



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

<https://us02web.zoom.us/j/87243123630>

**November 17, 2023  
10:00 am**

**10:00 AM**

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

**10:05 AM Approve/Amend**

- Agenda
- Consent Agenda – October '23 Minutes & Expenses

**Correspondence**

- November Press Release
- MAPCED Award
- Brainerd Dispatch Article

**Planning and Zoning (Actions)**

- H11a23- Ronkowski Variance

**Action / Discussion Items:**

- DNR discussion about increase in base funding- Action
- Biennial Conference Responses- Discussion
- High School list- Action
- December meeting Date?- Action
- Executive Directors report-Discussion

Misc: Legislature Update (if any), County Updates

**Meeting Adjourned - Thank you**

**Mtgs:**

December 22, 2023 10:00 AM- MHB Monthly Meeting, Walker, MN

**Attachment**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
October 27, 2023  
Breezy Point Resort Lakeside Ballroom

Optional interactive technology: <https://us02web.zoom.us/j/82376644615>

MEETING  
MINUTES

Members present by Roll Call: Ted VanKempen (Hubbard), Steve Barrows (Crow Wing), John Carlson (Beltrami), Cory Smith (Itasca), Brett Sample (Aitkin), Bobby Kasper (Morrison), and Tim Terrill (Executive Director).

Others Present: Chris Pence, Crow Wing ESD, Eric Buitenwerf, Hubbard ESD

Pledge of Allegiance

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

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

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

### Correspondence

1. Tim provided the board with the 10/2/23 press release.

### Planning and Zoning

H10a23- Capouch Variance . Eric Buitenwerf, Hubbard County ESD provided the board with an overview of the variance. It is an attached garage with a breezeway addition located on the South side of Wolf Lake. He addressed the reason why setback issues were not met was because the road cuts the property in half and makes it difficult to meet right of way and OHWM setback. He also addressed that it slightly exceeded impervious surface threshold due to the road being accounted for impervious surface calculation. Eric said that there were conditions placed on the property where gutters would be installed to direct water away from the lake and toward the road, and garage would be built exactly as the plan includes. Discussion ensued and Comm. Kasper asked what the impervious surface percent is and Eric replied 27.3%. Comm. Barrows stated that the board has seen this one before and asked if it followed the original variance. Eric replied that the holding tanks were part of a blanket variance years ago. He said that the breezeway was scaled back to reduce impervious surface, and the tanks are being moved to meet the 10 foot setback from the garage. Comm. Van Kempen asked if this passed the Hubbard BOA, and Eric said it did. Eric stated that he agrees with the boards decision and recommends certification. **M/S (Barrows/Kasper) to approve of the Hubbard County variance. Motion carried unanimously.**

CR10a23- Eugene Foote Plat- Chris Pence introduced himself to the board and said there are 5 total plats being considered for certification. Each plat meets and exceeds MHB required five acre minimum platting regulations. He proceeded to let them know about the approval schedule by the BOA and County board. He brought up information that this plat was approved over a year ago through the administrative process, but the landowner didn't meet the recording deadline, so it needed to go through the planning process. Commissioner Smith said that this was a pretty easy review. **M/S (Smith/Barrows) to approve of the Crow Wing County Plats. Motion carried unanimously.**

#### **Action/Discussion:**

1. DNR Grant Contract- Tim explained to the board that the legislature passed a bill to that allowed the DNR to take a 5% administrative fee, so it reduced the grant to \$117,800. Tim explained that the grant template has changed from a non-profit to a municipal contract. He noted the non-discrimination and contracting language has been modified, but that we follow Crow Wing county's plan, so we have most of that information in there. Tim said that the most important thing he was concerned about was the MHB losing control of their employee due to MMB Commissioners Plan, but he said it only applies to mileage reimbursement and meal reimbursement and not the whole plan. Crow Wing county's plan follows this so there is no difference. Tim said the workload for submitting reimbursement has been reduced, but there may be more oversight after the closing of the grant. Tim provided a long term and short term strategy to the board, and recommended that we seek an increase from the DNR to \$157,500 so it would increase our funding and also DNR's.
2. November meeting date- Tim asked if the board wanted to hold the meeting on the day after Thanksgiving and the board thought they could hold it on November 17<sup>th</sup>.

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

None

**M/S (Barrows/Smith) to adjourn to the biennial conference. Motion carried unanimously.**

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Ted Van Kempen, Chairman of the Board

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Executive Director Tim Terrill



## ACCOUNT DETAIL HISTORY FOR 2023 10 TO 2023 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	58400		MHB	- Sales							
								REVISED BUDGET			.00
23/10	457	10/09/23	GNI	589835	Britny.McC	51479			-26.00	-26.00	
	iNovah		Mississippi	HW	Guidbook						
			LEDGER BALANCES	---	DEBITS:	.00		CREDITS:	-26.00	NET:	-26.00
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	
								PER 05	5,976.55	29,839.44	
								PER 06	8,964.81	38,804.25	
								PER 07	5,976.54	44,780.79	
								PER 08	5,976.55	50,757.34	
								PER 09	5,976.54	56,733.88	
23/10	391	10/06/23	PRJ	PR1006	1231006	1231006	1231		2,988.27	59,722.15	
	PAY100623		WARRANT=231006	RUN=1	BI-WEEKL						
23/10	1003	10/20/23	PRJ	PR1020	1231020	1231020	1231		2,988.27	62,710.42	
	Pay102023		WARRANT=231020	RUN=1	BI-WEEKL						
			LEDGER BALANCES	---	DEBITS:	62,710.42		CREDITS:	.00	NET:	62,710.42
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	
								PER 06	1,543.46	9,885.76	
								PER 07	1,543.46	11,429.22	
								PER 08	1,543.46	12,972.68	
								PER 09	3,168.46	16,141.14	
23/10	391	10/06/23	PRJ	PR1006	1231006	1231006	1231		885.71	17,026.85	
	PAY100623		WARRANT=231006	RUN=1	BI-WEEKL						
23/10	1003	10/20/23	PRJ	PR1020	1231020	1231020	1231		907.75	17,934.60	
	Pay102023		WARRANT=231020	RUN=1	BI-WEEKL						
			LEDGER BALANCES	---	DEBITS:	17,934.60		CREDITS:	.00	NET:	17,934.60

## ACCOUNT DETAIL HISTORY FOR 2023 10 TO 2023 10

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	
						PER 06		1,324.30	5,656.45	
						PER 07		871.57	6,528.02	
						PER 08		871.57	7,399.59	
						PER 09		871.57	8,271.16	
23/10	391	10/06/23	PRJ PR1006	1231006	1231006	1231		435.77	8,706.93	
	PAY100623	WARRANT=231006	RUN=1	BI-WEEKL						
23/10	1003	10/20/23	PRJ PR1020	1231020	1231020	1231		435.79	9,142.72	
	Pay102023	WARRANT=231020	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:				9,142.72	CREDITS:		.00	NET:	9,142.72
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	
						PER 06		61.84	370.78	
						PER 07		61.71	432.49	
						PER 08		61.63	494.12	
						PER 09		61.69	555.81	
23/10	651	10/17/23	API 006205		203712	35785		6.68	562.49	
	W C101723	COUNTY WIDE PHONE BILL			CONSOLIDATED TELECOM					
23/10	1003	10/20/23	PRJ PR1020	1231020	1231020	1231		55.00	617.49	
	Pay102023	WARRANT=231020	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:				617.49	CREDITS:		.00	NET:	617.49
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	
						PER 05		550.00	950.00	
						PER 08		500.00	1,450.00	
						PER 09		300.00	1,750.00	

## ACCOUNT DETAIL HISTORY FOR 2023 10 TO 2023 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
23/10	1627	10/31/23	API	009999		204529	35969		50.00	1,800.00	
	W	A103123	Oct	MHB Mtg		Unknown					
23/10	1627	10/31/23	API	003356		204531	35961		50.00	1,850.00	
	W	A103123	Oct	MHB Mtg		HUBBARD COUNTY TREAS					
23/10	1627	10/31/23	API	100532		204537			50.00	1,900.00	
	W	A103123	Oct	MHB Mtg		MORRISON COUNTY AUDI					
23/10	1627	10/31/23	API	006995		204539			50.00	1,950.00	
	W	A103123	Oct	MHB Mtg		CORY SMITH					
LEDGER BALANCES --- DEBITS:					2,063.97	CREDITS:	-113.97	NET:	1,950.00		
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		
						PER 05	572.47		1,223.98		
						PER 08	434.92		1,658.90		
						PER 09	353.70		2,012.60		
23/10	1627	10/31/23	API	009999		204529	35969		104.80	2,117.40	
	W	A103123	Oct	MHB Mtg		Unknown					
23/10	1627	10/31/23	API	003356		204531	35961		91.70	2,209.10	
	W	A103123	Oct	MHB Mtg		HUBBARD COUNTY TREAS					
23/10	1627	10/31/23	API	006980		204538	35974		57.64	2,266.74	
	W	A103123	Oct	MHB Mtg		ROBERT F. KASPER					
23/10	1627	10/31/23	API	006995		204539			118.55	2,385.29	
	W	A103123	Oct	MHB Mtg		CORY SMITH					
LEDGER BALANCES --- DEBITS:					2,385.29	CREDITS:	.00	NET:	2,385.29		
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		
						PER 06	525.00		27,746.55		
						PER 07	15,430.45		43,177.00		
						PER 08	150,537.75		193,714.75		
						PER 09	497,025.00		690,739.75		

## ACCOUNT DETAIL HISTORY FOR 2023 10 TO 2023 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
23/10	323	10/03/23	API 000227		202706	35689		3,250.00	693,989.75	
	W A100323	MORRISON SOIL HEALTH			MORRISON SOIL					
23/10	478	10/10/23	API 101649		203369	1951246		6,311.25	700,301.00	
	W A101023	WESTCOM INVOICE # 1			WEST COMMUNICATIONS					
23/10	478	10/10/23	API 000729		203370	35762		750.00	701,051.00	
	W A101023	MAPS BY MITCH SIGNAGE			BRINKS WETLAND					
23/10	1238	10/24/23	API 006007		203972	35916		2,845.78	703,896.78	
	W A102423	TNC INVOICE #1			THE NATURE					
23/10	1627	10/31/23	API 121437		204528	35960		4,469.81	708,366.59	
	W A103123	Mississippi Headwaters Confere			BREEZY POINT RESORT					
23/10	1892	10/31/23	GEN					525.00	708,891.59	
	RECURRING	FINANCIAL SERVICE								
LEDGER BALANCES --- DEBITS:					708,891.59	CREDITS:	.00	NET:	708,891.59	
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
								PER 06	138.41	2,232.83
								PER 07	667.43	2,900.26
								PER 08	345.20	3,245.46
								PER 09	658.74	3,904.20
23/10	1895	10/18/23	GNI			112.01		4,016.21		
	WF OOP	Bemidji MRCTI speaking conf								
		TIM TERRILL - Bemidji MRCTI speaking conference								
23/10	1895	10/18/23	GNI			42.31		4,058.52		
	WF OOP	Paddle your stress away Aitkin								
		TIM TERRILL - Paddle your stress away Aitkin								
23/10	1895	10/18/23	GNI			35.04		4,093.56		
	WF OOP	trommald access for signage								
		TIM TERRILL - trommald access for signage								
23/10	1895	10/18/23	GNI			69.43		4,162.99		
	WF OOP	September board meeting								
		TIM TERRILL - September board meeting								
23/10	1895	10/18/23	GNI			45.52		4,208.51		
	WF OOP	Camp Ripley Open House								
		TIM TERRILL - Camp Ripley Open House								
23/10	1895	10/18/23	GNI			69.43		4,277.94		
	WF OOP	McGregor 1w1P								
		TIM TERRILL - McGregor 1w1P								
LEDGER BALANCES --- DEBITS:					4,277.94	CREDITS:	.00	NET:	4,277.94	

## ACCOUNT DETAIL HISTORY FOR 2023 10 TO 2023 10

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
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	
							PER 05		18.93	118.39	
							PER 07		948.71	1,067.10	
							PER 08		469.43	1,536.53	
23/10	1897	10/18/23	GNI						6.91	1,543.44	
	BREMPCARD				guidebook mailing						
					TIM TERRILL - guidebook mailing - USPS PO 2611000401						
23/10	1897	10/18/23	GNI						57.14	1,600.58	
	BREMPCARD				printer ink						
					TIM TERRILL - printer ink - BEST BUY	00005223					
					LEDGER BALANCES --- DEBITS:	1,600.58		CREDITS:	.00	NET:	1,600.58
					GRAND TOTAL --- DEBITS:	809,624.60		CREDITS:	-139.97	NET:	809,484.63
					31 Records printed						

