



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

**<https://us02web.zoom.us/j/82212808211>  
July 28, 2023  
9:00 am**

**9:00 AM**

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

**9:05 AM Approve/Amend**

- Agenda
- Consent Agenda – May '23 Minutes & May/June Expenses

**Correspondence**

- July Press Release
- DNR Comm. Strommen meeting
- EDAM Conference
- Whiskey Creek Open House
- UpRiver Race email

**Planning and Zoning (Actions)**

- GBA7a23- Wavra variance

**Action / Discussion Items:**

- Recreational Metrics- Discussion
- Biennial conference agenda- Discussion
- Executive Directors report

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

**Meeting Adjourned - Thank you**

**AIS content production following board meeting**

**Mtgs:**

July 29, 2023 9:00 AM- Upriver Canoe/Kayak/SUP/Bike Raft Race  
August 2, 2023- Army Corps of Engineers Ribbon Cutting Ceremony  
August 25, 2023 9:00 AM- MHB Board Meeting, Cass County Courthouse, Walker, MN  
October 27, 2023- 9:00 AM- MHB Biennial Conference, Breezy Point Resort

**Attachment**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board

May 26, 2023

Cass County Board Room

322 Laurel St.

Brainerd, MN

Optional interactive technology: <https://us02web.zoom.us/j/88578451615>

MEETING

MINUTES

Members present by Roll Call: Scott Bruns (Cass), Ted VanKempen (Hubbard), Michael Kearney (Aitkin), Bobby Kasper (Morrison), Cory Smith (Itasca interactive), Dean Newland (Clearwater), Steve Barrows (Crow Wing), Craig Gaasvig (Beltrami), Bobby Kasper (Morrison), and Tim Terrill (Executive Director).

Others Present: Mark Jeffers (Aitkin County Economic Development), Marcel Noyes (Hubbard County)

Pledge of Allegiance

Chair Van Kempen asked if there were any additions to the agenda.

**M/S (Barrows/Bruns) to approve of the agenda. Motion carried unanimously.**

Chair Van Kempen asked for approval to the consent agenda. **M/S (Smith/Bruns) to approve of the Consent agenda. Motion carried unanimously.**

**Correspondence**

Tim presented the board with the BWSR snapshot article that explained the Miss. Headwaters Habitat Corridor Program to the general public. It was presented using social media, internet, and print.

The May press release was showed to the board which talked about the board providing funding to the educational kiosk at the Brainerd welcome center. He also gave them a picture of what the kiosk looks like at the welcome center. Comm. Gaasvig asked if it is run by WiFi and who he needed to talk with to schedule the kiosk for Beltrami county. Tim said he would get that information to the board.

**Planning and Zoning**

None

**Action/Discussion:**

1. Aitkin Economic Development Opportunity- Tim introduced Aitkin County economic director, Mark Jeffers , to the board. Mark discussed an economic activity of promoting Aitkin county to Minnesota, Iowa, and Wisconsin through social media. He gave a powerpoint about the perception that residents and non-residents have of Aitkin county, and then provided facts about the county regarding natural resource and cultural opportunities. He gave the board a Tagline which is Naturally Better, and is encouraging people to use it as they tell their story in the media. The overall goal is to promote tourism in the area and get people to move here. Discussion ensued and Comm. Barrows asked where he came up with the tagline "Naturally Better." Mark explained that

there are many organic things to do in Aitkin county and that “better” is a more aggressive word. Barrows expressed concern because he wants the tagline to work for Aitkin county and not against them. Tim explained to the board that in the next three months, Aitkin will be approaching the MHB to see if they could utilize the MHB MN Traditions social media platform to help spread the word to a larger audience, and asked if by consensus the board was in favor of this. A majority of the board by consensus was in favor of it.

2. MHHCP Program update- Tim gave a presentation before the board about the MHHCP easement and acquisition program. He explained how the program has gained 6,446 acres and 47 shoreland miles protected, and in the next two years protect over 12,000 acres and 56 miles of shoreland. After explaining the geography and goals of the program, he briefly gave examples in Aitkin, Hubbard, and Morrison county where the program used multiple easements and acquisitions to form habitat complexes. The board was pleased with the program and that it is doing well.
3. Morrison SWCD funding request- Tim provided the board with a grant request from Morrison SWCD asking \$10K for a cover crop educational program that targets cropland grown on sensitive soils that have not utilized cover crops in the past. Since 2021, the program has signed up over 5,000 acres and would benefit the Mississippi river due to productive agriculture and specialty crops being grown there. He explained there is already over \$3,250 dollars allocated to the program by other partners as well. Discussion ensued and Comm. Gaasvig asked what the funding would be used for. Tim responded that it would be used for promotion, food and rental of tents, tables and chairs. The board felt that the request was at a higher cost than expected, but thought it necessary to support at some level. **M/S (Gaasvig/Smith) to approve of \$3,250 for the cover crop educational event. Motion carried unanimously.**

#### **Executive Director’s Report**

1. Tim attended the Miss. Brainerd 1W1P advisory committee meeting and provided comments on the Miss. river chapter.
2. Tim gave a brief overview of some of the struggles with the Whiskey Creek project in Baxter, but noted that the remediation project is underway.
3. Tim met with Kathy Ryan from Aitkin county and Ken Westman from Riverwood hospital to plan some type of paddle adventure for the hospital and county employees. The goal would be to start small and grow it in future years.
4. Tim attended an Eagle Scout award meeting for Zach Roberts who received the award for installing recreational signage on the Miss. river in MHB counties. Tim received an Eagle Scout mentor pin for helping Zach with the project.
5. A Biennial conference email notice was sent to 236 potential attendees.
6. Tim explained that through the work of MNFish, a bill was passed that provided \$35 - \$40M for the rehabilitation of fish hatcheries, public water accesses, and carp barrier systems at lock and dams. Tim said he will be invited to the next MNFish meeting in Baxter to talk about strategy.

#### **County & Legislative Updates**

Counties did well in the legislative process this year by receiving an increase in county program aid. The board recognized that the summer MHB board meeting would be at 9:00 am rather than 10:00 am.

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

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Ted Van Kempen, Chairman of the Board

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Executive Director Tim Terrill



## June SFY'23 Budget Summary

		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<b>Revenues:</b>	<b>Monthly Amount</b>				<b>Notes</b>
Governor's DNR grant (53290)		\$113,918.38	\$124,000.00	91.87%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$1,902.72	\$6,444.18	\$9,000.00	71.60%	LSOHC reimbursement
Guidebook sales (58400)		\$200.00	\$200.00	100.00%	reimbursment for Guidebook sales
Enbridge program (58300)		\$11,342.36	\$12,000.00	94.52%	enbridge reimbursement
Miscell. Other revenue (58300)		\$3,625.00	\$3,600.00	100.69%	AIS reimbursement
MCIT Dividend (58300)		\$156.00	\$83.00	187.95%	MCIT refund
County Support (52990)		\$12,000.00	\$12,000.00	100.00%	8 county support
LCCMR acquisition			\$500.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$1,902.72</b>	<b>\$33,767.54</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)	\$ 11,832.57	\$99,303.01	\$105,064.00	94.52%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)		\$2,589.02	\$2,492.00	103.89%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)		\$2,250.00	\$2,200.00	102.27%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 12.50	\$515.63	\$550.00	93.75%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)		\$2,448.58	\$1,600.00	153.04%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 138.41	\$3,620.78	\$3,000.00	120.69%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 525.00	\$11,569.59	\$11,569.59	100.00%	CW financial
Office supplies/operations (64090)	\$ 61.84	\$1,623.05	\$1,350.00	120.23%	telephone
Training & Registration Fees (63380)	\$ 355.00	\$400.00	\$750.00	53.33%	EDAM conference
<b>Total</b>	<b>\$ 12,925.32</b>	<b>\$124,319.66</b>	<b>\$128,575.59</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 2023 05 TO 2023 05

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		-27,627.91 -29,787.47	-27,627.91 -57,415.38	
23/05	314	05/01/23	GNI								
	ST OF MN	DNR3Q-23									
	LEDGER BALANCES	---	DEBITS:			.00	CREDITS:	-57,415.38	NET:	-57,415.38	
74830	58400			MHB - Sales							
								REVISED BUDGET			.00
							PER 03		-100.00 -100.00	-100.00 -200.00	
23/05	456	05/05/23	GNI	522648	Britny.McC	49506					
	iNovah	Guidebook sale									
	LEDGER BALANCES	---	DEBITS:			.00	CREDITS:	-200.00	NET:	-200.00	
74830	61000			Salaries & Wages - Regular							
								REVISED BUDGET			.00
							PER 01		5,802.46	5,802.46	
							PER 02		6,107.35	11,909.81	
							PER 03		5,976.54	17,886.35	
							PER 04		5,976.54	23,862.89	
23/05	404	05/05/23	PRJ	pr0505	1230505	1230505	1230		2,988.28	26,851.17	
	pay050523	WARRANT=230505		RUN=1	BI-WEEKL						
23/05	999	05/19/23	PRJ	pr0519	1230519	1230519	1230		2,988.27	29,839.44	
	pay051923	WARRANT=230519		RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:			29,839.44	CREDITS:	.00	NET:	29,839.44	
74830	61200			Active Insurance							
								REVISED BUDGET			.00
							PER 01		1,792.38	1,792.38	
							PER 02		1,793.46	3,585.84	
							PER 03		1,668.46	5,254.30	
							PER 04		1,543.46	6,797.76	
23/05	404	05/05/23	PRJ	pr0505	1230505	1230505	1230		783.83	7,581.59	
	pay050523	WARRANT=230505		RUN=1	BI-WEEKL						
23/05	999	05/19/23	PRJ	pr0519	1230519	1230519	1230		760.71	8,342.30	
	pay051923	WARRANT=230519		RUN=1	BI-WEEKL						
	LEDGER BALANCES	---	DEBITS:			8,342.30	CREDITS:	.00	NET:	8,342.30	

## ACCOUNT DETAIL HISTORY FOR 2023 05 TO 2023 05

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61300	Employee Pension & FICA									
								REVISED BUDGET			.00
								PER 01	837.54	837.54	
								PER 02	883.74	1,721.28	
								PER 03	867.74	2,589.02	
								PER 04	871.56	3,460.58	
23/05	404	05/05/23	PRJ	pr0505	1230505	1230505	1230		435.79	3,896.37	
		pay050523		WARRANT=230505	RUN=1	BI-WEEKL					
23/05	999	05/19/23	PRJ	pr0519	1230519	1230519	1230		435.78	4,332.15	
		pay051923		WARRANT=230519	RUN=1	BI-WEEKL					
								LEDGER BALANCES --- DEBITS:	4,332.15	CREDITS:	.00
									NET:	4,332.15	
74830	62100	Telephone									
								REVISED BUDGET			.00
								PER 01	61.73	61.73	
								PER 02	61.97	123.70	
								PER 03	61.72	185.42	
								PER 04	61.75	247.17	
23/05	999	05/19/23	PRJ	pr0519	1230519	1230519	1230		55.00	302.17	
		pay051923		WARRANT=230519	RUN=1	BI-WEEKL					
23/05	1003	05/23/23	API	006205		194139		34306	6.77	308.94	
		W C052323		COUNTY WIDE PHONE BILL		CONSOLIDATED TELECOM					
								LEDGER BALANCES --- DEBITS:	308.94	CREDITS:	.00
									NET:	308.94	
74830	62680	Non-Employee Per Diems									
								REVISED BUDGET			.00
								PER 01	100.00	100.00	
								PER 02	200.00	300.00	
								PER 03	213.97	513.97	
								PER 04	-113.97	400.00	
23/05	317	05/02/23	API	006952		192588		34161	50.00	450.00	
		W A050223		MHB MEETING AND MILEAGE		MICHAEL KEARNEY					
23/05	317	05/02/23	API	002534		192589		34162	50.00	500.00	
		W A050223		MHB MEETING PER DIEM		NEWLAND, DEAN					
23/05	317	05/02/23	API	006995		192590		34177	50.00	550.00	
		W A050223		MHB PER DIEM AND MILEAGE		CORY SMITH					
23/05	317	05/02/23	API	100532		192591		1947409	50.00	600.00	
		W A050223		MHB MEETING 4/28		MORRISON COUNTY AUDI					

