



October 8, 2024

To: Morrison County Board of Commissioners
Matt LeBlanc, County Administrator

From: Lake Shamineau Lake Improvement District (LSLID) Board of Directors
Cindy Kevern, LSLID Administrator

RE: Annual Report to Morrison County

This is to provide an update on our activities over the past year, as well as our planned work in the coming year. We also respectfully request approval of the 2025 Lake Improvement District (LID) budget. Following are the items that were approved by the LID members through online and mail-in voting that ended on September 5, 2024, with further detail of the voting results attached:

1. The 2025 Non-Project Operations Budget of \$59,000.
2. The 2025 Aquatic Invasive Species (AIS) Project budget of \$32,000.
3. The 2025 High Water Outlet Project Budget Operations of \$220,000.

Other voting results included:

- Election of Seasonal Residency Directors (2 Seats)
Rick Rosar (incumbent)
Fred Comb (incumbent)
- Election of Permanent Residency Director (1 Seat)
Patricia Tvedt (incumbent)

2024 Activities

During 2024 the LSLID completed the following:

1. **Aquatic Invasive Species (AIS):** Thanks to the Morrison County Board for the Morrison County AIS Grant approved for 2024 in the amount of \$12,550 that included: \$2,800 for Vegetation Surveys, \$3,250 for AIS remediation which was used for chemical treatments and scuba divers, and \$6,500 for the Ambassador program. The LID continued their successful program for control of Aquatic Invasive Species including a targeted survey of the lake to determine areas for treatment, use of herbicide treatments as required, and the use of scuba divers for hand pulling. A recent report showed that no spiny water flea was found in our lake sample, and there are no known zebra mussels in the lake.
2. **LSLID Ambassadors:** With the grant and 2024 budget funding, the Ambassador program continued with ambassadors at both the East and West landings on weekends and holidays. The LID put additional emphasis on recruiting ambassadors and oversight of the program in 2024, and we were successful in hiring Ambassadors that staffed the two landings from early May through Labor Day to educate boat launch users about the cleaning and draining of boats and trailers as well as disposition of used bait. As noted below the total cost exceeded the grant amount received. A report on the Ambassador program is attached and highlights are below:

- There were 4 Ambassadors hired that provided a total of 774 hours of lake access coverage.
 - As an incentive to work the entire summer, a bonus of \$3 per hour for hours worked was provided at the end of the summer.
 - Each ambassador interacted with approximately 15 to 30 boaters during their shift.
 - Some visitors suggested that we consider having spot coverage during the week and have a boat cleaning station similar to the station at the Fish Trap Lake access.
 - There were no violations reported by the ambassadors.
 - For 2024, the total cost of the ambassador program was \$17,802.
3. **Lights at the Landings:** The LID Board of Directors have been researching the installation of lighting at boat landings. The lighting will assist boaters with the cleaning of boats for AIS as they exit the lake in the evening hours. The LID will be concentrating on the installation of motion activated lights at the DNR launch at the west end of the lake. The Board contacted the DNR and other agencies to assist with funding, and the DNR supplied a solar-powered, motion detection light.
4. **Lake Elevation:** The DNR continues to monitor the Lake Elevation and post it on the DNR website. The elevation reading on September 20, 2024, by the DNR was 1276.09 or .99 feet over the Ordinary High High-Water Level (OHWL). As a comparison, the elevation on October 20, 2023, was .59 over the OHW. The Morrison County Sheriff has continued to maintain the 300' No Wake Zone around the lake due to the high-water level.
5. **High Water Project:** The High-Water Outlet Project Plan includes construction of a lake outlet structure and pumping station adjacent to the shoreline at the west end of the lake. From the pumping station, the water will proceed westerly eventually reaching Fish Trap Creek, which becomes part of Todd County Ditch 41 at the properties adjacent to the railroad bridge and continues to the Long Prairie River.

