

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Thursday, December 14th, 2023
6:00PM

Present: Brian Zeller, Lakeland Shores; Carly Johnson, Oak Park Heights; Beth Olfelt-Nelson, St. Mary's Point; Annie Perkins, Afton; Avis Peters, Baytown; John Buelow, West Lakeland; Ryan Collins, Stillwater; Administrator Matt Oldenburg-Downing; Amanda Herbrand, WCD; Becca Oldenburg-Downing, WCD
Audience: Dawn Bulera, Tom McCarthy

Call to Order

Manager Zeller called the meeting to order at 6:01PM.

Approval of Agenda

Administrator Oldenburg-Downing added two new items: Conservation Corps Grant Application under "New Business" and Campaign Finance Board Changes under "Other." Manager Johnson motioned to approve the agenda with the additions, Manager Collins seconded the motion. The motion carried with all in favor.

Approval of Minutes

Manager Perkins motioned to approve the draft October 12th, 2023 board meeting minutes, and Manager Johnson seconded the motion. The motion carried.

Treasurer's Report

Manager Olfelt-Nelson presented the treasurer's report. The remaining checking account balance on December 14th was \$228,973.66. First Bank CD's were valued at \$38,549.15. The ending value on the RBC savings account from November was \$92,537.81.

Bills to approve this month are one bill to Laura Kalambokidis for \$427.73 and four bills to the Washington Conservation District for Admin, Grant, Technical Services, and Watershed Plan totaling \$5,317.34. Manager Collins motioned to approve the treasurer's report and payment of bills for \$5,747.07 for December 14th, 2023. Manager Johnson seconded the motion. The motion carried with all in favor.

2023 contributions have been received from all member communities except for West Lakeland Township.

Manager Zeller mentions the large sum of funds in the checking account and suggests moving some funds to a CD, stating good interest rates for CD's. Manager Zeller states he is comfortable allowing Administrator Oldenburg-Downing and the board treasurer (Manager Olfelt-Nelson) to select and invest in a CD prior to the next board meeting if they find one they think is acceptable.

Manager Zeller motions to authorize Administrator Oldenburg-Downing and Manager Olfelt-Nelson to invest funds into a CD, in an amount to be determined. Manager Perkins seconds the motion. The motion carries with all in favor.

Public Comment

None

Old Business

None

New Business

Water Management Plan Update Public Kickoff

Becca Oldenburg-Downing from the Washington Conservation District met with the board and presented about the requirements and timeline for the watershed management plan update.

2024 MSCWMO/WCD Technical Service Agreement

Administrator Oldenburg-Downing presented the 2024 MSCWMO/WCD technical service agreement. The agreement includes Administrative, Technical Services, and Water Monitoring Services. The total for the agreement is \$117,862.00 for 2024.

Manager Zeller motioned to approve the technical service agreement between MSCWMO and the WCD for \$117,862.00. Manager Olfelt-Nelson seconded the motion. The motion carried with all in favor.

Lakeland Beach Closeout Pay Application

U.S. SiteWork is seeking final payment for the completion of the Lakeland Beach Stabilization project. BMP installation was certified as substantially complete by the Washington Conservation District as of November 1st, 2023. Total project costs reflected in PA-231675-001 U.S. SiteWork Application and Certification for Payment include all project change orders for additional tree and sign removal work. WCD staff verified that all other items were constructed according to plan with minor field modification and that the shoreline stabilization is substantially and functionally complete. U.S. SiteWork (the contractor), is requesting payment of \$75,578.20 for the completed project. WCD staff recommend payment of the full amount requested.

Manager Zeller motioned to approve the final payment of \$75,578.20 to U.S. Sitework for completion of the LSC Direct Discharge South Phase II – Lakeland Beach Stabilization project. Manager Perkins seconded the motion. The motion carried with all in favor.

Washington County All Hazard Mitigation Plan Adoption Resolution

Washington County send the WMO their All Hazard Mitigation Plan for review and adoption. Manager Johnson noted in the document the line “WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan” and that “cities that participated in the planning process” should be amended to reflect the WMO, as it is not a city.

Manager Olfelt-Nelson motioned to adopt the Washington County All Hazard Mitigation Plan. Manager Perkins seconded the motion. The motion carried with all in favor.

2024 Project Review Fee Table

Administrator Oldenburg-Downing presented the project review fee table for 2024. Fees are unchanged from the previous year. Manager Zeller motioned to approve the 2024 project review fee table. Manager Olfelt-Nelson seconded the motion. The motion carried with all in favor.

Manager Zeller asks Administrator Oldenburg-Downing about chargebacks for 2023 project reviews. Administrator Oldenburg-Downing states he will have a summary for the January meeting.

