

## **Mudhen Lake Rehabilitation District Special Meeting Minutes**

**September 13, 2025**

Announcement was made that the session was being recorded.

Chuck Awe shared this is a Special Meeting of the Mud Hen Lake Protection and Rehabilitation Board and that Robert's Rules of Order and Wisconsin Statutes Chapter 33, Public Inland Waters, will be used to guide the meeting. During the "Purpose and goal agenda item of the meeting, the Board hopes to lay out a plan for the upcoming year. It will consist of: (1) outlining what we hope to accomplish between now and the next annual meeting, (2) explaining how we are going to do it, and (3) establishing a working budget for 2026.

**Meeting was called to order** at Daniels Town Hall at 8:13 AM by Chuck Awe on Saturday, September 13, 2025. There were 7 members in attendance at the town hall. Online attendance totaled 2 members.

Chuck Awe requested a motion to approve the agenda. Motion to approve was made by Val Strub. Mike Huber seconded the motion. Motion passed.

Chuck Awe shared that after the annual meeting, the Board was supposed to elect Board officers, but that did not happen. Board officers will be elected at the October meeting, yet between now and that meeting, we will have interim officers, Chuck Awe will act as interim chair, Mary Sagstetter will act as interim secretary, and Mike Hoefs will act as interim treasurer.

### **Agenda items:**

I. Purpose and Goal of the Meeting – Chuck Awe shared that it has come to the Board's attention that we have not been following the Wisconsin Statute Chapter 33, Public Inland Waters. rules, and that the citizens have greater roles, responsibilities, and authority than previously thought. Therefore; the Board's goal between now and the next annual meeting will be to provide options for education about those roles, responsibilities and authority. Guidance will be provided from UW Stevens Point, Lakes Extension. The Board will be communicating UW education opportunities to Lake District members. The Board will also be sharing what the Board, has learned by using emails, flyers, and Board meetings.

Discussion occurred pertaining to Robert's Rules processes. Chuck Awe explained how the lake district members will need to petition the Board for requests to put an item on the agenda for discussion and for the lake district members to vote on. A petition must be provided to the Board, thirty days prior to the Annual Meeting or a Special Meeting, including a signature page with a minimum 20% of the lake district members signatures. Discussion occurred about voting. Questions arose as to how many votes a person receives and if it is based on one vote as a resident or one vote per parcel for those that own multiple parcels.

Jerry Fedie motioned to move forward to pursue the education of the Board and the lake district members on the Wisconsin Statutes Chapter 33, Public Inland Waters and communicate how the training will occur. Mike Huber seconded the motion. Motion carried.

II. Filling Board Positions - A Wisconsin Lake Protection and Rehabilitation District is required to have at least 5 members. If there are no members willing to serve on the Board, then the Board may find and appoint citizens who are not members of the Lake District.

Due to resignations, we currently have two vacancies on the Board to be filled. Lake District members may self-nominate by volunteering to be on the Board, or the district members may nominate a candidate, or the Board can find a member. If there are more than two Lake District members willing to be on the Board, there will be an election by secret ballot at the October meeting. If someone is nominated from the floor, that person must be present and accept the nomination. Between now and the October meeting please be thinking about whether you want to volunteer for the Board or consider nominating someone.

The number of meetings that are required for the Mudhen Lake Rehabilitation District are four quarterly meetings and one annual meeting. Discussion occurred regarding annual meeting versus Board meetings and when the lake district members are able to provide motions. The Special meeting actions were reviewed. It stated in the by-laws that the electors and property owners may take any action that is required or allowed to be taken at an annual meeting except:

1. Approve an annual budget
2. Consider the dissolution of the District
3. Consider a matter that resolved during another special meeting that was held since the previous annual meeting

III. Lake Structure – Reporting, Next Steps and Timeline – Mike Hoef met with the property owner and he is interested in stabilizing the lake level. He is interested in seeing some form of resolution come to fruition. Mary Sagstetter shared the dam checklist for the lake district members to get a feeling for the tasks that need to be completed for dam approval. (Checklist attached in the minutes)

Comments:

- Not interested in going forward
- Need to be educated on how to move forward, most likely need a petition as the Board cannot move this forward. Petition would have to be prior to the Annual meeting or a Special meeting.
- Never found lake to be unusable.
- Many lake district members have purchased alot of extra dock sections – some cannot purchase enough to make the lake useable when the water is so low
- Adapted to the lake, not making the lake adapt
- Requesting consistent lake level

Chuck directed the conversation back to moving forward with the process of a petition to assist with a better decision-making process in the future.

