



# Comprehensive Watershed Management Plan

*Policy Committee Meeting Packet*

Date / Time:	May 4, 2023 11:00pm – 1:00pm
Location:	In-Person: Palmer Township Hall – 4180 105 <sup>th</sup> Ave, Clear Lake, MN 55319 Remote option available, use MS Teams Calendar Invite link
Officers:	Chair: Tarryl Clark, Vice Chair: Shelly Binsfeld, Secretary: Jeff Burns
Note Taker:	Stephanie Hatzenbihler
1w1p Website:	<a href="https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/">https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/</a>
Committee Representatives Invited:	Benton County – Scott Johnson, Benton SWCD – Wade Bastian, Meeker County – Danny Schiefelbein, Meeker SWCD – Bob Schiefelbein, Mille Lacs SWCD – Dan Campbell, Sherburne County – Andrew Hulse, Sherburne SWCD – Shelly Binsfeld, Stearns County – Tarryl Clark, Stearns SWCD – Tom Gregory, Wright County – Tina Diedrick, Wright SWCD – Jeff Burns
Individuals Copied:	Policy Committee Alternate Members, Steering Committee Members, Darren Mayers – BWSR, Brad Wozney – BWSR, Keenan Hayes – Mille Lacs County Staff, Robert Pennington – Mille Lacs County Staff, Amy Kowalzek – Morrison County Staff, Brittany Lenzmeier – Stearns SWCD Staff, Shannon Wettstein – Morrison SWCD Staff, Lance Chisolm – Morrison SWCD Staff, Jacob Rischmiller, Paul Marston, Sarah Boser, Julie Blackburn - ISG

## Meeting Preparatory Work

- Review board packet content

## Meeting Objectives

- Receive updates on first Citizen Advisory Committee meeting
- Receive DRAFT Issue Statements, discuss and potentially approve
- Receive information on 1w1p Organizational Arrangements
- Receive and discuss Vision Statement survey results

Meeting Agenda				
Item	Page	Time	Topic	Task
1		11:00	Welcome and Introductions (Chair)	INFO
2	2		Review and approve agenda (Chair)	ACTION
3	3-7		Review and approve 03-24-2023 meeting minutes (Chair)	ACTION
4	8-10	11:10	Project Update (Cibulka) <ul style="list-style-type: none"> <li>• Timeline and Activities</li> <li>• Financial Report</li> <li>• TAC Liaison Report (TAC Liaisons)</li> </ul>	INFO INFO INFO
5	11	11:20	Citizen Advisory Committee Summary (Cibulka & Hatzenbihler)	INFO
6	11	11:35	DRAFT Issue Statements (Cibulka & Hatzenbihler) <ul style="list-style-type: none"> <li>• Intent of Issue Statements</li> <li>• Discuss draft Issue Statements</li> <li>• Consider approval of draft Issue Statements or</li> <li>• Provide recommendations for revisions</li> </ul>	INFO DISCUSS ACTION
7	11	12:05	1w1p Organizational Arrangements Presentation (Karen Ebert, MCIT)	INFO
8	11	12:50	Vision Statement Survey Results	INFO
9		1:00	Adjourn	ACTION

## Supplemental Items

- [Watershed Highlight \(page 12\)](#) – A featured program, project, or activity from project partners.
- [Project Boundary \(page 14\)](#) – Project boundary map which may be a useful reference.
- [Policy Committee Meeting Norms and Guidelines \(page 15\)](#) – Best practices for MRSC 1w1p meetings.



MISSISSIPPI RIVER  
ST. CLOUD  
WATERSHED

# Comprehensive Watershed Management Plan

*Policy Committee Meeting Packet*

## Agenda Item #3: March 24, 2023 Minutes



# Comprehensive Watershed Management Plan

*Policy Committee Meeting Packet*

## Policy Committee Meeting Minutes

Proceedings of the Mississippi River – St. Cloud 1W1P Policy Committee Meeting held on March 24, 2023. Dan Cibulka called the meeting to order at 1:30pm.

