

Attachment 1 & 2

Draft Minutes

Monthly Expenses

**Mississippi Headwaters Board
(MHB) October 21, 2016
Cass County Courthouse,
Walker MN 56484**

**MEETING
MINUTES**

Members present: Kevin Maurer (Morrison), Davin Tinquist (Itasca), Scott Bruns (Cass), Paul Thiede (Crow Wing), Brian Napstad (Aitkin), Keith Winger (Beltrami) and Tim Terrill (Executive Director).

Others Present: Amy Kowalzek (Morrison ESD), Dan Steward & Mitch Brinks (BWSR), Todd Holman (The Nature Conservancy), Lori Dowling Hanson (DNR), Matthew Murray (Murray Surveying), and Jason Caron .

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

M/S Napstad/Thiede moved to accept the agenda as presented. Motion Carried.

M/S Tinquist/Winger to accept the consent agenda. Motion Carried.

Planning and Zoning Actions

M/S Napstad/Tinquist moved to certify the Gerbi variance as submitted by the Morrison Environmental Services Department and to include the PC's findings and conditions. Motion Carried.

Executive Director's Report

- Reviewed monthly budget and expense report.
- Prepared agenda.
- Reviewed forth coming variances.
- Changed September 2017 MHB meeting date so it would not conflict with AMC meeting date next year.
- Requested an amendment to the Initiative Foundation grant.
- Received a request from Greg Tuttle (City of Cohasset) to do a presentation to the city to update/inform them about what MHB does.
- City of Riverton is planning a buffer along the Little Rabbit Lake based on the MHB stormwater study.
- Sent out a letter of request to Gov. Dayton to schedule a conference with MHB.
- Attended a DNR pass through grant training webinar regarding LSOHC admin, contracts and forms.
- Met with Chris Pence of Crow Wing County ESD to discuss MHB Comp plan update procedure.
- Attended a meeting at Itasca State Park with Mississippi River Basin Panel to provide them info on the efforts that the MHB is taking to inform others about

AIS.

- **Talked with Peter Sorenson about Asian Carp.**
- **Talked with Mark Johnson about a possible citizen appointee for LSOHC.**

Public Hearing for Caron Variance

Tim explained the appeal process as he understands it to be.

Jason Caron and Matthew Murray provided a brief presentation to the board at this time.

Jason explained that he bought the lot for the view with the possibility of building on it some day, not knowing there was going to be bluff setback issues. If he had to build at the required setback, the house would need to be built tall (to provide the occupants a view) and the house would practically be in the neighbors back yard. No one wants to live next to house that is that tall and it just would not fit in with the surrounding houses.

Matthew explained that the proposed location for the building site actually allows for less disturbance because of the existing cut that is already there. There is an existing access road that leads to the water's edge. This access road would be abandoned and restored.

M/S Thiede/Napstad to open the Caron Variance for public comment at this time. Chairman Maurer asked for public comments three times at this point.

M/S Thiede/Napstad to close the Caron Variance for public comment at this time.

Tinquist stated that variance application was much better prepared this time.

Napstad stated that he felt the development on the surrounding lots must be taken into consideration.

Thiede echoed Tinquist and Napstad.

Winger explained that he has been on site. He feels the lot really is more suited to a walkout because of the cut and the natural shelf at the bottom provides for treatment of runoff.

Napstad questioned which agency decides on what erosion control measures need to be installed in any.

Tim and Matthew explained that would be up to the GBAJPB.

M/S Tinquist/Napstad to certify the Caron variance as submitted by Jason Caron and Matthew Murray based on the conditions and recommendations of the Greater Bemidji Area Joint Powers Board. Motion Carried.

Tim explained that the MHB Comprehensive Management plan process and roles of committee members and the steps that would be followed before the plan can be approved by MHB. He provided a list of possible committee members and regional and public review levels. Through providing advice and then consensus, the board responded favorably to the process presented to them.

Dan Steward and Mitch Brinks gave a brief power point demonstration on Private Forest management. Dan explained that his goal is to stack services, allow local implementers to plan at the parcel level, and make conservation options clearer to land owners. We really need to get conservation efforts on the land everywhere.

Next meeting to be held November 18, 2016 at the Cass County

Commissioners meeting room in the Cass County Courthouse.

M/S Winger/Thiede to adjourn at 12:03 P.M. Motion carried.

Kevin J. Maurer, Chairman

Tim Terrill, Executive Director

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 1
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	74-00-000-000-000-0000-10001-						Cash & Pooled Investments		
							SOY BALANCE	217,810.68	
							PER 01	36,383.36	254,194.04
							PER 02	28,111.50	282,305.54
							PER 03	-81,768.96	200,536.58
							PER 04	15,797.45	216,334.03
							PER 05	10,855.79	227,189.82
							PER 06	-3,619.82	223,570.00
							PER 07	4,864.56	228,434.56
							PER 08	-2,054.18	226,380.38
							PER 09	-72,272.34	154,108.04
16/10	179 10/03/16	GNI						3,754.26	157,862.30
	ST OF MN		SYSTEM GENERATED						
16/10	329 10/11/16	APP C1011						-1,599.21	156,263.09
	C101116								
16/10	384 10/14/16	PRJ						-3,416.87	152,846.22
16/10	505 10/18/16	APP A1018						-3.14	152,843.08
	A101816								
16/10	646 10/24/16	GNI						2,259.00	155,102.08
	ST OF MN		SYSTEM GENERATED						
16/10	650 10/24/16	GNI		jessis 19200				20,500.00	175,602.08
	iNovah		SYSTEM GENERATED						
16/10	671 10/25/16	APP A1025						-499.27	175,102.81
	A102516								
16/10	726 10/28/16	PRJ						-3,453.67	171,649.14
16/10	775 10/28/16	GNI						1,772.73	173,421.87
	ST OF MN		SYSTEM GENERATED						
16/10	829 10/31/16	GEN						-525.00	172,896.87
	RECURRING		SYSTEM GENERATED						
16/10	839 10/31/16	GNI SEPT						-314.66	172,582.21
	WF PCARD		SYSTEM GENERATED						
	LEDGER BALANCES --- DEBITS:			124,298.65			CREDITS:	-169,527.12	NET: -45,228.47
74	74-00-000-000-000-0000-20050-						Vouchers Payable		
							SOY BALANCE	.00	
							PER 01	-300.00	-300.00
							PER 02	300.00	.00

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 3
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	LEDGER BALANCES --- DEBITS:			212,699.86			CREDITS: .00	NET: 212,699.86	
74	74-00-000-000-000-000-38500- Revenues								
							SOY BALANCE	.00	
							PER 01	-45,235.84	-45,235.84
							PER 02	-37,210.82	-82,446.66
							PER 03	53,000.00	-29,446.66
							PER 04	-28,394.83	-57,841.49
							PER 05	-23,788.24	-81,629.73
							PER 06	-4,585.42	-86,215.15
							PER 07	-28,067.89	-114,283.04
							PER 08	-19,456.70	-133,739.74
							PER 09	-5,445.66	-139,185.40
16/10	179 10/03/16 GNI							-3,754.26	-142,939.66
	ST OF MN								
16/10	646 10/24/16 GNI							-2,259.00	-145,198.66
	ST OF MN								
16/10	650 10/24/16 GNI		jessis	19200				-20,500.00	-165,698.66
	iNovah								
16/10	775 10/28/16 GNI							-1,772.73	-167,471.39
	ST OF MN								
	LEDGER BALANCES --- DEBITS:			53,000.00			CREDITS: -220,471.39	NET: -167,471.39	
74830	74-00-830-000-000-000-53180- Environmental Assistance /MPCA								
	REVISED BUDGET								.00
							PER 01	-735.84	-735.84
							PER 02	-598.24	-1,334.08
							PER 04	-1,889.21	-3,223.29
							PER 06	-4,322.42	-7,545.71
							PER 08	-4,456.70	-12,002.41
							PER 09	-5,418.76	-17,421.17
16/10	179 10/03/16 GNI							-3,754.26	-21,175.43
	ST OF MN INVOICE 2								
16/10	775 10/28/16 GNI							-1,772.73	-22,948.16
	ST OF MN INVOICE 3								
	LEDGER BALANCES --- DEBITS:			.00			CREDITS: -22,948.16	NET: -22,948.16	

