



**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Board Room Walker, MN**

<https://us02web.zoom.us/j/88392024797>

**December 16, 2022  
10:00 am**

**10:00 AM**

- Call to Order/Pledge of Allegiance

**10:05 AM Approve/Amend**

- Agenda
- Consent Agenda – November '22 Minutes & Expenses, Hubbard & MHB MOU

**Correspondence**

- December Press Release

**Planning and Zoning (Actions)**

- M12a22- White Variance

**Action / Discussion Items:**

- Executive Directors report- Discussion
- Recognition of Outgoing Board Members

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

**Meeting Adjourned - Thank you**

**Mtgs: January 27, 2022 10:00 AM- Cass County Courthouse, Walker, MN**

**Attachment**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
November 18, 2022  
Cass County Board Room  
322 Laurel St.  
Brainerd, MN

Optional interactive technology: <https://us02web.zoom.us/j/89880373341>

MEETING  
MINUTES

Members present by Roll Call: Scott Bruns (Cass), Davin Tinquist (Itasca), Ted VanKempen (Hubbard), Dean Newland (Clearwater interactive), Mike Wilson (Morrison), Craig Gaasvig (Beltrami), Steve Barrows (Crow Wing), Ann Marcotte (Aitkin interactive), and Tim Terrill (Executive Director).

Others Present: Marcel Noyes (Hubbard SWCD Commissioner), David Barsody, Sharon Peterson (Morrison county).

Pledge of Allegiance

Chair Van Kempen asked if there were any additions to the agenda. Tim said that he would like to add Enbridge payment acknowledgement to the agenda due to the fact he received this information yesterday.  
**M/S (Barrows/Tinquist) to approve of the agenda. Motion carried unanimously.**

**M/S (Marcotte/Wilson) to approve of the Consent agenda. Motion carried unanimously.**

### Correspondence

Tim brought the attention of the board to the press release which entailed the boards conversation with the DNR Conservation Focus area coordinator. Comm. Marcotte thanked Tim for his consistent and length of the article on the press releases, and asked if he has any way of knowing if they are being printed in the paper. Tim replied that he did not. Comm. Marcotte said that she will check with the Grand Rapids Herald to see if it is being printed.

### Planning and Zoning

**M11a22- Barsody Variance-** Sharon Peterson from Morrison county planning and zoning gave a brief summary of the variance request to the board. The Barsody's are requesting to place a roof over their outdoor stone stairs in the front of the house which have been eroding due to environmental conditions. Sharon explained that the Board of Adjustment passed the variance with the addition being 118 feet from the Miss. river. Tim explained to the board that this is a non-conforming lot where impervious surface is being met and asked Sharon if there is a compliant septic. Sharon said that there is nothing in the staff report about the septic, but Morrison county would do an inspection at a later time and pull the permit if there wasn't.  
**M/S (Wilson/Gaasvig) to approve of the Consent agenda. Motion carried unanimously.**

## Action/Discussion:

1. 1 Watershed 1 Plan and MHB- Tim explained to the board that he is looking at holding a meeting with state and local partners to determine how MHB will work with 1W1P in more than just an advisory committee role. Tim said he waited a few years to discuss this with the commissioners and participated on the advisory committee, and he feels that he and county commissioners are now familiar enough with 1W1P to have a robust discussion about this. Comm. Gaasvig asked which 1W1P's is he thinking about, and Tim said that would be part of the questions being asked. Comm. Van Kempen expressed appreciation for Tim participating in 1W1P's, and that some MHB comm. are on the policy committee as well. Comm. Gaasvig asked what the actionable goal for the meeting be. Tim said he would like agencies to understand what we are, where we are at now, and what programs could we be helpful in.
2. Enbridge Payment Acknowledgement- Tim explained that the Whiskey Creek project funded by the Environmental & Natural Resources Trust fund came to a halt because of mercury contamination of the soil. He said the cost to clean that up would be around \$150k. Tim said he held a discussion with Enbridge and they are providing the MHB with the funding for remediation of the site. Tim said the next step is to get an addendum to the appraisal and a purchase order from Good Samaritan by 12/4/22. Baxter will have the oversight of the project and MHB will be the fiscal agent. Comm. Barrows said this is a good deal because this was holding up the project. Comm. Gaasvig asked if the funding covers the amount of the clean up, and Tim said that it would based off a study done by HDR engineering. **M/S (Barrows/Wilson) to approve of the agreement. Motion carried unanimously.** Comm. Marcotte stated that even though the project was stalled due to contamination, she feels it is good that it was addressed so that the problem could be resolved from potential further contamination of Whiskey Creek and the Miss. river.
3. December meeting date- Tim asked the board if they could move the regularly scheduled December meeting to December 16<sup>th</sup> to meet our statutory requirement of a variance, and to be more convenient for the public. **M/S (Tinquist/Wilson) to approve of the agreement. Motion carried unanimously.**

## Executive Directors Report

1. Tim explained that he is attending the Miss. River Brainerd 1W1P advisory committee meeting and is making sure the Miss. river has a place in the plan. He said the process for identifying priority areas is similar to the sub watershed process done by the MHB back in 2014.
2. A Resourcetainment Recap was held last month with Aitkin, Itasca, and Army Corps of Engineers (ACOE) to find positives and improvements of each event that was held in the county. Tim showed the group what the MHB is doing to help organizations have successful events. The Big Sandy ACOE will hold a ribbon cutting next year for the opening of their campground which has been closed for 2 years due to dam reconstruction. Local, state, and federal ACOE staff will most likely attend, and it will create an opportunity to partner with them on projects in the future.
3. Tim explained that the discussion with MN-Fish at our last board meeting will most likely result in a bill being presented to the legislature for funding of rehabilitation of public water accesses. The concept is clear, but how that is implemented is being defined further by MN-Fish.

## County or Legislative Updates

Comm. Barrows expressed his opinion that the state legislature not have a repeat performance like the last legislative session.

Comm. Marcotte expressed that Aitkin county held negotiations with the union to discuss open range scale and benefits. They agreed upon a three year contract with raises. Pay and performance will not be part of the contract. Other Commissioners talked about their negotiations in various counties. Marcotte thanked everyone for being on the MHB board, and expressed that she will not be on it next year due to election results. Comm. Barrows said that he prefers the word “not prevail” rather than “loser” as a term for the election process. Discussion about election results ensued from various commissioners. Comm. Gaasvig said that Beltrami county voted to have a new jail.

