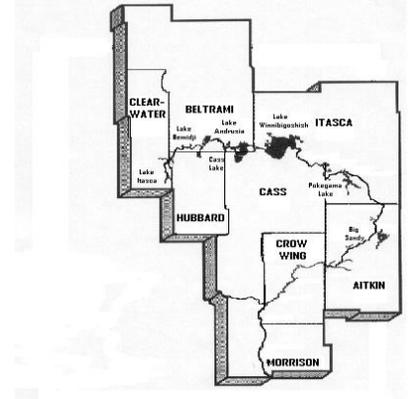




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
April 26, 2019
10:00 am**



10:00 AM

- Call to Order/Pledge of Allegiance

10:05 AM Approve/Amend

- Agenda
- Consent Agenda – March, '19 Minutes & Expenses (att. 1 & 2)

Planning and Zoning (Actions)

- Ca4a19 Dennis and Corrine Hammerschmidt Variance (att. 3)

Action / Discussion Items:

- Memorial Day Weekend May board meeting.
- Set Biennial Conference date- Oct. 25th.
- Monthly Budget Review
- Request for Funding Questionnaire
- Baxter Stormwater LCCMR application
- Legacy Finance Committee powerpoint
- Comp Plan Review.
- Executive Director's Report

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

Meeting Adjourned - Thank you

Mtgs:

May 24, '19, 10:00 AM – MHB Board Meeting- Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
March 22, 2019
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

Members present: Craig Gaasvig (Beltrami), Ted Van Kempen (Hubbard), Mike Wilson (Morrison), Davin Tinquist (Itasca), Dean Newland (Clearwater), Steve Barrows (Crow Wing), Neal Gaalswyk (Cass), and Tim Terrill (Executive Director).

Others Present: Timm Rennecke (Army Corps of Engineers)

M/S (Newland/Tinquist) to approve of the agenda with the Executive Director's report being moved from the first position to the last item for discussion. Motion Carried.

M/S (Barrows/Gaasvig) to approve of the consent agenda. Motion Carried.

Planning & Zoning

None

Action/Discussion Items

1. By-Laws for Officer Rotation- Tim brought back a revised By-Laws regarding the officer rotation. He made changes based on the board's discussion last month which resulted in elimination of the officer rotation and a staggered term for the Chair. Discussion ensued about staggering the Chair position and if that should be a condition of the By-Laws. The board was not opposed to having the same commissioner serve multiple years in a row if members chose to do so, but it should be understood that change of position is helpful to the organization. **M/S (Gaalswyk/Gaasvig) to approve of the By-Laws with removal of the word "new" and the last sentence "as long as that term is staggered every other year" in the respective paragraphs for Chair, Vice-Chair, and Sec.-Treasurer. Motion Carried.**
2. SFY 2020 Annual Plan and Budget- Tim brought forth the annual plan and budget and explained the plan and the balancing of the budget. Discussion ensued about the budget and how it is used to help make the point that an additional program specialist would be helpful to the MHB in the future. A note was added to the budget explaining what the reserve funding is and the preference of the board. **M/S (Gaalswyk/Gaasvig) to approve of the Annual Plan and Budget. Motion Carried.**
3. Envirothon Request- Tim provided the board with a letter from Hubbard county requesting funds from the MHB to help cover expenses for the regional Envirothon. Tim provided some information about what the Envirothon is and what it teaches kids. He said that he believes the criteria for what the MHB should do when an organization asks for funding is that they should be regional in scope and be a governmental organization. The board thought that some type of criteria or policy should be developed by the ED when an organization asks for funding that reflects the values of the MHB. **M/S (Gaasvig/Van Kempen) to approve \$300 to the Hubbard SWCD to cover expenses of the Envirothon Motion Carried.**

4. MN Traditions AIS funding request- Tim provided the board with a program history of MN Traditions and how money was used for the social media program. The board discussed the program and how it has helped spread the word to a larger audience than what the inspectors could do. Ideas were brought up on what else the MHB could do in AIS, but with limited budget and our regional scope, it was thought that we help fulfill a unique role in regional education. Gaalswyk asked that the commissioners encourage AIS coordinators or county boards to support this campaign. **M/S (Gaalswyk/Barrows) to approve up to \$35K to help fund the 2019 MN Traditions AIS social media campaign. Motion Carried.**
5. Federal Dam Remediation project- Tim discussed the that the US Army Corps of Engineers will be submitting in their next fiscal year budget for a major rehabilitation project. The dam rehabilitation report will consider many options for replacing the dam. On Feb. 28th, natural resource professionals met because this is a once in a career opportunity to make suggestions to be considered by the ACOE that benefit the habitat and water quality. The group suggested that options for a feasibility study for fish passage be considered based off previous habitat surveys that may include a fish ladder or possibly a reconstruction similar to the Knutson Dam. Board members asked many questions to Timm Rennecke from the ACOE and were pleased with his answers. This project will most likely happen in the next 3 to 5 years, and the board is aware of this.
6. Comprehensive Plan Review- The board reviewed Section F regarding impervious surface standards and it was recommended that lots that exceed 25% but not 30% should have a stormwater plan, and lots that exceed 30% have a stormwater management plan and a buffer.
7. Executive Directors Report
 - a. The LCCMR grant for the Whiskey Creek project was sent in 2 weeks early by Tim and there are over 200 applicants.
 - b. The stretch of the Miss. River from Grand Rapids through Aitkin county will be getting a Total Maximum Daily Load (TMDL) developed on it in the next couple of years. The MPCA knows that soils are a contributor to the turbidity in the River, but they will be looking at other sources that may contribute as well.
 - c. Article written by BWSR about the MHHCP easement and acquisition program was written and distributed. This focused more on the easement portion of the program and how a landowner was happy to participate in it.
 - d. Attended FERC EA scoping meeting for the Grand Rapids and Prairie River Dam. An Environmental Assessment is to be completed on the 2 dams and Allete (owner) was asking for any comments for the public to propose. I commented on the fact that the Leech Lake Dam will be rehabilitated in the next 5 years and they should be in contact with them as they can better understand flow and how it relates to them. I also asked them to consider fish passage and AIS control measures to enhance the natural values of the Miss. River. I brought up the opportunity to discuss recreational opportunities like a portage area for canoes and kayaks, and possibly better walking trails and biking trails. The recreation specialist told me that they have a portage area already and that they have done some vegetation management to have signage be more visible.
 - e. Held meeting with DNR and Comm. Gaasvig about the potential for an acquisition. The conversation lead to the possibility of the donation going to Beltrami county instead of the DNR because of the lower PILT payment of \$5.13/acre for a forestry acquisition. I am currently looking into that possibility.

- f. MHB statute had its second reading in the House and Senate, and it has been moved to the general register in the House and I will know by the beginning of April where it is going from there.
- g. Tim read a report from Paula West explaining that much of the appropriation received from the Outdoor Heritage Fund for the Miss. Headwaters Habitat Corridor Project easement and acquisition program has been obligated ahead of schedule to landowners. There is very little of the remaining \$5.4 million left in ML 17 & 18 and it will place us in a good position for when we submit a proposal in May of 2019.

Legislative & County Updates- None

M/S (Barrows/Tinquist) to adjourn. Motion carried.

Chairman Mike Wilson

Executive Director Tim Terrill

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 1
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001	Cash & Pooled Investments							
						SOY BALANCE		328,985.03	
						PER 01	-1,932.67	327,052.36	
						PER 02	34,775.58	361,827.94	
19/03	103 03/01/19	PRJ					-3,816.73	358,011.21	
19/03	449 03/05/19	APP C0305					-547.34	357,463.87	
	C030519								
19/03	900 03/12/19	APP A0312					-1,379.09	356,084.78	
	a031219								
19/03	1028 03/15/19	PRJ					-3,848.10	352,236.68	
19/03	1160 03/19/19	GNI FEB					-450.20	351,786.48	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
19/03	1165 03/19/19	APP C0319					-2.88	351,783.60	
	C031919								
19/03	1802 03/19/19	GNI					1,480.99	353,264.59	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
19/03	1894 03/26/19	APP A0326					-300.00	352,964.59	
	A032619								
19/03	1911 03/26/19	GNI 899533 AmyG		31494			8,572.00	361,536.59	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/03	1981 03/29/19	PRJ					-2,997.31	358,539.28	
19/03	2375 03/31/19	GEN					-525.00	358,014.28	
	RECURRING	DUE TO / DUE FROM							
	LEDGER BALANCES	---	DEBITS:	44,828.57	CREDITS:	-15,799.32	NET:	29,029.25	
74	20050	Vouchers Payable							
						SOY BALANCE		-305.25	
						PER 01	305.25	.00	
						PER 02	-547.34	-547.34	
19/03	449 03/05/19	APP C0305					547.34	.00	
	C030519	AP CASH DISBURSEMENTS JOURNAL							
19/03	896 03/12/19	API B 3432					-1,379.09	-1,379.09	
	W A031219								
19/03	900 03/12/19	APP A0312					1,379.09	.00	

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 2
glacthst

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	a031219	AP CASH DISBURSEMENTS JOURNAL								
19/03	1037	03/19/19	API B 3426					-2.88	-2.88	
	W C031919									
19/03	1165	03/19/19	APP C0319					2.88	.00	
	C031919	AP CASH DISBURSEMENTS JOURNAL								
19/03	1887	03/26/19	API B 3473					-300.00	-300.00	
	W A032619									
19/03	1894	03/26/19	APP A0326					300.00	.00	
	A032619	AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:			2,839.81				CREDITS:		
								-2,534.56	NET:	305.25
74	38400	Expenditures								
								SOY BALANCE		.00
								PER 01	21,612.53	21,612.53
								PER 02	9,986.30	31,598.83
19/03	103	03/01/19	PRJ PR0301 1190301	1190301				3,816.73	35,415.56	
	PAY030119	WARRANT=190301	RUN=1 BI-WEEKL							
19/03	896	03/12/19	API B 3432					1,379.09	36,794.65	
	W A031219									
19/03	1028	03/15/19	PRJ PR0315 1190315	1190315				3,848.10	40,642.75	
	PAY031519	WARRANT=190315	RUN=1 BI-WEEKL							
19/03	1037	03/19/19	API B 3426					2.88	40,645.63	
	W C031919									
19/03	1160	03/19/19	GNI FEB					450.20	41,095.83	
	WF PCARD									
19/03	1887	03/26/19	API B 3473					300.00	41,395.83	
	W A032619									
19/03	1981	03/29/19	PRJ PR0329 1190329	1190329				2,997.31	44,393.14	
	PAY032919	WARRANT=190329	RUN=1 BI-WEEKL							
19/03	2375	03/31/19	GEN					525.00	44,918.14	
	RECURRING									
	LEDGER BALANCES --- DEBITS:			44,918.14				CREDITS:		
								.00	NET:	44,918.14

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 3
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	38500	Revenues							
						SOY BALANCE		.00	
					PER 01		-19,985.11	-19,985.11	
					PER 02		-44,214.54	-64,199.65	
19/03	1802 03/19/19	GNI					-1,480.99	-65,680.64	
	ST OF MN								
19/03	1911 03/26/19	GNI 899533	AmyG	31494			-8,572.00	-74,252.64	
	iNovah								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-74,252.64	NET:	-74,252.64	
74830	53180	Environmental Assistance /MPCA							
						REVISED BUDGET			.00
					PER 01		-359.25	-359.25	
					PER 02		-953.66	-1,312.91	
19/03	1802 03/19/19	GNI					-1,480.99	-2,793.90	
	ST OF MN INV 33								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-2,793.90	NET:	-2,793.90	
74830	58300	Miscellaneous Other Revenue							
						REVISED BUDGET			.00
					PER 02		-8,572.00	-8,572.00	
19/03	1911 03/26/19	GNI 899533	AmyG	31494			-8,572.00	-17,144.00	
	iNovah CW AIS SUPPORT								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-17,144.00	NET:	-17,144.00	
74830	61000	Salaries & Wages - Regular							
						REVISED BUDGET			.00
					PER 01		5,136.04	5,136.04	
					PER 02		5,205.92	10,341.96	
19/03	103 03/01/19	PRJ PR0301	1190301	1190301			2,602.96	12,944.92	
	PAY030119	WARRANT=190301	RUN=1	BI-WEEKL					
19/03	1028 03/15/19	PRJ PR0315	1190315	1190315			2,602.96	15,547.88	
	PAY031519	WARRANT=190315	RUN=1	BI-WEEKL					
19/03	1981 03/29/19	PRJ PR0329	1190329	1190329			2,602.96	18,150.84	
	PAY032919	WARRANT=190329	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		18,150.84		CREDITS:	.00	NET:	18,150.84	

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 4
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61200	Active Insurance							
							REVISED BUDGET		.00
							PER 01	1,647.16	1,647.16
							PER 02	1,647.16	3,294.32
19/03	103 03/01/19	PRJ PR0301	1190301	1190301			836.89	4,131.21	
	PAY030119	WARRANT=190301 RUN=1 BI-WEEKL							
19/03	1028 03/15/19	PRJ PR0315	1190315	1190315			813.27	4,944.48	
	PAY031519	WARRANT=190315 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:		4,944.48				CREDITS:	.00	NET: 4,944.48
74830	61300	Employee Pension & FICA							
							REVISED BUDGET		.00
							PER 01	743.17	743.17
							PER 02	753.77	1,496.94
19/03	103 03/01/19	PRJ PR0301	1190301	1190301			376.88	1,873.82	
	PAY030119	WARRANT=190301 RUN=1 BI-WEEKL							
19/03	1028 03/15/19	PRJ PR0315	1190315	1190315			376.87	2,250.69	
	PAY031519	WARRANT=190315 RUN=1 BI-WEEKL							
19/03	1981 03/29/19	PRJ PR0329	1190329	1190329			394.35	2,645.04	
	PAY032919	WARRANT=190329 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:		2,645.04				CREDITS:	.00	NET: 2,645.04
74830	62100	Telephone							
							REVISED BUDGET		.00
							PER 01	58.56	58.56
							PER 02	61.77	120.33
19/03	1028 03/15/19	PRJ PR0315	1190315	1190315			55.00	175.33	
	PAY031519	WARRANT=190315 RUN=1 BI-WEEKL							
19/03	1037 03/19/19	API 006205	95881	18177			1.75	177.08	
	W C031919	MARCH CTC & 2/19 - 2/19 LD CAL CONSOLIDATED TELECOM							
19/03	1037 03/19/19	API 006205	95881	18177			1.13	178.21	
	W C031919	MARCH CTC & 2/19 - 2/19 LD CAL CONSOLIDATED TELECOM							
	LEDGER BALANCES --- DEBITS:		178.21				CREDITS:	.00	NET: 178.21

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 5
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
74830	62680	Non-Employee Per Diems				REVISED BUDGET				.00
					PER 02		500.00	500.00		
19/03	896 03/12/19	API 003356		95911	18154		50.00	550.00		
	W A031219	TED VANKEMPEN	PER DIEM AND	MIL HUBBARD COUNTY	TREAS					
	LEDGER BALANCES --- DEBITS:			550.00	CREDITS:		.00	NET:	550.00	
74830	62720	Non-Employee Mileage				REVISED BUDGET				.00
					PER 02		635.48	635.48		
19/03	896 03/12/19	API 003356		95911	18154		40.60	676.08		
	W A031219	TED VANKEMPEN	PER DIEM AND	MIL HUBBARD COUNTY	TREAS					
	LEDGER BALANCES --- DEBITS:			676.08	CREDITS:		.00	NET:	676.08	
74830	62990	Prof. & Tech. Fee - Other				REVISED BUDGET				.00
					PER 01		8,300.66	8,300.66		
19/03	896 03/12/19	API 101308		95909	18164		882.50	9,183.16		
	W A031219	WSN INVOICE #33		WIDSETH SMITH	NOLTIN		1,230.99	10,414.15		
19/03	896 03/12/19	API 002876		95910	18162		57.50	10,471.65		
	W A031219	PACE LABS #33		PACE ANALYTICAL	SERV					
19/03	1887 03/26/19	API 009999		96796	18263		300.00	10,771.65		
	W A032619	HUBBARD ENVIROTHON		Unknown						
19/03	2375 03/31/19	GEN					525.00	11,296.65		
	RECURRING FINANCIAL SERVICE									
	LEDGER BALANCES --- DEBITS:			11,296.65	CREDITS:		.00	NET:	11,296.65	
74830	63320	Employee Mileage				REVISED BUDGET				.00
					PER 01		342.32	342.32		
19/03	1160 03/19/19	GNI FEB			PER 02		290.23	632.55		
	WF PCARD	1434 - Cmp Rip Sntnl Landscape					28.65	661.20		
		TIM TERRILL-OOP								
19/03	1160 03/19/19	GNI FEB					61.48	722.68		
	WF PCARD	1434 - Leech Lake Dam rest mee								
		TIM TERRILL-OOP								

