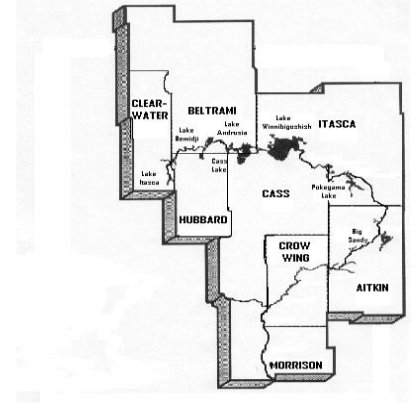




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
March 23, 2018
10:00 am**



- **Call to Order/Pledge of Allegiance**

10:00 PM Approve/Amend

- Agenda
- Consent Agenda – February '18 Minutes & Expenses (att. 1 & 2)

Planning and Zoning (Actions)

- None

Action / Discussion Items:

- Executive Director's Report (att. 3)
- Comp plan Revision (att. 5)

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

Meeting Adjourned - Thank you

Mtgs:

April 27, '18, 10:00 AM – MHB Board Meeting- Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
February 23, 2018
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

Members present: Mike Wilson (Morrison), Rosemary Franzen (Crow Wing), Davin Tinquist (Itasca), Keith Winger (Beltrami), Cal Johannsen (Hubbard), Scott Bruns (Cass), and Tim Terrill (Executive Director).

Others Present: Bob Lessard (DNR Liaison), Bob Meier (Asst. DNR Commissioner) Greg Kaiser (Gull Lake Productions).

Vice-Chairman Johannsen called the meeting to order followed by the Pledge of Allegiance.

M/S (Winger/Newland) to approve of the agenda. Motion Carried.

M/S (Tinquist/Wilson) to approve of the consent agenda. Motion Carried.

Planning & Zoning

None

Action/Discussion Items **Executive Director Report**

Tim stated that he is setting up meetings with county townships at their annual meeting. He stated that he provided Guidebooks to Reno Wells who will distribute Guidebooks to local township Reps, 10 state association of townships, Cass county assoc. of townships board of directors, and to State Board of Directors. Reno wants to raise awareness to townships about the MHB.

Tim attended Camp Ripley open house and met with landowners to give an overview of the easement and acquisition program that the MHB offers in that geography. Over 80 people attended the event.

Attended the Clearwater county township association meeting and provided a powerpoint that discussed who the MHB was and what programs we offer.

Attended Aitkin county board meeting and the 207.5 acres of Aitkin County Growth parcel was approved to be donated to the county.

Held MHB Comp plan meeting with sub-committee and they wanted him to provide the board with the original strikethrough of the Comp plan and the changes that were suggested to be made, and who suggested those changes. The board will review the Comp plan at the end of each board meeting.

Tim attended a radio talk session with Steve Hughes on KKIN radio and talked about the MHB history, AIS program, and guidebooks. It was a good strategy to raise awareness about the MHB.

1. Enbridge contract to approve. Tim provided the board with a contract from Enbridge which allowed \$200,000 to be given to the MHB for in-kind work to be completed for the MHB stormwater retrofit analysis. **M/S (Tinquist/Winger) for approval. Motion Carried.**
2. Statute Revision. Tim updated the board on his progress on the MHB statute and explained to them that Crow Wing county attorney Don Ryan and Commissioner Marcotte reviewed the language. The next step is to meet with Sen. Carrie Rudd next Thursday at the AMC Legislative Day and discuss with her the process for updating the statute.
3. MHB Recreational Campaign. The board listened to a powerpoint from Tim that discussed the details of the recreational campaign that would be implemented in the four counties of Morrison, Crow Wing, Aitkin, and Itasca. After seeing the powerpoint, asst. DNR commissioner Bob Meier provided the board with a fact sheet about public lands and their benefit. Bob stated that he liked that the MHB is using cutting edge technology and would like to use us as a model to implement state wide on DNR public land. After much debate, Tim asked the board if he could use \$32,000 from the MHB fund balance to fund this program for 1 year with the four participating counties. **M/S (Wilson/Franzen) to approve of funding and to work with the DNR on replicating this model. Motion Carried.**
4. Comprehensive Plan Revision. Tim explained the Comp plan to the board and the timeline of meetings that led to the suggested changes to the current Comp plan. He provided them with an example of how that might be presented at each meeting. The board agreed that this would be helpful for new members to get acquainted with the Comp plan, and suggested he email it to them several weeks before the next board meeting.