IV. Budget - According to §33.30(1), we needed to approve the annual budget at the annual meeting by September 8, 2025. Having failed to do so, we will be using our 2025 budget (\$4670) as our guide for 2026. Because we are using this time for education, any projects not already listed in the 2025 budget will be deferred to the 2026 annual meeting for decision. Mike Hoefs confirmed that the additional analyses from Ayers costing \$2,500 - \$4,500 would not happen until the 2026 budget and only if the lake district members petition the Board prior. Mike Huber motioned to use the 2025 levy amount (\$4670) for the 2026 budget. Val Strub seconded. Motion passed.

Chuck shared that Mike Hoef is our interim treasurer, yet unable to sign checks and manage our bank account. Chuck Awe requested a motion be made for Mike Hoef to open/close accounts, add/remove signers from all Mudhen Lake Rehabilitation District and execute all responsibilities on accounts at US Bank. Motion was made by Val Strub. Craig Duren seconded. Motion passed.

Business Name: Mudhen Lake Rehabilitation District

Purpose of Business: Protection and Rehabilitation of Mudhen Lake, Town of Daniels, Burnett County WI

Date Established: November 15, 1977

Commissioners:

Chuck Awe – Chair

Mary Sagstetter – Secretary

Mike Hoefs – Treasurer

Purpose of Meeting and Meeting Date: Discuss District needs and future goals - September 13, 2025

Next Meeting: Mudhen Lake Rehab District Board and Special Meeting – October 11, 2025 at 8 AM

Meeting was adjourned by Chuck Awe.

Respectfully Submitted,  
Mary Sagstetter, Secretary

### **Mudhen Lake Rehabilitation District Goals**

1. Implement Strategies stated in the AIS Report
2. Manage Lake Level Readings
3. Research Grants that align with the management and protection of Mudhen Lake

### **Reports On-line:**

Join [Mud Hen Lake Community Group](#) on Facebook. Ask to join and answer questions.

2025 MUDHEN LAKE ILIDS (lake camera) report located at:

[https://docs.google.com/document/d/1EyFpS4SNeN91YXWr7pu\\_lmZbNxegr8TyFZpvq7QKh7E/edit?tab=t.0](https://docs.google.com/document/d/1EyFpS4SNeN91YXWr7pu_lmZbNxegr8TyFZpvq7QKh7E/edit?tab=t.0)

MUDHEN Aquatic Plant Management Plan Update: 2025-2030:

<https://www.burnettcountywi.gov/1120/Past-Projects>

Mud Hen Lake Rehab District Meeting Minutes

<https://townofdaniels.com/meetings/>

## Dam- New Construction

1. Complete all items on the new dam checklist.
2. Attach a copy of your deed or similar proof of ownership.
3. If you do not own all the land that will be flowed up to the 100 year flood stage, attach flowage easement from affected property owners. Sample flooding and flowage easements can be found at Sample Flooding Easement and Sample Flowage Easement.
4. Attach clearly labeled photos that show the existing project area.
5. Attach a narrative description of your proposal.
6. Attach U.S. Army Corps of Engineers checklist (USACE)
7. Attach project plans and specification that show all components of the dam in detail. Large dams as defined in Chapter NR 333, Wisconsin Administrative Code have additional requirements. Use the Plan Review Checklist as a guide.
8. Attach a site map based on the following format: Blank Site Map
9. Attach Environmental Analysis if required. Contact your WI DNR Regional Water Management Specialist or DNR Regional Water Management Engineer to determine if an EA is required
10. Attach Proof of Financial Responsibility. Options can be found at Sample Escrow Agreement, Sample letter of Credit or Sample Performance Bond.
11. Attach Dam Failure Analysis for dams that qualify as large dams.
12. Attach descriptions of all temporary and permanent erosion control measures.
13. Attach wild rice impact if wild rice is known to be with in the proposed impoundment.
14. Select the wetlands disturbance activity, if wetlands are present in project area.
15. Complete all displayed forms and fee sheets.
16. Pay fee online.
17. Sign and Submit form.

