

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
May 25, 2018
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

Members present: Paul Thiede (Crow Wing), Keith Winger (Beltrami), Cal Johannsen (Hubbard), Scott Bruns (Cass), Davin Tinquist (Itasca), Anne Marcotte (Aitkin), Dean Newland (Clearwater), and Tim Terrill (Executive Director).

Others Present: Marcel Noyes, Hubbard County SWCD Supervisor, Bob Lessard, DNR Liaison, Paul Fairbanks, Jacob Frie, Jim and Renae Nelson.

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

M/S (Tinquist/Newland) to approve of the agenda with the addition of Aitkin Brewery education added. Motion Carried.

M/S (Marcotte/Bruns) to approve of the consent agenda. Motion Carried.

Planning & Zoning

Cr5a18- Jacob Frie presented the Sundby after the fact variance before the board. **M/S (Marcotte/Tinquist) to approve of certification. Motion Carried.**

Ca5a18- Paul Fairbanks presented the Nelson variance before the board. **M/S (Johannsen/Tinquist) to approve of certification. Motion Carried.** Paul Fairbanks brought up the conversation that some of this parcel is within the Wild and the other part is within the scenic portion of the river and requested guidance on how river miles were determined. Tim mentioned that the river miles were established back in the 1980's and that is how it was determined. Discussion ensued about accuracy and it was stated that river miles were done using paper maps to the accuracy of the time period. The Board asked Tim to research the Wild and Scenic classification and provide some explanation as how to classify a parcel when a lot is split between Wild and Scenic. This may have some issues if the Nelson's decide to do other work on their existing parcel.

Action/Discussion Items Executive Director Report

Tim advised the Board about Canoe Days and that planning was beginning for it. Tim suggested that the Board buy 100 T-shirts for the event to make it more event like. **M/S (Winger/Tinquist) to approve the buying of T-shirts. Motion Carried.** Marcotte suggested that he ask Steve Hughes to attend and provide some AIS information. Comment was also made that bags could be given to the MHB from the Home Depot that could hold the T-shirts and a flyer.

Tim explained that the Bemidji PMA 25 project is meeting next Wednesday with the stakeholders to view the results of the feasibility study. Keith suggested that Tim send him an email about the meeting.

Tim explained that he attended an Enbridge technical meeting and was able to connect with Patrick Hughley who is the community engagement coordinator for the LLBO. Tim explained that he has reached out numerous times to the LLBO with no success, and feels that this may be a way to work with Enbridge to at least hold a meeting with them and find common ground on protecting the river.

Tim gave a brief explanation about a potential parcel that could become an Aquatic Management Area in Beltrami county.

Tim asked the board for a process that could be used if the MHB statute clarification is passed this session. The board advised Tim to first determine if the MHB statute is passed, and then address a letter from the board chairman to all local government units about the change.

Accelerated Ruffed Grouse Action Plan- Tim provided the board some research about this topic. He said that he talked with Mark Johnson from the LSOHC about this matter. He provided an email explaining the OHC typically has more projects in the Prairie region of the state and there has been far fewer in number from the northern area. The purpose of county land commissioners and the Superior National Forest staff meeting on June 6th is to discuss potential ideas for an LSOHC application; brainstorm on what needs to be done and what can be done; and collaborate with partners. Tim explained that he could go to the June 6th meeting and listen in on the discussion, and from that attend a MACLC meeting on June 27th and discuss with them what he learned. Tim said the benefit would be that the conversation would stimulate thought and quite possibly lead to a project that they could all work on together.

Forest Friendly Brewery project- Commissioner Marcotte wanted to bring up this issue again and emphasize the fact that this project is only an educational project and that there is nothing else expected from Tim. Marcotte requested that the Board modify their decision and let Tim attend some brewery meetings for which he would only educate other brewery owners about the MHB and their purpose. The Board reconsidered and decided to let Tim attend for the reasons stated above.

Comprehensive Plan revision- The Board reviewed pages 40- 54 of the Comprehensive Plan.