**M/S (Barrows/Wilson) to adjourn. Motion carried unanimously.**

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Chair, Ted VanKempen

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Executive Director Tim Terrill

<b>November SFY'23 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>Notes</b>
Governor's DNR grant (53290)	\$23,920.80	\$34,855.23	\$124,000.00	28.11%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$1,941.60	\$2,819.86	\$9,000.00	31.33%	LSOHC reimbursement
Guidebook sales (58400)			\$200.00	0.00%	reimbursment for Guidebook sales
Enbridge program (58300)			\$12,000.00	0.00%	enbridge reimbursement
Miscell. Other revenue (58300)			\$3,600.00	0.00%	AIS reimbursement
MCIT Dividend (58300)	\$73.00	\$83.00	\$83.00	100.00%	MCIT refund
County Support (52990)			\$12,000.00	0.00%	8 county support
LCCMR acquisition			\$500.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$25,935.40</b>	<b>\$2,902.86</b>	<b>\$36,883.00</b>		
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Notes</b>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 8,351.61	\$36,747.16	\$105,064.00	34.98%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$2,492.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$ 500.00	\$550.00	\$2,200.00	25.00%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 364.14	\$47.84	\$550.00	8.70%	AMC Annual Conference reimbursement
Commissioner Mileage (62720)	\$ 508.75	\$426.88	\$1,600.00	26.68%	reimbursed by Gov. DNR grant
Employee Mileage (63320)		\$1,212.47	\$3,000.00	40.42%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 525.00	\$2,100.00	\$30,000.00	7.00%	CW financial
Office supplies/operations (64090)	\$ 226.81	\$816.12	\$1,350.00	60.45%	telephone, Dropbox renewal, QR code production, briefcase
Training & Registration Fees (63380)			\$750.00	0.00%	reimbursed by Gov. DNR grant
<b>Total</b>	<b>\$10,476.31</b>	<b>\$41,900.47</b>	<b>\$147,006.00</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.

ACCOUNT DETAIL HISTORY FOR 2022 11 TO 2022 11

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 01		-44,626.96	-44,626.96	
						PER 04		-32,838.24	-77,465.20	
						PER 06		-1,720.12	-79,185.32	
						PER 07		-49,407.87	-128,593.19	
22/11	390	11/03/22	GNI					-29,920.80	-158,513.99	
	EFT		DNR1Q-23							
22/11	393	11/07/22	GNI					-8,454.74	-166,968.73	
	EFT		MISSISSIPPI HEADWATERS #1							
			LEDGER BALANCES --- DEBITS:		.00			CREDITS: -166,968.73	NET: -166,968.73	
74830	58300		Miscellaneous Other Revenue							
								REVISED BUDGET		.00
						PER 02		-42,000.00	-42,000.00	
						PER 03		-44,300.00	-86,300.00	
						PER 08		-83.00	-86,383.00	
						PER 09		-5,000.00	-91,383.00	
22/11	968	11/18/22	GNI					-73.00	-91,456.00	
	EFT		MCIT PAYABLES MIS001							
			LEDGER BALANCES --- DEBITS:		.00			CREDITS: -91,456.00	NET: -91,456.00	
74830	61000		Salaries & Wages - Regular							
								REVISED BUDGET		.00
						PER 01		5,523.01	5,523.01	
						PER 02		6,012.04	11,535.05	
						PER 03		5,802.46	17,337.51	
						PER 04		5,802.46	23,139.97	
						PER 05		5,802.47	28,942.44	
						PER 06		5,802.46	34,744.90	
						PER 07		8,703.69	43,448.59	
						PER 08		5,802.47	49,251.06	
						PER 09		5,802.48	55,053.54	
						PER 10		5,802.46	60,856.00	
22/11	235	11/04/22	PRJ pr1104	1221104	1221104	1221		2,901.23	63,757.23	
	pay110422		WARRANT=221104	RUN=1	BI-WEEKL					
22/11	777	11/18/22	PRJ pr1118	1221118	1221118	1221		2,901.24	66,658.47	
	pay111822		WARRANT=221118	RUN=1	BI-WEEKL					
			LEDGER BALANCES --- DEBITS:		66,658.47			CREDITS: .00	NET: 66,658.47	



ACCOUNT DETAIL HISTORY FOR 2022 11 TO 2022 11

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
						PER 06		67.83	354.44		
						PER 07		60.99	415.43		
						PER 08		60.32	475.75		
						PER 09		63.92	539.67		
						PER 10		62.83	602.50		
22/11	777	11/18/22	PRJ pr1118	1221118	1221118	1221		55.00	657.50		
	pay111822		WARRANT=221118	RUN=1	BI-WEEKL						
LEDGER BALANCES --- DEBITS:					657.50	CREDITS:		.00	NET:	657.50	
74830	62680	Non-Employee Per Diems									
									REVISED BUDGET	.00	
						PER 02		150.00	150.00		
						PER 03		550.00	700.00		
						PER 05		150.00	850.00		
						PER 06		200.00	1,050.00		
						PER 07		250.00	1,300.00		
						PER 09		300.00	1,600.00		
22/11	169	11/01/22	API 002809		180725	32182		50.00	1,650.00		
	W A110122	OCTOBER	MHB MEETING		TINQUIST, DAVIN C						
22/11	169	11/01/22	API 002534		180726	32178		50.00	1,700.00		
	W A110122	OCTOBER	MHB MEETING		NEWLAND, DEAN						
22/11	169	11/01/22	API 100532		180727	32175		50.00	1,750.00		
	W A110122	OCTOBER	MHB MEETING		MORRISON COUNTY AUDI						
22/11	169	11/01/22	API 101580		180728	32183		112.50	1,862.50		
	W A110122	OCTOBER	MHB MEETING		WILSON, MICHAEL						
22/11	169	11/01/22	API 003356		180729	32177		50.00	1,912.50		
	W A110122	OCTOBER	MHB MEETING		HUBBARD COUNTY TREAS						
22/11	1105	11/22/22	API 001099		182124	32539		50.00	1,962.50		
	W A112222	11/18/22	MHB MTG		MARCOTTE, ANNE						
22/11	1105	11/22/22	API 003356		182179	32538		50.00	2,012.50		
	W A112222	11/18/22	MHB MTG		HUBBARD COUNTY TREAS						
22/11	1105	11/22/22	API 002534		182180	32540		50.00	2,062.50		
	W A112222	11/18/22	MHB MTG		NEWLAND, DEAN						
22/11	1105	11/22/22	API 100532		182190	1943557		50.00	2,112.50		
	W A112222	11/18/22	MHB MTG		MORRISON COUNTY AUDI						
22/11	1105	11/22/22	API 002809		182191	32576		50.00	2,162.50		
	W A112222	11/18/22	MHB MTG		TINQUIST, DAVIN C						
22/11	1105	11/22/22	API 003257		182192	32537		50.00	2,212.50		
	W A112222	11/18/2022	NOV MHB		GAASVIG, CRAIG						