## ACCOUNT DETAIL HISTORY FOR 2023 05 TO 2023 05

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
23/05	317	05/02/23	API	003356		192596	34160		50.00	650.00	
	W	A050223	MHB	MEETING AND MILEAGE		HUBBARD COUNTY TREAS					
23/05	1281	05/30/23	API	002534		194397	34416		50.00	700.00	
	W	A053023	MHB	MEETING		NEWLAND, DEAN					
23/05	1281	05/30/23	API	003257		194398	34413		50.00	750.00	
	W	A053023	MHB	MEETING		GAASVIG, CRAIG					
23/05	1281	05/30/23	API	100532		194399	1948045		50.00	800.00	
	W	A053023	MHB	MEETING		MORRISON COUNTY AUDI					
23/05	1281	05/30/23	API	003356		194401	34414		50.00	850.00	
	W	A053023	MHB	MEETING & MILEAGE		HUBBARD COUNTY TREAS					
23/05	1281	05/30/23	API	006995		194403	1948044		50.00	900.00	
	W	A053023	MHB	MEETING AND MILEAGE		CORY SMITH					
23/05	1281	05/30/23	API	006952		194404	34415		50.00	950.00	
	W	A053023	MHB	MEETING		MICHAEL KEARNEY					
LEDGER BALANCES --- DEBITS:						1,063.97	CREDITS:	-113.97	NET:	950.00	
74830	62720	Non-Employee Mileage									
REVISED BUDGET										.00	
PER 01									104.80	104.80	
PER 02									203.05	307.85	
PER 03									229.69	537.54	
PER 04									113.97	651.51	
23/05	317	05/02/23	API	006952		192588	34161		99.56	751.07	
	W	A050223	MHB	MEETING AND MILEAGE		MICHAEL KEARNEY					
23/05	317	05/02/23	API	006995		192590	34177		87.77	838.84	
	W	A050223	MHB	PER DIEM AND MILEAGE		CORY SMITH					
23/05	317	05/02/23	API	006980		192592	34175		110.04	948.88	
	W	A050223	MHB	MILEAGE		ROBERT F. KASPER					
23/05	317	05/02/23	API	003356		192596	34160		36.68	985.56	
	W	A050223	MHB	MEETING AND MILEAGE		HUBBARD COUNTY TREAS					
23/05	1281	05/30/23	API	006980		194400	34436		113.97	1,099.53	
	W	A053023	MHB	MEETING MILAGE		ROBERT F. KASPER					
23/05	1281	05/30/23	API	003356		194401	34414		36.68	1,136.21	
	W	A053023	MHB	MEETING & MILEAGE		HUBBARD COUNTY TREAS					
23/05	1281	05/30/23	API	006995		194403	1948044		87.77	1,223.98	
	W	A053023	MHB	MEETING AND MILEAGE		CORY SMITH					

## ACCOUNT DETAIL HISTORY FOR 2023 05 TO 2023 05

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
LEDGER BALANCES --- DEBITS:					1,223.98	CREDITS:		.00	NET:	1,223.98
74830	62990	Prof. & Tech. Fee - Other								
								REVISED BUDGET		.00
								PER 01	9,315.53	9,315.53
								PER 02	625.00	9,940.53
								PER 03	1,745.00	11,685.53
								PER 04	14,756.43	26,441.96
23/05	1122	05/23/23	API 100373		194186		34344	25.00	26,466.96	
			W A052323	MHB WATER PERMIT	CROW WING COUNTY SHE					
23/05	1374	05/31/23	GEN					525.00	26,991.96	
			RECURRING	FINANCIAL SERVICE						
23/05	2167	05/31/23	GNI					229.59	27,221.55	
			BREM PCARD	Shirts						
			TIM TERRILL - 4IMPRINT, INC - shirts							
LEDGER BALANCES --- DEBITS:					27,221.55	CREDITS:		.00	NET:	27,221.55
74830	63320	Employee Mileage								
								REVISED BUDGET		.00
								PER 01	395.81	395.81
								PER 02	310.48	706.29
								PER 03	621.82	1,328.11
								PER 04	565.68	1,893.79
23/05	1377	05/31/23	GNI					40.15	1,933.94	
			WF OOP	1434-Aitkin Rivers Trails mtg						
			TIM TERRILL - Aitkin Rivers Trails meeting							
23/05	1377	05/31/23	GNI					68.78	2,002.72	
			WF OOP	1434-board monthly mtg						
			TIM TERRILL - board monthly meeting							
23/05	1377	05/31/23	GNI					91.70	2,094.42	
			WF OOP	1434-LLBO Local Indian Council						
			TIM TERRILL - LLBO Local Indian Council MOU for signage							
LEDGER BALANCES --- DEBITS:					2,094.42	CREDITS:		.00	NET:	2,094.42
74830	63340	Hotel & Meals Travel Expense								
								REVISED BUDGET		.00
								PER 01	7.95	7.95
								PER 02	10.89	18.84
								PER 03	9.03	27.87
								PER 04	20.35	48.22
23/05	2167	05/31/23	GNI					11.95	60.17	
			BREM PCARD	Local Indian Council meal						
			TIM TERRILL - 252 HARDEES WALKER - Local Indian Council meal							

## ACCOUNT DETAIL HISTORY FOR 2023 05 TO 2023 05

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
23/05	2167	05/31/23	GNI						15.00	75.17	
	BREM PCARD	Camp Ripley Sentinel meal									
		TIM TERRILL - BOOZ ALLEN AND HAMILTON 2 - Camp Ripley Sentinel meal									
23/05	2167	05/31/23	GNI						9.80	84.97	
	BREM PCARD	board meeting meal									
		TIM TERRILL - DAIRY QUEEN #12890 - board meeting meal									
	LEDGER BALANCES --- DEBITS:				84.97		CREDITS:	.00	NET:	84.97	
74830	64090	office supplies									
							REVISED BUDGET				.00
							PER 01		12.59	12.59	
							PER 02		71.93	84.52	
							PER 03		14.94	99.46	
									18.93	118.39	
23/05	2167	05/31/23	GNI								
	BREM PCARD	guidebook mailing expense									
		TIM TERRILL - USPS PO 2611000401 - guidebook mailing expense									
	LEDGER BALANCES --- DEBITS:				118.39		CREDITS:	.00	NET:	118.39	
	GRAND TOTAL --- DEBITS:				74,630.11		CREDITS:	-57,729.35	NET:	16,900.76	

38 Records printed

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

## ACCOUNT DETAIL HISTORY FOR 2023 06 TO 2023 06

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	53290	Natural Resources							
						REVISED BUDGET			.00
						PER 02	-27,627.91	-27,627.91	
						PER 05	-29,787.47	-57,415.38	
23/06	796 06/16/23	GNI					-12,634.15	-70,049.53	
	ST OF MN	LSOHC	INVOICE #3						
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-70,049.53	NET:	-70,049.53
74830	61000	Salaries & Wages - Regular							
						REVISED BUDGET			.00
						PER 01	5,802.46	5,802.46	
						PER 02	6,107.35	11,909.81	
						PER 03	5,976.54	17,886.35	
						PER 04	5,976.54	23,862.89	
						PER 05	5,976.55	29,839.44	
23/06	293 06/02/23	PRJ PR0602	1230602	1230602	1230		2,988.27	32,827.71	
	PAY060223	WARRANT=230602	RUN=1	BI-WEEKL					
23/06	617 06/16/23	PRJ pr0616	1230616	1230616	1230		2,988.27	35,815.98	
	pay061623	WARRANT=230616	RUN=1	BI-WEEKL					
23/06	1462 06/30/23	PRJ pr0630	1230630	1230630	1230		2,988.27	38,804.25	
	pay063023	WARRANT=230630	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:			38,804.25		CREDITS:	.00	NET:	38,804.25
74830	61200	Active Insurance							
						REVISED BUDGET			.00
						PER 01	1,792.38	1,792.38	
						PER 02	1,793.46	3,585.84	
						PER 03	1,668.46	5,254.30	
						PER 04	1,543.46	6,797.76	
						PER 05	1,544.54	8,342.30	
23/06	293 06/02/23	PRJ PR0602	1230602	1230602	1230		782.75	9,125.05	
	PAY060223	WARRANT=230602	RUN=1	BI-WEEKL					
23/06	617 06/16/23	PRJ pr0616	1230616	1230616	1230		760.71	9,885.76	
	pay061623	WARRANT=230616	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:			9,885.76		CREDITS:	.00	NET:	9,885.76

## ACCOUNT DETAIL HISTORY FOR 2023 06 TO 2023 06

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61300		Employee Pension & FICA							
							REVISED BUDGET			.00
							PER 01	837.54	837.54	
							PER 02	883.74	1,721.28	
							PER 03	867.74	2,589.02	
							PER 04	871.56	3,460.58	
							PER 05	871.57	4,332.15	
23/06	293	06/02/23	PRJ	PR0602	1230602	1230602	1230	435.79	4,767.94	
		PAY060223	WARRANT=230602		RUN=1	BI-WEEKL				
23/06	617	06/16/23	PRJ	pr0616	1230616	1230616	1230	435.78	5,203.72	
		pay061623	WARRANT=230616		RUN=1	BI-WEEKL				
23/06	1462	06/30/23	PRJ	pr0630	1230630	1230630	1230	452.73	5,656.45	
		pay063023	WARRANT=230630		RUN=1	BI-WEEKL				
		LEDGER BALANCES --- DEBITS:			5,656.45	CREDITS:		.00	NET:	5,656.45
74830	62100		Telephone							
							REVISED BUDGET			.00
							PER 01	61.73	61.73	
							PER 02	61.97	123.70	
							PER 03	61.72	185.42	
							PER 04	61.75	247.17	
							PER 05	61.77	308.94	
23/06	612	06/20/23	API	006205	195576	34596		6.84	315.78	
		W C062023	COUNTY WIDE PHONE BILL		CONSOLIDATED TELECOM					
23/06	617	06/16/23	PRJ	pr0616	1230616	1230616	1230	55.00	370.78	
		pay061623	WARRANT=230616		RUN=1	BI-WEEKL				
		LEDGER BALANCES --- DEBITS:			370.78	CREDITS:		.00	NET:	370.78
74830	62990		Prof. & Tech. Fee - Other							
							REVISED BUDGET			.00
							PER 01	9,315.53	9,315.53	
							PER 02	625.00	9,940.53	
							PER 03	1,745.00	11,685.53	
							PER 04	14,756.43	26,441.96	
							PER 05	779.59	27,221.55	
23/06	1652	06/30/23	GEN					525.00	27,746.55	
		RECURRING	FINANCIAL SERVICE							
		LEDGER BALANCES --- DEBITS:			27,746.55	CREDITS:		.00	NET:	27,746.55



## ACCOUNT DETAIL HISTORY FOR 2023 06 TO 2023 06

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	63320	Employee Mileage							
					REVISED BUDGET				.00
					PER 01		395.81	395.81	
					PER 02		310.48	706.29	
					PER 03		621.82	1,328.11	
					PER 04		565.68	1,893.79	
					PER 05		200.63	2,094.42	
23/06	1766 06/20/23	GNI					29.48	2,123.90	
	WF OOP	1434-EQIP Local work group Mtg							
		TIM TERRILL - EQIP Local work group meeting							
23/06	1766 06/20/23	GNI					40.15	2,164.05	
	WF OOP	1434-Aitkin Rivers and Trails							
		TIM TERRILL - Aitkin Rivers and Trails							
23/06	1766 06/20/23	GNI					68.78	2,232.83	
	WF OOP	1434-May board Mtg							
		TIM TERRILL - May board meeting							
	LEDGER BALANCES --- DEBITS:			2,232.83	CREDITS:		.00	NET:	2,232.83
74830	63340	Hotel & Meals Travel Expense							
					REVISED BUDGET				.00
					PER 01		7.95	7.95	
					PER 02		10.89	18.84	
					PER 03		9.03	27.87	
					PER 04		20.35	48.22	
					PER 05		36.75	84.97	
23/06	1765 06/20/23	GNI					12.50	97.47	
	BREM PCARD	meal after board meeting							
		TIM TERRILL - 252 HARDEES WALKER - meal after board meeting							
	LEDGER BALANCES --- DEBITS:			97.47	CREDITS:		.00	NET:	97.47
74830	63380	Training & Registration Fees							
					REVISED BUDGET				.00
23/06	1765 06/20/23	GNI					355.00	355.00	
	BREM PCARD	EDAM registration							
		TIM TERRILL - ECONOMIC DEVELOPMENT ASS - EDAM registration							
	LEDGER BALANCES --- DEBITS:			355.00	CREDITS:		.00	NET:	355.00
	GRAND TOTAL --- DEBITS:			85,149.09	CREDITS:		-70,049.53	NET:	15,099.56

17 Records printed

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



IMMEDIATE PRESS RELEASE 7/1/23

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

**Mississippi Headwaters Board Funds Cover Crop Education in Morrison County**

Planting cover crops like winter rye or wheat is a good way to improve soil health, reduce soil erosion, and soak up excess nutrients that could potentially leach off farm fields during the spring runoff. Tim Terrill provided the board with a grant request from Morrison Soil & Water Conservation District requesting funding for a cover crop educational program that targets cropland grown on sensitive soils that have not utilized cover crops in the past. Since 2021, the program has signed up over 5,000 acres and would benefit the Mississippi river due to productive agriculture and specialty crops being grown in that area. He explained there is already over \$3,250 dollars allocated to the program by other partners as well. Discussion ensued and Comm. Gaasvig asked what the funding would be used for. Tim responded that it would be used for promotion, food and rental of tents, tables and chairs. The board felt that funding this request would help educate farmers on this economically sound, environmentally friendly conservation practice and voted to provide an additional \$3,250 for the program. This is one way the Mississippi Headwaters Board works to help farmers learn about cover crops and ways to protect our environment.











