

Regular Meeting of the Middle St. Croix Watershed Management Organization  
Washington Conservation District, 455 Hayward Ave N  
Thursday, December 11<sup>th</sup>, 2025  
6:00PM

Present: Brian Zeller, Lakeland Shores; Rachel Dana, West Lakeland; Dave Millard, Lakeland;  
Ryan Collins, Stillwater; Avis Peters, Baytown; Carly Johnson, Oak Park Heights; Michele  
Hanson, Bayport; Administrator Matt Oldenburg-Downing; Amanda Herbrand, WCD  
Audience: Tom McCarthy

**Call to Order**

Manager Zeller called the meeting to order at 6:00PM.

**Approval of Agenda**

Manager Johnson motioned to approve the agenda. Manager Collins seconded the motion. The motion carried with all in favor.

**Approval of Minutes**

Manager Zeller motioned to approve the draft October 9<sup>th</sup>, 2025 board meeting minutes, Manager Peters seconded the motion. The motion carried with all in favor.

**Treasurer's Report**

Manager Johnson presented the treasurer's report. The remaining checking account balance as of December 11, 2025 was \$49,853.12. First Bank CD's were valued at \$213,549.15. The ending value on the RBC savings account from October was \$100,572.36. Manager Zeller asked if any of the CDs were due for renewal, Administrator Oldenburg-Downing stated that one of the CDs just renewed at the same high rate. Manager Zeller motioned to approve the report of the savings account and assets for December 11<sup>th</sup>, 2025. Manager Collins seconded the motion. The motion carried with all in favor.

Bills to approve for November are three bills to the Washington Conservation District for admin, watershed plan, and technical services totaling \$8,607.50. Bills to approve for December are three bills to the Washington Conservation District for admin, management plan, and technical services totaling \$5,295.25 and one bill to Town Law Center for \$21.00. The total for December bills is \$5,316.25. Manager Zeller motioned to approve payment of bills for November and December totaling \$13,923.75. Manager Collins seconded the motion. The motion carried with all in favor.

**Public Comment**

None

**Watershed Management Plan Update**

Administrator Oldenburg-Downing informed the board that the plan was presented to the BWSR board and that the presentation was well received.

## **Old Business**

None

## **New Business**

### **2026 Insurance Renewal**

Included in the board packet is the insurance renewal form. Manager Zeller motioned to bind coverage, Manager Johnson seconded the motion. The motion carried with all in favor.

Included in this agenda item is the Liability Coverage Waiver Form from the League of Minnesota Cities. Administrator Downing states that the board has to make a decision on whether or not to waive the monetary limits on municipal tort liability established by Minn. Stat 466.04. Administrator Downing states that in the past the board has chosen to not waive.

Manager Zeller motioned to not waive and authorize Administrator Oldenburg-Downing to sign, Manager Johnson seconded the motion. The motion carried with all in favor.

### **2026 Meeting and Submittal Dates**

Administrator Oldenburg-Downing presented the proposed 2026 meeting and submittal dates. Manager Johnson motioned to approve the 2026 meeting and submittal dates. Manager Collins seconded the motion. The motion carried with all in favor.

### **2026 Project Review Fees**

Administrator Oldenburg-Downing presented the 2025 Permit Review Workload and Revenue Analysis which shows project review fees versus the cost of reviewing. Policy set by the Board in 2021 was overages in review time over \$500 to be presented for approval to invoice. If the decision is made to request additional fees to cover review costs, the MSCWMO will send a request to the permitting entity (community) for the difference in fee vs. actual total cost.

Manager Zeller stated the board should follow policy and motioned to recover \$8,654.25 from the permitting entities for the overages. Manager Johnson seconded the motion. The motion carried with all in favor.

