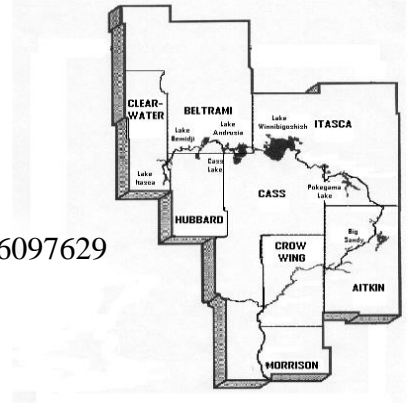




**Mississippi Headwaters Board  
Meeting Agenda  
MHB Office  
322 Laurel St.  
Brainerd, MN**

Webconference: <https://hello.freeconference.com/conf/call/6097629>

**June 26, 2020  
9:00 am**



**9:00 AM**

- **Call to Order/Pledge of Allegiance**

**9:05 AM Approve/Amend**

- Agenda
- Consent Agenda – May '20 Minutes & Expenses

**Planning and Zoning (Actions)**

- I6a20 Itasca- Garret and Amanda Wright
- B6a20 Beltrami- Wayne and Rebecca Coulthart Variance

**Action / Discussion Items:**

- Executive Director's Report

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

**Meeting Adjourned - Thank you**

**Mtgs: July 24, '20, 9:00 AM – MHB Board Meeting- Brainerd, MN**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board

May 22, 2020

Land Services Building

Webconference: <https://hello.freeconference.com/conf/call/6097629>

Brainerd, MN 56484

MEETING

MINUTES

Members present by Role Call: Dean Newland (Clearwater), Craig Gaasvig (Beltrami), Ted Van Kempen (Hubbard), Anne Marcotte (Aitkin) Steve Barrows (Crow Wing), Mike Wilson (Morrison), Neal Gaalswyk (Cass), and Tim Terrill (Executive Director).

Others Present: Tim Fritz, Itasca Soil & Water Conservation District

Pledge of Allegiance

**M/S (Newland/VanKempen) to approve of the agenda. Role Call taken. Motion Carried Unanimously.**

**M/S (Marcotte/Wilson) to approve of the Consent agenda. Role Call taken. Motion Carried Unanimously.**

**Action/Discussion:**

1. Forming of Budget Committee- As this topic was being discussed Comm. Marcotte brought up some questions concerning the monthly budget. Tim gave a brief explanation as to the purpose of the monthly budget which is for the board to see and approve of what bills and revenue were accounted for the previous month that affected the MHB. The purpose of a budget committee is to look over the annual budget and ask questions regarding meeting specific budget objectives. Comm. Marcotte also had a question regarding why the projected revenue budget column totaled \$30K when it should have another \$124K added to it, and why the YTD spending and % of budget column was not totaled. Comm. Barrows explained in detail a meeting he had with Tim, and the history of what lead up to this conversation. He said that the reason the budget columns were not tabulated was because this budget would go in effect the next fiscal year starting July 1, 2020. Tim further explained that the reason the \$124K Governor's grant is not part of the total for the projected budget column is because this grant is reimbursable for all the expenses below so he didn't show it as part of the revenue total. Comm. Gaalswyk asked if Tim could make a note on the budget sheet as to why it is left out of the revenue total so there would be no confusion.

The conversation moved toward the forming of the budget committee. Tim explained that in the past the MHB has had a budget committee and he thinks it would be a good idea to have one now to look and get familiar with the budget at a committee level. He said that the board last month was in favor of this but was waiting for the Chairman to officially move on it. Comm. Gaalswyk proceeded with some thoughts on structure and thought it would be best to have 2 to 3 members on the budget committee along with the Chairman being one of the members; and limit it to 1 or 2 meetings a year. Tim stated that the budget committee would meet but not make any decisions for the board but could bring recommendations to the board. Comm. VanKempen thought a committee of three was a good

idea and could be Chair appointed. Comm. Gaalswyk asked for volunteers and noted the interest of Comm. Barrows and Gaasvig from the last April meeting minutes. Both commissioners agreed to be on the committee with Chairman Gaalswyk leading the meeting. The board moved by consensus to have a budget committee.

2. Itasca SWCD request for funding- Tim T. explained that the Itasca SWCD has received funding for implementation of raingardens and other BMP's to protect Trout Lake in Coleraine from phosphorus and sediment which would eventually protect the Miss. River due to the movement of sediment down the Swan River. He gave a brief explanation of the conversation last month as to what the \$10 K the MHB would be used for since the SWCD already has the money to implement. Tim F. explained that the additional money would cover a feasibility study near the ballfield to see if a detention basin or stormwater sub surface detention area could be placed in the spot near the ballfield rather than just using raingardens. Comm. Gaasvig asked how much it would this reduce the Phosphorus if they upgraded to a detention pond or sub surface detention and Tim F. replied that it would be an additional 16 lbs. annually. Comm. Van Kempen asked how long will these detention areas last, and Tim F. replied around 30 years if maintained properly. Comm. Barrows asked Tim F. if Coleraine was prepared for the additional maintenance cost to the city, and he responded that he is working with Coleraine on that with the possibility to buy equipment and share services with a cities nearby. Comm. Gaalswyk asked if the MHB already has the funding available and Tim T. answered in the affirmative. **M/S (Marcotte/Barrows) to approve of the request for \$10K to be used for the project. Roll Call Taken. Motion Carried Unanimously.**

3. Executive Directors Report
  - a. Tim informed the board that he asked the Governor to attend the annual Canoe Day event in August and is waiting to hear back from staff to see if he can attend.
  - b. Tim said that the MHB is going to apply for \$7M this year instead of the usual \$9M for the Miss. Headwaters Habitat Corridor Program. It will be approximately \$3M for easements and \$4M for fee title acquisition.
  - c. All Outdoor Heritage Funds received this year will face a decrease of 14.28% due to the budget forecast. The Miss. Headwaters Habitat Corridor Program will receive \$3.694M this year.
  - d. Tim commented that he recently talked with independent film producer Kirk Wierenga, and he is interested in producing a documentary about Hwy. 2 from Michigan to Montana which he plans to show on PBS. He is looking to interview people and find out the culture of the land, so Tim told him that the MHB is one of the most interesting stories to tell since it is so unique. He liked the idea and is planning to meet with Bob Lessard and Tim in mid-June to tell the story of the formation and history of the MHB, along with some interesting history about the Great River Road. Details to follow.

County or Legislative Updates- Comm. Gaasvig expressed interest in meeting next month in person. Comm. Gaalswyk stated that the decision is up to the Governor and Cass County as they need to make the determination if that can happen in the existing Cass County courthouse. Gaalswyk explained that the current county board room in the courthouse is too small to accommodate the Governor's executive order of meeting size requirements, and the Cass County board is meeting in Backus. Comm. Newland expressed interest in also returning to a 9 am start time for the next 3 months like we do every summer. Most board members were okay with changing the start time. Comm. Gaalswyk said that we will work on that over the next month to see if the in-person meeting can happen and that Tim should alert the board should there be a meeting location change.

Comm. Gaalswyk ajorned the meeting due to completion of agenda items.

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Vice Chair Anne Marcotte

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Executive Director Tim Terrill

## May Budget Summary

		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<b>Revenues:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Governor's DNR grant (53290)	\$27,624.72		\$124,000.00	0.00%	non competitive quarterly reimbursement
MPCA water testing					competitive monthly reimbursement
LSOHC grant (53290)			\$7,000.00	0.00%	\$410.80- revenue correction, \$1,861.85- Invoice #5 reimburse
LCCMR			\$3,500.00	0.00%	competitive quarterly reimbursement
Guidebook sales (58400)			\$200.00	0.00%	reimbursement for Guidebook sales
Enbridge program (58300)			\$4,000.00	0.00%	estimate \$4K in MHB reimbursement for signage project
Miscell. Other revenue (58300)			\$2,000.00	0.00%	
MCIT Dividend (58300)			\$424.00	0.00%	MCIT refund
County Support (52990)			\$12,000.00	0.00%	non competitive annual reimbursement
BWSR Grant Stormwater (53090)			\$1,000.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$27,624.72</b>	<b>\$0.00</b>	<b>\$30,124.00</b>		*
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Salaries/Benefits					
FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$7,840.99		\$101,801.13	0.00%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$2,216.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$550.00		\$2,700.00	0.00%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)			\$300.00	0.00%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)			\$2,900.00	0.00%	reimbursed by Gov. DNR grant
Employee Mileage (63320)			\$4,400.00	0.00%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$1,104.00		\$8,175.00	0.00%	\$525 CW account. Services, \$579- web hosting
Office supplies/operations (64090)	\$1,844.07		\$1,400.00	0.00%	\$46.11- Free conferenc call services, \$56.97- telephone, \$2.00- Guidebook mailing, \$1738.99- new laptop
Training & Registration Fees (63380)			\$400.00	0.00%	reimbursed by Gov. DNR grant- AMC leg. Conference
<b>Total</b>	<b>\$11,339.06</b>		<b>\$124,292.13</b>		

Governor's DNR grant is always \$124K every year  
 LSOHC grant is around \$6K to \$8K every year

\*The total under revenue does not reflect the \$124K because it is a non-competitive grant, and it doesn't always fall in the fiscal year.

