

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.796.2227 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization

Remotely held as posted on www.mscwmo.org

Physical location - Washington Conservation District, 455 Hayward Ave N

Thursday, October 8, 2026

6:00PM

1. Call to Order – 6:00PM
 - a. Approval of Agenda
2. Approval of Minutes
 - a. Draft minutes – September 10, 2026 **pg. 1-3**
3. Treasurer's Report
 - a. Report of savings account, assets for October 8, 2026
 - b. Approve payment of bills for October 8, 2026
4. Public Comment (< 5 minute per person)
5. Old Business
6. New Business
 - a. 2026 Permit Review Fee Summary **pg. 4**
 - b. 2027 Meeting Dates and Submittal Deadlines **pg. 5**
 - c. CSAH 5 McKusick Rd Pond Sampling **pg. 6**
7. Grant and Cost Share Applications
 - a. Jackson Stewardship Grant Reimbursement **pg. 7**
 - b. Halsten Stewardship Grant Reimbursement **pg. 8**
 - c. Conklin Stewardship Grant Request **pg. 9**
8. Plan Reviews/Submittals
 - a. Plan Review and Submittal Summary
 - i. 16880 St. Mary's Dr S Home Rebuild – **INFORM**
 - i. Shoddy Mill Renovation – **INFORM**
9. Erosion and Sediment Control Inspection Reports **NONE**
10. Staff Report **pg. 10-11**
11. 1W1P Updates
12. Other
13. Adjourn

Middle St. Croix Watershed Management Organization Member Communities

Afton, Bayport, Baytown, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, & West Lakeland

Draft Minutes, Pending Board Approval

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Thursday, September 10th, 2026
6:00PM

Present: Tom McCarthy, Lake St. Croix Beach; Brian Zeller (remote), Lakeland Shores; Carly Johnson, Oak Park Heights; Ryan Collins, Stillwater; Michele Hanson; Administrator Matt Oldenburg-Downing; Amanda Herbrand, WCD
Audience: Michael Miller (remote)

Call to Order

Manager McCarthy called the meeting to order at 6:13PM.

Manager Zeller is attending remotely via Zoom.

Approval of Agenda

Manager Johnson motioned to approve the agenda. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Approval of Minutes

Manager McCarthy motioned to approve the draft August 13th, 2026 board meeting minutes, Manager Johnson seconded the motion. The motion carried on a roll call vote with all in favor.

Treasurer's Report

Manager Johnson presented the treasurer's report. The remaining checking account balance at the end of August was \$250,130.41. First Bank CD's were valued at \$228,736.60. The ending value on the RBC savings account from July was \$103,065.80. Manager Hanson motioned to approve the report of the savings account and assets for September 10th, 2026. Manager Collins seconded the motion. The motion carried on roll call vote with all in favor.

Bills to approve this month are two bills to the Washington Conservation District for admin and tech services for \$11,469.00, and one bill to Town Law Center for \$152.00. The total for September bills is \$11,621.00. Manager Collins motioned to approve payment of bills for September totaling \$11,621.00. Manager Hanson seconded the motion. The motion carried on a roll call vote with all in favor.

Public Comment

None

Old Business

2025 Audit and Future Audit Policy

Included in the board packet is correspondence from the Board of Water and Soil Resources (BWSR) to the Office of the State Auditor (OSA).

Administrator Oldenburg-Downing states the subcommittee consisting of himself, Manager Zeller, and Manager Johnson should continue to engage with BWSR and the OSA as needed. This item is information only.

New Business

2026 Second Half Contribution Reminders

Manager Oldenburg-Downing states it is time to send out second half contribution reminders to the member communities. This item is information only.

Grant and Cost Share Applications

LSC Grant Award Acceptance

Manager Oldenburg-Downing is requesting authorization to sign two agreements for grant funding for the Lower St. Croix Valley Fire Department Retrofit project. The grants are through the Lower St. Croix Partnership.

