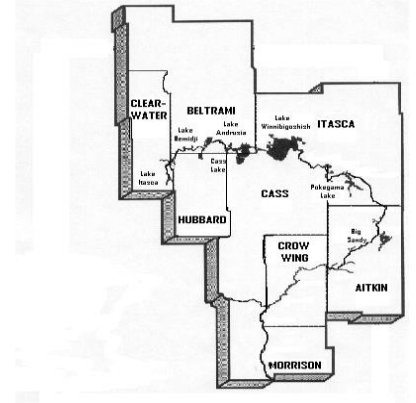




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
January 20, 2017
10:00 am**



- **Call to Order/Pledge of Allegiance**
- **Changing of Officers: Chairman- Keith Winger, Vice-Chair- Davin Tinquist, Secretary/Treasurer- Neal Gaalswyk**

10:00 AM Approve/Amend

- Agenda
- Consent Agenda – December '16 Minutes & Expenses (**att. 1 & 2**)
- ED Staff Report & Correspondence (**att. 3**)

Planning and Zoning (Actions)

- **None**

Action / Discussion Items:

- Enbridge Resolution
- NCCR Headwater's Messaging
- Annual Work Plan and Budget
- Year End Projection
- AMC Legislative Conference

Closed Meeting for Executive Directors Annual Performance Evaluation

- Performance Review

Misc: ☀ Legislature Update (if any) ☀ County Updates

Meeting Adjourned - Thank you

Mtgs:

February 17, '17, 10:00 AM – MHB Board meeting- Walker, MN
February 16-17, '17- AMC Legislative Conference

Attachment 1 & 2

Draft Minutes

Monthly Expenses

**Mississippi Headwaters Board
(MHB) December 16, 2016
Cass County Courthouse,
Walker MN 56484**

**MEETING
MINUTES**

Members present: Neal Gaalswyk (Cass), Cal Johannsen (Hubbard), Kevin Maurer (Morrison), Keith Winger (Beltrami), Davin Turnquist (Itasca), Dean Newland (Clearwater), Brian Napstad (Aitkin), Paul Thiede (Crow Wing) and Tim Terrill (Executive Director).

Others Present: Paul Fairbanks (Cass ESD), Bob Lasard, John Pechin and Mark Wiloughby_of Enbridge.

Chairman Maurer called the meeting to order followed by the Pledge of Allegiance.

M/S Napstad/Winger to accept the agenda as presented. Motion Carried.

M/S Johannsen/Winger to accept the consent agenda. Motion Carried.

Executive Director's Report

- Reviewed monthly budget and expense report.
- Prepared agenda.
- Reviewed forth coming variances.
- Requested an amendment to the Initiative Foundation grant.
- Provided advice to the city of Brainerd regarding shoreline stabilization along the river.
- Created a Findings of Fact document for the board.
- Sent the City of Riverton a copy of the Shoreland Standards for Crow Wing County. Hope the city will adopt the standards.
- Gathered stories, article and pictures for the Minnesota Traditions website. The present website has some dated material and Tim would like to update!
- Began writing an AIS grant that could potentially be funded by Enbridge Ecofootprint grant.
- Met with Governor Dayton's staff, along with several members of the MHB Board.
- Held an easement ranking meeting with various SWCD's. Three applications in Aitkin, Itasca and Crow Wing counties have been submitted totaling 468 acres!
- Minnesota Traditions is getting a lot of hits on the Face Book account.

Planning and Zoning Actions

M/S Gaalswyk/Johannsen to certify the Karbowski variance as submitted by the Cass Environmental Services Department and to include the PC's findings and conditions. Motion Carried.

Action/Discussion Items

Enbridge Presentation

John Pechin and Mark Wiloughby from Enbridge gave a brief Powerpoint presentation at this time. Enbridge is developing a risk reduction program that will identify any possible potential spill sites and containment areas before a project is started. One of the identified locations/sites is around/at Lake Irving.

The project has three tiers. Tier 1 will Enhance pipeline infrastructure. Tier 2 will Enhance Land Management. Tier 3 will Enhance Stormwater Management. Tier 2 and 3 is where Enbridge could use some help from the local LGU's.

Commissioners Paul Thiede and Kevin Maurer commented that they were glad to see Enbridge looking ahead. Commissioner Brian Napstad feels that a resolution would be appropriate for this type of partnership/project. Tim will work with Enbridge to develop a resolution for the board to consider at the January meeting.

Tim explained that the Ecofootprint grant is for around \$76,000.00. Six of eight counties have committed \$15,000 each as in kind funding pending county board approval.

M/S Napstad/Turnquist to move forward with the Enbridge Ecofootprint grant for AIS funding. Motion carried.