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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	335,865.06	
					PER 01		-6,288.61	329,576.45	
					PER 02		57,758.77	387,335.22	
					PER 03		16,228.64	403,563.86	
					PER 04		-81,347.40	322,216.46	
20/05	239 05/05/20	APP C0505					-300.00	321,916.46	
	C050520								
20/05	240 05/05/20	APP A0505					-579.00	321,337.46	
	A050520								
20/05	283 05/08/20	PRJ					-3,927.65	317,409.81	
20/05	322 05/08/20	GNI 056014 AmyG		36918			15,000.00	332,409.81	
	iNovah	SYSTEM GENERATED DUE TO LINE							
20/05	614 05/13/20	GEN					27,624.72	360,034.53	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
20/05	1051 05/22/20	PRJ					-3,968.34	356,066.19	
20/05	1257 05/26/20	APP C0526					-1.97	356,064.22	
	C052620								
20/05	1259 05/26/20	APP A0526					-250.00	355,814.22	
	A052620								
20/05	1453 05/18/20	GNI APRIL					-48.11	355,766.11	
	BREM PCARD	SYSTEM GENERATED DUE TO LINE							
20/05	1885 05/31/20	GEN					-525.00	355,241.11	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:		116,612.13		CREDITS:	-97,236.08	NET:	19,376.05	
74	20050	Vouchers Payable							
							SOY BALANCE	.00	
20/05	183 05/05/20	API B 4654					-300.00	-300.00	
	W C050520								
20/05	235 05/05/20	API B 4659					-579.00	-879.00	
	W A050520								
20/05	239 05/05/20	APP C0505					300.00	-579.00	
	C050520	AP CASH DISBURSEMENTS JOURNAL							
20/05	240 05/05/20	APP A0505					579.00	.00	



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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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
	A050520	AP CASH DISBURSEMENTS JOURNAL								
20/05	1046	05/26/20	API B	4699				-1.97	-1.97	
	W C052620									
20/05	1255	05/26/20	API B	4702				-250.00	-251.97	
	W A052620									
20/05	1257	05/26/20	APP C0526					1.97	-250.00	
	C052620	AP CASH DISBURSEMENTS JOURNAL								
20/05	1259	05/26/20	APP A0526					250.00	.00	
	A052620	AP CASH DISBURSEMENTS JOURNAL								
20/05	1436	05/27/20	API B	4707				-1,738.99	-1,738.99	
	W C060220									
	LEDGER BALANCES --- DEBITS:			1,130.97		CREDITS:		-2,869.96	NET:	-1,738.99
74	38200	Encumbrances				SOY BALANCE				.00
						PER 04		1,738.99	1,738.99	
20/05	1436	05/27/20	POL B	4707				-1,738.99	.00	
	W C060220									
	LEDGER BALANCES --- DEBITS:			1,738.99		CREDITS:		-1,738.99	NET:	.00
74	38400	Expenditures				SOY BALANCE				.00
						PER 01		18,408.61	18,408.61	
						PER 02		12,935.40	31,344.01	
						PER 03		10,662.86	42,006.87	
						PER 04		90,785.74	132,792.61	
20/05	183	05/05/20	API B	4654				300.00	133,092.61	
	W C050520									
20/05	235	05/05/20	API B	4659				579.00	133,671.61	
	W A050520									
20/05	283	05/08/20	PRJ PR0508	1200508	1200508			3,927.65	137,599.26	
	PAY050820	WARRANT=200508	RUN=1	BI-WEEKL						
20/05	1046	05/26/20	API B	4699				1.97	137,601.23	
	W C052620									
20/05	1051	05/22/20	PRJ PR0522	1200522	1200522			3,968.34	141,569.57	
	PAY052220	WARRANT=200522	RUN=1	BI-WEEKL						



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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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
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-68,390.96	NET:	-68,390.96	
74830	58300	Miscellaneous Other Revenue			REVISED BUDGET				.00
					PER 02	-46,300.00		-46,300.00	
					PER 03	-13,600.00		-59,900.00	
20/05	322 05/08/20	GNI 056014	AmyG	36918				-74,900.00	
	iNovah	AITKIN AIS SUPPORT							
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-74,900.00	NET:	-74,900.00	
74830	61000	Salaries & Wages - Regular			REVISED BUDGET				.00
					PER 01	7,949.42		7,949.42	
					PER 02	5,362.08		13,311.50	
					PER 03	5,362.08		18,673.58	
					PER 04	5,362.08		24,035.66	
20/05	283 05/08/20	PRJ PR0508	1200508	1200508				26,716.70	
	PAY050820	WARRANT=200508	RUN=1 BI-WEEKL			2,681.04			
20/05	1051 05/22/20	PRJ PR0522	1200522	1200522			2,681.04	29,397.74	
	PAY052220	WARRANT=200522	RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			29,397.74	CREDITS:	.00	NET:	29,397.74	
74830	61200	Active Insurance			REVISED BUDGET				.00
					PER 01	1,698.61		1,698.61	
					PER 02	1,698.61		3,397.22	
					PER 03	1,698.61		5,095.83	
					PER 04	1,698.61		6,794.44	
20/05	283 05/08/20	PRJ PR0508	1200508	1200508				7,654.72	
	PAY050820	WARRANT=200508	RUN=1 BI-WEEKL			860.28			
20/05	1051 05/22/20	PRJ PR0522	1200522	1200522			838.33	8,493.05	
	PAY052220	WARRANT=200522	RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			8,493.05	CREDITS:	.00	NET:	8,493.05	
74830	61300	Employee Pension & FICA			REVISED BUDGET				.00
					PER 01	1,164.63		1,164.63	
					PER 02	772.64		1,937.27	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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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
						PER 03		772.64	2,709.91	
						PER 04		772.65	3,482.56	
20/05	283	05/08/20	PRJ PR0508	1200508	1200508			386.33	3,868.89	
	PAY050820	WARRANT=200508	RUN=1	BI-WEEKL						
20/05	1051	05/22/20	PRJ PR0522	1200522	1200522			393.97	4,262.86	
	PAY052220	WARRANT=200522	RUN=1	BI-WEEKL						
LEDGER BALANCES --- DEBITS:					4,262.86	CREDITS:		.00	NET:	4,262.86
74830	62100	Telephone				REVISED BUDGET				.00
						PER 01		57.13	57.13	
						PER 02		57.77	114.90	
						PER 03		57.15	172.05	
						PER 04		57.08	229.13	
20/05	1046	05/26/20	API 006205		125010		22647	1.97	231.10	
	W C052620	MAY 2020 BILLING			CONSOLIDATED TELECOM					
20/05	1051	05/22/20	PRJ PR0522	1200522	1200522			55.00	286.10	
	PAY052220	WARRANT=200522	RUN=1	BI-WEEKL						
LEDGER BALANCES --- DEBITS:					286.10	CREDITS:		.00	NET:	286.10
74830	62680	Non-Employee Per Diems				REVISED BUDGET				.00
						PER 02		200.00	200.00	
						PER 03		250.00	450.00	
20/05	183	05/05/20	API 002809		123531		22497	50.00	500.00	
	W C050520	MHB PER DIEM			TINQUIST, DAVIN C					
20/05	183	05/05/20	API 003257		123532		22472	50.00	550.00	
	W C050520	MHB PER DIEM			GAASVIG, CRAIG					
20/05	183	05/05/20	API 100532		123533		1923173	50.00	600.00	
	W C050520	MIKE WILSON MHB PER DIEM			MORRISON COUNTY AUDI					
20/05	183	05/05/20	API 003356		123534		22475	50.00	650.00	
	W C050520	TED VANKEPEN MHB PER DIEM			HUBBARD COUNTY TREAS					
20/05	183	05/05/20	API 002534		123535		22490	50.00	700.00	
	W C050520	MHB PER DIEM			NEWLAND, DEAN					
20/05	183	05/05/20	API 001099		123536		22481	50.00	750.00	
	W C050520	MHB PER DIEM			MARCOTTE, ANNE					
20/05	1255	05/26/20	API 001099		125033		22693	50.00	800.00	
	W A052620	MHB PER DIEM			MARCOTTE, ANNE					

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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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
20/05	1255 05/26/20	API 002534		125034	22695		50.00	850.00	
	W A052620	MHB PER DIEM		NEWLAND, DEAN					
20/05	1255 05/26/20	API 003356		125035	22692		50.00	900.00	
	W A052620	TED VANKEMPEN MHB PER DIEM		HUBBARD COUNTY TREAS					
20/05	1255 05/26/20	API 100532		125036	1923626		50.00	950.00	
	W A052620	MIKE WILSON MHB PER DIEM		MORRISON COUNTY AUDI					
20/05	1255 05/26/20	API 003257		125037	22691		50.00	1,000.00	
	W A052620	MHB PER DIEM		GAASVIG, CRAIG					
	LEDGER BALANCES --- DEBITS:		1,000.00	CREDITS:		.00	NET:	1,000.00	
74830	62990	Prof. & Tech. Fee - Other							
					REVISED BUDGET				.00
					PER 01		7,315.00	7,315.00	
					PER 02		2,029.65	9,344.65	
					PER 03		1,493.62	10,838.27	
					PER 04		82,566.13	93,404.40	
20/05	235 05/05/20	API 004261		123614	22520		540.00	93,944.40	
	W A050520	MHB WEB HOSTING		SOUTHPOINT					
20/05	235 05/05/20	API 004261		123615	22520		39.00	93,983.40	
	W A050520	MHB WEB DOMAIN		SOUTHPOINT					
20/05	1885 05/31/20	GEN					525.00	94,508.40	
	RECURRING	FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:		94,508.40	CREDITS:		.00	NET:	94,508.40	
74830	64090	Office Supplies							
					REVISED BUDGET				.00
					PER 02		134.42	134.42	
					PER 04		174.98	309.40	
20/05	1436 05/27/20	API 103479 11		125112	1923685		1,738.99	2,048.39	
	W C060220	DELL DOCK & LATITUDE		DELL MARKETING LP					
20/05	1453 05/18/20	GNI APRIL					2.00	2,050.39	
	BREM PCARD	mailing							
		TIM TERRILL-USPS PO 2611000401							
20/05	1453 05/18/20	GNI APRIL					46.11	2,096.50	
	BREM PCARD	free conf call charge							
		TIM TERRILL-CONFERENCECALLSERVICES							
	LEDGER BALANCES --- DEBITS:		2,096.50	CREDITS:		.00	NET:	2,096.50	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 05 TO 2020 05

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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
GRAND TOTAL --- DEBITS:				405,397.40		CREDITS:		-408,643.71	NET:	-3,246.31

59 Records printed

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

# **Planning and Zoning**

**Wright Variance  
Coulthart Variance**

Itasca County Environmental Services  
123 NE 4<sup>th</sup> Street  
Grand Rapids, MN 55744  
Phone: (218) 327-2857  
TDD: (218) 327-2806  
Fax: (218) 327-7331

APPLICANT/OWNER NAME(S): Tim & Saria Kenneckly

AGENT NAME: Garret and Amanda Wright Insitiler

MAILING ADDRESS: 24339 County Road 197, Deer River MN 56636

PROPERTY ADDRESS: 42315 County Road 117, Cohasset MN 55721

PHONE: 218-244-4701 ALTERNATE PHONE: 218-256-0055

PARCEL IDENTIFICATION NUMBER 69-022-1308

LEGAL DESCRIPTION: REV DESC NO 7 OF LOT 2  
SECTION: 22 TOWNSHIP: 55 RANGE: 27 TOWNSHIP NAME: Unorganized

ZONING DISTRICT: R.R. LAKE NAME/CLASS: Mississippi River (Scenic)  
S.S.B.T.L New or Replacement F.S.I.I

THIS VARIANCE APPLIES TO Article 4 SSTS SECTIONS OF THE ZONING ORDINANCE

EXPLAIN REQUESTED VARIANCE NEED(S): Detailed description of practical difficulty, or reasons for the variance

The current septic system is non-compliant. The new septic system would not meet the recommended setbacks from the river and the road. The new design would consist of a 94' distance to the rockbed to highwater mark, and a 24' distance to the rockbed from the road. The new well would be placed 100' away from mound, with 50' tank setbacks.

