



# **Attachment 1 & 2**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
September 15, 2017  
Breezy Point Resort  
Breezy Point, MN 56472

MEETING  
MINUTES

Members present: Duane Johnson (Morrison), Paul Thiede (Crow Wing), Anne Marcotte (Aitkin), Cal Johannsen (Hubbard), Davin Tinquist (Itasca), and Tim Terrill (Executive Director).

Others present: Representative Matt Grossell

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

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

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

Representative Matt Grossell was introduced to the board and a variety of subjects were discussed. He talked about pipelines from a public safety standpoint, Dept. of Revenue overcharge and its ramifications to counties, state lawmakers pay raise, criminal sex bill, and the buffer law.

### **Planning & Zoning**

Crow Wing Ordinance Revision- The board reviewed over the ordinance and offered no comment. Terrill said he sent a comment to Crow Wing Land Services stating to follow the MHB Comprehensive Plan when in our jurisdictional area.

### **Action/Discussion Items** **Executive Director Report**

Tim discussed the current situation in working with the Leech Lake Band of Ojibwe.

Anne Bancroft's foundation was called and Tim is trying to connect with her foundation to possibly partner on this event.

Tim will be meeting with MNCOLA and discuss what the MHB is doing with geofencing from an informational perspective. This could turn into a possible statewide campaign.

Tim discussed with the board how Bill Penning held a meeting with the MHB SWCD's and partners. He will bring suggestions from the SWCD's about how to deal with the lower cropland rates. The board discussed easements and the tax rate. The board wanted Tim to do some research on this issue.

Tim discussed a meeting held between the Brainerd Riverfront Committee, Crow Wing County, and the MHB.

Tim discussed his communication with the legislative auditor and the attorney general regarding the GBAJPB refusal to certify variances. The board requested Tim to wait for an official letter from the attorney general and then work with legislators to help possibly amend the statute.

Tim discussed how he was working with the Leech Lake Band of Ojibwe to hold a water festival with them that has students present on the cultural, historical, and environmental values of the area. He stated that We Are Water is an organization that offers funding to help with this effort. Discussion ensued about this and because of the lack of familiarity and newness of the organization, the board chose not to be a host leader with We Are Water.

Tim presented to the board about how the easement and acquisition program is performing and gave a visual example of how it is working as we planned.

Tim presented the board with a request from the Crow Wing Soil & Water Conservation District to fund the Baloga request. By consensus the board felt that this was not within the scope of the MHB to fund projects.

Legislative Updates- none

County Updates- CW county is looking at a zero increase in levy for the eighth year in a row.

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

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Chairman Keith Winger

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Executive Director Tim Terrill



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
17/09	552 09/13/17	API B 1780					-2,849.97	-2,849.97	
	W A091917								
17/09	557 09/19/17	APP A0919					2,849.97	.00	
	a091917 AP CASH DISBURSEMENTS JOURNAL								
17/09	658 09/19/17	API B 1794					-364.78	-364.78	
	W A092617								
17/09	723 09/26/17	APP A0926					364.78	.00	
	A092617 AP CASH DISBURSEMENTS JOURNAL								
17/09	892 09/27/17	API B 1815					-4,890.50	-4,890.50	
	W A100317								
	LEDGER BALANCES --- DEBITS:		8,210.74		CREDITS:	-13,101.24	NET:	-4,890.50	
74	74-00-000-000-000-0000-20200- Accounts Payable				SOY BALANCE			.00	
17/09	383 09/06/17	API 102223		57676	1904296		101.48	101.48	
	W A091217 KIMBLE LAKE HOMEOWNERS ASSOC BLAKEMAN INC								
	LEDGER BALANCES --- DEBITS:		101.48		CREDITS:	.00	NET:	101.48	
74	74-00-000-000-000-0000-38400- 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	
					PER 05		8,464.08	80,713.54	
					PER 06		32,479.99	113,193.53	
					PER 07		9,901.94	123,095.47	
					PER 08		28,043.21	151,138.68	
17/09	154 09/01/17	PRJ pr0901 1170901 1170901					3,525.26	154,663.94	
	pay090117 WARRANT=170901 RUN=1 BI-WEEKL								
17/09	349 09/11/17	API B 1773					2.95	154,666.89	
	W A091217								
17/09	383 09/06/17	API B 1762					2,000.00	156,666.89	
	W A091217								
17/09	440 09/15/17	PRJ pr0915 1170915 1170915					3,634.79	160,301.68	
	pay091517 WARRANT=170915 RUN=1 BI-WEEKL								
17/09	552 09/13/17	API B 1780					2,849.97	163,151.65	

