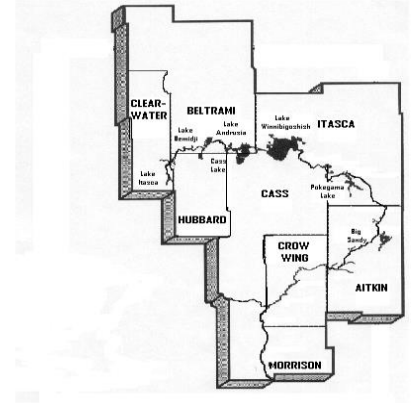




**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Courthouse  
Walker, MN  
June 16, 2017  
9:00 am**



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

**10:00 AM Approve/Amend**

- Agenda
- Consent Agenda – April '17 Minutes & April Expenses (att. 1 & 2)
- Legislative Update- Representative Matt Bliss

**Planning and Zoning (Actions)**

- None

**Action / Discussion Items:**

- Executive Director's Report (att.3)
- Miss. River Swanson acquisition (att. 4)
- Mississippi River corridor acquisition- Lori Dowling Hanson

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

**Meeting Adjourned - Thank you**

**Mtgs:**

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

**Aug. 5, '17, Canoe Days**

**October 20, '17, MHB Biennial Meeting- Chase on the Lake- Walker, MN**

## **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
May 19, 2017  
Cass County Courthouse  
Walker MN 56484

MEETING  
MINUTES

Members present: Keith Winger (Beltrami), Scott Bruns (Cass), Duane Johnson (Morrison), Dean Newland (Clearwater), Rosemary Franzen (Crow Wing), Davin Tinquist (Itasca), and Tim Terrill (Executive Director).  
Others present: Paul Herkenhoff (Crow Wing Planning & Zoning) by phone, Amy Kowalzek (Morrison ESD), and Lori Dowling-Hanson (DNR).

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

M/S (Newland, Johnson) to approve the agenda. Motion Carried.

M/S (Newland, Johnson) to approve of the consent agenda. Motion Carried.

### **Planning & Zoning**

**Cr5a17-** Paul Herkenhoff presented the Niemeyer variance to the Board. M/S (Fransen, Johnson) to certify the variance. Motion Carried.

**M5a17-** Amy Kowalzek presented the Swan Variance. She noted that this is not a variance request from the MHB ordinance, but from the Morrison County ordinance because it is stricter than the MHB Comp. Plan. M/S (Johnson/Franzen) to certify ordinance. Motion Carried.

Discussion ensued about whether or not this type of variance should be heard at the MHB Board meeting because it meets MHB standards but not the county standards. The ED stated that because it is in the MHB corridor and because of inconsistencies in reporting versus actual appearance that Morrison County should come before the Board. Kowalzek stated that because of time, practicality, and that it meets our ordinance that it should not come before the Board. Com. Newland stated that in his history, this type of problem has not occurred. Through consensus, the Board gave direction that if county standards are stricter than the MHB ordinance, that the county may simply submit the ordinance to the ED, but not have to appear before the Board.

### **Action/Discussion Items**

#### **Executive Director Report**

- Tim discussed with the Board that he attended the DRT meeting in Crow Wing and Morrison counties. He was impressed by the efficiency and handling of potential variances. He said that Morrison County did a wonderful job of explaining options to the landowner, and in the end the landowner decided to pursue another option which negated any variance request.
- Tim attended a DNR Div. of Ecological and Water Resources strategic planning session last month. These sessions are being held throughout MN to look at ways they can involve stakeholders in the planning process. The DNR Div. of Eco gets its direction from the Governor and then from the DNR Commissioner, but they are able to supplement comments from stakeholders to help identify issues that may occur over the next 10 years.
- Tim held a meeting with 8 people from 5 different counties to talk about Minnesota Traditions AIS campaign and some future opportunities. They talked about geofencing (placing a screen around a geographical area to alert cell phone users about AIS, target display advertising (Digital ad placement for specific audience), and Retargeting (keywords, person searching for specific info or reading about specific info. The AIS

coordinators liked the idea of adding to the social media campaign of Minnesota Traditions. Coordinators will gather numbers of people visiting accesses and provide us with some opportunities to scale this project.

M/S (Tinquist/Johnson to approve of Resolution 2017-03 LCMR proposal. Motion Carried.