ACCOUNT DETAIL HISTORY FOR 2022 11 TO 2022 11

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
22/11	1803	11/01/22	APM 101580		180728	32183		-112.50	2,100.00		
	MODIFY	OCTOBER	MHB MEETING		WILSON, MICHAEL						
LEDGER BALANCES --- DEBITS:				2,212.50	CREDITS:			-112.50	NET:	2,100.00	
74830	62720	Non-Employee Mileage									
										REVISED BUDGET	.00
								PER 02	198.90	198.90	
								PER 03	359.19	558.09	
								PER 05	164.97	723.06	
								PER 06	227.92	950.98	
								PER 07	210.00	1,160.98	
								PER 09	216.88	1,377.86	
22/11	169	11/01/22	API 002809		180725	32182		75.00	1,452.86		
	W A110122	OCTOBER	MHB MEETING		TINQUIST, DAVIN C						
22/11	169	11/01/22	API 003356		180729	32177		35.00	1,487.86		
	W A110122	OCTOBER	MHB MEETING		HUBBARD COUNTY TREAS						
22/11	1105	11/22/22	API 003356		182179	32538		35.00	1,522.86		
	W A112222	11/18/22	MHB MTG		HUBBARD COUNTY TREAS						
22/11	1105	11/22/22	API 101580		182181	32577		112.50	1,635.36		
	W A112222	11/18/22	MHB MTG		WILSON, MICHAEL						
22/11	1105	11/22/22	API 002809		182191	32576		75.00	1,710.36		
	W A112222	11/18/22	MHB MTG		TINQUIST, DAVIN C						
22/11	1105	11/22/22	API 003257		182192	32537		63.75	1,774.11		
	W A112222	11/18/2022	NOV MHB		GAASVIG, CRAIG						
22/11	1803	11/01/22	APM 101580		180728	32183		112.50	1,886.61		
	MODIFY	OCTOBER	MHB MEETING		WILSON, MICHAEL						
LEDGER BALANCES --- DEBITS:				1,886.61	CREDITS:			.00	NET:	1,886.61	
74830	62990	Prof. & Tech. Fee - Other									
										REVISED BUDGET	.00
								PER 01	2,080.20	2,080.20	
								PER 02	595.00	2,675.20	
								PER 03	92,098.80	94,774.00	
								PER 04	6,725.98	101,499.98	
								PER 05	1,818.08	103,318.06	
								PER 06	11,820.00	115,138.06	
								PER 07	11,986.66	127,124.72	
								PER 08	1,120.00	128,244.72	
								PER 09	525.00	128,769.72	
								PER 10	5,997.50	134,767.22	

ACCOUNT DETAIL HISTORY FOR 2022 11 TO 2022 11

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
22/11	1393	11/29/22	API 102404		182504	1943667		199.78	134,967.00	
	W	A112922	ALLEGRA PRINTING BROCHURES		ALLEGRA					
22/11	1614	11/30/22	GEN					525.00	135,492.00	
			RECURRING FINANCIAL SERVICE							
LEDGER BALANCES --- DEBITS:			135,492.00	CREDITS:			.00	NET:	135,492.00	
74830	63340	Hotel & Meals Travel Expense								
							REVISED BUDGET			.00
							PER 01	303.48	303.48	
							PER 02	9.33	312.81	
							PER 03	10.19	323.00	
							PER 04	16.35	339.35	
							PER 06	20.92	360.27	
							PER 07	29.00	389.27	
							PER 08	9.24	398.51	
							PER 09	9.60	408.11	
22/11	1333	11/25/22	GNI					346.14	754.25	
			BREM PCARD AMC hotel							
			TIM TERRILL - CCI*HOTEL RES							
LEDGER BALANCES --- DEBITS:			754.25	CREDITS:			.00	NET:	754.25	
74830	64090	Office Supplies								
							REVISED BUDGET			.00
							PER 02	1.76	1.76	
							PER 03	34.72	36.48	
							PER 04	35.81	72.29	
							PER 06	18.09	90.38	
							PER 07	32.20	122.58	
							PER 08	368.18	490.76	
							PER 09	366.44	857.20	
22/11	1333	11/25/22	GNI					16.19	873.39	
			BREM PCARD QR code decals							
			TIM TERRILL - DIGITAL INK DESIGNS AND G							
22/11	1333	11/25/22	GNI					119.88	993.27	
			BREM PCARD Dropbox renewal							
			TIM TERRILL - DROPBOX F1TKP6WM46T6							
22/11	1333	11/25/22	GNI					35.74	1,029.01	
			BREM PCARD laptop briefcase							
			TIM TERRILL - OFFICEMAX/DEPOT 6590							
LEDGER BALANCES --- DEBITS:			1,029.01	CREDITS:			.00	NET:	1,029.01	
GRAND TOTAL --- DEBITS:			237,159.78	CREDITS:			-258,537.23	NET:	-21,377.45	

35 Records printed

ACCOUNT DETAIL HISTORY FOR 2022 11 TO 2022 11

ORG	OBJECT	PROJ								NET LEDGER	NET BUDGET
YR/PR	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	BALANCE	BALANCE
** END OF REPORT - Generated by Korie Wiggins **											



## Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

### Hubbard County Land Protection Outreach Agreement Mississippi Headwaters Habitat Corridor Project

The Hubbard Soil and Water Conservation District will hold a series of outreach and education events for the Mississippi Headwaters Habitat Corridor Project in such a way that it increases connections with the broader local populations and results in greater forest management and RIM easement applications. The events will help make stronger connections between landowner visions and long-term land management that results in public land conservation benefits and meets the shared conservation goals of the Mississippi Headwaters Board and Hubbard County Soil and Water Conservation District. :

- Hubbard SWCD will provide easement outreach to mutually reviewed prospects in the HUC 10 watershed of the Mississippi River in Hubbard County.
- The Mississippi Headwaters Board through the Mississippi Headwaters Habitat Corridor Project will reimburse Hubbard SWCD for expenses up to \$4,000 outlined in Exhibit A of this document.
- Payment will be made upon submittal of an invoice to MHB on a reimbursement cost basis.
- This Agreement shall terminate on December 31, 2024 unless terminated by either party earlier. Either party may terminate this Agreement with 30 days notice to the other party with or without cause.”

\_\_\_\_\_  
Hubbard County SWCD Representative Name Printed

\_\_\_\_\_  
Hubbard County SWCD Representative Signature Date

\_\_\_\_\_  
MHB Representative Name Printed

\_\_\_\_\_  
MHB Representative Signature

\_\_\_\_\_  
Date



**EXHIBIT A: Hubbard County Land Protection Outreach and Community Engagement Project**

The Mississippi Headwaters Watershed Region of Hubbard County is heavily forested, but very sparse in economic hubs and centralized gathering. This area has been generally overlooked for outreach and educational events because it is difficult to recognize the locations where local people meet in smaller groups unless you are also a long-term local. There are many landowners in the target area who own large and multiple parcels of private forests and are not yet enrolled in forest stewardship or conservation programs even though they are interested in active long-term management to suit their family’s personal use of the land whether it is a retired farmstead, currently grazed forest or family recreation and hunting grounds.

