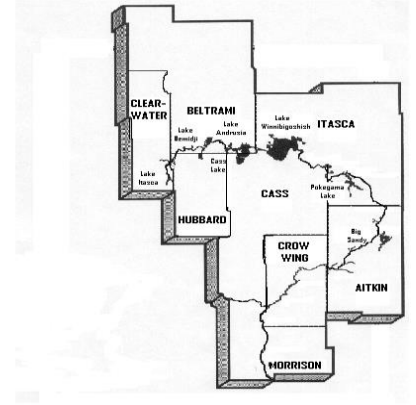




**Mississippi Headwaters Board
Meeting Agenda
Cass County Courthouse
Walker, MN
March 17, 2017
10:00 am**



- **Call to Order/Pledge of Allegiance**

10:00 AM Approve/Amend

- **Agenda**
- **Consent Agenda – January '17 Minutes & Jan., Feb Expenses (att. 1 & 2)**
- **ED Staff Report & Correspondence (att. 3)**

Planning and Zoning (Actions)

- **None**

Action / Discussion Items:

- **MHB Comprehensive Plan Maps Presentation- Maps By Mitch**
- **Long Term Support Options (att. 4)**
- **County Support**
- **Resolution 2017-02 (att. 5)**

Closed Meeting for Executive Directors Annual Performance Evaluation

- **Performance Review**

Misc: ☀ Legislature Update (if any) ☀ County Updates

Meeting Adjourned - Thank you

Mtgs:

April 21, '17, 10:00 AM – MHB Board meeting- Walker, MN

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
(MHB) January 20, 2017
Cass County Courthouse
Walker MN 56484

MEETING
MINUTES

Members present: Carl Johannsen (Hubbard), Paul Theide (Crow Wing), Neal Gaalswyk (Cass County), Keith Winger (Beltrami), Davin Tinquist (Itasca), Ann Marcotte (Aitkin), Duane Johnson (Morrison), and Tim Terrill (Executive Director).
Others present: Bob Lessard (DNR Liason)

Chairman Winger called the meeting to order followed by the Pledge of Allegiance. Introductions were made. Changing of Officers: Chairman-Keith Winger, Vice-Chair- Davin Tinquist, Secretary/Treasurer-Neal Gaalswyk.

M/S Tinquist/Johnson move to accept agenda as presented. Motion carried.

M/S Gaalswyk/Theide moved to accept the consent agenda as presented. Motion carried.

Executive Director Report

- Reviewed monthly budget.
- Prepared monthly agenda packet.
- Sent in monthly expense report.
- Reviewed potential variances that may be coming before the Board next month.
- Attended weekly call in meeting with MPCA.
- Scheduled meeting to prioritize potential acquisition parcels
- Working with the city of Riverton and Crow Wing County to implement stormwater pollution prevention practice.
- Sent out performance review to MHB Board members.
- Explored possibility of tier 2 involvement with Enbridge.
- Commented on Crow Wing County's AIS plan.
- Developed list which MHB funding could be utilized towards for potential long and short term projects.
- Updated and submitted DNR grant reimbursement for the 2ndquarter
- Reviewed over forestry plan in Crow Wing County.
- Updated 2017 MHB Rep. and Sen. email list.
- Sent out Appropriation request to the 8 MHB counties. Meetings &Networking
- Talked with communications director, Greg Husak from the DNR to look at ways of partnering and possibly making the MHB model and example for the state to follow.
- Held meeting with Chris Pence (CW County Land Services) and Melissa Barrick (CW Soil & Water Conservation District Manager) to discuss prioritizing watersheds for the MHB RIM easement program. This led to efficiencies and resource sharing between entities.
- Held meeting with Rich Courtemanche (Aitkin County Land Dept.) and Jacob Granfors (Pheasants Forever easement person) to discuss prioritizing watersheds for the MHB RIM easement program. This led to efficiencies and resource sharing between entities.
- Met with Crow Wing Finance Director Jason Rausch to develop a projection for 2017 budget.
- Attended NCCR Headwaters message subcommittee meeting to explore messaging and pathways to influence decision makers to fund conservation efforts in North Central MN.
- Held meeting with Amit from the U of MN to update our AIS survey.
- Attended meeting in Clearwater County and provided them with an annual update.

- Attended meeting in Hubbard County and provided them with an annual update.
- Attended TMDL meeting in Beltrami County to discuss process and prioritization of waterbodies in the Upper Miss. Headwaters watershed. I presented an opportunity to attendees for cost share through the Board of Water & Soil Resources.

Action/Discussion Items

Discussion regarding Enbridge Resolution as prepared by Tim Terrill and reviewed by Paul Theide.

M/S Gaalswyk/Tinquist to approve Enbridge Resolution as prepared by Tim Terrill. Motion carried. Signed by Chairman Keith Winger.

Tim Terrill raised the topic of NCCR Headwaters messaging. Gaalswyk wonders if it's worth pursuing and what is message? Terrill explained that it gives us opportunity to lead; our voice should be heard. Theide has skepticism regarding giving MHB voice to their message. Winger stated decision should be consensus of MHB board. Tim states that if NCCR message meets our mission we'll lend support. Guidance was given to Terrill that we should develop our own message and see what the NCCR develops together before the MHB Board commits to any messaging.