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ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 4
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
74830	74-00-830-000-000-000-0000-53290-	Natural Resources								
							REVISED BUDGET		.00	
					PER 04		-23,351.19	-23,351.19		
					PER 05		-23,788.24	-47,139.43		
					PER 07		-28,067.89	-75,207.32		
16/10	646 10/24/16	GNI					-2,259.00	-77,466.32		
	ST OF MN	1-DNR								
	LEDGER BALANCES --- DEBITS:		.00	CREDITS:		-77,466.32	NET:	-77,466.32		
74830	74-00-830-000-000-000-0000-58300-	Miscellaneous Other Revenue								
							REVISED BUDGET		.00	
					PER 02		-67,588.00	-67,588.00		
					PER 03		53,000.00	-14,588.00		
					PER 06		-263.00	-14,851.00		
					PER 08		-15,000.00	-29,851.00		
					PER 09		-26.90	-29,877.90		
16/10	650 10/24/16	GNI 633415 jessis	19200				-20,500.00	-50,377.90		
	iNovah	MARCD REMAINING FUNDS								
	LEDGER BALANCES --- DEBITS:		53,000.00	CREDITS:		-103,377.90	NET:	-50,377.90		
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular								
							REVISED BUDGET		.00	
					PER 01		4,603.54	4,603.54		
					PER 02		4,603.54	9,207.08		
					PER 03		4,955.71	14,162.79		
					PER 04		7,112.46	21,275.25		
					PER 05		4,741.65	26,016.90		
					PER 06		4,741.65	30,758.55		
					PER 07		4,741.65	35,500.20		
					PER 08		4,741.65	40,241.85		
					PER 09		7,112.47	47,354.32		
16/10	384 10/14/16	PRJ pr1014 1161014	1161014				2,370.82	49,725.14		
	pay101416	WARRANT=161014	RUN=1 BI-WEEKL							
16/10	726 10/28/16	PRJ pr1028 1161028	1161028				2,370.82	52,095.96		
	pay102816	WARRANT=161028	RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:		52,095.96	CREDITS:		.00	NET:	52,095.96		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 5
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	74-00-830-000-000-000-0000-61200-			Active Insurance					
							REVISED BUDGET		.00
					PER 01		1,385.52	1,385.52	
					PER 02		1,385.52	2,771.04	
					PER 03		1,407.87	4,178.91	
					PER 04		1,405.93	5,584.84	
					PER 05		1,385.52	6,970.36	
					PER 06		1,385.52	8,355.88	
					PER 07		1,406.96	9,762.84	
					PER 08		1,406.53	11,169.37	
					PER 09		1,406.53	12,575.90	
16/10	384 10/14/16 PRJ pr1014 1161014 1161014						701.86	13,277.76	
	pay101416 WARRANT=161014 RUN=1 BI-WEEKL								
16/10	726 10/28/16 PRJ pr1028 1161028 1161028						683.66	13,961.42	
	pay102816 WARRANT=161028 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		13,961.42		CREDITS:		.00	NET:	13,961.42
74830	74-00-830-000-000-000-0000-61300-			Employee Pension & FICA					
							REVISED BUDGET		.00
					PER 01		667.48	667.48	
					PER 02		667.47	1,334.95	
					PER 03		724.21	2,059.16	
					PER 04		1,050.98	3,110.14	
					PER 05		688.39	3,798.53	
					PER 06		688.38	4,486.91	
					PER 07		691.79	5,178.70	
					PER 08		691.80	5,870.50	
					PER 09		1,050.98	6,921.48	
16/10	384 10/14/16 PRJ pr1014 1161014 1161014						344.19	7,265.67	
	pay101416 WARRANT=161014 RUN=1 BI-WEEKL								
16/10	726 10/28/16 PRJ pr1028 1161028 1161028						344.19	7,609.86	
	pay102816 WARRANT=161028 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		7,609.86		CREDITS:		.00	NET:	7,609.86
74830	74-00-830-000-000-000-0000-62100-			Telephone					
							REVISED BUDGET		.00
					PER 01		61.65	61.65	
					PER 02		62.76	124.41	
					PER 03		57.50	181.91	
					PER 04		61.97	243.88	
					PER 05		59.41	303.29	
					PER 06		60.37	363.66	
					PER 07		56.93	420.59	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 6
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
					PER 08		59.20	479.79		
					PER 09		58.95	538.74		
16/10	502 10/18/16	API 006205		35673	7894	B	1.81	540.55		
	W A101816	Oct CTC & 09/01-09/30	LD	CALLS CONSOLIDATED	TELECOM					
16/10	502 10/18/16	API 006205		35673	7894	B	1.33	541.88		
	W A101816	Oct CTC & 09/01-09/30	LD	CALLS CONSOLIDATED	TELECOM					
16/10	726 10/28/16	PRJ pr1028	1161028	1161028			55.00	596.88		
	pay102816	WARRANT=161028	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			596.88	CREDITS:		.00	NET:	596.88	
74830	74-00-830-000-000-000-0000-62680- Non-Employee Per Diems									
	REVISED BUDGET								.00	
					PER 01		250.00	250.00		
					PER 02		300.00	550.00		
					PER 03		200.00	750.00		
					PER 04		250.00	1,000.00		
					PER 05		150.00	1,150.00		
					PER 06		309.40	1,459.40		
					PER 07		447.96	1,907.36		
					PER 08		235.20	2,142.56		
					PER 09		333.16	2,475.72		
16/10	648 10/24/16	API 002809		36183	8086	B	50.00	2,525.72		
	W A102516	MILEAGE AND PER DIEM FOR MHB M	TINQUIST, DAVIN C.							
16/10	648 10/24/16	API 100532		36184	8044	B	50.00	2,575.72		
	W A102516	PER DIEM FOR MHB MTG 102116	Morrison County Audi							
16/10	648 10/24/16	API 002833		36185	8042	B	83.16	2,658.88		
	W A102516	MILEAGE FOR MHB MTG 102116	Maurer, Kevin J.							
16/10	648 10/24/16	API 002737		36186	8045	B	50.00	2,708.88		
	W A102516	MILEAGE AND PER DIEM FOR MHB M	Napstad, Brian G.							
16/10	648 10/24/16	API 004028		36187	8089	B	50.00	2,758.88		
	W A102516	MILEAGE AND PER DIEM FOR MHB M	Winger, Keith							
	LEDGER BALANCES --- DEBITS:			2,758.88	CREDITS:		.00	NET:	2,758.88	
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage									
	REVISED BUDGET								.00	
					PER 01		312.12	312.12		
					PER 02		353.16	665.28		
					PER 03		169.56	834.84		
					PER 04		361.26	1,196.10		
					PER 05		185.22	1,381.32		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 7
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
					PER 06		272.16	1,653.48	
					PER 07		199.26	1,852.74	
					PER 08		394.42	2,247.16	
					PER 09		137.16	2,384.32	
16/10	648 10/24/16	API 002809		36183	8086	B	64.80	2,449.12	
	W A102516 MILEAGE AND PER DIEM FOR MHB M TINQUIST, DAVIN C.								
16/10	648 10/24/16	API 002737		36186	8045	B	97.20	2,546.32	
	W A102516 MILEAGE AND PER DIEM FOR MHB M Napstad, Brian G.								
16/10	648 10/24/16	API 004028		36187	8089	B	42.66	2,588.98	
	W A102516 MILEAGE AND PER DIEM FOR MHB M Winger, Keith								
	LEDGER BALANCES --- DEBITS:		2,588.98	CREDITS:		.00	NET:	2,588.98	
74830	74-00-830-000-000-000-0000-62990- Prof. & Tech. Fee - Other REVISED BUDGET								.00
					PER 01		1,215.68	1,215.68	
					PER 02		525.00	1,740.68	
					PER 03		20,949.94	22,690.62	
					PER 04		2,085.26	24,775.88	
					PER 05		5,081.33	29,857.21	
					PER 06		525.00	30,382.21	
					PER 07		15,219.55	45,601.76	
					PER 08		13,456.84	59,058.60	
					PER 09		66,851.09	125,909.69	
16/10	267 10/07/16	API 101308		34975	7813	B	1,599.21	127,508.90	
	W C101116 INVOICE 3 MHB WATERSHED RIVER WIDSETH SMITH NOLTIN								
16/10	648 10/24/16	API 000792		36182		B	11.45	127,520.35	
	W A102516 NOH AD 101916 FOR MHB THE PILOT-INDEPENDEN								
16/10	829 10/31/16	GEN				B	525.00	128,045.35	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:		128,045.35	CREDITS:		.00	NET:	128,045.35	
74830	74-00-830-000-000-000-0000-63320- Employee Mileage REVISED BUDGET								.00
					PER 01		520.59	520.59	
					PER 02		806.60	1,327.19	
					PER 03		254.73	1,581.92	
					PER 04		265.24	1,847.16	
					PER 05		512.62	2,359.78	
					PER 06		206.99	2,566.77	
					PER 07		430.76	2,997.53	
					PER 08		266.38	3,263.91	
					PER 09		485.57	3,749.48	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 10 TO 2016 10

P 8
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
16/10	839 10/31/16	GNI SEPT				B	86.94	3,836.42		
	WF PCARD	mileage to GR for stormwater								
		TIM TERRILL-OOP								
16/10	839 10/31/16	GNI SEPT				B	35.32	3,871.74		
	WF PCARD	mileage NC Landscape meeting								
		TIM TERRILL-OOP								
16/10	839 10/31/16	GNI SEPT				B	26.68	3,898.42		
	WF PCARD	mileage Sentinel Landscape me								
		TIM TERRILL-OOP								
16/10	839 10/31/16	GNI SEPT				B	150.12	4,048.54		
	WF PCARD	mileage LSOHC meeting								
		TIM TERRILL-OOP								
	LEDGER BALANCES --- DEBITS:		4,048.54	CREDITS:		.00	NET:	4,048.54		
74830	74-00-830-000-000-000-0000-63360- Other Travel Expenses									
	REVISED BUDGET								.00	
					PER 09	B	16.00	16.00		
16/10	839 10/31/16	GNI SEPT				B	8.00	24.00		
	WF PCARD	Capitol parking								
		TIM TERRILL-MN ST IAP ADM PMD PARK								
	LEDGER BALANCES --- DEBITS:		24.00	CREDITS:		.00	NET:	24.00		
74830	74-00-830-000-000-000-0000-64280- General Operating Supplies									
	REVISED BUDGET								.00	
16/10	839 10/31/16	GNI SEPT				B	2.62	2.62		
	WF PCARD	agenda mailing								
		TIM TERRILL-USPS PO 2611000401								
16/10	839 10/31/16	GNI SEPT				B	4.98	7.60		
	WF PCARD	board snack								
		TIM TERRILL-SUPER ONE FOODS #45								
	LEDGER BALANCES --- DEBITS:		7.60	CREDITS:		.00	NET:	7.60		
	GRAND TOTAL --- DEBITS:		657,137.60	CREDITS:		-596,192.51	NET:	60,945.09		

59 Records printed

** END OF REPORT - Generated by Alaina Bundy **

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 1
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	74-00-000-000-000-0000-10001-						Cash & Pooled Investments SOY BALANCE	217,810.68	
					PER 01		36,383.36	254,194.04	
					PER 02		28,111.50	282,305.54	
					PER 03		-81,768.96	200,536.58	
					PER 04		15,797.45	216,334.03	
					PER 05		10,855.79	227,189.82	
					PER 06		-3,619.82	223,570.00	
					PER 07		4,864.56	228,434.56	
					PER 08		-2,054.18	226,380.38	
					PER 09		-72,272.34	154,108.04	
					PER 10		18,474.17	172,582.21	
16/11	162 11/01/16	APP VOID					11.45	172,593.66	
	A102516								
16/11	283 11/08/16	APP A1108					-1,740.24	170,853.42	
	A110816								
16/11	306 11/10/16	PRJ					-3,416.87	167,436.55	
16/11	408 11/15/16	APP A1115					-1,765.63	165,670.92	
	A111516								
16/11	435 11/04/16	GNI					28,783.80	194,454.72	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
16/11	544 11/16/16	GNI					899.00	195,353.72	
	EFT	SYSTEM GENERATED DUE TO LINE							
16/11	593 11/25/16	PRJ					-3,453.68	191,900.04	
16/11	670 11/29/16	APP A1129					-4.40	191,895.64	
	A112916								
16/11	798 11/30/16	GNI					1,848.69	193,744.33	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
16/11	883 11/30/16	GNI OCT					-549.06	193,195.27	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
16/11	902 11/30/16	GEN					-525.00	192,670.27	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:		146,029.77		CREDITS:		-171,170.18	NET:	-25,140.41

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 3
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
16/11	382 11/14/16	API B	1080				1,765.63	219,611.15	
	W A111516								
16/11	593 11/25/16	PRJ pr1125	1161125	1161125			3,453.68	223,064.83	
	pay112516	WARRANT=161125	RUN=1	BI-WEEKL					
16/11	668 11/29/16	API B	1113				4.40	223,069.23	
	W A112916								
16/11	883 11/30/16	GNI OCT					549.06	223,618.29	
	WF PCARD								
16/11	902 11/30/16	GEN					525.00	224,143.29	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		224,154.74		CREDITS:		-11.45	NET:	224,143.29
74	74-00-000-000-000-0000-38500-	Revenues							
					SOY BALANCE			.00	
					PER 01		-45,235.84	-45,235.84	
					PER 02		-37,210.82	-82,446.66	
					PER 03		53,000.00	-29,446.66	
					PER 04		-28,394.83	-57,841.49	
					PER 05		-23,788.24	-81,629.73	
					PER 06		-4,585.42	-86,215.15	
					PER 07		-28,067.89	-114,283.04	
					PER 08		-19,456.70	-133,739.74	
					PER 09		-5,445.66	-139,185.40	
					PER 10		-28,285.99	-167,471.39	
16/11	435 11/04/16	GNI					-28,783.80	-196,255.19	
	ST OF MN								
16/11	544 11/16/16	GNI					-899.00	-197,154.19	
	EFT								
16/11	798 11/30/16	GNI					-1,848.69	-199,002.88	
	ST OF MN								
	LEDGER BALANCES --- DEBITS:		53,000.00		CREDITS:		-252,002.88	NET:	-199,002.88
74830	74-00-830-000-000-000-0000-53180-	Environmental Assistance /MPCA							
		REVISED BUDGET							.00
					PER 01		-735.84	-735.84	
					PER 02		-598.24	-1,334.08	
					PER 04		-1,889.21	-3,223.29	
					PER 06		-4,322.42	-7,545.71	
					PER 08		-4,456.70	-12,002.41	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 5
glacthst

ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
16/11	593 11/25/16 PRJ pr1125	1161125	1161125	1161125			2,370.82	56,837.60	
	pay112516 WARRANT=161125	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		56,837.60		CREDITS:	.00	NET:	56,837.60	
74830	74-00-830-000-000-000-61200-	Active Insurance			REVISED BUDGET				.00
					PER 01		1,385.52	1,385.52	
					PER 02		1,385.52	2,771.04	
					PER 03		1,407.87	4,178.91	
					PER 04		1,405.93	5,584.84	
					PER 05		1,385.52	6,970.36	
					PER 06		1,385.52	8,355.88	
					PER 07		1,406.96	9,762.84	
					PER 08		1,406.53	11,169.37	
					PER 09		1,406.53	12,575.90	
					PER 10		1,385.52	13,961.42	
16/11	306 11/10/16 PRJ pr1110	1161110	1161110	1161110			701.86	14,663.28	
	pay111016 WARRANT=161110	RUN=1	BI-WEEKL						
16/11	593 11/25/16 PRJ pr1125	1161125	1161125	1161125			683.66	15,346.94	
	pay112516 WARRANT=161125	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		15,346.94		CREDITS:	.00	NET:	15,346.94	
74830	74-00-830-000-000-000-61300-	Employee Pension & FICA			REVISED BUDGET				.00
					PER 01		667.48	667.48	
					PER 02		667.47	1,334.95	
					PER 03		724.21	2,059.16	
					PER 04		1,050.98	3,110.14	
					PER 05		688.39	3,798.53	
					PER 06		688.38	4,486.91	
					PER 07		691.79	5,178.70	
					PER 08		691.80	5,870.50	
					PER 09		1,050.98	6,921.48	
					PER 10		688.38	7,609.86	
16/11	306 11/10/16 PRJ pr1110	1161110	1161110	1161110			344.19	7,954.05	
	pay111016 WARRANT=161110	RUN=1	BI-WEEKL						
16/11	593 11/25/16 PRJ pr1125	1161125	1161125	1161125			344.20	8,298.25	
	pay112516 WARRANT=161125	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		8,298.25		CREDITS:	.00	NET:	8,298.25	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 6
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	74-00-830-000-000-000-0000-62100-			Telephone					
							REVISED BUDGET		.00
					PER 01		61.65	61.65	
					PER 02		62.76	124.41	
					PER 03		57.50	181.91	
					PER 04		61.97	243.88	
					PER 05		59.41	303.29	
					PER 06		60.37	363.66	
					PER 07		56.93	420.59	
					PER 08		59.20	479.79	
					PER 09		58.95	538.74	
					PER 10		58.14	596.88	
16/11	593 11/25/16 PRJ pr1125 1161125 1161125						55.00	651.88	
	pay112516 WARRANT=161125 RUN=1 BI-WEEKL								
16/11	668 11/29/16 API 006205 38920				8689	B	1.81	653.69	
	W A112916 NOV CTC & 10/1-10/31 LD CALLS CONSOLIDATED TELECOM								
16/11	668 11/29/16 API 006205 38920				8689	B	2.59	656.28	
	W A112916 NOV CTC & 10/1-10/31 LD CALLS CONSOLIDATED TELECOM								
	LEDGER BALANCES --- DEBITS:		656.28		CREDITS:		.00	NET:	656.28
74830	74-00-830-000-000-000-0000-62680-			Non-Employee Per Diems					
							REVISED BUDGET		.00
					PER 01		250.00	250.00	
					PER 02		300.00	550.00	
					PER 03		200.00	750.00	
					PER 04		250.00	1,000.00	
					PER 05		150.00	1,150.00	
					PER 06		309.40	1,459.40	
					PER 07		447.96	1,907.36	
					PER 08		235.20	2,142.56	
					PER 09		333.16	2,475.72	
					PER 10		283.16	2,758.88	
16/11	882 12/06/16 APM 002833 36185				8042		-83.16	2,675.72	
	RCLS MILEAGE FOR MHB MTG 102116 Maurer, Kevin J.								
	LEDGER BALANCES --- DEBITS:		2,758.88		CREDITS:		-83.16	NET:	2,675.72
74830	74-00-830-000-000-000-0000-62720-			Non-Employee Mileage					
							REVISED BUDGET		.00
					PER 01		312.12	312.12	
					PER 02		353.16	665.28	
					PER 03		169.56	834.84	
					PER 04		361.26	1,196.10	
					PER 05		185.22	1,381.32	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 7
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
					PER 06		272.16	1,653.48		
					PER 07		199.26	1,852.74		
					PER 08		394.42	2,247.16		
					PER 09		137.16	2,384.32		
					PER 10		204.66	2,588.98		
16/11	882 12/06/16 APM 002833			36185	8042		83.16	2,672.14		
	RCLS		MILEAGE FOR MHB MTG 102116			Maurer, Kevin J.				
LEDGER BALANCES --- DEBITS:			2,672.14	CREDITS:		.00	NET:	2,672.14		
74830	74-00-830-000-000-000-0000-62990-	Prof. & Tech. Fee - Other REVISED BUDGET								.00
					PER 01		1,215.68	1,215.68		
					PER 02		525.00	1,740.68		
					PER 03		20,949.94	22,690.62		
					PER 04		2,085.26	24,775.88		
					PER 05		5,081.33	29,857.21		
					PER 06		525.00	30,382.21		
					PER 07		15,219.55	45,601.76		
					PER 08		13,456.84	59,058.60		
					PER 09		66,851.09	125,909.69		
					PER 10		2,135.66	128,045.35		
16/11	166 11/01/16 APM 000792			36182			-11.45	128,033.90		
	VOID		NOH AD 101916 FOR MHB			THE PILOT-INDEPENDEN				
16/11	281 11/07/16 API 101308			37319	8314	B	1,740.24	129,774.14		
	W A110816		PROFESSIONAL SERVICES THROUGH			WIDSETH SMITH NOLTIN				
16/11	382 11/14/16 API 002961			37996	8386	B	1,735.00	131,509.14		
	W A111516		MOBILE WEBSITE DESIGN			EPP MARKETING LP				
16/11	902 11/30/16 GEN					B	525.00	132,034.14		
	RECURRING		FINANCIAL SERVICE							
LEDGER BALANCES --- DEBITS:			132,045.59	CREDITS:		-11.45	NET:	132,034.14		
74830	74-00-830-000-000-000-0000-63320-	Employee Mileage REVISED BUDGET								.00
					PER 01		520.59	520.59		
					PER 02		806.60	1,327.19		
					PER 03		254.73	1,581.92		
					PER 04		265.24	1,847.16		
					PER 05		512.62	2,359.78		
					PER 06		206.99	2,566.77		
					PER 07		430.76	2,997.53		
					PER 08		266.38	3,263.91		
					PER 09		485.57	3,749.48		
					PER 10		299.06	4,048.54		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 8
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
16/11	883 11/30/16	GNI OCT				B	78.84	4,127.38		
	WF PCARD	St. Cloud AIS Summit								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	78.84	4,206.22		
	WF PCARD	St. Cloud AIS Summit								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	25.92	4,232.14		
	WF PCARD	NC Landscape meeting								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	89.64	4,321.78		
	WF PCARD	Enbridge meeting and Caron va								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	119.34	4,441.12		
	WF PCARD	monthly meeting								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	105.84	4,546.96		
	WF PCARD	Beltrami County potential acq								
		TIM TERRILL-OOP								
16/11	883 11/30/16	GNI OCT				B	26.68	4,573.64		
	WF PCARD	Sentinel Landscape tour								
		TIM TERRILL-OOP								
	LEDGER BALANCES --- DEBITS:		4,573.64	CREDITS:		.00	NET:	4,573.64		
74830	74-00-830-000-000-000-0000-63340- Hotel & Meals Travel Expense									
	REVISED BUDGET								.00	
					PER 01		115.53	115.53		
					PER 05		39.13	154.66		
					PER 08		95.46	250.12		
					PER 09		25.07	275.19		
16/11	883 11/30/16	GNI OCT				B	5.37	280.56		
	WF PCARD	land acquisition meeting with								
		TIM TERRILL-DAIRY QUEEN #12890								
16/11	883 11/30/16	GNI OCT				B	1.00	281.56		
	WF PCARD	parking fee for AIS summit								
		TIM TERRILL-ST CLOUD PARKING								
	LEDGER BALANCES --- DEBITS:		281.56	CREDITS:		.00	NET:	281.56		
74830	74-00-830-000-000-000-0000-64090- Office Supplies									
	REVISED BUDGET								.00	
					PER 01		20.37	20.37		
					PER 02		25.27	45.64		
					PER 03		49.44	95.08		
					PER 04		4.28	99.36		
					PER 05		4.18	103.54		
					PER 06		15.77	119.31		
					PER 07		8.47	127.78		
					PER 08		163.40	291.18		
					PER 09		9.54	300.72		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2016 11 TO 2016 11

P 9
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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
16/11	382 11/14/16	API 000799		37988	8383	B	30.63	331.35	
	W A111516	NEWSPAPER FOR HEARING		APG MEDIA OF MN					
16/11	883 11/30/16	GNI OCT				B	10.78	342.13	
	WF PCARD	office supplies							
		TIM TERRILL-OFFICEMAX/OFFICEDEPOT6590							
16/11	883 11/30/16	GNI OCT				B	3.98	346.11	
	WF PCARD	board snack							
		TIM TERRILL-SUPER ONE FOODS #45							
16/11	883 11/30/16	GNI OCT				B	2.83	348.94	
	WF PCARD	Agenda mailing							
		TIM TERRILL-USPS PO 2611000401							
LEDGER BALANCES --- DEBITS:				348.94	CREDITS:		.00	NET:	348.94
GRAND TOTAL --- DEBITS:				703,826.05	CREDITS:		-662,424.71	NET:	41,401.34

61 Records printed

** END OF REPORT - Generated by Alaina Bundy **

Attachment 3

Executive Directors Report

Executive Director Report

October-December 2016

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Reviewed potential variances that may be coming before the Board next month.
5. Attended weekly call in meeting with MPCA.
6. Created MHB Findings of Fact document for Board meeting.
7. Provided advice on bank stabilization and vegetation management for the city of Brainerd.
8. Sent Crow Wing's Shoreland District Standards to Riverton city clerk and asked them to think about adopting these standards. Chris Pence stated that the county would be happy to help in any possible way.
9. Scheduled meeting for MHB Comprehensive Plan update for Nov. 22nd.
10. Updated personnel review for 2016.
11. Requesting AIS stories, articles, pictures from MHB counties
12. Updating boater access survey for Initiative Foundation.
13. Began writing Enbridge Ecofootprint grant for AIS funding.
14. Worked with Bob Lessard to set up a meeting with the Governor on December 5th.

Meetings & Networking

1. Attended Mississippi River WRAPS civic engagement team conference call to discuss timeline and strategy for TMDL announcement for Lake Irving.
2. Attended Sentinel Landscape meeting tour.
3. Attended Cohasset Land Use Planning meeting to provide them with some background information about the MHB and information about the Comprehensive Plan.
4. Attended WRAPS- Sartell watershed meeting and convinced the group to modify the contract to have Tetra Tech do the civic engagement portion of the contract.
5. Held MHB Comp. Plan meeting and discussed the process and technical zoning portions of the plan.
6. Held MHB easement ranking meeting with SWCD's. This resulted in 3 applications (Wadena, Aitkin, Itasca) totaling 468 acres. 28,000 shoreline ft. of Mississippi River will be protected if applications are brought to fruition. Sent out emails to land commissioners expressing willingness to set up a meeting between them and SWCD's to solidify a more comprehensive strategy between implementers and planners.
7. Attended AMC Conference, and had visit with Governor's staff to raise the base.

