

Hubbard County Soil & Water Conservation District

Tuesday, March 24th, 2026, 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: Marcel Noyes, Chair
Lynn Goodrich, Secretary
Don Sells, Treasurer
Don Rettinger, Vice-Chair

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

Guests: Joy Lehman, Interested in becoming a HCSWCD Supervisor

Chair Noyes 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. Affirmative: All. Opposed: None. Motion carried.

MINUTES

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

TREASURER'S REPORT

Consent Agenda – Megan and Rachel answered questions and explained the expenses listed on the consent agenda.

A motion was made by Supervisor Goodrich to accept the consent agenda as presented. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Treasurer's Report – Don Sells, HCSWCD Treasurer - Megan and Rachel explained what invoices are still outstanding to the district.

Don Sells Submitted the treasure's report to the Board for filing.

PUBLIC INPUT

Tom Krueger, Hubbard County Commissioner: All Union contracts are approved. Staff will be receiving a raise as well as a C.O.L.A increase. Reviewed and approved quotes for phase 1 of Deep Lake Park. Hopefully it will be completed before the end of the summer. Attended a work session and heard reports from several DNR staff. Payments to the county for 2025 were \$1,460,697.00 that will be distributed in several different ways. One way is reforestation expenses come out of these funds for county lands. The Parks Board budget is financed by these funds. There were 5 million Walleye fry stocked in area lakes. Completed 20 fisheries and water surveys. Finalized the acquisition of the 431 acres of the Mantrap Wildlife Management Area (WMA), that includes 5.5 miles of shoreline. Itasca State Park had 600,000 visitors generating \$40 million in economic impact to the local area. Approved 11 parcels for timber sales on the April 13th auction. County will relocate the "reuse center" to the northern

part of the South County Transfer Station land. The reuse center will be expanded and a new building added. Hubbard County received grant from MPCA \$ 758,000 for this project. The county will cover the rest. It is expected to be approx. \$1.3 million for the project. Tom Kruger is attending a meeting today in Pine River at the Library.

DISTRICT CONSERVATIONIST

District Conservationist Dan Pazdernik: Report is available upon request.

BOARD CONSERVATIONIST

Board Conservationist Brett Arney: This was Brett's first time attending the Hubbard SWCD Board Meeting. Brett has two work areas right now. He is covering 12 SWCD's. BWSR reviewed all of Hubbard SWCD grant reports, and they were good. BWSR is waiting for legislative work to get done. So far, all the funding impacting us seems to be stable.

OLD BUSINESS left blank intentionally

OLD BUSINESS ACTION

Lake Belle Taine Community Facilitation Contracting (Jake) Jake gave a short update. He spoke to the county and came to an agreement with the county to reassess the path going forward. We are waiting for RFP's for services. **This is being tabled until the April Board Meeting.**

Cost Share Policy Updates and Revisions – Guidance came out from BWSR regarding the Dept. of Labor and Industry. Jake updated Hubbard SWCD policy to meet their guidance for prevailing wages. There was also language updated for FSP cost share policy for landowners who want renewals. **A motion was made by Supervisor Sells to approve the update to the Hubbard County SWCD Cost share Policy. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.**

Cost Share Contract Update – Adding in prevailing wage language. **A motion was made by Supervisor Goodrich to approve the percent-based conservation practices assistance contract as provided. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Fee for Service Update – FFS hasn't been updated since 2022. Jake updated the amounts and added more practices. **A motion was made by Supervisor Sells to approve the updated 2026 fee schedule. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.**

Flat Rate Soil Health Contract/Policy Update – Program requirements section was updated and clarified. **A motion was made by Supervisor Goodrich to adopt the updated soil health contract/policy as it was presented today with the changes. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.**

NEW BUSINESS

Supervisor Quarterly Voucher (Rachel) – Talked about when vouchers should be submitted and if it should be different to fall within the 4 quarters since we are now needing to pay MNPFML each quarter. It was decided that all the supervisor vouchers will be submitted in the first week after the quarter has ended.