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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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 A091917									
17/09	658 09/19/17	API B	1794				364.78	163,516.43		
	W A092617									
17/09	784 09/29/17	PRJ pr0929	1170929	1170929			2,852.87	166,369.30		
	pay092917	WARRANT=170929	RUN=1	BI-WEEKL						
17/09	795 09/28/17	GNI AUG					332.03	166,701.33		
	WF PCARD									
17/09	839 09/29/17	GEN					525.00	167,226.33		
	RECURRING									
17/09	892 09/27/17	API B	1815				4,890.50	172,116.83		
	W A100317									
	LEDGER BALANCES --- DEBITS:		172,116.83							
					CREDITS:		.00	NET:	172,116.83	
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		
					PER 05		4,955.04	27,146.15		
					PER 06		4,955.02	32,101.17		
					PER 07		4,955.03	37,056.20		
					PER 08		4,955.03	42,011.23		
17/09	154 09/01/17	PRJ pr0901	1170901	1170901			2,477.51	44,488.74		
	pay090117	WARRANT=170901	RUN=1	BI-WEEKL						
17/09	440 09/15/17	PRJ pr0915	1170915	1170915			2,477.52	46,966.26		
	pay091517	WARRANT=170915	RUN=1	BI-WEEKL						
17/09	784 09/29/17	PRJ pr0929	1170929	1170929			2,477.52	49,443.78		
	pay092917	WARRANT=170929	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		49,443.78							
					CREDITS:		.00	NET:	49,443.78	
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		
					PER 05		1,374.45	6,856.45		
					PER 06		1,375.72	8,232.17		

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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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 07		1,396.37	9,628.54	
					PER 08		1,354.12	10,982.66	
17/09	154 09/01/17 PRJ pr0901 1170901 1170901						687.06	11,669.72	
	pay090117 WARRANT=170901 RUN=1 BI-WEEKL								
17/09	440 09/15/17 PRJ pr0915 1170915 1170915						688.18	12,357.90	
	pay091517 WARRANT=170915 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		12,357.90		CREDITS:		.00	NET:	12,357.90
74830	74-00-830-000-000-000-0000-61300- Employee Pension & FICA								.00
									REVISED BUDGET
					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	
					PER 05		724.79	3,979.61	
					PER 06		724.79	4,704.40	
					PER 07		728.21	5,432.61	
					PER 08		721.35	6,153.96	
17/09	154 09/01/17 PRJ pr0901 1170901 1170901						360.69	6,514.65	
	pay090117 WARRANT=170901 RUN=1 BI-WEEKL								
17/09	440 09/15/17 PRJ pr0915 1170915 1170915						364.09	6,878.74	
	pay091517 WARRANT=170915 RUN=1 BI-WEEKL								
17/09	784 09/29/17 PRJ pr0929 1170929 1170929						375.35	7,254.09	
	pay092917 WARRANT=170929 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:		7,254.09		CREDITS:		.00	NET:	7,254.09
74830	74-00-830-000-000-000-0000-62100- Telephone								.00
									REVISED BUDGET
					PER 01		60.50	60.50	
					PER 02		60.15	120.65	
					PER 03		59.67	180.32	
					PER 04		58.71	239.03	
					PER 05		60.46	299.49	
					PER 06		59.25	358.74	
					PER 07		57.21	415.95	
					PER 08		60.72	476.67	
17/09	349 09/11/17 API 006205 58140 11756 B						1.80	478.47	
	W A091217 September CTC & 8/01-8/31 LD C CONSOLIDATED TELECOM								
17/09	349 09/11/17 API 006205 58140 11756 B						1.15	479.62	
	W A091217 September CTC & 8/01-8/31 LD C CONSOLIDATED TELECOM								
17/09	440 09/15/17 PRJ pr0915 1170915 1170915						55.00	534.62	



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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
	pay091517	WARRANT=170915	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:			534.62			CREDITS: .00	NET: 534.62		
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		
					PER 05		250.00	1,200.00		
					PER 06		350.00	1,550.00		
					PER 07		100.00	1,650.00		
					PER 08		300.00	1,950.00		
17/09	440 09/15/17 PRJ pr0915 1170915 1170915						50.00	2,000.00		
	pay091517	WARRANT=170915	RUN=1	BI-WEEKL						
17/09	658 09/19/17 API 002809			58683	11942	B	50.00	2,050.00		
	W A092617	MHB MTG - PER DIEM - MILAGE		TINQUIST, DAVIN C						
17/09	658 09/19/17 API 002837			58685	11923	B	50.00	2,100.00		
	W A092617	MHB MTG - PER DIEM		JOHANNSEN, CALVIN						
17/09	658 09/19/17 API 001099			58686	11925	B	50.00	2,150.00		
	W A092617	MHB MTG - PER DIEM		MARCOTTEANNE						
17/09	658 09/19/17 API 100532			58687	1904468	B	50.00	2,200.00		
	W A092617	MHB MTG - PER DIEM		MORRISON COUNTY AUDI						
	LEDGER BALANCES --- DEBITS:			2,200.00			CREDITS: .00	NET: 2,200.00		
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		
					PER 05		269.10	1,147.03		
					PER 06		486.84	1,633.87		
					PER 08		299.07	1,932.94		
17/09	658 09/19/17 API 002809			58683	11942	B	85.60	2,018.54		
	W A092617	MHB MTG - PER DIEM - MILAGE		TINQUIST, DAVIN C						
17/09	658 09/19/17 API 001098			58684	11924	B	79.18	2,097.72		
	W A092617	MILAGE		JOHNSONDUANE						
17/09	795 09/28/17 GNI AUG						27.82	2,125.54		
	WF PCARD	1071 - MHB Comp Plan mtg								