<b>Date / Time:</b>	March 24, 2023 1:30pm – 3:30pm
<b>Location:</b>	In-Person: Sherburne History Center 10775 27th Ave SE Becker, MN 55308 Virtual: <a href="https://us02web.zoom.us/j/84245464494">https://us02web.zoom.us/j/84245464494</a>
<b>Note Taker:</b>	Stephanie Hatzenbihler, Stearns SWCD
<b>1w1p Website:</b>	<a href="https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/">https://www.millelacsswcd.org/1w1p/mississippi-river-st-cloud-watershed-plan/</a>
<b>Voting Members Present:</b>	<b>Benton County</b> – Scott Johnson, <b>Sherburne County</b> – Andrew Hulse, <b>Sherburne SWCD</b> – Shelly Binsfeld, <b>Stearns County</b> – Tarryl Clark, <b>Stearns SWCD</b> – Tom Gregory, <b>Wright County</b> – Tina Diedrick, <b>Wright SWCD</b> – Jeff Burns, <b>Meeker SWCD</b> – Bob Schiefelbein, <b>Benton SWCD</b> – Wade Bastian, <b>*Meeker County</b> – Danny Schiefelbein (non-voting)
<b>Alternate Voting Members Present:</b>	<b>Mille Lacs SWCD</b> – Kurt Beckstrom <b>*Sherburne County</b> – Raeanne Danielowski (non-voting)
<b>Voting Members Absent:</b>	<b>Mille Lacs SWCD</b> – Dan Campbell
<b>Partners and Staff Present:</b>	Policy Committee Alternate Members, Steering Committee Members, Darren Mayers – BWSR, Brad Wozney – BWSR, Stephanie Hatzenbihler – Stearns SWCD staff, Alicia O’Hare – Wright SWCD staff, Emily Forbord – Benton SWCD staff, Gerry Maciej – Benton SWCD staff, Francine Larson – Sherburne SWCD staff, Dan Cibulka – Sherburne SWCD staff, Becky – Stearns County staff, Jacob Rischmiller- ISG, Stephanie Souer – Mille Lacs SWCD staff, *Kyle Weimann – Stearns SWCD staff

\*Individuals joined via Zoom virtually.

### Welcome and Introductions.

1. **Name, LGU.** Introductions of Policy Committee (PC) members, partners, and staff.



# Comprehensive Watershed Management Plan

## *Policy Committee Meeting Packet*

### Review and Approve Agenda.

1. Approve Meeting agenda. **Motion by Clark to approve meeting agenda as presented with the addition of a brief update on the Excel Energy Nuclear Power Plant; second by Johnson.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom. Opposed: None. **Motion carried.**
  - a. Burns requested adding a brief update on the Xcel Energy Nuclear Power Plant in Monticello Tritium leak at the end of the agenda.

### Officers Election. *Wade Bastian joined the meeting.*

1. During the December 19, 2022 Policy Committee meeting, Witter nominated Tarryl Clark for the position of Chair and Binsfeld nominated Jeff Burns for the position of Chair. During the March 24, 2023 Policy Committee meeting, Clark accepted the nomination. Burns declined the nomination. Cibulka called for nominations for the position of Chair three times and no additional nominations were made.
  - a. **Motion to elect Clark as Chair.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried.**
2. During the March 24, 2023 Policy Committee meeting, Clark called for nominations for the position of Vice Chair and Gregory nominated Binsfeld for the position of Vice Chair. Binsfeld accepted the nomination. Clark called for nominations for the position of Vice Chair three times and no additional nominations were made.
  - a. **Motion to elect Binsfeld as Vice Chair.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried.**
3. Discussion on liaison role assignment for chair and/or vice chair to Technical Advisory Committee (TAC) meetings. Recommendation to have electronic sign-up sheet for policy committee members serve as liaison to attend TAC meetings which occur on the 2<sup>nd</sup> Tuesday of the month in the afternoons at the Sherburne History Center.
  - a. **Motion by Hulse to have an electronic sign-up sheet for policy committee members to select dates to serve as liaison and attend the TAC meetings; Johnson seconded.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried.**
4. During the March 24, 2023 Policy Committee meeting, Clark called for nominations for the position of Secretary and Burns nominated Burns. Burns accepted the nomination. Clark called for nominations for the position of Secretary three times and no additional nominations were made.
  - a. **Motion to elect Burns as Secretary.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried.**