The board is also asked to approve the MSCWMO project review fees for 2026. Administrator Oldenburg-Downing noted that the review fee has not changed in several years. Noting the consistent overages and the complications with billing back to the communities, board members discussed increasing the review fees. Manager Oldenburg-Downing noted that most of the overages come from riverfront projects. Manager Johnson suggested adding a new category for review fees for riverfront projects, suggesting \$500 review fee for riverfront. Manager Hanson asked if \$500 will cover the projects given the consistent overages and noted that sometimes communities aren't able to bill permittees for overages due to billing timelines, meaning that the municipalities may pay MSCWMO back for the overages without being able to bill the applicants. Manager Zeller suggested increasing the review fee to \$400 for single family projects and adding a \$600 review fee for riverway projects, citing the additional rules for riverfront properties which increases the time spent on reviews, and noted again that the review fee has not changed since at least 2019.

Manager Hanson motioned to change the single family review fee to \$400 and add the riverfront single family review with a fee of \$600. Manager Zeller seconded the motion. The motion carried with all in favor.

### **2026 WCD Technical Services Agreement**

Included in the board packet is the 2026 service agreement between the Washington Conservation District and the MSCWMO. Manager Zeller motioned to sign the 2026 service agreement, Manager Collins seconded the motion. The motion carried with all in favor.

### **John Dahl Resignation**

Administrator Oldenburg-Downing informed the board that he received notice that John Dahl, representative for Bayport, has resigned his position. Manager Hanson stated he will no longer be living in Bayport and therefore no longer serving on the council. This is an informational item.

### **Grant and Cost Share Applications**

#### **Deneui Stewardship Grant Reimbursement**

On May 8th, 2025 the MSCWMO board approved cost-share encumbrance of up to \$500 for the Deneui Native Landscaping project with the goal of enhancing Bob and Gail Deneui's 0.9-acre parcel in Lakeland with native perennials, trees and shrubs for wildlife habitat. The landowners completed installation of native plant material in October with a total cost of \$382.40 in materials.

Manager Zeller motioned to approve reimbursement of \$382.40 cost share for the installation of the Deneui Native Landscaping Project at 16344 7<sup>th</sup> St Ct S, Lakeland, MN 55043. Manager Johnson seconded the motion. The motion carried with all in favor.

#### **Eckel Stewardship Grant Reimbursement**

On February 13th, 2025 the MSCWMO board approved cost share encumbrance of up to \$500 for the establishment of a 650 ft<sup>2</sup> native pollinator garden at the residence of Angie and Matt Eckel, located at 6260 Lookout Trl N, Stillwater, MN 55082. The landowners completed the site preparation and first round of planting in October, installing native trees and shrubs with a total cost of \$655.95 in eligible purchases (excludes hybrids and cultivars).

Manager Zeller motioned to approve reimbursement of \$500.00 cost share for the installation of the Eckel Native Pollinator Garden project at 6260 Lookout Trl N, Stillwater, MN 55082. Manager Johnson seconded the motion. The motion carried with all in favor.

#### **Lund Stewardship Grant Request**

On August 14th, 2025 the MSCWMO board approved cost share encumbrance of up to \$500 for the establishment of a 117 ft<sup>2</sup> native shrub and perennial planting at the residence of Kim Lund, located at 1303 1st St S, Stillwater, MN 55082. The landowner completed her project in September, installing over 20 native plants with a total cost of \$481.18

Manager Zeller motioned to approve reimbursement of \$481.18 cost share for the installation of the Lund Native Landscaping project at 1303 1<sup>st</sup> St S, Stillwater, MN 55082. Manager Johnson seconded the motion. The motion carried with all in favor.

### **Heidenreich Stewardship Grant Reimbursement**

On August 14th, 2025 the MSCWMO board approved cost share encumbrance of up to \$500 for enhancement of a 5,000 square-foot woodland opening with native grasses and flowering plants at the residence of Bob Heidenreich, 13315 Boutwell Rd N, Stillwater, MN 55082. The landowner completed his project in October, installing over 80 native plants with a total cost of \$503.35 (excluding hybrids and cultivars).

Manager Zeller motioned to approve reimbursement of \$500.00 cost share for the installation of the Heidenreich Meadow Enhancement Project at 13315 Boutwell Rd N, Stillwater, MN 55082. Manager Collins seconded the motion. The motion carried with all in favor.

