

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board

(MHB) February 19, 2016

Cass County Courthouse, Walker MN

MEETING MINUTES

Members present: Brian Napstad (Aitkin), Kevin Maurer (Morrison), Cal Johannsen (Hubbard), Neal Gaalswyk (Cass), Keith Winger (Beltrami), Dean Newland (Clearwater), Paul Thiede (Crow Wing), Davin Turnquist (Itasca) and Tim Terrill (Executive Director).

Others Present: Garry Leaf (Sportsman for Change) and Senator Bob Lasard..

Vice Chairman Maurer called the meeting to order followed by the Pledge of Allegiance.

M/S Thiede/Napstad to accept the proposed agenda. Motion Carried.

M/S Napstad/Johannsen to accept the consent agenda. Motion Carried.

Executive Director's Report

- Held meeting with MPCA.
- Wrote letter to Governor Dayton for increased funding for MHB.
- Sent out the final work plan and budget to MPCA.
- Updated the MHB website.
- Sent in the IF evaluation plan and schedule.
- Held meeting with Crow Wing, Morrison, Clearwater, Itasca, Hubbard, Cass and Beltrami counties to discuss the LSOHC process.
- Attended a MPCA Large River Study to discuss data gathered on the Mississippi River.
- Had a meeting with Jeff Hrubes (BWSR) and the interim manager of Itasca SWCD to discuss the storm water CWL grant.
- Attended a Baxter City council meeting to review storm water options for the city prepared by WSB engineering.
- Met with Enbridge to discuss program scope and a project management plan.
- Discussed using the MHB sub watershed maps for county water plans. Hubbard already has their plan in place. Cass and Aitkin counties water plans are due to be updated this year.
- Visited with Chip Lear (Fishing the Wildside) to discuss the timeline for the infomercials.
- Had a meeting with Dan Steward (BWSR) and Todd Holman (Nature Conservancy) to discuss the ranking procedure for LSOHC.

Action/Discussion Items

M/S Gaalswyk/Johannsen to approve the 2016 MHB Workplan and Budget as presented. Motion carried.

Discussed developing a MHB "historical" video. Tim would like to use the video for public outreach possibilities. Garry suggested attending such events like the Governor's Fishing and

Deer Opener. Attendance at these events would get MHB out in the open. Other groups or associations have annual events that MHB could attend also

Tim had prepared a Resolution (2016-02) that would give him authority to prepare, submit and sign grant proposals on behalf of the MHB. Several of the board present suggested that the wording needs to be changed because the way the resolution is worded now gives Tim too much authority. Tim should make some changes to the resolution and bring back to the board in March.

Tim would like to upgrade the table top display. He obtained some bids from various businesses for the work. It was suggested that Tim first develop an outreach plan. It was suggested that he develop a budget and bring back to the board in March.

Next meeting to be held March 25th at the Cass County Commissioners meeting room in the Cass County Courthouse.

M/S Napstad//Thiede to adjourn. Motion carried.

Kevin J. Maurer, Chairman

Tim Terrill, Executive Director

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

P 1
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74	74-00-000-000-000-000-10001-	Cash & Pooled Investments							
16/02	59 02/02/16 APP A0202 A020216						-300.00	-300.00	
16/02	144 02/05/16 PRJ						-3,337.36	-3,637.36	
16/02	150 02/04/16 GNI iNovah SYSTEM GENERATED		Tammyw	16093			1,500.00	-2,137.36	
16/02	234 02/09/16 GNI ST OF MN SYSTEM GENERATED						598.24	-1,539.12	
16/02	250 02/09/16 GNI iNovah SYSTEM GENERATED		Tammyw	16123			24.58	-1,514.54	
16/02	305 02/12/16 GNI iNovah SYSTEM GENERATED		Tammyw	16157			67,588.00	66,073.46	
16/02	325 02/16/16 APP A0216 A021616						-7.76	66,065.70	
16/02	373 02/17/16 GNI iNovah SYSTEM GENERATED		Tammyw	16185			1,500.00	67,565.70	
16/02	393 02/19/16 PRJ						-3,374.17	64,191.53	
16/02	427 02/19/16 GEN RCLSS SYSTEM GENERATED						-34,000.00	30,191.53	
16/02	472 02/23/16 APP A0223 A022316						-653.16	29,538.37	
16/02	542 02/26/16 GNI JAN WF PCARD SYSTEM GENERATED						-901.87	28,636.50	
16/02	613 02/29/16 GEN RECURRING SYSTEM GENERATED						-525.00	28,111.50	
	LEDGER BALANCES --- DEBITS:		71,210.82		CREDITS:	-43,099.32	NET:	28,111.50	
74	74-00-000-000-000-000-20050-	Vouchers Payable							
16/02	59 02/02/16 APP A0202 A020216 AP CASH DISBURSEMENTS JOURNAL						300.00	300.00	
16/02	324 02/16/16 API B 467 W A021616						-7.76	292.24	