# NEW DAM PLAN REVIEW CHECKLIST

05/22/2013

For dams, embankments or other water retention structures

The following information is required for review of dam plans. Please check that all the information is included in the submitted design package. The information can also be compiled on one summary page or document. For large dams, the applicant will also need to submit four (4) hard copies and one (1) electronic copy of the complete plans and specifications for the project including any project design report, hydrologic/hydraulic analyses, soil borings, or other information used in the project design. For small dams, the applicant will also need to submit three (3) hard copies and one (1) electronic copy.

- ☐ Name of Designer
- ☐ Agency/Firm
- ☐ Phone
- ☐ Address
- ☐ Email

## General Design Information

- ☐ Purpose of dam
- ☐ Drainage area (*square miles*)
- ☐ Planned pool elevation (*referenced to recoverable datum*)
- ☐  $Q_{100}$  water surface elevation (*referenced to recoverable datum*)
- ☐ Normal pool surface area (*acres*)
- ☐ Water surface area at maximum pool (*acres*)
- ☐ Normal storage (from bottom of impoundment to planned pool) (*acre-feet*)
- ☐ Maximum storage (from bottom of impoundment to point of overtopping) (*acre-feet*)
- ☐ Structural height (difference between design elevation and elevation of streambed at downstream toe) (*feet*)
- ☐ Hydraulic height (difference between normal pool elevation and tailwater elevation) (*feet*)
- ☐ Design storm frequency/duration (must meet minimum from appropriate standard) (*year*) / (*hour*)
- ☐ Design discharge (reservoir routing may reduce peak spillway outflow) (*cfs*)
- ☐ Include hydrologic and hydraulic calculations with the submittal
- ☐ Stamp indicating preparation by a Professional Engineer (PE) registered in the State of Wisconsin

## Outlet/Spillway Information

- ☐ Outlet structure type, dimensions, elevations, joint treatment, corrosion protection (shown on plans/specifications)
- ☐ Principle spillway capacity (calculated at point of embankment overtopping) (*cfs*)
- ☐ Total spillway capacity (calculated at point of embankment overtopping) (*cfs*)
- ☐ Auxiliary spillway location, elevations, bottom width, side slopes, materials (shown on plans/specifications)
- ☐ Auxiliary spillway constructed in natural undisturbed soils or show stability/erosion analysis
- ☐ Are there drawdown facilities?
- ☐ Is there access for gate operation?
- ☐ Is there a trash rack?
- ☐ Is there an anti-vortex device?

### Embankment Information

- ☐ Elevation (design elevation) of top of embankment (low point in embankment crest)
- ☐ Elevation of stream bottom at downstream toe of embankment
- ☐ Length (*ft*)
- ☐ Top width (*ft*)
- ☐ Side slopes (upstream and downstream) (*ratio*)
- ☐ Fill volume ( $yd^3$ )
- ☐ Embankment fill soil type, compaction method/standards, and maximum lift thickness (shown on plans/specs)
- ☐ Foundation soil type and preparation (shown on plans/specifications)
- ☐ Depth of peat at structure or center of dike (if applicable)
- ☐ Seepage control measures (cutoff walls, toe drains, anti-seep collars, french drains, slurry trench, clay core)

