



PROTECTING THE FIRST 400 MILES

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

<https://us02web.zoom.us/j/83987929434>

April 24, 2026

9:00 am

9:00 AM

- Call to Order/Pledge of Allegiance

9:05 AM Approve/Amend

- Agenda
- Consent Agenda – March 2026 Expenses & Minutes

Correspondence

- April Press Release

Planning and Zoning (Actions)

- CW4a26- Stephany Carvalho & Matthew Achen Variance

Action / Discussion Items:

- New MHB Commissioner Welcome Document- discuss
- Hubbard SWCD Freshwater Festival Request- approve
- Lake Irving Project Results- Informative
- MHB Five Year Budget- Informative
- MHHCP Easements and Acquisitions- informative
- Executive Directors report-discussion

Misc: Legislature Update (if any), County Updates

Meeting Adjourned - Thank you

Mtgs: May 22, 2026 9:00 AM- MHB BOARD MEETING- Walker MN.

Mississippi Headwaters Board
March 20, 2026
Cass County Courthouse, Walker, MN
Optional interactive technology: <https://us02web.zoom.us/j/81443704715>

MEETING
MINUTES

Members present: Ted Van Kempen (Hubbard), Scott Bruns (Cass), Bobby Kasper (Morrison), Michael Kearney (Aitkin interactive), Brian Ramsrud (Clearwater), Craig Gaasvig (Beltrami), Cory Smith (Itasca), and Tim Terrill (Executive Director).

Video Interactive Reasons: Commissioners attending interactively is due to scheduling differences.

Others Present: Marcel Noyes (Hubbard SWCD Supervisor)

Pledge of Allegiance

2026 Officers: Chair Michael Kearney (Aitkin), Vice Chair Craig Gaasvig (Beltrami), Secretary/Treasurer Steve Barrows (Crow Wing).

Due to Chair being on interactive video Vice Chair Craig Gaasvig was asked to chair the meeting. Comm. Gaasvig asked if there were any additions to the agenda. SWCD Supervisor Marcel Noyes requested to be added to the agenda for a quick request. Comm. Gaasvig noted that it could be added after the Consent Agenda. **M/S (Smith/Ramsrud) to approve of the agenda with noted changes. Motion carried unanimously.**

Comm. Gaasvig asked to approve of the consent agenda. Comm. VanKempen stated that he would like to see the Jacobson contract pulled from the consent agenda and added to the discussion items. Comm. Gaasvig noted the request and suggested it be added as the first item under the Action/Discussion items. **M/S (VanKempen/Smith) to approve of the Consent agenda with changes. Motion carried unanimously.**

Hubbard SWCD announcement: Marcel Noyes noted the staffing changes taking place in the SWCD and requested funding for the annual Freshwater Festival. He announced that their District Manager has departed after serving over six years and they are restructuring with Megan Fitzgerald taking on more grant work administration and Jake Shaughnessy taking on more administrative functions. He also requested funding support for the Freshwater Festival held on May 20th at Camp Wilderness. He described the event serving over three-hundred sixth graders with activities including loon education, shoreland raking, and bug identification. Comm. Vankempen attended the festival and was pleased with the education topics and people attending. Board members asked Tim to send Marcel a grant request form for funding so it could be discussed at the next meeting.

Correspondence/Outreach

1. Litter On The Ice statistics- Tim stated that this past winter the MHB partnered with the DNR on their Litter On The Ice campaign which promotes awareness of trash and waste on the ice being left by users. Tim provided the board with a side-by-side comparison of social media statistics on four posts comparing DNR performance statistics with MHB statistics. He noted that DNR has twice as many followers as MHB and they are showing a higher viewership than MHB. Comm. Gaasvig noted that MHB is only getting around 1% of their followers and community viewing the posts. Tim noted that it could be that they have a different algorithm than the MHB because they have more followers and they may be boosting posts. Board members discussed anecdotally that there were less trash and waste left on the ice this year, particularly on Lake Winnibigoshish. Comm. Kasper asked if wheelhouses have restrooms and the board responded that some newer ones do, but most don't. Comm. Gaasvig said that they were setting up places to dump waste and trash on Red Lake last year because waste and trash need to be separated when disposing of properly. Comm. Smith explained that porta-potties in fish houses and resort outhouses are sometimes being supplied on lakes due to disposal challenges during the winter.

Planning and Zoning

None

Action/Discussion:

1. **Jacobson Contract-** Comm. VanKempen raised questions about the contract details. He referred to a wrong title and specific language in article one about Cass County easement services. Tim explained that this is an error and he would correct that. Tim explained that this contract addresses the Lessard-Sams Council of questions regarding where partners are working geographically and when the habitat work completed. Tim noted that he followed the county's professional services standards and received a competitive rate at \$70/hour compared to typical \$95-110/hour rate. He also reached out to retired DNR employee Mike Duvall for a bid, but he declined on the offer. Discussion ensued and Comm. Smith questioned the redundancy with the seventy-five percent metric for 1W1P. Tim helped to clarify that this study differs from the water quality focus in watershed plans and develop habitat specific metrics for species sustainability. The board stated that this item is informational and didn't need formal approval because no MHB money is being spent and MHB serves as the administrator for the project.
2. **SFY2027 Work Plan and Budget-** Tim presented a total budget of \$240,987 in both revenue and expenses. Some of the key initiatives include AIS social media education, the MHHCP easement and fee-title program, recreational stretches being paddled in Aitkin County this year, events being held across multiple counties, and a list of high schools being visited this year. Tim then discussed the budget and how figures were developed. Professional Services were reduced by \$41,000 compared to the previous year due to the audit threshold being raised to \$1 million dollars, no county project funding, and work being shifted to the Executive Director this year. He also gave an overview of programs the MHB will gain reimbursement from which include \$37,000 from LSOHC, Minnesota Traditions, and recreational signage to supplement the DNR grant. Tim also pointed out that the current fund balance as of 6/30/2025 is \$266,714 which is more than one year worth of reserves. Tim also stated that he is working on a 4-year budget outlook to bring before the board next month per Comm. Barrows suggestion. The board looked over the numbers and asked some clarifying questions, and the budget committee was able to answer them. **M/S (Kearney/Smith) to approve of the Consent agenda. Motion carried unanimously.**
3. **Bowen Lodge Archaeological Assessment-** An archaeological assessment of the Bowen Lodge area was presented to the board to review. The board looked at the findings and pictures of the site and

noted the cultural history section which provided an overview of treaties and historical context. Tim said that all the administrative requirements are now complete to move forward with the land exchange, but he is still working on legislative approval. He stated the legislative bill isn't needed for the process to move forward administratively.

4. **Stormwater Retrofit Report-** Tim provided a comprehensive update on the 2014 Stormwater retrofit analysis stating that sixteen out of thirty-two recommended projects have been completed across six cities in the same geography. Comm. Kasper asked about permeable pavement and Tim provided a brief explanation of how pavement allows water to filtrate through the cement instead of creating an impermeable layer. The rainwater passes through the pavement and is filtrated by the soil medium.
5. **Boswell Solar Array Project-** An updated report on the solar facility permitting process and tree replacement requirements was presented to the board. Tim stated that one hundred fifty-three acres of trees will need to be replaced and planted elsewhere. Tim noted the MHB jurisdiction is limited to Little Drum Lake area and not in the city of Cohasset but that the MHB can have a strong voice in the project. The board asked Comm. Smith what he thought about it, and he stated the community is not supportive of it from a visual perspective, and that he views it as a "band-aid" solution to the energy load. Smith believes that the legislature will lift a nuclear and biomass moratorium this year with bipartisan support. Comm. Gaasvig brought up the idea of small modular reactors being used in lieu of traditional reactors because they have less safety issues. Concern was brought up by Comm. VanKempen about the 20-30 year lifespan of solar panels and the waste being generated by them. The board discussed efficiency of alternative sources like wind and solar and the need for baseline power generation.
6. **Biennial Conference History and Discussion-** Tim presented a comprehensive review of biennial conference topics from 2014 to 2025. He provided the board with topics like the One Watershed One Plan prioritization tool, stormwater retrofit practices, social media, and outdoor recreation programs. He concluded with a list of topics for 2027 and 2029 and the possibility of a new direction for economic development through an influencer program using Minnesota Traditions.
7. **Program Gantt Chart-** Tim provided an update on multiple topics like the legislative effort, MHHCP technical committee, Minnesota Traditions fundraising efforts, paddling events, and high school visits scheduled for the next school year.

Executive Directors Report

Updates on county meetings, land acquisitions and upcoming events.

1. Tim met with the Itasca County Board regarding the Swan River Deer Yard WMA acquisitions as an MHHCP representative. Partners discussed the natural value and PILT calculation with the board, and Tim noted that Itasca County has a resolution supporting no-net gain of land acquisitions. Comm. Smith explained Itasca County's concerns about DNR land purchases without selling land back and noted the county position is that the DNR should sell equivalent acreage when purchasing other land. Comm. VanKempen questioned DNR scattered parcel ownership vs. grouped parcels for better forest management and asked about DNR acquisitions programs in the Twin cities area noting northern Minnesota retains 80% pre-settlement wetlands vs. under 20% in the metro. He also noted the 3M property and how tax value was lost to the county for that parcel acquired by the DNR. He supported a strong shoreline management ordinance.
2. Tim met with the Brainerd Community Development Director James Kramick to discuss the MHB role in the potential First Assessment Township orderly annexation. He explained MHB jurisdiction, standards, and rules regarding shoreland and the annexation process in general. The meeting concluded with Director Kramick saying he will present the MHB annexation process to the city council before the city annexes the land so they can make an informed decision.
3. Tim provided the board with his efforts to help get a bill passed in the Minnesota Legislature for an increase in MHB funding. He said they needed a Senate companion bill, and he is working on this with Sen. Green.

4. Tim gave an update to the board on his discussion with Erika Powers from the Great River Arts and the WE ARE WATER exhibit. Erika thinks they have space for MHB to have their display up at the exhibit and will promote the History Paddle event through a social media collaboration effort. He also stated that there will be an exhibit in Park Rapids as well. SWCD Supervisor mentioned that Tim should talk with Chat About in Bemidji to help promote what MHB is doing.