### Review and approve 12-19-2022 meeting minutes.

1. Approve meeting minutes. **Motion by Burns to approve meeting minutes as presented; second by Hulse.** Affirmative: Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Abstained: Johnson. Opposed: None. **Motion carried.**

### Bylaws and Open Meeting Law (Cibulka)

1. Bylaws have been finalized and provided to all policy committee members.
2. Open Meeting Law. The Policy Committee agreed to follow open meeting law and that is reflected in the Memorandum of Agreement. MCIT representatives were present to answer questions.
  - a. 3-day calendar notice required if you plan to attend virtually and have voting rights. Notice the location where you plan to attend from and share that location publicly. Active travel in a car or other transportation method is not eligible.
  - b. Hulse recommended posting on bulletin board at Sherburne History Center (regular meeting location) and on Sherburne SWCD website. Policy Committee members planning to attend virtually should notify Dan and their jurisdiction staff.



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## *Policy Committee Meeting Packet*

### **Project Update (Cibulka & Maciej)**

1. **Timeline & Activities (Cibulka)** Formal Kickoff meeting and formal notifications completed, preliminary review of water resource narrative is completed, work has begun identification and prioritization of resource/issues. The Citizen Advisory Committee (CAC) will be reviewed and is on the agenda for consideration for approval. Beckstrom emphasized the importance of the CAC; Burns inquired about how the meeting scheduled for the CAC will be set. The Policy Committee expressed interest in establishing connections between the CAC and the Policy Committee.
2. **Fiscal Overview (Maciej)** Maciej presented the budget and spending tracking document that will be updated monthly and provided to the Policy Committee during each Policy Committee meeting and will be provided in the meeting packets.

### **Citizen Advisory Committee (Cibulka & Maciej)**

1. **Benton SWCD Letter (Maciej)** Maciej reported on the Benton SWCD approach for selecting their recommended Citizen Advisory Committee member.
2. **Approve Citizen Advisory Committee** Cibulka provided an overview of the citizen members that have been recommended by each partner entity.
  - a. **Motion by Johnson to approve the recommended member list to the Citizen Advisory Committee as presented; Binsfeld seconded.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried.**
    - i. Discussion
      1. Encourage efforts to find community members from Mille Lacs and Meeker to fill their unfilled positions on CAC.
      2. If any future vacancies occur, then efforts should be made to fill those positions.

### **ISG Project Update (Rischmiller).**

1. **TAC Progress.** Rischmiller reported that during the March TAC meeting, the members reviewed the Data Aggregation Memo and created a list of issue/resources categories and subcategories. Rischmiller welcomed questions from the Policy Committee and none were brought forward at this time. Rischmiller provided an overview of the Land & Water Resource Narrative, the TAC reviewed the narrative content and recommended the current draft be brought to the PC meeting for review and approval. The intent of bringing this portion of the plan for review is to allow the PC members to review portions of the plan throughout the planning process rather than all at once. Rischmiller welcomed questions and none were brought forward at this time. Burns requested access to google drive with draft planning documents for PC members.