### **Bayport Fire Station Water Quality Improvement Grant Reimbursement**

On September 11th, 2025 the MSCWMO board approved cost-share encumbrance of up to \$1,200.00 from the Water Quality Improvement Grant program for the installation of the Bayport Fire Station Turf-to-Prairie project. Natural Resource Services completed the site preparation and seeding in October at a total cost of \$4,630.00.

The City of Bayport is seeking reimbursement in the amount of \$1,200.00 for payments made to the contractor in November of 2025.

Manager Zeller motioned to approve reimbursement of \$1,200.00 cost share for the installation of the Bayport Fire Station Turf-to-Prairie Project at 1012 5<sup>th</sup> Ave N, Bayport, MN 55003. Manager Johnson seconded the motion. The motion carried with all in favor.

### **Plan Reviews/Submittals**

#### **CSAH 5 Phase 4**

Submittal items were received on October 24th, 2025 for pedestrian and traffic improvements on CSAH 4 (Olive Street West) from Deer Path to Owens Street within the MSCWMO boundaries and the City of Stillwater. The proposed project qualifies for full review under the MSCWMO 2015 Watershed Management Plan (WMP) for over 6000 square feet of reconstructed impervious. The project is located in a high vulnerability drinking water source management area (DWSMA) and emergency response area (ERA) and therefore infiltration is prohibited. Flexible Treatment Options (FTOs) have been evaluated and the applicant is proposing removal of total phosphorus (TP) with disconnected impervious and sump/baffle structures but still end up with a 2.9 lb TP shortfall for the 60% removal goal so they have proposed cash-in-lieu for the shortfall. MSCWMO staff recommends board discussion regarding the acceptance of cash-in-lieu (FTO #3 for offsite mitigation) and if the board agrees that sufficient documentation of exhausting options and rejection of feasibility for FTO#2 (60% TP removal).

Administrator Oldenburg-Downing stated that the potential additional treatment options explored involve unique infrastructure, Manager Zeller stated that unique infrastructure with unique maintenance needs could cause problems down the road and agreed it might not be the best

option. Manager Zeller emphasized that cash-in-lieu is not preferred by the MSCWMO, and noted that two cash-in-lieu payments were still in the bank due to a lack of identified projects. Administrator Oldenburg-Downing reminded the board that cash-in-lieu is only an option for public projects, and is typically only accepted for linear projects due to space constraints making treatment difficult, and noted that it is extra challenging in this instance due to infiltration not being an option in downtown Stillwater. Manager Zeller stated that he was comfortable accepting the cash-in-lieu in this instance, but requested that Administrator Oldenburg-Downing schedule a meeting with Stillwater's engineer. Manager Zeller emphasized that identifying projects for the cash-in-lieu on hand should be prioritized due to the amount in possession by the WMO.

Manager Zeller motioned to accept the cash-in-lieu and approve the project. Manager Hanson seconded the motion. The motion carried with all in favor.

### **Central Automotive Parking Lot Addition**

Administrator Oldenburg-Downing stated a complete application has not been received.

### **Erosion and Sediment Control Inspection Reports**

There is one erosion control inspection report included in the board packet. The report is from 10/8/25, the project received a C grade, meaning the site is not in compliance and maintenance or supplemental practices are needed.

### **Staff Report**

Administrator Oldenburg-Downing presented the staff report. Water monitoring field work is done for the season. Six base grab samples and seven storm samples were collected at Perro Creek Diversion Structure, and fourteen lake samples were taken at Lily and McKusick lakes. Staff are now working on equipment testing and maintenance and reporting. A final report of water monitoring activities is usually presented in the spring to the board. Some maintenance of BMPs is still ongoing. A final report of BMP maintenance and performance is also usually presented in the spring to the board. Administrator Oldenburg-Downing attended a number of meetings, including BWSR meetings for the management plan update, LSC meetings, Bluffland Workshop, and Washington County Budget Workshop.

### **1W1P Updates**

None

### **Other**

None

### **Adjourn**

Manager Zeller motioned to adjourn the meeting, Manager Johnson seconded the motion. The meeting adjourned at 6:54.