04/12/2019 08:50
KorieB

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 03 TO 2019 03

P 6
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
19/03	1160 03/19/19	GNI FEB					168.20	890.88	
	WF PCARD	1434 - testify for MHB statute							
		TIM TERRILL-OOP							
19/03	1160 03/19/19	GNI FEB					61.48	952.36	
	WF PCARD	1434 - MHB monthly MTG							
		TIM TERRILL-OOP							
19/03	1160 03/19/19	GNI FEB					61.48	1,013.84	
	WF PCARD	1434 - board MTG							
		TIM TERRILL-OOP							
	LEDGER BALANCES --- DEBITS:		1,013.84		CREDITS:	.00	NET:	1,013.84	
74830	63340	Hotel & Meals Travel Expense							
					REVISED BUDGET				.00
					PER 01		191.11	191.11	
					PER 02		9.47	200.58	
19/03	1160 03/19/19	GNI FEB					15.06	215.64	
	WF PCARD	meal while testifying							
		TIM TERRILL-COSSETTA S							
19/03	1160 03/19/19	GNI FEB					8.00	223.64	
	WF PCARD	state office parking							
		TIM TERRILL-MN ST IAP ADM PMD PARK							
	LEDGER BALANCES --- DEBITS:		223.64		CREDITS:	.00	NET:	223.64	
74830	64090	Office Supplies							
					REVISED BUDGET				.00
					PER 01		5.51	5.51	
19/03	1160 03/19/19	GNI FEB					3.88	9.39	
	WF PCARD	board snack							
		TIM TERRILL-SUPER ONE FOODS #45							
19/03	1160 03/19/19	GNI FEB					4.22	13.61	
	WF PCARD	board snack							
		TIM TERRILL-SUPER ONE FOODS #45							
19/03	1160 03/19/19	GNI FEB					37.75	51.36	
	WF PCARD	copy paper							
		TIM TERRILL-OFFICEMAX/DEPOT 6590							
	LEDGER BALANCES --- DEBITS:		51.36		CREDITS:	.00	NET:	51.36	
	GRAND TOTAL --- DEBITS:		132,316.66		CREDITS:	-112,524.42	NET:	19,792.24	

57 Records printed

** END OF REPORT - Generated by Korie Bedard **

Planning and Zoning

Hammerschmidt Variance

Variance Application Permit

Parcel ID # 75-445-0080
 Applicants Name ^{DENNIS} CARRINE HAMMERSCHMIDT
 Applicant is: Owner: Agent _____
 Property Owner: ^{DENNIS} CARRINE HAMMERSCHMIDT
 Mailing Address: 956 RIVER DR. NW
 City, State, Zip: BENA, MN 56626
 Day Time Phone: 507-340-6370
 Township: UNORGANIZED 146-29
 Section 34 Twp: 146 Rg: 29
 E-911 Address: same as above
 Lake, River, Stream Mississippi
 Classification: MHB
 Legal Description: Lot 8 Teds Subdivision

CARRINE HAMMERSCHMIDT 3/12/2019
 Property Owners Signature Date
~~Dennis~~ 3/12/2019

Applicants Signature (if different than Owner)

Office Use Only

Received By: BLO T-N-C
 Date 3/12/19
 Total Fees Paid: 441.00
 Check # 2122 Receipt: 232087
 Date Field Inspected: _____
 Applicant assisted by: _____
 Applicant & MN/DNR notified: _____

Filing Acknowledgement by:

See 2019-146-29-1

Date of hearing. 04/08/2019

This Variance Application is hereby
 Approved: Denied: _____

By the Cass County BOA / PAC
 Date: 04/08/2019
 By MSP MF/JH 6/0

Property Information:

Property Became Lot of Record 7/49
 Lot Width: 50.00
 Lot Depth: 143.00 + 190.00
 Water Frontage: 68.47
 Total Acres: .19
 ROW Setback 80' Lake Setback 43'
 Property Line Setback <10'
 Building Height: 20'

Previous Owner: G. Essig
 Year Sold: 10/25/2007
 Year ISTS installed: 1977
 Date of Last Inspection: 6/19/14
 Section of Ordinance: _____
 Requested Use: closer OHW, closer property line setbacks for 472 sq ft total additions.

EMAIL: carrineadele@live.com
 PLEASE PRINT

Note: Garage will be rebuilt in place no expansion of footprint, may change roofline.

Appendix : SHORELINE RAPID ASSESSMENT MODEL



Cass County's Shoreline Rapid Assessment Model (SRAM) is a tool for quickly and objectively determining the degree of natural vegetation along a shoreline and the amount of natural buffer required to meet Ordinance requirements. With this model, the Shore Impact Zones (SIZ-1 & SIZ-2) are evaluated for natural vegetative cover and a cumulative score is tallied. Vegetative restoration that may be necessary must be performed according to Section 1123 of the Cass County Land Use Ordinance..

Shoreline:

Condition of Shoreline	Score:
Stable shoreline	0
< 25% of shoreline is eroding or unstable	-1
25-50% of shoreline is eroding or unstable	-2
50-75% of shoreline is eroding or unstable	-3
> 75% of shoreline is eroding or unstable	-4

Ground cover:

Score: 0

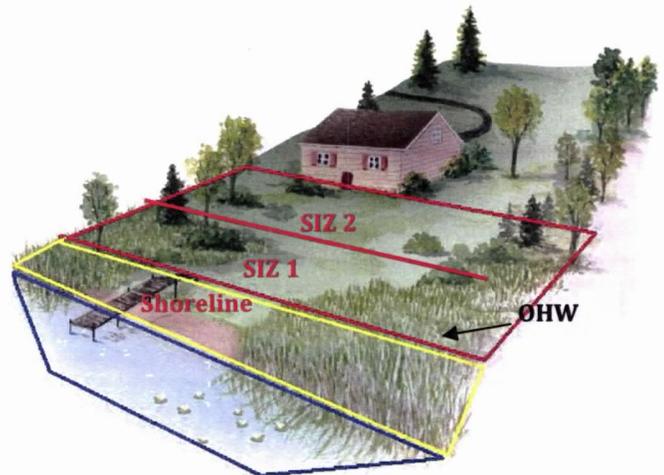
% Naturally Vegetated Cover in SIZ 1 and SIZ 2	Points:	
	SIZ 1	SIZ 2
< 25% natural ground cover	1	1
25-50% natural vegetative cover	3	3
50-75% natural vegetated cover	5	5
> 75% natural vegetated cover	7	7

Trees / shrubs:

Score: 1 1

% Naturally Vegetated Cover in SIZ 1 and SIZ 2	Points:	
	SIZ 1	SIZ 2
< 25% of surface is covered by shrubs and trees	1	1
25-50% of surface is covered by shrubs and trees	3	3
50-75 % of surface is covered by shrubs and trees	5	5
> 75% of surface is covered by shrubs and trees	7	7

Score: 1 3



If score is 0-8:

Applicant will be required to leave a 20' No Mow Buffer and provide financial assurance until buffer is established. The amount of financial assurance required will be based on the score. A score of 8=\$200.00, a score of 0=\$1600.00

If score is 9-15:

Applicant will be required to leave a 15' No Mow Buffer. No financial assurance is required for a score of 9 or more. Above buffers shall allow for an access area to lake, per ordinance requirements.

Cass ESD recognizes that all lake parcels are not identical and need to be scored on merits of each. We also recognize the importance of critical shoreline habitat and try to accomplish a balance between landowner and lake health.

Total Parcel Score: 6

Max Score: 28

Landowner Hammerschmidt

Parcel Number 75-445-0080

Environmental Services Staff Signature Kelly L. Condiff

Digitally signed by Kelly L. Condiff
Date: 2019.03.18 10:44:14 -05'00'

Date 03/18/19











A tall, grey brick chimney is located on the left side of the house, extending from the roofline down to the ground level.

The left portion of the house features log cabin walls made of stacked, light-colored logs, partially covered by red horizontal siding.

The front door is a white-framed glass door with a screen, set within a white frame. It is reached by a set of five concrete steps.

A white-framed double-hung window is located on the red horizontal siding of the house.

A small, white-framed window is visible on the right side of the house, partially obscured by a tree trunk.

A white door is leaning against the side of the house, partially covered by a white plastic sheet.

A person wearing a dark jacket and pants is standing on a concrete path near the white door, looking towards the house.

A large, black, cylindrical metal barrel is positioned in the foreground on the left side of the image.

Patches of snow are visible on the ground in the foreground and to the right of the house.



March 11, 2019

We are planning to make our home more accessible and user-friendly by adding protective porches on the front and back entries. These porches would enable us to approach our front door, our garage/utility building, and our basement more easily and safely. The plan calls for a rebuild of the garage, which is in dire need of repair.

We would greatly lessen the chance of falls on uneven ground and/ or ice. The back exit would simply involve an extended roof area, and a railing, as well as a refreshed platform and steps to provide a safer way to reach our basement. This back exit embellishment would add no square footage.

We are in our 70s. My husband and I both have health issues which require added caution. These changes and improvements would benefit us greatly, as well as our visiting family members and friends.

Corrine and Dennis Hammerschmidt

March 11, 2019

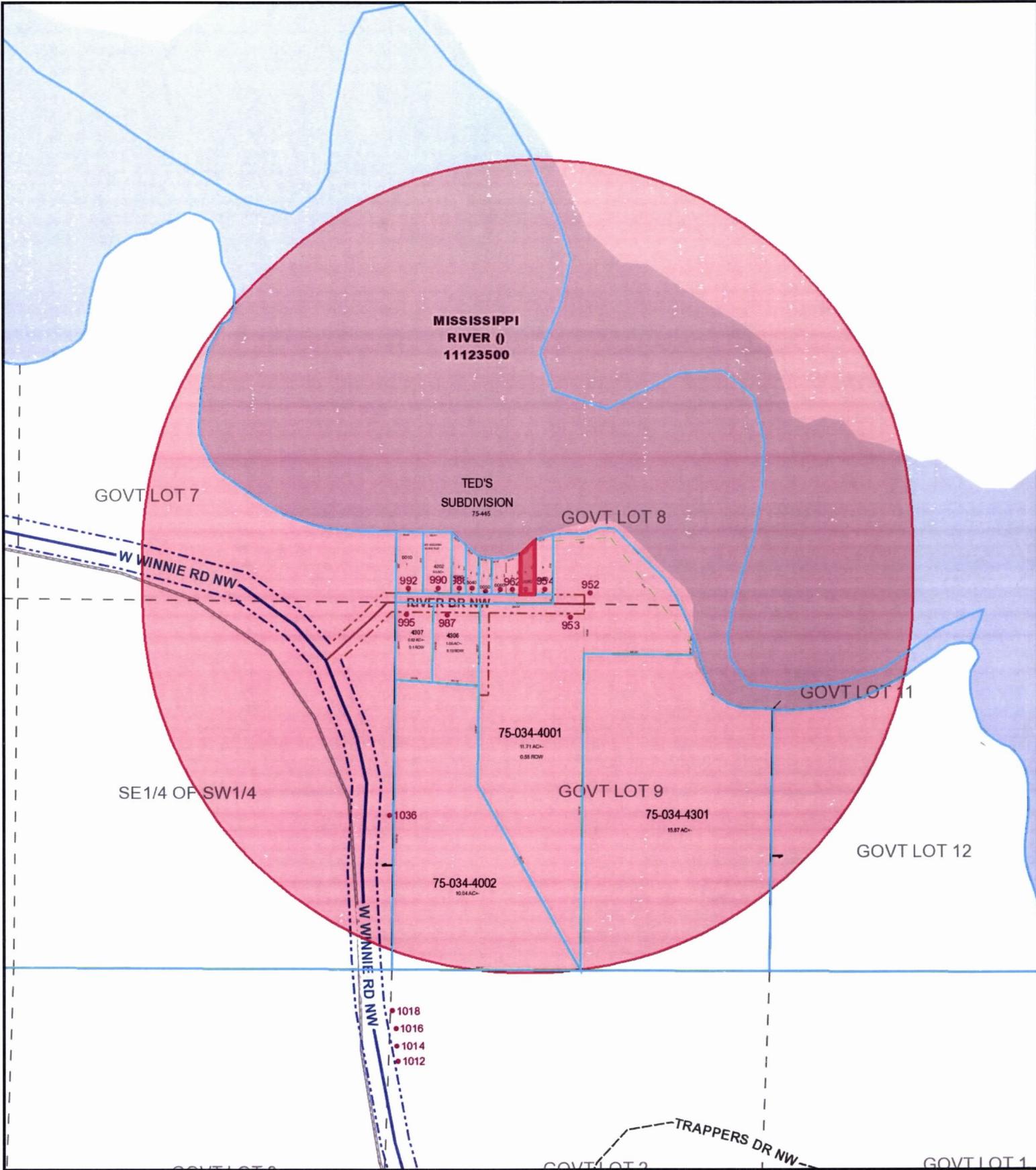
We are planning to make our home more accessible and user-friendly by adding protective porches on the front and back entries. These porches would enable us to approach our front door, our garage/utility building, and our basement more easily and safely. The plan calls for a rebuild and expansion of the garage, which is in dire need of repair. By melding the expanded garage to the house we would gain much needed space and accessibility. We would greatly lessen the chance of falls on uneven ground and/ or ice. The back exit would simply involve an extended roof area, and a railing, as well as a refreshed platform and steps to provide a safer way to reach our basement. This back exit embellishment would add no square footage.

We are in our 70s. My husband and I both have health issues which require added caution. These changes and improvements would benefit us greatly, as well as our visiting family members and friends.

Corrine and Dennis Hammerschmidt

Impervious
 $8,276.40 \times 25\% =$
2069.10
- 240. - g (exist)
- 150 - bh (exist)
- 675 - house (exist)
- 168 - shed (exist)
- 60 - sidewalk
- 90 - stairs

686.10 remaining



DENNIS HAMMERSCHMIDT
 BUFFER MAP
 Cass County, Minnesota



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



3/18/2019

FirstOfField1	Field2	Field3	Field4	Field5
	MISSISSIPPI HEADWATERS BOAR	TIM TERRELL	322 LAUREL ST	BRAINERD MN 56401
	CASS COUNTY ADMINISTRATOR	PO BOX 3000	WAKJER MN 56484	
74-003-0000	USA			
75-034-4001	THOMPSON, ARDEN T & JEANET	952 RIVER DR NW	BENA MN 56626	
75-034-4202	CHRISTIANSON, EUGENE & JANE	& CHRISTIANSON, THOMAS	301 MAIN ST	THORTON IA 50479
75-034-4301	BROWN, CRAIG A & PAIGE A	1018 W WINNIE RD	BENA MN 56626	
75-034-4306	DRUGA, JOSEPH W	987 RIVER DR NW	BENA MN 56626	
75-034-4307	KARBOWSKI, ROBERT H & PATRI	995 RIVER DR NW	BENA MN 56626	
75-445-0010	FISHER, JON M	992 RIVER DR NW	BENA MN 56626	
75-445-0030	MARTIN, PHILIP G & PATRICIA A	679 BRIDLE RIDGE CIRCLE	EAGAN MN 55123	
75-445-0040	MILLER, NORMAN W & WILLIAM	14377 COUNTY RD 20	HANSKA MN 56041	
75-445-0050	GALLER, FRANK G & MICHAEL J	43211 W ELYSIAN LAKE RD	ELYSIAN MN 56028-100	
75-445-0060	CAPESIUS, JOSEPH M & BRENDA	221 SOUTH MCCOY ST	ALGONA IA 50511	
75-445-0080	HAMMERSCHMIDT, CORRINE &	956 RIVER DR NW	BENA MN 56626	
75-445-0090	TED'S UP NORTH PROPERTIES, LL	C/O THOMAS STEVE	817 9TH ST N	SARTELL MN 56377

MISSISSIPPI
RIVER ()
11123500

TED'S SUBDIVISION

75-445

GOVT LOT 8



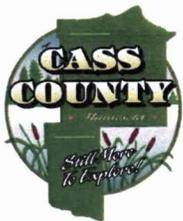
75-034-4001

11.7 AC+
0.58 ROW

DENNIS HAMMERSCHMIDT

AERIAL MAP

Cass County, Minnesota



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.

