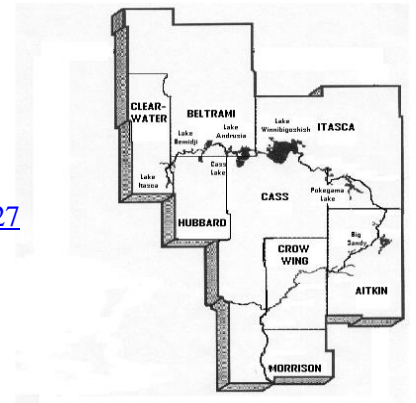




**Mississippi Headwaters Board  
Meeting Agenda  
MHB Conference Room  
322 Laurel St. Brainerd, MN  
56401**

Zoom: <https://us02web.zoom.us/j/83055867127>

**December 18, 2020  
9:00 am**



**9:00 AM**

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

**9:05 AM Approve/Amend**

- Agenda
- Consent Agenda – October '20 Minutes & October & November Expenses

**Planning and Zoning (Actions)**

- Variance- H12a20- Engh variance

**Action / Discussion Items:**

- Minnesota Traditions 2020 update- discussion
- Minnesota Forest Heritage and the role of MHB- discussion
- 2021 meeting schedule, place, and time- discussion
- Executive Director's Report- discussion
- Performance review reminder

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

**Meeting Adjourned - Thank you**

**Mtgs: January 22, '21, 9:00 AM – in person meeting**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
October 23, 2020  
Miss. Headwaters Board Conference Room  
322 Laurel St.  
Brainerd, MN

Webconference:

MEETING

MINUTES

Members present by video or audio Roll Call: Dean Newland (Clearwater), Ted Van Kempen (Hubbard), Anne Marcotte (Aitkin) Steve Barrows (Crow Wing), Mike Wilson (Morrison), Davin Tinquist (Itasca), Craig Gaasvig (Beltrami), and Tim Terrill (Executive Director).

Others Present: Marcel Noyes

Pledge of Allegiance

Chairperson Marcotte asked if there were any additions to the agenda. None offered. **M/S (Barrows/Newland) to approve of the agenda. Roll Call taken. Motion Carried Unanimously.**

**M/S (Gaasvig/Wilson) to approve of the Consent agenda.** Comm. Marcotte noted that the monthly budget sheet provided the board with an overall view of the budget vs. the traditional monthly budget sheet. **Roll Call taken. Motion Carried Unanimously.**

### Planning and Zoning

None

### Action/Discussion:

1. Organized, Updated MHB Website- Tim provided the board some background information about how he updated the website a few years ago to be mobile friendly, but was not excited about the dropdown menu's and how information was organized there. Tim explained that he provided a program paragraph before each project that provides a context to the reader about why the information is there and what it can be used for. Comm. Marcotte expressed appreciation that it helps the reader clearly understand the purpose of what we do.
2. Marine Tracker- Tim told the board that while he was kayaking the Ripple River with city council member Amanda Lowe, that it was noted that there was quite a bit of trash in the river system. So he attended a video conference that is influenced by the United Nations, Rotary International, and National Geographic. An app was created that GPS tracks where trash is and allows you to log your path to a website database. Tim explained that as you added data to your clean up trip, it can be used as a tool to update local officials about issues of concern. Tim asked the board what they thought of this and suggested that the MHB presents the opportunity to Rotary, but not take the lead on organizing clean ups. Commissioner Gaasvig said that he thought the time should be spent cleaning up the River rather than documenting it. It was also suggested by Comm. Marcotte that we place a link on

the MHB website as a resource for people to use. Comm. Barrows brought the board to consensus and expressed concern that if Tim presented this opportunity to the local Rotary clubs, they might feel pressure to implement and we don't want to push work on other organizations. The overall consensus of the group was to talk with local rotary members, inform them about the program, and let the local rotarians make the decision if they want to implement this program.

3. Miss. River signage and Resource retention schedule- Tim provided a ppt. to the board about the signage program and had a spatial GIS map of where the signage was being implemented. He also explained that he is working with local county tourism to develop annual paddling opportunities to help promote the signage and develop awareness. He also developed a survey to the participant so information can be measured on the economic impacts of the event. He is holding a meeting with county tourism in December to help create a systematic way to promote events. The board was generally pleased with this, and it was mentioned that the survey should be available online for users to provide information. There is an opportunity to do both. Comm. Barrows asked if once the 3 year strategy is complete, is the program done? Tim replied that he is only scoping out for 3 years, but if other opportunity or places become of interest, he would be happy to post signage as well.
4. Executive Directors Report
  - a. Tim mentioned that he is working with Dirk Wierenga to develop an informational video about the formation and history of the MHB that highlights the accomplishments of Bob Lessard. The video will be done in May 2021, and Tim is trying to get the Governor to attend and give Bob a recognition plaque. Maybe the Governor could appear on zoom.
  - b. The Miss. Headwaters Habitat Corridor Program will be recommended by the LSOHC council to the legislature for \$2.487M.
  - c. Bemidji had a meeting with HR Green to discuss the 30% design meeting. Tim said that the stream will meander and not be a ditch, but it really won't be a stream where fish and people can recreate on. Bemidji will take money out of the stormwater fund to help pay for the meander.
  - d. Tim is still unsure about the Baxter Whiskey Creek project that was recommended for funding to the legislature last session but was not funded due to Covid-19.
  - e. MN Traditions social media program is going well and he thinks he will have 8 to 10 counties participating next year. Over 38K followers on Facebook and 8K on Twitter.

Legislative Updates- bonding bill passed.

County Updates- Beltrami county approved of a new agreement for a county administrator. Hubbard is working with multiple counties on 1W1P and the final draft is completed. Partners did a good job providing input. Hill City in Aitkin is getting a stoplight and intersection by Hwy. 2 and 169. Crow Wing Fire Tower is getting heavy use by citizens as a new park and provides a historical appreciation that the workers provided to the county and forest. Togo prison reform in Itasca county is in the bonding bill for funding.

**M/S (Barrows/Van Kempen) to adjourn. Roll Call taken. Motion Carried Unanimously.**



<b>October &amp; November Budget Summary</b>		<b>YTD spending/rei mbursement</b>	<b>Projected Budget</b>	<b>% of budget spent</b>	
<b>Revenues:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Governor's DNR grant (53290)		\$61,811.79	\$124,000.00	49.85%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$1,780.90	\$1,084.73	\$7,000.00	15.50%	LSOHC reimbursement for invoice #7
Guidebook sales (58400)		\$19.99	\$200.00	10.00%	reimbursment for Guidebook sales
Enbridge program (58300)		\$2,185.06	\$3,000.00	72.84%	estimate \$3K 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>\$1,780.90</b>	<b>\$3,289.78</b>	<b>\$25,624.00</b>		*
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Explanation</b>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$7,842.51	\$26,587.22	\$101,801.00	26.12%	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)		\$800.00	\$2,700.00	29.63%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)		\$8.65	\$300.00	2.88%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)		\$80.50	\$2,900.00	2.78%	reimbursed by Gov. DNR grant
Employee Mileage (63320)		\$325.96	\$4,400.00	7.41%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$525.00	\$2,225.00	\$8,175.00	27.22%	CW account. Services
Office supplies/operations (64090)	\$57.05	\$574.54	\$1,400.00	41.04%	telephone
Training & Registration Fees (63380)			\$400.00	0.00%	reimbursed by Gov. DNR grant-
<b>Total</b>	<b>\$8,424.56</b>		<b>\$124,292.00</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.

11/10/2020 09:45  
KorieB

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 10 TO 2020 10

P 1  
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001	Cash & Pooled Investments							
							SOY BALANCE	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
							PER 05	33,024.65	355,241.11
							PER 06	-20,528.25	334,712.86
							PER 07	12,356.46	347,069.32
							PER 08	-1,000.51	346,068.81
							PER 09	-9,060.86	337,007.95
20/10	279 10/06/20	APP A1006						-5,718.47	331,289.48
	A100620								
20/10	347 10/09/20	PRJ						-3,927.64	327,361.84
20/10	476 10/13/20	GNI						54,500.00	381,861.84
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
20/10	484 10/13/20	GEN						-54,500.00	327,361.84
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
20/10	651 10/20/20	APP A1020						-1,136.30	326,225.54
	A102020								
20/10	652 10/20/20	APP C1020						-2.16	326,223.38
	C102020								
20/10	734 10/23/20	PRJ						-3,960.69	322,262.69
20/10	826 10/26/20	GEN						26,466.79	348,729.48
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
20/10	842 10/27/20	APP A1027						-300.00	348,429.48
	A102720								
20/10	923 10/26/20	GNI OCT						-36.86	348,392.62
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
20/10	1007 10/31/20	GEN						-525.00	347,867.62
	RECURRING	DUE TO / DUE FROM							
		LEDGER BALANCES --- DEBITS:	200,335.31		CREDITS:	-188,332.75	NET:	12,002.56	
74	20050	Vouchers Payable							
							SOY BALANCE	.00	
							PER 05	-1,738.99	-1,738.99
							PER 06	1,738.99	.00

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 10 TO 2020 10

P 2  
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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
20/10	278	10/06/20	API B	5095				-5,718.47	-5,718.47	
	W	A100620								
20/10	279	10/06/20	APP A1006					5,718.47	.00	
	A100620		AP CASH DISBURSEMENTS JOURNAL							
20/10	516	10/20/20	API B	5122				-2.16	-2.16	
	W	C102020								
20/10	640	10/20/20	API B	5131				-1,136.30	-1,138.46	
	W	A102020								
20/10	651	10/20/20	APP A1020					1,136.30	-2.16	
	A102020		AP CASH DISBURSEMENTS JOURNAL							
20/10	652	10/20/20	APP C1020					2.16	.00	
	C102020		AP CASH DISBURSEMENTS JOURNAL							
20/10	839	10/27/20	API B	5148				-300.00	-300.00	
	W	A102720								
20/10	842	10/27/20	APP A1027					300.00	.00	
	A102720		AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:				8,895.92			CREDITS:		
								-8,895.92	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
								PER 05	11,339.06	144,131.67
								PER 06	18,789.26	162,920.93
								PER 07	23,008.53	185,929.46
								PER 08	8,729.99	194,659.45
								PER 09	9,060.86	203,720.31
20/10	278	10/06/20	API B	5095				5,718.47	209,438.78	
	W	A100620								
20/10	347	10/09/20	PRJ PR1009	1201009	1201009			3,927.64	213,366.42	
	PAY100920		WARRANT=201009	RUN=1	BI-WEEKL					
20/10	516	10/20/20	API B	5122				2.16	213,368.58	
	W	C102020								
20/10	640	10/20/20	API B	5131				1,136.30	214,504.88	
	W	A102020								
20/10	734	10/23/20	PRJ PR1023	1201023	1201023			3,960.69	218,465.57	
	PAY102320		WARRANT=201023	RUN=1	BI-WEEKL					



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 10 TO 2020 10

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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
LEDGER BALANCES --- DEBITS:					54,500.00			CREDITS: -192,432.23	NET: -137,932.23	
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	
								PER 05 5,362.08	29,397.74	
								PER 06 5,362.08	34,759.82	
								PER 07 8,043.12	42,802.94	
								PER 08 5,362.08	48,165.02	
								PER 09 5,362.08	53,527.10	
20/10	347	10/09/20	PRJ PR1009	1201009	1201009	1201		2,681.04	56,208.14	
			PAY100920 WARRANT=201009 RUN=1 BI-WEEKL							
20/10	734	10/23/20	PRJ PR1023	1201023	1201023	1201		2,681.04	58,889.18	
			PAY102320 WARRANT=201023 RUN=1 BI-WEEKL							
LEDGER BALANCES --- DEBITS:					58,889.18			CREDITS: .00	NET: 58,889.18	
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	
								PER 05 1,698.61	8,493.05	
								PER 06 1,698.61	10,191.66	
								PER 07 1,698.61	11,890.27	
								PER 08 1,698.61	13,588.88	
								PER 09 1,698.61	15,287.49	
20/10	347	10/09/20	PRJ PR1009	1201009	1201009	1201		860.28	16,147.77	
			PAY100920 WARRANT=201009 RUN=1 BI-WEEKL							
20/10	734	10/23/20	PRJ PR1023	1201023	1201023	1201		838.33	16,986.10	
			PAY102320 WARRANT=201023 RUN=1 BI-WEEKL							
LEDGER BALANCES --- DEBITS:					16,986.10			CREDITS: .00	NET: 16,986.10	
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 10 TO 2020 10

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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	
						PER 05		780.30	4,262.86	
						PER 06		772.64	5,035.50	
						PER 07		1,178.83	6,214.33	
						PER 08		772.64	6,986.97	
						PER 09		772.65	7,759.62	
20/10	347	10/09/20	PRJ PR1009	1201009	1201009	1201		386.32	8,145.94	
			PAY100920 WARRANT=201009 RUN=1 BI-WEEKL							
20/10	734	10/23/20	PRJ PR1023	1201023	1201023	1201		386.32	8,532.26	
			PAY102320 WARRANT=201023 RUN=1 BI-WEEKL							
			LEDGER BALANCES --- DEBITS:		8,532.26		CREDITS:	.00	NET:	8,532.26
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	
						PER 05		56.97	286.10	
						PER 06		57.14	343.24	
						PER 07		56.44	399.68	
						PER 08		57.16	456.84	
						PER 09		58.73	515.57	
20/10	516	10/20/20	API 006205		133890		24190	2.16	517.73	
			W C102020 OCTOBER CTC & 9/20 - 9/20 LD C CONSOLIDATED TELECOM							
20/10	734	10/23/20	PRJ PR1023	1201023	1201023	1201		55.00	572.73	
			PAY102320 WARRANT=201023 RUN=1 BI-WEEKL							
			LEDGER BALANCES --- DEBITS:		572.73		CREDITS:	.00	NET:	572.73
74830	62680		Non-Employee Per Diems				REVISED BUDGET			.00
						PER 02		200.00	200.00	
						PER 03		250.00	450.00	
						PER 05		550.00	1,000.00	
						PER 06		300.00	1,300.00	
						PER 07		300.00	1,600.00	
						PER 09		200.00	1,800.00	
20/10	839	10/27/20	API 002809		134344		24299	50.00	1,850.00	
			W A102720 MHB PER DIEM TINQUIST, DAVIN C							
20/10	839	10/27/20	API 003257		134345		24282	50.00	1,900.00	
			W A102720 MHB PER DIEM GAASVIG, CRAIG							