County Updates- Comm. Marcotte noted that students developed a project that explains Styrofoam pollution and why alternative means can help protect our environment. Comm. Tinquist explained that the Enbridge ruling will have a significant impact on counties regarding the line 3 replacement.

M/S (Johannsen/Tinquist) to adjourn. Motion carried.

Chairman Paul Thiede

Executive Director Tim Terrill

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 05 TO 2018 05

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74	10001	Cash & Pooled Investments							
							SOY BALANCE	298,580.61	
					PER 01		173,155.22	471,735.83	
					PER 02		22,474.25	494,210.08	
					PER 03		-177,597.42	316,612.66	
					PER 04		65,321.92	381,934.58	
18/05	132 05/01/18	APP A0501					-433.80	381,500.78	
	A050118								
18/05	304 05/08/18	APP A0508					-537.84	380,962.94	
	A050818								
18/05	392 05/11/18	PRJ					-3,754.22	377,208.72	
18/05	533 05/15/18	APP A0515					-251.50	376,957.22	
	A051518								
18/05	737 05/22/18	APP A0522					-48.15	376,909.07	
	A052218								
18/05	738 05/22/18	APP C0522					-1,092.35	375,816.72	
	C052218								
18/05	785 05/23/18	GNI APRIL					-789.77	375,026.95	
	WF PCARD	SYSTEM GENERATED DUE TO LINE							
18/05	833 05/25/18	PRJ					-3,678.05	371,348.90	
18/05	910 05/29/18	APP A0529					-506.15	370,842.75	
	A052918								
18/05	952 05/30/18	APM					-2.15	370,840.60	
18/05	1050 05/31/18	GEN					-525.00	370,315.60	
	RECURRING DUE TO / DUE FROM								
	LEDGER BALANCES --- DEBITS:		260,951.39		CREDITS:	-189,216.40	NET:	71,734.99	
74	20050	Vouchers Payable							
							SOY BALANCE	.00	
18/05	130 05/01/18	API B 2473					-433.80	-433.80	
	W A050118								
18/05	132 05/01/18	APP A0501					433.80	.00	
	A050118	AP CASH DISBURSEMENTS JOURNAL							
18/05	302 05/08/18	API B 2480					-537.84	-537.84	

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Crow Wing County
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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
LEDGER BALANCES --- DEBITS:				7,314.18	CREDITS:		.00	NET: 7,314.18	
74830	61300	Employee Pension & FICA							
									REVISIED BUDGET .00
					PER 01		722.96	722.96	
					PER 02		725.48	1,448.44	
					PER 03		1,151.16	2,599.60	
					PER 04		738.28	3,337.88	
18/05	392 05/11/18	PRJ PR0511	1180511	1180511			378.12	3,716.00	
	PAY051118	WARRANT=180511	RUN=1	BI-WEEKL					
18/05	833 05/25/18	PRJ pr0525	1180525	1180525			369.14	4,085.14	
	pay052518	WARRANT=180525	RUN=1	BI-WEEKL					
LEDGER BALANCES --- DEBITS:				4,085.14	CREDITS:		.00	NET: 4,085.14	
74830	62100	Telephone							
									REVISIED BUDGET .00
					PER 01		60.42	60.42	
					PER 02		59.83	120.25	
					PER 03		57.43	177.68	
					PER 04		58.89	236.57	
18/05	833 05/25/18	PRJ pr0525	1180525	1180525			55.00	291.57	
	pay052518	WARRANT=180525	RUN=1	BI-WEEKL					
18/05	952 05/30/18	APM 006205		75345		14979	2.15	293.72	
	MOD INV	MAY 2018 BILLING		CONSOLIDATED TELECOM					
LEDGER BALANCES --- DEBITS:				293.72	CREDITS:		.00	NET: 293.72	
74830	62680	Non-Employee Per Diems							
									REVISIED BUDGET .00
					PER 01		250.00	250.00	
					PER 02		300.00	550.00	
					PER 03		250.00	800.00	
18/05	130 05/01/18	API 101580		73785		14770	50.00	850.00	
	W A050118	MHB MEETING MORRISON COUNTY		WILSON, MICHAEL					
18/05	130 05/01/18	API 002809		73788		14769	50.00	900.00	
	W A050118	MHB MEETING & MILEAGE		TINQUIST, DAVIN C					
18/05	130 05/01/18	API 002837		73790		14763	50.00	950.00	
	W A050118	MHB MEETING AND MILEAGE		JOHANNSEN, CALVIN					
18/05	130 05/01/18	API 004028		73793		14771	50.00	1,000.00	
	W A050118	MHB MEETING AND MILEAGE		WINGER, KEITH					

