



# Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056  
Phone (651) 674-2333 [www.chisagoswcd.org](http://www.chisagoswcd.org)

## February 13, 2024 REGULAR BOARD MEETING MINUTES

The February Board meeting of the Chisago Soil and Water Conservation District was convened on February 13, 2024, at the North Branch Area Library, 6344 379<sup>th</sup> Street, North Branch, MN 55056. Chair Birkholz called the meeting to order at 8:00 AM.

### ATTENDANCE

Supervisors: Jim Birkholz, Rick Cedergren, Lance Petersen, David Tollberg and Justin Wilson  
Staff: SWCD Administrator Craig Mell

### AGENDA

Motion by Wilson and seconded by Petersen to approve the agenda as presented. Motion carried.

### CONSENT AGENDA

Motion by Cedergren and seconded by Tollberg to approve the Consent Agenda. Motion carried.

### CORRESPONDENCE/PUBLIC COMMENT

Motion by Wilson and seconded by Cedergren to approve Supervisors and staff attendance at the following meetings:

- MASWCD 2024 Legislative Briefing and Reception, March 12, 4:30-8:00 PM, Radisson Hotel, St. Paul Downtown.
- MASWCD Area 4 Spring Meeting, Tuesday, March 26, 9:00-noon, Ramsey County Public Works Facility located in Arden Hills.

Motion carried.

### STAFF/SUPERVISOR REPORTS

Administrator Mell reviewed the SWCD activities of the past month. No board action taken at this time.

### COST SHARE PROGRAMS

#### Chisago SWCD Cost Share Policy

Motion by Wilson and seconded by Tollberg to approve the Chisago Soil and Water Conservation District 2024 Cost Share Policy as presented. Motion carried.

#### Project Certification – Enhanced Street Sweeping

Motion by Tollberg and seconded by Wilson to approve the following two project certifications:

1) Contract #: LSC WBIF NS Urban 23-01

- Conservation Practice: Enhanced Street Sweeping
- Total Project Cost: \$5,000
- Cost Share Payment: \$5,000 FY23 Lower St. Croix Watershed Based Implementation Funds
- Technical Representative: Casey Thiel, Chisago SWCD

- 2) Contract #: LSC WBIF NS Urban 23-02
- Conservation Practice: Enhanced Street Sweeping
  - Total Project Cost: \$5,000
  - Cost Share Payment: \$5,000 FY23 Lower St. Croix Watershed Based Implementation Funds
  - Technical Representative: Mike Sandager, Comfort Lake Forest Lake Watershed District
- Motion carried.

**Cost Share Request – Clean Water Fund Soil Health Grant**

Motion by Wilson and seconded by Cedergren to approve the following three flat-rate contracts:

- 1) Contract #: CWF SH C 23-12
- Conservation Practice: 327 Conservation Cover (Pollinator Species)
  - Total Acres: 7.2 acres
  - Cost Share Requested: \$3,600 FY22 LSC Soil Health Grant (C22-7318)
  - Contract Expiration Date: November 30, 2025
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD
- 2) Contract #: CWF SH C 23-13
- Conservation Practice: 329 Residue and Tillage Management No-Till
  - Total Acres: 41.4 acres per year (3-year contract)
  - Cost Share Requested: \$2,484 FY22 LSC Soil Health Grant (C22-7318)
  - Contract Expiration Date: November 30, 2025
  - Technical Representative: Jacquelynn Olson, Chisago SWCD
- 3) Contract #: CWF SH C 23-14
- Conservation Practice: 327 Conservation Cover (Pollinator Species)
  - Total Acres: 13.1 acres
  - Cost Share Requested: \$6,550 FY22 LSC Soil Health Grant (C22-7318)
  - Contract Expiration Date: November 30, 2025
  - Technical Representative: Mary Jo Youngbauer, Chisago SWCD

Motion carried.

**Cost Share Request – Clean Water Fund FY21 Sunrise River Phase II Lower St. Croix CWMP Implementation Grant**

Motion by Petersen and seconded by Wilson to approve the following flat-rate contract:

- 1) Contract #: SR 21-02
- Conservation Practice: Enhanced Street Sweeping
  - Total Miles: 70 miles per year (3-year contract)
  - Cost Share Requested: \$21,000 CWF FY21 Sunrise River Phase II Lower St. Croix CWMP Implementation Grant (C21-1088)
  - Contract Expiration Date: November 30, 2024
  - Technical Representative: Casey Thiel, Chisago SWCD

Motion carried.

**OLD BUSINESS**

No Board action taken at this time.

**NEW BUSINESS**

**Lower St. Croix Watershed Partnership FY23 WBIF Grant Amendment**

Motion by Cedergren and seconded by Petersen to approve an amendment to the FY23 Watershed Based Implementation Fund work plan to include \$167,615 in supplemental grant funds and to

authorize the LSC Steering Committee to direct these supplemental funds toward the Activity(s) that most effectively meet the goals of the Lower St. Croix Comprehensive Watershed Management Plan. Motion carried.

Motion by Wilson and seconded by Petersen to approve the Lower St. Croix Watershed Partners FY23 Watershed Based Implementation Funds Grant Agreement Amendment to include the \$167,615 in supplemental grant funds with the MN Board of Water and Soil Resources and to authorize District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this grant agreement. Motion carried.

**National Fish and Wildlife Foundation Grant Agreement**

Motion by Tollberg and seconded by Wilson to approve the National Fish and Wildlife Foundation grant agreement (Grant ID 2007.24.080874) for \$250,000 and to designate District Administrator Mell to be the grantee's authorized representative, which includes signing all documents related to this contract. Motion carried.

