



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

**<https://us02web.zoom.us/j/89730243253>  
September 26, 2025  
9:00 am**

**9:00 AM**

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

**10:05 AM Approve/Amend**

- Agenda
- Consent Agenda – August 2025 Expenses & Minutes

**Correspondence**

- Voyage Minnesota article
- Social media posts
- LCCMR Tour

**Planning and Zoning (Actions)**

- NT8a25- Hagge Lot line Variance
- NT9a25- Evje Variance

**Action / Discussion Items:**

- Heig Funding Proposal- Action
- Trust for Public Land Presentation about dedicated funding- discussion
- Biennial Conference Commissioner talk- discussion
- County Commissioners update- discussion
- Executive Directors report-discussion

Misc: Legislature Update (if any), County Updates

**Meeting Adjourned - Thank you**

**Mtgs: October 31, 2025 9:00 AM- MHB Biennial Conference, Breezy Point Resort, Breezy Pt., MN**

Mississippi Headwaters Board  
August 22, 2025  
Cass County Courthouse, Walker, MN  
Optional interactive technology: <https://us02web.zoom.us/j/89904238153>

MEETING  
MINUTES

Members present: Ted Van Kempen (Hubbard), Scott Bruns (Cass), Craig Gaasvig (Beltrami), Cory Smith (Itasca), Bryan Ramsrud (Clearwater), and Tim Terrill (Executive Director).

Video Interactive Reasons: None

Others Present: Steven Keranen (Hubbard County Commissioner)

Pledge of Allegiance

Chair Ted VanKempen asked if there were any additions to the agenda. Tim requested that a Northern Township discussion be placed under the Planning and Zoning section of the agenda. **M/S (Smith/Bruns) to approve of the agenda. Motion carried unanimously.**

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

**Correspondence/Outreach**

1. Press Release- Tim presented the board with the press releases from previous months which talked about MHB funding a buckthorn project in Aitkin, as well as, funding for removal of two campsites at Jacobson Campground. He also noted that there was an article in the Bemidji paper about the MHB signage program, and also an announcement in the Brainerd Dispatch promoting the History Paddle in Brainerd, MN.

**Planning and Zoning**

1. **Northern Township Discussion-** Comm. Gaasvig opened the discussion to say that he had a conversation a few days ago with a landowner about a property he wants to sell but needs the lot line adjusted because there is a garage located on both parcels. The lot line movement was discussed at the Northern Township (NT) planning commission meeting on Tuesday, and will be recommended for approval at the NT board on Monday, August 25, 2025. Comm. Gaasvig asked the board that this will be a variance and come before the board at the MHB September board meeting, but was wondering if there was something that could be done to help provide some security to the buyers so they don't back out of the sale. Discussion ensued and the board realized that this is a minor issue, but realized that processes need to be followed regarding zoning, and that there is a possibility other issues could be brought up at the NT board meeting. The board thought about all the issues and realized that it

needed to formally come before the board at the September meeting, but thought that maybe a letter of support could be written to help provide some security to the potential buyers. Through consensus, the board directed the Executive Director to draft a Letter of Support to Northern Township for support of the property line movement contingent on NT approval at the Monday, August 25<sup>th</sup> meeting. The board asked Tim to send the letter to the Chairman and Vice Chair to approve of the letter before sending.

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

1. **Audit Recommendations-** Tim provided the board with two quotes he received for an audit. One was from Peterson Company LTD for \$5,000, and another quote from Claussen CPA for \$8,000. While discussing which company to go with, Tim brought up that the legislature passed a bill this session that will raise the audit threshold from \$276K to \$1M. This may mean that in future years the MHB won't be required to do an audit, but he will wait until he gets official direction from the State Auditor. **M/S (Ramsrud/Bruns) to approve to work with the Peterson Company for the annual audit. Motion carried unanimously.**
2. **Biennial Report-** Tim provided a copy of the DRAFT Biennial Report to the board in the agenda packet. He stated that the MHB is required by statute to have a report, and he produced a report with many pictures and kept the language and format very board. Discussion ensued and the Chairman suggested that we put the report on the MHB website. **M/S (Smith/Bruns) to approve of the biennial report. Motion carried unanimously.**

#### **Executive Directors Report**

1. Tim stated that he attended the Paddle Your Glass Off event in Aitkin and also the History Paddle in Brainerd. He noted that the PYGO event has grown in attendance over the years. He also said that he promoted the History Paddle using only social media, and this year they had around 35 people attending. He stated that last year they only had 16 people attend, and it shows how social media is very useful at getting the word out about events.
2. Tim held a telephone conversation with LCCMR staff and there will be an LCCMR tour on September 16<sup>th</sup> of the Whiskey Creek project. This will help promote the MHB and partners on this great project.
3. Tim attended the Aitkin Lake Association Summit meeting in which around 30 people attended. This lead to Tim being asked to attend the Aitkin County Lakes and Rivers Association meeting. Around 35 people attended that meeting.

#### **County Updates**

Bryan Ramsrud provided a brief summary of what he learned about ditch law, specifically clean out, at a conference. Commissioner Gaasvig provided comment and said that Beltrami donated a ditch to the city of Bemidji because it was in the city limits. He also noted that the jail is being built ahead of schedule and under budget. Commissioner Van Kempen provided the board with an update that their jail remodel is underway and that the second floor remodel is complete.

**M/S (Smith/Gaasvig) to adjourn. Motion carried unanimously.**

## August SFY'25 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)		\$ 33,439.40	\$ 124,000.00	26.97%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$ 1,827.84	\$ 1,827.84	\$ 7,800.00	23.43%	LSOHC reimbursement
Guidebook sales (58400)	\$ 42.84	\$ 242.84	\$ 100.00	242.84%	reimbursment for Guidebook sales
Enbridge program (58300)			\$ 8,000.00	0.00%	enbridge reimbursement
Miscell. Other revenue (58300)		\$ 1,000.00	\$ 6,000.00	16.67%	Visit Grand Rapids payment
MCIT Dividend (58300)			\$ 200.00	0.00%	MCIT refund
County Support (52990)			\$ 12,000.00	0.00%	8 county support
<b>Total</b>	<b>\$ 1,870.68</b>	<b>\$ 36,510.08</b>	<b>\$ 34,100.00</b>		
<b>Expenses:</b>	<b>Monthly Amount</b>				<b>Notes</b>
Salaries/Benefits					
FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 9,408.32	\$ 18,816.63	\$ 123,307.00	15.26%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$ 3,000.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$ 200.00	\$ 200.00	\$ 3,000.00	6.67%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 63.54	\$ 90.01	\$ 500.00	18.00%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)	\$ 54.00	\$ 54.00	\$ 3,500.00	1.54%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 455.70	\$ 916.79	\$ 5,500.00	16.67%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 525.00	\$ 1,050.00	\$ 35,000.00	3.00%	CW financial services
Office supplies/operations (64090)	\$ 644.64	\$ 806.15	\$ 3,000.00	26.87%	telephone, printer ink, adobe renewal, zoom renewal, computer repair
Training & Registration Fees (63380)			\$ 800.00	0.00%	
<b>Total</b>	<b>\$ 11,351.20</b>	<b>\$ 21,933.58</b>	<b>\$ 177,607.00</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 amounts are in the fiscal year.



## ACCOUNT DETAIL HISTORY FOR 2025 08 TO 2025 08

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 01	-31,013.04	-31,013.04	
						PER 04	-8,051.74	-39,064.78	
						PER 05	-33,595.97	-72,660.75	
						PER 07	-39,439.40	-112,100.15	
25/08	622 08/11/25	GNI					-8,802.84	-120,902.99	
	ST OF MN	HABITAT CORRIDOR PROJECT							
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-120,902.99	NET:	-120,902.99
74830	58400	MHB - Sales							
						REVISED BUDGET			.00
						PER 04	-100.00	-100.00	
						PER 06	-100.00	-200.00	
						PER 07	-200.00	-400.00	
25/08	801 08/19/25	GNI	828473	Britny.McC 59982			-42.84	-442.84	
	iNovah	guidebooks							
	LEDGER BALANCES --- DEBITS:			.00		CREDITS:	-442.84	NET:	-442.84
74830	61000	Salaries & Wages - Regular							
						REVISED BUDGET			.00
						PER 01	6,215.61	6,215.61	
						PER 02	6,625.85	12,841.46	
						PER 03	6,464.23	19,305.69	
						PER 04	6,464.23	25,769.92	
						PER 05	11,312.42	37,082.34	
						PER 06	6,464.24	43,546.58	
						PER 07	6,464.24	50,010.82	
25/08	490 08/08/25	PRJ	PR0808	1250808	1250808	1250	3,232.12	53,242.94	
	PAY080825	WARRANT=250808 RUN=1 BI-WEEKL							
25/08	1005 08/22/25	PRJ	PR0822	1250822	1250822	1250	3,232.12	56,475.06	
	PAY082225	WARRANT=250822 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:			56,475.06		CREDITS:	.00	NET:	56,475.06
74830	61200	Active Insurance							
						REVISED BUDGET			.00
						PER 01	2,034.70	2,034.70	
						PER 02	2,034.70	4,069.40	
						PER 03	2,034.70	6,104.10	
						PER 04	2,037.30	8,141.40	

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
							PER 05		2,035.35	10,176.75	
							PER 06		2,035.35	12,212.10	
							PER 07		2,035.35	14,247.45	
25/08	490	08/08/25	PRJ	PR0808	1250808	1250808	1250		1,006.02	15,253.47	
		PAY080825		WARRANT=250808	RUN=1	BI-WEEKL					
25/08	1005	08/22/25	PRJ	PR0822	1250822	1250822	1250		1,029.33	16,282.80	
		PAY082225		WARRANT=250822	RUN=1	BI-WEEKL					
		LEDGER BALANCES --- DEBITS:				16,282.80	CREDITS:		.00	NET:	16,282.80
74830	61300			Employee Pension & FICA							
							REVISED BUDGET				.00
							PER 01		871.06	871.06	
							PER 02		933.21	1,804.27	
							PER 03		908.73	2,713.00	
							PER 04		908.73	3,621.73	
							PER 05		1,522.02	5,143.75	
							PER 06		908.73	6,052.48	
							PER 07		908.72	6,961.20	
25/08	490	08/08/25	PRJ	PR0808	1250808	1250808	1250		454.37	7,415.57	
		PAY080825		WARRANT=250808	RUN=1	BI-WEEKL					
25/08	1005	08/22/25	PRJ	PR0822	1250822	1250822	1250		454.36	7,869.93	
		PAY082225		WARRANT=250822	RUN=1	BI-WEEKL					
		LEDGER BALANCES --- DEBITS:				7,869.93	CREDITS:		.00	NET:	7,869.93
74830	62100			Telephone							
							REVISED BUDGET				.00
							PER 01		61.53	61.53	
							PER 02		61.80	123.33	
							PER 03		61.46	184.79	
							PER 04		61.66	246.45	
							PER 05		61.30	307.75	
							PER 06		61.23	368.98	
							PER 07		61.21	430.19	
25/08	672	08/19/25	API	006205		243039		42099	5.85	436.04	
		W C081925		COUNTY WIDE BILL		CONSOLIDATED TELECOM					
25/08	1005	08/22/25	PRJ	PR0822	1250822	1250822	1250		55.00	491.04	
		PAY082225		WARRANT=250822	RUN=1	BI-WEEKL					
		LEDGER BALANCES --- DEBITS:				491.04	CREDITS:		.00	NET:	491.04