Tim presented copies of the proposed annual work plan and budget. Theide questions if this is required every year? Tim stated that we must have an annual plan to be eligible for the annual appropriation from the Governor. Theide questioned the difference between work plan and comp plan? Terrill explained that a Comprehensive Plan is a broad general document that lays out what the MHB can do for the next 10 to 15 years, and the annual plan is developed from the Comprehensive Plan about what we are going to do the current year. Gaalswyk expressed concern that the budget and the annual workplan need to be spelled out more clearly. It was agreed that the word "proposed" should go before the program specialist and Grants line items to help show a need for additional funding and show consistency between the workplan and budget..

M/S Winger/Tinquist made motion to approve work plan and budget with proposed changes showing 65K imbalance. Motion carried.

Year End Projection: Tim stated that increased revenue (from grants attained) and decrease in expenses has resulted in surplus dollars to spend. Tim shared several different ideas for spending the money. Short term suggestions from now to June 2017 to spend \$ on:

- update sub-watershed mapping at a cost of approximately \$10,000.00
- work to update comprehensive plan maps approximately \$1,000.00
- AIS support-\$20,000.00 / marketing –duration-potency
- stormwater support for Little Falls- rain gardens-\$10,000.00-\$20,000.00 for 8th Street

Johannsen stated that it's unwise to not spend all the money allocated to MHB; and that it looks like we don't need it if it's not spent. Theide asked if Little Falls doesn't receive the dollars from us, will they do the project? Tim states no, they will not. Gaalswyk encourages funding the project, Winger agrees, Theide asks if consensus is needed and the Board gave a consensus to support Little Falls with surplus along with updating the Comprehensive Plan maps.

Tim informed the board that the next meeting date is simultaneous with AMC conference; asks about reschedule meeting? Theide prefers reschedule. Lessard, Tinquist, Johannsen, Gaalswyk, Marcotte all agree 10th works for them. Johanneson asks if we should skip February meeting; Gaalswyk thinks hold the date in case a planning and zoning project arises, and if no P&Z, we could meet in March.

M/S Winger/Johannesen move to go into closed session to discuss Executive Director's performance evaluation. Motion carried.

M/S Gaalswyk/Johannsen to come out of the executive performance session and adjourn. Motion carried.

It was agreed upon in the session that the Board bring the paper performance review to the next board meeting with notes on it to provide a thorough review.

Next meeting to be held March 17, 2017 at the Cass County Commissioner's meeting room at the Cass County Courthouse.

Meeting was adjourned at this time (12:00 pm).

Chairman Keith Winger

Executive Director Tim Terrill

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

P 1
glacthst

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	197,512.56		
17/01	7 01/03/17	APP A0103					-6,180.98	191,331.58		
	A010317									
17/01	72 01/06/17	PRJ					-3,401.50	187,930.08		
17/01	304 01/03/17	GNI					1,903.08	189,833.16		
	ST OF MN	SYSTEM GENERATED	DUE TO LINE							
17/01	309 01/12/17	GNI	jessis	20144			1,500.00	191,333.16		
	iNovah	SYSTEM GENERATED	DUE TO LINE							
17/01	378 01/12/17	GNI					663.56	191,996.72		
	ST OF MN	SYSTEM GENERATED	DUE TO LINE							
17/01	574 01/17/17	APP A0117					-1,789.28	190,207.44		
	A011717									
17/01	583 01/17/17	GNI	jessis	20179			3,150.00	193,357.44		
	iNovah	SYSTEM GENERATED	DUE TO LINE							
17/01	633 01/20/17	PRJ					-3,514.03	189,843.41		
17/01	670 01/20/17	GNI					605.12	190,448.53		
	ST OF MN	SYSTEM GENERATED	DUE TO LINE							
17/01	696 01/23/17	GNI	jessis	20241			1,500.00	191,948.53		
	iNovah	SYSTEM GENERATED	DUE TO LINE							
17/01	712 01/24/17	APP A0124					-549.06	191,399.47		
	A012417									
17/01	749 01/25/17	GNI	jessis	20270			1,500.00	192,899.47		
	iNovah	SYSTEM GENERATED	DUE TO LINE							
17/01	874 01/31/17	APP A0131					-1,014.04	191,885.43		
	A013117									
17/01	931 01/31/17	GNI DEC					-482.35	191,403.08		
	WF PCARD	SYSTEM GENERATED	DUE TO LINE							
17/01	940 01/31/17	GEN					1,500.00	192,903.08		
	TRANSFER	SYSTEM GENERATED	DUE TO LINE							
17/01	956 01/31/17	GEN					-525.00	192,378.08		
	RECURRING	SYSTEM GENERATED	DUE TO LINE							
	LEDGER BALANCES --- DEBITS:			12,321.76			CREDITS:	-17,456.24	NET:	-5,134.48

