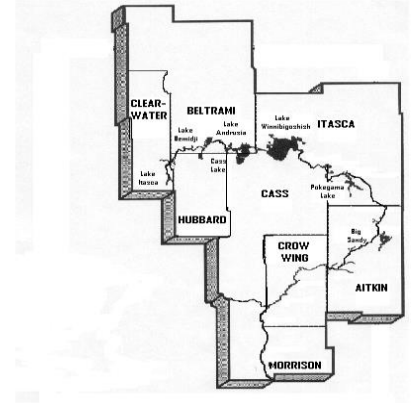




**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Courthouse  
Walker, MN  
August 19, 2016  
9:00 am**



- Call to Order/Pledge of Allegiance

**9:00 AM Approve/Amend**

- **Agenda**
- Consent Agenda – July '16 Minutes & Expenses (att. 1 & 2)
- ED Staff Report & Correspondence (att. 3)

**Planning and Zoning (Actions)**

- Ca8a16- Thomas Menth Variance (att. 4)

**Action / Discussion Items:**

- DNR notification of potential parcel for fee-title acquisition.
- Clean Water Legacy grant applications

**Misc:** ☀ Legislature Update (if any)      ☀ County Updates (if any)

**Meeting Adjourned - Thank you**

**Mtgs:**

**September 16, '16, 10:00 AM – MHB Board meeting- Walker, MN**

# **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

**Mississippi Headwaters Board (MHB)**  
**July 15, 2016**  
**Cass County Courthouse, Walker MN 56484**

**MEETING MINUTES**

**Members present:** Neal Gaalswyk (Cass), Paul Thiede (Crow Wing), Kevin Maurer (Morrison), Dean Newland (Clearwater), Davin Turnquist (Itasca), Brian Napstad (Aitkin), Kevin Winger (Beltrami) and Tim Terrill (Executive Director).

**Others Present:** John Ringle (Cass County Environmental Services), Jason Caron, Senator Bob Lessard and Lori Dowling-Hanson (DNR).

**Chairman Maurer called the meeting to order followed by the Pledge of Allegiance.**

**Caron Variance Appeal Hearing**

Executive Director Tim Terrill read aloud the findings of fact from the GBAJPB regarding the Caron variance. Next he read the minutes of the May 20, 2016 MHB meeting followed by the MHB's decision letter.

Jason addressed the MHB board. He is not arguing whether this parcel has a bluff on it or not, he knows there is. He stated that if he were to build at the required setback, it would look like he was building in the neighbor's back yard. The lot is serviced by city water and sewer. The back part of the lot is heavily wooded. The front part of the lot (lakeside) is pretty well cleared (by a previous property owner). Jason just felt that because of the way lot was situated and vegetated, the best place to build was within the bluff impact zone area and his house plans have a walkout basement in them.

Several of the board had questions at this time. Why were there two sets of findings of facts from the GBAJPB? Is the exact position of the proposed house known? How much of the bluff will be impacted? Why was there no house plan submitted? Was there any restoration plans submitted?

Board members questioned Jason to see if he had any issues taking his application back to the GPAJPB with the above issues addressed in his application. Jason stated that he had no problems going back to the GBAJPB with his application. He stated that if his application was approved, it would include measures to repair the "cut" within the bluff.

**M/S Thiede/Napstad to recommend that the Jason Caron Variance be sent back to the GBAJPB and that the application must deal with the house plan, location of house within the bluff, and location and plans for restoration of the "cut". Gaalswyk requested that Jason Caron verbally agrees to a 60 day extension to the hearing. Jason did so at this time. Motion carried.**

**M/S Newland/Napstad to accept the agenda as presented. Motion Carried.**

**M/S Napstad/Gaalswyk to accept the consent agenda. Motion Carried.**

## **Executive Director's Report**

- Reviewed monthly budget and expense report.
- Prepared agenda.
- Reviewed forth coming variances.
- Reviewed timeline for TMDL for Lake Irving.
- Prepared report to Initiative Foundation for AIS program.
- Clarified MHB history for the Great River Road Plan
- Researched the use of Creosote Railroad Ties.
- Held a meeting with Enbridge to discuss project scope, timeline and screening.
- Attended a Leech Lake WRAPS meeting.
- Attended one of the John Jaschke/BWSR listening sessions.
- Attended a Sentinel Landscape meeting.

Tim took a helicopter ride over Lake Irving; things look really different from the air. MPCA is starting to agree that shallow lakes need to be addressed differently than deep lakes. The new director of Environmental Services Department for Beltrami County, Brent Rud, is open to reviewing practices and making some changes that could reduce impacts to Lake Bemidji and Lake Irving. Tim stated that Lake Irving would not have a TMDL determination if there were not some issues!

Tim did some research on creosote railroad ties. Creosote railroad ties are not illegal to sell or use but they are just not generally sold to the public. They are illegal to burn though.

Tim Discussed inviting legislators to the MHB meeting throughout the summer. The question was raised by the Board if we needed to invite the candidates then also? It was decided to wait until the MHB meeting in November and then invite the newly elected and elected legislators to attend.

Neal stated that the AIS radio spot that Chip Leer did was very well done!

Tim explained that the MHB grant application to Lessard Sams was not approved. Discussed having Tim draft a letter to the Lessard Sams council defining that MHB is in no way connected to the Mississippi Northwoods project, and that for the 2016 funding cycle, the MHB would set aside the Fee Acquisition w/o PILT to be only used on parcels that do not have any controversy concerning trails. Lori Dowling Hanson/DNR would like to visit with the MHB at the next board meeting to discuss Land Acquisitions and where in the process the Executive Director will connect with the DNR to request that they look into ownership of the parcel.

Canoe days have been moved to August. M/S Thiede/Gaalswyk to spend no more than \$100.00 for expenses for Canoe Days. Motion carried.

Tim discussed the financial picture with the MHB Board, and presented the in-kind support of over half a million dollars provided by the county agencies this year. Commissioner Thiede requested that the in-kind support documentation be sent to the MHB Commissioners for them to present to their individual County Boards.



Next meeting to be held August 19, 2016 at the Cass County Commissioners meeting room in the Cass County Courthouse.

**M/S Gaalswyk/Napstad to adjourn at 10:43 A.M. Motion carried.**

---

**Kevin J. Maurer, Chairman**

---

**Tim Terrill, Executive Director**

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 1  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74	74-00-000-000-000-0000-10001-	Cash & Pooled Investments							
16/07	104 07/08/16 PRJ						-3,491.72	-3,491.72	
16/07	190 07/12/16 APP A0712 A071216						-28.83	-3,520.55	
16/07	330 07/19/16 APP A0719 A071916						-15,264.87	-18,785.42	
16/07	395 07/22/16 PRJ						-3,453.68	-22,239.10	
16/07	442 07/25/16 GEN RECURRING SYSTEM GENERATED DUE TO LINE						-525.00	-22,764.10	
16/07	548 07/28/16 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						28,067.89	5,303.79	
16/07	637 07/31/16 GNI JUNE WF PCARD SYSTEM GENERATED DUE TO LINE						-439.23	4,864.56	
	LEDGER BALANCES --- DEBITS:		28,067.89				CREDITS: -23,203.33	NET: 4,864.56	
74	74-00-000-000-000-0000-20050-	Vouchers Payable							
16/07	162 07/11/16 API B 763 W A071216						-26.90	-26.90	
16/07	180 07/12/16 API B 766 W A071216						-1.93	-28.83	
16/07	190 07/12/16 APP A0712 A071216 AP CASH DISBURSEMENTS JOURNAL						28.83	.00	
16/07	246 07/14/16 API B 770 W A071916						-14,667.65	-14,667.65	
16/07	312 07/18/16 API B 774 W A071916						-597.22	-15,264.87	
16/07	330 07/19/16 APP A0719 A071916 AP CASH DISBURSEMENTS JOURNAL						15,264.87	.00	
	LEDGER BALANCES --- DEBITS:		15,293.70				CREDITS: -15,293.70	NET: .00	

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 2  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74	74-00-000-000-000-0000-38400-	Expenditures							
16/07	104 07/08/16 PRJ pr0708 1160708 1160708						3,491.72	3,491.72	
	pay070816 WARRANT=160708 RUN=1 BI-WEEKL								
16/07	162 07/11/16 API B 763						26.90	3,518.62	
	W A071216								
16/07	180 07/12/16 API B 766						1.93	3,520.55	
	W A071216								
16/07	246 07/14/16 API B 770						14,667.65	18,188.20	
	W A071916								
16/07	312 07/18/16 API B 774						597.22	18,785.42	
	W A071916								
16/07	395 07/22/16 PRJ pr0722 1160722 1160722						3,453.68	22,239.10	
	pay072216 WARRANT=160722 RUN=1 BI-WEEKL								
16/07	442 07/25/16 GEN						525.00	22,764.10	
	RECURRING								
16/07	637 07/31/16 GNI JUNE						439.23	23,203.33	
	WF PCARD								
	LEDGER BALANCES --- DEBITS:		23,203.33		CREDITS:	.00	NET:	23,203.33	
74	74-00-000-000-000-0000-38500-	Revenues							
16/07	548 07/28/16 GNI						-28,067.89	-28,067.89	
	ST OF MN								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-28,067.89	NET:	-28,067.89	
74830	74-00-830-000-000-0000-53290-	Natural Resources							
16/07	548 07/28/16 GNI						-28,067.89	-28,067.89	
	ST OF MN DNR 4Q-16								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-28,067.89	NET:	-28,067.89	

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

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glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular							
16/07	104 07/08/16 PRJ pr0708 1160708 1160708						2,370.82	2,370.82	
	pay070816 WARRANT=160708 RUN=1 BI-WEEKL								
16/07	395 07/22/16 PRJ pr0722 1160722 1160722						2,370.83	4,741.65	
	pay072216 WARRANT=160722 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		4,741.65				CREDITS: .00	NET: 4,741.65	
74830	74-00-830-000-000-000-0000-61200-	Active Insurance							
16/07	104 07/08/16 PRJ pr0708 1160708 1160708						723.30	723.30	
	pay070816 WARRANT=160708 RUN=1 BI-WEEKL								
16/07	395 07/22/16 PRJ pr0722 1160722 1160722						683.66	1,406.96	
	pay072216 WARRANT=160722 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		1,406.96				CREDITS: .00	NET: 1,406.96	
74830	74-00-830-000-000-000-0000-61300-	Employee Pension & FICA							
16/07	104 07/08/16 PRJ pr0708 1160708 1160708						347.60	347.60	
	pay070816 WARRANT=160708 RUN=1 BI-WEEKL								
16/07	395 07/22/16 PRJ pr0722 1160722 1160722						344.19	691.79	
	pay072216 WARRANT=160722 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		691.79				CREDITS: .00	NET: 691.79	
74830	74-00-830-000-000-000-0000-62100-	Telephone							
16/07	180 07/12/16 API 006205 28817 6598 B						1.80	1.80	
	W A071216 July CTC & 06/01-06/30 LD CALL CONSOLIDATED TELECOM								
16/07	180 07/12/16 API 006205 28817 6598 B						.13	1.93	
	W A071216 July CTC & 06/01-06/30 LD CALL CONSOLIDATED TELECOM								
16/07	395 07/22/16 PRJ pr0722 1160722 1160722						55.00	56.93	
	pay072216 WARRANT=160722 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		56.93				CREDITS: .00	NET: 56.93	

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 4  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
74830	74-00-830-000-000-000-0000-62680- Non-Employee Per Diems							
16/07	104 07/08/16 PRJ pr0708 1160708 1160708						50.00	50.00
	pay070816 WARRANT=160708 RUN=1 BI-WEEKL							
16/07	312 07/18/16 API 002833		29132		6640	B	83.16	133.16
	W A071916 MILEAGE AND PER DIEM FOR MHB M Maurer, Kevin J.							
16/07	312 07/18/16 API 100532		29133		6643	B	50.00	183.16
	W A071916 PER DIEM FOR MHB MTG Morrison County Audi							
16/07	312 07/18/16 API 004028		29135		6657	B	50.00	233.16
	W A071916 MILEAGE AND PER DIEM FOR MHB M Winger, Keith							
16/07	312 07/18/16 API 002809		29136		6656	B	114.80	347.96
	W A071916 MILEAGE AND PER DIEM FOR MHB M TINQUIST, DAVIN C.							
16/07	312 07/18/16 API 002737		29137		6644	B	50.00	397.96
	W A071916 MILEAGE AND PER DIEM FOR MHB M Napstad, Brian G.							
16/07	312 07/18/16 API 002534		29138		6645	B	50.00	447.96
	W A071916 MILEAGE AND PER DIEM FOR MHB M Newland, Dean							
	LEDGER BALANCES --- DEBITS:		447.96	CREDITS:		.00	NET:	447.96
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage							
16/07	312 07/18/16 API 004028		29135		6657	B	42.66	42.66
	W A071916 MILEAGE AND PER DIEM FOR MHB M Winger, Keith							
16/07	312 07/18/16 API 002737		29137		6644	B	97.20	139.86
	W A071916 MILEAGE AND PER DIEM FOR MHB M Napstad, Brian G.							
16/07	312 07/18/16 API 002534		29138		6645	B	59.40	199.26
	W A071916 MILEAGE AND PER DIEM FOR MHB M Newland, Dean							
	LEDGER BALANCES --- DEBITS:		199.26	CREDITS:		.00	NET:	199.26
74830	74-00-830-000-000-000-0000-62990- Prof. & Tech. Fee - Other							
16/07	162 07/11/16 API 000792		28761		6625	B	26.90	26.90
	W A071216 AFFIDAVIT OF PUBLICATION THE PILOT-INDEPENDEN							
16/07	246 07/14/16 API 003845		28889		6659	B	14,616.00	14,642.90
	W A071916 MN TRADITIONS SOCIAL MEDIA 201 FISHING THE WILDSIDE							