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 05 TO 2018 05

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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
18/05	392 05/11/18 PRJ PRO511 1180511			1180511			75.00	1,075.00	
	PAY051118 WARRANT=180511 RUN=1 BI-WEEKL								
18/05	907 05/29/18 API 002837			75731	15079	B	50.00	1,125.00	
	W A052918 MHB MEETING/MILEAGE			JOHANNSEN, CALVIN					
18/05	907 05/29/18 API 004028			75733	15089	B	50.00	1,175.00	
	W A052918 MHB MEETING/MILEAGE			WINGER, KEITH					
18/05	907 05/29/18 API 001099			75734	15080	B	50.00	1,225.00	
	W A052918 MHB MEETING/MILEAGE			MARCOTTE, ANNE					
18/05	907 05/29/18 API 002809			75735	15087	B	50.00	1,275.00	
	W A052918 MHB MEETING/MILEAGE			TINQUIST, DAVIN C					
18/05	907 05/29/18 API 002534			75738	15081	B	50.00	1,325.00	
	W A052918 MHB MEETING/MILEAGE			NEWLAND, DEAN					
	LEDGER BALANCES --- DEBITS:			1,325.00					
					CREDITS:		.00	NET:	1,325.00
74830	62720			Non-Employee Mileage					
					REVISED BUDGET				.00
					PER 01		198.09	198.09	
					PER 02		376.89	574.98	
					PER 03		212.55	787.53	
18/05	130 05/01/18 API 101580			73783	14770	B	98.10	885.63	
	W A050118 MNB MEETING MILEAGE			WILSON, MICHAEL					
18/05	130 05/01/18 API 002809			73788	14769	B	65.40	951.03	
	W A050118 MHB MEETING & MILEAGE			TINQUIST, DAVIN C					
18/05	130 05/01/18 API 002837			73790	14763	B	27.25	978.28	
	W A050118 MHB MEETING AND MILEAGE			JOHANNSEN, CALVIN					
18/05	130 05/01/18 API 004028			73793	14771	B	43.05	1,021.33	
	W A050118 MHB MEETING AND MILEAGE			WINGER, KEITH					
18/05	907 05/29/18 API 002837			75731	15079	B	27.25	1,048.58	
	W A052918 MHB MEETING/MILEAGE			JOHANNSEN, CALVIN					
18/05	907 05/29/18 API 004028			75733	15089	B	43.05	1,091.63	
	W A052918 MHB MEETING/MILEAGE			WINGER, KEITH					
18/05	907 05/29/18 API 001099			75734	15080	B	60.50	1,152.13	
	W A052918 MHB MEETING/MILEAGE			MARCOTTE, ANNE					
18/05	907 05/29/18 API 002809			75735	15087	B	65.40	1,217.53	
	W A052918 MHB MEETING/MILEAGE			TINQUIST, DAVIN C					
18/05	907 05/29/18 API 002534			75738	15081	B	59.95	1,277.48	

