

Hubbard County Soil & Water Conservation District

Tuesday, April 28th, 2026, at 9:00 am

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

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

Members present: Don Rettinger, Vice Chair (acting Chair)
Don Sells, Treasurer

Others present: Jake Schaughnessy, Co-Administrator
Megan FitzGerald, Co-Administrator
Rachel Rudquist, Office and Finance Manager
Dan Pazdernik, District Conservationist
Brett Arney, Board Conservationist
Tom Krueger, Hubbard County Commissioner

Interactive: Marcel Noyes, Chair
Lynn Goodrich, Secretary

Guest: Danya Then

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

AGENDA

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

MINUTES

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

TREASURER'S REPORT

Consent Agenda

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

Treasurer's Report – Discussed that there is approximately \$90,000 in outstanding invoices.

Supervisor Sells submitted the treasurer's report to the Board for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: Tom Krueger County Commissioner – The county approved accepting 200 acres from Northern Water Land Trust that was previously owned by Potlatch. They were managed for Red Pine. Formed the County Board Standing Committee for opioid use. There will be 2 county commissioners and other members from the community forming this committee. Approved to redo the lines on selected county highways. Approved the planning commission recommendation not to amend the ordinance, which would have allowed for a controlled access lot. There is a request for a development on 4th Crow Wing Lake. In 2002, when the development was approved and access lots were allowed, they did not get a conditional use permit, which was required at the time for a controlled access lot.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik: report is available upon request.

BOARD CONSERVATIONIST

Board Conservationist Brett Arney: Applications were down for clean water fund applications. Much of the funding has switched to watershed-based funding. There will be a few trainings offered this summer. Brett will be offering a supervisor training meeting this coming winter.

OLD BUSINESS Lake Belle Taine Community Facilitation Contracting – UPDATE - Jake has been talking with the Hubbard County and Houston Engineering. There will be a meeting and a revised RFP being put together. Tabled until May meeting.

OLD BUSINESS ACTION Left blank intentionally

NEW BUSINESS Discussion on County Attorney availability for reviewing documents – It seems that Hubbard SWCD is not getting adequate attorney access. It was discussed to investigate how we can get timely responses from the current County Attorney's office. Supervisor Sells recommends that we present a letter to the county attorney with governing statute next time we have a need for the county attorney.

MASWCD Resolutions – The Board said they will not be proposing any resolutions at this time.

NEW BUSINESS ACTION

SWCD yearly clothing stipend – The goal is for staff to have clothing with logos to wear when at meetings/conventions, easement checks, WCA violation checks, and out in the field.

A motion was made by Supervisor Goodrich to allow an annual stipend of \$150 per employee. Second by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

NACD Conservation Investment 2026 amount – \$775.00 has been given in the past.

A motion was made by Supervisor Noyes to give \$775.00 for the 2026 NACD Conservation Investment. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Minnesota Lakes & Rivers 2026 membership

A motion was made by Supervisor Noyes to give MN Lakes and Rivers \$100.00 for 2026 membership. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Credit Card for new Technician and new limit amounts for staff

A motion was made by Supervisor Sells to increase Rachel Rudquist's credit card limit to \$6,000, raise Grant Helgestad's limit to \$2,000 and for new hire Ray Anderson to get a company credit card in the amount of \$2,000. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Bender Creek Project Contractor Selection – Bender Creek project bid award. Karvakko Engineering recommended the low bid of \$132,670 from Northern Harbor Construction.

A motion was made by Supervisor Sells to approve Northern Harbor Construction in the amount of \$132,670. Second by Supervisor Rettinger. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Mississippi River Headwaters FY26-27 Budget and Workplan Adoption – Jake discussed the updated MRH Budget and Bylaws. The bylaws require that each SWCD and County Board adopt the workplan.

A motion was made by Supervisor Noyes to approve resolution #02-2026. Second, by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

FSP Approval Contract No:20260428CWRGRI- 108 acres for \$717.00

A motion was made by Supervisor Sells to approve FSP contract NO:20260428CWRGRI with a cost share rate of 75 % not to exceed \$717.00. The total estimated project cost is \$956.00. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

FSP Approval Contract No:20260428LLRKAR- 140 acres for \$1,125.00

A motion was made by Supervisor Sells to approve FSP contract NO:20260428LLRKAR with a cost share rate of 75 % not to exceed \$1,125.00. The total estimated project cost is \$1,500. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

FSP Approval Contract No:20260428CWRREZ- 157 acres for \$1,075.00

A motion was made by Supervisor Rettinger to approve FSP contract NO:20260428CWRREZ with a cost share rate of 50 % not to exceed \$537.50. The total estimated project cost is \$1,075.00. Second by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Cover Crop Approval Contract No:20260428CWRKGC- 37 acres for \$1,480

A motion was made by Supervisor Sells to approve cover crop contract NO:20260428CWRKGC with a payment rate of \$40 per acre for a total of 37 acres, not to exceed a total payment of \$1,480.00. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Cover Crop Approval Contract No:20260428CWRPJC- 324 acres \$12,960

