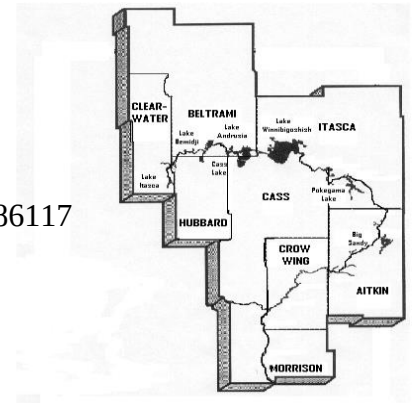




**Mississippi Headwaters Board
Meeting Agenda
MHB Conference Room
322 Laurel St. Brainerd, MN
56401**

Zoom: <https://us02web.zoom.us/j/85890486117>

**March 26, 2021
9:00 am**



9:00 AM

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

9:05 AM Approve/Amend

- Agenda
- Consent Agenda – February '21 Minutes & Expenses

Correspondence

- Letter to Sen Gazelka and Ingebrigtsen

Planning and Zoning (Actions)

- None

Action / Discussion Items:

- MHB SFY 2022 budget
- MHB SFY 2022 Work Plan
- Challenge Partnership Agreement between MHB and Army Corps of Engineers
- MHB Resource retention coordination graph
- Executive Director's Report- discussion

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

Meeting Adjourned - Thank you

**Mtgs: April 23, '21, 9:00 AM – Zoom meeting
June 25th or July 23rd- Potential Planning session**

Attachment 1 & 2

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
February 26, 2021
Miss. Headwaters Board Conference Room
322 Laurel St.
Brainerd, MN

Webconference:

MEETING

MINUTES

Members present by video Roll Call: Ted Van Kempen (Hubbard), Anne Marcotte (Aitkin) Steve Barrows (Crow Wing), Scott Bruns (Cass), Dean Newland (Clearwater), Davin Tinquist (Itasca), and Tim Terrill (Executive Director).

Others Present: Theresa Ebbenga, DNR NW Regional Director

Pledge of Allegiance

Chair Marcotte asked if there were any additions to the agenda. None offered. **M/S (Barrows/Bruns) to approve of the agenda. Motion carried unanimously.**

M/S (Van Kempen/Newland) to approve of the Consent agenda. Motion carried unanimously.

Planning and Zoning

None

Action/Discussion:

1. MHB Report on Leech Lake Band of Ojibwe and Future Work- Tim explained that he attended a tribal council meeting and explained who the MHB is and presented a check for \$10K for the pollinator project. He said that the council was up to date on the regulatory responsibilities of the MHB, and were pleased to learn about our voluntary programs. He also explained that this will lead to future meetings to discuss and develop a cooperator agreement with the LLBO concerning the MHB 2019 Comprehensive Plan. Commissioner Marcotte asked how much land was considered native American on the corridor and Tim said he would get back to them on that. It was brought up by Comm. VanKempen that when updating the agreement that the word "indian" should be changed to "native American." Tim agreed and said that he would also add Rich Robinson to the agenda invite list.
2. MHB video progress- Tim said that in 2020 the MHB worked with Dirk Wierenga on obtaining video footage about the formation and history of the MHB. He said that due to unforeseen circumstances, that he would need to be the narrator to help the story move along. Comm. Marcotte asked if there was an end date, and Tim was hoping to see this completed by mid-summer. Marcotte asked that the board review it before it is presented at the biennial conference. Tim will set up a schedule for review and cost for project should be between \$3,000-\$5,000.
3. 2021 Goals- Comm. Marcotte opened up this topic stating that during the personnel review that board members wanted him to come up with enrichment goals for his personnel review in January, and then

passed the conversation to Tim. Tim said that he developed 3 goals this year: Attend 2 training and/or speaking conferences; Hold a planning session with the MHB board in the summer; and hold program updates at MHB board meetings for the Miss. Headwaters Habitat Corridor program and MN Traditions. Comm. Marcotte stated during the planning session we should view the draft video so board can provide input. It was mentioned that a lunch could be provided.

4. Recreational Signage MOU between the USDA and MHB- Tim stated that he is working on implementing signage across the first 400 miles of the Miss. and that his process is to develop MOU's with agencies to allow that to happen. Tim said that the United States Dept. of Agriculture (USDA) MOU is different than others because USDA cannot provide funding. So the MHB through the Enbridge fund will need to develop content, fabricate, buy materials and install signage. There was some confusion about the process so Tim went through the memorandum and explained it to the board.
M/S (Van Kempen/Barrows) to approve of the MOU. Motion carried unanimously.

5.