Following are recent High-Water Project updates:

- A contract was awarded to Landwehr Construction for construction of the High-Water Outlet and the LID hired Houston Engineering to oversee the project.
- Temporary financing was acquired for the project to enable construction to proceed.
- Pipe was installed, and ditches were graded and seeded along the route from the west end of the lake to Ditch 41 to take the water to the Long Prairie River.
- The pipe work included installing a gravity flow pipe and manholes along Pulaski Road. In addition, the pipe was bored south along the east side of Highway 10, then under Co Rd 203, and then west under Highway 10.
- The contractor constructed a cofferdam at the inlet area of the lake to allow for dewatering and the installation of the intake structure.
- The pump house has been built and is complete.
- The pump has been installed and tested.

Pipe Repair: In the spring of 2024, after a period of heavy rain, an issue was discovered with a small portion (approximately 60 feet) of the gravity pipe on the west side of Highway 10 near Morrison County line road. Houston Engineering and the LSLID have been working with the contractor to determine a plan and timeline to resolve the issue which will require repair of the piping by the contractor to ensure that water will flow appropriately through the route. The above normal rainfall this spring and summer has created wet conditions in the area delaying the repair process and making it difficult to obtain a speedy resolution. Due to the wet conditions final construction has been delayed beyond the completion date of September 30, 2024. We understand the recent rising water has given property owners concern and we are committed to getting this project completed in a timely fashion.

The LID has been working to ensure the project is completed appropriately and in the best interest of the LID. The wet conditions made it difficult to take a complete set of soil borings in the area as planned, but they were successful in obtaining some test results near the repair site which will assist with identifying the cause and to determine a repair solution. The LSLID has halted payments to the contractor; and the work that was completed in the problem area is under review. Once the repair work is completed, pumping will be able to begin, even in the winter months. Agencies, including Todd County and the DNR, are aware of the status of the project and we will continue to provide updates. When a plan and specific timeline are developed for resolution of the issue, the LID will provide further details.

6. **DNR Funding:** As announced in 2023, the DNR is providing a grant for the project of up to \$3 Million. The LID has been requesting, and has received, reimbursement for 50% of the construction costs through this grant. The amount assessed and charged to each property owner will be reduced by the grant funds.
7. **Communications:** The LID Board of Directors has provided communications through mailings, newsletters, and postings to the LID website. Regularly scheduled and special LID Board meetings are announced on the LSLID website, are open to the public, and notes are posted on the website. The LID website is the official source of information and meeting announcements and includes information such as project information, financial information and reports, and other information that may be of interest to property owners. Mailings have included:
 - A mailing was sent to all Lake Shamineau property owners on July 1, 2024, providing information on the Annual Meeting, announcing that nominations were open for the three Director seats, and providing updates on LID activities and the High-Water Outlet project.
 - A mailing announcing the Annual Meeting was sent out on August 7, 2024, to all property owners. This mailing included: Letter to Property Owners providing an update on activities and details for the Annual Meeting, Voting Instructions and Voting Ballot, Candidate Information Sheet, 2025 Budget Sheet, and return envelope.
 - The LSLID again used Survey and Ballot Systems (SBS) from Eden Prairie, MN to administer the voting process. Each property owner voter had the choice to either return their vote directly to SBS using the paper ballot and enclosed envelope or alternatively vote online. SBS provided the tabulation of the voting.
 - The Annual Meeting was held online on August 31, 2024, with the option to view and participate in the online meeting at the Scandia Valley Town Hall. We had 42 devices participating virtually, and 35 people attended in person at Scandia Valley Town Hall. To accommodate voting after the annual meeting, paper ballots needed to be postmarked by September 3rd and online voting closed on September 5th. Audited tabulation results were available on September 6th and an email was sent to newsletter subscribers to announce the results. In addition, they were posted on the website. The voting results are attached.

2025 Work Plan

For 2025, the following activities are planned for the LSLID:

1. Non-project operations plans include administrative, audit and accounting expenses, communications, legal and insurance expenses, water quality testing and floating bog mitigation.
The 2025 budget for non-project operations is \$59,000.
2. The Aquatic Invasive Species (AIS) project plans include continued hand pulling and chemical treatments for Eurasian Watermilfoil and continued emphasis on the Ambassador program. We anticipate funding through the Morrison County AIS Partnership grant program for the aquatic vegetation survey, public access signage and brochures, treatment control, and the ambassador program. We respectfully request an increase in the 2025 grant to support the success of the Ambassador program.
The 2025 budget for AIS is \$32,000.