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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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	74-00-000-000-000-0000-20050-	Vouchers Payable							
						SOY BALANCE		.00	
17/01	6 01/03/17	API B 1180					-6,180.98	-6,180.98	
	W A010317								
17/01	7 01/03/17	APP A0103					6,180.98	.00	
	A010317 AP CASH DISBURSEMENTS JOURNAL								
17/01	569 01/17/17	API B 1236					-1,783.78	-1,783.78	
	W A011717								
17/01	571 01/10/17	API B 1219					-5.50	-1,789.28	
	W A011717								
17/01	574 01/17/17	APP A0117					1,789.28	.00	
	A011717 AP CASH DISBURSEMENTS JOURNAL								
17/01	711 01/24/17	API B 1253					-549.06	-549.06	
	W A012417								
17/01	712 01/24/17	APP A0124					549.06	.00	
	A012417 AP CASH DISBURSEMENTS JOURNAL								
17/01	836 01/31/17	API B 1263					-1,014.04	-1,014.04	
	W A013117								
17/01	874 01/31/17	APP A0131					1,014.04	.00	
	A013117 AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:		9,533.36			CREDITS:	-9,533.36	NET:	.00
74	74-00-000-000-000-0000-38400-	Expenditures							
						SOY BALANCE		.00	
17/01	6 01/03/17	API B 1180					6,180.98	6,180.98	
	W A010317								
17/01	72 01/06/17	PRJ pr0106 1170106 1170106					3,401.50	9,582.48	
	pay010617 WARRANT=170106 RUN=1 BI-WEEKL								
17/01	569 01/17/17	API B 1236					1,783.78	11,366.26	
	W A011717								
17/01	571 01/10/17	API B 1219					5.50	11,371.76	
	W A011717								
17/01	633 01/20/17	PRJ pr0120 1170120 1170120					3,514.03	14,885.79	
	pay012017 WARRANT=170120 RUN=1 BI-WEEKL								
17/01	711 01/24/17	API B 1253					549.06	15,434.85	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	W A012417								
17/01	836 01/31/17	API B 1263					1,014.04	16,448.89	
	W A013117								
17/01	931 01/31/17	GNI DEC					482.35	16,931.24	
	WF PCARD								
17/01	956 01/31/17	GEN					525.00	17,456.24	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		17,456.24						
					CREDITS:	.00	NET:	17,456.24	
74	74-00-000-000-000-0000-38500-	Revenues							
					SOY BALANCE			.00	
17/01	304 01/03/17	GNI					-1,903.08	-1,903.08	
	ST OF MN								
17/01	309 01/12/17	GNI	jessis	20144			-1,500.00	-3,403.08	
	iNovah								
17/01	378 01/12/17	GNI					-663.56	-4,066.64	
	ST OF MN								
17/01	583 01/17/17	GNI	jessis	20179			-3,150.00	-7,216.64	
	iNovah								
17/01	670 01/20/17	GNI					-605.12	-7,821.76	
	ST OF MN								
17/01	696 01/23/17	GNI	jessis	20241			-1,500.00	-9,321.76	
	iNovah								
17/01	749 01/25/17	GNI	jessis	20270			-1,500.00	-10,821.76	
	iNovah								
17/01	940 01/31/17	GEN					-1,500.00	-12,321.76	
	TRANSFER								
	LEDGER BALANCES --- DEBITS:		.00						
					CREDITS:	-12,321.76	NET:	-12,321.76	
74830	74-00-830-000-000-0000-52990-	Local Grant							
					REVISED BUDGET				.00
17/01	309 01/12/17	GNI 646254	jessis	20144			-1,500.00	-1,500.00	
	iNovah	CLEARWATER SUPPORT							
17/01	583 01/17/17	GNI 646494	jessis	20179			-1,500.00	-3,000.00	
	iNovah	ITASCA COUNTY SUPPORT							

