

# Mississippi Headwaters Board (MHB)

May 20<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), Neal Gaalswyk (Cass County), Jacob Frost (Beltrami County) and Pam Kichler (Admin. Asst.)

**Members Excused:** n/a

**Others Present:** Lori Dowling – Department of Natural Resource (NW Regional Director)

**9:01 am** – Chair Paul M. Thiede (Crow Wing) called to order the monthly meeting of the Mississippi Headwaters Board at 9:01 am on May 20<sup>th</sup>, 2011, in Walker, MN. The meeting began with the pledge of allegiance.

**9:02 am - Agenda** (May 20<sup>th</sup> '11). Chair Paul M. Thiede (Crow Wing) advised that Lori Dowling (former MHB V. Chair and newly appointed DNR Northwest Regional Director) is expected to join the meeting to provide further details about her new appointment. She will be given the floor when she arrives. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to approve the Agenda with the noted amendment - 8 ayes, 0 nays. Motion carried.

**9:03 am – Consent Agenda** (April '11 Minutes and April – May '11 Expenses). **Motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Brian Napstad (Aitkin) to approve the February and March '11 Consent Agenda and expenses (April - May '11 expenses - \$4,223.09) – 8 ayes, 0 nays. Motion carried.

**9:04 am – Staff Report** (April - May '11). Pam Kichler (Admin. Asst.) highlighted several items:

- **#3 (P/B)** - Staff advised that the 3Q reimbursement request was sent to the DNR for \$37,175.44 but has yet to show up on in our receipts as deposited
- **#3 (P/C)** – The office has received a photo from Bill Patnaude (ESD –Beltrami) of the '12 Northern MN Regional Science Fair MHB award recipients and he also explained that the students would like to come to a future meeting to show the board their winning projects. Staff will contact them and work out a date
- **#5 (P/C)** – Staff advised that the Deer River High School will soon be submitting river testing data along with their annual request for \$500 to help with class equipment/supplies for river testing
- Staff has sent out '12 MHB Appropriations 'reminder' letters to each of the eight counties
- Chair Paul M. Thiede also shared with the board some recent email conversation between the MHB office and the Cass County Administrator re: current archive materials that remain in the Courthouse basement. The MHB office will be given until the end of the year to get the remaining (40 +/-) boxes removed. A meeting between Chairman Thiede, the Cass County Administrator and staff will commence immediately following today's meeting to further discuss and tour the courthouse basement

Staff asked the Commissioners to check their calendars for any scheduling conflicts with the June 17<sup>th</sup> meeting. It was determined a number of the Commissioners had conflicts, so an alternative date was chosen (June 24<sup>th</sup>). Staff will check with location availability for that date and send an email out to confirm.

**9:13 am – Zoning Actions – None**

**9:13 am – Discussion Items –**

► **Strategic Planning Project development update** – Chair Paul M. Thiede (Crow Wing) started discussion on recent activities. Some of the discussion highlights were:

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√ Second trip to Capital – through discussion it was noted that a second visit is not nec. at this time. Paul went on to advise the board of a birthday party for Bob Lessard scheduled for later this evening in the Twin Cities and that he has worked with staff to get a copy of the new GuideBook to Bob Lessard as a gift. There was the added suggestion that Bob be invited to a future MHB meeting as well.

Conversation ensued in the direction of Commissioner Brian Napstad's (Aitkin) recent EQB (Environmental Quality Board) meeting in the Twin Cities, where he was able to hand out 22 more GuideBooks to the attendees. The attendees consisted of heads of 10 state agencies. The book was well received and Brian was also able to continue conversation with DNR Commissioner Tom Landwehr following the meeting on the board's fiscal plight and future plans.

Chair Paul M. Thiede proceeded to open discussion on a recent correspondence he received regarding the proposed MHB "Executive Director" job description. He had initially forwarded a copy of the job description to one of the eight County Administrators for input. It has also become apparent that there has been some conversation amongst several of the 8 county Administrators regarding this board's direction for the future. Paul hopes to draft a response letter to all Administrator questions/concerns soon.