Manager Johnson motioned to authorize Administrator Oldenburg-Downing to sign the two agreements. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Evolich Stewardship Grant Request

Stillwater resident Patty Evolich is applying for a 2026 MSCWMO Stewardship to convert approximately 500 square feet of turf to native perennial vegetation at 510 Owens St S. Stewardship Grant funds will be used to reimburse for the cost of native seed, plants, and erosion control material. Total project estimate is \$500.00, cost share requested is \$500.00.

Manager McCarthy motioned to approve encumbrance of \$500.00 cost share for the Evolich Stewardship Grant project at 510 Owens St S, Stillwater, MN 55082. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Plan Reviews/Submittals

Lumberjack Landing Improvements – ACTION

Submittal materials on August 20th, 2026 for the Aiple House/Lumberjack Landing retrofit project at 1513 Main St N in Stillwater. The project was previously approved in August 2025 and the resubmittal incorporated minor changes to the project including modified biofiltration basins. The stormwater management plan proposes biofiltration and permeable pavement to provide stormwater management for the new/reconstructed impervious. MSCWMO staff recommends board approval with one (1) condition:

1. SWPPP shall include inspection & maintenance frequency/time frames, stabilization time frames, timing of BMP installation, pollution prevention measures and tabulation of estimated quantities.

Manager Johnson motioned to approve the project with the one condition. Manager Collins seconded the motion. The motion carried on a roll call vote with all in favor.

Bergstein Warehouse/Shoddy Mill – INFORM

Draft Minutes, Pending Board Approval

Submittal items were received August 20th, 2026 for the Bergstein Warehouse and Shoddy Mill renovation at 1250 Main St S in Stillwater. The proposed project qualifies for full review under the MSCWMO 2025 Watershed Management Plan (WMP) since it involves more than 500 square feet of new impervious in the St. Croix Riverway. MSCWMO staff recommends the applicant revise and resubmit.

Erosion and Sediment Control Inspection Reports

Administrator Oldenburg-Downing presented the erosion and sediment control reports. Two reports are included in the board packet, both received “A” grades.

Staff Report

Water monitoring and maintenance activities continue as normal. Administrator Oldenburg-Downing notes that communication is ongoing with staff at the City of Lakeland regarding the bluffline violation and infiltration basin fill at 569 Quixote.

1W1P Updates

None

Other

None

Adjourn

Manager Johnson motioned to adjourn the meeting, Manager Collins seconded the motion. The meeting adjourned at 6:32PM.