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
17/01	583 01/17/17	GNI 646492	jessis	20179			-1,500.00	-4,500.00	
	iNovah	AITKIN COUNTY SUPPORT							
17/01	696 01/23/17	GNI 647066	jessis	20241			-1,500.00	-6,000.00	
	iNovah	BELTRAMI COUNTY SUPPORT							
17/01	749 01/25/17	GNI 647277	jessis	20270			-1,500.00	-7,500.00	
	iNovah	HUBBARD COUNTY SUPPORT							
17/01	940 01/31/17	GEN					-1,500.00	-9,000.00	
	TRANSFER	CROW WING 2017 APPROPRIATION							
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-9,000.00	NET:	-9,000.00	
74830	74-00-830-000-000-000-0000-53180-	Environmental Assistance /MPCA							.00
		REVISED BUDGET							
17/01	304 01/03/17	GNI					-1,903.08	-1,903.08	
	ST OF MN	INVOICE 5							
17/01	378 01/12/17	GNI					-663.56	-2,566.64	
	ST OF MN	INVOICE #6							
17/01	670 01/20/17	GNI					-605.12	-3,171.76	
	ST OF MN	INVOICE 7							
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-3,171.76	NET:	-3,171.76	
74830	74-00-830-000-000-000-0000-58400-	MHB - Sales							.00
		REVISED BUDGET							
17/01	583 01/17/17	GNI 646487	jessis	20179			-150.00	-150.00	
	iNovah	GUIDEBOOK SALES							
	LEDGER BALANCES --- DEBITS:			.00	CREDITS:	-150.00	NET:	-150.00	
74830	74-00-830-000-000-000-0000-61000-	Salaries & Wages - Regular							.00
		REVISED BUDGET							
17/01	72 01/06/17	PRJ pr0106 1170106	1170106				2,370.83	2,370.83	
	pay010617	WARRANT=170106	RUN=1 BI-WEEKL						
17/01	633 01/20/17	PRJ pr0120 1170120	1170120				2,370.82	4,741.65	
	pay012017	WARRANT=170120	RUN=1 BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			4,741.65	CREDITS:	.00	NET:	4,741.65	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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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
17/01	72 01/06/17 PRJ pr0106 1170106 1170106						686.16	686.16	
	pay010617 WARRANT=170106 RUN=1 BI-WEEKL								
17/01	633 01/20/17 PRJ pr0120 1170120 1170120						690.33	1,376.49	
	pay012017 WARRANT=170120 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		1,376.49						
					CREDITS:	.00	NET:	1,376.49	
74830	74-00-830-000-000-000-0000-61300- Employee Pension & FICA								
									REVISED BUDGET .00
17/01	72 01/06/17 PRJ pr0106 1170106 1170106						344.51	344.51	
	pay010617 WARRANT=170106 RUN=1 BI-WEEKL								
17/01	633 01/20/17 PRJ pr0120 1170120 1170120						347.88	692.39	
	pay012017 WARRANT=170120 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		692.39						
					CREDITS:	.00	NET:	692.39	
74830	74-00-830-000-000-000-0000-61500- Worker's Compensation								
									REVISED BUDGET .00
17/01	6 01/03/17 API 101939 41263 901968 B						5,706.00	5,706.00	
	W A010317 2017 PC AND WC RENEWALS MN COUNTIES INTERGOV								
	LEDGER BALANCES --- DEBITS:		5,706.00						
					CREDITS:	.00	NET:	5,706.00	
74830	74-00-830-000-000-000-0000-62100- Telephone								
									REVISED BUDGET .00
17/01	571 01/10/17 API 006205 41723 9255 B						1.67	1.67	
	W A011717 JAN CTC & 12/1-12/31 LD CALLS CONSOLIDATED TELECOM								
17/01	571 01/10/17 API 006205 41723 9255 B						3.83	5.50	
	W A011717 JAN CTC & 12/1-12/31 LD CALLS CONSOLIDATED TELECOM								
17/01	633 01/20/17 PRJ pr0120 1170120 1170120						55.00	60.50	
	pay012017 WARRANT=170120 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		60.50						
					CREDITS:	.00	NET:	60.50	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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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	74-00-830-000-000-000-0000-62680-	Non-Employee Per Diems								
		REVISED BUDGET								.00
17/01	633 01/20/17 PRJ pr0120 1170120 1170120						50.00	50.00		
	pay012017 WARRANT=170120 RUN=1 BI-WEEKL									
17/01	711 01/24/17 API 100532 42856 9300 B						50.00	100.00		
	W A012417 DUANE JOHNSON MHB 1-20-17 PER MORRISON COUNTY AUDI									
17/01	711 01/24/17 API 001099 42857 9298 B						50.00	150.00		
	W A012417 1-20-17 MHB PER DIEM & MILEAGE MARCOTTEANNE									
17/01	711 01/24/17 API 002837 42858 9296 B						50.00	200.00		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM JOHANNSEN, CALVIN									
17/01	711 01/24/17 API 002809 42859 9301 B						50.00	250.00		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM TINQUIST, DAVIN C									
17/01	711 01/24/17 API 004028 42860 9302 B						50.00	300.00		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM WINGER, KEITH									
	LEDGER BALANCES --- DEBITS:		300.00	CREDITS:	.00	NET:	300.00			
74830	74-00-830-000-000-000-0000-62720-	Non-Employee Mileage								
		REVISED BUDGET								.00
17/01	711 01/24/17 API 001098 42855 9297 B						117.70	117.70		
	W A012417 MHB MILEAGE 1-20-17 JOHNSONDUANE									
17/01	711 01/24/17 API 001099 42857 9298 B						58.85	176.55		
	W A012417 1-20-17 MHB PER DIEM & MILEAGE MARCOTTEANNE									
17/01	711 01/24/17 API 002837 42858 9296 B						26.75	203.30		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM JOHANNSEN, CALVIN									
17/01	711 01/24/17 API 002809 42859 9301 B						53.50	256.80		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM TINQUIST, DAVIN C									
17/01	711 01/24/17 API 004028 42860 9302 B						42.26	299.06		
	W A012417 1-20-17 MHB MILEAGE & PER DIEM WINGER, KEITH									
	LEDGER BALANCES --- DEBITS:		299.06	CREDITS:	.00	NET:	299.06			
74830	74-00-830-000-000-000-0000-62990-	Prof. & Tech. Fee - Other								
		REVISED BUDGET								.00
17/01	6 01/03/17 API 101308 41260 9074 B						474.98	474.98		
	W A010317 WSN INVOICE #7 WIDSETH SMITH NOLTIN									
17/01	569 01/17/17 API 101308 42476 9258 B						1,783.78	2,258.76		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
	W A011717	MHB PROJECT	0260B1333.001	WIDSETH SMITH NOLTIN						
17/01	836 01/31/17	API 101308		43164	9407	B	1,014.04	3,272.80		
	W A013117	MBB PROJECT	0260B1333.001	WIDSETH SMITH NOLTIN						
17/01	956 01/31/17	GEN RECURRING FINANCIAL SERVICE				B	525.00	3,797.80		
	LEDGER BALANCES --- DEBITS:		3,797.80	CREDITS:			.00	NET:	3,797.80	
74830	74-00-830-000-000-000-0000-63320- Employee Mileage									
									REVISED BUDGET	.00
17/01	931 01/31/17	GNI DEC				B	167.40	167.40		
	WF PCARD	AMC Conference		TIM TERRILL-OOP						
17/01	931 01/31/17	GNI DEC				B	57.24	224.64		
	WF PCARD	MHB monthly meeting		TIM TERRILL-OOP						
17/01	931 01/31/17	GNI DEC				B	32.40	257.04		
	WF PCARD	Aitkin Land Comm. and SWCD ea		TIM TERRILL-OOP						
17/01	931 01/31/17	GNI DEC				B	5.40	262.44		
	WF PCARD	Miss. Headwaters message Deve		TIM TERRILL-OOP						
	LEDGER BALANCES --- DEBITS:		262.44	CREDITS:			.00	NET:	262.44	
74830	74-00-830-000-000-000-0000-63340- Hotel & Meals Travel Expense									
									REVISED BUDGET	.00
17/01	931 01/31/17	GNI DEC				B	149.41	149.41		
	WF PCARD	AMC Conference hotel		TIM TERRILL-MILLENNIUM MINNEAPOLIS						
17/01	931 01/31/17	GNI DEC				B	12.96	162.37		
	WF PCARD	NCCR meal		TIM TERRILL-WINGS CAFE						
	LEDGER BALANCES --- DEBITS:		162.37	CREDITS:			.00	NET:	162.37	
74830	74-00-830-000-000-000-0000-63360- Other Travel Expenses									
									REVISED BUDGET	.00
17/01	931 01/31/17	GNI DEC				B	26.00	26.00		
	WF PCARD	parking at Millennium hotel		TIM TERRILL-MILLENNIUM MINNEAPOLIS						
17/01	931 01/31/17	GNI DEC				B	.25	26.25		
	WF PCARD	parking at Governors office		TIM TERRILL-MN ST IAP ADM PMD PARK						
17/01	931 01/31/17	GNI DEC				B	2.10	28.35		