## ACCOUNT DETAIL HISTORY FOR 2025 08 TO 2025 08

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	62680	Non-Employee Per Diems							
					REVISED BUDGET				.00
					PER 01		200.00	200.00	
					PER 03		500.00	700.00	
					PER 04		150.00	850.00	
					PER 05		250.00	1,100.00	
					PER 06		200.00	1,300.00	
25/08	1239 08/26/25	API 003356		243665	42199		50.00	1,350.00	
	W A082625	MHB MEETING & MILEAGE		HUBBARD COUNTY TREAS					
25/08	1239 08/26/25	API 006995		243666	1966380		50.00	1,400.00	
	W A082625	MHB MEETING & MILEAGE		CORY SMITH					
25/08	1239 08/26/25	API 008091		243667	1966379		50.00	1,450.00	
	W A082625	MHB MEETING & MILEAGE		BRYAN RAMSRUD					
25/08	1239 08/26/25	API 003257		243668	42198		50.00	1,500.00	
	W A082625	MHB MEETING & MILEAGE		GAASVIG, CRAIG					
	LEDGER BALANCES --- DEBITS:			1,500.00	CREDITS:		.00	NET:	1,500.00
74830	62720	Non-Employee Mileage							
					REVISED BUDGET				.00
					PER 01		285.60	285.60	
					PER 03		555.80	841.40	
					PER 04		92.40	933.80	
					PER 05		488.60	1,422.40	
					PER 06		325.90	1,748.30	
25/08	1239 08/26/25	API 003356		243665	42199		39.20	1,787.50	
	W A082625	MHB MEETING & MILEAGE		HUBBARD COUNTY TREAS					
25/08	1239 08/26/25	API 006995		243666	1966380		93.80	1,881.30	
	W A082625	MHB MEETING & MILEAGE		CORY SMITH					
25/08	1239 08/26/25	API 008091		243667	1966379		81.20	1,962.50	
	W A082625	MHB MEETING & MILEAGE		BRYAN RAMSRUD					
25/08	1239 08/26/25	API 003257		243668	42198		71.40	2,033.90	
	W A082625	MHB MEETING & MILEAGE		GAASVIG, CRAIG					
	LEDGER BALANCES --- DEBITS:			2,033.90	CREDITS:		.00	NET:	2,033.90
74830	62990	Prof. & Tech. Fee - Other							
					REVISED BUDGET				6,300.00
					PER 01		9,735.32	9,735.32	
					PER 02		525.00	10,260.32	
					PER 03		525.00	10,785.32	

## ACCOUNT DETAIL HISTORY FOR 2025 08 TO 2025 08

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
							PER 04		66,827.50	77,612.82	
							PER 05		525.00	78,137.82	
							PER 06		17,825.00	95,962.82	
							PER 07		7,375.00	103,337.82	
25/08	1549	08/29/25	GEN						525.00	103,862.82	
			RECURRING			FINANCIAL SERVICE					
			LEDGER BALANCES	---	DEBITS:	103,862.82	CREDITS:		.00	NET:	103,862.82
74830	63320					Employee Mileage					
							REVISED BUDGET				.00
							PER 01		248.97	248.97	
							PER 02		408.10	657.07	
							PER 03		159.11	816.18	
							PER 04		246.82	1,063.00	
							PER 05		238.07	1,301.07	
							PER 06		264.46	1,565.53	
							PER 07		461.09	2,026.62	
25/08	1019	08/26/25	API	007742		243623		1966366	455.70	2,482.32	
			W OOP0725	July-		Mileage					
						TERRILL,TIM					
			LEDGER BALANCES	---	DEBITS:	2,482.32	CREDITS:		.00	NET:	2,482.32
74830	63340					Hotel & Meals Travel Expense					
							REVISED BUDGET				.00
							PER 01		170.56	170.56	
							PER 02		20.45	191.01	
							PER 07		26.47	217.48	
25/08	482	08/07/25	GNI	827142	Koriew	59842			-18.22	199.26	
			iNovah		BREMER	PCARD					
25/08	1785	08/28/25	GNI						11.10	210.36	
			BREM		PCARD	Aitkin PYGO					
						TIM TERRILL - SUBWAY 53589 - Aitkin PYGO					
25/08	1785	08/28/25	GNI						34.22	244.58	
			BREM		PCARD	Paddle & Pint					
						TIM TERRILL - BEAR RIDGE PIZZA - Paddle & Pint					
			LEDGER BALANCES	---	DEBITS:	262.80	CREDITS:		-18.22	NET:	244.58
74830	64090					Office Supplies					
							REVISED BUDGET				.00
							PER 02		50.61	50.61	
							PER 04		15.10	65.71	
							PER 05		34.30	100.01	
							PER 06		16.37	116.38	

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
							PER 07		100.30	216.68	
25/08	1785	08/28/25	GNI						56.01	272.69	
	BREM	PCARD	printer ink								
			TIM TERRILL - WM SUPERCENTER #1654 - printer ink								
25/08	1785	08/28/25	GNI						167.38	440.07	
	BREM	PCARD	Adobe annual renewal								
			TIM TERRILL - ADOBE INC - Adobe annual renewal								
25/08	1785	08/28/25	GNI						172.49	612.56	
	BREM	PCARD	Zoom annual renewal								
			TIM TERRILL - ZOOM.COM 888-799-9666 - Zoom annual renewal								
25/08	1785	08/28/25	GNI						187.91	800.47	
	BREM	PCARD	computer repair								
			TIM TERRILL - SQ *WATT COMPUTER SOLUTIO - computer repair								
LEDGER BALANCES --- DEBITS:					800.47	CREDITS:			.00	NET:	800.47
GRAND TOTAL --- DEBITS:					192,061.14	CREDITS:			-121,364.05	NET:	70,697.09

27 Records printed

\*\* END OF REPORT - Generated by Matthew Donley \*\*



# Meet Sheila Boldt of WonderTrek Children's Museum



Today we'd like to introduce you to Sheila Boldt.

**Hi Sheila, so excited to have you with us today. What can you tell us about your story?**

I started working with WonderTrek in February 2023 as a contractor doing grant

writing, and by October 2024, I was hired part-time before stepping into the full-time role of External Relations Manager in 2025. I was introduced to Peter Olson, the Museum Project Director, by Tim Terrill (The Mississippi Headwaters Board), who knew my passion for children's education, the outdoors, native plant restoration, and my background in grant writing and marketing would be a good fit. What drew me in is that WonderTrek's story is really a community story—it began back in 2015 with Sourcewell's vision, and over the years it's grown through grants, mobile programs, and strong partnerships. Thanks to the cornerstone founders and a \$5 million commitment from Sourcewell, the project is finally becoming a reality. It's inspiring to be a part of this journey, officially breaking ground this year, launching our capital campaign, and having already reached more than 50,000 people through our mobile programs. Now we're on track to open our Outdoor Adventure campus in 2026, and I'm so proud to be part of bringing this to life for our region's children and families, including my own six, four, and two-year-olds!

**Would you say it's been a smooth road, and if not what are some of the biggest challenges you've faced along the way?**

Fundraising and finding the right site for the museum took a lot of persistence and collaboration, and one of the biggest hurdles has been the lack of grant opportunities for capital projects, like building the exhibits. But those challenges have really shaped us—they've pushed us to be more creative, build deeper relationships with our community, and prove that we can adapt and keep moving toward our vision.

One unique aspect of our children's museum is called WonderTrek Inquiry (WTI), in which the project team and staff (a special thanks to Emilee!) have observed children attending specific programs and events, or by surveying parents. This data is then put toward building our current and future programs and exhibits from the ground up, based on local data and research. It's a time-consuming step in the process, but it is proving worthwhile data used in the museum's design and mobile programming.

**As you know, we're big fans of WonderTrek Children's Museum. For our readers who might not be as familiar what can you tell them about the brand?**

WonderTrek Children's Museum is all about the power of PLAY! Our talented leadership and program staff (Aimee, Jackie, Ashley, Vanessa, Mae, and Katie) create hands-on, interactive learning experiences designed for children, with the belief that play is not just fun but essential for growth, creativity, and connection. What makes WonderTrek unique is that we serve a broad, mostly rural region of Minnesota—so from the very beginning, we've gone beyond four walls by offering mobile programs and pop-up exhibits that bring WonderTrek directly into schools, libraries, and community spaces. Known for being collaborative, responsive, and innovative—meeting families where they are and ensuring access for all. Brand-wise, we're proud that “WonderTrek” has already become a name families recognize and trust, even before our permanent campus opens in Baxter! The Outdoor Adventure space, now under development, will offer “nine acres of fenced-in freedom” to include nature-based play and exploration. Over the next year or so, Phase 1 will gradually expand exhibits and programming that spark curiosity and imagination. We want people to know that WonderTrek isn't just a museum—it's a movement to inspire lifelong learning through play, rooted right here in our community and, in turn, improve mental health.