Tim gave a Powerpoint presentation at this time, Looking back at 2016 – Looking forward to 2017. MHB has funds that need to be spent. State funds will be spent down first and then administrative funds last.

Tim will be sending out his personnel evaluation form for all commissioners to fill out and then turn into Commissioner Keith Winger as soon as possible.

Tim received a letter of thanks from Northern MN Regional Science Fair for past financial support and requesting financial support for 2017.

M/S Napstad/Johannsen to donate \$300.00 to the Northern MN Regional Science Fair for 2017. Motion carried.

MHB will have new commissioners from Morrison and Aitkin counties next year.

Next meeting to be held January 20, 2017 at the Cass County Commissioners meeting room in the Cass County Courthouse.

M/S Napstad/Turnquist to adjourn at 11:54 A.M. Motion carried.

Keith Winger, Chairman

Tim Terrill, Executive Director

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

P 1
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	74-00-000-000-000-0000-10001-						Cash & Pooled Investments SOY BALANCE	217,810.68	
					PER 01		36,383.36	254,194.04	
					PER 02		28,111.50	282,305.54	
					PER 03		-81,768.96	200,536.58	
					PER 04		15,797.45	216,334.03	
					PER 05		10,855.79	227,189.82	
					PER 06		-3,619.82	223,570.00	
					PER 07		4,864.56	228,434.56	
					PER 08		-2,054.18	226,380.38	
					PER 09		-72,272.34	154,108.04	
					PER 10		18,474.17	172,582.21	
					PER 11		20,088.06	192,670.27	
16/12	359 12/09/16 PRJ						-3,560.17	189,110.10	
16/12	471 12/13/16 APP A1213 A121316						-403.66	188,706.44	
16/12	659 12/20/16 APP A1220 A122016						-300.00	188,406.44	
16/12	665 12/20/16 GEN TRANSFER SYSTEM GENERATED DUE TO LINE						15,000.00	203,406.44	
16/12	668 12/20/16 GNI NOV WF PCARD SYSTEM GENERATED DUE TO LINE						-573.33	202,833.11	
16/12	835 12/23/16 PRJ						-3,453.67	199,379.44	
16/12	1005 12/27/16 APP A1227 A122716						-1,341.88	198,037.56	
16/12	1081 12/29/16 GEN RECURRING SYSTEM GENERATED DUE TO LINE						-525.00	197,512.56	
	LEDGER BALANCES --- DEBITS:		149,574.89		CREDITS:		-169,873.01	NET:	-20,298.12
74	74-00-000-000-000-0000-20050-						Vouchers Payable SOY BALANCE	.00	
					PER 01		-300.00	-300.00	
					PER 02		300.00	.00	
16/12	469 12/13/16 API B 1143 W A121316						-400.00	-400.00	
16/12	470 12/13/16 API B 1144 W A121316						-3.66	-403.66	
16/12	471 12/13/16 APP A1213						403.66	.00	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