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

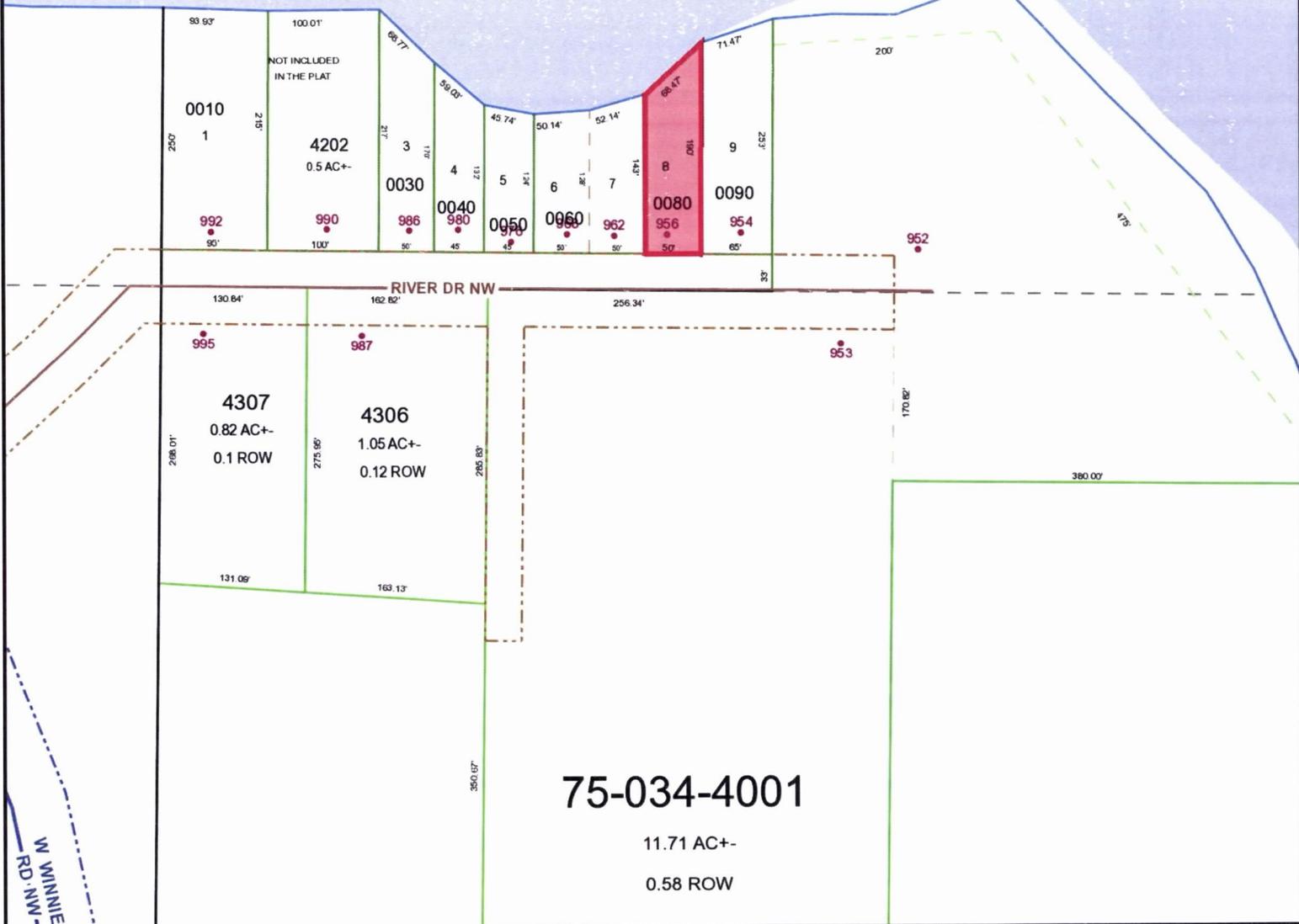


3/18/2019

MISSISSIPPI
RIVER ()
11123500

TED'S
SUBDIVISION
75-445

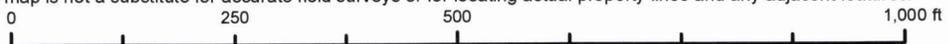
GOVT LOT 8



DENNIS HAMMERSCHMIDT
PARCEL MAP
Cass County, Minnesota



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



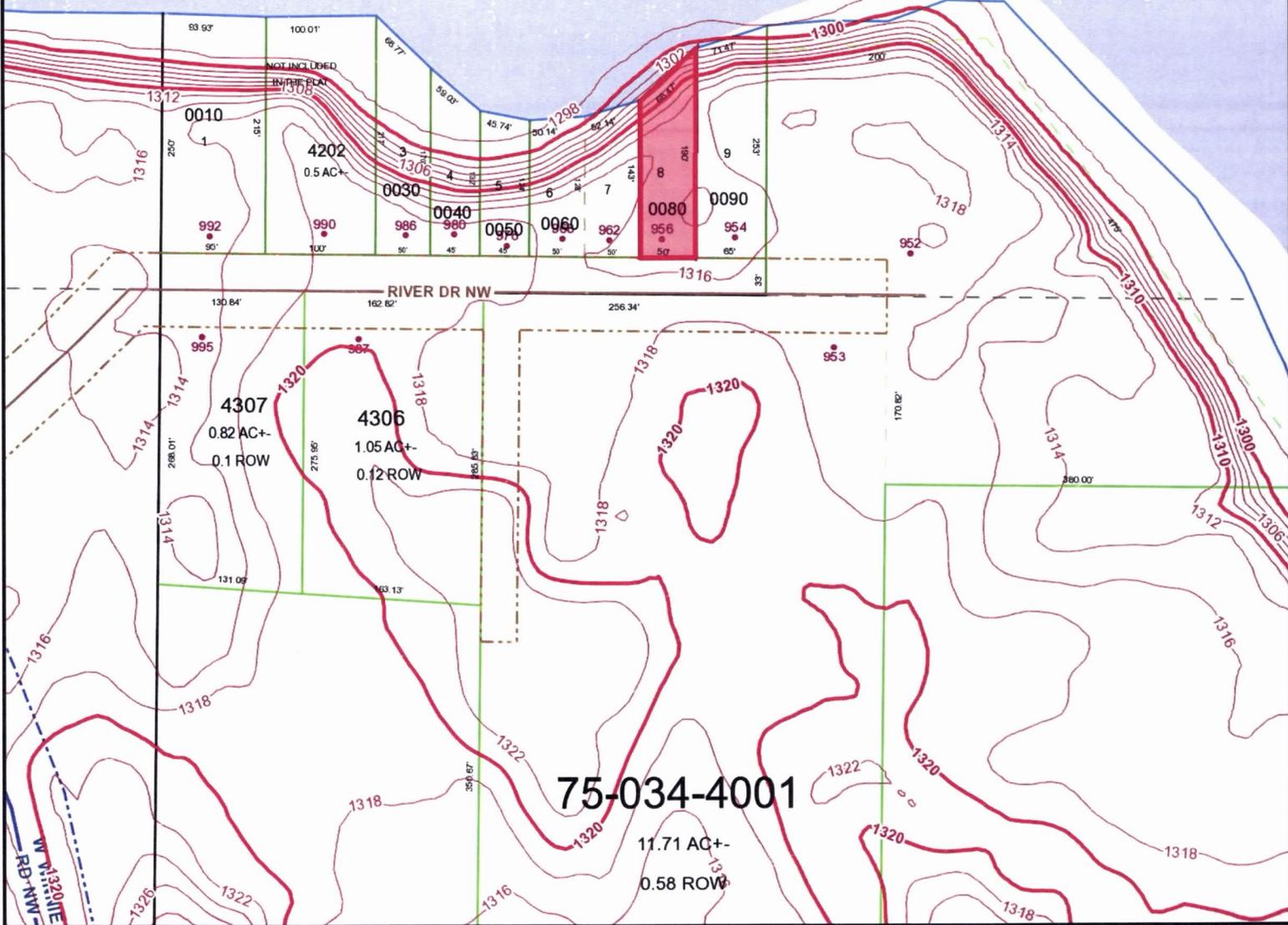
3/18/2019

MISSISSIPPI
RIVER ()
11123500

TED'S SUBDIVISION

75-445

GOV'T LOT 8



75-034-4001

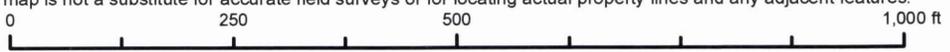
11.71 AC+
0.58 ROW



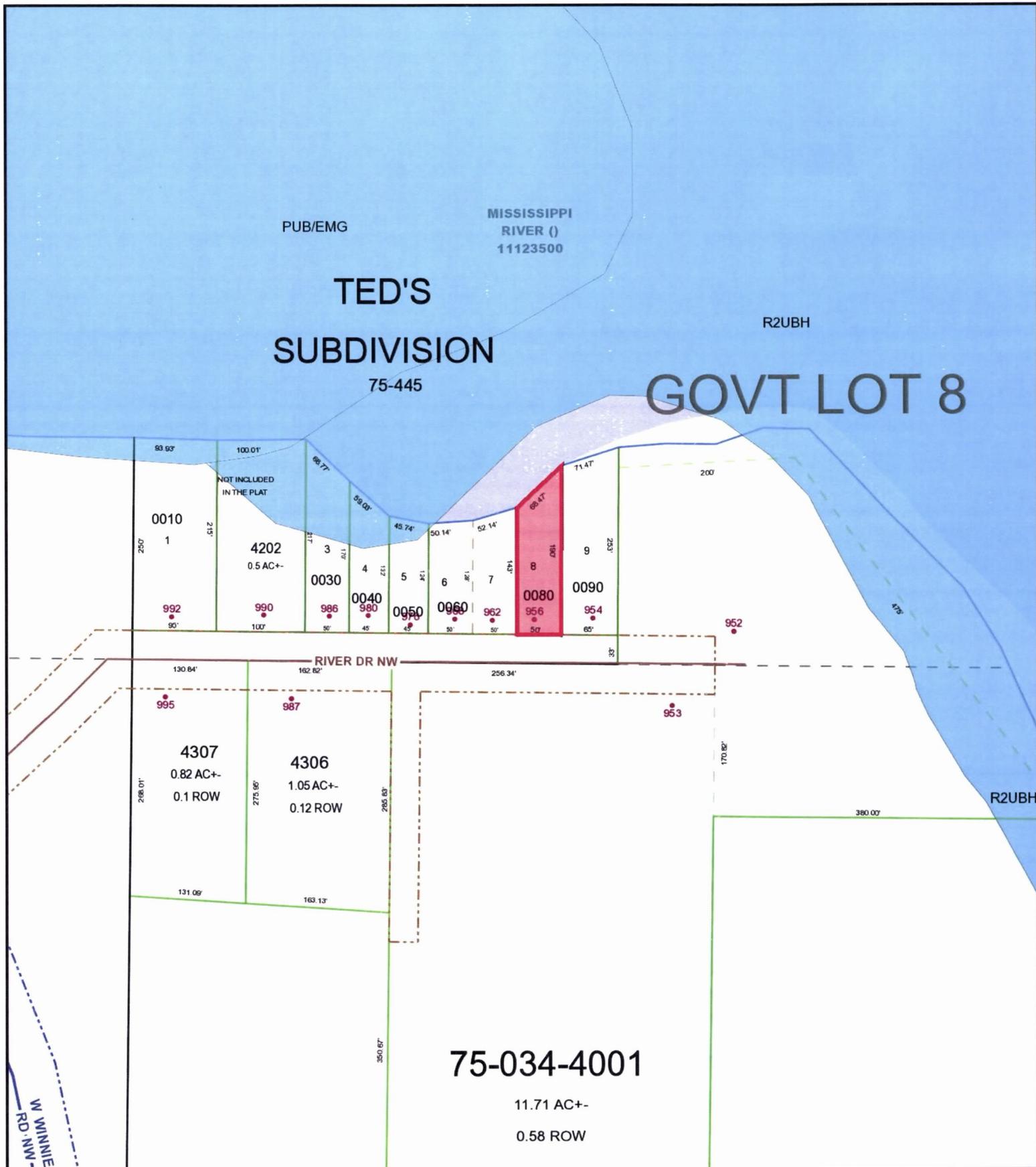
DENNIS HAMMERSCHMIDT
CONTOUR MAP
Cass County, Minnesota



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



3/18/2019



DENNIS HAMMERSCHMIDT

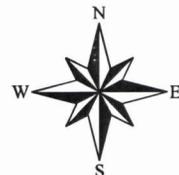
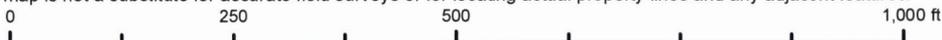
WETLAND MAP

Cass County, Minnesota



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.

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



3/18/2019

CASS COUNTY ENVIRONMENTAL SERVICES
SSTS WINTER AGREEMENT
(FOR USE NOV. 15--APRIL 15)

Check all that apply

Field Evaluation

Design and/or Installation

Compliance Inspection

Wetland Delineation

Parcel ID # 79-145-020

LANDOWNER / SELLER / BUYER (circle one) INFORMATION

X NAME CORRINE HAMMERSCHMIDT PHONE 218 825 2111
X MAILING ADDRESS 956 RIVER DRIVE NW
X CITY, STATE, ZIP BEND, MN 56226

The above named landowner, seller, or buyer hereby agrees to have a Subsurface Sewage Treatment System (SSTS), field evaluation, compliance inspection, design and/or wetlands delineated before June 1, 2019 and/or to have an SSTS installation completed by _____ 201 for the parcel of property in Cass County, Minnesota described as follows:

PROPERTY ADDRESS 956 RIVER DRIVE NW
CITY, STATE, ZIP BEND, MN 56226

If this form is used to satisfy requirements of a field evaluation only, there are no other forms required. When completed, you must submit the field evaluation to our office to satisfy this agreement.

If this form is used to satisfy requirements of a compliance inspection, design, and/or installation, you must also apply for an SSTS permit to complete the winter agreement. If upon inspection (of the existing system), the SSTS is found to be compliant, the permit fee will be refunded.

If this form is used to satisfy requirements for a transfer of property in the Cass County SSTS Ordinance, the seller is responsible for compliance with these requirements unless the buyer and seller agree to the contrary in writing before the closing of the sale.

