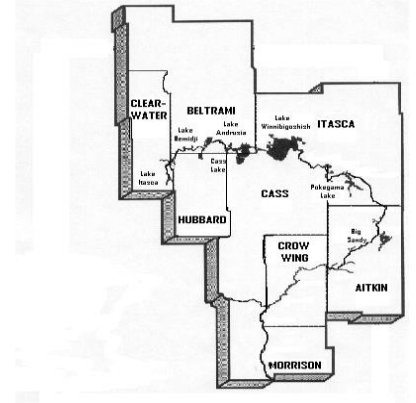




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
August 23, 2019
9:00 am**



9:00 AM

- Call to Order/Pledge of Allegiance

9:05 AM Approve/Amend

- Agenda
- Consent Agenda – July'19 Minutes & Expenses

Planning and Zoning (Actions)

- None

Action / Discussion Items:

- LCCMR Workplan and Budget
- Draft Bemidji CWL grant application
- Wild Rice mapping discussion
- Funding Talking Points
- Executive Director's Report

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

Meeting Adjourned - Thank you

Mtgs:

September 27, '19, 10:00 AM – MHB Board Meeting- Walker, MN

November 1, '19- 9:00 AM- Biennial Conference- Chase on the Lake, Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
July 26, 2019
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

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

Others Present: Jacob Frie (via phone), Kayli Skinner & Todd Holman (The Nature Conservancy), Marcel Noyes (Hubbard Supervisor).

M/S (Van Kempen/Barrows) to approve of the agenda. Motion Carried.

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

Planning & Zoning

Cr7a19- Knode Variance. Ronald Knode is requesting a variance of 18 feet or less from the ordinary high water mark in order to add a four season porch with a six foot deck. Frie discussed the property with the Board and it is a non-conforming lot that meets septic and impervious surface standards. He utilized the survey map to demonstrate where the deck and porch would be located on the property. Commissioners discussed other standards that may be more specific and Frie referred back to variance pictures to help answer them. **M/S (Barrows/Van Kempen) to approve of the Knode variance. Motion Carried.**

Action/Discussion Items

1. Biennial Report- Tim presented the completed MHB biennial report that must be submitted to the MN Reference library. He briefly reviewed the basic content of the report along with an explanation of why it was placed there. He stated that it will be presented at the biennial conference. **M/S (Gaasvig/Barrows) to approve of the MHB Biennial Report. Motion Carried.**
2. Canoe Day Poster- Tim presented a flyer of the Canoe Day event and discussed how it was sent to the Brainerd Dispatch and marketed on social media.
3. LCCMR Grant Approval- Tim stated that the Whiskey Creek project in Baxter MN that was submitted to the LCCMR for approval was tentatively approved for \$500K. The next step is to develop a work plan and budget and look for other grants to help fund implementation of the water quality and habitat practices. Commissioners asked if it was expected to only get a portion of the funding, and Tim replied that it is common because the council is very diverse and they receive many more request than they have funding for.
4. Outreach Coordinator Contract between the MHB and TNC- Tim said that the purpose of this contract to provide RIM conservation easement landowner outreach support in Crow Wing, Beltrami, and Cass counties in the Miss. Headwater Habitat Corridor program. Tim introduced Todd Holman and Kayli Skinner from the Nature Conservancy and they explained that their role in the Miss. Headwaters program area was to help other organizations succeed at their mission by providing support in the form of GIS, outreach, and capacity issues. Todd provided them with a handout that provided

examples of how they have worked in the headwaters area. Tim discussed how this will help all 8 counties with their variability in capacity and knowledge and provided examples of it. Comm. Gaasvig commented on how local meeting would be held to help inform landowners on their options. He was also pleased that this isn't an attempt to sell just easements, but a way for landowners to learn about other existing programs as well. Comm. Van Kempen asked if this could be addressed in the 1W1P which is currently being done in multiple counties. Tim explained that he has attended meetings and he is requesting that language be addressed in the plan that allow for easements and acquisitions in targeted areas. Comm. Gaasvig asked if there would be targeted mailings done rather than a mass mailing and Tim replied that they would and would use the RAQ process to target high value parcels.

M/S (Barrows/Tinquist) to approve of the contract. Motion Carried.

5. LSOHC Commissioner Attendance 9/4 or 9/5- Tim addressed the board stating that they will most likely get a hearing before the LSOHC Council on 9/4 or 9/5 and typically MHB has brought a county commissioner with them to talk. Neal Gaalswyk stated that he was available to attend those days because he has his schedule open. The board thought this was good to have a senior member attend. By consensus, the board acknowledged that Neal Gaalswyk attend the LSOHC council meeting.
6. Executive Director's Report
 - a. Tim explained that he called MHB senators and representatives to determine if they were going to attend the MHB biennial conference. He received two or three confirmations from it.
 - b. Tim said that he was attending MHB counties to get resolutions of support for the MHB Comprehensive Plan. He provided them with a schedule and said that he would finish the process in mid-August.

Legislative & County Updates- Comm. Gaasvig stated that they are having parking and trash issues in Beltrami County due to tubing on the Miss. River. He wondered if there was anything the MHB could do help. Tim stated that Craig could begin talking with the Land Commissioner or highway staff and begin a conversation about this with him to find out who he should talk with. This brought up discussion about the Aitkin project and how it is providing recreational benefits on the Miss. with infrastructure to account for trash and parking. Comm. Wilson stated that the River is a viable trail and by signing it in a very specific spot along with infrastructure to help protect the natural and recreational values. Marcel Noyes brought up an example where non-profits are provided funding by Hubbard county to help clean up after events. Tim said that in Sept. he will be going before the MHB Land Comm. and provide them with the Aitkin pilot project. If land commissioners are interested, he can set up a meeting with them and see if they have a viable spot to implement this program. Commissioners discussed that there may be a possibility of a comprehensive approach to recreation created by the MHB.

Comm. Gaalswyk said that Cass county approved of the Pine River 1W1P and that it will be submitted to BWSR. Comm. Barrows stated that Crow Wing County approved of it as well

Todd Holman stated that as a council member from the city of Baxter, he is expressing gratitude for the MHB to address city concerns in the Comp. Plan. He mentioned the LCCMR project and the involvement of the MHB leadership in the grant proposal. Gaalswyk commented that this is a good project and very visible and will set an example for others to replicate.