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 10 TO 2020 10

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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
20/10	839	10/27/20	API 002534		134346	24285		50.00	1,950.00	
	W A102720	MHB PER DIEM			NEWLAND, DEAN					
20/10	839	10/27/20	API 003356		134347	24283		50.00	2,000.00	
	W A102720	MHB PER DIEM FOR			TED VANKEMPEN HUBBARD COUNTY TREAS					
20/10	839	10/27/20	API 100532		134348	1926923		50.00	2,050.00	
	W A102720	MHB PER DIEM FOR			MIKE WILSON MORRISON COUNTY AUDI					
20/10	839	10/27/20	API 001099		134349	24284		50.00	2,100.00	
	W A102720	MHB PER DIEM			MARCOTTE, ANNE					
LEDGER BALANCES --- DEBITS:				2,100.00	CREDITS:		.00	NET:	2,100.00	
74830	62990	Prof. & Tech. Fee - Other								.00
										REVISED BUDGET
								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
								PER 05	1,104.00	94,508.40
								PER 06	10,525.00	105,033.40
								PER 07	11,141.76	116,175.16
								PER 08	650.00	116,825.16
								PER 09	525.00	117,350.16
20/10	278	10/06/20	API 101649		133009	1926447		5,372.50	122,722.66	
	W A100620	WEST COM INVOICE #7			WEST COMMUNICATIONS					
20/10	278	10/06/20	API 100171		133010	1926442		345.97	123,068.63	
	W A100620	CWSWCD INVOICE #7			CROW WING SWCD					
20/10	640	10/20/20	API 009999		133982	24241		1,136.30	124,204.93	
	W A102020	TNC INVOICE #7			Unknown					
20/10	1007	10/31/20	GEN					525.00	124,729.93	
		RECURRING FINANCIAL SERVICE								
LEDGER BALANCES --- DEBITS:				124,729.93	CREDITS:		.00	NET:	124,729.93	
74830	63320	Employee Mileage								.00
										REVISED BUDGET
								PER 01	223.82	223.82
								PER 02	192.51	416.33
								PER 03	478.98	895.31
								PER 04	154.21	1,049.52
								PER 07	349.72	1,399.24
								PER 09	435.14	1,834.38
20/10	923	10/26/20	GNI OCT					36.86	1,871.24	

11/10/2020 09:45  
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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 10 TO 2020 10

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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
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WF PCARD 1434 - taking pictures Maple  
TIM TERRILL

LEDGER BALANCES --- DEBITS: 1,871.24 CREDITS: .00 NET: 1,871.24

GRAND TOTAL --- DEBITS: 751,240.10 CREDITS: -675,490.89 NET: 75,749.21

52 Records printed

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



12/10/2020 08:49  
Emily.Olson

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 11 TO 2020 11

P 1  
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001	Cash & Pooled Investments							
					SOY BALANCE			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	
					PER 05		33,024.65	355,241.11	
					PER 06		-20,528.25	334,712.86	
					PER 07		12,356.46	347,069.32	
					PER 08		-1,000.51	346,068.81	
					PER 09		-9,060.86	337,007.95	
					PER 10		10,859.67	347,867.62	
20/11	223	11/03/20	GEN				8,635.67	356,503.29	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
20/11	242	11/06/20	PRJ				-3,927.64	352,575.65	
20/11	464	11/17/20	APP C1117				-2.05	352,573.60	
	C111720								
20/11	478	11/17/20	GNI				283.00	352,856.60	
	EFT	SYSTEM GENERATED DUE TO LINE							
20/11	526	11/20/20	PRJ				-3,969.87	348,886.73	
20/11	1526	11/30/20	GEN				-525.00	348,361.73	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:		139,146.86		CREDITS:		-126,650.19	NET:	12,496.67
74	20050	Vouchers Payable							
					SOY BALANCE			.00	
					PER 05		-1,738.99	-1,738.99	
					PER 06		1,738.99	.00	
20/11	342	11/17/20	API B 5195				-2.05	-2.05	
	W C111720			Unknown					
20/11	464	11/17/20	APP C1117				2.05	.00	
	C111720	AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:		1,741.04		CREDITS:		-1,741.04	NET:	.00

12/10/2020 08:49  
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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 11 TO 2020 11

P 2  
glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
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	
					PER 05		11,339.06	144,131.67	
					PER 06		18,789.26	162,920.93	
					PER 07		23,008.53	185,929.46	
					PER 08		8,729.99	194,659.45	
					PER 09		9,060.86	203,720.31	
					PER 10		15,607.12	219,327.43	
20/11	242 11/06/20	PRJ PR1106	1201106	1201106			3,927.64	223,255.07	
	PAY110620 WARRANT=201106		RUN=1 BI-WEEKL						
20/11	342 11/17/20	API B 5195				Unknown	2.05	223,257.12	
	W C111720								
20/11	526 11/20/20	PRJ PR1120	1201120	1201120			3,969.87	227,226.99	
	PAY112020 WARRANT=201120		RUN=1 BI-WEEKL						
20/11	1526 11/30/20	GEN					525.00	227,751.99	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		227,751.99		CREDITS:		.00	NET:	227,751.99
74	38500	Revenues							
						SOY BALANCE		.00	
					PER 01		-12,120.00	-12,120.00	
					PER 02		-70,694.17	-82,814.17	
					PER 03		-26,891.50	-109,705.67	
					PER 04		-9,438.34	-119,144.01	
					PER 05		-42,624.72	-161,768.73	
					PER 07		-35,364.99	-197,133.72	
					PER 08		-7,729.48	-204,863.20	
					PER 10		-26,466.79	-231,329.99	
20/11	223 11/03/20	GEN					-8,635.67	-239,965.66	
	ST OF MN								
20/11	478 11/17/20	GNI					-283.00	-240,248.66	
	EFT								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		-240,248.66	NET:	-240,248.66

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 11 TO 2020 11

P 3  
glacthst

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	53290		Natural Resources							
								REVISED BUDGET		.00
						PER 02		-24,394.17	-24,394.17	
						PER 03		-6,933.73	-31,327.90	
						PER 04		-9,438.34	-40,766.24	
						PER 05		-27,624.72	-68,390.96	
						PER 07		-35,345.00	-103,735.96	
						PER 08		-7,729.48	-111,465.44	
						PER 10		-26,466.79	-137,932.23	
20/11	223	11/03/20	GEN					-8,635.67	-146,567.90	
	ST OF MN	7								
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:			-146,567.90	NET:	-146,567.90
74830	58300		Miscellaneous Other Revenue							
								REVISED BUDGET		.00
						PER 02		-46,300.00	-46,300.00	
						PER 03		-13,600.00	-59,900.00	
						PER 05		-15,000.00	-74,900.00	
20/11	478	11/17/20	GNI					-283.00	-75,183.00	
	EFT		MCIT MHB DIVIDEND							
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:			-75,183.00	NET:	-75,183.00
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	
						PER 05		5,362.08	29,397.74	
						PER 06		5,362.08	34,759.82	
						PER 07		8,043.12	42,802.94	
						PER 08		5,362.08	48,165.02	
						PER 09		5,362.08	53,527.10	
						PER 10		5,362.08	58,889.18	
20/11	242	11/06/20	PRJ PR1106	1201106	1201106	1201		2,681.04	61,570.22	
	PAY110620		WARRANT=201106							
20/11	526	11/20/20	PRJ PR1120	1201120	1201120	1201		2,681.04	64,251.26	
	PAY112020		WARRANT=201120							
	LEDGER BALANCES --- DEBITS:			64,251.26	CREDITS:			.00	NET:	64,251.26

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2020 11 TO 2020 11

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glacthst

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61200	Active Insurance							
							REVISED BUDGET		.00
							PER 01	1,698.61	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
							PER 05	1,698.61	8,493.05
							PER 06	1,698.61	10,191.66
							PER 07	1,698.61	11,890.27
							PER 08	1,698.61	13,588.88
							PER 09	1,698.61	15,287.49
							PER 10	1,698.61	16,986.10
20/11	242 11/06/20	PRJ PR1106	1201106	1201106	1201		860.28	17,846.38	
	PAY110620 WARRANT=201106		RUN=1 BI-WEEKL						
20/11	526 11/20/20	PRJ PR1120	1201120	1201120	1201		838.33	18,684.71	
	PAY112020 WARRANT=201120		RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		18,684.71				CREDITS:	.00	NET: 18,684.71
74830	61300	Employee Pension & FICA							
							REVISED BUDGET		.00
							PER 01	1,164.63	1,164.63
							PER 02	772.64	1,937.27
							PER 03	772.64	2,709.91
							PER 04	772.65	3,482.56
							PER 05	780.30	4,262.86
							PER 06	772.64	5,035.50
							PER 07	1,178.83	6,214.33
							PER 08	772.64	6,986.97
							PER 09	772.65	7,759.62
							PER 10	772.64	8,532.26
20/11	242 11/06/20	PRJ PR1106	1201106	1201106	1201		386.32	8,918.58	
	PAY110620 WARRANT=201106		RUN=1 BI-WEEKL						
20/11	526 11/20/20	PRJ PR1120	1201120	1201120	1201		395.50	9,314.08	
	PAY112020 WARRANT=201120		RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		9,314.08				CREDITS:	.00	NET: 9,314.08
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
							PER 05	56.97	286.10

12/10/2020 08:49  
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ACCOUNT DETAIL HISTORY FOR 2020 11 TO 2020 11

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glacthst

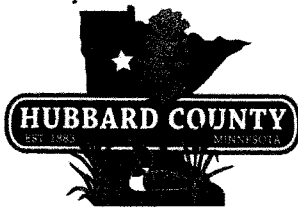
ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
					PER 06		57.14	343.24	
					PER 07		56.44	399.68	
					PER 08		57.16	456.84	
					PER 09		58.73	515.57	
					PER 10		57.16	572.73	
20/11	342 11/17/20 API 006205			135242	24406		2.03	574.76	
	W C111720 NOVEMBER CTC & 10/20 - 10/20 L CONSOLIDATED TELECOM								
20/11	342 11/17/20 API 006205			135242	24406		.02	574.78	
	W C111720 NOVEMBER CTC & 10/20 - 10/20 L CONSOLIDATED TELECOM								
20/11	526 11/20/20 PRJ PR1120 1201120			1201120	1201		55.00	629.78	
	PAY112020 WARRANT=201120 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			629.78	CREDITS:		.00	NET:	629.78
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	
					PER 05		1,104.00	94,508.40	
					PER 06		10,525.00	105,033.40	
					PER 07		11,141.76	116,175.16	
					PER 08		650.00	116,825.16	
					PER 09		525.00	117,350.16	
					PER 10		7,379.77	124,729.93	
20/11	1526 11/30/20 GEN						525.00	125,254.93	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:			125,254.93	CREDITS:		.00	NET:	125,254.93
	GRAND TOTAL --- DEBITS:			586,774.65	CREDITS:		-590,390.79	NET:	-3,616.14

26 Records printed

\*\* END OF REPORT - Generated by Emily Olson \*\*

# **Planning and Zoning**

**Engh Variance**



# Variance Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

www.co.hubbard.mn.us/departments/environmental\_services/index.php

This form must be legibly completed in INK.

Applicant name(s): PEGGY A. ENGH DAVID R. ENGH Date: 10/7/20

Owner name(s) (if different from applicant): \_\_\_\_\_

Mailing address (PO Box/Street, City, State, Zip): 298 FLORAL DR, W, SHOREVIEW, MN 55126

E911 property address: 32594 WOLF LAKE RD, CASS LAKE, MN

Phone: 651-334-1459 Alt. phone: 651 482 8642 Email: DRENGH @ GMAIL, COM

Tax parcel number(s): PARCEL B 07.01.00800

Is this request after-the-fact?  Yes  No

Place an "X" by the ordinance(s) and provide the section(s) of said ordinance(s) from which you are requesting a variance.

- Shoreland Management Ordinance Section(s): 702 A
- Subdivision Ordinance Section(s): \_\_\_\_\_
- Sign Ordinance Section(s): \_\_\_\_\_
- Subsurface Sewage Treatment System Ordinance Section(s): \_\_\_\_\_
- Other: \_\_\_\_\_ Section(s): \_\_\_\_\_

Explain your requested variance need(s): Give details of the type, size, and purpose of proposed changes. Explain why you cannot complete the project by permit as the burden is on the applicant to show a practical difficulty. Attach additional sheets labeled "Variance Request", if necessary.

SEE ATTACHMENT "A"

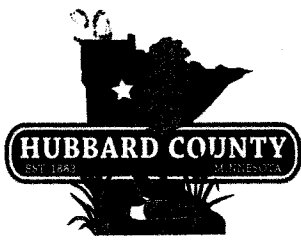
### Applicant Statement

I have read and fully understand the above instructions. I hereby make application for a variance, agreeing to do all such work in accordance with all Hubbard County Ordinances. In making this application, I hereby affirm that I am the fee title owner of the above-described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the variance in question. By signing this application, I hereby certify that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed variance application. I hereby state and affirm that any and all applications, sketches, surveys, and all other attachments and documents submitted herewith are true and accurate. I understand that if any of the information provided by me in this application is later found or determined by the County to be inaccurate, the County may revoke the variance and/or any accompanying permit based upon the supplying of inaccurate information. I understand and agree that in making application for a variance, I am granting permission to Hubbard County, at reasonable times and in a reasonable manner, to enter the land and premises that are the subject of this application to determine compliance of that application with any applicable county, state, or federal laws, statutes, or ordinances. I certify and agree that I will comply with any and all conditions imposed in connection with the approval of the application. I understand that I may be required to submit additional property descriptions, property surveys, site plans, building plans, or other information as deemed necessary by the County for proper consideration of the request before the application is deemed complete or acted upon.

Signature of applicant(s): Peggy A. Engh David R. Engh Date: 10/7/20

For Office Use:

Application date: 10/19/2020 Filing acknowledged by: SEL Receipt #: 32505 App. #: 43-V-20



# Variance Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

www.co.hubbard.mn.us/departments/environmental\_services/index.php

**Note:** Place an "X" by each item below that applies to your request. Then, fill out **only** the applicable following section(s) that apply, as directed. **If a section does not apply to your request, leave it blank.**

**What is the reason(s) for applying for the variance? Place an "X" by each applicable item.**

- Setback issues: complete Section 1
- Land or vegetative alteration: complete Section 2
- Lot size not in compliance with minimum Ordinance standards: complete Section 3
- Alteration to nonconforming structure: complete Section 4
- Other: attach separate sheet explaining variance request

## Section 1

Check the item(s) from which you are requesting a variance and fill in the proposed setback distance. Setbacks are measured to the nearest point on a structure which can be the eave overhang or an attached deck/platform.

- Ordinary High Water Mark (OHWM) Proposed Setback 20 ft
- Lot line Proposed Setback \_\_\_\_\_ ft
- Road Right of Way Twp \_\_\_\_\_ Co \_\_\_\_\_ State \_\_\_\_\_ Proposed Setback \_\_\_\_\_ ft
- Crest of bluff Proposed Setback \_\_\_\_\_ ft
- Septic system components (**new SSTS site design must accompany variance application**)

## Section 2

What is your land alteration? Check all categories that apply.

- Vegetative alteration
- Grading/filling
- Other (Attach separate sheet explaining the land alteration)

**Note:** An additional cross-section sketch showing L, W, and H dimensions and an itemized list showing volume (cubic yds.) of all proposed grading/filling must accompany application.

## Section 3

When was your lot created (month/day/year)? FEB 19 11? (This information can be found in your abstract of title. A copy of either this first deed or page in the abstract must be included in your application.)

**Note:** An ISTS site design showing your proposed building site, well location, a primary drainfield site, and an alternate drainfield site must be included in your application for a lot size variance.

## Section 4

**Note:** A sketch showing L, W, and H dimensions of all portions of the existing and proposed structure(s) and addition(s) must be included in your application.