MEDIA RELEASE – FOR IMMEDIATE RELEASE July 18, 2023

Media Contacts: City of Baxter, Bradley Chapulis

## The City of Baxter to Host Whiskey Creek Stormwater Project Informational Meeting on July 27, 2023, at 6:00 PM at the City Hall.

The City of Baxter, Crow Wing Soil & Water Conservation District, and the Mississippi Headwaters Board have partnered to leverage \$1.39 million through the Board of Water and Soil Resources (BWSR) and Legislative-Citizen Commission on Minnesota Resources (LCCMR) to help protect the Mississippi river from pollutant runoff from Highway 371. These funds have led to the implementation of the Whiskey Creek Stormwater Project. Goals of the project include:

- Acquire 13 acres of land to complete the project.
- Create an 11-acre regional stormwater retention complex for 400 acres of development along an adjacent to Highway 371.
- Increase water holding capacity on-site, reducing peak flows to the Arboretum and Mississippi River.
- Decrease water pollution that reaches the Mississippi River through the Whiskey Creek Flowage.

The City invites anyone interested in learning more about the project to attend an Informational Meeting **on Thursday, July 27, 2023, from 6:00 PM at the Baxter City Hall**, 13190 Memorywood Dr, Baxter, MN 56425. At the meeting, project engineers will give a short presentation, answer questions, and obtain feedback on the pending project.

For those unable to attend, project information, including project contacts, can be found on the project website – <https://whiskey-creek.webflow.io/>.

Funding for this project is provided by the Clean Water, Land, and Legacy Amendment and the Minnesota Environmental Natural Resources Trust Fund as recommended by Legislative-Citizen Commission on Minnesota Resources.

Project Partners include:



Building Communities.  
Improving Lives.



# CONCEPTUAL OVERVIEW



## Whiskey Creek Storm Water Wetland

The City of Baxter is proposing a new stormwater water quality treatment facility to provide treatment of runoff from the Highway 371 Baxter commercial corridor.

The Mississippi Headwaters Board (MHB) with support from the City secured an Environment & Natural Resources Trust Fund (ENRTF) Grant provided by the State to cover the land purchase and attorney fees for the property identified for the project. Design and construction services for the project are paid for by a ~\$890,000 Clean Water Fund Grant (with matching dollars by the City) secured by the Crow Wing Soil & Water Conservation District.



## PROJECT HIGHLIGHTS

- The project is being led by the City of Baxter in partnership with the Crow Wing Soil and Water Conservation District, the Mississippi Headwaters Board, the Minnesota Board of Water and Soil Resources, and funds from Enbridge, an Environment & Natural Resources Trust Fund grant, and a Clean Water Fund grant
- Good Samaritan is selling the property and prepared the site for the storm water wetland project
- The project aims to remove pollutants from stormwater runoff from the largely untreated Highway 371 corridor
- This runoff eventually reaches the Mississippi River. The proposed project is designed to reduce the pollutant runoff into the Mississippi River by 60,649 lbs of suspended solids and 116 lbs of total phosphorous annually
- Construction is expected to take place fall of 2023 to spring of 2024

## CONTACT US

### Trevor Walter, PE

Public Works Director/City Engineer  
City of Baxter  
218.454.5110 | twalter@baxtermn.gov

### Bridget Osborn, PE, CFM

Project Manager – Water Resources  
HR Green, Inc.  
651.659.7773 | bosborn@hrgreen.com

## VISIT

For additional project information, check out our website at: <https://whiskey-creek.webflow.io/>



# WHISKEY CREEK STORM WATER WETLAND



## FUNDING INFORMATION

- The Mississippi Headwaters Board (MHB) has secured an Environment & Natural Resources Trust Fund (ENRTF) Grant provided by the State to cover the land purchase fees and attorney fees. MHB will be administering these funds to the City.
- Design and construction services for the project are paid for by a ~\$890,000 Clean Water Fund Grant (with matching dollars by the City) secured by the Crow Wing Soil & Water Conservation District.



## PROJECT SCHEDULE

**2013 - 2023** | Crow Wing County Water Plan identified the project area as a good candidate for a high-impact water resource project

**2013** | Project property purchased by Evangelical Lutheran Good Samaritan Society

**2013** | Crow Wing Soil and Water Conservation District study by HDR identified site location and type of best management practice

**2014** | HDR feasibility study recommended a basin size and provided a pollutant treatment estimate

**2022** | HR Green completed Phase 1 Environmental Site Assessment and gave a technical recommendation for site cleanup

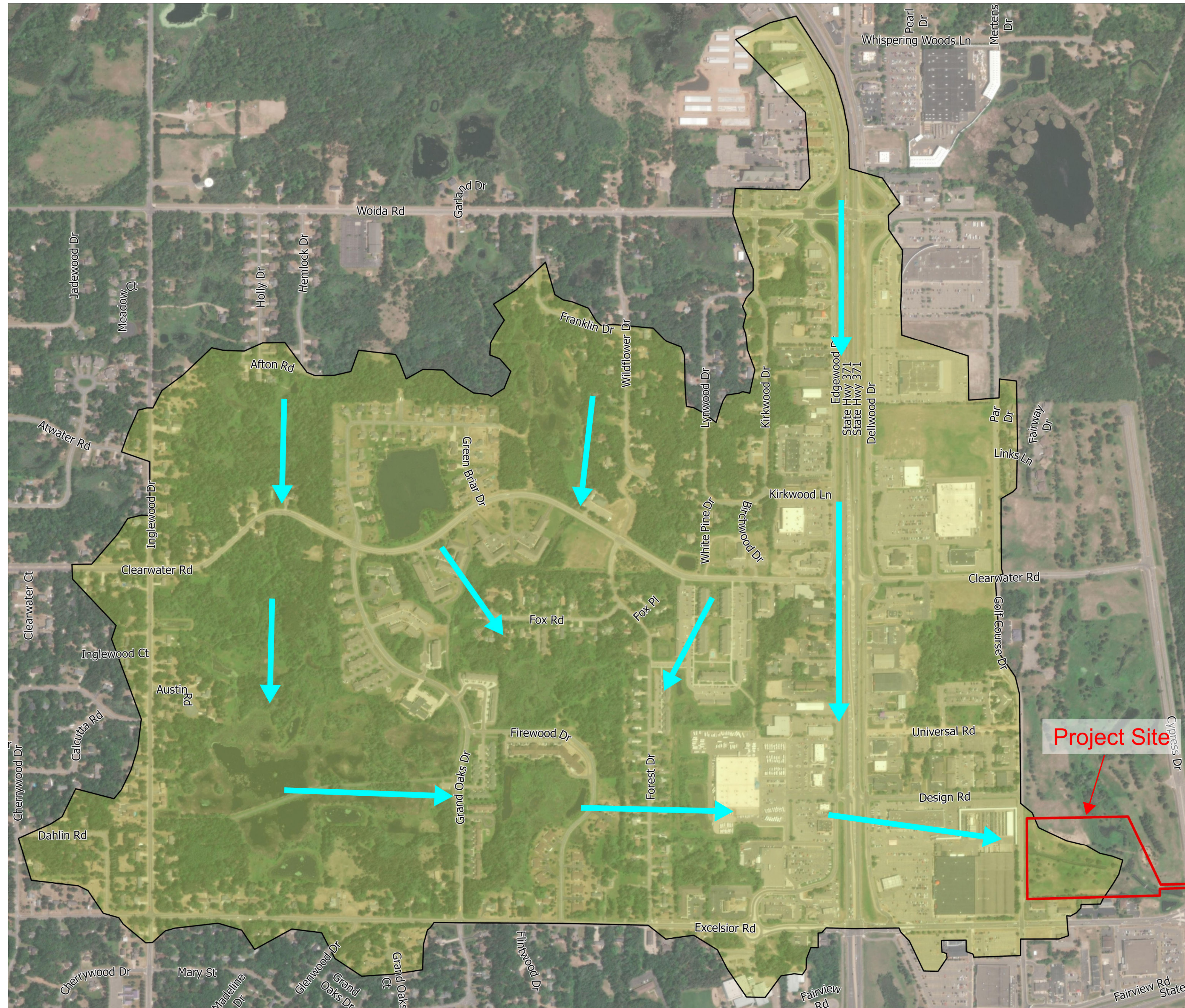
**Spring 2023** | Wetland permitting approved

**June 2023** | Final design approved by City Council

**July 2023** | Site cleanup completed

**August 2023** | Land sale expected to be completed

**Fall 2023/Spring 2024** | Construction of storm water wetland, establishment of plantings





## 2023 Mississippi Upriver Paddle/Race

Returns for 2023!



### Attention Paddlers!

Don't miss your chance to join in on the 2nd annual Mississippi Upriver Paddle/Race. The river is flowing at a *very* gentle pace now and the start-finish is at the beautiful new Lyman P. White park, just across from the high school football field.

The route will go upstream for 1.75 miles to Evergreen landing, and then return downstream back to the starting point- so no shuttle or transportation is necessary. The gentle current makes this a great event for almost anyone and is a great way to either compete or just make it a recreational paddle. There will be awards for top 3 finishers in each category, as well as the last finisher. We've created new awards for the best paddler costume and the best decorated boat!

If you have any questions, email Shane Riffle at [sriffle@blymca.org](mailto:sriffle@blymca.org)! More information can be found on our website.



[Visit our Website](#)



- Entry fees are \$40
- Kayak, Canoe, SUP and bike /raft divisions
- Includes event t-shirt and a monster finisher donut from Mac Daddy's Donut Garage

**< SCAN TO REGISTER**



**PRESENTED BY THE YMCA &  
THE MISSISSIPPI HEADWATERS BOARD**  
supported by



## **Planning and Zoning**

GBA7a23- Wavra Variance

# **Murray Surveying - Variance Request**

# **JPC Planning Report**

## **THE GREATER BEMIDJI AREA JOINT PLANNING BOARD**

<b>PLANNING CASE:</b> V-2023-0004	<b>JPC MEETING DATE:</b> June 22 <sup>nd</sup> , 2023
<b>APPLICANT:</b> Matt Murray representing Mitchell Wavra 926 Birchmont Beach Rd. NE	<b>60-DAY RULE DATE:</b> July 30 <sup>th</sup> , 2023
<b>PROCEEDING:</b> Variances for OHWL setback for principal structure, impervious surface coverage, and to build on a substandard lot of record.	<b>ZONING DISTRICT:</b> (R-3) Suburban Residential and Shoreland Overlay
<b>PREPARED BY:</b> Jamin Carlson Planning Director	<b>EXHIBITS:</b> Zoning Map, Aerial Map, Application, Site Plan, Supporting Documentation

---

### **PLANNING REPORT**

#### **I. SUMMARY OF REQUEST**

Matt Murray of Murray Surveying representing Mitchell Wavra is requesting multiple variances in the (R-3) Suburban Residential Unsewered Zoning District and Shoreland Overlay of Northern Township at 926 Birchmont Beach Rd. NE (PID 31.00882.00) in order to construct a new single-family structure. The current structures will be removed. The following variances are being requested:

- 1) An ordinary high-water setback reduction of thirty-three (33) feet of the required one-hundred (100) feet per Section 901;
- 2) A three-thousand, one hundred (3,100) foot reduction in lot area per Section 901; and
- 3) To build on a substandard lot of record from the minimum one-hundred (100) feet to (80) feet in width.
- 4) An additional one and a half percent or 399 square feet of impervious surface coverage throughout the property over the maximum allowable per Section 901.