Planning and Zoning (att. 4)

Ca11a16- Robert Karbowski Variance



received
10->b-1b

ENVIRONMENTAL SERVICES DEPARTMENT
PO Box 3000 Courthouse, 303 Minnesota Ave W
Walker MN 56484
218-547-7241

DATE: October 20, 2016

NOTICE OF HEARING FOR VARIANCE

APPLICANT: Robert H Karbowski
995 River Dr NW
Bena MN 56626

ADDRESS: Bena MN 56626

LEGAL DESCRIPTION: Part of W $\frac{1}{2}$ of Gov Lo 9, Section: 34-146-29 - PID # 75-034-4306
Unorganized Township

MEETING DATE: Monday, November 14, 2016 at 9:55 AM (time is approximate, please plan on being here 15 minutes prior to scheduled time)

PLACE: Cass County Land Department Building - 218 Washburn Ave E, Backus, MN 56435

PURPOSE: An application submitted to divide the existing parcel into two lots that would contain less than the required minimum lot size. The applicable portions of the Land Use Ordinance include Section 800 which establishes variance criteria and Section F.1. of the Mississippi Headwater Management Plan which requires a new lot in the corridor designated Wild (W) to contain not less than 10 acres. The corridor designated as Wild (W) is that area with 1,000 feet of the Mississippi River. The property contains 1.86 acres non-riparian within the Mississippi Headwaters Corridor (W).
The field inspection for this application will be conducted 11/07/16 @ 10:30 AM.

TO: ADJACENT PROPERTY OWNERS:

This is the notice of hearing for a variance. ESD attempts to notify all property owners within $\frac{1}{4}$ mile of the property of the applicant or the nearest 10 property owners whichever results in the most notices. Please share this notice with anyone that may have not been notified. If you have questions, please contact ESD at 218-547-7241. A complete copy of the variance application may be viewed at or obtained from our office.

Written comments maybe submitted to Paul Z. Fairbanks, ESD, Cass County Courthouse, PO Box 3000, Walker MN 56484. Comments may also be submitted to paul.fairbanks@co.cass.mn.us .

Variance Application Permit

Parcel ID # 75-034-4306

Applicants Name: ROBERT H. KARBOWSKI

Applicant is: Owner: X Agent: _____

Property Owner: ROBERT H. KARBOWSKI

Mailing Address: 995 RIVER DR. NW

City, State, Zip: BENA, MN. 56024

Day Time Phone: 218-665-2540

Township: UNORG. #5

Section: 34 Twp: 146 Rg: 29

E-911 Address: 995

Lake, River, Stream MISSISSIPPI

Classification: RIVER WILD

Legal Description: _____

PT OF W 1/2 OF Gov. LOT 9

Robert H. Karbowski 9-8-16
Property Owners Signature Date

Applicants Signature (if different than Owner)

Office Use Only
RECEIVED
Received By: OB **OCT 12 2016**
Date: _____

Total Fees Paid: 441⁰⁰

Check # 2192 Receipt: 262981

Date Field Inspected: _____

Date Application filed with ESD _____

Applicant assisted by: _____

Applicant & MN/DNR notified: _____

Filing Acknowledgement by: _____

Date of hearing: _____ 11/14/16

This Variance Application is hereby

Approved: _____ Denied: _____

By the Cass County Board of
Adjustment

Date: _____

By: _____

Property Information:

Property Became Lot of Record 1975

Lot Width: 293' - 294'

Lot Depth: 268' - 285'

Water Frontage: Non-Road

Total Acres: 1.86

ROW Setback 20' Lake Setback NA

Property Line Setback 10'

Building Height: < 30'

Previous Owner: KIRKES

Year Sold: 1975

Year ISTS installed: UNK

Date of Last Inspection: UNK

Section of Ordinance: 115.3/MAB

Requested Use: To create two non conforming lots of record.

INQPCL-1
Data Set: PRD Production

Parcel Description

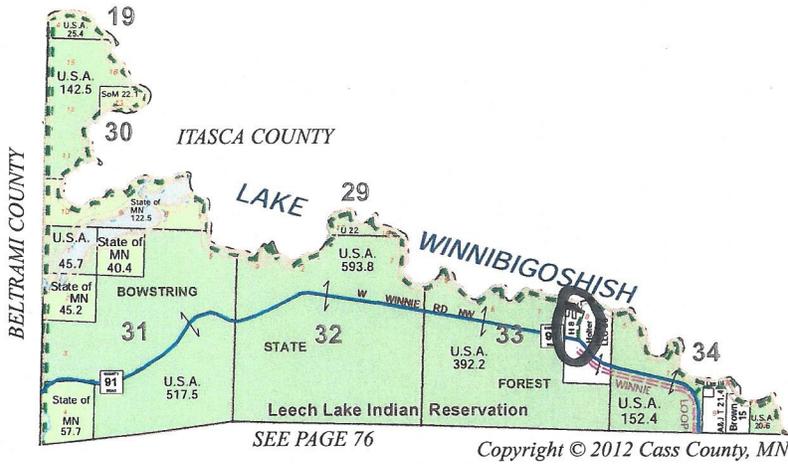
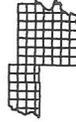
9/01/16
14:43:24

Parcel/Acct : 75-034-4306 43899
Pri. owner : 11835
KARBOWSKI, ROBERT H
Taxpayer : 11835 FALCO: 1 FO
KARBOWSKI, ROBERT H
Ref. parcel : 00-353-0103
Lake #/Name :
Physical adr: 987 RIVER DR NW +
 BENA 56626
Acres . . . : 1.86
Lot/Block . :
Plat/Desc . :
Sec/Twp/Rge : 34 146.0 29
Description : PT OF W1/2 OF GOV LOT 9

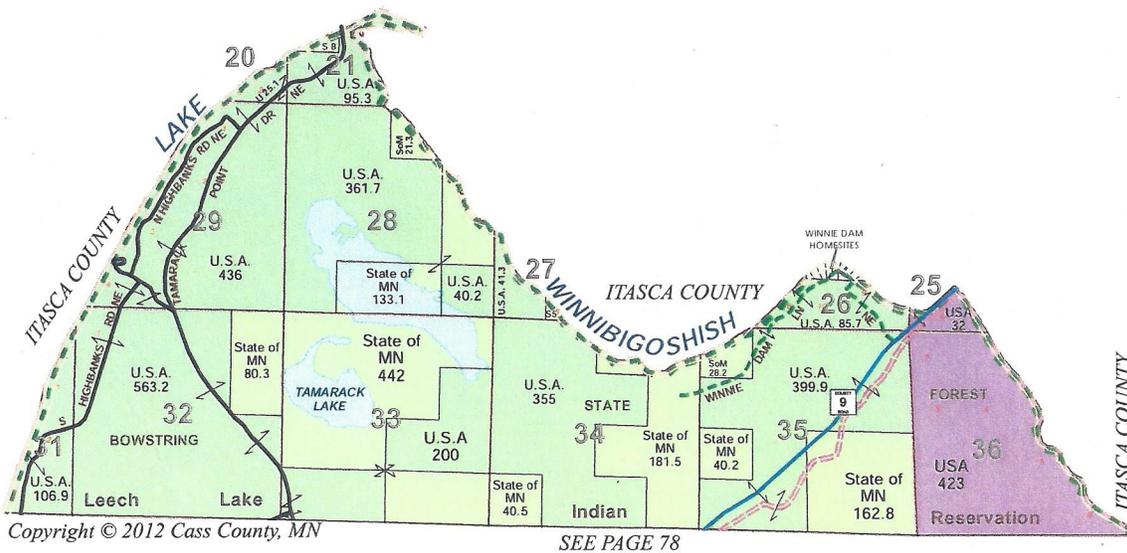
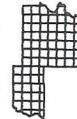
Asmt/Tax year: 2016 2017 Type: RE
Unit . . . : Hold tax stmt:
Emergency # : Lease Type:
Escrow . . . :
Surveyed . . : Notes :
Com district: 5 UDI . : 100.00%
MH court nbr: Billing: P
+ TIF district: KD:
User defined:
UTA-Twp/City: 75 146 29 UNORG
School . . . : 115 CASS LAKE-BENA SCHOO
SCHL EMER C/T ****
00 00 00 00
 <--Version: 1

Press Enter to continue or enter new parcel/tax year: 75-034-4306 2017
F1=Help F2=Trans History F3=Exit
F6=Parcel History F7=Name/Addresses F8=Legal F24=More keys