**Circle all that apply and fill in requested information:**

<b>Existing structure</b> <u>POST &amp; PAD</u> +	<b>Proposed addition(s)</b>
Foundation: basement, crawlspace, <u>slab on grade</u>	Foundation: basement, crawlspace, <u>slab on grade</u>
Stories above ground: ground level <u>1</u> ½, two	Stories above ground: ground level <u>1</u> ½, two
Existing structure height: <u>12</u> ft	Proposed addition(s) height: <u>8'</u> ft <u>6"</u>
Existing # bedrooms <u>2</u>	Final # bedrooms after remodel <u>2</u>
Overall change in roof height when project is completed: <u>0</u> ft	



# ATTACHMENT A

## **Application for variance for addition at 32594 Wolf Lake Rd. Cass Lake, MN Hubbard County parcel I.D. # 07.01.00800**

This application for Variance is being made to add a 3-season porch and an enlargement to an existing bathroom to allow for a shower. The building is used during months when there is no ice on the lake as a vacation home occupied by the owners.

A variance is required on Wolf lake, part of the Mississippi Headwaters system, for structures within 50 feet of the shoreline. The existing structure is an Article VII section 704 nonconforming structure built in the 1930s. Variance is to section 702A of the shoreland ordinance. The existing cabin and addition roof overhang will be 20' from high water shoreline.

The addition will be less than 50% of the existing structure footprint (230 sq. ft. vs. 600 sq. ft.) and will be at the same setback from the shoreline as the main structure. The 3-season porch will be 12'x 12'-8" added to the south side of the north cabin. It will be enclosed with screened windows. The 6'-8"x11'-8" bathroom addition will include the main entrance, hallway and closet plus area to accommodate a shower. Both areas will rest on concrete slab, connecting to the existing slab for the bathroom/entrance area. (The rest of the cabin rests on posts on concrete bases.) The roof over the porch will be supported on the slab, and will not be structurally connected to the cabin, but will be attached on the roof surface to allow a water-tight transition to the existing roof.. The roof material for the porch will be metal, approximately 0.5/12 pitch, attaching to a 6/12 shingled roof. The structure and roof overhang setback from the shoreline will be the same as the existing cabin. Facing the lake, the maximum height of the cabin roof at the ridgeline is 12' above the ground, the porch roof will begin at a height of approximately 9' and slope to 8'-6". The area above and below the windows will be fiber cement siding, painted green like the cabin.

The sewer consists of two 1,000 gallon holding tanks that were installed approximately 15 years ago and met standards set by Hubbard County at the time. Dale's Septic is under contract to do pumping as needed. The tanks were inspected 9/26/20 certification # 4581.

Impervious surfaces with the addition will be less than 3,000 sq. ft. The lot is approximately 38,000 sq ft.

**Directions to 32594 Wolf Lake Road, Cass Lake MN from Park Rapids**

Go east on MN-34 toward Main Ave. Continue to follow Lake Country Scenic Byway/MN-34.

After 28.35 miles Turn left onto MN-371. Continue to follow MN-371 North

After 20.89 miles Turn left onto US Highway 2/US-2 W. Continue to follow US-2 W.

After 1.70 miles Turn right onto County Hwy-150.

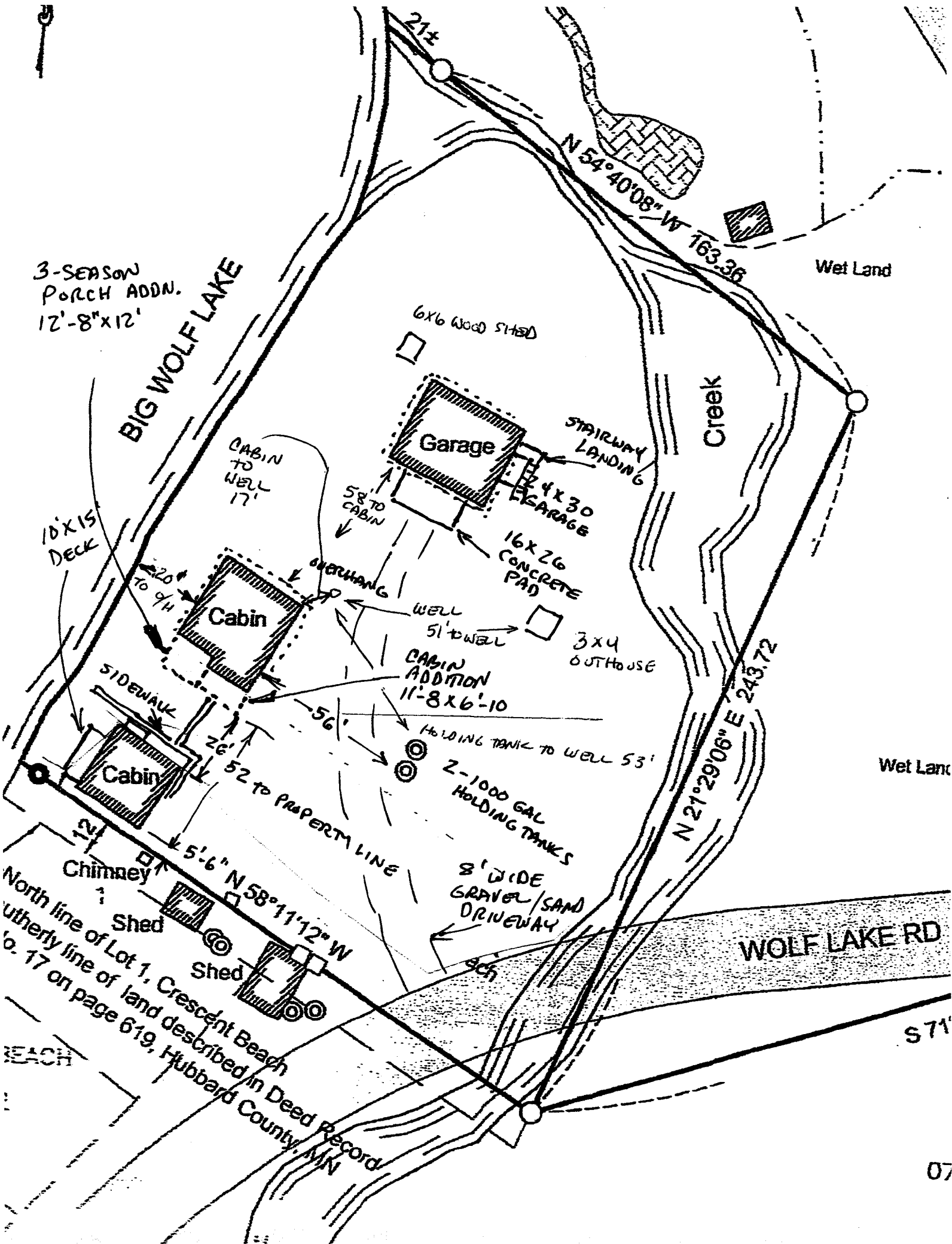
69th Ave is 0.1 miles past County Hwy-151

After 1.12 miles Turn left onto Little Wolf Rd/County Hwy-150.

After 1.27 miles Little Wolf Rd/County Hwy-150 becomes Wolf Lake Rd.

Turn left to stay on Wolf Lake Rd.

After 0.36 miles 32594 Wolf Lake Rd, Cass Lake, MN 56633-3125, is on the right.



3-SEASON PORCH ADDN.  
12'-8" x 12'

BIG WOLF LAKE

10' x 15' DECK

CABIN TO WELL 17'

6x6 WOOD SHED

Garage

STAIRWAY LANDING

24 x 30 GARAGE

16 x 26 CONCRETE PAD

58' TO CABIN

OVERHANG

Cabin

WELL 51' TO WELL

3 x 4 OUTHOUSE

CABIN ADDITION 11'-8" x 6'-10"

HOLDING TANK TO WELL 53'

2-1000 GAL HOLDING TANKS

8' WIDE GRAVEL/SAND DRIVEWAY

SIDEWALK

Cabin

Chimney

Shed

Shed

North line of Lot 1, Crescent Beach  
easterly line of land described in Deed Record  
to. 17 on page 619, Hubbard County, MN

BEACH

Wet Land

Creek

Wet Land

WOLF LAKE RD

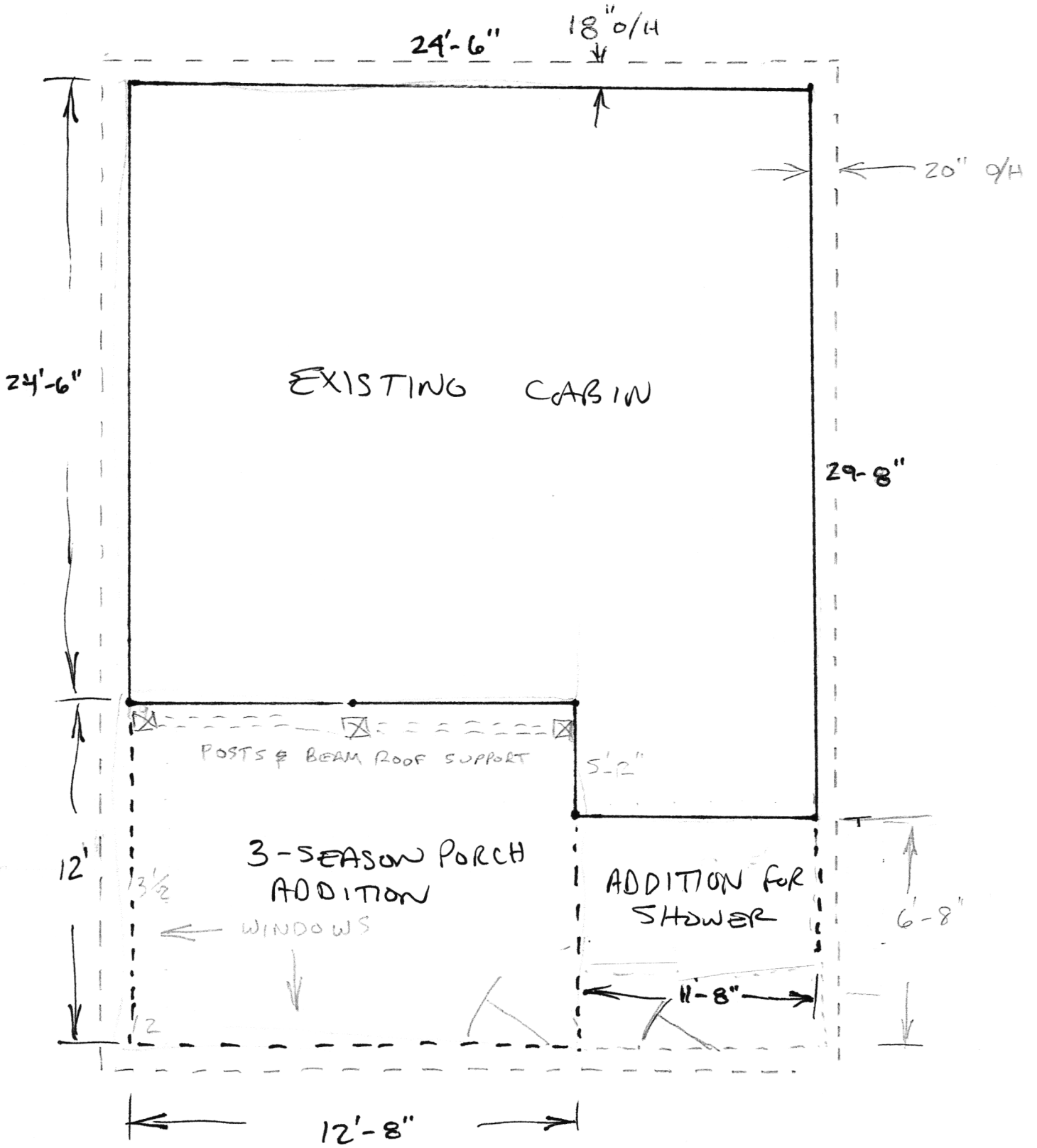
S 71'

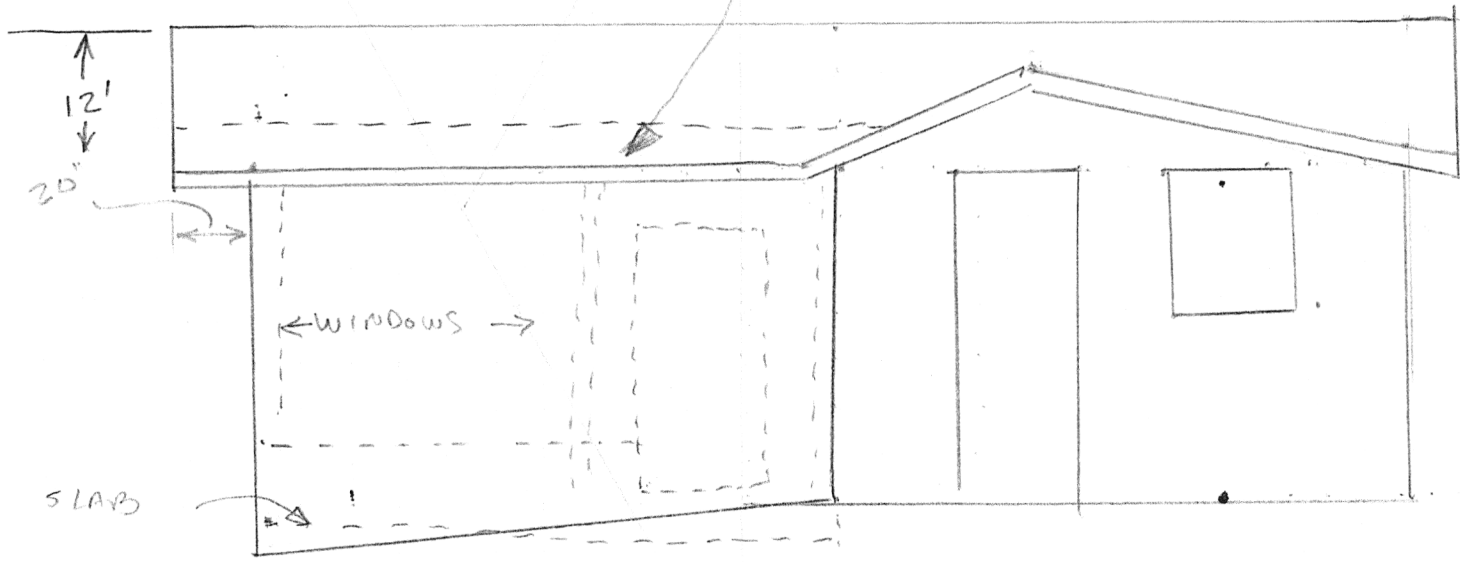
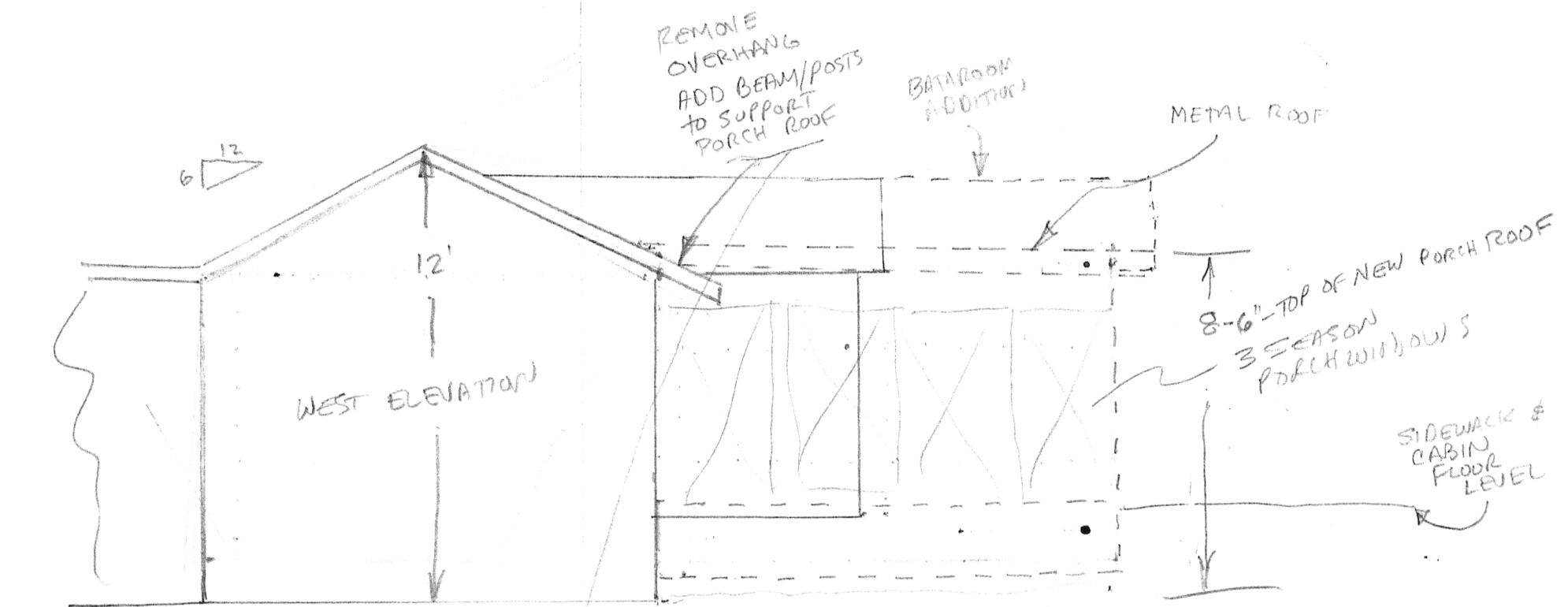
N 54° 40' 08" W 163.36'

