

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
July 27, 2018
Cass County Courthouse
Walker, MN 56484

MEETING
MINUTES

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

Others Present: John Steward (DNR Parks and Trails), Dan Steward (BWSR), Chris Pence (BWSR), Marcel Noway (Hubbard SWCD)

Vice- Chairman Johannsen called the meeting to order followed by the Pledge of Allegiance.

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

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

Planning & Zoning

None

Action/Discussion Items Executive Director Report

Tim provided an explanation on how river miles were established for the MHB Comp. Plan. In talking with Wild & Scenic Regional Rivers Coordinator Hector Santiago, it was decided that the Army Corps of Engineers provided the river mile data because they keep records on that type of information. Tim explained that this is the 50th Anniversary of the Wild & Scenic River Act.

Tim researched the cultural resources portion of the MHB Comp. plan and determined that there is a website available where the public can access on a section level the cultural resources in their county. Tim said he amended the draft Comp. plan to reflect this.

Tim talked with the clerk of Palisade and provided guidance toward implementation of planning and zoning requirements.

Tim attended the Northern Counties meeting in Aitkin county and thought it was a good meeting because the DNR presented information about PILT and how it is formulated and provided to the counties. He discussed because of the downturn of land prices in the Great Recession that some Northern Counties are going to see a reduction in PILT payments for the next 6 years.

Tim Discussed with the Crow Wing County Attorney the MHB position on the pipeline. After looking into the definition of Essential Services, the attorney provided a response that the MHB Comp. Plan does not address this issue.

LSOHC Contract with West Communications- M/S (Wilson, Tinquist) to approve of the contract between the MHB and West Communication. Motion Carried.

MHB Lakes Presentation- Dan Steward from the Board of Water & Soil Resources gave a ppt. presentation about a potential opportunity for the MHB to administrate and oversee a multi-county easement opportunity for the lakes. The board agreed with the principle and advised Tim to visit with the 8 member counties to discuss and give the ppt. to them and get feedback from them. Tim should return to the board and present his discussion with the counties to the board.

AIS Program Overview- Tim presented the board with the Rec Campaign and AIS campaign and provided data and concerns with the program. Board members doubted the accuracy of the program to count smartphones and requested that the person responsible for the data come before the board at the next monthly meeting.

Comprehensive Plan revision- The part of the plan that was reviewed was the Section H portion that dealt with permitted, conditional, and non-permitted uses. Tim gathered data from six counties (Morrison, Aitkin, Hubbard, Clearwater, Beltrami, and Crow Wing) and asked a series of four questions about Air B&B's and Home businesses. Tim concluded through the discussion that the MHB has a land use table with a process for permitted, conditional use, and nonpermitted uses that are listed in different Wild and Scenic sections of the river, but 8 counties use different processes to implement a land use or don't even regulate. He also discovered that the Land Use table is not complete and needs flexibility to account for other uses that might be allowed for the River. After much discussion from the board, it was decided that a sentence should be added to the Comp. plan that says "These are the uses that the MHB regulates. Any other use shall be regulated by the shoreland ordinance."