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

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glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/07	246 07/14/16	API 100085		28906	900606	B	24.75	14,667.65
	W A071916	LEGAL AD NOTICE OF HEARING		FORUM COMMUNICATIONS				
16/07	246 07/14/16	API 000799		28907	6632	B	26.90	14,694.55
	W A071916	WALKER PILOT HEARING ANNOUNCEM		APG MEDIA OF MN				
16/07	442 07/25/16	GEN				B	525.00	15,219.55
	RECURRING	FINANCIAL SERVICE						
LEDGER BALANCES --- DEBITS:				15,219.55	CREDITS:	.00	NET:	15,219.55

74830 74-00-830-000-000-000-0000-63320- Employee Mileage

16/07	637 07/31/16	GNI JUNE				B	40.12	40.12
	WF PCARD	NJPA meeting						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	26.14	66.26
	WF PCARD	Landscape Stewardship Plan me						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	19.98	86.24
	WF PCARD	Aquatic Invasive Species soci						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	57.78	144.02
	WF PCARD	MHB monthly meeting						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	99.36	243.38
	WF PCARD	AIS training						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	31.32	274.70
	WF PCARD	Aitkin AIS inspector social m						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	97.74	372.44
	WF PCARD	Unbridle work session						
		TIM TERRILL-OOP						
16/07	637 07/31/16	GNI JUNE				B	58.32	430.76
	WF PCARD	Leech Lake WRAPS						
		TIM TERRILL-OOP						
LEDGER BALANCES --- DEBITS:				430.76	CREDITS:	.00	NET:	430.76

74830 74-00-830-000-000-000-0000-64090- Office Supplies

16/07	637 07/31/16	GNI JUNE				B	4.49	4.49
	WF PCARD	meal for meeting						
		TIM TERRILL-BRAINERD CUB FOODS						
16/07	637 07/31/16	GNI JUNE				B	3.98	8.47
	WF PCARD	Board snack						
		TIM TERRILL-SUPER ONE FOODS #45						

08/10/2016 08:00  
JasonR

Crow Wing County  
MHB Detail History

P 6  
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
LEDGER BALANCES --- DEBITS:				8.47	CREDITS:		.00	NET: 8.47
GRAND TOTAL --- DEBITS:				89,768.25	CREDITS:		-94,632.81	NET: -4,864.56

57 Records printed

\*\* END OF REPORT - Generated by Jason Rausch \*\*

## **Attachment 3**

### Executive Directors Report



# Executive Director Report

July 2016 – August 2016

## Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed over monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed over potential variances that may be coming before the Board next month.
5. Attended weekly call in meeting with MPCA.
6. Updated DNR reimbursement forms for SFY 17.
7. Followed up with GBAJPB and Caron on his hearing variance request.
8. Wrote letter to Chairman of the LSOHC explaining MHB strategy for dealing with parcels that have trails.
9. Provided comment on Enbridge Prospectus.
10. Updated language on LSOHC accomplishment plan to reflect easement changes.
11. Developed a fact sheet for the easement and acquisition program so that partners could easily convey the priorities of the MHB to landowners and provide them with contact information.
12. Sent MHB AIS Evaluation Plan off to University of Minnesota.
13. Itasca SWCD applied for a supplemental CWL Community Partners grant to help fund the additional cost of the revised PMA 11.
14. Morrison SWCD applied for a CWL Project and Practices grant for rain gardens for the city of Little Falls.
15. Aitkin County Commissioner Anne Marcotte will be working with the city of Palisade and Aitkin SWCD to complete this project this summer.
16. Our next scheduled hearing for LSOHC is August 24<sup>th</sup> at 1:20 PM in St. Paul.
17. Received letter from Caron stating he wishes to extend the deadline for the MHB to make a decision on his variance until October MHB meeting.

## Meetings & Networking

1. A public meeting with Bemidji City Council, a few Beltrami County Commissioners, and the general public was held to review over the process how a TMDL was developed for Lake Irving and Little Turtle Lake. The group noted that there needs to be another standard for shallow lakes, but that progress can be made in the interim while that is being pursued.
2. Met with Lance from Morrison SWCD and developed a Little Falls Clean Water Legacy proposal for submittal this year.

3. Held meeting with 5 county AIS coordinators to discuss survey participation and future funding opportunities for next year.
4. Followed up with counties on AIS survey and we had 5 counties participating. Aitkin, Cass, Crow Wing, Clearwater, Beltrami.
5. Attended WebEx meeting with MPCA to find out what is new on the impaired waters list.
6. Attended LSOHC Council meeting and the MHB Accomplishment Plan was approved releasing \$3.15 million for our proposal.
7. Attended Morrison SWCD Conservation tour.

## **Planning and Zoning (att. 4)**

Ca8a16- Thomas Menth



ENVIRONMENTAL SERVICES DEPARTMENT  
PO Box 3000 Courthouse, 303 Minnesota Ave W  
Walker MN 56484  
218-547-7241

DATE: June 23, 2016

## NOTICE OF HEARING FOR VARIANCE

**APPLICANT:**

Thomas M Menth  
14370 Bowers Dr NW

**ADDRESS:**

Ramsey MN 55303

**LEGAL DESCRIPTION:**

Lot 7 "Mississippi River Group" USFS Lease Lot, Section: 2-145-29  
PID # 74-845-0070 - Unorganized Township

**MEETING DATE:**

Monday, July 11, 2016 at 1:00 PM (time is approximate, please plan on being here 15 minutes prior to scheduled time)

**PLACE:**

Cass County Land Department Building - 218 Washburn Ave E, Backus, MN 56435

**PURPOSE:**

An application submitted to expand a non-conforming residence with a 10 feet x 13 feet addition and to construct 16 feet x 24 feet detached accessory structure both located 100 feet from the water. The residence is non-conforming because it is less than 200 feet from the water. The applicable portions of the Land Use Ordinance include Section 800 which establishes variance criteria and Section 1115.3 which establishes non-conforming structure expansion criteria. In addition the parcel is subject to the jurisdiction of the Mississippi Headwaters Board (MHB) to which their mapping classifies parcel as riparian to the Mississippi River. Section F.1. of the MHB Management Plan requires structures to be located 200 feet from a river segment classified as Wild (W). The property contains .7 acre riparian to the Mississippi River (W). The field inspection for this application will be conducted 07/05/16 @ 11:45 AM.

**TO: ADJACENT PROPERTY OWNERS:**

This is the notice of hearing for a variance. ESD attempts to notify all property owners within  $\frac{1}{4}$  mile of the property of the applicant or the nearest 10 property owners whichever results in the most notices. Please share this notice with anyone that may have not been notified. If you have questions, please contact ESD at 218-547-7241. A complete copy of the variance application may be viewed at or obtained from our office.

Written comments maybe submitted to Paul Z. Fairbanks, ESD, Cass County Courthouse, PO Box 3000, Walker MN 56484. Comments may also be submitted to [paul.fairbanks@co.cass.mn.us](mailto:paul.fairbanks@co.cass.mn.us).

# Variance Application Permit

Parcel ID # 74-845-0070

Applicants Name Thomas M. Menth

Applicant is: **Owner:** Yes **Agent** \_\_\_\_\_

**Property Owner:** Thomas M. Menth

Mailing Address: 14370 Bowers Drive NW

City, State, Zip: Ramsey, MN 55303

Day Time Phone: 763-755-7677

Township: Unorganized

Section 2 Twp: 145.0 Rg: 29

E-911 Address: 784 Trappers Drive NW / Bena

Lake, River, Stream Mississippi Headwaters

Classification: Recreation Residence

Legal Description: Lot 7 of the Mississippi Sumer

Home Group, Township 145 North, Range 29 West,

Section 2, Northwest 1/4 of the Northwest 1/4.

Cass County, Minnesota

June 1, 2016

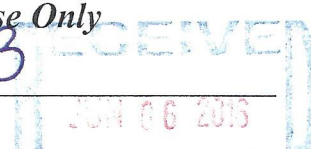
**Property Owners Signature** **Date**

Thomas M. Menth

**Applicants Signature (if different than Owner)**

**Office Use Only**

Received By: OB



Date \_\_\_\_\_

Total Fees Paid: 395<sup>00</sup> + 46<sup>00</sup>

Check # online Receipt: 259291

Date Field Inspected: \_\_\_\_\_

**Date Application filed with ESD**

**Applicant assisted by:**

**Applicant & MN/DNR notified:**

**Filing Acknowledgement by:**

**Date of hearing:**

2/11/16

**This Variance Application is hereby**

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_

**By the Cass County BOA / PAC**

**Date:** \_\_\_\_\_

**By** \_\_\_\_\_

**Property Information:**

Property Became Lot of Record 1950's

Lot Width: 150'

Lot Depth: 297'

Water Frontage: Approximately 150'

Total Acres: .7

ROW Setback \_\_\_\_\_ Lake Setback \_\_\_\_\_

Property Line Setback \_\_\_\_\_

Building Height: 13'-4"

Previous Owner: Joseph D. Menth

Year Sold: November 17, 2015

Year ISTS installed: May 29, 1979

Date of Last Inspection: November 5, 2015

Section of Ordinance: 115.3/MHB III F.1.

Requested Use: \_\_\_\_\_

EXP NC RESIDENCE



File Code: 2720  
Date: April 21, 2016

Thomas Menth  
14370 Bowers Drive  
Anoka, MN 55303

Dear Mr. Menth:

We received your request for permission to complete several projects on your permitted recreation residence lot located in Mississippi River summer home tract, Lot 7. By this letter, I am authorizing you to complete the following:

1. Construct a 24' x 16' (384 square foot) garage twenty feet to the east of the existing cabin. The garage will have cedar lap siding to match the existing cabin. It will be shingled with burnt sienna shingles to match the existing cabin. It will include two 10' x 8' overhead doors and a concrete floor. The project will require the removal of 5 trees.
2. Construct a 10' x 12'8" addition to the northwest corner of the existing cabin. The addition will expand the living room area. Siding, shingles and the foundation will match the existing cabin.
3. Remove the existing 80 square foot storage shed.

The 5 trees you are removing as part of your project may be placed on Forest Service land near your cabin. If you wish to use the trees for firewood, you will need to purchase a firewood permit at one of our district offices.

If you have any questions on this information, please contact Laura Underhill at 218-246-3455 or by email at [laurabunderhill@fs.fed.us](mailto:laurabunderhill@fs.fed.us).