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/02	325 02/16/16	APP A0216					7.76	300.00
	A021616	AP CASH DISBURSEMENTS JOURNAL						
16/02	470 02/23/16	API B 479					-653.16	-353.16
	W A022316							
16/02	472 02/23/16	APP A0223					653.16	300.00
	A022316	AP CASH DISBURSEMENTS JOURNAL						
	LEDGER BALANCES --- DEBITS:		960.92		CREDITS:	-660.92	NET:	300.00
74	74-00-000-000-000-0000-38400-	Expenditures						
16/02	144 02/05/16	PRJ pr0205 1160205	1160205				3,337.36	3,337.36
	pay020516	WARRANT=160205	RUN=1 BI-WEEKL					
16/02	324 02/16/16	API B 467					7.76	3,345.12
	W A021616							
16/02	393 02/19/16	PRJ pr0219 1160219	1160219				3,374.17	6,719.29
	pay021916	WARRANT=160219	RUN=1 BI-WEEKL					
16/02	470 02/23/16	API B 479					653.16	7,372.45
	W A022316							
16/02	542 02/26/16	GNI JAN					901.87	8,274.32
	WF PCARD							
16/02	613 02/29/16	GEN					525.00	8,799.32
	RECURRING							
	LEDGER BALANCES --- DEBITS:		8,799.32		CREDITS:	.00	NET:	8,799.32
74	74-00-000-000-000-0000-38500-	Revenues						
16/02	150 02/04/16	GNI	Tammyw	16093			-1,500.00	-1,500.00
	iNovah							
16/02	234 02/09/16	GNI					-598.24	-2,098.24
	ST OF MN							
16/02	250 02/09/16	GNI	Tammyw	16123			-24.58	-2,122.82
	iNovah							
16/02	305 02/12/16	GNI	Tammyw	16157			-67,588.00	-69,710.82
	iNovah							

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JasonR

Crow Wing County
MHB Detail History

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE
16/02	373 02/17/16	GNI	Tammyw	16185			-1,500.00	-71,210.82
	iNovah							
16/02	427 02/19/16	GEN					34,000.00	-37,210.82
	RCLSS							
	LEDGER BALANCES --- DEBITS:			34,000.00	CREDITS:	-71,210.82	NET:	-37,210.82
74830	74-00-830-000-000-000-0000-52990-	Local Grant						
16/02	150 02/04/16	GNI 522379	Tammyw	16093			-1,500.00	-1,500.00
	iNovah	CASS COUNTY SUPPORT						
16/02	373 02/17/16	GNI 523214	Tammyw	16185			-1,500.00	-3,000.00
	iNovah	ITASCA COUNTY SUPPORT						
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-3,000.00	NET:	-3,000.00
74830	74-00-830-000-000-000-0000-53090-	Water & Soil Resources						
16/02	427 02/19/16	GEN					34,000.00	34,000.00
	RCLSS	FY15 COMPETITIVE GRANT						
	LEDGER BALANCES --- DEBITS:			34,000.00	CREDITS:	.00	NET:	34,000.00
74830	74-00-830-000-000-000-0000-53180-	Environmental Assistance /MPCA						
16/02	234 02/09/16	GNI					-598.24	-598.24
	ST OF MN	INVOICE 9- MPCA						
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-598.24	NET:	-598.24
74830	74-00-830-000-000-000-0000-58300-	Miscellaneous Other Revenue						
16/02	305 02/12/16	GNI 522929	Tammyw	16157			-67,588.00	-67,588.00
	iNovah	INITIATIVE FOUNDATION AIS CK						
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-67,588.00	NET:	-67,588.00