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 01 TO 2017 01

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	WF PCARD	parking at Governors office							
		TIM TERRILL-MN ST IAP ADM PMD PARK							
	LEDGER BALANCES --- DEBITS:			28.35			CREDITS: .00	NET: 28.35	
74830	74-00-830-000-000-000-0000-64090-	Office Supplies							
							REVISED BUDGET		.00
17/01	931 01/31/17	GNI DEC				B	22.65	22.65	
	WF PCARD	Governors handout about MHB							
		TIM TERRILL-INSTY-PRINTS OF BRAINERD							
17/01	931 01/31/17	GNI DEC				B	3.29	25.94	
	WF PCARD	Board snack							
		TIM TERRILL-SUPER ONE FOODS #45							
17/01	931 01/31/17	GNI DEC				B	3.25	29.19	
	WF PCARD	mailing agenda packet							
		TIM TERRILL-USPS PO 2611000401							
	LEDGER BALANCES --- DEBITS:			29.19			CREDITS: .00	NET: 29.19	
	GRAND TOTAL --- DEBITS:			56,767.60			CREDITS: -51,633.12	NET: 5,134.48	

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 Crow Wing County
 ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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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	74-00-000-000-000-000-10001- Cash & Pooled Investments								
	SOY BALANCE							197,512.56	
17/02	64 02/01/17	GNI	jessis	20355	PER 01		-5,134.48	192,378.08	
	iNovah	SYSTEM GENERATED DUE TO LINE					1,500.00	193,878.08	
17/02	94 02/03/17	PRJ					-3,401.49	190,476.59	
17/02	129 02/03/17	GNI					1,681.71	192,158.30	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
17/02	288 02/13/17	GNI					23,624.15	215,782.45	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
17/02	289 02/13/17	GNI	Lisak	20483			1,500.00	217,282.45	
	iNovah	SYSTEM GENERATED DUE TO LINE							
17/02	366 02/17/17	PRJ					-3,586.50	213,695.95	
17/02	577 02/24/17	GNI					1,187.56	214,883.51	
	ST OF MN	SYSTEM GENERATED DUE TO LINE							
17/02	598 02/27/17	GNI JAN					-805.86	214,077.65	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
17/02	727 02/28/17	GEN					-525.00	213,552.65	
	RECURRING	SYSTEM GENERATED DUE TO LINE							
	LEDGER BALANCES --- DEBITS:				29,493.42	CREDITS:	-13,453.33	NET:	16,040.09
74	74-00-000-000-000-000-20050- Vouchers Payable								
	SOY BALANCE							.00	
17/02	649 02/28/17	API B 1336					-5.15	-5.15	
	W A030717								
	LEDGER BALANCES --- DEBITS:				.00	CREDITS:	-5.15	NET:	-5.15
74	74-00-000-000-000-000-38400- Expenditures								
	SOY BALANCE							.00	
17/02	94 02/03/17	PRJ pr0203	1170203	1170203	PER 01		17,456.24	17,456.24	
	pay020317	WARRANT=170203		RUN=1 BI-WEEKL			3,401.49	20,857.73	
17/02	366 02/17/17	PRJ pr0217	1170217	1170217			3,586.50	24,444.23	
	pay021717	WARRANT=170217		RUN=1 BI-WEEKL					