Sincerely,

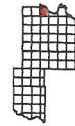
*Karen L Lessard*

KAREN L. LESSARD  
District Ranger

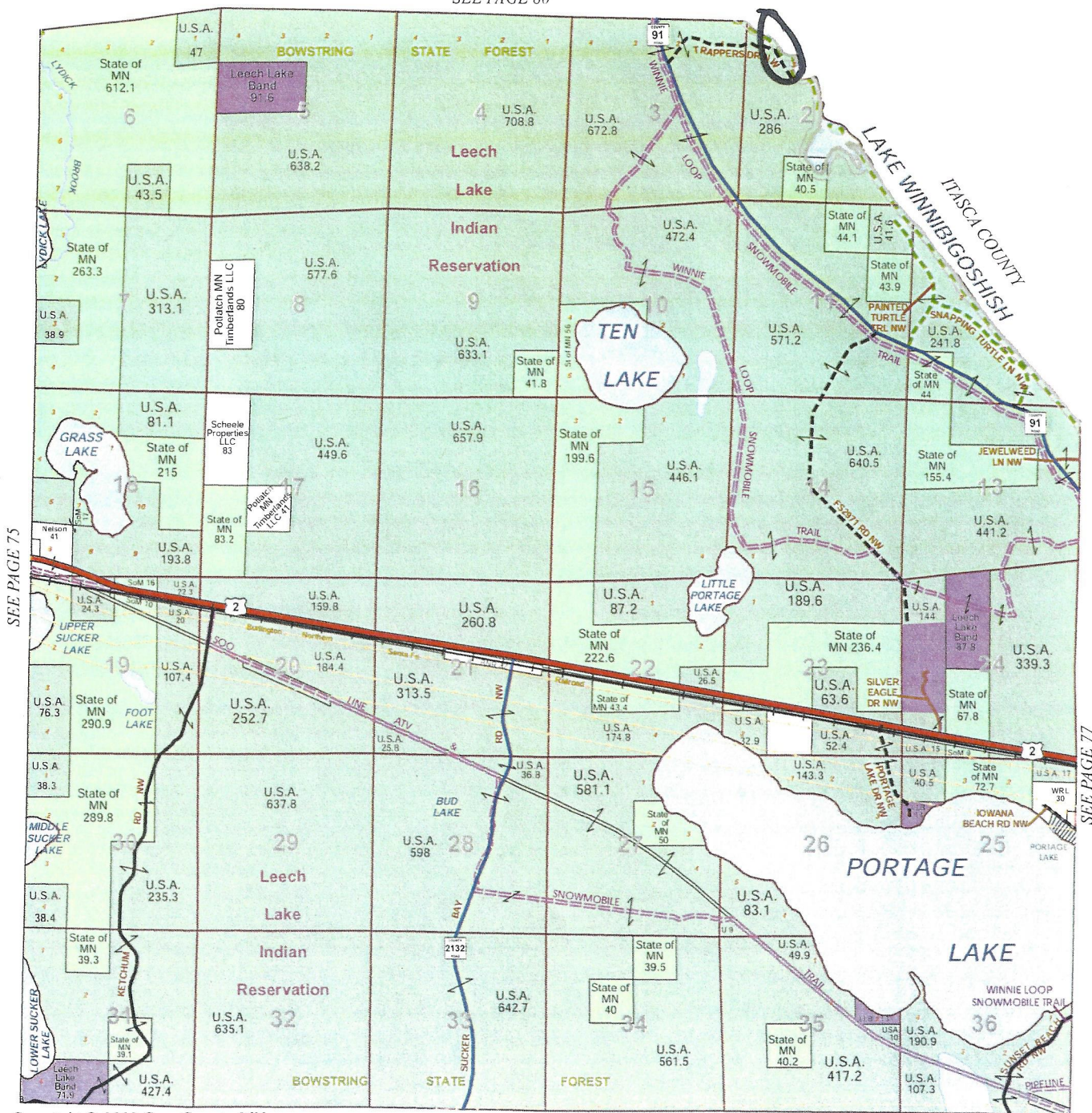




# Unorganized Territory T145N • R29W

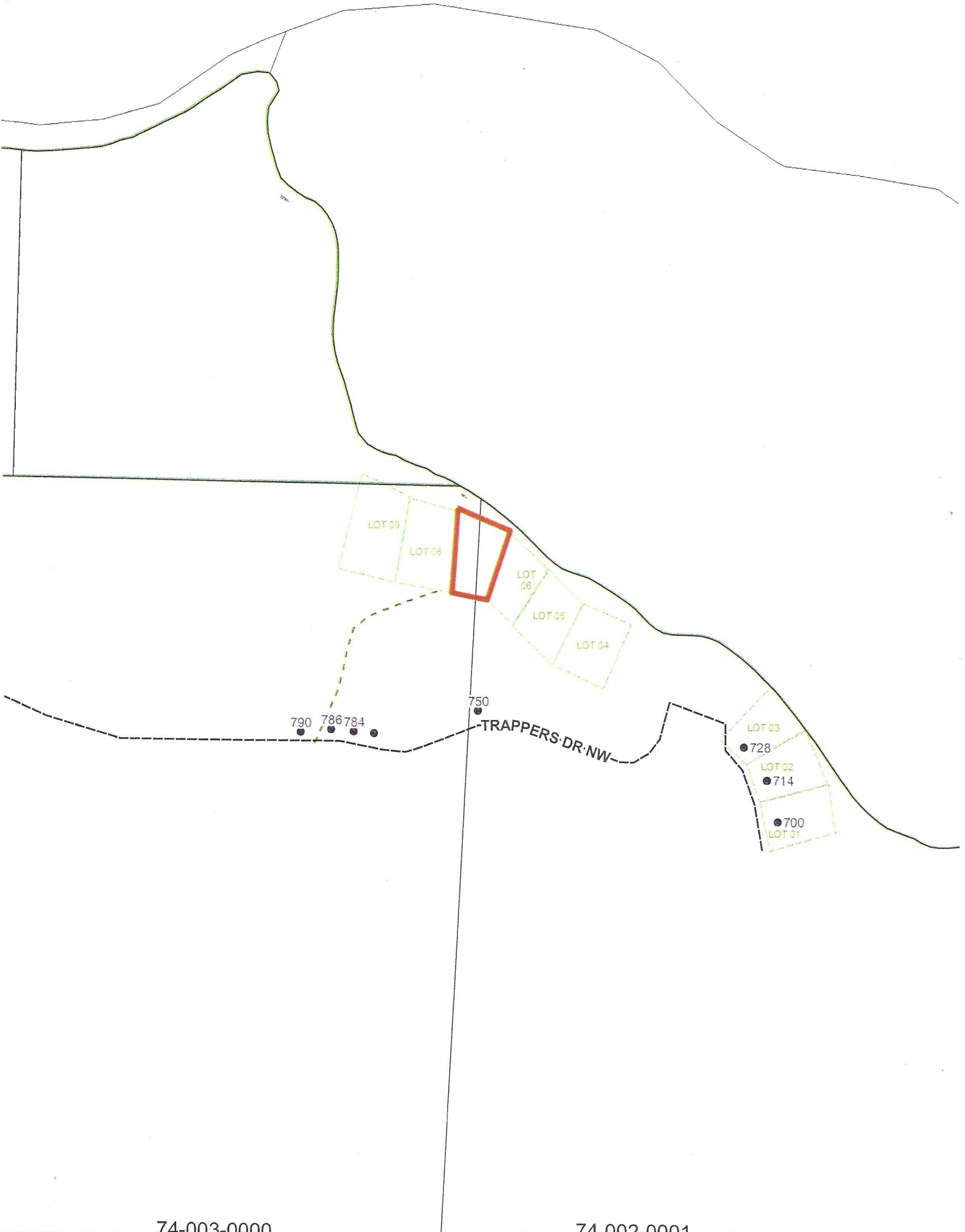


SEE PAGE 80



SEE PAGE 75

SEE PAGE 77



74-003-0000

74-002-0001

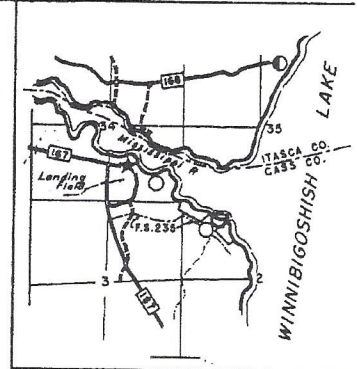


R-9  
 U. S. Department of Agriculture  
 Forest Service  
 MISSISSIPPI RIVER  
 SUMMER HOME AREA

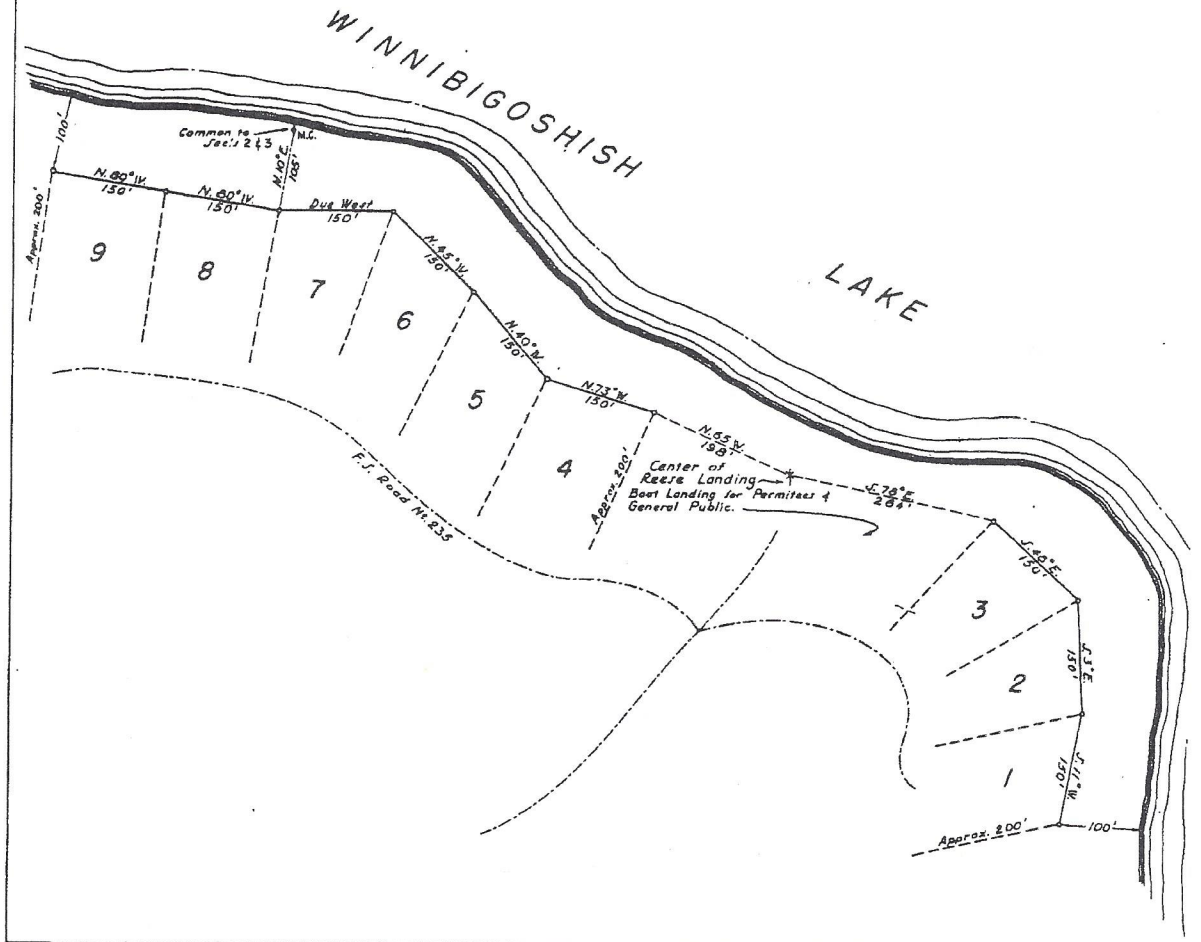
Location, Sec. 2, T.145N., R.29W.  
 Scale = 1 inch = 100 feet

Chippewa National Forest  
 Minnesota

Field Work by: R.S.D., E.J.B., R.E.B.  
 Approved by: L.S.H., & H.A.S.  
 Chief's Letter, H.H., Nov.'5  
 Drawn by: L.E.G., 3-26-'5



PROXIMITY MAP  
 Scale: 2" = 1 mile  
 T.145, 146N., R.29W.





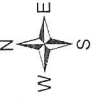
Date: 6/20/2016



This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.



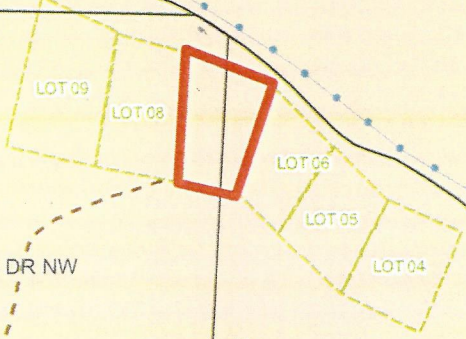


Date: 6/20/2016

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This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.





