



Who we are as an organization – Mille Lacs SWCD is applying a civic governance approach to SWCD actions and activities. The work of the SWCD and the outcomes of its activities will produce a base of active citizens with common interest in sustainable soil & water conservation. All stakeholders are committed to organize, educate, and apply policy according to principles and standards instituted in democracy.

Frequently Used Acronyms:

(1W1P) One Watershed, One Plan (BWSR program)  
(BMP) Best Management Practice  
(BWSR) Board of Water & Soil Resources  
(CWF) Clean Water Fund  
(FSP) Forest Stewardship Plan  
(JAA) Job Approval Authority  
(JPA, E or C) Joint Powers Agreement, Entity or Collaborative  
(RRWP) Rum River Watershed Partnership  
(MRSC) Mississippi River St. Cloud  
(SRWPP) Snake River Watershed Plan Partnership  
(LGU) Local Government Unit  
(MASWCD) MN Assn. of Soil & Water Cons. Districts

(MLBO) Mille Lacs Band of Ojibwe  
(MLLWG) Mille Lacs Lake Watershed Group  
(MLSWCD) Mille Lacs Soil & Water Conservation District  
(NACD) National Association of Conservation Districts  
(NRCS) Natural Resources Conservation Service  
(PFM) Private Forest Management  
(TSA 3) Technical Service Area 3 – SWCD Engineering  
(MAWQCP) MN Ag. Water Quality Certification Program  
(WBIF) Watershed Based Implementation Funds  
(WCA) Wetland Conservation Act  
(WSP) Woodland Stewardship Plan

Mille Lacs SWCD Board Meeting – MINUTES  
Wednesday, May 14, 2025

Mille Lacs County Historic Courthouse, Conference Room D with remote option for the public.

**Members Present:**

Chair, Jake Janski, District 3 – Remote \*  
Vice-Chair, Dan Campbell, District 1  
Member, Robert Hoefert, District 5

**Staff Present:**

District Administrator, Susan Shaw  
Financial Specialist, Pam Kuhn  
Siena Storm, Resource Conservationist

**Members Absent:**

Treasurer, Andre LaSalle, District 4  
Secretary, Tim Braun, District 2

**Participating Guests:**

Commissioner Liaison, Jay Munson

\*Supervisor Janski (District 3) attended remotely from a public location at 1301 N. Market St, Sparta, IL 62286.

**Call To Order & Pledge of Allegiance** – Campbell called the meeting to order at 6:02 PM

**1. Conflict of Interest Declaration**

Policy 2025-01: A conflict of interest whether actual or perceived occurs when someone in a position of trust has competing professional or personal interests and these competing interests make it difficult to fulfill professional duties impartially.

Supervisors were requested to identify any real or perceived conflicts of interest they may have regarding meeting business. The conflict-of-interest declaration form was provided to each for signature.

Janski verbally confirmed he had no conflict of interest.

**2. Approval of Agenda** – (additions and deletions of new business or committee reports)

Additions

- 6.A.7.c.vi Deed Restrictions

**Motion by Hoefert to approve the agenda as amended.** Second by Janski. Affirmative: Janski, Hoefert, Campbell.  
Opposed: none. **Motion carried.**

**3. Open Public Forum**

Policy 2025-02: Board policy limits public forum time for board meeting topics not scheduled within the agenda to 2 minutes per person but allows time extension by board vote.

No NRCS representative was in attendance. Shaw noted the NRCS office is working with a private company to do outreach to people who have never worked with NRCS in the past or may not know they are eligible to participate in programs. The private company reached out to the SWCD to see if we would be a part of it. Shaw indicated we would support it by attending and advertising but not take on a role as host.

