

Mississippi Headwaters Board (MHB)

January 20th, 2012

Cass County Courthouse, Walker, MN

Meeting Minutes

Members Present: Paul M. Thiede (Crow Wing County), Jack Frost (Beltrami County), Davin Tinquist (Itasca County), Dean Newland (Clearwater County), Neal Gaalswyk (Cass County), Lyle Robinson (Hubbard County), Tom Wenzel (Morrison County), Brian Napstad (Aitkin County) and Pam Kichler (Admin. Asst.)

Members Excused:

Others Present: Dan Steward (Board of Water and Soil Resources - BWSR), Todd Holman (The Nature Conservancy - TNC), Chris Pence (Crow Wing County ESD), Mitch Brinks (Crow Wing County Water Protection Specialist), Jim Baruth (Ten Lake Township Zoning Administrator), Mark Kuechenmeister (applicant agent/builder), Dale Foss (new Cass County appointed Mississippi Headwaters Advisory Committee member)

9:02 am – Chair Paul M. Thiede (Crow Wing) called to order the monthly meeting of the Mississippi Headwaters Board at 9:02 am on Jan. 20th, 2012 in Walker, MN. The meeting began with the pledge of allegiance.

Chair Paul M. Thiede (Crow Wing) asks for a motion to open '12 Executive board nomination. **Motion** was made and second by Tom Wenzel (Morrison) / Brian Napstad (Aitkin) to open nominations – 5 ayes, 0 nays. Tom Wenzel (Morrison) ask that Lyle Robinson (Hubbard) be nominated for '12 Chair. **Motion** was made, seconded and closed by Commissioners Brian Napstad (Aitkin) / Davin Tinquist (Itasca) for nomination of Lyle Robinson (Hubbard) for '12 Chair – 5 ayes, 0 nays. **Motion** was made, second and closed by Paul Thiede (Crow Wing) / Brian Napstad (Aitkin) for nomination of Davin Tinquist (Itasca) for '12 Vice Chair – 5 ayes, 0 nays. **Motion** was made, second and closed by Brian Napstad (Aitkin) / Tom Wenzel (Morrison) for nomination of Neal Gaalswyk (Cass) for '12 Secretary/Treasurer – 5 ayes, 0 nays. The 2012 Executive Board is: Chair Lyle Robinson (Hubbard), Vice Chair Davin Tinquist (Itasca) and Secretary/Treasurer Neal Gaalswyk (Cass)

9:10 am - Agenda (January 20th '12). **Motion** was made and seconded by Commissioners Paul M. Thiede (Crow Wing) / Brian Napstad (Aitkin) to approve the Agenda - 5 ayes, 0 nays. Motion carried.

9:11 am – Consent Agenda (Dec. '11 Minutes and Dec. / Jan. '11 Expenses). **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Davin Tinquist (Itasca) to approve the Consent Agenda and the expenses for Jan. '12 (\$3,475.21) – 5 ayes, 0 nays. Motion carried.

9:12 am – Staff Report (Dec. – Jan.) - Pam Kichler (Admin. Asst. Staff) highlighted several items:

- **#2 (P/B)** - Staff advised that the '12/'13 State Appropriations Contract has arrived w/signatures. Staff has also sent the 1Q '12 reimbursement request for \$18,267.07
- **#4 (P/B)** – Staff has prepared/mailed all eight '12 County Appropriations requests
- **#2 (P/C)** – Staff advised the board that the Texas WEB host company (EPP Marketing) that supports and make structural changes to our WEB site has provided an estimate on two changes that the board may want to consider making to the site. The suggested changes are: add a 'page' to site to post 'Press Releases' (\$390) and make site adjustment to the 'Events' page to allow for photo uploads (\$245). Per today's discussion, the board asked that these changes be tabled until staff can further investigate what the Crow Wing County (CWC) IS department might be able to handle (in-house) and at what cost. The board would like staff to add this topic to the February Agenda for discussion
- **#5 (P/C)** – An attorney from Minneapolis recently contact the office to purchase a copy of the '92 Comprehensive Plan. Staff mailed an old version of the plan w/an invoice for \$10
- **#6 (P/C)** – Staff advised the board of her recent conversation w/the Cass County Auditor's office in regard to having on-line book sales handled through the same "Federal Payment" system Cass currently use for Plat book purchases etc. Through discussion it was determined that although the MHB office

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still has Cass County as the fiduciary, here is another example of an opportunity to possibly have this handled through CWC. Now that the MHB office is located w/in the CWC offices, it may be beneficial to work with that county on WEB/Accounting needs etc. that may also streamline office processes.

- Staff asked if the board members had any conflicting schedules/appointments with the next MHB meeting (February 17th) – none were noted

At this time, Paul M. Thiede (Crow Wing) suggested the 'Staff Review' portion of the meeting be moved to this time slot to allow for the Applicants and/or others to arrive in time for Zoning Action (B1a12) review. The other board members agreed.

Paul further explained that no action had been taken at the December meeting for the Annual Staff review but it was noted that the rating for '11 was 'satisfactory' and that Pam Kichler (Admin Asst.) should be commended for her performance. Motion was made and seconded by Paul M. Thiede (Crow Wing) / Brian Napstad (Aitkin) noting the satisfactory performance rating for '11 – 6 ayes, 0 nays.