County Updates- Davin explained that a DNR acquisition was brought before the Itasca County board and how the board saw the need for a possible divestiture of county tax forfeit land. He explained that many different issues were brought up including PILT, that really needed to be discussed. Other board members gave their opinions and experiences with land acquisition.

Legislative Update- Mike Wilson brought up that the AMC legislative conference is next Wednesday and Thursday.

Closed Meeting for executive director's annual performance review.

M/S (Wilson/Tinquist) to close the meeting. Motion Carried.

M/S (Tinquist/ Franzen) to open the meeting. Motion Carried.

The board signed resolution 2018-01 giving the executive Director a rating of **Performing** and to apply the corresponding performance based pay adjustment of 2.5% prorated back to January 1, 2018.

M/S (Winger/Wilson) to adjourn. Motion carried.

03/10/2018 13:26
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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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	298,580.61			
18/02	49 02/02/18 PRJ				PER 01		173,155.22 -3,571.87	471,735.83 468,163.96			
18/02	158 02/06/18 APP 0206 A020618						-1,396.28	466,767.68			
18/02	291 02/12/18 GEN TRANSFER SYSTEM GENERATED DUE TO LINE						1,500.00	468,267.68			
18/02	295 02/12/18 GNI iNovah SYSTEM GENERATED DUE TO LINE			AmyG 25719			23,670.40	491,938.08			
18/02	329 02/13/18 APP 0213 A021318						-964.83	490,973.25			
18/02	354 02/13/18 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						5,838.18	496,811.43			
18/02	393 02/16/18 PRJ						-3,683.02	493,128.41			
18/02	416 02/15/18 GNI EFT SYSTEM GENERATED DUE TO LINE						1,106.64	494,235.05			
18/02	487 02/21/18 GNI iNovah SYSTEM GENERATED DUE TO LINE			AmyG 25831			1,500.00	495,735.05			
18/02	563 02/26/18 GNI JAN WF PCARD SYSTEM GENERATED DUE TO LINE						-516.96	495,218.09			
18/02	630 02/12/18 GRV 1802000291 REVERSE						-1,500.00	493,718.09			
18/02	631 02/12/18 GEN TRANSFER SYSTEM GENERATED DUE TO LINE						1,500.00	495,218.09			
18/02	638 02/27/18 APP 0227 A022718						-483.01	494,735.08			
18/02	762 02/28/18 GEN RECURRING SYSTEM GENERATED DUE TO LINE						-525.00	494,210.08			
LEDGER BALANCES --- DEBITS:							208,270.44	CREDITS:	-12,640.97	NET:	195,629.47

