



Mille Lacs County Historic Courthouse
635 2nd Street SE
Milaca, MN 53535

PH: 320-983-2160
www.millelacsswcd.org

BOARD MEETING MINUTES

Mille Lacs Soil and Water Conservation District

Wednesday, March 11, 2026 at 5:00 p.m.

A regular meeting of the Mille Lacs Soil and Water Conservation District was held at the Mille Lacs County Historic Courthouse, Conference Rm D (lower level).

Members Present

Jake Janski, District 3 – Chair
Dan Campbell, District 1 – Vice Chair
Andre LaSalle, District 4 – Treasurer
Tim Braun, District 3 – Secretary
Robert Hoefert, District 5

Staff Present

Susan Shaw – District Administrator
Pam Kuhn – Financial Specialist

Members Absent

none

Others Present

Barb Zeroth – NRCS DC

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chair Janski called the meeting to order at 5:00 p.m.

2. 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.

Members were requested to identify any potential conflicts of interest they may have regarding the business of the meeting. The conflict-of-interest declaration form was provided to each for signature.

No conflicts of interest were declared.

3. APPROVAL OF AGENDA

Motion by Hoefert to approve the agenda as presented.

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

4. 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 public comment.

5. ORGANIZATIONAL BUSINESS

Consent Agenda

Motion by Campbell to approve the items included in the consent agenda packet. Items included:

February 11, 2026 Regular Meeting Minutes

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

Strategic Plan Guiding Documents

Civic Governance Policy Agenda and Framework (how we do our work)

Consider a 3-year Pilot to continue testing and learning

Janski provided the history behind the Civic Governance Policy to the board by noting the Board received input from staff at the February 9th special board meeting. At the February regular Board Meeting the board had decided to table until the March 11th Board meeting to allow the personnel committee and District Administrator Shaw to work on revising the Civic Governance policy resolution #100-02 and develop a document to help envision what the pilot phase would look like.

LaSalle provided a review of a pilot execution handout developed by the personnel committee and Shaw and provided it in the board meeting packet. The pilot execution document is meant to be used as a MLSWCD Civic Governance pilot guide for staff and board members to understand the expectation. If the decision is made to move forward with a three year pilot, new and existing staff personnel would be expected to behave as an "Active Citizen" which would mean acknowledging their responsibility to contribute to fair, transparent, and accountable decision-making.

During discussion it was pointed out that in a pilot all staff and supervisors are expected to behave as "Active Citizens" (minimum expectation) but that other roles will be voluntary only.

Motion by Braun to adopt the Civic Governance Framework Pilot Implementation Policy #100-02

Seconded by LaSalle.

Approved: Braun, Campbell, LaSalle, Janski.

Opposed: Hoefert.

Motion carried.

Internal Operational Committees

Personnel Committee (Janski/LaSalle)

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Employee Handbook update – BWSR PRAP Grant C26-0092.

District Administrator Shaw provided an update regarding the invoice/statement #81906 from Ratwik, Roszak & Maloney, P.A. dated 2/01/2026. The firm had provided a cost estimate for the purpose of applying for the BWSR PRAP grant to update the MLSWCD personnel handbook. The grant was awarded December 18, 2025. When Shaw reached out to the firm to notify them of the grant award and to engage their services, the firm indicated they had already started reviewing the handbook. An invoice followed. Shaw contacted the firm and let them know that no formal engagement had happened until January and that services provided before 12/18/2025 would not be eligible under the BWSR grant and that MLSWCD would pay for services after that date in the amount of \$416.50.

Motion by LaSalle to authorize payment in the amount of \$416.50 for services rendered after 12/18/2025.

Seconded Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: None.

Motion carried.

Government Relations Committee (Janski/Braun)

Shaw inquired if the committee would like to take a role in the Supervisor election outreach. The board agreed to have Shaw move forward with the elections outreach. Shaw also noted that she will host an SWCD election information booth at the Healthy Land/Healthy Lake Expo as well. Shaw will coordinate with the County regarding filing election posts on Facebook.

Janski and Braun will be attending the MASWCD Legislative Day at the Capitol March 17th – 18th.

Janski thanked Kuhn for setting up the appointments with the legislators and noted they would not be sharing legislative appointments with Isanti and Sherburne due to a scheduling conflict.

General Supervisor updates

Braun shared that he attended the Centra Sota Soil Health meeting held in St. Cloud. Braun acknowledged the MLSWCD presence there and asked if the district has a tablecloth with our logo on it. Shaw informed Braun that we do have a table runner with our logo on it.