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

April Budget Summary

<u>Expenses:</u>	<u>Amount</u>	<u>Explanation</u>
Salaries/Benefits	\$7,604.02	reimbursed by Gov. grant
MHB board Per Diem	\$300.00	reimbursed by Gov. grant
Hotel/Meals/travel exp.	\$26.72	reimbursed by Gov. grant
MHB Mileage	\$330.02	reimbursed by Gov. grant
Employee Mileage	\$405.54	reimbursed by Gov. grant
Professional Services	\$10,474.50	everything in this line item is reimbursed by the grants below except \$2,055
Office supplies/operations	\$102.28	reimbursed by Gov. grant
Total	\$19,243.08	

<u>Revenues:</u>	<u>Amount</u>	<u>Explanation</u>
Governor's DNR grant		non competitive quarterly reimbursement
MPCA water testing	\$135.00	competitive monthly reimbursement
LSOHC grant		competitive quarterly reimbursement \$1,784.79 went to MHB.
Miscell. other revenue	\$220.00	competitive reimbursed for Guidebook sales
County Support		non competitive annual reimbursement
Total	\$355.00	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

P 1
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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	
						PER 03	-3,813.66	358,014.28	
						PER 04	-43,929.80	314,084.48	
						PER 05	21,666.47	335,750.95	
						PER 06	-26,775.75	308,975.20	
19/07	194 07/05/19	PRJ					-3,812.82	305,162.38	
19/07	287 07/09/19	APP A0709	A070919				-8,476.75	296,685.63	
19/07	288 07/09/19	APP C0709	C070919				-630.02	296,055.61	
19/07	692 07/16/19	APP C0716	C071619				-2.67	296,052.94	
19/07	737 07/17/19	GNI 965838	AmyG	33335			220.00	296,272.94	
	iNovah	SYSTEM GENERATED DUE TO LINE							
19/07	785 07/19/19	PRJ					-3,846.20	292,426.74	
19/07	883 07/17/19	GNI JUNE					-456.62	291,970.12	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
19/07	1134 07/23/19	APP A0723	a072319				-251.50	291,718.62	
19/07	1189 07/23/19	GNI					3,116.19	294,834.81	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
19/07	2226 07/30/19	APP A0730	A073019				-990.00	293,844.81	
19/07	2532 07/31/19	GEN					-525.00	293,319.81	
	RECURRING	DUE TO / DUE FROM							
	LEDGER BALANCES --- DEBITS:		59,778.24		CREDITS:		-95,443.46	NET:	-35,665.22
74	20050	Vouchers Payable							
						SOY BALANCE		-305.25	
						PER 01	305.25	.00	
						PER 02	-547.34	-547.34	
						PER 03	547.34	.00	
						PER 05	-581.18	-581.18	
						PER 06	581.18	.00	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
19/07	785 07/19/19 PRJ pr0719 1190719 1190719						3,846.20	186,315.77	
	pay071919 WARRANT=190719 RUN=1 BI-WEEKL								
19/07	883 07/17/19 GNI JUNE						456.62	186,772.39	
	WF PCARD								
19/07	1132 07/23/19 API B 3829						251.50	187,023.89	
	W a072319								
19/07	2133 07/30/19 API B 3851						990.00	188,013.89	
	W A073019								
19/07	2532 07/31/19 GEN						525.00	188,538.89	
	RECURRING								
LEDGER BALANCES --- DEBITS:				188,538.89	CREDITS:		.00	NET:	188,538.89
74	38500	Revenues			SOY BALANCE			.00	
					PER 01		-19,985.11	-19,985.11	
					PER 02		-44,214.54	-64,199.65	
					PER 03		-10,052.99	-74,252.64	
					PER 04		-32,605.29	-106,857.93	
					PER 05		-35,347.67	-142,205.60	
					PER 06		-7,637.13	-149,842.73	
19/07	737 07/17/19 GNI 965838 AmyG 33335						-220.00	-150,062.73	
	iNovah								
19/07	1189 07/23/19 GNI						-3,116.19	-153,178.92	
	ST OF MN								
LEDGER BALANCES --- DEBITS:				.00	CREDITS:		-153,178.92	NET:	-153,178.92
74830	53180	Environmental Assistance /MPCA			REVISED BUDGET				.00
					PER 01		-359.25	-359.25	
					PER 02		-953.66	-1,312.91	
					PER 03		-1,480.99	-2,793.90	
					PER 06		-7,637.13	-10,431.03	
19/07	1189 07/23/19 GNI						-3,116.19	-13,547.22	
	ST OF MN INV 36								
LEDGER BALANCES --- DEBITS:				.00	CREDITS:		-13,547.22	NET:	-13,547.22

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	58400		MHB - Sales							
							REVISED BUDGET			.00
19/07	737	07/17/19	GNI 965835	AmyG	33335			-120.00	-120.00	
	iNovah		GUIDEBOOK SALES							
19/07	737	07/17/19	GNI 965836	AmyG	33335			-100.00	-220.00	
	iNovah		GUIDE BOOK SALES							
			LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-220.00	NET:	-220.00
74830	61000		Salaries & Wages - Regular							
							REVISED BUDGET			.00
							PER 01	5,136.04	5,136.04	
							PER 02	5,205.92	10,341.96	
							PER 03	7,808.88	18,150.84	
							PER 04	5,205.91	23,356.75	
							PER 05	5,205.92	28,562.67	
							PER 06	5,205.92	33,768.59	
19/07	194	07/05/19	PRJ PR0705	1190705	1190705			2,602.96	36,371.55	
			PAY070519	WARRANT=190705	RUN=1 BI-WEEKL					
19/07	785	07/19/19	PRJ pr0719	1190719	1190719			2,602.96	38,974.51	
			pay071919	WARRANT=190719	RUN=1 BI-WEEKL					
			LEDGER BALANCES --- DEBITS:		38,974.51		CREDITS:	.00	NET:	38,974.51
74830	61200		Active Insurance							
							REVISED BUDGET			.00
							PER 01	1,647.16	1,647.16	
							PER 02	1,647.16	3,294.32	
							PER 03	1,650.16	4,944.48	
							PER 04	1,648.16	6,592.64	
							PER 05	1,648.16	8,240.80	
							PER 06	1,648.16	9,888.96	
19/07	194	07/05/19	PRJ PR0705	1190705	1190705			834.89	10,723.85	
			PAY070519	WARRANT=190705	RUN=1 BI-WEEKL					
19/07	785	07/19/19	PRJ pr0719	1190719	1190719			813.27	11,537.12	
			pay071919	WARRANT=190719	RUN=1 BI-WEEKL					
			LEDGER BALANCES --- DEBITS:		11,537.12		CREDITS:	.00	NET:	11,537.12