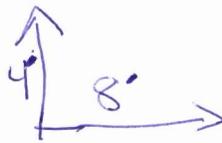
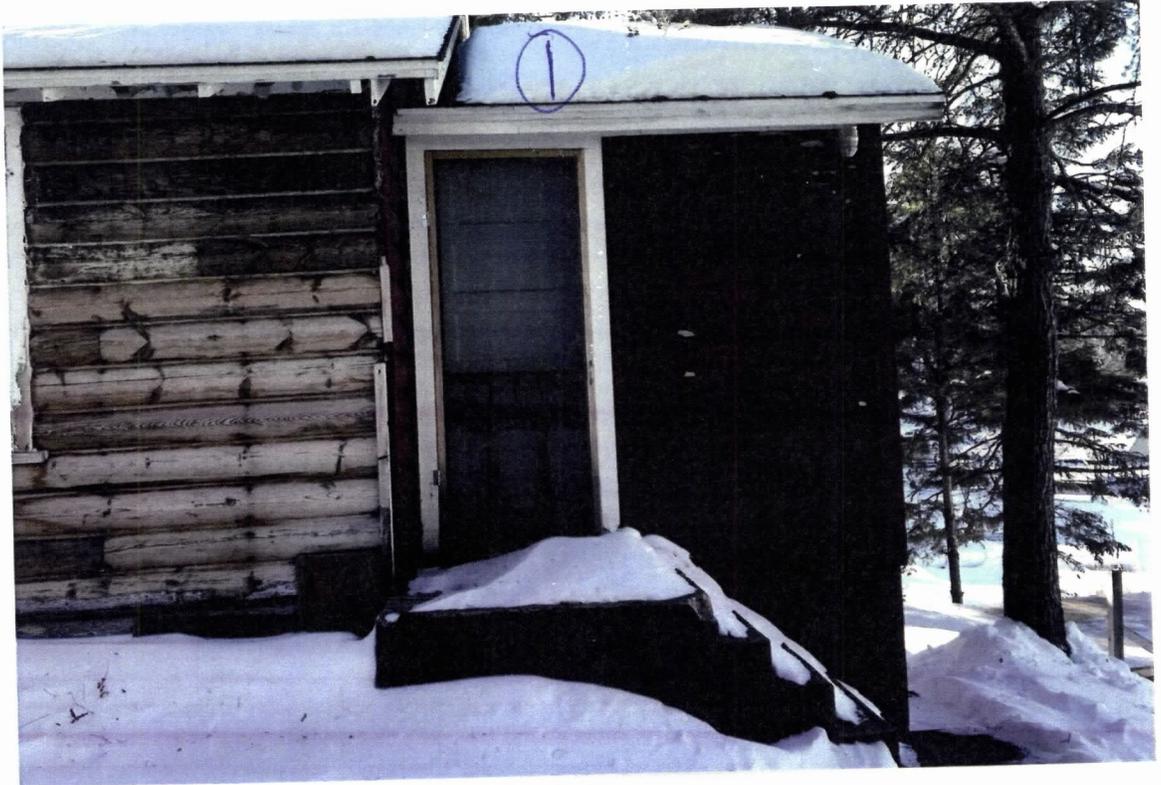
If this form is used to satisfy requirements of the Cass County Subdivision and Platting Ordinance, the seller must have a qualified professional delineator delineate the wetlands. If, when the delineation is completed, it is determined that standards cannot be met, the lot sizes and/or shapes must be adjusted to make the lots conform or the lots will be declared unbuildable.

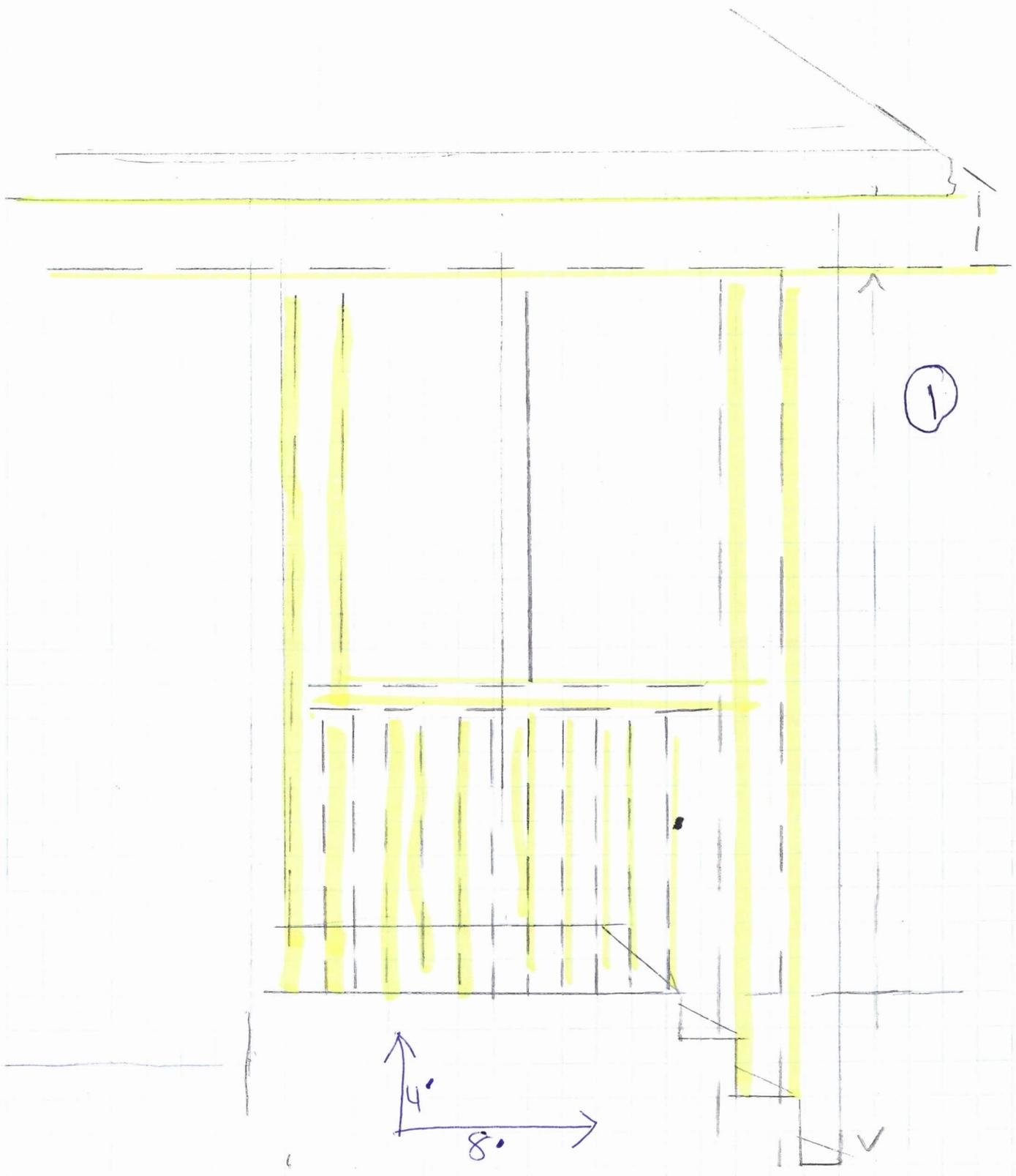
Failure to comply with the provisions established in this agreement shall constitute a misdemeanor and shall be subject to enforcement by Cass County Environmental Services Department.

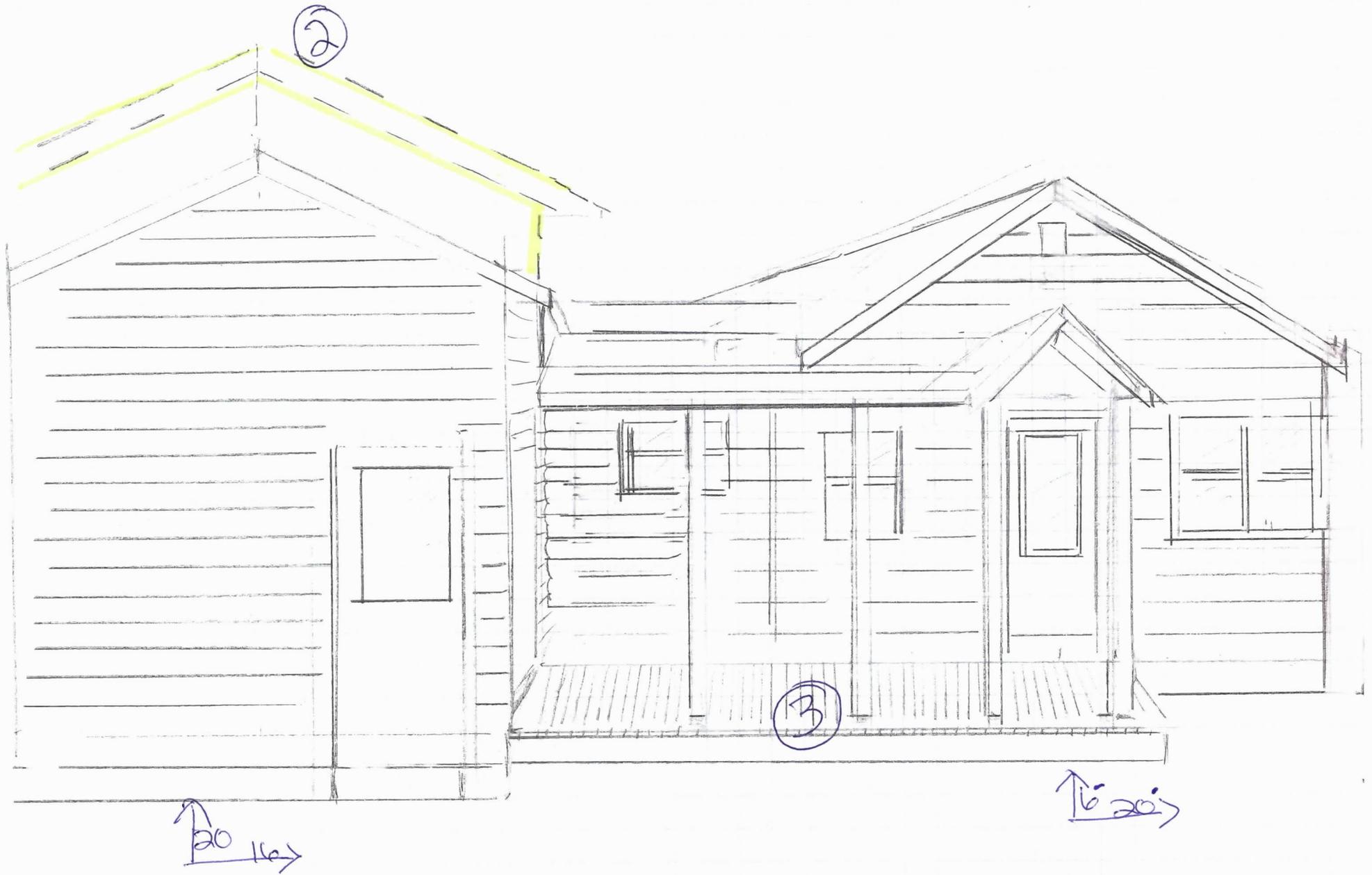
I hereby swear and affirm that all of the above information is true and correct to the best of my knowledge.

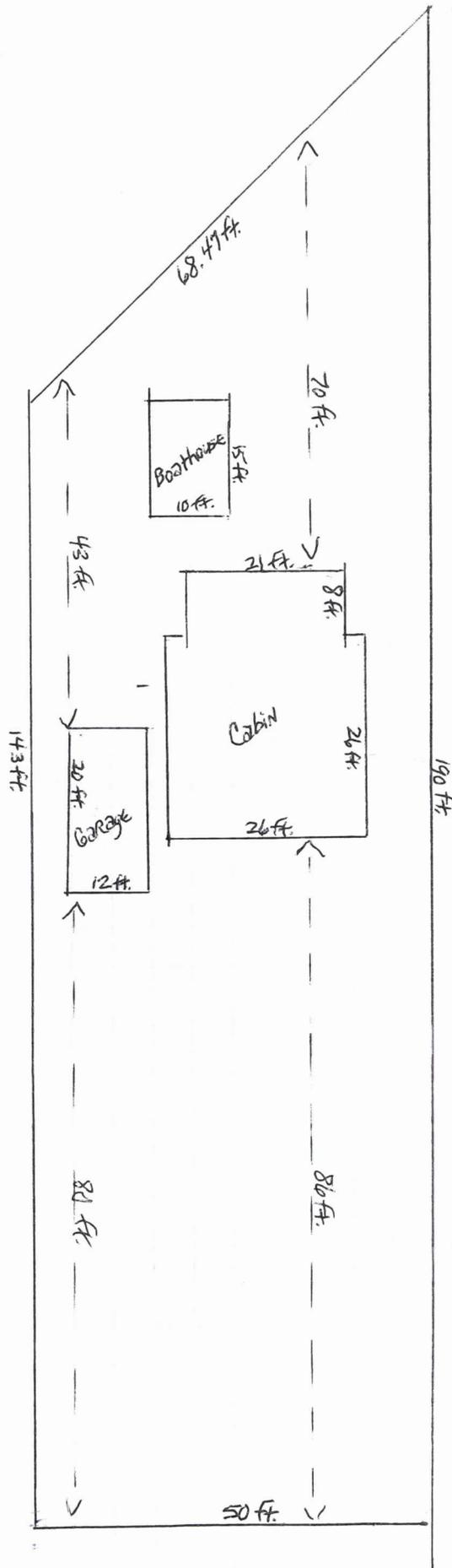
X CORRINE HAMMERSCHMIDT
(Landowner) Seller / Buyer
(circle one)
Corrine Hammerschmidt

X 3/12/2019
Date





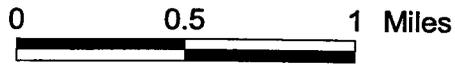
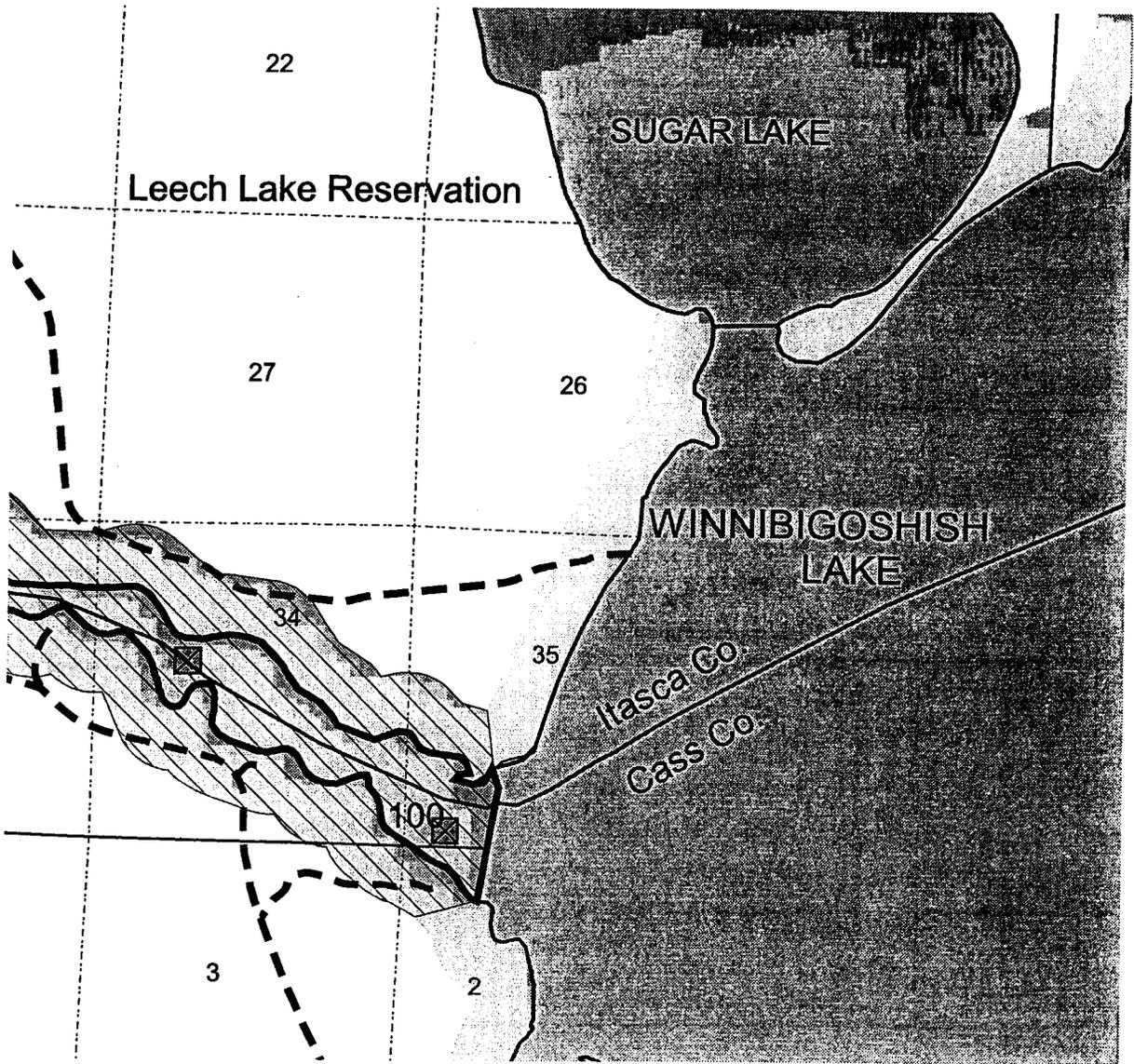