Finance Committee (LaSalle/Hoefert)

Reconciliation of Bank Statements (Treasurer)

LaSalle reconciled the March bank statements and reported everything looked good.

Fiscal Capacity

Kuhn presented the March treasurer's report and transactions with the board.

Motion by LaSalle to approve the treasurer's report and monthly transactions report which include electronic transfer's #E26-22 through E26-44, credit card fees and checks written #8281-8290, totaling \$46,097.34 and subject to audit.

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

First National Bank Pledge

Kuhn noted our balance is close to \$750,000.00. First National Bank suggested we add an additional pledge of \$250,000.00 to make sure we are covered if we go over \$750,000.00.

Motion by LaSalle to approve the additional First National Bank Pledge of \$250,000.00.

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

Joint Powers Entity Partnerships

Rum River Watershed Partnership (RRWP)

Implementation Planning Committee (IPC)

Janski reported that the RRWP created an annual report and that BWSR created an e-newsletter Snapshot article. Both will be shared with legislators for Legislative Days at the Capitol.

Janski also reported that the RRWP is considering what may be the best way to utilize the interest they are making with grant funds. Shaw noted IPC staff are developing an FY27 budget for the next round of watershed funding from BWSR. The Mille Lacs County geological atlas project is moving forward.

Local Forestry Technical Team (LFT)

Staff report provided in the board packet.

Ag Technical Team

Staff report provided in the board packet.

Snake River Watershed Planning Partnership (SRWPP)

Partnership Board – Hoefert (Braun)/Staff

Braun and Hoefert attended the meeting and commented on an ag waste project.

Staff report provided in the board packet.

Collaborative Partnerships (voting role)

MN Assn of Conservation Districts (MASWCD) (Janski - ex officio)

Legislative Day at the Capitol (Gov Relations Committee) - March 17-18

MLSWCD actions and activities highlights

Janski requested to have 10 copies of the MLSWCD Annual report, RRWP – Snapshot Article and RRWP Annual Report to share with the legislators.

MASWCD Advocacy Toolkit

Materials provided in board packet

Technical, Financial or Advisory Partnerships (non-voting role)

Mille Lacs Lake Watershed Group (MLLWG) – (Janski/LaSalle)

Janski noted the MLLWG is planning for the Healthy Land/Healthy Lake Expo in May. Shaw noted ML SWCD is planning to be in attendance and possibly hold a Nitrate Clinic.

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Natural Resources Conservation Service (NRCS)

ZerOTH provided an overview of the Local Work Group meeting held on March 4, 2026. Braun noted the meeting was well covered and had staff present.

Mille Lacs County (Comr. Liaison Munson) – No report

6. STRATEGIC IMPLEMENTATION

Shoreland

Natural Shorelines Public Dialogue (Molly Clyne – lead)

Staff report provided in the board packet.

BWSR WBIF RRWP (Type B outreach grant #) (Molly Clyne – lead)

Boat wake flyers – Minuteman Press invoice #43535 dated 02/27/2026 in the amount of \$97.49.

Boat wake flyers to be provided to Rum partners.

Motion by LaSalle to approve payment of Minuteman Press invoice #43535 dated 02/27/2026 in the amount of \$97.49.

Seconded by Campbell.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

Staff report provided in the board packet.

Stormwater

Wetlands Conservation Act

Staff report provided in the board packet.

Agriculture/Soil Health

Staff report provided in the board packet.

BWSR Soil Health Delivery FY25

Authorized execution of grant agreement P26-0830 for \$20,000. New requirement – 10% local match.

Motion by Campbell to authorize Shaw to execute grant agreement P26-0830 for \$20,000 with the new requirement of 10% local match.

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

RCPP Irrigation Practices to Protect GW Quality & Quantity

Request was received by the MLBO to cancel contract #P23-1461-MLSWCD-1 due to a number of complications including the loss of staff needed to proceed.

Motion by Hoefert to approve cancellation of contract #P23-1461-MLSWCD-1.

Seconded by Braun.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

Forests (Molly Clyne – lead)

Staff report provided in the board packet.

LCCMR Tree Planting Grant (ID 2022-260)

Staff report provided in the board packet.

Reimbursement for eligible expenses incurred by Anoka Conservation District for tree planting site prep equipment, invoice #2026016 dated 02/12/26 for \$560.91.

Motion by LaSalle to authorize reimbursement payment to Anoka Conservation District for site prep equipment, invoice #2026016 dated 02/12/26 for \$560.91.

Seconded by Hoefert.

Approved: Hoefert, LaSalle, Janski.

Opposed: none.

Motion carried.