#### **II. BACKGROUND**

The applicant and his representative met with staff for a proposal to redevelop his client's lake lot on Lake Bemidji. The legal non-conforming lot is currently developed with a nonconforming structure that sits around four feet on the neighboring property to the west. The existing house sits approximately 64 feet from the ordinary high-water level (OHWL). As shown on the site plan, the new house will be moved to the center of the lot and go from a detached to an attached garage (as the current detached garage sits nearly six feet within the side-yard setback on the eastern property line and this redevelopment would correct these encroachments). It is also worth noting that the overall impervious will be reduced by one/tenth percent. The applicant plans to build a new home with an attached garage on the property along with realigning the driveway.

### **III. DEVELOPMENT SUMMARY**

<b>SITE DEVELOPMENT</b>	<b>PROPOSED</b>	<b>REQUIRED/ALLOWED</b>
<b>Section 901 Lot Size</b>	<b>26,900 sq. ft.</b>	<b>30,000 sq. ft.</b>
<b>Section 901 Lot Width</b>	<b>80 ft.</b>	100 ft.
Proposed Impervious Surface	<b>26.5%</b>	<b>25%</b>
Existing Impervious Surface	<b>26.6%</b>	<b>25%</b>
<b>Proposed Front Yard/OHWL Setback</b>	<b>67 ft.</b>	<b>100 ft.</b>
<b>Existing Front Yard/OHWL Setback</b>	<b>64 ft.</b>	<b>100 ft.</b>

\*See attached existing and proposed site plans.

### **IV. DISCUSSION/DEVELOPMENT ANALYSIS**

#### **Planning Considerations**

Variances should only be granted when they are in harmony with the general purpose of zoning ordinances or consistent with the comprehensive plan. A practical difficulty is the legal standard for consideration of variances. An applicant can demonstrate a practical difficulty when their proposal is reasonable, will not alter the essential character of the neighborhood, and is caused by a unique circumstance related to the property not directly caused by the land owner. Economics and cost can be a factor of consideration, but alone does not constitute as a practical difficulty.

This lot does meet some of the allowances for substandard lot construction in the ordinance. Under Section 903, if all setbacks, impervious surface, and all SSTS requirements are met, it could be reconstructed without a need for a variance. However, the applicant was not able to attain those requirements with his proposed plans.

#### **Existing Conditions**

This is an existing substandard lot of record consisting of a house, garage, deck, and walkways along with a shared driveway. The house and the detached garage both sit within the side-yard setbacks.

#### **Proposed Improvements**

The proposal would correct a serious side yard encroachment issue along with pushing the structure back three feet further from the OHWL than it currently is located. The new layout will also place the shared driveway on both lots equally. This proposal would be a benefit to Lake Bemidji and surrounding properties.

An alternative option would be to rebuild a new structure in the same footprint of the existing house; however, the house would remain on the neighbor's property and be in closer proximity to Lake Bemidji.

#### **Septic System**

The existing system will need to have a certificate of compliance inspection report completed and be sized correctly for the new planned house. If needed, a new SSTS permit will be required and obtained prior to installation and shall comply with Section 801 of the JPB Zoning & Subdivision



Ordinance. If a new system is installed, the existing system will need to be removed or abandoned and an SSTS abandonment reporting form will need to be completed.

### **Stormwater Mitigation**

Staff would recommend that the applicant install a gutter system on the new structure to direct stormwater towards a mitigation system such as raingardens or even a pervious pavement system in lieu of concrete or bituminous surface. This will prevent runoff from entering Lake Bemidji. A stormwater mitigation plan shall be submitted to JPB staff for review and approval prior to land use permit being issued.

### **Landscaping Requirements**

A landscaping plan would need to be submitted if any trees, shrubs, or vegetation are to be removed within the shoreland protection zone. Erosion control would have to be in place before any construction or demolition begins and remain intact until suitable vegetation is established and in place.

### **Neighborhood Comment**

There were no comments from the neighbors at the time of writing the planning report. There was a phone call from Tim Terrell (Director of Mississippi Headwaters Board MHB) to discuss the proposal.

### **Comprehensive Plan References:**

The Greater Bemidji Area Comprehensive Plan has identified a few objectives and strategies that supports the variance request and is in keeping with the spirit, purpose and intent of the Plan.

### **Land Use Objective 4.1: Preserve the Quality Residential Neighborhoods**

Identify specific redevelopment opportunities and promote revitalization while maintaining character. Mapping of existing neighborhoods can provide a clearer boundary to ensure preservation. This can also aid in the development of form-based zoning to allow redevelopment of existing nonconforming structures.

### **Natural Resources Objective 11.2 Preserve and Enhance Water Quality**

The protection of water quality is becoming increasingly important in all-natural resource environments. In an area that thrives on a strong connection to water and Mississippi River, water quality protection is key to preserving and improving a high quality of life standard that is so attractive to residents and visitors.

**Strategy #2: Use shoreland restoration incentives and demonstrate success on public and private property to increase natural shoreland.** Encourage shoreland restoration projects through incentives or flexibility could potentially reduce shoreland variances. Displaying the benefits of shoreland restoration can increase awareness and understanding of the process that could result in a positive impact on shoreland.

### **Zoning Ordinance References**

Section 402: Lot Size and Bulk Regulations

Section 801: Sewage Treatment Standards

Section 901: Bulk Density and Lot Sizes

Section 903: Nonconforming Structures Substandard in Shoreland Overlay

Section 1206: Variances, Appeals and Adjustments

## **V. RECOMMENDATION & FINDINGS**

Staff recommends **approval** of four (4) variances in order to construct a new single-family structure at 926 Birchmont Beach Rd NE. The variances are as follows:

- 1) An ordinary high-water setback reduction of thirty-three (33) feet of the required one-hundred (100) feet per Section 901;
- 2) A three-thousand, one hundred (3,100) foot reduction in lot area per Section 901; and
- 3) To build on a substandard lot of record from the minimum one-hundred (100) feet to (80) feet in width.
- 4) An additional one and a half percent or 399 square feet of impervious surface coverage throughout the property over the maximum allowable per Section 901.

Approval recommended with the following findings of fact and conditions:

### **Conditions**

1. Buildings shall be staked by a professional surveyor to mitigate setback encroachment.
2. An erosion control plan shall be submitted and be in place before any construction commences on the property.
3. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the Planning Director before a land use permit can be issued.
4. JPB site verification form and fee shall be submitted prior to construction.
5. A land use permit shall be obtained prior to construction and demolition; once certification approval received from Mississippi Headwaters Board (MHB).
6. A septic permit shall be obtained prior to installing new system. The existing septic system shall be removed and a SSTS abandonment reporting form shall be completed.
7. Applicant shall obtain approval from Beltrami County Highway Department for driveway relocation off of Birchmont Beach Rd. NE.
8. The variances shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The JPB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

### **Findings**

#### **1. Has the applicant demonstrated a practical difficulty?**

**Yes.** This is an existing lot of record that is currently developed; The existing use of the property of a residential house has been the established use on the lot, and would remain a reasonable and allowable use into the future. The lot could not be improved in the manner requested without substantial change to the proposed plans.

**2. Are there exceptional circumstances, unique to this property, which have not been created by the land owner?**

**Yes.** This is a previously platted and developed lot of record.

**3. Can the variance be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?**

**Yes.** This request is proposing to make use of the property in a reasonable manner while making improvements on existing nonconformities and improving environmental quality. This proposal will reduce impervious surface and move the current structure to the center of the lot increasing space between neighboring properties. The comprehensive plan and shoreland rules regarding side-lot setbacks are in place to provide access to properties while reducing conflict between property owners. These side-lot buffers also provide a pathway for stormwater to follow vegetated groundcover, rather than impervious, as it drains into the aquatic resource. Any increase in the dimensions of such flowages provides additional pollutant and sediment filtering capacity to the shoreland.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

**Yes.** This existing neighborhood has continued to see redevelopment on substandard lots through variances in recent years.

## **Site Plan(s)**

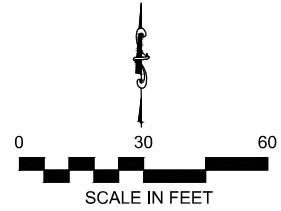
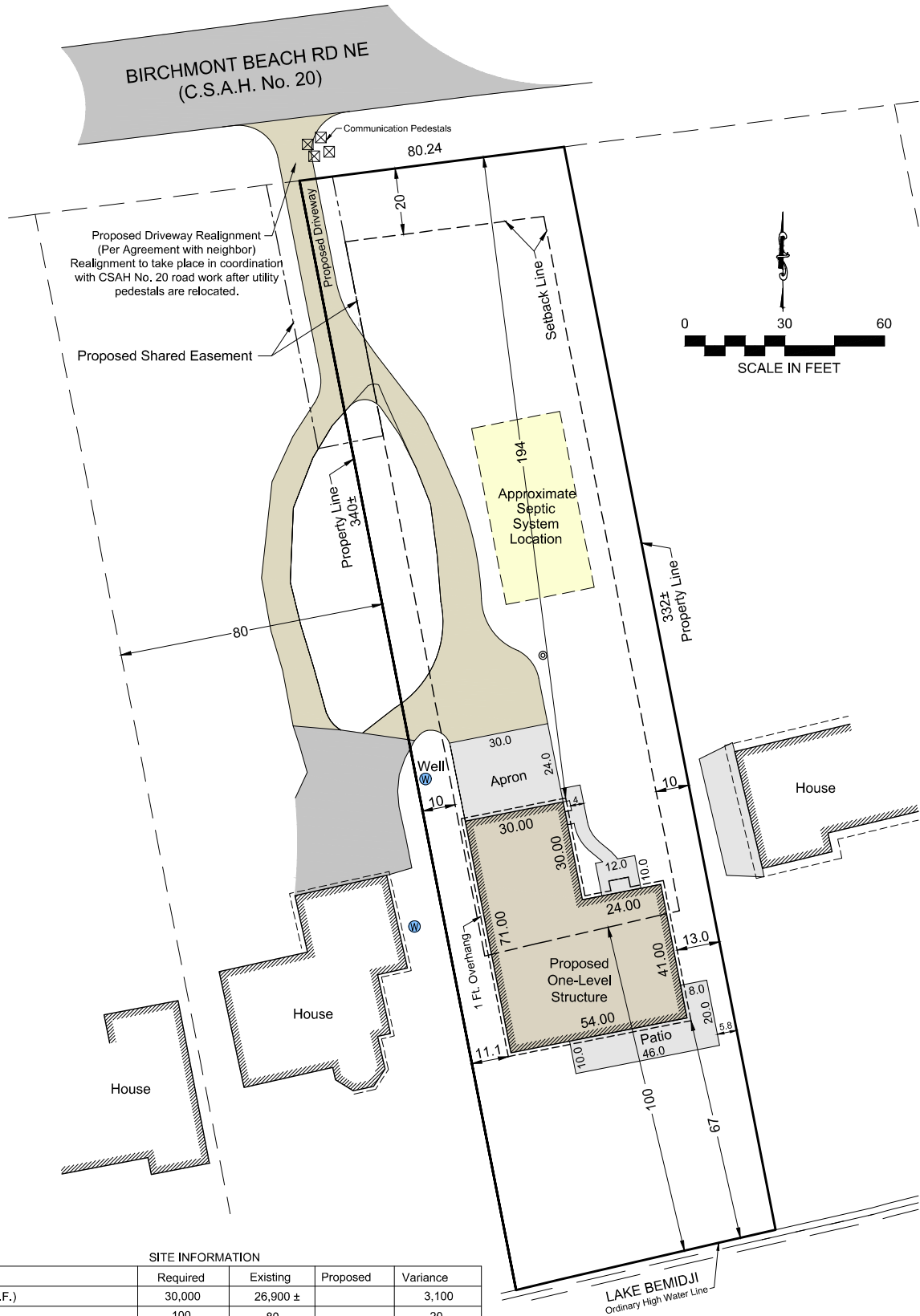
# SITE PLAN

Part of

Lot F, Auditor's Plat No. 10, Beltrami County, Minnesota.