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

October SFY'24 Budget Summary		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<u>Revenues:</u>	<u>Monthly Amount</u>				<u>Notes</u>
Governor's DNR grant (53290)		\$ 33,191.70	\$ 117,800.00	28.18%	non competitive quarterly reimbursement
LSOHC grant (53290)		\$ 1,683.55	\$ 8,000.00	21.04%	LSOHC reimbursement
Guidebook sales (58400)	\$ 26.00	\$ 100.00	\$ 200.00	50.00%	reimbursment for Guidebook sales
Enbridge program (58300)			\$ 11,000.00	0.00%	enbridge reimbursement
Miscell. Other revenue (58300)		\$ 780.00	\$ 9,000.00	8.67%	LCCMR acquisition
MCIT Dividend (58300)			\$ 42.00	0.00%	MCIT refund
County Support (52990)			\$ 12,000.00	0.00%	8 county support
LCCMR acquisition			\$ 1,780.00	0.00%	competitive reimbursement
<b>Total</b>	<b>\$ 26.00</b>	<b>\$ 2,563.55</b>	<b>\$ 40,242.00</b>		
<u>Expenses:</u>	<u>Monthly Amount</u>				<u>Notes</u>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 8,611.56	\$ 26,799.72	\$ 116,691.00	22.97%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$ 2,563.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$ 200.00	\$ 800.00	\$ 2,300.00	34.78%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)		\$ 304.81	\$ 1,000.00	30.48%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)	\$ 372.69	\$ 790.62	\$ 2,500.00	31.62%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 373.74	\$ 1,671.37	\$ 3,500.00	47.75%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 8,244.81	\$ 1,663.26	\$ 35,000.00	4.75%	CW financial, Morrison Soil & Health, biennial conference rental
Office supplies/operations (64090)	\$ 125.73	\$ 1,721.56	\$ 2,500.00	68.86%	telephone, printer ink, guidebook mailing
Training & Registration Fees (63380)			\$ 800.00	0.00%	conferences
<b>Total</b>	<b>\$ 17,928.53</b>	<b>\$ 33,751.34</b>	<b>\$ 166,854.00</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.



IMMEDIATE PRESS RELEASE 11/2/23

Media Contact

Tim Terrill

218-824-1189

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

322 Laurel St.

Brainerd, MN 56401

**Mississippi Headwaters Board Testifies Before Federal Lands Sub-Committee**

Itasca County Commissioner and MHB board member Cory Smith testified before the federal lands sub-committee to discuss a land exchange between the Chippewa National Forest (CNF) and the Bowen Lodge resort. Bowen Lodge would like to exchange approximately 35 acres of land that they own located on Lake Winniebigoshish for approximately 10 acres owned by the CNF located off the lake. The parcel owned by Bowen Lodge has mature trees and owner Bill Heig believes that this land should be permanently owned and maintained by the CNF to protect the habitat and water quality values of the lake. Commissioner Smith testified before the sub-committee on September 16<sup>th</sup> to provide support for legislation that will allow the exchange. The MHB is working legislatively at the local and federal level to help protect the Mississippi river and Headwaters lakes.



Aitkin County  
Travis Leiviska, County Commissioner District 3  
307 2<sup>nd</sup> St NW  
Aitkin, MN 56431

November 2, 2022

Greetings Commissioner Leiviska,

As you may know, each year the Association of Minnesota Counties seeks applications to nominate exceptional county employees, programs, and collaborations for the association's annual awards. One of the awards is the MAPCED Outstanding Economic Development Award. We want to thank you for your nomination of Aitkin County's "Naturally Better" branding work.

The committee was thrilled to collect a nomination for this Aitkin County project, but we regret to inform you the application was not chosen for an award this year. However, I am pleased to share that the "Resourceainment" work that Aitkin County Economic Development has been doing in partnership with the Mississippi Headwaters Board was selected – and the Naturally Better branding project certainly is a "ripple" of that work. The committee was delighted to learn about other projects occurring within the state, including this great work happening in Aitkin County. We hope you might consider applying for the MAPCED Outstanding Economic Development Award again in the future!

What an honor it is to work and learn alongside such a dynamic group of individuals throughout the state. Keep up the great work in Aitkin County!

Thank you,

A handwritten signature in black ink, appearing to read "Briana Mumme", with a stylized flourish at the end.

Briana Mumme  
President



# Mississippi Headwaters Board testifies before federal lands subcommittee

Bowen Lodge would like to exchange about 35 acres of land that they own located on Lake Winnibigoshish for approximately 10 acres owned by the Chippewa National Forest located off the lake.

By [Dispatch staff report](#)

November 02, 2023 at 8:27 AM

Share

News reporting

Itasca County Commissioner and Mississippi Headwaters Board member Cory Smith testified before the federal lands subcommittee to discuss a land exchange between the Chippewa National Forest and the Bowen Lodge resort.

Bowen Lodge would like to exchange about 35 acres of land that they own located on Lake Winnibigoshish for approximately 10 acres owned by the Chippewa National Forest located off the lake. The parcel owned by Bowen Lodge has mature trees and owner Bill Heig believes that this land should be permanently owned and maintained by the Chippewa National Forest to protect the habitat and water quality values of the lake.

Smith testified before the subcommittee Sept. 16 to provide support for legislation that will allow the exchange. The Mississippi Headwaters Board is working legislatively at the local and federal level to help protect the Mississippi River and headwaters lakes.

## **Planning and Zoning**

H11a23- Ronkowski Variance



RECEIVED SEP 25 2023

# Variance Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

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

**This form must be legibly completed in INK.**Applicant name(s): Vicki M. Ronkowski Date: 9/22/2023

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

Mailing address (PO Box/Street, City, State, Zip): 4614 Belmont Rd, Grand Forks, ND 58201E911 property address: 32560 Wolf Lake Rd, Cass Lake, MN 56633Phone: 201-740-6581 Alt. phone: \_\_\_\_\_ Email: VronKowski@gmail.comTax parcel number(s): 07.39.60300 and 07.01.03200Legal description: Lots 5 and 6, Crescent Beach, and part of Government Lot 4, Section 1, T. 145, R. 32Sect: 1 Twp: 145 Rng: 32 Lake/river name: Wolf Is this request after-the-fact? ☐ Yes ☒ No**Place an "X" by the ordinance(s) and provide the section(s) of said ordinance(s) from which you are requesting a variance.**

- ☐ Shoreland Management Ordinance  
☐ Subdivision Ordinance  
☐ Sign Ordinance  
☐ Subsurface Sewage Treatment System  
☒ Other Variance Amendment

Section(s): \_\_\_\_\_  
Section(s): \_\_\_\_\_  
Section(s): \_\_\_\_\_  
Section(s): \_\_\_\_\_  
Section(s): \_\_\_\_\_

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

To amend the stormwater plan associated with condition 2 of variance application 48-V-21.  
This request is a result of the septic tanks being installed at the location of Infiltration Area 1. The infiltration area is proposed to be relocated to the proposed tank location.  
Due to final roof design, more roof water will be diverted to the northeastern end of structure. As a result, a dry well is proposed in place of Infiltration Area 2 for additional capacity. The overall goal of plan and treatment volume remains unchanged.

## Applicant Statement

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

Signature of applicant(s): [Signature] Authorized Agent

For Office Use:

Application date: 9/26/2023 Filing acknowledged by: SEL Receipt #: 35010 App. #: 44-V-23

Updated: 01/01/2022



# Authorized Agent Form

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

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

## Note:

1. Form must be legible and completed in ink.
2. Check appropriate box(es). Write any specific restrictions on the checked item in the space provided (e.g. "garage land use permit" or "valid only on permit applications submitted between 06/01/2017 and 08/01/2017"). If you want your agent to represent you on a conditional use or variance application and also be authorized to obtain the related permit(s), be sure to check and complete the "permit application" item as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature on this form until Hubbard County Environmental Services receives signed, written notification from the property owner(s) stating otherwise or the property's ownership changes.

I (we), Vicki Ronkowski hereby authorize Murray Surveying, Inc to act  
(landowner) (agent)

as my (our) agent on the following item(s): check the appropriate item(s)

- ☐ permit application (write in permit "type" – e.g. land use, septic, etc.): \_\_\_\_\_
- ☐ plat application: \_\_\_\_\_
- ☐ conditional use application: \_\_\_\_\_
- ☒ variance application: \_\_\_\_\_
- ☐ other: \_\_\_\_\_

on my (our) property located at:

Tax Parcel Number(s): 07.39.00300, 07.01.03200

Legal Description: Lots 5 and 6, ~~xxx~~ Crescent Beach and part of Government Lot 4,  
Section 1, T. 145, R. 32

Section: 1 Township: 145 Range: 32

Lot: 5+6 Block: \_\_\_\_\_ Plat Name: Crescent Beach

Physical Site Address: 32560 Wolf Lake Rd

## Agent Contact Information

Agent address: 304 Third St NW Bemidji MN 56601  
Street City State Zip Code

Agent phone #(s): 218-751-5898 (office) Agent fax #: \_\_\_\_\_

Agent email address: mmurray@paulbunyan.net

Vicki M. Ronkowski Date: 9/19/23  
Property Owner(s) Signature(s)

**Submit Form**

Click the button to the left to submit the authorized agent form and a new e-mail message will open with the completed form attached. Please attach any other necessary paperwork to this e-mail before submitting.





# Variance Application

Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890

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

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

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

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

## Section 1

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

- |   |                           |
|---|---------------------------|
| <input type="checkbox"/> Ordinary High Water Mark (OHWM)  | Proposed Setback _____ ft |
| <input type="checkbox"/> Lot line   | Proposed Setback _____ ft |
| <input type="checkbox"/> Road Right of Way Twp Co. State  | Proposed Setback _____ ft |
| <input type="checkbox"/> Crest of bluff   | Proposed Setback _____ ft |
| <input type="checkbox"/> Septic system components. (new SSTS site design must accompany variance application) |                           |

## Section 2

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

- ☐ Vegetative alteration
- ☒ Grading/filling *Installing stormwater mitigation*
- ☐ Other (Attach separate sheet explaining the land alteration)

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

## Section 3

When was your lot created (month/day/year)? 12/20/1918 (This information can be found in your abstract of title. A copy of either this first deed or page in the abstract must be included in your application.)

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

## Section 4

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

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

### Existing structure

Foundation: basement, crawlspace, slab on grade

Stories above ground: ground level, 1 ½, two

Existing structure height: 25 ft

Existing # bedrooms 3

Overall change in roof height when project is completed: 0 ft

### Proposed addition(s)

Foundation: basement, crawlspace, slab on grade

Stories above ground: ground level, 1 ½, two

Proposed addition(s) height: \_\_\_\_\_ ft

Final # bedrooms after remodel \_\_\_\_\_

## Site Plan

Required for ALL permit applications

Map

See attached Site Plan

You **must** include all structures and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the structures as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

### Submit Form

Click the "Submit Form" button to the left to submit the application and a new e-mail message will open with the completed application attached. Please attach the site drawing, the ground-level color photographs, and any other necessary paperwork to this e-mail before submitting.

### Reset Form

Click the "Reset Form" button to the left to clear all information from the form.



# SITE PLAN

## RONKOWSKI VARIANCE AMENDMENT

Parcel Tax ID No: 07.39.00300 & 07.01.03200

Address: 32560 Wolf Lake Rd

Note: This Site Plan has been revised to position the proposed structure two feet from the southerly boundary of Lots 5 and 6, Crescent Beach, Wolf Lake, as requested by Hubbard County Planning Commission.

SIDE PROFILE



### PROPERTY DESCRIPTION

Lots 5 and 6, Crescent Beach, Wolf Lake, according to the recorded plat thereof on file in the Office of the Hubbard County Recorder; AND, A portion of Government Lot 4, Section 1, Township 145, Range 32, more specifically described as follows: Beginning at the northeast corner of Lot 5 of the plat of Crescent Beach; thence easterly continuing the north line of Lot 5, a distance of 57 feet to the west bank of Wolf Creek; thence southerly along the west bank of Wolf Creek a distance of 102 feet; thence westerly a distance of 53 feet to the southeast corner of Lot 6 of the Plat of Crescent Beach; thence northerly on the east line of Lots 5 and 6 a distance of 102 feet to the point of beginning.

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.