**Is there anyone you'd like to thank or give credit to?**

There are so many community members, politicians, organizations, and partners who deserve credit for where the museum is today. From the very beginning, Sourcewell's leadership played a pivotal role in dreaming big and providing the seed funding that allowed WonderTrek to take root. Our board members, Dr. Paul Drange, Chuck Albrecht, Matt Kilian, Laine Larson, Melissa McKay Quinn Swanson, Shannon Wheeler, and ex officio, staff (esp. the Museum Project Director, Peter!), and volunteers have been tireless champions, giving their time, expertise, and passion to keep the project moving forward. And I'm personally so



proud of how our community has stepped up to support us—officially kicking off donations in all three of our giving tiers: naming, sponsorship, and engraving. From business sponsorships to gifts made in memory of loved ones, every contribution matters. People can be part of this effort in so many ways—from an engraved brick at \$250 to sponsoring an entire exhibit for \$2.5 million—and the response has been inspiring. It shows that our community truly believes our children deserve this exciting space, and together we’re making it happen. This all goes to show you, by just one individual sharing a story of inspiration 10 years ago, others are led to be part of an impactful movement, bringing the joy of PLAY! to all in Central Minnesota, kids and adults alike. I personally look forward to growing my professional career with WonderTrek Children’s Museum to better the community I grew up in, and hope that you will be inspired to join our movement in “Bringing Back Everyday PLAY!” as well. Our team at WonderTrek appreciates your magazine and others sharing this story, because at the end of the day, it’s your connections that ultimately build WonderTrek.

## August Social Media Posts

Short paddle: <https://www.facebook.com/reel/1092733246262577>

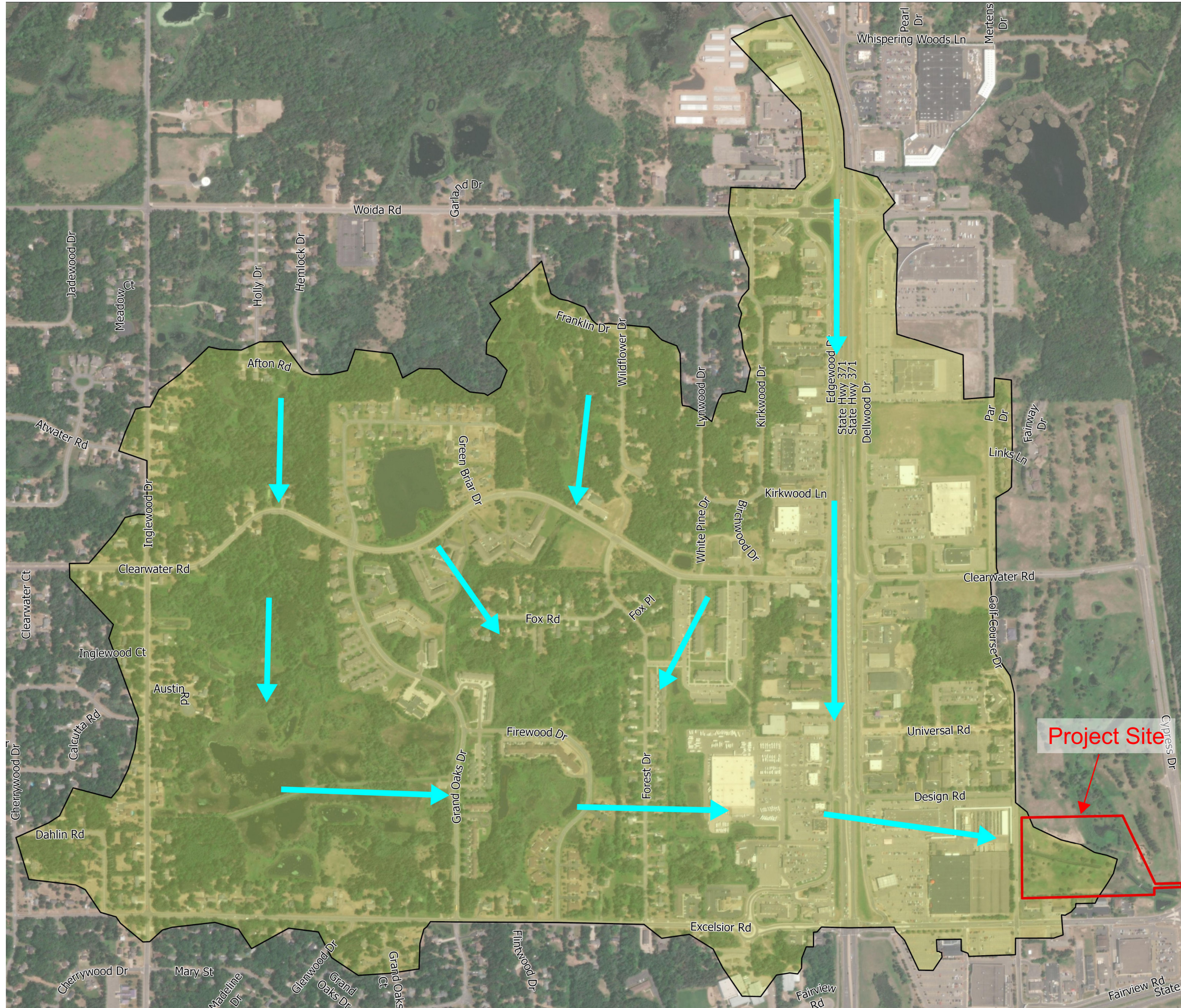
Signage explanation: <https://www.facebook.com/reel/1495902481418179>

Timberlake Lodge: <https://www.facebook.com/reel/1935377973861757>

Aitkin Easter Egg Video <HTTPS://WWW.FACEBOOK.COM/SHARE/R/16TEPTMWBJ/>



# WHISKEY CREEK STORM WATER WETLAND



## PROJECT HIGHLIGHTS

- The Mississippi Headwaters Board (MHB) 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.
- The project aims to remove pollutants from stormwater runoff from the largely untreated Highway 371 corridor (400 acres).
- 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

## PROJECT TIMELINE

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

**2013 -2014** HDR completed study outlining site location and type of best management practice for what is know known as the Whiskey Creek Area Stormwater Improvement Project

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

**2019** City enters into a purchase agreement with land owners (Good Samaritan Society) to acquire the southern 13+ acres of the former golf course for the Project.

**2019** City and its partners, MHB and Crow Wing SWCD, apply for LCCMR and BWSR grants for the land purchase and construction of the estimated \$1.7 million project.

**2022** HR Green completes Phase I environmental site assessment –**MERCURY DISCOVERED**. HR Green provies technical recommendation for site cleanup.

**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



# Total Project Costs



Uses	
Pre-work	\$ 29,973
Acquisition	\$ 643,451
Remediation	\$ 491,922
Construction	\$ 1,805,924
<b>TOTAL</b>	<b>\$ 2,971,270</b>

Sources	
City of Baxter	\$ 1,037,549
ENRTF	\$ 552,000
BWSR	\$ 890,000
Enbridge	\$ 150,000
Good Samaritan	\$ 294,070
HR Green	\$ 47,651
<b>TOTAL</b>	<b>\$ 2,971,270</b>







**NORTHERN TOWNSHIP  
PLANNING BOARD & COMMISSION**

<b>PLANNING CASE:</b> V – 20250044	<b>NPC MEETING DATE:</b> August 18, 2025	<b>NTB MEETING DATE:</b> August 25, 2025
<b>APPLICANT:</b> Robert and Jill Hagge	<b>60-DAY RULE DATE:</b> October 17, 2025	
<b>PROCEEDING:</b> Variance – Lot realignment on substandard lots in Shoreland Overlay of Lake Bemidji	<b>ZONING DISTRICT:</b> R2 Residential, Shoreland Overlay	
<b>PREPARED BY:</b> Chris Lahn Township Administrator	<b>EXHIBITS:</b> Application, Certificate of Survey	

**NPC/NPB MEMORANDUM**

**I. SUMMARY OF REQUEST**

Robert and Jill Hagge request a variance to allow the realignment of the boundary line between two existing parcels located within the Shoreland Overlay of Lake Bemidji. Both parcels are currently below the minimum lot size of 40,000 square feet required by ordinance for non-riparian properties within the overlay. The realignment is intended to place an existing detached garage entirely on one parcel, eliminating an encroachment across the current lot line and facilitating potential sale of one of the parcels.

Under Northern Township’s zoning code, altering property boundaries that result in or maintain substandard lots within the Shoreland Overlay requires variance approval. The Township attorney has confirmed that a variance is required in this case due to the lots’ size being below the ordinance minimum.

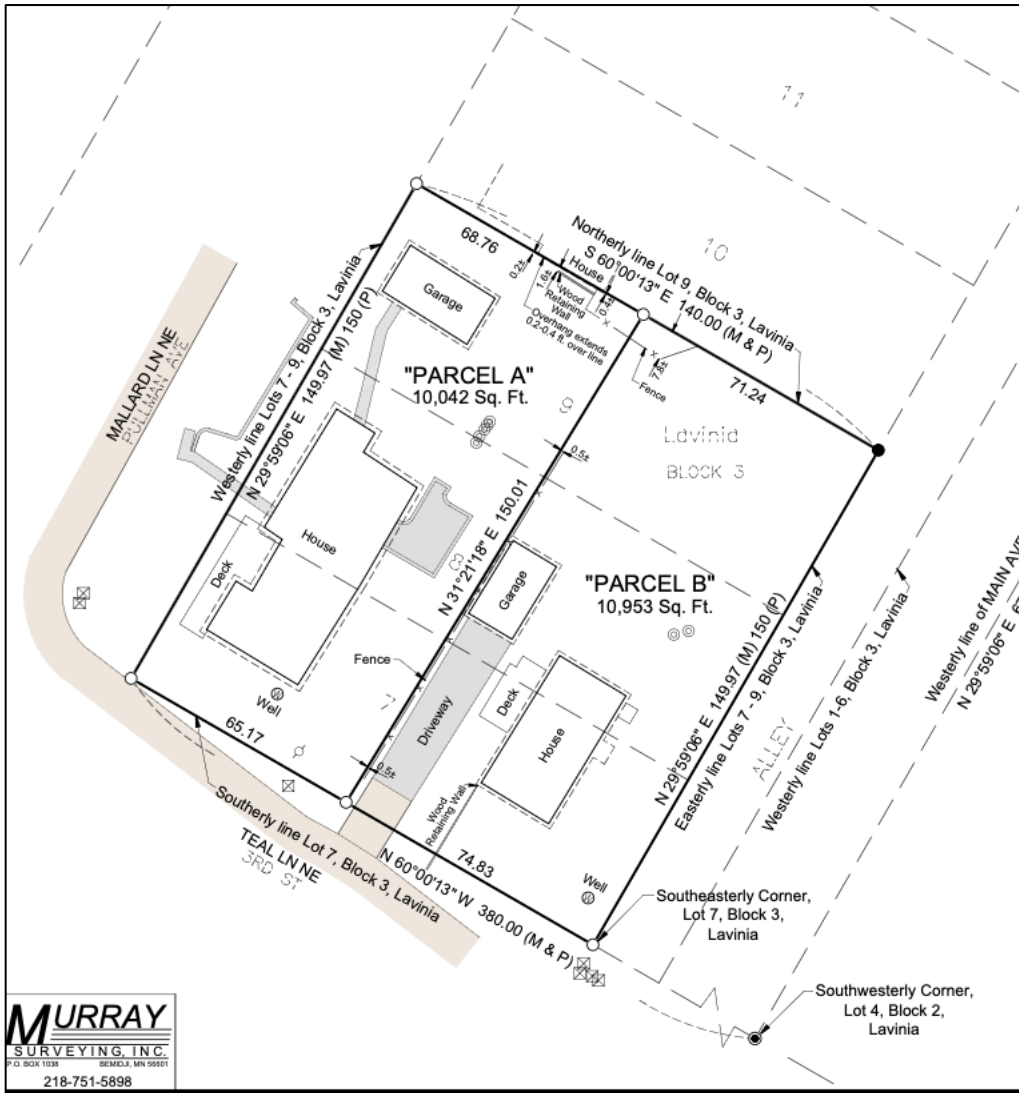
**II. BACKGROUND**

The subject properties are identified as Parcel Nos. 31.01085.00 and 31.01084.00, located on Mallard Lane NE and Teal LN NE in the platted subdivision of Lavinia. Existing lot sizes are approximately 10,042 sq. ft. and 10,953 sq. ft., both of which are significantly smaller than the Shoreland Overlay minimum.