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
17/02	598 02/27/17	GNI JAN					805.86	25,250.09	
	WF PCARD								
17/02	649 02/28/17	API B 1336					5.15	25,255.24	
	W A030717								
17/02	727 02/28/17	GEN					525.00	25,780.24	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		25,780.24		CREDITS:	.00	NET:	25,780.24	
74	74-00-000-000-000-0000-38500-	Revenues							
					SOY BALANCE			.00	
					PER 01		-12,321.76	-12,321.76	
17/02	64 02/01/17	GNI	jessis	20355			-1,500.00	-13,821.76	
	iNovah								
17/02	129 02/03/17	GNI					-1,681.71	-15,503.47	
	ST OF MN								
17/02	288 02/13/17	GNI					-23,624.15	-39,127.62	
	ST OF MN								
17/02	289 02/13/17	GNI	Lisak	20483			-1,500.00	-40,627.62	
	iNovah								
17/02	577 02/24/17	GNI					-1,187.56	-41,815.18	
	ST OF MN								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-41,815.18	NET:	-41,815.18	
74830	74-00-830-000-000-0000-52990-	Local Grant							
					REVISED BUDGET				.00
					PER 01		-9,000.00	-9,000.00	
17/02	64 02/01/17	GNI 648002	jessis	20355			-1,500.00	-10,500.00	
	iNovah	MORRISON COUNTY SUPPORT							
17/02	289 02/13/17	GNI 648938	Lisak	20483			-1,500.00	-12,000.00	
	iNovah	CASS COUNTY SUPPORT							
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-12,000.00	NET:	-12,000.00	

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ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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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	74-00-830-000-000-000-0000-53180-				Environmental Assistance /MPCA				
					REVISED BUDGET				.00
17/02	577 02/24/17	GNI			PER 01		-3,171.76	-3,171.76	
	ST OF MN 8						-1,187.56	-4,359.32	
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		-4,359.32	NET:	-4,359.32
74830	74-00-830-000-000-000-0000-53290-				Natural Resources				
					REVISED BUDGET				.00
17/02	129 02/03/17	GNI					-1,681.71	-1,681.71	
	ST OF MN 2								
17/02	288 02/13/17	GNI					-23,624.15	-25,305.86	
	ST OF MN DNR2Q-17								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		-25,305.86	NET:	-25,305.86
74830	74-00-830-000-000-000-0000-61000-				Salaries & Wages - Regular				
					REVISED BUDGET				.00
17/02	94 02/03/17	PRJ pr0203 1170203 1170203			PER 01		4,741.65	4,741.65	
	pay020317 WARRANT=170203 RUN=1 BI-WEEKL						2,370.82	7,112.47	
17/02	366 02/17/17	PRJ pr0217 1170217 1170217					2,370.82	9,483.29	
	pay021717 WARRANT=170217 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		9,483.29		CREDITS:		.00	NET:	9,483.29
74830	74-00-830-000-000-000-0000-61200-				Active Insurance				
					REVISED BUDGET				.00
17/02	94 02/03/17	PRJ pr0203 1170203 1170203			PER 01		1,376.49	1,376.49	
	pay020317 WARRANT=170203 RUN=1 BI-WEEKL						686.16	2,062.65	
17/02	366 02/17/17	PRJ pr0217 1170217 1170217					709.31	2,771.96	
	pay021717 WARRANT=170217 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		2,771.96		CREDITS:		.00	NET:	2,771.96

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ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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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	74-00-830-000-000-000-0000-61300-				Employee Pension & FICA REVISED BUDGET				.00
					PER 01		692.39	692.39	
17/02	94 02/03/17 PRJ pr0203 1170203 1170203 pay020317 WARRANT=170203 RUN=1 BI-WEEKL						344.51	1,036.90	
17/02	366 02/17/17 PRJ pr0217 1170217 1170217 pay021717 WARRANT=170217 RUN=1 BI-WEEKL						351.37	1,388.27	
	LEDGER BALANCES --- DEBITS:		1,388.27		CREDITS:	.00	NET:	1,388.27	
74830	74-00-830-000-000-000-0000-62100-				Telephone REVISED BUDGET				.00
					PER 01		60.50	60.50	
17/02	366 02/17/17 PRJ pr0217 1170217 1170217 pay021717 WARRANT=170217 RUN=1 BI-WEEKL						55.00	115.50	
17/02	649 02/28/17 API 006205 45103 9709 B W A030717 FEB CTC & 1/1-1/31 LD CALLS CONSOLIDATED TELECOM						1.91	117.41	
17/02	649 02/28/17 API 006205 45103 9709 B W A030717 FEB CTC & 1/1-1/31 LD CALLS CONSOLIDATED TELECOM						3.24	120.65	
	LEDGER BALANCES --- DEBITS:		120.65		CREDITS:	.00	NET:	120.65	
74830	74-00-830-000-000-000-0000-62680-				Non-Employee Per Diems REVISED BUDGET				.00
					PER 01		300.00	300.00	
17/02	366 02/17/17 PRJ pr0217 1170217 1170217 pay021717 WARRANT=170217 RUN=1 BI-WEEKL						100.00	400.00	
	LEDGER BALANCES --- DEBITS:		400.00		CREDITS:	.00	NET:	400.00	
74830	74-00-830-000-000-000-0000-62720-				Non-Employee Mileage REVISED BUDGET				.00
					PER 01		299.06	299.06	
17/02	598 02/27/17 GNI JAN 1071 - MHB WF PCARD PAUL THIEDE - OOP					B	22.47	321.53	
	LEDGER BALANCES --- DEBITS:		321.53		CREDITS:	.00	NET:	321.53	