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
74830	61300	Employee Pension & FICA								
							REVISED BUDGET		.00	
					PER 01		743.17	743.17		
					PER 02		753.77	1,496.94		
					PER 03		1,148.10	2,645.04		
					PER 04		753.76	3,398.80		
					PER 05		753.76	4,152.56		
					PER 06		749.93	4,902.49		
19/07	194 07/05/19	PRJ PR0705	1190705	1190705			374.97	5,277.46		
	PAY070519	WARRANT=190705	RUN=1	BI-WEEKL						
19/07	785 07/19/19	PRJ pr0719	1190719	1190719			374.97	5,652.43		
	pay071919	WARRANT=190719	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		5,652.43		CREDITS:		.00	NET:	5,652.43	
74830	62100	Telephone								
							REVISED BUDGET		.00	
					PER 01		58.56	58.56		
					PER 02		61.77	120.33		
					PER 03		57.88	178.21		
					PER 04		55.00	233.21		
					PER 05		61.00	294.21		
					PER 06		56.91	351.12		
19/07	434 07/16/19	API 006205		104128	19392		1.82	352.94		
	W C071619	JULY CTC & 6/19 - 6/19	LD CALL CONSOLIDATED	TELECOM						
19/07	434 07/16/19	API 006205		104128	19392		.85	353.79		
	W C071619	JULY CTC & 6/19 - 6/19	LD CALL CONSOLIDATED	TELECOM						
19/07	785 07/19/19	PRJ pr0719	1190719	1190719			55.00	408.79		
	pay071919	WARRANT=190719	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		408.79		CREDITS:		.00	NET:	408.79	
74830	62680	Non-Employee Per Diems								
							REVISED BUDGET		.00	
					PER 02		500.00	500.00		
					PER 03		50.00	550.00		
					PER 04		250.00	800.00		
					PER 05		550.00	1,350.00		
19/07	201 07/09/19	API 100532		103425	1916790		50.00	1,400.00		
	W C070919	MIKE WILSON MHB PER DIEM		MORRISON COUNTY AUDI						
19/07	201 07/09/19	API 007092		103426	19316		50.00	1,450.00		
	W C070919	CRAIG GAASVIG MHB MILEAGE AND		BELTRAMI COUNTY AUDI						

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
19/07	201 07/09/19	API 003356		103427	19334		50.00	1,500.00	
	W C070919	TED VANKEMPEN MHB MILEAGE AND		HUBBARD COUNTY TREAS					
19/07	201 07/09/19	API 002809		103428	19352		50.00	1,550.00	
	W C070919	MHB MILEAGE AND PER DIEM		TINQUIST, DAVIN C					
19/07	201 07/09/19	API 002534		103429	19343		50.00	1,600.00	
	W C070919	MHB PER DIEM		NEWLAND, DEAN					
19/07	201 07/09/19	API 001099		103430	19335		50.00	1,650.00	
	W C070919	MHB MILEAGE AND PER DIEM		MARCOTTE, ANNE					
	LEDGER BALANCES --- DEBITS:			1,650.00	CREDITS:		.00	NET:	1,650.00
74830	62720	Non-Employee Mileage							
					REVISED BUDGET				.00
					PER 02		635.48	635.48	
					PER 03		40.60	676.08	
					PER 04		249.40	925.48	
					PER 05		661.20	1,586.68	
19/07	201 07/09/19	API 101580		103424	19357		104.40	1,691.08	
	W C070919	MHB MILEAGE		WILSON, MICHAEL					
19/07	201 07/09/19	API 007092		103426	19316		59.16	1,750.24	
	W C070919	CRAIG GAASVIG MHB MILEAGE AND		BELTRAMI COUNTY AUDI					
19/07	201 07/09/19	API 003356		103427	19334		32.48	1,782.72	
	W C070919	TED VANKEMPEN MHB MILEAGE AND		HUBBARD COUNTY TREAS					
19/07	201 07/09/19	API 002809		103428	19352		69.60	1,852.32	
	W C070919	MHB MILEAGE AND PER DIEM		TINQUIST, DAVIN C					
19/07	201 07/09/19	API 001099		103430	19335		64.38	1,916.70	
	W C070919	MHB MILEAGE AND PER DIEM		MARCOTTE, ANNE					
	LEDGER BALANCES --- DEBITS:			1,916.70	CREDITS:		.00	NET:	1,916.70
74830	62990	Prof. & Tech. Fee - Other							
					REVISED BUDGET				.00
					PER 01		8,300.66	8,300.66	
					PER 02		882.50	9,183.16	
					PER 03		2,113.49	11,296.65	
					PER 04		67,907.34	79,203.99	
					PER 05		5,192.31	84,396.30	
					PER 06		25,229.00	109,625.30	
19/07	283 07/09/19	API 002876		103846	19374		251.50	109,876.80	
	W A070919	PACE INVOICE 38		PACE ANALYTICAL SERV					

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
19/07	283	07/09/19	API 004261		103854	19377		540.00	110,416.80		
	W A070919	MHB WEB HOSTING	MAY 2019	THRU	SOUTHPOINT						
19/07	283	07/09/19	API 101649		103857	1916917		7,665.00	118,081.80		
	W A070919	2ND QTR WEST COMM	4/1-6/30		WEST COMMUNICATIONS						
19/07	1132	07/23/19	API 002876		104643	19516		251.50	118,333.30		
	W a072319	REPORT			PACE ANALYTICAL SERV						
19/07	2133	07/30/19	API 002876		105139	19721		-251.50	118,081.80		
		CRED MEMO DOUBLE PAID INVOICE	1910025893		PACE ANALYTICAL SERV						
19/07	2133	07/30/19	API 002876		105140	19721		251.50	118,333.30		
	W A073019	PACE INVOICE			PACE ANALYTICAL SERV						
19/07	2133	07/30/19	API 003534		105146	19569		990.00	119,323.30		
	W A073019	FWS SIGN PROJECT			FISHING THE WILDSIDE						
19/07	2532	07/31/19	GEN					525.00	119,848.30		
		RECURRING FINANCIAL SERVICE									
LEDGER BALANCES --- DEBITS:			120,099.80	CREDITS:			-251.50	NET:	119,848.30		
74830	63320	Employee Mileage									
								REVISED BUDGET		.00	
								PER 01	342.32	342.32	
								PER 02	290.23	632.55	
								PER 03	381.29	1,013.84	
								PER 04	426.30	1,440.14	
								PER 05	186.64	1,626.78	
								PER 06	390.91	2,017.69	
19/07	883	07/17/19	GNI JUNE					7.25	2,024.94		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
19/07	883	07/17/19	GNI JUNE					37.53	2,062.47		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
19/07	883	07/17/19	GNI JUNE					37.70	2,100.17		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
19/07	883	07/17/19	GNI JUNE					103.24	2,203.41		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
19/07	883	07/17/19	GNI JUNE					159.50	2,362.91		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
19/07	883	07/17/19	GNI JUNE					60.32	2,423.23		
	WF PCARD	1434 - OOP									
		TIM TERRILL-OOP									
LEDGER BALANCES --- DEBITS:			2,423.23	CREDITS:			.00	NET:	2,423.23		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2019 07 TO 2019 07