Following are the tasks that are planned for the High-Water Outlet Project Budget for Operations:

- Once a plan and timeline are determined, work will be completed to resolve the pipe issue. Pumping will begin thereafter.
- Landwehr is conducting testing to ensure that the pump and associated systems are working as planned.
- After start-up, operations will include electricity costs as well as monitoring and maintenance.
- After construction, bonds will be issued, and a Public Hearing will be held to finalize the assessment.
- The 2025 budget for the High-water project for operations is \$220,000.

High Water Outlet Project Schedule – Estimated Timeline:

	Project Task	Description	Est. Timeline
1	Determine Repair Plan	Continue meeting with engineer and contractor to review options to determine schedule and process for repair.	Fall 2024
2	Construction Repair	Once a repair process is determined, a schedule will be developed for completing the pipe repair work and final testing.	Fall 2024/Winter 2025
3	Construction	Startup of Pumping Operations	Winter/Spring 2025
4	429 Assessment Hearing	A Public Hearing will be held with final assessment and charge amounts provided for each property. Notices will be mailed to property owners giving them the option to pay off in full, or to pay the balance over time (e.g. 7 to 10 years).	Summer/Fall 2025
5	Charges and Assessments	If the charge and assessment amount has not been paid off in full, the property owner will have the ability to finance the amount over a period of 7 to 10 years. The annual amount will appear on their Morrison County Property Tax Statement.	2026 and beyond

In conclusion, the LSLID is in the process of completing the construction of the High-Water outlet. We have made continued progress on controlling the Aquatic Invasive Species, and our ambassador program has been successful. The LID has hired a Certified Public Accountant to provide an audit of our financial records, and the 2023 audit will soon be concluded. We want to extend our sincere thanks for the support from the Morrison County Board of Commissioners for the AIS Grant funds, and your support of the High-Water Outlet Project. Please let us know if you have any questions.

Sincerely,

Rick Rosar, Bob Ingle, Fred Comb, Patricia Tvedt, and Duane Hendricks

Lake Shamineau Lake Improvement District Board of Directors

Cindy Kevern

Administrator

Lake Shamineau Lake Improvement District

Email: LSLIDBD@gmail.com | **Website:** <https://LakeShamineauLID.org>

Attachments:

1. Ambassador Report
2. 2025 Budget Sheet
3. Vote Tabulation Results

September 9, 2024

Lake Shamineau Lake Improvement District
Lake Ambassador Summary

Each lake ambassador attended a three hour in-person training offered through the local DNR. From 2024 May to September, the Lake Ambassadors Harry Miller, MariJo Kirchner, Clarence Warner, and Kristina Rassman provided total 774 hours of lake access coverage, with two-thirds of the hours at the Lake Shamineau DNR West Public Access and one-third of the hours at the Lake Shamineau Township East Public Access.

The Lake Ambassador access coverage was provided on Saturday and Sunday all day each weekend and on the following holidays Memorial Day, Independence Day, July 5th, and Labor Day. During a typical 7 or 8 hour shift we would have one ambassador present and they would work with approximately 15 - 30 boaters during their shift (2 shifts west access, 1 shift east access). The shift periods were the day and targeted during the busier boating periods. Most boaters were friendly and supportive of the program and willing to take proper care and cleaning of their boat.

Some visitors have suggested that we may consider having some spot coverage during the week for the weekday boaters. It was also suggested to have a boat cleaning station like they have at the Fish Trap Lake Access.

There were no violations reported by Ambassadors, however we did have some garbage and beer cans left around a few times. Also, we had the porta-toilet tipped over on time.

In the email there is an attached is a sample of the daily Boat Log Report and Time Coverage and a Weekend Schedule at each access. All daily reports are available as well.