**4. Consent Agenda**

- A. Approve April 9, 2025, Regular Meeting Minutes
- B. Administrators leave request May 23-30
- C. Information Only: Partner Reports

**Motion by Janski to approve the consent agenda.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**

**5. Organizational Business** ..... (tabled for June)

**6. Strategic Implementation**

**A. Rum River Watershed**

- 1. Partnership (RRWP) Board - Janski (Braun)/staff
  - a. Implementation Planning Committee (IPC)
- 2. Conservation/Public Outreach Committee (LaSalle/Campbell)
- 3. Watershed-wide Community Conversations (Molly Clyne – lead)
  - a. BWSR WBIF Rum River Watershed Partnership (SOW EI-4) ..... see staff report
  - b. NWTF superfund grant – completed/closed
  - c. Soil Health Education grant
- 4. Private lands protection/easement creation (Molly Clyne/Doug Page – leads)..... see staff report
- 5. Mille Lacs Lake protection efforts (Lynn Gallice – lead)
  - a. Mille Lacs Lake Watershed Group – (Janski/LaSalle)
    - 1. Healthy Land, Healthy Lake event ..... committee report  
Janski reported the event was well attended.
  - b. BWSR WBIF Rum River Watershed Partnership projects
    - i. Mille Lacs Lake project development (SOW PD-1)
    - ii. BWSR WBIF RRWP (SOW UBMP-3) amendment #3  
Authorization and signature needed prior to June 26 RRWP JPE board action.

**Motion by Hoefert to approve authorization and signature prior to June 26 RRWP JPE board action of the BWSR WBIF RRWP (SOW UBMP-3) amendment #3 to release project funds back to the Rum River Watershed partnership.** Second by Janski. Affirmative: Janski Hoefert, Campbell. Opposed: none. **Motion carried.**

- 1. Cancel Contract-Paul Rodrigez gully stabilization project, contract # WBIFC23-3265-1. The landowner wishes to cancel the contract due to alterations to neighboring property that will interfere with the success of the gully stabilization

**Motion by Janski to approve canceling Paul Rodrigez gully stabilization project contract #WBIFC23-3265-1 in the amount of \$18,299.25.** Second by Hoefert. Affirmative: Janski Hoefert, LaSalle, Campbell. Opposed: none. **Motion carried.**

- 2. Cancel Contract-Thomas Keulbs shoreline restoration project, contract # WBIFC23-3265-2. The landowner wishes to cancel the contract due to preferring a rock retaining wall instead

of TSA design using native vegetation. Mr. Kuelbs will install a rock retaining wall and a native plant buffer using his own funds and **no** cost-share.

**Motion by Hoefert to approve canceling Thomas Keulbs shoreline restoration project contract #WBIFC23-3265-2 in the amount of \$4,875.99.** Second by Janski. Affirmative: Janski, Hoefert, Campbell. Opposed: none. **Motion carried.**

- 6. Groundwater/drinking water safety (Lynn Gallice – lead)
  - a. Central ML Co Targeted Well Sealing FY23 grant (C23-6045)
  - b. BWSR WBIF Rum River Watershed Partnership projects
    - i. Well sealing (SOW 2023 well sealing & groundwater PD)
      - 1. Well sealing contracts may be presented pending landowner decisions  
**No contracts were presented.**
  - c. MDH Well water testing grant FY23 ..... see MDH correspondence  
MDH complemented the MLSWCD and Lynn Gallice specifically for the work done on this project.
  - d. MDH Well water testing grant FY25
    - 1. **The district has been awarded another grant from MDH to continue well water testing in the amount of \$49,962.00 targeting the Mille Lacs Lake area.**

**Motion by Hoefert for administrator to DocuSign grant agreement for MDH FY25 GRAPS AI, SWIFT Contract #268402.** Second by Janski. Affirmative: Hoefert, Jake Campbell. Opposed: none. **Motion carried.**

- 7. Agriculture/Soil Health (Siena Storm – lead)
  - a. No-till equipment ..... see staff report
  - b. Equipment liaison (Braun)
  - c. BWSR WBIF Rum River Watershed Partnership projects ..... see staff report
    - i. Bogus Brook feedlot management (SOW PAS5)
    - ii. West Branch & Bogus Brook landowner interest survey (SOW PD-1)
    - iii. Bogus Brook drainage management (SOW PD-1)
    - iv. Soil Health promotion (SOW PD-1) ..... see staff report
    - v. Soil Health Cost Share Practices (SOW Soil Health) ..... see staff report
    - vi. Structural Ag (SOW Rural BMP)