The aim of the proposed project is to increase the outreach and education in this region in such a way that we increase our connections with the broader local population; and, with their involvement, we make the connection between personal vision and long-term management that results in public benefits through meeting conservation goals shared by both the Mississippi Headwaters Board and Hubbard County Soil and Water Conservation District.

With the requested funds from MHB and existing local match, we can begin coordinating an outreach campaign that is tailored to reach the long-term local landowners who are the foundation of local culture and long-term, sustained local action. To this end, we aim to reach those people who are our collective human roots, with strong local ties, and strong local commitment to making our communities better, happier places to live and who have been less likely to respond to traditional outreach. HCSWCD team members will go to them in the places where they are comfortable and we will listen. We will provide information, access and support so our landowners have more choices clearly available to them and the assistance they want when they want to take action.

Events will be flexible, the primary interest is in reaching local outdoor enthusiasts, traditional family orientated landowners, and especially groups that value local relationships, local economy and local decision-making so much that it is near impossible to reach them unless local staff show up at the locally known and frequented places that are the favorites of full-time and long term residents. Hubbard SWCD would accomplish this by both co-coordinating with existing events and meetings and creating new unique events. We will seek to reach, listen to and support action within a strong local base that has not previously been engaged around the topic of intentional land management for future water quality AND habitat.

Events will be held in the Schoolcraft, Little Mississippi, Mississippi River Headwaters and Cass Lake-Mississippi River HUC10’s. Some specific locations under consideration are: Knob and Kettle, Lake Le Salle Visitor Center, Becida Bar, Lake George Townhall, Neilson Spearhead Center, Backwoods Bar and Grill, Rockwood, Helga, Fern or Farden Township halls.

**Project Budget: \$8,580.00**

**Funding Request: \$4,000.00**

**Local Match Secured: \$4,580.00**

**Budget Detail on Pg 2**

**Deliverables: 5 local events planned and held in 2023**

**100+ new landowner contacts**

**1000 acres of new forest stewardship**

**Internal HCSWCD Goal 3+ new MHB or other applicable RIM easement program easement applications**

Task name	Sub task	Description of tasks	Person(s) responsible	Timeframe	Grant funds used	Match applied	Funds Requested	Total Cost
Outreach, Scheduling, Coordinating Events	Event Planning	Staff will reach out to area organizations and businesses to create and schedule events	HCSWCD Staff	December	MHB, Local Capacity	\$1,100.00	\$1,100.00	\$2,200.00
Marketing for each event	Marketing	Staff will create outreach materials to market each event. Each event will be posted on our website and flyers will be created for the host organization to distribute prior to the event	HCSWCD Staff	2 weeks prior to each event	MHB, Local Capacity	\$1,000.00	\$1,000.00	\$2,000.00
Event One	Event Attendance	TBD see list of interest and potential events	HCSWCD Staff	December	MHB		\$300.00	\$300.00
Event Two	Event Attendance	TBD see list of interest and potential events	HCSWCD Staff	January	MHB		\$300.00	\$300.00
Event Three	Event Attendance	TBD see list of interest and potential events	HCSWCD Staff	February	MHB		\$300.00	\$300.00
Event Four	Event Attendance	TBD see list of interest and potential events	HCSWCD Staff	March	MHB		\$300.00	\$300.00
Event Five	Event Attendance	TBD see list of interest and potential events	HCSWCD Staff	April	MHB		\$300.00	\$300.00
Printing Materials	Printing	Outreach materials will be printed by the HCSWCD for distribution.	HCSWCD Staff	Prior to event	MHB, Local Capacity	\$400.00	\$400.00	\$800.00
Supporting Staff for Events	Support Staff	Supporting staff for events may be provided such as respective supervisors and staff doing joint wetland education	HCSWCD Staff and Volunteers	Day of Event	WCA, volunteer	\$2,000.00	\$	\$2,000.00
Transportation	Transportation	Transportation to and from events	HCSWCD Staff	Day of Event	Local Capacity	\$80.00	\$	\$80.00
<b>Totals:</b>						<b>\$4,580.00</b>	<b>\$4,000.00</b>	<b>\$8,580.00</b>



PROTECTING THE FIRST 400 MILES

IMMEDIATE PRESS RELEASE 12/9/22

Media Contact

Tim Terrill

218-824-1189

[timt@mississippiheadwaters.org](mailto:timt@mississippiheadwaters.org)

[www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

322 Laurel St.

Brainerd, MN 56401

### **Whiskey Creek in Baxter Gets Approved for Much Needed Support**

At the Mississippi Headwaters Board (MHB) November meeting, the board heard a report from Executive Director Tim Terrill on the progress of the Whiskey Creek project located in Baxter, MN. The Whiskey Creek project is located behind Fleet Farm in Baxter Minnesota and will capture almost 400 acres of pollutant runoff from Hwy. 371 by creating a stormwater pond. Tim explained that the Whiskey Creek acquisition project funded by the Environmental & Natural Resources Trust fund came to a halt in the early summer of 2022 because of mercury contamination found in the soil. He said the cost of remediation of the site would be around \$150,000. A discussion was held with Enbridge and they are providing the MHB with the funding for remediation of the site. Comm. Barrows said this is a good deal because this was holding up the project. Comm. Marcotte stated that even though the project was stalled due to contamination, she feels it is good that it was addressed so that the problem could be resolved from potential further contamination of Whiskey Creek and the Mississippi river.

## **Planning and Zoning**

M12a22- White Variance



# -MORRISON COUNTY- BOARD OF ADJUSTMENT

NOVEMBER 15, 2022

# WHITE

VARIANCE TO EXPAND A NONCONFORMING  
STRUCTURE; LOCATED IN SECTION 18 OF  
LITTLE FALLS TOWNSHIP

# ORDINANCE REFERENCE

## **301. Nonconforming lots, uses and structures.**

It is the purpose of this section to provide for the regulation of non-conforming lots, uses, structures and on-site sewage treatment systems. It is necessary to satisfy the purposes and intent of this ordinance that non-conforming lots, uses, structures not be permitted to continue without restriction. Further, it is the intent of this ordinance that all non-conforming lots, uses, and structures eventually be brought into conformity.

### **301.6 Nonconforming structures in SR and SC**

- a. A nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an official control, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion.

**706.3 Nonconformities.** Nonconforming lots and structures shall follow the provisions within Section 301 of this ordinance, except that a change in roof pitch on a principle dwelling that increases overall height but does not result in a gain in living space shall be allowed with a permit if it meets the height allowance in Section 706.2.