N 27° 29' 06" E 243.72'

21±

↑ NORTH





SOUTH ELEVATION



A000399718

HUBBARD COUNTY, MINNESOTA  
CERTIFIED, FILED, AND/OR  
RECORDED ON

10/19/2018 3:59:04 PM

NICOLE K. LUETH  
HUBBARD COUNTY RECORDER

BY LMS Dep PAGES: 4

WELL CERT RCVD

MTG REG TAX PD \$

DEED TAX PD \$ 1.65

TAX EXEMPT

Transfer Entered On 10/19/18

CRV No. \_\_\_\_\_ (X)N/A

(X)No Delinquent Taxes ( )N/A

(X)Current Taxes Paid in Full ( )N/A

Nicole K. Lueth, Hubbard County Recorder

By SJL Deputy

07.01.00800 SPLIT  
FROM 07.01.01200  
07.01.02000

# QUIT CLAIM DEED

Individuals to Individual

STATE DEED TAX DUE HEREON: \$ 1.65 \*

\*Consideration less than \$500.00

Date: July 20, 2018

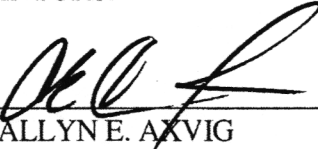
**FOR VALUABLE CONSIDERATION, ALLYN E. AXVIG and CAROL J. AXVIG, spouses married to each other, Grantors, hereby convey and quit claim to KARILU BERNARDY, fee title, subject to the life estates of PEGGY ANN ENGH, DALE J. JOHNSON and DIANE K. MAGNUSON, Grantees, real property in Hubbard County, Minnesota, described as follows:**


That part of Government Lot 4, Section 1, Township 145 North, Range 32 West, Hubbard County, Minnesota, described as follows: Commencing at the northeast corner of said Section 1; thence South 00°15'30" West, bearing based on the Hubbard County Coordinate System, along the east line of said Section 1, a distance of 1332.28 feet to a two inch iron pipe monument; thence North 89°23'57" West a distance of 1326.38 feet to the northeast corner of said Government Lot 4; thence North 89°33'03" West, along the north line of said Government Lot 4, a distance of 250.42 feet to a point designated by an iron rebar, 1/2 inch in diameter, stamped Lindow 47924; thence South 06°07'20" West a distance of 307.34 feet to an iron pipe, 1/2 inch in diameter, stamped LS 15483; thence South 71°14'26" West a distance of 307.00 feet to the intersection with the southeasterly prolongation of a line 12 feet north of, as measured at a right angle to, the north line of Lot 1, Crescent Beach, according to the recorded plat thereof on file in the office of the Hubbard County Recorder, said intersection being the point of beginning of the land to be described; thence North 21°29'06" East a distance of 243.72 feet to an iron pipe, 1/2 inch in diameter, stamped LS 15483; thence North 54°40'08" West a distance of 163.36 feet to an iron pipe, 1/2 inch in diameter, stamped LS 15483; thence continue North 54°40'08" West to the intersection with the shoreline of Big Wolf Lake; thence southerly, along said shoreline, to the intersection with the northwesterly prolongation of line 12 feet north of, as measured at a right angle to, the north line of said Lot 1, Crescent Beach, thence southeasterly, along said line, to the point of beginning.

**THIS CONVEYANCE IS PREPARED AND RECORDED TO CLARIFY  
BOUNDARY LINES BETWEEN THE GRANTORS' AND GRANTEE'S  
PROPERTIES.**

together with all hereditaments and appurtenances belonging thereto.

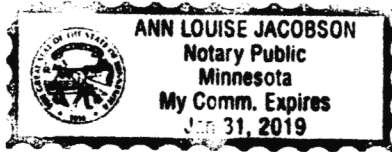
GRANTORS:

By:   
ALLYN E. AXVIG

By:   
CAROL J. AXVIG

STATE OF Minnesota)  
(ss.  
COUNTY OF Behtami)

The foregoing instrument was acknowledged before me this 20 day of July, 2018, by Allyn E. Axvig and Carol J. Axvig, spouses married to each other, Grantors.



  
NOTARY PUBLIC

THIS INSTRUMENT WAS DRAFTED BY:

John Benjamin Wangberg, Esq.  
**FULLERWALLNER**  
ATTORNEYS AT LAW

Location: 514 America Avenue NW  
Bemidji, MN 56601

Mail: P.O. Box 880, Bemidji, MN 56619-0880

Telephone: (218) 751-2221

Facsimile: (218) 751-2285

Toll-free: (800) 552-6881

E-Mail: [wangberg@lawofficemn.com](mailto:wangberg@lawofficemn.com)

Website: [www.lawofficemn.com](http://www.lawofficemn.com)

Tax statements for the real  
property described in this  
instrument should be sent to:

Peggy Ann Engh  
c/o Diane K. Magnuson  
732 Holly Avenue  
Crookston, MN 56716

Kari Lu Bernardy  
3040 Highcrest Road  
Roseville, MN 55113

This conveyance prepared without benefit of title examination.

**APPROVED SUBDIVISION**

**SEP - 4 2018**

ERIC BUITENWERF  
ENV. SERVICES OFFICER

The property herein described is substandard in size and therefore must be combined with adjacent parcel 07.01.00800 to create a single tract.

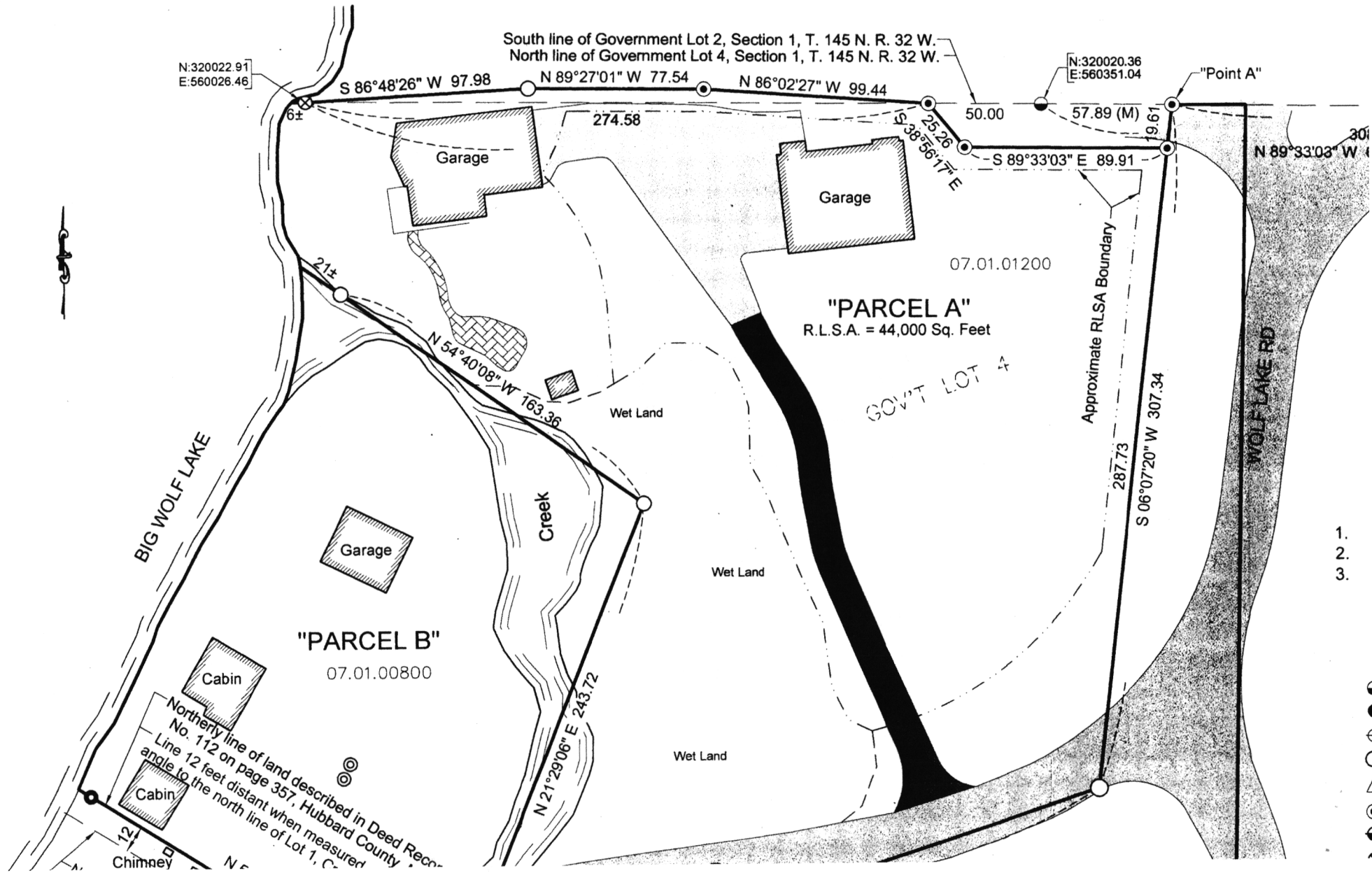
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# CERTIFICATE OF SUR

Part of  
Government Lot 4, Section 1, T. 145 N., R. 32 W., Hubbard County

SEE SHEET 2 OF 2 FOR DESCRIPTIONS



Minnesota Pollution Control Agency

520 Lafayette Road North
St. Paul, MN 55155-4194

Compliance Inspection Form
Existing Subsurface Sewage Treatment Systems (SSTS)

Doc Type: Compliance and Enforcement

Inspection results based on Minnesota Pollution Control Agency (MPCA) requirements and attached forms - additional local requirements may also apply.

For local tracking purposes:

Submit completed form to Local Unit of Government (LUG) and system owner within 15 days

System Status

System status on date (mm/dd/yyyy): 9/26/2020

[X] Compliant - Certificate of Compliance
(Valid for 3 years from report date, unless shorter time frame outlined in Local Ordinance.)

[ ] Noncompliant - Notice of Noncompliance
(See Upgrade Requirements on page 3.)

Reason(s) for noncompliance (check all applicable)

- [ ] Impact on Public Health (Compliance Component #1) - Imminent threat to public health and safety
[ ] Other Compliance Conditions (Compliance Component #3) - Imminent threat to public health and safety
[ ] Tank Integrity (Compliance Component #2) - Failing to protect groundwater
[ ] Other Compliance Conditions (Compliance Component #3) - Failing to protect groundwater
[ ] Soil Separation (Compliance Component #4) - Failing to protect groundwater
[ ] Operating permit/monitoring plan requirements (Compliance Component #5) - Noncompliant

Property Information

Parcel ID# or Sec/Twp/Range: 07.01.00800

Property address: 32594 Wolf Lake Rd Cass Lake Mn

Reason for inspection: building permit

Property owner: DianeK Magnuson Etal Le's Kari Lu Bernardy

Owner's phone:

Owner's representative: David Engh

Representative phone: 651-334-1459

Local regulatory authority: Hubbard County ESD

Regulatory authority phone: 218-732-3890

Brief system description: 2- 1000 gallon holding tanks

Comments or recommendations:

Certification

I hereby certify that all the necessary information has been gathered to determine the compliance status of this system. No determination of future system performance has been nor can be made due to unknown conditions during system construction, possible abuse of the system, inadequate maintenance, or future water usage.

Inspector name: Jeff Mellema

Certification number: 4581

Business name: Cass Lake Sewer Service

License number: 267

Inspector signature:

Phone number: 218-556-5229

Necessary or Locally Required Attachments

[ ] Soil boring logs [X] System/As-built drawing [ ] Forms per local ordinance

[ ] Other information (list):

### 1. Impact on Public Health – Compliance component #1 of 5

**Compliance criteria:**

System discharges sewage to the ground surface.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
System discharges sewage to drain tile or surface waters.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
System causes sewage backup into dwelling or establishment.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Any "yes" answer above indicates the system is an imminent threat to public health and safety.**

Comments/Explanation:

**Verification method(s):**

- Searched for surface outlet
- Searched for seeping in yard/backup in home
- Excessive ponding in soil system/D-boxes
- Homeowner testimony (See Comments/Explanation)
- "Black soil" above soil dispersal system
- System requires "emergency" pumping
- Performed dye test
- Unable to verify (See Comments/Explanation)
- Other methods not listed (See Comments/Explanation)

### 2. Tank Integrity – Compliance component #2 of 5

**Compliance criteria:**

System consists of a seepage pit, cesspool, drywell, or leaching pit. <i>Seepage pits meeting 7080.2550 may be compliant if allowed in local ordinance.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Sewage tank(s) leak below their designed operating depth. If yes, which sewage tank(s) leaks:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Any "yes" answer above indicates the system is failing to protect groundwater.**

Comments/Explanation:

**Verification method(s):**

- Probed tank(s) bottom
- Examined construction records
- Examined Tank Integrity Form (Attach)
- Observed liquid level below operating depth
- Examined empty (pumped) tanks(s)
- Probed outside tank(s) for "black soil"
- Unable to verify (See Comments/Explanation)
- Other methods not listed (See Comments/Explanation)

### 3. Other Compliance Conditions – Compliance component #3 of 5

- a. Maintenance hole covers are damaged, cracked, unsecured, or appear to be structurally unsound.  Yes\*  No  Unknown
- b. Other issues (electrical hazards, etc.) to immediately and adversely impact public health or safety.  Yes\*  No  Unknown  
**\*System is an imminent threat to public health and safety.**

Explain:

- c. System is non-protective of ground water for other conditions as determined by inspector.  Yes\*  No  
**\*System is failing to protect groundwater.**

Explain:

**4. Soil Separation – Compliance component #4 of 5**

Date of installation: 10/29/2003  Unknown  
(mm/dd/yyyy)

Shoreland/Wellhead protection/Food beverage lodging?  Yes  No

**Compliance criteria:**

For systems built prior to April 1, 1996, and not located in Shoreland or Wellhead Protection Area or not serving a food, beverage or lodging establishment:  Yes  No

Drainfield has at least a two-foot vertical separation distance from periodically saturated soil or bedrock.