Funding is being made available by the RRWP under a Statement of Work 2023-MLSWCD-RuralBMP's to the Mille Lacs SWCD to construct a W. Branch Rum River, Schafer Gully Stabilization in a field in Mille Lacs County. The project was initially to be contracted and installed with technical assistance and funding through the Benton SWCD because the landowner lives in Benton County and has a longstanding relationship with the Benton SWCD. However, a deed restriction is required by the Rum partnership per policy when using partnership WBIF funds. The Benton County attorney informed the Benton SWCD that a deed restriction for a contract held by Benton SWCD could/should not be placed outside the county of jurisdiction. Therefore, the proposal is for the Mille Lacs SWCD to hold the SOW for Ag Rural project construction, and to work with the landowner to put the required deed restriction in place. The Benton SWCD will provide the technical assistance needed for implementation. The SOW will next go to the June 26 Rum Partnership Board meeting for execution.

**Motion by Janski to authorize execution of Statement of Work 2023-MLSWCD-RuralBMP's with the Rum River Watershed Partnership for funds in the amount of \$75,000 toward the construction of an ag BMP.** Second by Hoefert. Affirmative: Janski Hoefert, Campbell. Opposed: none. **Motion carried.**

- d. MDA MAWQCP
- e. Soil Health cost share FY23
- f. Soil Health Staffing grant FY24
- g. Soil Health Delivery FY25

8. Forestry (Molly Clyne – lead)
  - a. MN SWCD Forestry Association (Hoefert)  
MASWCD Liaison (Janski)
  - b. BWSR WBIF Rum River Watershed Partnership
    - i. Forestry Stewardship Coordination (SOW EI-4) ..... see staff report
  - c. LCCMR Tree Planting Grant (ID 2022-260) ..... see staff report
    - i. **Motion by Hoefert to approve Administrator execution of grant amendment to extend through May 1, 2028, for FY23 LCCMR Pilot Tree Planting grant #P23-2942.** Second by Janski. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
    - ii. MLBO grant component (pass thru funding) P23-2943 in the amount of \$64,000 will not be implemented per agreement between SWCD and MLBO staff. Shaw reported that these pass through funds will not be used by the tribe and will simply be returned to BWSR. It was agreed by all involved that this was the best action. The use of the funds as originally imagined turned out to be a poor fit and other funding is available to accomplish tree planting on tribal land.
    - iii. **Motion by Janski to approve reimbursement payment to Terry Gores at a flat rate of \$300 under contract P23-2942-WSP-07 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
    - iv. **Motion by Hoefert to approve reimbursement payment to Michael Jorgensen at a flat rate of \$300 under contract P23-2942-WSP-10 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.** Second by Janski. Affirmative: Janski, Hoefert, Campbell. Opposed: none. **Motion carried.**
    - v. **Motion by Janski to approve reimbursement payment to Craig Sanders at flat rate of \$300 under contract P23-2942-WSP-11 for a Woodland Stewardship Plan written, based on a not to exceed rate of \$300 for an eligible plan.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
    - vi. **Motion by Hoefert to approve Contract P23-2942-WSP-12 with Ryan Beasley for cost assistance to have a Woodland Stewardship Plan written that would be reimbursed at a flat rate of \$300, based on a not to exceed rate of \$300 for an eligible plan.** Second by Janski. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
    - vii. **Motion by Janski to approve Contract P23-2942-WSP-13 with Joe Toth for cost assistance to have a Woodland Stewardship Plan written that would be reimbursed at a flat rate of \$300, based on a not to exceed rate of \$300 for an eligible plan.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
  - d. Tree planter equipment rental program ..... see staff report
    - i. Purchase of new tree planter - Final payment and tree planter pickup in progress .....info  
Shaw noted we are now in possession of the new tree planter and is ready for renting out.
  - e. US FWS NOFO 3 grant (under federal hold)

**B. Snake River Watershed**

1. Plan Partnership (SRWPP) Board - Hoefert (Braun)/staff ..... board rep/staff report
  - a. Steering Committee report (Shaw)  
Shaw reported that the steering committee held discussion regarding practices, deed restriction policies and how to fund projects crossing watershed boundaries.
2. Conservation/Public Outreach Committee (LaSalle/Campbell)
3. Stream/shoreland protection (Lynn Gallice – lead)