### **Determine Reoccurring Meeting Schedule (Cibulka).**

1. **Committee Meetings.**
  - a. TAC will meet 3<sup>rd</sup> Tuesday of the month in the afternoon
  - b. Steering Committee will meet the 1<sup>st</sup> Wednesday of the month in the afternoon
  - c. **Motion by Bastian to schedule Policy Committee Meetings on the 1<sup>st</sup> Thursday from 11am – 1pm at Sherburne History Center; Hulse seconded.** Affirmative: Johnson, Hulse, Binsfeld, Clark, Gregory, Diedrick, Burns, B.Schiefelbein, Beckstrom, Bastian. Opposed: none. **Motion carried**
    - i. Next meeting is scheduled for Thursday, May 4, 2023 11am – 1pm, location will be announced later as Sherburne History Center is not available, backup location is Palmer Township Hall.

### **Mission & Vision Statement (Cibulka).**



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1. The Policy Committee would like to develop a mission and vision statement. Burns recommended gathering input from the PC and CAC. Beckstrom recommended starting from a template. Binsfeld recommended starting with several keywords. Cibulka provided the Policy Committee members with a mission and vision statement worksheet to assist with brainstorming. Hulse recommended that vision and mission be influenced by data collection.

### **Update on Monticello Nuclear Power Plant leak.**

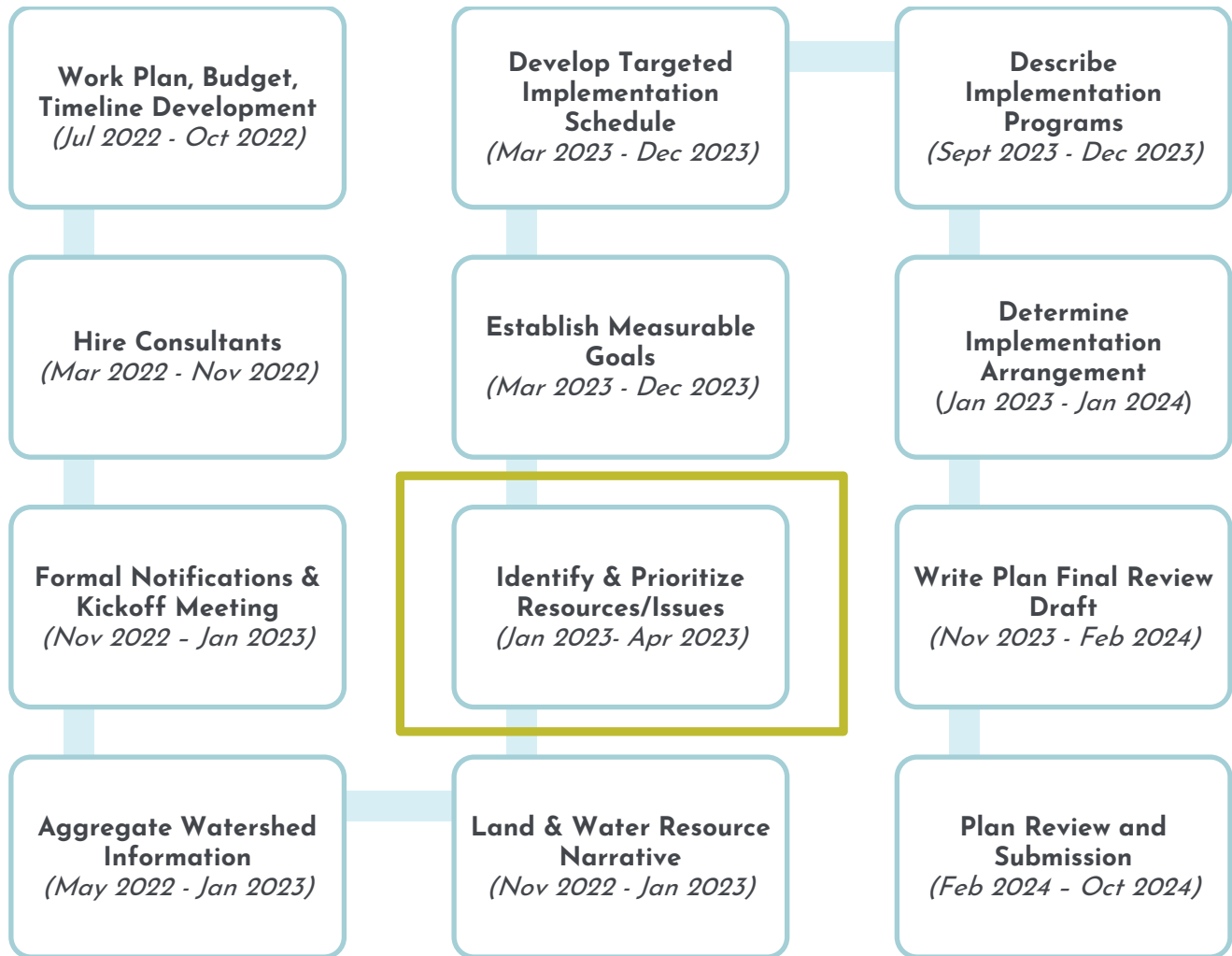
1. Burns provided an update on the Xcel Energy Nuclear Power Plant in Monticello Tritium leak that first occurred back in November 2022; however, there was a delay in notifying the public which has been a cause for concern by the public. Hulse shared a news release that went out this morning, March 24, that Excel Energy is planning to shut down the plant due to the issues with the leak. Burns has copies of a handout about the leak available if anyone is interested.