Parcel No. 310088200

926 BIRCHMONT BEACH RD NE



## SITE INFORMATION

	Required	Existing	Proposed	Variance
Lot Size (S.F.)	30,000	26,900 ±		3,100
Lot Width	100	80		20
Setback (OHW)	50		67	33
Setback (Rear - Road)	20		194	
Setback (Side - West)	10		11.1	
Setback (Side - East)	10		13.0	
Existing Impervious Surface		7,150 ± (26.6%)		
Proposed Impervious Surface			7,124 (26.5%)	399 SF ***

\*\*\* If driveway is not able to be realigned, impervious surface coverage will increase by 360 SF

**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1038 BEMIDJI, MN 56601  
218-751-5898  
MURRAYSURVEYING.COM  
MMURRAY@PAULBUNYAN.NET

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
*Robert W. Murray*  
ROBERT W. MURRAY LICENSE NO. 15483  
DATE: 05-31-2023 FILE NO: 20-126

# **Applications & Supporting Documents**



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

## Application

**V-2023-0004**

**VARIANCE**

**SITE ADDRESS:** 926 BIRCHMONT BEACH RD NE BEMIDJI

**PRIMARY PARCEL:** 310088200

**PROJECT NAME:** WAVRA

**ISSUED:**

**EXPIRES:**

**APPLICANT:** Matt Murray  
304 Third Street NW  
Bemidji, MN 56601  
218-368-4647

**OWNER:** MITCHELL E WAVRA  
508 11TH ST SE  
EAST GRAND FORKS, MN 56721

## PERMIT DETAILS

Detail Name

Detail Value

Escrow Deposit Variance

500.00

Are multiple variances being requested?

Yes

What specific standard(s) are you requesting a variance from (lot size, setbacks, building height, etc.)? List the Ordinance Section, if known.

Section 901 C: Lot Coverage and Section 901 D: Structure setback from ordinary high-water level

What specific measurement(s) or standard(s) are you proposing?

Proposing a 33 ft. variance from 100 foot setback requirement from ordinary high water level. Seeking a 399 square foot variance from 25% maximum impervious surface coverage requirement. It is proposed that the variance for impervious surface coverage be increase to a total of 759 square feet in the event that the driveway cannot be relocated as proposed for unforeseen reasons. The driveway is currently shared. The proposal is to relocate the driveway to the common boundary line with reciprocal easements for the long-term benefit of both parcels.

Describe the existing use of your property:

The property is currently used year around as a single family residential cabin

Describe the proposed use of your property:

The use in not proposed to be changed

Will the proposal impact the character of the surrounding area?

No

Are there unavoidable physical or design limitations that severely limit your ability to meet the ordinance requirement(s)?

Yes



**City of Bemidji, MN**

**City of Bemidji**

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

If yes, please explain the unavoidable physical or design limitations.

While it would be desirable to rebuild the structure in its current location, the existing structure extends 3.5 feet onto the adjacent parcel. The proposal is to relocate a new structure in compliance with the side yard setbacks and three feet further from the ordinary high water level. This location is 17 feet further from the ordinary high water level than required if the property becomes sewered. The proposed structure location preserves room for the existing septic system, or additional space north of the existing septic system if a new system is required. Privacy is important to the applicant and the adjoining land owner and the proposed structure location preserves the existing vegetative buffer from Birchmont Beach Rd NE. The proposed locational also preserves privacy and sight lines with respect to the neighbor's window placement and position of their adjacent two-story home. The proposed structure location also minimizes impact to adjacent landowners and shared loop drive

Are there design or construction options or alternatives that may eliminate the need for a variance?

No

Please describe the alternatives you considered that would eliminate a need for a variance.

Rebuilding the structure in the same footprint. It would be more desirable to correct structure encroachment matter, if possible.





City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

Please explain the practical difficulty you have encountered that prevents you from meeting the ordinance standard

The proposed structure setback maintains the general harmony with adjacent neighbors and land uses as well as the general character of the area. There are limitations in placing the structure due to existing and potential alternate septic system locations as well as the shared loop drive. The proposed structure is within 60 SF of the livable area of the existing structure. The garage is proposed to be attached. Impervious surface coverage is improved as is all other setbacks. The continued one-story single-family use of the property combined with improved setbacks provides for a very reasonable use while balancing the site constraints associated with existing septic system, wells, and loop driveway.

What measures have you considered and are willing to take to reduce the impact of this proposal on the standard you wish to vary from (remove other buildings, vegetative screens, etc.)?

The existing structures are proposed to be combined into one structure. All setbacks will be improved relative to what is existing.

Does your property contain low areas, wetlands, or areas with standing water?

No

Please explain if you intend to drain, fill or otherwise alter this area for any reason (If this does not apply, enter N/A)

N/A

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid.

I Certify

I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

I Authorize

## CONDITIONS

\* An escrow account is established to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

\* A variance shall expire and become void if it is not acted upon within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the required work are mostly complete. The JPB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.



City of Bemidji, MN

City of Bemidji

317 4th Street NW

Bemidji, MN 56601

218-759-3560

<https://www.ci.bemidji.mn.us/>

**FEES:**

**Paid**

**Due**

Variance Commercial  
Application Fee (includes BC  
Recording fee)

\$500.00

Escrow Deposit JPB

\$500.00

**Totals :**

**\$1,000.00**

---

**REQUIRED INSPECTIONS**

JPB Initial Site Visit

Variance Inspection Follow Up (11 months from Approval)

**Supporting Narrative for the variance being sought**  
**Mitchelle E. Wavra**  
**Parcel No. 310088200**  
**926 Birchmont Beach Rd NE**

This variance seeks relief from the structure setback requirement from the ordinary high water level as well as for impervious surface coverage. The applicant is proposing to improve the structure setback from 64 feet to 67 feet. Moving the structure further back from the ordinary high water creates a practical difficulty for several reasons, primarily due to the location of the adjacent two story structure to the west, including the location of upper and lower level windows. Keeping the proposed structure in line with the adjacent structure ensures greater privacy between neighbors when using the lake side patio, similar to the configuration of the existing structure. If the structure was pushed back, there would be a direct line of sight from the adjoining home into the patio area, and from the patio into the adjoining home. This consideration is important enough that the applicant would elect to rebuild the structure in the same footprint if this variance application is not approved. This would perpetuate several nonconformities rather than making substantial site improvements.

The proposed structure setback maintains the character and configuration that has long existed between adjacent neighbors, preserves site lines to the lake, preserves the existing septic system location as well as a potential alternate location north of the existing septic system, and fits well with the existing driveway configuration, including preserving the vegetative buffer between the structure and the road, which is very important to the applicant and his neighbor.

The proposed impervious surface coverage is an improvement to the existing impervious surface coverage, which can also be mitigated pursuant to Section 914 of the JPB Ordinance. This improvement in impervious surface coverage is subject to relocating the existing driveway which is contingent on relocating utilities as part of the Birchmont Beach Rd NE reconstruction project. The current driveway location is used by the adjacent landowner. No recorded easement is known to exist. It is beneficial to both parties to clean this matter up. Both landowners are in agreement to moving a small portion of the driveway to the common boundary line and formalizing easements over this portion of the property. The former driveway location would be abandoned and planted into trees to incorporate a vegetated screening from the road.

**a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning and Subdivision Ordinance;**

1. The proposed structure is aimed at maintaining the single-story character of the existing structure, is within approximately 60 square feet of the livable area of the existing structure, and maintains a similar north-south location of the structure which has long existed between neighbors. The garage is proposed to be attached to the structure and the current detached garage would be eliminated. Replacing an existing single-story structure with a new single-story structure with similar livable area is a reasonable goal.
2. The proposed setback promotes privacy between neighbors and avoids creating a “fish bowl” effect between the proposed structure and adjacent two-story home. Preserving privacy

between adjacent land uses is a reasonable goal; especially where lot widths do not provide many alternatives.

3. The area between the proposed structure and the lake is flat and the proposed placement of the structure would have no negative impact on Lake Bemidji or adjacent land uses. It is reasonable to locate a structure if it is not expected to have a negative net effect on the water resource or adjacent land uses.
4. If sewer services become available, the proposed structure location would be 17 feet further back from the ordinary high-water line than would be required for a sewer lot. If sewer services do not become available, the existing septic system can be preserved, or there would be sufficient space for an alternate septic system if the existing system is not compliant. Preserving room for septic systems is a reasonable goal.
5. The applicant can elect to rebuild the current structure in the same footprint. The proposed variance would eliminate an encroachment and create a more conforming structure that would be highly beneficial for the neighbors with no negative side effects.

**b. The plight of the landowner is due to circumstances unique to the property not created by the landowner;**

1. The property is a legal non-conforming parcel of record. There are existing structures on adjacent parcels with long-established uses on the property and adjacent parcels. In addition to the size and configuration of the property, the height, location, and placement of windows on adjacent structure cannot be altered. This variance seeks to maintain harmony with the specific circumstances that exist on the property and adjacent parcels.

**c. The variance, if granted, will not alter the essential character of the locality;**

1. Replacing an existing structure with a similar structure that complies with side yard setback requirements and preserves the general north-south positioning of the structure will preserve the character of the locality and well as adjacent land uses and privacy that has existed for decades.

**d. Economic considerations alone do not constitute practical difficulties.**

1. There are no economic considerations that are a part of this variance application.

OFFICE OF COUNTY RECORDER  
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY  
THAT THIS INSTRUMENT  
WAS FILED IN THIS  
OFFICE ON 09/15/2021 AT  
11:43 AM BY DOCUMENT NUMBER  
A000602242

By: PAULA R. COONS  
CHARLENE D. STURK  
COUNTY RECORDER  
WELL CERT RECEIVED: N  
WELL CERT NOT REQUIRED: Y  
PAGES: 2

No delinquent taxes and transfer entered;  
Certificate of Real Estate Value  
( ) filed (X) not required  
Certificate of Real Estate Value No. September 15, 2021  
**JODEE TREAT AUDITOR-TREASURER**  
Beltrami County Auditor-Treasurer

by 31.00882.00, 346 NL  
Deputy

**WARRANTY DEED**  
**Individual to Individual**

STATE DEED TAX DUE HEREON: \$1,402.50

Date: September 10, 2021

FOR VALUABLE CONSIDERATION, ROBB H. NAYLOR, a single person, Grantor, hereby conveys and warrants to MITCHELL E. WAVRA, Grantee, real property in Beltrami County, Minnesota, described as follows:

Lot F, LESS the West 80 feet thereof, Auditor's Plat No. 10;  
AND  
The East 80 feet of the West 645 feet of that part of Government Lot 4, lying Northerly of State Rural Highway No. 9B and State Trunk Highway No. 4 as relocated in May 1924, all in Section 15, Township 147, Range 33;

together with all hereditaments and appurtenances belonging thereto, and subject to any prior conveyances of minerals or mineral rights, any prior reservations, restrictions, easements, rights of way and any zoning and use regulations, and subject also to the lien of any unpaid special assessments and interest thereon.

This conveyance is given by Grantor and accepted by Grantee in full performance of a contract for deed to the above described premises previously entered into between the parties hereto dated February 19, 2020, and filed for record in the office of the Beltrami County Recorder on February 19, 2020, by document no. A000586836, in the original principal amount of \$425,000.00. The warrants and covenants of Grantor contained herein do not extend to liens or encumbrances caused or permitted by any person other than the Grantor or through the Grantor since the date of the contract for deed.

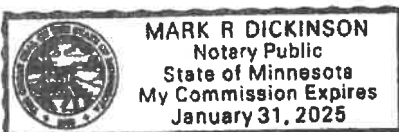
Robb H. Naylor  
Robb H. Naylor

STATE OF MINNESOTA

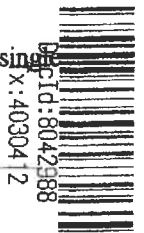
ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 10 day of September, 2021, by Robb H. Naylor, a single person, Grantor.



[Signature]  
Notary Public



# CERTIFICATE OF SURVEY

Part of

Lot F, Auditor's Plat No. 10, Beltrami County, Minnesota.