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
74	74-00-000-000-000-0000-20050-	Vouchers Payable								
					SOY BALANCE			.00		
18/02	157 02/06/18	API B	2217				-1,396.28	-1,396.28		
	W A020618									
18/02	158 02/06/18	APP 0206					1,396.28	.00		
	A020618	AP CASH DISBURSEMENTS JOURNAL								
18/02	307 02/12/18	API B	2231				-4.83	-4.83		
	W A021318									
18/02	309 02/13/18	API B	2233				-960.00	-964.83		
	W A021318									
18/02	329 02/13/18	APP 0213					964.83	.00		
	A021318	AP CASH DISBURSEMENTS JOURNAL								
18/02	634 02/26/18	API B	2284				-483.01	-483.01		
	W A022718									
18/02	638 02/27/18	APP 0227					483.01	.00		
	A022718	AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:		2,844.12		CREDITS:	-2,844.12	NET:	.00		
74	74-00-000-000-000-0000-38400-	Expenditures								
					SOY BALANCE			.00		
					PER 01		17,694.04	17,694.04		
18/02	49 02/02/18	PRJ PR0202	1180202	1180202			3,571.87	21,265.91		
	pay020218	WARRANT=180202	RUN=1	BI-WEEKL						
18/02	157 02/06/18	API B	2217				1,396.28	22,662.19		
	W A020618									
18/02	307 02/12/18	API B	2231				4.83	22,667.02		
	W A021318									
18/02	309 02/13/18	API B	2233				960.00	23,627.02		
	W A021318									
18/02	393 02/16/18	PRJ pr0216	1180216	1180216			3,683.02	27,310.04		
	pay021618	WARRANT=180216	RUN=1	BI-WEEKL						
18/02	563 02/26/18	GNI JAN					516.96	27,827.00		
	WF PCARD									
18/02	634 02/26/18	API B	2284				483.01	28,310.01		
	W A022718									
18/02	762 02/28/18	GEN					525.00	28,835.01		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
RECURRING										
	LEDGER BALANCES --- DEBITS:			28,835.01			CREDITS: .00	NET: 28,835.01		
74	74-00-000-000-000-0000-38500-	Revenues								
							SOY BALANCE	.00		
							PER 01	-190,849.26	-190,849.26	
18/02	291 02/12/18 GEN TRANSFER						-1,500.00	-192,349.26		
18/02	295 02/12/18 GNI iNovah		AmyG	25719			-23,670.40	-216,019.66		
18/02	354 02/13/18 GNI ST OF MN						-5,838.18	-221,857.84		
18/02	416 02/15/18 GNI EFT						-1,106.64	-222,964.48		
18/02	487 02/21/18 GNI iNovah		AmyG	25831			-1,500.00	-224,464.48		
18/02	630 02/12/18 GRV 1802000291 REVERSE						1,500.00	-222,964.48		
18/02	631 02/12/18 GEN TRANSFER						-1,500.00	-224,464.48		
	LEDGER BALANCES --- DEBITS:			1,500.00			CREDITS: -225,964.48	NET: -224,464.48		
74830	74-00-830-000-000-0000-52990-	Local Grant								
							REVISED BUDGET		.00	
							PER 01	-9,000.00	-9,000.00	
18/02	291 02/12/18 GEN TRANSFER DISBURSEMENT						-1,500.00	-10,500.00		
18/02	487 02/21/18 GNI 776472 iNovah HUBBARD COUNTY SUPPORT		AmyG	25831			-1,500.00	-12,000.00		
18/02	630 02/12/18 GRV 1802000291 REVERSE						1,500.00	-10,500.00		
18/02	631 02/12/18 GEN TRANSFER CROW WING SUPPORT						-1,500.00	-12,000.00		
	LEDGER BALANCES --- DEBITS:			1,500.00			CREDITS: -13,500.00	NET: -12,000.00		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
18/02	634 02/26/18	API 002809		69272	13794	B	50.00	500.00		
	W A022718	MHB MEETING & MILES		TINQUIST, DAVIN C						
18/02	634 02/26/18	API 002837		69273	13778	B	50.00	550.00		
	W A022718	MHB MEETING & MILES		JOHANNSEN, CALVIN						
	LEDGER BALANCES --- DEBITS:			550.00	CREDITS:		.00	NET:	550.00	
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage REVISED BUDGET									.00
					PER 01		198.09	198.09		
18/02	157 02/06/18	API 101580		68037	13867	B	98.10	296.19		