## Section F — Construction or Structure Standards

### F.1. Standards

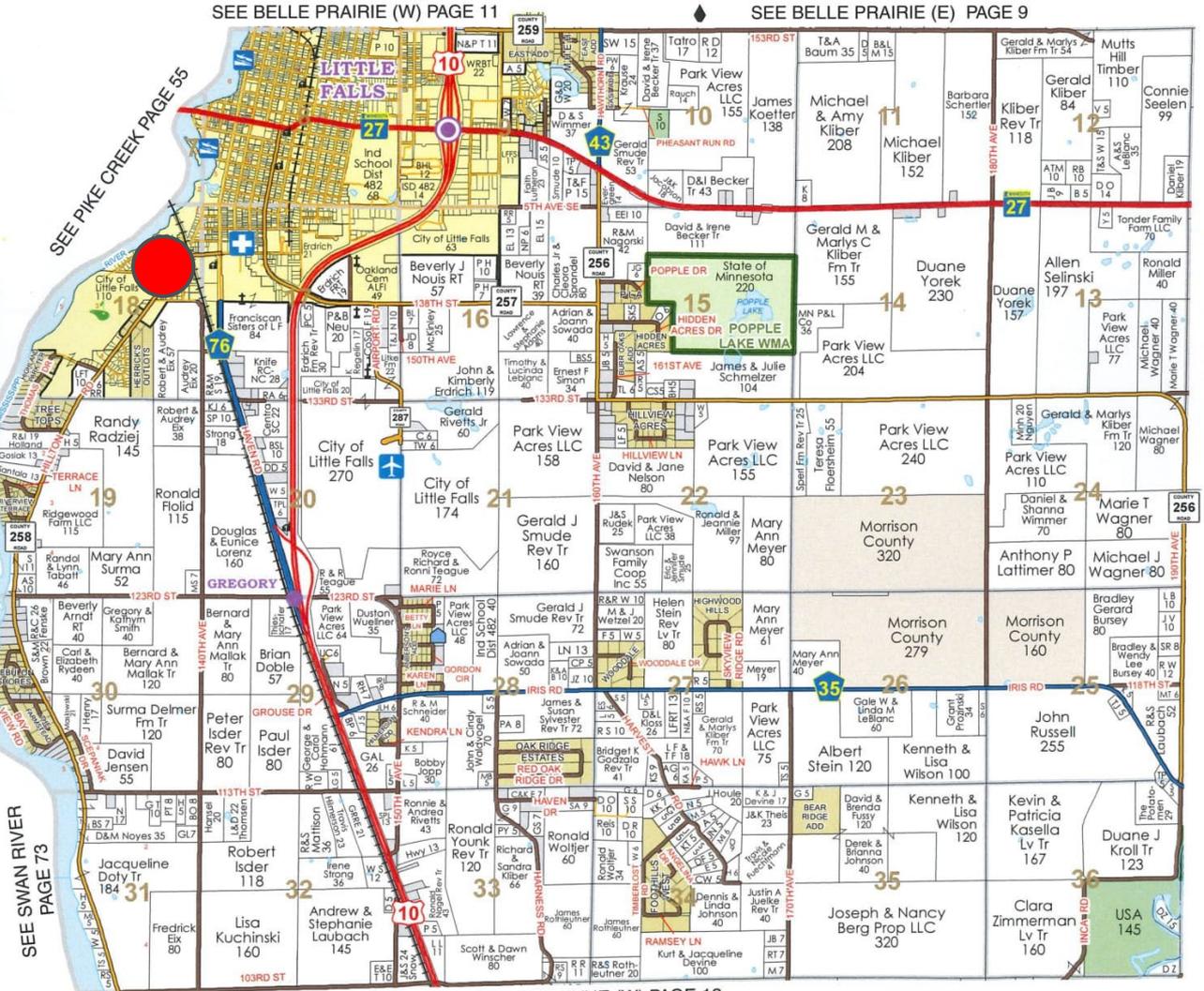
The following table establishes the minimum standards for lot size, lot width, structure and ISTS setback, shore impact zone, and structure height for each zoning classification.

The following standards apply to the Corridor:

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



153  
143  
133  
123  
113  
103



SEE PIKE CREEK PAGE 55

SEE BELLE PRAIRIE (W) PAGE 11

SEE BELLE PRAIRIE (E) PAGE 9

SEE SWAN RIVER PAGE 73

SEE BELLEVUE (W) PAGE 13

140 150 160 170 180 190

SEE LITTLE FALLS (E) PAGE 7



MORRISON COUNTY

Morrison County will provide cost effective, high quality services to county residents in a friendly and respectful manner.

RECEIVED

OCT 14 2022

Land Services Department

213 1st Avenue S.E., Little Falls, MN 56345  
Telephone (320) 632-0170  
Toll Free 866-401-1111

All Public Hearings will be held in the County Board Room of the Government Center.

ogk

# Variance Request

Name of Applicant: Mark and Allison White  
 Address: 13355 Thomas Dr.  
 City: Little Falls State: MN Zip: 56345  
 Property Address: 13355 Thomas Dr.  
 City: Little Falls State: MN Zip: 56345  
 E-Mail Address: allison@allisonwhiteinsurance.com  
 Parcel Number: 160681000 Phone: 320-232-8531  
 Sec: 18 Twp: 40 Range: 32 Twp. Name: Little Falls  
 Lake/River Name: Mississippi River  
 Legal Description: See attached

(ATTACH A COPY OF YOUR LEGAL DESCRIPTION OFF YOUR DEED)

## TWO SEPARATE CHECKS ARE REQUIRED

Public Hearing Fee: (Non-returnable) \$ 600.00 <sup>#8379</sup> to MORRISON COUNTY TREASURER.

Recording Fee: (Non-returnable) \$ 46.00 <sup>#8380</sup> to MORRISON COUNTY TREASURER.  
(If the property is in Abstract & Torrens two (2) recording fees will be required)

\*\*\*\* APPLICATION WILL NOT BE PROCESSED UNLESS ALL THE REQUIRED FORMS ARE COMPLETED AND FEES PAID BY THE DEADLINE DATE.

AGREEMENT: I hereby certify that I am the owner of the herein described property, or, have the written permission of the owner, and that the information contained herein is accurate.

Allison M. White  
SIGNATURE

Oct 14, 2022  
DATE

### Please explain your request in detail:

We would like to attach an extension onto our garage. This structure would be attached to the SE side of our current garage. The garage would extend east towards the road. This would be away from the shoreline. The garage would not block any view of the river as our intention is to make the garage aesthetically pleasing to the eye. We would like to have our garage addition to be 24x24. We do not currently meet the setback requirements.