Conservation Corps Grant Application

WCD staff are seeking board approval to submit an application for up to 25 days of Minnesota Conservation Corps crew time for continued implementation of practices including LSCB Buffer Enhancement, Perro Creek Stabilization, Lake St. Croix Shorelines, and Mulberry Ravine Golden Creeper Removal. Clean Water Funds provide 100% of eligible crew labor costs.

Manager Collins motioned to approve using MSCWMO and WCD staff resources to apply for FY2024 CWF Minnesota Conservation Corps crew time. Manager Johnson seconded the motion. The motion carried with all in favor.

Grant and Cost Share Applications

Kalambodakidis Native Planting Reimbursement

On March 9th the MSCWMO board approved cost share encumbrance of up to \$500 for the Kalambokidis Buffer Enhancement project at 1404 Meadowlark Dr, Stillwater, MN 55082 on Lake McKusick. The landowner has submitted receipts for work performed in October of 2023 (installation of native perennials), totaling \$427.73 in material costs. Brett Stolpestad and Minnesota Conservation Corps assisted with site preparation and potted plant installation.

Manager Zeller motioned to approve reimbursement of \$427.73 cost share for the installation of the Kalambokidis Buffer Enhancement. Manager Collins seconded the motion. The motion carried with all in favor.

Plan Reviews/Submittals

Cates Fine Homes Office – INFORM

A partial application for construction of an office building was received on June 23rd. Additional submittal materials and the review fee has been received, however, the initial staff review revealed that the site was located in a high vulnerability drinking water source management area (DWSMA) and public water supply well emergency response area (ERA) where the proposed infiltration practices are not appropriate and prohibited. MSCWMO staff has requested that applicant revise and resubmit and are awaiting submittal of materials.

Greeley Street Retail – INFORM

An application for project review for a proposed carwash facility at 14130 60th St N in Stillwater was received May 24th, 2023. Shortly after the initial staff review and request of additional submittal items the ownership of the property changed hands and the project was put on hold. The new owner has since re-engaged with the design consultant to resume the process for project review and additional submittal items have been received however the review fee has not yet

been received and MSCWMO staff are awaiting receipt of the review fee before initiating further review.

Quinn Barn Remodel – INFORM

An application for project review was received on September 9th for an “after-the-fact” project consisting of 2975 sf of new/reconstructed concrete surfacing around an existing barn structure at 2269 River Rd S in St. Mary’s Point. The proposed solution to meet the MSCWMO performance goals would be to expand the rain garden capacity to a minimum of 273 cf and direct at least 2975 square feet of impervious surface to the rain garden by treating the existing roof runoff to offset the unmitigated impervious surfaces that discharge offsite. MSCWMO staff are awaiting revised materials showing this proposed revision.

Ruff Detached Garage – INFORM

An application for project review for a detached garage at 1411 Old Toll Bridge Rd in Lakeland was received November 7th, 2023. The materials received were incomplete and the applicant has been notified that further materials are needed to complete the project review. MSCMWO staff are awaiting receipt of materials for a complete application.

At this time Administrator Oldenburg-Downing mentions another property in Lakeland where construction occurred without project submittal through MSCWMO. Administrator Oldenburg-Downing reminds board members to remind their municipality’s staff about the importance of the permit process and pre-app meetings.

Erosion and Sediment Control Inspection Reports

None

Staff Report

Administrator Oldenburg-Downing presented the staff report. Water monitoring, Erosion and Sediment Control Inspections, and BMP Maintenance are mostly complete for the season. A water monitoring report can be expected in early 2024 for 2023 activities. WCD staff are working on a proposal for bank stabilization and enhancement of Perro Creek between 2nd St N and St. Croix Trl N (300 linear feet), adjacent to Perro Creek Park. Administrator Downing attending multiple meetings since the last board meeting, including construction pre-app meetings, Lower St. Croix Partnership meetings, the Washington County Budget meeting, and others.

1W1P Updates

The Lower St. Croix Watershed Partners 2024 Annual Work Plan has been submitted to the board for MSCWMO approval. Manager Zeller motioned to approve the 2024 Annual Work Plan. Manager Johnson seconded the motion. The motion carried with all in favor.

Other

Campaign Finance Board Changes

Administrator Oldenburg-Downing states to the board that there have been changes to the statement of economic interest and to the disclosure notice from the Campaign Finance Board.

Administrator Oldenburg-Downing reminds board members to ensure they are registered with the Campaign Finance Board, and that these changes may affect past board members who may have served on the board for part of 2023.

Adjourn

Manager Zeller motioned to adjourn the meeting, Manager Perkins seconded the motion. The meeting adjourned at 7:05PM.