MHB Organizational Discussion- Comm. VanKempen initiated discussion about board structure, staffing, and future direction given budget constraints at the County level. He raised questions about the need for a full-time executive director vs. part-time or looking at a county staff model. He referenced 2014 relevance concerns and questioned biennial conference costs and duplication with One Watershed One Plan. He stated he is a fiscal conservative and is concerned about Hubbard County taxpayers being able to afford property taxes. He explained he just wanted to start the conversation with the board. Comm. Smith stated his concern with the state cutting funding and having to sacrifice more funding, especially in AIS funding. Comm. Kearney appreciated the conversation, noting many committees are revalidating purpose and constituent value. He cautioned against rash decisions and recommended taking time for a thorough discussion. Discussion ensued about the history of grant-based funding and the creation of the MHB “in abeyance” to federal takeover. Comm. Gaasvig clarified not proposing disbanding but questioned whether a full-time director is needed given light or no regulatory workload this month. Comm. VanKempen provided examples of other successful, transparent approaches. Comm. Gaasvig said that the funding amount is so small that it really doesn’t affect the county budget and noted that MHB has a strong reserve fund balance if potential state funding cuts were to occur. The board will continue evaluating organizational structure and efficiency and Tim will provide a five-year budget outlook to guide future decisions. Consensus was that discussion was timely and necessary regardless of outcome.

County Updates- Comm. Smith stated that he had a good discussion with Senator Heintzeman and they are working on a bill to increase funding to the MHB. Comm. Kasper stated that Swift Energy is considering windmills 14,000 acres in Morrison County. Comm. Gaasvig stated that subsidizing from the government is driving this effort, and a conversation developed about the efficiency of solar.

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

Chair

Executive Director Tim Terrill

March SFY'26 Budget Summary for DNR grant		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<u>Revenues:</u>	<u>Monthly Amount</u>				<u>Notes</u>
Governor's DNR grant (53290)		\$ 119,836.29	\$ 124,000.00	96.64%	non competitive quarterly reimbursement
LSOHC grant (53290)		\$ 6,309.12	\$ 7,800.00	80.89%	LSOHC reimbursement
Guidebook sales (58400)		\$ 242.84	\$ 100.00	242.84%	reimbursement for Guidebook sales
Enbridge program (58300)		\$ 8,976.30	\$ 8,000.00	112.20%	enbridge signage and resourcetainment reimbursement
Miscell. Other revenue (58300)		\$ 3,361.60	\$ 6,000.00	56.03%	AIS admin revenue
MCIT Dividend (58300)		\$ 14.00	\$ 200.00	7.00%	MCIT refund
County Support (52990)	\$ 1,500.00	\$ 9,000.00	\$ 12,000.00	75.00%	8 county support- Cass
Total	\$ 1,500.00	\$ 147,740.15	\$ 34,100.00		
<u>Expenses:</u>					<u>Notes</u>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 10,291.62	\$ 90,106.65	\$ 123,307.00	73.08%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)		\$ 2,570.00	\$ 3,000.00	85.67%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$ 500.00	\$ 1,600.00	\$ 3,000.00	53.33%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 23.63	\$ 387.83	\$ 500.00	77.57%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)	\$ 669.97	\$ 2,353.57	\$ 3,500.00	67.24%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 179.80	\$ 3,309.17	\$ 5,500.00	60.17%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 1,104.00	\$ 28,865.15	\$ 35,000.00	82.47%	website renewal, CW Finance
Office supplies/operations (64090)	\$ 279.93	\$ 1,874.82	\$ 3,000.00	62.49%	telephone, printer, printer ink, stamps
Training & Registration Fees (63380)		\$ 450.00	\$ 800.00	56.25%	
Total	\$ 13,048.95	\$ 131,517.19	\$ 177,607.00		

Governor's DNR grant is always \$124K every year

LSOHC grant is around \$6K to \$8K every year

ACCOUNT DETAIL HISTORY FOR 2026 03 TO 2026 03

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	52990		Local Grant							
								REVISED BUDGET		.00
								PER 01	-6,000.00	-6,000.00
								PER 02	-1,500.00	-7,500.00
26/03	1071	03/23/26	GNI 872788	Britny.McC	62578				-1,500.00	-9,000.00
	iNovah	CASS COUNTY SUPPORT								
			LEDGER BALANCES --- DEBITS:		.00			CREDITS:	-9,000.00	NET: -9,000.00
74830	58300		Miscellaneous other Revenue							
								REVISED BUDGET		.00
								PER 01	-10,000.00	-10,000.00
								PER 02	-21,000.00	-31,000.00
26/03	1131	03/24/26	GNI 872922	Britny.McC	62593				-500.00	-31,500.00
	iNovah	Redwood AIS support								
			LEDGER BALANCES --- DEBITS:		.00			CREDITS:	-31,500.00	NET: -31,500.00
74830	61000		Salaries & Wages - Regular							
								REVISED BUDGET		.00
								PER 01	6,464.24	6,464.24
								PER 02	6,464.23	12,928.47
26/03	314	03/06/26	PRJ PR0306	1260306	1260306	1260			3,232.12	16,160.59
	PAY030626	WARRANT=260306	RUN=1	BI-WEEKL						
26/03	895	03/20/26	PRJ PR0320	1260320	1260320	1260			3,638.84	19,799.43
	PAY032026	WARRANT=260320	RUN=1	BI-WEEKL						
			LEDGER BALANCES --- DEBITS:		19,799.43			CREDITS:	.00	NET: 19,799.43
74830	61200		Active Insurance							
								REVISED BUDGET		.00
								PER 01	2,448.52	2,448.52
								PER 02	2,448.52	4,897.04
26/03	314	03/06/26	PRJ PR0306	1260306	1260306	1260			1,228.12	6,125.16
	PAY030626	WARRANT=260306	RUN=1	BI-WEEKL						
26/03	895	03/20/26	PRJ PR0320	1260320	1260320	1260			1,222.01	7,347.17
	PAY032026	WARRANT=260320	RUN=1	BI-WEEKL						
			LEDGER BALANCES --- DEBITS:		7,347.17			CREDITS:	.00	NET: 7,347.17

ACCOUNT DETAIL HISTORY FOR 2026 03 TO 2026 03

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 01 908.91 908.91
										PER 02 908.93 1,817.84
26/03	314	03/06/26	PRJ PR0306	1260306	1260306	1260		454.46		2,272.30
			PAY030626 WARRANT=260306 RUN=1 BI-WEEKL							
26/03	895	03/20/26	PRJ PR0320	1260320	1260320	1260		516.07		2,788.37
			PAY032026 WARRANT=260320 RUN=1 BI-WEEKL							
			LEDGER BALANCES --- DEBITS:		2,788.37		CREDITS:	.00	NET:	2,788.37
74830	62100		Telephone							
										REVISED BUDGET .00
										PER 01 60.86 60.86
										PER 02 61.47 122.33
26/03	464	03/17/26	API 006205		254965		43904	6.85		129.18
			W C031726 COUNTY WIDE BILL CONSOLIDATED TELECOM							
26/03	895	03/20/26	PRJ PR0320	1260320	1260320	1260		55.00		184.18
			PAY032026 WARRANT=260320 RUN=1 BI-WEEKL							
			LEDGER BALANCES --- DEBITS:		184.18		CREDITS:	.00	NET:	184.18
74830	62680		Non-Employee Per Diems							
										REVISED BUDGET .00
26/03	250	03/03/26	API 100532		254435		1970345	50.00		50.00
			W A030326 MHB MEETING PER DIEM MORRISON COUNTY AUDI							
26/03	250	03/03/26	API 008091		254437		1970343	50.00		100.00
			W A030326 MHB MEETING PER DIEM & MILEAGE BRYAN RAMSRUD							
26/03	250	03/03/26	API 006952		254438		43843	50.00		150.00
			W A030326 MHB MEETING PER DIEM MICHAEL KEARNEY							
26/03	250	03/03/26	API 003356		254439		43841	50.00		200.00
			W A030326 MHB MEETING PER DIEM & MILEAGE HUBBARD COUNTY TREAS							
26/03	1114	03/24/26	API 006952		255574		43992	50.00		250.00
			W A032426 MHB MEETING PER DIEM MICHAEL KEARNEY							
26/03	1114	03/24/26	API 006995		255575		1970778	50.00		300.00
			W A032426 MHB MEETING PER DIEM & MILEAGE CORY SMITH							
26/03	1114	03/24/26	API 100532		255576		1970780	50.00		350.00
			W A032426 MHB MEETING PER DIEM MORRISON COUNTY AUDI							

ACCOUNT DETAIL HISTORY FOR 2026 03 TO 2026 03

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
26/03	1114	03/24/26	API 008091		255578	1970777		50.00	400.00		
	W A032426	MHB MEETING PER DIEM & MILEAGE	BRYAN RAMSRUD								
26/03	1114	03/24/26	API 003356		255579	43991		50.00	450.00		
	W A032426	MH	HUBBARD COUNTY TREAS								
26/03	1114	03/24/26	API 003257		255580	43990		50.00	500.00		
	W A032426	MHB MEETING PER DIEM & MILEAGE	GAASVIG, CRAIG								
LEDGER BALANCES --- DEBITS:					500.00	CREDITS:		.00	NET:	500.00	
74830	62720	Non-Employee Mileage									
										REVISED BUDGET	.00
26/03	250	03/03/26	API 006980		254436	43844		125.28	125.28		
	W A030326	MHB MEETING MILEAGE	ROBERT F. KASPER								
26/03	250	03/03/26	API 008091		254437	1970343		83.52	208.80		
	W A030326	MHB MEETING PER DIEM & MILEAGE	BRYAN RAMSRUD								
26/03	250	03/03/26	API 003356		254439	43841		40.32	249.12		
	W A030326	MHB MEETING PER DIEM & MILEAGE	HUBBARD COUNTY TREAS								
26/03	1114	03/24/26	API 006995		255575	1970778		97.15	346.27		
	W A032426	MHB MEETING PER DIEM & MILEAGE	CORY SMITH								
26/03	1114	03/24/26	API 006980		255577	43995		126.15	472.42		
	W A032426	MHB MEETING MILEAGE	ROBERT F. KASPER								
26/03	1114	03/24/26	API 008091		255578	1970777		83.00	555.42		
	W A032426	MHB MEETING PER DIEM & MILEAGE	BRYAN RAMSRUD								
26/03	1114	03/24/26	API 003356		255579	43991		40.60	596.02		
	W A032426	MH	HUBBARD COUNTY TREAS								
26/03	1114	03/24/26	API 003257		255580	43990		73.95	669.97		
	W A032426	MHB MEETING PER DIEM & MILEAGE	GAASVIG, CRAIG								
LEDGER BALANCES --- DEBITS:					669.97	CREDITS:		.00	NET:	669.97	
74830	62990	Prof. & Tech. Fee - Other									
										REVISED BUDGET	.00
								PER 01	15,419.01	15,419.01	
								PER 02	525.00	15,944.01	
26/03	392	03/10/26	API 004261		254900	43894		579.00	16,523.01		
	W A031025	SOUTH POINT SYSTEMS	SOUTHPOINT								
26/03	1650	03/31/26	GEN					525.00	17,048.01		
		RECURRING FINANCIAL SERVICE									