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
74830	63340	Hotel & Meals Travel Expense								
							REVISED BUDGET		.00	
					PER 01		191.11	191.11		
					PER 02		9.47	200.58		
					PER 03		23.06	223.64		
					PER 04		34.06	257.70		
					PER 06		26.82	284.52		
19/07	883 07/17/19	GNI JUNE					8.48	293.00		
	WF PCARD	meal for Beltrami 1W1P TIM TERRILL-252 HARDEES WALKER								
19/07	883 07/17/19	GNI JUNE					10.24	303.24		
	WF PCARD	meal after LCCMR meeting TIM TERRILL-DOT CAFE Q42								
19/07	883 07/17/19	GNI JUNE					8.00	311.24		
	WF PCARD	parking expense for LCCMR meet TIM TERRILL-MN ST IAP ADM PMD PARK								
	LEDGER BALANCES --- DEBITS:			311.24	CREDITS:		.00	NET:	311.24	
74830	64090	Office Supplies								
							REVISED BUDGET		.00	
					PER 01		5.51	5.51		
					PER 03		45.85	51.36		
					PER 04		5.16	56.52		
					PER 05		3.39	59.91		
					PER 06		524.05	583.96		
19/07	283 07/09/19	API 004271		103855		19364	20.25	604.21		
	W A070919	CASS LEGAL COMP PBU ANNOUNCEME FARMERS PUBLISHING								
19/07	883 07/17/19	GNI JUNE					3.49	607.70		
	WF PCARD	AIS meeting snack TIM TERRILL-BRAINERD CUB FOODS								
19/07	883 07/17/19	GNI JUNE					2.75	610.45		
	WF PCARD	guidebook mailing TIM TERRILL-USPS PO 2611000401								
19/07	883 07/17/19	GNI JUNE					7.98	618.43		
	WF PCARD	tech team meeting snack TIM TERRILL-BRAINERD CUB FOODS								
19/07	883 07/17/19	GNI JUNE					10.14	628.57		
	WF PCARD	guidebook mailing to pioneer p TIM TERRILL-USPS PO 2611000401								
	LEDGER BALANCES --- DEBITS:			628.57	CREDITS:		.00	NET:	628.57	
	GRAND TOTAL --- DEBITS:			444,009.48	CREDITS:		-274,425.81	NET:	169,583.67	

77 Records printed

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

Planning and Zoning

None

Action/Discussion

**LCCMR Workplan and Budget
Draft Bemidji CWL Grant Application
Wild Rice Mapping Discussion
Funding Talking Points
Executive Director's Report**



Environment and Natural Resources Trust Fund (ENRTF)

M.L. 2020 ENRTF Work Plan (Main Document)

Today's Date: August 20, 2019

Date of Next Status Update Report:

Date of Work Plan Approval:

Project Completion Date:

Does this submission include an amendment request? ___

PROJECT TITLE:

Project Manager: Tim Terrill

Organization: Mississippi Headwaters Board

College, Department, or Division:

Mailing Address: 322 Laurel Street

City, State, Zip Code: Brainerd, MN 56401

Project Manager Direct Telephone Number: 218-824-1189

Email Address: timt@mississippiheadwater.org

Web Address: www.mississippiheadwaters.org

Location: Central MN geographic region; Crow Wing County, Baxter, MN

Total Project Budget: \$500,000.00

Amount Spent: \$0

Balance: \$500,000.00

Legal Citation: M.L. 2020, Chp. xx, Sec. xx, Subd. xx

Appropriation Language:

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. OVERALL PROJECT STATUS UPDATES:

First Update April 1, 2021

Second Update October 1, 2021

Third Update April 1, 2022

Final Report between project end (June 30) and August 15, 2022

III. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1 Title:

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.

ACTIVITY 1 ENRTF BUDGET: \$\$500,000.00

Outcome	Completion Date
1. Attorney, Survey, Court Filing Services	<i>October, 2020</i>
2. Fee Title, Taxes and Land Purchase of 13.8 Acres	<i>December, 2020</i>

First Update April 1, 2021

Second Update October 1, 2021

Third Update April 1, 2022

Final Report between project end (June 30) and August 15, 2022

IV. DISSEMINATION:

Description:

The Minnesota Environment and Natural Resources Trust Fund (ENRTF) will be acknowledged through use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the [ENRTF Acknowledgement Guidelines](#).

First Update April 1, 2021

Second Update October 1, 2021

Third Update April 1, 2022

Final Report between project end (June 30) and August 15, 2022

V. ADDITIONAL BUDGET INFORMATION:

A. Personnel and Capital Expenditures

Explanation of Capital Expenditures Greater Than \$5,000: N/A

Explanation of Use of Classified Staff:

Total Number of Full-time Equivalents (FTE) Directly Funded with this ENRTF Appropriation:

Enter Total Estimated Personnel Hours for entire duration of project: 59	59 total personnel hours by 2,080 hours in 1 yr = TOTAL FTE: 0.022
--	---

Total Number of Full-time Equivalents (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:

Enter Total Estimated Contract Personnel Hours for entire duration of project: 557	557 total contract hours by 2,080 hours in 1 yr TOTAL FTE: 0.268
--	---

VI. PROJECT PARTNERS:

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.

- A. Partners outside of project manager’s organization receiving ENRTF funding: None
- B. Partners outside of project manager’s organization NOT receiving ENRTF funding: None

VII. 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.

Future funding requests will include the remaining project phases to complete the project.

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.

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.

