

Offered and Moved by Board Member Tom Wengel

Seconded by: Lyle Robinson

**RESOLUTION REGARDING PAYMENT OF MONTHLY WARRANTS**  
Resolution # 2011- R0411

**WHEREAS:** The Mississippi Headwaters Board (MHB) conducts regular business meetings each month to deal with the regular business of the Joint Powers Board, including, among other things, paying the warrants that are due and payable each month; and,

**WHEREAS:** There are occasions when there are no other items of business except paying the warrants; and,

**WHEREAS:** The cost of paying per diems and mileage would often exceed the amount of warrants that are due and payable and thereby holding an in-person meeting becomes cost-prohibitive;

**THEREFORE BE IT RESOLVED:**

When there are no items of business scheduled for the regular monthly meeting of the Joint Powers Board except paying warrants, the Chairman is hereby authorized to cancel said meeting; and,

**BE IT FURTHER RESOLVED:**

When such occasion occurs, MHB staff is directed to:

1. Send a copy of the warrants, via e-mail, to each member of the Joint Powers Board at their County-sponsored e-mail account (or a different address, if supplied), requesting they respond only to MHB staff as to whether they have any objections to paying any of the warrants.
2. If an objection is received by any one Board member of a specific warrant, within three business days after the e-mail was sent, that warrant shall not be paid and shall be held over to the next regular meeting of the Joint Powers Board for further discussion.
3. MHB staff is hereby directed to process payment on all warrants for which no objection was registered within three business days of receipt of the e-mail.

**BE IT FURTHER RESOLVED:**

With the adoption of this resolution the MHB board acknowledges and confirms the action taken on March 18, 2011, which approved that month's bills in the above referenced manner.

Adopted this 15<sup>th</sup> day of April, 2011

Paul M. Thiele  
Chairman, Mississippi Headwaters Board

ATTEST:

[Signature]  
Clerk, Mississippi Headwaters Board

# Mississippi Headwaters Board (MHB)

April 15<sup>th</sup>, 2011

Cass County Courthouse, Walker, MN

## Meeting Minutes

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

**Members Excused:** Neal Gaalswyk (Cass County), Jack Frost (Beltrami County)

**Others Present:** Todd Holman - The Nature Conservancy (TNC)

**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 April 15<sup>th</sup>, 2011, in Walker, MN. The meeting began with the pledge of allegiance.

There was a quick introduction of all the board members and the new Itasca Commissioner (Davin Tinquist)

**9:04 am - Agenda** (April 15<sup>th</sup> '11). Chair Paul M. Thiede (Crow Wing) asked to add discussion under 'Planning/Zoning' on a conservation easement request. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to approve the Agenda with the amendment - 5 ayes, 0 nays. Motion carried.

**9:05 am – Consent Agenda** (February '11 Minutes/Feb. and March '11 Expenses). Pam Kichler (Admin. Asst.) noted that there had been a change to the February Expense total. This change was due to a \$50 adjustment to a day long meeting by the Chair in St. Paul on 2/2/11. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Lyle Robinson (Hubbard) to approve the February and March '11 Consent Agenda and expenses (Feb. '11 expenses - \$4094.49/March '11 expenses - \$29,154.32) as amended – 5 ayes, 0 nays. Motion carried.

Pam Kichler (Admin. Asst.) identified an item under the March Expenses that needs discussion and additional approval. She pointed out 3 invoices for RiverPlace Communication Arts (RCA): 1) \$22,246 - final press work/printing of the Guide Book; 2) \$1129.06 - final testimony video; 3) \$2,313.84 - 1/3 down on WEB site design = \$25,788.90 total. Staff is asking the board to approve transfer of \$26,000 from the General account to the ID Development account to cover this billing. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to approve a transfer of \$26,000 from the 'General' to 'ID Development' accounts - 5 ayes, 0 nays. Motion carried.

**9:07 am – Staff Report** (Feb./March '11). Pam Kichler (Admin. Asst.) highlighted several items:

- Staff advised that the '12 Appropriation reminder letter will be going out mid-May to the 8 counties
- May agenda will include review/adoption of '12 Work Plan and Budget – may amend if no state \$
- **#4 (P/B)** – Staff is preparing to mail the 3Q '11 reimbursement request at the end of April. Although 3Q expenses exceed \$37k, the remaining grant dollars for '11 is \$16,223.29. The board suggested that staff submit the 3Q request for the full dollar amount for auditing purposes
- **#3 (P/C)** – The office had received the list of the Northern MN Regional Science Fair winners. The certificates/checks have been passed on to Jack Frost (Beltrami) to handle delivery
- **#4 (P/C)** – Staff reported on a recent email from ICOLA re: pending SF196 – no action required - FYI
- **#7 (P/C)** - The office received a FYI on a proposed river bridge re-habilitation in Bemidji – awaiting Jack Frost (Beltrami) comments, if any
- **#8 (P/C)** – Staff contacted Patricia Oliver with regards to the 1990 Oral History project. 62 interviews were conducted. Of the 62 tapes, only 22 of the transcriptions were approved and only 17 are currently available at the MN Historical Society in St. Paul. No copies are available at local Historical Society

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and Museums. Patricia stated that she still has many tapes/transcriptions in her possession but since the funding ran out, they remain unapproved

- #9 (P/C) – The office received a request for review/comment from Clearwater Land & Forestry Dept. on pending timber sale/harvest plan. No concerns were noted and staff will send the standard acknowledgment letter
- Staff asked if there were any conflicts with the May 20<sup>th</sup> MHB meeting date. After in-depth discussion of pending event dates, it was determined that the May 20<sup>th</sup> date is fine