√ GB retail schedule/shipping costs – Staff provided detail on shipping cost for books and also a draft break-down on bulk pricing for retail. The Commissioners offered their recommendations for bulk pricing levels. **Motion** was made and seconded by Commissioners Neal Gaalswyk (Cass) / Davin Tinquist (Itasca) to approve the suggested bulk pricing and marketing as discussed - 8 ayes, 0 nays. Motion carried.

√ ESD GB Displays – Pam Kichler (Admin. Asst.) provided a sample of a counter display to be used at the eight county Environmental Service Departments. The Commissioners will contact their respective department personnel and advise that MHB staff will be in touch to discuss getting the display set up on their service counters

► **Local Events** – Pam Kichler (Admin. Asst.) recapped the upcoming area events she hopes to attend:

√ Itasca State Park Open House – 6/11

√ MRH Gathering – L. Falls – 6/16

√ Canoe Days – Brainerd – 6/18

√ Art in the Park – Bemidji – 7/16 & 7/17

### 10:15 am – Action Items –

► **Biennial Report (due 8/11)** – Pam Kichler (Admin. Asst.) provided a color example of what the Biennial Report ('09 – '11) might look like. The year-end totals that appear on the example report are not accurate as final numbers will be recalculated after year-end (6/30/11). Staff asking the board for their input on the Biennial Report design/content. After discussion the Commissioners believed that the draft provided today had all the required detail. The board also suggested that the example offered today would be sufficient to send and that it will not be nec. for the boards to hire-out design/printing needs

► **2012 Work Plan / Budget** – Staff provided each Commissioner a copy to review. After some discussion, **motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Brian Napstad (Aitkin) to approve/adopt the proposed '12 Work Plan and Budget as presented - 7 ayes, 0 nays. Motion carried.

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► **River Watch Letter of Agreement (LOA)** - This item was moved to the June '11 Agenda

At this time the floor was given to Lori Dowling (NW Regional Director – DNR). Lori capsulated for the board her newly acquired position. She also provided details on her recent discussions about the MHB with DNR Commissioner Landwehr. She felt Commissioner Landwehr held a positive position with regard to this board and would like to see the MHB continue. Commissioner Landwehr had been given a copy of the new GuideBook (by Brian Napstad – Aitkin) and Lori suggests that this board offer an additional 5 copies to the Commissioner to hand out at his own discretion. **Motion** was made and seconded by Commissioners Neal Gaalswyk (Cass) / Brian Napstad (Aitkin) to give Lori Dowling 5 additional copies of the GuideBook to be delivered to Commissioner Landwehr - 7 ayes, 0 nays. Motion carried.

► **Executive Director Job Description** – The Commissioners had been provided a final draft of the job description for their review. It appears today on the agenda for further discussion on any changes and possible adoption. Chair Paul M. Thiede (Crow Wing) has since determined and suggests that the board hold off on adoption until he has had the opportunity to draft a letter responding to concerns brought forth by any of the eight county administrators (previous noted under ‘Discussion Items’). He would also like the others MHB Commissions to open dialog with their other respective county commissioners on pros/cons on this boards tentative decision to hire a Director. This item will appear on the June agenda for further discussion.

Staff asked the board to approve refreshments for the upcoming Canoe Days event in Brainerd (June 18<sup>th</sup>). **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Brian Napstad (Aitkin) to approve up to \$100 for '12 Canoe Days refreshments - 7 ayes, 0 nays. Motion carried.

Staff asked the board when they feel new letterhead/envelopes should be ordered. Conversation ensued on how much remains of the old version and what staff feels the board may need to order. The board asked that more information be gathered and presented at the next board meeting for a vote.

There was no further business of the MHB to discuss, **motion** was made and seconded by Commissioners Neal Gaalswyk (Cass) / Lyle Robinson (Hubbard) to adjourn the meeting at 11:12 am - 6 ayes, 0 nays, Motion carried.

**Meeting Adjourned**

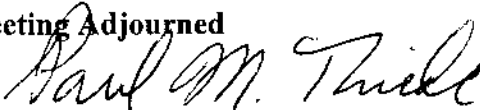
11:12 am – Misc –


☀ Legislature Update –

☀ County Updates –

Next MHB meeting: Friday, June 24<sup>th</sup> '11 –purposed location/time: Itasca State Park – 9:30 am

Meeting Adjourned

  
Chair Approval

  
Submitted by (Admin Asst)