P 2
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	A121316	AP CASH DISBURSEMENTS JOURNAL							
16/12	638 12/19/16	API B 1157					-300.00	-300.00	
	W A122016								
16/12	659 12/20/16	APP A1220					300.00	.00	
	A122016	AP CASH DISBURSEMENTS JOURNAL							
16/12	667 12/20/16	API B 1160					-678.32	-678.32	
	W A122716								
16/12	994 12/27/16	API B 1171					-663.56	-1,341.88	
	W A122716								
16/12	1005 12/27/16	APP A1227					1,341.88	.00	
	A122716	AP CASH DISBURSEMENTS JOURNAL							
	LEDGER BALANCES --- DEBITS:		2,345.54						
				CREDITS:			-2,345.54		
							NET:	.00	
74	74-00-000-000-000-0000-38400-	Expenditures							
							SOY BALANCE	.00	
							PER 01	9,152.48	9,152.48
							PER 02	8,799.32	17,951.80
							PER 03	28,768.96	46,720.76
							PER 04	12,597.38	59,318.14
							PER 05	12,932.45	72,250.59
							PER 06	8,205.24	80,455.83
							PER 07	23,203.33	103,659.16
							PER 08	21,510.88	125,170.04
							PER 09	77,718.00	202,888.04
							PER 10	9,811.82	212,699.86
							PER 11	11,443.43	224,143.29
16/12	359 12/09/16	PRJ pr1209 1161209 1161209					3,560.17	227,703.46	
	pay120916	WARRANT=161209 RUN=1 BI-WEEKL							
16/12	469 12/13/16	API B 1143					400.00	228,103.46	
	W A121316								
16/12	470 12/13/16	API B 1144					3.66	228,107.12	
	W A121316								
16/12	638 12/19/16	API B 1157					300.00	228,407.12	
	W A122016								
16/12	667 12/20/16	API B 1160					678.32	229,085.44	
	W A122716								
16/12	668 12/20/16	GNI NOV					573.33	229,658.77	
	WF PCARD								
16/12	835 12/23/16	PRJ pr1223 1161223 1161223					3,453.67	233,112.44	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	pay122316	WARRANT=161223	RUN=1	BI-WEEKL					
16/12	994 12/27/16	API B	1171				663.56	233,776.00	
	W A122716								
16/12	1081 12/29/16	GEN					525.00	234,301.00	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		234,301.00		CREDITS:	.00	NET:	234,301.00	
74	74-00-000-000-000-000-0000-38500-	Revenues			SOY BALANCE			.00	
					PER 01		-45,235.84	-45,235.84	
					PER 02		-37,210.82	-82,446.66	
					PER 03		53,000.00	-29,446.66	
					PER 04		-28,394.83	-57,841.49	
					PER 05		-23,788.24	-81,629.73	
					PER 06		-4,585.42	-86,215.15	
					PER 07		-28,067.89	-114,283.04	
					PER 08		-19,456.70	-133,739.74	
					PER 09		-5,445.66	-139,185.40	
					PER 10		-28,285.99	-167,471.39	
					PER 11		-31,531.49	-199,002.88	
16/12	665 12/20/16	GEN					-15,000.00	-214,002.88	
	TRANSFER								
	LEDGER BALANCES --- DEBITS:		53,000.00		CREDITS:	-267,002.88	NET:	-214,002.88	
74830	74-00-830-000-000-000-0000-52990-	Local Grant			REVISED BUDGET				.00
					PER 01		-10,500.00	-10,500.00	
					PER 02		-3,000.00	-13,500.00	
16/12	665 12/20/16	GEN					-15,000.00	-28,500.00	
	TRANSFER	AIS AWARENESS GRANT	MHB						
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-28,500.00	NET:	-28,500.00	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular			REVISED BUDGET				.00
					PER 01		4,603.54	4,603.54	
					PER 02		4,603.54	9,207.08	
					PER 03		4,955.71	14,162.79	
					PER 04		7,112.46	21,275.25	
					PER 05		4,741.65	26,016.90	
					PER 06		4,741.65	30,758.55	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
					PER 07		4,741.65	35,500.20	
					PER 08		4,741.65	40,241.85	
					PER 09		7,112.47	47,354.32	
					PER 10		4,741.64	52,095.96	
					PER 11		4,741.64	56,837.60	
16/12	359 12/09/16 PRJ pr1209 1161209 1161209						2,370.83	59,208.43	
	pay120916 WARRANT=161209 RUN=1 BI-WEEKL								
16/12	835 12/23/16 PRJ pr1223 1161223 1161223						2,370.82	61,579.25	
	pay122316 WARRANT=161223 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		61,579.25		CREDITS:		.00	NET:	61,579.25
74830	74-00-830-000-000-000-0000-61200- Active Insurance				REVISED BUDGET				.00
					PER 01		1,385.52	1,385.52	
					PER 02		1,385.52	2,771.04	
					PER 03		1,407.87	4,178.91	
					PER 04		1,405.93	5,584.84	
					PER 05		1,385.52	6,970.36	
					PER 06		1,385.52	8,355.88	
					PER 07		1,406.96	9,762.84	
					PER 08		1,406.53	11,169.37	
					PER 09		1,406.53	12,575.90	
					PER 10		1,385.52	13,961.42	
					PER 11		1,385.52	15,346.94	
16/12	359 12/09/16 PRJ pr1209 1161209 1161209						738.19	16,085.13	
	pay120916 WARRANT=161209 RUN=1 BI-WEEKL								