10 ft

Mississippi Headwaters Corridor

Map 30



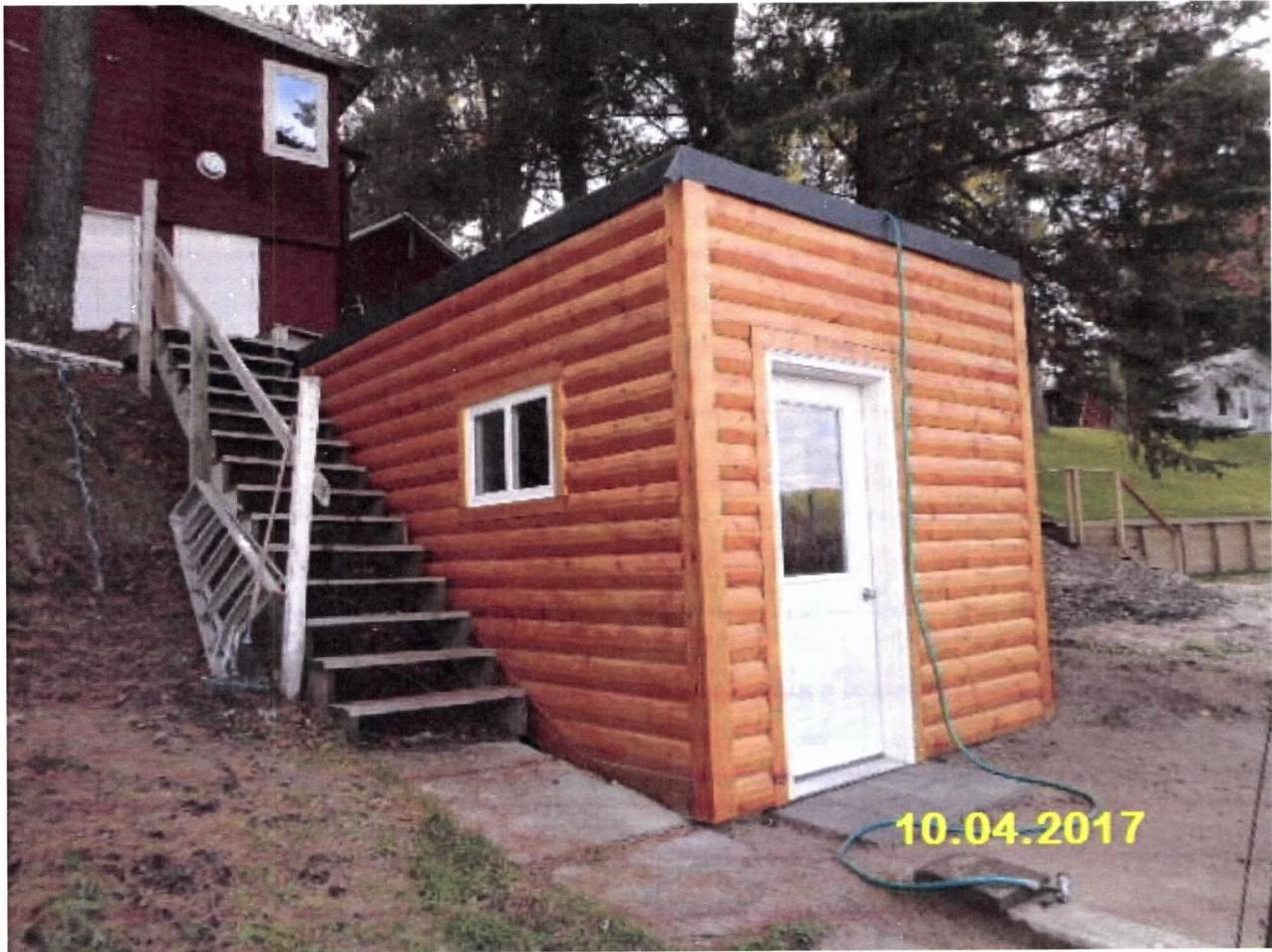
Date: September 2000

County: Itasca
 Name: UNorganized
 Township: 146N
 Range: 29 W
 Sections: 25-27, 34-36
 Class: Headwaters Lake, Wild

River Corridor Width -- At least 1,000 feet from ordinary high water mark: Wild Class
 River Corridor Width -- At least 500 feet from ordinary high water mark: Scenic Class
 Lake Corridor Width -- 1,000 feet from ordinary high water mark: Headwaters Lake

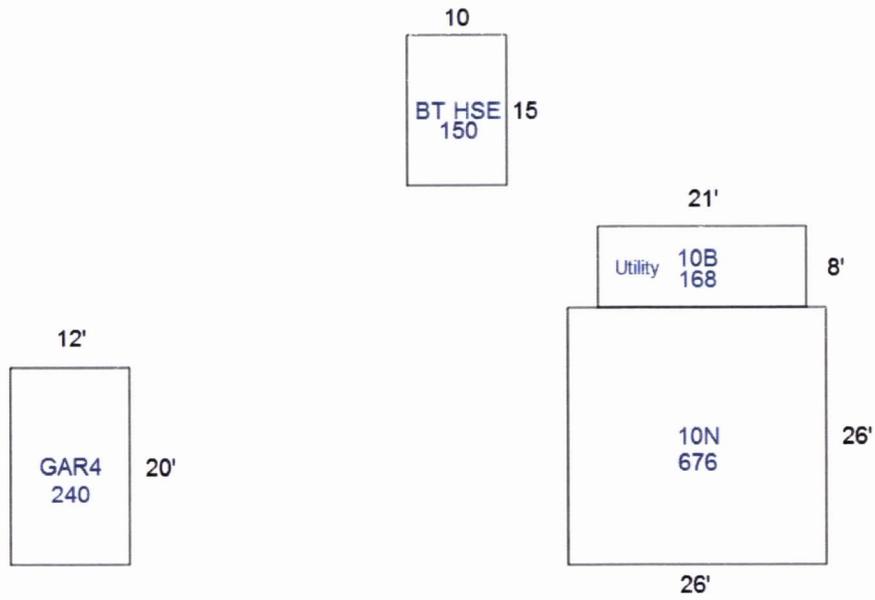
The data sets are provided without guarantee as to the accuracy or suitability for any particular purpose.











Sketch by Apex Sketch

Section F - Construction or Structure Standards

F.1. Standards

The following table establishes the minimum standards for lot size, lot width, structure and ISTS setback, shore impact zone, and structure height for each zoning classification. The following standards apply to the Corridor:

Classification	Minimum lot size	Structure setback from OHWM	ISTS setback from OHWM	Lot Width at OHWM and at Building line	Shore Impact Zone	Structure Height
River Wild	10 acres	200 feet	150 feet	330 feet	100 feet	18 feet
River Scenic	5 acres	150 feet	125 feet	330 feet	75 feet	35 feet
Headwaters Lakes: General Development*	30,000 square feet	100 feet	75 feet	100 feet	50 feet	35 feet
Headwaters Lakes: Recreational Development*	40,000 square feet	100 feet	75 feet	150 feet	50 feet	35 feet
Headwaters Lakes: Natural Environment*	80,000 square feet	150 feet	150 feet	200 feet	75 feet	35 feet

*Unsewered / single dwelling – see MN Rules 6120-3300.

The MHB recognizes that other local government, state, or federal regulations may be more restrictive than the above standards in certain areas or situations. The more restrictive regulations take precedence.

F.2. Agricultural Building Height Exemption

Buildings used for agricultural purposes are exempt from maximum structure height restrictions.

F.3. Substandard Lots

Lots that do not meet the above standards, and that are on record in the office of the County Recorder on or before the effective date of July 1, 1992, will be allowed as building sites if: 1) the use is allowed within the zoning district(s); 2) the lot is in single and separate ownership from adjoining lots at all times since it became substandard; 3) the lot meets the land suitability requirements of the Plan; and 4) all the sanitary and setback requirements are met.

Substandard lots which change from ISTS to connect with public service districts or municipal systems do not require a variance for applicable sewage disposal infra-structure

Itasca County

MISSISSIPPI RIVER

TRAPPERS DR NW

Unorg 146-29 T 146 N R 29 W Cass County, Minnesota



9/26/2018

Ownership	
	County
	Tax Forfeit
	State
	Federal
	Tribal
	Township
	City
	Other Exempt
	Pipeline
	Railroad
	North Country Trail
	Paved Bike Trails
	Snowmobile Trails
	US Forest Trails
	Parcels
	Sections
	Township
	City Limits
	Public Waters

Road Classification	
	US
	STATE
	CNTY-PAVED
	CNTY-GRAVEL
	LLBO-PAVED
	LLBO-GRAVEL
	TWP-PAVED
	TWP-GRAVEL
	TWP-UNIMPROVED
	MUNICIPAL
	UNDESIGNATED
	FOREST
	TIMBER ACCESS
	OTHER COUNTY



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.

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

Hammerschmidt, Dennis and Corrine, Unorganized Township on property described as Lot 8 of "Teds Subdivision", Section 34 146 29, PID #75-445-0080 located at 956 River Drive NW. An application submitted to construct 472 sf of additions including a garage rebuild with addition and covered porches at entry doors onto an existing non-conforming structure located approximately 80' from the Mississippi River on a preexisting non-conforming lot. The applicable portions of the Land Use Ordinance include Section 800 which establishes the variance criteria and Section F of the Mississippi Headwaters Plan which requires structures to be setback 200 feet from the river along those areas of the corridor classified as Wild. The property contains 0.19-acre riparian to the Mississippi River (Wild).

Findings:

1. The property became a lot of record in 1949.
2. A Shoreline Rapid Assessment Model (SRAM) was completed for the property with a score of 6.
3. The existing residence and garage are situated approximately 80' from the OHWL of the Mississippi River (Wild) and was constructed prior to the establishment of countywide zoning.
4. The proposed garage rebuild and covered porch additions will not further encroach on the Mississippi River or the neighboring properties.
5. The eastern property line encroachment includes the addition of a 6' x 8' covered entry over an existing concrete landing.
6. The boat house was reduced in size and rebuilt by Land Use Permit and Shoreland Alteration Permit in 2015 per MS 394.36.
7. The applicant has entered into a winter agreement with Cass County to make sure a septic compliance inspection is completed prior to 06/01/19.
8. Approval of the application assuming compliance with applicable erosion control 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 is detrimental to the protection of ground and surface water quality.
10. There is no reason or evidence to conclude that financial consideration is the sole reason for the application.
11. Based upon the above findings and the following conditions associated with this approval, there is nothing to indicate that the proposed garage or covered entries will alter, disturb or negatively impact existing land use or neighboring property which 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.
12. The requested use is consistent with neighboring properties in the vicinity and is a reasonable request to add covered entries and rebuild a garage in place.

No site preparation or building construction shall be commenced until issuance of a 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 as required by ESD.

Conditions:

1. The footprint of the proposed garage rebuild will match the existing structure; however, the roofline could be modified slightly relating to site runoff and drainage. The garage will be a one-story structure with no living quarters added.
2. The covered entries shall not vary from the site plan submitted on 03/12/19 without written approval of ESD staff or if necessary, the Planning Commission.
3. Applicant shall consent to inspection of the property by ESD staff to verify compliance with conditions.
4. No run-off to the lake or adjoining properties is permitted. Run-off will be directed by gutters or other means to natural water retention features located upon the property or structures such as rain gardens.
5. The roof of the existing boathouse is not to be used as a deck or porch.
6. ESD staff must determine the need for a construction and post construction erosion control plan. If such a plan is required, it must be reviewed and approved by ESD and/or the Planning Commission prior to the issuance of a permit.
7. Construction erosion and sediment control **must** be installed prior to the start of construction.
8. Any material resulting from construction not reused or recycled must be disposed of in a permitted facility.
9. The SRAM score of 6 will require vegetative enhancement and/or restoration.
10. A restoration plan **must** be approved by ESD and agreed to be implemented by the applicant **prior to the issuance of a permit.**
11. Financial assurance in an amount determined by ESD staff will be required in the form of cash or a letter of credit and shall be submitted **prior to the start of construction.**
12. Unless commenced or otherwise extended or revised by the Planning Commission this approval shall be effective until 04/08/21.

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.

Action/Discussion

Memorial Day Weekend May board meeting.
Set Biennial Conference date- Oct. 25th.
Monthly Budget Review
Request for Funding Questionnaire
Baxter Stormwater LCCMR application
Legacy Finance Committee powerpoint
Comp Plan Review.
Executive Director's Report



Mississippi Headwaters Board Funding Request Questionnaire

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

Below are some questions that the Mississippi Headwaters Board (MHB) requests your organization answer before any funds can be distributed to requesting organizations. Please submit at least 1 month before any funding is needed.

1. Tell us about yourself. What is the primary purpose of your organization?
2. What do you want to accomplish with your project?
3. How much funds are you requesting and what will you use the funds for?
4. Is this project regional in scope and involve any of the MHB member counties (Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing, and Morrison)?
5. What type of organization are you (governmental, Nonprofit, etc...)



Environment and Natural Resources Trust Fund (ENRTF) 2020 Main Proposal Template

PROJECT TITLE: Water Quality, Habitat, and Recreational Improvements to Whiskey Creek and Mississippi River, Baxter, MN

I. PROJECT STATEMENT

Project will purchase 13.8 acres and construct water quality, habitat, and recreational improvements to protect the Mississippi River from contaminants in the 400-acre, highly impervious, Trunk Highway 371 watershed in Baxter, Minnesota. A total of 20.6 acres will be converted into a stormwater best management practice (BMP) and a green space enhanced with newly planted pollinator species and recreational trail connections. The Mississippi Headwaters Board (MHB), in association with the City of Baxter (the City) and other stakeholders, will:

- Remove nearly four tons of phosphorus and 512 tons of sediment in water discharging to the Mississippi River over the next 20 years.
- Protect the Mississippi River drinking water supply used by almost 20% of Minnesotans¹.
- Plant pollinator-friendly native plants that reduce runoff and absorb excess nutrients in stormwater.
- Provide flood control and damage prevention upstream and downstream of the project area.
- Create a public recreational feature with access to the Paul Bunyan Regional Trail.
- Restore stream banks and instream habitat features of Whiskey Creek.
- Reduce pollutants discharged to the Mississippi River from impervious surfaces of TH 371 travel corridor.

The proposed stormwater BMP will remove phosphates, suspended solids, and other pollutants from the surface water runoff of the watershed area for Whiskey Creek. Out of the 400 miles along the Mississippi River, this watershed has the highest amount of development, with 50% of the land classified as developed and an increase of 208 people per square mile from 2000 to 2010³. The 20.6-acre area is the last opportunity to provide these improvements in the 400-acre drainage area. In a study conducted by MHB, this project was ranked 2nd highest for removal of phosphorus out of 59 projects in the region². The green space will improve land value, create corridor connections to the Paul Bunyan State Regional Trail, and provide protection and connection to the Northland Arboretum.

Restoring the stream banks of Whiskey Creek will improve fish and wildlife habitats while mitigating erosion and flood risks. Terrestrial and aquatic vegetation will be planted to increase habitat for fish, bird, and local wildlife. Educational kiosks will be constructed at key entry points to highlight the area's natural resources. This project is a proactive effort to protect the Mississippi River made by the stakeholders involved. There are no mandates, regulations, or rules that currently require this project to be completed.

II. PROJECT ACTIVITIES AND OUTCOMES

Activity 1 Title: Fee Title Acquisition of Parcel, Final Design, Engineering, and Environmental Permitting

Description: MHB will work with the City to execute the City's purchase agreement for the 13.8 acres, which, in combination with land currently owned by the City, comprises the 20.6 acres. The cost of this purchase includes attorney, survey, county filing, and apportioned taxes. MHB will work with the City to contract out engineering and construction services. Local agencies have partnered with MHB and the City of Baxter to form a Technical Advisory Panel (TAP) that will guide the goals for the project, review technical documents, and advise the City during design and construction phases to ensure the project is adhering to permit standards and regulations. This includes the final design plan, environmental permitting, bid specifications, and construction management. This project will remain in compliance with permitting requirements stipulated by local and federal regulatory agencies, including the MNPCA, the MNDNR, the USACE, the City of Baxter, and Crow Wing County. MHB will work with the City to contract out these environmental permitting services.