TRAPPERS DR NW

TRAPPERS DR NW 790 786 784 772

TRAPPERS DR

750

LOT 03  
728

LOT 02  
714

700  
LOT 01

74-003-0000

672.61 AC  
13.61 ROW

74-002-0001

21.81 AC  
1.07 ROW  
11.8 WATER

Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community





TRAPPERS DR NW

TRAPPERS DR NW

TRAPPERS DR

LOT 09

LOT 08

LOT 07

LOT 06

LOT 05

LOT 04

LOT 03

LOT 02

LOT 01

790

786

784

772

750

728

714

700

74-003-0000

672.81 AC ±  
43.84 ROW

74-002-0001

21.31 AC ±  
1.97 ROW  
11.82 WATER





74-003-0000

672.91 AC±  
10.84 ROW

74-002-0001

21.5 AC±  
1.07 ROW  
11.61 WATER

Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community

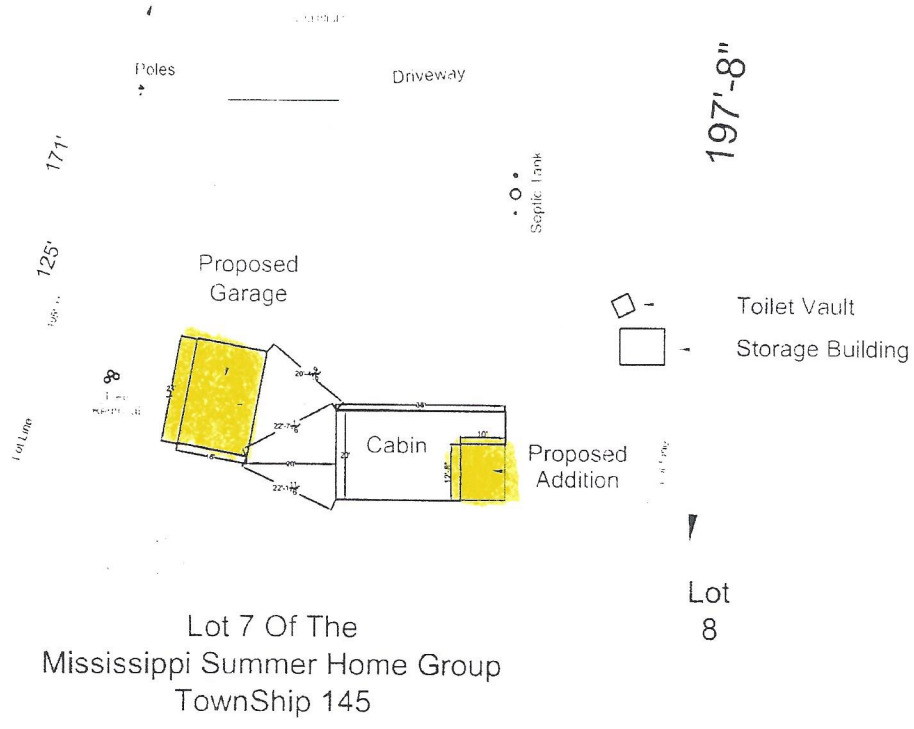




Google earth



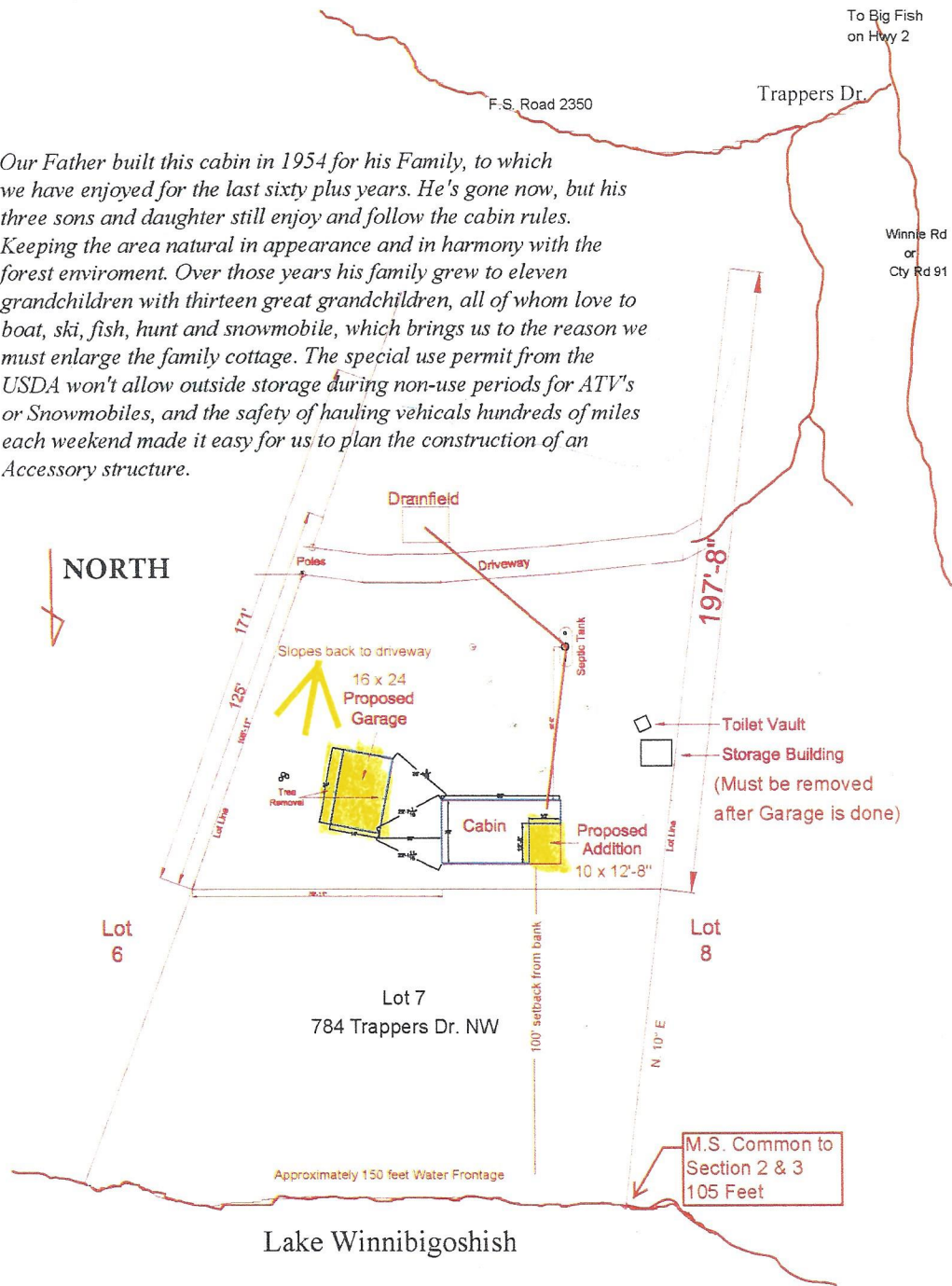
# F.S. Road 2350





# CASS COUNTY ENVIRONMENTAL SERVICES

*Our Father built this cabin in 1954 for his Family, to which we have enjoyed for the last sixty plus years. He's gone now, but his three sons and daughter still enjoy and follow the cabin rules. Keeping the area natural in appearance and in harmony with the forest environment. Over those years his family grew to eleven grandchildren with thirteen great grandchildren, all of whom love to boat, ski, fish, hunt and snowmobile, which brings us to the reason we must enlarge the family cottage. The special use permit from the USDA won't allow outside storage during non-use periods for ATV's or Snowmobiles, and the safety of hauling vehicals hundreds of miles each weekend made it easy for us to plan the construction of an Accessory structure.*



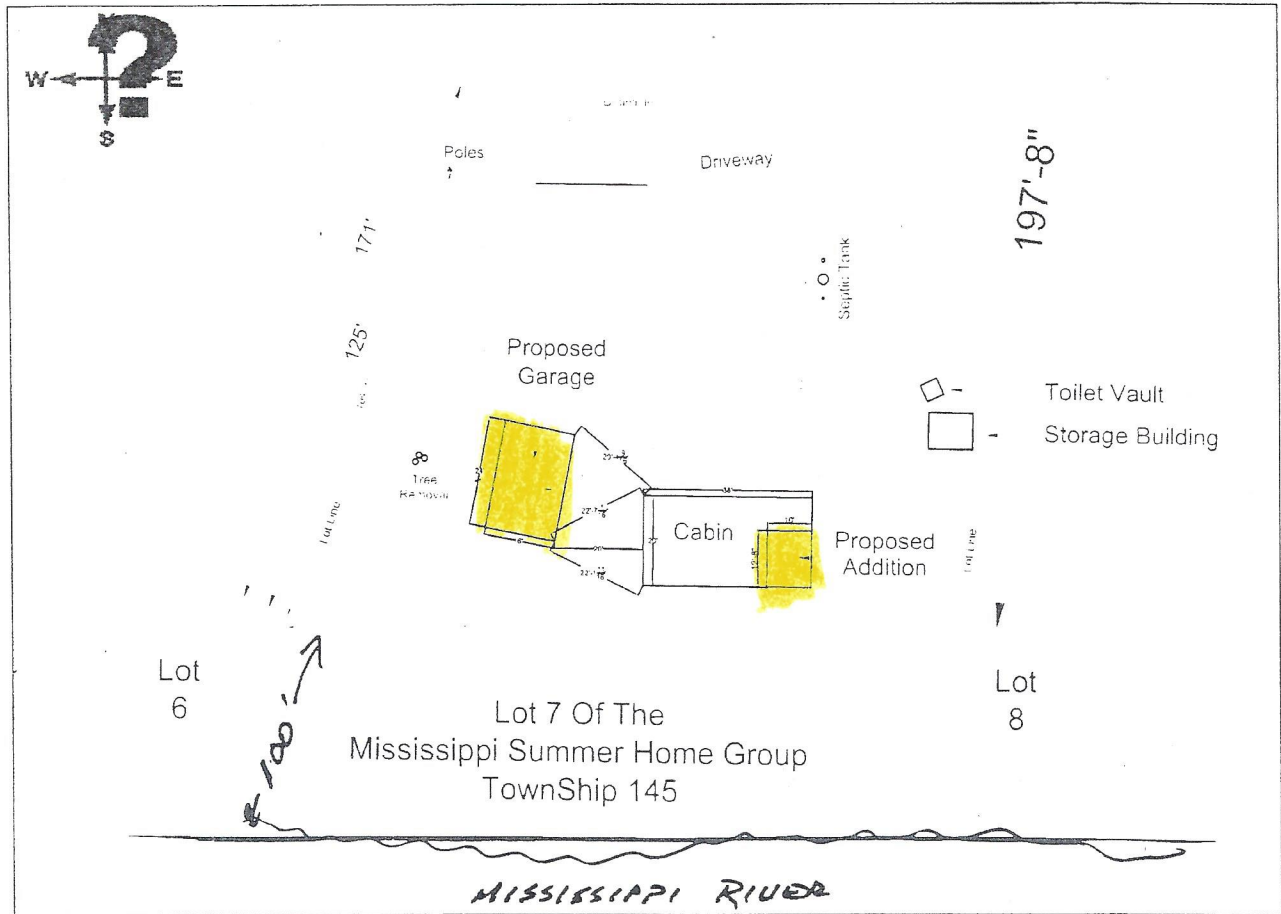
I hereby certify and agree that the above sketch accurately represents the work to be done in conjunction with this permit or restoration order.

APPLICANT OR AGENT SIGNATURE: \_\_\_\_\_

DATE: June 1, 2016

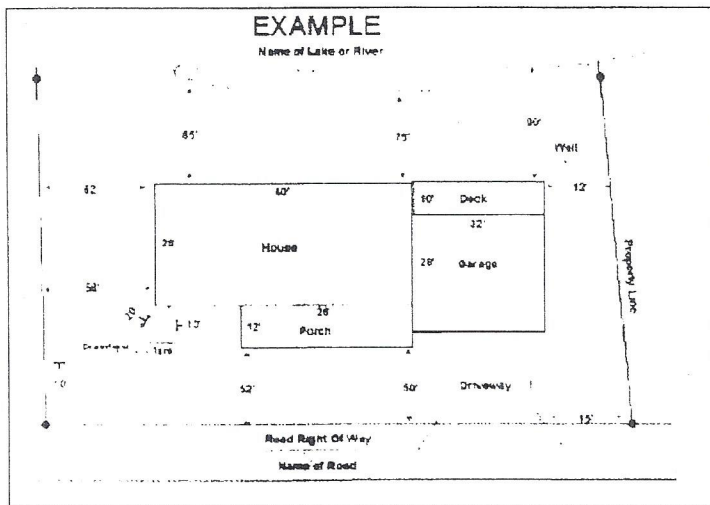
*[Handwritten Signature]*

SITE PLAN



*Any work or dirt moving in the Shore Impact Zone Area requires a Shoreland Alteration Permit*

*Shore Impact Zone - General Development Lake (GD) 75' from Ordinary High Water Mark  
 Recreational Development Lake (RD) 100' from Ordinary High Water Mark  
 Natural Environmental Lake (NE) 150' from Ordinary High Water Mark*



You **must** include all buildings, existing and proposed, on your property and label them. You **must** include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

*[Handwritten Signature]* *8/25/16*  
 Applicant Signature Date

LOT 7 OF THE MISSISSIPPI SUMMER HOMES

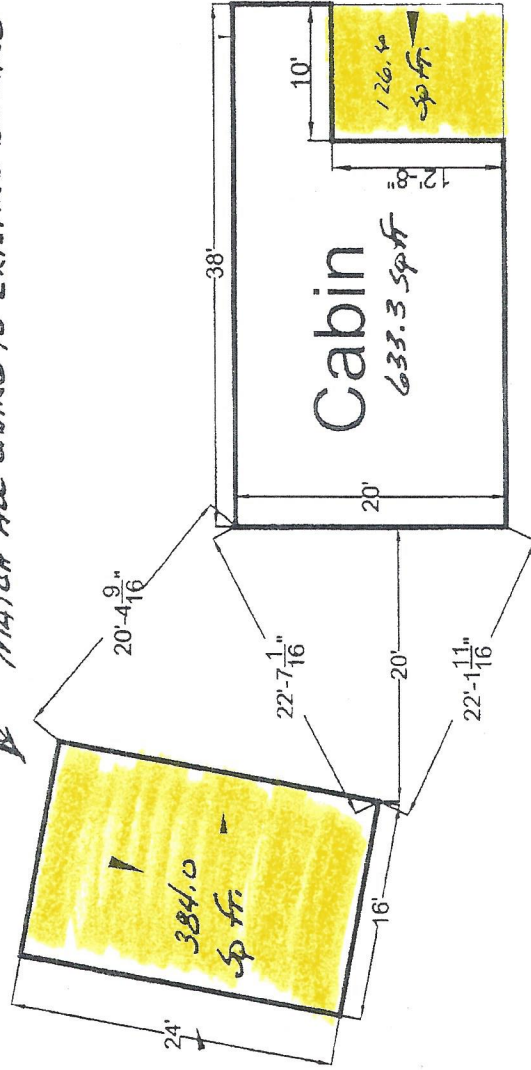
TOM MENTH -

PROPOSED GARAGE & CABIN ADDITIONS

PROPOSED GARAGE 384.0 SPT.