**BWSR Grant Programs – Soil Health Grants Update**

Administrator Mell provided the Board with an update on the BWSR 2024 Soil Health Grants. No Board action taken at this time.

**SWCD Planning Session**

Administrator Mell provided the Board with an update on the March 12<sup>th</sup> SWCD Planning Session. No Board action taken at this time.

**2023 Financial Audit Contract**

Motion by Tollberg and seconded by Wilson to approve a contract for \$4,500 with Peterson Company, LTD, to complete the 2023 financial audit of the Chisago SWCD. Motion carried.

**Chisago SWCD Supervisor Districts**

Motion by Petersen and seconded by Cedergren to adopt resolution #2024-02-01 to define Supervisor Districts for the purpose of nomination for election. Motion carried.

RESOLUTION NO. 2024-02-01

RESOLUTION TO  
DEFINE SUPERVISOR DISTRICTS FOR PURPOSES OF NOMINATION FOR ELECTION

WHEREAS, pursuant to Minnesota Statutes section 103C.311, Subd 1, the Board of District Supervisors is required to, with approval of the State, divide the Chisago Soil and Water Conservation District into 5 supervisory districts for purposes of nomination for election of the five supervisors to the Board of District Supervisors.

WHEREAS, the current supervisor districts have been referenced by name of city and township, and certain townships on which the supervisor districts were based no longer exist as a result of recent annexations.

WHEREAS, it is necessary to identify and update the boundaries of each supervisor district to ensure that persons qualify as being a resident of the supervisor district from which he or she is elected.

NOW THEREFORE BE IT RESOLVED, the Board of District Supervisors for the Chisago Soil and Water Conservation District sets the boundaries of the five supervisor districts for purposes of filing an affidavit of candidacy for election, as depicted on the attached map of SWCD Supervisor Districts and described as follows:

1. District #1 consists of all of Nessel Township, Fish Lake Township, and Rushseba Township and all of the city of Rush City, as found in:

Township 37N, Range 22W, Sections 1-36.

Township 37N, Range 21W, Sections 1-36.

Township 37N, Range 20W, Sections 4, 5, 6, 7, 8, 17, 18, 19, 20, 29, 30, 31.

(Only the portions of these sections that are in Chisago County, State of Minnesota)

Township 36N, Range 22W, Sections 1-36.

2. District #2 consists of all of the city of North Branch and portions of the cities of Harris, Chisago City, and Stacy, as found in:

Township 36N, Range 21W, Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 27, 28, 29, 30, 31, 32, 33, 34.

Township 35N, Range 21W, Sections 1-36.

Township 34N, Range 21W, Sections 1-36.

3. District #3 consists of all of Sunrise Township and Amador Township and portions of the city of Harris, as found in:

Township 36N, Range 21W, Sections 1, 2, 3, 10, 11, 12, 13, 14, 15, 22, 23, 24, 25, 26, 35, 36.

Township 36N, Range 20W, Sections 6, 7, 18, 19, 30, 31, 32, 33, 34, 35, 36.

(Only the portions of these sections that are in Chisago County, State of Minnesota)

Township 36N, Range 19W, Section 31.

(Only the portion of this section that is in Chisago County, State of Minnesota)

Township 35N, Range 20W, Sections 1-36.

Township 35N, Range 19W, Sections 4, 5, 6, 7, 8, 9, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31, 32, 33, 34, 35.

(Only the portions of these sections that are in Chisago County, State of Minnesota)

4. District #4 consists of all of Chisago Lake Township and all of the cities of Wyoming and Center City and portions of the cities of Lindstrom, Chisago City, and Stacy, as found in:

Township 34N, Range 20W, Sections 1-36.

Township 33N, Range 21W, Sections 1-36.

Township 33N, Range 20W, Sections 3, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31, 32, 33, 34.

5. District #5 consists of all of Shafer Township and Franconia Township and all of the cities of Shafer and Taylors Falls and portions of the city of Lindstrom, as found in:

Township 34N, Range 19W, Sections 1-36.

(Only the portions of these sections that are in Chisago County, State of Minnesota)

Township 34N, Range 18W, Sections 7, 18, 19, 30.

(Only the portions of these sections that are in Chisago County, State of Minnesota) Township 33N, Range 20W, Sections 1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35, 36.  
Township 33N, Range 19W, Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 15, 16, 17, 18, 19, 20, 21, 22, 27, 28, 29, 30, 31, 32, 33.  
(Only the portions that are in Chisago County, State of Minnesota)

BE IT FURTHER RESOLVED that the District Administrator is directed to forward a certified copy of this resolution and a certified copy of the minutes of the meeting at which this resolution was adopted to the State of Minnesota Board of Water and Soil Resources.

**Annual Report and Annual Plan of Work**

Motion by Wilson and seconded by Cedergren to approve the Chisago SWCD 2023 Annual Report and 2024 Annual Plan of Work as presented. Motion carried.

**Office Building Update**

Administrator Mell provided the Board with an update on the status of the sale of our office building. No Board action taken at this time.

**COMMITTEE REPORTS**

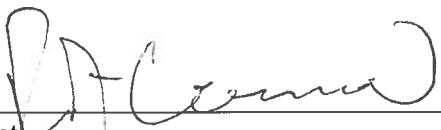
No Board action taken at this time.

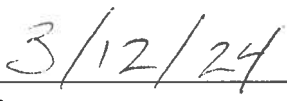
**UPCOMING BOARD MEETING**

The next regular Board meeting is scheduled for Tuesday, March 12, 2024, at 8:00 AM.

**ADJOURNMENT**

Motion by Wilson and seconded by Petersen to adjourn the meeting at 9:48 AM.

  
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Secretary

  
\_\_\_\_\_  
Date