Thank You

Duane Hendricks 763-286-6500

Lake Shamineau Lake Improvement District - LSLID

2025 Budget Sheet

Note: The estimated charges provided below are based on the 2025 Budget amounts included in each vote and the parcel/user density information currently available.

VOTE 1 Non-Project Operations Budget:

Administrative Expense – including:	\$26,000
• Finance – (e.g. accounting, annual audit)	
• Voting Service	
• Meetings, Mailings, and Notices	
Communications and Project Management	\$12,000
Legal and Liability Insurance (MCI) expense	\$15,000
Water Quality Testing – RMB Laboratory	\$500
Floating Bog Mitigation	\$500
Contingency	<u>\$5,000</u>
Total 2025 Non-Project Operations Budget	<u>\$59,000</u>

Vote 1: This voting item includes administrative and other operation costs for the LID. The administrative expense includes the audit expense to meet State Auditor requirements and accounting expenses to assist with financial reporting. The legal and insurance cost estimate anticipates the outlet operations.

Estimated 2025 per Parcel Charge rate (based on estimated 319 parcels) = \$169.64

Association 2025 per User Density Charge (20% of Parcel Charge) = \$33.93

Commercial 2025 per User Density Charge (20% of Parcel Charge) = \$ 33.93

VOTE 2 Aquatic Invasive Species (AIS) Project Budget:

AIS Project costs include:	
• Eurasian Watermilfoil Control (SCUBA pulling and Herbicide treatment)	\$16,000
• Planning, permits, public notice, pontoon rental	\$1,500
• AIS surveys	\$3,500
• Ambassador program	\$20,000
• Contingency	<u>\$3,000</u>
AIS Project Expense	<u>\$44,000</u>
Less Estimated AIS Grants	<u>\$12,000</u>
Total 2025 Aquatic Invasive Species (AIS) Project Budget	<u>\$32,000</u>

Vote 2: This voting item includes AIS control, surveys, the ambassador program, a contingency in the event additional AIS treatments are needed, and an estimate for AIS grants.

Estimated 2025 per Parcel Charge rate (based on estimated 319 parcels) = \$92.01

Association 2025 per User Density Charge (20% of Parcel Charge) = \$18.40

Commercial 2025 per User Density Charge (20% of Parcel Charge) = \$ 18.40

VOTE 3 High-Water Outlet Project Budget for Operations

High-Water Project Operational costs include:

- | | |
|---|-----------------|
| • Legal, fiscal and administration | \$50,000 |
| • Operational Costs (high-water outlet) | \$150,000 |
| • Contingency | <u>\$20,000</u> |

Total 2025 High-Water Outlet Project Budget for Operations	<u>\$220,000</u>
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This voting item includes legal, fiscal, and administration expenses for the assessment and bonding process. The operational costs for the high-water outlet includes electricity, service maintenance, and monitoring downstream water elevations.

Estimated 2025 per Parcel Charge rate (based on estimated 319 parcels) = \$632.55

Association 2025 per User Density Charge (20% of Parcel Charge) = \$126.51

Commercial 2025 per User Density Charge (20% of Parcel Charge) = \$126.51

Lake Shamineau Lake Improvement District
Annual Meeting August 31, 2024
Voting Deadline September 5, 2024
VOTE TABULATION RESULTS – September 6, 2024

Note – there were 159 ballots cast out of 306 eligible ballots (52%)

Budget Questions	YES	NO	TOTAL VOTES	YES, as a % of TOTAL
#1- 2025 Non- Project Operations Budget- \$59,000	102	55	157	65%
#2- 2025 AIS Budget - \$32,000	115	42	157	73%
#3- 2025 High Water Outlet Project Budget for Operations - \$220,000	98	59	157	62%

Election of Directors	Number of Votes	
Seasonal Residency Directors (2 Seats)		
Fred Comb	102	Elected to two-year term
Rick Rosar	92	Elected to two-year term
John Schuller	65	
Write-In: Various	32	

Election of Directors	Number of Votes	
Permanent Residency Director (1 Seas)		
Patricia Tvedt	107	Elected to two-year term
Write-In: Various	31	