M/S (Franzen, Johnson) to approve of 2018 LSOHC proposal. Motion Carried. Tim announced to the Board that the next LSOHC meeting will be in Backus and invited Commissioners to attend.

Tim presented the Board with a letter written by some members of the legislature and provided a basic program outlook for their LSOHC grant.

Comprehensive Plan- Tim gave the board the process they are using for the Comp. Plan, and asked for comments from the Board. After hearing none, he recommended that we have at least a senior and new member be part of a committee to review over the Comp. Plan. Com. Thiede, Gaalswyk, and Johnson were recommended by the Board to form a committee, and direction was given to Tim to ask if they wish to be a part of the committee and what dates they would be able to attend.

Request for MHB funds- Tim asked the Board if the MHB could use funds to help provide monitoring for the PMA25 site in Bemidji. He stated that if the monitoring was not completed in the next 2 months, then the project would be delayed for about two years. M/S (Tinquist, Johnson) to approve up to \$5,000 for monitoring. Motion Carried.

Invitation to Legislators- Tim suggested that Rep. Matt Bliss and Sen. Justin Eichorn be asked to attend the next MHB Board meeting. He stated that this would be part of a strategy to help get to know our legislative members and the issues they deal with, and provide an opportunity to request additional MHB funding in March of next year. Com. Winger and Tinquist will call and request their attendance.

Lori Dowling-Hanson discussed with the board the opportunity that LSOHC funding presents and what that means to the Miss. Headwaters area. She suggested we hold a discussion at monthly board meetings to construct a vision for what each county looks like over the next 16 years.

M/S (Johnson, Tinquist) to adjourn. Motion carried.

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Chairman Keith Winger

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Executive Director Tim Terrill

06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

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	
					PER 01		-5,134.48	192,378.08	
					PER 02		21,174.57	213,552.65	
					PER 03		7,917.57	221,470.22	
					PER 04		25,356.17	246,826.39	
17/05	178 05/02/17 APP A0502 A050217						-2,891.56	243,934.83	
17/05	403 05/12/17 PRJ						-3,599.03	240,335.80	
17/05	506 05/16/17 APP A0516 A051617						-5.46	240,330.34	
17/05	694 05/23/17 APP A0523 A052317						-424.16	239,906.18	
17/05	736 05/22/17 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						1,471.56	241,377.74	
17/05	762 05/26/17 PRJ						-3,560.25	237,817.49	
17/05	842 05/26/17 GNI ST OF MN SYSTEM GENERATED DUE TO LINE						2,443.02	240,260.51	
17/05	860 05/31/17 GNI APRIL WF PCARD SYSTEM GENERATED DUE TO LINE						-350.18	239,910.33	
17/05	949 05/31/17 GEN RECURRING SYSTEM GENERATED DUE TO LINE						-525.00	239,385.33	
	LEDGER BALANCES --- DEBITS:			58,362.89	CREDITS:		-16,490.12	NET:	41,872.77
74	74-00-000-000-000-0000-20050-						Vouchers Payable SOY BALANCE	.00	
					PER 02		-5.15	-5.15	
					PER 03		-994.85	-1,000.00	
					PER 04		-1,891.56	-2,891.56	
17/05	178 05/02/17 APP A0502 A050217 AP CASH DISBURSEMENTS JOURNAL						2,891.56	.00	
17/05	438 05/12/17 API B 1485 W A051617						-5.46	-5.46	
17/05	506 05/16/17 APP A0516 A051617 AP CASH DISBURSEMENTS JOURNAL						5.46	.00	
17/05	693 05/17/17 API B 1494						-424.16	-424.16	