### 9:42 am – Zoning Actions – None

Chair Paul M. Thiede (Crow Wing) took a moment to share with board a notice he received yesterday on a proposed conservation easement on the river in Crow Wing County. He passed around some details on the pending action as an FYI

### 9:45 am – Discussion Items –

- ▶ **Asian Carp (Coon Rapids Dam) & RAC Grant (Zebra Mussels – Lecch Lake)** – Jane Ekholm was not in attendance to provide additional details for discussion
- ▶ **Capital Testimony (HF612/SF413)** - Chair Paul M. Thiede (Crow Wing) summarized the visit and suggested that the MHB return a second time with Guide Books. He will look into whether or not the MHB can 'give' a copy to the Committee members (possibly representing supportive data on the history of river protection etc.) or must they be purchased. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Dean Newland (Clearwater) to approve appropriations of the Guide Book position to the representatives/senators from the upper corridor districts as well as Environmental/Natural Resource Policy committee members pending Faul's investigation - 6 ayes, 0 nays. Motion carried.
- ▶ **Strategic Planning Project development update** – Chair Paul M. Thiede (Crow Wing) started discussion on recent activities. Some of the discussion highlights were:
  - √ 10,000 copies of the Guide Book will be completed by 4/24
  - √ Books will be printed w/10C# paper and will sell for \$19.95 each (plus \$1.37 tax) – shipping cost for one will be approx. \$3.26 for 'regular parcel' or \$2.38 for 'media mail'
  - √ Books will be offered at bulk pricing to certain retailers (yet to be determined). A meeting will be set up between the sub-committee and RCA to further discuss
  - √ The Backus office would like to maintain an inventory of 6 cases (approx. 300 books)
  - √ Current discussions are commencing with RCA on the new WEB site design

Conversation ensued on what direction the board should take, if State funding should cease. Through discussion 3 options were identified: 1) close the doors; 2) operate on reserve for a year or two and hire an Executive Director\*; or 3) operate with what we have now (and/or hire the Director) but collaborate with other organizations that can provide the grant writing and the work necessary to sustain outside funding opportunities without the overhead investment in staff.

Each Commissioner had the opportunity to share their preferred direction and to discuss the pros and cons. Todd Holman from The Nature Conservancy (TNC) also offered a model example involving the utilization of partnerships with organizations such as TNC.

\*The position will be 'self-supportive'. Meaning, one of the main job requirements of the position will entail acquiring outside funding (through grants etc.) to sustain the position with the continual firm guidance of the board

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Chair Paul M. Thiede (Crow Wing) proposed to go back to his HR department and obtain a final draft of the job description for the Executive Director's position and will have it forward to the Commissioners for review by the May 20<sup>th</sup> MHB meeting for possible endorsement.

► **Biennial Report (due 8/11)** – Pam Kichler (Admin. Asst.) advised that she will start drafting the '09 – '11 Biennial Report for the state soon. She will be working with Chip Borkenhagen (RCA) on report design. The board asked staff to supply them a draft copy for discussion at the May meeting.

**11:15 am – Action Items –**

► **Web Site (Working Agreement)** – Staff provided each Commissioner a copy to review previous to today's meeting. Motion was made and seconded by Commissioners Tom Wenzel (Morrison) / Brian Napstad (Aitkin) to approve the WEB site 'Working Agreement' - 6 ayes, 0 nays. Motion carried.

► **Local Events** – Staff provided examples of upcoming events that the MHB may want to consider attending. The following are those discussed and the determination on whether to pursue attendance or not:

- |  |  |
|--|--|
| √ Legacy Destination – Bemidji - 4/28-5/1 – <u>no</u>  | √ The Water Summit – G. Rapids - 5/20 - <u>yes</u> |
| √ Itasca State Park Open House – 6/11 – <u>yes</u>     | √ MRH Gathering – L. Falls – 6/16 – <u>yes</u>     |
| √ Canoe Days – Brainerd – 6/18 – <u>yes</u>            | √ River & Lakes Fair – Aitkin – 6/18 – <u>no</u>   |
| √ Art in the Park – Bemidji – 7/16 & 7/17 – <u>yes</u> |  |

Staff was directed to continue coordinating involvement with those identified

► **Warrant Resolution – Payment of monthly expenses** – Chairman Paul M. Thiede (Crow Wing) drafted a resolution for consideration on obtaining board approval of the monthly warrants (expenses) in the event the board can not meet. A draft resolution was forward for review prior to today's meeting (att. 1). After discussion, **motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Lyle Robinson (Hubbard) to approve the warrant resolution - 6 ayes, 0 nays. Motion carried.

► **River Watch Letter of Agreement (LOA)** - Staff sent out a draft to the board members of suggested revisions to the former LOA. Bill Patmaude (TAC Chair) was not in attendance for further discussion. This item will be moved to the May '11 Agenda.

There was no further business of the MHB to discuss, **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to adjourn the meeting at 11:35 am - 6 ayes, 0 nays, Motion carried.

**Meeting Adjourned**

**11:35 am – Misc –**

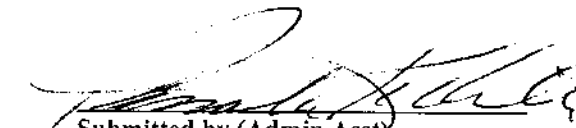
☼ **Legislature Update** – refer to 'Discussion Items – Capital Testimony'

☼ **County Updates** – Crow Wing County has adopted their ordinance resolutions

Next MHB meeting: Friday, May 20<sup>th</sup> '11 at 9 am – Cass County Courthouse, Walker, MN

Meeting Adjourned

  
Chair Approval

  
Submitted by (Admin Asst)