A detached garage currently straddles the existing boundary line between the two parcels. The applicants propose to shift the lot line to place the garage entirely on one parcel (“Parcel B” as shown on the proposed survey). No new construction is proposed, and no additional development will occur as part of this request.

# **SITE INFORMATION**

SITE DEVELOPMENT	EXISTING/PROPOSED	REQUIRED/VARIANCE
Lot Area (Parcel A)	10,042 sq. ft.	40,000 sq. ft./ - 29,958 sq. ft.
Lot Area (Parcel B)	10,042 sq. ft.	40,000 sq. ft./ - 29,047 sq. ft.
Garage side yard setback	-4.5 ft./0.5 ft.	10 ft./9.5 ft.



## **STAFF REVIEW AND DISCUSSION**

The proposed lot realignment will not increase the degree of nonconformity of either parcel; both lots are already substandard in size. The change will resolve a structural encroachment issue by placing the detached garage entirely on one lot, a more orderly and marketable configuration that corrects an existing land use problem.

No changes are proposed to impervious surfaces, building locations, or land use intensity. The request does not alter the essential character of the surrounding neighborhood, which consists primarily of similarly platted substandard lots developed with single-family homes and accessory structures.

## **III. PUBLIC HEARING & DISCUSSION**

**Public Hearing opened at 6:08**

**Public Hearing closed at 6:08**

Public members had the following comments:

None

Commission members had the following comments:

Commissioner Coombs clarified if variance included side yard setback.

## **IV. RECOMMENDATION & FINDINGS**

### **Conditions**

1. The Variance and certificate of survey shall be recorded with Beltrami County within 30 days.

### **Criteria For Granting Variances**

Per MN State statute, practical difficulties, as used in connection with the criteria for granting of a variance, means:

- a. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning and Subdivision Ordinance;
- b. The plight of the landowner is due to circumstances unique to the property not created by the landowner;
- c. The variance, if granted, will not alter the essential character of the locality;
- d. Economic considerations alone do not constitute practical difficulties.



**Findings of Fact For Variances**

1. Has the applicant demonstrated a practical difficulty?

Yes

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

No

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

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

Yes

Motion to approve with findings of facts

1<sup>st</sup> – Chambers

2<sup>nd</sup> – Naylor

4 ayes

0 nays

Motion carries

**V. Northern Township Board of Adjustments Meeting - Monday, August 25, 2025**

The Northern Township Board of Adjustments heard this case at their meeting on Monday, August 25<sup>th</sup>, 2025 at 6 pm.

There was general consensus from Board members this request was reasonable.

Motion to approve with findings of facts as stated from the Planning Commission:

1<sup>st</sup> – Mike Kelly

2<sup>nd</sup> – Curt Blumhagen

5 ayes

0 nays

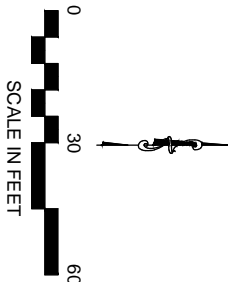
**Motion carries**

# Insert Planning Report

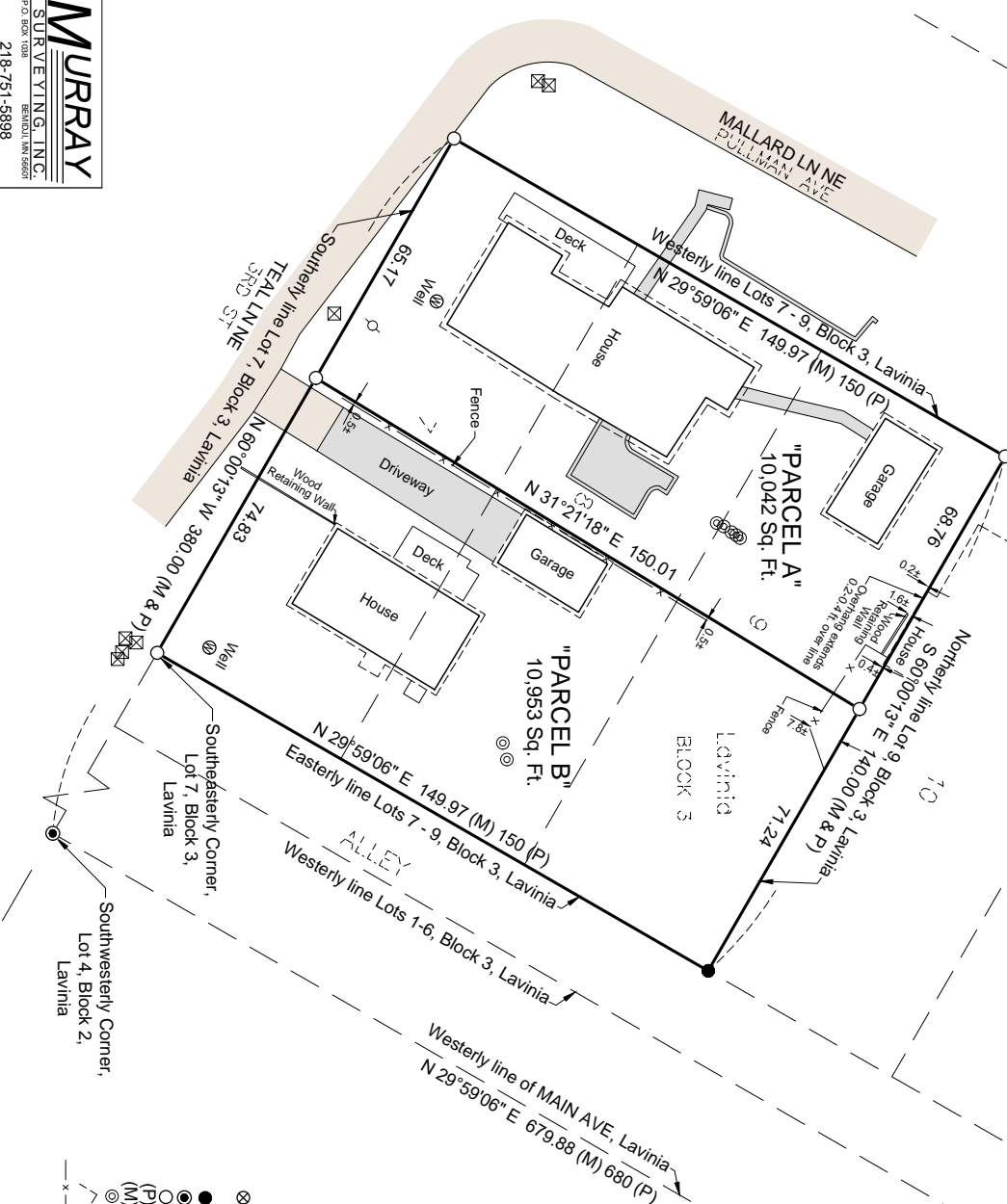
## Site Plan(s)

# CERTIFICATE OF SURVEY

Part of  
Lots 7, 8, and 9, Block 3, Lavinia, Beltrami County, Minnesota.



N 60°00'13" W 682.54  
682.75 (P) LAKE SIDE PARK



## PROPOSED DESCRIPTION "PARCEL A"

Those parts of Lots 7, 8, and 9, Block 3, Lavinia, according to the recorded plat thereof, Beltrami County, Minnesota, lying westerly of the following described line: Commencing at the southeasterly corner of said Lot 7, Block 3; thence North 60°00'13" West, bearing based on the Beltrami County Coordinate System, South Zone, along the southerly line of said Lot 7, Block 3, a distance of 74.83 feet to the point of beginning of the line to be described, said point designated by an iron pipe, 1/2 inch in diameter, stamped 15483; thence North 31°21'18" East a distance of 150.01 feet to the intersection with northerly line of said Lot 9, Block 3, said intersection is designated by an iron pipe, 1/2 inch in diameter, stamped 15483, and said line there terminating.

## PROPOSED DESCRIPTION "PARCEL B"

Those parts of Lots 7, 8, and 9, Block 3, Lavinia, according to the recorded plat thereof, Beltrami County, Minnesota, lying easterly of the following described line: Commencing at the southeasterly corner of said Lot 7, Block 3; thence North 60°00'13" West, bearing based on the Beltrami County Coordinate System, South Zone, along the southerly line of said Lot 7, Block 3, a distance of 74.83 feet to the point of beginning of the line to be described, said point designated by an iron pipe, 1/2 inch in diameter, stamped 15483; thence North 31°21'18" East a distance of 150.01 feet to the intersection with northerly line of said Lot 9, Block 3, said intersection is designated by an iron pipe, 1/2 inch in diameter, stamped 15483, and said line there terminating.

## LEGEND

- ⊗ Denotes 1/2 inch iron pipe, LS 15483, over rock with chiseled "X" found
- Denotes 1/2 inch iron pipe, LS 15483, found
- ⊙ Denotes iron pin with bolt, found
- Denotes 1/2 inch iron pipe, LS 15483, set
- (P) Denotes distance specified on plat
- (M) Denotes measured distance
- ⊕ Denotes septic cleantout
- Denotes building overhang
- x— Denotes fence line

## NOTES TO SURVEY

- Bearing system based on the Beltrami County Coordinate System, South Zone, NAD83.
- This survey has not been performed with the benefit of a title search.