48

MATCH ALL SIDING TO EXISTING BUILDING

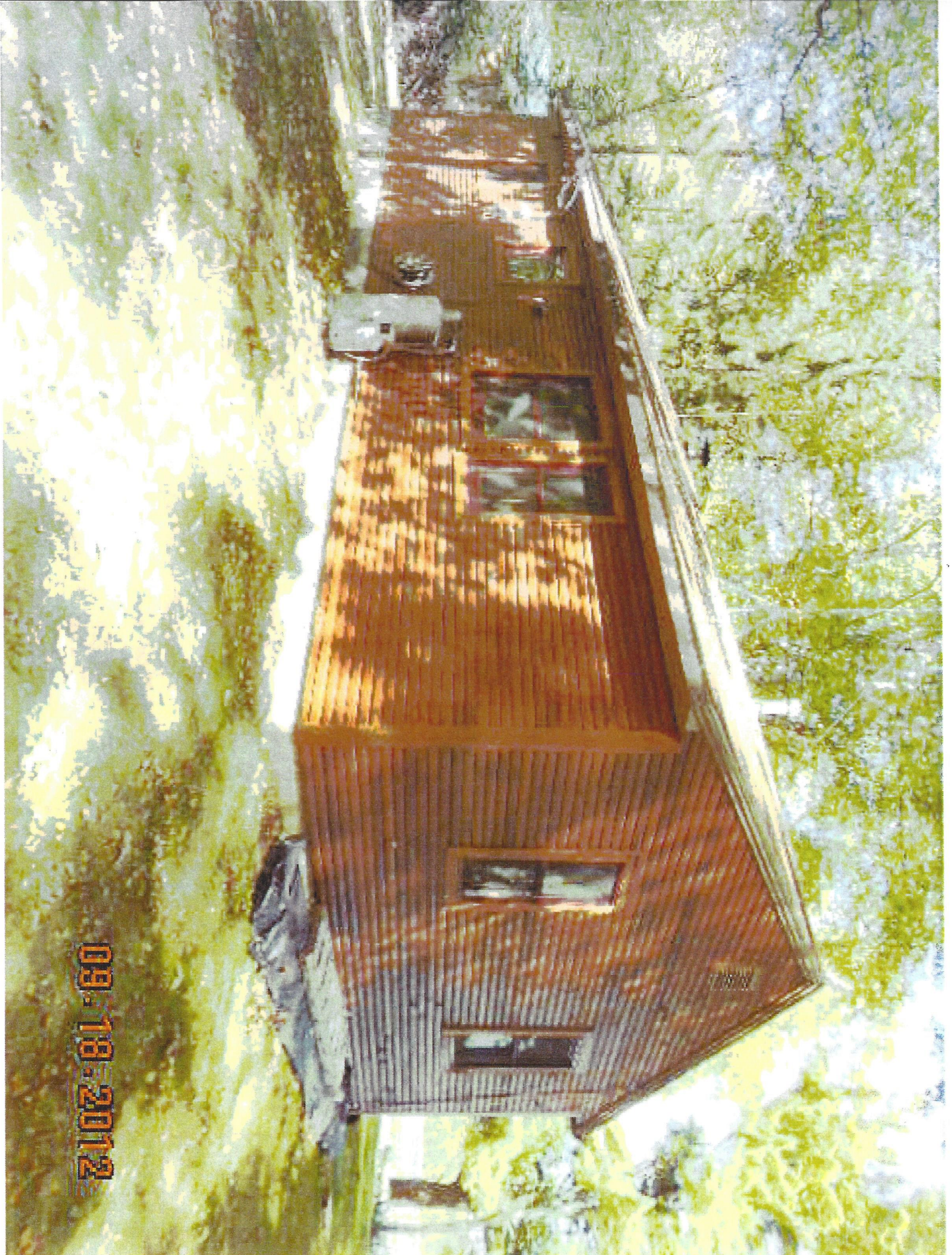


Tree Removal

PROPOSED ADDITION

CURRENT SP FOOTAGE	633.3
PROPOSED ADDITION	126.6
	<hr/>
	759.90





09.18.2012





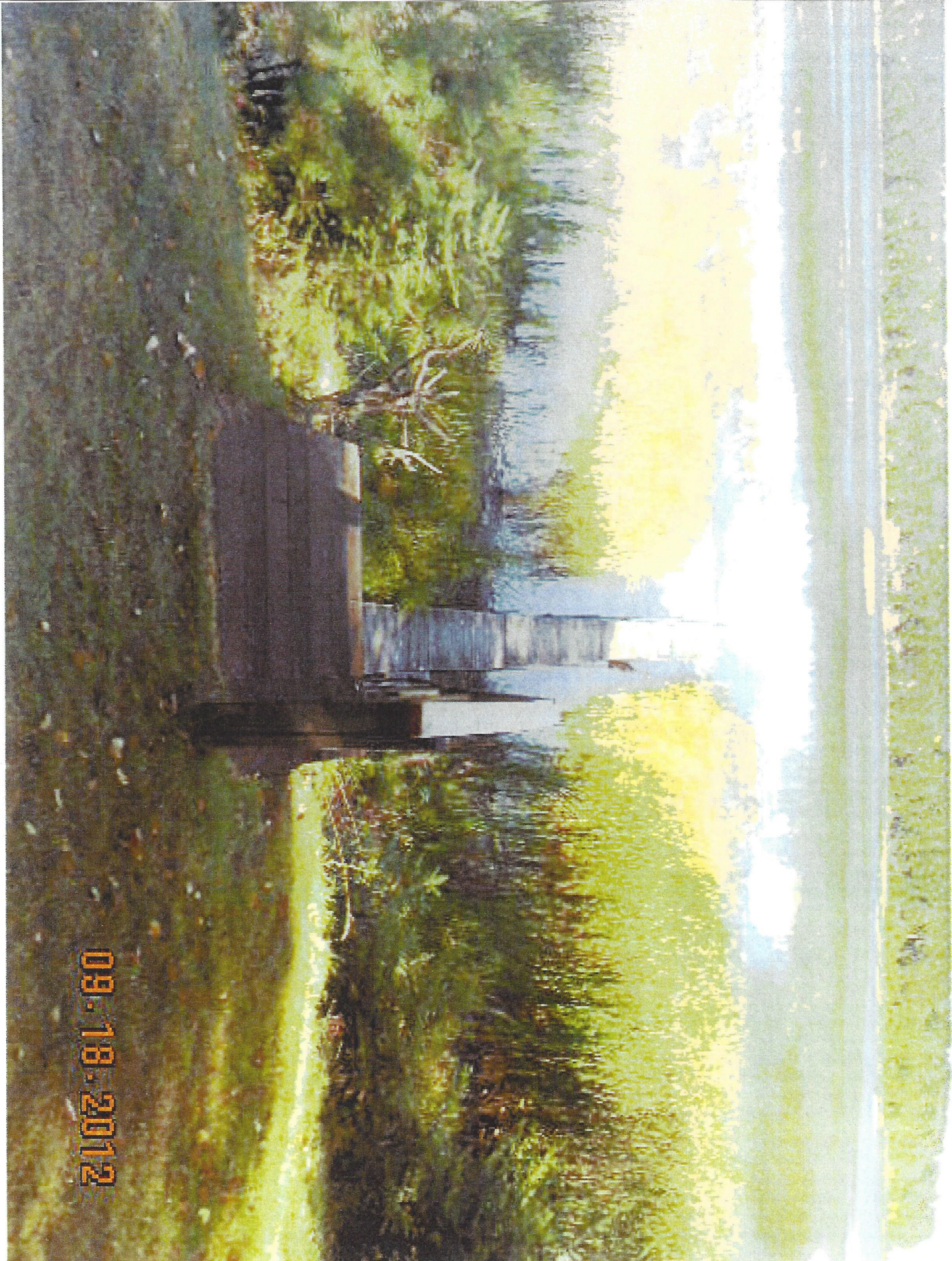
09.18.2012





09.18.2012

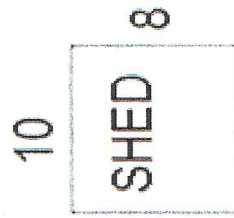
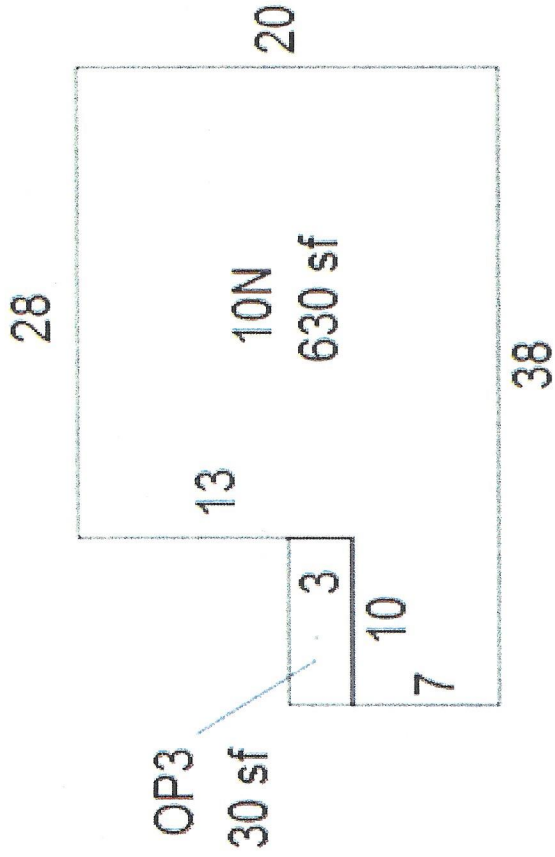




09.18.2012



74-845-0070



O.H.



Lot 1

KULSTAD, JOHN M  
88945 LAURA LANE  
STURGEON LAKE, MN 55783

Lot 2

HAMPLE, RICHARD L & DARLENE  
25631 105TH ST  
SPIRIT LAKE IA 51360

Lot 3

MILLER, DALE & GLORIA  
5440 - 99TH ST SOUTH  
ST PAUL PARK, MN 55071

Lot 4

BINA, DENISE & TODD D & JEROD C  
15711 118TH ST KPN  
GIG HARBOR WA 98329

Lot 6

SMITH, RICHARD  
641 HIAWATHA AVE  
VADNAIS HEIGHTS MN 55127

Lot 8

RETKA, THOMAS J  
1622 E GASTEL CIRCLE  
MISSION TX 78572

Lot 9

MCCAULEY, JERRY M & ARLYS F  
2422 FOREST DR  
DES MOINES IA 50312

Lot 5

ALDRICH, CHRISTINE  
12470 HARRIET LAKE RD  
HIBBING MN 55746

Lot 7

MENTH, JOSEPH  
147 CHESNEY WAY NE  
FRIDLEY, MN 55432

USDA Forest Service  
Laura Underhill  
417 Forestry Drive  
Blackduck MN 56630

Mississippi Headwaters Board  
Crow Wing County Land Services  
Tim Terrell  
322 Laurel St  
Brainerd MN 56401

74-845.



Cass County  
Planning Commission/Board of Adjustment  
MHB Excerpt

July 25, 2016

The Cass County Planning Commission/Board of Adjustment conducted a regular meeting July 25, 2016 in the meeting room of the Cass County Land Department in Backus. The field inspection was conducted July 5 and July 6, 2016 with Fitch, Froehlig, Kostial, LaPorte, Moore, Pehling and Sundberg along with ESD staff Berg and Fairbanks in attendance.

Sundberg called the meeting to order at 9:30 a.m.

Members present: Fitch, Froehlig, Kostial, LaPorte, Moore, Pehling and Sundberg.

Staff Present: Berg, Fairbanks and Ringle.

Menth, Thomas, Unorganized on property described as Mississippi River Group, USFS, Lot 7, Section 2-145-29, PID #74-845-0070 located at 784 Trappers Drive NW. An application submitted to expand a non-conforming residence with a 10 feet x 13 feet addition and to construct 16 feet x 24 feet detached accessory structure both located 100 feet from the water. The residence is non-conforming because it is less than 200 feet from the water. The applicable portions of the Land Use Ordinance include Section 800 which establishes variance criteria and Section 1115.3 which establishes non-conforming structure expansion criteria. In addition the parcel is subject to the jurisdiction of the Mississippi Headwaters Board (MHB) to which their mapping classifies the parcel as riparian to the Mississippi River. Section F. 1 of the MHB Management Plan requires structures to be located 200 feet from a river segment classified as Wild (W). The property contains .7 acre riparian to the Mississippi River (W).