Executive Directors Report

1. Tim said that he is working with the Crow Wing SWCD to help coordinate meetings so that everyone is working together when the LCCMR funding and Clean Water Fund funding are being implemented.
2. Tim held a conversation with Patty Thielen, NE DNR Regional Director to discuss county management on DNR lands. Patty said she would talk with her forester to discuss this with them. Later on in the month, Patty called me and said that timber harvest is a revenue generating opportunity for the DNR and that such a partnership would not be advantageous for both parties. Tim said that he would like to see if it would be advantageous for both parties from an efficiency standpoint. Patty said she would connect with Andrew Arens and we could set up a meeting. Theresa Ebbenga, NW Regional Director provided comment about Strategic Land Asset Management and trading of parcels of land. Comm. Marcotte talked about mineral rights and how they affect parcel trading. Tim hoped to clarify the conversation and hopes to begin a discussion about efficient management, not about parcel ownership and trading of lands.
3. Tim said he attended an Aitkin Lakes and Rivers Committee and they are going to hold a float down the Mississippi River in June from Kimball access to Aitkin county campground. Because signage is already implemented on that stretch, it helped the group with logistics and planning. He said that Block North, Little Round Still, and Brother Justus will be there to provide food and beverages.
4. Tim attended the North Central Conservation Roundtable which is a meeting of state, federal, local, and non-profit agencies that discuss conservation efforts occurring in the Miss. Headwaters basin. Tim said that it was noted at the meeting that it was a remarkable complement given to the MHB board for their leadership in allowing county acquisition of parcels through the MHHCP.

Legislative Updates- None

County Updates- Comm. Marcotte explained how an Aitkin constituent showed up at a county board meeting and expressed interest in learning more about AIS and this could be a topic of discussion. She also stated that APT is a new distillery in the Twin Cities and the whiskey is produced from peat grown in Aitkin county. Comm. Van Kempen he has a planning commission meeting on Tuesday and they are looking at tweaking the county shoreland ordinance because it is silent on short term rental. Comm. Barrows added to that thought and stated that short term rentals were classified as commercial last year which caused a spike in cost. Crow Wing county is looking and lowering that through some type of policy decision. Comm. Barrows also stated that 18% of the county residents have received a vaccine shot. Comm. Tinquist stated that the DNR made an acquisition proposal on a parcel on Deer Lake that produced different responses from county board members. Davin said that protecting water quality is important, but should be balanced with an individual's right to do what they want on their land. There is also a gravel pit issue and the county is waiting for DNR to provide

them with more information to see if the pit can still operate near the potential SNA if it is approved. Theresa from the DNR said she would mention this to the NE Regional Director.

M/S (Barrows/Van Kempen) to adjourn. Motion carried unanimously.

Chair Anne Marcotte

Executive Director Tim Terrill

February '21 Budget Summary

		YTD spending/rei mbursement	Projected Budget	% of budget spent	
<u>Revenues:</u>	<u>Monthly Amount</u>				<u>Explanation</u>
Governor's DNR grant (53290)		\$88,452.63	\$124,000.00	71.33%	non competitive quarterly reimbursement
LSOHC grant (53290)		\$4,934.90	\$7,000.00	70.50%	LSOHC reimbursement
Guidebook sales (58400)		\$19.99	\$200.00	10.00%	reimbursment for Guidebook sales
Enbridge program (58300)		\$2,670.76	\$3,000.00	89.03%	up to January signage work
Miscell. Other revenue (58300)			\$2,000.00	0.00%	
MCIT Dividend (58300)		\$283.00	\$424.00	66.75%	MCIT refund
County Support (52990)	\$7,500.00	\$4,500.00	\$12,000.00	37.50%	aitkin, hubbard, cass, crow wing, itasca JPB reimbursement
BWSR Grant Stormwater (53090)			\$1,000.00	0.00%	competitive reimbursement
Total	\$7,500.00	\$12,408.65	\$25,624.00		*
<u>Expenses:</u>	<u>Monthly Amount</u>				<u>Explanation</u>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$8,155.09	\$53,174.85	\$101,801.00	52.23%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)	\$2,492.00		\$2,216.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$200.00	\$1,100.00	\$2,700.00	40.74%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)		\$8.65	\$300.00	2.88%	reimbursed by Gov. DNR grant
Commissioner Mileage (62720)		\$80.50	\$2,900.00	2.78%	reimbursed by Gov. DNR grant
Employee Mileage (63320)		\$325.96	\$4,400.00	7.41%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$525.00	\$6,000.00	\$8,175.00	73.39%	CW account. Services
Office supplies/operations (64090)	\$71.58	\$783.03	\$1,400.00	55.93%	telephone, office supplies
Training & Registration Fees (63380)			\$400.00	0.00%	reimbursed by Gov. DNR grant-
Total	\$11,443.67		\$124,292.00		

Governor's DNR grant is always \$124K every year

LSOHC grant is around \$6K to \$8K every year

*The total under revenue does not reflect the \$124K because it is a non-competitive grant, and it doesn't always fall in the fiscal year.

