

Mississippi Headwaters Board (MHB)

July 15th, 2011

Cass County Courthouse, Walker, MN

Meeting Minutes

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

Members Excused: Lyle Robinson (Hubbard County)

Others Present: Mark Anderson – Morrison County (ESD)

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 July 15th, 2011, in Walker, MN. The meeting began with the pledge of allegiance.

9:03 am - Agenda (July 15th '11). Pam Kichler (Admin. Asst.) asked that the agenda be adjusted by removing River Watch Agreement (under 'Discussion Items') as Bill Patnaude (TAC Chair) is not in attendance. **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Davin Tinquist (Itasca) to approve the Agenda with the noted amendment - 5 ayes, 0 nays. Motion carried.

9:04 am – Consent Agenda (June '11 Minutes and June – July '11 Expenses). Chair Paul M. Thiede (Crow Wing) opened discussion by informing the board members of additional staff hours and reimbursements on the Expense Report. This conversation continued later under 'Discussion Items – Office Relocation'. Dean Newland (Clearwater) also asked that the Minutes be amended so that the location of the June 24th meeting simply state that it was held at the Itasca State Park, removing the city address. **Motion** was made and seconded by Commissioners Dean Newland (Clearwater) / Neal Gaalswyk (Cass) to approve the June '11 Minutes with the noted amendment and the June/July 2011 Consent Agenda and expenses (\$4,853.55) as submitted – 6 ayes, 0 nays. Motion carried.

9:15 am – Staff Report (June-July '11). Pam Kichler (Admin. Asst.) highlighted several items:

- Pam advised that she is working out of the office in Brainerd. She will continue to work w/Cass County to get the remaining file cabinets and archive boxes transported
- Pam had been discussing the telephone # with the Cass County IS Director as well to ensure that the 218.947.7524 number remains active as a virtual number with a recording indicating the new number. No VM capabilities will be nec. on the Backus line. She will also have the WEB site reflect the Brainerd # and send out emails to County staff advising of the MHB office location and number change
- Mail may continue to come to the Backus PO but she will have a 'mail forward' placed on the PO Box
- From time to time she will check with the Land Dept building in Backus to see if mail is there as well and will have the MHB email address simply forward to the Crow Wing County email address
- 4th Q '11 in-kind request has been mailed – no DNR reimbursement request will be submitted for the final quarter as all of the \$53k for calendar year '10-'11 has been used
- Received a \$500 check for Guide Book sales from Doug Ohman (book photographer)
- The board asked that Pam keep a spreadsheet that details event/guide book expenses and sales etc.
- Walker Cage ('11 Regional Science Fair winner) sent a Thank You card for the MHB award

Staff asked the Commissioners to check their calendars for any scheduling conflicts with the August 19th meeting. There appeared to be no conflicts at this time. Cass County has agreed to allow this board to continue to hold its monthly meetings at the Courthouse in Walker after the office moves from Backus

9:27 am – Zoning Actions –

A. Morrison County –

1. M-6a-1 RE: Review/certify a variance to grade / fill 90 cubic yards w/in the impact zone – Mississippi River – applicant – Donald / Darla Giles

► Discussion: Mark Anderson (Morrison County ESD) was in attendance to offer further detail and any answer additional question about the variance request. Additional information (color photo) was also provided for board review. Some other specifics noted in discussion were:

- a) The applicant has done a cost share planting project w/Morrison County SWCD previously for shore/bank erosion, now there is an under-cutting problem and the upper portion is beginning to slough
- b) The plan is to place 36” boulders (120’ rip-rap) and back-fill, which will meet the DNR specs and have been approved by the DNR for similar projects w/in public waters
- c) The Contractor is developing the plan and will work w/SWCD if the board desires
- d) The application was reviewed/approved by the Morrison County Board of Adjustment on 7/5/11
- e) The board would like to have Morrison County ensure project over-sight by the SWCD