NEW BUSINESS ACTION

FSP Contract Approval Contract No:20260324CWRKRO- 80 acres for \$550.00

A motion was made by Supervisor Sells to approve FSP contract No:20260324CWRKRO with a cost share rate of 50% not to exceed \$550. The total estimated project cost is \$1100. Seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

FSP Contract Approval Contract No:20260324LLRMEN - 141 acres for \$1,207.50

A motion was made by Supervisor Noyes to approve FSP contract No: 20260324LLRMEN with a cost share rate of 50% not to exceed \$1,207.00. The total estimated project cost is \$2,415.00.

Seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

FSP Contract Approval Contract No:20260324MRHPET - 40 acres for \$1,125.00

A motion was made by Supervisor Noyes to approve FSP contract No: 20260324MRHPET with a cost share rate of 75% not to exceed \$1,125.00. The total estimated project cost is \$1,500.00.

Seconded by Rettinger. Affirmative: All. Opposed: None. Motion carried.

FSP Contract Approval Contract No:20260324CWRMAR - 120 acres for \$1,125.00

A motion was made by Supervisor Goodrich to approve FSP contract No: 20260324CWRMAR with a cost share rate of 75% not to exceed \$1,125.00. The total estimated project cost is \$1,500.00.

Seconded by Sells. Affirmative: All. Opposed: None. Motion carried.

FSP Contract Approval Contract No:20260324CWRHOL - 150 acres for \$475.00

A motion was made by Supervisor Sells to approve FSP contract No: 20260324CWRHOL with a cost share rate of 50% not to exceed \$475.00. The total estimated project cost is \$950.00. Seconded

by Goodrich. Affirmative: All. Opposed: None. Motion carried.

FSP Contract Approval Contract No:20260324MRHKIL - 160 acres for \$1,900.00

A motion was made by Supervisor Sells to approve FSP contract No: 20260324CWRHOL with a cost share rate of 75% not to exceed \$1,425. The total estimated project cost is \$1,900.00. Seconded

by Goodrich. Affirmative: All. Opposed: None. Motion carried.

Culvert Replacement Contract Approval No:20260326MRHRCC for \$31,104.28

A motion was made by Supervisor Sells to approve the culvert replacement contract No:20260326MRHRCC with a cost share rate of 75% not to exceed \$31,104.28. The total estimated project cost is \$41,472.38. Seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

A motion was made by Supervisor Goodrich to approve the cost share payment assistance request form for culvert replacement contract No:20260326MRHRCC with a cost share rate of 75% not to exceed \$31,104.28. The total estimated project cost is \$41,472.38. Seconded by Sells. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Contract Approval Contract No: 20260324CWRBNW- for \$1,112.63

A motion was made by Supervisor Sells to approve the planting Plan contract No:20260324CWRBNW with a cost share rate of 75% not to exceed \$1,112.63. The total estimated project cost is \$1,483.50. Seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Contract Approval Contract No: 20260324LLRHGL- for \$517.00

A motion was made by Supervisor Sells to approve the planting Plan contract No: 20260324LLRHGL with a cost share not to exceed \$517.00. The total estimated project cost is \$517.00. Seconded by Goodrich. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Contract Approval Contract No: 20260324CWRJNW- for \$991.75

A motion was made by Supervisor Sells to approve the planting Plan contract No: 20260324CWRJNW with a cost share not to exceed \$991.75. The total estimated project cost is \$991.75. Seconded by Rettinger. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Contract Approval Contract No: 20260223CWRWTBP- \$4,256.25

A motion was made by Supervisor Sells to approve the planting Plan contract No: 20260223CWRWTBP with a cost share rate of 75% not to exceed \$4,256.25. The total estimated project cost is \$5,675.00. Seconded by Rettinger. Affirmative: All. Opposed: None. Motion carried.

Planting Plan Contract Approval Contract No: 20260210MRHWHPE- \$796.46

A motion was made by Supervisor Sells to approve the planting Plan contract No: 20260210MRHWHPE with a cost share rate of 75% not to exceed \$1,061.98. The total estimated project cost is \$796.46. Seconded by Noyes. Affirmative: All. Opposed: None. Motion carried.

Mentoring Benton SWCD staff & rate (Rachel) – Supervisors have been informed. They agree to use the current billable rate being used at the time of service and no action was required.

