

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Thursday, January 8th, 2026

6:00PM

Present: 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; Cameron Blake, WCD; Brett Stolpestad, WCD

Audience: Tom McCarthy (remote), Brian Zeller (remote)

Call to Order

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

Approval of Agenda

Manager Hanson proposed an addition to the agenda 7g. Meeting location. Manager Hanson motioned to approve the agenda with the addition. Manager Collins seconded the motion. The motion carried with all in favor.

Approval of Minutes

Manager Hanson motioned to approve the draft December 11th, 2025 board meeting minutes, Manager Dana 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 January 8, 2026 was \$49,853.12. First Bank CD's were valued at \$213,549.15. The ending value on the RBC savings account from November was \$100,844.43. Manager Collins motioned to approve the report of the savings account and assets for January 8th, 2026. Manager Peters seconded the motion. The motion carried with all in favor.

Bills to approve for January are four bills to the Washington Conservation District for admin, technical services, EMWREP, for \$13,860.65, and one bill to Town Law Center for \$21.00. The total for January bills is \$13,881.65. Manager Peters motioned to approve payment of bills for January totaling \$13,881.65. Manager Collins seconded the motion. The motion carried with all in favor.

Invoices for this month are City of Lakeland, \$903.50; City of Lakeland, \$1,415.00; City of St. Mary's Point: \$547.25; City of Lake St. Croix Beach, \$3,131.50. Manager Millard motion to approve sending the invoices to the listed communities. Manager Hanson seconded the motion. The motion carried with all in favor.

Public Comment

None

Watershed Management Plan Update

The Board of Water and Soil Resources (BWSR) requires watersheds to have a management plan and MSCWMO's current management plan expires in 2025. The MSCWMO draft Plan was presented to the BWSR Central Region Committee on December 8th, and was approved by the full BWSR Board on December 18th. In accordance with Minnesota Statute 103B.231, Subd. 7. The next step in the management plan update process is for the MSCWMO Board to adopt and implement the approved plan, send the updated plan out to the member communities for incorporation into their local water management plans.

Manager Dana motioned to adopt the 2025-2035 management plan, and distribute the updated management plan to member communities. Manager Peters seconded the motion. The motion carried on a roll call vote with all in favor.

Old Business

2026 Insurance Renewal

Administrator Oldenburg-Downing followed up with MSCWMO legal counsel at the request of the board to determine if the district insurance covers board members as well, and legal counsel confirmed that it does. This is an information item.

New Business

Officer Appointments

Officer appointments are done annually. Manager Peters motioned to maintain the same officer appointments from the previous year. Manager Collins seconded the motion. The motion carried with all in favor.

Chair-Brian Zeller

Vice Chair-Tom McCarthy

Treasurer-Carly Johnson

Secretary-Annie Perkins

2026 First Half Contribution Reminders

Administrator Oldenburg-Downing requested permission to send out 2026 first half contribution reminders to the member communities. In addition, he noted that second half contributions for 2025 were not received from Bayport and St. Mary's Point.

Manager Hanson motioned to approve sending first half contribution reminders and 2025 second half reminders to those communities that have not yet paid. Manager Collins seconded the motion. The motion carried with all in favor.

2025 Inspections and Maintenance Summary

Cameron Blake and Brett Stolpestad from the Washington Conservation District presented to the board their 2025 Inspections and Maintenance Summary. This presentation included an overview of what maintenance was conducted on BMPs in the watershed, and what new projects were installed in 2025.

2025 Audit Engagement

Administrator Oldenburg-Downing stated that MSCWMO is no longer required to have an audit every year due to the organization's revenue being under the threshold. He asked the board if they would still like to have an audit performed.

Manager Johnson suggested Administrator Oldenburg-Downing check with legal counsel to find out if there is a preferred timeline for how often an audit should be performed. Manager Hanson motioned to deny audit engagement for 2025 and check with legal counsel for advice on when to next engage. Manager Collins seconded the motion. The motion carried with all in favor.

2025 Budget Summary

Administrator Oldenburg-Downing presented a table of the 2025 budget versus actual expenditure. The table shows that the 2025 budget was \$157,900.00 and the amount spent was \$163,381.48 which is an overage of 3.47 percent. The cost breakdown shows that the majority of these overages come from plan reviews. Some costs from plan review overages can be recouped when projects close out and communities are billed for the additional time spent.

Manager Peters inquired about the formula for community contributions. Manager Johnson asked if there is a policy for when to update the formula. Administrator Oldenburg-Downing stated there is not, currently 2022 data is being used. Manager Johnson motioned to update the formula with the new census data every time new census data becomes available. Manager Hanson seconded the motion. The motion carried with all in favor.