- \*Attach additional sheets if necessary labeled "Variance Request"
- \*Please see the Criteria Necessary for the Granting of a Variance and, if applicable After the Fact Variance

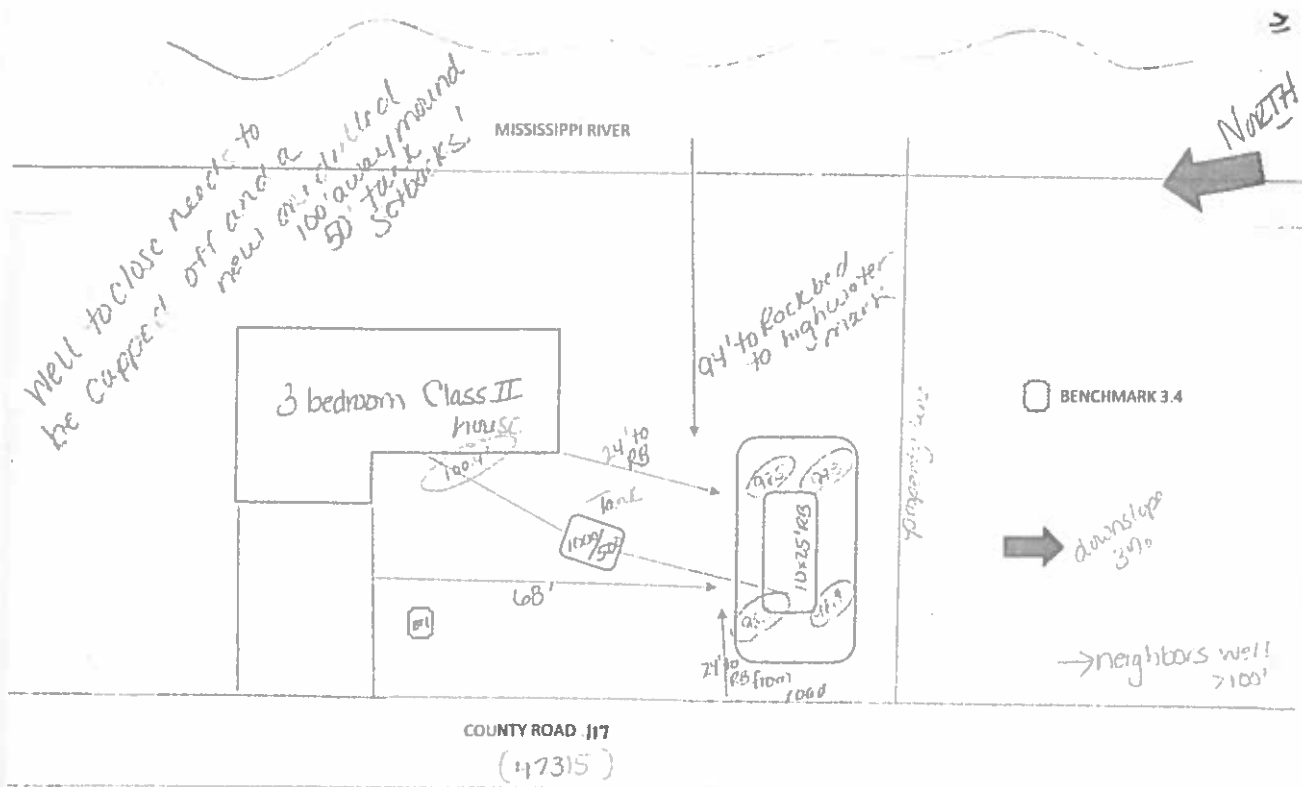
IS THE VARIANCE REQUEST AFTER THE FACT? \_\_\_\_\_ YES \_\_\_\_\_ X NO

MANDATORY LAKESHORE MITIGATION: (To be Included with the variance application if applicable)

- A. Septic System: Certified \_\_\_\_\_; Shall be Upgraded X with Permit/Design obtained by: Janet Leon/SC Design  
Certification of New Septic System by: Itasca County
- B. Erosion control, storm water management, and mitigation plan as shown in Variance Application Instructions. \_\_\_\_\_ YES \_\_\_\_\_ NO X Not Applicable



# Site Plan Sketch



Well to close needs to be capped off and a new one drilled 100' away from 50' tank setbacks

94' to Rock bed high water mark

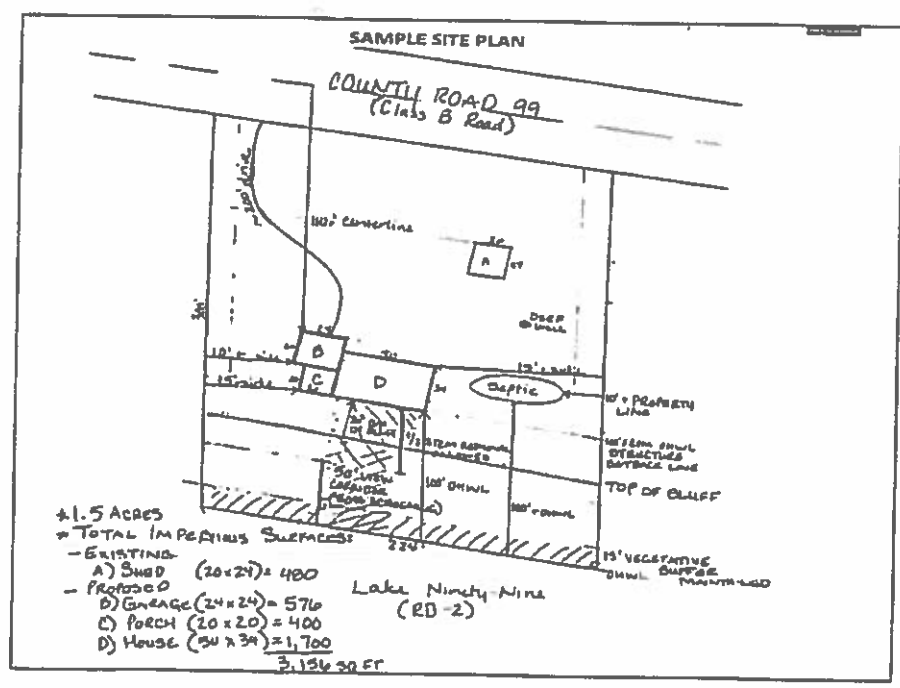
BENCHMARK 3.4  
downslope 3/4%

neighbors well > 100'

COUNTY ROAD #117  
(17315)

Janel Coon / Jc Design  
#1633

## EXAMPLE SITE PLAN SKETCH



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

Site Inspection: The applicant acknowledges that no one can be prohibited from coming onto the property when the site is inspected by the Board of Adjustment.

Upon approval of this variance, it shall be the responsibility of the applicant to notify the Environmental Services Department, upon completion of their project, including any conditions. The property may be inspected at any time to assure and affirm all conditions and terms of the permit are in compliance.

SIGNATURE [Signature]

DATE 7-20-2020

FOR OFFICE USE:

On 5-15-2020 the Environmental Services Department received the completed application, accompanying information and the fee is paid in full. Also the Applicant or Agent has been given a copy of the information handout that addresses their responsibility for the variance processing.

PERMIT APPROVAL: In accordance with MS#15.99, Itasca County must approve or deny the variance application within 60 days of submission of the completed application/fee. If said application is denied, the reason/s must be stated in writing at the time of denial. This time line may be extended by Itasca County for another 60 days provided the applicant/s receive written notice with reasons for the extension. The extension may not exceed 60 days unless approved by the applicant. The 60 days will end on: July 14, 2020

On \_\_\_\_\_ Planning Commission/BoA authorized an extension for the following reasons with an expiration date of: \_\_\_\_\_

AUTHORIZING SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

On \_\_\_\_\_, the applicants hereby waive the time frame requirements set forth in MS#15.99:

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Witness: \_\_\_\_\_

RECOMMENDATIONS:

TOWN BOARD OF \_\_\_\_\_ APPROVAL CHAIR \_\_\_\_\_  
OR AMEND DATE \_\_\_\_\_  
UNORGANIZED TOWNSHIP REJECTION COMMISSIONER \_\_\_\_\_

REASONS: \_\_\_\_\_

DECISION: The Board may impose conditions in the granting of a variance to insure compliance, to protect the environment, and to protect adjacent properties and the public interest, but any and all conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.

On 6/10/2020 the Board of Adjustment unanimously majority vote APPROVED AMENDED DENIED a variance for: installation of a septic system to be located 94' from the OHWL of the

Mississippi River (Scenic) as per findings of fact, conclusions of law, resolution & order:

[Signature]  
(Description of Variance and conditions or reasons for denial)

DATE 6-10-2020

Chairperson – Itasca County Planning Commission/Board of Adjustment

\*Approval includes the findings of fact and compliance with all County, State and Federal Rules, Regulations and Statutes as required by law. In accordance with Section 18.4 of the Zoning Ordinance, an appeal to District Court may be filed within 30 days after the receipt of notice of the decision.