06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

P 2  
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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 A052317								
17/05	694 05/23/17 APP A0523						424.16	.00	
	A052317 AP CASH DISBURSEMENTS JOURNAL								
	LEDGER BALANCES --- DEBITS:		3,321.18		CREDITS:	-3,321.18	NET:	.00	
74	74-00-000-000-000-000-0000-38400- Expenditures								
					SOY BALANCE			.00	
					PER 01		17,456.24	17,456.24	
					PER 02		8,324.00	25,780.24	
					PER 03		33,077.28	58,857.52	
					PER 04		13,391.94	72,249.46	
17/05	403 05/12/17 PRJ pr0512 1170512 1170512						3,599.03	75,848.49	
	pay051217 WARRANT=170512 RUN=1 BI-WEEKL								
17/05	438 05/12/17 API B 1485						5.46	75,853.95	
	W A051617								
17/05	693 05/17/17 API B 1494						424.16	76,278.11	
	W A052317								
17/05	762 05/26/17 PRJ pr0526 1170526 1170526						3,560.25	79,838.36	
	pay052616 WARRANT=170526 RUN=1 BI-WEEKL								
17/05	860 05/31/17 GNI APRIL						350.18	80,188.54	
	WF PCARD								
17/05	949 05/31/17 GEN						525.00	80,713.54	
	RECURRING								
	LEDGER BALANCES --- DEBITS:		80,713.54		CREDITS:	.00	NET:	80,713.54	
74	74-00-000-000-000-000-0000-38500- Revenues								
					SOY BALANCE			.00	
					PER 01		-12,321.76	-12,321.76	
					PER 02		-29,493.42	-41,815.18	
					PER 03		-40,000.00	-81,815.18	
					PER 04		-36,856.55	-118,671.73	
17/05	736 05/22/17 GNI						-1,471.56	-120,143.29	
	ST OF MN								
17/05	842 05/26/17 GNI						-2,443.02	-122,586.31	
	ST OF MN								
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-122,586.31	NET:	-122,586.31	

06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

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glacthst

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
					PER 01		-3,171.76	-3,171.76	
					PER 02		-1,187.56	-4,359.32	
					PER 04		-2,595.30	-6,954.62	
17/05	736 05/22/17 GNI ST OF MN 10						-1,471.56	-8,426.18	
17/05	842 05/26/17 GNI ST OF MN INVOICE 11						-2,443.02	-10,869.20	
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		-10,869.20	NET:	-10,869.20
74830	74-00-830-000-000-000-0000-61000-						Salaries & Wages - Regular REVISED BUDGET		.00
					PER 01		4,741.65	4,741.65	
					PER 02		4,741.64	9,483.29	
					PER 03		7,112.48	16,595.77	
					PER 04		5,595.34	22,191.11	
17/05	403 05/12/17 PRJ pr0512 1170512 1170512 pay051217 WARRANT=170512 RUN=1 BI-WEEKL						2,477.52	24,668.63	
17/05	762 05/26/17 PRJ pr0526 1170526 1170526 pay052616 WARRANT=170526 RUN=1 BI-WEEKL						2,477.52	27,146.15	
	LEDGER BALANCES --- DEBITS:		27,146.15		CREDITS:		.00	NET:	27,146.15
74830	74-00-830-000-000-000-0000-61200-						Active Insurance REVISED BUDGET		.00
					PER 01		1,376.49	1,376.49	
					PER 02		1,395.47	2,771.96	
					PER 03		1,353.22	4,125.18	
					PER 04		1,356.82	5,482.00	
17/05	403 05/12/17 PRJ pr0512 1170512 1170512 pay051217 WARRANT=170512 RUN=1 BI-WEEKL						707.39	6,189.39	
17/05	762 05/26/17 PRJ pr0526 1170526 1170526 pay052616 WARRANT=170526 RUN=1 BI-WEEKL						667.06	6,856.45	
	LEDGER BALANCES --- DEBITS:		6,856.45		CREDITS:		.00	NET:	6,856.45

06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

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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		
					PER 02		695.88	1,388.27		
					PER 03		1,048.18	2,436.45		
					PER 04		818.37	3,254.82		
17/05	403 05/12/17 PRJ pr0512 1170512 1170512						364.12	3,618.94		
	pay051217 WARRANT=170512 RUN=1 BI-WEEKL									
17/05	762 05/26/17 PRJ pr0526 1170526 1170526						360.67	3,979.61		
	pay052616 WARRANT=170526 RUN=1 BI-WEEKL									
	LEDGER BALANCES --- DEBITS:		3,979.61		CREDITS:		.00	NET: 3,979.61		
74830	74-00-830-000-000-000-0000-62100-	Telephone								
									REVISED BUDGET .00	
					PER 01		60.50	60.50		
					PER 02		60.15	120.65		
					PER 03		59.67	180.32		
					PER 04		58.71	239.03		
17/05	438 05/12/17 API 006205 50677 10448 B						1.88	240.91		
	W A051617 APR CTC & 04/1-04/30 LD CALLS CONSOLIDATED TELECOM									
17/05	438 05/12/17 API 006205 50677 10448 B						3.58	244.49		
	W A051617 APR CTC & 04/1-04/30 LD CALLS CONSOLIDATED TELECOM									
17/05	762 05/26/17 PRJ pr0526 1170526 1170526						55.00	299.49		
	pay052616 WARRANT=170526 RUN=1 BI-WEEKL									
	LEDGER BALANCES --- DEBITS:		299.49		CREDITS:		.00	NET: 299.49		
74830	74-00-830-000-000-000-0000-62680-	Non-Employee Per Diems								
									REVISED BUDGET .00	
					PER 01		300.00	300.00		
					PER 02		100.00	400.00		
					PER 03		300.00	700.00		
					PER 04		250.00	950.00		
17/05	403 05/12/17 PRJ pr0512 1170512 1170512						50.00	1,000.00		
	pay051217 WARRANT=170512 RUN=1 BI-WEEKL									
17/05	693 05/17/17 API 100532 51071 1902908 B						50.00	1,050.00		
	W A052317 MHB MTG - PER DIEM MORRISON COUNTY AUDI									
17/05	693 05/17/17 API 004028 51072 10555 B						50.00	1,100.00		
	W A052317 MHB MTG - PER DIEM - MILAGE WINGER, KEITH									
17/05	693 05/17/17 API 002809 51073 10552 B						50.00	1,150.00		