4. Groundwater/drinking water safety (Lynn Gallice – lead)
  5. Agriculture/Soil Health (Siena Storm – lead)
    - a. Outreach/project development (SRWPP WBIF FY24) ..... see staff report
  6. Forestry (Molly Clyne – lead)
    - a. Outreach/project development (SRWPP WBIF FY24)
- C. Mississippi River - St. Cloud Watershed**
1. Partnership Board - Campbell (Hoefert)/staff ..... board rep/staff report
    - a. Draft sub agreements and statement of work templates.....discussion  
Campbell reported that he attended. Reviewed sub agreements and statement of work templates with the board.
    - b. Deed Restriction vs Recording of projects - policies (Campbell/Storm/Shaw) .....discussion  
Campbell indicated that the MSRS is looking for information from surrounding counties to find out if deed restrictions applied to projects paid for with public funds are necessary or not. Hoefert mentioned a past project with ML SWCD that was torn out while under contract. The funds were never recovered because no deed restrictions were in place. Shaw provided an explanation of what a deed restriction is and noted that a deed restriction follows the property if it changes ownership, while a contract is with the original landowner. Janski suggested revamping district policy.  
Discussion held.
    - c. Steering Committee report (Siena Storm – lead)
  2. Conservation/Public Outreach Committee (LaSalle/Campbell)
  3. Stream/shoreland protection
    - a. BWSR WBIF MRSC FY25 - Battle Brook (Siena Storm– lead)
  4. Groundwater/drinking water safety (Lynn Gallice – lead)
  5. Agriculture/Soil Health (Siena Storm – lead)
    - a. BWSR WBIF MRSC FY25 – Nonstructural soil health management
  6. Forestry (Molly Clyne – lead)
    - a. BWSR WBIF MRSC FY25
- D. Miss/Sartell (MR-Sartell) 1W1P Planning Partnership .....no planning role**
1. Forestry (Molly Clyne – lead)
- E. Other Programs and Grants**
1. Promotional Efforts/Information/Outreach
    - a. Conservation/Public Outreach Committee - LaSalle & Campbell (Janski)
    - b. Conservation tree sale (Pam Kuhn – lead) ..... report  
Kuhn provided a tree summary and reported revenue in the amount of \$3,191.33. A total of 300 trees were donated between the City of Milaca and the City of Princeton.
  2. Area 3 Envirothon program ..... Janski report  
Janski attended the Area 3 Envirothon as a judge and found it interesting and enjoyed the opportunity of attending. The State Envirothon was held at Wolf Ridge.
  3. BWSR Reinvest in MN (RIM) Easement Stewardship (Siena Storm – lead) ..... see staff report
  4. BWSR Buffer Law Implementation (Siena Storm – lead) ..... see staff report
  5. DNR Observation Well Monitoring (Siena Storm – lead) ..... see staff report
  6. Mille Lacs County Ag Inspector (Lynn Gallice – lead)..... Shaw report  
Shaw provided an update. Storm appointed as Assistant Ag Inspector.
  7. Irrigation Practices to Protect GW Quality & Quantity RCPP (Gallice – lead)
  8. Wetlands Conservation Act
    - a. TEP and Restoration Orders (Shaw/Storm – leads)..... see staff report
    - b. Outreach/Community Conversations (Clyne – lead)..... see staff report
  9. Agricultural BMP Loan Program (Gallice – lead)