### Please explain your practical difficulty:

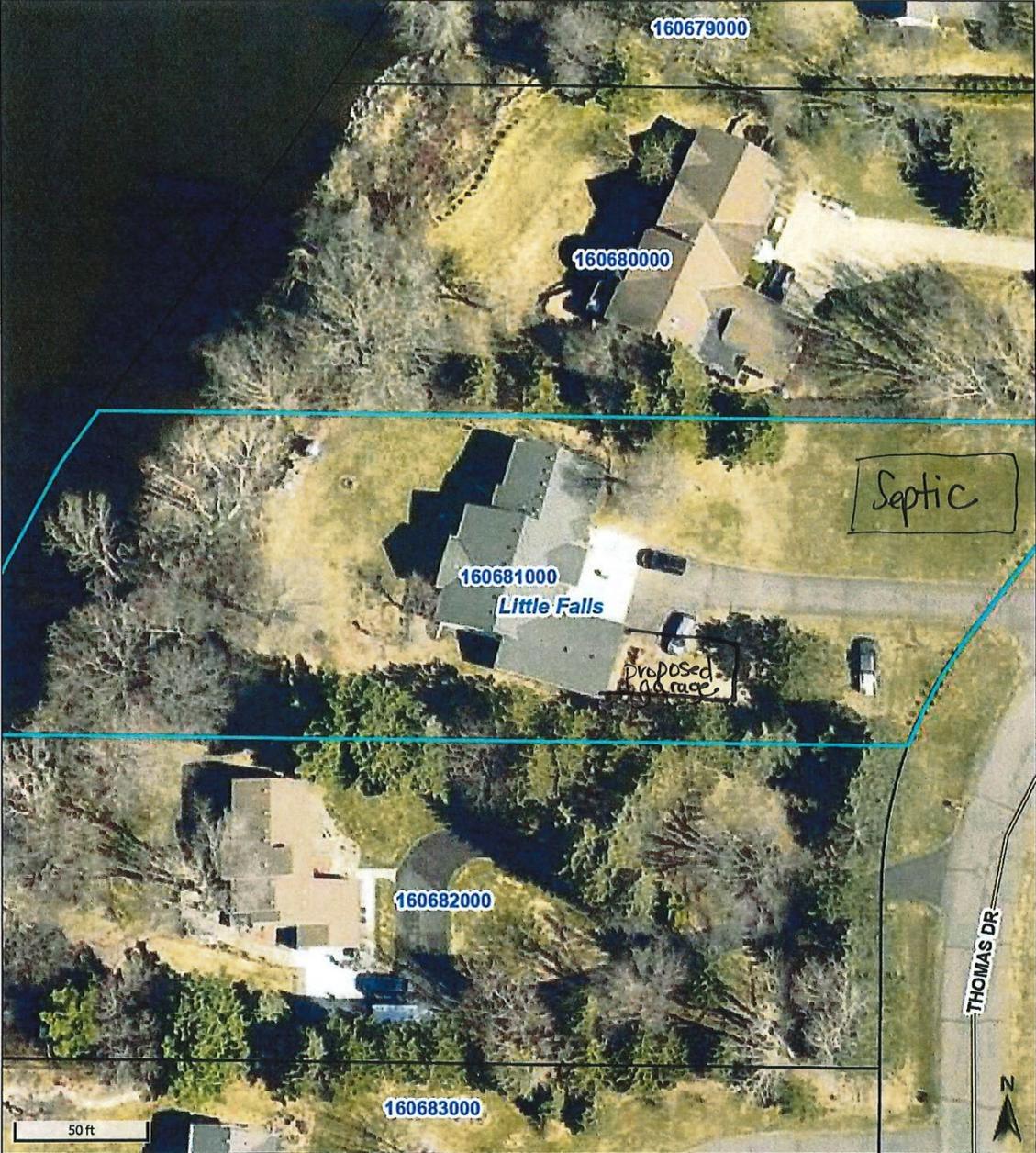
We are asking for our variance to be granted as we would believe the look of structure would look cohesive as one. With our plan of building away from the shoreline would be favorable. This addition would not block any more view of the river than the house/garage does now. Our children are starting to become the age of driving. Our intention would be to allow for a heated garage for our Minnesota winters. With living on the Mississippi River, we have toys that we would like to store. We would like like to have our lawn mower placed away safely. The septic system does not allow for a garage to be placed on the NE side of the property.

Variations shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the variations are consistent with the comprehensive plan. Variations may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "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 the zoning ordinance; 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. The board or governing body as the case may be may impose conditions in the granting of variations. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

## Background Information Landowner Variance Request

State Statutes section 394.27 provides the property owner the right to apply for relief from the strict enforcement of the county land use ordinance. An area variance may be granted only where the strict enforcement of county zoning controls will result in "practical difficulty." A determination that a "practical difficulty" exists is based upon the consideration of the criteria listed below. For each of the criteria below, please answer the question as completely as possible.

1. Is the variance request in harmony with the general purpose & intent of the Morrison County Land Use Control Ordinance and Comprehensive Plan?  
Yes. A garage is allowed however, our property doesn't meet the existing setback.
2. Is the variance request proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?  
Yes. We would feel a garage would be an acceptable structure on our property given our Minnesota weather as well as our neighbors have attached garages.
3. Will the requested variance maintain the character of the neighborhood?  
Yes. We would have the addition of the structure look harmonious and aesthetically pleasing to the eye. Our intention is to remain the structure as one, if possible.
4. Is the practical difficulty due to circumstances unique to the property?  
Yes. Since we live on the Mississippi River and within the Mississippi River Headwaters jurisdiction that a variance is needed.
5. How did the need for the variance arise? Is the need for the variance created by actions other than the current owner or prior landowners?  
The need for this variance is because of living on the Mississippi River.
6. Does the practical difficulty involve more than just economic considerations?  
Yes. We would like to have additional garage space to park our cars inside during Minnesota winters as well as summer storms. We would like our additional belonging to all fit into a garage so they aren't laying outside.



160679000

160680000

160681000

Little Falls

Proposed Garage

Septic

160682000

160683000

50 ft

THOMAS DR

N



160680000

160681000

Little Falls

160682000

THOMAS DR



160680000

Little Falls

160681000

10,744 sq ft

150.8

24.16 10.53

80.22

98.37

30.23

114.6 10.11

160682000



11/10/2022



11/10/2022



11/10/2022



11/10/2022



11/10/2022

# STAFF REPORT

- THE PROPERTY IS IN SECTION 18 OF LITTLE FALLS TOWNSHIP. IT IS ON THE MISSISSIPPI RIVER. THE PROPERTY IS WITHIN THE HIGHLAND PARK TERRACE SUBDIVISION WHICH WAS ESTABLISHED IN 1969. THE PROPERTY A NON-CONFORMING SINGLE LOT (LESS THAN FIVE ACRES AND 330 FEET WIDE). THE PROPERTY IS 135 FEET WIDE AND 43,501 SQUARE FEET.
- ACCORDING TO THE ASSESSOR'S RECORDS, THE 2,448-SQUARE FOOT DWELLING WAS BUILT IN 1995. THE CLOSEST POINT OF THE DWELLING TO THE RIVER IS 100 FEET.