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74830	74-00-830-000-000-000-0000-58400-	MHB - Sales							
16/02	250 02/09/16	GNI 522625	Tammyw	16123			-24.58	-24.58	
	iNovah	GUIDE BOOK SALES							
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-24.58	NET:	-24.58	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular							
16/02	144 02/05/16	PRJ pr0205	1160205	1160205			2,301.77	2,301.77	
	pay020516	WARRANT=160205	RUN=1	BI-WEEKL					
16/02	393 02/19/16	PRJ pr0219	1160219	1160219			2,301.77	4,603.54	
	pay021916	WARRANT=160219	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		4,603.54		CREDITS:	.00	NET:	4,603.54	
74830	74-00-830-000-000-000-0000-61200-	Active Insurance							
16/02	144 02/05/16	PRJ pr0205	1160205	1160205			701.86	701.86	
	pay020516	WARRANT=160205	RUN=1	BI-WEEKL					
16/02	393 02/19/16	PRJ pr0219	1160219	1160219			683.66	1,385.52	
	pay021916	WARRANT=160219	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		1,385.52		CREDITS:	.00	NET:	1,385.52	
74830	74-00-830-000-000-000-0000-61300-	Employee Pension & FICA							
16/02	144 02/05/16	PRJ pr0205	1160205	1160205			333.73	333.73	
	pay020516	WARRANT=160205	RUN=1	BI-WEEKL					
16/02	393 02/19/16	PRJ pr0219	1160219	1160219			333.74	667.47	
	pay021916	WARRANT=160219	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		667.47		CREDITS:	.00	NET:	667.47	
74830	74-00-830-000-000-000-0000-62100-	Telephone							
16/02	324 02/16/16	API 006205	17476	4794		B	1.80	1.80	
	W A021616	FEBRUARY CTC SVC & 1/1-1/31	LD Consolidated Telecom						

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
16/02	324 02/16/16	API 006205		17476	4794	B	5.96	7.76	
	W A021616	FEBRUARY CTC SVC & 1/1-1/31	LD Consolidated Telecom						
16/02	393 02/19/16	PRJ pr0219	1160219	1160219			55.00	62.76	
	pay021916	WARRANT=160219	RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			62.76	CREDITS:	.00	NET:	62.76	
74830	74-00-830-000-000-000-0000-62680-	Non-Employee Per Diems							
16/02	470 02/23/16	API 002534		17895	4927	B	50.00	50.00	
	W A022316	MHB MEETING AND MILEAGE	Newland, Dean						
16/02	470 02/23/16	API 002837		17897	4919	B	50.00	100.00	
	W A022316	MHB MEETING AND MILEAGE	Johannsen, Calvin						
16/02	470 02/23/16	API 002809		17900	4936	B	50.00	150.00	
	W A022316	MHB MEETING AND MILEAGE	Tinquist, Davin C.						
16/02	470 02/23/16	API 004028		17901	4939	B	50.00	200.00	
	W A022316	MHB MEETING AND MILEAGE	Winger, Keith						
16/02	470 02/23/16	API 002737		17902	4926	B	50.00	250.00	
	W A022316	MHB MEETING AND MILEAGE	Napstad, Brian G.						
16/02	470 02/23/16	API 100532		17904	4925	B	50.00	300.00	
	W A022316	MHB MEETING PER DIEM	Morrison County Audi						
	LEDGER BALANCES --- DEBITS:			300.00	CREDITS:	.00	NET:	300.00	
74830	74-00-830-000-000-000-0000-62720-	Non-Employee Mileage							
16/02	470 02/23/16	API 002534		17895	4927	B	59.40	59.40	
	W A022316	MHB MEETING AND MILEAGE	Newland, Dean						
16/02	470 02/23/16	API 002837		17897	4919	B	27.00	86.40	
	W A022316	MHB MEETING AND MILEAGE	Johannsen, Calvin						
16/02	470 02/23/16	API 002809		17900	4936	B	64.80	151.20	
	W A022316	MHB MEETING AND MILEAGE	Tinquist, Davin C.						
16/02	470 02/23/16	API 004028		17901	4939	B	21.60	172.80	
	W A022316	MHB MEETING AND MILEAGE	Winger, Keith						
16/02	470 02/23/16	API 002737		17902	4926	B	97.20	270.00	
	W A022316	MHB MEETING AND MILEAGE	Napstad, Brian G.						