Unorganized Territory T146N • R29W



Unorganized Territory T146N • R27W



TED'S
SUBDIVISION
75-445



995 987
034-4306
1.86 AC+-
0.22 ROW

75-034-4001
21.42 AC+-
0.36 ROW

75-034-4301
15.87 AC+-

● 1036

● 1018

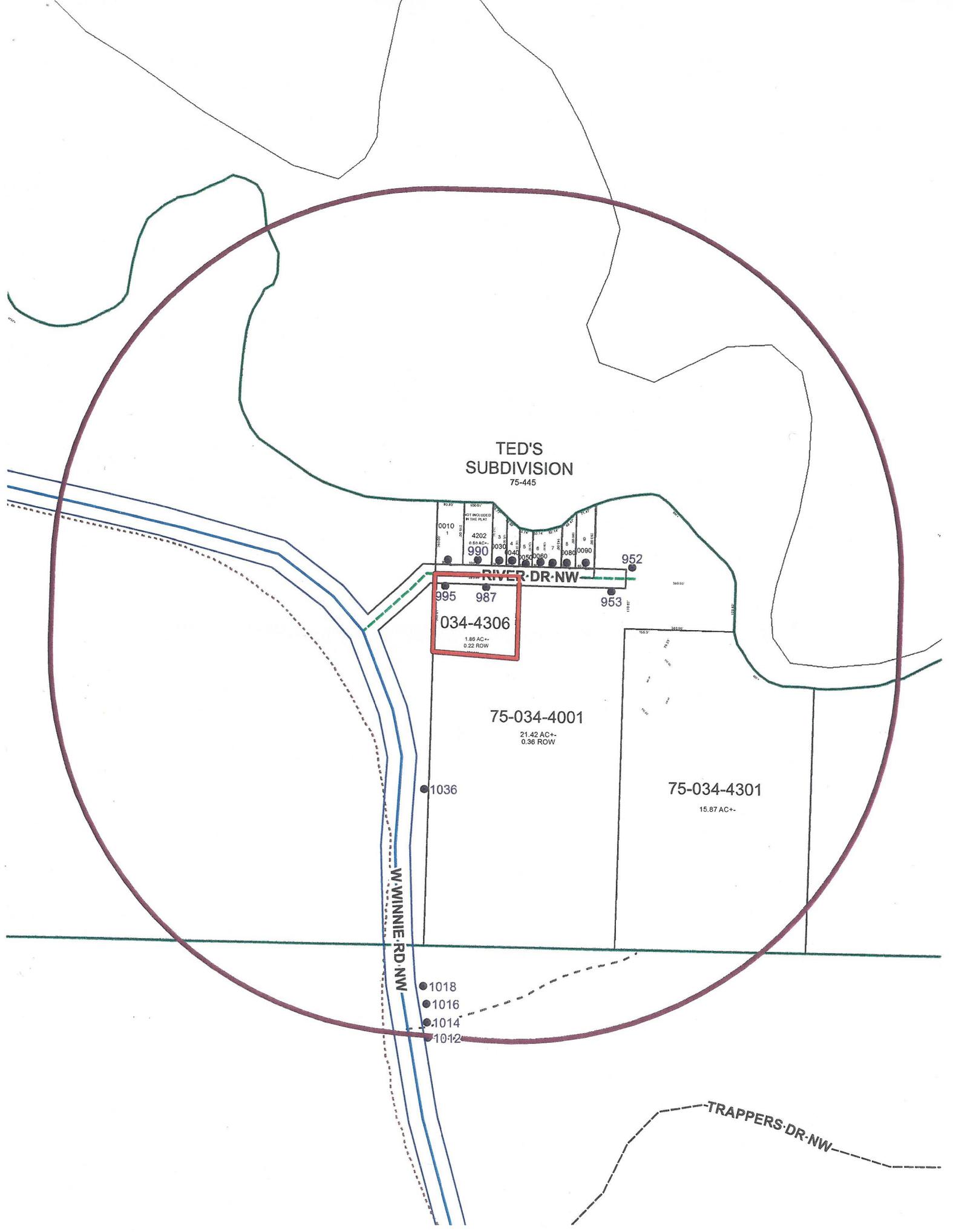
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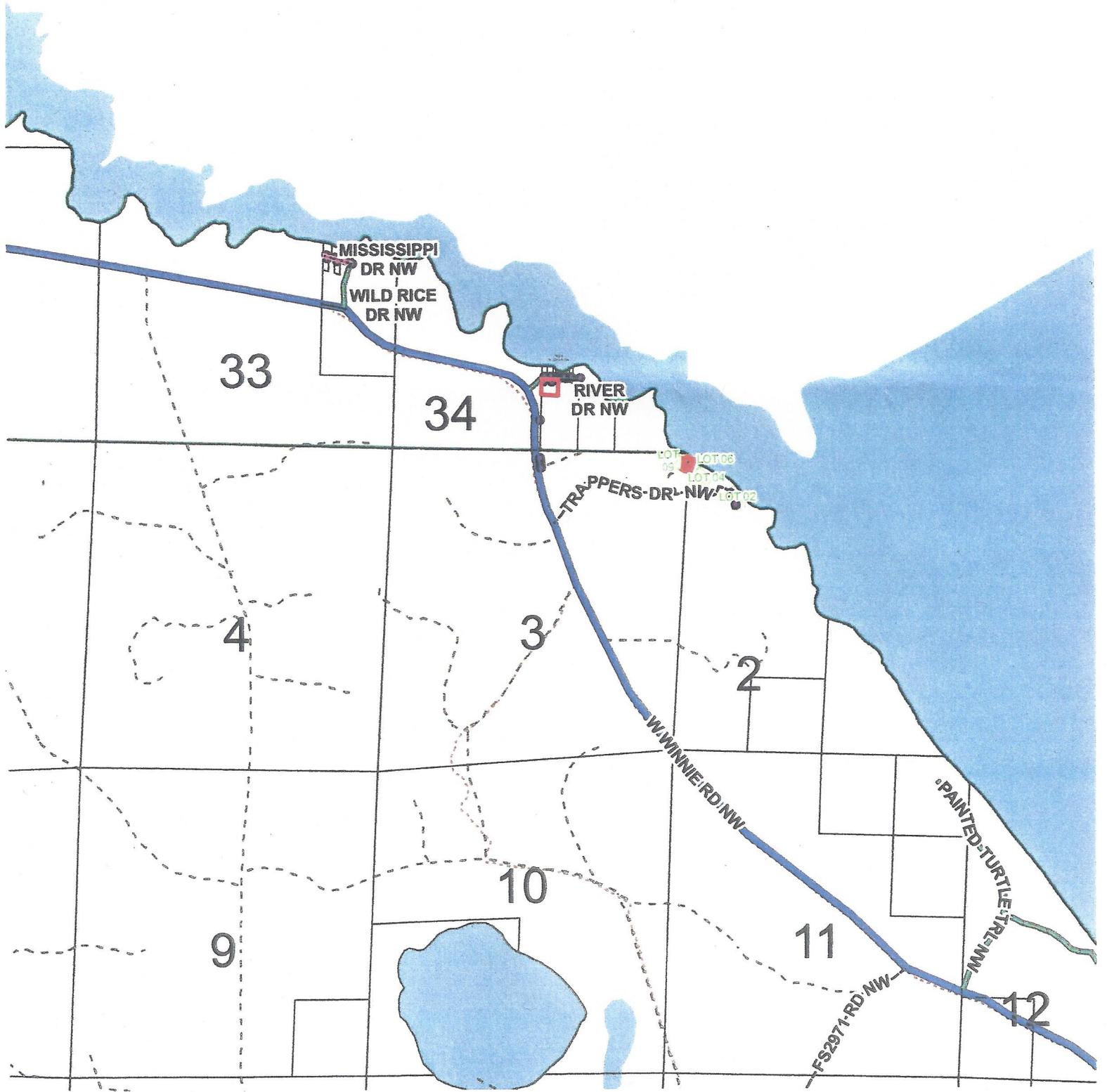
● 1014