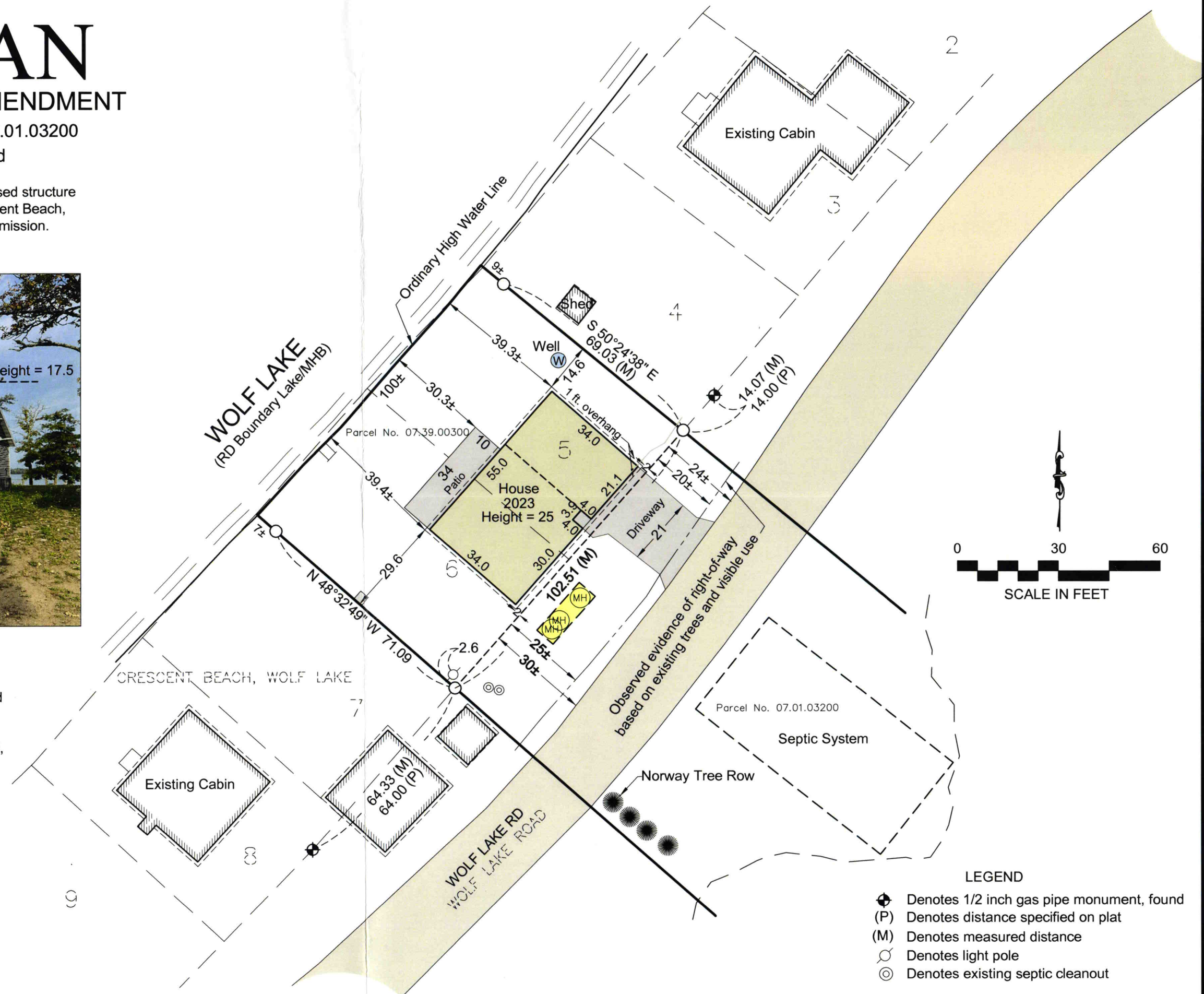
*Robert W. Murray*

ROBERT W. MURRAY  
Revised 09-15-2021  
DATE: 07-26-2021

**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1038 BEMIDJI, MN 56601

218-751-5898

MURRAYSURVEYING.COM  
MMURRAY@PAULBUNAYAN.NET

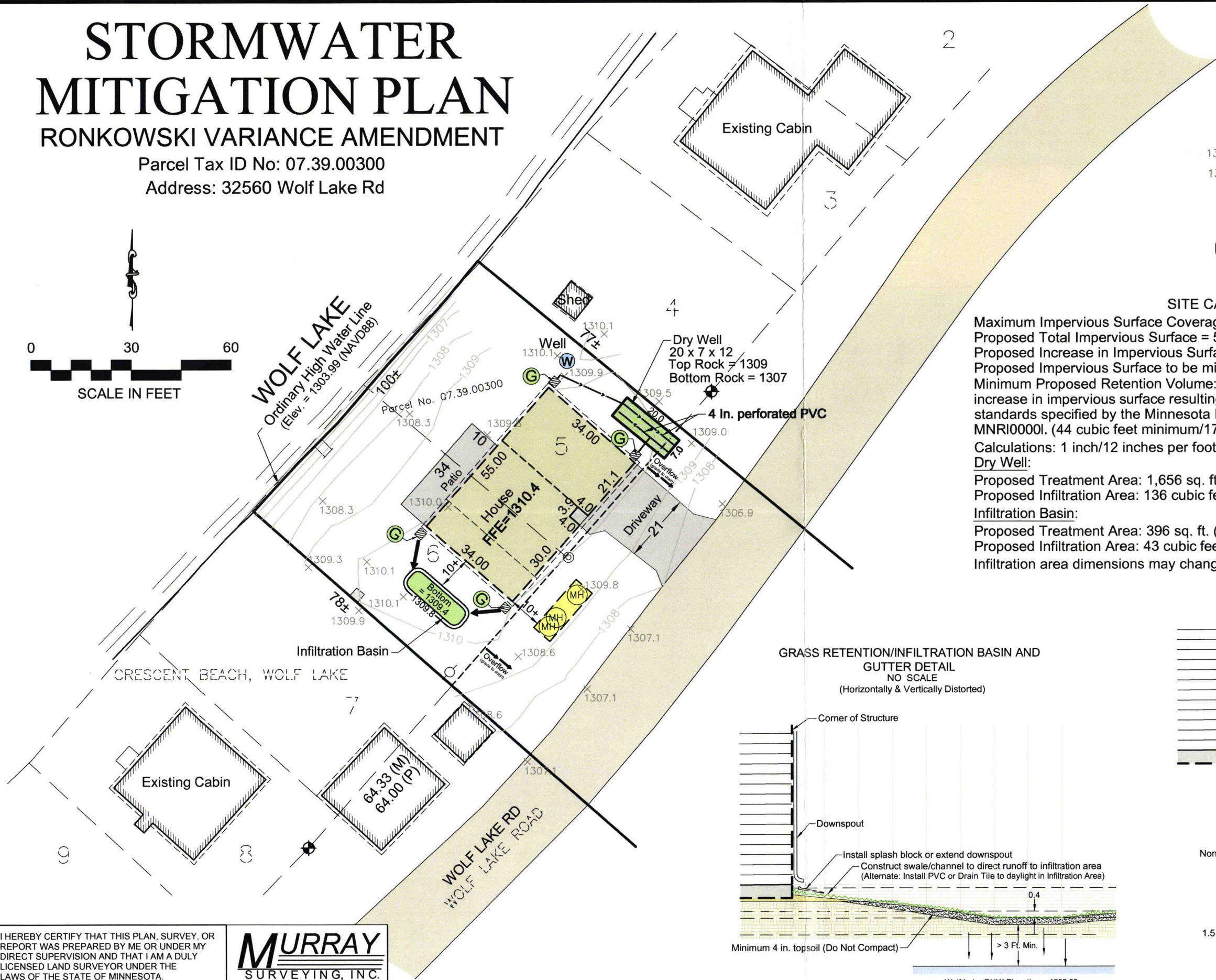
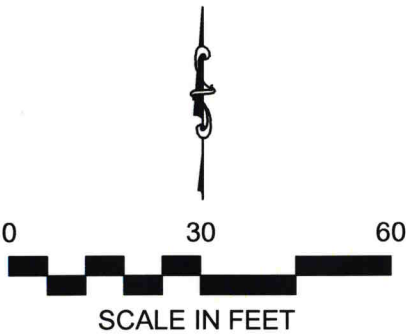




# STORMWATER MITIGATION PLAN

## RONKOWSKI VARIANCE AMENDMENT

Parcel Tax ID No: 07.39.00300  
Address: 32560 Wolf Lake Rd

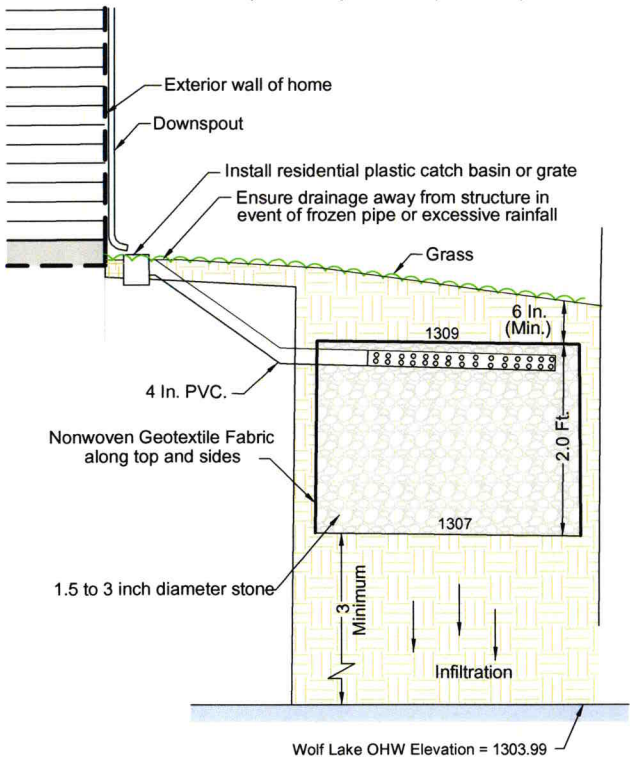


- LEGEND**
- ⊕ Denotes 1/2 inch gas pipe monument, found
  - (P) Denotes distance specified on plat
  - (M) Denotes measured distance
  - Denotes light pole
  - ⊙ Denotes existing septic cleanout
  - 1346 Existing 1 ft. contour interval
  - 1342 × Existing spot elevation
  - G Roof runoff to be directed to downspout locations (however ultimately located)
  - Construct swale to direct runoff accordingly
  - Denotes infiltration area

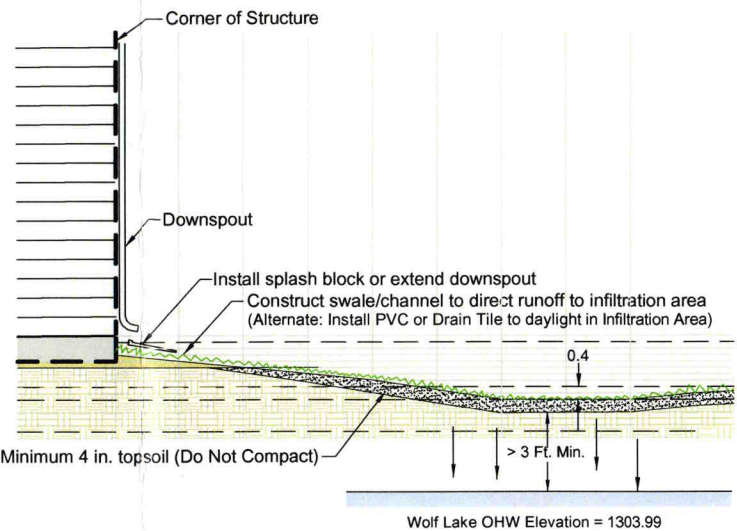
### SITE CALCULATIONS

Maximum Impervious Surface Coverage = 25% (per Shoreland) = 5,190 Sq. Ft.  
Proposed Total Impervious Surface = 5,546 Sq. Ft.  
Proposed Increase in Impervious Surface = 356 Sq. Ft. (increase from existing)  
Proposed Impervious Surface to be mitigated = 2,052 Sq. Ft. (structure area)  
Minimum Proposed Retention Volume: One inch (calculated as an instantaneous volume) over the increase in impervious surface resulting in a water quality storage volume to meet or exceed the standards specified by the Minnesota Pollution Control Agency NPDES/SDS Program. Permit No: MNRI0000I. (44 cubic feet minimum/171 cubic feet proposed)  
Calculations: 1 inch/12 inches per foot = 0.083 ft. x 2,052 sq. ft. = 171 cubic feet.  
**Dry Well:**  
Proposed Treatment Area: 1,656 sq. ft. (0.083 ft. x 1,656 sq. ft. = 137 cubic feet treatment volume)  
Proposed Infiltration Area: 136 cubic feet ((7 x 20 x 2)/2 = 140)  
**Infiltration Basin:**  
Proposed Treatment Area: 396 sq. ft. (0.083 ft. x 396 sq. ft. = 33 cubic feet treatment volume)  
Proposed Infiltration Area: 43 cubic feet (18 x 6 x .4 = 43)  
Infiltration area dimensions may change, but total storage volume must remain at least 171 cubic feet

### DRY WELL DETAIL NO SCALE (Horizontally & Vertically Distorted)



### GRASS RETENTION/INFILTRATION BASIN AND GUTTER DETAIL NO SCALE (Horizontally & Vertically Distorted)



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.