ACCOUNT DETAIL HISTORY FOR 2026 03 TO 2026 03

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	LEDGER BALANCES	---	DEBITS:		17,048.01	CREDITS:		.00	NET:	17,048.01
74830	63320		Employee Mileage			REVISED BUDGET				.00
						PER 01		282.80	282.80	
						PER 02		266.51	549.31	
26/03	1265	03/31/26	API 007742		255733	1970945		179.80	729.11	
	W	OOP0226	February Mileage		TERRILL,TIM					
	LEDGER BALANCES	---	DEBITS:		729.11	CREDITS:		.00	NET:	729.11
74830	63340		Hotel & Meals Travel Expense			REVISED BUDGET				.00
						PER 01		174.06	174.06	
						PER 02		12.58	186.64	
26/03	1460	03/27/26	GNI					12.22	198.86	
	BREM PCARD		meal for Itasca Comm. meeting							
			TIM TERRILL-SUBWAY 12219-meal for Itasca Comm. meeting							
26/03	1460	03/27/26	GNI					11.41	210.27	
	BREM PCARD		meal							
			TIM TERRILL-SUBWAY 13720-meal for Cass Lake Bena High School							
	LEDGER BALANCES	---	DEBITS:		210.27	CREDITS:		.00	NET:	210.27
74830	64090		Office Supplies			REVISED BUDGET				.00
						PER 02		57.08	57.08	
26/03	1460	03/27/26	GNI					155.10	212.18	
	BREM PCARD		Printer and new ink							
			TIM TERRILL-BEST BUY		00005223-Printer and new ink					
26/03	1460	03/27/26	GNI					15.60	227.78	
	BREM PCARD		stamps							
			TIM TERRILL-USPS PO 2611000401-stamps							
26/03	1460	03/27/26	GNI					47.38	275.16	
	BREM PCARD		Printer ink							
			TIM TERRILL-WAL-MART #1654-Printer ink							
	LEDGER BALANCES	---	DEBITS:		275.16	CREDITS:		.00	NET:	275.16
	GRAND TOTAL	---	DEBITS:		49,551.67	CREDITS:		-40,500.00	NET:	9,051.67

36 Records printed

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



PROTECTING THE FIRST 400 MILES

IMMEDIATE PRESS RELEASE 4/1/26

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Mississippi Headwaters Board Adds Value to Existing Social Media Program

The Mississippi Headwaters Board (MHB) discussed and approved of partnering with the We Are Water program at their board meeting. The program deepens connections between the humanities and water through a network of partnerships, an exhibit, and public events. The Great River Arts in Little Falls is hosting the event and exhibit this year from August 12th to October 5th, and a variety of partners are participating and holding public events this year. The MHB board decided that this event aligns with their strategic mission to promote the natural, cultural, and historic values of their comprehensive plan, and decided to participate by hosting a History Paddle on August 15th of 2026. They believed that getting people to experience the Mississippi River will help promote awareness and protection of Minnesota's greatest river. The event can be found on the MHB website at: <https://www.mississippiheadwaters.org/events.asp>.



Staff Report

Property Owner: Stefany Carvalho & Matthew Achen

Parcel Number: 99030534

Physical Address: 14964 River Arches, Brainerd, MN 56401

Township: 1st Assessment

Legal Description: Part of Lot 1 Block 1 & Outlot B of River Heights Section 3 Township 133 Range 28 & Lot 7 of River Heights in Section 4

Mississippi River – Natural Environment River – River setback of 150 feet

Development Review Team Date: 3/09/2026

Application Submitted: 3/17/2026

60 Day Action Deadline: 5/16/2026

60 Day Waiver: N/A

Wetland: Letter 3/09/2026

Septic: Compliance inspection 4/11/2024

Mississippi Headwaters Board Meeting: 4/24/2026

Land Use District: Shoreland

Adjacent Land Use:

North: Shoreland

South: Mississippi River

East: Shoreland

West: Shoreland

Existing Impervious Coverage: 14%

Proposed Impervious Coverage: 14.4%

Request:

Variance for:

- River setback of 90 feet where 150 feet is required

To construct:

- 346 sq ft dwelling addition on lower level with 346 sq ft deck addition on upper level

Potential Conditions:

1. A land use permit shall be approved by Land Services prior to construction starting.
2. Implement an erosion and sediment control plan utilizing best management practices (BMP's) prior to construction and dirt moving activities. The plan must be approved by the County. The BMP's must remain in place until all disturbed soils are stabilized.
3. A stormwater management plan, according to Article 41 of the Land Use Ordinance, and as approved by County staff at the time of land use permits, must be implemented by the time of permit expiration (2 years) or upon substantial completion of the project, whichever is sooner



Staff Report

4. Septic system sizing will need to be verified at the time of permitting. Septic system must be sized to match the total number of bedrooms.

4/02/2026 On-Site Comments: Best, Auge, Maske, Dunlap, Westhoff

- Notification published in the Brainerd Dispatch on 3/21/2026
- Proposed expansion is minimal.
- Property slopes toward the river, with a natural depression between the slope and the shoreline.
- Shoreline is stable and vegetated, with a well-formed ice ridge.
- Surrounding properties remain wooded and undisturbed.

Permit History:

- 3/30/1993 – Land use permit for 38x60 with attached 24x28 garage. L shaped deck to front, 20x24 garage, storage shed, sewer install, travel trailer placement.
- 10/05/1993 – Sewer certificate
- 11/07/2017 – Public Hearing: Variance for Mississippi River setback of 122 feet where 150 is required to 432 sq ft addition to garage - Approved
- 11/27/2017 – Land use permit for 18x28 garage addition to dwelling
- 5/22/2017 – Compliance inspection
- 4/11/2024 – Compliance inspection

Agencies Notified and Responses Received:

CWC Highway Dept.: No comment received as of 4/09/2026

MN DNR: No comment received as of 4/09/2026

SWCD: No comment received as of 4/09/2026

Mississippi Headwaters: No comment received as of 4/09/2026

Public Hearing notifications:

Mailing notification sent on 4/03/2026 to owners in a 500 ft radius of parcel.

Published in the Brainerd Dispatch on 4/04/2026

Per findings of fact discussed 4/16/2026, the application submitted 3/17/2026, the staff report, on-site conducted 4/02/2026, public testimony, and as shown on the Certificate of Survey dated 3/17/2026; Located in 1st Assessment, Crow Wing County, Minnesota

DEVELOPMENT REVIEW TEAM (DRT) MEETING MINUTES

Date: March 9, 2026

Time: 9:30 am

Attendees:

- Nicholette Dunlap – Senior Environmental Specialist
 - Stacy Westhoff – Planning Coordinator
 - Chris Pence – Environmental Services Manager
 - Rob Hall – Highway Department
 - Tim Terrell – Mississippi Headwaters Board
 - Applicants: Stephanie Carvalho and Matthew Achen
-

Project Overview

Applicants applied for a land use permit for:

- An addition on the riverside of the home (basement level)
- Extension of the deck to act as a roof over the new space
- Interior changes involving conversion of spaces

The existing home is 116 feet from the OHWL, where 150 feet is required, so a variance is necessary.

Proposed Interior Changes

Applicants explained the intended room layout:

- Convert an existing bedroom into a gym
- Add a new bedroom in the addition
- Add a new office

The intent is not to increase the total number of bedrooms beyond three.

Septic System Discussion

Existing septic system is sized for 3 bedrooms.

County must evaluate the potential for additional bedrooms, not just current use.

Removing closets alone may not be sufficient if the room could be used as a bedroom based on:

Room size (≥ 70 sq ft)