VIII. REPORTING REQUIREMENTS:

- Project status update reports will be submitted April 1 and October 1 each year of the project
- A final report and associated products will be submitted between June 30 and August 15, 2022

IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

- A. Budget Spreadsheet**
- B. Visual Component or Map**
- C. Parcel List Spreadsheet**
- D. Acquisition, Easements, and Restoration Requirements**
- E. Research Addendum**

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*

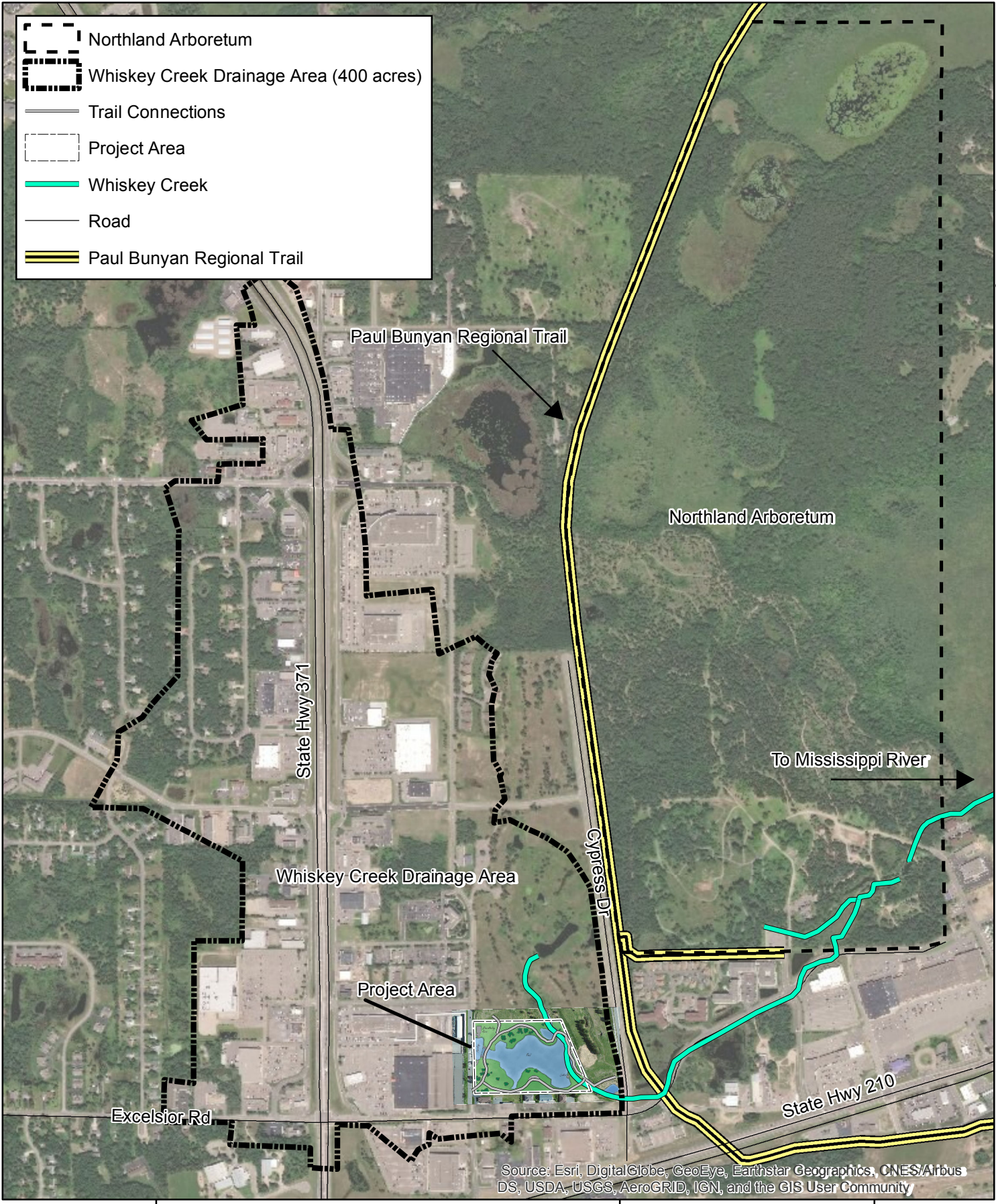
Project Budget: *\$1,470,500*

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)				
		\$ -	\$ -	\$ -
<i>Executive Director, MHB. \$ 3,500 (80% salary, 20% benefits) 15% FTE each year for 1 year. Main responsibilities include full oversight of the LCCMR grant and project management.</i>		\$ 3,500		\$ 3,500
Professional/Technical/Service Contracts				
<i>Competitive Bid: Consulting/Engineering Firm - Final Design & Engineering</i>		\$ -	\$ -	\$ -
<i>Competitive Bid: Environmental Permitting, Construction Supervision, and Permit Compliance</i>		\$ -	\$ -	\$ -
<i>Competitive Bid: Construction and Restoration (see A-C below)</i>				
<i>A: Construction of Green Infrastructure & Stormwater BMP</i>		\$ -		\$ -
<i>B: Connection of City trail to Paul Bunyan regional trail and installation of educational kiosks</i>		\$ -		\$ -
<i>C: Planting native seed, pollinator species, and native plugs</i>		\$ -	\$ -	\$ -
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>		\$ 63,300	\$ -	\$ 63,300
Easement Acquisition				
		\$ -	\$ -	\$ -
Travel expenses in Minnesota				
		\$ -	\$ -	\$ -
Other				
<i>Technical Advisory Panel Meeting Expenses</i>			\$ -	\$ -
<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		\$ 500,000	\$ -	\$ 500,000
SOURCE AND USE OF OTHER FUNDS CONTRIBUTED TO THE PROJECT				
	Status (secured or pending)	Budget	Spent	Balance
Non-State: City of Baxter		\$ 75,000	\$ -	\$ 75,000
State: Requesting funding from Clean Water Fund		\$ 1,195,000	\$ -	\$ 1,195,000
In kind:			\$ -	\$ -
Other ENRTF APPROPRIATIONS AWARDED IN THE LAST SIX YEARS				
	Amount legally obligated but not yet spent	Budget	Spent	Balance
None		\$ -	\$ -	\$ -

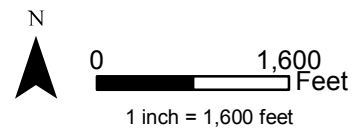
-  Northland Arboretum
-  Whiskey Creek Drainage Area (400 acres)
-  Trail Connections
-  Project Area
-  Whiskey Creek
-  Road
-  Paul Bunyan Regional Trail



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



Attachment B - Project Area
 Whiskey Creek
 City of Baxter



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



Projects and Practices Application

Grant Name - 2020 Lake Irving TMDL Protection Project

Grant ID - C20-3893

Organization - Mississippi Headwaters Board

Allocation	Projects and Practices 2020	Grant Contact	
Total Grant Amount Requested	\$213,750.00	County(s)	
Grant Match Amount	\$53,438	12 Digit HUC(s)	
Required Match %	25%	Applicant Organization	Mississippi Headwaters Board
Calculated Match %	25%	Application Submitted Date	
Other Amount			
Project Abstract	To help restore a TMDL waterbody named Lake Irving and protect Lake Bemidji from phosphorus and Total Suspended Solids by creating pools, wetland vegetation, and an iron-enhanced sand filter to a current ditch system.		
Proposed Measurable Outcomes	This project had a feasibility study done in 2018 which will reduce 161 pounds of Phosphorus and 21,720 pounds of total suspended solids from entering Lake Irving on an annual basis.		