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE	
17/09	795 09/28/17	PAUL THIEDE-OOP					44.94	2,170.48		
	WF PCARD	1071 - MHB								
		PAUL THIEDE-OOP								
	LEDGER BALANCES --- DEBITS:			2,170.48	CREDITS:		.00	NET:	2,170.48	
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		
					PER 05		525.00	32,115.23		
					PER 06		24,057.52	56,172.75		
					PER 07		2,411.52	58,584.27		
					PER 08		20,178.25	78,762.52		
17/09	383 09/06/17	API 009999		57693	11762	B	2,000.00	80,762.52		
	W A091217	2016 FINANCIAL AUDIT		Unknown						
17/09	552 09/13/17	API 101308		58287	11869	B	2,849.97	83,612.49		
	W A091917	MPCA INVOICE #15		WIDSETH SMITH NOLTIN						
17/09	839 09/29/17	GEN					525.00	84,137.49		
		RECURRING FINANCIAL SERVICE								
17/09	892 09/27/17	API 101649		59430	12035	B	4,890.50	89,027.99		
	W A100317	MISSISSIPPI HEADWATERS HABITAT WEST COMMUNICATIONS								
	LEDGER BALANCES --- DEBITS:			89,027.99	CREDITS:		.00	NET:	89,027.99	
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		
					PER 05		225.24	1,729.66		
					PER 06		160.13	1,889.79		
					PER 07		238.09	2,127.88		
					PER 08		154.09	2,281.97		
17/09	795 09/28/17	GNI AUG					82.39	2,364.36		
	WF PCARD	1434 - Leech Lake Tribal								
		TIM TERRILL-OOP								
17/09	795 09/28/17	GNI AUG					56.18	2,420.54		
	WF PCARD	1434 - monthly mtg								
		TIM TERRILL-OOP								
17/09	795 09/28/17	GNI AUG					21.40	2,441.94		
	WF PCARD	1434 - Canoe days								

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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ORG YR/PR	ACCOUNT JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
TIM TERRILL-OOP									
	LEDGER BALANCES --- DEBITS:			2,441.94			CREDITS: .00	NET: 2,441.94	
74830	74-00-830-000-000-0000-64090- 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	
					PER 05		80.00	211.24	
					PER 06		10.72	221.96	
					PER 07		15.51	237.47	
					PER 08		20.58	258.05	
17/09	795 09/28/17 GNI AUG						27.95	286.00	
	WF PCARD canoe days snacks and water								
17/09	795 09/28/17 GNI AUG						34.52	320.52	
	WF PCARD printing LSOHC handout								
17/09	795 09/28/17 GNI AUG						13.30	333.82	
	WF PCARD agenda packet mailing								
17/09	795 09/28/17 GNI AUG						14.13	347.95	
	WF PCARD LSOHC cafeteria food								
17/09	795 09/28/17 GNI AUG						8.00	355.95	
	WF PCARD LSOHC parking fee								
17/09	795 09/28/17 GNI AUG						1.40	357.35	
	WF PCARD letter								
	LEDGER BALANCES --- DEBITS:			357.35			CREDITS: .00	NET: 357.35	
	GRAND TOTAL --- DEBITS:			436,250.49			CREDITS: -98,584.39	NET: 337,666.10	

60 Records printed

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

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Crow Wing County  
ACCOUNT DETAIL HISTORY FOR 2017 09 TO 2017 09