Itasca County Environmental Services

123 NE 4<sup>th</sup> Street

Grand Rapids, MN 55744

Phone: (218) 327-2857

TDD: (218) 327-2806

Fax: (218) 327-7331

**A. It is the applicant's responsibility to provide answers to all of the following before the Board of Adjustment. These criteria, labeled 1-5 below, will be asked of the applicant during the public hearing. A variance can be granted only after all criteria are answered and supported with established findings of fact.**

1. Has the applicant established a practical difficulty in complying with the land use controls that is unique to the property? Yes or No? Justify your answer in detail. (Variances will not be granted for economic or personal circumstances alone.) The current septic system is non-compliant. The new septic system would not meet the recommended setbacks from the river to the road. The new design would consist of a 94' distance to the rockbed to highwater mark, and a 24' distance to the rockbed from the road. The new well would be placed 100' away from mound, with 50' tank setbacks.
2. Is a variance the only feasible method to alleviate the practical difficulty that was not caused by the applicant or previous owners of the property? Yes or No? Justify your answer in detail.

Due to the location of the house, river, and road, there is no other area on the property to place the septic system.

3. If granted, will the variance maintain the essential character of the locality and not create a substantial detriment to neighboring properties? Yes or No? Justify your answer in detail.

The new septic system will meet the appropriate setbacks from the neighbors property line.

4. Will the variance result in a use of the property in a reasonable manner not permitted by the Itasca County Zoning Ordinance? Yes or No? Justify your answer in detail.

The new septic system would be placed in a location where it is given the greatest distance possible from the river and the road.

5. Is the variance consistent with the spirit and intent of the Itasca County Zoning Ordinance, the Itasca County Comprehensive Land Use Plan, and in the public interest of protecting public health, safety, convenience, welfare, property value, and the environment? Yes or No? Justify your answer in detail.

The new septic system would be placed in a location that keeps the integrity of all of the above.

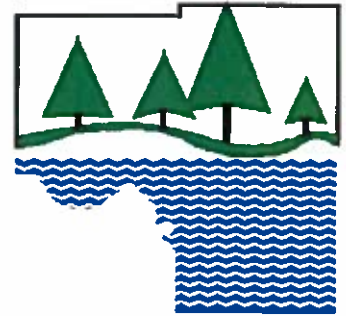
*See Back for Additional Questions*

# ITASCA COUNTY

*Planning Commission/Board of Adjustment*

## COURTHOUSE

123 NE Fourth Street  
Grand Rapids, MN 55744  
Office (218) 327-2857  
Fax (218) 327-7331



June 17, 2020

Tim & Saria Rennecke  
12175 99<sup>th</sup> Ave. NE  
Deer River, MN 56636

Garret & Amanda Wright  
24339 Co. Rd. 197  
Deer River, MN 56636

RE: Variance from Section 5.6.7L of the Zoning Ordinance for installation of septic system to be located 94' from the OHWL of the Mississippi River (Scenic)  
RD #7 of Lot 2, Section 22, Unorganized Township 55-27, Parcel #69-022-1308

Dear Mr. & Mrs. Rennecke and Mr. & Mrs. Wright:

At the regular Planning Commission/Board of Adjustment meeting on 6/10/2020 the Board unanimously approved the above variance as set forth in the findings of fact, conclusions of law, order and resolution.

In accordance with Article Eighteen of the Itasca County Zoning Ordinance, the Board's decision may be appealed to District Court by any aggrieved party within 30 days after receipt of notice of the decision to District Court, in the County in which the land is located, on questions of law and fact.

Enclosed please find the minutes and findings. This variance will be forwarded to the Mississippi Headwater's Board for certification and their meeting is June 26<sup>th</sup>. If you have any questions, please call our office.

Sincerely,

A handwritten signature in blue ink that reads "Diane Nelson".

Diane Nelson  
Corresponding and Recording Secretary  
Environmental Services Department

Enclosures

C: Mississippi Headwaters Board (Tim Terrill)

In Re: FINDINGS OF FACT/CONCLUSIONS OF LAW  
RESOLUTION AND ORDER

**The Variance of:** Garret & Amanda Wright, 24339 Co. Rd. 197, Deer River, MN 56636  
**Property Address:** 42315 County Rd. 117, Cohasset, MN 55721  
**Location of Property / PIN Number:** RD #7 of Lot 2, Section 22, Unorganized Township 55-27  
Parcel #69-022-1308

This matter came before the Planning Commission/Board of Adjustment (PC/BoA) for public hearing on Wednesday, 6/10/2020. Amanda Wright was present and, in addition to Board Members Kortekaas, Maasch, Butterfield, Oja and Bellomy also present was Dan Swenson, Environmental Services Director. Upon the records, files and proceedings herein, the Board makes the following:

#### FINDINGS OF FACT

##### APPLICATION AND ZONING INFORMATION:

Refer to the 5/1/2018 Itasca County Zoning Ordinance (Z.O.) for definitions and references in this report.

1. The parcel is:
  - a. .9 acres in area and approximately 200' in width along the shoreline;
  - b. Zoned Rural Residential;
  - c. Borders Mississippi River, Scenic;
  - d. Accessed by County Road 117;
  - e. Located in Unorganized Township T55 R27, Commissioner District #1 and
  - f. Developed with dwelling, garage, boathouse, septic and well.
2. On 5/15/2020, Garret & Amanda Wright submitted a variance application for variance from Section 5.6.7L of the Zoning Ordinance and Section 1.1 of the Sanitation Ordinance for installation of septic system to be located 94' from the OHWL of the Mississippi River and 24' from the centerline of County Road 117 (it was later determined the septic system meets the required road setback and a variance is not needed). All other setbacks shall be maintained.
3. The applicants are purchasing the property and the current septic system is noncompliant and needs to be replaced. Due to the small parcel size/depth the proposed sewage treatment (mound) cannot meet the required setbacks from the OHWL and the road. Variance #760039 was previously issued for a dwelling.
4. A variance is necessary based on Section 5.6.7L of the Zoning Ordinance as the required setback for a septic tank/sewage treatment from the OHWL of the Mississippi River, Scenic, is 125'.
5. Per 19.2.4, the criteria necessary for the granting of a variance from the terms of this Ordinance which will not be contrary to public interest, where owing to special conditions a practical difficulty would be created by carrying out the strict letter of the Ordinance, and when the terms of the variance are consistent with the spirit and intent of this Ordinance and with the Itasca County Comprehensive Land Use Plan. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the official control. "Practical difficulties," as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by an official control; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone

do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems. No variance may be granted that would allow any use that is not allowed in the zoning district in which the subject property is located. The Board of Adjustment may impose conditions in the granting of variances to insure compliance, to protect the environment, and to protect adjacent properties and the public interest, but any and all conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.

6. *Septic*. The existing septic system is noncompliant and needs to be upgraded.
7. *Mitigation Plan*. As per S. 5.9.1B, the required shoreline buffer for the Mississippi River (Scenic) is 50' in depth.
8. The Board of Adjustment will make a recommendation to the Mississippi Headwater Board who will then make the final decision.
9. The MPCA requirement to obtain a General Storm Water Permit prior to construction activity (clearing, grading and excavation activities) that results in the disturbance of one acre or more is not applicable.
10. Upon direction of the BOA, the findings of fact, conclusions of law/order shall be completed by staff based upon the application, staff report, discussions and proceedings of the BOA on 6/10/2010.
11. Notice of the 6/10/2020 public hearing was sent to applicants, property owners within 500', SWCD, DNR (Rian Reed), DNR (Deer River), Itasca County Engineers, Mississippi Headwaters Board and Commissioner Tinquist on 5/19/2020 for their information and comment.
12. As required in Section 18 of the Zoning Ordinance, notice of the 6/10/2020 public hearing was published in the 5/21/2020 issue of the Scenic Range NewsForum and the 5/24/2020 issue of the *Grand Rapids Herald Review*.
13. The site was viewed by the PC/BOA (except for Member Bellomy).
14. No comment has been received from Commissioner Tinquist.
15. If said variance is approved, it shall be the responsibility of the applicant to notify the Environmental Services Department upon completion of their project, including any conditions. The property may be inspected at any time to assure and affirm all conditions and terms of the variance and permit are in compliance.
16. The record consist of:
  - PCBA 01- Variance application submitted 5/15/2020 (6 pgs.);
  - PCBA 02- Site and mitigation plans;
  - PCBA 03- Zoning permit application;
  - PCBA 04- Septic design and management plan (11 pgs.)
  - PCBA 05- Notice dated 5/19/2020 to property owners;
  - PCBA 06- Notice dated 5/19/2020 to Commissioner Tinquist;
  - PCBA 07- Notice dated 5/19/2020 to property owners within 500', etc.; mailing list; parcel map; plat book map; (4 pgs.);
  - PCBA 08- Variance order, legal description (2 pgs.);
  - PCBA 09- Staff report dated 6/5/2020 (2 pgs.);
  - PCBA 10- Criteria forms completed by the PCBA members (5 pgs.).

FROM THE FOREGOING FINDINGS OF FACT, the Board makes the following:


CONCLUSIONS OF LAW

- A. The applicant/s have established a practical difficulty in complying with the land use controls that is unique to the property and is due to the small parcel size/depth and location of road which limits options for placement;
- B. The variance the only feasible method to alleviate the practical difficulty that was not caused by the applicant or previous owners of the property—the septic is noncompliant and needs to be upgraded; there is no other site available due to the small parcel size/depth;
- C. The variance will maintain the essential character of the locality and not create a substantial detriment to neighboring properties—the existing septic system is noncompliant and upgrade will be an improvement; there are other neighboring properties with similar sizes/situations;
- D. The variance will result in a use of the property in a reasonable manner not permitted by an official control since it will allow a needed septic upgrade (also new well) which will improve the property and benefit the environment;
- E. The variance is consistent with the spirit and intent of the Itasca County Zoning Ordinance, the Itasca County Comprehensive Land Use Plan (CLUP), and in the public interest of protecting public health, safety, convenience, welfare, property value, and environment since septic upgrades are allowed and encouraged and will allow the sale of the home; the new well/septic will increase property values and help to protect the environment.

RESOLUTION

WHEREAS, a motion was then made Bellomy/Oja to approve the variance application submitted Garret and Amanda Wright for septic system to be located 94' from OHWL of the Mississippi River, (Scenic) as set forth in the 6/5/2020 staff report. Motion carried unanimously.

