

Mississippi Headwaters Board
August 20th, 2010
Itasca State Park, MN
Meeting Minutes

Members Present: Lyle Robinson (Hubbard County), Dean Newland (Clearwater), Tom Wenzel (Morrison), Paul Thiede (Crow Wing), Dick Downham (Cass), Brian Napstad (Aitkin County) and Pam Kiehler (Admin. Asst.)

Members Excused: Jack Frost (Beltrami County), Lori Dowling (Itasca)

Others Present:

Mark Anderson – Morrison County Planning/Zoning

Dan Steward – Brainerd SWCD

Bill Patnaude – Beltrami ESD & MHB TAC Chair

Todd Holman (sp) – The Nature Conservancy

9:03 am – Chair Jack Frost (Beltrami) and Vice Chair Lori Dowling (Itasca) were not in attendance. Sec/Treas Dick Downham (Cass) called to order the monthly meeting of the Mississippi Headwaters Board at 9:03 am on August 20th, 2010, at the Itasca State Park, MN. The meeting began with the pledge of allegiance.

9:04 am - Agenda (August 20th '10). Paul Thiede (Crow Wing) asked to place discussion regarding Legal Notice's after the 'Action Items' on today's agenda. **Motion** was made and seconded by Commissioners Paul Thiede (Crow Wing) / Brian Napstad (Aitkin) to approve the Agenda as amended - 6 ayes, 0 nays. Motion carried.

9:05 am – Consent Agenda (July '10 – Minutes/August '10 Expense and Staff Report). **Motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Dean Newland (Clearwater) to approve the July '10 Consent Agenda - 6 ayes, 0 nays. Motion carried.

9:06 am – Zoning Actions –

A. Morrison County –

1. M-6a-10 RE: Review/certify a variance application to reduce the 125' river set back for septic and 10' road right-of-way setback - Mississippi River – applicant – Don Okerman

► Discussion: Mark Anderson (Morrison P/Z) was available for questions at this meeting. Information (BOA draft minutes and FOF) was also provided. Some other specifics noted in discussion were:

- a) Site inspection was conducted 6/23/10 with Review/approval by the Morrison County BOA on August 3rd '10
- b) Current septic system was damaged due to spring river ice heaves and needs replacing
- c) Hardship is recognized due to limited area to install new septic – max. parcel depth is 75'

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 Morrison County Board of Adjustment and those identified by this board - 6 ayes, 0 nays. Motion carried.

B. Aitkin County –

1. A-8a-10 RE: Review/comment on purposed updates to the '72 Airport Zoning Ordinance - Mississippi River – applicant – Aitkin County Joint Airport Zoning Board

► Discussion: Terry Neff (Morrison P/Z) was not able to attend today but had provided a detailed packet for board review prior to the meeting. Brian Napstad (Aitkin) was able to add further details.

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It appears that this board does not have jurisdiction in this action area but was sent info. as an FYI. After discussion, the board indicated that there were no concerns and directed staff to send an acknowledgement/Thank you letter in that regard.

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 Morrison County Board of Adjustment and those identified by this board - 6 ayes, 0 nays. Motion carried.

9:20 am – Action Items –

► Strategic Planning Session (SPS) –

Identity Redevelopment – Pam Kicler (Admin Asst.) and Paul Thiede (Crow Wing) began by telling the board about the recent Sub-Committee meeting w/Chip Borkenhagen. A good portion of that meeting was dedicated to outlining the first phase of the Identity Redevelopment proposal and how to structure payment for services. The following details from that meeting and those covered today in discussion were:

- 1) The MHB will be invoiced on-going as the work (time/material) commence
- 2) The first phase will be to refresh the Logo; development of Guide Book layout/timeline and determining possible contract partners (co-editors/photographers etc) for book production
- 3) Data for the '11 Legislature Presentation will also be compiled during the first phase
- 4) Some expressed concerns among their 8 county boards on the topic of necessity and cost for such a large undertaking (project) considering budget constraints in a bad economy
- 5) There must be continued discussion on 'editorship' and 'copy-right' issues. What role and/or legal copy-right issues are there w/contracting vendors?

Through discussion, it was determined that the Sub-committee should be given the authority to pre-screen phases and bring recommendations (and any associated costs) to the board for approval. It was also suggested that the board proceed w/caution with respect to the organizations checkbook. All actions needs to be scrutinized to the fullest and every dollar spent only for the best return. The Sub-committee will organize another meeting w/Chip to gather details (possible artwork/book layout and invoicing etc) to be brought back to MHB at the September meeting.