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Crow Wing County
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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
	W A052918	MHB MEETING/MILEAGE		NEWLAND, DEAN					
	LEDGER BALANCES --- DEBITS:		1,277.48	CREDITS:		.00	NET:	1,277.48	
74830	62990	Prof. & Tech. Fee - Other							
									REVISED BUDGET .00
					PER 01		5,226.89	5,226.89	
					PER 02		2,783.18	8,010.07	
					PER 03		172,078.09	180,088.16	
					PER 04		6,531.48	186,619.64	
18/05	302 05/08/18	API 002961		74050	14827	B	498.84	187,118.48	
	W A050818	ANNUAL WEB HOSTING MAY 2018 -		EPP MARKETING LP					
18/05	302 05/08/18	API 002961		74051	14827	B	39.00	187,157.48	
	W A050818	MISSISSIPPI WEBSITE ANNUAL REN		EPP MARKETING LP					
18/05	529 05/15/18	API 002876		74975	14908	B	145.50	187,302.98	
	W A051518	PACE LAB #23		PACE ANALYTICAL SERV					
18/05	529 05/15/18	API 002876		74976	14908	B	106.00	187,408.98	
	W A051518	PACE LAB # 23		PACE ANALYTICAL SERV					
18/05	618 05/22/18	API 101308		75000	14968	B	1,092.35	188,501.33	
	W C052218	WSN INVOICE #23		WIDSETH SMITH NOLTIN					
18/05	733 05/21/18	API 101308		75346	15007	B	48.15	188,549.48	
	W A052218	MILEAGE PAID		WIDSETH SMITH NOLTIN					
18/05	1050 05/31/18	GEN				B	525.00	189,074.48	
		RECURRING FINANCIAL SERVICE							
	LEDGER BALANCES --- DEBITS:		189,074.48	CREDITS:		.00	NET:	189,074.48	
74830	63320	Employee Mileage							
									REVISED BUDGET .00
					PER 01		220.96	220.96	
					PER 02		440.36	661.32	
					PER 03		472.75	1,134.07	
					PER 04		222.91	1,356.98	
18/05	785 05/23/18	GNI APRIL					10.90	1,367.88	
	WF PCARD	1434 - Crow wing township Mtg		TIM TERRILL - OOP					
18/05	785 05/23/18	GNI APRIL					43.16	1,411.04	
	WF PCARD	1434 - Landscape stewardship		TIM TERRILL - OOP					
18/05	785 05/23/18	GNI APRIL					67.58	1,478.62	
	WF PCARD	1434 - Sartel WRAPS and Pine		TIM TERRILL - OOP					

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Crow Wing County
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ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
18/05	785 05/23/18	GNI APRIL					37.66	1,516.28	
	WF PCARD	1434 - Morrison Township Mtg							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					105.19	1,621.47	
	WF PCARD	1434 - Beltrami township Mtg							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					38.15	1,659.62	
	WF PCARD	1434 - Geofence field check							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					59.41	1,719.03	
	WF PCARD	1434 - Aitkin Township Mtg							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					26.92	1,745.95	
	WF PCARD	1434 - Sentinel Landscape							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					57.23	1,803.18	
	WF PCARD	1434 - Leech lake 1wlp							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					87.20	1,890.38	
	WF PCARD	1434 - DNR RMT Mtg							
		TIM TERRILL - OOP							
18/05	785 05/23/18	GNI APRIL					56.68	1,947.06	
	WF PCARD	1434 - MHB monthly							
		TIM TERRILL - OOP							
	LEDGER BALANCES --- DEBITS:		1,947.06		CREDITS:	.00	NET:	1,947.06	
74830	64090	Office Supplies							
					REVISED BUDGET				.00
					PER 01		131.87	131.87	
					PER 02		30.82	162.69	
					PER 03		6.15	168.84	
					PER 04		22.96	191.80	
							79.17	270.97	
18/05	785 05/23/18	GNI APRIL							
	WF PCARD	Virgil Fosters funeral							
		TIM TERRILL - FAITHS FLOWERS							
18/05	785 05/23/18	GNI APRIL					115.42	386.39	
	WF PCARD	printer ink							
		TIM TERRILL - OFFICEMAX/DEPOT 6590							
18/05	785 05/23/18	GNI APRIL					3.89	390.28	
	WF PCARD	board snack							
		TIM TERRILL - SUPER ONE FOODS #45							
18/05	785 05/23/18	GNI APRIL					1.21	391.49	
	WF PCARD	agenda packet mailing							
		TIM TERRILL - USPS PO 2611000401							
	LEDGER BALANCES --- DEBITS:		391.49		CREDITS:	.00	NET:	391.49	
	GRAND TOTAL --- DEBITS:		735,600.55		CREDITS:	-192,086.19	NET:	543,514.36	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 05 TO 2018 05