06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

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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 A052317 MHB MYG - PER DIEM - MILAGE			TINQUIST, DAVIN C					
17/05	693 05/17/17 API 002534			51074	10519	B	50.00	1,200.00	
	W A052317 MHB MTG - PER DIEM			NEWLAND, DEAN					
	LEDGER BALANCES --- DEBITS:		1,200.00		CREDITS:		.00	NET:	1,200.00
74830	74-00-830-000-000-000-0000-62720- Non-Employee Mileage								
									REVISED BUDGET .00
					PER 01		299.06	299.06	
					PER 02		22.47	321.53	
					PER 03		310.30	631.83	
					PER 04		246.10	877.93	
17/05	693 05/17/17 API 001098			51070	10516	B	117.70	995.63	
	W A052317 05-19-17 MILAGE			JOHNSONUANE					
17/05	693 05/17/17 API 004028			51072	10555	B	42.26	1,037.89	
	W A052317 MHB MTG - PER DIEM - MILAGE			WINGER, KEITH					
17/05	693 05/17/17 API 002809			51073	10552	B	64.20	1,102.09	
	W A052317 MHB MYG - PER DIEM - MILAGE			TINQUIST, DAVIN C					
17/05	860 05/31/17 GNI APRIL					B	44.94	1,147.03	
	WF PCARD 1071 - MHB								
	PAUL THIEDE-OOP								
	LEDGER BALANCES --- DEBITS:		1,147.03		CREDITS:		.00	NET:	1,147.03
74830	74-00-830-000-000-000-0000-62990- Prof. & Tech. Fee - Other								
									REVISED BUDGET .00
					PER 01		3,797.80	3,797.80	
					PER 02		525.00	4,322.80	
					PER 03		22,520.30	26,843.10	
					PER 04		4,747.13	31,590.23	
17/05	949 05/31/17 GEN					B	525.00	32,115.23	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:		32,115.23		CREDITS:		.00	NET:	32,115.23
74830	74-00-830-000-000-000-0000-63320- Employee Mileage								
									REVISED BUDGET .00
					PER 01		262.44	262.44	
					PER 02		620.08	882.52	
					PER 03		367.76	1,250.28	
					PER 04		254.14	1,504.42	
17/05	860 05/31/17 GNI APRIL					B	83.46	1,587.88	