County Updates- None,
Legislative Updates- None

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

Chairman Paul Thiede

Executive Director Tim Terrill

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 07 TO 2018 07

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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
74830	53180	Environmental Assistance /MPCA							
							REVISED BUDGET		.00
					PER 01		-503.14	-503.14	
					PER 02		-1,106.64	-1,609.78	
					PER 03		-884.05	-2,493.83	
					PER 04		-1,113.04	-3,606.87	
					PER 06		-5,762.30	-9,369.17	
18/07	827 07/30/18	GNI					-2,201.66	-11,570.83	
	ST OF MN	POLLUTION CONTROL INV 25							
	LEDGER BALANCES --- DEBITS:		.00		CREDITS:		-11,570.83	NET:	-11,570.83
74830	61000	Salaries & Wages - Regular							
							REVISED BUDGET		.00
					PER 01		4,955.02	4,955.02	
					PER 02		4,955.03	9,910.05	
					PER 03		7,804.16	17,714.21	
					PER 04		5,078.90	22,793.11	
					PER 05		5,078.89	27,872.00	
					PER 06		5,078.90	32,950.90	
18/07	209 07/06/18	PRJ PR0706	1180706	1180706			2,539.45	35,490.35	
	PAY070618	WARRANT=180706	RUN=1	BI-WEEKL					
18/07	549 07/20/18	PRJ pr0720	1180720	1180720			2,539.45	38,029.80	
	pay072018	WARRANT=180720	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		38,029.80		CREDITS:		.00	NET:	38,029.80
74830	61200	Active Insurance							
							REVISED BUDGET		.00
					PER 01		1,470.56	1,470.56	
					PER 02		1,469.38	2,939.94	
					PER 03		1,449.18	4,389.12	
					PER 04		1,448.94	5,838.06	
					PER 05		1,476.12	7,314.18	
					PER 06		1,479.24	8,793.42	
18/07	209 07/06/18	PRJ PR0706	1180706	1180706			734.47	9,527.89	
	PAY070618	WARRANT=180706	RUN=1	BI-WEEKL					
18/07	549 07/20/18	PRJ pr0720	1180720	1180720			742.45	10,270.34	
	pay072018	WARRANT=180720	RUN=1	BI-WEEKL					
	LEDGER BALANCES --- DEBITS:		10,270.34		CREDITS:		.00	NET:	10,270.34

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 07 TO 2018 07

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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	
74830	61300	Employee Pension & FICA								
							REVISED 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		
					PER 05		747.26	4,085.14		
					PER 06		747.20	4,832.34		
18/07	209 07/06/18	PRJ PR0706	1180706	1180706			369.14	5,201.48		
	PAY070618	WARRANT=180706	RUN=1	BI-WEEKL						
18/07	549 07/20/18	PRJ pr0720	1180720	1180720			378.10	5,579.58		
	pay072018	WARRANT=180720	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		5,579.58		CREDITS:		.00	NET:	5,579.58	
74830	62100	Telephone								
							REVISED 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		
					PER 05		57.15	293.72		
					PER 06		56.86	350.58		
18/07	483 07/17/18	API 006205	79368	15639			1.73	352.31		
	W A071718	JULY CTC & 06/18 - 06/18	LD CA CONSOLIDATED	TELECOM						
18/07	483 07/17/18	API 006205	79368	15639			3.92	356.23		
	W A071718	JULY CTC & 06/18 - 06/18	LD CA CONSOLIDATED	TELECOM						
18/07	549 07/20/18	PRJ pr0720	1180720	1180720			55.00	411.23		
	pay072018	WARRANT=180720	RUN=1	BI-WEEKL						
	LEDGER BALANCES --- DEBITS:		411.23		CREDITS:		.00	NET:	411.23	
74830	62680	Non-Employee Per Diems								
							REVISED BUDGET		.00	
					PER 01		250.00	250.00		
					PER 02		300.00	550.00		
					PER 03		250.00	800.00		
					PER 05		525.00	1,325.00		
					PER 06		225.00	1,550.00		
18/07	549 07/20/18	PRJ pr0720	1180720	1180720			75.00	1,625.00		
	pay072018	WARRANT=180720	RUN=1	BI-WEEKL						
18/07	848 07/31/18	API 002837	80189	15801			50.00	1,675.00		
	W A073118	MEETING	JOHANNSEN, CALVIN							

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 07 TO 2018 07

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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
18/07	848 07/31/18 API 002534			80190	15804		50.00	1,725.00	
	W A073118 MEETING			NEWLAND, DEAN					
18/07	848 07/31/18 API 002809			80191	15817		50.00	1,775.00	
	W A073118 MEETING			TINQUIST, DAVIN C					
18/07	848 07/31/18 API 001099			80193	15802		50.00	1,825.00	
	W A073118 MEETING			MARCOTTE, ANNE					
18/07	848 07/31/18 API 004028			80195	15819		50.00	1,875.00	
	W A073118 MEETING			WINGER, KEITH					
18/07	848 07/31/18 API 100532			80196	1909904		50.00	1,925.00	
	W A073118 MEETING			MORRISON COUNTY AUDI					
	LEDGER BALANCES --- DEBITS:			1,925.00	CREDITS:	.00	NET:	1,925.00	
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	
					PER 05		489.95	1,277.48	
					PER 06		209.28	1,486.76	
18/07	813 07/30/18 GNI JUNE						45.78	1,532.54	
	WF PCARD 1071 - MHB								
	PAUL THIEDE - OOP								
18/07	848 07/31/18 API 002837			80189	15801		27.25	1,559.79	
	W A073118 MEETING			JOHANNSEN, CALVIN					
18/07	848 07/31/18 API 002809			80191	15817		65.40	1,625.19	
	W A073118 MEETING			TINQUIST, DAVIN C					
18/07	848 07/31/18 API 001099			80193	15802		60.50	1,685.69	
	W A073118 MEETING			MARCOTTE, ANNE					
18/07	848 07/31/18 API 004028			80195	15819		43.05	1,728.74	
	W A073118 MEETING			WINGER, KEITH					
18/07	848 07/31/18 API 101580			80197	15818		98.10	1,826.84	
	W A073118 MEETING MILEAGE			WILSON, MICHAEL					
	LEDGER BALANCES --- DEBITS:			1,826.84	CREDITS:	.00	NET:	1,826.84	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 07 TO 2018 07