WIX Website (Megan) –Megan explains the need to update the website and how we would like to proceed with Dain Erickson (Red Canoe).

A motion was made by Supervisor Sells to approve entering into agreement with WIX Website effective immediately. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

PRAP - Go ahead to work with Ratwik, Roszak & Maloney, PA (Megan) –

A motion was made by Supervisor Sells to enter into an agreement with Ratwik, Roszak, and Maloney to update our policies and not to exceed \$5,000. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Conservation Minnesota –

A motion was made by Supervisor Sells to approve a contribution of \$100 to Conservation Minnesota providing we have not already given that for 2026. Second by Supervisor Goodrich. Affirmative: All. Opposed: None. Motion carried.

Graze HERS contribution (Megan) – Megan talked with the Board about considering this contribution and the event.

A motion was made by Supervisor Sells to approve a \$100 contribution to Graze HERS. Second by Supervisor Rettinger. Affirmative: All. Opposed: None. Motion carried.

Hiring of a District Technician (Jake) – The Personnel committee has decided to hire Ray Anderson for the District Technician Position.

A motion was made by Supervisor Goodrich, to transfer Ray Anderson from intern to full-time District Technician on March 28, 2026, at a rate of \$26.00 an hour. Second by Supervisor Sells. Affirmative: All. Opposed: None. Motion carried.

REPORTS ON MEETINGS AND PROJECTS:

Board Chair's Report: Supervisor Noye: attended Mississippi 1W1P Watershed Board meeting, requested funds for the 2026 FWF from the Mississippi Headwaters Board, will be attending the upcoming Hubbard parks meeting to talk about Garfield Lake Beach development.

Supervisor Rettinger: Personnel committee met to interview applicants and make hiring recommendations for new District Technician Position.

Supervisor Goodrich: Discussions with former District Manager, attended the Leech Lake comprehensive Watershed Management Policy meeting, Personnel committee met to interview applicants and make hiring recommendations for new District Technician Position.

Supervisor Sells: Attended forestry meeting virtually

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

CORRESPONDENCE left blank intentionally

NEXT MEETING

Tuesday, April 28, 2026

ADJOURNMENT

The meeting adjourned at 11:42 am.

APPROVED: April 28, 2026
Date

SECRETARY 
Lynn Goodrich, Secretary

CONSENT AGENDA

Hubbard County Soil and Water Conservation District

Bill Consensus February 20, 2026 - March 20, 2026

Bill number	Vendor	Amount	Due date
3.19.26	Minnesota Land Trust	\$ 42,563.73	04/19/2026
February Bill	ARVIG	\$ 193.99	04/16/2026
IN5069273	Innovative Office Solutions, LLC	\$ 437.41	04/03/2026
Fuel	Hubbard County Highway Dept	\$ 154.75	03/30/2026
April Rent	Gartner-Johnson Construction, Inc	\$ 928.20	03/30/2026
197	Cass County SWCD	\$ 1,000.00	03/22/2026
damage deposit	Helga Township	\$ 100.00	03/12/2026
building rental	Helga Township	\$ 50.00	03/12/2026
20251110MRHKSA	FSP A.S.	\$ 960.00	03/02/2026
	February Visa Statement	\$ 2,927.48	3/25/2026
	Crystals Sick pay out wages	\$ 4,229.58	3.6.26
	taxes	\$ 1,598.05	
	Crystals Vac pay out wages	\$ 6,113.54	3.20.26
	taxes	\$ 2,681.29	

Payroll 3-6-26

Wages	\$	20,750.45
Stipend	\$	4,800.00
Taxes	\$	6,982.72
Pera EE & ER	\$	2,907.82

Payroll 3-20-26

Wages	\$	13,633.88
Taxes	\$	5,084.10
Pera EE & ER	\$	2,363.18

AT & T cell phones	\$	394.55
Arvig	\$	193.99
Adobe	\$	221.11
Google Storage	\$	148.00
Google G Suite	\$	9.99
Intuit QBO	\$	489.00
Marco copy machines	\$	257.29
microsoft	\$	126.90
ADP Payroll	\$	154.69

Non Regular Supervisor Stipend Request

Upcoming to be Considered