¹State of the River Report, 2016.

²Mississippi Headwaters Board BMP Summary, October 13, 2015.

³Crow Wing County Water Plan, April 12, 2013.



**Environment and Natural Resources Trust Fund (ENRTF)
2020 Main Proposal Template**

ENRTF BUDGET: \$635,000

Outcome	Completion Date
1. Fee title land purchase of 13.8 acres	Summer 2020
2. Engineering and construction plans, bid specifications	Summer 2021
3. Permit requirements: Minnesota Pollution Control Agency, Minnesota Department of Natural Resources, City of Baxter, and Crow Wing County	Fall 2021

Activity 2 Title: Conversion of Abandoned Golf Course into Restored Natural Habitat, Green Space, and Water Quality Improvements

Description: 20.6 acres will be used to create a stormwater pollution prevention practice and restore natural habitat area. The stormwater pollution prevention practice will reduce storm water pollutants, reduce peak flow rates and reduce flooding. Plug plants, seedlings, and native buffers will be planted in the area after construction to create a natural habitat area for wildlife including fish, birds, and pollinators. Educational kiosks will be placed at key entry points to highlight the importance of protecting natural resources. MHB will work with the City of Baxter to contract out these construction services.

ENRTF BUDGET: \$835,500

Outcome	Completion Date
1. Construction of Green Infrastructure & Stormwater BMP	Spring 2023
2. Connection of City trail to Paul Bunyan regional trail and installation of educational kiosks	Spring 2023
3. Planting native seed, pollinator species, and native plugs	Spring 2023

III. PROJECT PARTNERS AND COLLABORATORS:

MHB will be the fiscal agent receiving funds for this project. The City of Baxter and its engineering staff will assist with managing the design and construction of the project. The City will open a public comments period for the project to allow citizens to provide input into the project. Local agencies have partnered together to form a TAP composed of professionals to review technical aspects of the project and make suggestions to ensure the project’s continuing success. The TAP members are anticipated to include MHB, the City of Baxter, the Crow Wing Soil and Water Conservation District, MNPCA, the City of Brainerd, MNDOT, and the Northland Arboretum.

IV. LONG-TERM IMPLEMENTATION AND FUNDING:

The benefits of this project will remain effective at least twenty years before significant maintenance will be required. Minor maintenance such as planting and weeding will be completed by the City. The City will hold the fee title and be the responsible party for the ongoing operation and maintenance of the green space, trail, and stormwater BMP. The City has adequate funding to provide the necessary operations and maintenance for this.

V. SEE ADDITIONAL PROPOSAL COMPONENTS:

- A. Proposal Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum (Not required at proposal submission stage. Required later in process, if proposal is recommended. Staff will provide further information at that time)**
- F. Project Manager Qualifications and Organization Description**
- G. Letter or Resolution**
- H. Financial Capacity**

¹State of the River Report, 2016.

²Mississippi Headwaters Board BMP Summary, October 13, 2015.

³Crow Wing County Water Plan, April 12, 2013.

Attachment A: Project Budget Spreadsheet
 Environment and Natural Resources Trust Fund
 M.L. 2020 Budget Spreadsheet



Legal Citation:

Project Manager: *Tim Terrill*

Project Title: *Water Quality, Habitat, and Recreational Improvements to Whiskey Creek and Mississippi River, Baxter, MN*

Organization: *Mississippi Headwaters Board*

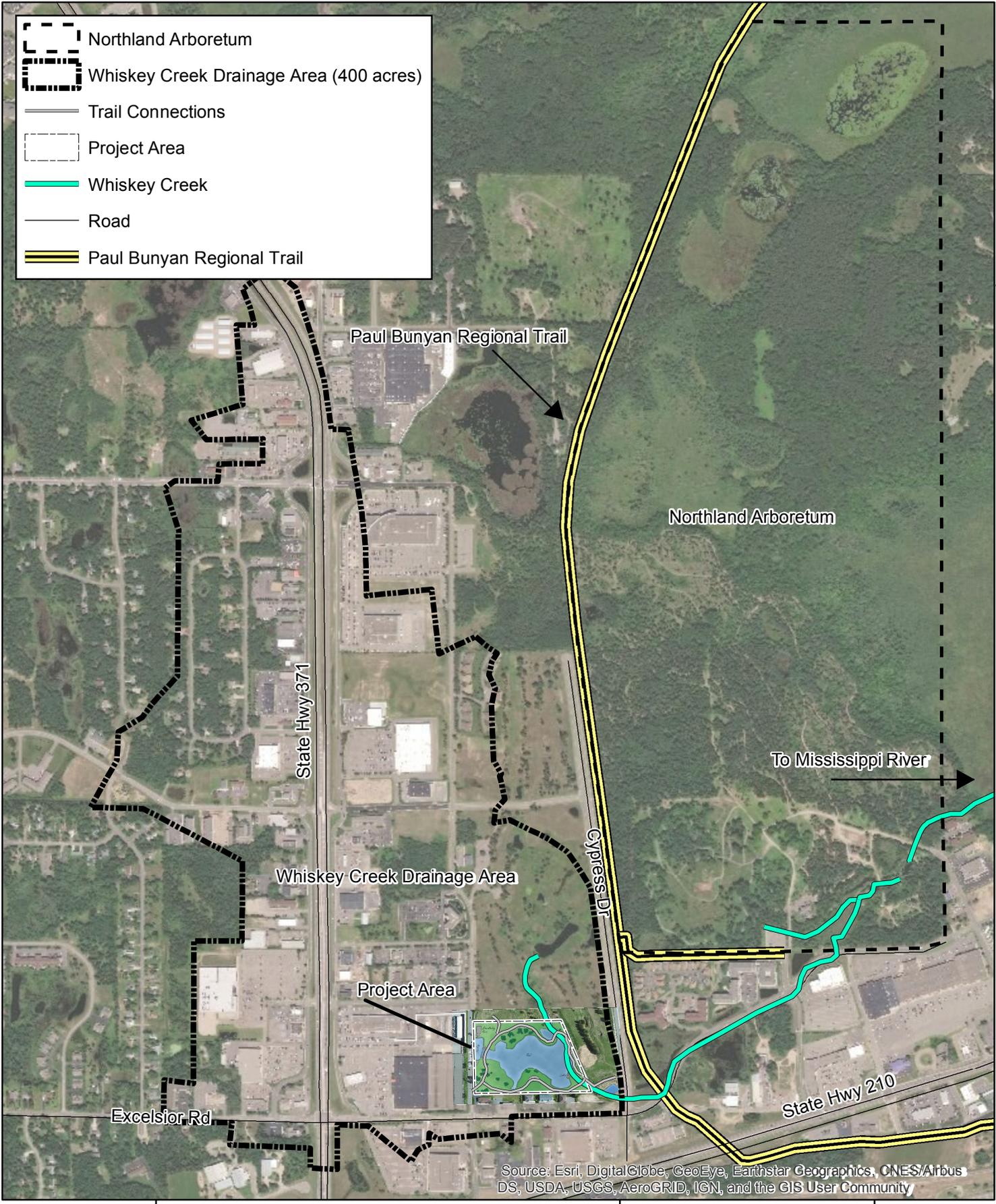
Project Budget: *\$1,770,500*

Project Length and Completion Date: *3 Years, Summer 2020 - Summer 2023*

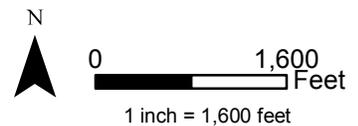
Today's Date: *April 11, 2019*

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET		Budget	Amount Spent	Balance
BUDGET ITEM				
Personnel (Wages and Benefits)		\$ 15,000	\$ -	\$ 15,000
<i>Executive Director, MHB. \$ 15,000 (80% salary, 20% benefits) 15% FTE each year for 1 year. Main responsibilities include full oversight of the LCCMR grant and project management.</i>				
Professional/Technical/Service Contracts				
<i>Competitive Bid: Consulting/Engineering Firm - Final Design & Engineering</i>		\$ 80,000	\$ -	\$ 80,000
<i>Competitive Bid: Environmental Permitting, Construction Supervision, and Permit Compliance</i>		\$ 40,000	\$ -	\$ 40,000
<i>Competitive Bid: Construction and Restoration (see A-C below)</i>				
<i>A: Construction of Green Infrastructure & Stormwater BMP</i>		\$ 600,000		\$ 600,000
<i>B: Connection of City trail to Paul Bunyan regional trail and installation of educational kiosks</i>		\$ 170,000		\$ 170,000
<i>C: Planting native seed, pollinator species, and native plugs</i>		\$ 60,000	\$ -	\$ 60,000
Equipment/Tools/Supplies				
Capital Expenditures Over \$5,000				
		\$ -	\$ -	\$ -
Fee Title Land Acquisition				
<i>Acquire 13.8 acres from Good Samaritan</i>		\$ 433,200		\$ 433,200
Professional Services for Acquisition				
<i>Attorney, survey, filing with county. Title Holder will be the City of Baxter.</i>		\$ 66,800	\$ -	\$ 66,800
Easement Acquisition				
		\$ -	\$ -	\$ -
Travel expenses in Minnesota				
		\$ -	\$ -	\$ -
Other				
<i>Technical Advisory Panel Meeting Expenses</i>		\$ 5,500	\$ -	\$ 5,500
<i>Partners identified thus far include: Mississippi Headwaters Board, City of Baxter, Crow Wing Soil and Water Conservation District, Minnesota Pollution Control Agency, City of Brainerd, Minnesota Department of Transportation, Northland Arboretum. (Estimation based on historical TAP costs and includes preparation of meetings (agenda, visual aids, etc.) and attendance/facilitation of meetings by hired consultant.)</i>				
COLUMN TOTAL		\$ 1,470,500	\$ -	\$ 1,470,500
SOURCE AND USE OF OTHER FUNDS CONTRIBUTED TO THE PROJECT				
	Status (secured or pending)	Budget	Spent	Balance
Non-State:	<i>City of Baxter</i>	\$ 300,000	\$ -	\$ 300,000
State:	<i>Requesting Cost Share with MnDot (not yet requested)</i>	-	\$ -	-
In kind:			\$ -	\$ -
Other ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS				
	Amount legally obligated but not yet spent	Budget	Spent	Balance
None		\$ -	\$ -	\$ -

-  Northland Arboretum
-  Whiskey Creek Drainage Area (400 acres)
-  Trail Connections
-  Project Area
-  Whiskey Creek
-  Road
-  Paul Bunyan Regional Trail



Attachment B - Project Area
Whiskey Creek
City of Baxter



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Attachment C: Parcel Information
Environment and Natural Resources Trust Fund
M.L. 2020 Acquisition/Restoration Parcel List Spreadsheet

Project Title: *Water Quality, Habitat, and Recreational Improvements to Whiskey Creek and Mississippi River, Baxter, MN Quality Protection Project*

Legal Citation: *Staff will update the legal citation upon work plan approval by the LCCMR following the MN Legislative Session.*

Project Manager: *Tim Terrill*

Organization: *Mississippi Headwaters Board*

College/Department/Division: *n/a*

M.L. 2020 ENRTF Appropriation: *\$1,470,500*

Project Length and Completion Date: *3 Years, Summer 2020 - Summer 2023*

Today's Date: *April 11, 2019*



Instructions: Please include on the following list all targeted parcels that you are currently considering for acquisition (fee title or easement) or restoration (all phases) using the appropriation. The list may include more parcels than you will ultimately acquire or conduct restoration work on with the funds. To be eligible as part of your project, however, a parcel must be included on the list. Changes may be requested through the amendment process. Please update the status column and submit with your periodic workplan updates. Include any significant issues related to any particular parcel in your activity and project status sections of your Main Workplan Document.

#	Acquisition or Restoration Parcel Name	Geographic Coordinates (preferably from the center of the parcel) Format: [Deg.]° [Min.]' [Sec.]" [Hemis.]		Estimated Cost	Estimated Annual PILT Liabilities	County	Site Significance (please include what ecosystem (e.g., prairie, forest, wetland, savanna) is represented as well as the ecological significance, site importance, conservation value, and public benefits)	Activity Description (e.g. fee title acquisition, conservation easement acquisition, site preparation, restoration)	# of Acres	# of Shoreline Miles	Type of Landowner (private individual or trust, non-profit organization, for-profit entity)	Proposed Fee Title or Easement Holder (if applicable)	Status of work (e.g. engaged in landowner negotiations, no longer in consideration, restoration activities underway)
		Latitude	Longitude										
1	0336100090F0009 0336100090E0009	46.355949	-94.235544	\$ 500,000	\$ -	Crow Wing	Wetland and pond; this area is a natural habitat for aquatic species and wildlife. This parcel includes the project area and will be converted into a public green space.	Fee Title Acquisition	13.8	0	Organization	City of Baxter	City of Baxter holds a purchase agreement with the land owner.
3													
4													
5													
6													
7													
8													
9													
10													
NOTES:													

Attachment D – Additional Work Plan Information for Acquisition, Easements, and Restoration

Acquisition/Restoration Information:

The information to be included in this section is to help fulfill specific requirements pertaining to fee title acquisition, conservation easement acquisition, and restoration efforts completed using Environment and Natural Resources Trust Fund dollars. More detailed information explaining these requirements is available in separate documents that are available on the “Project Manager Info” page of the LCCMR website under “Requirements for ENRTF Land Acquisitions and Restorations”: http://www.lccmr.leg.mn/pm_info/manager_info_index.html. Please fill out the relevant portions below. Please delete any sections that do not apply to your project. For example, if your project only involves fee title acquisition, answer all five items under fee title acquisition and then delete all of the text for the portions relating to conservation easement acquisition and restoration.

Fee Title Acquisition

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including explanation of the criteria and decision-making process used to rank and prioritize parcels.

In 2013, the Crow Wing Soil and Water Conservation District (the Conservation District) conducted an analysis of the Whiskey Creek subwatershed to determine potential locations for effective stormwater quality best management practices and address nutrient and sediment discharges to Whiskey Creek. The proposed site is located within a region with the highest risk factors for impacts on water quality in the county¹. A subsequent feasibility study, conducted in 2014, identified the proposed site as a high value area for water quality treatment efficiency. In the 2015 MHB regional study, this project was ranked second out of 59 projects for the removal of Total Phosphorus².

The parcels are located at the intersection of Golf Course Drive N. and Excelsior Road N., where Whiskey Creek makes its way across the Northland Arboretum before emptying into the Mississippi River. An abandoned golf course currently sits on the parcels. The Evangelical Lutheran Good Samaritan Society purchased the land for development and signed a purchase agreement to sell 13.8 acres to the City of Baxter for development of a stormwater BMP. The City of Baxter has acquired a purchase agreement for both parcels with the land owner and they have worked together for several years to develop this project.

2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified. Include a link to the plan if one is available.

The parcels are included in the City of Baxter 2015 Comprehensive Plan, Section 4: Parks, Trails, and Open Spaces. A future trail is identified in the project area on page 4-9 as a Future Bike/Pedestrian Trail.

http://www.baxtermn.gov/download/comprehensive_plan/2015%20Comprehensive%20Plan.pdf

This area is also included in the Whiskey Creek Subwatershed Water Quality Retrofit Analysis published in December 2013 by MHB. <http://www.mississippiheadwaters.org/grants/stormreports/Whiskey%20Creek%20Report.pdf>

The Whiskey Creek area is included in the Crow Wing County Water Plan published in April 2013 by Crow Wing County. <https://crowwing.us/DocumentCenter/View/4696/Part7---Mississippi-River-?bidId=>

3. For any parcels acquired in fee title, a restoration and management plan must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan

¹Crow Wing County Plan, 2013-2023.

²Mississippi Headwaters Board BMP Summary, October 13, 2015

implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.

The project area will be converted from an abandoned golf course to a publicly accessible green space. The project will also restore natural habitat within the 20.6-acre area for aquatic species, pollinators, and native wildlife. MHB and the City of Baxter will work together to restore the area along Whiskey Creek, and to protect the water quality of the Mississippi River from harmful contaminants. The project will convert the parcels into a restored natural habitat, recreational area, and stormwater BMP.