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

MATTHEW R. MURRAY LICENSE NO. 48168  
DATE: 09-20-2023 FILE NO. 21-135



# CERTIFICATE OF SURVEY

## Lots 5 and 6, Crescent Beach, Wolf Lake

Parcel Tax ID No: 07.39.00300

## PROPERTY DESCRIPTION

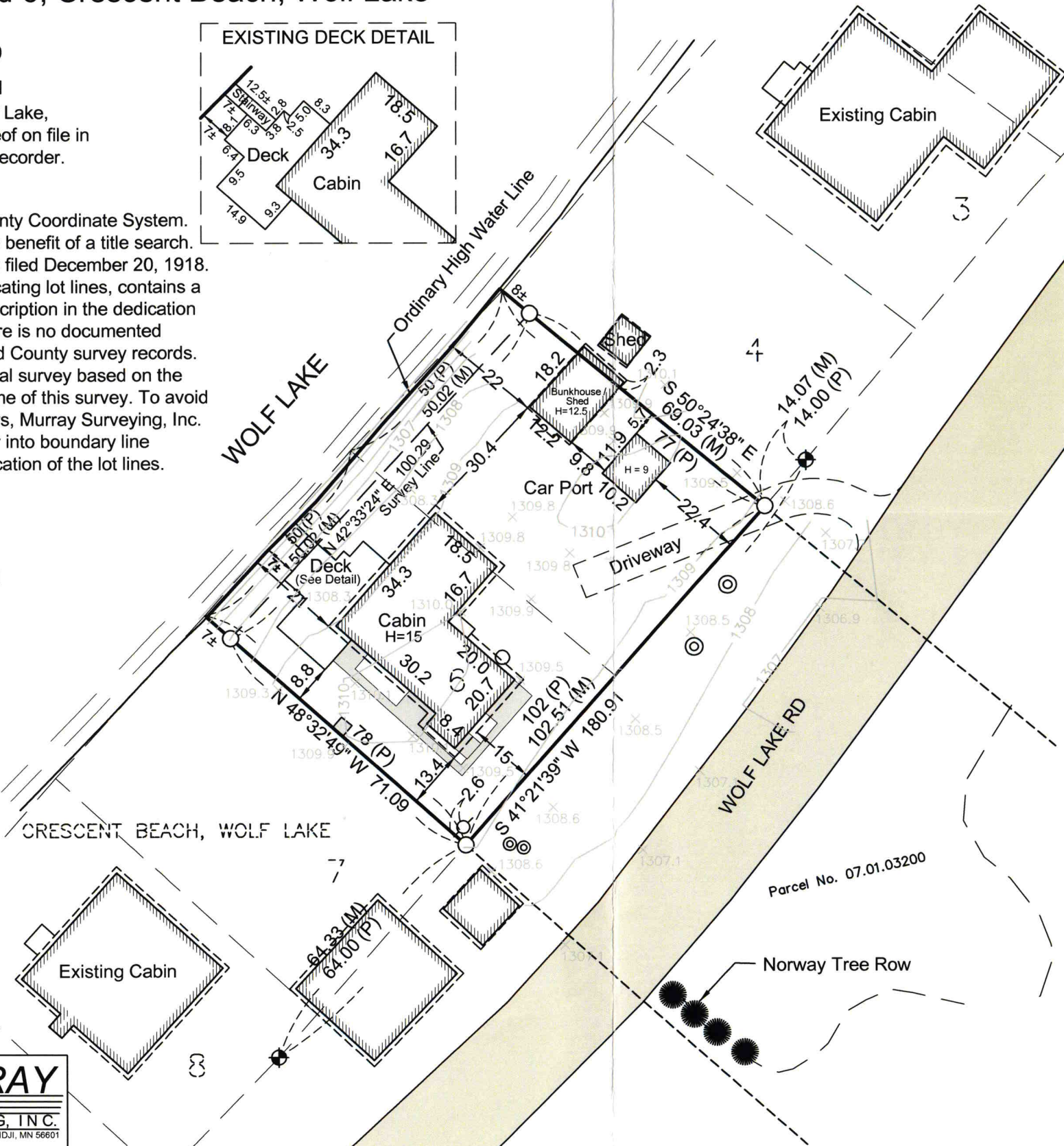
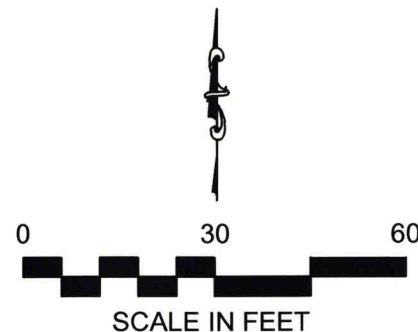
Lots 5 and 6, Crescent Beach, Wolf Lake,  
according to the recorded plat thereof on file in  
the Office of the Hubbard County Recorder.

## NOTES TO SURVEY

1. Bearing system based on the Hubbard County Coordinate System.
2. This survey has not been prepared with the benefit of a title search.
3. The plat of Crescent Beach, Wolf Lake was filed December 20, 1918. The plat has limited information to aid in locating lot lines, contains a mathematical discrepancy between the description in the dedication and dimensions shown on the plat, and there is no documented evidence of subsequent surveys in Hubbard County survey records. Best efforts were made to retrace the original survey based on the best available evidence recovered at the time of this survey. To avoid any potential discrepancies in future surveys, Murray Surveying, Inc. strongly recommends that the owners enter into boundary line agreements with adjoining owners to solidify the location of the lot lines.

### LEGEND

- ⊕ Denotes 1/2 inch gas pipe monument, found
- (P) Denotes distance specified on plat
- (M) Denotes measured distance
- ⊙ Denotes light pole
- ⊗ Denotes existing septic cleanout
- **Denotes iron pipe, LS 15483, to be set**



NOTE TO WOLF LAKE RD RIGHT-OF-WAY

The plat of Crescent Beach, Wolf Lake designates Wolf Lake Road adjoining the easterly boundary of Lots 1-29 and dedicates to public use "all the roads designated thereon to which we may have title." At the time of recording the plat, the owner/developer (Carl H. Phillips) did not have title to any portion of Wolf Lake Road as platted (See WD Doc. No. 41535, recorded in Book No. 44 on page 102). Consequently, there has been no statutory dedication of Wolf Lake Road. The conveyance to Carl H. Phillips by Lewis J. Larson utilizes the same language as the description in the plat dedication: "The South and east bounds of the aforesaid parcel as above described is and shall be the north and west limit of the aforesaid Wolf Lake Road." It seems that a road existed along the boundary of Crescent Beach, Wolf Lake at the time of platting; however, it is unclear if the portion of Wolf Lake Road abutting the subject property has continued in the same location since 1918. Historic photos from 1949 suggest that the portion of road adjacent to the subject property has not moved since that time. Though not legally platted, the reference to Wolf Lake Road in the conveyance to Phillips may indicate an intention or acknowledgement (by Lewis J. Larson) to dedicate land for use as Wolf Lake Road. No width was specified. *Raines v. Village of Alden*, 90 N.W. 2d 906 (Minn. 1958), citing *Poudler v. City of Minneapolis*, 115 N.W. 274 (Minn. 1908) provides that "where, after platting lands, the owners sell lots or blocks with reference to the plat, the plattees and their grantees are estopped to deny the legal existence of such streets and public grounds as are described in the plat." However, unlike in *Poudler*, the plat did not dedicate the road, only the portion that Phillips may have had any title to. The plat did not expressly purport to dedicate Wolf Lake Road to public use. Where, as here, statutory dedication fails, a common law dedication may prevail. However, as recited in *Doyle v. Babcock*, 235 N.W.2d 18 (Minn. 1931), citing *Baker v. City of St. Paul*, 8 Minn. 491 (Minn. 1863) "'Where a party makes a statutory dedication of this nature to the public, it is exceedingly doubtful whether he can revoke it under any circumstances, except in the manner provided by statute, through the courts, and that, whether there has been any action taken upon it by the public or not...This, however, is not the case with an act of private dedication, or what is termed common law dedication. Here there must be some act of acceptance on the part of the public.' And the rule is stated that, until there is such acceptance, there may be revocation by the dedicator. Abandonment by the public of a common-law dedication of street or highway seem therefore to be more readily established than where the dedication is statutory."

It is unclear at this time when Farden Township accepted and/or began maintenance of Wolf Lake Road and whether the requisite criteria exists to satisfy either a revocation of any common law dedication or abandonment of any part thereof. A public right of way unequivocally exists for Wolf Lake Road to the width of use based on dedication by use for at least six consecutive years in accordance with Minn. Stat. § 160.05. The owners of Lots 5 and 6, Crescent Beach, Wolf Lake own the adjacent property including a portion encompassing Wolf Lake Road as a result of chain of title conveyances that began with a conveyance by L.F. Zopf by Quit Claim Deed dated 1966 and recorded August 17, 2007 by Doc. No. A000326889.

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: 06-13-2021 FILE NO. 21-135

**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1038      REMIDJI, MN 56601

218-751-5898

MURRAYSURVEYING.COM  
MMURRAY@PAULBUNAYAN.NET



**SITE PHOTOS**  
**RONKOWSKI APPLICATION FOR VARIANCE**  
Parcel Tax ID No: 07.39.00300  
Address: 32560 Wolf Lake Rd



Infiltration Area: Westerly side of structure



Infiltration Area: Easterly side of structure



**HUBBARD COUNTY ENVIRONMENTAL SERVICES  
UNIFORM RECORD OF INDIVIDUAL SEWAGE TREATMENT SYSTEM**

***PRESSURIZED MOUND SYSTEM***

DATE	8/25/22	PERMIT NO. 45-SS-22
OWNER	Vicky Ronkowski	
LAKE NAME	Wolf Lake	PARCEL NO. 07.39.00300
LEGAL DESCRIPTION	Lots 5&6 Crescent Beach	
INSTALLER	Juelson Plumbing # 3961	
# NEW TANKS	1	
<b>SEPTIC TANK</b>		
a. Permit required (size)	1500 gal. w/filter	
b. Size/Type/Manufacturer	1000/500 precast (L.P.) Thelen	
c. Distance from well	65ft	
d. Distance from house	10ft - exact	
e. Distance from property line	10ft	
<b>ABSORPTION AREA</b>		
	Sized for: 3br type 1 @ 450 gpd	
a. Permit required (size)	375 sqft	
b. Depth to restricting layer	12in.	
c. Distance from lake	80ft+-	
d. Distance from house	20ft+	
e. Distance from well	50ft+	
f. Distance from property line	10ft	
g. Distance from wetland	N/A	
<b>PUMPING STATION</b>		
a. Permit required (size)	500 gal. (P/O combo tank)	
b. Distance from well	65ft	
c. Distance from house	10ft - exact	
d. Distance from property line	10ft	
<b>PUMPING STATION</b>		
a. Pump model & size	BN 151	
b. Distance to absorption	30ft	
c. Size of line	2in.	
<b>ROCK BED</b>		
a. Length	38ft	
b. Width	10ft	
c. Inches of rock	12in.	
d. Amount of rock	19 cu yds	
e. Distance to water table	39in.	
<b>DISTRIBUTION PIPES</b>		
a. Size of line	1.5in. - 3ea.	
b. Perforations & spacing	7/32in. @ 30in.	
c. Distance between laterals	3ft	
d. Distance from rock bed edge	2ft	
<b>MOUND</b>		
a. Length		
b. Width		
c. Depth of clean sand	24in.	
TYPE OF SOIL/SLR	0.78 sand	

***SEE REVERSE SIDE FOR PLAN LAYOUT***

DISTANCE TO NEIGHBORS' WELL 50ft+

☐ NEIGHBORS' WELL DRAWN

**SEPTIC TANK**

- ☒ DRAIN HOLES SEALED
- ☒ OUTLET SCH. 40 (SEALED)
- ☒ INLET SCH. 40 (SEALED)
- ☐ 6" INSP. PIPES (SEALED)
- ☒ RISERS ON MANHOLE (IF NEEDED)

**PUMP TANK**

- ☒ MANHOLE AT GRADE
- ☒ ALARM SYSTEM

**MOUND**

- ☒ SITE ROUGHENED
- ☒ 4" INSP. PIPE
- ☒ TOP SOIL (6" MIN)