Narrative

Questions & Answers
Does your organization have any active CWF grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.
Need answers from Zach.

Questions & Answers

Water Resource: Identify the water resource the application is targeting for water quality protection or restoration.

Lake Irving has a TMDL completed on it and is the water resource that we will work to restore. Lake Bemidji is the water resource that is on the verge of becoming impaired and will be protected by this project.

Question 1 (17 points): (A) Describe why the water resource 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. (B) In addition to the plan citation, provide a brief narrative description that explains whether this application fully or partially accomplishes the referenced activity. (C) Provide weblinks to all referenced plans.

The project is a priority water resource because Lake Irving is an impaired, TMDL listed waterbody (<https://www.pca.state.mn.us/water/minnesotas-impaired-waters-list>). Lake Irving's specific impaired designated use is aquatic recreation and this project specifically targets reduction of stormwater runoff to it which was called out in the TMDL study in Section 6.2 pg. 52 and section 8.2.2 pg. 57 (<https://www.pca.state.mn.us/sites/default/files/wq-iw8-57e.pdf>). Lake Irving also is a priority because it protects Lake Bemidji which is trending toward impairment and in future years may become a TMDL listed waterbody. In 2014, a stormwater retrofit analysis was performed on 12 cities that have a close proximity to the Mississippi River. Fifty-nine (59) projects were identified and this project ranked #7 for removal of Phosphorus and #3 for present value\$/lbs. of TP removed according to the study (<http://www.mississippiheadwaters.org/naturalProtectionGrants.asp>). Following this regional study, a feasibility study was completed and alternatives were provided to optimize water quality treatment in relation to cost and maintenance (http://www.mississippiheadwaters.org/grants/stormreports/PMA25_LakeIrvingFeasibility_FINAL.pdf Lake Irving Feasibility Study pg. 8 Table 2). Protection of stormwater is referenced in the Beltrami County Water Plan at(<http://www.co.beltrami.mn.us/Departments/SWCD/Resources/Local%20Water%20Plan.pdf>) as a priority resource concern on pg. 11, with page 33, 3.1.2 listing Lake Bemidji as an "At Risk Water." Stormwater protection is also listed on pg. 50 in the Beltrami County Local Water Plan in section 3.2.1 with a goal to Reduce stormwater volume, nutrient, and contaminant contributions based on TMDL and WRAPS or LGU and institution recommendations.

This project will fully meet the objectives in this application by creating pools, wetland vegetation, and an iron-enhanced sand filter to remove pollutants.

Question 2 (3 points): (A) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the Nonpoint Priority Funding Plan. (also referenced in the "Projects and Practices" section of the RFP). (B) Describe the public benefits resulting from this proposal from both a local and state perspective.

This project helps meet the specific requirements of the projects and practices grant of the Nonpoint Priority Funding Plan by protecting those high-quality unimpaired waters (Lake Bemidji) at greatest risk of becoming impaired, and restoring water resources for public use and public health. By reducing phosphorus and TSS from entering the lakes through surface water runoff, it will help toward the delisting of Lake Irving from the TMDL waterbody list.

Questions & Answers

Question 3. (15 points) Describe the methods used to identify, inventory, and target the root cause (most critical pollution source(s) or threat(s)). Describe any related additional targeting efforts that will be completed prior to installing the projects or practices identified in this proposal.

In 2014, the MHB conducted a study in MS4 cities along the Mississippi River Corridor to perform a Stormwater Retrofit Analysis (SRA). The SRA is a tiered performed approach starting with a review of existing spatial data and the local knowledge of the City of Bemidji to identify areas least likely to be conducive to retrofitting; were regularly non-contributing to the Miss. River,; or already receiving significant water quality treatment. What catchments remained were designated a Priority Management Areas (PMA) and were modeled to estimate existing delivery of TP and sediment. A second review identified the locations and types of structural BMPs that each PMA would support. A field inspection of each PMA was made with city staff to confirm assumptions as well as collect information on the physical drivers on the conceptual BMP design. The study provided the highest retrofit plan return on investment options the city could initiate. Each PMA's potential BMP(s) were then analyzed for treatment value. Each BMP was modeled at various levels of TP treatment relative to the entire PMA whether it received water from the entire PMA or only a portion of it. When a single BMP reached a 70% TP reduction for the drainage area leading to it, design tuning was stopped as the incremental costs for additional treatment reduced overall value of the system.

The SRA identified 6 practices that could be retrofitted with stormwater BMPs in Bemidji, and the project we are proposing is named PMA 25. On 9/20/18, a feasibility report was prepared for the North Central JPB and Beltrami SWCD to provide four alternatives and more precise calculations for the project. A technical committee comprised of agency personnel from MPCA, BWSR, SWCD, MHB, and Bemidji chose alternative #2 due to its ability to remove TP, and TSS and its effectiveness of the annual \$/LB removal of the pollutants in comparison to the other three alternatives.

Question 4. (10 points): How does this proposal fit with complimentary work that you and your partners are implementing to achieve the goal(s) for the priority water resource(s) of concern? Describe the comprehensive management approach to this water resource(s) with examples such as: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are directly or indirectly related to this proposal.

This project is part of a series of projects implemented by the Miss. Headwaters Board. In 2016, a project was implemented in Grand Rapids using Clean Water Funds to protect the Miss. River from phosphorus and TSS. Grand Rapids is looking at applying for another Clean Water Fund grant, or a legislative appropriation for another water quality project.

The city of Bemidji recently implemented a stormwater pollution prevention practice at Diamond Point Park to intercept pollutants from entering lake Bemidji. This project was funded using city resources and ranked #10 out of 59 projects identified in 12 cities for the removal of phosphorus.

Every two years the Miss. Headwaters Board holds a biennial conference in which examples of these type of stormwater practices are presented to elected officials and field staff to help encourage adoption and provide a context for these cities to work in.

The MHB strives to protect the Miss. River through consistent zoning across the first 400 miles. Recently in 2019, the MHB updated the 2002 Comprehensive Plan to help provide better protection to the water resource. The Comprehensive Plan has a model zoning ordinance for all zoning authorities to follow. The MHB also legislatively changed MN Statute 103F.361-377 to clarify and include all zoning authorities in the

Questions & Answers

MHB jurisdictional corridor to follow the 2019 Comprehensive Plan.