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
16/02	470 02/23/16	API 002833		17903	4921	B	83.16	353.16	
	W A022316	MHB MILEAGE		Maurer, Kevin J.					
	LEDGER BALANCES --- DEBITS:			353.16	CREDITS:		.00	NET: 353.16	
74830	74-00-830-000-000-000-0000-62990-	Prof. & Tech. Fee - Other							
16/02	613 02/29/16	GEN				B	525.00	525.00	
	RECURRING	FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:			525.00	CREDITS:		.00	NET: 525.00	
74830	74-00-830-000-000-000-0000-63320-	Employee Mileage							
16/02	542 02/26/16	GNI JAN				B	38.72	38.72	
	WF PCARD	Aitkin County Board meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	26.46	65.18	
	WF PCARD	ACUB meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	57.24	122.42	
	WF PCARD	MHB meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	34.56	156.98	
	WF PCARD	County Board meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	138.24	295.22	
	WF PCARD	Clearwater county board meeti							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	88.02	383.24	
	WF PCARD	AIS and Itasca County Board m							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	40.50	423.74	
	WF PCARD	WRAPS meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	144.18	567.92	
	WF PCARD	Enbridge meeting							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	112.32	680.24	
	WF PCARD	Hubbard and Beltrami county b							
		TIM TERRILL-OOP							
16/02	542 02/26/16	GNI JAN				B	126.36	806.60	
	WF PCARD	Fisheries and Forestry confer							
		TIM TERRILL-OOP							
	LEDGER BALANCES --- DEBITS:			806.60	CREDITS:		.00	NET: 806.60	

03/10/2016 08:00
JasonR

Crow Wing County
MHB Detail History

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glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	
74830	74-00-830-000-000-000-0000-63380-	Training & Registration Fees							
16/02	542 02/26/16	GNI JAN				B	70.00	70.00	
	WF PCARD	registration MNAFS							
		TIM TERRILL-PAYPAL	MNAMERICANF						
	LEDGER BALANCES --- DEBITS:			70.00	CREDITS:		.00	NET: 70.00	
74830	74-00-830-000-000-000-0000-64090-	Office Supplies							
16/02	542 02/26/16	GNI JAN				B	15.49	15.49	
	WF PCARD	printing of signs							
		TIM TERRILL-OFFICEMAX/OFFICEDEPOT6590							
16/02	542 02/26/16	GNI JAN				B	2.30	17.79	
	WF PCARD	mailing of agenda packet							
		TIM TERRILL-USPS 26110004033407503							
16/02	542 02/26/16	GNI JAN				B	7.48	25.27	
	WF PCARD	snacks for meeting							
		TIM TERRILL-BRAINERD CUB FOODS							
	LEDGER BALANCES --- DEBITS:			25.27	CREDITS:		.00	NET: 25.27	
	GRAND TOTAL --- DEBITS:			157,770.38	CREDITS:		-186,181.88	NET: -28,411.50	

72 Records printed

** END OF REPORT - Generated by Jason Rausch **

Attachment 3

Executive Directors Report

N. MN Regional Science Fair Thank you Letter

Executive Director Report

February 2016 – March 2016

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed over monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Held weekly call in meeting with MPCA.
5. Provided 2015 figures to WSB to help plan 2016 water monitoring budget.
6. Developed eligibility announcement letter for LSOHC program.
7. Worked on preparing agenda ahead of time.
8. Received AIS media from DNR for use on social media site.
9. Paid invoices for infomercial airtime and social media.

Meetings & Networking

1. Participated in teleconference with the NRCS state technical committee on RCPP program and pollinators initiative.
2. Attended Cohort civic engagement meeting.
3. Talked with Itasca AIS coordinator, and they are interested in pursuing a relationship with the MHB.
4. Attended Grand Rapids watershed WRAPS meeting and discussed values for running the zonation model with agency personnel and individuals.
5. Talked with Gary Leaf about Gov. Deer Hunting Opener and possible involvement in that event.
6. Attended meeting with the Little Falls city council to discuss their involvement with some stormwater implementation options.
7. Itasca will be contributing to the multi-county AIS Awareness Campaign.

February 24, 2016

Dear Mississippi Headwaters Board,

Thank you for your support of the 2016 Northern Minnesota Regional Science Fair. We had over 60 projects from the area and the participants were very excited by the number of special awards we had available

We deeply appreciate your interest in recognizing talented young scientists.

