

**Mississippi Headwaters Board (MHB)**  
**January 21st, 2011**  
**Cass County Courthouse, Walker, MN**  
**Meeting Minutes**

**Members Present:** Tom Wenzel (Morrison County), Paul Thiede (Crow Wing County), Neal Gaalswyk (Cass County), Brian Napstad (Aitkin County), Lyle Robinson (Hubbard County) and Pam Kichler (Admin. Asst.)

**Members Excused:** Jack Frost (Beltrami County), Davin Tinquist (Itasca County), Dean Newland (Clearwater County)

**Others Present:** Chip Borkenhagen – RiverPlace Communication Arts (RCA)

**9:11 am** – Paul Thiede (Crow Wing) called to order the monthly meeting of the Mississippi Headwaters Board at 9:11 am on January 21st, 2011, in Walker, MN. The meeting began with the pledge of allegiance.

As previously discussed at the Dec. '10 meeting, the Office rotation recommendation for 2011 is as follows: Paul Thiede (Crow Wing) – Chair, Lyle Robinson (Hubbard) – Vice Chair and Tom Wenzel (Morrison) – Treasury/Secretary. **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Neal Gaalswyk (Cass) to affirm and approve the motion of the officers for '11 - 5 ayes, 0 nays. Motion carried.

The meeting was then opened with a Welcome to one of the newest board members, Neal Gaalswyk (Cass County). Neal offered some background information on his years with both Cass and Crow Wing County and his interest in sitting on the MHB as Cass County's representative and replacement for Dick Downham.

**Power Point Presentation** – The Power Point presentation that was used for State Capital/Legislature visit in 2008 was not shown at this time due to equipment and file errors.

**9:15 am - Agenda** (Jan. 21<sup>st</sup> '10). **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Lyle Robinson (Hubbard) to approve the Agenda - 5 ayes, 0 nays. Motion carried.

**9:16 am – Consent Agenda** (Dec. '10 – Minutes/Dec '10-Jan.'11 Expenses). Pam Kichler (Admin. Asst.) made special note of two items: '11 policy renewal for MCIT Insurance and a billing for WEB updates for YE 2010. Chair Paul Thiede (Crow Wing) asked for further clarification on what the WEB design/hosting obligations are. Pam explained that Chip Borkenhagen (RCA) will soon take this role over as part of the re-branding. To-date Chip has only provided this board with structural WEB design ideas. The contract with our current provider for hosting is good until 6/11 but servicing for the domain will be up for renewal in Feb. '11. Paul asked that Pam work with Chip on a new contract and transition.

**Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Lyle Robinson (Hubbard) to approve the December '10 Consent Agenda (Dec. '10 Minutes and Dec.'10-Jan.'11 expense) - 5 ayes, 0 nays. Motion carried. Neal Gaalswyk (Cass) suggested that the motion always state the full dollar amount for expenses going forward. The other board members agreed.

**9:20 am – Staff Report** (Jan. '11). Pam Kichler (Admin. Asst.) highlighted several items:

- **#2 (P/B)** – Staff was informed by the Cass County Auditor's office that a billing from RCA that was submitted w/o tax should have included **State Sales/Use Tax**, as we are not 'tax exempt'. The Auditor's office caught this and included the tax on our behalf. The office will keep a closer eye on this going forward.
- **#3 (P/C)** – Staff had sent the board members a notice to attend an upcoming Tri-County invasive species Leg. Summit (1/15/11). Staff offered to forward presentation/reports from the Summit if desired

## MHB Meeting Minutes

- Staff advised that a copy of an email that arrived at the office on the 17<sup>th</sup> (re: HF 52 bill) had been placed in the Commissioners meeting envelopes today as an FYI.
- 2011 IRS guideline for mileage reimbursement is .51/mile
- Staff advised that some of the MHB Commissioners/staff that attended the Upper Mississippi River Stakeholders meeting held at the Arboretum on Dec. 15th, expressed concerns after learning that an Upper Mississippi DNR fishery study had taken place with no notice or results shared w/this board. Staff is looking for direction on whether to invite the DNR to an upcoming MHB meeting to discuss. The board members asked that staff first find out more information on the study for the February MHB meeting.