Ability to be enclosed

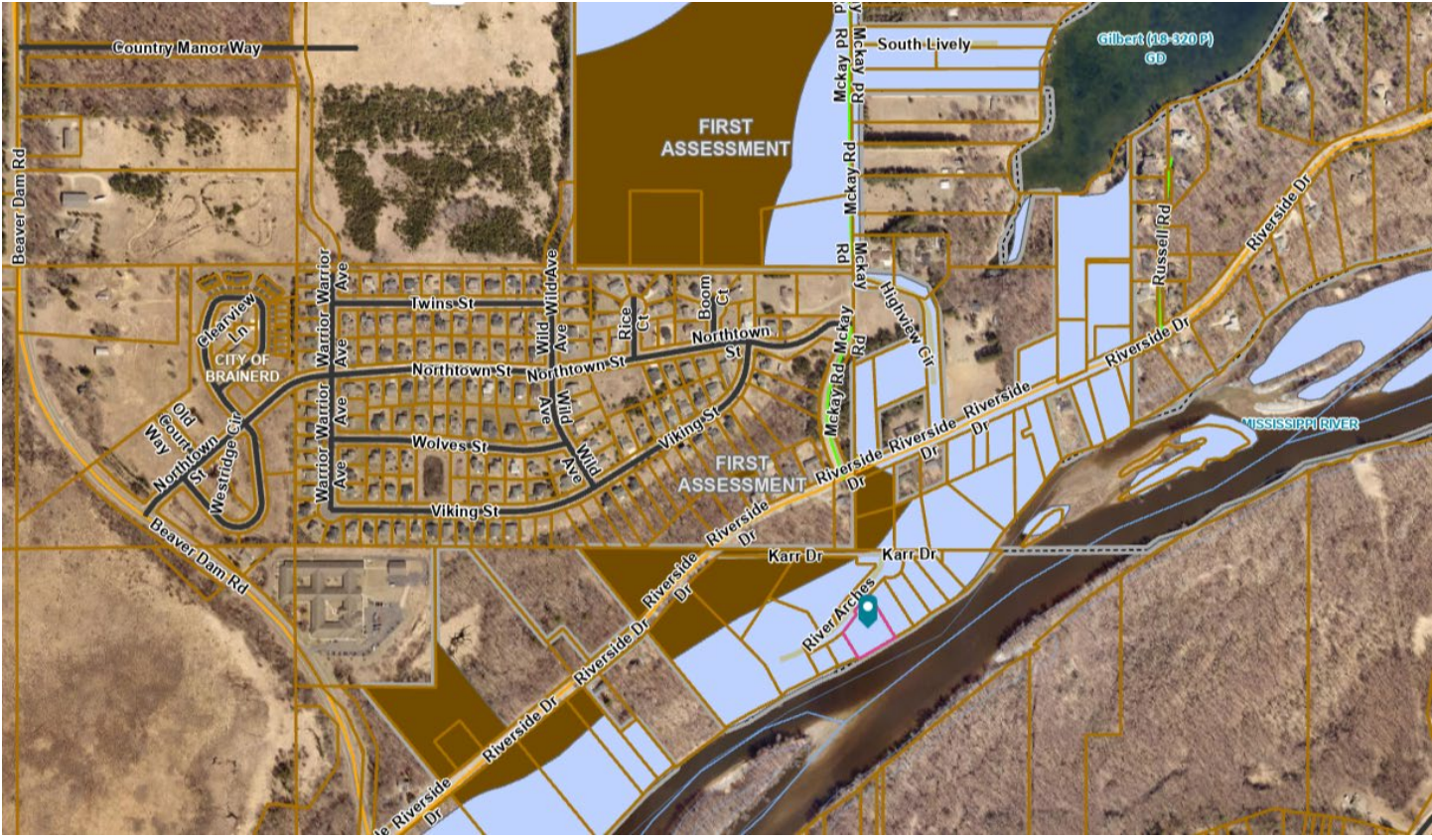
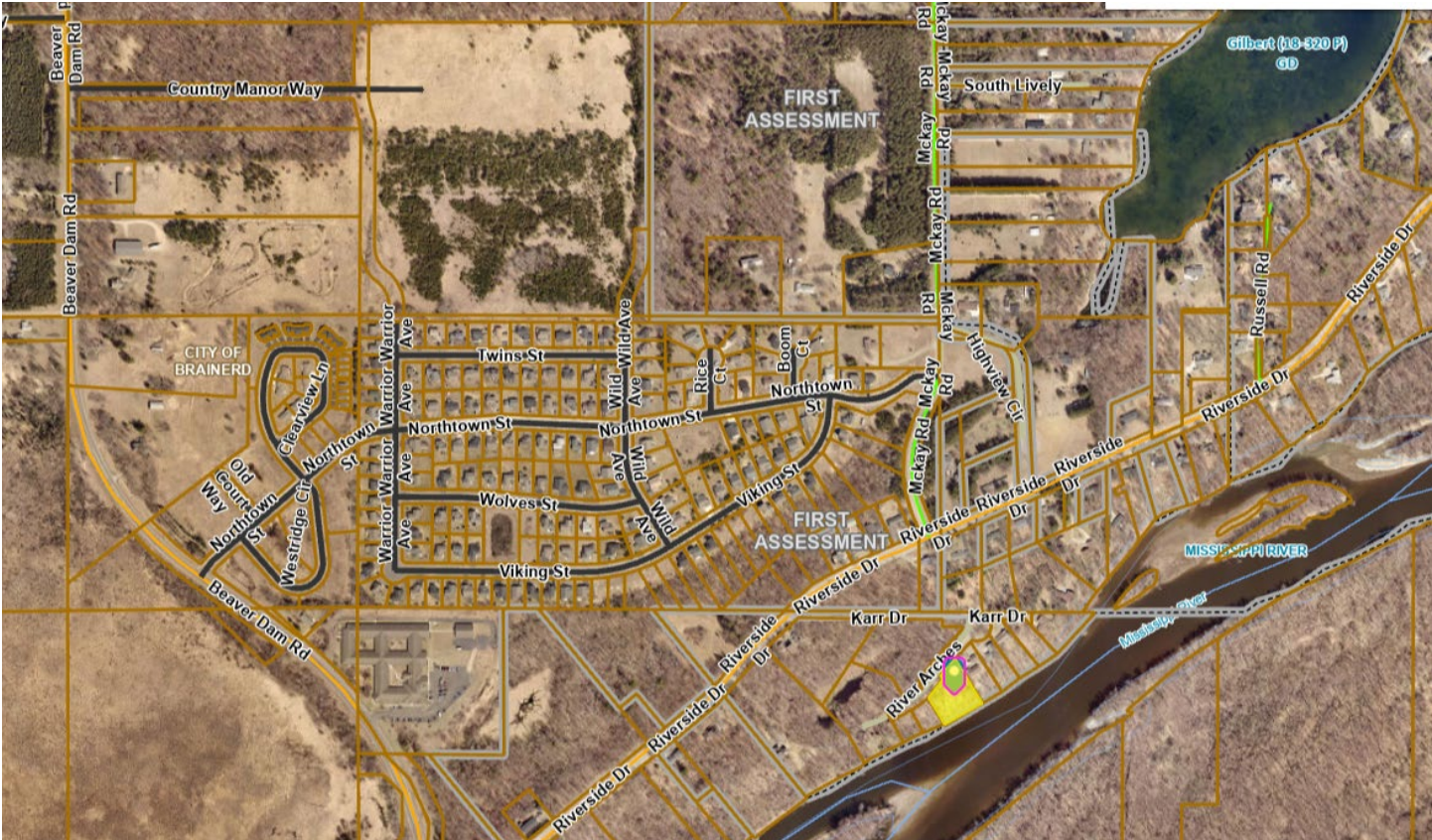
- Chris explained options to avoid bedroom designation:
 - Open up walls/expand space so it becomes part of a larger room
 - Ensure office space is under 70 sq ft
- Applicants expressed concern about investing in a septic upgrade if city annexation later requires connection to sewer.
- County staff clarified:
 - A septic compliance inspection is required with the variance application.
 - If there is no net gain in bedrooms, the septic does not need upgrading.

Deck & Drainage Discussion

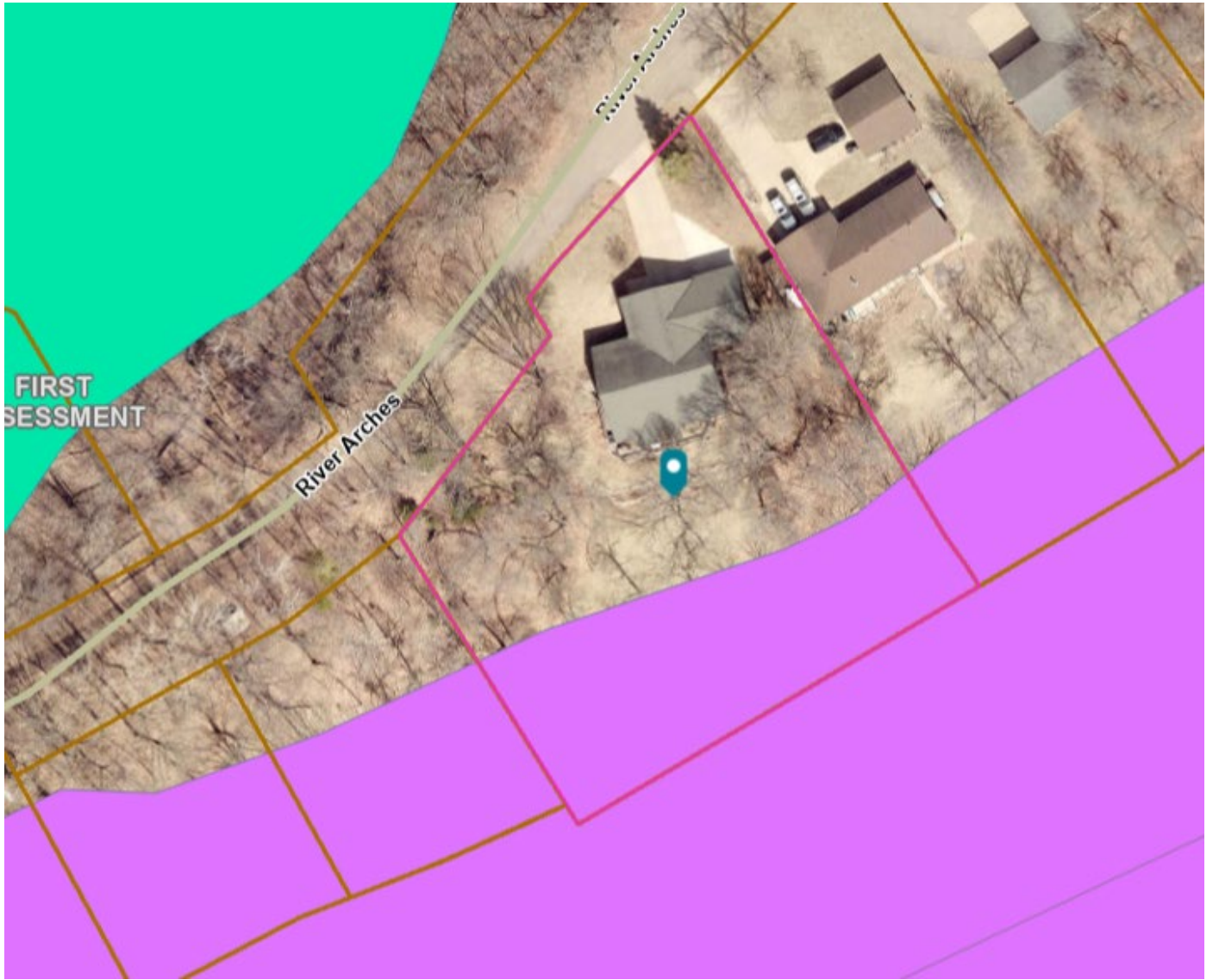
- Deck extension will serve as the roof of the new addition.
- Existing home has underground drainage routed through the retaining wall.
- Applicants plan to reroute gutters from the extended deck in a similar manner to avoid erosion.