● 1012

W WINNIE RD NW

TRAPPERS DR NW





33

34

4

3

2

9

10

11

12

MISSISSIPPI
DR NW
WILD RICE
DR NW

RIVER
DR NW

TRAPPERS-DR-NW

W WINNIE RD NW

PAINTED-TURTLE-TRL-NW

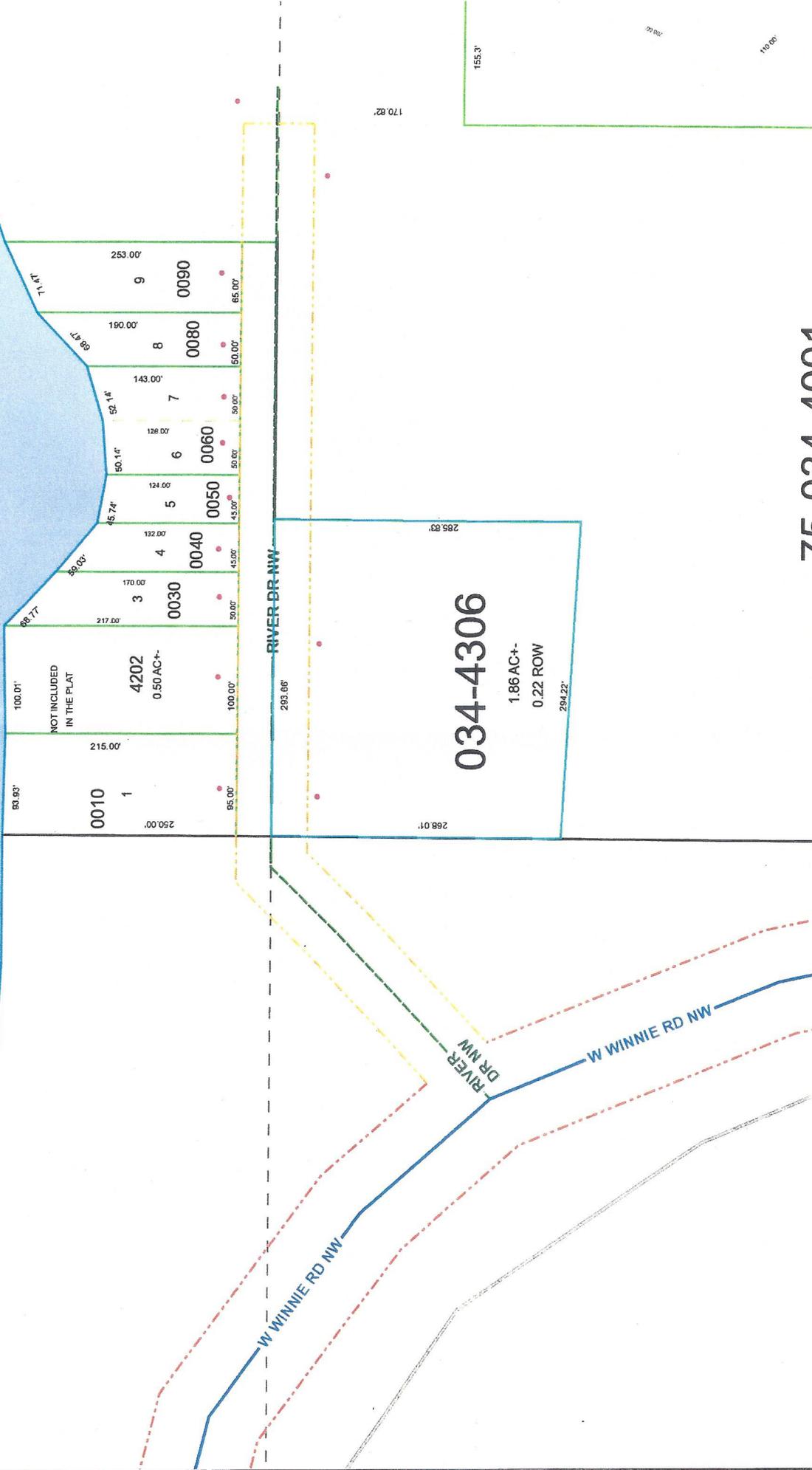
FS2971-RD-NW

LOT 02
LOT 03
LOT 04

TED'S SUBDIVISION

75-445

MISSISSIPPI
RIVER ()
11123500



Date: 10/13/2016

7E 004 1004

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

TED'S SUBDIVISION 75-445

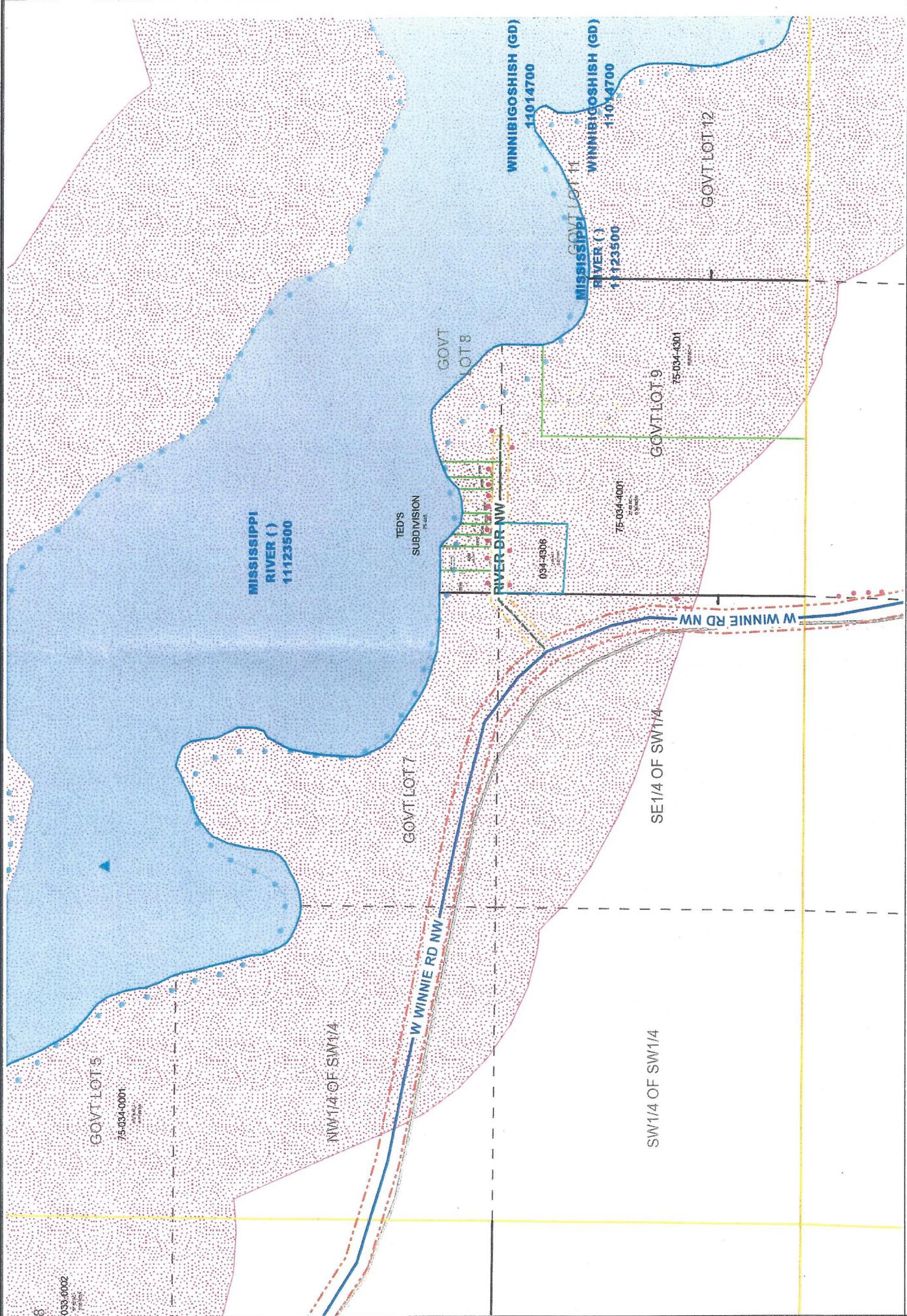
MISSISSIPPI
RIVER ()
11-125-5200



Date: 10/13/2016

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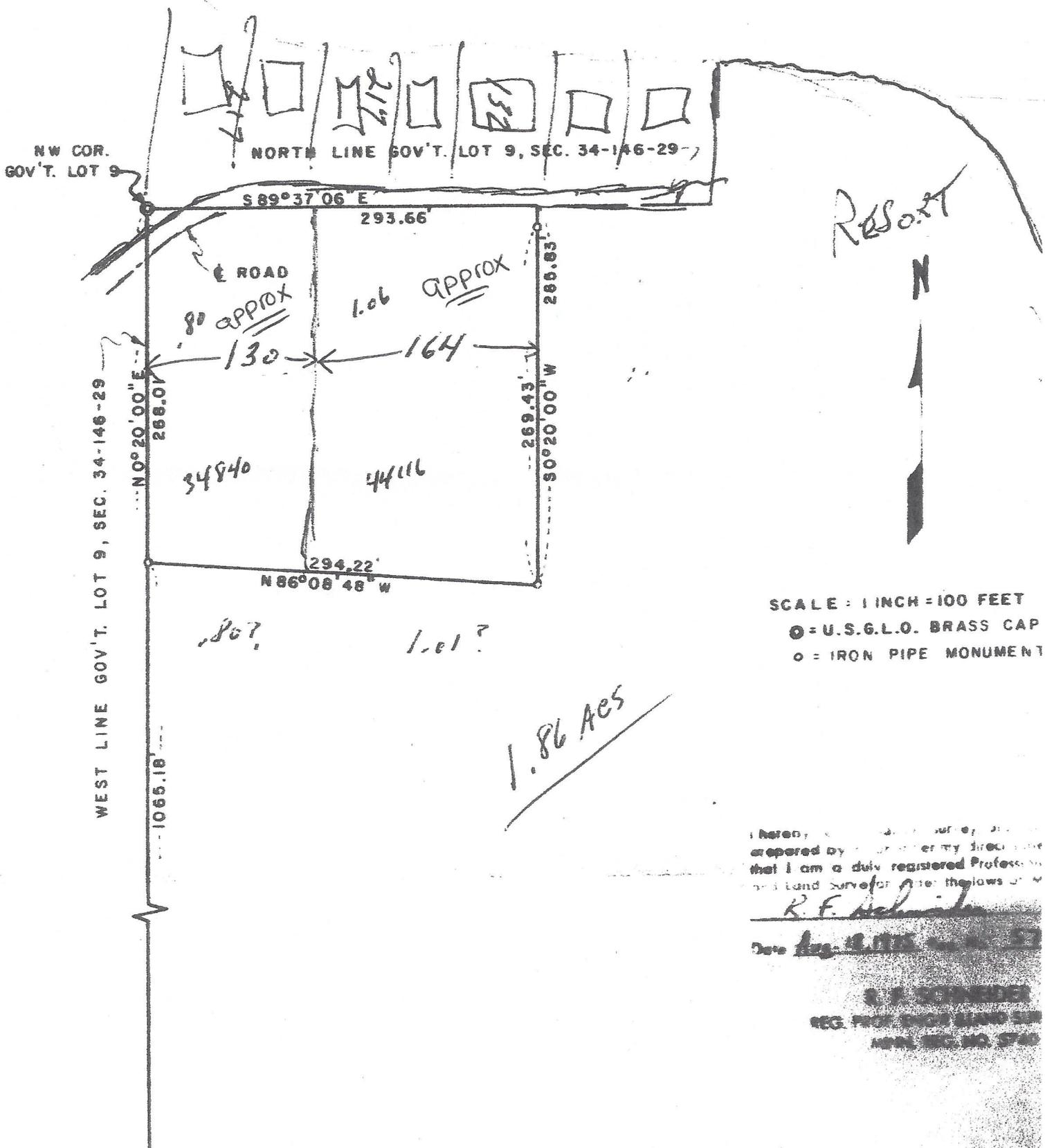
Date: 10/13/2016

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

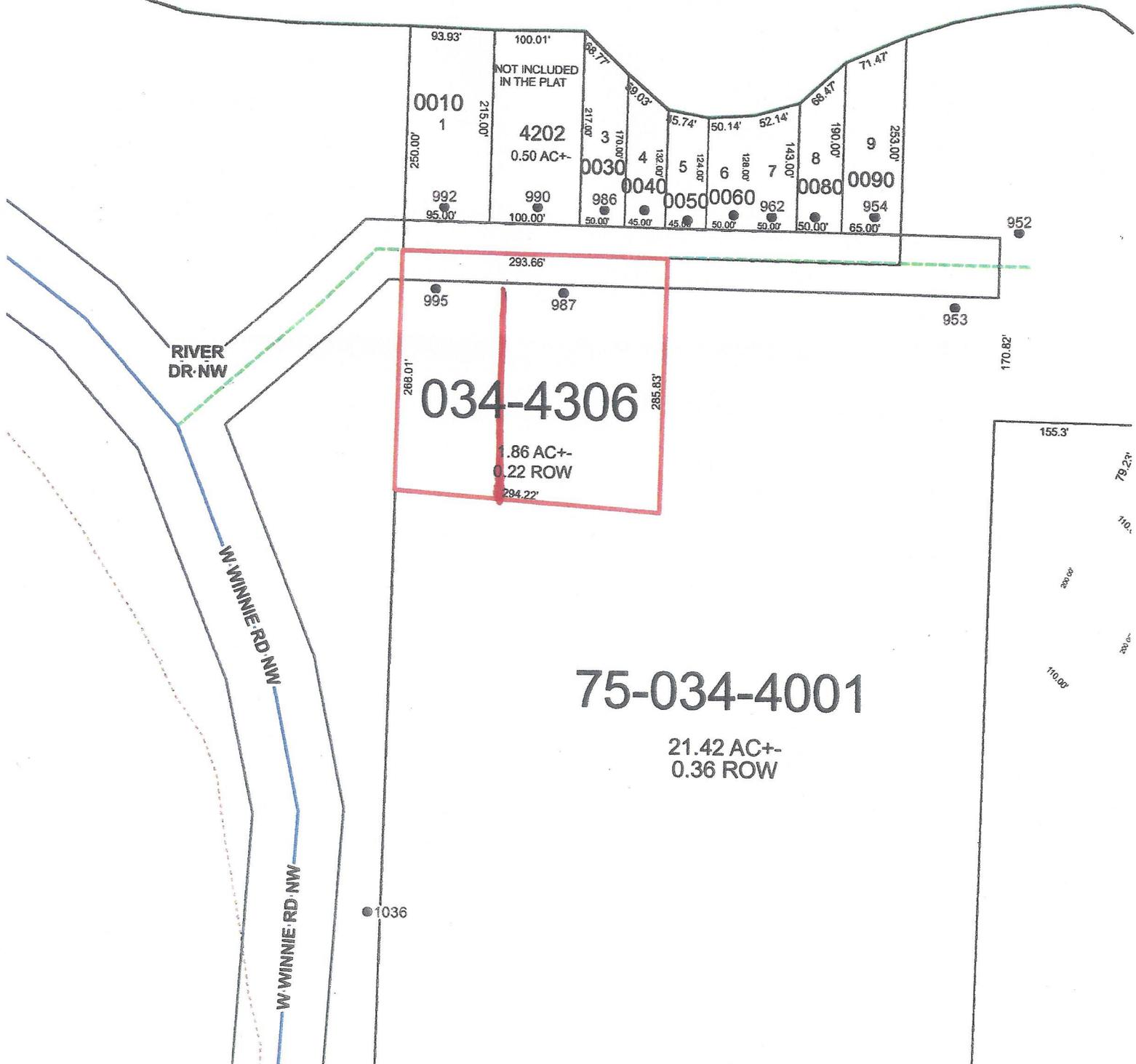
This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

PLAT OF SURVEY

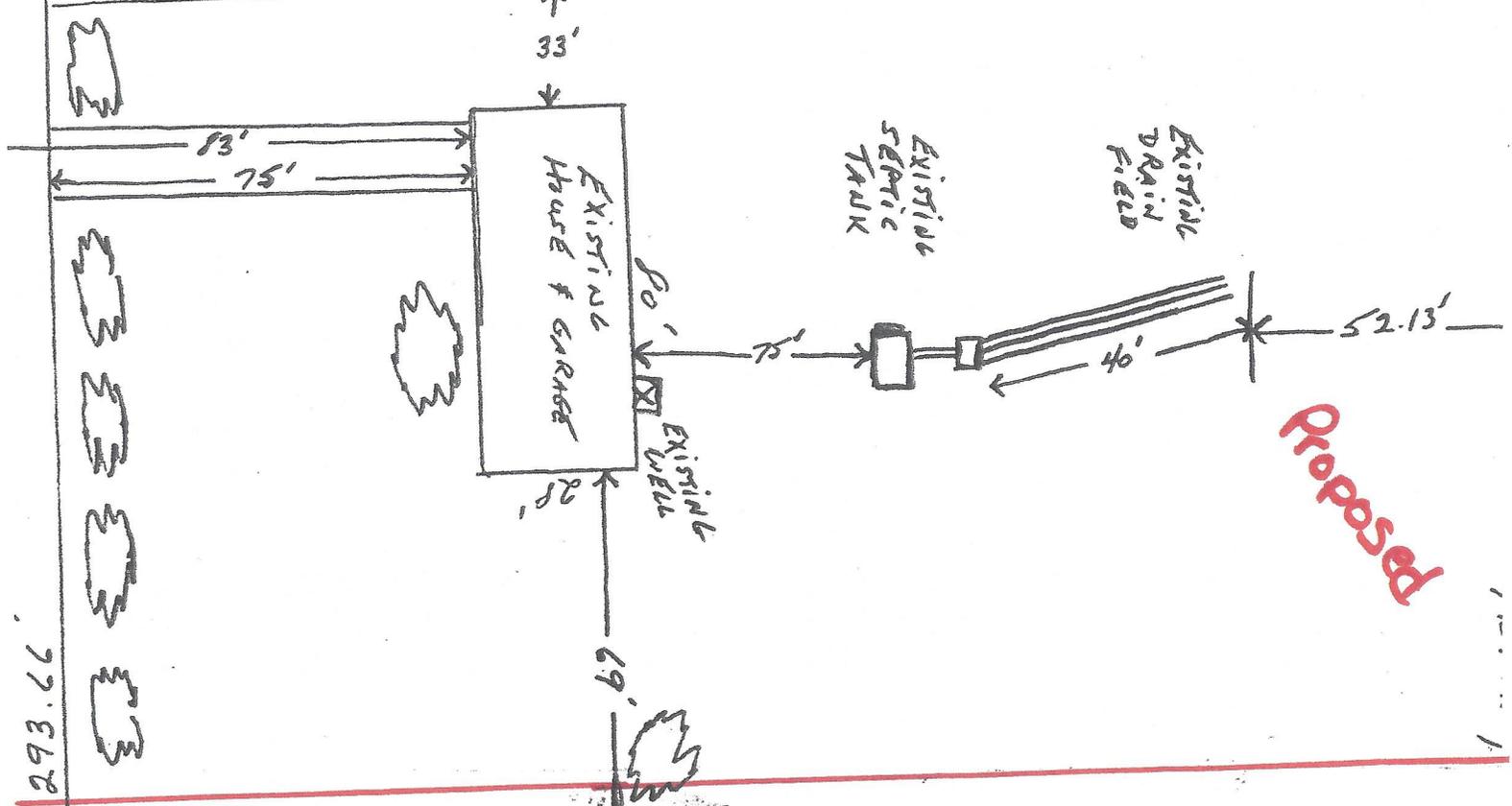
PART OF GOV'T. LOT 9, SEC. 34, T. 146 N., R. 29 W.