10 notices of the application were mailed with no response received. The application was reviewed and discussed with Mr. Menth.

MS/P Fitch/Pehling to approve the application for the residence expansion and detached accessory structure/garage to be located at PID #74-845-0070 upon review of the criteria contained in Sections 705 and 1115.3 the Land Use Ordinance along with Section F. 1 of the MHB Headwaters Management Plan and M.S. 394.301 with the following findings and conditions:

Findings:

1. The property which contains .7 acre is a USFS lease lot.

2. There is no record in the permit archive as to the original construction although it is generally recognized that the construction of the residence occurred in 1950's at 100 feet.
3. The Mississippi Headwaters Board which was formed in 1980 has designated the portion of the river where this property is located as Wild (W) which requires a setback from the river of 200 feet.
4. The proposed residence expansion and detached accessory structure/garage will be no closer to the river than current setback.
5. The location of the structure represents practical difficulty for expansion and there is nothing to indicate that the expansion and detached accessory structure/garage configuration, size or location will alter, disturb or negatively impact existing land use or neighboring property which therefore does not contradict the purpose of the Land Use Ordinance which is to protect, preserve and enhance the quality of the lakes, rivers, forests, wetlands, natural land forms and open space for future generations and to promote health, safety, and general welfare or the purpose of the Comprehensive Plan which is to 1.) Provide a rational basis to make difficult land and resource decisions wisely, 2.) Eliminate the conflicts caused by unplanned development, 3.) Improve coordination and communication between county, local governments and the citizens in land use planning, and 4.) Protect the County's natural resources from degradation.
6. There is nothing to indicate that the application is solely financially based.
7. Approval will not allow a use that is prohibited in the zoning district in which the subject property is located.
8. Approval, assuming compliance with applicable run-off related conditions, will not restrict the passage of storm water in such a manner as to increase the height of flooding or impact adjacent properties.
9. Approval will not result in an incompatible land use that would be detrimental to the protection of ground and surface water quality.

NOTICE TO THE APPLICANT: No site preparation or building construction shall be commenced until issuance of Permit. Commencement of either prior to issuance of a Permit may result in withholding, withdrawal or revocation of a permit until inspection by ESD, correction of any circumstances in violation of laws or ordinances or the terms of this Variance, deposit of financial assurance as determined by ESD to secure correction of violations and completion of other measures required by ESD.

Conditions:

1. The location and size of the expansion and detached accessory structure/garage shall not vary from that submitted 06/06/16 unless approved by ESD or if necessary the Planning Commission.
2. The applicant shall comply with the recommendations of the 06/22/16 Shoreline Rapid Assessment Model and ESD staff.
3. If vegetative restoration or mitigation is determined necessary by ESD staff, the applicant shall submit final assurance to the County in a Letter of Credit in an amount as determined by ESD staff which shall be reduced incrementally as determined and approved by ESD staff.

4. ESD must determine and if required, the applicant shall install approved construction erosion control.
5. No run-off to adjoining properties is permitted. If determined necessary by ESD, run-off shall be directed by gutters or other means to natural water retention features located upon the property or structures such as rain gardens.
6. Any material resulting from construction not reused or recycled must be disposed of in a permitted facility.
7. Applicant shall consent to inspection of the property by ESD to verify compliance with conditions.
8. Unless commenced or otherwise extended or revised by the Planning Commission this approval shall be effective until 07/11/18.

COMPLIANCE WITH ALL CONDITIONS IS REQUIRED. FAILURE TO COMPLY WITH ANY CONDITION SHALL RESULT IN A VIOLATION AND SUBJECT THE APPLICANT TO ENFORCEMENT PROCEDURES WHICH MAY INCLUDE, BUT NOT LIMITED TO, REVOCATION OF THIS VARIANCE, REMOVAL OF VIOLATIONS AND MITIGATION.

P. Fairbanks  
Planner/SWA  
Cass County ESD

**Action/Discussion (att. 5)**

DNR Notification of Potential Parcels

Clean Water Legacy Grant Applications

# Fee Title Example

## Pre-notification Stage

## Potential Acquisition List Stage

### LSOHC application

Used for LSOHC application. Eligibility list created at this time and approved by MHB Board.

### Comment Review

Eligibility list sent to MHB Board, DNR, Land Commissioners, County Commissioners, and Township boards by MHB Executive Director.

County Commissioners provide comment at board meeting and approval on moving forward with parcels on eligibility list, and direct staff to review over list for ownership opportunities.

### Technical Review

Meeting held with county land commissioner for evaluation of parcel to be determined if it should be moved forward and who should likely be the owner.

Potential acquisition list is generated and ranked by Technical Committee.

### Partner Involvement

Appraisal and Title search completed.

Sale negotiated with seller.

Landowner acceptance.

### County Board Approval

Parcel is brought back to home county for final full board vote for acquisition approval.

DNR or county authorizes acceptance of parcel.

## Acquisition Process Sheet

Name/address/email of landowner	Parcel ID	TRDS	Acres	Date eligibility list sent to DNR, MHB, Land Comm., County Comm.	Date of County Comm. Decision to move forward	DNR notification letter to begin acceptance process	DNR Acceptance Letter Returned to MHB	County Board Approval Date	Comments
John Doe 123 Mullberry Lane Anywhere, MN 12345	12345	678910	250	8/5/2016	9/15/2016	9/16/2016	11/5/2016	12/5/2016	



## Projects and Practices Application

**Grant Name - 2017 - Clean Water Fund City of Little Falls Storm Water Implementation Project**

**Grant ID - C17-3133**

**Organization - Morrison SWCD**

<b>Allocation</b>	<b>Projects and Practices 2017</b>	<b>Grant Contact</b>	<b>Helen McLennan</b>
Total Grant Amount Requested	\$40,000.00	County(s)	Morrison
Grant Match Amount	\$10,000	12 Digit HUC(s)	070101040906
Required Match %	25%	Applicant Organization	Morrison SWCD
Calculated Match %	25%	Application Submitted Date	
Other Amount			
Project Abstract	<p>This proposed project will help achieve this objective by installing Bio-retention Basins/Rain Gardens with native grasses and pollinator forbs planting in the City of Little Falls on city owned properties. Furthermore, educational flyers will be mailed out to landowners in the watershed to educate them about this project and activities they can do to keep the Mississippi River healthy and protected. This project will enhance and protect the dam pool and heavily developed portion of the City of Little Falls which is a valuable fishery and wildlife habitat, as well as begins the drinking water source for all cities south of Little Falls to the Gulf.</p>		

### Narrative

Questions & Answers
<b>What organization will serve as the Fiscal Agent for this grant?</b>



## Questions & Answers

Morrison SWCD will serve as the Fiscal Agent for this project.

**Did your organization receive CWF grant dollars in FY 2014, FY 2015 and/or FY 2016? If less than 50% of the total grant amount awarded from FY 2014, FY 2015 and FY 2016 grants have been spent, please explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund dollars.**

This organization did not receive CWF grant dollars in FY 2014, FY 2015 or FY 2016.

**Water Resource of Concern: Identify the water resource of concern the proposed project is targeting.**

Mississippi River and Groundwater resources.

**Project Description: 1. (5 points) A) What nonpoint pollution concerns will be the focus of this action(s)? B) Describe the public benefits of this action(s) to the water resource of concern from a local and state perspective. C) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the "Projects and Practices" section of the RFP.**

A. The purpose of the project is to protect the Mississippi River, a high-quality water resource from excessive phosphorus and sediment - total suspended solids (TSS).

B. Past river quality was marginal, but the cities have done a lot to improve their sewage disposal and separate their stormwater, which has resulted in significant improvements. These additional stormwater treatment projects are an evolution of urban Mississippi stormwater management to address historic development and move to the next step of water quality protection. By doing these activities, we can enhance the recreational aspects of the river and continue to improve downstream conditions. Collaborative efforts among these cities have emphasized storm water runoff sources of pollution as a high priority. The project specifically targets storm water runoff to the river in Little Falls. The project will benefit the general public by removing 5% of the total phosphorus (TP) and 17% of the total suspended solids (TSS) exiting the storm water outlets by creating a rain gardens in an urban setting. This will create a filtration and infiltration system that will treat storm water and provide a green infrastructure alternative to traditional storm water treatment.

C. This project will support the statewide priority to: Restore and/or protect water resources for public use and public health, including drinking water. The Mississippi River is used as a drinking water source from St. Cloud to the Gulf, and by reducing phosphorus and TSS, the will protect this valuable water resource. Further wildlife habitat benefits will be realized since this portion of the river offers tremendous bass, crappie, walleye, muskellunge, and northern pike fishing. This portion of the river is the southern-most portion of the Mississippi Headwaters, seen as a wild and scenic portion that is of great recreational value in addition to the drinking water protection needs.

**Relationship to Plan: 2a. (15 points) Describe why the water resource of concern was identified in the plan as a priority resource. For the proposed project, identify the specific water management plan reference by plan organization (if different from the applicant), plan title, section, and page number. In addition to the plan citation, provide a brief narrative description that explains: whether this application fully or partially accomplishes the referenced activity, the estimated scale of impact that the activity in the plan has on the problem identified and the estimated scale of impact of the proposed project.**

The Mississippi River was identified in several plans as a priority resource of concern because of its multiple benefits toward drinking water and water quality needs. The Morrison LWP contains an Implementation plan section that lists several priority concerns. One of those concern

## Questions & Answers

areas is addressed by the project: Morrison County LWP, page 24, Priority Concern Surface Water, Objective E: Improve, maintain, and ensure clean and healthy rivers in Morrison County, Action #10 to target cost share programs and funding sources to critical areas, impaired and protected waters equally. Little Falls has by resolution adopted the Morrison County LWP as their approved LWP.

Two other plans/programs have a direct connection to this Project.

1. The MHB has a "Moving the Needle" strategy plan to address cities that have storm water pollutants that drain into the Mississippi River by utilizing a Storm Water Retrofit Analysis (SRA).
2. The City of Little Falls has an MS4 plan to reduce total phosphorus (TP) in their city, and this will help them achieve that goal. A Storm Water Quality Best Management Practice Retrofit Analysis has been developed that estimates scale of impact of the proposed project.
3. Little Falls, MHB and Morrison SWCD have agreed to work on the project under the guidance of the Morrison SWCD to achieve common plan/program goals. The impact of all these coordinated actions will allow for local citizens to become involved with implementation, education, and prevention of pollution. As this project goes further, the goal is to enlist and encourage private landowners to assist in furthering the goal by creating like structures on private lands. With a variety of gardens in highly visible and treatment areas, the citizens will have an opportunity to visualize how they work and understand the bio-engineering aspect. The Little Falls High School Natural Resources class will be highly involved in helping the City with the planting and mulching.

### **Relationship to Plan: 2b. Provide web links to all referenced plans.**

Morrison Local Water Plan:

<http://morrisonswcd.org/wp-content/uploads/2011/12/2010-Draft-LWP-Revised-Update.pdf>

MHB "Moving the Needle" strategy plan:

<http://mississippiheadwaters.org/files/resources/Moving%20the%20Needle%20Campaign%20template.pdf>

City of Little Falls Stormwater Prevention Plan:

[http://www.cityoflittlefalls.com/images/pdfdocuments/Storm\\_Water\\_Prevention.pdf](http://www.cityoflittlefalls.com/images/pdfdocuments/Storm_Water_Prevention.pdf)

### **Targeting: 3. (18 points) Describe the methods used to identify, inventory, and target the most critical pollution sources or threats (root cause) done to date and describe any additional efforts that will be completed prior to installing projects or practices.**

Methods and targeted projects and practices were identified using the Little Falls Storm water Retrofit Analysis found at:

<http://www.mississippiheadwaters.org/grants/stormreports/Little%20Falls%20Analysis.pdf>

P.E. Certified City Engineer, Greg Kimman also identified and prioritized sites for project implementation. Using the previous analysis plans, the City Engineer further developed a storm water evaluation and identified properties that would best treat run-off and also be highly visible. Previous determinations had been calculated for sediment and phosphorus loads from each drainage area into the river and applications were

## Questions & Answers

submitted to install grit chambers on the outlets. However, those ideas were denied funding and a realization that a more bio-engineered plan would provide more benefits than grit chambers and meetings between the MHB, Morrison County Commissioner Kevin Maurer who is also the MHB Chairman and the Morrison SWCD and Mayor of Little Falls developed a better strategy and set new goals.

Morrison SWCD was able to allocate some existing remaining funds to the City of Little Falls in 2016 to jump start the project. While doing so, the City Engineer began a much greater focus on additional sites and has worked with the City of Little Falls Council and Parks and Recreation Board to approve the sites and work towards future funding to continue the effort. The City applied for an MPCA grant but was not funded. Without a CWF allocation, this project will likely not be realized.