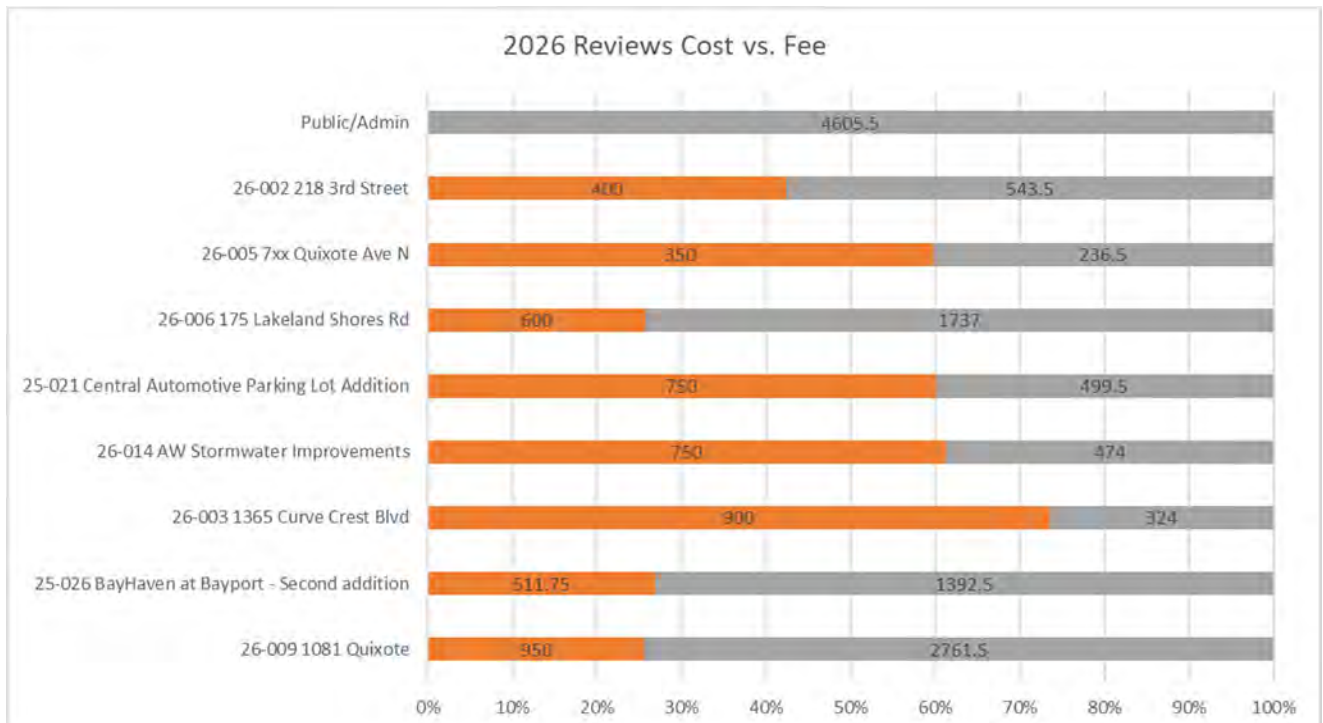


TO: Middle St. Croix WMO Board of Managers
FROM: Matt Oldenburg-Downing, Administrator
DATE: September 29, 2026
RE: 6a.) 2026 Permit Review Workload and Revenue Analysis

The MSCWMO conducts reviews of building permits submitted to member communities and recommends steps to be taken to ensure compliance with the MSCWMO standards that have been adopted by these communities. To fulfil this activity MSCWMO budgeted \$7,000 in 2026 and required a review fee by non-public entity applicants. The board has approved a fee schedule that scales with the size and scope of proposed projects to offset the cost of the review.

2026 review workload through September totaled ~\$22,000 of labor costs. Review fees totaling \$5,211.75 have been secured. The associated costs of review time for all projects has resulted in a deficit. Time spent where no application has been formally received, or on reviews of public entity projects, cannot be recouped. MSCWMO can invoice member communities for time spent on formal applications.

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. A summary graph has been prepared detailing the fee vs. actual total cost for each project review. Invoices for consideration in 2026 are displayed in gray (excluding Public/Admin). Total revenue recommended for recovery under current policy is \$6,434.50. Staff is recommending revenue recovery totaling \$7,408.



MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland



MSCWMO PROJECT REVIEW PROCESS

Applications for qualifying projects shall be submitted for full review to the MSCWMO administrator at least 21 days prior to the scheduled meeting date of the MSCWMO Board. Late submittals or submittals with incomplete exhibits will be scheduled to a subsequent meeting date. Comments will be returned to the member community within 30 days of receipt of a complete application.

Member communities may require a pre-application meeting. The following table contains the pre-application meeting deadline, submittal deadline, and board meeting dates for 2027.

2027 PROJECT REVIEW IMPORTANT DATES

Pre-Application Meeting Deadline*	Submittal Deadline	MSCWMO Board Meeting
December 17, 2026	December 24, 2026	January 14, 2027
January 14, 2027	January 21, 2027	February 11, 2027
February 11, 2027	February 18, 2027	March 11, 2027
March 11, 2027	March 18, 2027	April 08, 2027
April 15, 2027	April 22, 2027	May 13, 2027
May 13, 2027	May 20, 2027	June 10, 2027
June 10, 2027	June 17, 2027	July 08, 2027
July 15, 2027	July 22, 2027	August 12, 2027
August 12, 2027	August 19, 2027	September 09, 2027
September 16, 2027	September 23, 2027	October 14, 2027
October 14, 2027	October 21, 2027	November 11, 2027
November 11, 2027	November 18, 2027	December 09, 2027