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ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
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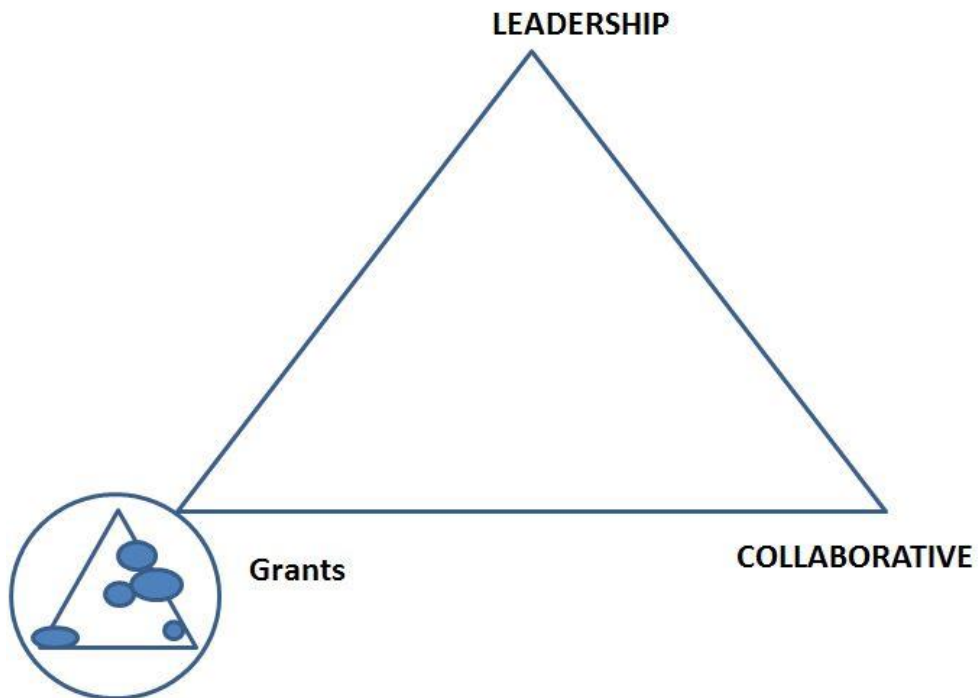
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Planning and Zoning

None

Action/Discussion

Executive Director's Report
LSHOC Program Update
MHB Educational History Video
Comp plan Revision



Executive Director Report

May-June 2018

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 call in meetings with MPCA.
6. Executed Change Order for the MPCA WPLMN grant.
7. Developed contract with Paula West for management of the LSOHC contract.
8. Started calling stakeholders to set up for Canoe Day.
9. Senate Omnibus bill which contained the MHB statute clarification was vetoed by the Governor.
10. Held audit review with DNR on LSOHC grant.

Meetings & Networking

1. Attended easement prospecting meetings with Itasca and Cass SWCD.
2. Attended easement prospecting meetings with Beltrami SWCD.
3. Attended meeting with the city of Bemidji and stakeholders to discuss options for PMA25. The city suggested another alternative, and HR Green is looking at that option. Ultimately there will be 5 options presented with cost analysis so an informed decision on what Best Management Practice meets the civic and environmental values.
4. Discussed with Molly MacGregor how “Wild” and “Scenic” designation was developed for river miles. While she was unclear, she thinks it was developed off platted land.
5. Discussed educational video with Chip Leer.
6. Attended Ruffed Grouse meeting in Duluth.
7. Met with Dan Steward and Chris Pence about potential easement program on Lakes.
8. Attended Itasca Township meeting in Grand Rapids.
9. Attended NCCR meeting to discuss Wildlife Action Plan to target habitat protection on a landscape scale.
10. Attended Aitkin Lakes and Rivers Fair.