16/12	835 12/23/16 PRJ pr1223 1161223 1161223						683.66	16,768.79	
	pay122316 WARRANT=161223 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		16,768.79		CREDITS:		.00	NET:	16,768.79
74830	74-00-830-000-000-000-0000-61300- Employee Pension & FICA				REVISED BUDGET				.00
					PER 01		667.48	667.48	
					PER 02		667.47	1,334.95	
					PER 03		724.21	2,059.16	
					PER 04		1,050.98	3,110.14	
					PER 05		688.39	3,798.53	
					PER 06		688.38	4,486.91	
					PER 07		691.79	5,178.70	
					PER 08		691.80	5,870.50	
					PER 09		1,050.98	6,921.48	
					PER 10		688.38	7,609.86	
					PER 11		688.39	8,298.25	
16/12	359 12/09/16 PRJ pr1209 1161209 1161209						351.15	8,649.40	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	pay120916	WARRANT=161209	RUN=1	BI-WEEKL					
16/12	835 12/23/16	PRJ pr1223	1161223	1161223			344.19	8,993.59	
	pay122316	WARRANT=161223	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		8,993.59		CREDITS:		.00	NET:	8,993.59
74830	74-00-830-000-000-000-0000-62100-	Telephone							
					REVISED BUDGET				.00
					PER 01		61.65	61.65	
					PER 02		62.76	124.41	
					PER 03		57.50	181.91	
					PER 04		61.97	243.88	
					PER 05		59.41	303.29	
					PER 06		60.37	363.66	
					PER 07		56.93	420.59	
					PER 08		59.20	479.79	
					PER 09		58.95	538.74	
					PER 10		58.14	596.88	
					PER 11		59.40	656.28	
16/12	470 12/13/16	API 006205	40140		8845	B	1.80	658.08	
	W A121316	DEC CTC & 11/1-11/30	LD CALLS	CONSOLIDATED	TELECOM				
16/12	470 12/13/16	API 006205	40140		8845	B	1.86	659.94	
	W A121316	DEC CTC & 11/1-11/30	LD CALLS	CONSOLIDATED	TELECOM				
16/12	835 12/23/16	PRJ pr1223	1161223	1161223			55.00	714.94	
	pay122316	WARRANT=161223	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		714.94		CREDITS:		.00	NET:	714.94
74830	74-00-830-000-000-000-0000-62680-	Non-Employee Per Diems							
					REVISED BUDGET				.00
					PER 01		250.00	250.00	
					PER 02		300.00	550.00	
					PER 03		200.00	750.00	
					PER 04		250.00	1,000.00	
					PER 05		150.00	1,150.00	
					PER 06		309.40	1,459.40	
					PER 07		447.96	1,907.36	
					PER 08		235.20	2,142.56	
					PER 09		333.16	2,475.72	
					PER 10		283.16	2,758.88	
					PER 11		-83.16	2,675.72	
16/12	359 12/09/16	PRJ pr1209	1161209	1161209			100.00	2,775.72	
	pay120916	WARRANT=161209	RUN=1	BI-WEEKL					
16/12	667 12/20/16	API 004028	40663		9028	B	50.00	2,825.72	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
	W A122716	PER DIEM & MILEAGE		WINGER, KEITH						
16/12	667 12/20/16	API 002837		40664	9012	B	50.00	2,875.72		
	W A122716	PER DIEM & MILEAGE		JOHANNSEN, CALVIN						
16/12	667 12/20/16	API 002809		40665	9026	B	50.00	2,925.72		
	W A122716	PER DIEM & MILEAGE		TINQUIST, DAVIN C						
16/12	667 12/20/16	API 002534		40666	9018	B	50.00	2,975.72		
	W A122716	PER DIEM		NEWLAND, DEAN						
16/12	667 12/20/16	API 100532		40668	9016	B	50.00	3,025.72		
	W A122716	MHB MTG - PER DIEM		MORRISON COUNTY AUDI						
16/12	667 12/20/16	API 002737		40669	9017	B	100.00	3,125.72		
	W A122716	PER DIEM & MILEAGE		NAPSTAD, BRIAN G						
	LEDGER BALANCES --- DEBITS:			3,208.88	CREDITS:		-83.16	NET:	3,125.72	
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage									
									REVISED BUDGET	
					PER 01		312.12	312.12		
					PER 02		353.16	665.28		
					PER 03		169.56	834.84		
					PER 04		361.26	1,196.10		
					PER 05		185.22	1,381.32		
					PER 06		272.16	1,653.48		
					PER 07		199.26	1,852.74		
					PER 08		394.42	2,247.16		
					PER 09		137.16	2,384.32		
					PER 10		204.66	2,588.98		
					PER 11		83.16	2,672.14		
16/12	667 12/20/16	API 004028		40663	9028	B	42.66	2,714.80		
	W A122716	PER DIEM & MILEAGE		WINGER, KEITH						
16/12	667 12/20/16	API 002837		40664	9012	B	27.00	2,741.80		
	W A122716	PER DIEM & MILEAGE		JOHANNSEN, CALVIN						
16/12	667 12/20/16	API 002809		40665	9026	B	64.80	2,806.60		
	W A122716	PER DIEM & MILEAGE		TINQUIST, DAVIN C						
16/12	667 12/20/16	API 002833		40667	9014	B	83.16	2,889.76		
	W A122716	MILEAGE		MAURER, KEVIN J						
16/12	667 12/20/16	API 002737		40669	9017	B	110.70	3,000.46		
	W A122716	PER DIEM & MILEAGE		NAPSTAD, BRIAN G						
16/12	668 12/20/16	GNI NOV					73.44	3,073.90		
	WF PCARD	MHB and Budget committee								
		PAUL THIEDE-OOP								