**COMBO TANK**

- ☒ MANHOLE IN EACH COMPARTMENT

**PUMP CURVE**

PRESSURE TEST BLDG SEWER

PRESSURE TEST PUMP LINE

**TANK INSULATED**

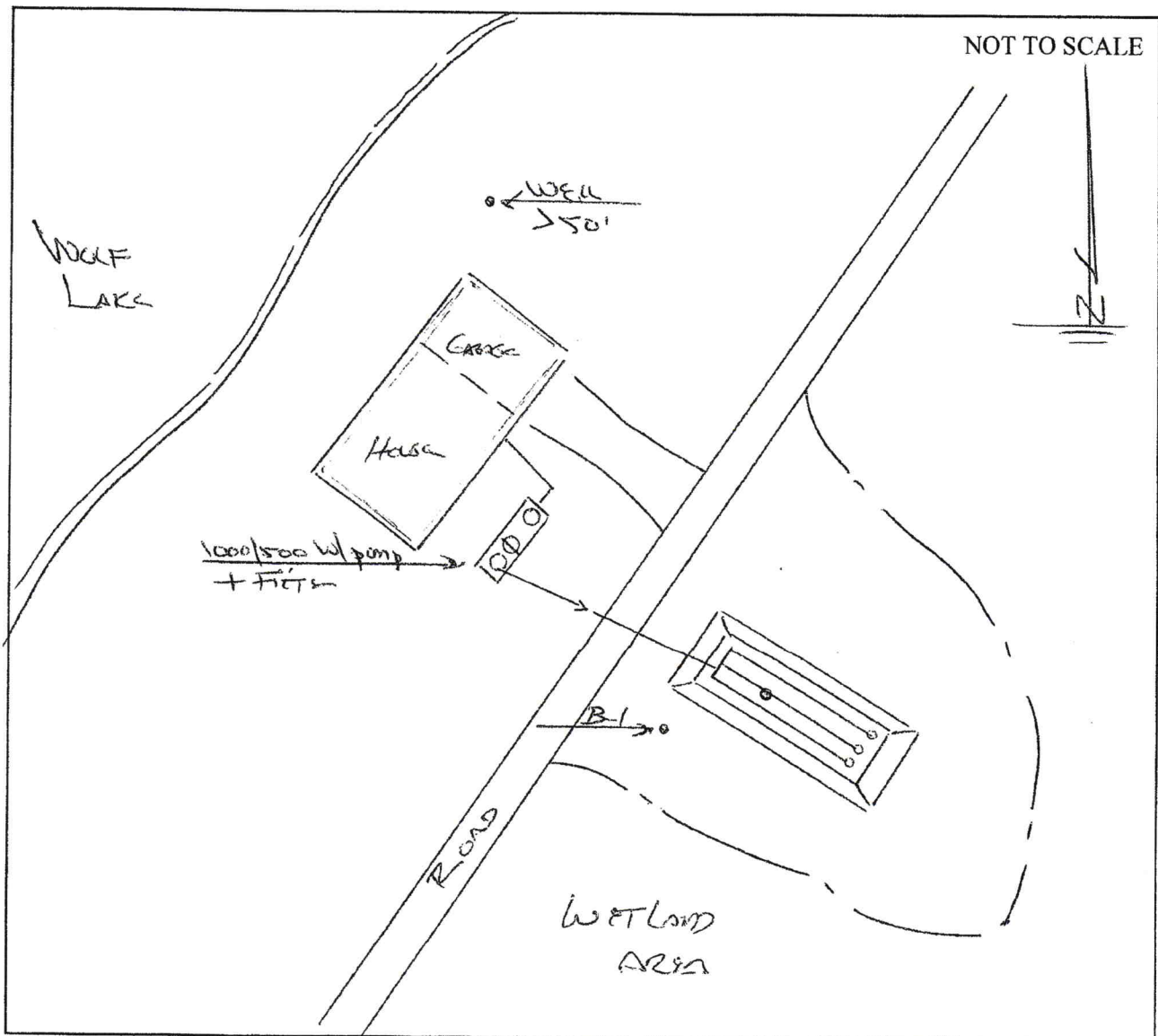
☐ YES ☒ NO

Note:

07.39.00300

**STATUS OF OLD TANKS/SYSTEM**

old tanks - removed



INSPECTOR: Al Winterberger MPCA # 1565

OTHER INSP. # C9531

SIGNATURE: [Signature]

SYSTEM: ☒ APPROVED  
☐ NOT APPROVED

# **WINTERBERGER INSPECTIONS**

**Al Winterberger – Inspector / Designer**

**State License # 1565**

**24685 Washington Drive**

**Osage MN 56570**

**Telephone: 218-255-1722**

**E-mail: winterberger@arvig.net**

Date: 8/25/22

Property Owner Vicky Ronkowski

Permit # 45-SS-22

Parcel # 07.39.00300

Installer Juelson Plumbing # 3961

## ***B-1***

Depth, inches	Texture	Munsell Color
0-7	loam	10yr 3/1
7-15	med sand	10yr 5/3
15+	water	

## ***B-2***

Depth, Inches	Texture	Munsell Color

Depth to system bottom +24in.

Auger ☒ Soil Pit ☐

Depth to system bottom \_\_\_\_\_

Auger ☐ Soil Pit ☐

*This soil report satisfies the requirements as outlined in Minnesota Rules, Chapter 7082.0700  
Inspection Program, subpart 4, item B, sub item 2.*

# **SOIL VERIFIED**

## CERTIFIED STATEMENT

I, the undersigned Designated Registered Professional Installer party to Minnesota State Licence # 3961, do hereby certify that the installation of this onsite system is in accordance with all provisions of ISTS Minnesota Rules Chapter 7080 and all applicable Hubbard County Ordinances. I also certify that the inspectors as-built schematic will serve as the construction as-built schematic.

8/25/22  
DATE

May B. [Signature]  
DESIGNATED REGISTERED PROFESSIONAL

SANITARY PERMIT #

45-55-22

PROPERTY OWNER

V. Rankowski

LAKE / RIVER NAME

WCF

LEGAL DESCRIPTION

07.39.00300

RECEIVED BY

[Signature]

HUBBARD COUNTY

CERTIFICATE OF COMPLIANCE OR NOTICE OF NONCOMPLIANCE  
FOR INDIVIDUAL SEWAGE TREATMENT SYSTEMS (ISTS)

PROPERTY OWNER: Vicky Ronkowski

ADDRESS: 32560 Wolf Lake Rd Cass Lake 56633

LEGAL DESCRIPTION: Lots 5&6 Crescent Beach

PARCEL NUMBER: 07.39.00300

LAKE NAME: Wolf Lake

STATUS OF SYSTEM:

Based on the compliance inspection conducted on 8/25/22 the SSTS is, In Compliance,  
therefore, this document is a Certificate of Compliance.

CERTIFICATION:

*I hereby certify as a State of Minnesota Licensed Inspector, Designer 1, or qualified employee that my observations recorded on this form are accurate as the inspection date of the individual sewage treatment system for the site stated above. This certificate is valid for 5 years from the date of issuance unless the L.U.G. finds evidence of imminent threat to public health or safety. No determination of future hydraulic performance can be made due to unknown conditions during system construction, future water usage over the life of the system, abuse of the system, and/or inadequate maintenance all of which will adversely affect the life of the system.*

*Electrical components and systems must be compliant with applicable rules and regulations of the State of Minnesota, as detailed in Minnesota Rule Section 7080.0700. It is the owner's responsibility to insure that any electrical work is compliant with the law and inspected as required under state law. This certificate of compliance does not extend to any electrical components and work and the County has undertaken no inspection of any electrical system or components thereof.*

INSPECTOR'S NAME: AL WINTERBERGER PHONE: 218-573-2275

LICENSE AND/OR REGISTRATIONS NUMBER: 1565

INSPECTOR'S SIGNATURE:  DATE: 8/25/22



## ***Septic Inspection Request***

---

***Date Received*** 8/19/2022 ***Time Received*** 3:30:00 PM

***Date Needed*** 8/25/2022 ***Time Needed*** 12:00:00 PM

***Date Rescheduled*** ***Time Rescheduled***

***Installer Name*** Juelson Plumbing

***Installer Lic*** 3961

***Contact***

***Phone***

***Property Owner*** Vicki Ronkowski

***Phone***

***Lake Name*** Wolf Lake

☐ ***Pressure Test*** ***Permit Number*** 45-SS-22 ***PIN #*** 07.39.00300

***Comments***

***Initials*** DD



Transfer Entered On 2-23-2018

CRV No. \_\_\_\_\_ N/A

(☒) No Delinquent Taxes ( ) N/A

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

Nicole K. Lueth, Hubbard County Recorder

By 026, Deputy

07.01.03200

07.39.00300



A000395680

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

2/23/2018 12:45:45 PM

NICOLE K. LUETH  
HUBBARD COUNTY RECORDER  
BY RLB Dep PAGES: 2

WELL CERT RCVD \_\_\_\_\_

MTG REG TAX PD \$

DEED TAX PD \$ 1.65

TAX EXEMPT \_\_\_\_\_

## QUIT CLAIM DEED

Deed tax due: \$1.65

Date: February 19, 2018

THIS INDENTURE, made this 19th day of February, 2018, between VICKI M. RONKOWSKI, a single person, GRANTOR, whose post office address is 4614 Belmont Road, Grand Forks, ND 58201, and Vicki M. Ronkowski, as Trustee, or its successors in office, of the Vicki M. Ronkowski Revocable Living Trust dated February 19, 2018, as amended, GRANTEE.

For and in consideration of the sum of One Dollar (\$1.00) and other good and valuable considerations, GRANTORS do hereby QUIT CLAIM to said GRANTEE all of the following real property lying and being in the County of Hubbard, and State of Minnesota, and described as follows, to-wit:

- 1) Lots Five (5) and Six (6), Far Crescent Beach, according to the official plat thereof on file in the office of the Recorder within and for Hubbard County, State of Minnesota.

Parcel No. 07.39.00300

- 2) P/O GL4 FR SE COR LOT 5 CRESCENT BEACH PB SE57 TO RVR SW AL RVR TO SE EXT OF SW LN OF LOT 6 NW53 TO SW COR LOT 6 NE 102 AL SE LNS OF LOTS 5 & 6 TO PB.

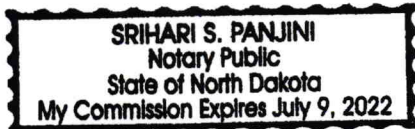
Parcel No. 07.01.03200

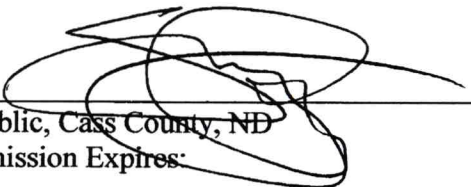
WITNESS, The hand of the GRANTOR:

Vicki M. Ronkowski  
Vicki M. Ronkowski

STATE OF NORTH DAKOTA     )  
  ) ss.  
COUNTY OF CASS                    )

On this 19th day of February, 2018, before me personally appeared Vicki M. Ronkowski, a single person, whose post office address is 4614 Belmont Road, Grand Forks, ND 58201, known to me to be the person described in, and who executed the within and foregoing instrument, and acknowledged that they executed the same.



  
\_\_\_\_\_  
Notary Public, Cass County, ND  
My Commission Expires:

(SEAL)

The legal description contained in this instrument was obtained from a previously recorded instrument.

This document was drafted by:  
Panjini Law Offices, PLLC  
300 Main Avenue  
Suite 100  
Fargo, ND 58103  
701-205-1687

The total consideration for the transfer of this property is \$500.00 or less.

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

Vicki M. Ronkowski Revocable Living Trust  
c/o Vicki M. Ronkowski  
4614 Belmont Road  
Grand Forks, ND 58201

## WRITTEN DIRECTIONS TO PROPERTY

1. Start out going **north** on Court Ave toward 3rd St.

Then 0.16 miles

2. Turn **right** onto 1st St/Lake Country Scenic Byway/MN-34. Continue to follow Lake Country Scenic Byway/MN-34.

Then 2.30 miles

3. Turn **left** onto County Road 4/County Hwy-4.

1. County Road 4 is 0.5 miles past Career Path

Then 19.94 miles

4. Turn **right** onto US 71/US-71 N/MN-200.

1. US 71 is 0.2 miles past Night Hawk Rd
2. If you reach 374th St you've gone about 0.2 miles too far

Then 6.50 miles

5. Turn **left** onto US 71/US-71 N.

Then 9.35 miles

6. Turn **right** onto County Road 9/County Hwy-9.

1. County Road 9 is 0.7 miles past Timberline Dr
2. If you reach Timber Trail Dr you've gone about 0.6 miles too far

Then 5.00 miles

7. Turn **left** onto County Road 45/County Hwy-45.

1. If you reach 309th Ave you've gone about 2.2 miles too far

Then 1.97 miles

8. Turn **right** onto US Highway 2/US-2 E.

1. US Highway 2 is 0.6 miles past White Cedar Rd
2. If you reach the end of Waybill Trl you've gone about 0.4 miles too far

Then 2.31 miles

9. Turn **left** onto Wildwood Rd.

1. Wildwood Rd is 0.5 miles past 307th Ave
2. If you reach Winterberry Dr you've gone about 0.1 miles too far

Then 0.81 miles

10. Turn **left** onto Wolf Lake Rd.

Then 1.20 miles



11. 32560 Wolf Lake Rd, Cass Lake, MN 56633-3125, 32560 WOLF LAKE RD is on the **left**.