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**REPORT OPTIONS**

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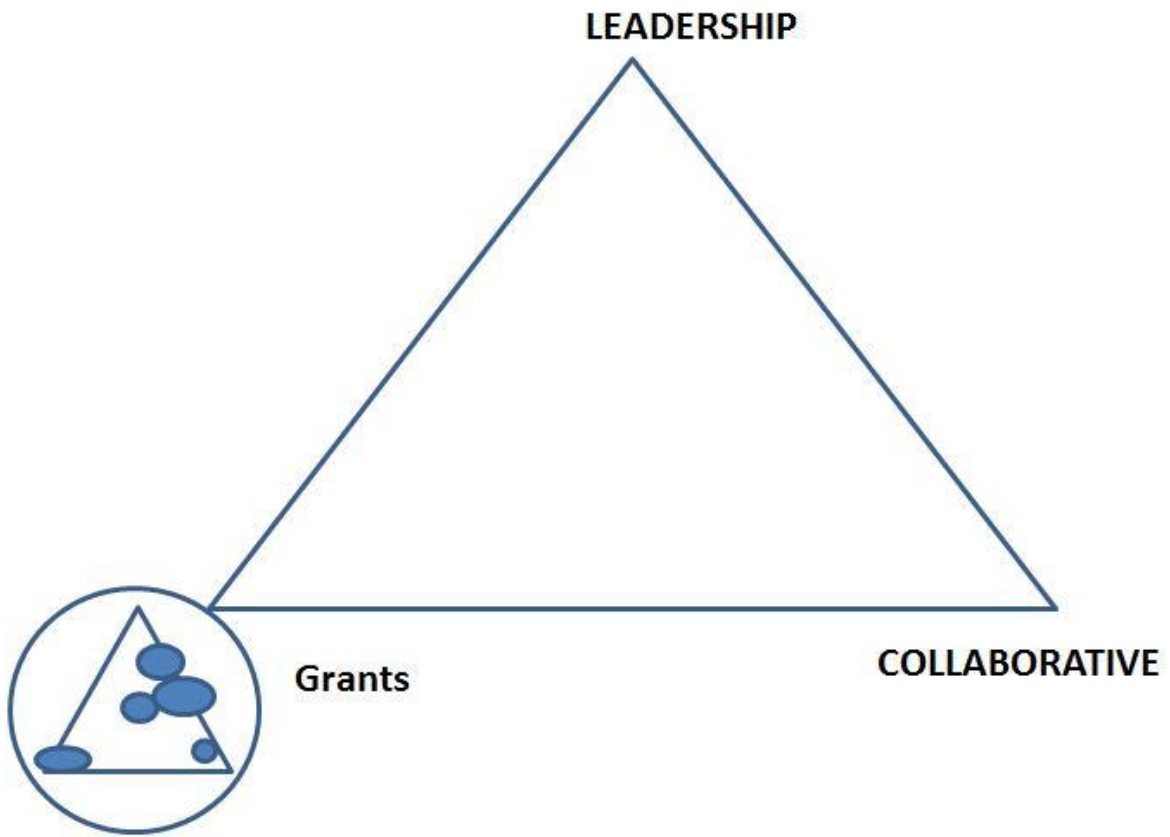
Print GL Master Start-of-Year Balances?: Y  
Year and Period range: 2017 9 to 2017 9  
Source journal code:  
Include entries between dates: 01/01/70and 10/10/17  
Include Encumb/Liq entries: N  
Include Budget entries: N  
Print J/E comment and vendor: Y  
Double space journal detail: N  
Separate page for each account: N  
Multiyear view: D  
Print report options: Y  
Cash account: Subtotal by Date or Ref3/Deposit #: N

## **Planning and Zoning**

**NONE**

## **Action/Discussion**

Executive Director's Report  
Possible change of Board meeting date.  
Update on MHB Comp. plan.  
MN Attorney General letter.  
Group picture



# Executive Director Report

August-September 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 weekly call in meeting with MPCA.
6. Sent out weekly request for AIS stories from local MHB counties.
7. Wrote an article to explain and highlight our Enbridge Ecofootprint grant. It will be aired in an upcoming newsletter.
8. Updated budget spreadsheet for LSOHC reimbursement.
9. Mailed out in-kind support letter to counties.
10. Sent in quarterly AIS grant submission to Initiative Foundation.

## Meetings & Networking

1. Attended Governor's Townhall meeting.
2. Attended NCCR meeting and discussed opportunities that existed in our program.
3. Attended Camp Ripley appreciation day and increased awareness of our organization to visitors that attended.
4. Attended Aitkin, Crow Wing, and Hubbard SWCD board meetings.
5. Attended Sentinel Landscape meeting
6. Attended training provided by CW county on accountability, capacity, and feedback.
7. Attended MPCA Miss. River Sartel WRAPS and was chosen to work on the civic engagement team.
8. Attended MN Coalition of Lake Associations meeting and presented them the MN Traditions model.
9. Facilitated meeting between Brainerd Riverfront and Veteran's Trail leaders to discuss strategies and compare differences.
10. Attended Mississippi parks and trails redevelopment meeting which is past the concept stage and moving toward feasibility study.