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ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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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	74-00-830-000-000-000-0000-62990-			Prof. & Tech. Fee - Other					
				REVISED BUDGET					.00
					PER 01		3,797.80	3,797.80	
17/02	727 02/28/17 GEN					B	525.00	4,322.80	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:		4,322.80		CREDITS:		.00	NET:	4,322.80
74830	74-00-830-000-000-000-0000-63320-			Employee Mileage					
				REVISED BUDGET					.00
					PER 01		262.44	262.44	
17/02	598 02/27/17 GNI JAN					B	111.28	373.72	
	WF PCARD 1434 - Clearwater County Boar			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	152.48	526.20	
	WF PCARD 1434 - DNR roundtable travel			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	75.44	601.64	
	WF PCARD 1434 - Hubbard County Board u			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	33.17	634.81	
	WF PCARD 1434 - Initiative Foundation			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	95.23	730.04	
	WF PCARD 1434 - Beltrami County Board			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	56.71	786.75	
	WF PCARD 1434 - MHB monthly meeting			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	34.24	820.99	
	WF PCARD 1434 - Morrison County Board			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	34.78	855.77	
	WF PCARD 1434 - MHB Comp. plan update			TIM TERRILL - OOP					
17/02	598 02/27/17 GNI JAN					B	26.75	882.52	
	WF PCARD 1434 - NCCR meeting Camp Ripl			TIM TERRILL - OOP					
	LEDGER BALANCES --- DEBITS:		882.52		CREDITS:		.00	NET:	882.52
74830	74-00-830-000-000-000-0000-63340-			Hotel & Meals Travel Expense					
				REVISED BUDGET					.00
					PER 01		162.37	162.37	
17/02	598 02/27/17 GNI JAN					B	101.70	264.07	
	WF PCARD DNR Roundtable			TIM TERRILL - DOUBLETREE BLOOMINGTON					
17/02	598 02/27/17 GNI JAN					B	7.21	271.28	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
17/02	WF PCARD MPCA TMDL meeting 598 02/27/17 GNI JAN TIM TERRILL - SUBWAY			00069120		B	7.17	278.45	
17/02	WF PCARD lunch for Clearwater board me 598 02/27/17 GNI JAN TIM TERRILL - SUBWAY			00137208		B	15.88	294.33	
	WF PCARD Dinner for DNR Roundtable TIM TERRILL - TGI FRIDAY'S 2687								
	LEDGER BALANCES --- DEBITS:			294.33			CREDITS: .00	NET: 294.33	
74830	74-00-830-000-000-000-0000-64090- Office Supplies								
							REVISED BUDGET		.00
							PER 01		
17/02	WF PCARD board snack and coffee 598 02/27/17 GNI JAN TIM TERRILL - SUPER ONE FOODS #45					B	29.19 12.46	29.19 41.65	
17/02	WF PCARD guidebook mailing 598 02/27/17 GNI JAN TIM TERRILL - USPS PO 2611000401					B	15.33	56.98	
17/02	WF PCARD agenda packet mailing 598 02/27/17 GNI JAN TIM TERRILL - USPS PO 2611000401					B	3.56	60.54	
	LEDGER BALANCES --- DEBITS:			60.54			CREDITS: .00	NET: 60.54	
	GRAND TOTAL --- DEBITS:			75,319.55			CREDITS: -96,938.84	NET: -21,619.29	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2017 02 TO 2017 02

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REPORT OPTIONS

Print GL Master Start-of-Year Balances?: Y
Year and Period range: 2017 2 to 2017 2
Source journal code:
Include entries between dates: 01/01/70and 03/10/17
Include Encumb/Liq entries: N
Include Budget entries: N
Print J/E comment and vendor: Y
Double space journal detail: N
Separate page for each account: N
Multiyear view: D
Print report options: Y
Cash account: Subtotal by Date or Ref3/Deposit #: N

Attachment 3

Executive Directors Report

Executive Director Report

January – March 2017

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 monthly call in meeting with MPCA.
6. Submitted Enbridge Ecofootprint grant to the MN Assoc. of Resource Conservation & Development Council.
7. MHB was mentioned in the Brainerd Dispatch as a protection organization helping to protect the Mississippi River.
8. Submitted LSOHC status report.
9. Talked with Steve Webber about Canoe Days.
10. Talked with Maps by Mitch to determine a format to produce an interactive map for our website.
11. Posted MHB AIS survey on Minnesota Traditions social media.
12. Provided picture and descriptor to the MPCA Large River RAPS report.
13. Sent out NJPA Innovation funding grant template to Morrison SWCD to assist them in applying for a grant for Miss. River Streambank stabilization on the Weyerhauser Museum property.
14. Provided comments for the Morrison County Water Plan.