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

P 7
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
LEDGER BALANCES --- DEBITS:				3,073.90	CREDITS:		.00	NET:	3,073.90
74830	74-00-830-000-000-000-0000-62990-			Prof. & Tech. Fee - Other					
				REVISED BUDGET					.00
					PER 01		1,215.68	1,215.68	
					PER 02		525.00	1,740.68	
					PER 03		20,949.94	22,690.62	
					PER 04		2,085.26	24,775.88	
					PER 05		5,081.33	29,857.21	
					PER 06		525.00	30,382.21	
					PER 07		15,219.55	45,601.76	
					PER 08		13,456.84	59,058.60	
					PER 09		66,851.09	125,909.69	
					PER 10		2,135.66	128,045.35	
					PER 11		3,988.79	132,034.14	
16/12	638 12/19/16	API 009999		40640	8945	B	300.00	132,334.14	
	W A122016	DONATION		Unknown					
16/12	994 12/27/16	API 101308		41066	9027	B	663.56	132,997.70	
	W A122716	WSN INVOICE #6		WIDSETH SMITH NOLTIN					
16/12	1081 12/29/16	GEN				B	525.00	133,522.70	
	RECURRING	FINANCIAL SERVICE							
LEDGER BALANCES --- DEBITS:				133,522.70	CREDITS:		.00	NET:	133,522.70
74830	74-00-830-000-000-000-0000-63320-			Employee Mileage					
				REVISED BUDGET					.00
					PER 01		520.59	520.59	
					PER 02		806.60	1,327.19	
					PER 03		254.73	1,581.92	
					PER 04		265.24	1,847.16	
					PER 05		512.62	2,359.78	
					PER 06		206.99	2,566.77	
					PER 07		430.76	2,997.53	
					PER 08		266.38	3,263.91	
					PER 09		485.57	3,749.48	
					PER 10		299.06	4,048.54	
					PER 11		525.10	4,573.64	
16/12	668 12/20/16	GNI NOV					85.32	4,658.96	
	WF PCARD	Cohasset Comp. Plan meeting							
		TIM TERRILL-OOP							
16/12	668 12/20/16	GNI NOV					35.10	4,694.06	
	WF PCARD	mileage NC Landscape committee							
		TIM TERRILL-OOP							
16/12	668 12/20/16	GNI NOV					154.98	4,849.04	
	WF PCARD	mileage to state capitol for L							
		TIM TERRILL-OOP							
16/12	668 12/20/16	GNI NOV					27.00	4,876.04	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
16/12	WF PCARD	Camp Ripley Sentinel Landscape								
		TIM TERRILL-OOP								
16/12	668 12/20/16	GNI NOV					34.56	4,910.60		
16/12	WF PCARD	WRAPS- Sartell watershed								
		TIM TERRILL-OOP								
16/12	668 12/20/16	GNI NOV					35.10	4,945.70		
16/12	WF PCARD	Comp Plan update Backus								
		TIM TERRILL-OOP								
	LEDGER BALANCES --- DEBITS:			4,945.70	CREDITS:		.00	NET:	4,945.70	
74830	74-00-830-000-000-000-0000-63340- Hotel & Meals Travel Expense									
	REVISED BUDGET								.00	
					PER 01		115.53	115.53		
					PER 05		39.13	154.66		
					PER 08		95.46	250.12		
					PER 09		25.07	275.19		
					PER 11		6.37	281.56		
16/12	469 12/13/16	API 102987		40139	8843	B	400.00	681.56		
	W A121316	ACT 9490 ANNUAL CONFERENCE		TIM ASSOCIATION OF MN						
16/12	WF PCARD	LSOHC hotel room					108.57	790.13		
		TIM TERRILL-LQ BLOOMINGTON LLC								
	LEDGER BALANCES --- DEBITS:			790.13	CREDITS:		.00	NET:	790.13	
74830	74-00-830-000-000-000-0000-64090- Office Supplies									
	REVISED BUDGET								.00	
					PER 01		20.37	20.37		
					PER 02		25.27	45.64		
					PER 03		49.44	95.08		
					PER 04		4.28	99.36		
					PER 05		4.18	103.54		
					PER 06		15.77	119.31		
					PER 07		8.47	127.78		
					PER 08		163.40	291.18		
					PER 09		9.54	300.72		
					PER 11		48.22	348.94		
16/12	WF PCARD	snack after meeting					2.86	351.80		
		TIM TERRILL-MARATHON PETRO								
16/12	668 12/20/16	GNI NOV					16.40	368.20		
16/12	WF PCARD	snack for Comp Plan meeting								
		TIM TERRILL-BAXTER CUB FOODS								
	LEDGER BALANCES --- DEBITS:			368.20	CREDITS:		.00	NET:	368.20	
	GRAND TOTAL --- DEBITS:			673,187.51	CREDITS:		-467,804.59	NET:	205,382.92	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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ORG	ACCOUNT										NET LEDGER	NET BUDGET
YR/PR	JNL EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT			BALANCE	BALANCE