*Clark adjourned the meeting at 3:00 p.m.*

Respectfully submitted by Stephanie Hatzenbihler, Stearns SWCD Water Plan Coordinator on behalf of Jeff Burns, MRSC Watershed 1w1p Policy Committee Secretary.

## Agenda Item #4: Project Update - Timeline and Activities

### Establish and Maintain Partnership (Nov 2021 - Jun 2024)



Completed Tasks:	Current Tasks:	Next Tasks:
1. Land and Water Resource Narrative	1. Resource/Issue Prioritization 2. Begin Imp Agreement Discussion 3. Engage CAC	1. Measurable Goals 2. Targeting Criteria 3. Implementation Strategies



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## Agenda Item #4 (continued): Project Update - Financial Report

## Mississippi River St. Cloud One Watershed, One Plan Partnership GRANT BUDGET and TRACKING

This document is an attachment to the 1W1P grant work plan and will be put into eLINK.

		LEAD		ESTIMATED COST					
Plan Development Costs		Consultants	Partnership	Total	Mar-23	Total Avail	Total Expenses Nov 2022 - Dec 2023		
<b>Pre-Planning</b>									
Aggregate watershed information	Plan Writer	\$ 7,360.00		\$ 7,360	\$ 385.00	\$ -	\$ 7,360.00		
<b>Planning</b>									
Write the land and water resources narrative	Plan Writer	\$ 6,400.00		\$ 6,400	\$ 4,868.75	\$ -	\$ 6,400.00		
Identify and prioritize resources and issues	Facilitator, Plan Writer	\$ 17,360.00		\$ 17,360	\$ 865.00	\$ 13,847.50	\$ 3,512.50		
Establish measurable goals	Facilitator, Plan Writer	\$ 14,240.00		\$ 14,240	\$ -	\$ 14,240.00	\$ -		
Develop a targeted implementaiton schedule	Facilitator, Plan Writer	\$ 30,520.00		\$ 30,520	\$ -	\$ 30,520.00	\$ -		
Describe implementation programs	Facilitator, Plan Writer	\$ 6,840.00		\$ 6,840	\$ -	\$ 6,840.00	\$ -		
Determine plan administration and coordination	Policy Committee	\$ 1,600.00	\$ 3,280.00	\$ 4,880	\$ -	\$ 4,880.00	\$ -		
Write draft plan for review	Plan Writer	\$ 21,080.00		\$ 21,080	\$ -	\$ 20,310.00	\$ 770.00		
Consultant participation at committee meetings	Plan Writer	\$ 31,580.00		\$ 31,580	\$ 3,250.00	\$ 10,623.12	\$ 20,956.88		
<b>Plan Review and Submission</b>									
Conduct formal review		\$ 14,800.00		\$ 14,800	\$ -	\$ 14,800.00	\$ -		
Write final plan and submit to BWSR		\$ 5,320.00		\$ 5,320	\$ -	\$ 5,320.00	\$ -		
<b>Other Costs</b>									
Expenses: printing, travel		\$ 17,070.00		\$ 17,070	\$ -	\$ 17,070.00	\$ -		
<b>SUBTOTAL: Plan Development</b>		<b>\$ 174,170</b>	<b>\$ 3,280</b>	<b>\$ 177,450</b>					
<b>Administration Costs</b>									
	<b>LGU Lead</b>	<b>Hourly Rate</b>	<b>Hours</b>		<b>Total</b>				