Non-performance systems built April 1, 1996, or later or for non-performance systems located in Shoreland or Wellhead Protection Areas or serving a food, beverage, or lodging establishment:  Yes  No

Drainfield has a three-foot vertical separation distance from periodically saturated soil or bedrock.\*

"Experimental", "Other", or "Performance" systems built under pre-2008 Rules; Type IV or V systems built under 2008 Rules (7080.2350 or 7080.2400 (Advanced Inspector License required)  Yes  No

Drainfield meets the designed vertical separation distance from periodically saturated soil or bedrock.

**Any "no" answer above indicates the system is failing to protect groundwater.**

**Verification method(s):**

Soil observation does not expire. Previous soil observations by two independent parties are sufficient, unless site conditions have been altered or local requirements differ.

- Conducted soil observation(s) (Attach boring logs)
- Two previous verifications (Attach boring logs)
- Not applicable (Holding tank(s), no drainfield)
- Unable to verify (See Comments/Explanation)
- Other (See Comments/Explanation)

**Comments/Explanation:**

**Indicate depths or elevations**

A. Bottom of distribution media	
B. Periodically saturated soil/bedrock	
C. System separation	
D. Required compliance separation*	

\*May be reduced up to 15 percent if allowed by Local Ordinance.

**5. Operating Permit and Nitrogen BMP\* – Compliance component #5 of 5**  Not applicable

Is the system operated under an Operating Permit?  Yes  No **If "yes", A below is required**

Is the system required to employ a Nitrogen BMP?  Yes  No **If "yes", B below is required**

BMP = Best Management Practice(s) specified in the system design

**If the answer to both questions is "no", this section does not need to be completed.**

**Compliance criteria**

- a. Operating Permit number: \_\_\_\_\_  
Have the Operating Permit requirements been met?  Yes  No
- b. Is the required nitrogen BMP in place and properly functioning?  Yes  No

**Any "no" answer indicates Noncompliance.**

**Upgrade Requirements (Minn. Stat. § 115.55)** An imminent threat to public health and safety (ITPHS) must be upgraded, replaced, or its use discontinued within ten months of receipt of this notice or within a shorter period if required by local ordinance. If the system is failing to protect ground water, the system must be upgraded, replaced, or its use discontinued within the time required by local ordinance. If an existing system is not failing as defined in law, and has at least two feet of design soil separation, then the system need not be upgraded, repaired, replaced, or its use discontinued, notwithstanding any local ordinance that is more strict. This provision does not apply to systems in shoreland areas, Wellhead Protection Areas, or those used in connection with food, beverage, and lodging establishments as defined in law.



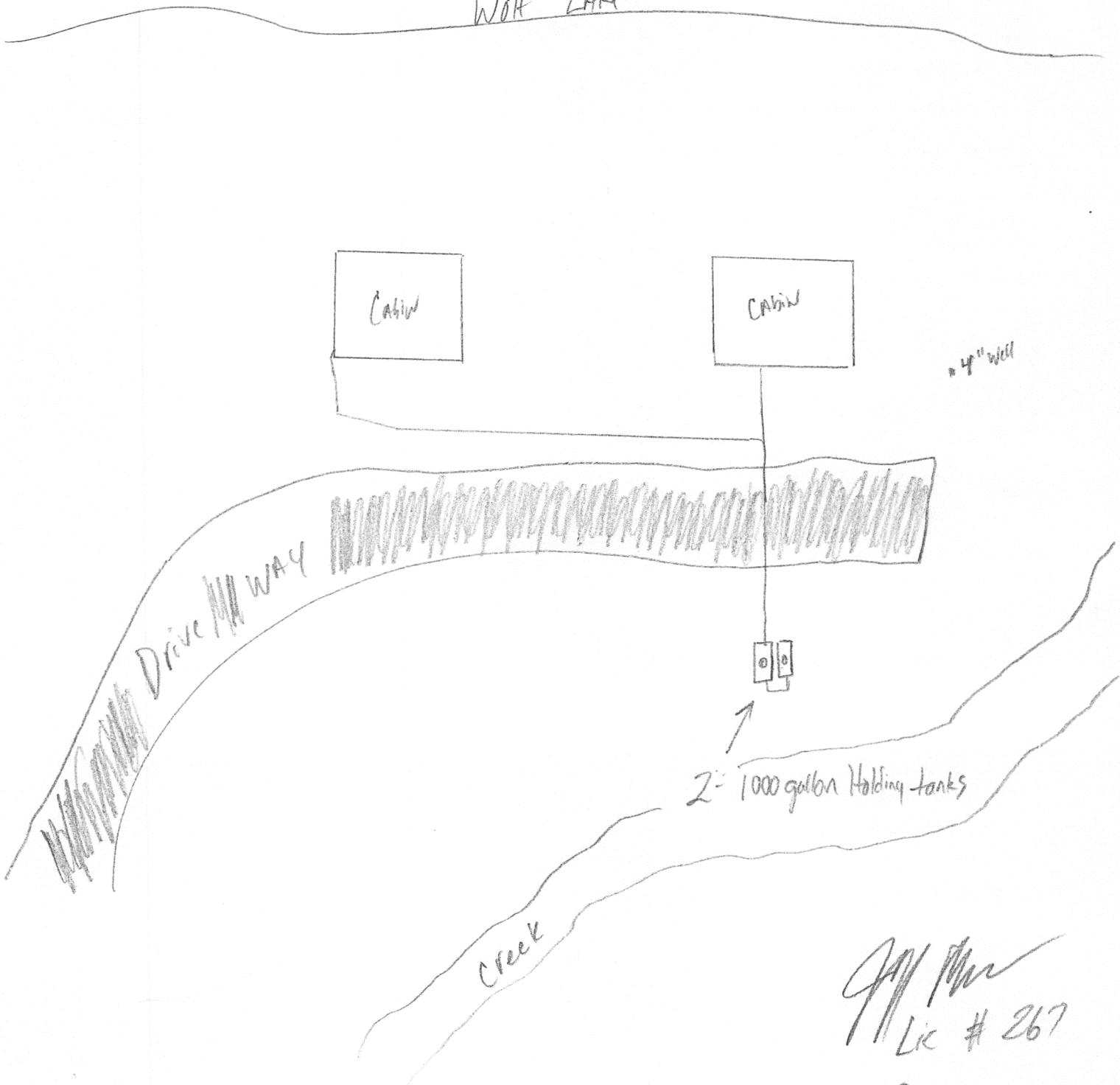
32594 Wolf Lake RD

CASS LAKE MN 56633

Pin # 07.01.00800



Wolf Lake



4" well

2 - 1000 gallon Holding tanks

Jay Mar  
Lic # 267

9-26-20

**Eric Buitenwerf**

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**From:** David Engh <drengh@gmail.com>  
**Sent:** Sunday, October 18, 2020 6:55 PM  
**To:** Eric Buitenwerf  
**Cc:** Peg Engh; Kari/Steve Bernardy; Marvin Magnuson  
**Subject:** Re: variance application  
**Attachments:** hole before removing perimeter planks.jpg; Hole after removing planks.jpg; Hole partially filled.jpg; Hole filled.jpg

## 32594 WOLF LAKE ROAD VARIANCE ADDENDUM 1

Eric, we have decided to abandon our outhouse rather than try to make it compliant before completing our variance application. We have a portable camping toilet that can easily be emptied into our holding tank if we have to use one while our water is turned off for cold weather. It is compact enough that we could use it either in the old outhouse building or in a cabin bathroom.

Please add these notes and photos to our application.

On October 16th I moved the outhouse, pulled out the perimeter planks that have been in place since around 1980 and filled in the hole with sand. The outhouse still stands beside the hole, but is locked so no one will try to use it. We'll deal with what to do with the building next year.

Photos attached show steps in filling in the hole.

Sincerely,

David Engh

On Fri, Oct 9, 2020 at 11:29 AM Eric Buitenwerf <[eric.buitenwerf@co.hubbard.mn.us](mailto:eric.buitenwerf@co.hubbard.mn.us)> wrote:

Hi Dave,

In reviewing the variance application that arrived today, I see the site plan sketch shows there is an outhouse on the lot.

The Shoreland Ordinance requires that a current certificate of compliance (COC) be provided for this outhouse if it is operational. There is not a current COC on file or included in the application. Alternatively, if it is operational, you have the option of abandoning its use as an outhouse by providing documentation of any cribbing being removed from the hole and then the hole being filled in. The structure could remain and be put to other uses. If the outhouse is not operational and simply an old one now used for other things, please indicate such and provide interior photos to show it is not operational. Please send me the appropriate information when available.



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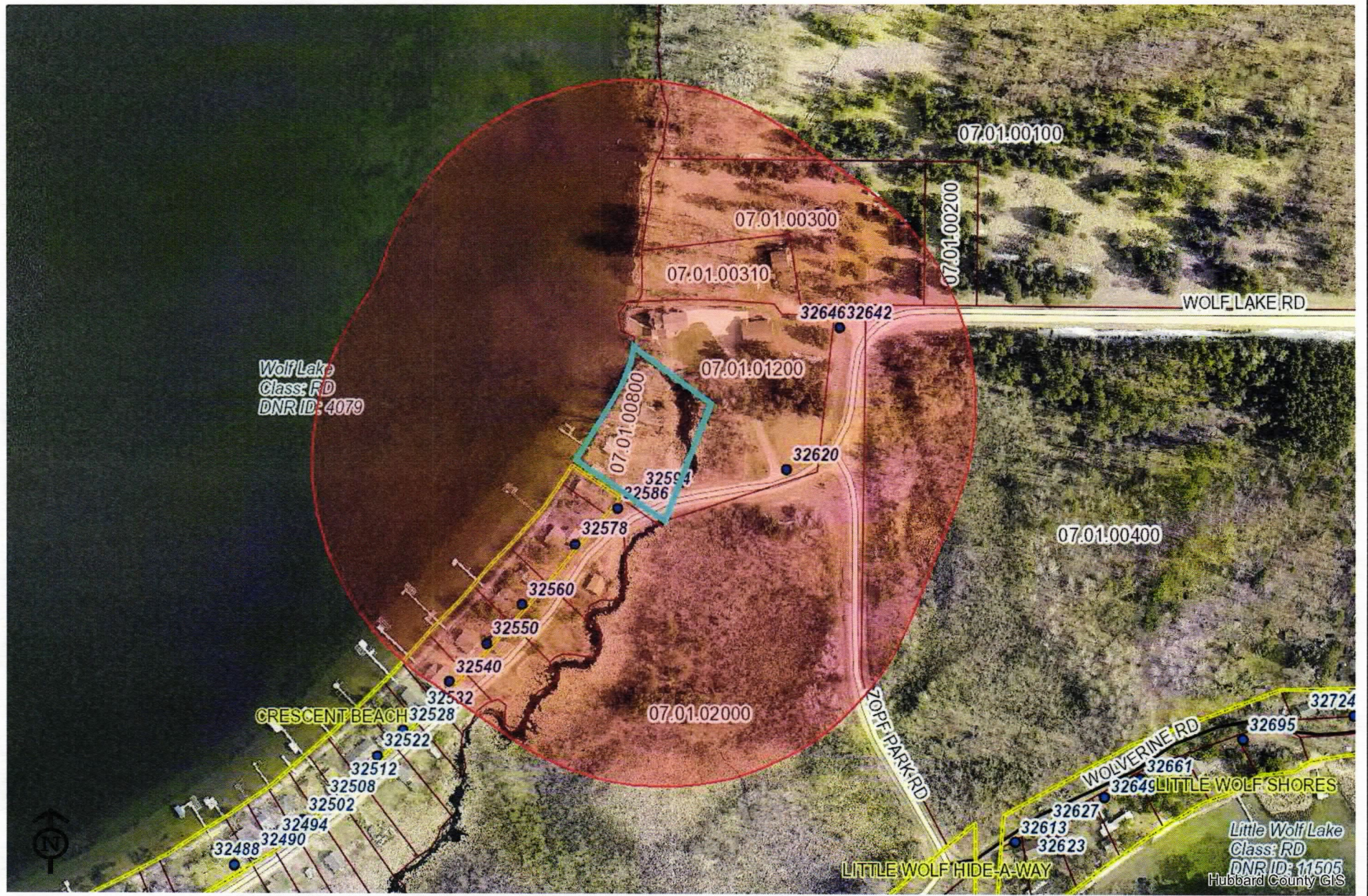












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### 43-V-20 Engh



PARCEL ID	TAXPAYER NAME 1	TAXPAYER NAME 2	TAXPAYER ADDRESS 1	TAXPAYER CITY	TAXI ZIP
07.01.00400	STEVEN A AASERUDE ETAL	MELVIN V AASERUDE	32839 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.00600	ABR WOLF LAKE LLC	C/O STEPHEN AGATHER	11909 SHAVENROCK PL	RALEIGH	NC 27613
07.39.00500	ANDERSON FAMILY TRUST	C/O DONALD ANDERSON TTE	32540 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.01200	ALLYN E AXVIG	CAROL J AXVIG	7918 E DALEA WAY	GOLD CANYON	AZ 85118
07.01.01900	MARK S CAPOUCH ETAL		1931 9TH AVE E	HIBBING	MN 55746
07.01.00300	SHARON V KUETHER REV TRUST		2612 CRESCENT DR	GRAND FORKS	ND 58201
07.01.00310	GORDON & KAREN MACKENHAUSEN		32642 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.00800	DIANE K MAGNUSON ETAL LE'S	KARI LU BERNARDY	732 HOLLY AVE	CROOKSTON	MN 56716
07.01.03200	VICKI M RONKOWSKI TR	VICKI M RONKOWSKI TTE	4614 BELMONT RD	GRAND FORKS	ND 58201
07.39.00100	KRISTEN M ROSENWINKEL ETAL		522 S WISCONSIN	VILLA PARK	IL 60181
07.01.02000	JOHN SANDERSON		BOX 368	ELGIN	ND 58533
07.01.00100	SCOTT SIMMONS		32896 LITTLE WOLF LK RD	CASS LAKE	MN 56633

# Variance Application 43-V-20 by David and Peggy Engh 2017 Aerial Imagery







# Environmental Services

301 Court Avenue, Park Rapids, MN 56470

Phone: 218.732.3890

[www.co.hubbard.mn.us/departments/environmental\\_services/index.php](http://www.co.hubbard.mn.us/departments/environmental_services/index.php)

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## November 23, 2020 Planning Commission/Board of Adjustment Hearing/Meeting Staff Report

**Variance Application 43-V-20 by David and Peggy Engh:** Part of Government Lot 4, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcel 07.01.00800. Applicants are requesting a variance from Section 702 of the Shoreland Management Ordinance for a proposed addition to a nonconforming structure located in a shore impact zone.

