

Regular Meeting of the Middle St. Croix Watershed Management Organization  
Bayport Public Library, Bayport, MN  
Thursday, December 13, 2018  
6:00PM

Present: Brian Zeller, Lakeland Shores; Mike Runk, Oak Park Heights; Tom McCarthy, Lake St. Croix Beach; John Felleggy, Baytown Township; Lakeland; Doug Menikheim, Stillwater; Carley Johnson, Oak Park Heights; Dan Fabian, Board of Water and Soil Resources; Melisa Lewis, Board of Water and Soil Resources, Dan Kylo, West Lakeland Township; Administrator Mike Isensee;

**Call to Order**

The meeting was called to order at 6:00PM by Brian Zeller.

**Approval of Minutes**

A motion to approve the November 8<sup>th</sup>, 2018 minutes was made by Mike Runk and seconded by Joe Paiement. Motion carried.

**Treasurer's Report**

Report of savings account, assets for December 13, 2018  
Approve payment of bills for December 13, 2018

The treasurer's report was presented by Dan Kylo. The checking account ending balance is \$89,160.51. First State Bank CDs are valued at \$32,094.13. The ending balance in the RBC savings account is \$49,010.08.

Bills to be approved this month are: Cornerstone Land Surveying: \$3,744.00; Washington Conservation District (Administration): \$4,487.00; Washington Conservation District (Technical Services): \$3,792.50; People's Congregational Church \$1,000; Kennedy and Graven 648.00; Washington Conservation District SCRA Beske \$3,819.00; Total: \$17,490.50.

Manager Felleggy asked for clarification for expenditures to Cornerstone Surveying. Administration Isensee explained the survey was conducted at the Stillwater Country Club for design of a large bioretention basin as part of the Lake St. Croix Direct Phase II Clean Water Fund grant.

Mike Isensee presented the budget tracker with Admin and Technical Services as on track at 103% and 90% with one month to go in 2018.

Manager Runk moved to accept the Treasurer's report and bills, Chair Zeller seconded, and the motion carried.

**One Watershed One Plan Update**

Melisa Lewis and Dan Fabian with the Board of Water and Soil Resources (BWSR) presented an overview of the structure and function of BWSR; how one watershed one plan came about, why it is

needed, and what the process involves; what is watershed based funding and what is the vision for how it is applied.

### **Public Comment**

Carley Johnson introduced herself as a new City Council Member for the City of Oak Park Heights.

### **Transfer of Funds to Savings**

Administration Isensee explained the MSCWMO Annual budget sets aside \$1,000 per year for water monitoring equipment savings and \$6,000 per year for Watershed Management Plan savings. Staff is requesting board approval to transfer \$7,000 from the watershed checking account into the watershed savings account for savings identified in the 2017 annual budget and \$7,000 identified in the 2018 budget for a total of \$14,000.

Motion by Board Member Zeller, seconded by Board Member Fellegly, to transfer \$14,000 from the watershed checking account to the watershed savings account as directed in the 2017 and 2018 MSCWMO Budget. Motion carried.

### **Temporary Secretary Appointment**

Mike Isensee reported the MSCWMO Secretary, Nancy Andersen retired from her post as the MSCWMO on October 11, 2018. The MSCWMO elections of officers occurs on January 10, 2018. In the interim, the MSCWMO needs a temporary Secretary to complete year end business of the MSCWMO. Board Member Tom McCarthy has volunteered to serve in this role.

Motion by Board Member Zeller, seconded by Board Member Fellegly, to appoint Board Manager Tom McCarthy as temporary Secretary of the MSCWMO. Motion carried.

### **2019-2020 Engineering and Legal Services Request**

Administrator Isensee reported the MSCWMO is required to solicit for legal and engineering services every two years. The current legal provider is Kennedy and Graven and engineering firm is Emmons and Olivier Resources. Staff will provide the request for quotes to the existing contractors as well as post the request on the public register. Administrator Isensee inquired if the board would like additional advertisement or firms to be engaged in the search for services. The board did not have additional requests.

### **2019 Liability Insurance Waiver**

The MSCWMO is required to annually review and renew liability insurance and elect to waive or not waive the limits on tort liability. Based on past recommendations from the MSCWMO attorney, it is recommended that the board not waive tort liability limits.

Motion by Board Member Zeller, seconded by Board Member McCarthy, to not waive the monetary limit on municipal tort liability. Motion carried. Manager Zeller: Yea

### **West Lakeland Local Surface Water Management Plan**

On August 9, 2018 the MSCWMO Board of Managers approved 75% cost share not to exceed \$1,000 for the Peoples Church native prairie restoration project. The Peoples Church of Bayport has completed the restoration of 2 acres of native prairie located at on the South side of 5th Avenue, across from the Bayport Fire Station. The total cost for the installation materials (the majority of the project was installed and maintained with volunteer labor) was \$5,200.00. The Washington Conservation District provided cost share of \$3,900.00. Peoples Church is requesting cost share reimbursement remaining balance of material costs of \$1,000.00 based on receipts of \$2,330.00.

Technical staff oversaw the restoration and reviewed all submitted expenses and recommend cost share reimbursement of \$1,000.00 to the Peoples Church.

Motion by Board Member Zeller, seconded by Board Member Runk, to approve reimbursement of \$1,000, or 19% of the total materials costs for the 2 acre prairie restoration located South of 5th Avenue N and East of Barkers Alps Park in Bayport, MN. Motion carried.

#### **Turner Residential Review**

MSCWMO staff reviewed erosion and sediment controls and recommended approval for the proposed new residential home located at 51<sup>st</sup> Street North in Baytown Township. Information only.

#### **Administrator's Report**

Mike Isensee reported an overview of administration; project reviews, grant management, meetings, and presentations completed in November and early December and shared upcoming events in December.

#### **Adjourn**

John Fellegly moved to adjourn the meeting, Tom McCarthy seconded and the motion carried. Brian Zeller adjourned the meeting at 7:22 pm.