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.

DRG 14

ROBERT W. MURRAY LICENSE NO. 15483  
DATE: 07-18-25 FILE NO. 25-1480

# **Applications & Supporting Documents**

## Northern Township

### Application for Variance

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

#### OFFICE USE ONLY

Complete App. Rec'd \_\_\_\_\_

Zoning District \_\_\_\_\_

Comments \_\_\_\_\_

A fee of \$ \_\_\_\_\_ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

An escrow of \$ \_\_\_\_\_ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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

#### APPLICANT DATA

NAME OF APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

SITE ADDRESS: \_\_\_\_\_ PARCEL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Does your property contain low areas, wetlands, or areas with standing water? ☐ Yes ☐ No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain \_\_\_\_\_

\_\_\_\_\_

#### REQUEST FOR VARIANCE

Are multiple variances being requested? ☐ Yes ☐ No

What specific standard(s) are you requesting variance(s) from? (ex. §402C Front Yard Setback)

\_\_\_\_\_

\_\_\_\_\_

What standard(s) or measurement(s) are you requesting? (ex. 10 ft. relief from required 50 ft. Front yard setback)

**Display on site plan.**

\_\_\_\_\_

\_\_\_\_\_

Describe the existing use of your property: \_\_\_\_\_  
\_\_\_\_\_

Will the use of your property change with the variance? ☐ Yes ☐ No

Will the granting of a variance impact the character of the surrounding properties? ☐ Yes ☐ No ☐ Unknown

Explain \_\_\_\_\_

Are there unavoidable physical or topographical features (wetlands, buildings, roads, etc.) on your property that severely limit your construction site options? ☐ Yes ☐ No Explain

Does the design or floor plan of your building severely limit your construction options? ☐ Yes ☐ No

Are there construction options or alternatives that may eliminate the need for a variance? ☐ Yes ☐ No

Explain \_\_\_\_\_

Explain the practical difficulty that exists with your request (see definition in attached documents):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assuming that a practical difficulty is demonstrated, and a variance justified, what measures are you willing to take to mitigate the impact of development on your property (remove other buildings, vegetative screens, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

**Submit a complete site plan of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.**

**ALL APPLICANTS MUST SIGN BELOW**

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 Northern Township 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 also authorize Northern Township Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application ☐ Yes ☐ No

**COMPLETED FORMS CAN BE SUBMITTED AT 445 Town Hall Rd NW Bemidji, MN 56601, BEMIDJI, MN 56601**



# **Agency & Neighborhood Packet Distribution Information**



## NORTHERN TOWNSHIP

445 TOWN HALL ROAD NW

BEMIDJI, MN 56601

(218)751-4989

[info@northerntownship.com](mailto:info@northerntownship.com)

---

Date: August 1, 2025

Dear Property Owner:

RE: Upcoming Land Use Hearings – Lot Line Adjustment Variance

The Northern Township Planning Commission will consider the following land-use requests at its meeting on Monday, August 18, 2025, at 6:00 p.m. at Northern Town Hall:

VAR-20250044: Robert and Jill Hagge are requesting a variance to adjust the property line between two parcels they own in the Lavinia area (Parcel Nos. 31.01084.00 and 31.01085.00). The detached garage currently straddles the lot line, and the owners are seeking to move the property line so the garage is entirely within one parcel to facilitate future sale. A variance is required because both lots are under the minimum lot size of 40,000 sq ft required for non-riparian lots in the Shoreland Overlay District.

Please plan to attend the meeting if you have any questions or concerns. Written comments may be emailed to [info@northerntownship.com](mailto:info@northerntownship.com) or dropped off at the Town Hall no later than Thursday, August 14, 2025, for inclusion in the Planning Commission packets.

Thank you.

Sincerely,

Chris Lahn – Township Administrator

# **NORTHERN TOWNSHIP**

445 Town Hall Road NW  
Bemidji, MN 56601  
[www.northerntownship.com](http://www.northerntownship.com)  
e-mail: [info@northerntownship.com](mailto:info@northerntownship.com)  
(218) 751-4989

## **NORTHERN TOWNSHIP**

### **NOTICE OF PUBLIC HEARINGS & MEETINGS**

NOTICE IS HEREBY GIVEN that on Monday, August 18, 2025, at 6:00 p.m. (or as soon thereafter as possible) the Northern Township Planning Commission will hold in-person Public Hearings at the Northern Town Hall, 445 Town Hall Rd. NW, Bemidji, MN, to consider the following land-use request:

The applicants own two adjacent parcels located in the Lavinia area (Parcel IDs: 310108400 and 310108500) and are seeking a lot line adjustment so that an existing detached garage—currently straddling the shared property line—will be fully located on one parcel. This adjustment is being proposed to facilitate a potential sale of one of the properties.

A variance is required because both parcels are nonconforming under the minimum lot size requirement for non-riparian lots in the Shoreland Overlay District (40,000 square feet minimum).

All interested persons are encouraged to attend the hearings. Questions may be directed to the Township Office at (218) 751-4989 or by visiting [www.northerntownship.com](http://www.northerntownship.com).

Written comments must be emailed to [info@northerntownship.com](mailto:info@northerntownship.com) or delivered to the Town Hall no later than Thursday, August 14, 2025, to be included in staff reports.

Chris Lahn

Township Administrator

Owner Name 1	Owner Name 2	Owner Address	Owner Address	Owner City	Owner State	Owner Zip	Owner Cc
MARLAN C SHULL		PO BOX 14254		GRAND FORI	GRAND FORI ND	58208	
WADE EVIE	NICOLE EVIE	780 DURAND DR NW		PUPOSKY MN	PUPOSKY MN	56667	
MICHAEL A GREEN		4372 BEACH LN NE		BEMIDJI MN	BEMIDJI MN	56601	
ROBERT P HAGGE	JILL E HAGGE	5502 MALLARD LANE NE		BEMIDJI MN	BEMIDJI MN	56601	
CHARLES O PROPERTIES LLC		1200 BRUCE ST		CROOKSTON	CROOKSTON MN	56716	
JOHN J KRYST	JANE M KRYST	5503 MALLARD LN NE		BEMIDJI MN	BEMIDJI MN	56601	
KEVIN J ROBSON	KRISTIL L ROBSON	5501 MALLARD LN NE		BEMIDJI MN	BEMIDJI MN	56601	
THOMAS A FAECKE	TERESA M FAECKE	5403 SWAN LN NE		BEMIDJI MN	BEMIDJI MN	56601	
CURTIS L HENDRICKSON	ELIZABETH A HENDRICKSON	4221 BLUEBILL LN NE		BEMIDJI MN	BEMIDJI MN	56601	
TERRY A MELHORN	JANE M MELHORN	5430 LAVINIA RD NE		BEMIDJI MN	BEMIDJI MN	56601	
WINSTON M REGISTER	EVELYN R REGISTER	PO BOX 5193		GRAND FORI	GRAND FORI ND	58206	
WILLIAM L PRINCE	KRISTIN R PRINCE	5510 MALLARD LN NE		BEMIDJI MN	BEMIDJI MN	56601	
MCDERMOTT MINNESOTA HLDGS LLC		5509 MALLARD LANE NE		BEMIDJI MN	BEMIDJI MN	56601	
JONATHAN ROSS MISKAVIGE		1551 28TH AVE S		GRAND FORI	GRAND FORI ND	58201	
CURTIS L HENDRICKSON	ELIZABETH A HENDRICKSON	4221 BLUEBILL LN NE		BEMIDJI MN	BEMIDJI MN	56601	
NORTHERN TOWNSHIP		445 TOWN HALL RD NW		BEMIDJI MN	BEMIDJI MN	56601	
NORTHERN TOWNSHIP		445 TOWN HALL RD NW		BEMIDJI MN	BEMIDJI MN	56601	
NANCY E PETERSON		1011 SUMMERBROOK DR		EULESS TX	EULESS TX	76040	
TERRY A MELHORN	JANE M MELHORN	5430 LAVINIA RD NE		BEMIDJI MN	BEMIDJI MN	56601	
RANDY J JAEGER	JEANNE M JAEGER	5625 LAVINIA RD NE		BEMIDJI MN	BEMIDJI MN	56601	
WINSTON M REGISTER	EVELYN R REGISTER	PO BOX 5193		GRAND FORI	GRAND FORI ND	58206	
SMV 11773 LLC		5116 BIRCHMONT DR NE		BEMIDJI MN	BEMIDJI MN	56601	
SMV 11773 LLC		5116 BIRCHMONT DR NE		BEMIDJI MN	BEMIDJI MN	56601	
ROBERT P HAGGE	JILL E HAGGE	5502 MALLARD LANE NE		BEMIDJI MN	BEMIDJI MN	56601	
NANCY E PETERSON		1011 SUMMERBROOK DR		EULESS TX	EULESS TX	76040	
JONATHAN ROSS MISKAVIGE		1551 28TH AVE S		GRAND FORI	GRAND FORI ND	58201	
CURTIS L HENDRICKSON	ELIZABETH A HENDRICKSON	4221 BLUEBILL LN NE		BEMIDJI MN	BEMIDJI MN	56601	
BRENDA J CHILD TRUSTEE	BRENDA CHILD FAMILY TRUST	2147 POWERS AVE		SAINT PAUL	SAINT PAUL MN	55119	
DARWIN D WIEBOLT	DEBRA K WIEBOLT	5317 SWAN LN NE		BEMIDJI MN	BEMIDJI MN	56601	
NANCY E PETERSON		1011 SUMMERBROOK DR		EULESS TX	EULESS TX	76040	
THERESA E WESTLIE TRUSTEE	THERESA E WESTLIE TRUST AGR	417 AMERICA AVE NW		BEMIDJI MN	BEMIDJI MN	56601	
DANIEL L MAIER TRUSTEE	HANSON FAMILY COTTAGE TRUST	1506 WARD CIR		FRANKTOWN	FRANKTOWN CO	80116	

**NORTHERN TOWNSHIP BOARD  
BELTRAMI COUNTY, MINNESOTA**

**RESOLUTION V 20250044**

**A RESOLUTION APPROVING A VARIANCE (V-20250044) FOR ROBERT AND JILL HAGGE TO ALLOW REALIGNMENT OF SUBSTANDARD LOTS WITHIN THE SHORELAND OVERLAY OF LAKE BEMIDJI, LOCATED AT MALLARD LANE NE AND TEAL LANE NE.**