Variance Application Requirements & Deadlines

- Variance fee: \$700
- Recording fee: approx. \$46
- Next application deadline: March 18 for April 16 Public Hearing
- Required documents:
 - Certificate of survey
 - Septic compliance inspection
 - Wetland delineation

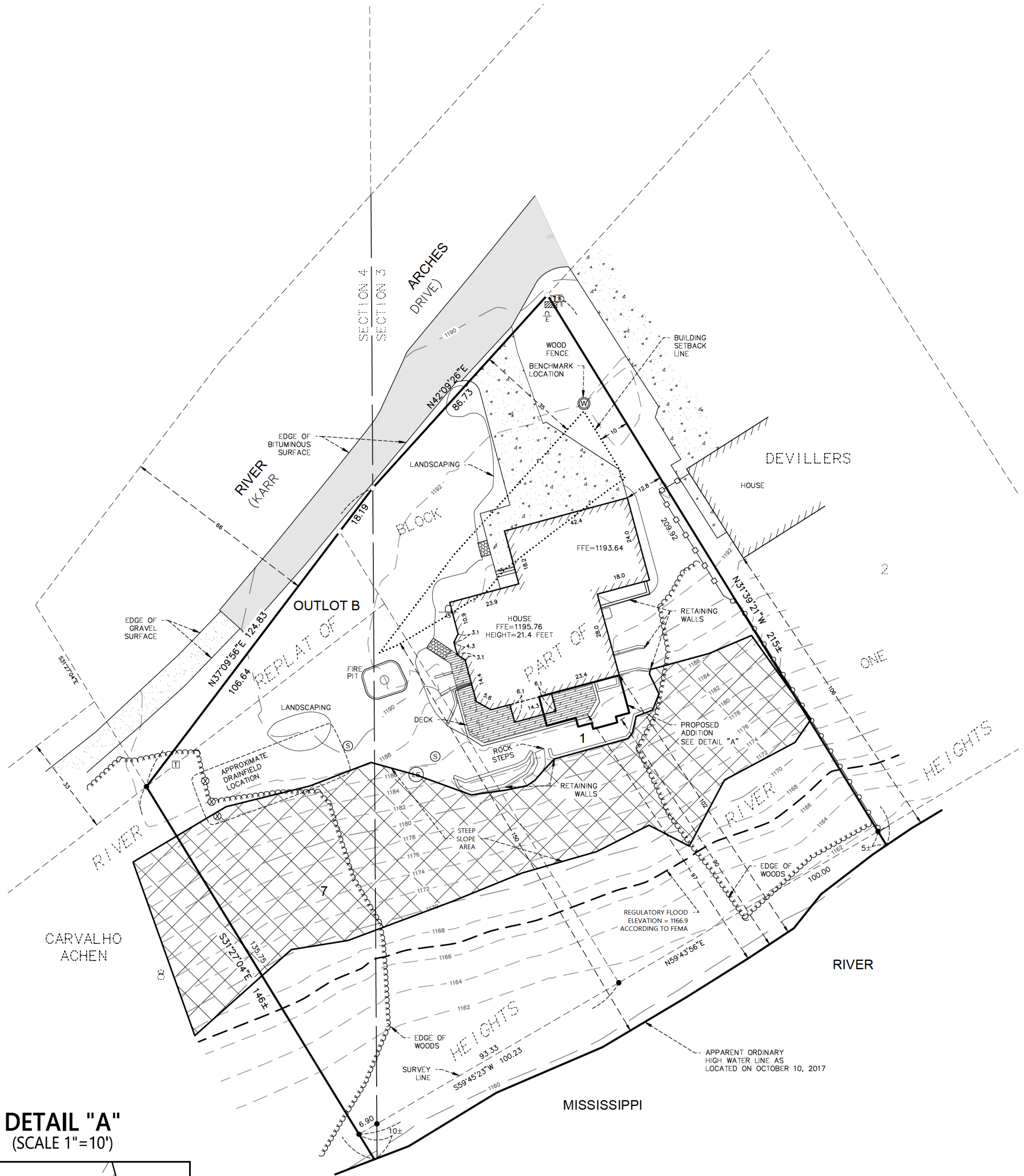




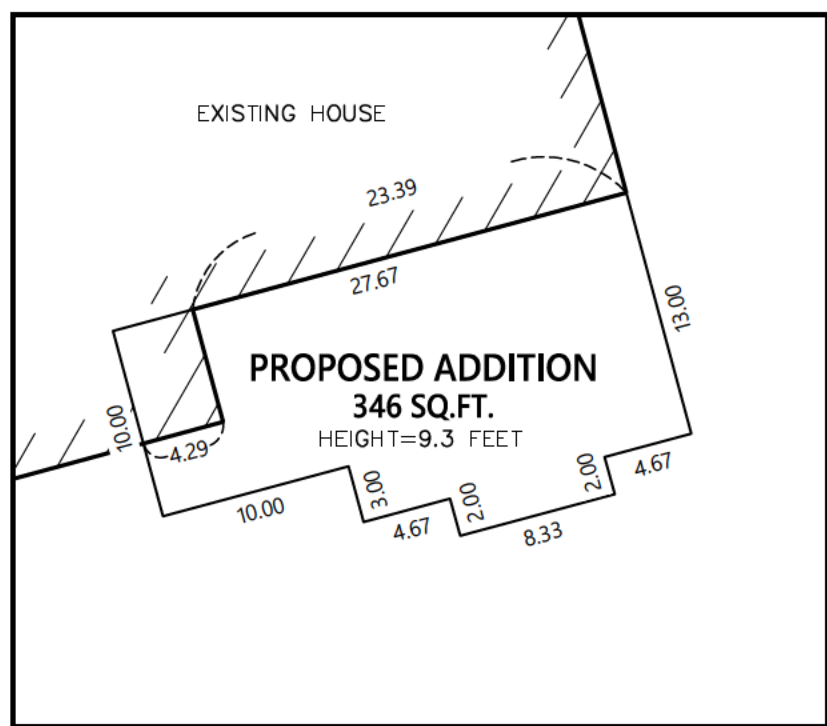


CERTIFICATE OF SURVEY

LOT 1, BLOCK ONE AND OUTLOT B, REPLAT OF RIVER HEIGHTS, AND LOT 7, RIVER HEIGHTS, SECTIONS 3 AND 4, ALL IN TOWNSHIP 133, RANGE 28, CROW WING COUNTY, MINNESOTA



DETAIL "A"
(SCALE 1"=10')



IMPERVIOUS CALCULATIONS:

TOTAL AREA = 37,525± SQ. FT. (0.86 ACRES)

EXISTING CONDITIONS

IMPERVIOUS COVERAGE = 5,238 SQ. FT.
BUILDINGS = 2,887 SQ. FT.
CONCRETE = 2,085 SQ. FT.
RETAINING WALLS = 190 SQ. FT.
PAVERS & ROCK STEPS = 76 SQ. FT.
IMPERVIOUS PERCENTAGE = 14.0%
(5,238 / 37,525 = 0.1396)

PROPOSED CONDITIONS

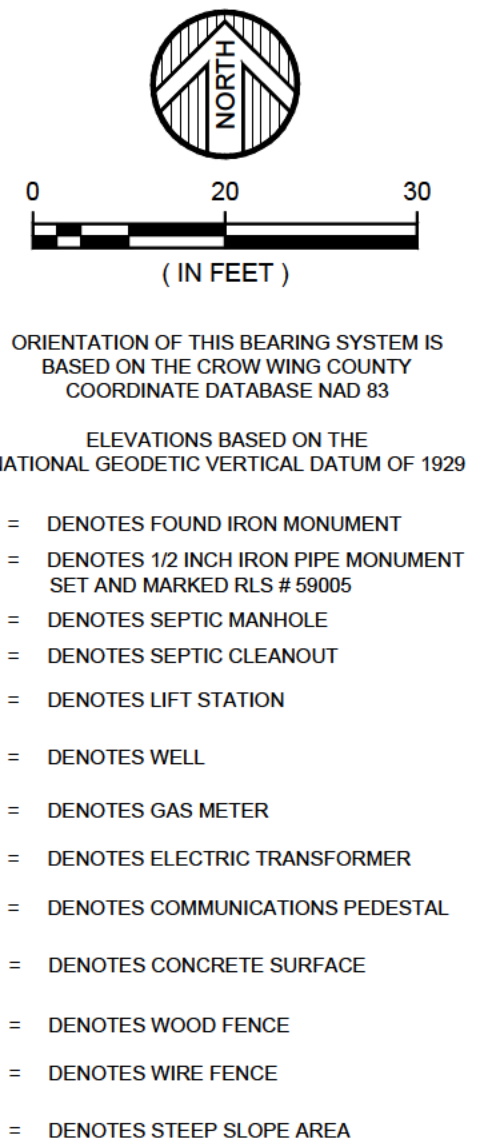
IMPERVIOUS COVERAGE = 5,394 SQ. FT.
BUILDINGS = 3,207 SQ. FT.
CONCRETE = 1,921 SQ. FT.
RETAINING WALLS = 190 SQ. FT.
PAVERS & ROCK STEPS = 78 SQ. FT.
IMPERVIOUS PERCENTAGE = 14.4%
(5,394 / 37,525 = 0.1437)