ITASCA COUNTY BOARD OF ADJUSTMENT

  
Richard Kortekaas, Chairperson

6-16-2020  
Date

ATTEST:

  
Dan Swenson, Environmental Services Director

6-17-2020  
Date

**Motion:** Oja/Butterfield to approve the CUP application submitted by KGM Contractors for a temporary borrow area as set forth in the 6/5/2020 staff report. Motion carried unanimously.

**Condition/s:** 1) Maintain 100' vegetative (wooded) buffer on the north, south and west;  
2) No manure stored in the pit bottom during the winter;  
3) Obtain reclamation bond.

Mr. Swenson explained the appeal process and final processing of the CUP to the representative.

At 10:00 a.m., Chair Kortekaas declared a 5 min. recess and at 10:05 am, the meeting was called back to order. Butterfield/Bellomy motioned to close the Planning Commission and open the Board of Adjustment. Motion carried unanimously.

**Lindaman/Frazells/Variance**—Part of Lot 7, Section 3, Deer River Township 56-27—Parcel #11-003-4102, submitted an application for variance from Section 3.8.1C.3 of the Zoning Ordinance to replace the existing 30'x28' dwelling/deck (located 47' from OHWL of Chase Lake) with a 30'x36' cabin at the same location (47' from the OHWL) and 61.75' from the centerline of S. Chase Lake Rd. Mr. Swenson entered the staff report dated 6/5/2020 into the record, a copy of which has been distributed to the PC/BoA and applicants. The applicant has amended the application to include variance for sewage treatment to be located 100' from the OHWL. Cade Lindaman was present, and his discussion included they plan to replace the existing dwelling in order to add water/septic and provide year-round use. The proposed plan is the most feasible location as it would require the least disturbance to east/least removal of trees. Member Butterfield commented he would like to see the shoreline buffer improved and debris near the shore removed. Oja/Bellomy motioned to close the public portion of the meeting which carried unanimously.

**Motion:** Butterfield/Maasch to approve variance application submitted by Cade Lindaman/Frazells, as amended to replace the existing cabin at the same location with a 30'x36' cabin located 61.75' from the centerline of S. Chase Lake Rd. and sewage treatment to be located 100' from the OHWL as set forth in the 6/5/2020 staff report. Motion carried unanimously.

**Condition/s:** 1) Comply with Best Management Practices;  
2) Maintain no-mow zone.

Mr. Swenson explained the appeal process and final processing of the variance to the representative.

**Wright/Variance**—Part of Lot 2, Section 22, Unorganized Township 55-27, Parcel #69-022-1308, submitted an application for variance from Section 5.6.7L of the Zoning Ordinance for installation of a subsurface sewage treatment system to be located 94' from the OHWL of the Mississippi River (Scenic). Amanda Wright explained they would like to purchase the property; the existing system is noncompliant and the mortgage company requires that it be updated for them to purchase the property. Oja/Butterfield motioned to close the public portion of the meeting which carried unanimously.

**Motion:** Bellomy/Oja to approve the variance application submitted by Garret and Amanda Wright for septic system to be located 94' from OHWL of the Mississippi River (Scenic) as set forth in the 6/5/2020 staff report. Motion carried unanimously.

Mr. Swenson explained the appeal process and final processing of the variance to the representative.

(The PCBA will make a recommendation to the Mississippi Rivers Headwater Board who will then make the final decision).

**Quist/Variance**—Part of Lot 8, Section 10, Marcell Township 59-27, Parcel #26-210-3315—submitted an application for variance from Section 3.8.1C.3 of the Zoning Ordinance for the construction of a 24'x40'





BELTRAMI COUNTY  
 ENVIRONMENTAL SERVICES  
 Phone: 218-333-4158  
<http://www.co.beltrami.mn.us>  
[esd@co.beltrami.mn.us](mailto:esd@co.beltrami.mn.us)

560<sup>00</sup>  
46<sup>00</sup>

Date submitted: 10/23/19  
 Date of requested hearing: 11-25-19

RECEIVED  
 OCT 23 2019  
 By \_\_\_\_\_

**VARIANCE APPLICATION**  
 PLEASE PRINT

1. NAME OF APPLICANT(s): Wayne & Rebecca Coulthart  
 PROPERTY ADDRESS: 27450 Chippewa Paws Lane SE. Pennington M.N.  
 MAILING ADDRESS: 125 Marvel Circle  
 MAILING ADDRESS CITY: Grafton STATE: ND ZIP: 58237  
 DAYTIME PHONE: 701-520-0250 CELL: Same  
 E-MAIL: Wayne@Waynesheating.com  
 X PARCEL(s): 08.00175.00  
 ACREAGE: .66 TOWNSHIP: Brook Lake  
 X LEGAL DESCRIPTION OF PROPERTY AFFECTED:

CHECK WHAT ORDINANCE THE VARIANCE PERMIT IS BEING APPLIED FOR:

1. SHORELAND \_\_\_\_\_  
 LAKE NAME/#: Cass Lake RIVER NAME/#: \_\_\_\_\_
2. SUBDIVISION \_\_\_\_\_
3. OTHER \_\_\_\_\_

DOES APPLICANT OWN LAND ADJACENT TO THE PARCEL(s)? Yes  No

If Yes list parcel(s): \_\_\_\_\_

Explain your requested Variance need(s). You must provide details of type, size and purpose of proposed changes. State what section your Variance is being sought for from the Ordinance:

I propose a 14'x22'x12' high addition on the south east corner of The Cabin. This will be a bedroom and the existing bedroom will be turned into a 1/2 bath. We will be 39' from high water and the dripline on the east side would cross the 10' setback by 1' in one corner as shown on drawing. The structure does not cross setback line. In this addition we would also like to use part of it to make a safe room for bad weather.

Easements or covenants that could affect this property and its proposed changes? Yes  No   
If so, what are they?

\_\_\_\_\_

\_\_\_\_\_

Is the Variance request an After-the-Fact (the work already been done)? Yes  No

If Yes After-the-Fact penalties required per county approved fee schedule: \$ \_\_\_\_\_

Please place an X by each item below that applies to your Variance request and fill out only the following applicable section(s) which apply as directed. If a section does not apply request then place N/A in that section. What is the reason(s) that you are applying for a Variance?

- Setback from the Ordinary High Water Mark (OWHM) including roof overhang
- Property boundary setback
- N/A Top-of-Bluff setback
- N/A Road Right-of-Way (ROW) setback
- N/A Subsurface Treatment Sewage System (SSTS) setback
- N/A Removal of a nonconforming structure with the construction of a new structure at the same setback but outside the existing structures dimensions.
- Remodeling or construction of an addition onto a nonconforming structure.
- N/A Increase to roof height
- N/A Impervious surface coverage limits

## Section 1

Check the item(s) for which you are requesting a Variance. Measurements in feet.

<input type="checkbox"/> OHWM	Proposed setback <u>36'</u>
<input type="checkbox"/> Property boundary	Proposed setback <u>9'</u>
<input type="checkbox"/> Top-of-Bluff setback	Proposed setback <u>—</u>
<input type="checkbox"/> Road ROW	Proposed setback <u>—</u>
<input type="checkbox"/> SSTS	Proposed setback <u>—</u>
<input type="checkbox"/> Roof height	Proposed new roof height <u>12'</u>

## Section 2

Indicate the type of Shoreland Alteration activity proposed? (If applicable)

Grading       Vegetation       Filling       Other

## Section 3

X

When (date) was your lot initially created/recorded? Deed sent with (A copy of the first deed or a copy of the portion of your abstract must be submitted with your application.)

Was the lot recorded prior to January, 1971?       Yes       No

Was your lot created after May 5, 1992?      Yes       No

Will this be a new parcel?      Yes       No

## Section 4

A scaled site layout of your lot with the following items shown on it shall be required. North direction must be indicated on the site layout.

1. All existing buildings.
2. The height, width and length of all existing buildings to include roof overhang and decks.
3. All existing buildings labeled. (i.e. garage, cabin, house, storage)
4. All proposed new buildings or additions with their height, width and length.
5. Answer the following questions. All measurements in feet. If not applicable mark N/A.

- Proposed setback from the OHWM? 36'
- Proposed setback from nearest property line? 9 1/2'
- Proposed setback from the road ROW? — N/A
- What is the structure footprint in square feet (L x W = sq. ft.) ~~144~~ 308 sq. ft.
- Have there been other additions added since January 1972?  Yes       No
- Does the existing structure have a basement? Yes  No
- Will the newly revised structure have a basement? Yes  No

- Is there a second story on the existing structure? Yes  No
- What is the current number of bedrooms in the existing structure? 3
- Will the current number of bedrooms change with the new addition? Yes  No
- What is the roof height of the existing structure? 12 1/2 FT.
- Will there be a change to the existing roof height? Yes  No
- What is the proposed change to the roof height? none
- Will there be a change in the square footage of living space? Yes  No   
If so what is the proposed square footage? 308

- \*6. Submit digital pictures of all structures on the lot.
- 7. Location of existing and/or proposed septic systems, if applicable.
- 8. Significant topographic features, if applicable all the property slopes away from the Lake
- 9. All impervious surfaces including buildings, driveways, sidewalks, etc.

Reference the attached application check-list. When complete submit this application plus all supporting documents to the Environmental Services Department (ESD). You will notified whether the application was deemed complete and what must be addressed to make it complete. When complete it be placed before the county Board of Adjustment for a public hearing and you will be notified of the date/time.

If approved you are required to obtain all required permits prior to doing the work.