Parcel No. 310088200

926 BIRCHMONT BEACH RD NE

## DESCRIPTION OF PROPERTY

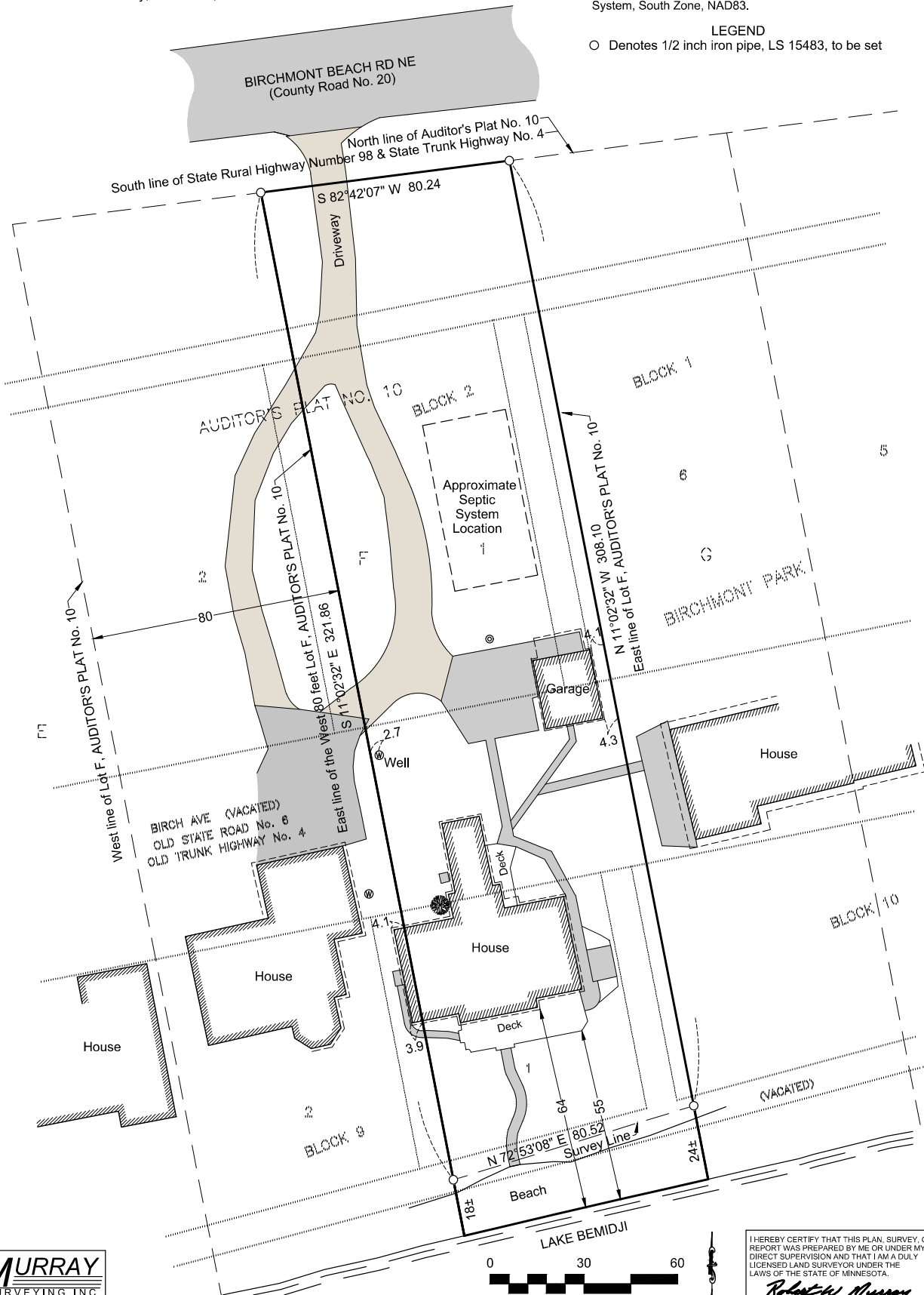
Lot F, Auditor's Plat No. 10, according to the recorded plat thereof, Beltrami County, Minnesota; LESS the West 80 feet thereof.

## NOTES TO SURVEY

1. Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.

### LEGEND

- Denotes 1/2 inch iron pipe, LS 15483, to be set



**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1038      SEMIDJ, MN 56601  
218-751-5898

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT W. MURRAY LICENSE NO. 15483  
DATE: 05-31-23 FILE NO. 20-126C

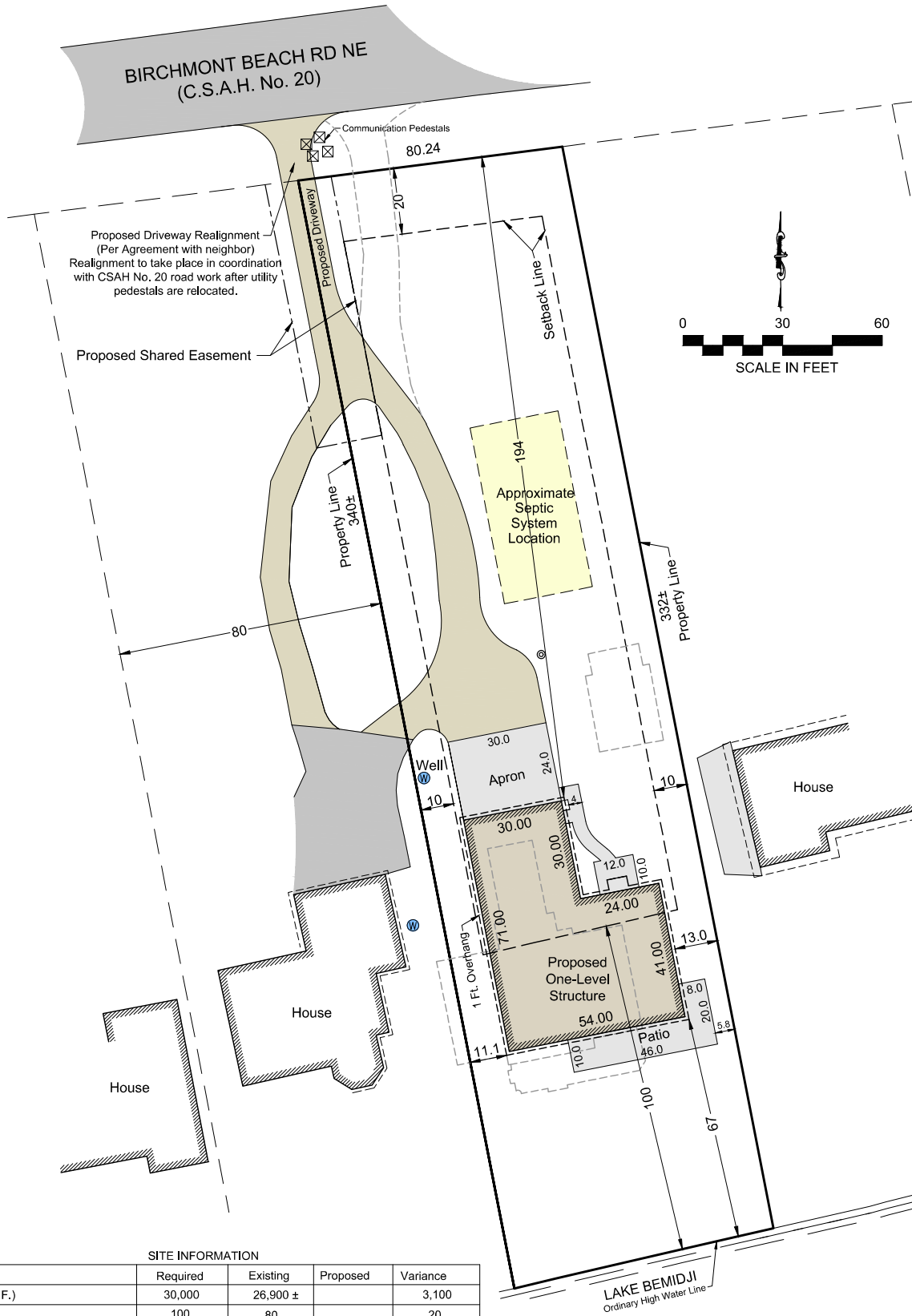
# SITE PLAN - EXISTING OVERLAY

Part of

Lot F, Auditor's Plat No. 10, Beltrami County, Minnesota.

Parcel No. 310088200

926 BIRCHMONT BEACH RD NE



## SITE INFORMATION

	Required	Existing	Proposed	Variance
Lot Size (S.F.)	30,000	26,900 ±		3,100
Lot Width	100	80		20
Setback (OHW)	50		67	33
Setback (Rear - Road)	20		194	
Setback (Side - West)	10		11.1	
Setback (Side - East)	10		13.0	
Existing Impervious Surface		7,150 ± (26.6%)		
Proposed Impervious Surface			7,124 (26.5%)	399 SF ***

\*\*\* If driveway is not able to be realigned, impervious surface coverage will increase by 360 SF



I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

ROBERT W. MURRAY	LICENSE NO. 15483
DATE: 05-31-2023	FILE NO. 20-126

# **Agency & Neighborhood Packet Distribution Information**



## **Packet Distribution List**

**Northern Township:** V-2023-0004 – Wavra

	<u>Contact</u>	<u>E-MAILED</u>	<u>US Mailed</u>
<input checked="" type="checkbox"/>	Applicant / Representative	_____	_____
<input checked="" type="checkbox"/>	JPB Attorney	_____	_____
<input type="checkbox"/>	JPB Engineer: _____.	_____	_____
<input type="checkbox"/>	City Building Department	_____	_____
<input type="checkbox"/>	City Attorney	_____	_____
<input type="checkbox"/>	City Engineer: Sam Anderson	_____	_____
<input type="checkbox"/>	City Manager	_____	_____
<input type="checkbox"/>	City GIS Department	_____	_____
<input type="checkbox"/>	City Police Department	_____	_____
<input checked="" type="checkbox"/>	City Fire Department	_____	_____
<input type="checkbox"/>	City Parks Department	_____	_____
<input type="checkbox"/>	Northern Township	_____	_____
<input type="checkbox"/>	Beltrami County ESD/SWCD ( <b><u>Bill Best</u></b> )	_____	_____
<input type="checkbox"/>	Beltrami County Recorder	_____	_____
<input type="checkbox"/>	Beltrami County GIS Department	_____	_____
<input type="checkbox"/>	Beltrami County Sheriff	_____	_____
<input checked="" type="checkbox"/>	Beltrami County Engineer / Highway	_____	_____
<input type="checkbox"/>	Beltrami County Natural Resources	_____	_____
<input type="checkbox"/>	MnDNR Trails	_____	_____
<input type="checkbox"/>	MnDNR Waters	_____	_____
<input type="checkbox"/>	MnDNR District	_____	_____
<input type="checkbox"/>	MnDOT	_____	_____
<input type="checkbox"/>	Airport	_____	_____
<input checked="" type="checkbox"/>	Mississippi Headwaters Board	_____	_____
<input type="checkbox"/>	Bemidji School District	_____	_____
<input type="checkbox"/>	MPCA Closed Landfill Program	_____	_____
<input type="checkbox"/>	U.S. Army Corps of Engineers	_____	_____
<input type="checkbox"/>	Other: ___MDH Dave Kaufman____.	_____	_____



## Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

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**June 2, 2023**

**Northern Township:** V-2023-0004 – Matt Murray of Murray Surveying representing Mitchell Wavra is requesting multiple variances in the (R-3) Suburban Residential Unsewered Zoning District and Shoreland Overlay of Northern Township at 926 Birchmont Beach Rd. NE (PID 31.00882.00) in order to construct a new single-family structure. The current structures will be removed. The following variances are being requested:

- 1.) An ordinary high-water setback reduction of thirty-three (33) feet of the required one-hundred (100) feet;
- 2.) A three-thousand, one hundred (3,100) foot reduction in lot area; and
- 3.) To build on a substandard lot of record as lot width not meeting the minimum one-hundred (100) feet in width.

The parcel limited legal description is as follows: SECT-15 TWP-147 RANGE-033 AUDITOR'S PLAT NO. 10 LOT-00F .60 AC LESS W 80' THEREOF

The Greater Bemidji Area Joint Planning Commission will consider this proposal at its meeting on **Thursday, June 22<sup>nd</sup>, 2023 at 5:00 p.m.** in the Council Chambers at Bemidji City Hall.

If you have any comments, you may present them to the Commission at that time. Alternatively, you may direct your comments in writing to my attention at the JPB office at 317 4<sup>th</sup> Street NW, or by email at **[jamin.carlson@ci.bemidji.mn.us](mailto:jamin.carlson@ci.bemidji.mn.us)**. If possible, your comments should be submitted by **Wednesday, June 14<sup>th</sup>, 2023** so they may be incorporated into my report to the Joint Planning Commission. Attached is a copy of the application and other supporting documentation.