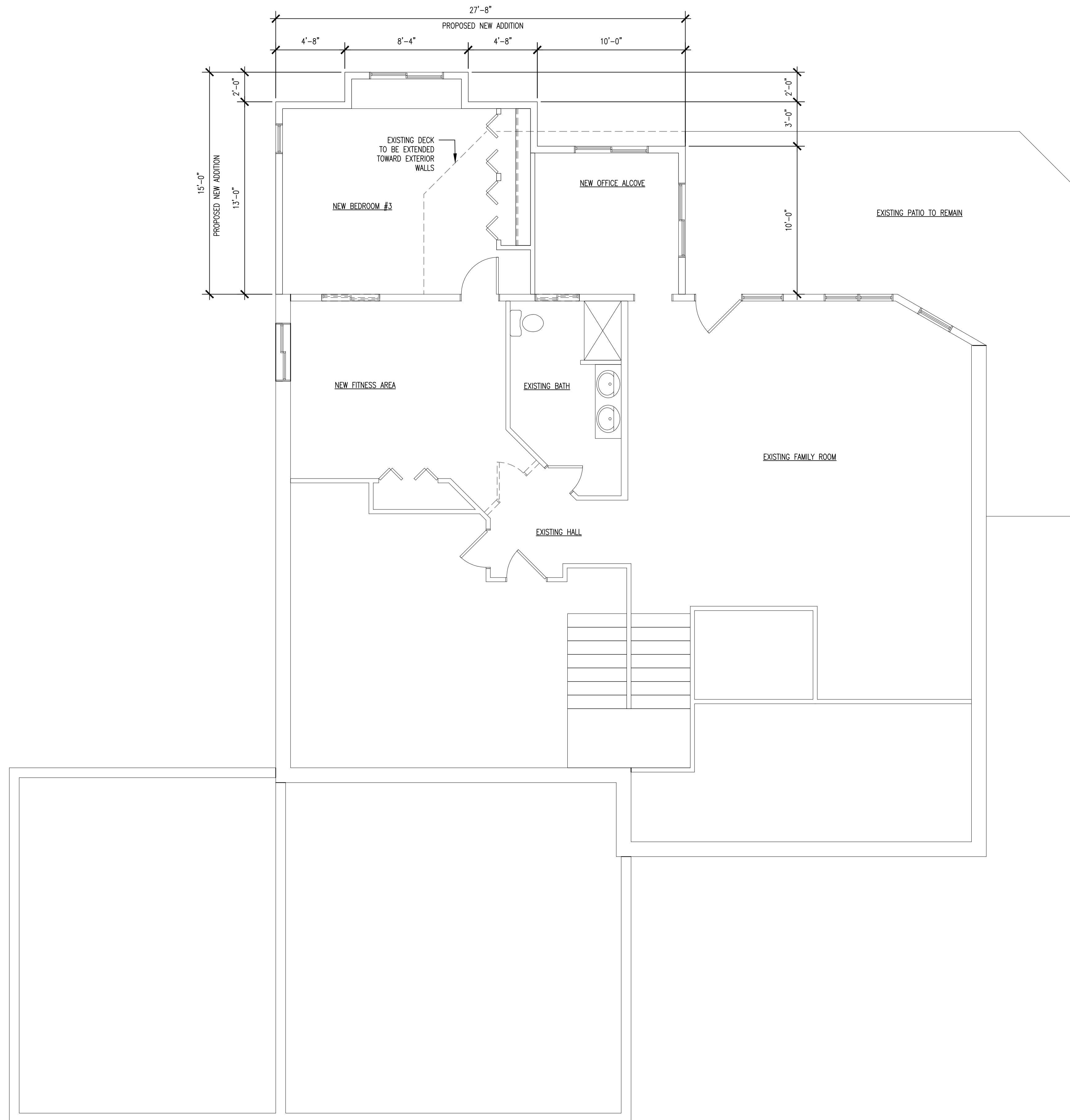
PORTION OF EXISTING LEGAL DESCRIPTION: (According to Doc. No. 997888)

Lot One (1), Block One (1) and Outlot B, Replat of Part of River Heights; and Lots 7, 8 and 9, River Heights, Crow Wing County, Minnesota.

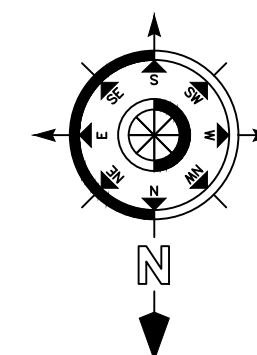
SURVEY NOTES

1. Benchmark: Is the top of well. Elevation = 1193.82 feet.
2. The E911 address for the subject property is: 14964 River Arches Brainerd MN 56401.
3. Property Identification Number for the subject property is 99030534.
4. Total Property Area of the subject property is 37,525± SQ. FT.
5. The Buildable Area for the subject property is 1,580 SQ. FT.
6. There are no bluffs on the subject property.
7. Areas of steep slopes are defined as >30% slope, for at least 10 feet by the Crow Wing County Variance Checklist. Areas are as shown hereon.
8. Mississippi River is classified as a "Natural Environment" river according to the Crow Wing County Protected Waters Inventory.
9. There are no wetlands on the subject property according to the wetland review completed by Brady Haukos, Certified Wetland Delineator No. 5589, on March 09, 2026.
10. According to FEMA Community Panel Number 27035C0527C, effective date 08/15/2017, the property is within "zone X" (area of minimal flood hazard) and "zone AE" (regulatory floodway). The flood zone boundary shown is according to FEMA FRIMette mapping. No field survey was performed to determine this zone.
11. The subject property is currently located in the "shoresland" zoning district according to the Crow Wing County's Public GIS Map viewer. The building setback lines as shown are according to the Crow Wing County's Land Use Ordinance:
 - a. Right-of-Way: 35 feet
 - b. Side Yard: 10 feet
 - c. River OHW: 150 feet
12. This survey was completed without the benefit of a title commitment or opinion. There may be easements or other limiting factors not shown on this survey which affect the subject property.
13. The underground utilities shown on this survey are according to observed evidence only. Widseth assumes no responsibility for the completeness and accuracy of these locations. Further locations and verifications are recommended before any construction or excavation.
14. The fieldwork was performed on March 11th, 2026.
15. For the purposes of this survey, Lots 8 and 9, RIVER HEIGHTS, were not surveyed.





01 LOWER LEVEL FLOOR PLAN
 A1.01 SCALE: 1/4"=1'-0"



Designs by Bethany
 Custom Home Designs & Drafting

DESIGNSBYBETHANYBEAN@GMAIL.COM 218-821-4660
 P.O. BOX 15 PINE RIVER, MINNESOTA 56474

DISCLAIMER
 THESE DRAWINGS ARE NOT PREPARED BY A LICENSED ARCHITECT. ALL STRUCTURAL, ELECTRICAL, AND MECHANICAL ELEMENTS ARE NOT THE RESPONSIBILITY OF THIS AGENCY. THEREFORE, ALL ELEMENTS SHOULD BE VERIFIED BY LICENSED PERSONNEL.

CONSULTANTS

ACHEN CARVALHO RESIDENCE REMODEL ADDITION

OWNER
 MATTHEW ACHEN &
 STEPHANIE CARVALHO
 14964 RIVER ARCHES
 BRAINERD, MN 56401
 PIN: 99030534
 MATTHEW CELL: 605-216-5883
 STEPHANIE: 608-217-8158

MARK	DATE	DESCRIPTION

PROJECT NO: 28003
 CAD DWG FILE: 28003-A1.01 LOWER LEVEL FLOOR PLAN.DWG
 DATE: 3/16/2026
 CHK'D BY: -
 COPYRIGHT:

SHEET TITLE
 LOWER LEVEL FLOOR PLAN

PROPOSED DESIGN
 NOT FOR CONSTRUCTION





Variance - 99030534 - Carvalho - Saved

Application

Application Summary Variance Invoice Timeline Documents Follow Up Related

Primary Parcel number (PIN) 99030534

Parcel number	99030534
Owner name	ACHEN, MATTHEW JOHN &
Physical address	14964 RIVER ARCHES
Physical city	BRAINERD
Physical zip	56401
Township	UNORGANIZED-1ST ASMT

Shoreland District	Yes
Shoreland Protection Zone	No
Riparian	Yes
Within 500ft of the Mississippi	Yes
Lake/River	MISSISSIPPI RIVER
Deeded acres	0.89
Zoning	SD

Owner Information

Name	MATTHEW JOHN ACHEN and STEF...	Mailing Street 1	14964 RIVER ARCHES
Phone Number		Mailing Street 2	---
Email		Mailing City	BRAINERD
		Mailing State	MN
		Mailing Zip code	56401

Application Type Variance

Applicant Information

Applicant	Stefany Carvalho
Is Applicant the Property owner	I am one of the owners listed on the property deed.
Authorized Agent Name	Look for Authorized Agent Name
Public Hearing Agent Type	---
Contractor License Number	---
Email	---
Phone	---
Assisted at Counter	<input type="checkbox"/> No
Customer Service Rep	
Application Submit Date	3/17/2026

Required Information

Existing Septic Information

Winter window attached (only during established Winter Window periods)

Development Review Team (DRT) Meeting

Yes

Septic Design on File

Not Applicable

Project Specifics

Type of Variance

Lake/River Setback

If other, please specify

Please explain your request

Adding two living spaces partially in existing impervious surface. The entire house is within the 150' back.

Is survey on file with Crow Wing County

No

Is wetland info on file with CWC?

No

Findings of Fact

Is the variance in harmony with the purpose and intent of the Ordinance?

Yes, the house is already residing in the 150' setback and we are not expanding significantly beyond the current footprint.

Is the variance consistent with the Comprehensive Plan?

The variance is consistent with the Comprehensive Plan. The addition would allow for increase in usability of the living space without significantly increasing the footprint of

Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance? Why?

Yes, the addition is partially included in the already existing impervious surface. The home resides in the 150' setback, therefore the addition will only partially extend toward the river.

Is the need for a Variance due to circumstances unique to the property and not created by the property owner? Why?

Yes. The property is already residing in the 150' setback from the river.

Will the issuance of a Variance maintain the essential character of the locality? Why?

Yes, this will maintain the residence as a single family home.

Does the need for a Variance involve more than economic considerations? Why?

Yes, it involves the ordinances regarding river setback.

....

Is this an after-the-fact application?

No

The variance is consistent with the Comprehensive Plan. The addition would allow for increase in usability of the living space without significantly increasing the footprint of the existing structure and limited disturbance of the natural environment. The addition would add a bedroom while incorporating an office space and would transition an existing bedroom into a gym space. This would better accommodate for family living.