Contract #P23-2942-WSP-15 - Cancel Moscho Family Properties, LLC contract.

Moscho Family Properties, LLC applied for a Woodland Stewardship Plan Cost Share Contract in the amount of \$300.00 and was approved by the Mille Lacs SWCD on 8/13/25. Project was completed and approved for payment by the Mille Lacs SWCD. On March 4, 2026 the Moscho Family Properties, LLC declined the \$300.00 cost share portion of the Forest Management Program contract and are requesting to cancel contract # P23-2942-WSP-15 in the amount of \$300.00.

Motion by Braun to approve cancellation of contract # Contract #P23-2942-WSP-15.

Seconded by LaSalle.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

Contract application P23-2942-WSP-22:

Motion by Braun to authorize creation of contract P23-2942-WSP-22 with Douglas Scholz 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.

Seconded by Campbell

Approved: Hoefert, LaSalle, Janski. Opposed: none.

Motion carried.

Tree planter Equipment Rental Program

MLSWCD has an opportunity to receive the transfer of property of a third tree planter from ML County should the district decide to accept. Shaw reported that MLC may have been donated this tree planter by the UofM Extension Service decades ago. Apparently, MLC Public Works keeps it at the Milaca facility and lets it out to citizens as they request it. Shaw has not seen the equipment and pictures are not available as it's under a snowbank at the moment. Decision to table the discussion until the equipment can be investigated further by staff and Braun.

Other Programs and Grants

Noxious Weed Management – County Ag Inspector (Gallice/Storm)

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Staff report provided in the board packet.

Residential Forest “Let’s Grow Together” Tree sale

Staff report provided in the board packet.

7. APPROVED SWCD MEETINGS & EVENTS

Motion by LaSalle to approve supervisor attendance and reimbursement for the following meetings:

Internal Operational Committees

Meeting	Members	Authorized Rep	Meeting date
Finance	Hoefert and LaSalle	NA	
Statement reconciliation	LaSalle	LaSalle	monthly
Personnel	Janski and LaSalle	Janski and LaSalle	Several if needed
Conservation/Public Outreach		NA	
Equipment Liaison	Braun	NA	
Government Relations	Janski and Braun	NA	
One on one meetings with the Administrator	All Supervisors		as needed

Joint Powers Entity Partnerships (voting role)

Meeting	Members	Authorized Rep	Meeting date
Rum River Watershed Partnership Board	Janski and Braun	Janski	Mar 26 at 4:30pm
Rum Implementation Planning Committee	Janski (liaison)	Save the date	April 13 at 12:30
Snake River Watershed Partnership Board	Hoefert and Braun	Save the date	April 27 at 9:30
Mississippi River-St. Cloud Watershed	Campbell and Braun	Save the date	June 4 at 11:30AM
Technical Service Area 3	LaSalle and Hoefert	LaSalle	March 25 at 10AM

Collaborative Partnerships (non-voting role)

Meeting	Members	Authorized Rep	Meeting date
NE MASWCD Area 3 Envirothon	All	Save the date	May 4
State Envirothon	All	Save the date	May 8
NE Area 3 Summer Meeting – Cloquet Forestry Center	All	Save the date	June 5
NE Area 3 Fall Meeting – Two Harbors	All	Save the date	September
MN SWCD Forestry Association	Hoefert	Hoefert	March 19 at 10AM
Midwest Active Citizenship Initiative (MACI)	TBD	Save the date	November 19

Technical, Financial or Advisory Partnerships (non-voting role)

Meeting	Members	Authorized Rep	Meeting date
Mille Lacs Lake Watershed Group	Janski or LaSalle	Janski	April 17, 2026
Healthy Land, Healthy Lake Event	ALL	Save the Date	May 2

Seconded by Hoefert.

Approved: Hoefert, Braun, Campbell, LaSalle, Janski.

Opposed: none.

Motion carried.

8. EVALUATE THE MEETING

Cadence and structure?

No comments were made.

Did the content of the meeting advance our strategic goals?

No comments were made.

Thoughts on the new staff progress report?

Progress report is good overall.

9. NEXT REGULAR MEETING

Wednesday, April 8, 2026 at 5:00 PM, Historic Courthouse, Conference Rm D w/public remote option.

10. ADJOURN

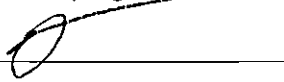
Chair Janski adjourned the meeting at 6:34 PM.

Submitted by: Susan Shaw, District Administrator

Reviewed by: Tim Braun, Board Secretary

Approved by the board on: April 8, 2026

Board Secretary signature: _____



Date: _____