### Enclosed Document(s):

- 43-V-20 application
- 2017 aerial photo of property

The property has two nonconforming residential cabins located in the shore impact zone and a detached garage that was allowed to be constructed by variance on the condition that no living quarters were allowed in the second story. The request is to add a three-season porch and bathroom to the furthest northeast cabin. The cabin is 24' 6" square with a slight entry bump-out. The proposed addition would "square" the cabin up again and make it 24' 6" x 36' 6".

The SSTS servicing the cabins consists of two 1000 gallon compliant holding tanks that are located east of the subject cabin on the other side of the access driveway. The outhouse that used to be on the lot was recently abandoned. Documentation of such is included in the application. The proposed addition will thus not impact the SSTS.

The lot looks smaller than it is at 43,217 sq. ft. per the County GIS parcel map. The north and east sides of the lot abut a flowage that leaves Big Wolf Lake and dumps into Little Wolf Lake. This flowage is not a public water as staff confirmed with Darrin Hoverson, DNR Area Hydrologist, so there are no setbacks from it.

The cabin's ridge runs perpendicular to the shoreline which makes an addition to the rear of the cabin more feasible in terms of roofline integration. Staff would only be supportive of the request if some mitigation to offset the aesthetic and impervious surface area impact this close to the OHW was required as a condition. And then staff recommends a condition that the variance only allows an addition to be made to the cabin and if more of the structure is ever reconstructed structurally or a new structure is desired, it must be moved outside of the shore impact zone. Otherwise, the cabin will be rebuilt in this location into perpetuity and the ordinance intent of eventually getting structures as far from the lake as possible will never be realized. Staff also recommends specifying in any approval that what is approved is the exact proposal shown on the site plan sketches. As a reminder, with the property being on Big Wolf, it is in the Mississippi Headwaters Corridor and thus any approval will also require Mississippi Headwaters Board certification.

Below are the findings of fact questions for your consideration:

1. Is the variance in harmony with the general purposes and intent of the official controls?  
Yes ( X ) No ( )

Why or why not? Conditions are being placed on this variance to require it to be moved outside of the shore impact zone if the existing cabin is ever to be structurally reconstructed and that a vegetative buffer be installed between the cabin and shoreline to offset the addition's aesthetic and stormwater (via the



# Environmental Services

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Phone: 218.732.3890

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additional impervious surface area) impacts. The cabin predates the ordinance and is in good structural condition so it does not make sense to require that it be moved back from the ordinary high water mark given the addition's scope relative to the existing cabin is a 50% increase in square footage.

2. Is the property owner proposing to use the property in a reasonable manner not permitted by an official control?

Yes ( X ) No ( )

Why or why not? Enlarging a 600 sq. ft. cabin to just under 900 sq. ft. for additional living space in the form of a three-season porch and bathroom is a reasonable request.

3. Is the need for a variance due to circumstances unique to the property and not created by the current or prior property owners?

Yes ( X ) No ( )

Why or why not? The cabin that is the subject of the variance request was built before the ordinance at a nonconforming setback in the shore impact zone (SIZ). The ordinance prohibits expansions to structures in the SIZ unless a variance from this requirement is obtained.

4. Will the issuance of the variance maintain the essential character of the locality?

Yes ( X ) No ( )

Why or why not? The locality is a mixture of seasonal and year-round residential use properties. The lots to the north of this lot are larger while the 50' wide platted lots to the southwest are much smaller. The residences on the neighboring lots are at similar lake setbacks and of similar size to the cabins on the subject lot.

5. Does the stated practical difficulty involve more than just economic considerations?

Yes ( X ) No ( )

Why or why not? Economics are not cited in the application as a difficulty. The difficulty is caused by the structure being built before the ordinance in the shore impact zone.

# Hubbard County Board of Adjustment November 23, 2020 Draft Meeting Minutes

[Variance Application 43-V-20 by David and Peggy Engh](#): Part of Government Lot 4, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcel 07.01.00800. Applicants are requesting a variance from Section 702 of the Shoreland Management Ordinance for a proposed addition to a nonconforming structure located in a shore impact zone.

David Engh, 298 Floral Drive W, Shoreview, MN 55126, presented the application.

Engh stated what we are proposing is to add a three-season porch to the south side of the cabin. The cabins have been in our family for at least 75 years. We are proposing this three-season porch and a small addition to extend the bathroom. The bathroom addition would allow us to have a shower. Our sewer system is self-contained with two 1,000 gallon holding tanks. All of the additional water from that shower will go there. I would like to point out that the north cabin is about 88' from the south property line. The remaining 140' to the end of our lot is heavily wooded along the lakeshore. We do have a garage, but when looking at it from the lake, the garage is barely visible. Roughly 35% – 40% of our lot looks to be undeveloped from the lakeside. The cabin itself, structurally, is like cabins were built back in the day. It rests on concrete pads with posts. The addition will have concrete footings. The roof will be supported, not by the cabin, but by this addition itself. As far as slope from the highest part, it is about 19" of slope from the floor of the cabin, which is where the bathroom is on the east side. It is about 19" to the lower extremity of our proposed addition. The ground is sloped by the lake. As you proceed north, the lakeshore in our yard rises up. A few years ago we had an ice flow hit the shore. The entire length of the shoreline raised up. We removed quite a bit of it in front of the cabins. It doesn't slope towards the lake anymore. We are thinking that we might make the floor of the addition concrete, but that is not entirely decided yet.

Grob stated there are two cabins there. Do you own both of those cabins?

Engh replied yes. Those were part of the original purchase in 1945 by my wife's parents.

Grob asked how many bedrooms are in each cabin?

Engh answered the north cabin has two bedrooms. The south cabin has two bedrooms on the main floor and then a loft. The loft has a bed in it, but a really low ceiling that only allows for sleeping.

Grob asked when you say south, is it the cabin on the left? Is that the south direction?

Engh responded that is correct.

Grob asked you have two bedrooms in each cabin and a loft in one of them?

Engh answered yes the south cabin has the loft.

Grob continued and your garage that was built with a variance, what do you store up above?

Engh replied up above we have a rec room. We have a television and some chairs up there. We also have some storage.

Grob asked Buitenwerf I think the original variance indicated no living space on the second floor of the garage? Would a rec room, TV, and things like that make it considered living space?

Buitenwerf explained it depends on what the intent was back then, whether they meant sleeping space or not. That I am not sure of.

# Hubbard County Board of Adjustment November 23, 2020 Draft Meeting Minutes

Engh stated there is no sleeping space up there. I suppose someone could sleep there, but we don't have any facilities for that, just chairs and a TV.

Grob added what was the original intent with the variance? When it says no living space, I would assume it was storage area only, not active gathering area? Buitenwerf, can you recall what original discussions were on that?

Buitenwerf stated I do not believe that I was at the County then, let me check here.

Andres opened for public comment.

No public comment was given.

Andres closed public comment.

Johnson asked where is your existing bathroom in relationship to the shower addition that you are proposing in your variance?

Engh explained on the cabin that we are proposing the addition, there is an area that bumps out on the southeast side. That is the current bathroom. It is 5' x 6', and we are going to add 6' 8" so that it lines up with the three-season porch. That allows us to do our plumbing and drain to the holding tank.

Johnson asked does the existing bathroom have a shower right now?

Engh answered it does not. That is why we are doing the addition.

Buitenwerf added here is the variance that was approved in 2003 for the garage. That was 2 years before I started with the County, so I can't give you anything more than what you see here and the motion.

Engh added if I recall from our application at that time, we were hoping that we could have a full bathroom in the garage, but that was rejected so we have not done that. I don't recall if we talked about any other development. That was slowly added over the years, a little something added every year.

Andres questioned in that garage there are no water or bathroom facilities?

Engh replied that is correct.

Petersen asked is there heat in the area above your garage?

Engh answered no. In the fall we bring in a portable electric heater. If someone is watching TV, they can warm up a little bit.

Andres noted during the lot viewals, as the applicant stated, there is somewhat of a natural berm occurring between the shoreline and the cabin from a previous ice ridge. It does kind of increase as you go towards the wooded area. I also noticed it appears that it is being mowed all of the way to the shoreline.

Engh replied that is correct.

# Hubbard County Board of Adjustment November 23, 2020 Draft Meeting Minutes

Andres added there are a few possible conditions that I was considering. I would like to visit with you about them. If the existing cabin is ever structurally reconstructed, I would request that it be moved out of the shore impact zone. Do you understand that?

Eng said yes.

Andres continued mentioning that vegetative area, I did notice the slight incline with the natural berm occurring because of the ice ridge. Some of us were thinking about a possible “no-mow zone” in that area as well, between the cabin and the shoreline, to offset this addition. Do you have any concerns about that if we were to impose a “no-mow zone”?

Eng replied I don't think so.

Andres commented I did also notice that there are no gutters on the cabin. Are you willing to put gutters on the addition?

Eng said we are certainly willing. I guess the question would be how would we keep the water from going to the lake?

Andres added I did notice in that back area of the cabin, it does go down a little bit further towards the wooded area. If anything could be directed that way, it does slope slightly away from the lake. You have it kind of fenced off, that area slopes just a little bit more towards the back. Maybe something that direction would be ideal.

Eng responded it would be no problem putting a gutter on the northern part of the cabin, but then we have a gable roof and the proposed three-season porch. Any gutter going towards that north direction would have to go across the gable roof. I am not exactly sure how we would manage that.

Grob stated your expansion of the bathroom, as I look at this picture and you see the roof and the door, you are just extending that out and you are going to keep that same roofline on that part of the expansion?

Eng replied that is correct.

Grob asked what is the direction of the roof on the screen porch?

Eng responded it will slope toward the south, away from the cabin.

Grob stated that is towards the other cabin.

Eng agreed.

Grob stated I did note that there is a pretty good berm in front of the cabin towards the lake, especially to the east. I think a gutter would be appropriate on the east side. I think the water would run to the east and be kept from going into the lake. I think from the cabin to the west, to about where the dock starts, that could be a “no-mow zone”. The rest wouldn't have to be because of the berm.

# Hubbard County Board of Adjustment November 23, 2020 Draft Meeting Minutes

Andres asked Engh you do understand the conditions if we are to move forward? If the existing cabin is ever structurally reconstructed, it is to be moved out of the shore impact zone. As Grob mentioned the “no-mow zone”, and the gutters being placed on the cabin to direct that stormwater away from the lake.

Engh asked the gutters would be on the side facing the lake? On the north half of the cabin there is a slope toward the lake on the roof. We could easily put a gutter there going over to the area where the berm is. As far as gutters on the addition, I am not sure how we would manage to direct water away from the lake there. We would be going across a gable roof, either going towards the east or going towards the north.

Grob explained I only proposed a gutter on the north side.

Engh said ok. We can do that.

Grob stated it doesn't say anything in that variance anything about living quarters. All it says is that it can't have water, septic, etc. It does not in any way restrict it to be used as a gathering room for a TV. So, that would not be in violation of the previous variance. Is that your conclusion, Buitenwerf?

Buitenwerf said yes it is, Grob.

Andres made a motion to approve the variance application with the following conditions:

1. If the existing cabin that is the subject of this variance is ever reconstructed, the cabin is to be moved outside of the shore impact zone.
2. A 20' deep “no-mow zone” must be created and maintained between the cabin and the shoreline, with its south boundary starting at the south edge of the screen porch and the north boundary coinciding with the north edge of the cabin.
3. Rain gutters must be placed on the north side of the cabin with the downspouts directing the water towards the wooded area.

Grob seconded the motion that passed 5 – 0.

The Board adopted the staff report findings of fact.

## Findings of Fact

1. Is the variance in harmony with the general purposes and intent of the official controls?

Yes ( X ) No ( )

Why or why not? Conditions are being placed on this variance to require it to be moved outside of the shore impact zone if the existing cabin is ever to be structurally reconstructed and that a vegetative buffer be installed between the cabin and shoreline to offset the addition's aesthetic and stormwater (via the additional impervious surface area) impacts. The cabin predates the ordinance and is in good structural condition so it does not make sense to require that it be moved back from the ordinary high water mark given the addition's scope relative to the existing cabin is a 50% increase in square footage.

# Hubbard County Board of Adjustment November 23, 2020 Draft Meeting Minutes

2. Is the property owner proposing to use the property in a reasonable manner not permitted by an official control?

Yes ( X ) No ( )

Why or why not? Enlarging a 600 sq. ft. cabin to just under 900 sq. ft. for additional living space in the form of a three-season porch and bathroom is a reasonable request.

3. Is the need for a variance due to circumstances unique to the property and not created by the current or prior property owners?

Yes ( X ) No ( )

Why or why not? The cabin that is the subject of the variance request was built before the ordinance at a nonconforming setback in the shore impact zone (SIZ). The ordinance prohibits expansions to structures in the SIZ unless a variance from this requirement is obtained.

4. Will the issuance of the variance maintain the essential character of the locality?

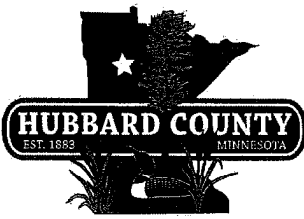
Yes ( X ) No ( )

Why or why not? The locality is a mixture of seasonal and year-round residential use properties. The lots to the north of this lot are larger while the 50' wide platted lots to the southwest are much smaller. The residences on the neighboring lots are at similar lake setbacks and of similar size to the cabins on the subject lot.

5. Does the stated practical difficulty involve more than just economic considerations?

Yes ( X ) No ( )

Why or why not? Economics are not cited in the application as a difficulty. The difficulty is caused by the structure being built before the ordinance in the shore impact zone.



# Environmental Services

301 Court Avenue, Park Rapids, MN 56470

Phone: 218.732.3890

[www.co.hubbard.mn.us/departments/environmental\\_services/index.php](http://www.co.hubbard.mn.us/departments/environmental_services/index.php)

November 24, 2020

David and Peggy Engh  
298 Floral Drive W  
Shoreview, MN 55126

Re: Hubbard County Board of Adjustment decision for Variance Application 43-V-20

Dear Mr. and Mrs. Engh,

The Hubbard County Board of Adjustment met on Monday, November 23, 2020 to review and consider the following variance application:

**Variance Application 43-V-20 by David and Peggy Engh:** Part of Government Lot 4, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcel 07.01.00800. Applicants are requesting a variance from Section 702 of the Shoreland Management Ordinance for a proposed addition to a nonconforming structure located in a shore impact zone.

**The official decision of the Hubbard County Board of Adjustment is as follows:**

Andres made a motion to approve the variance application with the following conditions:

1. If the existing cabin that is the subject of this variance is ever reconstructed, the cabin is to be moved outside of the shore impact zone.
2. A 20' deep "no-mow zone" must be created and maintained between the cabin and the shoreline, with its south boundary starting at the south edge of the screen porch and the north boundary coinciding with the north edge of the cabin.
3. Rain gutters must be placed on the north side of the cabin with the downspouts directing the water towards the wooded area.

Grob seconded the motion that passed 5 – 0.

This is in accordance with Section 1103 of the Hubbard County Shoreland Management Ordinance and the findings of fact on file with the Environmental Services Department.

As this property is located within the Mississippi Headwaters Corridor, the Hubbard County Board of Adjustment (BOA) decision on this variance application must be certified by the Mississippi Headwaters Board (MHB). The application will be placed on the December 18, 2020 MHB meeting agenda. This meeting will be conducted remotely via Zoom. I will present the BOA decision to the MHB for consideration. You are welcome to attend the meeting. Written notice of the MHB decision will then be sent to you. If the MHB certifies the BOA decision, then you may apply for the necessary land use permit for this project.