62 Records printed

** END OF REPORT - Generated by Alaina Bundy **

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 12 TO 2016 12

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REPORT OPTIONS

Print GL Master Start-of-Year Balances?: Y
Year and Period range: 2016 12 to 2016 12
Source journal code:
Include entries between dates: 01/01/70and 01/10/17
Include Encumb/Liq entries: N
Include Budget entries: N
Print J/E comment and vendor: Y
Double space journal detail: N
Separate page for each account: N
Multiyear view: D
Print report options: Y
Cash account: Subtotal by Date or Ref3/Deposit #: N

Attachment 3

Executive Directors Report

Executive Director Report

December 2016-January 2017

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed potential variances that may be coming before the Board next month.
5. Attended weekly call in meeting with MPCA.
6. Scheduled meeting to prioritize potential acquisition parcels
7. Working with the city of Riverton and Crow Wing County to implement stormwater pollution prevention practice.
8. Sent out performance review to MHB Board members.
9. Explored possibility of tier 2 involvement with Enbridge.
10. Commented on Crow Wing County's AIS plan.
11. Developed list which MHB funding could be utilized towards for potential long and short term projects.
12. Updated and submitted DNR grant reimbursement for the 2nd quarter.
13. Reviewed over forestry plan in Crow Wing County.
14. Updated 2017 MHB Rep. and Sen. email list.
15. Sent out Appropriation request to the 8 MHB counties.

Meetings & Networking

1. Talked with communications director, Greg Husak from the DNR to look at ways of partnering and possibly making the MHB model and example for the state to follow.
2. Held meeting with Chris Pence (CW County Land Services) and Melissa Barrick (CW Soil & Water Conservation District Manager) to discuss prioritizing watersheds for the MHB RIM easement program. This led to efficiencies and resource sharing between entities.
3. Held meeting with Rich Courtemanche (Aitkin County Land Dept.) and Jacob Granfors (Pheasants Forever easement person) to discuss prioritizing watersheds for the MHB RIM easement program. This led to efficiencies and resource sharing between entities.
4. Met with Crow Wing Finance Director Jason Rausch to develop a projection for 2017 budget.
5. 2222Attended NCCR Headwaters message subcommittee meeting to explore messaging and pathways to influence decision makers to fund conservation efforts in North Central MN.
6. Held meeting with Amit from the U of MN to update our AIS survey.
7. Attended meeting in Clearwater County and provided them with an annual update.
8. Attended meeting in Hubbard County and provided them with an annual update.

9. Attended TMDL meeting in Beltrami County to discuss process and prioritization of waterbodies in the Upper Miss. Headwaters watershed. I presented an opportunity to attendees for cost share through the Board of Water & Soil Resources.

Planning and Zoning

None

Action/Discussion (att. 4- 7)

Enbridge Resolution

NCCR Headwater's Messaging

Annual Work Plan & Budget

Year End Projection

AMC Legislative Day



RESOLUTION 2017-01

Mississippi Headwaters Board

WHEREAS, the 8-county Mississippi Headwaters Board was established to identify and protect the natural, cultural, scenic, scientific, and recreational values of the Mississippi River's first 400 miles, and

WHEREAS, the 2016 Governor's Water Summit called for a public/private partnership to protect water quality in Minnesota, and

WHEREAS, a co-designed program and partnership was developed to explore how landscape management and design practices at the watershed level can enhance Enbridge's goals for pipeline safety and the Mississippi Headwaters Board's goals for improved stormwater management, and

WHEREAS, a tracking and measurable framework of sustainability criteria from Envision was chosen that addresses the full range of environmental, social, and economic impacts and benefits,

NOW, THEREFORE, BE IT RESOLVED that the Mississippi Headwaters Board supports this partnership between the Mississippi Headwaters Board and Enbridge to obtain multiple and measurable benefits for the Mississippi River, and endorses engagement as a specific project moves forward.

I, Tim D Terrill, Executive Director of the Mississippi Headwaters Board, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 20th of January A.D. 2017, and the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL

At Walker, Minnesota, this 20th day of January, A.D. 2017

Tim D Terrill – Executive Director

Mississippi Headwaters Board Work Plan July 1st, 2017 to June 30th, 2018 SFY 2017

This Work Plan is submitted as required by Minnesota Statute 103F.361 to 103F.377 and the MNDNR. The Work Plan is to be implemented by the joint powers board member counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca and Morrison in conjunction with the attached budget.