	W A020618	County Commissioner Mileage		18 WILSON, MICHAEL						
18/02	563 02/26/18	GNI JAN					45.78	341.97		
	WF PCARD	1071 - MHB								
		PAUL THIEDE - OOP								
18/02	634 02/26/18	API 101580		69268	13795	B	98.10	440.07		
	W A022718	MHB MEETING MILES		WILSON, MICHAEL						
18/02	634 02/26/18	API 004028		69270	13796	B	42.26	482.33		
	W A022718	MHB MEETING & MILES		WINGER, KEITH						
18/02	634 02/26/18	API 002809		69272	13794	B	65.40	547.73		
	W A022718	MHB MEETING & MILES		TINQUIST, DAVIN C						
18/02	634 02/26/18	API 002837		69273	13778	B	27.25	574.98		
	W A022718	MHB MEETING & MILES		JOHANNSEN, CALVIN						
	LEDGER BALANCES --- DEBITS:			574.98	CREDITS:		.00	NET:	574.98	
74830	74-00-830-000-000-000-0000-62990- Prof. & Tech. Fee - Other REVISED BUDGET									.00
					PER 01		5,226.89	5,226.89		
18/02	157 02/06/18	API 101308		68031	13614	B	940.68	6,167.57		
	W A020618	MHB Watershed Sampling for 201		WIDSETH SMITH NOLTIN						
18/02	157 02/06/18	API 002876		68035	13608	B	57.50	6,225.07		
	W A020618	Watershed Testing		PACE ANALYTICAL SERV						
18/02	157 02/06/18	API 009999		68041	13606	B	300.00	6,525.07		
	W A020618	Northerm MN Science Fair Stude		Unknown						
18/02	309 02/13/18	API 009999		68509	13672	B	960.00	7,485.07		
	W A021318	PROOFING, COPYEDITING, FORMATT		Unknown						
18/02	762 02/28/18	GEN					525.00	8,010.07		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
RECURRING FINANCIAL SERVICE										
LEDGER BALANCES --- DEBITS:				8,010.07	CREDITS:		.00	NET:	8,010.07	
74830	74-00-830-000-000-000-0000-63320- Employee Mileage									
									REVISED BUDGET .00	
									PER 01	
18/02	563 02/26/18	GNI JAN					220.96	220.96		
	WF PCARD	1434 - Aitkin Natural Resourc3					52.32	273.28		
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					88.29	361.57		
	WF PCARD	1434 - Land Commissioners mtg								
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					27.25	388.82		
	WF PCARD	1434 - Camp Ripley Open house								
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					59.95	448.77		
	WF PCARD	1434 - 1W1P leech lake plan								
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					125.35	574.12		
	WF PCARD	1434 - Beltrami easement								
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					27.25	601.37		
	WF PCARD	1434 - Camp Ripley ACUB								
		TIM TERRILL - OOP								
18/02	563 02/26/18	GNI JAN					59.95	661.32		
	WF PCARD	1434 - MHB monthly mtg								
		TIM TERRILL - OOP								
LEDGER BALANCES --- DEBITS:				661.32	CREDITS:		.00	NET:	661.32	
74830	74-00-830-000-000-000-0000-64090- Office Supplies									
									REVISED BUDGET .00	
									PER 01	
18/02	563 02/26/18	GNI JAN					131.87	131.87		
	WF PCARD	snack for easement/acquisition					4.29	136.16		
		TIM TERRILL - Brd CUB FOODS								
18/02	563 02/26/18	GNI JAN					7.43	143.59		
	WF PCARD	Beltrami easement and Clearwat								
		TIM TERRILL - BURGER KING #13275								
18/02	563 02/26/18	GNI JAN					1.61	145.20		
	WF PCARD	agenda packet mailing								
		TIM TERRILL - USPS PO 2611000401								
18/02	563 02/26/18	GNI JAN					13.60	158.80		
	WF PCARD	Guidebook mailing								
		TIM TERRILL - USPS PO 2611000401								
18/02	563 02/26/18	GNI JAN					3.89	162.69		
	WF PCARD	Board snack								
		TIM TERRILL - SUPER ONE FOODS #45								