# STAFF REPORT

- ALTHOUGH THE MHB WAS ESTABLISHED IN 1980, AT THE TIME THE DWELLING WAS BUILT THE PROPERTY WAS NOT WITHIN MHB JURISDICTION. A LAND USE PERMIT WAS GRANTED FOR THE CONSTRUCTION OF THE DWELLING WITHOUT A VARIANCE. THE PROPERTY HAS SINCE BEEN INCLUDED WITHIN THE UPDATED MHB CORRIDOR MAPS.
- THE REQUIRED STRUCTURE SETBACK FROM THE RIVER IS 150 FEET AND THE FIRST 100 FEET IS DESIGNATED AS THE SHORE IMPACT ZONE.
- THE APPLICANT HAS OWNED THE PROPERTY SINCE MAY 2022.

# STAFF REPORT

- THE APPLICANT IS REQUESTING A VARIANCE TO CONSTRUCT A 576 SQUARE FOOT ADDITION ONTO THE ATTACHED GARAGE FOR PERSONAL STORAGE.
- NO FURTHER ENCROACHMENT ON THE SETBACK FROM THE RIVER WOULD OCCUR, AS THE ADDITION IS PROPOSED FOR THE EAST (ROAD) SIDE OF THE DWELLING. THE GARAGE WOULD MEET SETBACK FROM THE TOWNSHIP ROAD RIGHT-OF-WAY.
- THE IMPERVIOUS SURFACE, INCLUDING THE ADDITION, IS 18.39%; 25% IMPERVIOUS SURFACE IS ALLOWED.

STAFF

# Impervious Surface Calculation

This calculation sheet is a necessary attachment for all land use permit applications and variance applications in the shoreland zoning district. Because of the impact of storm water runoff, the Morrison County Zoning Ordinance limits the amount of impervious surface coverage. Impervious surfaces include constructed or other hard surface that either prevents or retards the entry of water into the soil and causes the water to run off the surface in greater quantities at an increased rate of flow. Examples include gravel, concrete, or asphalt rooftops, sidewalks, patios, driveways, parking areas, storage areas, or areas of hardscaping.

Lot Dimensions: 125.74 x 339.34 Lot Sq.Ft. 42,668.611

Use the following Table to Calculate Total Impervious Surface Area:  
**\*\* All structure dimensions must be measured from roof eaves\*\***

Impervious Surface Item	Structure Dimensions	Total Area (ft <sup>2</sup> )
Proposed or Existing House	House and driveway	7,271
Proposed House Addition		
Existing Garage(s) or Accessory Buildings		
Proposed Garage or Accessory Buildings	Attached garage	576
Boat House and/or Ramp		
Sidewalk(s)		
Patio(s)		
Deck(s)		
Driveway and Parking Area Including Gravel Surfaced Areas		
Other		
Other		
Other		
Total Impervious Surface		7847

$$\frac{7,847}{42,668.611} \times 100 = 18.39\%$$

Total impervious surface      total lot sq. ft.      percent impervious surface

I certify that the above information is true and accurate to the best of my knowledge and that I have included all existing or proposed impervious surfaces on my property. I understand that if the percentage of total impervious surface is greater than the allowance, a variance will be required as part of my application.

Allison M. White  
 Signature of Applicant

10/14/2022  
 Date

Attach additional sheet as necessary

# STAFF REPORT

- APPLICABLE COMPREHENSIVE LAND USE PLAN GOALS:

## NATURAL RESOURCES AND OPEN SPACES

GOAL C2: PRESERVE NATURAL RESOURCES IDENTIFIED AS CRITICAL AND SENSITIVE INCLUDING WILDLIFE HABITATS, WETLANDS, FOREST LANDS, ETC., WITHIN MORRISON COUNTY.

## SHORELAND DEVELOPMENT

GOAL D1: WORK TO ENSURE THAT DEVELOPMENT OCCURRING WITHIN THE COUNTY'S WATERSHEDS IS DONE IN A THOUGHTFUL AND DELIBERATE MANNER SO AS TO BALANCE ENVIRONMENTAL, SOCIAL AND ECONOMIC GOALS TO THE GREATEST EXTENT POSSIBLE.

# STAFF REPORT

- APPLICABLE MORRISON COUNTY COMPREHENSIVE WATER PLAN GOALS AND OBJECTIVES:

SURFACE WATER GOAL: TO PROTECT, ENHANCE AND MAINTAIN THE QUALITY OF ALL SURFACE WATERS IN MORRISON COUNTY (LAKES, RIVERS, STREAMS AND WETLANDS)

OBJECTIVE B: ENSURE THAT LAND USE DECISIONS FOR SHORELAND DEVELOPMENT TAKE ENVIRONMENTAL IMPACTS AND CLIMATE CHANGE INTO CONSIDERATION

LAND USE AND DEVELOPMENT GOAL: TO ENSURE THAT LAND USE DECISIONS ARE COMPATIBLE WITH NATURAL RESOURCE PROTECTION

OBJECTIVE B: ENSURE THAT LAND USE DECISIONS FOR SHORELAND DEVELOPMENT AND PLAT DEVELOPMENT TAKE ENVIRONMENTAL IMPACTS INTO CONSIDERATION

OBJECTIVE D: REDUCE THE LOSS OF NATURAL HABITAT AND ENHANCE NATURAL HABITAT COMMUNITIES WHEN POSSIBLE

# NOTICE AND CORRESPONDENCE

- 100 NOTICES WERE SENT; ONE COMMENT WAS RECEIVED PRIOR TO THE PUBLIC HEARING

# FINDING OF FACT & DECISION QUESTIONS

IS THE REQUEST IN HARMONY WITH THE GENERAL PURPOSES AND INTENT OF THE MORRISON COUNTY LAND USE ORDINANCE AND COMPREHENSIVE PLAN?

IS THE APPLICANT PROPOSING TO USE THE PROPERTY IN A REASONABLE MANNER NOT PERMITTED BY THE LAND USE ORDINANCE?

WILL THE ISSUANCE OF THE VARIANCE MAINTAIN THE ESSENTIAL CHARACTER OF THE LOCALITY?

IS THE ALLEGED PRACTICAL DIFFICULTY DUE TO CIRCUMSTANCES UNIQUE TO THE PROPERTY?

IS THE NEED FOR THE VARIANCE CREATED BY ACTIONS OTHER THAN THE LANDOWNER OR PRIOR LANDOWNERS?

DOES THE ALLEGED PRACTICAL DIFFICULTY INVOLVE MORE THAN ECONOMIC CONSIDERATIONS?