Wayne Condit  
Signature

9-23-19  
Date

**Beltrami County Environmental Services Department Use only**

VARIANCE FEE: 500.- (payable to Beltrami County Treasurer) PAID?  Yes or No  No

CHECK #: 4222 CASH: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

RECORDING FEE: 46.00 (payable to Beltrami County Recorder) PAID?  Yes or No  No

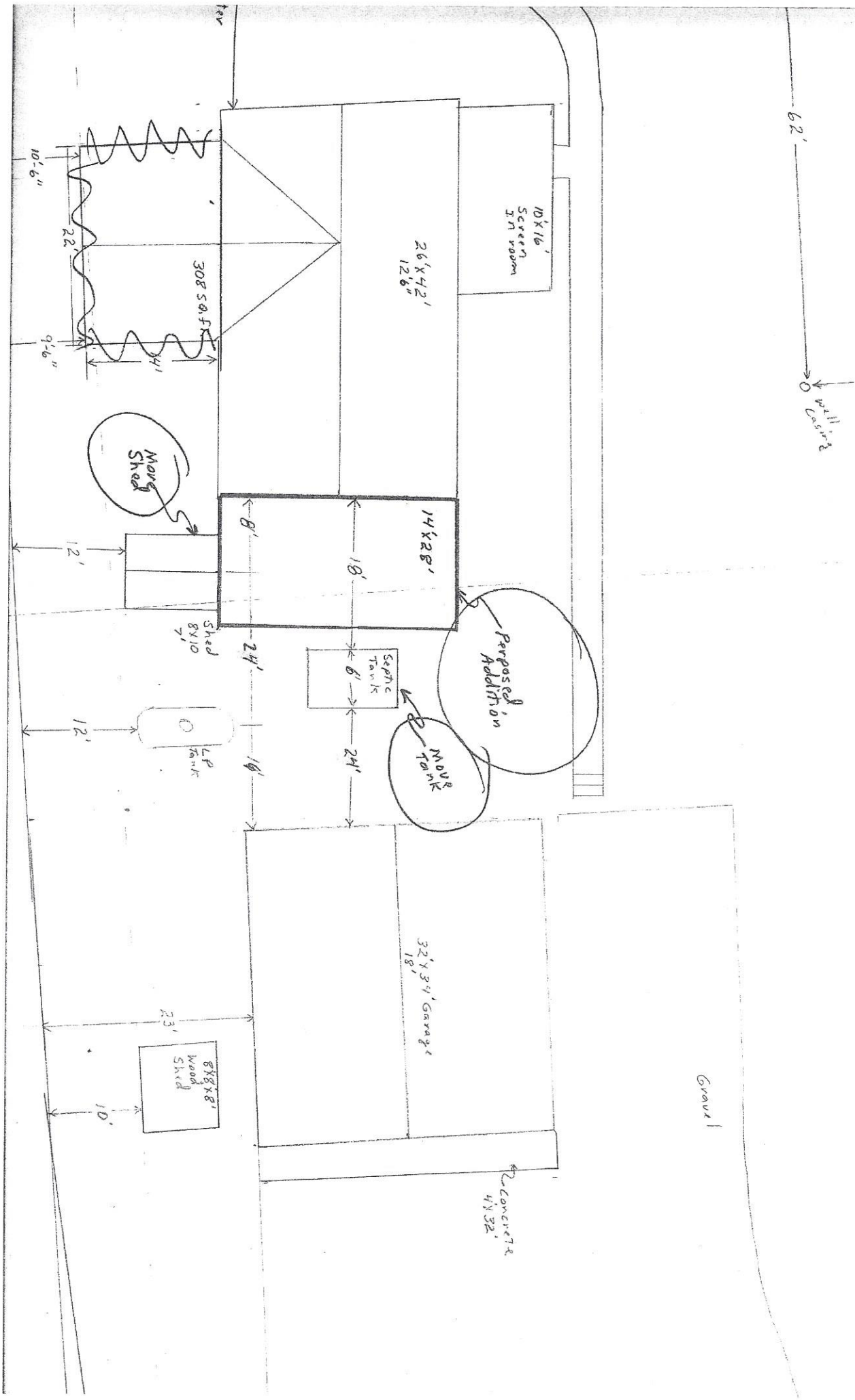
CHECK #: 4223 CASH: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

DATE REVIEWED BY BOARD OF ADJUSTMENT: \_\_\_\_\_

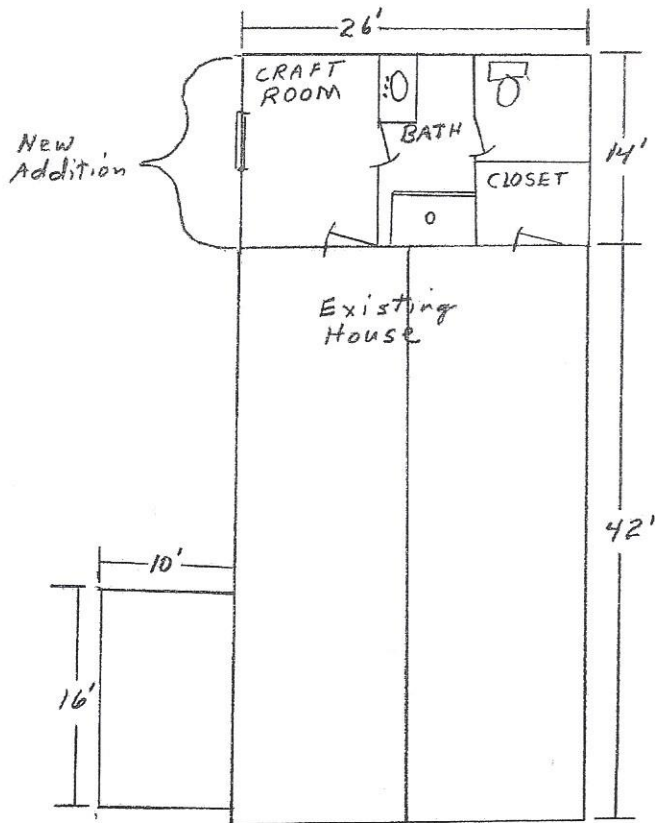
COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



North



## Kathy Ruzicka

---

**From:** becky@waynesheating.com  
**Sent:** Tuesday, October 22, 2019 11:43 AM  
**To:** esd  
**Subject:** proposed addition attn: Shane  
**Attachments:** 20190921\_075440.jpg; 20190921\_075351.jpg; 20190810\_204301.jpg

[EXTERNAL]

The proposed addition will be on the right side of the cabin behind the trees. The paperwork will be mailed out today.

Thank you,

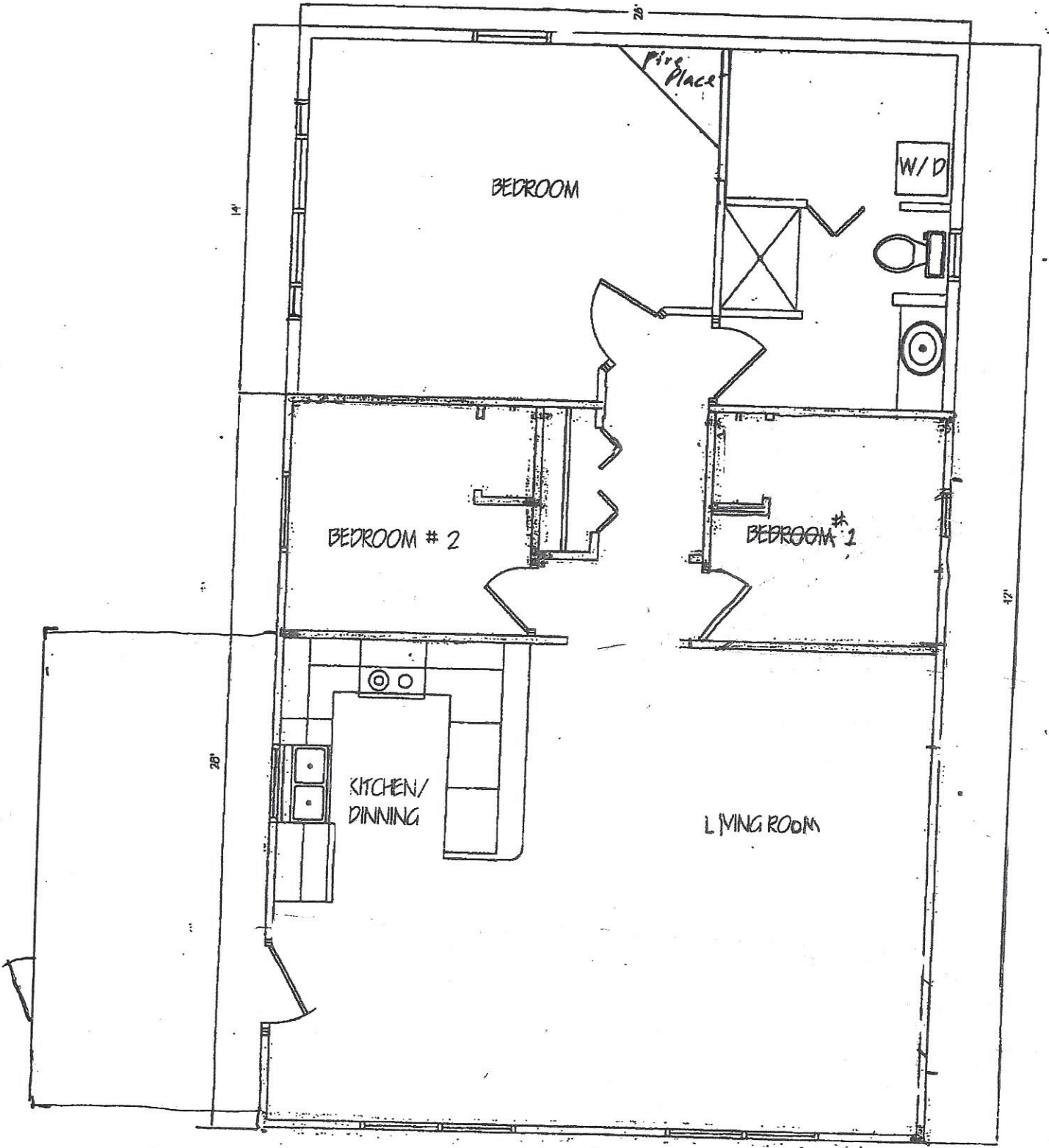
Wayne Coulthart

----- Original Message -----

**Subject:**  
**From:** 'wayne' <wayne@waynesheating.com>  
**Date:** 10/22/19 11:35 am  
**To:** 'Becky Email' <Becky@waynesheating.com>