On 10/1/18 the Bemidji city council approved this project and placed on the capital improvement plan.

In 2016, the MHB implemented an easement and acquisition program to help improve habitat and water quality on the Mississippi River, headwaters lakes and reservoirs, and contributing tributaries. This program over the past 3 years has received allocations over \$8.5 million.

Question 5. (10 points): (A) What is the primary pollutant(s) will this application specifically address? (B) Has a pollutant reduction goal been set (via TMDL or other study) in relation to the pollutant(s) or the water resource that is the subject of this application? If so, please state that goal (as both an annual pollution reduction AND overall percentage reduction, not as an in-stream or in-lake concentration number). (C) If no pollutant reduction goal has been set, describe the water quality trends or risks associated with the water resource 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.

The pollutant of concern is Total Phosphorus (TP) according to the TMDL study. The TMDL study focuses specifically on Bemidji and their stormwater contribution to reduce inputs to lake Irving. The existing stormwater TP load is 742.44 lbs/yr. or 2.03 lbs/day, and the TMDL stormwater reduction goal is to reduce Total Phosphorus in Lake Irving to 267.5 lbs./yr. or 36%. This preferred alternative removes 60% (161 lbs.) of total phosphorus from the stormwater it conveys. Bemidji's municipal load allocation calls for a reduction of 267.50 lbs. of total phosphorus and this project will represent a 60% of that target goal. Future Best Management Practices are being considered by the city to help reduce inputs to Lake Irving.

Question 6. (10 points): (A) What portion of the water quality goal will be achieved through this application? Where applicable, identify the annual reduction in pollutant(s) that will be achieved or avoided for the water resource if this project is completed. (B) Describe the effects this application will have on the root cause of the issue it will address (most critical pollution source(s) or threat(s)).

The MPCA has also recently established a TMDL (Total Maximum Daily Load) of TP for Lake Irving which means that the city must address P loading into the lake as part of our current MS4 Stormwater permit. The current TMDL report that has been prepared by the MPCA states that "the City of Bemidji must reduce its phosphorus loading to Lake Irving by 36%". This equates to an estimated load reduction of 267 pounds. The results of this analysis suggest that Alternative 2 (the creation of an iron-enhanced sand filter (IESF) at the last culvert of the ditch, dredging of legacy sediments to create storage, establishment of dense, native wetland vegetation in the last ditch segment and creation of a sediment capture forebay at the ditch's headwaters) yields the greatest return on investment. Dredging the accumulated sediment in the channel opens up more storage capacity for new sediments carrying phosphorus to be trapped. Vegetation serves to also strip water of its sediment load, and assimilate phosphorus as it grows. The IESF filters dissolved phosphorus from the remaining water. Collectively, these processes likely remove 161 more pounds of phosphorus per year than the existing system. The estimated installation cost of \$159,850 plus 50 years of maintenance yields a 50-year present day value of \$203,400, resulting in an average annual value of \$25/LB-phosphorus as compared to \$49 and \$64 per pound for alternatives 3 and 4, respectively.

Questions & Answers

Question 7. (5 points): If the project will have secondary benefits, specifically describe, (quantify if possible), those benefits. Examples: hydrologic benefits, enhancement of aquatic and terrestrial wildlife species, groundwater protection, enhancement of pollinator populations, or protection of rare and/or native species.

This project will have secondary benefits that provide hydrological, wildlife habitat, water quality, and groundwater benefits. Improvements will be made to the hydrologic system in the ditch to allow better water flow in the ditch. It will protect groundwater because it is designed to detain water in the pools and not allow for infiltration. This will allow for the wetland mix vegetation in pools 1 and 4 to filter out contaminants and provide habitat for organisms like amphibians and reptiles to reproduce. The mix will be comprised of native species and help stabilize the existing bank structure as well. A utility corridor is also located just South of Hwy 2 with an oil pipeline that pumps millions of gallons of oil per year. If the pipeline were to have an integrity issue in the watershed where this practice is located, the practice would be able to detain the spill until emergency procedures were implemented.

Question 8. (15 points): A) Describe why the proposed project(s) in this application are considered to be the most cost effective and feasible means to attain water quality improvement or protection benefits to achieve or maintain water quality goals. Has any analysis been conducted to help substantiate this determination? Discuss why alternative practices were not selected. Factors to consider include, but are not limited to: BMP effectiveness, timing, site feasibility, practicality, and public acceptance. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost effectiveness. You will also need to attach a copy of this study within the Attachments tab. (B) If your application is proposing to use incentives above and beyond payments for practice costs, please describe rates, duration of payments and the rationale for the incentives' cost effectiveness. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost effectiveness. Please attach feasibility study to your application in eLINK.

In the Lake Irving feasibility report prepared in September of 2018, (http://www.mississippiheadwaters.org/grants/stormreports/PMA25_LakeIrvingFeasibility_FINAL.pdf) a study was completed which provided four alternatives for the City of Bemidji to consider. Page 8, Table #2 provided a cost benefit result of those alternatives with alternative 2 having an annual \$/LB of TP removed was \$25, and the annual \$/LB of TSS was \$.19. Other alternatives showed a reduction \$49 and \$.37 (Alternative 3) and \$64 and \$.48 (alternative 4) of annual \$/LB of TP and TSS, respectively. The city council accepted the recommendation of the city engineer to pursue funding for alternative 2 because it yields the best incremental value per dollar spent. Alternative 2 was also chosen because the practice would be relatively easy to maintain and use existing city equipment.

Question 9. (8 points): What steps have been taken or are expected to ensure that project implementation can begin soon after the grant award? Describe general environmental review and permitting needs required by the project (list if needed). Also, describe any discussions with landowners, status of agreements/contracts, contingency plans, and other elements essential to project implementation.

Meetings have already been held to discuss the feasibility study with BWSR, MHB, Enbridge, Beltrami SWCD, and the Bemidji city engineer. The

Questions & Answers

engineer brought it before the Bemidji city council on 10/1/18 and they gave formal approval for this project to be pursued for funding. The city owns the land around the project area so work could begin immediately, and it is on Bemidji's Capital Improvement (CIP) Plan for 2020. Once completed, the city will develop a 25 year long term maintenance plan based on the feasibility report and the life of the Enbridge pipeline has also donated funding to help cover the 25% match needed to support this grant application. HR Green engineering has been chosen to oversee the project and work with the city on environmental permitting. This project was also presented at the Mississippi Headwaters Board biennial conference in October of 2017, and staff and elected officials from cities and counties were informed about this project.

A TMDL was completed on October 19, 2018, and the city is an MS4 and is taking an active role in their part to protect Lake Irving and Lake Bemidji.