**CROW WING COUNTY STAFF PRELIMINARY FINDINGS OF FACT
SUPPORTING/DENYING VARIANCE**

Name of Applicant: Stefany Carvalho & Matthew Achen

Date: April 16, 2026

PID: 99030534

FINDINGS OF FACT:

1. ***Is the Variance request in harmony with the purposes and intent of the Ordinance?***
Yes No ***Why or why not?***

- The Ordinance seeks to protect natural resources, preserve shoreland environmental values, ensure orderly development, regulate setbacks, structure placement, and prevent overcrowding of land.
- Impervious coverage increases slightly from 14.0% to 14.4%, below the maximum of 25%, meaning the project does not create overcrowding or harm surface water quality.
- The proposed project avoids steep slope areas and stays within required side-yard and right-of-way setbacks, maintaining orderly development.
- There is a minimal building envelope on the property, with the existing structure almost entirely outside of the building envelope.

2. ***Is the Variance consistent with the Comprehensive Plan?***
Yes No ***Why or why not?***

- Resiliency Goal: Prepare for projected changes in the county population, workforce, and housing market by seeking opportunities to develop adaptable housing that meets changing needs. (pg. 68)
 - Policy 1: Encourage developments that meet the housing needs of a range of age groups, such as the number of bedrooms, stories, or levels, to avoid having one housing type that is not easily adapted to different needs.

3. ***Is the property owner proposing to use the property in a reasonable manner not permitted by the Land Use Ordinance?***
Yes No ***Why or why not?***

- The property has a very limited buildable area of 1,580 sq. ft. due to the Mississippi River setback (150 feet) making any expansion difficult without a variance.
- The use remains residential, which is allowed in the shoreland district, and the proposal does not introduce any new or intensified land use.
- The project represents a minimal expansion as noted during the PCBOA onsite 04/02/26.
- The property contains a steep slope. The proposed addition is located outside this area, demonstrating the owner's responsible use of the land and intent to avoid environmental impact.

4. Is the need for a Variance due to circumstances unique to the property and not created by the property owner?

Yes No Why or why not?

- The parcel has a minimal building envelope and natural steep slopes which restrict the placement of an addition creating a physical limitation unique to the parcel.
- No wetlands or bluff areas exist on the site, but steep slopes and river setbacks combine to create placement constraints that are uncommon for typical lots.

5. Will the issuance of a Variance maintain the essential character of the locality?

Yes No Why or why not?

- The proposed 346 sq. ft. residential addition is consistent with the existing residential use of the neighborhood and does not alter the overall character of nearby properties.
- The proposed impervious coverage is 14.4%, well below ordinance limits of 25% and does not create the appearance of over-development
- The addition maintains compliance with side-yard and road setbacks, ensuring the structure remains visually and spatially consistent with neighboring homes
- No changes are proposed to land use, access, or neighborhood infrastructure, meaning the variance will not introduce noise, traffic, or visual impacts inconsistent with the locality.

6. Does the need for a Variance involve more than economic considerations?

Yes No Why or why not?

- The property has a very limited buildable area of 1,580 sq. ft., a condition created by Mississippi river setback and natural topography, not by any action or economic preference of the owner.
- The 346 sq. ft. addition is intended to support reasonable residential use, not to increase property value or generate economic gain.

What is the Township Recommendation: None as of 4/09/26



NOTICE OF DECISION

Property Owners: Stefany Carvalho & Matthew Achen

Parcel Number: 99030534

Physical Address: 14964 River Arches, Brainerd, MN 56401

Township: 1st Assessment

Your Variance application was approved by the Board of Adjustment on April 16, 2026 for a River setback of 90 feet where 150 feet is required to construct a 346 sq ft dwelling addition on lower level with 346 sq ft deck addition on upper level. You are required to obtain all permits prior to construction activities. Any modifications to this Variance in the future will require an amendment to the Variance.

Conditions:

1. A land use permit shall be approved by Land Services prior to construction starting.
2. Implement an erosion and sediment control plan utilizing best management practices (BMP's) prior to construction and dirt moving activities. The plan must be approved by the County. The BMP's must remain in place until all disturbed soils are stabilized.
3. A stormwater management plan, according to Article 41 of the Land Use Ordinance, and as approved by County staff at the time of land use permits, must be implemented by the time of permit expiration (2 years) or upon substantial completion of the project, whichever is sooner
4. Septic system sizing will need to be verified at the time of permitting. Septic system must be sized to match the total number of bedrooms.

Date: 4/17/2026

Chris Pence – Environmental Service Manager

Please contact Crow Wing County Land Services (218)-824-1010 with any questions you might have.

Mississippi Headwaters Board New Commissioner Welcome Document

Congratulations on your appointment to the Mississippi Headwaters Board and your willingness to serve and protect the first four hundred miles of the Mississippi River. Your leadership will play a key role in shaping the future of our organization and the Natural, Recreational, Cultural, Historical, Scientific values of the Mississippi River and its nine Headwaters Lakes.

Who we are:

The Mississippi Headwaters Board is an eight county Joint Powers Board formed in 1980 by the Minnesota Legislature in response to the Federal Governments attempt to include the Mississippi Headwaters in the National Wild and Scenic River System. The Legislature and the eight counties agreed that local control of the Headwaters was essential and formed the Headwaters Board utilizing state funding and the eight counties' resources to manage the first four hundred miles of the river.

The eight counties included in the first four hundred miles: Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing and Morrison.

History:

The **Wild and Scenic Rivers Act** (Public Law 90-542, October 1968, 16U.S.C.1271 et seq.) established a policy that certain rivers or segments of river possessing "...outstanding remarkable scenic, recreational, geologic, fish and wildlife, historic, cultural, or other similar values..." should be in free flowing condition and protected for the public's benefit and enjoyment. The Act does not explicitly prohibit new shoreline development on privately owned lands, however, under certain circumstances, federal protection could limit such development. The Act authorizes condemnation proceedings for certain purposes. Actions began in 1975 to include the Upper Mississippi River in the Wild and Scenic designation:

Timeline:

October 31, 1977, H. R. 9855 amending the National Wild and Scenic Rivers Act to designate the Upper Mississippi segment as a Wild and Scenic River is introduced.

January 1978, **Congressman Oberstar** succeeded in amending the bill to require a more complete study. As a result, the Upper Mississippi River of Minnesota was deleted from the Omnibus Parks and Recreation Bill passed by Congress.

July 1979, MN State Senator Robert Lessard declines President Carter's personal request to allow the designation.

February 22, 1980, The counties of Clearwater, Hubbard, Beltrami, Cass, Itasca, Aitkin, Crow Wing and Morrison signed a joint powers agreement organizing the Mississippi Headwaters Board for the purpose of providing an alternate strategy for protecting the Mississippi River by regulating private lands through shoreland regulations and public lands through cooperative agreements (MN Stat. 103F. 367 Subd. 8.) with other agencies.

MHB Comprehensive Plan:

The MHB's mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values in the first four hundred miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County, Minnesota. In the Mississippi Headwaters Corridor, the Comprehensive Plan represents the “common administration” (see Minn. Stat. § 103F.369, Subd. 3 of “minimum standards”; (Subd. 2) for protection of the river by the counties; Subd. 4 townships, and/or annexing municipality, or governmental unit adopting the standards; and Minn. Stat. § 103F.371). The 2019 MHB Comprehensive Plan is available online at: <https://www.mississippiheadwaters.org/comprehensiveManagementPlan.asp>

Organizational Structure

The members of the MHB consist of eight county commissioners, one from each county, and follow the MHB Comprehensive Plan. Each year, officers of the board are voted upon, and a Chair, Vice Chair, and Secretary/Treasurer are elected to a one-year term. The Board will select a Chair once a year and will serve a one year term. An existing board member can be selected the following year to serve as Chair if they have served for at least one year on the Board. A board member can serve as Chair for multiple terms. The office of Vice Chair will be selected by the MHB Board and will serve a one-year term. An existing board member can be selected the following year to serve as Vice Chair if they have served for at least one year on the Board. A board member can serve as Vice Chair for multiple terms. The office of Secretary-Treasurer will be selected by the MHB Board and serve a one-year term. An existing board member can be selected the following year to serve as Secretary-Treasurer if they have served at least one year on the Board. A board member can serve as Secretary-Treasurer for multiple terms.

Meeting Information:

As a member of the Mississippi Headwaters Board, you are required to attend monthly meetings and provide input into the topics presented on agenda. We typically meet on the fourth Friday of each month at the Cass County Courthouse in Walker Minnesota. The agenda packet for each monthly meeting will be posted online at: <https://www.mississippiheadwaters.org/agendas.asp>, and an email notice from the Director will be sent out before the meeting notifying you when and where the meeting will be held. If you wish to add an agenda item to the agenda, you may do so by contacting the Chair or Executive Director before the meeting or request an addition to the agenda at the

board meeting. The MHB certifies or disapproves variances, plats, and the adoption or amendment of ordinances. Specifically, the MHB, as necessary, ensures that the Comprehensive Plan is not nullified by unjustified exceptions. MHB may review and provide comments on land use actions prior to the local public hearings.

Reimbursement for Expenses:

Mileage and per diem are allowable, reimbursable expenses for attending an MHB board meeting. Per diem is \$50 per board meeting and mileage is reimbursable at the federal rate. Reimbursement forms are provided in a board meeting packet folder at each board meeting.



Mississippi Headwaters Board Funding Request Questionnaire

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

Web Site: 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?

THE PURPOSE OF THE HUBBARD COUNTY SOIL & WATER CONSERVATION DISTRICT IS TO CONSERVE, PROTECT, AND ENHANCE THE SOIL AND WATER RESOURCES OF HUBBARD COUNTY.

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 ASKING FOR FINANCIAL SUPPORT FOR OUR FRESH WATER FESTIVAL WHICH IS BEING HELD FOR 6TH GRADERS ACROSS HUBBARD COUNTY. THIS EVENT PROVIDES EDUCATION ABOUT PROTECTION, PRESERVATION, AND CONSERVATION OF WATER RESOURCES. IT IS HELD AT THE COMP WILDERNESS BOY SCOUT CAMP NEAR EMMANILLE ON 5/20/26 THIS YEAR.

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?

WE ARE ASKING FOR \$250⁰⁰ WHICH WILL BE USED FOR COVERING THE EXPENSES OF LUNCHES & PRESENTERS AT THE EVENT. WE HAVE OTHER FUNDS BEING PROVIDED BY VARIOUS SOURCES INCLUDING INDIVIDUALS.