** Not required*

MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland



TO: Middle St. Croix Board of Managers
FROM: Brett Stolpestad, Landscape Restoration Specialist, Washington Conservation District
DATE: October 1, 2026
RE: **6c.) CSAH 5 Cash-in-Lieu, McKusick Rd N Pond Sampling**

In 2022 the MSCWMO received \$153,750 from Washington County as cash-in-lieu of on-site stormwater treatment associated with the CSAH 5 Phase 2 Improvement Project, located within MSCWMO boundaries and in the City of Stillwater.

Pond P1072 located near the intersection of McKusick Rd N and Amundson Dr to the north of Lake McKusick was identified in the 2011 *Lake McKusick Stormwater Retrofit Assessment* as a retrofit candidate to reduce pollutant loading to Lake McKusick. This would be achieved through excavation of up to three feet or approximately 555 cubic yards of sediment to increase storage capacity and remove legacy sediments with high nutrient or pollutant content. The project is included in Targeted Implementation Plan Table 6.6 of the MSCWMO Watershed Management Plan 2025-2035 (p. 104).

Pollutant concentration and elevation data is needed to define the project scope, estimate costs, and quantify the water quality benefits of the identified project. This data will be collected through sediment core sampling and lab testing in accordance with MPCA standards, and surveying to measure existing elevations.

The WMO Administrator requests board approval to encumber \$6,900 cash-in-lieu for technical oversight and development of a sampling design based on existing elevation data and available records, field sampling and surveying, lab testing fees, and results analysis.

Project Estimate	
Activity Description	Estimated Cost
Technical oversight (WCD staff time)	\$400.00
Soil sampling and pond surveying (WCD staff time or contracted services)	\$2,000.00
Lab fees for soil core testing	\$3,200.00
Results analysis (WCD staff time)	\$400.00
Subtotal	\$6,000.00
Project Contingency (15%)	\$900.00
Total	\$6,900.00

Requested Board Action: Motion by Board Member 1, seconded by Board Member 2, to approve encumbrance of \$6,900 cash-in-lieu for McKusick Rd N sampling and surveying.

MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland



TO: Middle St. Croix WMO Board of Managers
FROM: Brett Stolpestad, Landscape Restoration Specialist, Washington Conservation District
DATE: September 30, 2026
RE: **7a) Request for Reimbursement – Jackson Stewardship Grant Project**

On January 8th, 2026 the MSCWMO board approved cost-share encumbrance of up to \$500 from the MSCWMO Stewardship Grant program for the installation of a 1,200 sf pollinator garden at the Jackson residence, 13983 55th St N, Stillwater, MN 55082. The landowner completed the project in September, installing 57 native shrubs and perennials with a total project cost of \$505.94.

The landowner requests reimbursement in the amount of \$500.00 for native plant material purchases.

Project Estimate: \$1,471.05
Actual Expenditure: \$505.94
Cost Share Encumbered: \$500.00

Requested Board Action: Motion by Board Member 1, seconded by Board Member 2, to approve reimbursement of \$500 cost share for the installation of the Jackson Stewardship Grant Project at 13983 55th St N, Stillwater, MN 55082.

Location & Photos:



Before (September 2025)



After (September 2026)



TO: Middle St. Croix WMO Board of Managers
FROM: Brett Stolpestad, Landscape Restoration Specialist, Washington Conservation District
DATE: September 30, 2026
RE: **7b) Request for Reimbursement – Halsten Stewardship Grant Project**

On March 12th, 2026 the MSCWMO board approved cost-share encumbrance of up to \$500 from the MSCWMO Stewardship Grant program for the installation of a 550 sf pollinator garden at the Halsten residence, 495 7th St N, Bayport, MN 55003. The landowner completed the project in September, installing 63 native shrubs and perennials with a total project cost of \$524.12.