Fiscal Coordination	Benton CD				\$ 4,160	\$ -	\$ 3,898.16	\$ 261.84	
Grant Reporting (Elink)	Sherb CD				\$ 560	\$ -	\$ 560.00	\$ -	
Grant Reporting (Elink)	Benton CD				\$ 1,040	\$ 130.92	\$ 876.35	\$ 163.65	
Note Taking	Stearns CD				\$ 4,400	\$ -	\$ 4,400.00	\$ -	
Policy /Advisory Committee Coordination	Sherb CD				\$ 14,700	\$ -	\$ 10,810.34	\$ 3,889.66	
Outreach Assistance	Stearns CD				\$ 2,200	\$ -	\$ 2,200.00	\$ -	
Website Development & Maintenance	M L SWCD				\$ 5,890	\$ -	\$ 5,678.01	\$ 211.99	
Meeting Expenses (facility, materials, food)					\$ 2,500	\$ -	\$ 2,166.06	\$ 333.94	
Publication Expenses (notices, invitations)					\$ 1,000	\$ -	\$ 1,000.00	\$ -	
<b>SUBTOTAL: Administration</b>					<b>\$ 36,450</b>		\$ 36,450.00	\$ -	
<b>CONTINGENCY (add 10% to final amount)</b>					<b>\$ 21,390</b>		\$ 21,390.00	\$ -	
<b>TOTAL</b>					<b>\$ 235,290</b>	\$ 9,499.67	\$ 191,429.54	\$ 43,860.46	
<b>Actual Grant Amount Received "DATE" (50% Grant Total)</b>							\$ -	\$ -	
<b>ISG's 10% Reduction-withheld-not yet paid but included in Grant Total amount</b>							\$ -	\$ -	



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## **Agenda Item #5: Citizen Advisory Committee Meeting Summary**

The Citizen Advisory Committee will hold a first meeting on May 1<sup>st</sup>, so materials were not available for this board packet.

A summary will be provided at the Policy Committee meeting.

## **Agenda Item #6: DRAFT Issue Statements**

The Citizen Advisory Committee will discuss draft statements on May 1<sup>st</sup> and the Technical Advisory Committee will discuss draft statements on May 3<sup>rd</sup>, so materials were not available for this board packet.

A summary of statements, reviewed by both the CAC and TAC, will be provided at the Policy Committee meeting. Staff are seeking feedback from the Policy Committee on the statements. If the Policy Committee is comfortable to approve the Issue Statements they may elect to do so at this meeting or provide feedback and revisions and consider approval at a future meeting.

**ACTION: Staff are requesting the Policy Committee to provide direction on potential revisions to the Issue Statements or to approve of the draft statements.**

## **Agenda Item #7: Iwlp Organizational Arrangement Presentation**

Karen Ebert, MCIT Senior Staff Counsel for Risk Control, will provide a presentation on various forms of implementation organizational arrangements. This presentation is being provided as an informational item, the MRSC Watershed Collaborative will continue discussions on this topic as our project progresses.