Please contact our department at (218) 732-3890 with any questions.

Most sincerely,

Eric Buitenwerf  
Environmental Services Director



## **Action/Discussion**

Minnesota Traditions 2020 update  
Minnesota Forest Heritage and the role of the MHB  
2021 meeting schedule, place, and time  
Executive Director's Report  
Performance Review reminder



# Minnesota Traditions

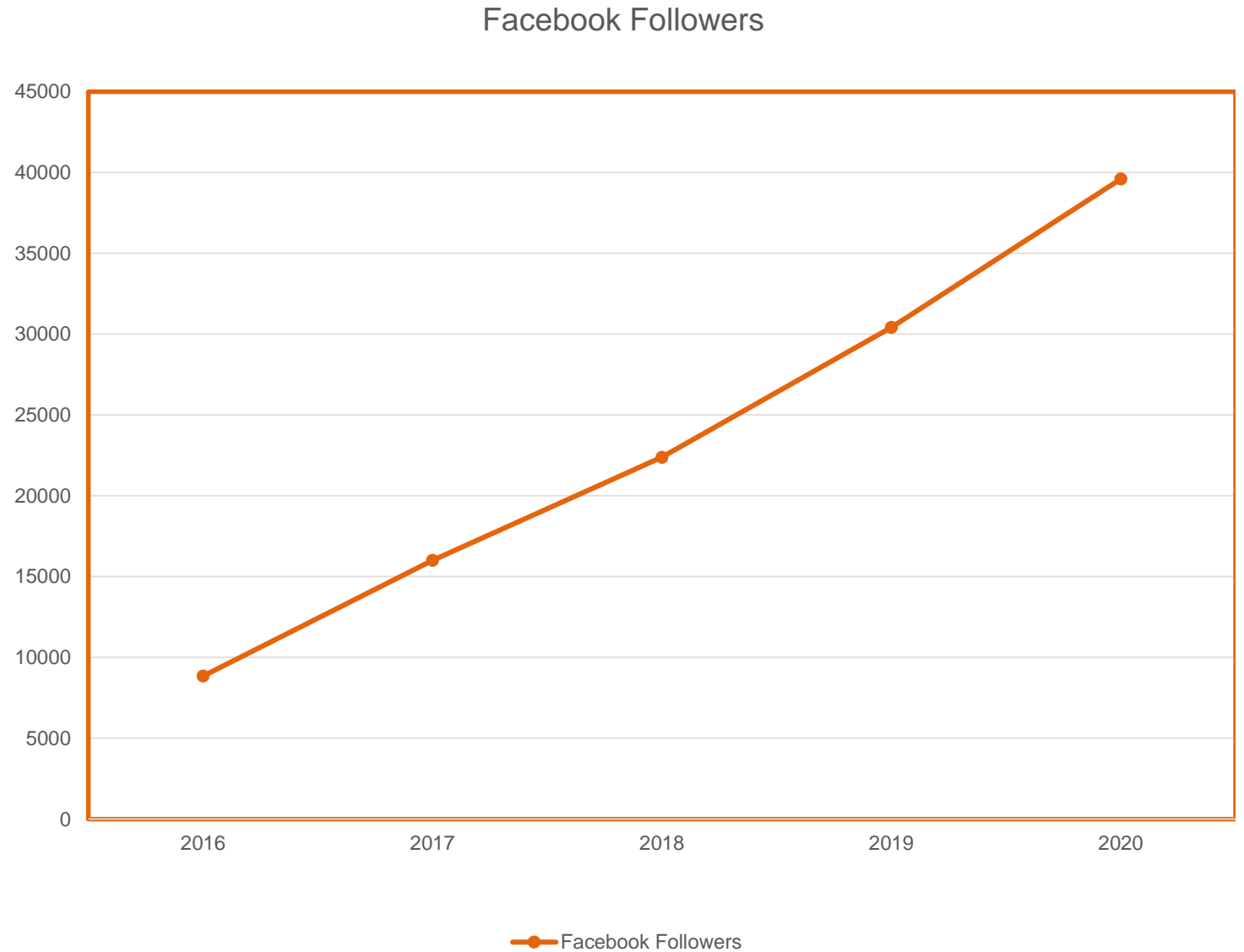
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Social Media Summary  
2020

# Facebook Followers

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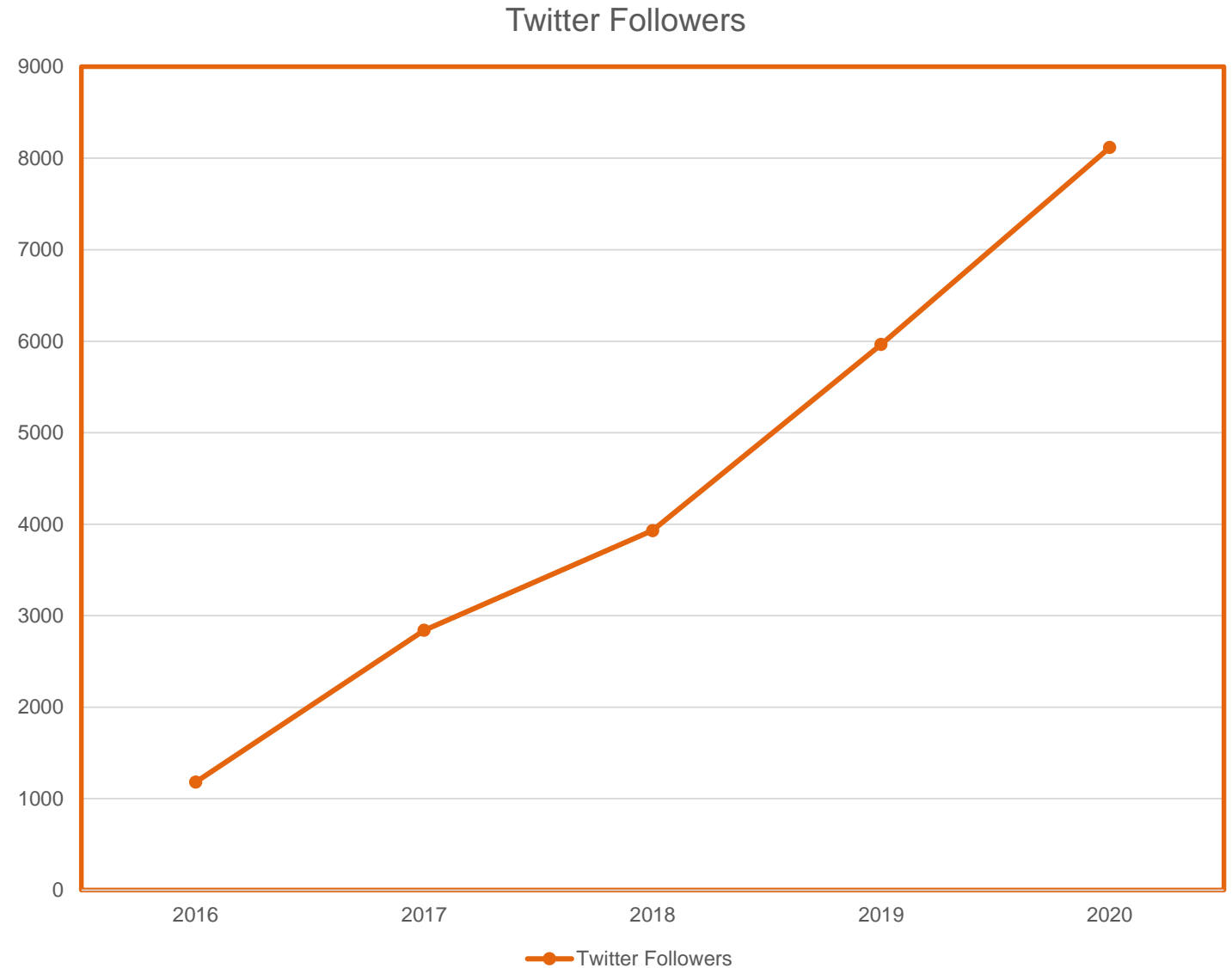
- **2016 = 8,845**
- **2017 = 16,000**
- **2018 = 22,380**
- **2019 = 30,419**
- **2020 = 39,518**



# Twitter Followers

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- **2016 = 1,180**
- **2017 = 2,840**
- **2018 = 3,931**
- **2019 = 5,965**
- **2020 = 8,118**



# 2020 Facebook Campaign Summary

- Campaign Targeted Impressions = 2,547,569 (Apr – Oct)

- Topics

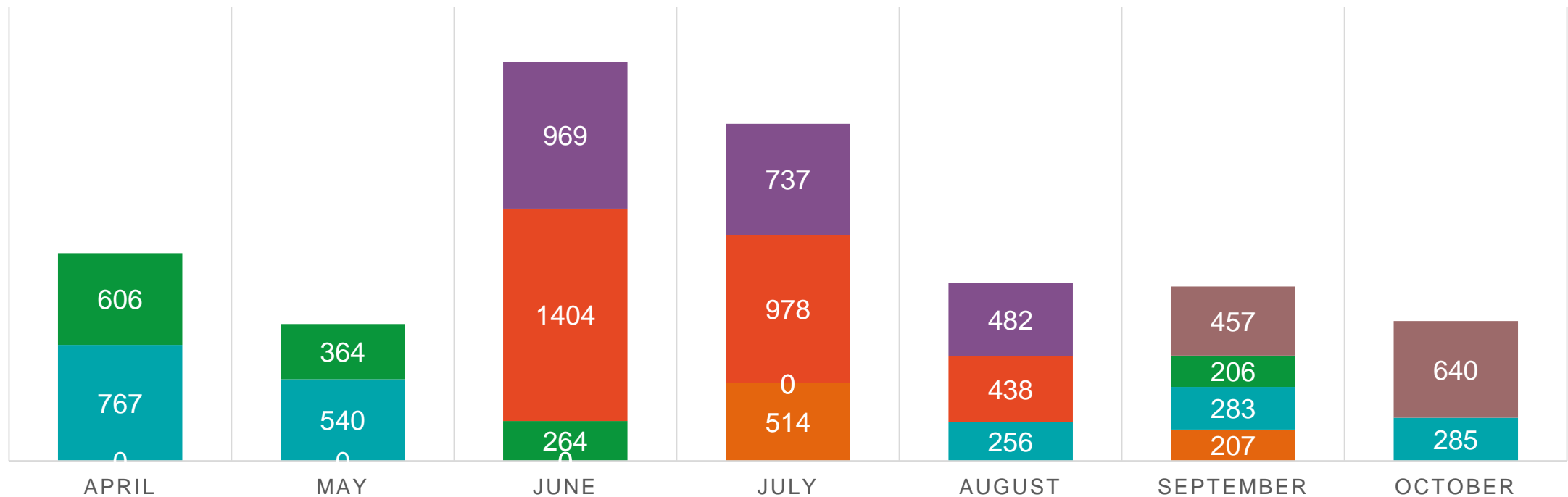
- Watersports: 574,651
- Fishing: 548,493
- Canoe/Kayak: 489,510
- Docks/Lifts: 468,561
- Waterfowl: 239,328
- Boating/Sailing: 227,026



# 2020 Facebook Campaign Summary

## FACEBOOK PAGE LIKES FROM PAID CAMPAIGNS

Boating/Sailing Docks/Lifts Fishing Canoe/Kayak Waterfowl Watersports



# 2020 Twitter Campaign Summary

- Campaign Targeted Impressions = 2,687,191 (*Apr – Oct*)
  - Topics
    - Fishing: 1,193 Followers / 1,040,279 Impressions
    - Watersports: 291 Followers / 440,395 Impressions
    - Docks/Lifts: 459 Followers / 424,573 Impressions
    - Waterfowl: 265 Followers / 283,399

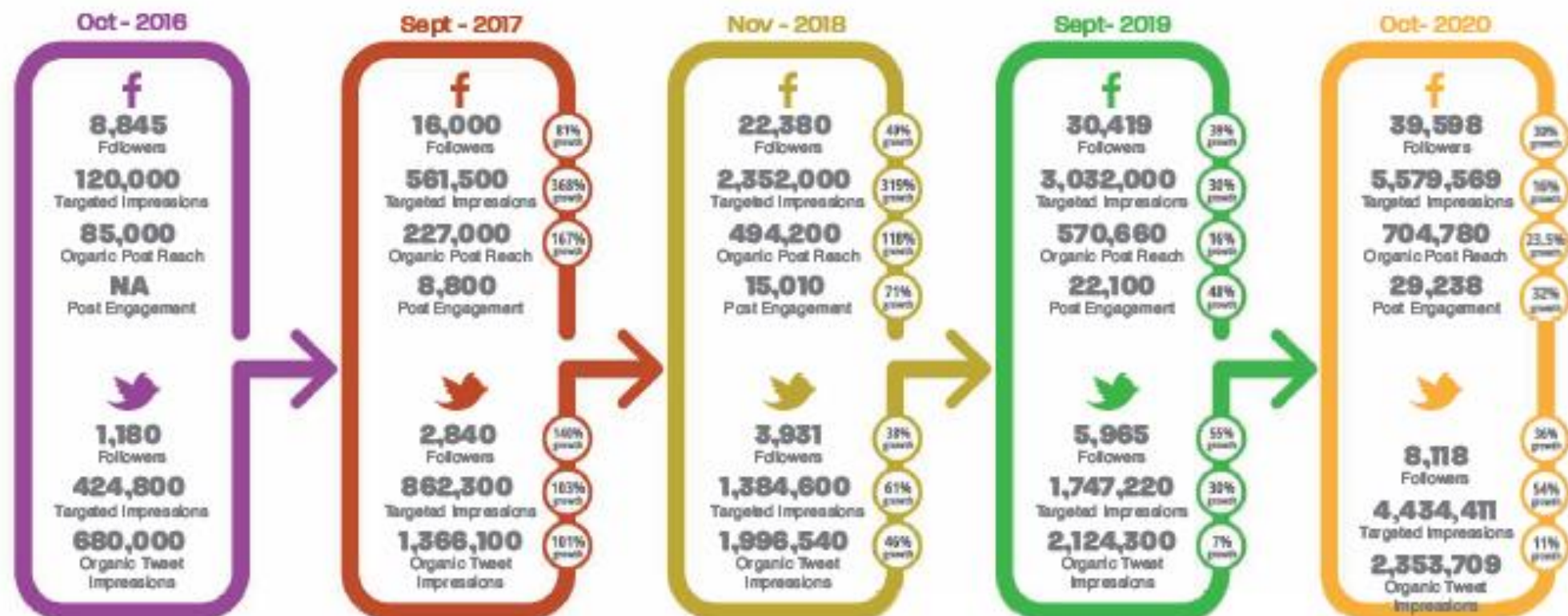




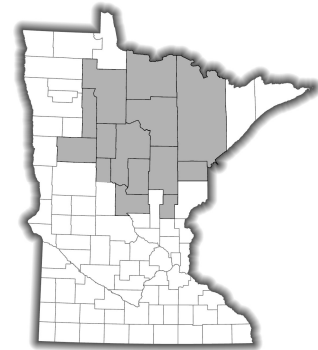


## Social Media Campaign Since April, 2016

Minnesota Traditions Has Generated:







Aitkin, Becker, Beltrami, Carlton, Cass, Clearwater, Crow Wing, Hubbard, Itasca, Kanabec, Koochiching, Morrison, St. Louis, and Wadena Counties

Northern Minnesota is a patchwork of public and private ownership. Fragments of private land lie interwoven with blocks of public land, making management for wildlife and sound forestry a challenge. Both the public and private landowners in northern Minnesota would like to find a better way.