06/12/2017 10:16  
JasonR

Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 05 TO 2017 05

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
17/05	WF PCARD 1434 - Grand Rapids TIM TERRILL-OOP					B	26.75	1,614.63	
17/05	WF PCARD 1434 - Camp Ripley Sentinel TIM TERRILL-OOP					B	24.08	1,638.71	
17/05	WF PCARD 1434 - NC landscape Plan mtg TIM TERRILL-OOP					B	34.24	1,672.95	
17/05	WF PCARD 1434 - Morrison DRT meeting TIM TERRILL-OOP					B	56.71	1,729.66	
LEDGER BALANCES --- DEBITS:			1,729.66		CREDITS:	.00	NET:	1,729.66	
74830	74-00-830-000-000-000-0000-64090- Office Supplies				REVISED BUDGET				.00
					PER 01		29.19	29.19	
					PER 02		31.35	60.54	
					PER 03		5.37	65.91	
					PER 04		65.33	131.24	
17/05	WF PCARD 860 05/31/17 GNI APRIL agenda packet mailing TIM TERRILL-USPS PO 2611000401					B	3.22	134.46	
17/05	WF PCARD 860 05/31/17 GNI APRIL Comp plan mailing TIM TERRILL-USPS PO 2611000401					B	33.80	168.26	
17/05	WF PCARD 860 05/31/17 GNI APRIL Board snack TIM TERRILL-SUPER ONE FOODS #45					B	3.98	172.24	
17/05	WF PCARD 860 05/31/17 GNI APRIL office paper TIM TERRILL-OFFICEMAX/OFFICEDEPOT6590					B	34.51	206.75	
17/05	WF PCARD 860 05/31/17 GNI APRIL snack for canoe days committe TIM TERRILL-BRAINERD CUB FOODS					B	4.49	211.24	
LEDGER BALANCES --- DEBITS:			211.24		CREDITS:	.00	NET:	211.24	
GRAND TOTAL --- DEBITS:			217,082.47		CREDITS:	-153,266.81	NET:	63,815.66	

53 Records printed

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

## **Planning and Zoning**

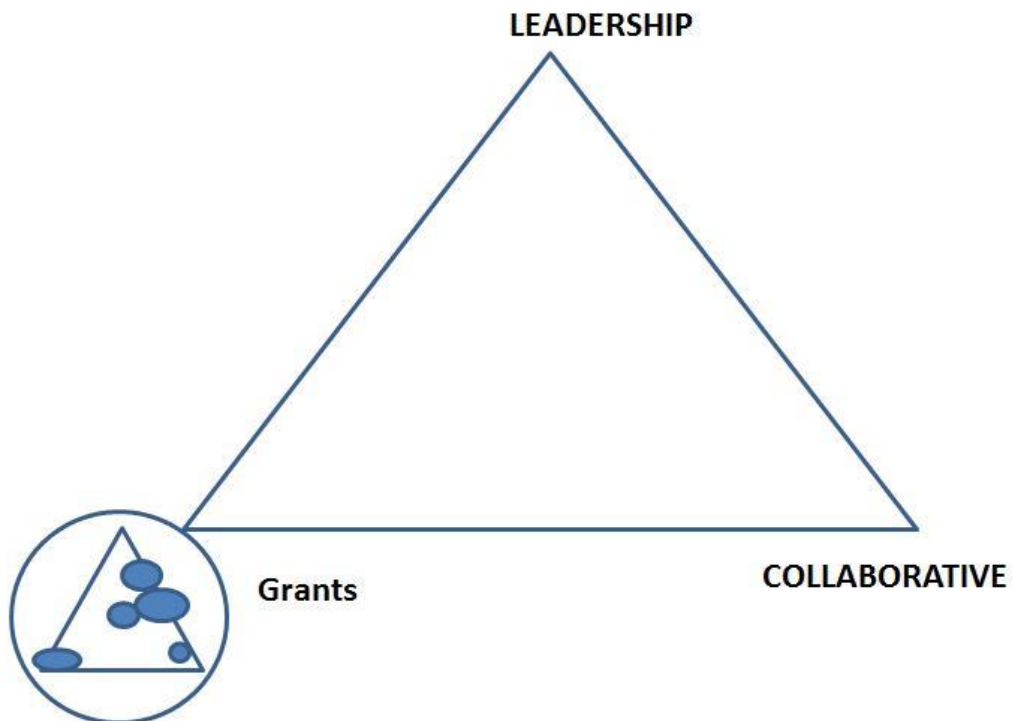
**None**

**Action/Discussion (att. 3 & 4)**

Executive Director's Report (att.3)

Miss. River Swanson Acquisition (att. 4)

Miss. River Corridor acquisition- Lori Dowling  
Hanson



# Executive Director Report

May 2017-June 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. Sent out weekly request for AIS stories from local MHB counties
7. Sent out sample invite letter to Comm. Winger and Tinquist to invite Sen Eichorn and Rep. Bliss to our next board meeting.
8. Send out invite to committee Board members to set up date and time for review of MHB Comp. Plan.
9. Mailed resolution to LCCMR grant request.
10. Submitted 2018 LSOHC proposal to the Outdoor Heritage Council
11. Submitted final 2017 LSOHC Accomplishment Plan to the Outdoor Heritage Council.