The landowner requests reimbursement in the amount of \$500.00 for native plant material purchases.

Project Estimate: \$1,500.00
Actual Expenditure: \$524.12
Cost Share Encumbered: \$500.00

Requested Board Action: Motion by Board Member 1, seconded by Board Member 2, to approve reimbursement of \$500 cost share for the installation of the Halsten Stewardship Grant Project at 495 7th St N, Bayport, MN 55003.

Location & Photos:



Before (September 2022)



After (September 2026)



TO: Middle St. Croix Board of Managers
FROM: Brett Stolpestad, Landscape Restoration Specialist, Washington Conservation District
DATE: September 30, 2026
RE: **7c) Conklin Stewardship Grant Request**

Lakeland resident Grant Conklin is applying for a 2026 MSCWMO Stewardship Grant to enhance and stabilize 17 linear feet of river shore/bluff toe at 730 Quixote Ave N. Stewardship Grant funds will be used to reimburse for erosion control materials, native plants, and native seed purchases. The goal of the project is to protect the bluff toe from erosion and increase native vegetative cover above the toe for erosion prevention in conjunction with approved stair construction.

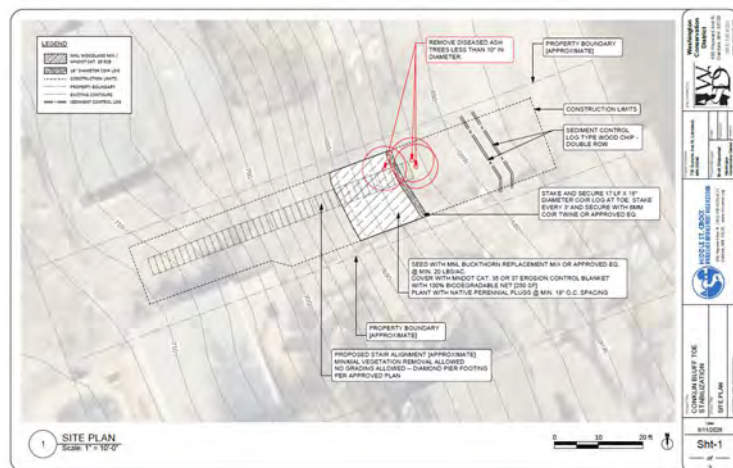
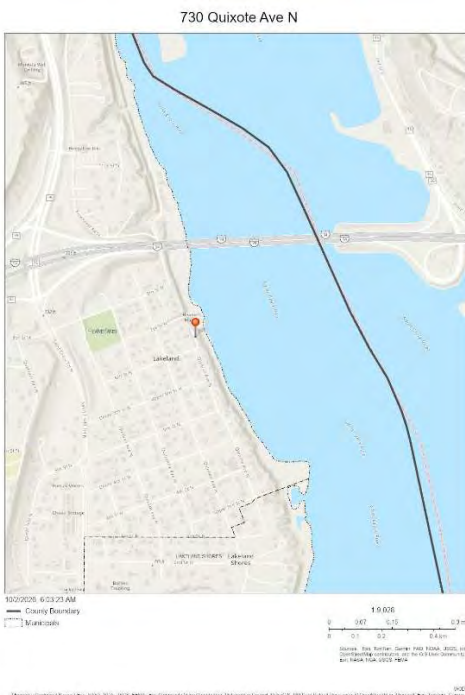
Project Estimate: \$1,510.30

Amount of Phosphorus removed: n/a

Cost Share requested: \$500

Requested Board Action: Motion by Board Member 1, seconded by Board Member 2, to approve encumbrance of \$500 cost share for the Conklin bluff toe stabilization project at 730 Quixote Ave N, Lakeland, MN 55043.