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 02 TO 2018 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
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LEDGER BALANCES --- DEBITS:				162.69			CREDITS: .00	NET: 162.69	
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GRAND TOTAL --- DEBITS:				267,327.31			CREDITS: -467,314.05	NET: -199,986.74	
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81 Records printed

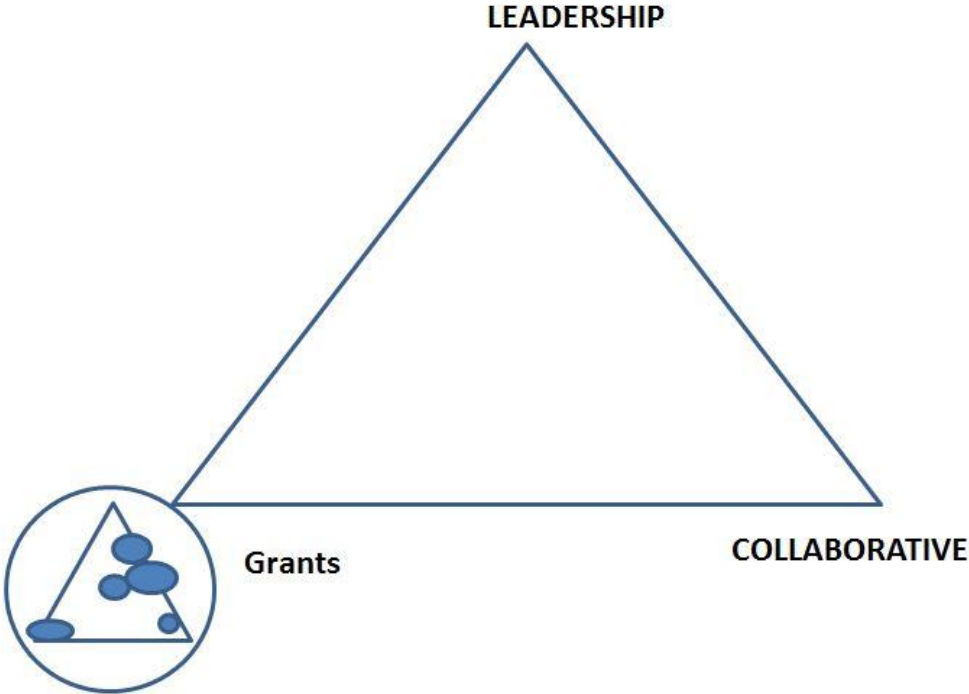
** END OF REPORT - Generated by Alaina Bundy **

Planning and Zoning

None

Action/Discussion

Executive Director's Report
Comp plan Revision



Executive Director Report

February- March 2018

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 call in meetings with MPCA.
6. Worked on SDRF for the State Auditor.
7. Completed summary of changes of MHB Comp. Plan.
8. Worked on finalizing MPCA contract amendment.

Meetings & Networking

1. Met with the Aitkin county board and they approved of the Savannah State Forest addition which is over 160 acres and has 1.25 miles of Mississippi river frontage.
2. Attended meeting with Sen. Carrie Ruud and presented her with the revised statute. Ben Stanley from the Senate Council office called me and we discussed the statute the very next day. Talked with Rep. Matt Bliss about this issue to have a Representative author to the bill.
3. Had conversation with Cory Boushee from the GBAJPB about annexation or incorporation of land by a city and how moratoriums can only be lifted by the MHB.
4. An email conversation with Casey Mai has begun over a phased annexation of Northern Township.
5. Met with Land Commissioners who are participating in the MHB Rec. Campaign to discuss process, timeline and details.
6. Called AMC about our recreational project and suggested I be a speaker at the December AMC conference.
7. Began setting up meetings with the DNR regional management teams in NE and NW region to provide them an update on the MHB acquisition program.