

# Mississippi Headwaters Board (MHB)

May 18<sup>th</sup>, 2012

Cass County Courthouse, Walker, MN

## Meeting Minutes

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

**Members Excused:** Neal Gaalswyk (Cass County)

**Others Present:** Bill Patnaude (Beltrami ESD/SWCD), Melissa Barrick (Crow Wing County SWCD)

**9:03 am** – Chair Lyle Robinson (Hubbard) called to order the monthly meeting of the Mississippi Headwaters Board at 9:03 am on May 18<sup>th</sup>, 2012, in Walker, MN. The meeting began with the pledge of allegiance.

**9:04 am - Agenda** (May 18th '12). Brian Napstad (Aitkin) and Paul Thiede (Crow Wing) asked that the Agenda be amended to include Liaison and CWC Trail discussion under 'Action / Discussion Items' and 'Planning / Zoning' portion of the Agenda. **Motion** was made and seconded by Commissioners Paul Thiede (Crow Wing) / Brian Napstad (Aitkin) to approve the Agenda with the noted amendments - 6 ayes, 0 nays. Motion carried.

**9:06 am – Consent Agenda** (April '12 – Minutes / April - May '12 Expenses). Tom Wenzel (Morrison) noted that the April Minutes stated that he may not be in attendance at the May meeting. It should have read that he indicated that he would not make the June 15<sup>th</sup> meeting. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Davin Tinquist (Itasca) to approve the May '12 Consent Agenda as provided and April '12 Minutes (w/noted amendment) and April - May '12 expenses of \$3,857.49 – 6 ayes, 0 nays. Motion carried.

**9:08 am – Staff Report** (April / May '12). Pam Kichler (Admin. Asst.) highlighted several items:

- **#5 (P/B)** – The office has sent and since received for deposit, the 3Q reimbursement request from the DNR for \$14,894.43.
- **#2 (P/C)** – The office mailed the request to DNR Commissioner Landwehr for the Liaison (Bob Lessard). As of today's meeting, no response. UPDATE: Approval response letter arrived 5/25/12
- **#3 (P/C)** – Staff advised on recent conversation w/Chip Borkenhagen on Power Point ideas for the Guide Book. It is now finished and will be placed on a flash drive for each board member to carry. The board also asked that staff send a copy of the Power Point via email.
- **#5 (P/C)** – The office received a request for comment from the Crow Wing County ESD on proposed ordinance revisions. This is just an administrative (language) revision process.
- **#9 (P/C)** – Staff received a request for comment from Cass County ESD on proposed ordinance language revisions. There is a disk available in the MHB office or on-line for review

Pam Kichler (Admin. Asst.) asked if there were any conflicts with the next MHB meeting on June 15th. The board members quickly determined that it would be wise to adjust the next meeting to June 22<sup>nd</sup>, 2012. **Motion** was made and seconded by Commissioners Paul Thiede (Crow Wing) / Tom Wenzel (Morrison) to change the June meeting from the 15<sup>th</sup> to the 22<sup>nd</sup> – 6 ayes, 0 nays. Motion carried.

**9:20 am – Zoning Actions** – Paul Thiede (Crow Wing) asked to take a moment to cover some details on two Crow Wing County trail proposals. This was brought to the board's attention today as an FYI. Crow Wing County is looking for preliminary comments from the board. Formal comment period will be scheduled after a final draft is ready for review. Through discussion, the board determined they want a 'site visit' to be scheduled on the two areas at a later date.

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### 9:45 am – Action Items –

► **CWL / BWSR Grant update** – Mitch Brinks and Chris Pence from Crow Wing County were not able to attend the meeting today but staff had provided their grant update and a copy of the RFQ (Request for Quote) on the Water Quality Contract. Staff also received from Mitch a contract/agreement (to be signed by the Chair) from Itasca County to release GIS information to Mitch & Chris. Similar agreements may or may not be asked of the MHB from the other 7 counties as well. During discussion it was determined that this is just standard protocol for the County and is simply a matter of record keeping and control on how the information will be used. At this time, the MHB will use the GIS data from each county internally to aid in development of future programs/projects. It was suggested that the agreement w/Itasca be signed to get Mitch and Chris started on data gathering but to ask that both attend next months meeting to further explain these agreements and use of data gathered. If at a later date it is determined that all or some of the data could be used differently and/or available to the general public, then a new agreement can be entertained at that time. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Davin Tinquist (Itasca) to approve the signing of the Itasca County (GIS data) agreement, noting that there could be future addendums – 7 ayes, 0 nays. Motion carried.