The award recipients were as follows:

\$150

Casey and Zane Hiller

UV or not UV? That is the Question

Bemidji Middle School

1885 Grotte Ave NE Bemidji 56601

\$100

Joshua Hagesteun

Wood Burning

Aitkin High School

710 Blackrock road Aitkin 56431

\$50

Lilyann Haugse

The Great Ice Melt

Bagley Junior High

Lowerricelake road Bagley 56621

Sincerely,

Julie E. Larson, Ph.D.

Awards Director

Professor of Chemistry

jelarson@bemidjistate.edu

Planning and Zoning

None

Attachment 4 & 5

RESPEC presentation- Julie Blackburn
LSP Request letter to Commissioner Landwehr (att. 4)
Outreach opportunities (att. 5)



Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

3/25/2016

Department of Natural Resources
500 Lafayette Rd.
Saint Paul, MN 55155

Dear Commissioner Landwehr,

The Mississippi Headwaters Board (MHB) mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values in the first 400 miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County, Minnesota.

At the last MHB board meeting on February 19, 2016, the board discussed some of the opportunities that could be offered to resort owners in the 8 county MHB area for Aquatic Invasive Species (AIS) education. The MHB Board appreciates the current training that the Dept. of Natural Resources offers for Lake Service Providers (LSP), but would like expanded LSP training for resort owners with private accesses by expanding the months that the LSP training is offered. The Board feels that the resort owner desires to do the right thing, but is not currently educated on AIS because the current dates for LSP training is not sufficient enough to effectively reach this audience. The MHB Board wishes that you consider this option as a pilot project for this area since a large portion of destination lakes are concentrated in these counties, and this would have an effective impact on AIS.

Sincerely,

Kevin J. Maurer

Chairman of the Mississippi Headwaters Board

MHB Outreach Opportunities

Place/Event	Date	Cost	Comments
		\$750-	
Assoc. of MN counties	December	\$1000	This would be a vendor status for 2 days.
Minneapolis Boat Show	mid January	\$50	Thursday- Sunday
MN Assoc. of SWCD's	December	\$450	same time as AMC.
MHB Annual Meeting	November	free	
Governor's Deer Hunting Opener	November	unsure	David Bergman 218-681-0997 Breezy point. Social time meet your local comm. Bar, invite legislature, Governor self running ppt.
Governor's Fishing Opener	May 12-14th	\$1,500	McGregor- Big Sandy Lake displays for sponsors at community picnic. Carol Altepeter 218.820.0236 cell. 2500 people attending no sales, family friendly

Crow Wing County

Place/Event	Date	Cost	Comments
Everything Expo- Brainerd	March 18-19th	\$200	Essentia Health Sports Center
MN Home builders Show- Brainerd	April 1-3	\$125	Essentia Health Sports Center must be staffed all days.
Lakes Area Women's Expo	April 23rd	\$180	Cragun's
CW County Fair	August 2-6th	\$225	fairgrounds Marge 218.820.5352

Morrison County

Place/Event	Date	Cost	Comments
County Fair	Aug. 11-14th	\$100	fairgrounds

Aitkin County

Place/Event	Date	Cost	Comments
County Fair	July 6th-9th	\$125 minimum	fairgrounds
Aitkin Rivers & Lakes Fair	June 18th	\$0	Aitkin High School

Itasca County

Place/Event	Date	Cost	Comments
Jaycees home, sports, travel show	March 18-20		IRA civic center 5000 people attend
Youth Water Summit	May		Like an envirothon
County Fair	Aug. 17-21st		fairgrounds.

Cass County

Place/Event	Date	Cost	Comments
North Country buyers show	Feb.25-26th	\$200	Walker 50 and 60 vendors- resort owners attend.
Chippewa Triathlon	June 11th		Cass Lake MN. Emailed
County Fair	June 23-26th		Pine River Terry foster 218.568.5294
Walker Bay Days	1st Saturday in Aug.	no fee	100 people attend

Hubbard County

Place/Event	Date	Cost	Comments
Legend & Logging Days	Aug. 12-13	no charge	Park Rapids Chamber of Comm. 732-4111 younger crowd.
County Fair	July 13-17th		Park Rapids karin 218.252.1048

Clearwater County

Place/Event	Date	Cost	Comments
County Fair	Aug. 3-7th		submitted email.

Beltrami County

Place/Event	Date	Cost	Comments
County Fair	Aug. 10-14th	\$305	Bemidji fairgrounds