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

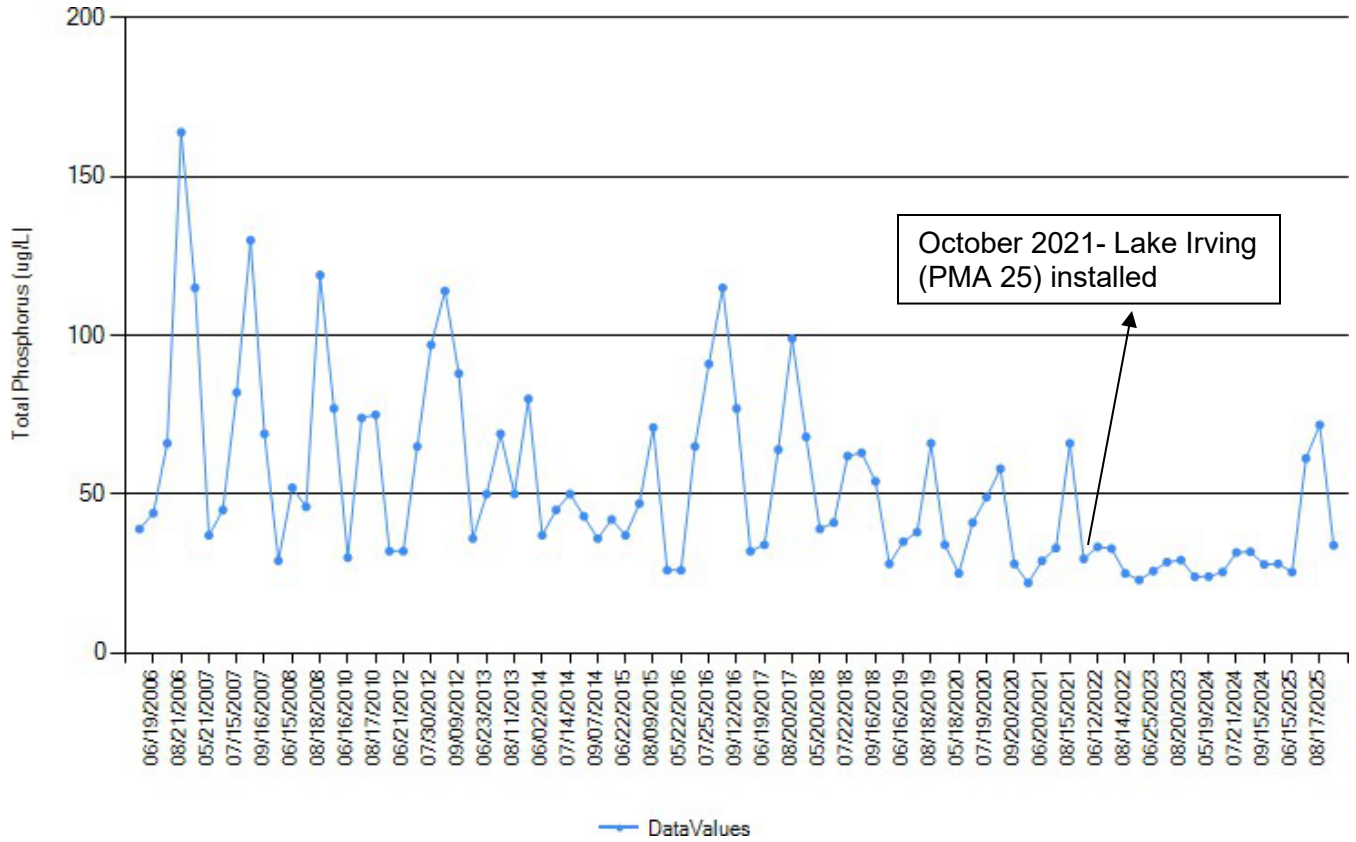
THIS EVENT IS FOCUSED ON HUBBARD COUNTY BUT WE HAVE STUDENTS FROM BELTRAMI ATTEND (S.J. PHILLIPS)

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

HUBBARD COUNTY SWCD IS A LOCAL UNIT OF GOVERNMENT, A 103C.

Seasonal Trends

County	MN ID#	Lake	Site	Data Evaluated	Date Range	Data Source
Beltrami	04-0140-00	Irving	204	tpugl_vc	6/1/2006 - 9/21/2025	RMB



Fund Balance Drawdown

\$266,714 audit number for 6/30/25

Year	Projected Expenses-DNR Grant	Fund Balance total
25-26	\$ (8,836)	\$275,550
26-27	\$ 3,280	\$272,270
27-28	\$ 17,940	\$254,330
28-29	\$ 27,138	\$227,192
30-31	\$ 44,336	\$182,856
31-32	\$ 64,326	\$118,530
32-33	\$ 79,176	\$39,354

This assumes no extra grants and current grants remain and we don't increase legislative appropriation

Fund Balance Drawdown

\$266,714 audit number for 6/30/25

Year	Projected Expenses-DNR Grant	Fund Balance total
25-26	\$ (8,836)	\$275,550
26-27	\$ 26	\$275,524
27-28	\$ 9,643	\$265,881
28-29	\$ 12,565	\$253,316
30-31	\$ 22,023	\$231,293
31-32	\$ 32,511	\$198,782
32-33	\$ 35,731	\$163,051

This assumes no extra grants and current grants remain and we don't increase legislative appropriation

MHHCP Accomplishments To Date: updated 6-2 2026 Accomplishments to Date

4/21/2026

Easements	Completed	Acres Completed	Shoreline Feet	In Process	Acres	Shoreline Feet
Phase 2 ML 2016 (11)	11	980	45,813	funding expired		
Phase 3 ML 17 (7)	7	1072	66055	funding expired		
Phase 4 ML 18 (12)	12	910	48,274	funding expired		
Phase 5 ML 20	15	1210	42,561	funding expired		
Phase 6 ML 21	11	713	33,133	funding expired		
Phase 7 ML 22	6	626	29525	3	186	3,802
get Gray shoreland Phase 8 ML 24	0	0	0	5	380	6,250
Phase 9 ML 25	0	0	0	5	433	12,431
To Date Easements (OHF)	60	5511	265,361	13	999	22,483
CWF Funding	5	1009	30,525			
Total Easements To Date	65	6520	295,886	13	999	22,483
FT Acquisitions	13	6492	85,508	1	473	4,000
Total To Date	78	13,012	381,394	14	1472	26,483

Summary:

78 land conservation projects completed; 13,012 acres; 72 miles of shoreland protected

65 RIM easements, 6520 acres; 56 miles of shoreland

13 fee-title acquisitions; 6490 acres; and 16 miles of shoreland protected

7 DNR final ownership

6 county ownership (3 Crow Wing, 2 Hubbard, 1 Aitkin County)

14 projects in process (13 easement, 1 fee-title) 1472 acres, and 5 shoreland miles

Executive Director Report

March - April 2026

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Sent press release to newspapers.
5. Reviewed monthly variances as they are brought forward by counties.
6. Updated the Jacobson contract to read correctly by changing the title and Article 1 paragraph 2 to the correct language.
7. Developed a New MHB Commissioner document and sent it to Comm. Ramsrud for review and comment.
8. Organized AIS videos in order so they could be played for the 2026 season.

Meetings & Networking

3/16 Held phone conversation with Chris Lahn from Northern Township about annexation. Currently NT is in the process of becoming a city and will hold elections on November 4th, 2026. I explained to him the process of annexation and provided him with the Comprehensive plan standards. Once they become a new city the state will place a moratorium on them and the MHB board will need to determine if it follows our minimum standards. If it does, the MHB board can lift the moratorium.

3/16 Responded to email from Morrison SWCD for Mississippi River clean up day. We will host the clean up on May 3rd at 3pm at Belle Prairie Park with the boy and girl scouts. Afterwards we will paddle down to LeBourget Park. We want to have a clean up and a paddle all in one day.

3/16 Held event planning meeting with Heather Funk from Itasca State Park. We will hold the Woods & Water paddling event on August 22nd from 1pm – 3pm from beach to rock crossing and back to the beach. At the rock crossing there will be a naturalist giving a 10-minute program about history and nature. Afterwards participants will drive to the Douglas lodge restaurant for food and local beer and wines. Future events will be held with a bike ride and paddle occurring the same day.

3/25 Emailed Andrew from the MRPC and provided him with a draft MOU for the MRPC committee to develop a larger direction on social media endeavors.

3/25 Connected with Kevin Jackson at Bemidji ChatAbout and scheduled a radio program for June 9th at 10:30 am.

3/26 Received a new office lease for the MHB space in the Historic Courthouse. I read it over and changed the name to the 2026 Chair and called MCIT insurance to add Crow Wing County as an additional insured on our insurance policy according to MN Statute 466.04 subdivision (1).

3/27 Met with twenty-five kids in three classes at the Cass Lake Bena High School and provided them with information about the MHB and careers in conservation.

3/27 Bill Heig called me and said that he had a conversation with Northern Waters Land Trust about the possibility of an easement. He isn't sure he wants to go that route but appreciated the conversation with them.

4/1 emailed Sen. Green's office and scheduled a meeting for the summer.

4/1 Held discussion with finance staff to create a 6-year budget projection. I used a template that Crow Wing county utilizes so that it will provide the MHB with a starting point to discuss future financial projections.

4/3 Bill Heig called and talked about the Federal USDA forest service reorganization and how that might affect the land exchange. I read over a fact sheet about it and told him that it was designed to move leadership and decision making closer to the forests and communities it serves.

4/8 Attended Mississippi River Sartel Watershed 1W1P advisory committee meeting. We discussed and approved of the measurable goals section of the plan which provides a multiple benefits analysis, priority areas, and and HSPF modeling scenario that provides the reader a modeling example of how much TSS, TP, and TN could be treated based on a 10 year budget. The second scenario would provide how much TSS, TP, and TN could be treated with an unlimited budget. The first scenario is a planning tool, and the second scenario explains that there is more to work on than just agriculture.

4/9 Sent out Miss. River Clean-up Challenge flyer to Beltrami and Morrison SWCD's and we worked out a way to weigh trash and count volunteers for the event.

4/9 Attended DNR annual grant monitoring meeting in which our LSOHC appropriations ML21, 22, and 24 were evaluated. The meeting talks about organizational structure, and separation of duties to reduce fraud, and how the DNR can help improve on any processes.