► **Crow Wing County (CWC) Support** – Pam Kichler (Admin. Asst.) shared with the board her recent conversations with both Cass and Crow Wing County Auditor, IS and HR departments regarding the boards desire to transfer support of these three areas from Cass to Crow Wing County. Pam detailed each dept. separately for the board as follows:

- ☼ Auditors dept. (fiscal agent) – Pam has a tentative date set for a follow up meeting w/Mike Carlson to cover the specific needs (support and reports etc.) of the MHB. CWC support costs would run approx. \$500/month, the same service w/Cass ran approx. \$400/month
- ☼ IS dept. (computer/email & hosting) – Pam met w/the IS department head (DeeAnn Newville) and through discussion it was recommended that the MHB stay w/EPP Marketing for site updates/hosting, leaving our general computer maintenance & email routing w/CWC
- ☼ Human Resources – Through Pam's conversation w/Tami Laska, it was determined that CWC could bring staff over to their Payroll, PTO (Paid Time Off) system and Health/Dental Plan coverage with little adjustment

It was decided in conversation today, that it only made sense to make the transition. It is staffs intention to complete this by the fiscal year end 6/30/12, provided the board agrees to the switch by vote today.

**Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to accept the Crow Wing County offer to support the MHB with IS, Auditing/fiscal Services (not to exceed \$500/month) and Human Resources. - 7 ayes, 0 nays. Motion carried.

► **2013 Work Plan / Budget** – Staff reminded the board of the draft copy that was supplied of the proposed 2013 Work Plan and Budget. The deadline to send the final approved documents to the State is mid-July. Brian Napstad (Aitkin) began with a brief over-view of his conversations with Senator Bob Lessard regarding the MHB invitation to have his support as a liaison to the State, DNR and others. Senator Lessard is very anxious to get started. Brian Napstad (Aitkin) also explained that Senator Lessard was suggesting an annual budget for the MHB to be as high as \$600k (via Clean Water and Lessard funding). The MHB must be able to show details in the Work Plan to support any increase, no matter the amount. This conversation segued into further discussion on the details of the Work Plan and Budget.

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Paul Thiede (Crow Wing) offered Work Plan suggestions under D7 - Internal Operation, to reflect the duties of the Executive Director position. Brian Napstad (Aitkin) also suggested that under B in the Work Plan we insert 2 or 3 programs i.e. Shoreland restoration and re-forestation, conservation easements, water quality testing, all of which would then need to be reflective in the Budget as well. The question is what the annual amount the board should ask for and how it should be broken down on the Budget. Through discussion the board members made the decision to pull together a sub-committee meeting (open to any of the Commissioners) for June 8<sup>th</sup> at 10am in the Crow Wing County – Land Dept. Bldg. Staff will ask that anyone planning to attend bring specific project ideas to add to the Budget and Work Plan language.

At this time, Melissa Barrick (Crow Wing SWCD) shared with the board an example (with hand-out) of a project using Sub watershed analysis to target BMP w/in small areas. The example she provided today was specific to Little Buffalo Creek south of Brainerd. The project is an example of how the MHB could be involved in similar projects with cities along the river corridor, while working through and with the county SWCD's at a possible cost-share level.

Bill Patnaude (Beltrami SWCD/ESD) added more details on the topic by sharing discussion highlights at the recent Project Review Committee. Although the corridor cities fall outside MHB jurisdiction on river issues, MHB could be utilized as a third party catalyst to bring citizens, cities and organizations together on projects. The PRC would like to suggest that the MHB pull together meetings with the cities (and other players) to discuss water projects and how this board might be able to help. Bill went on to share further detail on other topics also covered at the recent PRC meeting, specifically the topic of MHB's future involvement in watersheds. He expressed to the board that he sees MHB involvement increase into Watershed's in the future.

There was no further business to discuss; Chair Lyle Robinson (Hubbard) adjourned the meeting at 11:12 am.

### Meeting Adjourned

11:12 am – Misc –

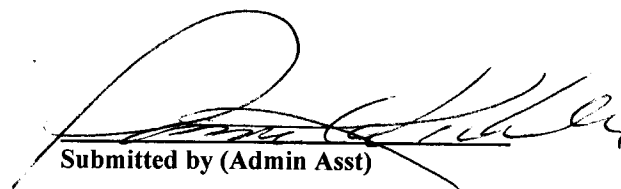
☼ Legislature Update – none

☼ County Updates – none

Next MHB meeting: Friday, June 22<sup>nd</sup> '12 at 9 am – Cass County Courthouse, Walker, MN

Meeting Adjourned

  
Chair Approval

  
Submitted by (Admin Asst)