County Executive Director for FSA - Kalya came and spoke to supervisors and staff about Disaster Assistance through the Emergency Forest Restoration Program (EFRP). She talked about the criteria that needs to be met, the areas involved, as well as how to sign up. Brandon and Grant in the Hubbard SWCD office will provide help to producers with the process.

BOARD CONSERVATIONIST

Board Conservationist Brett Arney – Not in Attendance

OLD BUSINESS

Necktie River Project (Houston Services Contract) Attorney did not have any issues, so HCSWCD Supervisor signed the contract and Hubbard SWCD is able to start working with Huston Engineering.

Update on technician applicants - 16 people have applied at this point. The position remains open until February 28. Right now, 3 candidates stand out as good matches. Jake Schaughnessy, Don Rettinger and Lynn Goodrich will continue the process and bring their recommendations to the full Board.

OLD BUSINESS ACTION

Lake Belle Taine Community Facilitation Contracting – Table until March board meeting

A motion was made by Supervisor Goodrich to table the Lake Belle Taine Community Facilitation Contracting Question. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Crow Wing River WBIF Updated MOA – This was a document that was brought to Attorney Greg Larson for review after the Hubbard County attorney felt it was a conflict of interest. It is ready to be signed.

A motion was made by Supervisor Sells to approve the updated MOA for the Crow Wing River Waterbase Implement Funding. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

NEW BUSINESS

Feb 2026 Budget Update Needed - Schedule Budget Committee Meeting – A meeting date was set for Thursday, June 4, 2026, at 9:00 am (Lynn, Don, Megan, Jake and Rachel)

Q2 Strategic Planning & Leadership Team check-in date, Friday, April 17, 2026, at 9 am

Local Water Plan Draft comment period - Jake gave an update to the SWCD board. Jake feels that we need one more meeting with the technical partnership to get the draft finalized and then open for public comment. There is no benefit to submitting this to BWSR as it will be a local document for Hubbard County. Don Sells is the Supervisor that will be attending that meeting. Supervisor Goodrich inquired about the HCSWCD/HCCOLA assistance agreement.

Confirm Bookkeeping Support Info and Progress – Rachel talked about the email that Michael Peterson sent that explains what he has agreed to provide for bookkeeping support. The Board feels that it is a good idea but wants to know what Peterson will charge per hour for those services.

Area 8 Virtual Meeting - HCSWCD is the host, date must be a Friday in March 20 or 27? The date for the Area 8 meeting was set for Friday, March 27th at 9 am. HCSWCD will be hosting the meeting virtually.

NEW BUSINESS ACTION

2026 COLA increase for all HCSWCD staff 2.8% - This cola raise is effective first payroll after the February Board meeting.

A motion was made by Supervisor Goodrich to establish the 2026 COLA for HCSWCD staff at 2.8%. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Resolution to Adopt New Organizational Structure – The district manager resigned and the Board is proposing a new management structure.

A motion was made by Supervisor Sells to approve the Board resolution 2026-01. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.

Appoint Jake Shaughnessy to Co-Administrator - Programs and Partnership position

A motion was made by Supervisor Noyes to appoint Jake Shaughnessy to the role of Co-Administrator- Programs and Partnerships with a raise of \$1.91/hr. effective on the first day of the next full pay period. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Appoint Megan Fitzgerald to Co-Administrator - Administration and Grants position

A motion was made by Supervisor Noyes to appoint Megan FitzGerald to the role of Co-Administrator - Administration and Grants - with a raise of \$1.91/hr. effective on the first day of the next pay period. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

Appoint Jack Slipy to Program Development, Innovation and Agriculture Coordinator position

A motion was made by Supervisor Rettinger Motion to appoint Jack Slipy to the role of Program Development, Innovation and Agriculture Coordinator with a raise of 0.95/hr. effective on the first day of the next pay period. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Update the Office Manager’s title and position description to Office and Finance Manager with an additional raise of 0.95/hr. effective on the first day of the next pay period

A motion was made by Supervisor, Goodrich. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

2026 Service Contract Pete Jacobson - Megan explained that these are the contracts that were updated under agenda items number 7 & 8.

A motion was made by Supervisor Rettinger to approve the agreement with the red line version for Pete Jaconson. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

2026 Service Contract Dan Steward - Megan explained that these are the contracts that were updated under agenda items number 7 & 8.

A motion was made by Supervisor Goodrich to approve the agreement with the red line version for Dan Steward. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Bulk tree pricing policy for projects – Megan explained the reasoning behind the bulk tree pricing policy. This policy will simplify the process on large quantity tree planting projects.