A motion was made by Supervisor Sells to approve cover crop contract NO:20260428CWRPJC with a payment rate of \$40 per acre for a total of 324 acres, not to exceed a total payment of \$12,960.00. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Cover Crop Approval Contract No:20260428CWRTJC- 517.6 acres \$20,704

A motion was made by Supervisor Rettinger to approve cover crop contract NO:20260428CWRTJC with a payment rate of \$40 per acre for a total of 517.6 acres, not to exceed a total payment of \$20,704.00 Second by Supervisor Sells. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Amendment - Amending the install date from 5/15/26 to 12/1/2026

A motion was made by Supervisor Sells to approve an amendment to extend the end date to 12/1/2026 for planting plan contract NO:20250711MRHWLP with a cost share rate of 75 % not to exceed \$465.00. The total estimated project cost is \$620.00. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion Carried.

Shoreline Restoration Contract No:20260428CWRLSP- Long Lake for \$2,870.17

A motion was made by Supervisor Sells to approve shoreline restoration contract NO:20260428CWRLSP with a cost share rate of 50% not to exceed \$2,870.17. The total estimated project cost is \$5,740.34. Second by Supervisor Noyes. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion Carried.

FSP Approval Contract No:20260428CWRDIE- 160 acres for \$1050.00

A motion was made by Supervisor Sells to approve FSP contract NO:20260428CWRDIE with a cost share rate of 50% not to exceed \$525.00 The total estimated project cost is \$1,050.00. Second by Supervisor Goodrich. Roll call vote: Dist. 1-Y, Dist. 2-Y, Dist. 4 -Y, Dist. 5-Y. Affirmative: All. Opposed: None. Motion Carried.

REPORTS ON MEETINGS AND PROJECTS

Board Chair's Report: Supervisor Noyes attended strategic planning meeting, attended the area 8 virtual meeting.

Supervisor Rettinger: attended the strategic planning meeting

Supervisor Goodrich: attended the strategic planning meeting

Supervisor Sells: attended the strategic planning meeting, attended the area 8 virtual meeting

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

CORRESPONDENCE left blank intentionally

NEXT MEETING

Next Meeting Tuesday, May 26; Agenda Items:

ADJOURNMENT

Meeting adjourned at 10:51.

APPROVED: 5/26/26
Date

SECRETARY 
Lynn Goodrich, Secretary

CONSENT AGENDA
Hubbard County Soil and Water Conservation District
Bill Consensus March 21, 2026 - April 24, 2026

Bill number	Vendor	Amount	Due date
20260127CWRBSC	CW FSP	9,647.63	05/28/2026
98937	Allegra	114.83	05/17/2026
March fuel	Hubbard County Highway Dept	53.41	05/14/2026
2026 membership	Conservation Minnesota	100.00	05/10/2026
GrazeHERS 2026	MNGLCA	100.00	05/10/2026
2026 annual dues	MN SWCD Forestry Association	280.00	05/10/2026
25-035-06	Karvako	1,100.00	05/09/2026
6421-003	De La Hunt Media -	130.00	05/09/2026
R008949-0006	Houston Engineering Inc	14,760.88	05/09/2026
Inv 219	Hubbard County Abstract	890.00	05/07/2026
inv 201	Hubbard County Abstract	771.00	05/07/2026
2026 Envirothon	Clearwater SWCD	100.00	05/07/2026
Q 1 2026	ShelterPoint	816.16	05/01/2026
May Rent	Gartner-Johnson Construction, Inc	928.20	05/01/2026
25-035-05	Karvako	2,100.00	04/25/2026
3.19.26	Minnesota Land Trust	42,563.73	04/19/2026
20260224CWRMIL	CW FSP	817.50	04/11/2026
Area 8 Envirothon	Clearwater SWCD	100.00	04/10/2026
3.25 & 26 2026 event	MACDE	20.00	04/03/2026
	Tree Planter remaining balance	10,500.00	05/01/2026
	April Visa Statement	5792.27	4/25/2026

Payroll 4-3-26

Wages	\$	17,447.32
Taxes	\$	5,753.02
Pera EE & ER	\$	2,362.68
*Stipend	\$	4,890.45
Taxes	\$	1,137.95

*** stipend is separate payroll now w/ ADP**

Payroll 4-17-26

Wages	\$	14,063.09
Taxes	\$	5,280.48
Pera EE & ER	\$	2,654.86
AT & T cell phones	\$	394.55
Arvig	\$	193.97
Adobe	\$	205.95
Google Storage	\$	180.00
last charge Google G Suite	\$	9.99
Intuit QBO	\$	489.00
Marco copy machines	\$	267.29
microsoft	\$	126.90
ADP Payroll	\$	77.35

Non-Regular Supervisor Stipend Request

Upcoming to be Considered