PARCEL ID	TAXPAYER NAME 1	TAXPAYER NAME 2	TAXPAYER ADDRESS 1	TAXPAYER CITY	TAX ZIP
07.39.00200	ABR WOLF LAKE LLC		11909 SHAVENROCK PL	RALEIGH	NC 27613
07.01.01700	ANDERSON FAMILY TRUST		32540 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.01200	CATHY LYNN GEE	THOMAS GEE	32620 WOLF LAKE RD	CASS LAKE	MN 56633
07.39.00900	CROOKER FAMILY TRUST		32512 WOLF LAKE RD	CASS LAKE	MN 56633
07.39.01100	DARRIN L VATNSDAL	LAURA A VATNSDAL	5606 CYPRESS POINT DR	GRAND FORKS	ND 58201
07.01.00800	DIANE K MAGNUSON ETAL LE'S	KARI LU BERNARDY	2739 LAKE COURT DRIVE	MOUNDS VIEW	MN 55112
07.39.00600	DONALD L & LISA K ANDERSON		923 5TH AVE SE	EAST GRAND FORKS	MN 56721
07.39.01000	JASON J & KELLY LYNN VOLD CD	KATHRYN A & MARK K HEGSTROM	25520 24TH STREET WEST	ZIMMERMAN	MN 55389
07.01.02000	JOHN SANDERSON		PO BOX 368	ELGIN	ND 58533
07.39.00100	KRISTEN M ROSENWINKEL ETAL		522 S WISCONSIN	VILLA PARK	IL 60181
07.39.00700	RICHARD MCGEHERAN		5549 32ND AVE S	MINNEAPOLIS	MN 55417
07.01.00400	STEVEN A AASERUDE ETAL	MELVIN V AASERUDE	32839 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.01900	TIMOTHY CAPOUCH		714 6TH AVE WEST	WEST FARGO	ND 58078
07.01.00500	TODD M RAYMOND	BARBARA RAYMOND	32522 WOLF LAKE RD	CASS LAKE	MN 56633
07.01.03200	VICKI M RONKOWSKI TR	VICKI M RONKOWSKI TTE	4614 BELMONT RD	GRAND FORKS	ND 58201



# Environmental Services

301 Court Avenue, Park Rapids, MN 56470

Phone: 218.732.3890

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

## Notice of Hubbard County Board of Adjustment Public Hearing/Meeting for Variance Application 44-V-23

**Applicant:** Vicki Ronkowski

**Property Address:** 32560 Wolf Lake Road, Cass Lake, MN 56633

**Legal Description:** Lots 5 and 6, Crescent Beach, Section 1, Township 145, Range 32

**Parcel ID #:** 07.39.00300 and 07.01.03200

**Lot Viewal Date:** Thursday, October 19, 2023 at approximately 11:45 a.m. **(Please allow at least  $\pm$  30 minutes of scheduled time.)**

**Hearing/Meeting Date:** **Monday, October 23, 2023 at 6:00 p.m.**

**Place:** Hubbard County Government Center, 3rd Floor Board Room # 324.

**Purpose:** Applicant is requesting to amend the stormwater plan that was required to be implemented as Condition #2 of Variance 48-V-21.

Above please find a Public Hearing Notice for your information. An effort has been made to notify all the property owners within 500 feet of the premises concerned. To ensure that everyone has been notified, please share this notice with any interested property owners that may have not been notified by mail. Should you have any further questions, please contact the Environmental Services Office at 218-732-3890.

Planning Commission/Board of Adjustment (PC/BOA) hearing/meeting agenda items (i.e. applications and related documents), composition and duties, meeting procedure, and findings of fact may be viewed on the Hubbard County website ([www.co.hubbard.mn.us](http://www.co.hubbard.mn.us)) by clicking on the homepage "Agendas, Summaries & Minutes" link and then on the "Meetings" link on the subsequent webpage that opens.

**Written comments/materials on any agenda items must be submitted to Hubbard County Environmental Services, 301 Court Ave., Park Rapids, MN 56470 by 3:30 p.m. on Wednesday, October 18, 2023 and include the submitter's complete name and address of residence.**



This aerial map displays a coastal region with a complex network of land parcels. Numerous numerical labels, such as 070100300, 070100310, 070100320, and 070100330, are scattered across the map, likely representing parcel identifiers or coordinates. A prominent red line runs diagonally across the map, possibly indicating a boundary or a specific route. The map also shows a coastline with a road and various land parcels.



[illegible]

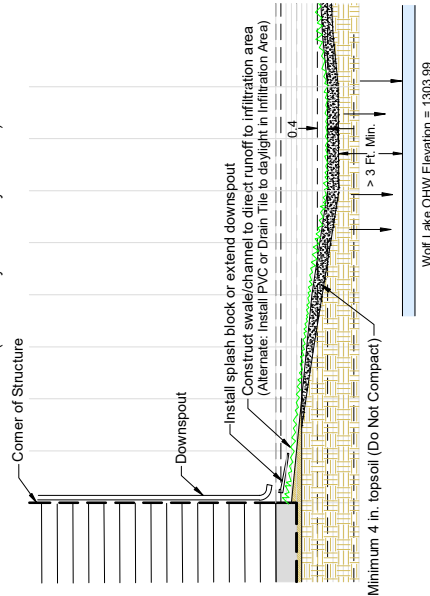


# STORMWATER MITIGATION PLAN

## RONKOWSKI APPLICATION FOR VARIANCE

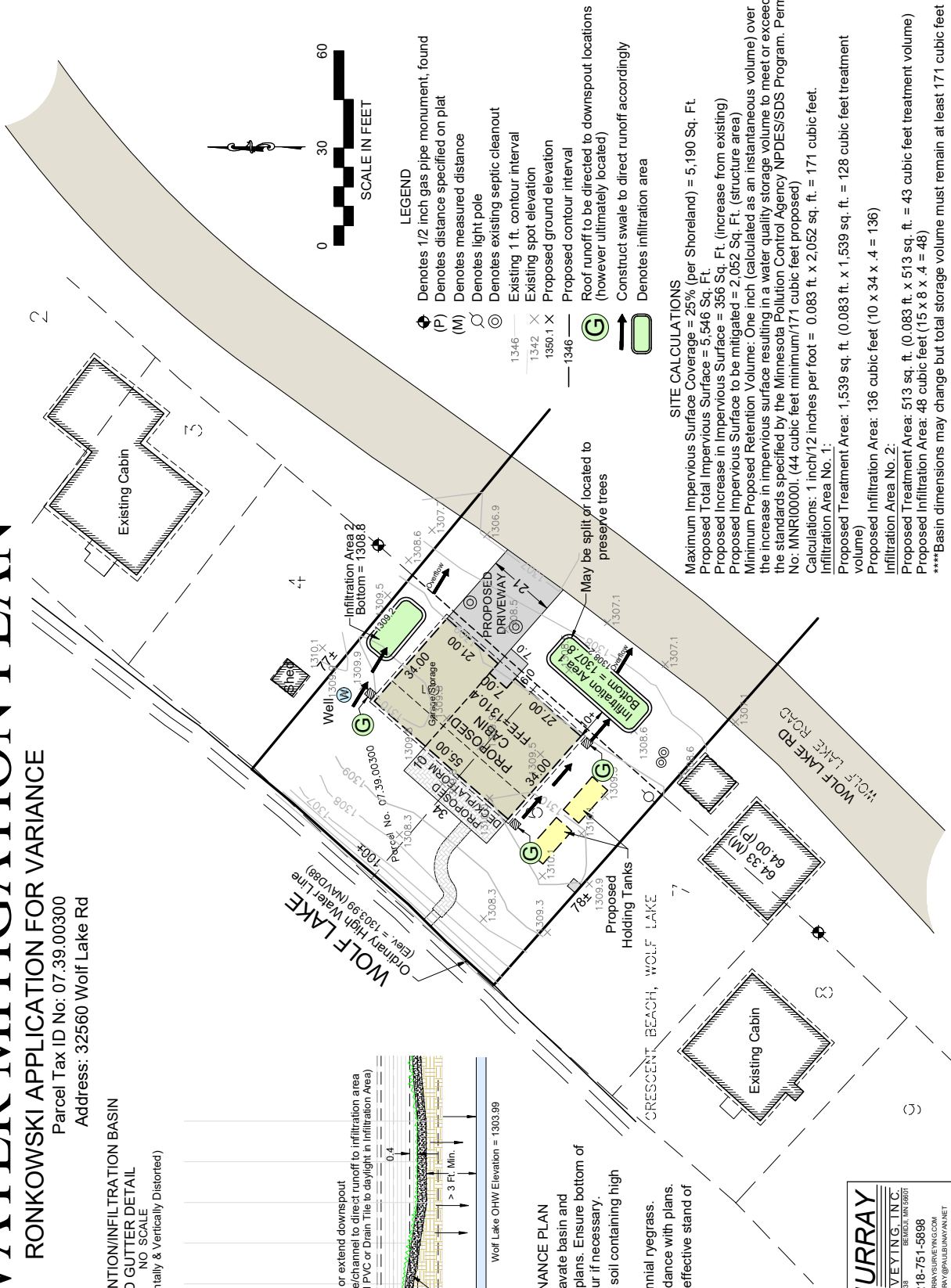
Parcel Tax ID No: 07.39.00300  
Address: 32560 Wolf Lake Rd

### GRASS RETENTION/INFILTRATION BASIN AND GUTTER DETAIL NO SCALE (Horizontally & Vertically Distorted)



### CONSTRUCTION AND MAINTENANCE PLAN

1. After completion of all site work, excavate basin and drainage swales in accordance with plans. Ensure bottom of basin is flat and not compacted. Scour if necessary.
2. Add a minimum of four inches of top soil containing high amounts of organic content.
3. Vegetate. Blue grama grass or Perennial ryegrass.
4. Ensure final dimensions are in accordance with plans.
5. Ensure ongoing stabilization and an effective stand of vegetation free of debris.



### LEGEND

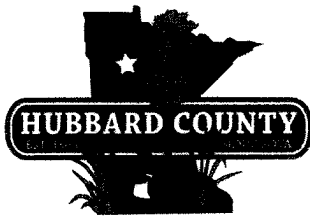
- Denotes 1/2 inch gas pipe monument, found (P)
- Denotes distance specified on plat (M)
- Denotes measured distance
- Denotes light pole
- Denotes existing septic cleanout
- Existing 1 ft. contour interval
- Existing spot elevation
- Proposed ground elevation
- Proposed contour interval
- Roof runoff to be directed to downspout locations (however ultimately located)
- Construct swale to direct runoff accordingly
- Denotes infiltration area

### SITE CALCULATIONS

Maximum Impervious Surface Coverage = 25% (per Shoreland) = 5,190 Sq. Ft.  
Proposed Total Impervious Surface = 5,546 Sq. Ft.  
Proposed Increase in Impervious Surface = 356 Sq. Ft. (increase from existing)  
Proposed Impervious Surface to be mitigated = 2,052 Sq. Ft. (structure area)  
Minimum Proposed Retention Volume: One inch (calculated as an instantaneous volume) over the increase in impervious surface resulting in a water quality storage volume to meet or exceed the standards specified by the Minnesota Pollution Control Agency NPDES/SDS Program. Permit No: MNR00001. (44 cubic feet minimum/171 cubic feet proposed)  
Calculations: 1 inch/12 inches per foot = 0.083 ft. x 2,052 sq. ft. = 171 cubic feet.  
Infiltration Area No. 1:  
Proposed Treatment Area: 1,539 sq. ft. (0.083 ft. x 1,539 sq. ft. = 128 cubic feet treatment volume)  
Proposed Infiltration Area: 136 cubic feet (10 x 34 x .4 = 136)  
Infiltration Area No. 2:  
Proposed Treatment Area: 513 sq. ft. (0.083 ft. x 513 sq. ft. = 43 cubic feet treatment volume)  
Proposed Infiltration Area: 48 cubic feet (15 x 8 x .4 = 48)  
\*\*\*\*Basin dimensions may change but total storage volume must remain at least 171 cubic feet

**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1038  
BENEDICT, MN 56007  
218-751-5898  
MURRAY@MURRAYSURV.COM  
MURRAY@PAULSENWAVENET

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.  
MATTHEW S. MURRAY  
218-751-5898  
08-18-2021  
LICENSE NO. 48168  
FILE NO. 21-155



# Environmental Services

301 Court Avenue, Park Rapids, MN 56470

Phone: 218.732.3890

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

September 29, 2021

Vicki Ronkowski  
4614 Belmont Road  
Grand Forks, ND 58201

Re: Hubbard County Board of Adjustment decision for Variance Application 48-V-21

Dear Ms. Ronkowski,

The Hubbard County Board of Adjustment met on Monday, September 27, 2021 to review and consider the following variance application:

**Variance Application 48-V-21 by Vicki Ronkowski:** Lots 5 and 6, Crescent Beach, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcels 07.39.00300 and 07.01.03200. Applicant is requesting a variance from Sections 702 and 904.5 of the Shoreland Management Ordinance for a proposed replacement of a nonconforming structure with a new structure that will increase the road right-of-way setback nonconformity.