## **Agenda Item #8: Vision Statement**

The Citizen Advisory Committee will complete a Vision Statement exercise on May 1<sup>st</sup>, so materials were not available for this board packet.

A summary of collected input for a MRSC Watershed Collaborative Vision Statement will be provided at the Policy Committee meeting.

## **Watershed Highlight - submitted by Benton SWCD**

### **Mississippi River Sediment Reduction, Northeast St. Cloud**

The City of St. Cloud has had a problem with sediment being transported through several large storm sewer outfalls that go directly to the Mississippi River. The NE St. Cloud drainage area is made up of mostly industrial and commercial lands uses. Industrial land use in this drainage area consists of gravel drives and gravel lot/yard areas, creating a significant amount of sediment in stormwater runoff, with little to no stormwater treatment.



**Figure 1. Drainage coming from the 96-inch outfall in NE St. Cloud. This is from an approximate one-inch rainfall event.**

There have been several BMPs implemented since 2016 to help improve water quality runoff from the 367-acre drainage area. BMPs consisted of two Underground Regional Treatment System (the third is in progress), four Sump Catch Basins, Regenerative Air Street Sweeper, Green Right-of-Way, and the East Germain Bioretention. The Underground Regional Treatment System removes an estimated 10,000 pounds of sediment annually. Each Sump Catch Basin will treat an average area of two to five football fields and remove 1,500 pounds of sediment per year. Targeted Regenerative Air Street Sweeping in the NE drainage area removes an estimated 7,400 pounds of solids per year. The total outcome of these projects will annually treat 22 million gallons of stormwater and prevent over 24,000 pounds of sediment from entering the Mississippi River per year. A secondary benefit from these projects is phosphorus reduction, helping reduce plant and algae growth. These projects were funded by the help of the Clean Water Land and Legacy Amendment and the City of St. Cloud.

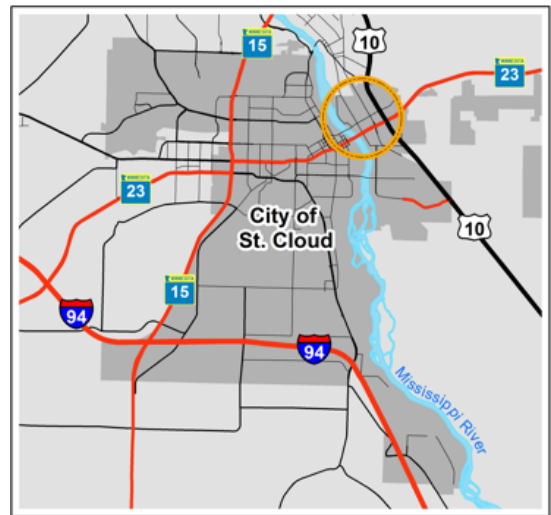


Figure 2. Total reductions and locations of each implemented BMP in NE St. Cloud since 2016.





# Comprehensive Watershed Management Plan

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## Project Boundary



- |                                     |                  |
|-------------------------------------|------------------|
| Planning Boundary                   | HUC 10           |
| Clearwater River Watershed District | HUC 12           |
| Named Lakes                         | County Boundries |
| Large Rivers                        | Streams          |





# Comprehensive Watershed Management Plan

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## MRSC Watershed Policy Committee Meeting Norms and Guidelines

### Process Norms

- Follow Robert's Rules of Order
- Everyone will contribute to the conversation
- Strive for consensus and support the final outcomes/decisions
- Decisions will be based in sound science
- All voices count. All opinions are valid, but offer reasoning behind your thinking
- Ask clarifying questions to seek further understanding
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes

### Preparation Norms

- Meetings will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Request additional information prior to meeting if necessary
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding / providing feedback)

### Communication Norms

- Be respectful and promote open communication
- Listen to understand
- Respect each other's opinions
- Stay on topic and pay attention
- Silence phones and exercise proper meeting decorum