During the discussions the Little Falls High School Natural Resources class has expressed a continued interest in helping in an on-going manner to get more projects done each year. They will schedule annually for spring assistance. There has also been some declaration from the Masters Gardner's Club, the American Legion, and the Little Falls Lions to look to the future at their park locations which would be great sites to include in subsequent years.

**Targeting: 4. (7 points) A) How does this application advance an overall groundwater, watershed protection, and/or restoration strategy implemented by your organization and your partners? Listing in a plan does not necessarily constitute an overall strategy. B) Describe activities other than those funded by this application that you and other partners have or will implement that affect the water resource of concern including but not limited to: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are indirectly related to this proposal.**

A. This project is the next step toward a regional based implementation approach to reduce phosphorus and total suspended solids in 11 identified cities on the Upper Mississippi River. A storm water retrofit analysis has been completed for the 11 cities, and the Mississippi Headwaters Board (MHB) is implementing a strategic plan on a regional scale. By funding this project, you are encouraging the future implementation in a strategic, prioritized and targeted process. At a project level, we are trying to achieve a 50% reduction in Total PH and an 80% reduction in TSS. We are hoping to partially achieve the reductions by getting the 11 identified communities involved with implementation efforts.

B. Each Project partner has a plan and strategy with a goal of protecting the water resources. The Morrison LWP provides strategies to deal with the wise use of land and water decisions. Morrison SWCD has an annual plan that places the Mississippi River into a priority watershed. Little Falls has adopted the MHB "Moving the Needle" strategy plan to address storm water pollutants that drain into the Mississippi River by utilizing a Storm water Retrofit Analysis. Little Falls has an MS4 plan to reduce phosphorus in their city, and this will help them achieve that goal. Little Falls, by resolution, has adopted the Morrison LWP as their water resource management plan. Currently the WRAPS study for this watershed has just begun, so there has been no WRAPS strategy or target goal developed as of yet. If this project is successful and the Civic Organizations come on board, they have their own charitable funding sources that could be tapped. When a school community becomes involved, it gives the partners an opportunity to work through the Green Fairs held in each city/school district to showcase an alternative BMP

## Questions & Answers

in communities.

**Measureable Outcomes: 5. (10 points)** A) What pollutant(s) of concern (For groundwater: bacteria, untreated sewage, nitrate, pesticides, etc.; For surface water: dissolved phosphorus, nitrogen, sediment, etc.) does this project specifically address? B) Has there been a pollutant reduction goal set in relation to that pollutant of concern or the water resource of concern that is the subject of this application? C) If so, what is that goal and what process was used to set this goal? If no pollutant reduction goal has been set, describe the water quality trends or other management goals that have been established. D) For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.

A. The pollutants of concern are TP and TSS.

B. Little Falls has an MS4 plan that specifies items to protecting the water resource. Currently the City uses ordinances and permits as regulatory mechanisms to establish requirements for erosion and sediment control. They list BMP implementation, maintenance, and use of perennial vegetative cover as a tool in construction activity, and review over site plans for post construction storm water plans before issuing a permit for construction.

C. As a measurable goal for storm water public participation and involvement, they provide storm water information to the public, and have a process for receiving citizen input. The City utilizes basic operations to prevent storm water pollution by daily sweeping of streets, annual inspection of at least 20% of basins and ponds to detect failure, and reports for documenting frequency schedule. A protection strategy is the most logical approach to be implemented because there is no current water quality information available for this specific area, and no WRAPS study has been completed yet. There is no trend analysis designated in the MPCA Water Quality Trends for MN rivers and streams at milestone sites, and there is no biological impairment based on the MPCA's Large River study of the Mississippi River. Routine water monitoring data downstream from the site indicates no violation of water quality standards.

D. Estimated measurable outputs are: This protection will reduce pollutants at an estimated rate of 11.0 lbs./year of total phosphorus and 11,931 lbs./year of total suspended solids. These reductions would represent managing approximately 15%-20% runoff from the city.

**Measureable Outcomes: 6. (15 points)** A) Describe how this project directly addresses the water resource of concern or potential pollution sources and how much effect the project will have on the root cause of the most critical pollution problems or threats. B) What is the annual reduction in pollutant(s) that will be achieved or avoided for the water resource of concern after this project is completed?

A. This project drains 9.5 acres in which 38% is impervious and is untreated urban runoff. It is a residential and commercial area which has high loading of sediment and phosphorus. This application addresses these pollutants by utilizing a systematic approach of potential storm water BMPs. Field visits with city staff were used to determine the best practices for each site.

B. Estimated measurable outputs/pollution reductions are: 11.0 lbs. / year of total phosphorus and 11,931 lbs. / year of total suspended solids.

## Questions & Answers

An additional, but not previously mentioned benefit will be treatment areas to store winter used salt loads before entering storm drains. With just these 8 new gardens and the five funded in 2016 by the SWCD, that adds approximately 6000 square feet of pollinator habitat and wildlife benefit.

**Measureable Outcomes: 7. (10 points) Will the overall project have additional specific secondary benefits, including but not limited to measured or estimated hydrologic benefits, enhancement of aquatic and terrestrial wildlife species, drinking water protection, enhancement of pollinator populations, or protection of rare and/or native species? If so, specifically describe, or quantify if possible, what those benefits will be.**

The project will reduce the peak flow velocity that currently exists by infiltrating water in Bio-retention Basins/Rain Gardens. Currently the storm water pipe dumps onto land and drains to the Mississippi River. Native grasses and pollinator species of forbs will be planted as part of the Bio-retention Basin/Rain Garden design. By implementing this practice, it will prevent soil particles from destroying this habitat and lead to the production of macro invertebrates (stonefly, mayfly) which is a food source for fish. All of these address not only habitat and recreational values associated with the river but also drinking water protection along the Upper Mississippi. Also, this can help reduce the frequency of in-stream fluctuations (bounce) after a storm event, which leads to streambank erosion.

The fisheries benefit of reduced pollutants in the dam pool area is of significant value to anglers and recreational users. Below Little Falls the reach of the Mississippi River becomes more polluted in the reaches beginning at southern Morrison County, and flows into Stearns and Benton Counties. Since we are the headwaters to the drinking water source as it leaves Morrison County we need to be aggressive in protection strategies. Rain Gardens not only beautify a city, they have the ability to focus on lower cost options to the traditional curb and gutter structuring of cities in past few decades. More and more agencies are emphasizing bio-engineering to be the new norm. Citizens will have the opportunity to witness the ability of the gardens to function for storm water run-off, but the plants used in the gardens themselves will be native plants. Many citizens don't identify "native" with also being beautiful and providing wildlife habitat as well as pollinator habitat.

**Cost Effectiveness: 8. (5 points) Describe why the proposed project(s) is considered to be the most cost effective and reasonable means to attain water quality improvement or protection benefits. Consider such factors as, but not limited to BMP effectiveness, timing, site feasibility, practicality, and public acceptance. If any, what other alternatives were considered to achieve the same type and amount of benefit outlined in the proposed project?**

This conservation best management practice is the most feasible means of controlling storm water run-off on these identified sites. The topography of the site is very conducive to the installation of rain gardens. This BMP is an effective means of addressing the contributing urban run-off in to the water resource of concern. Rain gardens as planned for these sites range from \$3,000-5,000 per site. Curb and gutter costs far outweigh that sum. It has been an on-going struggle for years to get units of government and practicing entities to start using bio-engineering alternatives to armor and concrete. Hard surface alternatives increase impervious surfaces, whereas bio-engineered allow for penetration methods and filtration.

## Questions & Answers

**Project Readiness: 9. (8 points) Describe steps and actions already taken to ensure that project implementation can begin soon after grant award including preliminary discussions with permitting authorities (if applicable) and the status of any state, federal or local permits that may be required for the project (Conditional use, NPDES, WCA, EAW, USACE, Public Waters, archeological surveys, etc.). Also describe any preliminary discussions with landowners/occupiers, status of agreements/contracts, contingency plans, and other project development activities to date that will ensure a smooth start to the project and minimize administrative or other critical delays.**

The City of Little Falls has a licensed engineer on staff that will design the project and oversee construction. They are prepared to begin soon after grant approval. The City staff will also be responsible for all monitoring and maintenance. The City will also provide the necessary match with labor, design, and maintenance. All payroll associated with the project will provide proof of prevailing wage. The City Engineer has targeted the locations previous to this application so project development costs are not being applied for. It's been done. The City Council and Parks and Recreation Boards have already approved the initiative. The properties are all city owned, so no private landowners participation is necessary at this point. However, the goal is to introduce the practice to private landowners to further expedite the overall plan. The preliminary meetings with the MHB, HDR Water Resource Specialist, the Morrison SWCD, Mayor of Little Falls, City Council, and the Morrison County Board have collaborated to bring this project forward. The Little Falls High School Natural Resources Class has come forward to participate as well and made a multi-year commitment to the project.

There will not be any permits required since the project sites are city owned, and the disturbance is less than one-acre, avoiding the NPDES or SWPP permitting processes. No other agency involvement will be required but DNR Wildlife will be utilized as well for plant recommendations.

**Project Readiness: 10. (2 points) Newsletters, signs and press releases are standard communication tools. Beyond those basics, describe any additional project activities that would be added to the grant workplan aimed at engaging your local community on the need, benefits, and long term impacts of this project.**

The City is in the process of updating its website. When it is operational, this project will be showcased as one of the water quality improvements completed. The website will help educate the public on the need for storm water improvements. The Morrison County Record has agreed to publish a full article with photos showing the projects while being built showing the student participation. The civic organizations will be approached following a few sites completion to encourage practices in their parks. The Little Falls Radio show is available weekly and will be used for publicity as well. Our three radio stations and newspaper have circulation over multiple counties.

Because the CWF is our jumpstart funding, it will of course be on the Morrison SWCD website as well as the city of Little Falls website. Signs will be used as stated as standard practice but will actually be very visual since these sites are so heavily trafficked.

There is a city wide gardening tour hosted by the Parks and Recreation Board that will be utilized to help promote the project.

**BBR: 11. (5 points) Did your organization submit a Biennial Budget Request (BBR) to BWSR in 2014?**

Yes, a BBRs were submitted by Morrison SWCD for 2014-2015, 2016-2017 and 2018-2019.

### Questions & Answers

**The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.**

No other funds are available to assist. A MPCA Environmental Assistance Grant was applied for, but not received for FY 2016-2017. The City of Little Falls does not have funds for such a project and the benefits to the largest and most valuable river in the state should be a high priority for protection and remediation. Without CWF grants, this project will not happen. The reduction in sediment and phosphorus benefits all of the Mississippi River-Sartell and the Mississippi River-Brainerd watersheds. Both watersheds are scheduled for monitoring by the MPCA starting this year 2016 so hopefully jump starting BMPS show results. It is unrealistic to imagine cities, soil and water districts, counties, or others to have available funding to meet these initiatives. Without CWF funds, no strategy in the LWP can realistically come to fruition.

## Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
<b>2017 - Clean Water Fund (Project Implementation) City of Little Falls Storm Water Implementation</b>	Urban Storm Water Practice Implementation - Installation of BMPs. Costs associated with materials, equipment, construction and labor.	URBAN STORMWATER MANAGEMENT PRACTICES	\$30,000.00	10
<b>2017 - Clean Water Fund (Grant Administration) City of Little Falls Storm Water Implementation</b>	Grant Administration - Fiscal grant management/administration and reporting costs to meet grant agreement requirements.  Meetings with partners (MN DNR, MHB, City of Little Falls and SWCD) to discuss the plan, site visits and permits. Correspondence, coordination and project development.	ADMINISTRATION /COORDINATION	\$3,000.00	10



Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
<b>2017 - Clean Water Fund (Technical &amp; Engineering) City of Little Falls Storm Water Implementation</b>	Technical/Engineering - For activities associated with technical site assessment, surveys, preliminary analysis and design, final design, construction supervision, installation, inspection, and completion of project sign off.	TECHNICAL/ENGINEERING ASSISTANCE	\$7,000.00	10