If you have any questions or need further information, please feel free to contact me at 218-759-3582.

Respectfully,

Jamin Carlson  
Planning Director  
Greater Bemidji Area Joint Planning Board



## Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4<sup>th</sup> Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

---

**June 2, 2023**

Dear Property Owner:

The Greater Bemidji Area Joint Planning Commission will conduct a public hearing to discuss the following application:

**Northern Township:** V-2023-0004 – Matt Murray of Murray Surveying representing Mitchell Wavra is requesting multiple variances in the (R-3) Suburban Residential Unsewered Zoning District and Shoreland Overlay of Northern Township at 926 Birchmont Beach Rd. NE (PID 31.00882.00) in order to construct a new single-family structure. The current structures will be removed. The following variances are being requested:

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- 2.) A three-thousand, one hundred (3,100) foot reduction in lot area; and
- 3.) To build on a substandard lot of record as lot width not meeting the minimum one-hundred (100) feet in width.

The parcel limited legal description is as follows: SECT-15 TWP-147 RANGE-033 AUDITOR'S PLAT NO. 10 LOT-00F .60 AC LESS W 80' THEREOF

This public hearing will be held on **Thursday, June 22<sup>nd</sup>, 2023** at **5:00 p.m.** The meeting will be held in the Council Chambers of the Bemidji City Hall located at 317 4<sup>th</sup> Street NW or the meeting may be attended through Cisco Webex Video Conferencing. You are invited to attend this hearing, or express your opinions on the proposal by letter (preferred method) to the Greater Bemidji Joint Planning Board. If possible, your written comments should be submitted by **Wednesday, June 14<sup>th</sup>, 2023**, so they may be incorporated into my report to the Joint Planning Commission.

If you have any questions, please feel free to contact me at (218) 759-3582, or email comments to **[jamin.carlson@ci.bemidji.mn.us](mailto:jamin.carlson@ci.bemidji.mn.us)**.

Respectfully,

Jamin Carlson  
Planning Director  
Greater Bemidji Area Joint Planning Board

BRUCE W NORD  
SUSAN D NORD  
5599 S 11TH ST  
GRAND FORKS, ND 58201

MIKKELSON CONSOLIDATED LP  
449 DESIREE DR  
GRAND FORKS, ND 58201

ROGER A LARSON  
918 BIRCHMONT BEACH RD NE  
BEMIDJI, MN 56601

MITCHELL E WAVRA  
508 11TH ST SE  
EAST GRAND FORKS, MN 56721

STEPHEN J PATTERSON  
SALLY PATTERSON  
924 BIRCHMONT BEACH RD NE  
BEMIDJI, MN 56601

STEVEN J DEKREY  
166 WOODS BLUFF RD NW  
BEMIDJI, MN 56601

JANET A DICKINSON  
1026 BIRCHMONT BCH RD NE  
BEMIDJI, MN 56601

DONNA S DICKINSON  
1010 ANNE ST # 106  
BEMIDJI, MN 56601

MARK D HALEY  
BONITA RYGG HALEY  
2100 S COLUMBIA RD SUITE 118  
GRAND FORKS, ND 58201

ROBERT J BLAIR  
HEIDI BLAIR  
460 CROMWELL DR  
GRAND FORKS, ND 58201

DANIEL C MIKKELSON  
JOLENE R MIKKELSON  
449 DESIREE DR  
GRAND FORKS, ND 58201

KIMBERLY A HEGSTROM  
601 PLEASANT VIEW DR  
STOUGHTON, WI 53589

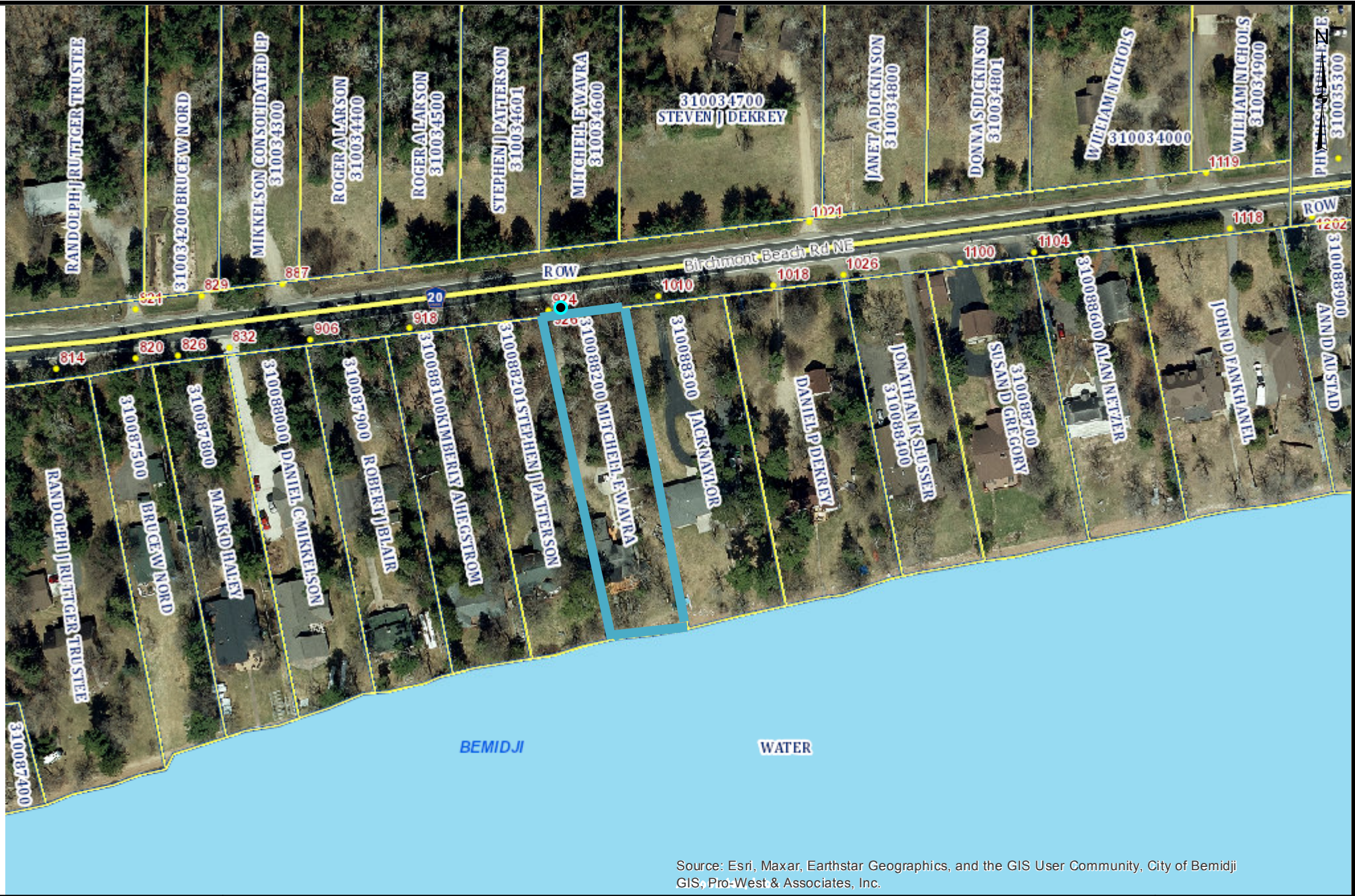
JACK NAYLOR  
1010 BIRCHMONT BEACH RD NE  
BEMIDJI, MN 56601

JONATHAN K SLUSSER  
JESSICA J SLUSSER  
1008 11TH ST  
MANHATTEN BEACH, CA 90266

DANIEL P DEKREY  
1018 BIRCHMONT BEACH RD NE  
BEMIDJI, MN 56601

SUSAN D GREGORY  
DAVID V STEVENS  
510 207TH AVE NE  
SAMMAMISH, WA 98074





Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community, City of Bemidji  
GIS, Pro-West & Associates, Inc.

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

## Aerial Map 2023-6-1

1:2,257

Date: 6/1/2023

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









**AFFIDAVIT OF PUBLICATION**

**STATE OF MINNESOTA**

**ss.**

**COUNTY OF BELTRAMI**

Taylor Herhold, being first duly sworn, on oath states as follows:

1. I am the publisher of the THE BEMIDJI PIONEER, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

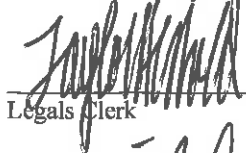
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

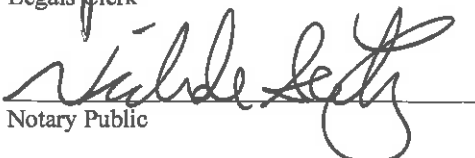
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, June 10, 2023.

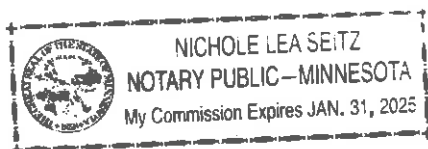
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$13.00 per column inch.

5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in BELTRAMI County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Dated this 10th day of June, 2023.

  
\_\_\_\_\_  
Legals Clerk

  
\_\_\_\_\_  
Notary Public



**GREATER BEMIDJI AREA JOINT  
PLANNING COMMISSION  
NOTICE OF**

**PUBLIC HEARINGS & MEETINGS**

NOTICE IS HEREBY GIVEN, that on Thursday, June 22, 2023, at "5:00 PM" ("PLEASE NOTE THE EARLIER MEETING TIME") or as soon thereafter as possible, the Greater Bemidji Area Joint Planning Commission will conduct a Public Hearing in-person in the Council Chambers of Bemidji City Hall, located at 317 4th St. NW, Bemidji MN, and via WebEx Video Conferencing (see log-in details on [jpbgba.org](http://jpbgba.org)), regarding the following requests:

City of Bemidji: ZOA-2023-0004 – Parcels: 800215500, 800215600, 800215700, 800215800, 800215900, 800216000, 800216100, 800216200, 800216300, 800216400, 800216500, 800216600, 800216700, and 800216800. Anthony Bessler (representing himself and Neighbors) are requesting to rezone properties from (R-4) Moderate Density Residential to (R-6) Multiple Family zoning district. The current uses of the properties are single-family homes and rentals. The properties are located at 1521, 1517, 1513, and 1511 Minnesota Ave NW; 301, 303, 305, 307, 309, 311, and Vacant lot 15th St NW; 1514, 1516, and 1518 America Ave NW, full city block, in the City of Bemidji. Note: this case was extended with the 60-day rule per the request of the applicant to gather more information.

City of Bemidji – SUP-2023-0009: - Samantha Stevens of Kimley-Horn and Associates, INC. is requesting a conditional use permit (CUP) for a new Starbucks Coffee Drive-Thru location in the B-2 General Commercial District and Highway 197 Overlay District (PID 80.02653.00) which is currently owned by Bemidji Candlewood LLC, located at the corner of Shevlin Ave SW & Paul Bunyan Drive SE, across from Ultima Bank.

City of Bemidji: V-2023-0003 – Jason Seitz, from Wes' Plumbing and Heating representing property owners, Satish and Goviner Davgun are requesting multiple variances in order to install a new compliant septic system on their substandard lot of record located at 119 Robertson Dr NW in the City of Bemidji. This property is within the (R-3) Suburban Residential Unsewered Zoning District. The requested variances are as follows:

A reduction in septic setbacks from the principal structure and the side yard lot line per Section 801:

1) A two (2) foot reduction from the required ten (10) feet for the septic tank from the principal structure;

2) A twelve (12) foot reduction from the required twenty (20) feet for the pressure bed system from the principal structure;

3) An eight (8) foot reduction from the required ten (10) feet for the pressure bed system from the east side yard lot line.

Northern Township: V-2023-0004 – Matt Murray of Murray Surveying representing Mitchell Wavra is requesting multiple variances in the (R-3) Suburban Residential Unsewered Zoning District and Shoreland Overlay of Northern Township at 926 Birchmont Beach Rd. NE (PID 31.00882.00) in order to construct a new single-family structure. The current structures will be removed. The following variances are being requested:

1) An ordinary high-water setback reduction of thirty-three (33) feet of the required one-hundred (100) feet per Section 901;

2) A three-thousand, one hundred (3,100) foot reduction in lot area per Section 901; and

3) To build on a substandard lot of record from the minimum one-hundred (100) feet to (80) feet in width.