### Other Considerations

- ☐ Benchmark description for all elevations (include one on dam and two off dam benchmark locations)
- ☐ Description of construction sequence (coffer dams, water diversion, etc.)
- ☐ Description/plan of construction erosion protection measures
- ☐ Total area of land disturbance ( $yd^2$ )
- ☐ Description of post-construction scour protection at outlet structures and on embankments
- ☐ Clearing and grubbing plan for impoundment area (if necessary)
- ☐ Will normal pond surface flow lands not owned by the applicant?
  - If yes, must have secured appropriate flowage/flooding easement or have affected property owner(s) as co-applicant(s)
- ☐ Will embankment affect mapped floodplain on adjacent property (increase  $\geq 0.01$  ft off owner property)?
  - If yes, must have secured appropriate flowage/flooding easement or have affected property owner(s) as co-applicant(s)
- ☐ Will embankment affect mapped floodplain elevation in adjacent watershed during 100-year event?
  - If yes, prepare encroachment analysis and secured appropriate flooding easement(s) from affected property owner(s)
- ☐ Projected minimum flows and water quality of discharge (if applicable)
- ☐ Warning signs and portage route locations if necessary (structures on navigable waterway with permanent pool)
- ☐ Request for waivers and waiver from design standard criteria included
- ☐ If impoundment will affect wild rice, show location on site map

### Additional information required for large dams (must comply with all requirements of NR 333)

- ☐ Regional flood flows calculated per NR116.07 (3)
- ☐ Determination of floodplain boundary with and without dam per NR116.07(4)
- ☐ Stability analysis (for embankment with side slopes steeper than 2.5/1 and spillway structures, other than culverts)
- ☐ Identification of hydraulic shadow and calculations for dam break analysis per NR 333 and NR 116
  - Including Dam Failure Analysis checklist
- ☐ Dam hazard rating determined per NR333.06
- ☐ Operation, Inspection and Maintenance Plan and Emergency Action Plan
- ☐ Cost estimate for construction

\* Session being recorded

## **Mudhen Lake Rehabilitation Special Meeting**

The Special Meeting of the Mudhen Lake Rehabilitation District Board will be held on held on Saturday, September 13, 2025. Please note we now have two Board Positions open.

**Date:** Saturday, September 13, 2025

**Location:** Daniels Town Hall / On-line access available - link will be sent prior to the meeting date

**TIME:** 8:00 AM

### **Meeting Agenda**

- I. Purpose and Goal of the Meeting
- II. Filling Board Positions
- III. Lake Structure – Reporting, Next Steps and Timeline

• U.S. BANK

By Order of the Board

Mary Sagstetter

Mudhen Lake Secretary

Dated: 8/31/2025

Get Oct. Agenda Approved

### **Mudhen Lake Rehabilitation District Goals**

1. Implement Strategies stated in the AIS Report
2. Manage Lake Level Readings
3. Research Grants that align with the management and protection of Mudhen Lake

## Fw: U.S. Bank - Signer updates

From: chuckawe@sirentel.net (chuckawe@sirentel.net)

To: mps1300@aol.com; hoef0031@gmail.com

Date: Wednesday, September 3, 2025 at 05:17 AM CDT

### ⚠ Why is this message in your Inbox?



We think this message is spam. We still put it into your Inbox as the sender is in your contact list. You can mark this message as safe or remove the sender.

Remove sender and mark as spam

It's safe

FYI. From USBank.

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

**From:** Scullen, Abigail I <abigail.scullen@usbank.com>

**Sent:** Tuesday, September 2, 2025 9:45:03 AM

**To:** Chuckawe@sirentel.net <Chuckawe@sirentel.net>

**Subject:** U.S. Bank - Signer updates

Hello Mr. Awe,

I spoke to you earlier this morning (9/2/2025) about updating Signers on an account(s). From what I can see Mudhen Lake Rehabilitation District is a Non-Profit Association. To change signers, I will need the following information.

- **Certified Articles of Association**

- This is either a Charter or other governing document. If the group/organization does not have a charter or governing document, they can use meeting minutes.
  - If using a charter or governing document, it should be signed by the owner or officer of the company.
  - Meeting Minutes:
    - Meeting minutes are used to verify actions the entity(business) would like enacted on its behalf and who has the right to act on behalf of the entity (business).
    - Example would be to open/close accounts, add/remove signers from account(s). This includes checking, savings accounts, business loans, or line of credit products and credit cards.
    - The format for meeting minutes needs to be as the following:
      - Business Name
      - Purpose of the business
      - Date the business was established Nov 15, 1977
      - Existing Officer name(s) and title(s)
      - Purpose of the meeting and meeting date.
      - Bottom of meeting minutes will then have to be signed by one of the officers listed in the minutes.