**7. District Capacity & Leadership Development**

- A. Personnel
  - 1. Personnel Committee (Janski/LaSalle)
  - 2. Employee handbook policy changes)..... (tabled)
  - 3. MASWCD District Manager Leadership Development Cohort
- B. SWCD Board
  - 1. SWCD Engineering Technical Service Area 3 (LaSalle/Hoefert)
  - 2. Government Relations Committee (Janski/Braun)
  - 3. MASWCD/NE Area 3 Business (Janski-A3 Director).....report  
 Janski reported that the meeting will include Supervisor engagement, staff breakout sessions/resources, discussion with BWSR, TSA, Legislature, Envirothon Quiz with prizes, etc.
    - a. NE Area 3 Summer meeting – confirm attendance June 6 .....update  
 Attendees from ML SWCD will be Janski, Braun, Shaw, Clyne and Storm.
    - b. NE Area 3 Fall meeting
    - c. MASWCD Annual Convention
    - d. Governance 101 Sept 10-11, Holiday Inn St. Cloud..... SAVE the date
  - 4. One on One meetings with the Administrator .....report
  - 5. General Supervisor updates.....info
- C. Civic Partnership Development (Molly Clyne – lead)

**8. Fiscal Capacity**

- A. Financial update ..... (Financial Specialist)  
 Kuhn reviewed the financial reports.
  - 1. **Motion by Janski to approve the treasurer’s report and monthly transactions report which include electronic transfer’s #E25-82 through E25-106, credit card fees and checks written #8183-8190, totaling \$54,592.27 and subject to audit.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**
  - 2. Quarterly Budget to Actual
  - 3. Reconciliation of Bank Statements (Treasurer) .....report  
 Susan reported LaSalle reconciled the accounts, and everything looked good.
  - 4. Finance Committee (LaSalle/Hoefert)

**9. Approved SWCD Meetings & Events**

**Motion by Hoefert to approve supervisor attendance/reimbursement for the following meetings.** Second by Janski. Affirmative: Hoefert, Janski, Campbell. Opposed: none. **Motion carried.**

**Motion by Jake to amend attendance for the Area 3 Summer Meeting to all staff and supervisors.** Second by Hoefert. Affirmative: Hoefert, Janski, Campbell. **Motion carried.**

**Internal Operational Committees**

- A. Finance Committee (Hoefert/LaSalle)
  - 1. Statement reconciliation w/QuickBooks (LaSalle).....monthly
- B. Personnel Committee (Janski/LaSalle)
- C. Conservation/Public Outreach (LaSalle/Campbell)
- D. Equipment liaison (Braun) ..... as needed
- E. Government Relations..... as needed
- F. One on One Meetings with Administrator ..... please schedule monthly as needed

**Partnership Boards**

- G. Rum River Watershed Partnership (RRWP) Board (Janski/Braun) ..... June 26 @ 4:30
  - 1. Implementation Planning Committee (IPC) liaison (Janski)..... June 9 @ 12:30

- H. Snake River Watershed Plan Partnership (SRWPP) Board (Hoefert/Braun) .....May canceled
- I. Mississippi River St. Cloud Watershed Entity (Campbell/Hoefert) ..... June 5 @ 11:00
- J. TSA Area 3 (LaSalle/Hoefert) ..... Jun 25 @ 10:00

**Voluntary Membership Boards**

- K. Mille Lacs Lake Watershed Group (Janski/LaSalle) .....July 21 @ 10:00
- L. MN SWCD Forestry Association (Hoefert).....May-15 canceled

**State and Regional Association Meetings**

- M. MASWCD/NE Area 3 Meetings
  - 1. NE Area 3 Summer Meeting, Cloquet Forestry Ctr .....June 6, 2025
  - 2. NE Area 3 Fall Meeting, Kanabec SWCD Hosts ..... Sept 8, 2025

**10. Evaluate the Meeting**

Shaw reported that staff would write the check to ML county for the purchase of the Chevy Traverse as budgeted.

Dan Campbell will not be in attendance for July 2025 Board Meeting

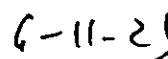
**11. Next Regular Meeting** – June 11, 6PM, Historic Courthouse, Conference Rm D w/public remote option.

During Historic Courthouse construction February 3 ~ May 2025 the building will be accessible but disrupted.

**12. Adjourn** – Vice Chair Campbell adjourned the meeting at 7:58 PM



\_\_\_\_\_  
 Tim Braun, Mille Lacs SWCD Board Secretary



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 Date

Our specific purpose or vision is to organize more sustainable partnership between government and community, by developing and supporting an active role for all citizens in managing soil & water resources, that will ensure soil and water resources can meet the needs and the common good of all citizens.