- **Grant Opportunities** – Staff provided an email copy of the response from Blandin to the MHB request for information on any \$5,000 start-up 'Quick Grant' opportunities. It appears that these grants are only offered to those organizations that are currently working on projects in collaboration w/Blandin. However, staff did remind the board that at last month's meeting they were asked to look into their own respective counties for any opportunities for program/project involvement (via cost share/grants etc). Any opportunity w/in the corridor that this board can support (via resolution and/or funding) is good for board viability and identity visibility.

- **'11 Work Plan (WP)/Budget** – Final draft of the Work Plan/Budget was provided for approval. Some amendments that were discussed:
- a. Final Budget change: Add multiple line-items for 'Grant Projections - \$Xx,xxx' to beef up the right column to show what monies/grants this board intends to solicit for the coming year. This will closely represent those newly added dollars identified on the expense (left) side as well
 - b. Final change to the Work Plan: Add verbiage under 'B' to include 'River Utilization Practices'

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After further discussion, a **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Paul Thiede (Crow Wing) to send a copy of the Firal Budget/WP to the State with the signed copies of the Amended 2011 DNR contract* and Immigration Status Certification, as required - 6 ayes, 0 nays. Motion carried.

Paul Thiede (Crow Wing) asked to discuss current board procedure for Legal/Public Notices and Press Releases that this office sends to area county papers. Pam Kichler (Admin Asst.) explained that Legal Notices are sent to one paper in each of the 8 counties at the end of the year with the coming years meeting schedule. As location and/or dates change through out the year, staff then places a notice in the host paper and the paper from the city where the meeting will be moved to. This board has been invoiced at times for this type of Notice (i.e. Morrison County Recorder newspaper charges \$46.50). Paul Thiede (Crow Wing) suggested that staff ask each county board if/when they post their legal notices to see if, in the event we have a change to our schedule meetings, we could add a single line entry to their regular (monthly) posting. Paul also recommended contacting legal council regarding requirements. Bill Patnaude (TAC) will handle the legal contact.

Article - The draft Article to be posted was approved previously but today staff was asking for any last minute additions to the list of papers it should be sent to. It was suggested that staff also gather additional lists of possible publications w/in the 8 counties from the MN Newspaper Assoc. WEB site.

10:15 am – Todd Holman (The Nature Conservancy) and Dan Steward (SWCD – Brainerd) took the floor to present several ideas that will further project collaboration between the organizations. During this brief over-view they asked the board if they should pull a meeting together w/the MHB Tech. Advisory Committee, SWCD, DNR etc. to preliminarily work out the details for development of a 'Project Review Committee'. The board was pleased with the idea and suggested that their meeting take place before the next MHB meeting in Sept. so that details of the proposed 'Committee' can be brought back to this board. This will be added to the September MHB agenda.

There was no further business of the Mississippi Headwaters Board to discuss, **motion** was made and seconded by Commissioners Brian Napstad (Aitkin) / Tom Wenzel (Morrison) to adjourn the meeting at 10:30 am - 6 ayes, 0 nays, Motion carried. After '**Misc.**' discussion, the board was invited to go on a tour of the Park.


10:35 am – Misc –

☀ **Legislature Update** – *The board received a DNR amendment to the 2nd year of the 7/09 to 6/10 biennium contract, reducing the second year from \$60k to \$57k. The office has also recently determined that the MHB is not required to prepare/submit biennial Audits. Audits are only required by the State every 5 yrs (next due 2014). Staff will work w/the current contracted vendor in regard to the preparation of the last of three Audits (originally set for the 7/09 to 6/11 Biennium) to see if they will prepare the 2014 Audit instead in fulfillment of the contract. This 5 year Audit cycle may mean that the board will have to switch to an audit-by-audit contract going forward. NOTE: Biennial Reports from the MHB will still be required every 2 years. Next Report due by Sept. '11.

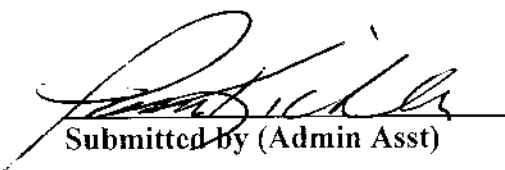
☀ **County Updates** – Bill Patnaude (Beltrami ESD) provided an update to the board of the recent Beltrami County structural and location changes of various departments

Next MHB meeting: Monday, September 27th '10 at 9 am – Cass County Courthouse, Walker, MN

Meeting Adjourned:



Chair Approval



Submitted by (Admin Asst)