Location & Photos:



MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland



Staff Report- September 2026

Administration

- Prepared meeting materials
- Participated in Lower St. Croix Partnership meetings
- Permit review coordination with communities
- Prepared County Budget Request Materials

Water Monitoring Program

Description: The MSCWMO water monitoring program includes the monitoring of flow at two sites. These sites have equipment that serves to collect data on the total volume of water flowing through Perro Creek at the Diversion Structure, as well as the Perro Creek Diversion Structure Overflow. Water quality samples are collected at the Perro Creek Diversion Structure on a monthly basis and during storm events.

Additionally, the MSCWMO monitors two lakes, Lily and McKusick for several parameters from April-October. Data is collected on both lakes on a biweekly basis and includes: water level, clarity, pH, temperature and dissolved oxygen profiles, an aesthetics and user profile, and field conditions. Additionally, water quality samples are collected from the surface of the lakes and analyzed for total phosphorus, total Kjeldahl nitrogen, and chlorophyll.

Activities This Month: Monitoring equipment is operating at Perro Creek Diversion and Perro Creek Diversion Overflow monitoring sites. Five base flow grab samples, one storm grab sample, and five storm composite samples have been collected. Thirteen lake samples have been collected on both Lily and McKusick Lakes, including two seasonal chloride samples on each lake. Lake elevation gages have been installed and surveyed on Lily Lake, McKusick Lake, and Brick Pond. A citizen volunteer continues to collect elevations at Brick Pond.

Staff: Becca Oldenburg-Downing, WCD

Erosion and Sediment Control Inspections

Description: The MSCWMO has contracted with the WCD to conduct erosion and sediment control inspections for construction projects that have been reviewed and recommended for permit approval by partner communities. The WCD also maintains an ArcGIS Online based database for project plan review tracking, erosion control inspection, and BMP implementation and maintenance activities.

Activities This Month: Most sites have finished work or have only minor work occurring, and are in good condition going into fall. Nearly all inspection funds have been expended for the year. Inspection of recent rip rap stabilization projects on the St. Croix River over the last two years are scheduled to occur via observation by boat prior to this month's board meeting.

Staff: Aaron DeRusha, WCD

MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland

St. Croix Riverway Violations

Description: The MSCWMO staff have been involved in providing technical support to communities for local St. Croix Riverway Ordinance violations.

Activities This Month: The restoration plan at 175 Lakeland Shores Road is underway. MSCWMO staff also provided recommendations for restoration orders at 569 Quixote, which was discussed at a violation hearing at the Lakeland City council meeting on May 19th. Awaiting response from City staff on status of restitution and compliance to standards.

Staff: Matt Oldenburg-Downing, MSCWMO

BMP Cost-Share Program

Description: The MSCWMO has contracted with the WCD to provide technical services to residents and communities for implementation of stormwater best management practices. The WCD also assists with administration of the WMO's cost-share programs as a means to support and incentivize BMP implementation.

Activities This Month: WCD staff have conducted a total of 20 site visits in 2026. Twelve cost-share applications have been received to date with one new application and two project close-outs in October. A total of \$9,446.41 has been encumbered with \$5,553.59 remaining under the WMO's annual cost-share program budget.

Staff: Brett Stolpestad, WCD

BMP Maintenance

Description: The MSCWMO has a maintenance obligation for its Capital Improvement Projects and projects funded by Clean Water Fund grants. The MSCWMO partners with the Washington Conservation District to fulfill this maintenance requirement.

Activities this month: Lily basin fallen tree clean up, Red Hailstone treatment in Mulberry Ravine. Evaluation of CIPs and 2027 planning.

Staff: Brett Stolpestad, Cameron Blake, WCD

Meetings:

- 313 Quixote Ave Pre-App – September 2nd
- Lower St. Croix Steering Team – September 9th
- Andersen Floodwall Pre-App – September 21st
- 44 St. Croix Trail S Pre-App – September 28th
- 145 Lakeland Shores Rd Pre- App – September 28th

MSCWMO Member Communities

Afton • Bayport • Baytown • Lakeland • Lakeland Shores • Lake St. Croix Beach • Oak Park Heights
St. Mary's Point • Stillwater • West Lakeland