**Board of Adjustment Findings  
(PID 16.0681.000)**

**Applicant:** Mark and Allison White

**Variance Request:** Expand a nonconforming structure

**Date of Hearing:** November 15, 2022

The property is in Section 18 of Little Falls Township. It is on the Mississippi River. The property is within the Highland Park Terrace Subdivision which was established in 1969. The property a non-conforming single lot (less than five acres and 330 feet wide). The property is 135 feet wide and 43,501 square feet.

According to the Assessor's records, the 2,448-square foot dwelling was built in 1995. The closest point of the dwelling to the river is 100 feet.

Although the MHB was established in 1980, at the time the dwelling was built the property was not within MHB jurisdiction. A land use permit was granted for the construction of the dwelling without a variance. The property has since been included within the updated MHB corridor maps.

The required structure setback from the river is 150 feet and the first 100 feet is designated as the shore impact zone.

The applicant has owned the property since May 2022.

The applicant is requesting a variance to construct a 576 square foot addition onto the attached garage for personal storage (see applicant's site drawing).

No further encroachment on the setback from the river would occur, as the addition is proposed for the east (road) side of the dwelling. The garage would meet setback from the Township road right-of-way.

The impervious surface, including the addition, is 18.39%; 25% impervious surface is allowed.

The applicant attended a DRT meeting

Applicable Comprehensive Land Use Plan Goals:

**Natural Resources and Open Spaces**

Goal C2: Preserve natural resources identified as critical and sensitive including wildlife habitats, wetlands, forest lands, etc., within Morrison County.

**Shoreland Development**

Goal D1: Work to ensure that development occurring within the County's watersheds is done in a thoughtful and deliberate manner so as to balance environmental, social and economic goals to the greatest extent possible.

Applicable Morrison County Comprehensive Water Plan Goals and Objectives:

**Surface Water Goal:** To protect, enhance and maintain the quality of all surface waters in Morrison County (lakes, rivers, streams and wetlands)

**Objective B:** Ensure that land use decisions for shoreland development take environmental impacts and climate change into consideration

**Land Use and Development Goal:** To ensure that land use decisions are compatible with natural resource protection

**Objective B:** Ensure that land use decisions for shoreland development and plat development take environmental impacts into consideration

**Objective D:** Reduce the loss of natural habitat and enhance natural habitat communities when possible

Four members of the Board of Adjustment viewed the property prior to the public hearing.

A plat map, aerial photographs, figures and site photographs were presented to the board.

100 notices were mailed; one comment from the Director of the Morrison County Soil and Water Conservation District was received prior to the public hearing. She stated that she'd like to see some consideration of erosion control measures during construction.

Three comments were received at the public hearing, including one from a representative of Little Falls Township, all in favor of the request.

Four members of the Board of Adjustment were present at the hearing

The Board of Adjustment discussed the following at the public hearing:

- Recent purchase of property that doesn't meet the buyer's needs
- Building envelope available on the property for a detached garage; located in lowest part of the property
- Drainage pattern of the property; home on high point; drainage away from the home towards the river and the road
- Explanation of the expansion of a non-conforming structure
- House was conforming to local standards at the time of construction – implementation of MHB standards later made it non-conforming
- Purpose of MHB – protection of the river and the view from the river
- Water Plan – surface water goal; the active erosion occurring should be addressed

The following factors for consideration of a practical difficulty were:

1. Is the request in harmony with the general purpose and intent of the Morrison County Land Use Ordinance and Comprehensive Plan.
2. Is the applicant proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance.
3. Will the issuance of the variance maintain the essential character of the locality.
4. Is the alleged practical difficulty due to circumstances unique to the property.
5. Is the need for the variance created by actions other than the landowner or prior landowners.
6. Does the alleged practical difficulty involve more than just economic considerations

## Conclusions

1. The Morrison County Board of Adjustment found the request is in harmony with the intent of the Comprehensive Plan and Land Use Ordinance. With no further encroachment on the river and with a stormwater plan, the request meets the purposes and intent. The project is outside the shore impact zone. If the project was moved to be completely within the building envelope, it would be within the natural stormwater holding area. (4) yes (0) no
2. The Board of Adjustment found the applicant is proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance. While there is an existing attached garage, it is one stall. It is reasonable to have a garage in Minnesota that fits at least two vehicles. The project does utilize some of the building envelope available on the property. (4) yes (0) no
3. The Board of Adjustment found the issuance of the variance will maintain the essential character of the locality. A detached garage would clutter up the property and locality. The neighborhood has both attached and detached garages. (4) yes (0) no
4. The Board of Adjustment found the alleged practical difficulty is due to circumstances unique to the property. Topography and stormwater movement are the main issues. A detached garage would hold water back from flowing to the right-of-way and would direct water to the neighboring property. (4) yes (0) no
5. The Board of Adjustment found the need for the variance is created by actions other than the landowner or prior landowners. The dwelling was built prior to MHB standards became effective. When they did become effective, it rendered the property non-conforming. The location for placement of the garage is limited by the lay of the land. (4) yes (0) no
6. The Board of Adjustment found the alleged practical difficulty does involve more than just economic considerations. This request considers safety, parking, sewer location and topography. (4) yes (0) no

Based on the findings and the criteria as stated in Minnesota Statutes 394.27, a motion was made by Clint Kathrein, and seconded by Dave Stish to grant the variance request to construct a 24' x 24' attached garage addition onto the east (road) side of the existing home. This variance is granted with one (1) condition:

1. The property owner shall arrange for a stormwater management and shoreline review by the Morrison County Shoreland Specialist. The property owner shall implement and maintain the practices recommended by the Shoreland Specialist.

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Chair  
Morrison County Board of Adjustment

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Date

## **Action/Discussion**

Executive Directors report- Discussion  
Recognition of Outgoing Board Members

# Executive Director Report

November - December 2022

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

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Sent press release to newspapers.
5. Reviewed monthly variances as they are brought forward by counties.
6. Confirmed meeting room for One Watershed One Plan and the program role that MHB can take in it.

## Meetings & Networking

1. Sent out meeting invite to stakeholders and partners to invite them to a meeting to discuss the MHB's role in implementation.
2. Working with Bill Heig and they will drop a bill to congress this year. MHB will play a role at some time in that process, and I am waiting to see where it progresses.
3. DNR staff will recommend to Commissioner Strommen to move ahead with the acquisition of the Sheep Ranch and Kabekona River Complex to TPL and NWLT.
4. Attended AMC Annual Conference.
5. Attended DNR Partner meeting in Bemidji. Various partners attended and met with DNR assistant commissioners and the commissioner to talk about issues concerning them. The Keep it Clean campaign which focuses on keeping human waste and trash off the lakes during the ice fishing months was a well discussed topic.