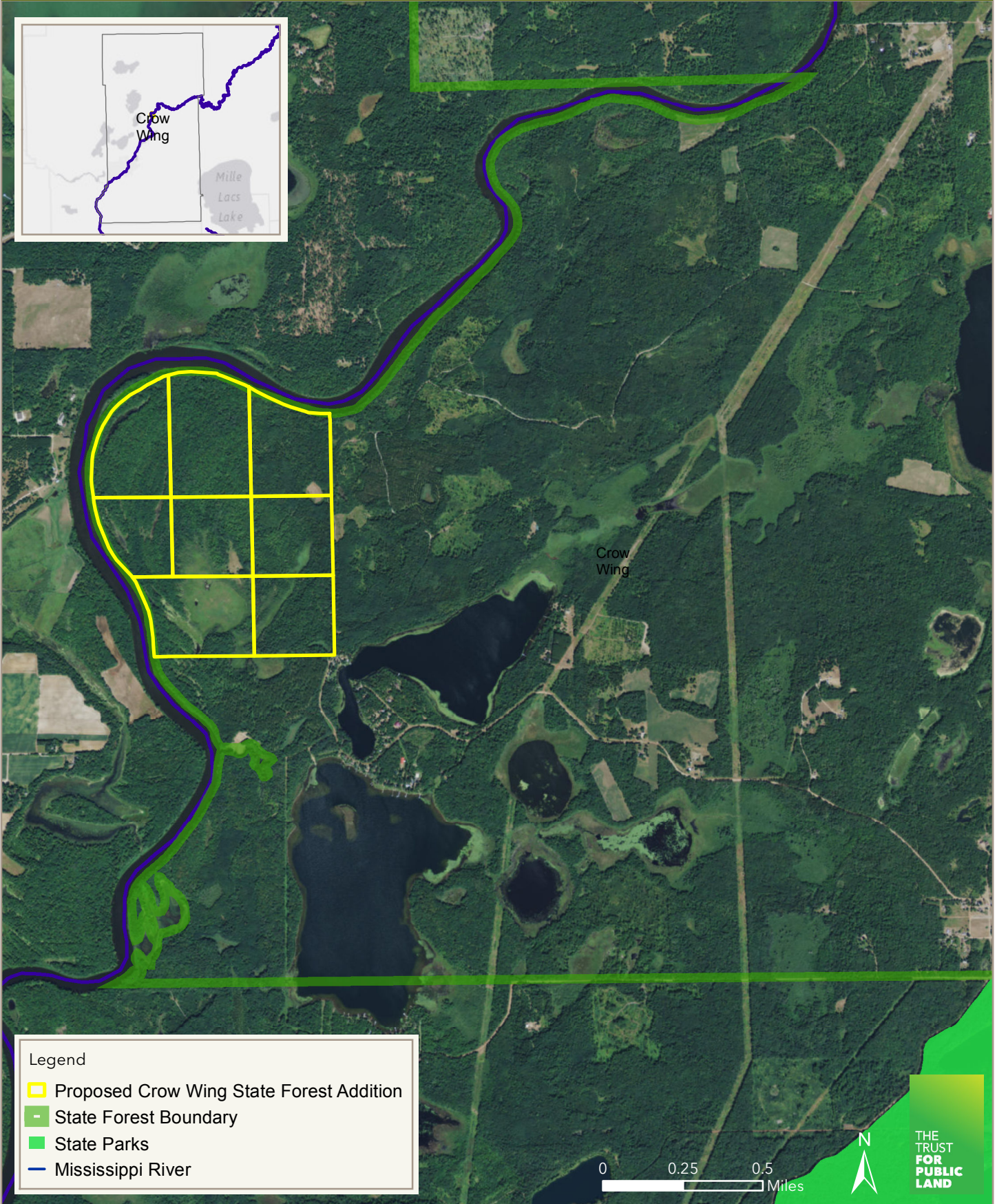
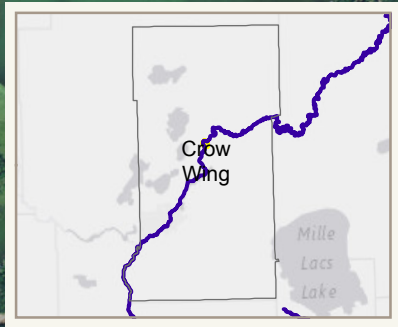
## Meetings & Networking

1. Attended acquisition meeting with TPL and partners to discuss coordination and needs.
2. Working with CW Soil & Water Conservation District and Technical Service Area 8 to fund feasibility study for a Lake Irving Project.
3. Held draft Comprehensive Plan meeting with Commissioners to discuss changes and gather feedback about the plan.