A motion was made by Supervisor Goodrich to adopt the HCSWCD tree sales volume discount policy presented at this meeting. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

MN Conservation Volunteer 2026 Contribution \$50 for inclusion in the publication, \$50 given last year. A motion was made by Supervisor Sells to contribute \$50 to the MN Conservation Volunteer for 2026. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

**FSP Approval Contract No: 20260224LLRLUO - \$637.50 for 80 acres in LLRW
A motion was made by Supervisor Goodrich that we accept the percent-based FSP contract for 20260224 LLRLUO in the amount of \$637.50. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

**FSP Approval Contract No: 20260224CWRMIL - \$844.50 for 146 acres in CWRW
A motion was made by Supervisor Sells to approve the FSP contract for 20260224CWRMIL in the amount of \$844.50. Second, by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

**Planting Plan Approval Contract No: 20260224CWRLCW - \$408.25
A motion was made by Supervisor Rettinger to approve the FSP contact 20260224CWRLCW for \$408.25. Second, by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

Bender Creek Flood Stage and Quote Administration (Jake) – Jake Explained that after permitting discussion with the DNR additional assistance from Karvakko will be required. Additional work includes calculating flood stages and administering bidding process to ensure contractors are qualified and to provide a recommendation to the Hubbard SWCD Board.

A motion was made by Supervisor Goodrich to approve the limited professional services for Karvakko in the amount of \$4,500. Second, by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

**Approval of ordering two Dell laptops (Precision 7680 Workstation)
Staff requested we source 2 laptops from Dell. Supervisor Noyes will look into employee pricing discount. A motion was made by Supervisor Sells to approve the purchase of two Precision 7680 Workstation Dell laptops. Second, by Supervisor Noyes. Affirmative: All. Opposed: None. Motion carried.**

REPORTS ON MEETINGS AND PROJECTS:

Board Chair’s Report: Supervisor Noyes- will be attending the upcoming watershed meeting at the end of the month

Supervisor Rettinger: Attended the grazing workshop.

Supervisor Goodrich: Did not attend any meetings.

Supervisor Sells: Came to office to sign check and open bank statements.

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

CORRESPONDENCE

Enterprise Article - HCSWCD receives Bernick Grant Article

NEXT MEETING


Tuesday, March 24, 2026

ADJOURNMENT

The meeting adjourned at 11:11 am

APPROVED: March 24, 2026
Date

SECRETARY


Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus January 22, 2026 - February 20, 2026

Bill number	Vendor	Amount	Due date
FSP	Cass County SWCD	1,000.00	03/22/2026
GW Speaker	Lindemann, Randy	400.00	03/21/2026
20251125CWRDLW	Hubbard Co Parks	2,225.00	03/20/2026
10.2.25 / 1.28.26	Steward, Daniel	985.40	03/15/2026
GW SPeaker	Regents of the University of MN	195.28	03/15/2026
GW Speaker	Regents of the University of MN	343.27	03/14/2026
32306	Peterson Company, LTD	525.00	03/11/2026
10.1.25/10.3.25	Lindberg Ekola	737.20	03/11/2026
January fuel	Hubbard County Highway Dept	104.93	03/08/2026
Additional Coverage	MCIT	278.00	03/08/2026
Feb bill	ARVIG	193.99	03/08/2026
march rent	Gartner-Johnson Construction, Inc	928.20	03/03/2026
FSP A.S.	20251110MRHKSA	960.00	03/02/2026
Attorney	Gregory D Larson	320.00	02/19/2026
GW Meal	Minnesota Nice Cafe Inc.	1,516.30	02/12/2026
Tree Planting P.G.	20250912LLRGSL	1,381.75	02/05/2026
Visa	January Visa Statement	2875.22	2/24/2026
Sick & Vac	Crystals Vac & Sick Payout	13,616.00	3/??/2026

168 sick hours (21 days)

112 vacation hours

Payroll 2-6-26

Wages	\$	19,576.61
Stipend	\$	5,600.00
Taxes	\$	4,314.92
Pera EE & ER	\$	2,740.25

Payroll 2-20-26

Wages	\$	21,304.85
Taxes	\$	4,010.12
Pera EE & ER	\$	2,740.28

Monthly Subscription

AT&T cell phones	\$	789.64
Arvig phone/internet	\$	193.99
Adobe	\$	221.11
Google Storage	\$	148.00
Google G Suite	\$	9.99
Intuit QBO	\$	489.00
Marco copy machines	\$	257.29
microsoft	\$	261.29
Paul Bunyan Comm.	\$	137.50

Non Regular Supervisor Stipend Request

Upcoming to be Considered