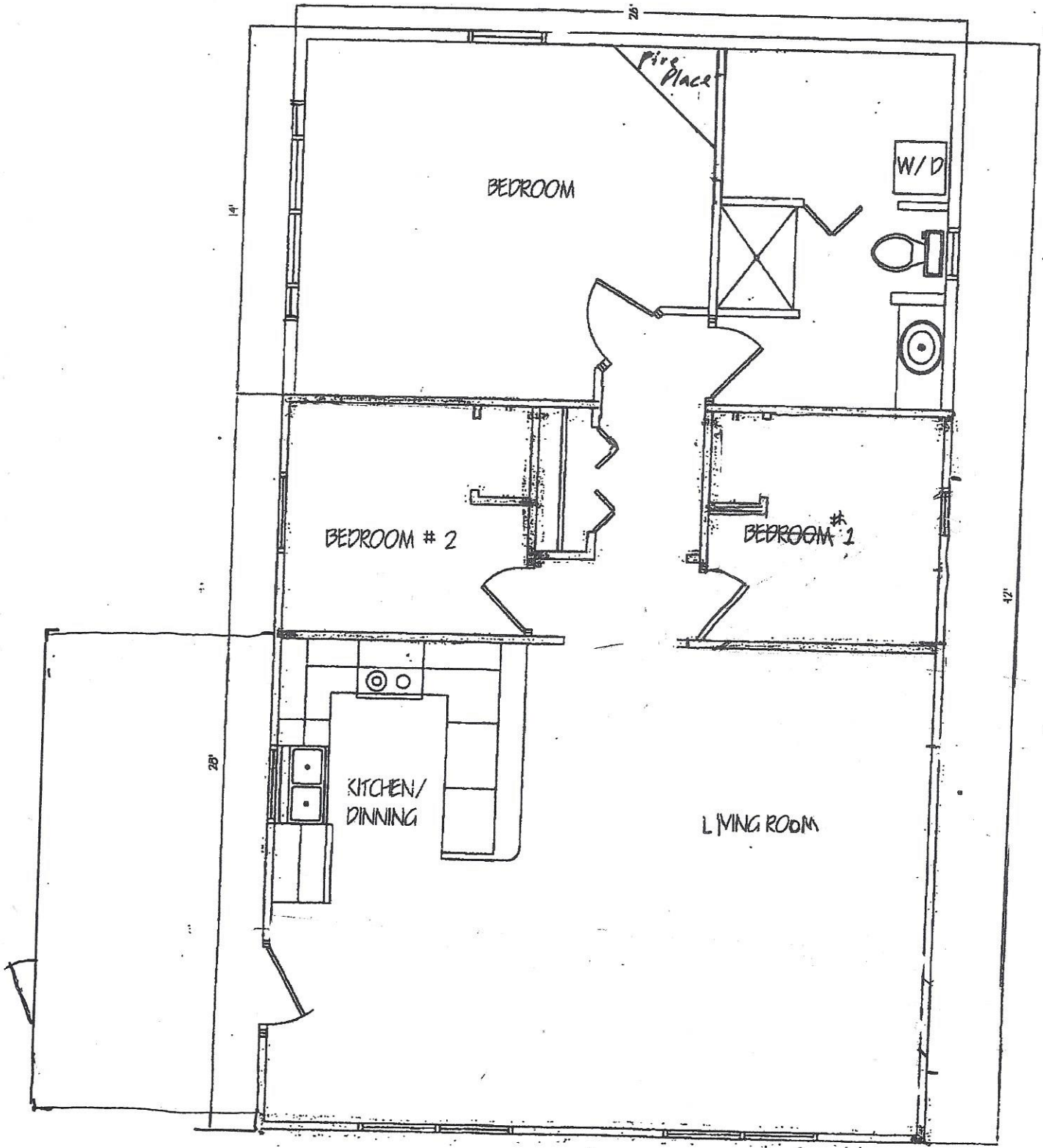
Sent from my Verizon, Samsung Galaxy smartphone