**LEGAL DESCRIPTIONS:**

**SECT-25 TWP-147 RANGE-033 LAVINIA LOT-007 BLOCK-003 .24 AC W1/2 OF LOTS 7, 8 &**

**SECT-25 TWP-147 RANGE-033 LAVINIA LOT-007 BLOCK-003 .24 AC E1/2 OF LOTS 7, 8 & 9**

**WHEREAS**, Robert and Jill Hagge (the “Applicants”) have applied for a variance to allow the realignment of a lot boundary between two existing parcels within the Shoreland Overlay of Lake Bemidji, identified as Parcel Nos. 31.01085.00 and 31.01084.00, both located in the Lavinia plat subdivision; and

**WHEREAS**, both parcels are legally established but substandard in size, being approximately 10,042 sq. ft. and 10,953 sq. ft., respectively, while the Northern Township Zoning Ordinance requires a minimum of 40,000 sq. ft. for non-riparian properties within the Shoreland Overlay; and

**WHEREAS**, a detached garage currently straddles the existing lot boundary, and the proposed realignment will place the garage entirely on one lot (“Parcel B” as depicted on the submitted survey), eliminating the encroachment and creating a more orderly and marketable configuration; and

**WHEREAS**, the Planning Commission held a duly noticed public hearing on August 18, 2025, during which the Applicants and Township staff were heard, no public objections were presented, and the Commission voted to recommend approval with conditions; and

**WHEREAS**, the Northern Township Board has reviewed the Planning Commission recommendation, staff report, and record of proceedings at its August 25, 2025 meeting, and finds that the request meets the criteria for granting variances under Minnesota Statutes and the Northern Township Zoning Ordinance.

**NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN TOWNSHIP BOARD:**

**1. Approval of Variance**

The request by Robert and Jill Hagge for a variance to allow realignment of the lot boundary between Parcels #31.01085.00 and #31.01084.00, both substandard lots in the Shoreland Overlay of Lake Bemidji, is hereby granted as depicted on the Certificate of Survey attached hereto as *Exhibit A*.

**2. Conditions of Approval**

a. The approved variance and Certificate of Survey shall be recorded with Beltrami County within thirty (30) days of this resolution.

**3. Findings of Fact**

In support of this approval, the Township Board adopts the following findings:

1. The Applicants have demonstrated a practical difficulty, in that the variance resolves an existing structural encroachment in a reasonable manner.

2. The plight of the landowners is due to circumstances unique to the property, specifically the substandard size of the lots and the location of the detached garage.
3. Granting the variance is consistent with the spirit, purpose, and intent of the Zoning Ordinance, as it improves compliance and orderliness without creating additional non-conformities.
4. Granting the variance will not alter the essential character of the locality, which consists of similarly platted substandard lots developed with single-family homes and accessory structures.

#### 4. Compliance


The project shall comply with all applicable Township, County, and State regulations, including zoning and shoreland management requirements.

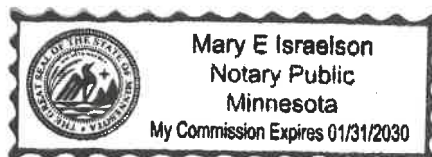
#### 5. Effective Date

This resolution shall take effect immediately upon adoption.

Adopted this 25th day of August, 2025.

  
\_\_\_\_\_  
Jess Frenzel, Chair  
Northern Township Board

  
\_\_\_\_\_  
ATTEST:  
Mary Israelson, Township Clerk



**NORTHERN TOWNSHIP  
PLANNING BOARD & COMMISSION**

<b>PLANNING CASE:</b> V-20250063	<b>NPC MEETING DATE:</b> Sept 16, 2025	<b>NTB MEETING DATE:</b> Sept 22, 2025
<b>APPLICANT:</b> Wade and Nicole Evje	<b>60-DAY RULE DATE:</b> November 15, 2025	
<b>PROCEEDING:</b> Planned Unit Development and Conditional Use Permit – Town Home Development	<b>ZONING DISTRICT:</b> R-2, Shoreland Overlay	
<b>PREPARED BY:</b> Chris Lahn Township Administrator	<b>EXHIBITS:</b> Application, certificate of survey/site plan, recorded deed	

**NPC/NPB MEMORANDUM**

**I. SUMMARY OF REQUEST**

Wade and Nicole Evje request a variance to allow construction of a second detached accessory structure on a property located at 4410 Beach Lane NE within the Shoreland Overlay District of Lake Bemidji. The new proposed structure exceeds the 1,200 square foot maximum permitted under ordinance standards for parcels under 1 acre in size.

The applicant owns three adjacent substandard platted lots (Lots 1, 2, and 6, Block 2, Lavinia), totaling approximately 0.98 acres after combination. The lots are proposed to be legally combined into one parcel as part of this application, in order to create a more regular and functionally developable site.

Per Northern Township Zoning Ordinance §601(D) and §601(E):

- Only one accessory structure larger than 200 sq ft is allowed on parcels under 1 acre in R-2.
- Accessory structures over 1,200 sq ft are prohibited on parcels under 1 acre, regardless of design.

The Evjes are proposing a 2,400 sq ft detached accessory building and retaining the current detached garage on-site requiring variance approval from the ordinance statutes stated above.



## II. SITE INFORMATION

SITE DEVELOPMENT	EXISTING / PROPOSED	REQUIRED / VARIANCE NEEDED
Total Lot Area	42,878 sq. ft. (0.98 acre, after combination)	Under 1 acre → stricter limits
Accessory Structures	2 (1 existing to remain, 1 new to build)	1 allowed > 200 sq ft → <b>Variance</b>
Largest Structure Size	2,400 sq. ft. (proposed)	Max 1,200 sq ft → <b>Variance</b>
Road Setbacks	68.6 ft (Beach Ln), 31 ft (Wild Plum Ln)	30 ft required → Compliant
Side/Rear Setbacks	53.3 ft South, 74.9 rear	Compliant
Impervious Coverage	25% total lot coverage	Compliant for Shoreland

## SITE PLAN

### VARIANCE APPLICATION

Part of

Lots 1, 2, and 6, Block 2, and part of vacated Alley, Lavinia, Beltrami County, Minnesota.

Parcel No. 310107300, 310107400, and 310107700

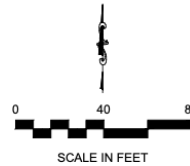
Address: 4410 Beach Ln NE

#### PROPERTY DESCRIPTION

Lot Two (2), Block Two (2), Lavinia, LESS that portion thereof described as follows: Beginning at the southeast corner of Lot 2, Block 2, Lavinia; thence proceeding Northeasterly along the East line of Railroad Avenue (now referred to as Wild Plum Lane NE) a distance of 14 feet; thence angling to the left and proceeding 150 feet along a line (which line is 14 feet Northerly of the boundary line common to Lots 2 and 3, Block 2, Lavinia, when measured at right angles thereto) to a point on the center line of the vacated alley; thence angling to the left and proceeding 14 feet along the center line of the vacated alley to a point on the common boundary line between Lots 2 and 3, Block 2, Lavinia, extended Westerly; thence angling to the left and proceeding 150 feet along the boundary line common to Lots 2 and 3, Block 2, Lavinia, and the extension of this line, to the point of beginning and there terminating;  
AND  
All of Lots One (1) and Six (6), Block Two (2), Lavinia;  
AND  
That portion of the vacated alley adjacent to said lots as stated in instrument dated June 25, 1987, and recorded July 8, 1987, by microfilm no. 303160;

#### SITE INFORMATION

	Standard	Proposed	Variance
Lot Size (S.F.) --- If Combined ---	30,000 ±	42,878 ±	
Lot Size - No Maximum Accessory	1.0 Acre	0.98 Acre	.02 Acre
Lot Width	150	299.92	
Setback (Beach Ln NE)	30	68.6	
Setback (Wild Plum Ln NE)	30	31.0	
Setback (Side - South)	10	53.3	
Setback (Rear - West)	30	74.9	
Allowable Impervious Surface (S.F.)	10,720 (25%)	10,710 (25%)	



**MURRAY**  
SURVEYING, INC.  
P.O. BOX 1008  
SEABUCK, MN 55051  
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.  
*Matt Murray*  
MATT MURRAY  
DATE: 08-19-25 LICENSE NO. 48108  
FILE NO. 25-198

## **STAFF REVIEW AND DISCUSSION**

This variance request is based on two provisions in the Accessory Structure ordinance:

1. More than one accessory structure over 200 sq ft on a parcel under 1 acre (Ord. §601(E))
2. Accessory structure over 1,200 sq ft on a parcel under 1 acre (Ord. §601(D))

The property is functionally just below the 1-acre threshold and is formed by combining three historic substandard platted lots and a vacated alley. The resulting parcel is large and rectangular, and the proposed development maintains wide setbacks, low site coverage, and a character consistent with the neighborhood.

No sewer service is currently available, and the lot includes private well and septic. The proposed garage will match the home's exterior and serve long-term residential use.

The request does not alter the residential use, density, or essential character of the neighborhood. The property already has 2 accessory structures so there is no increase in total buildings (just building size). The applicant has also agreed to remove two smaller sheds currently on the site, maintaining an overall low intensity of accessory use. If the property were just 682 sq ft larger, the variance would not be needed.

## **III. PUBLIC HEARING & DISCUSSION**

**Public Hearing opened at 6:12**

**Public Hearing closed at 6:17**

Public members had the following comments:

Matt Murray

- went over some thoughts of why it meets variance requirements

Commission members had the following comments:

- Wayne wants to know where we draw the line if it isn't 1 acre.
- Applicant confirmed 12' side walls.
- Planning Commission generally wanted to revisit more options for sizes above just below and above 1 acre. Look at side wall requirements too.
- Talked through the intent and purpose of a variance.

## **IV. RECOMMENDATION & FINDINGS**

### **Conditions**

Staff recommends approval of the Variance, contingent on the following conditions:

1. Parcel Combination Required: Parcels 310107300, 310107400, and 310107700 must be formally combined into a single legal lot before issuance of zoning or building permits.
2. Demolition of Existing Sheds: Two existing small sheds must be removed prior to final inspection

- of the new accessory structure.
3. Accessory Use Only: The accessory structure shall not be used for living.
  4. Will not be used as a business
  5. Needs to use 12' side walls.
  6. The variance shall expire if not substantially started within twelve (12) months of the date of this resolution. Northern Township may, upon written request of the owner, grant an extension to this deadline not to exceed an additional twelve (12) month.