Question 10. (2 points): What activities, if any proposed, will accompany your project(s) that will communicate the need, benefits, and long term impacts to your local community? This should go above and beyond the standard newsletters, signs and press releases.

The Mississippi Headwaters Board will be presenting this project at their biennial conference in November 2019. Elected officials will be present and it will be presented as a model in which other cities in other counties can replicate.

MHB set up a contract with Enbridge to use this as an example on how oil pipelines can work with the local community. Once this practice is completed; Linda Cody, Enbridge Sustainability Manager, will present this to the CEO and try to persuade the company to implement this throughout Enbridge international. They will be promoting this project through their public relations personnel as well.

Question 11. (0 points). All project applications for feedlots must include a work sheet with supplemental questions being answered. This worksheet is found on the BWSR webpage "Apply for Grants." Have you attached this worksheet?

N/A

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.

The scope and size of this project goes beyond the normal budgeted activities of the existing stormwater program funding, and Clean Water Legacy funds will not substitute or supplement any existing funds. Without significant support, the partners do not have sufficient budgets to support this type of activity.

Application Budget

Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
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Activity Name	Activity Description	Category	State Grant \$ Requested	Activity Lifespan (yrs)
SWCD Administration	Administer CWL grant by setting up contracts and reporting according to grant requirements	ADMINISTRATION /COORDINATION	\$6,000.00	3
Project Development	MHB will coordinate partners through dialogue and meetings.	PROJECT DEVELOPMENT	\$2,000.00	3
Technical survey, design, oversight	contractor project costs- install, materials, labor, survey, design, inspection	TECHNICAL/ENGINEERING ASSISTANCE	\$205,750.00	3

Proposed Activity Indicators

Activity Name	Indicator Name	Value & Units	Waterbody	Calculation Tool	Comments
Technical survey, design, oversight	PHOSPHORUS (EST. REDUCTION)	161 LBS/YR	Lake Irving	P8 Urban Catchment Model	
Technical survey, design, oversight	Total Suspended Solids (TSS)	21720 Mg/L	Lake Irving	P8 Urban Catchment Model	

Activity Details

Activity Name	Question	Answer
SWCD Administration	Dollar amount requested for Ag BMP Loan Program:	0
SWCD Administration	Dollar amount requested for CWP Loans:	0
Project Development	Dollar amount requested for Ag BMP Loan Program:	0
Project Development	Dollar amount requested for	0

Activity Name	Question	Answer
	CWP Loans:	
Technical survey, design, oversight	Dollar amount requested for Ag BMP Loan Program:	0
Technical survey, design, oversight	Dollar amount requested for CWP Loans:	0

Application Image



Lake Irene PMX 25 Feasibility
 Technical Memorandum
 Project No. 170509

FIGURE 9. ALTERNATIVE 2



<p>FIGURE 9 - ALTERNATIVE 2 Forebay at Stormwater Outfall into Pool 1, Dredge Pools 1 and 4, IESF in Pool 4, Wetland Vegetation in Pool 4</p>	<p>Legend</p> <ul style="list-style-type: none"> ■ Replaced Culvert ■ Wetland Vegetation IESF Extent Forebay Rip Rap Existing Stream Centerline Forebay Dredged Channel 		<p>Date Drawn: Coordinate System: NAD 1983 UTM Zone 18N Projection: Transverse Mercator Datum: North American 1983 Units: Meter</p>	<p>0 0.05 0.1 Miles 1 inch = 250 feet</p>
	<p>HRG_PU25_1113243_Alt2_8/19/2016_DTP:clauden_P:\C_1128171172014958\mtd\blmtd\Alt2.mxd</p>			

Map Image



Raise the Base

Hello Board,

Our new slogan to the legislature should be **“Raise the Base!”** But before we start asking for more money, we need to have a good reason why or what we would use the money for. It’s really hard to ask for money just because you need it to sustain yourself, so here are some ideas that come to mind:

1. Raising the Base would allow for the MHB to become a granting agency to supply micro grants to counties for needs that are not met by traditional grant sources.
2. Raising the Base allows MHB to develop additional relationships with other organizations to maximize protection, increase habitat projects, and source water protection for drinking water supply to the Twin Cities.
3. Raising the Base allows MHB to develop systems and decision support tools like our sub watershed prioritization tool, regional stormwater retrofit overview to help other conservation organizations thrive.
4. Raising the Base allows the MHB to provide additional resources back to the member counties (Little Falls Rain Gardens, Brainerd Stormwater retrofit analysis, Miss. River recreational signing, aquatic invasive species social media).

In-kind support from Counties last year- Over \$367K!

Executive Director Report

July-August 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. Sent Comprehensive Plan materials to Clearwater county for resolution approval.
7. Began working on Work Plan and Budget for Whiskey Creek LCCMR grant.
8. Sent in quarterly reimbursement for LSOHC.
9. Set up meeting with LCCMR local group and met with clean water specialist Jeff Hrubes to get a statewide perspective on the issues facing the next round of applications.
10. Provided comment to 4 variances from the GBAJPB.
11. Sent MHB Comp. Plan agenda materials to Morrison and Beltrami County for board meeting.
12. DNR Commissioner Sarah Strommen has confirmed that she will attend and provide a closing speech at the MHB Biennial Conference.

Meetings & Networking

1. Held Canoe Day on August 3rd in which around 20 people attended. Next year we will look at providing kayaks or canoes for participants based on response from the public.
2. Attended the Upper Miss. 1W1P bus tour and saw many successful projects throughout the watershed. Dams were a highlight on the tour and I gained a better understanding of how they coordinate their water flow activities.
3. Sent letter to GBAJPB reminding them of the statute change and that the MHB was looking forward to working with them in the future.
4. Received resolutions of support for the Comp plan at the Morrison and Beltrami board meetings.
5. Met with the Morrison public works parks and trails staff member Chuck Parins to discuss the Aitkin Recreational sign program with him to see if this is a good fit for Morrison county. Chuck really liked the idea and thought it would be an economic driver for other non-profits and the community because it provides the basic infrastructure for community events.
6. Received resolutions of support for the Comp plan at the Crow Wing board meeting.
7. Held meeting with GBAJPB staff and Comm. Gaasvig to discuss two variances on Lake Bemidji.

8. Attended meeting with the city of Brainerd, WSN, HR Green, and Crow Wing SWCD to discuss the proposed Stormwater retrofit analysis to be completed in the city of Brainerd. I pointed out some areas that needed some special attention and so did the city engineer.
9. Began discussion with Enbridge about using funds for Bemidji project and looked into using the remainder of funds on other projects.