↖ NORTH

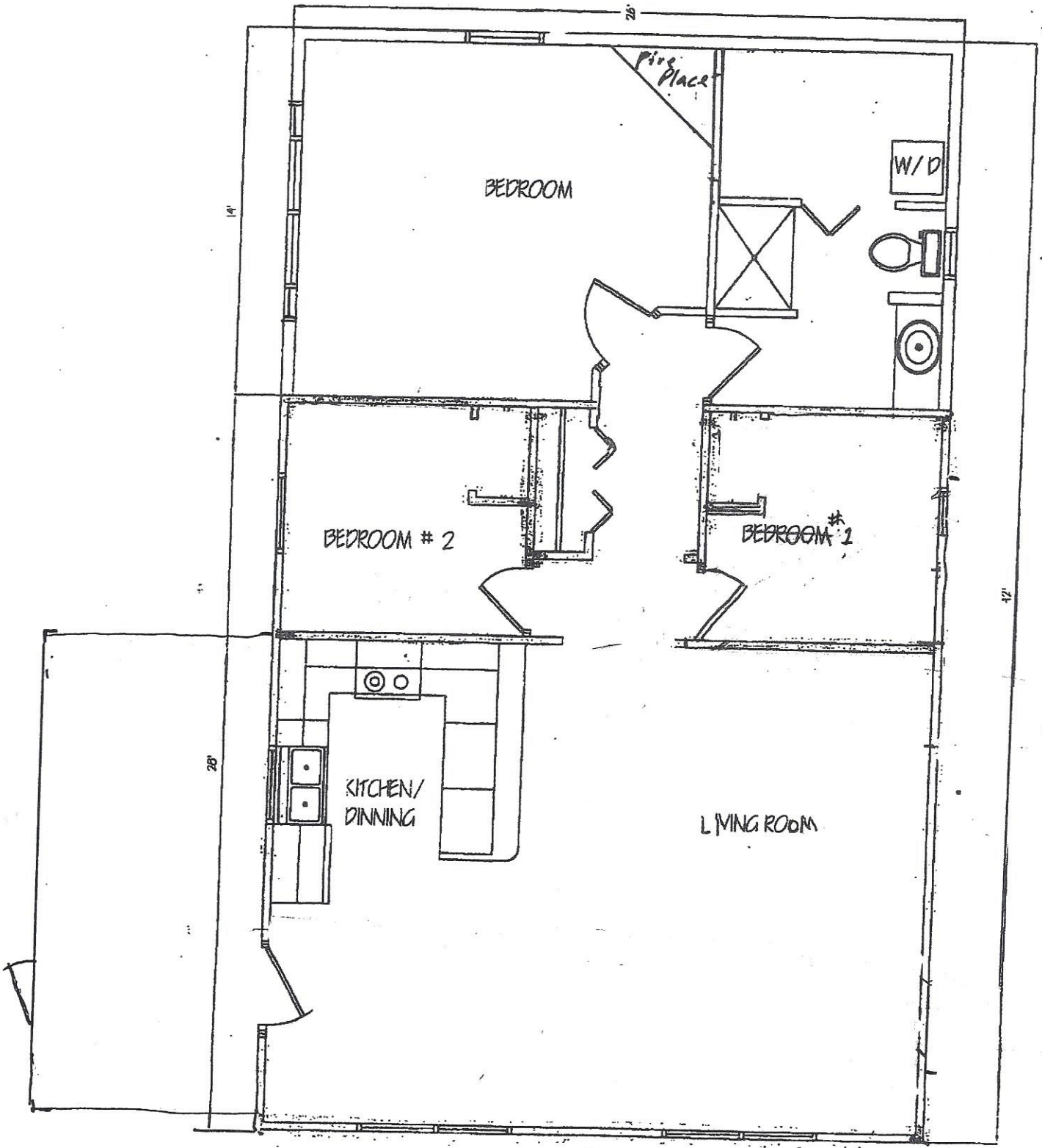




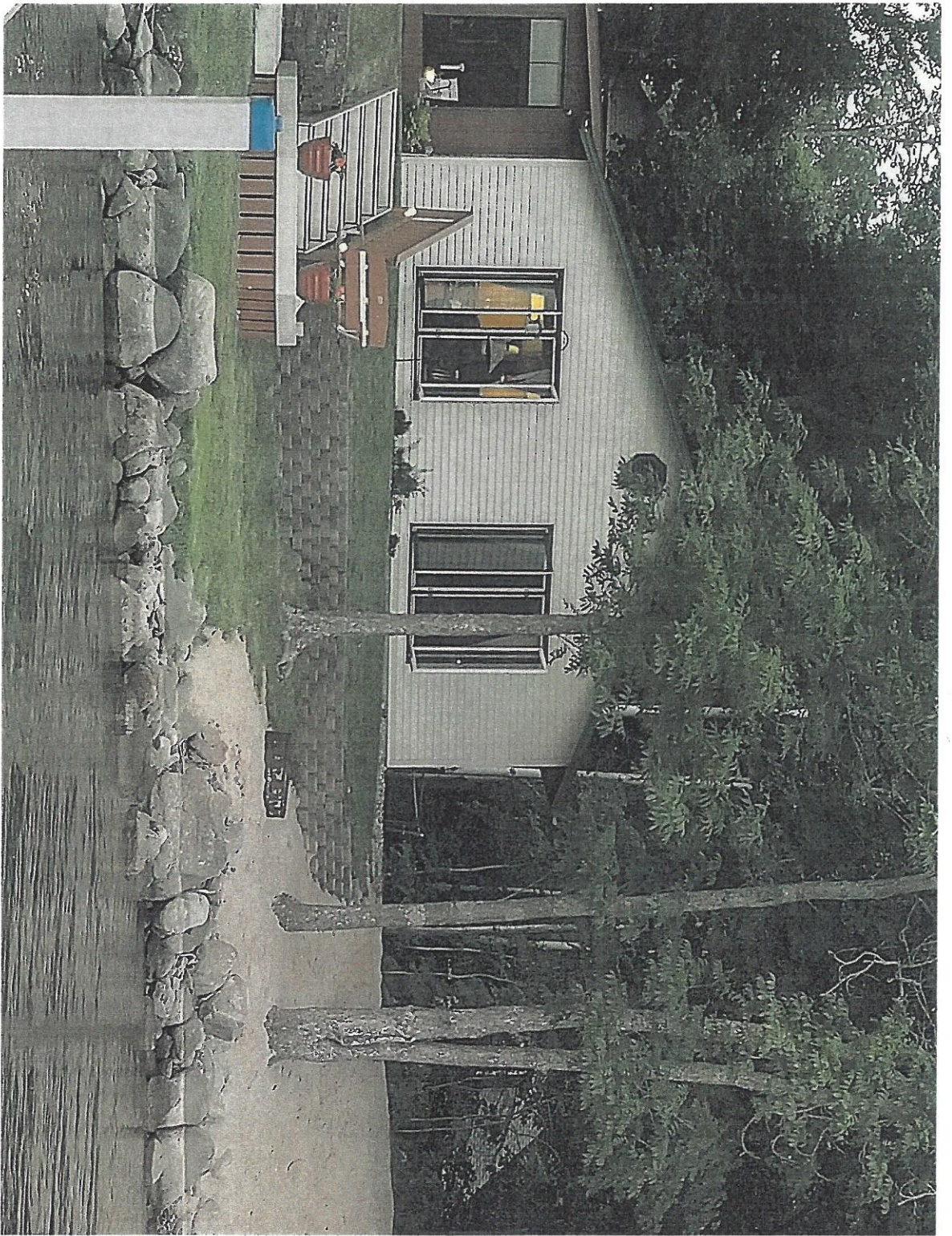
↑ NORTH



↖ NORTH



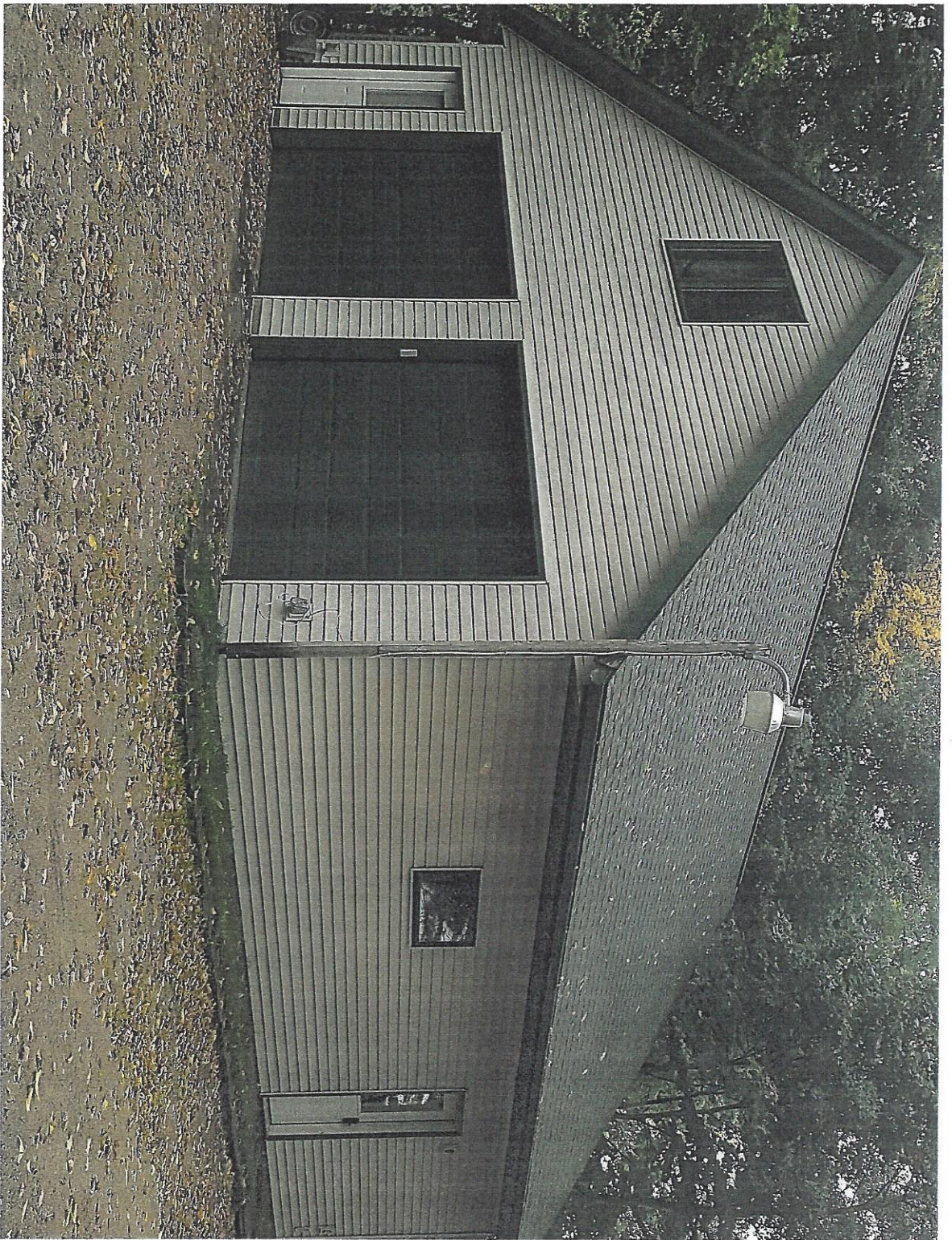
















## Beltrami County Environmental Services Department

701 Minnesota Avenue NW, Suite 113

Bemidji MN 56601-3177

(218) 333-4158

<http://www.co.beltrami.mn.us>

June 12, 2020

You are being officially notified:

The Beltrami County Planning Commission/Board of Adjustment will conduct a public hearing on Monday, June 22, 2020 at 6:00 PM at the Beltrami County Administration Building, County Board Room, Suite 102 at 701 Minnesota Avenue NW, Bemidji, MN, for the purpose of receiving and hearing public comments on the Variance request of Wayne & Rebecca Coulthart, 27450 Chippewa Paws Lane SE, Pennington, MN 56663

### **For the Purpose**

The applicants are requesting a variance from the structure setback of Cass Lake to build an addition onto their existing legal, non-conforming cabin. The current 26' x 42' structure is 36' from the lake and 23' from the property line. The proposed 14' x 28' addition would not encroach any closer to the lake and would not be visible from the lake. Cass Lake is a General Development Lake for which the Mississippi Headwaters Board has a 100 feet setback requirement. The lot line setback requirement is 10 feet.

### **Legal Description:**

Tax Parcel 08.00175.00

Part of Government Lot Two, Section Sixteen, Township One Hundred Forty-six, Range 30. , Section 31, Township 154 North, Range 30 West. This is a partial legal description. Full legal description is on file in the Beltrami County Environmental Services Department.

Anyone who would like to comment on the Variance request may submit his or her comments in writing no later than 4:00 PM, Friday, June 19, 2020 by email [esd@co.beltrami.mn.us](mailto:esd@co.beltrami.mn.us) or mail to address above. Should you wish to attend the public hearing you are more than welcome to do so. Please note the time and place for the hearing above. **Note:** There is a work session, which starts at 5:30 PM prior to the official public hearing. **The Planning Commission/Board of Adjustment takes no official action at this work session.** The work session affords the opportunity of Planning Commission/Board of Adjustment members to ask staff questions about agenda items. **Please share this notice of the proposed Variance request with your immediate neighbor.** Should you have any questions or would like to discuss this Variance request, please feel free to contact us at (218) 333-4158.

Environmental Services Department

# **Action/Discussion**

Executive Director's Report

# Executive Director Report

May - June 2020

## 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. Responded to email from Morrison county about the need for AIS education about bait. MN Traditions has newly produced videos about bait handling at the access, and is posting them on social media this year.
6. Gathering photos of AIS inspectors in action for some articles and social media content.
7. Provided comment for a retaining wall in Bemidji Johnson Harbor.
8. Sent out survey to AIS coordinators asking them what their single greatest challenge is in their program today and what is a way that MN Traditions could help. This will help focus the group when we meet July 8<sup>th</sup> to discuss the 2021 MN Traditions content.
9. Sent out invites to all the AIS coordinators in the state asking them to attend a MN Traditions meeting on July 8<sup>th</sup>.
10. Received a sales call from Karen from MN Bound. I provided them an account of what and how MN Traditions is doing and offered to have a brainstorming session with them on how we can work together. Karen said she would call me back to see what the group thought.
11. Looked at River signs and asked comment back from entities. I had a few corrections, but overall the entities and myself are satisfied with the signs.
12. Set up new computer with IT.
13. Had a phone conversation with DNR Annette Drews about education and opportunities to get people involved with implementers.
14. Sent Canoe Day request form to city Parks and Rec for approval.

## Meetings & Networking

1. Attended meeting with HR Green, City of Brainerd, and Crow Wing SWCD to discuss the Brainerd stormwater retrofit analysis report. I provided comments before the meeting, and we discussed those along 5 priority watersheds that are high priority.
2. Held meeting with Fishing the Wildside to discuss MN Traditions project management and set date for regional AIS meeting.
3. Talked with independent film producer Kirk Wierenga, and he is interested in producing a documentary about Hwy. 2 from Michigan to Montana which he plans to show on PBS. He is looking to interview people and find out the culture of the land, so I told him that the MHB is one of the most interesting stories to tell since it is so unique. He liked the idea and is planning to meet with Bob Lessard and I in mid June to tell the story of the

formation and history of the MHB, along with some interesting history about the Great River Road.

4. Resubmitted the LCCMR application for the Whiskey Creek project in Baxter because the legislature did not approve of any funding bill this year through the ENRTF.
5. Was introduced to Tera Wilson, Pine Bay Township clerk by John Ringle. She noted a concern that the wood posts blocking ATV and pickup entry were rotted and needed replacement on a platted road that lead to Lessard Landing in Cass Lake. She was doing some research on who was responsible for that platted road. I told her that the sign for Lessard Landing was probably erected by the MHB and the other agencies listed on the sign, but roads are not a responsibility of the MHB. Tera will go back to her township board and ask them to see if they will pay to replace the rotting posts.
6. Held meeting with CNF recreational director to discuss signage on Miss. In Beltrami and Cass Counties. The USDA would look into signing an agreement for signage if I find an agency or organization willing to agree to the long term maintenance of the signage.
7. Followed up a conversation I had with Karen from MN Bound. I proposed to her the idea of MN bound and MHB MN Traditions looking at a strategic way to increase our followers on social media by working together rather than separately. Karen said she would talk to her board about this and get back to me. Karen called me back and said that her board liked the idea, but needed to focus this year on revenue generation.
8. Attended the Cass, Crow Wing, and Itasca EQIP local work group meeting which was held by the federal Natural Resources Conservation Service. About 17 people attended by video conference and we discussed what resource concerns we should prioritize this year in Cass and CW county. Besides the usual pasture management and water quality priority practices being recommended, Cover crop and oak wilt were some newer suggestions to prioritize this year. For Itasca, forestry and water quality were concerns.