### 9:30 am – Zoning Actions – None

### 9:30 am – Action Items –

- ▶ **2011 Senators/Representatives** - Staff provided a list of Senators/Representatives for the 2011 session. See 'Legislature Update' for additional discussion
- ▶ **River Watch Update (Letter of Agreement)** – This item will be moved to the Feb '11 Agenda
- ▶ **Canoe Days** – Chair Paul Thiede (Crow Wing) provided details of the newly re-organized Canoe Days. As in the past Canoe Days was held annually in Brainerd the first weekend in June, with the MHB as a sponsor. There has been some adjustments made and now Canoe Days will be partnered w/the National Park Service and will be held in conjunction w/the Parks Open House (June 7, 8, 9). This date/location change created a scheduling conflict with the people that perform the encampment re-enactment for past Canoe Days. This has since been worked out and the encampment re-enactment will now be held at the same park in Brainerd as previous years, but will be held June 19<sup>th</sup>. Additional details regarding permits etc. still need to be worked out. Paul will update the board of details as the events goes near. Paul also asked that the MHB again sponsor the event by providing coffee and donuts on June 19<sup>th</sup>. **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Brian Napstad (Aitkin) to approve sponsorship (up to \$100) for the 2011 Canoe Days event - 5 ayes, 0 nays. Motion carried.
- ▶ **Mississippi River funding (Knight Foundation)** – Chair Paul Thiede (Crow Wing) offered a brief over-view on a recent River Partnership (IQ) Grant that Don Hickman (Initiative Foundation) will be working on and thought that this board may be interested in. This is just an FYI at this time but Neal Gaalswyk (Cass) offered to find out more details.
- ▶ **Strategic Planning Project development update** – Chair Paul Thiede (Crow Wing) opened this portion of the meeting by providing a synopsis (for the benefit of the newest board member) of the most recent activities as a direct response to the suggestions identified at the two Strategic Planning Session (SPS) held Oct. '09 and April '10. A couple directives identified at the SPS's were: 1) the board's necessity for re-branding and 2) re-establishing board worth to help when approaching other organizations (and the state) on future funding opportunities. These ideas along w/others from the SPS meetings are why the MHB joined forces with Chip Borkenhagen (RCA).

Chip asked to share w/the board today, the first draft of a video that will be used to tell our story to the legislature in the next few weeks when we go to the Capital to ask for our next biennial funding. After video review, the board members provided feedback for suggested editing.

## MHB Meeting Minutes

Immediately following video review and discussion, Chip provided members with a mock-up of the draft Guide Book. He walked through the draft explaining book lay-out and asked for board feedback. It was also suggested that each of the Commissioners on this board get a copy of their respective portion of the text so that they can read through it. Chip will provide staff with the sections for staff to disseminate.

Further discussion continued after Chip Borlenhagen (RCA) left the meeting re: Brian Napstad (Aitkin) appointment to the re-branding sub-committee in Lori Dowling's ('10 Itasca MHB Commissioner) vacancy. Brian expressed an interest to join the sub-committee. **Motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Tom Wenzel (Morrison) to appoint Brian Napstad (Aitkin) to the sub-committee - 5 ayes, 0 nays. Motion carried.

**11:00 am – Employee (Staff) annual review** – Chair Paul Thiede (Crow Wing) asked if Pam Kichler (Admin. Asst.) would prefer to close the meeting for her review. Pam expressed that it would not be necessary. Paul then provided a compilation of staff evaluations for the 2010 calendar year (1/1/10 through 12/31/10).

After discussion, Paul asked that the minutes reflect the performance rating for Pam Kichler (Admin. Asst.) as 'Satisfactory' for the above mentioned time frame and her Overall performance as 'Achieves requirements of position'. This 2010 review did not include any change to Staff duties, wage or hours. **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Lyle Robinson (Hubbard) to identify the overall annual performance rating for staff as 'Achieves requirements of the position' – 5 ayes, 0 nays. Motion carried.

Paul asked that Pam step out of the room to allow the Commissioners to talk amongst themselves about future employee structure. After 15 minutes, Pam was asked to join the meeting again so that the board could share their comments on the topic of board needs, and how they may relate to office staff responsibilities pending funding in the coming years.

There was no further business of the MHB to discuss, **motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Lyle Robinson (Hubbard) to adjourn the meeting at 11:27 am - 5 ayes, 0 nays, Motion carried.

### Meeting Adjourned


**11:27 am – Misc –**


☀ **Legislature Update** – Chair Paul Thiede (Crow Wing) asked each of the MHB board members to consider, within their own districts, who may be beneficial for the board to consider as a possible author for a funding bill. One will need to be identified soon in order to get the MHB bill positioned for consideration in front of the Legislature this session.

☀ **County Updates – none**

Next MHB meeting: Friday, February 18<sup>th</sup> '11 at 9 am – Cass County Courthouse, Walker, MN

Meeting Adjourned

  
Chair Approval

  
Submitted by (Admin Asst)