

Mississippi Headwaters Board
May 21st, 2010
Cass County Courthouse, Walker, MN
Meeting Minutes

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

Members Excused: None

Others Present:

Bill Patnaude – Beltrami County ESD (and TAC Chair)
Dan Steward – BWSR (Brainerd office)
Todd Holman – The Nature Conservancy
Susan Kedzie – LLBO (Resource Management Division)

Molly MacGregor – MPCA
Don Dewey – Itasca Planning/Zoning
Gary Carson – Central Lakes College (CLC)

9:04 am – Chair Jack Frost (Beltrami) called to order the monthly meeting of the Mississippi Headwaters Board at 9:04 am on May 21st, 2010, at the Cass County Courthouse, Walker, MN. The meeting began with the pledge of allegiance and was followed by brief introductions of those in attendance.

9:05 am - Agenda (May 21st '10). **Motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Brian Napstad (Aitkin) to approve the Agenda - 8 ayes, 0 nays. Motion carried.

9:05 am - Meeting Minutes (April '10). **Motion** was made and seconded by Commissioners Paul Thiede (Crow Wing) / Dick Downham (Cass) to approve the April '10 Minutes - 8 ayes, 0 nays. Motion carried.

9:06 am – Expense Report (April '10). **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Dean Newland (Clearwater) to approve the Expense Report for April '10 – 8 ayes, 0 nays. Motion carried.

9:07 am – Zoning Actions –

A. Itasca County –

- 1. I-4a-10 RE:** Review/certify a variance to construct an attached garage 44' from centerline of Old Bridge road (County 441) and 2' from holding tank – Mississippi River – applicant – Bradley / Margo Marlette

► Discussion: Don Dewey (Itasca P/Z) was available for questions at this meeting. Additional information (BOA draft minutes) was also provided for review. Some other specifics noted in discussion were:

- a) This application was review/approved by the Itasca BOA on May 12th
- b) The current cabin abuts an old road (and bridge) since vacated/removed. Due to the small size and unique shape of the lot, this would not pass w/o a variance per the application
- c) The applicant will meet structure setback from the Mississippi River
- d) Any additional changes (use) to the new garage in the future would require a permit

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After review/discussion, a motion was made and seconded by Commissioners Lyle Robinson (Hubbard) / Dean Newland (Clearwater) to certify the variance with conditions and the Findings of Fact noted by the Itasca Board of Adjustment at their May 12th meeting and those identified by this board - 8 ayes, 0 nays. Motion carried

9:32 am – Staff Report (May '10). Pam Kichler (Admin. Asst.) highlighted several items:

- Staff advised that the office will soon be sending out a 'reminder letter' to all eight county Auditors to ask that they included the annual MHB appropriations during their budget recommendation assembly for 2011. Pam asked the board for a motion to set that amount at \$1,500. Motion was made and seconded by Commissioners Lori Dowling (Itasca) / Brian Napstad (Aitkin) to approve the '11 appropriation at \$1,500 for each of the eight counties - 8 ayes, 0 nays. Motion carried.
- **#4 (P/B)** – Staff mailed the 3Q '10 reimbursement request to the DNR for \$16,020.23
- **#3 (P/C)** – Staff received a draft copy of a proposed SWAG grant from Laddie Elwell (Headwaters Science Center). Laddie was hoping to get a Letter of Support from this board to be included w/their grant application. There was further discussion that suggests they may have since declined to submit this application. The board asked that staff confirm this prior to sending a Letter of Support
- Staff indicated that there will be 3 zoning actions (Morrison/Beltrami/Aitkin) on the agenda for the June 18th meeting. It was also asked whether the board would have concerns w/changing the June meeting location to Backus making it centrally located. The board had no concerns with the June meeting being held in Backus
- Staff brought to the board's attention that the office was being asked by MCIT to submit the annual payroll estimate for '11 – deadline is 5/28/10

9:42 am – 319 grant discussion – Erika Johnson RMB Labs: Erika was unavailable to address the board today but Gary Carson (Natural Resource Teacher - Central Lakes College) offered to speak to the board regarding the 319 grant proposal on her behalf. A copy of the grant (as written by Erika Johnson – RMB Labs) was also given to the board to review. Below are some of the items brought up for discussion on the topic:

- 1) The college would like to collaborate with the MPCA, RMB Labs and the MHB on getting more area involvement in water monitoring via submission of this 3 yr - 319 grant
- 2) Because the grant application is due by 4:20pm today, Gary is looking for the MHB to agree to the terms and this boards involvement
- 3) Project cost: \$406,596 - \$30,000 of which will be MHB matching funds over 3 yrs ('11, '12', 13), plus an additional \$3,120 of MHB in-kind – no monies are due until after grant approval and the Work Plan is complete
- 4) MHB will be assigned the task to Chair a Water Monitoring Tech. Advisory board, lead the direction and strategic planning of the new program and receive quarterly reports on program progress
- 5) CLC is the applicant, grant administrator and will supply equipment & training for testing (Kent Montgomery is the CLC program contact)
- 6) RMB Labs will do the grant reporting
- 7) The MPCA staff that will be assigned to work directly on this: Bonnie Finnerty and Phil Votruba
- 8) Upper Mississippi Watershed (rivers and lakes) will be included in the program testing areas
- 9) MHB suggested that the grant title be changed to: Mississippi Headwaters River Watch

After review and discussion, a motion was made and seconded by Commissioners Lori Dowling (Itasca) / Lyle Robinson (Hubbard) to agree to partner with the CLC, RMB Labs and MPCA on the Mississippi Headwaters River Watch Partnerships Project (3 yr - 319 grant) as outlined - 8 ayes, 0 nays. Motion carried

10:23 am – Action Items –

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- ▶ **Strategic Planning Session (SPS)** – Sub-topics will be covered specifically at the June 18th MHB meeting
- ▶ **Staff Responsibility** – The board suggested that this item be discussed after confirmation on the 319 grant
- ▶ **Guide Book** – Paul Thiede (Crow Wing) provided the board with details of his recent visit with Chip Borkenhagen (Lake Country Journal Publisher) w/regard to possible collaboration on the MHB's Identity Redevelopment. A draft of Chip Borkenhagen's proposal was provided for review. Below are some other highlights of their discussion and those of the board's on the topic:
 - Per the May 11th meeting with Faul, Chip provided a summary of what this board's challenges are, what tools could be used to increase success in board Identity Redevelopment, and how he would (for a fee) begin program development through research/investigation and data assembly. The fee for his services was initially set not to exceed \$5,000
 - It was suggested that a sub-committee consisting of staff, Lori Dowling (Itasca) and Paul Thiede (Crow Wing) continue further dialog w/Chip and present to the board at the June meeting additional details

After discussion, a motion was made and seconded by Commissioners Lori Dowling (Itasca) / Paul Thiede (Crow Wing) to have staff set up an account in the general ledger for 'Identity Redevelopment' activities with a \$5,000 opening balance. The sub-committee will approach Mr. Chip Borkenhagen to ask that a contract proposal for services be drafted and that his fees not exceed \$5,000. This contract will then come up for review/approval at the June 18th MHB meeting - 8 ayes, 0 nays. Motion carried

- ▶ **'11 Work Plan (WP) and Budget** – Pam Kichler (Admin. Asst.) provided copies of the 2010 WP and Budget w/possible adjustments for 2011. The board asked that line-items as previously discussed, be added to the '11 Budget and Work Plan. Pam will provide a revised draft of both at the June 18th MHB for further discussion and approval.

11:30 am – 5 minute break for a board picture

- ▶ **Article / Press Release** – Pam Kichler (Admin. Asst.) will be working with Bill Patnaude (TAC Chair) to draft a Press Release for review/approval at the June 18th MHB meeting

There was no further business of the Mississippi Headwaters Board to discuss, **motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Paul Thiede (Crow Wing) to adjourn the meeting at 11:36 am - 5 ayes, 0 nays, Motion carried

11:36 am – Misc –

☼ **Legislature Update** – None

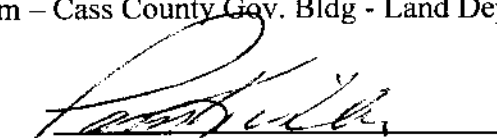
☼ **County Updates** – Bill Patnaude (Beltrami ESD Director) mentioned his new title and role as SWCD District Manager. He went on to explain that Beltrami has recently drafted a cooperative agreement w/the Beltrami SWCD. They will be hiring 2 new Resource Techs and develop a steering committee and work plan and the Beltrami SWCD will move into the County Building. Crow Wing County has also been working on a similar collaboration w/their SWCD.

Canoe Day – June 6th (launch at 11 am) – Erainerd, MN

Next MHB meeting: Friday, June 18th 10 a- 9 am – Cass County Gov. Bldg - Land Dept., Backus, MN

Meeting Adjourned:


Chair Approval


Submitted by (Admin Asst)