



**White Bear Lake Conservation District
Regular Board Meeting – Approved Minutes**

Feb. 21, 7:00 p.m., White Bear Lake City Hall Council Chambers
(6:00 pm LUC meeting)

1. **Roll Call/Quorum** – Present: Chair Bryan DeSmet, Vice Chair Mark Ganz, Secretary/Treasurer Mike Parenteau, Chris Churchill, Scott Costello, Diane Longville, Meredith Walburg, and Alan Kantrud. Absent: Darren DeYoung and Susie Mahoney. One director position from Dellwood is vacant. A quorum was present.
2. **Call to Order** – The meeting was called to order at 7:01 pm by Bryan DeSmet.
3. **Approval of Agenda** – Motion to approve the agenda was made by Mike Parenteau, seconded and passed.
4. **Approval of Previous Board Meeting minutes** – Motion to approve the January 2023 Board meeting minutes was made by Mark Ganz, seconded, and passed.
5. **Public Comments** – none
6. **New Business** – Bryan DeSmet
 - Approval of general records retention schedule – Motion to approve the General Records Retention Schedule for Minnesota Cities was made by Bryan DeSmet, seconded and passed.
 - Watercraft storage fee (on- and/or off-shore) – WBLCD role and jurisdiction – We received a letter from the City of WBL attorney about fees charged for canoes/kayaks on storage racks that are not physically located in the water. The LUC will revisit our ordinances to see how to clean them up so they're clear to our member communities.
7. **Unfinished Business**
 - Finalize 2023 Executive Board elections – No additional nominees to the Executive Board election were made to the slate announced at the January Board meeting. Motion to approve the nominees – Bryan DeSmet for chair, Meredith Walburg for vice chair, and Mike Parenteau for treasurer – was made by Mark Ganz, seconded and passed.
 - Review of RFBs and selection of a surveying service – We received two bids for surveying service – one from E.G. Rud and Sons for \$9,800 and the other from Widseth for \$14,400. Motion to award the surveying service project to E.G. Rud and Sons was made by Bryan DeSmet, seconded and passed. Any additional questions or services can be discussed with them once they are on-board. The signed contract will be sent with a letter stating to let us know a week or two before they begin work.

- Permit application (Form 5) update review –
 - The LUC needs to meet to review the forms that have been updated by the Permit Application Revision Subcommittee, in addition to other matters. A zoom meeting can be held – Alan and Cheri will set it up.
 - Cheri highlighted some of the changes made to the draft Form 5 that will be discussed further by the sub-committee. The next steps are to finalize Form 5, review and update all of the forms, and clarify the license fee schedule for use in the 2024 season, before bringing the whole package to the Board for approval by mid-summer or before. If Board members have any input they can send comments to Cheri to bring to the sub-committee meeting.

8. Reports/Action Items

- **Executive Committee** –
 - The committee discussed the bids for surveying service, and some of the application form items. Bryan will contact the Rice Creek Watershed District about supporting the WBLCD with a sampling program.
 - The League of Women Voters did some work for the Board 2011 and offered some suggestions on how the Board might improve. Cheri brought those to the committee for review, and then will be brought to the Board.
 - An Annual Designations list is being created which will be brought to the Board for approval next month. Going forward, this list is usually approved in January.
 - Administrator salary – The committee recommended raising the administrator salary from \$24/hr to \$26/hr, beginning March 1. Motion to approve the \$2 raise was made by Bryan DeSmet, seconded and passed.
- **Lake Quality Committee** –
 - 2023 DNR AIS Control Grant Program – Mike applied for the grant and was notified that the WBLCD will receive \$6,750 for survey and treatment of EWM, which will be paid out after work is done and bills submitted. Mike will contract out for the work.
- **Lake Utilization Committee** –
 - 4955 Lake Ave compliance follow-up – Emails sent to the contact information that was found for the owner, who is currently out of the country, bounced back. Chris will bring the certified letter in person to the brother who lives at the residence as an attempt to contact the owner one more time.
 - Letter to Commercial Bay operators – Letters went out to commercial operators regarding the survey that will be conducted, and the dock installation process that will be observed by the WBLCD.
 - Permit applications: The LUC reviewed the following applications, and recommendations were made to the Board, with each voted on individually:
 - Cottage Park Homeowners Association – After being tabled last month, a revised application was submitted to increase the dock length, and number of boats. Motion to approve a permit for a dock length of 250 ft (or to the distance at which the Lake is no more than 4 ft deep, whichever is less), and to keep the boat count at 14 was made by Mark Ganz, seconded and passed.
 - McCartney Estates Homeowners Association – Motion to approve a permit was made by Mark Ganz, seconded and passed.

- Fletcher Driscoll – The permit application was tabled until the requested items – late fee, and insurance information – were received.
 - WBL Fireworks Committee Special Event (July 4) – Motion to approve a permit, and waive the application fee, was made by Mark Ganz, seconded and passed.
 - Conditionally-approved commercial applications status update – Alan will write a letter to Tally’s Dockside and Docks of White Bear Lake regarding requested items that have not been received and are needed to validate their permits.
- **Lake Education Committee**
 - Annual Lake Cleanup (Mar. 11) – Scott Costello invited Board members to participate in the cleanup by joining the Boy Scout troop at Bellaire Beach. Let Scott know, or just show up.
 - Educational Program –
 - This year’s educational program is being discussed, such as putting together a flyer with content that could include Yellow Iris, invasive species update, website information, and roles as lakeshore property owners. The counties can provide us mailing labels of lakeshore property owners. The flyer could be similar to the zebra mussel brochure that the WBLCD created and sent out several years ago.
 - Mike and Scott will attend several RCWD workshops to connect to what they are doing.
 - Social media update – Meredith will post about the ice cleanup and results, the March 6 deadline for icehouse removal, and snowmobiles getting too close to the shore (the limit is 200 ft).

9. Treasurer Reports – Mike Parenteau

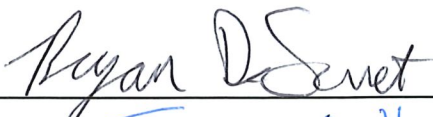

- Approval of February Treasurer’s Report - Motion to approve debit card transaction 4, and checks 4820 to 4825 was made by Mike Parenteau, seconded and passed.
- Accounting support – Motion to approve an additional \$2,000 for accounting support from CHE, LLC, Charisse Letourneau, was made by Mike Parenteau, seconded and passed.
- 2020 audit status – The audit will be ready for review at the March meeting. It will be in pdf form, and they will print as many copies as we would like. Jim Eichten, MMKR, will be asked to present it in person.

10. Board Council Report – Alan looked into getting extra water patrol in the commercial bay area for this summer. He did not get a response from the DNR, but talked with Michael Tombaga, Ramsey County Water Patrol who said they could accommodate us. He could come to talk to us at the next meeting or Alan can talk with him before then.

11. Announcements - none

12. Adjournment – Motion to approve adjournment at 7:38 pm was made by Mark Ganz, seconded and passed.

ATTEST:

Bryan DeSmet, Chair  Date 3-21-2023
 Cheri Howe, Administrator  Date 3/21/2023