4) An additional one and a half percent or 399 square feet of impervious surface coverage throughout the property over the maximum allowable per Section 901.

All interested parties are encouraged to view or listen to the Hearing, or call the Greater Bemidji Area Joint Planning Board Office at (218) 759-3579, or visit our web site at: [www.jpbgba.org](http://www.jpbgba.org) for more information. Email comments must be received by Wednesday, June 14, 2023, for inclusion in staff reports. (June 10, 2023) 232096



**GREATER BEMIDJI JOINT PLANNING BOARD**

**Resolution No. 2023-18**

**RESOLUTION APPROVING VARIANCE FOR PARCEL  
31.00882.00**

WHEREAS, an application was submitted on May 31, 2023 by Matt Murray of Murray Surveying representing Mitchell Wavra requesting multiple variances in order to construct a new single-family structure located at 926 Birchmont Beach Rd. NE in Northern Township. This property is within the (R-3) Suburban Residential Unsewered Zoning District and Shoreland Overlay. The requested variances are as follows:

- 1) An ordinary high-water setback reduction of thirty-three (33) feet of the required one-hundred (100) feet per Section 901;
- 2) A three-thousand, one hundred (3,100) foot reduction in lot area per Section 901; and
- 3) To build on a substandard lot of record from the minimum one-hundred (100) feet to (80) feet in width.
- 4) An additional one and a half percent or 399 square feet of impervious surface coverage throughout the property over the maximum allowable per Section 901.

WHEREAS, the requested variances will be for a structure located on parcel 31.00882.00 legally described as SECT-15 TWP-147 RANGE-033 AUDITOR'S PLAT NO. 10 LOT-00F .60 AC LESS W 80' THEREOF; and

WHEREAS, the Property is zoned (R-3) Suburban Residential Unsewered Zoning District within the Shoreland Overlay; and

WHEREAS, the requested variances meet all requirements, standards and specifications of the Greater Bemidji Area Zoning and Subdivision Ordinance; and

Page 1 of 3

WHEREAS, the Joint Planning Commission held a public hearing on Thursday, June 22, 2023, to review the application for Variances following mailed and published notices as required by law; and

WHEREAS, the Greater Bemidji Area Joint Planning Board has reviewed all materials submitted by the Applicant; considered the oral and written testimony offered by the applicant and all interested parties; and has now concluded that the application is in compliance with all applicable standards and can be considered for approval; and

WHEREAS, the Planning Board has made the following findings regarding the Variance application request:

**1. Has the applicant demonstrated a practical difficulty?**

**Yes.** This is an existing lot of record that is currently developed; The existing use of the property of a residential house has been the established use on the lot, and would remain a reasonable and allowable use into the future. The lot could not be improved in the manner requested without substantial change to the proposed plans.

**2. Are there exceptional circumstances, unique to this property, which have not been created by the land owner?**

**Yes.** This is a previously platted and developed lot of record.

**3. Can the variance be granted and that such action will be in keeping with the spirit, purpose and intent of the Zoning Ordinance?**

**Yes.** This request is proposing to make use of the property in a reasonable manner while making improvements on existing nonconformities and improving environmental quality. This proposal will reduce impervious surface and move the current structure to the center of the lot increasing space between neighboring properties. The comprehensive plan and shoreland rules regarding side-lot setbacks are in place to provide access to properties while reducing conflict between property owners. These side-lot buffers also provide a pathway for stormwater to follow vegetated groundcover, rather than impervious, as it drains into the aquatic resource. Any increase in the dimensions of such flowages provides additional pollutant and sediment filtering capacity to the shoreland.

**4. Can the variance be granted without altering the essential character of the surrounding area?**

**Yes.** This existing neighborhood has continued to see redevelopment on substandard lots through variances in recent years.

NOW, THEREFORE BE IT RESOLVED that the Joint Planning Board hereby grants the approval of four variances in order to construct a new single-family structure at 926 Birchmont Beach Rd NE on parcel 31.00882.00, with the following conditions:

1. Buildings shall be staked by a professional surveyor to mitigate setback encroachment.
2. An erosion control plan shall be submitted and be in place before any construction commences on the property.

3. A stormwater mitigation plan shall be provided by the landowner from a design professional to be reviewed and approved by the Planning Director before a land use permit can be issued.
4. JPB site verification form and fee shall be submitted prior to construction.
5. A land use permit shall be obtained prior to construction and demolition; once certification approval received from Mississippi Headwaters Board (MHB).
6. A septic permit shall be obtained prior to installing new system. The existing septic system shall be removed and a SSTS abandonment reporting form shall be completed.
7. Applicant shall obtain approval from Beltrami County Highway Department for driveway relocation off of Birchmont Beach Rd. NE.
8. The variances shall expire and become void if the project is not substantially started within twelve (12) months from its date of issuance. A substantial start means more than preliminary steps have been taken such that preparations to initiate the use are mostly complete. The JPB may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) months.

GREATER BEMIDJI AREA JOINT PLANNING BOARD


State of Minnesota

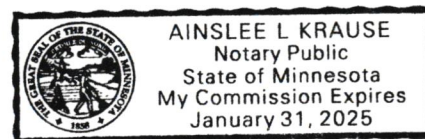
County of Beltrami

This instrument was acknowledged before me on this 12 day of July 2023 by Chris Lahn, Joint Planning Board Chair.

  
Chris Lahn, Joint Planning Board Chair

Subscribed and sworn to before me  
this 12 th day of July, 2023.

  
Notary Public



## **Action/Discussion**

Recreational Metrics- Discussion

Biennial conference agenda- Discussion

Executive Directors report- Discussion

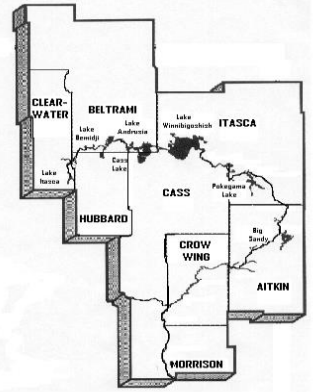
## Recreational Metrics

<u>County</u>	<u>Metric</u>
Aitkin	Vibration sensor
Cass	Nothing
Itasca	visual monitoring but really nothing. Trail clubs are using counters for their own use.
Beltrami	No Use grooming as an indicator
Hubbard	Nothing, maybe use user surveys
Clearwater	Nothing
Crow Wing	last year tried signs with a survey letting them know the experience and customer service, car counters at water access.
Morrison	Nothing



## Mississippi Headwaters Board Biennial Conference

Breezy Point Resort  
9252 Breezy Point Dr.  
Breezy Point, MN 56472  
Lakeside Ballroom (Located above Marina II)



**October 27, 2023**  
**9:00 AM – 1:00 PM**

- |                                      |  |
|--------------------------------------|--|
| <b>8:30 AM</b>                       | <b>Check In</b>  |
| <b>9:00 AM</b>                       | <b>Pledge of Allegiance &amp; Welcome</b> – MHB Chairperson Ted Van Kempen   |
| <b>9:05 AM</b>                       | <b>Legislative Welcome-</b> MHB Senators and Representatives invited to talk to group.   |
| <b>9:15 AM</b>                       | <b>Opening Remarks-</b> John Jaschke ( <b>confirmed</b> ), Board of Water & Soil Resources Executive Director  |
| <b>9:25 AM</b>                       | <b>MHB Video History</b> - View a video about the establishment and history of the MHB over the past 40 years.   |
| <b>9:40 AM</b>                       | <b>Minnesota Traditions Campaign-</b> See what Aquatic Invasive Species education was done the last few year, and what new opportunities are on the horizon. Chip Leer, Fishing the Wildside.  |
| <b>10:00 AM</b>                      | <b>Mississippi River Recreational Signage &amp; Resourceainment Project-</b> Discover how your Mississippi River became an economic boost to the economy through intentionality. Tim Terrill, MHB, Zack Roberts, Eagle Scout, and Mark Jeffers, Aitkin Economic Development.   |
| <b>10:30 AM</b>                      | <b>Mississippi Headwaters Habitat Corridor Project</b> – Learn how easements and acquisitions come together seamlessly to effectively implement habitat complexes and protect water quality across 400 miles. Will Cooksey, The Trust For Public Land, Bill Penning, Board of Water & Soil Resources, Paula West, Miss. Headwaters Habitat Corridor Coordinator. |
| <b>11:00AM</b>                       | <b>BREAK</b>   |
| <b>11:15 AM</b>                      | <b>Regional Stormwater Implementation-</b> Whiskey Creek Project- Learn how partners banded together to intercept runoff from Hwy 371 in Baxter to protect the Mississippi river. Brad Chapulis, City Administrator.   |
| <b>11:30 AM</b>                      | <b>Honorable Mentions &amp; Lasting Impressions-</b> Discover other programs that are less known about the MHB and how we are helping member counties meet their goals.  |
| <b>11:45 AM</b>                      | <b>Closing Remarks-</b> Sarah Strommen ( <b>confirmed</b> ), MN Dept. of Natural Resources Commissioner  |
| <br><b>12:00 PM- Lunch Provided,</b> |  |
| <b>Adjourn at 1:00 pm.</b>           |  |

# Executive Director Report

May - June 2023

## 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. Updated website so I can insert hyperlinks on events page.
7. Asked to give speech at the Army Core of Engineers Big Sandy Rehab project in Aitkin County. I will talk about our history and formation along with the ongoing signage partnership.
8. Signed LCCMR grant agreement amendment #1 that allowed the city of Baxter to acquire the Whiskey Creek Property.
9. Sent out social media and email announcement about upriver race at the end of July.

## Meetings & Networking

1. Attended MHHCP technical committee meeting. There is approximately \$400K left until July 1, 2024 to spend on easements and \$0 left for fee title acquisitions. To date, 6,446 acres and 47 miles of shore land have been protected.
2. Attended Outdoor Heritage Fund annual audit review and provided DNR grants person with overview of the entire project.
3. Attended the Lyman P. White park grand opening which is located on the Miss. River. I handed out MHB phone cases and provided information about the Miss. Headwaters Board.
4. Attended Camp Ripley Sentinel Landscape meeting in which partners and agency from around the country were shown how Camp Ripley does an effective job at working with partners to help meet objectives. I brought a display there and handed out phone cases. Many people were interested in the uniqueness of the MHB and were impressed by the strides we are making in the natural protection and recreational aspects of our mission. Connected with a Daniel Golden from Washington DC to discuss how the federal government can offer technical assistance to help revive rural communities through recreational amenities.
5. Met with Kirsten Goldstein from the YMCA to help plan the Upriver race.
6. Attended Morrison NRCS local work group meeting and Water Plan meeting.
7. Met with MN-Fish to discuss Public Water Accesses in the headwaters region. Around \$40 million has been allocated to PWA's, and they are waiting for DNR to develop a process on how the funding will be allocated due to engineering staffing shortages at DNR.

8. Attended Aitkin Paddle Your Glass Off event on June 17<sup>th</sup>. Around 94 people attended and MHB phone cases were passed out to the group. Surveys were conducted and there were a lot of positive comments and suggestions made for next year. I created a Facebook page called Miss. Headwaters Board Resourcetainment Group in which people can post pictures of the event and develop community.
9. Attended EDAM conference in Rochester, MN where I gave a session about resourcetainment and economic development. Around 30 people attended and I received good comments about it.
10. Attended Morrison SWCD board meeting and gave presentation video about the history and formation of the MHB.
1. Met with DNR Comm. Sarah Strommen along to discuss raising the base level of funding for the MHB. Sarah was not opposed to it, but open to exploring other options. Here is the outcome of the meeting: I (Sarah) had a conversation with our division and regional directors on Monday about working with a few key entities on our Get Out MORE initiative. I gave directors a couple weeks to get organized, but following that, our Parks and Trails division will be reaching out to you with that list and key questions for input. Regarding the connection to MRCTI, please look for an email from me yet this afternoon. On the budget increase, we'll continue the conversation as we get closer to the time when we need to submit requests.
11. LOTW SWCD will not use MN Traditions as a distribution tool for the Keep it Clean campaign. They will use geofencing and newspapers.
12. Attended Mill Creek Park planning meeting in Little Falls. It looks like the dominant themes of the Park will be historical and recreational.
13. Sending signage information to partners for review and fabrication.