Native seed mix, tree and shrub seedlings, and pollinator mixes will be planted around the stormwater BMP to provide a native buffer and natural habitat in the project area for local wildlife. The City of Baxter will be responsible for overseeing and ensuring the growth and health of the plantings for this project. This includes, but is not limited to, watering during the growing season as required, spot spraying noxious weeds with an approved herbicide, determining and adhering to a mowing schedule following the initial planting of native buffer areas, and repairing any portions that may become damaged.

MHB and the City of Baxter will initiate a relationship with the Minnesota Conservation Corp to plant appropriate pollinator-friendly flower species and native seeds or plugs as they are applicable to the project site. A pollinator planting restoration management plan will follow the Board of Water & Soil Resources native vegetation establishment guidelines and native species diversity required under Minnesota Statute § 84.973 – Pollinator Habitat Program.

- 4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.*

N/A – These parcels will be owned and maintained by the City of Baxter.

- 5. If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.*

N/A – These parcels will be owned and maintained by the City of Baxter.

¹Crow Wing County Plan, 2013-2023.

²Mississippi Headwaters Board BMP Summary, October 13, 2015

Attachment F - Project Manager Qualifications and Organization Description

Project Manager Qualifications

Tim Terrill, Executive Director

Tim Terrill has an Associates and Bachelor of Science degree in Liberal Arts & Biology (Ecology) from Winona State University, as well as Watershed Management and Conservation Planner certification through the EPA and Natural Resources Conservation Services. Tim brings over eighteen years of experience in the environmental field to his role as Executive Director with the Mississippi Headwaters Board (MHB).

As the District Manager for the Winona Soil & Water Conservation District, Tim worked with the local farming community to identify and obtain funds that would allow the improve water quality, erosion issues, and pollution issues. He was awarded several accolades: '08 National District Excellence Award for Policy and Grassroots Initiatives from the National Association of Conservation Districts and the '09 Minnesota Soil & Water Conservation Society Merit Award for his district's contribution to the natural resource field. Tim was also Project Coordinator with the Iowa Department of Agriculture and Land Stewardship, where he utilized multiple government programs and partnerships to improve water quality. He managed three watershed water quality projects, including the Camp Creek Watershed Project, where he implemented best management practices to control erosion in pasture and cropland that resulted in aquatic habitat alteration.

Mr. Terrill balances many different responsibilities with the MHB, including board development, fiscal management, marketing, public policy development, grant oversight, and program management. He provides remediation assistance and foresight on various projects and their development within the eight-county corridor through grant acquisition and public awareness programs. Tim is responsible for the full oversight of the Whiskey Creek and Mississippi River Habitat and Water Quality Protection Project and the administration of the LCCMR 2020 Environment and Natural Resources Trust Fund grant.

Organization Description

Mississippi Headwaters Board

Formed in 1980 as an alternative to designation of the river into the National Wild and Scenic River System, the Mississippi Headwaters Board (MHB) works to protect and preserve the first 400 miles of the Mississippi River in Minnesota.

A joint powers board of Clearwater, Beltrami, Cass, Hubbard, Itasca, Aitkin, Crow Wing and Morrison Counties, the MHB is mandated by Minnesota Statutes 103F.361-377 to enhance and protect the natural, cultural, historic, scientific, and recreational values of the headwaters region.

MHB achieves its goal of river protection through cooperative land use planning in the eight counties, in conjunction with the Chippewa National Forest and the Leech Lake Indian Reservation.

MHB promotes water quality monitoring, education, and stewardship activities for shoreland property owners, and embraces the efforts of local citizens, students, and government groups who work together to protect the river in their community and preserve the splendor of this national treasure.





Mississippi Headwaters Habitat Corridor Project (MHHCP)

Program Goals:

- To protect fish and wildlife habitat along the first 400 miles of the Mississippi River.
- Achieved with permanent land protection via fee title acquisition (TPL) and RIM conservation easements (BWSR/SWCDs).
- **Priorities:** Main stem of Miss. river in the 8 headwater's counties, headwaters lakes and reservoirs, and major tributaries to the river.

Partners:

- Mississippi Headwaters Board
- Trust for Public Land
- BWSR and 8 Headwaters County SWCDs
- With support from DNR and The Nature Conservancy



MHHCP FUNDING – OHF

Phase 1: ML 16 \$3.15 M

Phase 2: ML 17 \$2.396 M

Phase 3: ML 18 \$2.98 M



Accomplishments to Date:

1802 acres; 13 miles of shoreline

- **Acquisitions (3) 809 acres, 27,710 shoreline ft.(5 miles)**
- **Ten RIM Easements 993 acres 45,000 shoreline ft > 8 miles**



Projects in Process:

- 2 acquisitions (366 acres) on river main stem- final ownership Aitkin County and Crow Wing County.
- 11 easements (with waiting list); 1,260 acres; \$775,925 ---11 miles of shoreline.
- Total Accomplishments + In Process
 - 3,428 acres with 24+ miles of shoreline

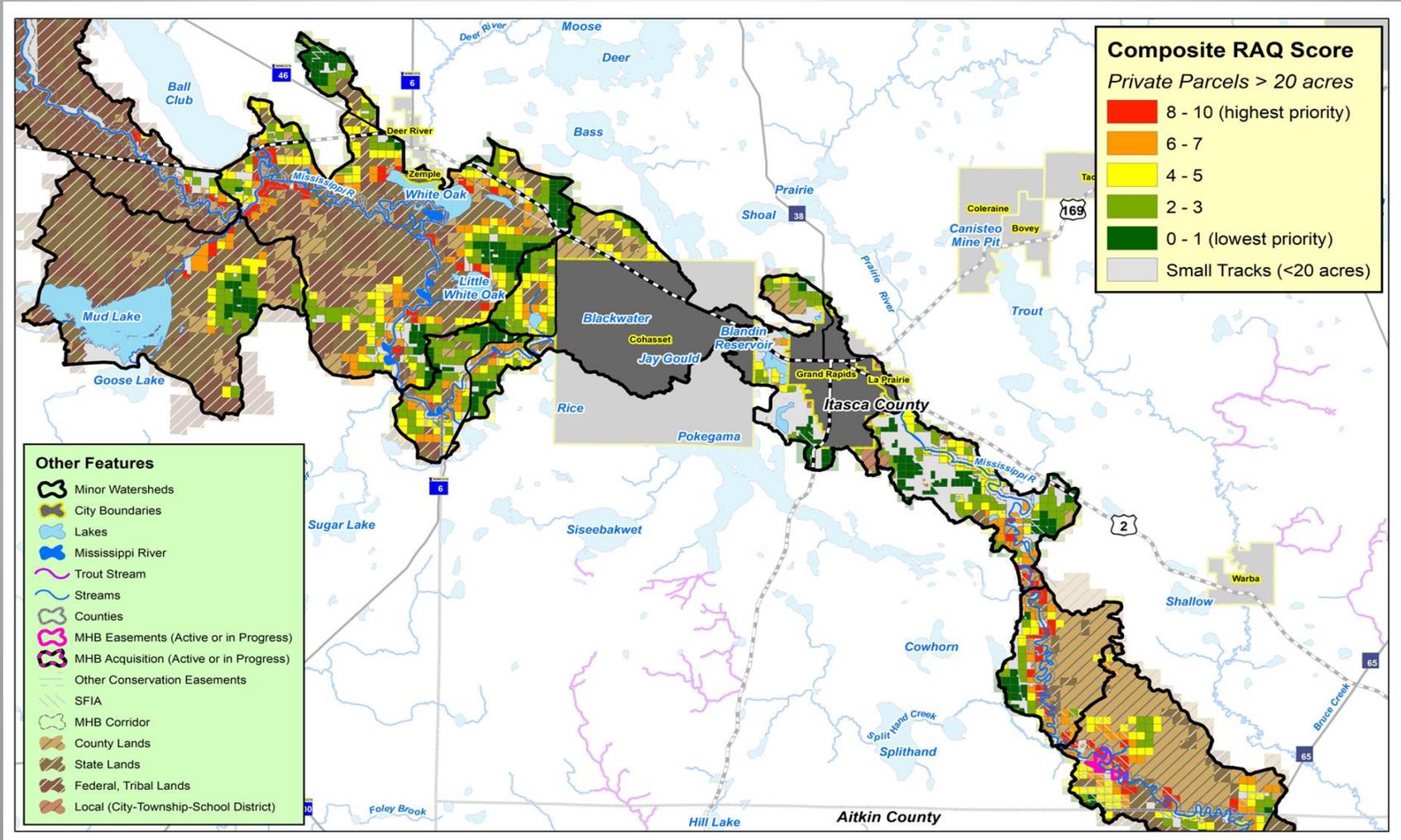
Parcel Screening and Prioritization

R=Riparian

A= Adjacency

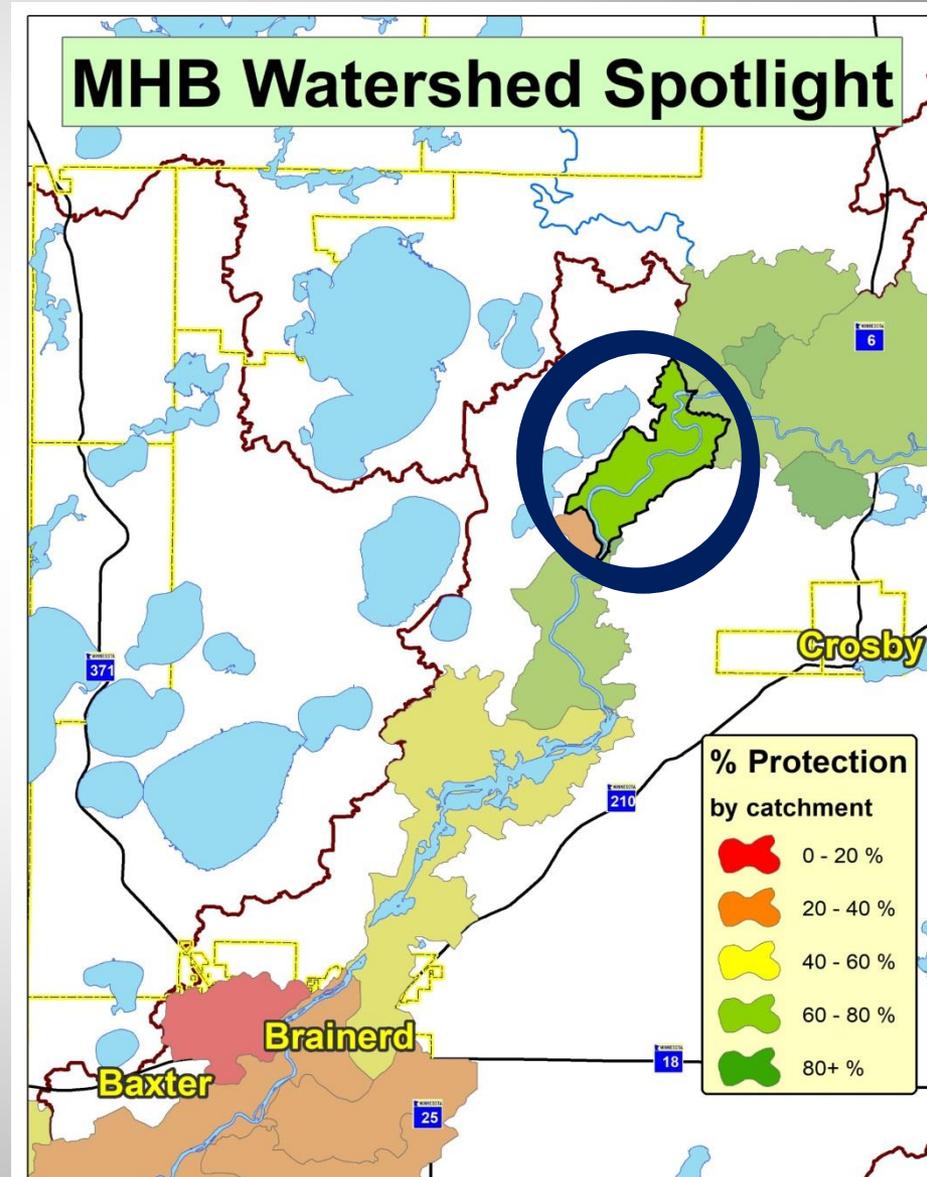
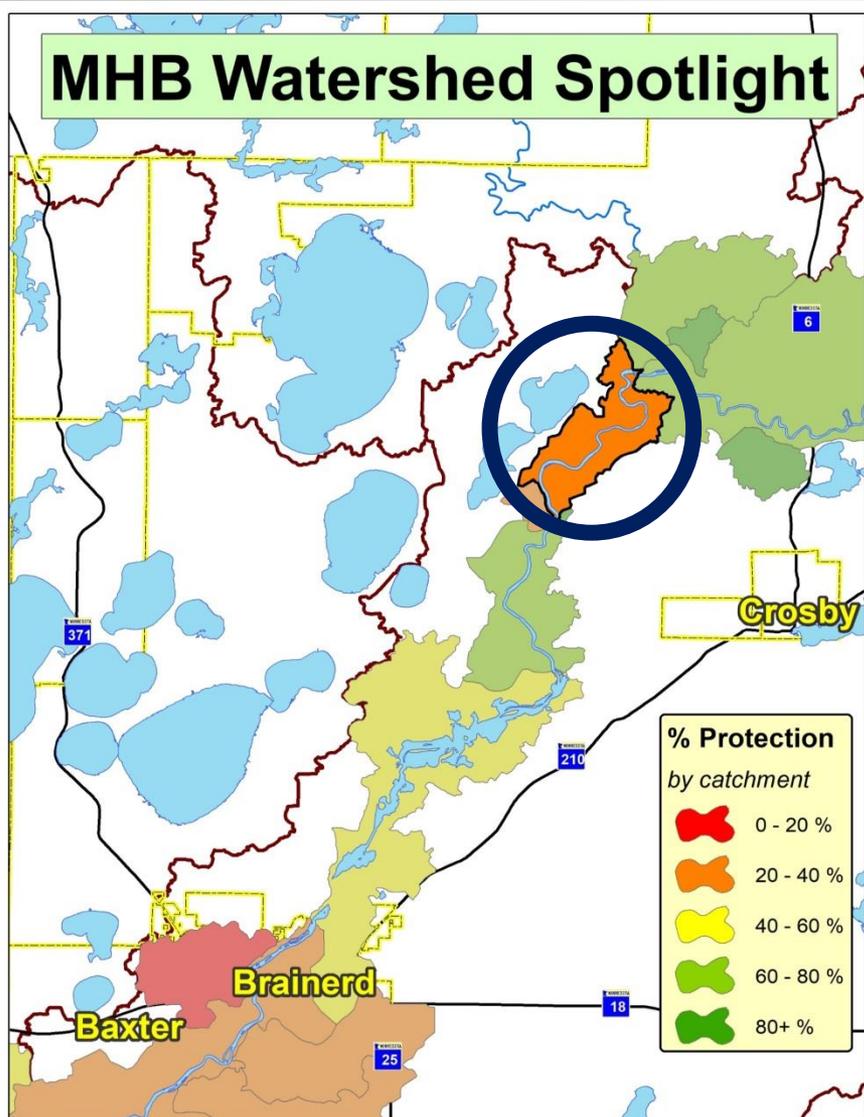
Q= Habitat Quality

6,600 parcels on Miss. prioritized down to over 1,000 highest potential



Moving the Needle for Protection!