2026 Adopt-a-Drain Request

Included in the packet is an invoice from Metro Watershed Partners requesting payment of \$500.00 in exchange for membership. MSCWMO has participated in the Adopt-a-Drain program for many years.

Manager Collins motioned to approve payment of \$500.00 to Metro Watershed Partners for the Adopt-a-Drain program. Manager Peters seconded the motion. The motion carried with all in favor.

Meeting Location

Manager Hanson inquired about the meeting location being the Washington Conservation Center when meetings were previously held at the Bayport Library, noting that construction on the Bayport Library is complete if the board was interested in changing the meeting location.

Administrator Oldenburg-Downing mentioned previous reasons being the ease of technology use at the Washington Conservation Center as he performs IT work for the WCD and is able to fix any problem that arise. He also noted that the Bayport Library has a closing time, and that doors cannot be locked if the meeting is still ongoing due to public meeting laws. Manager Millard noted that meetings have been running smoothly at the Washington Conservation Center.

Grant and Cost Share Applications

Jackson Stewardship Grant Request

Oak Park Heights residents Mitch and Lyndsay Jackson are applying for a 2026 MSCWMO Stewardship Grant to covert approximately 1,200 square feet of existing turf to native pollinator

garden on their property located at 13983 55th St N. Stewardship Grant funds will be used to reimburse for native plant and seed purchases, as well as mulch control material. The goal of the project is to reduce runoff volume from the property and to provide diverse pollen and nectar resources to pollinators throughout the season. Total project estimate is \$1,471.05 and cost share requested is \$500.00.

Manager Hanson motioned to approve encumbrance of \$500.00 cost share for the Jackson Turf-to-Prairie project at 13983 55th St N, Stillwater, MN 55082. Manager Collins seconded the motion. The motion carried with all in favor.

Stonebridge Elementary Water Quality Grant Request

Lund Stewardship Grant Request

Jessica Drummond is applying for a 2026 MSCWMO Water Quality Improvement Grant on behalf of Stonebridge Elementary School in Stillwater to restore 2.5 acres of buckthorn dominated school forest. The Stonebridge Elementary school forest is a 2.5 acre parcel upstream of and adjacent to a small emergent wetland and series of stormwater ponds draining to Lake McKusick. The forest is currently dominated by aging cultivated pines with buckthorn in the understory. It was designated a school forest by the DNR in 2023 and is city property. This project will remove invasive species and install native forest understory trees and shrubs with help from Stonebridge Elementary students and community members. The removal of invasive species and restoration of the forest ground layer will enhance water quality via soil stabilization from root structure, water uptake, and filtration. The project is located in Catchment McK-20, a prioritized catchment of the 2011 Lake McKusick Stormwater Retrofit Assessment and is estimated to reduce soil loss and nutrient export, enhancing the efficacy and lifespan of downstream BMPs. The applicant has submitted a letter of support from the City of Stillwater expressing support and approval of the project, which is included in the board packet. The total project estimate is \$8,309.70 and the cost share requested is \$2,200.00.

Manager Hanson motioned to approve encumbrance of \$2,200.00 cost share for the Stonebridge Elementary School Forest Restoration Project at 900 Owens St N, Stillwater, MN 55082.

Plan Reviews/Submittals

1081 Quixote Ave

The MSCWMO has previously approved two site plans for 1081 Quixote Ave, neither of which have been implemented. The applicant is requesting approval for one of two proposed revisions to the most recently approved plan. Staff recommends that the Board does not accept either plan as presented, and direct the applicant to revise and resubmit.

Manager Peters motioned to not accept either plan as presented and direct the applicant to revise and resubmit. Manager Dana seconded the motion. The motion carried with all in favor.

Bridgeview Parking Lot

Submittal items were received on December 15th, 2025 for parking lot reconstruction of the Bridgeview Parking Lot 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 and work within public waters buffers. The fully meets MSWCMO MIDS volume retention and rate control standards. MSCWMO staff recommends board approval with four conditions:

1. Appropriate soil borings have been conducted that meet the minimum standards and demonstrate assumed design infiltration rate based on soil texture and three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils.
2. Tabulated quantities of all erosion prevention and sediment control BMPs are provided.
3. Blufflines are protected from construction activities in urban (40 foot buffer) areas.
4. A buffer zone of not less than 100 linear feet from the St. Croix River OWH is maintained both during construction and as a permanent feature post construction.

Manager Peters motioned to approve the project with the four conditions. Manager Collins seconded the motion. The motion carried with all in favor.

Erosion and Sediment Control Inspection Reports

None

Staff Report

Administrator Oldenburg-Downing presented the staff report. Most of the items in the staff report were discussed during the meeting, the full report can be found in the board packet.

1W1P Updates

None

Other

None

Adjourn

Manager Collins motioned to adjourn the meeting, Manager Peters seconded the motion. The meeting adjourned at 7:33.