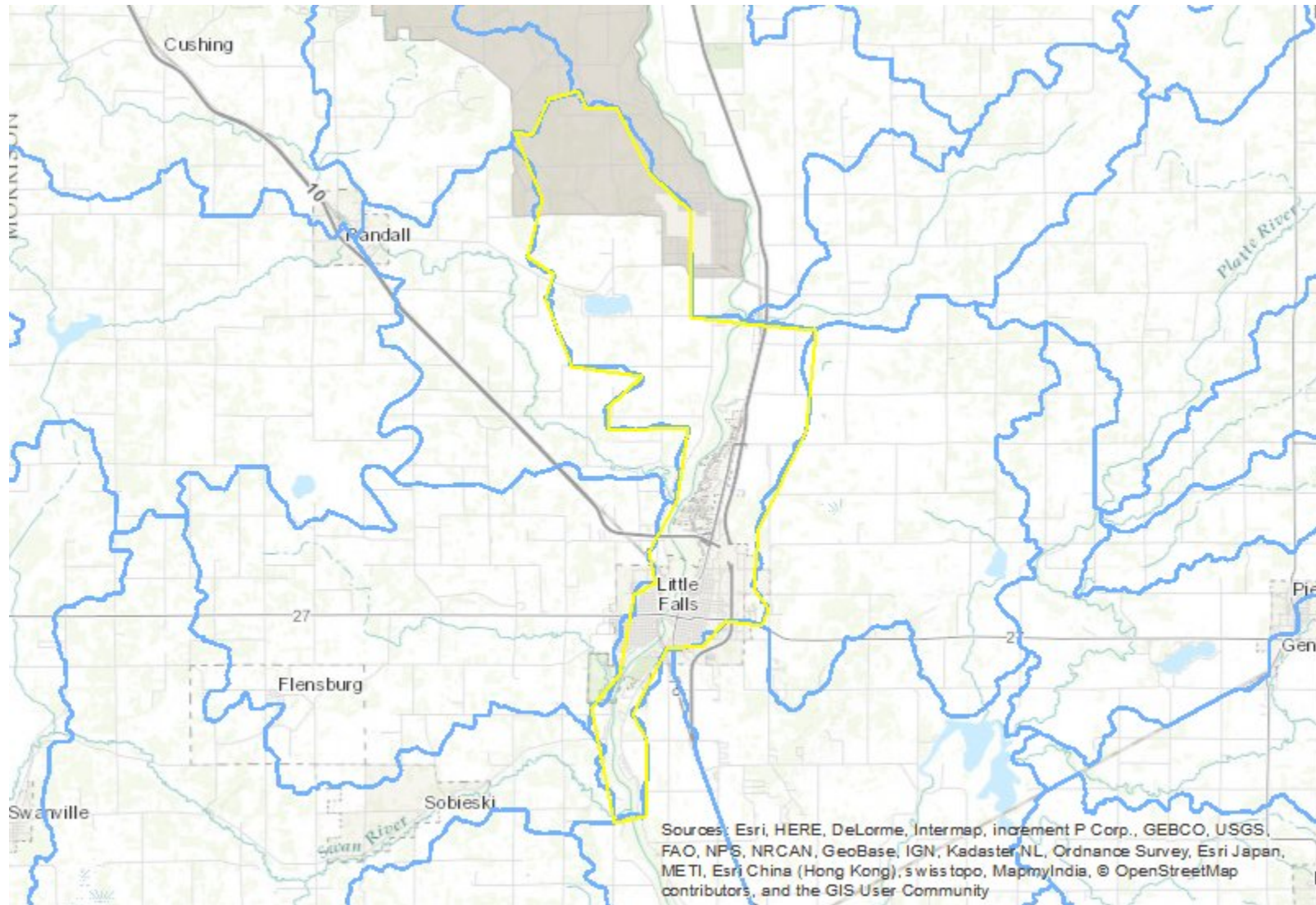
### Activity Details

Activity Name	Question	Answer
<b>2017 - Clean Water Fund (Grant Administration) City of Little Falls Storm Water Implementation</b>	Are you interested in applying for CWP Loans for this project?	Not Entered
<b>2017 - Clean Water Fund (Grant Administration) City of Little Falls Storm Water Implementation</b>	Dollar amount requested for Ag BMP Loan Program:	Not Entered
<b>2017 - Clean Water Fund (Technical &amp; Engineering) City of Little Falls Storm Water Implementation</b>	Are you interested in applying for CWP Loans for this project?	Not Entered
<b>2017 - Clean Water Fund (Technical &amp; Engineering) City of Little Falls Storm Water Implementation</b>	Dollar amount requested for Ag BMP Loan Program:	Not Entered
<b>2017 - Clean Water Fund (Project Implementation) City of Little Falls Storm Water Implementation</b>	Are you interested in applying for CWP Loans for this project?	Not Entered

Activity Name	Question	Answer
<b>2017 - Clean Water Fund (Project Implementation) City of Little Falls Storm Water Implementation</b>	Dollar amount requested for Ag BMP Loan Program:	Not Entered

## Application Image

## Map Image





## Community Partners Application

**Grant Name - Itasca SWCD Upper Mississippi Basin Community Partners Storm-water Management Grant.**

**Grant ID - C17-4268**

**Organization - Itasca SWCD**

Allocation	Community Partners 2017	Grant Contact	Andy Arens
Total Grant Amount Requested	\$56,000.00	County(s)	Itasca
Grant Match Amount	\$14,000	12 Digit HUC(s)	040102010606 ,040102010707 ,040102011001 ,040102011002 ,070101010410 ,070101010601 ,070101010602 ,070101010603 ,070101010604 ,070101010701 ,070101010702 ,070101010703 ,070101010704 ,070101010801 ,070101010802 ,070101010803 ,070101010901 ,070101010902 ,070101010903 ,070101010905 ,070101010906 ,070101010907 ,070101010908 ,070101010909 ,070101030101 ,070101030102 ,070101030103 ,070101030105 ,070101030201 ,070101030202 ,070101030203 ,070101030204 ,070101030205 ,070101030206

			,070101030207 ,070101030301 ,070101030302 ,070101030303 ,070101030304 ,070101030401 ,070101030402 ,070101030403 ,070101030404 ,070101030405 ,070101030406 ,070101030407 ,070101030408 ,070101030701 ,070101030702 ,070101030703 ,070101030704 ,070101030801 ,070101030803 ,070101030902
Required Match %	25%	Applicant Organization	Itasca SWCD
Calculated Match %	25%	Application Submitted Date	
Other Amount			
Project Abstract	<p>The Itasca SWCD regularly works with Itasca County communities and groups on water and soil saving projects, and one of the primary focus areas is storm-water management. Approximately the southern half of Itasca County is located within the Upper Mississippi River Basin, which is also where the larger communities and more heavily populated areas of the County are located; where community partner relationships are most important. Local partner examples, who have been active in managing storm-water, include the cities of Grand Rapids and Cohasset, and numerous lake associations.</p>		

## Narrative

Questions & Answers	
<b>What organization will serve as the Fiscal Agent for this grant?</b>	
	The Itasca County Soil and Water Conservation District (ISWCD) will serve as the fiscal agent, and will handle all reporting duties.
<b>Did your organization receive CWF grant dollars in FY 2014, FY 2015 and/or FY 2016? If less than 50% of the total grant amount awarded from FY 2014, FY 2015 and FY 2016 grants have been spent, please explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.</b>	
	The ISWCD received FY 15 and 16 Clean Water Funds. A FY15 Accelerated Implementation Large Lakes Screening Grant has been fully executed. A phase two Large Lakes Screening FY16 Accelerated Implementation grant, on an additional 34 lakes, (grant ID C16-7704) is under way and expected to be fully executed yet this year. The ISWCD also received a FY16 CWF grant (ID C16-1245) to implement a water and sediment control basin to manage City of Grand Rapids storm-water; an additional partner for this grant is the Mississippi Headwaters Board

## Questions & Answers

(MHB). The ISWCD has recently hired a Forestry/Shoreland Technician. This will reduce work-load for the prior Forestry/Shoreland Specialist, and now Manager and Water Plan Coordinator, allowing more time for administration of grants.

**Clarity of Application: 1. (15 points) Describe how your organization will utilize the requested funds to engage citizens into taking action in managing their local resources. How will successful completion of this project lead to future projects or community partner involvement?**

Efforts through this grant will be focused on communities and groups already active in storm-water management, but who need additional funding to increase storm-water management efforts. Having additional project funding available will help to further strengthen developing relationships, therefore leading to more soil and water savings implementation beyond this grant. One example is the relationship we're establishing with the City of Grand Rapids. The City has become more pro-active about storm-water management in recent years, and has started to incorporate rain-gardens into their road projects. Discussions and studies have begun, between the city, ISWCD and MHB, regarding additional potential projects, beyond the CWF grant currently in the beginning phases of implement. Having more funding available to incorporate into the conversation, would help strengthen this growing relationship.

**Clarity of Application: 2. (5 points) Who will be the primary audience(s) for your proposed program?**

Established cities/towns, townships, and lake associations are the most likely recipients of funding through this proposed Community Partners grant.

**Clarity of Application: 3. (20 points) How will this Clean Water Fund project benefit the general public? Describe the water resource benefits from a local and state perspective.**

Funding this grant will lead to reduced input of sediment and impurities into part of the northern end of the Upper Mississippi River Basin. This will have the greatest benefit to residents of approximately the southern half of Itasca County, located in the basin. Immediate expected benefits include reduced drainage erosion, and sedimentation and debris transfer to public waters. This effort however has the potential to benefit many more as these head-waters drain south through the Upper Mississippi River Basin, and into the Lower Mississippi River Basin, before leaving the state. An additional expected benefit is fewer and less severe algae blooms, due to less input of phosphorus via sediment transfer to public waters. Indirectly, fish die-offs will be less likely due to less use of oxygen by increased algae and plant growth.

**Relationship to Plan: 4. (30 points) Identify the specific water management plan reference by plan organization, plan title, section and page number. If applicable, also identify specific supporting plans such as a TMDL Implementation Plan, a WRAPS document, or Clean Water Partnership Diagnostic Study.**

**In addition to the plan language, provide a brief description regarding how the activities in this application relate to the plan reference(s).**

Priority Concerns, Summary of Actions to be Taken:

Surface Water Quality:

- B. Identify point and non-point sources of pollution from existing and future projects.
- D. Coordinate with cities on storm water management plans.
- E. Be the first point of contact regarding water quality concerns.



## Questions & Answers

### Land Use and Development:

- A. Develop a proactive approach to major developments.
- D. Promote mitigation for improved water quality.
- E. Promote riparian buffer zones.

### Fish and Wildlife Habitat:

- C. Promote riparian buffer zones.

### **Assessing the Proposal's Impact: 5. (4 points) Describe how your organization will ensure the technical components of the program projects.**

Established BWSR project protocol will be followed. "Engineered" projects will be designed by a Mn certified professional engineer. "Ecological" projects will be designed by an individual with adequate Technical Approval Authority, whether that be an ISWCD staff member, or a professional engineer. Further, NRCS Field Office Technical Guide (FOTG) standards will be followed when designing projects.

### **Assessing the Proposal's Impact: 6. (4 points) Describe how your organization will ensure long-term assurance of public benefit.**

As long as the Itasca SWCD is in existence, it will be committed to optimizing benefits from past efforts. We continually work with our partners to assess, maintain, improve, and if best for the resource, decommission past projects; this commitment goes beyond the effective life span of the project. Further, since we receive some County funding, we strive to provide the most public benefit we can; the board of County Commissioners serves the people, and we aid the County board in this effort.

### **Assessing the Proposal's Impact: 7. (4 points) What specific criteria will your organization use to evaluate projects?**

The ISWCD will perform periodic inspections, make maintenance recommendations as necessary, and work with project owners to implement maintenance items. At a minimum, the 5 year inspection timeline will be used; years 1, 5, and 9 inspections of a 10 year life-span project for example.

### **Assessing the Proposal's Impact: 8. (4 points) What is the projected impact of this proposed program?**

50% cost share funding of at least two water and soil saving projects is expected as the result of this grant. The funding of a larger quantity of smaller individual projects is possible, but just a couple large volume treatment "community" projects is expected. Projects that treat storm-water or prevent erosion from storm-water will be eligible. These projects will result in increased aesthetics, due to reduced exposed bare soil and erosion upland, and sediment plums, algae, and aquatic vegetation growth in public waters.

### **Assessing the Proposal's Impact: 9. (4 points) How will your organization measure project outcomes?**

Projects will be observed and public input gathered. Results will be reported in E-Link, and BWSR erosion calculators such as RUSLE will be utilized to report soil saving benefits.

### **LGU Capacity: 10. (10 points) Briefly describe the organizational capacity and staff qualifications that will ensure the success of this project.**

Itasca SWCD staff, years of ISWCD service, and application relevant SWCD experience:

### Questions & Answers

Andy Arens - District Manager and Water Plan Coordinator, and prior Forestry/Shoreland Specialist:

13 years of shoreland, storm-water management, forestry, BWSR cost share program, BWSR policy, public speaking, and E-Link reporting experience.

Kathy Cone - Administrative Assistant:

15 years of pay-roll service, insurance, financial/audit, and BWSR protocol experience.

Matt Johnson - Wetland Specialist:

10 years of wetland, shoreland, storm-water management, public speaking, and E-Link experience.

Kim Yankowiak - Water Resources Specialist:

1.5 years of water sampling/reporting/public engagement experience.

Mike Sauter - Forestry & Shoreland Technician:

1 month of exposure to BWSR programs/policy. Two year forestry degree and 2 years of Forest Service forest management experience prior to ISWCD employment.

**The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.**

This grant will fund new projects that won't happen without additional funding.

## Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
Itasca SWCD admin	Grant funding to Itasca SWCD to perform fiscal agent, grant management, and BWSR reporting responsibilities.	ADMINISTRATION /COORDINATION	\$6,000.00	

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
<b>Project implementation funding.</b>	50% cost share funding for storm-water management project implementation.	URBAN STORMWATER MANAGEMENT PRACTICES	\$50,000.00	10

## Application Image

## Map Image