In November 2020, The Conservation Fund, through its Working Forest Fund®, purchased 72,440 acres from PotlatchDeltic, representing the majority of the company's remaining timberlands in Minnesota. This significant acquisition, stretching across 14 counties, is one of the largest land conservation projects in Minnesota's history. The purchase and ultimate protection of Minnesota's Heritage Forest will support northern Minnesota's long tradition of timber production, wildlife conservation and outdoor recreation by preserving the state's working timberlands and contributing to both the timber and recreation economies.

Over the last decade the Fund has successfully worked with a variety of partners to advance some of the biggest land exchanges ever undertaken in the state. Minnesota's Heritage Forest will be the capstone to our efforts to improve the quality of land patterns in northern Minnesota's expansive forested landscape. We will work to better align and consolidate public forest holdings through land exchanges and direct conveyances, resulting in improved economic returns to local and tribal governments as well as school districts throughout Minnesota. Additionally, this project will protect jobs in the forest products industry, safeguard the headwaters of the Mississippi River, and improve habitats of Minnesota's rich natural heritage.

During its ownership, The Conservation Fund will sustainably manage the forestland for wildlife, water quality and timber harvesting, while continuing recreational uses, including hunting and fishing.

#### Purchase Price

Nearly \$48 million

#### Long-term Goal for Forestlands

We will work with county, state, tribal, and local governments to determine the best conservation and sustainable management outcomes for the forestland, and will transfer ownership to public and tribal entities over the next decade.

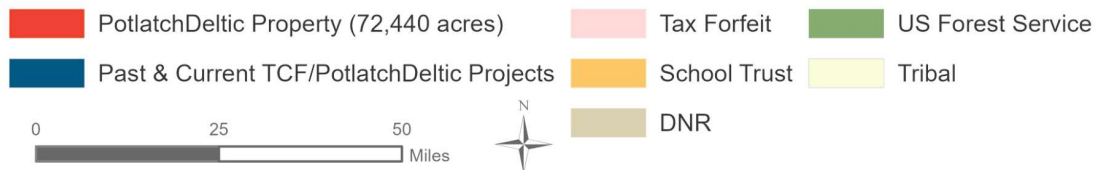
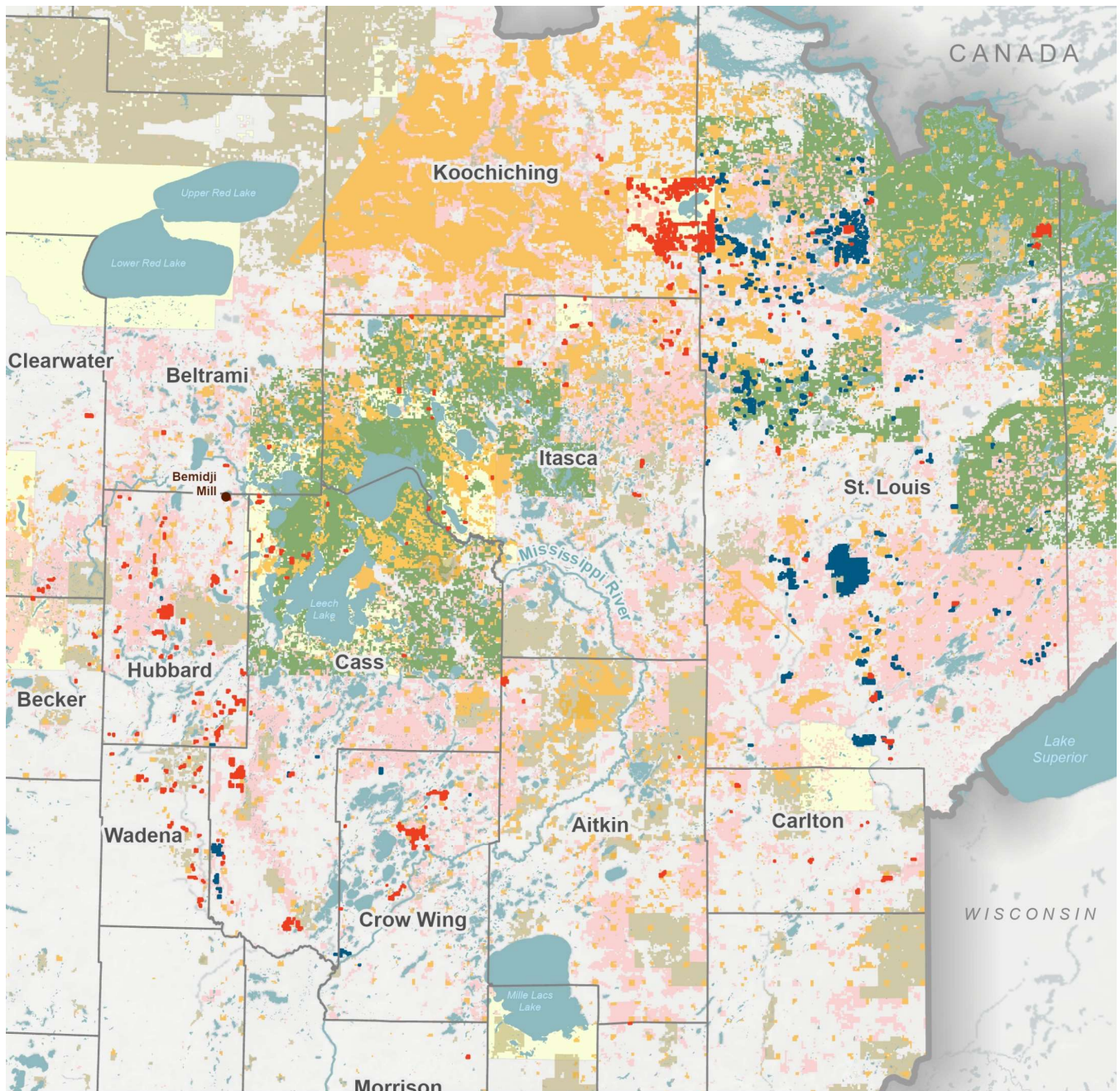
#### Ecological Benefits

- Protecting more than 31,000 acres in the headwaters of the Mississippi River, which supports over 350 species of mammals, birds, and fish
- Increasing efficiency of habitat management through consolidation of ecologically sensitive areas

#### Economic Benefits

- Conserving working forests that drive Minnesota's timber products industry and associated jobs, including at the Bemidji mill
- Consolidating forest ownership to improve sustainable forest management
- Improve the revenue-generating potential of the Minnesota School Trust holdings that support all school districts in the state





## About The Conservation Fund

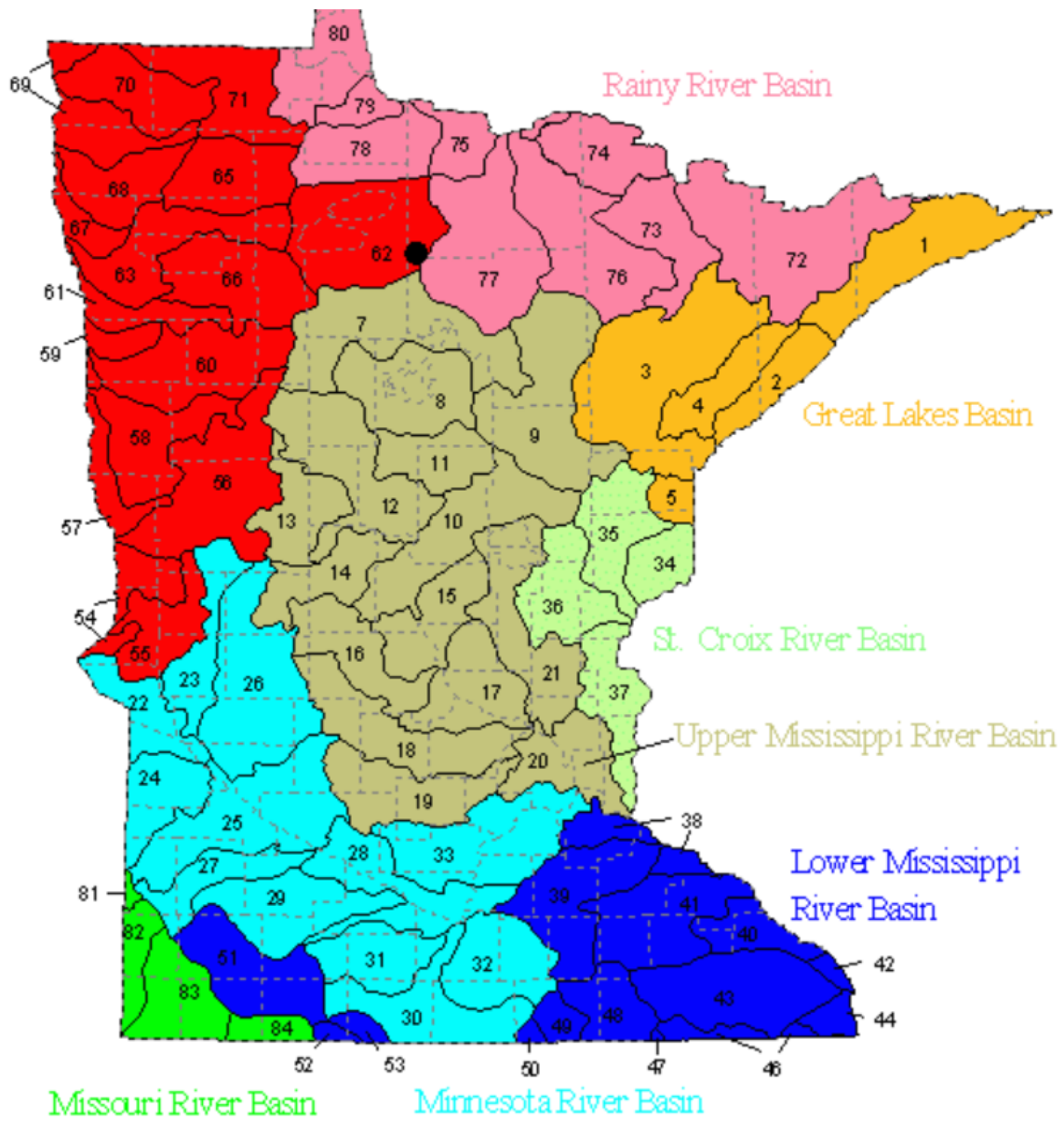
*We make conservation work for America. By creating solutions that make environmental and economic sense, we are re-defining conservation to demonstrate its essential role in our future prosperity. Top-ranked for efficiency and effectiveness, we have worked in all 50 states since 1985 to protect more than 8 million acres of land.*

**Minnesota Office**  
**Kim Berns-Melhus**

Minnesota State Director  
 kberns@conservationfund.org; 612-702-5277

**Emilee Nelson**

Minnesota Representative  
 enelson@conservationfund.org; 952-595-5768



# Executive Director Report

October-December 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. Sent MN Traditions executive summary to Ottertail County. Hopefully this will result in funding.
6. Sent email out to local Outfitters about the 4 year plan to implement Miss. River signage. The purpose was to keep them informed about the signage and provide a timeline toward implementation, and utilize it as a resource when visitors rent watercraft and ask for places to paddle.

## Meetings & Networking

1. Held debris tracker meeting with Aitkin city council member Amanda Lowe and discussed the possibility of using it on the Ripple River. The Ripplesippi organizers host a clean up every year on the Ripple, and it would make sense if they had this tool to log in their data. Amanda said she would wait and see what the MHB board decided before she made any decision or talked with others about this opportunity. She is really excited about the Miss. signage and resourcetainment idea.
2. Talked with Rotary member, John Forest, about debris tracker. He said he would pass the information along to Rotarians interested in environmental projects and see what they think.
3. Called and left message with Aaron Hautaula from Stratelligent because he is interested in a bike and water trail experience in Crow Wing county.
4. Had conversation with Brent Rud from Beltrami County about them repealing ordinance #10 which is the Upper Mississippi River Conservation Ordinance. The reason Beltrami is considering repealing this ordinance is because they are hoping to clean up their ordinance and utilize the shoreland ordinance. This ordinance was updated in 1992 and basically is a copy of the 1992 MHB comprehensive Plan. Brent asked my opinion if they deleted this ordinance would it invalidate the need for the county to follow the MHB comp. plan. I said that Beltrami county signed a resolution officially supporting the adoption of the 2019 MHB comp plan, but I can't answer that question and he would need to ask the county attorney that question. I sent him a copy of the resolution Beltrami county signed for him to forward to his county attorney. Whatever the result, Beltrami county is thinking of deleting ordinance #10 and placing language in the shoreland ordinance so the MHB comp plan is enforceable.
5. Gave ppt. presentation to Crow Wing county Lake Associations about MN Traditions. They liked how our program has consistency, repetition, and duration.

6. Held MN Traditions social media review with Pinnacle and Wildside. We gained over 11K followers this year and our docks and lifts campaign performed really well as a new campaign.
7. Provided comments to the Miss. River Sartell WRAPS/TMDL that is consistent with what was added to the Grand Rapids WRAPS document.
8. Met with new Cass county AIS coordinator, Jenny Blue, and discussed MN Traditions with her.
9. Held concept meeting with the MRPC Great River Road to discuss our signage and resourcetainment program. They were enthused about this opportunity and are eager to be a partner in this program that we created.
10. Submitted application to St. Louis county requesting AIS funds for MN Traditions.
11. Held meeting with Enbridge and they really like the Miss. River signage and resourcetainment project we are doing. They think it will be a good use of allocated funds.
12. Attended CW Development Review Team (DRT) in which a landowner wanted a variance to build a house closer to the Miss. River than the 150' setback due to lack of view. It was stated by the DRT that this request for a variance may have issues with the Board of Adjustment because it may not meet the practical difficulties requirements. This is a good example of how counties are following the MHB Comprehensive Plan and alerting landowners of the issues before they apply for variances.
13. Applied to the Humphrey School of Public Affairs' Government Innovation award program which recognizes projects that are innovative. The goal is to share stories about good works and great ideas, and highlight the efforts across MN. I submitted the story about our Miss. River Signage and Resourcetainment program because it is unique and innovative with all the partners that are participating in the effort.
14. Held Zoom meeting with 13 people from tourism and agency personnel about signage and resourcetainment opportunities. The group gave many suggestions about how they want to proceed after signage is installed. Some of the ideas were: create a biathlon event; develop and create a video about the signed portion of the Miss. River and promote on social media and blog post; and develop wine tasting and paddle event;
15. Baxter Whiskey Creek stormwater project is being recommended to the BWSR board on Dec. 17<sup>th</sup> for \$890,000. The project ranked 3<sup>rd</sup> statewide out of the recommended 31 projects. The project is the highest award amount for any one project for FY2021, and certainly one of the largest, if not the largest awards to-date.
16. Because of the revised October MMB forecasted revenues, all LSOHC projects received a 16.6% increase bringing the Miss. Headwaters Habitat Corridor Project proposal to \$2.901 Million.