WORK PLAN:

The Mississippi Headwaters Board (MHB) participates with and provides leadership and staff support to citizens and partners within the Upper 400 mile Mississippi River corridor, as funding permits, in four program areas:

- A.** Long Range Planning through administration of the Comprehensive Plan
- B.** Resource Stewardship, River utilization and Best Management Practices implementation
- C.** Public Education, Information and Incentives.
- D.** Administration.

The Mississippi Headwaters Board has made river protection a priority, and remains ready to champion the development of this cause. The funding necessary to complete this will require utilizing many revenue streams such as: Clean Water Legacy, general appropriation, Outdoor Heritage funding, and private funding opportunities. The work plan and budget constitute an effective plan to coordinate Mississippi Headwaters Board efforts with the Minnesota's water protection initiatives. This organization is up to the challenge with and through the on-going support of the state of Minnesota, our eight member counties, various local agencies, and private partners. Below are key initiatives that the Mississippi Headwaters Board plans to execute, followed by the four program area details as mentioned above.

2017 INITIATIVES

I. Stormwater Tactical Planning

The Executive Director will work with the cities within the MHB counties to develop strategies for grant attainment for implementation.

Outcome: Stormwater issues will be addressed and a strategy for implementation will be worked out.

Measurable: Reporting of the ED to the MHB Board on progress of work. Clean Water Funding and other funding will be applied for in 2017 for the city of Bemidji, Little Falls, and Grand Rapids.

Result:

II. Aquatic Invasive Species (AIS)

Implement funding for AIS infomercials and Social Media for April 2017 to December 2017 time frame.

Outcome: Behavioral changes observed in individuals who visit our lakes.

Measurable: A survey will be conducted at boat accesses to measure if campaign is having an effect on behavioral change.

Result:

III. Natural Resource Protection

The MHB will update part 2 and 3 of the Comprehensive Plan

Outcome: The MHB will hold meetings with a technical and management committee and go through a process to update the plan.

Measurable: Partners will be engaged and attendance will be taken to measure involvement.

Result:

PROGRAM AREAS

A. Long range planning through administration of the Comprehensive Plan.

1. Review the existing plan annually and update as needed.
2. Facilitate public hearings in each county on any plan changes.
3. Facilitate communication and cooperation between the counties and other agencies via resolutions of support and cooperative agreement procurement.
4. Continue to assist the eight individual Mississippi Headwaters Board counties in the development and improvement of a river specific Water Plan chapter amendment specific to water quality objectives along the first 400-miles of the river corridor.
5. Submit reports as required to State and DNR.
6. Review and certification of land use actions within the first 400 miles of the Mississippi River corridor.
7. Prepare and present to the appropriate policy committees of the Minnesota legislature a biennial report concerning the action of the Board in exercising the authority granted by the legislature under sections 103F.361 to 103F.377

B. Encourage Resource Stewardship and Best Management Practices.

1. Partner with entities that work within the MHB area through exchange of report analysis (i.e. GIS and existing data sets).
2. Seek effective interface with lake and river citizen groups.
3. Continue to encourage new techniques and practices specifically in municipal annexations and townships through communication and collaboration.
4. Review, certify, and track city and township ordinances as they affect the Mississippi Headwaters corridor, while supporting each in the strategic development and implementation of projects along the river.
6. Update and maintain the Mississippi Headwaters Board web site to provide the public with easy access to information about the board, and other pertinent regulatory information.
7. Conduct public meetings and training as necessary to afford opportunity to the public to be fully informed of the plan, Best Management Practices and project cost-share opportunities.
8. Advocate safe and environmentally conscientious community and public recreational access to and usage of the river corridor.
9. Produce literature for the on-going education of river stewardship.
10. Support the positions of the Mississippi Headwaters Board and perform tasks as required to fulfill the State statute and values of the board.
11. Continued attention to the coordinated management of headwaters dams as a system rather than individual sites in the Mississippi Headwaters Board corridor.
12. Work with counties on Aquatic Invasive Species prevention strategies.

C. Plan Implementation through Public Education, Information and Incentives.

1. Seek funding for various Mississippi river quality programs.
2. Participate and encourage implementation of goals through collaboration on partner projects in the Minnesota Upper Mississippi watershed basin.
3. Seek opportunities to inform the public of water monitoring opportunities and practices.
4. Work with other area organizations and partners on various grants throughout the Upper Mississippi River for water monitoring programs.

