

Mississippi Headwaters Board
July 16th, 2010
Cass County Courthouse, Walker, MN
Meeting Minutes

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

Members Excused: Dick Downham (Cass), Lori Dowling (Itasca)

Others Present:

Paul Fairbanks – Cass County Planning/Zoning
Matt Snyder – Itasca State Park
Erika Johnson – RMB Labs

John Filardo - Mn DNR
Lannie / Bonnie Zarn - Applicant

9:05 am – Chair Jack Frost (Beltrami), Vice Chair Lori Dowling (Itasca) and Sec/Treas. Dick Downham (Cass) were not in attendance to start the meeting. Paul Thiede (Crow Wing) offered to open the meeting until one of the Executive board arrives. The monthly Mississippi Headwaters Board meeting was then called to order at 9:05 am on July 16th, 2010, at the Cass County Courthouse, Walker, MN. The meeting began with the pledge of allegiance.

9:06 am - Agenda (July 16th '10). Pam Kichler (Admin. Asst.) asked that the Agenda be amended to add a few minutes for John Filardo (DNR) to speak to the board about pending bridge construction over the Mississippi River in the Itasca State Park. The board agreed to allow time just prior to the 'Action Items' portion of the meeting. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Lyle Robinson (Hubbard) to approve the amended Agenda - 5 ayes, 0 nays. Motion carried.

9:07 am – Consent Agenda (June '10 Minutes/July '10 Expense and Staff Report). Pam Kichler (Admin. Asst.) brought to the board's attention several items on the Staff Report (P/C 2 and 3). She began by explaining that Cass County had recently notified the MHB office that they are cleaning house in the basement archive area of the Courthouse to acquire additional storage space and was asking that the MHB remove their retention items. There are approx. 42 archive boxes in this cold storage area and the county has agreed to allow the MHB reasonable (2-3 months) to complete the move. In the meantime, staff has investigated area storage units in close proximity to the Backus office and has determined that a unit will run between \$30 and \$65 a month depending on size. The board asked that Pam talk with the Cass County Administrator following the meeting to gather additional details. A suggestion was also raised to ask each of the other counties if they would have archive space available.

Pam informed the board that she has a meeting room on reserve at the Douglas Lodge (Itasca State Park) for the August 20th MHB meeting. The rental fee of \$30 will be waived for room use if the board intends to have lunch at the resort following the meeting. **Motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Tom Wenzel (Morrison) to approve the Lodge meeting room for August 20th - 6 ayes, 0 nays. Motion carried.

Motion was made and seconded by Commissioners Brian Napstad (Aitkin) / Dean Newland (Clearwater) to approve the June '10 Consent Agenda - 6 ayes, 0 nays. Motion carried.

9:30 am – Zoning Actions –

MHB Meeting Minutes

A. Cass County –

1. Ca-6a-10 RE: Review/certify on an application to exceed the total maximum area of accessory structures allowed based on lot size. New structures: 16' x 20' storage bldg. and 6' x 10' dog kennel – Lake Winnie – applicant – Lannie / Bonnie Zarn

► Discussion: Paul Fairbanks (Cass P/Z) and the applicant were available for questions at this meeting. Additional information (BOA draft minutes and FOF) was also provided for review. Some other specifics noted in discussion were:

- a) This application was reviewed/approved by the Cass County BOA on July 12th 2010
- b) Property is located on the south shore of Lake Winnie – formally a DNR lease lot – narrow in width (75 ft +/-) but deep in depth (400 ft +/-)
- c) Applicant will remove 180 sq. ft of structure and replace with 380 sq. ft. – a difference (net increase) of 200 sq. ft.
- d) Accessory structures will not be visible from the lake and neighboring lots are similar in style
- e) Erosion control and storm water run-off issues will be addresses when/if need

After review/discussion, a **motion** was made and seconded by Commissioners Lyle Robinson (Hubbard) / Tom Wenzel (Morrison) to certify the variance with Conditions and the Findings of Fact noted by the Cass County Board of Adjustment and those identified by this board - 6 ayes, 0 nays. Motion carried.

9:52 am - At this time the board opened the floor to John Filardo (DNR Regional Engineer-Bemidji) to discuss an upcoming bridge construction project in the Itasca State Park. The purpose is to replace a culvert to improve flow for safe boat passage and aesthetics. It is the headwater visitor's first 'view' of the river and the area is in need of some restoration. Project completion is slotted for summer '11. Since the board will be conducting the next MHB meeting at the Itasca State Park, it was suggested that board members tour the area August 20th.

10:15 am – Action Items –

► Strategic Planning Session (SPS) –

- a) **Mississippi Headwaters River Watch** (319 Grant) – Erika Johnson (RMB Lab) was asked to speak to the board regarding the recent grant that this board had signed on to for program development of Mississippi Headwaters River Watch activities. Erika first wanted to thank the board again for its support but advised that the grant did not go through. She went on to state that they will continue to pursue other opportunities and would ask that the MHB consider future collaboration with RMB Labs, MPCA and Central Lakes College. The board expressed regret that the 319 Grant was not obtained but encouraged Erika to bring other future grant opportunities to this board for review and consideration
- b) **Identity Redevelopment** – Paul Thiede (Crow Wing) provided the anticipated proposal from Chip Borkenhagen for the Branding process and products that Range Printing would like to offer to the MHB. A copy of the proposal was distributed and although there was too little time for review today, Paul asked that the board members take the next two weeks to examine it. If after review there are questions or comments, please forward them to the office so that staff can address them at an upcoming Sub-committee meeting. This topic will be discussed further August 20th.

► **'11 Work Plan (WP) and Budget** – Pam Kichler (Admin. Asst.) explained to the board that the DNR will be looking for copies of each document in the next couple of weeks as the MHB fiscal year '10 officially ended June 30th. Pam continued to advise that she had included in the Commissioners envelopes a possible '11 Work plan and

MHB Meeting Minutes

Budget draft to use for discussion today. The board offered further adjustments but also suggested that it might be advantageous to approach their respective counties about any matching grant opportunities that could be represented on the '11 budget in the expense column and also include it in the '11 hearing presentation. After in-depth conversation on suggested changes, the board asked that staff place the two items on the August Agenda for final review.

► **Article / Press Release** – Pam Kichler (Admin. Asst.) provided the board with the possible final article draft. After some discussion, Paul Thiede (Crow Wing) offered to approach Chip Borkenhagen (Range Printing) to provide a more appropriate version for publication.

There was no further business of the Mississippi Headwaters Board to discuss, **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Dean Newland (Clearwater) to adjourn the meeting at 11:37 am - 5 ayes, 0 nays, Motion carried.

11:37 am – Misc –


☼ **Legislature Update** – None

☼ **County Updates** – None

Next MHB meeting: Friday, August 20th '10 at 9 am – Douglas Lodge (Itasca State Park), MN

Meeting Adjourned:


Chair Approval


Submitted by (Admin Asst)