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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	
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		
					PER 05		2,454.84	189,074.48		
					PER 06		4,491.51	193,565.99		
18/07	172 07/03/18	API 101649		78175	15507	B	6,432.36	199,998.35		
	W A070318	MISSISSIPPI HEADWATERS HABITAT WEST COMMUNICATIONS								
18/07	484 07/17/18	API 002876		78807	15645	B	163.50	200,161.85		
	W A071718	PACE LABS #25 PACE ANALYTICAL SERV								
18/07	484 07/17/18	API 002876		78813	15645	B	145.50	200,307.35		
	W A071718	PACE LAB #25 PACE ANALYTICAL SERV								
18/07	484 07/17/18	API 002876		78815	15645	B	97.00	200,404.35		
	W A071718	PACE LAB #25 PACE ANALYTICAL SERV								
18/07	484 07/17/18	API 002876		78817	15645	B	106.00	200,510.35		
	W A071718	PACE LAB #25 PACE ANALYTICAL SERV								
18/07	484 07/17/18	API 101308		78822	15647	B	1,568.18	202,078.53		
	W A071718	WSN INVOICE#26 WIDSETH SMITH NOLTIN								
18/07	591 07/24/18	API 101672		79390	15671		550.00	202,628.53		
	W C072418	CANOE DAY T-SHIRT GLS PROMOTIONS								
18/07	655 07/24/18	API 002876		79846	15739		251.50	202,880.03		
	W A072418	PACE LAN #26 PACE ANALYTICAL SERV								
18/07	655 07/24/18	API 002876		79847	15739		154.50	203,034.53		
	W A072418	PACE LAB #26 PACE ANALYTICAL SERV								
18/07	655 07/24/18	API 002876		79848	15739		203.00	203,237.53		
	W A072418	PACE LAB #26 PACE ANALYTICAL SERV								
18/07	889 07/31/18	GEN					525.00	203,762.53		
	RECURRING FINANCIAL SERVICE									
	LEDGER BALANCES --- DEBITS:			203,762.53	CREDITS:		.00	NET:	203,762.53	
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		
					PER 05		590.08	1,947.06		

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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
					PER 06		539.62	2,486.68	
18/07	813 07/30/18	GNI JUNE					37.06	2,523.74	
	WF PCARD	1434 - Aitkin geofence							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					32.92	2,556.66	
	WF PCARD	1434 - Aitkin Lakes							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					97.56	2,654.22	
	WF PCARD	1434 - Beltrami RAQ meeting							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					53.19	2,707.41	
	WF PCARD	1434 - Grand Rapids WRAPS							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					75.21	2,782.62	
	WF PCARD	1434 - Itasca Township meeting							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					83.39	2,866.01	
	WF PCARD	1434 - MACLC meeting							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					58.32	2,924.33	
	WF PCARD	1434 - MHB Board meeting							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					10.46	2,934.79	
	WF PCARD	1434 - MHB sign pick up							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					123.17	3,057.96	
	WF PCARD	1434 - Ruffed Grouse meeting							
		TIM TERRILL - OOP							
18/07	813 07/30/18	GNI JUNE					27.25	3,085.21	
	WF PCARD	1434 - Sentinel Landscape mtg							
		TIM TERRILL - OOP							
	LEDGER BALANCES --- DEBITS:		3,085.21		CREDITS:	.00	NET:	3,085.21	
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	
					PER 05		199.69	391.49	
					PER 06		27.23	418.72	
18/07	813 07/30/18	GNI JUNE					4.22	422.94	
	WF PCARD	board snack							
		TIM TERRILL - SUPER ONE FOODS #45							
18/07	813 07/30/18	GNI JUNE					1.21	424.15	
	WF PCARD	agenda packet mailing							
		TIM TERRILL - USPS PO 2611000401							
	LEDGER BALANCES --- DEBITS:		424.15		CREDITS:	.00	NET:	424.15	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2018 07 TO 2018 07