# CROW WING STATE FOREST SOUTH - SWANSON

Crow Wing County, MN



Legend

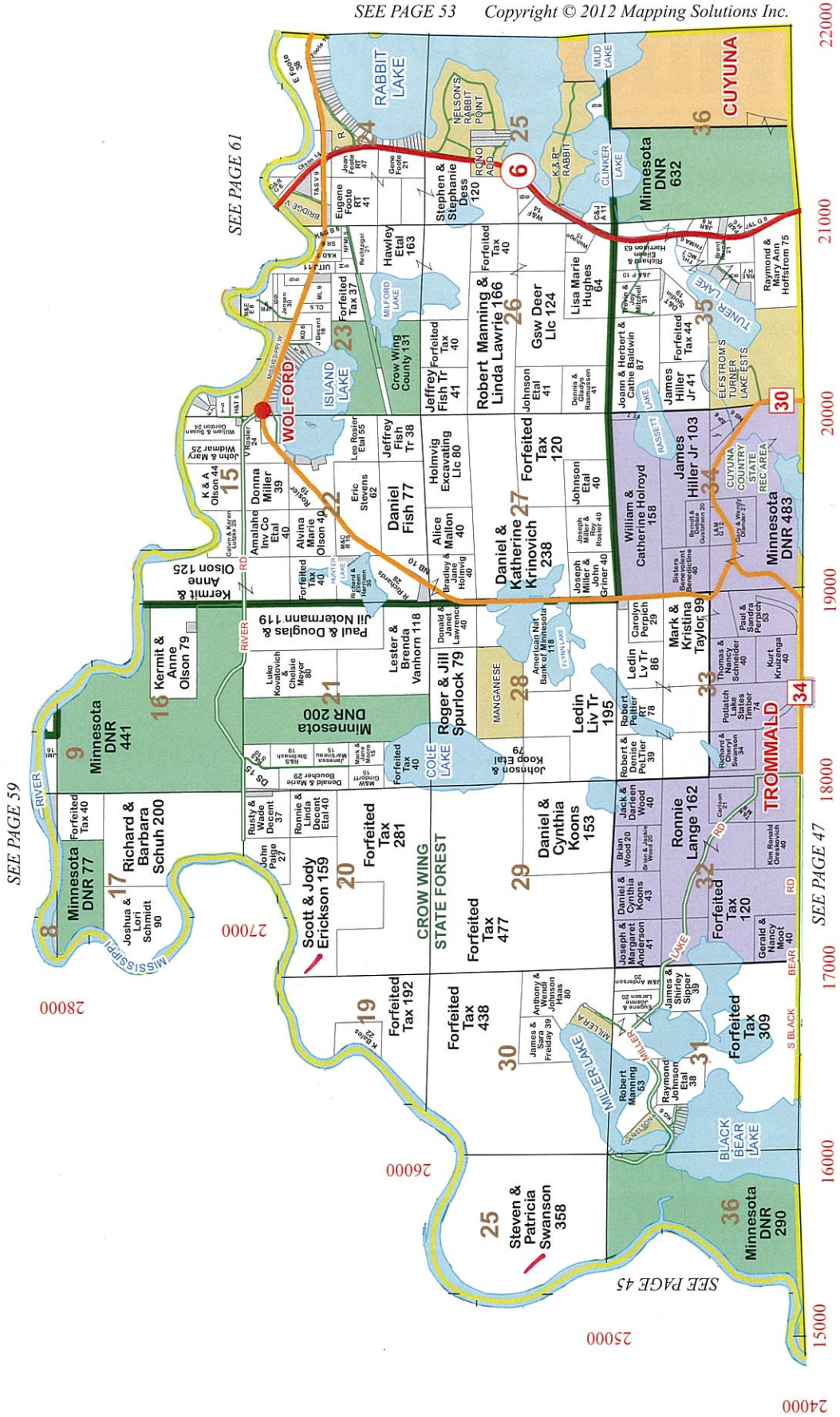
- Proposed Crow Wing State Forest Addition
- State Forest Boundary
- State Parks
- Mississippi River





# WOLFORD

# T47N • R30-29W



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SEE PAGE 59

SEE PAGE 61

SEE PAGE 45