Meetings & Networking

1. Held telephone meeting with John Pechin from Enbridge to discuss tier 2 opportunities. MHB could have a role in facilitating meetings with various partners to reduce risk in the watershed.
2. Provided talking points to Commissioner Marcotte for the Governor's Water Summit.
3. Attended County Board meeting in Morrison County and provided them with an annual update.
4. Held meeting with the Technical committee to review and discuss update to Comprehensive Plan.
5. Held meeting with city of Bemidji, BWSR, Beltrami SWCD, & Enbridge to discuss plans for moving forward on a stormwater project named PMA 25.
6. Held meeting with Beltrami Environmental Service Director Brent Rud to review over MHB Comprehensive Plan.
7. Attended County Board meeting in Aitkin County and provided them with an annual update.

8. Held AIS meeting with Greg Husak, Phil Hunsicker, and Heidi Wolf to discuss Minnesota Traditions and how the DNR can be involved. It was decided that the DNR could schedule to post 2 messages a week to MN Traditions to help with content. They also discussed setting up a statewide media event where counties could post pictures and messages on for everyone to share.
9. Worked with landowner to see availability for MHB easement program. He was not in a priority area, but was able to filter him to the Crow Wing Soil and Water Conservation District to help him look at 2C and SFIA options.
10. Met with Denise Stromme from U of MN Extension and discussed strategies to develop creativity for long range thinking for the MHB Comp Plan.
11. Held MHB Comp plan meeting where we transitioned from Part 3 to Part 2.
12. Working on building content with other AIS organizations.
13. Working with Amy Burnette from Leech Lake Band of Ojibwe on developing a project to identify culturally significant areas on the Miss. River.
14. Attended Morrison County Water Planning meeting and provided comments about MHB and our place and role in the water plan update.

Planning and Zoning

None

Action/Discussion (att. 4 & 5)

MHB Comprehensive Plan Presentation

Long Term Support Options

County Support

Resolution 2017-02

Short Term Suggestions for 2017 (1/17-6/17)	Capacity/Program support	Long or Short Term	I/E	Cost	Comments
Contract Mitch Brinks to update subwatershed mapping	program support	Short Term		\$10,000	Could spend it this year; more of an update to information than measuring change
Contract Mitch Brinks to update Comp. Plan maps.	program support	Short Term	x	\$1,000	Could all be spent before end of fiscal year
AIS Support	program support	Short Term	x	\$20K	Could all be spent before end of fiscal year
Stormwater support- Little Falls	program support	Short Term	x	\$20K	Construction would be \$30K if everything was done, but this could be scaled to \$20K and must be spent before 6/30/17. Greg Kinneman is talking with his Board the 17th to see if the 7th street project to move forward.
Stormwater support- Grand Rapids	program support	Short Term		\$20K	additionality to grant received.

Next Fiscal Year Suggestions for 2017 (7/1/17-6/30/18)	Capacity/Program support	Long or Short Term	I/E	Cost	Comments
Contract someone to support historical, cultural, and scientific values. Work with Camp Ripley Sentinel Landscape program	capacity	Long Term	x	\$5-\$20K	Will take a few months to set up; Protection from development. Assessment Identification of arch. Sites. Educational signs, probability model with <u>public education</u> . Project orientated. Grants are acquired with a known project where an impact could occur. Could be an awareness project.
Hire Program Manager- NRCSH	capacity	Long Term		\$20K	Will take a few months to set up; Leveraging could be gained. Could utilize grants, county support, Gov. support.
Contract LSOHC grant manager	capacity	Long Term		\$20K	
SWCD MHB easement priority/support	program support	Long Term		\$3-\$6K	This is dependent on easements gained.
Biennial Conference support		Short Term	x	\$2,700	Per Diems to County Comm. & MHB Legislative members

\$20K-\$23K to spend



RESOLUTION 2017-02

Mississippi Headwaters Board

BE IT RESOLVED the MHB Board adopts the 2017 classification and compensation plan as administered by fiscal host, Crow Wing County,

BE IT FURTHER RESOLVED the MHB adopts the 2017 performance based pay matrix as administered by fiscal host Crow Wing County,

BE IT FURTHER RESOLVED the MHB Board adopts the classification plan as administered by fiscal host Crow Wing County, resulting in the following classifications and pay grades for MHB staff:

Executive Director, Pay Grade 160

BE IT RESOLVED the MHB Board held an Executive Director closed performance review meeting on March 17, 2017.

BE IT FURTHER RESOLVED the MHB Board opened the meeting and the general rating of _____ was decided upon by the Board.

NOW THEREFORE, BE IT RESOLVED, the MHB Board authorizes a performance rating of _____ to the Executive Director and apply the corresponding performance based pay adjustment of _____% prorated back to January 1, 2017 as published in the performance based pay wage adjustment matrix.

This resolution was adopted by a vote, Ayes ____ Nays:____, of the Mississippi Headwaters Board on February 10, 2016 and will be made of record in accordance with the Minutes of same.

I, Keith Winger, Chairman of the Mississippi Headwaters Board, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 10th of February A.D. 2017, and the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL

At Walker, Minnesota, this 20th day of February, A.D.
2017

Keith Winger- Chairman of the Board