9:35 am – Zoning Actions –

A. Beltrami County (Ten Lake Township) –

1. B-1a-12 RE: Review/certify a variance application to replace old structure w/new @ 20+ feet in height and one foot from rear lot line – Lake Andrusia – applicant – Curt / Vicki Barr

► Discussion: Jim Baruth (Ten Lake Township Zoning Admin.) was in attendance to offer details and answer any additional questions about the variance request. Additional documentation was also provided for board review. Some other specifics noted in discussion were:

- a) Application is on a 65' x 75' lot w/a 1950's structure that will be replaced w/a 24' x 26' cabin
- b) Structure will maintain its 50' setback, and existing outhouse & boathouse will be removed
- c) There is a failing septic system that will be replaced with a county approved holding tank that maintains a pumping agreement w/a certified contractor
- d) The application was reviewed/approved by the Ten Lake Township BOA on 1/10/12

After review/discussion, a **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Jack Frost (Beltrami) to certify the variance with conditions and the Findings of Fact noted by the Ten Lake Township Board of Adjustment at their 1/10/12 hearing - 6 eyes, 0 nays. Motion carried

9:45 am – Actions / Discussion Items –

► **BWSR Grant Work Plan Update** – Chair Lyle Robinson (Hubbard) opened the floor to Chris Pence (CWC Land Services Supervisor) and Mitch Brinks (CWC Water Protection Specialist) to continue discussion on the BWSR Grant Work Plan that was first mentioned at the December 16th MHB meeting. Today they provided for board review, a finalized Work Plan and are asking MHB approval so that it can be submitted into eLink before the deadline. The following are a number of items specifically noted during discussion:

- 1) Work plan must be completed by March 30th
- 2) The Work Plan has been broken down into 3 categories: Admin./Coordination – 3.35%; Project Development – 27.65% which includes the majority of the match portion; Technical/Engineering - Data Gathering 45% / GIS 14% / Data Oversight 10%

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- 3) As expressed during the December MHB meeting, this Grant will supplement a study to identify, assess and help each of the 8 headwater corridor counties to develop and benchmark conservation activity. It will create a unified data set that can be easily accessed, and provide the framework for development/placement of new corridor language into each counties water plans

Motion was made and seconded by Commissioners Brian Napstad (Aitkin) / Jack Frost (Bemidji) to approve the Work Plan and to have the Chair sign the CWL/BWSR contract once it arrives - 6 ayes, 0 nays. Motion carried.

► **Mississippi River Gathering IV** – Paul M. Thiede (Crow Wing) opened discussion on the progress to-date on the planning for the Mississippi River Gathering IV. As noted in last month's conversation on this action item, the Gathering will be set up to follow a morning Strategic Planning Session III and lunch. Below are a few of the details covered at today's meeting:

- 1) The dates the board is looking at for this event is March 29th or 30th – UPDATE: March 30th was chosen
- 2) Much of the morning session will involve new grant project discussion and will include all county Commissioners, staff and SWCD personnel; second half of the day will be the Gathering IV
- 3) Paul M. Thiede (Crow Wing) will get in contact with DNR Commissioner Tom Landwehr to see if he would be able to attend and speak during the lunch hour
- 4) Todd Holman (TNC) will also be available to help where/when needed as he was involved with the planning of previous Gatherings
- 5) Staff contacted the Northern Lights Casino as a possible location for the meeting & received a quote on facility/menu etc. but other locations will also be considered
- 6) The Initiative Foundations is still willing to provide a small grant to help w/event expenses
- 7) Chair Lyle Robinson (Hubbard) asked that the sub-committee for the CWL grant pull a meeting together to fine-tune the details and update the board at the February MHB meeting. Paul M. Thiede (Crow Wing) is the lead for this sub-committee

► **'12 BSU Northern MN Regional Science Fair - Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Jack Frost (Bemidji) to approve sponsorship of the '12 Northern Minnesota Regional Science Fair and provide certificates/cash awards of: 1st - \$250, 2nd - \$150, 3rd - \$100 - 5 ayes, 0 nays. Motion carried. Staff also asked if any of the Commissioners would like to volunteer to judge.

There was no further business, the Chair Lyle Robinson made **motion** to adjourn the meeting at 10:45 am

Meeting Adjourned

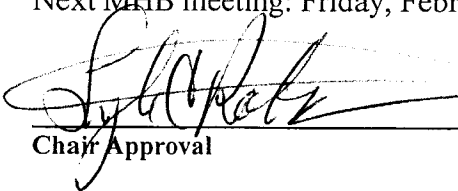
10:45 am – Misc –

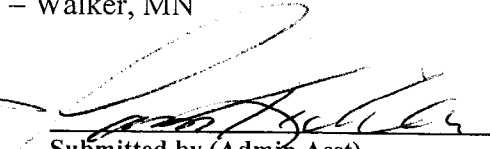
☼ **Legislature Update** – none

☼ **County Updates** –

- Dale Foss (MHAC) was introduced, given some organization history and thanked for attending
- Todd Holman (TNC) asked whether the MHB Commissioner's would like him to continue to share news of any future grant and/or project opportunities. The board would like that.

Next MHB meeting: Friday, February 17th, 2012 – Walker, MN


Chair Approval


Submitted by (Admin Asst)