After review/discussion, a motion was made and seconded by Commissioners Tom Wenzel (Morrison) / Davin Tinquist (Itasca) to certify the variance with conditions and the Findings of Fact noted by the Morrison County Board of Adjustment at their 7/5/11 hearing and request that Morrison County monitor the project (w/SWCD oversight) and update this board on project success (w/plan specs) - 7 ayes, 0 nays. Motion carried

9:45 am – Discussion Items –

► **RFP for BWSR review – CWL Grant** – Chair Paul M. Thiede (Crow Wing) started discussion on the recent CWL Grant sub-committee meeting held 7/7/11 – meeting notes were handed out for review and questions. Paul asked Brian Napstad (Aitkin) to elaborate on the 2 components of the grant: 1) Structural and 2) policy/ordinance administrative (planning activities). The sub-committee is suggesting that MHB consider the second component. Some of the discussion highlights were:

- √ This opportunity would help enhance our organizational capacity to take us to the next level – offering us unlimited amount of opportunities to pursue pools of money for future projects
- √ The MHB could position themselves as an 8 county cost share (small grant) organization for future projects administration. There is an administrative component within the grant that would help us cost-share the Director (Project Coordinator) position as well
- √ Another component, the grant money would help us to draft an 8 county amendment to the local water plans that talks specifically about the Mississippi River
- √ The competition could be stiff for this money but the sub-committee feels that the MHB has a strong chance (w/8 County backing)

The sub-committee is looking for board consensus to continue to move forward on this grant (as outlined). No motion will be necessary today as the board has already empowered the sub-committee to work on the proposal/RFP for the CWL ‘Organizational Enhancement’ Grant. The board would like continued updates on grant progress. The sub-committee agreed and will meet to begin drafting of the BWSR proposal (RFP) once the Legislature has approved the CWL grant. A draft proposal will then be forward for review and discussion at the Aug. MHB meeting. Deadline for final proposal to BWSR: 9/20/11

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► **Executive Director Position**

- √ County Administrator response letter – Chair Paul M. Thiede (Crow Wing) was unable to provide a redraft of the letter but affirmed his continued discussion with various Administrators about this board's intentions
- √ Other Feedback – little but the boards message is getting out

► **Office Relocation** – Possible travel compensation. Below are some points of discussion:

- √ This conversion was carried over from last month's meeting
- √ Concerns were expressed about this topic (reimbursable expenses) because it was never clearly defined (as in policy) The board may need to also look how many hours/days staff will be in the office
- √ A travel stipend is a better fit for compensation than an hourly increase
- √ There was consensus that travel compensation/stipend be reviewed annually and modified if deemed nec.
- √ If a Director is hired, it was felt the Director would conduct first review and handle annual recommendations going forward, with consultation from the Cass County Auditors/HR departments

After review/discussion, a motion was made and seconded by Commissioners Neal Gaalswyk (Cass) / Jack Frost (Bemidji) to approve a \$100 monthly travel stipend, subject to annual review and/or modification consideration, for additional staff travel expense due to the recent relocation of the office. - 7 ayes, 0 nays. Motion carried

10:45 am – Action Items –

- **Letterhead/envelope order** – This item will be moved to a later monthly board agenda for discussion

There was no further business of the MHB to discuss, **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Jack Frost (Bemidji) to adjourn the meeting at 10:45 am - 7 ayes, 0 nays, Motion carried.

Meeting Adjourned

10:45 am – Misc –

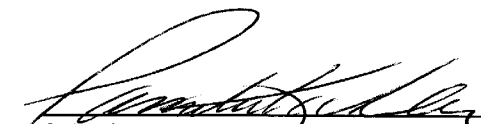
☀ **Legislature Update –**

☀ **County Updates** – Chair Paul M. Thiede (Crow Wing) shared news of recent calls/requests from people/news media regarding the fishing license resolution. Calls came from as far away as Neb/OK/IA and Chicago

Next MHB meeting: Friday, August 19th '11 – Cass County Courthouse/Walker – 9 am

Meeting Adjourned


Chair Approval


Submitted by (Admin Asst)