**Findings of Fact**

1. Has the applicant demonstrated a practical difficulty? Yes
2. Are there exceptional circumstances, unique to this property, which have not been created by the landowner? Yes
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
4. Can the variance be granted without altering the essential character of the surrounding area? Yes

Motion made to approve variance:

1<sup>st</sup> Coombs

2nd Chambers

Ayes: 4

Nays: 0

Motion Carries

**Board of Adjustments Monday, September 22, 2025**

Motion to approve variance with conditions and findings of fact as presented:

1<sup>st</sup> Kelly

2<sup>nd</sup> Blumhagen

Ayes: 5

Nays: 0

Motion carries

## Northern Township

### Application for Variance

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

#### OFFICE USE ONLY

Complete App. Rec'd \_\_\_\_\_

Zoning District \_\_\_\_\_

Comments \_\_\_\_\_

A fee of \$ \_\_\_\_\_ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

An escrow of \$ \_\_\_\_\_ made payable to **Northern Township** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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

#### APPLICANT DATA

NAME OF APPLICANT:	Wade and Nicole Evje	PHONE:	218-766-7528
MAILING ADDRESS:	780 Durand Dr NW, Puposky, MN 56667		
SITE ADDRESS:	4410 Beach Ln NE	PARCEL:	310107400, 310107300, 310107700
EMAIL ADDRESS:	northernimpressions1@hotmail.com		

Does your property contain low areas, wetlands, or areas with standing water? ☐ Yes ☒ No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain N/A

#### REQUEST FOR VARIANCE

Are multiple variances being requested? ☐ Yes ☒ No

What specific standard(s) are you requesting variance(s) from? (ex. §402C Front Yard Setback)

Section 601D. Accessory structure maximum size.

Section 601E. No more than one accessory building for parcel under 1.0 acre.

What standard(s) or measurement(s) are you requesting? (ex. 10 ft. relief from required 50 ft. Front yard setback)

Display on site plan.

Proposing to construct a 40 x 60 accessory building. (2,400 SF)

Proposing two accessory structure on property in excess of 200 square feet (including existing garage)

Describe the existing use of your property: \_\_\_\_\_

Single family residential

Will the use of your property change with the variance? ☐ Yes ☒ No

Will the granting of a variance impact the character of the surrounding properties? ☐ Yes ☒ No ☐ Unknown

Explain The property is a corner lot that lost significant tree cover and privacy due to storm damage. The structure would provide an enclosure to store equipment. The structure is expected to fit with the neighborhood and is smaller than the house located on the adjacent lot.

Are there unavoidable physical or topographical features (wetlands, buildings, roads, etc.) on your property that severely limit your construction site options? ☒ Yes ☐ No Explain

The property is comprised of three substandard lots created in 1902. The garage is detached and therefore counts as the only accessory structure (over 200 SF). The combined lots are 682 SF short of being permissible.

Does the design or floor plan of your building severely limit your construction options? ☐ Yes ☒ No

Are there construction options or alternatives that may eliminate the need for a variance? ☐ Yes ☒ No

Explain The detached garage is too far from the home to attach it in a reasonable manner so the accessory structure limitation does not apply.

Explain the practical difficulty that exists with your request (see definition in attached documents):

The owner is proposing to eliminate two accessory structures and to construct a new 40 x 60 accessory structure. With stormwater mitigation, the owner is able to construct a structure in compliance with all setback and impervious surface coverage requirements. The Ordinance only allows one accessory structure under 1,200 square feet for a parcel under one acre in area. The property is within 682 SF of the minimum 43,560 SF requirement. The proposal is reasonable given the lot area, that the existing garage is detached (precluding any other accessory structure over 200 SF), and given that the proposal would not change the character or harmony of the neighborhood.

Assuming that a practical difficulty is demonstrated, and a variance justified, what measures are you willing to take to mitigate the impact of development on your property (remove other buildings, vegetative screens, etc.)?

The property is comprised of three parcels. All three parcels can be combined to create one parcel 42,878 SF in area.

There are two additional accessory structures on the property in addition to the garage. One is 503 SF. The other is under 200 SF. Both structures will be removed.

(Use additional sheets if necessary)

**Submit a complete site plan of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.**

**ALL APPLICANTS MUST SIGN BELOW**

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 Northern Township 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 also authorize Northern Township Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY**

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Complete Application ☐ Yes ☐ No

**COMPLETED FORMS CAN BE SUBMITTED AT 445 Town Hall Rd NW Bemidji, MN 56601, BEMIDJI, MN 56601**

# SITE PLAN

## VARIANCE APPLICATION

Part of

Lots 1, 2, and 6, Block 2, and part of vacated Alley, Lavinia, Beltrami County, Minnesota.

Parcel No. 310107300, 310107400, and 310107700

Address: 4410 Beach Ln NE

### PROPERTY DESCRIPTION

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AND  
All of Lots One (1) and Six (6), Block Two (2), Lavinia;  
AND  
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Setback (Wild Plum Ln NE)	30	31.0	
Setback (Side - South)	10	53.3	
Setback (Rear - West)	30	74.9	
Allowable Impervious Surface (S.F.)	10,720 (25%)	10,710 (25%)	

Sathu

No delinquent taxes and transfer entered;  
Certificate of Real Estate Value  
( ☒ ) filed ( ) not required  
Certificate of Real Estate Value No. 18026  
June 4, 2009  
**KAY L. MACK AUDITOR-TREASURER**  
Beltrami County Auditor-Treasurer  
by 31.01073.00, 1074, 1077 *Jm*  
Deputy

OFFICE OF COUNTY RECORDER  
COUNTY OF BELTRAMI, MINNESOTA

THIS IS TO CERTIFY  
THAT THIS INSTRUMENT  
WAS FILED IN THIS  
OFFICE ON 06/04/2009 AT  
11:45:56AM BY DOCUMENT NUMBER

*Charlene D. Sturk*  
A000493601  
DEPUTY

CHARLENE D. STURK  
COUNTY RECORDER

PAGES: 2

# WARRANTY DEED

Individual to Joint Tenants

MRS-8999

STATE DEED TAX DUE HEREON: \$488.40

Date: April 29, 2009.

FOR VALUABLE CONSIDERATION, PAUL J. SHOUGH and CHERYL J. SHOUGH, husband and wife, Grantors, hereby convey and warrant to WADE EVJE and NICOLE EVJE, husband and wife, Grantees, as joint tenants, real property in Beltrami County, Minnesota, described as follows:

Lot Two (2), Block Two (2), Lavinia, LESS that portion thereof described as follows:

Beginning at the southeast corner of Lot 2, Block 2, Lavinia; thence proceeding Northeasterly along the East line of Railroad Avenue (now referred to as Wild Plum Lane NE) a distance of 14 feet; thence angling to the left and proceeding 150 feet along a line (which line is 14 feet Northerly of the boundary line common to Lots 2 and 3, Block 2, Lavinia, when measured at right angles thereto) to a point on the center line of the vacated alley; thence angling to the left and proceeding 14 feet along the center line of the vacated alley to a point on the common boundary line between Lots 2 and 3, Block 2, Lavinia, extended Westerly; thence angling to the left and proceeding 150 feet along the boundary line common to Lots 2 and 3, Block 2, Lavinia, and the extension of this line, to the point of beginning and there terminating;

AND

All of Lots One (1) and Six (6), Block Two (2), Lavinia;

AND

That portion of the vacated alley adjacent to said lots as stated in instrument dated June 25, 1987, and recorded July 8, 1987, by microfilm no. 303160;

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.

Check if applicable:

☐ Grantor certifies that Grantor does not know of any wells on the described real property.

☒ A well disclosure certificate accompanies this document.

☐ Grantor is familiar with the property described in this instrument and certifies that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Beltrami County, MN

Deed Tax Paid

488.40

Deed Tax Receipt No.

146281 jm

*Paul J. Shough*  
Paul J. Shough

*Cheryl J. Shough*  
Cheryl J. Shough

OFFICE OF COUNTY RECORDER  
BELTRAMI COUNTY, MN  
☒ Well Certificate Received  
☐ Well Certificate Not Required

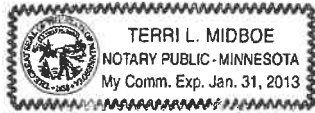


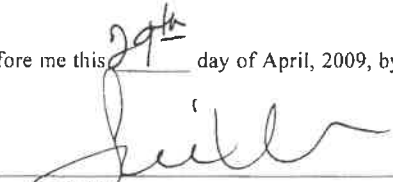
STATE OF MINNESOTA

ss.

COUNTY OF BELTRAMI

The foregoing instrument was acknowledged before me this 29<sup>th</sup> day of April, 2009, by Paul J. Shough and Cheryl J. Shough, husband and wife, Grantors.



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

THIS INSTRUMENT DRAFTED BY:  
DRAHOS KIESON & CHRISTOPHER, P.A.  
Attorneys at Law  
502 - 24th Street N.W.  
Bemidji, MN 56601  
(218) 444-1750

TAX STATEMENTS SHOULD BE SENT TO:  
Wade Evje and Nicole Evje  
4410 Beach Lane NE  
Bemidji, MN 56601

F:\DKC\SAVE\DOCS\rec09\RE-Shough-Evje-WD.wpd (vnm)



## Mississippi Headwaters Board Funding Request Questionnaire

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

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

Below are some questions that the Mississippi Headwaters Board (MHB) requests your organization answer before the MHB board can distribute funds to requesting organizations. Please submit at least 1 month before any funding is needed. **The MHB was created in 1980 to protect the Natural, Recreational, Cultural, Scientific, and Historical values of the Mississippi River.**

1. Tell us about yourself. What is the primary purpose of your organization? **We represent Bowen Lodge and Big Winnie Land and Timber (BWLT), a resort and private landowner on both Lake Winnibigoshish and Cutfoot Sioux Lakes. The purpose of Bowen Lodge is to provide public access to Lake Winnibigoshish and Cut Foot Sioux Lakes. The purpose of BWLT was initiated to stop large-scale development on Lake Winnibigoshish.**
2. Tell us how this project will align with one or more of the multiple values listed above, and what you want to accomplish with your project? **We are well into a land exchange process with the US Forest Service and Big Winnie Land and Timber. For the entire land exchange process, we have worked closely with the Mississippi Headwaters Board. The USFS have requested a Heritage Survey be conducted on the land that BWLT will receive in the exchange. This land currently is owned by the USFS and they have requested BWLT pay for the entire heritage survey.**