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

Grob made a motion to approve the variance as requested in the application amendment dated 09/16/2021 with the following conditions:

1. The dwelling unit must be built per the updated site plan sketch submitted in the application amendment dated September 16, 2021.
2. The stormwater plan for the property must be implemented as submitted.
3. The Type 1 septic system with a mound drainfield per the design submitted in the application must be installed when the new dwelling unit is constructed.
4. All existing structures on the lot must be removed before construction of the new dwelling unit may commence.

Petersen seconded the motion that passed 3 – 0.

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

As this property is located in the Mississippi Headwaters Corridor and is thus subject to the Mississippi Headwaters Comprehensive Plan, the Mississippi Headwaters Board (MHB) must certify the Board of Adjustment's (BOA) decision in order for this variance to be valid. I will take care of presenting the BOA's decision to the MHB for certification and target the October 22, 2021 MHB meeting for doing so. If the MHB certifies the BOA's decision, then the variance will be valid and you may then submit applications for the necessary permits for the proposed work.

Your variance application itself does not constitute a permit. You will still need to obtain the necessary permit(s) for the projects.

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

Most sincerely,

Eric Buitenwerf  
Environmental Services Director

cc: Matt Murray, Murray Surveying, Inc., agent, via email

**Staff Report**  
**Hubbard County Planning Commission/Board of Adjustment**  
**Monday, October 23, 2023 Hearing/Meeting**

**BOARD OF ADJUSTMENT:**

**NEW BUSINESS**

**Variance Application 44-V-23 by Vicki Ronkowski:** Lots 5 and 6, Crescent Beach, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcels 07.39.00300 and 07.01.03200. Applicant is requesting to amend the stormwater plan that was required to be implemented as Condition #2 of Variance 48-V-21.

**Enclosed Document(s):**

- 44-V-23 application
- 2023 aerial imagery w/2' elevation contours overlain
- Variance 48-V-21 notice of decision letter and stormwater mitigation plan

The application seeks to amend Condition # 2 of Variance 48-V-21 by requesting that the required location of one of the two stormwater management plan infiltration basins be allowed to be moved because the SSTS tank for the septic system that was installed for the new home allowed to be built by 48-V-21 was placed in the originally approved infiltration basin area. It is not known why the installer placed it there. Variance 48-V-21 (notice of decision letter and stormwater mitigation plan enclosed for reference) allowed the lot to be redeveloped with a new house. Four conditions were placed on the variance. The applicant has thus proposed a new location for the required infiltration basin and is seeking approval of this modification. Staff is supportive of the request.

Below are the findings of fact questions for your consideration:

1. Is the variance in harmony with the general purposes and intent of the official controls?  
Yes ( ☒ ) No ( ☐ )  
Why or why not? Switching the locations of the septic tank and stormwater mitigation infiltration basin will not have any negative environmental impacts and the ordinance's objective of having stormwater effectively treated will still be able to be met by the amended infiltration basin location.
2. Is the property owner proposing to use the property in a reasonable manner not permitted by an official control?  
Yes ( ☒ ) No ( ☐ )  
Why or why not? Changing the location of the infiltration basin due to the SSTS installer placing the septic tank in the original basin location is a reasonable solution to the error made in the septic tank's placement. The amended infiltration basin location will still be able to effectively treat the stormwater generated by the house.
3. Is the need for a variance due to circumstances unique to the property and not created by the current or prior property owners?  
Yes ( ☒ ) No ( ☐ )  
Why or why not? The lot is extremely small at 20,760 sq. ft., 100' in width, and ~200' in depth with Wolf Lake Road bisecting the center of the lot and its right-of-way consuming a large area. The SSTS installer placed the septic tank in the wrong location where the infiltration basin was proposed to be placed. Fortunately, the original septic tank location proposed in Variance 48-V-21 is able to be used as an infiltration basin.
4. Will the issuance of the variance maintain the essential character of the locality?  
Yes ( ☐ ) No ( ☐ )

**Staff Report**  
**Hubbard County Planning Commission/Board of Adjustment**  
**Monday, October 23, 2023 Hearing/Meeting**

Why or why not? The locality consists of similarly sized/shaped lots that are also sandwiched between Wolf and the unclassified flowage that runs behind the lots into Little Wolf Lake. Most of the properties are seasonal residences as is this lot. Changing the location of the infiltration basin on this lot will not harm the seasonal residential lake lot character of the locality.

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

Yes ( X ) No ( )

Why or why not? Economics are not cited in the application as a practical difficulty.

# October 23, 2023 Planning Commission/Board of Adjustment Hearing/Meeting Minutes

## Board of Adjustment:

### New Business:

**Variance Application 44-V-23 by Vicki Ronkowski:** Lots 5 and 6, Crescent Beach, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcels 07.39.00300 and 07.01.03200. Applicant is requesting to amend the stormwater plan that was required to be implemented as Condition #2 of Variance 48-V-21.

No applicant was present at the meeting.

Grob stated I think the new plan absolutely meets the same requirements we established in the prior variance. If the change is done per the surveyor plan of 9/20/2023, this is probably acceptable.

Andres added just for the record, since the applicant is not here, I don't mind reading out a statement. The application seeks to amend Condition # 2 of Variance 48-V-21 by requesting that the required location of one of the two stormwater management plan infiltration basins be allowed to be moved because the SSTS tank for the septic system that was installed for the new home allowed to be built by 48-V-21 was placed in the originally approved infiltration basin area. It is not known why the installer placed it there. Variance 48-V-21 allowed the lot to be redeveloped with a new house. Four conditions were placed on the variance. The applicant has thus proposed a new location for the required infiltration basin and is seeking approval of this modification.

Petersen opened for public comment.

No public comment was given.

Petersen closed public comment.

Kovacovich made a motion to approve the variance application as presented.

Petersen seconded the motion that passed 5 – 0.

The Board adopted the staff report findings of fact.

### Findings of Fact

1. Is the variance in harmony with the general purposes and intent of the official controls?  
Yes ( X ) No ( )  
Why or why not? Switching the locations of the septic tank and stormwater mitigation infiltration basin will not have any negative environmental impacts and the ordinance's objective of having stormwater effectively treated will still be able to be met by the amended infiltration basin location.
2. Is the property owner proposing to use the property in a reasonable manner not permitted by an official control?

Yes ( X ) No ( )

## October 23, 2023 Planning Commission/Board of Adjustment Hearing/Meeting Minutes

Why or why not? Changing the location of the infiltration basin due to the SSTS installer placing the septic tank in the original basin location is a reasonable solution to the error made in the septic tank's placement. The amended infiltration basin location will still be able to effectively treat the stormwater generated by the house.

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

Yes ( X ) No ( )

Why or why not? The lot is extremely small at 20,760 sq. ft., 100' in width, and ~200' in depth with Wolf Lake Road bisecting the center of the lot and its right-of-way consuming a large area. The SSTS installer placed the septic tank in the wrong location where the infiltration basin was proposed to be placed. Fortunately, the original septic tank location proposed in Variance 48-V-21 is able to be used as an infiltration basin.

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

Yes ( X ) No ( )

Why or why not? The locality consists of similarly sized/shaped lots that are also sandwiched between Wolf and the unclassified flowage that runs behind the lots into Little Wolf Lake. Most of the properties are seasonal residences as is this lot. Changing the location of the infiltration basin on this lot will not harm the seasonal residential lake lot character of the locality.

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

Yes ( X ) No ( )

Why or why not? Economics are not cited in the application as a practical difficulty.



# Environmental Services

301 Court Avenue, Park Rapids, MN 56470

Phone: 218.732.3890

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

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October 24, 2023

Vicki Ronkowski  
4614 Belmont Road  
Grand Forks, ND 58201

Re: Hubbard County Board of Adjustment decision for Variance Application 44-V-23

Dear Ms. Ronkowski,

The Hubbard County Board of Adjustment (BOA) met on Monday, October 23, 2023 to review and consider the following variance application:

**Variance Application 44-V-23 by Vicki Ronkowski:** Lots 5 and 6, Crescent Beach, Section 1, Township 145, Range 32, Farden Township on Wolf Lake, a recreational development lake. Parcels 07.39.00300 and 07.01.03200. Applicant is requesting to amend the stormwater plan that was required to be implemented as Condition #2 of Variance 48-V-21.

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

Kovacovich made a motion to approve the variance application as presented.

Petersen seconded the motion that passed 5 – 0.

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

Your variance application itself does not constitute a permit. You will still need to obtain the necessary permit(s) for the projects.

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

Most sincerely,

Eric Buitenwerf  
Environmental Services Director

cc: Matt Murray, authorized agent, via email

## **Action/Discussion**

**MN Fish Keep It Clean legislative action- Discussion**  
**DNR discussion about increase in base funding- Action**  
**Biennial Conference Responses- Discussion**  
**High School list- Action**  
**December meeting Date?- Action**  
**Executive Directors report-Discussion**



## Biennial Conference Responses

**What was your takeaway from the program??? Shoot this email back to me if something stood out to you.**

Tom Saxhaug- I appreciated the recognition the LSOHC got. It will payoff in the Future.

We're looking for a Northern Minnesota member. Let me know if you think of someone.

Pat Murphy- My take away from the event was the presentation by Mark Jeffers. Mark educated me on how Aitkin is following through with a commitment to ATV/ snowmobile trails, hunting and fishing. As Board Chair at Growth Innovations we work with Mark on other projects in Aitkin County. I really liked how the Mississippi River kayak project has expanded since you and County Commissioner Ann Marcotte introduced it a few years ago at our Aitkin County Lakes and Rivers Association (ACLARA) meeting in Aitkin. I asked Mark if he would be our guest speaker at one of our ACLARA meetings and speak to our 20 lake reps about the Mississippi River events scheduled for next summer.

Great networking. Keep up the good work!

Bonnie Goshey- Great meeting Tim – you are doing great work for the MHB.

John Carlson- Great job on the meeting Friday.

Jon Lubke- All I can say it was the best Mississippi headwaters board meeting I've attended being this is my first one. I was impressed the way you facilitated the meeting. And as a county commissioner who isn't involved in all of the work you do at the county level. It's good to know that somebody is and that by working together we can accomplish so much more. Learning the history of the MHB was also very interesting. It's nice to put a face to Lessard and the work he did in getting it set up. The National Loon Center, executive Director Jon Mobeck sincerely appreciated, being invited, and was able to make some good connections with people there that can help him on his mission, which is part of our mission of education and sustainability for future generations.

Karl Samp- I thought it was very informative and you did a great job keeping things moving. I agree the Scout Story was a highlight but enjoyed several other presentations as well, especially the Whiskey Creek story. I used to do some work with the Arb, and getting WC cleaned up was a priority.

Katherine Retka- Thanks for hosting a great networking event last week! I found value in learning about the Whiskey Creek project in the City of Baxter, hearing from TPL about conservation land acquisitions, and updates on the MHB easement program. I also enjoyed

hearing about the important economic impact of outdoor recreation for the rural community of Aitkin.

One topic I'm curious to learn more about that has been absent is how MHB interacts with tribes and treaty lands? I think it would be insightful to learn about collaboration and co-governance opportunities. Everyone did a great job acknowledging various partners in their work but I noticed a land acknowledgement was lacking. I feel like those topics could be impactful!

Mark Jeffers- I was impressed with the way that you called out the synergy between promotion and protection. Both can live on the Mississippi. Overall, a great day with many connections gained, so thank you.

## Comprehensive Private and Public High School List

<u>School</u>	<u>name</u>
Morrison 2	
Little Falls Community School	Mr. Bellig 616.2240
Royalton High School	Robin Bartkowizz
Crow Wing 6 3/3	
Brainerd High school	amy.sjoblad@isd181.org
Crosby Ironton	Nikki Doyle
Pequot Lakes	Ally ross counselor
Lake Region Christian	
Aitkin 4 3/1	
Aitkin High School	Meredith Sanders
Hill City High School	Zach Erickson-principal
McGregor High School	
Itasca 4	
Grand Rapids High School	Melissa Ewen
Deer River High School	Mark Drotts
Big Fork High School	
Northern Lights Community Sc.	Princ. Mike Hamernick
Cass 7	
Cass Lake-Bena High School	Jena Olson
Bug-O-Nay-Ge-Shig School	
Northland High School	
Pillager Area Charter School	
Pillager High School	
Pine River-Backus High School	
Walker Hackensack Akeley	
Bemidji 8 3/5	
Bemidji High School	Jenny Fraly/Kris Vanwilgen-
Kelliher HS	
Blackduck HS	
TrekNorth High school	
Voyageurs Expeditionary scho	
St. Philips Catholic	
Kingdom builders christian	
Heartland Christian Academy	
Hubbard 3	
Park Rapids High	
LaPorte public	
Nevis HS	
Clearwater 3	
Bagley Senior High	
FHL Academy	
Bagley Alternative high	



schools 35

contact info

date

320.616.2213 1001 5th ave. SE  
320.584.4000 120 S. Hawthorn St.