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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
GRAND TOTAL --- DEBITS:					265,314.68			CREDITS: -11,570.83	NET: 253,743.85	

46 Records printed

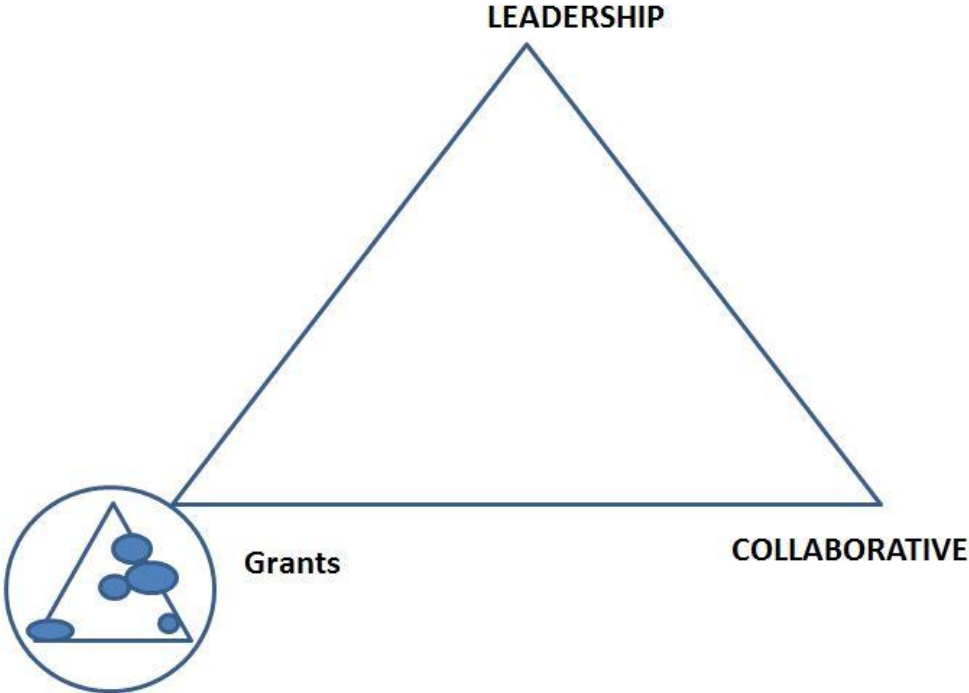
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Planning and Zoning

None

Action/Discussion

Executive Director's Report
AIS & County report
Comp plan Revision



Executive Director Report

July-August 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. LSOHC status report was sent in by contractor.
7. Set up meetings with counties to discuss potential MHB Lakes program.

Meetings & Networking

1. Requested that Lakeland News and the Brainerd Dispatch attend Canoe Days.
2. Met with Ann Wessel from BWSR communication to provide information about an MHB Miss. Headwaters Habitat Corridor Project article and video she is doing. It should be released in the next 3 months.
3. Started setting up planning session with the counties to discuss the potential MHB Lakes program that was brought before the board last month.
4. Held Canoe Days
5. The MHB AIS survey that is being conducted in participating counties is being shared at the state level with a contractor to help evaluate the DNR's positive messaging campaign.
6. Talked with CW SWCD about a potential stormwater project in Riverton.
7. Talked with American Rivers personnel Brad Gordon about floodplain restoration in the Sentinel Landscape area.
8. Attended Clearwater County work session to discuss potential MHB Lakes program.
9. Attended Leech Lake 1W1P advisory committee meeting.
10. Reviewed and submitted comment on GBAJPB ordinance revision.