**BWLT would like to complete a heritage survey that meets the standards and criteria of Archaeological Resources Protection Act (ARPA) to facilitate the land exchange with the USFS.**

3. What amount of funding are you requesting, and what will it be used for? Have you requested funds from other sources and are they secured? **\$13,942**

Table I. Cost Estimate – Bowen Resort Project		
Task	Description	Cost Estimate
<b>Labor</b>		
Task 100.	<i>Administration/Project Management</i>	\$750.00
Task 200.	<i>Background Research</i>	\$1,500.00
Task 300.	<i>Mapping</i>	\$1,500.00
Task 400.	<i>Fieldwork</i>	\$4,500.00
Task 700.	<i>Completion of Project Report</i>	\$4,500.00
	<b>Total Estimated Labor</b>	<b>\$12,750.00</b>
<b>Expenses</b>		
	Mobilization	\$500.00
	Per Diem, Mileage, and other	\$692.00
	<b>Total Estimated Expenses</b>	<b>\$1,192.00</b>
	<b>Total Cost Estimate</b>	<b>\$13,942.00</b>
<b>Additional Tasks (if required)</b>		
<b>Labor</b>		
Task 500.	<i>Site Forms</i>	\$1,000.00
Task 600.	<i>Artifact Analysis and Cataloging</i>	\$3,250.00
	<b>Total Estimated Additional Labor</b>	<b>\$4,250.00</b>
	<b>Total Additional Cost Estimate</b>	<b>\$4,250.00</b>

4. Is this project regional in scope and/or involves any of the MHB member counties (Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing, and Morrison)?

Yes, it is in Itasca County

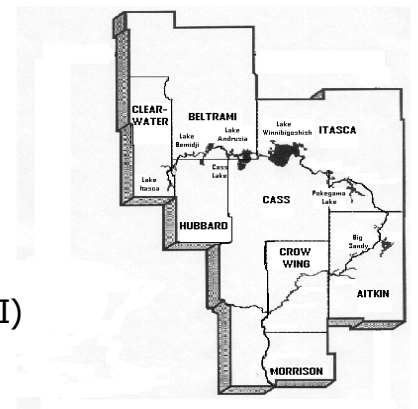
5. What type of organization are you (governmental, Nonprofit, etc...)

An LLC



## Mississippi Headwaters Board Biennial Conference

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



**October 31, 2025**  
**9:00 AM – 1:00 PM**

- 8:30 AM**      **Check In**
- 9:00 AM**      **Pledge of Allegiance & Welcome** – MHB Chairperson Ted Van Kempen
- 9:05 AM**      **Legislative Welcome-** MHB Senators and Representatives invited to talk to group.
- 9:15 AM**      **Opening Remarks-** John Jaschke, Board of Water & Soil Resources Executive Director
- 9:30 AM**      **Mississippi Headwaters Habitat Corridor Project** – Learn how easements and acquisitions come together seamlessly to effectively create habitat complexes and protect water quality across 400 miles. Paula West, Miss. Headwaters Habitat Corridor Coordinator.
- 9:50 AM**      **Bowen Lodge Land Exchange** – Listen to a developing story of how the MHB utilized political procedures to pass a federal bill (HR 197) to move a land exchange move forward. Also hear how process are moving forward administratively. Bill Heig, Bowen Lodge, Michael Stansbury, Chippewa National Forest, Pete Stauber, US House of Representatives, Amy Klobuchar, US Senate, Orion DiFranco, Tina Smith’s office.
- 10:25 AM**      **BREAK**
- 11:00 AM**      **Minnesota Traditions Campaign-** See what Aquatic Invasive Species education was completed in the last few years, and what new opportunities are on the horizon. Chip Leer, Fishing the Wildside.
- 11:15 AM**      **Mississippi River Recreational Signage & Economic Development Project-** Discover how the MHB utilized a variety of tools and methods to promote natural resource recreation and economic development through a variety of tools. Tim Terrill, MHB; Megan Christianson, Visit Grand Rapids.
- 11:35 AM**      **Honorable Mentions & Lasting Impressions-** Discover other programs that are less known about and how the MHB is helping member counties meet shared goals.
- 11:40 AM**      **Wildlife Photography-** Mark Harlow is a National Award-Winning Nature-Wildlife photographer from Minnesota. Join him as he discusses how he takes an image by being a “minimalist” nature shooter.
- 11:55 AM**      **Closing Remarks-** Sarah Strommen (**confirmed**), MN Dept. of Natural Resources Commissioner
- 12:05 PM- Lunch Provided. Adjourn at 1:00 pm.**

## County Commissioners to Connect With

Clearwater		MET	
Mark Titera	<a href="mailto:mark.titera@clearwatercountymn.gov">mark.titera@clearwatercountymn.gov</a>	218.694.2413 x	
Stuart Dukek	<a href="mailto:stuart.dukek@clearwatercountymn.gov">stuart.dukek@clearwatercountymn.gov</a>	218.766.1294 x	at board meeting on 6/6
Bruce Emmel	<a href="mailto:bruce.emmel@clearwatercountymn.gov">bruce.emmel@clearwatercountymn.gov</a>	218.556.2179 x	
Beltrami		MET	
Joe Gould	<a href="mailto:joe.gould@co.beltrami.mn.us">joe.gould@co.beltrami.mn.us</a>	218.259.4342 x	7/9 scheduled ;
Scott Winger	<a href="mailto:scott.winger@co.beltrami.mn.us">scott.winger@co.beltrami.mn.us</a>	218.556.7589 x	7/9
Hubbard		Met	
David De La Hunt	<a href="mailto:david.delahunt@co.hubbard.mn.us">david.delahunt@co.hubbard.mn.us</a>	218.616.4029 x 7/11	7/9
Steve Keranen	<a href="mailto:steven.keranen@co.hubbard.mn.us">steven.keranen@co.hubbard.mn.us</a>	218.616.1976 x	7/9/2025- wait until mi
Cass		Met	
Rusty Lilyquist	<a href="mailto:rusty.lilyquist@casscountymn.gov">rusty.lilyquist@casscountymn.gov</a>	218.838.6262 x	7/9, 8/18 met 8/26
Rick Haaland	<a href="mailto:rick.haaland@casscountymn.gov">rick.haaland@casscountymn.gov</a>	218.760.6618	7/9, 8/18 Could let m
Itasca		Met	
John Johnson	<a href="mailto:John.Johnson@co.itasca.mn.us">John.Johnson@co.itasca.mn.us</a>	218.259.3529 x	7/9 requested c
Larry Hopkins	<a href="mailto:Larry.Hopkins@co.itasca.mn.us">Larry.Hopkins@co.itasca.mn.us</a>	218.603.0880 x	met everyone on 7/22
Casey Venema	<a href="mailto:Casey.Venema@co.itasca.mn.us">Casey.Venema@co.itasca.mn.us</a>	218.812.9830 x	
Aitkin		Met	
Travis Leiviska	<a href="mailto:travis.leiviska@aitkincountymn.gov">travis.leiviska@aitkincountymn.gov</a>	218.513.8613 x	7/1 met 8/1 at a
Crow Wing		Met	
Jamie Lee	<a href="mailto:Jamie.Lee@crowwing.gov">Jamie.Lee@crowwing.gov</a>	218.866.9040 x	7/1
Morrison		Met	
Greg Blaine	<a href="mailto:Greg.blaine@morrisoncountymn.gov">Greg.blaine@morrisoncountymn.gov</a>	320.632.3576	7/1
Mike LeMieur	<a href="mailto:Mike.lemieur@morrisoncountymn.gov">Mike.lemieur@morrisoncountymn.gov</a>	218.251.5433 x	met at 6/4/25 water pla

aitkin Lake assoc. summit

# Executive Director Report

May - June 2025

## 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. Sent signage changes to Chip for new stretches on the Mississippi.
7. Updated the MHB event page so that the event deletes one day after the event occurs.
8. Updated MHB webpage contact information
9. Sent off information to LCCMR staff about tour.
10. Sent out biennial conference invite.
11. Sent out an RFP to marketing firms for Minnesota Traditions social media.

## Meetings & Networking

8/8 Set up meeting with the Leech Lake Area Chamber of Commerce to discuss influencer promotion.

8/12 Paddling excursions were updated on website.

8/15 Gathered content for Visit Grand Rapids social media.

8/15 Met with Beltrami County Commissioner Joe Gould via Zoom to introduce him to the programs of the MHB.

8/19 Held meeting with Perva from the Little Falls Chamber of Commerce. We discussed a natural resource social media campaign similar to what MHB is doing with Grand Rapids.

8/20 Held meeting with Sarah from the Leech Lake Chamber of Commerce. We discussed a natural resource social media campaign similar to what MHB is doing with Grand Rapids.

8/26 Had phone conversation with Kristi Coughlon, NW DNR Regional Information Officer, and we discussed a Litter on the Ice campaign for the upcoming winter. DNR regional has agreed to shoot content that can be distributed as posts on social media. We will meet again in October to develop a plan to execute.

8/26 Met with Cass County Commissioner Rusty Lillyquist and provided him with an overview of the MHB and what we do as an organization.

8/28 Started calling high schools to set up appointments to meet with classes or be at a career fair to talk about the MHB and careers in conservation.

8/27 Attended LSOHC Council meeting with the MHHCP partnership and provided testimony to our proposal.

8/29 Sent comments in about the Schuster Conditional Use Permit in Itasca County.

9/3 Attended Tamarack Water Alliance Zoom meeting with Water Legacy presenting a ppt. about Sulfide mines and the permitting history and toxicity to the environment due to methyl

mercury. Around 35 people attended the Zoom meeting. The Alliance is petitioning for an EAW for exploratory drilling, as exploratory drilling has never been scrutinized.

9/8 Delivered signage to DNR and Morrison county for the Ft. Ripley to Bell Prairie Park stretch.

9/8 Attended the Norther Lights Community School and talked with them about the MHB and careers in conservation

9/10 Attended Miss. River Sartell One Watershed One Plan Tech advisory committee meeting

9/11 Dropped off signage in Aitkin and Itasca.

9/12 Approved of CUP for Oak Haven Resort. This is the project where Frohn Township came before the board to gather consensus whether the board would approve of a resort being converted to a Campground.

9/16 Gave a presentation to LCCMR staff about the Whiskey Creek project.

9/22 Sent in a request to be a content creator with Explore Minnesota.