3/1- 10:15-11 rbellig@gmail.com  
Offer every year in winter Feb. 2024

218.454.6200 702 S. 5th St.  
218.545.8800 711 Poplar St. crosby  
218.568.9210 30805 Olson St. pequot  
218.828.1226 7398 Fairview Rd. N. Baxter

2/13- Bethany Maus, Ag teacher  
9/26-Terry Forsberg and Mike Grindorff  
9/26- bstarns@isd186.org Ben Starns

218.927.2115 306 2nd St. NW  
218.697.2394 500 W. Lone Ave. Hill City  
218.768.2111 148 S. 2nd St.

2/15 8:55-9:38  
2/26-  
2/26 Erin Wagner

218.327.5760 800 NW Conifer Dr.  
218.246.8241 101 1st Ave. NE  
218.743.3444, 100 Huskie Blvd. Bigfork  
(218) 492-4400 305 Bridge St, Warba, MN

3/9/23 12:40pm-3:05pm  
3/3 9:30-10:15am show up at office and get direct  
2/26  
2/26

218.335.2203 15308 MN 371 Cass lake  
218-665-3000 15353 Silver Eagle Drive, Bena, MN  
(218)566-2352, 316 Main St East, Remer  
218) 746-3875, 12763 County Road 1 SW, Pillager  
218.746.2115, 323 East 2nd Street, Pillager  
218-587-8029, 810 First St. N. PO Box 610, Pine River  
218.547.4225, Walker

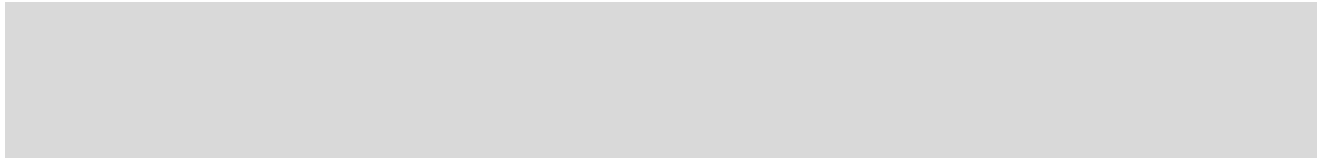
2/23/23 1:15-2:00, 2:05-2:45

218.444.1600 x 63701 2900 Division St. W  
218-647-8286, Kelliher  
218-835-5209, Blackduck  
218.444.1893 2400 Pine Ridge Ave. NW Bemidji  
218.444.3130 3724 Bemidji Ave N. Bemidji  
218.444.4938 702 Beltrami Ave. NW Bemidji  
218.444.5227 414a Lincoln Av. SE Bemidji  
218.751.1751 9914 Heartland Circle NW Bemidji

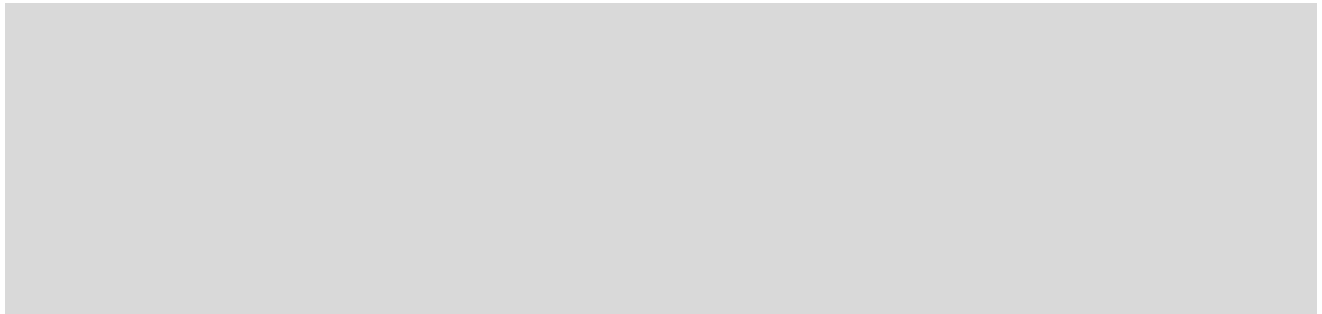
9;50-11;25

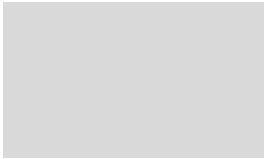
218.237.6400 301 Huntsinger ave. Park Rapids  
218.224.2288 315 Main St. W. Laporte  
218-652-3500, 210 Pleasant St. W. Nevis

218.694.3120 202 Bagley Ave. NW Bagley  
218.694.2048 18633 350th St. Bagley  
218.694.3268 204 Park Ave. NW Bagley

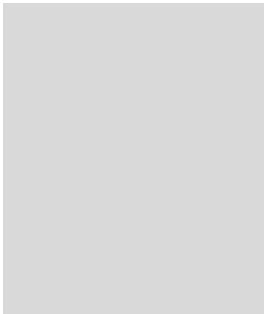


isd318.org **Melissa Ewen**, Shandy Geisler, Matthew kuehl, Shelly Lindstrom, Darren Olson, Michael Valentyn, J  
tions





Iodi Warner





**1W1P 21 schools**

<u>School</u>	<u>name</u>
<b>Miss. River- Sartel 1</b>	
Royalton High School	Robin Bartkowizz
<b>Miss. River-Brainerd 1W1P 5</b>	
Little Falls Community School	Mr. Bellig 616.2240
Crosby Ironton	Nikki Doyle
Lake Region Christian	jess Kargel jkargel@lrcsmaail.com secreta
Aitkin High School	Meredith Sanders
<b>Miss.River-Grand Rapids 5</b>	
Hill City High School	Zach Erickson-principal
McGregor High School	
Northland High School	<a href="mailto:jkitchenhoff@isd118.org">jkitchenhoff@isd118.org</a>
Grand Rapids High School	Melissa Ewen
Northern Lights Community Sc.	Princ. Mike Hamernick
<b>Upper Miss. Headwaters 9</b>	
Deer River High School	Mark Drotts
Cass Lake-Bena High School	Jena Olson
Bug-O-Nay-Ge-Shig School	
Bemidji High School	Jenny Fraly/Kris Vanwilgen-Hammitt
TrekNorth High school	
Voyageurs Expeditionary school	
St. Philips Catholic	
Kingdom builders christian	
Heartland Christian Academy	
<b>Hubbard 1</b>	
Park Rapids High	not in watershed
<b>Clearwater 2</b>	
Bagley Senior High	not in watershed

contact infodate

320.584.4000 120 S. Hawthorn St.

Offer every year in winter Feb. 2024

320.616.2213 1001 5th ave. SE

3/1- 10:15-11 rbellig@gmail.com

218.545.8800 711 Poplar St. crosby

9/26, 10/13,11/2 Mike Grindorff 218.545.8868 passed

218.828.1226 7398 Fairview Rd. N. Baxter

10/3,9,13-declined

218.927.2115 306 2nd St. NW

2/15 8:55-9:38

218.697.2394 500 W. Lone Ave. Hill City

9/26,10/9-10/25 9:20 am Matt Alleva- malleva@isd00

218.768.2111 148 S. 2nd St.

9/26 Erin Wagner

(218)566-2351, 316 Main St East, Remer

9/28, 10/12,19- 10/25 at 10:45am - Jackie kitchenhoff

218.327.5760 800 NW Conifer Dr.

3/9/23 12: isd318.org Melissa Ewen, Shandy Geisler, M

(218) 492-4400 305 Bridge St, Warba, MN

9/26, 10/13,19 Nick Valtinson nicolas.valtinson@nlcsc

218.246.8241 101 1st Ave. NE

3/3 9:30-10:15am show up at office and get directions

218.335.2203 15308 MN 371 Cass lake

2/23/23 1:15-2:00, 2:05-2:45

218-665-3000 15353 Silver Eagle Drive, Bena, MN

218.444.1600 x 63701 2900 Division St. W

9:50-11:25

218.444.1893 2400 Pine Ridge Ave. NW Bemidji

218.444.3130 3724 Bemidji Ave N. Bemidji

218.444.4938 702 Beltrami Ave. NW Bemidji

218.444.5227 414a Lincoln Av. SE Bemidji

218.751.1751 9914 Heartland Circle NW Bemidji

218.237.6400 301 Huntsinger ave. Park Rapids

218.694.3120 202 Bagley Ave. NW Bagley

on meeting to nat. res. Teacher **Terry Forsberg**

2.org

**room with Katelyn Edstrom**

Matthew Kuehl, Shelly Lindstrom, Darren Olson, Michael Valentyn, Jodi Warner  
:hool.org

5



## Mississippi River List with Additions 11 schools

<u>School</u>	<u>name</u>
Bemidji High School	Jenny Fraly/Kris Vanwilgen-Hi
Cass Lake-Bena High School	Jena Olson
Deer River High School	Mark Drotts
Grand Rapids High School	Melissa Ewen
Aitkin High School	Meredith Sanders
Brainerd High school	amy.sjoblad@isd181.org
Little Falls Community School	Mr. Bellig 616.2240
Royalton High School	Robin Bartkowizz
Crosby Ironton	Nikki Doyle
Park Rapids High	
Bagley Senior High	

\$440 was spent in travel for visiting 7 schools

contact infodate

218.444.1600 x 63701 2900 Division St. W	9;50-11;25
218.335.2203 15308 MN 371 Cass lake	2/23/23 1:15-2:00, 2:05-2:45
218.246.8241 101 1st Ave. NE	3/3 9:30-10:15am show up at office and get directions
218.327.5760 800 NW Conifer Dr.	3/9/23 12:40pm-3:05pm isd318.org <b>Melissa Ew</b>
218.927.2115 306 2nd St. NW	2/15 8:55-9:38
218.454.6200 702 S. 5th St.	2/13- Bethany Maus, Ag teacher
320.616.2213 1001 5th ave. SE	3/1- 10:15-11 rbellig@gmail.com
320.584.4000 120 S. Hawthorn St.	Offer every year in winter Feb. 2024
218.545.8800 711 Poplar St. crosby	9/26, 10/13, Mike Grindorff
218.237.6400 301 Huntsinger ave. Park Rapids	
218.694.3120 202 Bagley Ave. NW Bagley	

/en, Shandy Geisler, Matthew kuehl, Shelly Lindstrom, Darren Olson, Michael Valentyn, Jodi Warner



# Executive Director Report

September – November 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. Provided comments to Mill Creek Park in Morrison county.
7. Sent email to Klobuchar's office so she could produce a video from Klobuchar thanking the MHB for their work in the first 400 miles.
8. Performed a Itasca county forestry review timber sale and it met MFRC guidelines.
9. Reviewed Aitkin county solar and VRBO amendments. The MHB comprehensive plan is silent on these matters so no response was needed.
10. Reviewed DNR Morrison county forestry timber sale and gave it a favorable review because it met MN Forest Resource Council and MHB Comp. Plan guidelines.

## Meetings & Networking

1. Sent in Public Water Access comments from the MHB board to DNR. The DNR will take this under advisement and add it to their own list of priorities.
2. Set up meeting between myself and Mark Jeffers from Aitkin County to discuss the Naturally Better Campaign.
3. Began a discussion with Hillary Swanson from the CW Historical society about placing signage markers on the Miss. river. There might be an opportunity for MHB to partner with them on this effort.
4. Met with DNR NW Assist. Director to discuss changes to grant agreement. The MHB will have 5% taken away from our grant from the DNR to pay for administration.
5. Held a conversation with DNR Regional Director Theresa Ebbenga to discuss the Northern Township septic pond to potentially be placed on School Trust lands. Theresa said that the DNR is at the concept stage and looking at a land exchange or an acquisition of land through condemnation as potential options. DNR will develop a team and discuss the pros and cons of each option and then get back to stakeholders on this matter.
6. Held MHB biennial conference.
7. Talked with DNR Miss. River coordinator Vanessa Perry about her job and how she connects with multiple states. She liked our signage program and will bring it to her multi-state meetings to see if it is something other states want to implement.
8. Working with Garry Leaf from MNFISH on a Keep it Clean campaign for 2024. MNFISH is writing legislation and it looks like \$8M will be passed by the legislature next year. MN

Traditions could be used to distribute and/or produce the content. I see a great opportunity for funding and execution of this program.

9. Sent out signage timestamp emails to MHB county admin and city admin or mayors to show them how the MHB can estimate use and economic development through our signage program. This could be helpful in attaining grants in the future.