TED'S SUBDIVISION 75-445

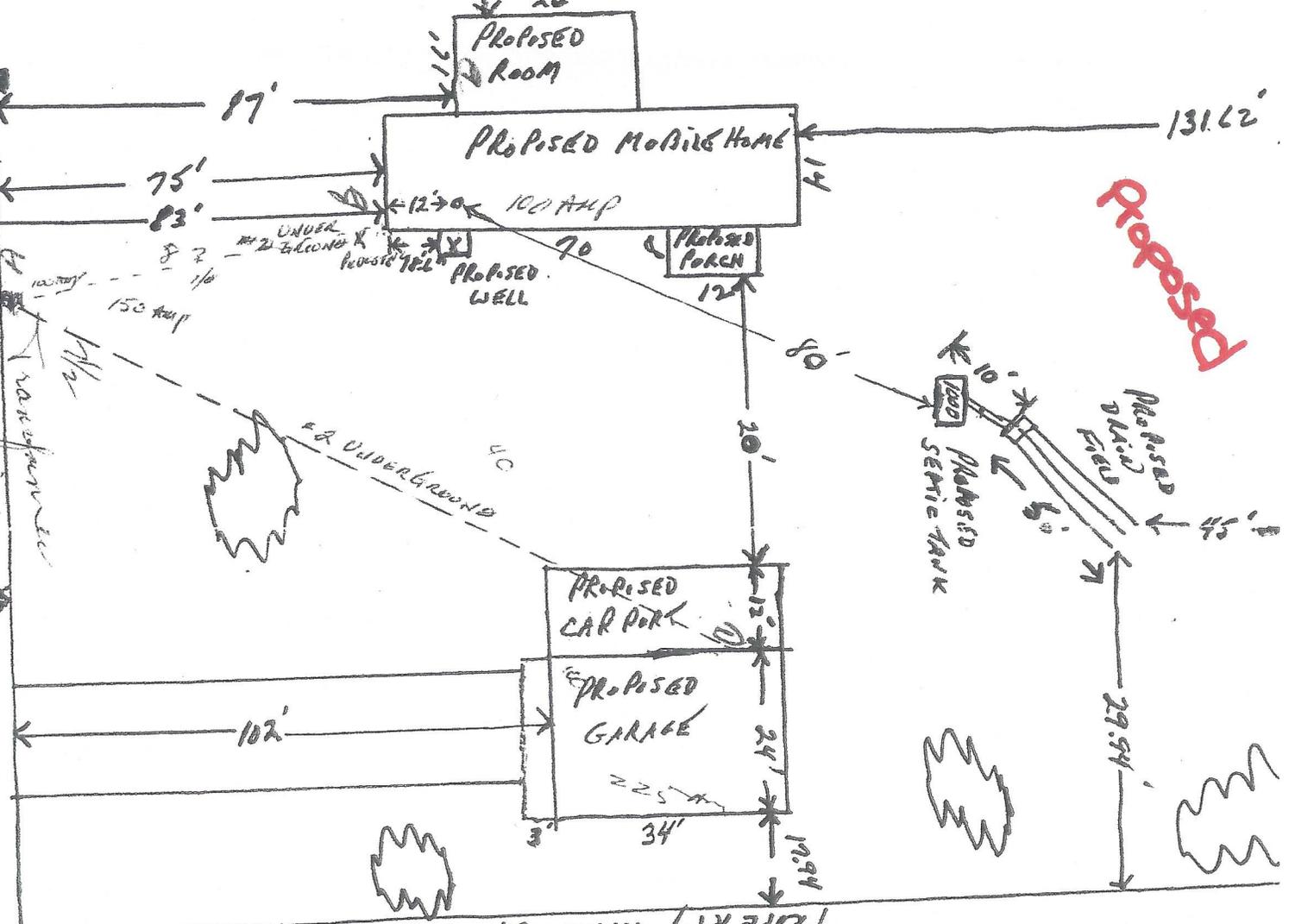


PROPERTY LINE 285.13'



293.66'

PROPERTY LINE



131.62'

PROPOSED

MARK SPUR ETC
MCKEYVILLE
HARRISON

PLATE K17



09/18/2012





1000 100 2000 20



09.18.2013

APPRCL	OWNAME	OWADR1	OWADR2	OWADR3
	STEVENSON, JOSH	CASS COUNTY ADMINISTRAT		
75-034-4001	THOMPSON, ARDEN T & JEANETTE	952 RIVER DR NW	BENA MN 56626	
75-034-4202	CHRISTIANSON, EUGENE & JANE	& CHRISTIANSON, THOMAS	301 MAIN ST	THORTON IA 50479
75-034-4301	BROWN, CRAIG & PAIGE	1018 WEST WINNIE RD	BENA MN 56626	
75-034-4306	KARBOWSKI, ROBERT H	995 RIVER DR NW	BENA MN 56626	
75-445-0010	FISHER, JON M	992 RIVER DR NW	BENA MN 56626	
75-445-0030	MARTIN, PHILIP G & PATRICIA	679 BRIDLE RIDGE CIRCLE	EAGAN MN 55123	
75-445-0040	MILLER, NORMAN W & HELEN	14377 COUNTY RD 20	HANSKA MN 56041	
75-445-0050	GALLER, FRANK G & MICHAEL J	43211 W ELYSIAN LAKE RD	ELYSIAN MN 56028-10	
75-445-0060	CAPESIUS, JOSEPH M & BRENDA	221 SOUTH MCCOY ST	ALGONA IA 50511	
75-445-0080	HAMMERSCHMIDT, CORRINE	956 RIVER DR NW	BENA MN 56626	
75-445-0090	TED'S UP NORTH PROPERTIES, LLC	C/O THOMAS STEVE	817 9TH ST N	SARTELL MN 56377

Mississippi Headwaters Board

Crow Wing County Land Services

Tim Terrell

322 Laurel St

Brainerd MN 56401

Action/Discussion (att. 5 & 6)

Enbridge Perspectus

Ecofootprint Grant

MHB Powerpoint

End of Fiscal Year Funding

Personnel Review Reminder

NM Regional Science Fair request

Ecofootprint Grant Application Form

Revised December 2016

Dear Applicant,

We are pleased to introduce an updated version of the Ecofootprint Grant Application form. The Minnesota Association of Resource Conservation and Development Councils developed this form to make the grantseeking process simpler and more efficient. For ease of use and to eliminate unnecessary duplication of work, you may reproduce any part of the form you find helpful.

Guidance and Instructions

General Guidance

1. **Do your research** to determine whether the Ecofootprint Grant Program's goals and objectives for are consistent with your grant request.
2. If you have any questions regarding the Ecofootprint grant program, or the proposal instructions or forms, please feel free to contact our project manager at: colleen@minnesotarcd.org or phone (218) 464-6737 (ext. 701).
3. Fiscal agents meeting eligibility requirements are allowed. The fiscal agent will be the entity held accountable for all aspects of project management if selected.
4. **It is critical that the proposal be signed by the Board Chair, or proof of Board authorization is included for staff signature.**
5. The Minnesota Association of RC&D Councils reserves the right to fund any or none of the applications submitted. MARC&D also reserves the right to negotiate award amounts and project deliverables prior to executing recipient agreements in order to fund high quality requests.

General Instructions

1. The Ecofootprint Grant Application Form will be used for all proposals.
2. A cover letter will be allowed with the understanding that the application form will be the primary document considered in applying the ranking criteria.
3. Type and single-space all proposals. (Times New Roman, size 11; margins: 0.5 on top, bottom, right; 0.7 on left)
4. Complete entire form as presented.
5. Do not include any materials other than those specifically requested at this time.
6. All files are to be saved as pdf documents, and submitted to grant@minnesotarcd.org when final.

Ecofootprint Grant Application Form

Cover Sheet

Date of Application: _____

Organization Information

Legal Name of Organization: _____

Address: _____ City, State, Zip: _____

Employer Identification Number (EIN): _____

Phone Number: _____ Fax: _____

Website (Optional): _____

Name of Top Paid Staff: _____ Title: _____

Staff Phone Number: _____ Email: _____

Name of Contact Person regarding this application:

Title: _____ Phone: _____ Email: _____

Organization is a:

If using a Fiscal Agent - Please provide the following:

Fiscal Agent's Organizational Name: _____

Address: _____ City, State, Zip: _____

Fiscal Agent's EIN: _____

Fiscal Agent's Contact Person: _____ Phone: _____

Fiscal Agent's email: _____

Proposal Information

Project Title: _____

Please give a brief 2-3 sentence summary of project:

Population served:

Geographic area served:

Funds are being requested for (check all that apply):

Project or Program Support Technical Assistance Other

Describe "Other": _____

Project Start Date: _____ Project End Date: _____

Organization's Fiscal Year End: _____

Project Budget Overview

Dollar Amount Requested from the Ecofootprint Grant Program: \$ _____

Total Project Budget: \$ _____

Total Annual Organization Budget: \$ _____

Ecofootprint Grant Application Form

Authorization

Name and Title: _____

*Signature: _____

Governing Board Authorized the submission of this proposal on: _____

NOTE: If the proposal is signed by staff, rather than the Board Chair, evidence of Board authorization must be included in attachments.

Proposal Narrative

- 1. Organizational Information
 - a. Brief summary of organization history, including the date your organization was established.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- b. Brief summary of organization mission and goals.
Limit 1,000 characters with spaces.

- c. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- d. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
Limit 1,000 characters with spaces.

- e. List of board members and their affiliations, full-time paid staff, part-time paid staff and volunteers.

Ecofootprint Grant Application Form

- f. Do any employees or board members of your organization have an affiliation with Enbridge or the Minnesota Association of Resource Conservation and Development Councils? (An affiliation includes, but is not limited to: any involvement of the Applicant's organization in Enbridge project review or permitting; and any involvement of the Applicant's organization in legal or advocacy activities directly or indirectly related to Enbridge projects and operations. Failure to disclose a potential conflict of interest may result in early termination of any grant agreement.)

Yes List individual(s): _____
No

- g. Additional information required as attachments:

- i. For nonprofit organizations:

1. Most recent IRS-990
2. IRS Tax Exempt Letter

- ii. For all applicants:

1. Previous year organizational financial statements, including:

- a. Balance sheet
- b. Statement of Activities (or statement of income and expenses)

2. Project Information

- a. Primary purpose of the project is to (select one primary purpose):

- b. Situation

- i. The opportunity, challenges, issues or need and the community that your proposal addresses.

Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- ii. How that focus was determined and who was involved in that decision-making process.
Limit 1,000 characters with spaces.

- c. Work plan

- i. Overall goal(s) regarding the situation described above.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- ii. Objectives or ways in which you will meet the goal(s).
Limit 1,000 characters with spaces.

- iii. Specific activities for which you seek funding.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- iv. Who will carry out those activities.
Limit 1,000 characters with spaces.

- v. Time frame in which this will take place.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- vi. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
Limit 1,000 characters with spaces.

- vii. Any permit requirements and the status of acquiring those permits.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

- viii. Unique conditions that may influence the intended outcomes of this project. These might include potential undesirable consequences, external opposition to the project, or any identifiable risks that may impact the results or outcomes either positively or negatively.
Limit 1,000 characters with spaces.

- ix. For construction projects having an anticipated life-span of over ten years, include plans or assurances that operations and maintenance will be provided.
Limit 1,000 characters with spaces.

Ecofootprint Grant Application Form

Attachments

1. Non-Profit Organizations ONLY –
 - a. Most recent IRS-990
 - b. IRS Tax Exempt Letter
2. Previous year financial statements
 - a. Balance sheet
 - b. Statement of Activities (or statement of income and expenses)
3. Brief description of key staff, including qualifications relevant to the specific request.
4. A project map and/or site map.
5. Summary of additional funders (utilize a spreadsheet as indicated below)

Name of Funder	Type and Amount of Funding			Committed or Pending	Any additional information
	Cash	Value of Materials	Value of In-Kind		
<i>Partner Organization</i>	<i>\$12,000.00</i>	<i>\$2,000.00</i>		<i>Committed</i>	<i>Letter of "intent to fund" attached</i>

6. Documents providing proof of matching contributions (i.e., letter of intent to fund, commitment letter)
7. You may also submit as attachments:
 - a. Supporting photographs.
 - b. An organizational chart.
 - c. References to support your organization’s capacity to carry out this project.
 - d. A brief 2-3 sentence summary of a recent/past project completed by your organization (rationale: in relation to question 3 on the same page, this might assist in helping gauge the qualifications/level of experience of the organization).

Ecofootprint Grant Application Form

Proposal Checklist

- Cover sheet.
- Proposal narrative. (Limit 5 pages)
- Organization budget.
- Project budget.
- Financial statements, preferably audited, showing actual expenses including:
 - Balance sheet.
 - Statement of activities (income and expenses).
- List of additional funders (utilizing format prescribed above).
- Documents (letters of intent or commitment) providing proof of matching contributions.
- List of board members, phone numbers, and their affiliations.
- Brief description of key staff.
- Confirmation letter of fiscal agent if applicable.
- Evidence of Board authorization if proposal is signed by top paid staff
- Non-profit organizations ONLY:
 - a. Most recent IRS-990
 - b. IRS Tax Exempt Letter
- Project map and/or site map
- Additional information (optional).
 - Cover letter
 - Supporting photographs
 - An organizational chart.
 - References to support your organizations capacity to carry out this project.
 - A brief 2-3 sentence summary of a recent/past project completed by your organization.

Ecofootprint Grant Application Form

Organization Budget

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
 <i>Revenue</i>	
Government contracts	\$ _____
Earned income	\$ _____
Other (specify):	\$ _____
 Total Income	 \$ _____

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ _____
Insurance, benefits and other related taxes	\$ _____
Consultants and professional fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and copying	\$ _____
Telephone and fax	\$ _____
Postage and delivery	\$ _____
Rent and utilities	\$ _____
In-kind expenses	\$ _____
Depreciation	\$ _____
Other (specify):	\$ _____
 Total Expense	 \$ _____
Difference (Income less Expense)	\$ _____

Ecofootprint Grant Application Form

Project Budget

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Attach a budget narrative explaining your numbers if necessary.

Guidance for completing project budget:

Income

1. Include funding requested from this grant program as a separate line item. If utilizing the template program budget, include requested funds under “Source/Revenue/Other (specify).”
2. All other funding sources should also be included in the “additional funders” spreadsheet indicating the type, amount and whether those funds are committed or pending.

Expenses

1. Indirect Costs Policy (Operating Expenses)
 - a. Recipients with a valid Negotiated Indirect Cost Rate (or Recovery) Agreement (NICRA) may charge indirect costs to projects based on their negotiated indirect cost rate.
 - b. Indirect costs for entities without a valid NICRA are limited to a maximum of 15% of the direct cost funds requested through this grant program.
2. Any equipment in excess of \$5,000.00 per unit is to be specifically itemized in the expense table.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
 <i>Revenue</i>	
Government contracts	\$ _____
Earned income	\$ _____
Other (specify)	\$ _____
Ecofootprint funding request:	\$ _____
_____	\$ _____
Total Income	\$ _____

Ecofootprint Grant Application Form

EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment – Describe:	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify):	\$	
Total Expense	\$	
Difference (Income less Expense)	\$	

Type and Amount of Funding					
Name of Funder	Cash	Value of Materials	Value of In-Kind	Committed or Pending	Additional information
Morrison County	\$15,000			Committed	Received
Crow Wing County	\$15,000			pending	invoice sent and payment pending
Aitkin County	\$15,000			pending	Placed in County budget
Itasca County		\$5,000		pending	creating media to be used on our social media.
Cass County	\$15,000			pending	Placed in County budget
Clearwater County	\$15,000			pending	Placed in County budget
TOTAL	75,000	5,000			



Since launching it's social media campaign
in April, 2016, Minnesota Traditions has generated:



Facebook:



8,845

Facebook followers
(and growing every day)



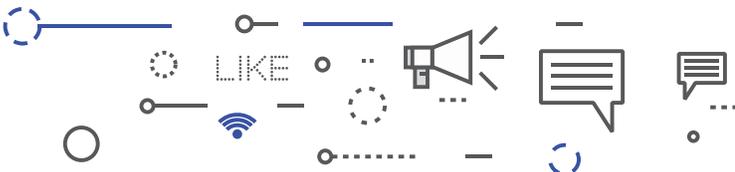
120,000

targeted Facebook impressions



Over 85,000

organic Facebook post reach



Twitter



1,180

Twitter followers



424,800

targeted impressions



680,000

organic tweet impressions



4,200

visits to profile page

Social Media, combined with a strong TV presence...

(Q2 & Q4 on FS North & local TV affiliates)

...has substantially grown the reach and footprint of MN Traditions
and our positive message providing AIS awareness
and taking action!





Survey Results

86% of 360 people surveyed in 4 MHB counties said...

“...that they are very likely to use prevention practices that they learned from AIS information sources.”

46% strongly agree and 22% somewhat agree...

“...that they felt empowered that they could prevent or slow down the spread of AIS.”

42% strongly agree...

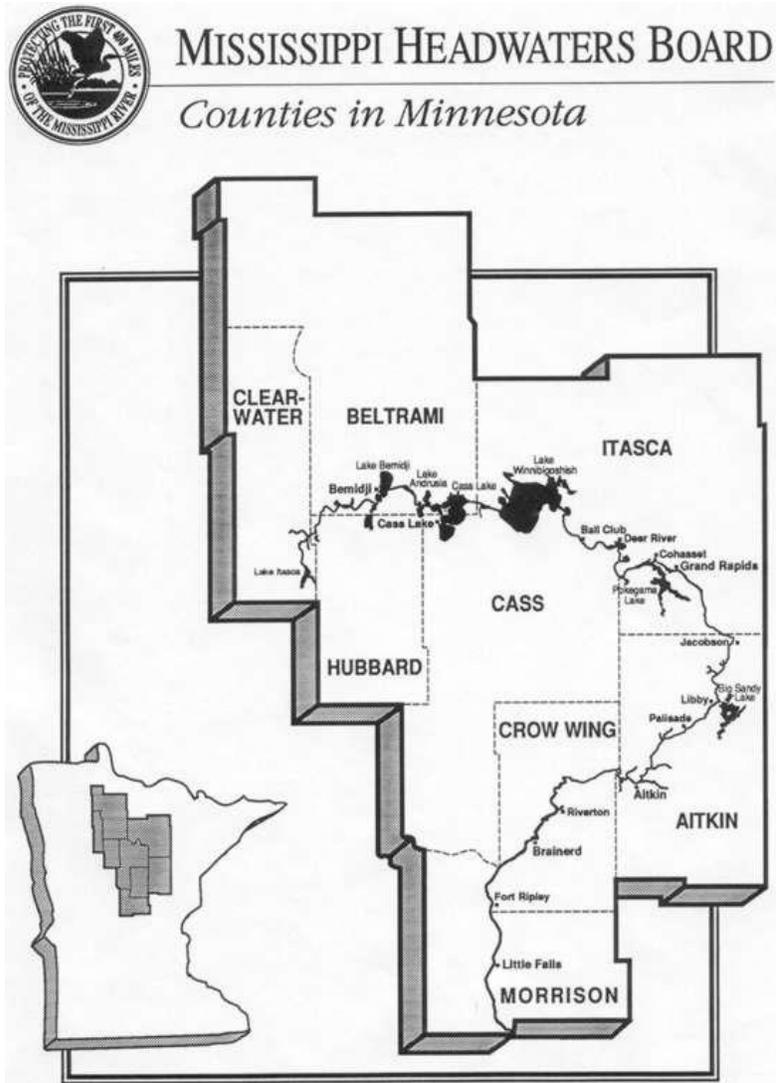
“...that they were inspired to talk to others about AIS prevention.”

IT'S WORKING!



Social Media & TV Reach

Project Area Map



Project Budget

ESTIMATED PROJECT COSTS	GRANT REQUESTED OF ENBRIDGE	In Kind Support	CASH/FUNDS FROM ADDITIONAL FUNDER SOURCES (COMMITTED)	TOTAL PROJECT
Salaries and benefits				
Insurance coverage				
Equipment				
Supplies				
Consulting fees				
Meeting expenses				
Travel for participants				
Travel for staff/consultants				
Communications (postage, printing, advertising, etc.)				
Distribution and Coordination expense	\$75,000	\$75,000		\$150,000
Grant Administration (indirect costs)	\$1,000			\$1,000
TOTAL COSTS	\$76,000	\$75,000		\$151,000

Qualifications of Staff

Description of Staff: Tim Terrill is the Executive Director of the Mississippi Headwaters Board, and has over 11 years worth of experience with writing, receiving, and administering grants from federal, state, and local entities. Mr. Terrill has partnered and coordinated grants with various local entities, and has the ability to accomplish measurable goals. Currently our organization is administering and coordinating over \$3 Million worth of environmental grants to protect the Mississippi River.

December 6, 2016

Mr. Tim Terrill
Mississippi Headwaters Board
PO Box 5
Backus, MN 56435

Dear Mr. Terrill,

As the special awards chairperson for the Northern Minnesota Regional Science Fair, I am writing to **thank you** for the Mississippi Headwaters Board past support in sponsoring special awards. I would also like to ask if the MHB would be willing to again sponsor special awards for the 2017 Science Fair? The fair will be held Friday February 17, 2017. The move from to a Friday rather than the long running Saturday is to enable more student participation. The representative schools indicated that a school bus would be available to get the kids to and from Bemidji State University the day of the fair.

Thank you for your interest in recognizing talented young scientists. Please feel free to forward to the appropriate member of your organization.

Sincerely,

Julie E. Larson, Ph.D.
Awards Director
Professor of Chemistry
jelarson@bemidjistate.edu