Recent MHHCP Easements/Acquisitions:



Name	Section	Action	Reason
Executive Summary		minor editing and changes to reflect current conditions.	
Table of Contents		Pages renumbered and PART III changed to Appendices. Many ordinances use this structure and MHB board agreed.	
Pg. 7	B. What does the MHB do?-Powers, 3rd para.	Minor changes to sentence structure for clarity. Deleted reference to Unified Site Plans because this is an understood statement and part of the process.	Counties use a process involving site plans and there is no need for duplication with a unified site plan created by the MHB.
Pg. 9	D. Where is the MHB Corridor- Jurisdiction last sentence	Zoning maps are deleted from this Comprehensive Plan and so language was changed to "zoning map link in appendix 3."	An interactive map is used rather than paper maps.
Pg. 9	E. Why is the MHB's Ongoing Work Important- common administration, 2nd para	used to say "enhances the Miss. River, corridor lakes and..." Changed to say "Miss. River, corridor Headwaters Lakes" for clarity.	Provides clarity that we are talking about the official Headwaters Lakes.
Pg. 10	F. How Does MHB Perform the task- Role of Local Governments- Mang. Tools, #6	specific grants and dollar amounts deleted.	Updated and provided general overview of funding rather than specific details of what grants and dollar amounts support the MHB.
Pg. 10	paragraph numbers 6 - 9	Moved number paragraphs 6-9 and pasted them to the front of plan. Deleted para about River Watch. Minor changes to #7.	putting the numbered paragraphs together helps with understanding and flow. RiverWatch data deleted because that program no longer exists.
Pg. 11	F. How Does MHB Perform the task- Role of Local Governments- Municipalities	deleted last sentence under Municipalities section- "Cities presently setting precedent for other municipalities include Palisade, Cass Lake, and Little Falls."	The MHB board felt that this is more historical and not necessarily current.
Pg. 12	F. How Does MHB Perform the task- Role of Local Governments- Townships	Added Frohn and Bemidji townships and GBAJPB (Northern Twp) to the list of townships and JPB that currently administer their own planning and zoning.	updated to reflect current zoning townships.

List of Partners	List of Partners along with funding source deleted.	Deleted from this section of the Plan and added to Appendix 7.	
Pg. 14	Part II. Manag. Objectives.	Deleted vision statement paragraph.	Deleted because it is similar to the mission statement and could be confusing to the reader.
Pg. 14	Part II. A. Significance of protecting the Miss. River-	Added 2nd and 3rd para., and shortened the last para. Added- Minneapolis utilizes the Mississippi River as its sole water source and pumps approximately 21 billion gallons of water each year with 57 million gallons of drinking water each day.	Added paragraphs to emphasize the Miss. river is a healthy water contributor and provides habitat to many species. Data about Minn. Came from WTDS website. Shortened last paragraph for brevity.
Pg. 15	Part II.B. Values and implementation methods	Added sentence at the end	to reflect the Legacy amendment and other complementary plans.
Pg. 15-16	C.1-C.4 Scientific, Natural, Historical, Cultural, Recreational values	C.1-C.4 was modified to have a more dominant, statutory tone. Goals were updated. Added — Work with local, county, and state partners to coordinate efforts to protect the member counties from invasive species. to C.4	Board members wanted it shortened, combined, summarized, and more "big picture" and discouraged a multitude of bullet points. Historic/Cultural values were combined.
Pg. 16	Administrative Directives	Deleted Administrative Directives from the Comp. Plan.	Board felt this could be placed into the MHB By-laws.
Pg. 17	Part III Modified	Renamed Part III to Appendix 1 Performance Standards	The model ordinance is reflected as Appendix 1 rather than part III. More of a formatting change.
Pg. 19	C.2 Compliance	Compliance section added additional Septic, Wetland Conservation Act, and Shoreland Management statute numbers.	These take effect when dealing with shoreland rules.
Pg. 20	C.4 Severability and Plan Amendments	Deleted last sentence under plan amendments on an annual basis because this is a continuous process and ESD's bring up issues as they arise.	
Pg. 20	D.2	Revised and deleted reference to paper maps and inserted link to new MHB interactive map.	Paper maps are not part of the Comp Plan anymore and placed on website to conserve space and be more user friendly.

Pg. 22	F.1 Standards	deleted "New Joint Powers Board"	This is a reference to the Greater Bemidji Area JPB and was relevant to the time it was written.
Pg. 22	F.3	"Existing legal" was added to non-conforming lots.	Lots are still legal if they were recorded on or before 7/1/1992. This helps to clarify.
P. 22	F.3 A Non-conforming lot definition updated	Updated and date of 7/1/1992 added and combined with b).	This helps with understanding what an existing legal non conforming lot is.
Pg. 23	F.3 B updated and date added.	combined b),d), and e) from 2002 Comp plan and combined them into one para.	Demonstrates that legal non conforming lots are being dealt with at the point of sale.
Pg. 23	D. Impervious surface performance standards	Added impervious surface performance standards to the plan. Vegetative Buffer definition: a strip of well-rooted, natural vegetation at least ten feet wide, consisting of a mixture of grasses, shrubs and tree — see Filter Strip Filter strip definition: the use of land topography and native vegetation to provide runoff, erosion, and sedimentation control.	This did not change state law of keeping impervious under 25%, it just added some performance standards.
Pg. 23	F.3, D. #1	Change land service specialist to County zoning staff.	County- Not all counties have a title call "land service specialist."
Pg. 24	F.4 C.	Added last 2 sentences pertaining to the State Archeologist website and link since this is the procedure to determine location of cultural resources today.	
Pg. 24	F.6	Added "as determined by the MN DNR" to the first sentence to establish responsibility.	Establishes that this controls are established by the DNR, not counties.
Pg. 24	F.8 A.	added "and follow state building codes" to identify which codes apply.	
Pg.25	Section G	Kept the USP the same but added "Local Zoning Authorities will utilize approved existing SPs and findings of fact to present to the MHB under the following guidelines."	This allows for our USP to be used as a guideline rather than potentially create a separate form for counties to fill out.

Pg. 28	Section H Land Use Table	Formatted slightly different than 2002 plan and added "These are the uses that the MHB regulates. Any other use shall be regulated by the shoreland ordinance in each individual county." Deleted "Land uses not listed as permitted or as a conditional use in this table are not permitted."	This helps clarify the section because this section was not intended to be a comprehensive list of <u>all</u> the land use activities that can occur in the Corridor.
Pg. 29	Section I.	Kept Public Waters Setback and Subsurface Sewage Treatment system. Updated private sewage treatment system name to Subsurface sewage treatment systems to reflect current language. Domestic water supply and Well Standards were deleted because it is redundant and covered by the Dept. of Health. Public sewage treatment systems was deleted because homes are required to be hooked up to one if available. Headwaters Alerts were deleted because they are extra and not normally seen in an ordinance.	
Pg. 30	Section J	J.1 was kept with the addition of "proper stormwater management must be considered in compliance <u>with state law</u> in reviews, approvals, and permits." but J.2 Review Provisions was deleted because it is a repeat of state law .	J.2 is a repeat of state law.
Pg. 30	Section K.3	Changed title of Grading, filling, alterations in the beds of public waters to Grading, filling, and Alterations within the shoreland structure setback.	This is the correct title and what the section is talking about.
Pg. 32	Section L.1	Added first sentence "The Natural Resources Conservation Service (NRCS) performs voluntary conservation work." Changed "county SWCD" reference to "NRCS" to make it correct. Removed MPCA reference because it is an old standard.	
Pg. 32	Section L.2	Combined new and existing feedlots title into one standard and changed last sentence. New animal feedlots are defined by state rules and 7020 states that a new animal feedlot or manure storage structure must not be constructed within a floodplain or within 300 feet of a sinkhole. Changed county feedlot officer to MPCA because not all counties have a feedlot officer.	

Pg. 32-33	Section M	added link and language to first paragraph to bring it up to date. Removed second paragraph on vegetation management because it is a repeat of MN Forest Resource Council manual. Renumbered Plan requirements. M.2 deleted i-iv because they are required by the MFRC manual.	
Pg. 34	Section N	N.2 last paragraph was deleted (A transmission utility crossing...) because it is in state statute N.3 Satisfaction of Standards was deleted because the PUC covers this with essential services.	
Pg. 34-37	Section O	Deleted in O.2 the phrase "and certified by the MHB" in 2nd para because of redundancy. O.3 reformatted and according to outline design.	
Pg. 39	Section R	Accessory structure definition in the glossary was updated to a newer definition. R.2 resorts C Unified Site Plan- left first sentence in for the USP and deleted the rest of the USP language because it is required to have for a plan anyway.	
Pg. 43	Section S	S.2- Docks. deleted middle sentence about proper permits being obtained from the Comm. of Natural Resources because this is a known process the zoning authorities follow.	
Pg. 43	Section T	T.2- reformatted paragraph to letters for easier reading. T.3 Kept first sentence of USP from the 2002 plan and deleted the rest. T.5- Added Conservation Development (CD) to the existing PUDs, CICs, and CHUs title, and added CD to T.5A,C,&3f.	Conservation development is similar to clustering homes together with a common view shed or has conservation Best Management Practices involved in the design. The MHB will allow for this type of practice.
Pg. 44-48	Section U	Section U.1&2- retained language of land ownership in U.1 and copy and pasted any land exchange sentences to U.2. Added "local counties should be the decision maker..." to U.2. Some sentences were reworded and restructured for flow but didn't change the meaning.	
Pg. 49	Section V.5	Changed the word hardship to practical difficulty and updated the definition to MN Statute 394.27, subd. 7	Practical difficulty is the term we use now rather than hardship.

	Glossary	updated Accessory Structure and Water Orientated Accessory structure definition	provided a better definition that gives examples so the reader can understand the definition better.
--	----------	---	--

MHB Response

County Comments

Aitkin- Page 23 F.3,D,1-		recommend land service specialist be dropped and reference county zoning staff.	Action: Changed
Aitkin- pg. 29. I.1		Change Appendix -F to Appendix 1 Section F for clarification.	Action: Changed
Aitkin- pg. 30. I.2		maybe add or county rules	Action: No change. The county can be more restrictive, but MHB is recommending minimum state standards.
Aitkin- pg. 39 R.1-		Campgrounds access roads- should we allow accessory structures and lesser ROW for access roads.	Action: No change. MHB by statute can't make Comp plan less restrictive than previous Comp plan.
Hub.- A. significance of protecting the Miss. River.		Last para. Has a plural noun and singular verb. Change one or the other so they match.	Action: Change. ED will change "is" to "are"
Hub.- pg 19 Appendix 1, C.2		Some counties such as Hubbard have received variances from the DNR to be less restrictive than MR 6120 in their shoreland ordinances. Adopting MR 6120 by reference may thus conflict with county ordinances on items on which the comp plan is silent. Thus, suggest removing this reference as it is not needed and possibly causes problems	Action: Leave in. Section C.3 below allows for more restrictive ordinances by the county but not less restrictive than Shoreland ordinance or MHB Comp. plan.
Hub.- pg. 19 C.4 Severability and Plan amendments		Amendments should be a separate paragraph. These two items are not at all related.	Action: Change. Amendments will be separated into a different paragraph.
Hub.-pg. 20 D.2 Corridor defined by map.		Suggest retaining paper maps so the document can function in situations where Internet access is not available	Action: change. A sentence will be added that states that paper maps are available in the MHB office for anyone to view. The Comp. plan states in the section that the local county is to determine the exact location and boundary (last sentence).

Hub.- pg. 23 D. Imp. Surface perf. standards.		Disagree w/inserting C.W. Co. language! It does not match our ordinance. It references a job title not used by all counties. And my Board has historically been opposed to reducing the impervious surface threshold below 25%. I doubt it will support this language.	Action: Change. Aitkin brought this up as well, so job title will be removed. No change. Impervious surface state standard is 25%, and that will not change. Change. Delete 15% and change to "25% and over." Delete F.3D2 but keep a. which discusses permitted path. This allows for a process to be followed if the impervious is exceeded by providing a stormwater plan.
Hub.- pg. 23 F.4C Cultural sites		Remove these newly added last two sentences. The landowner bears responsibility for compliance. ESDs may do this, but do not add language mandating that we do so which then puts the onus on us instead of the landowner where it belongs.	Action: Change. Remove "ESD will check..." and replace with "To check for cultural resources, use the state archeologist..."
Hub.-F.6 High water elevations		Some counties may make these determinations instead of or in addition to the DNR doing so. Suggest checking with all counties and the DNR to see if this added language is accurate as to current procedure/practice.	Action: No change. I would not take this literally that the DNR will make the determination. Rather, counties follow rules consistent with the controls of the MNDNR.
Hub.-F.8A Lifts		This phrase does not make any sense grammatically with how it was tacked onto the sentence as it basically reads, "Stairways, lifts, and landings may be constructed..., provided state building codes for lifts. The needed verb is missing.	Action. Change. change "and state building codes for lifts" to "and follow state building codes."
Hub.-pg. 28 H Corridor land use table		I understand the intent here, but the proposed text does not accomplish it. The section states land uses not listed are not permitted which conflicts with the newly added language that says county ordinances regulate other uses.	Action: Change: delete the sentence "Land uses not listed..."? The comment out to the side recommends this.
Hub.-H. Manufactured Homes		Items 2 and 3 do not make any sense now with the category heading changed to single family dwelling. Suggest either deleting Items 2 and 3 or leaving manufactured homes as the heading and in the use table.	Action: Change. Leave Manufactured Homes as a permissible use in the Land Use table and change H.3 from Single Family Home to Manufactured homes.
Clearwater		Sections of Comp plan reviewed. Didn't find anything there that needed to be commented on or questioned. Seemed well written and Clear.	
MHB Board	F.3 D	Delete 15% and change to "25% and over." Delete F.3D2 but keep a. which discusses permitted path.	Action: Change. This allows for a process to be followed if the impervious is exceeded by providing a stormwater plan.
MHB Board	Appendix I D.2	Add "paper maps are available at the MHB office" and note the mailing address	Action: Add. This allows for people who are not familiar with technology to access paper maps.

MHB Board	pg. 47 U.6	Is this section needed at all since it is stated in 0.3?	Action: No change. U.6 is under the heading of Mang. of Public lands and is a placeholder to remind entities that own public lands that they need to have an admin review before the MHB. O.3 is the criteria that recreational trails needs to follow.
-----------	------------	--	---

Executive Director Report

March-April 2019

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed potential variances that may be coming before the Board next month.
5. Attended call in meetings with MPCA.
6. Submitted MCIT Risk Assessment.
7. Started planning for 2019 & 2020 AIS social media campaign with Fishing the Wildside and Pinnacle Marketing.
8. Reviewed comments from LCCMR staff and held meeting with WSB to update proposal.
9. Developed Request for Funding questionnaire to be approved at the MHB board meeting.
10. Sent out email to MHB board members asking for any comments or questions about the MHB Comp. plan.
11. Processed Hammerschmidt variance.
12. Sent pictures to Fishing the Wildside to for Aitkin Rec. signage project.
13. Sent in LCCMR proposal.

Meetings & Networking

1. Attended DNR AIS meeting to listen to counties discuss the pros and cons of their program. Community based social marketing was brought up where the DNR identified pathways in which AIS can invade a waterbody. They then developed a decision support tool to narrow that list down and identify barriers that prohibit behavioral change. In the future, DNR will provide grants to local government to work on pilot projects that meet their objectives.
2. Held a phone conversation with DNR Land Use Specialist Dan Petrik to talk about the 50th Anniversary of the Shoreland Ordinance.
3. Held interview with Lakeland News about the MHHCP easement and acquisition program.
4. Attended the House Legacy Finance committee meeting and provided a presentation to them about the Miss. Headwaters Habitat Corridor project. I briefly discussed the amount of acres achieved and what is in process to be achieved. I also discussed with them how we target the best parcels for habitat and how this program is helping water quality as well.
5. Attended Natural Resources Conservation Service EQIP local workgroup session for Cass and Crow Wing counties. The group discussed what resources should be protected and

what geographical areas should be a priority. Grazing and forestry practices were the programs that were emphasized in these two counties since that is the primary land uses in the counties, and geographical priority areas were developed by using the Leech Lake 1W1P.

6. Sent in comments for two GBAJPB variances.
7. Held meeting with Grand Rapids and the Itasca SWCD to discuss possible implementation of stormwater study in watershed N14.
8. Provided guidance from the Comprehensive Plan to a potential bridge and recreational trail in Crow Wing county that may receive funding from the legislature this year. The bill is supported by the CW county snowmobile trail association.
9. Reviewed the Pine River 1W1P and made comments regarding the executive summary and MHB involvement with AIS.
10. Reviewed Camp Ripley Sentinel Landscape Strategic plan and made suggestions where MHB could help protect the Morrison portion of the Mississippi River.