D. Administration:

Consistent with the MCIT (Minnesota County Trust Insurance) and other government policies, Mississippi Headwaters Board will administer, coordinate, and communicate efficiently and ethically in the public interest, to provide cost efficient, reliable and courteous public service to the best of its ability. This will be accomplished in compliance with the enabling statute and the Comprehensive Land-use Plan. The computer programs will be used to the maximum potential within the abilities of staff, taking into consideration that many constituents rely on traditional means of communication and cannot be neglected.

1. Provide technical support, staff support, comment, training and review as needed.
2. Ensure consistent, administered action of minimum standards through zoning procedures and a prioritized risk assessment methodology for specific river focused objectives.
3. Provide review and comment of conditional use projects in the corridor.
4. Certify county actions on variances, ordinances, and amendments to zoning ordinances; or utilize process for appeal.
5. Work with applicants (and/or local zoning personnel) prior to the board meeting in order to improve application quality and compliance.

6. Meetings (External Operations)

- a. The Mississippi Headwaters Board will meet monthly or as necessary to review and certify zoning variances, amendments and ordinances from the eight member counties.
- b. Prepare testimony as needed.
- c. Provide an agenda that provides information on budget, correspondence, actions, and pertinent issues.
- d. Meet with the Technical Advisory Committee as deemed necessary to review over the Comprehensive plan and area zoning requirements.
- e. Mississippi Headwaters Advisory Committee will meet according to the by-laws and as deemed necessary.
- f. Assemble a Project Review Committee to assist the board with filtering area zoning/environmental projects for board involvement.
- g. Administer and maintain professional services and contracts as needed.

7. Internal Operations

- a. The Executive Director with the direction of the Mississippi Headwaters Board will oversee activities in compliance with the Crow Wing Personnel Policy and continue the planning process to acquire funding for the position to oversee day to day operations and ensure funding sustainability.
 - i. Define duties & obligations.
 - ii. Assure eight county participation with the Mississippi Headwaters Board activities.
 - iii. Locate/strengthen ties with other partners and legislative agencies.
 - iv. Formal planning process for continued development of Mississippi Headwaters Board role.
- b. The Fiscal Agent with the direction of the Executive Director will perform office duties in compliance with the Personnel Policy.
 - i. Maintain office and computer network.
 - ii. Maintain website and mailing list files.
 - iii. Archive old files.
 - iv. Address needs in compliance with the MCIT, OSHA, and other recommendations.
 - v. Maintain financial system and provide:
 - Revenue accounts, invoices, contracts and expenditures.
 - Monthly financial reports to the Mississippi Headwaters Board.
 - Assistance for audits.
 - Prepare annual and FY budget, materials, and requests for each county.
 - Coordinate annual budget.
- c. Staff Development
 1. Continued professional education of staff.
 2. Fulfill federal, state, local and Mississippi Headwaters Board requirements for employees as discussed in the Crow Wing County Personnel Policy.

Short Term Suggestions for 2017 (1/17-6/17)	Capacity/Program support	Long or Short Term	I/E	Cost	Comments
Contract Mitch Brinks to update subwatershed mapping	program support	Short Term		\$10,000	Could spend it this year; more of an update to information than measuring change
Contract Mitch Brinks to update Comp. Plan maps.	program support	Short Term	x	\$1,000	Could all be spent before end of fiscal year
AIS Support	program support	Short Term	x	\$20K	Could all be spent before end of fiscal year
Stormwater support- Little Falls	program support	Short Term	x	\$30K	Construction would be \$30K if everything was done, but this could be scaled to \$20K and must be spent before 6/30/17. Greg Kinneman is talking with his Board the 17th to see if the 7th street project to move forward.
Stormwater support- Grand Rapids	program support	Short Term		\$20K	additionality to grant received.

Next Fiscal Year Suggestions for 2017 (7/1/17-6/30/18)	Capacity/Program support	Long or Short Term	I/E	Cost	Comments
Contract someone to support historical, cultural, and scientific values. Work with Camp Ripley Sentinel Landscape program	capacity	Long Term	x	\$5-\$20K	Will take a few months to set up; Protection from development. Assessment Identification of arch. Sites. Educational signs, probability model with <u>public education</u> . Project orientated. Grants are acquired with a known project where an impact could occur. Could be an awareness project.
Hire Program Manager- NRCSH	capacity	Long Term		\$20K	Will take a few months to set up; Leveraging could be gained. Could utilize grants, county support, Gov. support.
SWCD MHB easement priority/support	program support	Long Term		\$3-\$6K	This is dependent on easements gained.
Biennial Conference support		Short Term	x	\$2,700	Per Diems to County Comm. & MHB Legislative members

\$20K-\$23K to spend