

# Mississippi Headwaters Board (MHB)

August 17<sup>th</sup>, 2012

Cass County Courthouse, Walker, MN

## Meeting Minutes

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

**Members Excused:** Davin Tinquist (Itasca County), Paul Thiede (Crow Wing County), Neal Gaalswyk (Cass County)

**Others Present:** Phil Votruba – MPCA (Watershed Project Manager)

Chair Lyle Robinson (Hubbard) opened the meeting for discussion on various county topics at 9:03 am to allow time for additional board members to arrive.

**9:16 am** – Chair Lyle Robinson (Hubbard) called to order the monthly meeting of the Mississippi Headwaters Board at 9:16 am on August 17<sup>th</sup>, 2012, in Walker, MN. The meeting began with the pledge of allegiance.

**9:17 am - Agenda** (August 17<sup>th</sup> '12). Chair Lyle Robinson (Hubbard) asked if there were any changes to the Agenda. Staff indicated that because Chris Pence (Crow Wing County Land Services Supervisor) and Mitch Brinks (Crow Wing County Water Protection Specialist) were not able to attend today, there will be no P/Z Actions to discuss, however a progress memo was provided for the BWSR AI Grant (distributed to the Commissioner prior to the meeting) for discussion under 'Action Items'. **Motion** was made and seconded by Commissioners Tom Wenzel (Morrison) / Dean Newland (Clearwater) to approve the Agenda with the noted adjustment - 5 ayes, 0 nays. Motion carried

**9:18 am – Consent Agenda** (July '12 – Minutes / July - August '12 Expenses). Commissioner Brian Napstad (Aitkin) asked staff for clarification on an Expense entry (tax withholding) on the distributed green expense report for July. He believes that the wrong FICA and Medicare #'s were entered in error. He suggests it should have been the 'employer' not the 'employee' FICA and Medicare #'s instead. After some discussion it was determined that was the case and staff was asked to verify with the Crow Wing County (CWC) Auditor office before the September meeting. Staff added that the green expense report is manually prepared in-house and that each month is reconciled with the Integrated Financial Systems (IFS) reports that the CWC Auditor's office distributes. This particular month was hard to reconcile as there was still some carry-over from Cass County and not all the numbers had come through before the Expense Report was printed and mailing. Staff believes that next month's report will capture the amounts accurately. **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Jack Frost (Beltrami) to approve the July '12 Consent Agenda (July '12 Minutes and July - August '12 expenses of \$5,731.49) as provided and with the noted amendments – 5 ayes, 0 nays. Motion carried.

Staff asked whether the board members wanted to continue to get both the green expense report (generated in-house) and the IFS report (through CWC). The board is in favor of continuing with both for the time being.

**9:25 am – Staff Report** (July / August '12). Pam Kichler (Admin. Asst.) highlighted several items:

- **#9 (P/B)** – The final 4<sup>th</sup> quarter ('12 - '13) DNR reimbursement request for \$4,476.06 was sent (w/account number adjustment). This amount satisfies the residual balance for the '12 appropriations
- **#2 (P/C)** – Staff mailed out the Budget letter on 7/30/12 as requested by the board in July. It was mailed to Gov. Dayton, DNR Com. Landwehr, Jim Schowalter – MMB and John Jaschke - BWSR

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- **#3 (P/C)** – The office received a request from CWC Land Services to review the proposed ordinance changes. Initially Chris Pence (CWC Land Service Supervisor) was placed on the agenda for questions but was unable to make the meeting. See additional topic notes under ‘Zoning Actions’ below.
- **#4 (P/C)** – The office sent out the letter explaining the boards position on review of harvest plans on timber blow-down due to major weather events. There was some additional discussion on the matter as the staff wanted clarification on how to respond to a recent request received 8/8/12 from Bemidji.

Pam Kichler (Admin. Asst. - Staff) asked if there were any conflicts with the next MHB meeting on September 21st. The September meeting will be held at the Itasca State Park (Douglas Lodge lower meeting room) at 9 am. A one day parking permit will be covered by the MHB. Staff will ensure that directions are mailed and that a Notice of Meeting change is sent to press in each of the 8 county legal newspapers.

Prior to the meeting being called today, staff was also asked to send the 8 county Senators an annual schedule of the board meetings and the same list of Senators will be included on each DRAFT Agenda email going forward.

### 9:40 am – Zoning Actions

#### A. Crow Wing County (CWC) –

1. Cr-7b-12 RE: Review/comment accepted until 8/31/12 on proposed revisions of the CWC Land Use Ordinance – Article 17 (Addressing / Road Signs) and Article 46 (Definitions) – Chris Pence (CWC Land Services Supervisor)

► Discussion: As noted at the beginning of the meeting there would be no one to expound on the proposed ordinance. The board was given ample time to review the changes and expressed no concerns. The board instructed staff to send CWC the standard acknowledgement letter.

### 9:45 am – Action Items –

► **CWL / BWSR Grant Updates** – Mitch Brinks and Chris Pence from CWC were not in attendance but a progress memo was drafted by them and disseminated to the Commissioners for review.

► **Mississippi River (HW) Restoration/Protection Project (Phase 1) update** – Phil Vortuba (MPCA) asked to appear today to provide project updates that included hand-outs. Phil started by explaining the first draft basics of the project, some revisions that have been incorporated, and project progress to-date. Below are some of the conversation highlights:

- 1) Money became available for northern reaches of the state for ‘protection’ projects vs. going to southern MN for ‘restoration’ efforts in the past
- 2) This is a Mississippi Headwaters watershed approach project & Beltrami will be the fiscal agent
- 3) The project includes various data gathering components (i.e. reservoir, diagnostic, WQ monitoring, modeling) from various partners i.e. DNR, ACOE, local units of government
- 3) Civic engagement will also be an on-going conservation component
- 3) The draft WP and comment period are complete. The contracts for Phase 1 will be in place by late Aug., early Sept.
- 4) WQ assessments will include main stems of the MR, and testing will be biological and chemical in nature
- 5) Valuable information will be uncovered by the MHB BWSR grant and will be useful for the beginning stages of this project
- 6) There will also be a secondary 2 yr grant opportunity (SWAG) and RFP’s will be asked for after site information has been finalized. This grant will included lakes w/in the HW region

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Following review and discussion, the board thanked Mr. Vortuba for sharing project details and expressed the desire to be continually updated throughout each phase.

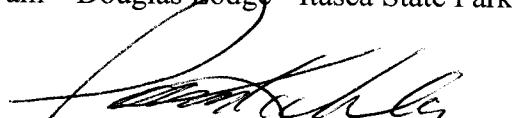
There was no further business to discuss. The meeting was adjourned at 10:40 am.

**Meeting Adjourned**

☀ **Legislature Update** – none

☀ **County Updates** – covered prior to meeting order

Next MHB meeting: Friday, Sept. 21<sup>st</sup> '12 at 9 am – Douglas Lodge - Itasca State Park, MN.

  
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Chair Approval  
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Submitted by (Admin Asst)