03/10/2021 09:28
Koriew

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2021 02 TO 2021 02

P
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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
74830	52990			Local Grant							
								REVISED BUDGET			.00
								PER 01			
21/02	136	02/02/21	GNI	190865	AmyG	39606			-4,500.00	-4,500.00	
iNovah			AITKIN	COUNTY AID					-1,500.00	-6,000.00	
21/02	136	02/02/21	GNI	190864	AmyG	39606			-1,500.00	-7,500.00	
iNovah			HUBBARD	COUNTY AID							
21/02	136	02/02/21	GNI	190862	AmyG	39606			-1,500.00	-9,000.00	
iNovah			ITASCA	COUNTY AID							
21/02	136	02/02/21	GNI	190863	AmyG	39606			-1,500.00	-10,500.00	
iNovah			CASS	COUNTY AID							
21/02	530	02/10/21	GNI	191699	AmyG	39666			-1,500.00	-12,000.00	
iNovah			CROW WING	COUNTY SUPPORT							
				LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-12,000.00	NET:	-12,000.00
74830	58300			Miscellaneous Other Revenue							
								REVISED BUDGET			.00
21/02	530	02/10/21	GNI	191700	AmyG	39666			-15,000.00	-15,000.00	
iNovah			BELTRAMI	COUNTY AIS SUPPORT							
21/02	744	02/16/21	GNI	192024	AmyG	39699			-2,000.00	-17,000.00	
iNovah			SHERBURNE	AIS SUPPORT							
21/02	744	02/16/21	GNI	192023	AmyG	39699			-8,600.00	-25,600.00	
iNovah			CROW WING	AIS SUPPORT							
21/02	1187	02/24/21	GNI	192839	AmyG	39759			-15,000.00	-40,600.00	
iNovah			MORRISON	AIS SUPPORT							
21/02	1265	02/26/21	GNI	193158	AmyG	39787			-7,700.00	-48,300.00	
iNovah			TODD	AIS SUPPORT							
				LEDGER BALANCES --- DEBITS:		.00		CREDITS:	-48,300.00	NET:	-48,300.00
74830	61000			Salaries & Wages - Regular							
								REVISED BUDGET			.00
								PER 01			
21/02	578	02/12/21	PRJ	PR0212	1210212	1210212	1210		5,362.08	5,362.08	
			PAY021221	WARRANT=210212	RUN=1	BI-WEEKL			2,890.24	8,252.32	
21/02	1199	02/26/21	PRJ	PR0226	1210226	1210226	1210		2,761.50	11,013.82	
			PAY022621	WARRANT=210226	RUN=1	BI-WEEKL					

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Koriew

Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2021 02 TO 2021 02

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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:			11,013.82	CREDITS:		.00	NET:	11,013.82
74830	61200	Active Insurance							
						REVISED BUDGET			.00
						PER 01			
21/02	578 02/12/21 PRJ PR0212 1210212 1210212				1210		1,685.31 848.48	1,685.31 2,533.79	
	PAY021221 WARRANT=210212 RUN=1 BI-WEEKL								
21/02	1199 02/26/21 PRJ PR0226 1210226 1210226				1210		838.33	3,372.12	
	PAY022621 WARRANT=210226 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			3,372.12	CREDITS:		.00	NET:	3,372.12
74830	61300	Employee Pension & FICA							
						REVISED BUDGET			.00
						PER 01			
21/02	578 02/12/21 PRJ PR0212 1210212 1210212				1210		772.64 418.02	772.64 1,190.66	
	PAY021221 WARRANT=210212 RUN=1 BI-WEEKL								
21/02	1199 02/26/21 PRJ PR0226 1210226 1210226				1210		398.52	1,589.18	
	PAY022621 WARRANT=210226 RUN=1 BI-WEEKL								
	LEDGER BALANCES --- DEBITS:			1,589.18	CREDITS:		.00	NET:	1,589.18
74830	61500	Worker's Compensation							
						REVISED BUDGET			.00
21/02	448 02/09/21 API 101939 141328 1929166						2,492.00	2,492.00	
	W A020921 MCIT WORK COMPENSATION MN COUNTIES INTERGOV								
	LEDGER BALANCES --- DEBITS:			2,492.00	CREDITS:		.00	NET:	2,492.00
74830	62100	Telephone							
						REVISED BUDGET			.00
						PER 01			
21/02	596 02/16/21 API 006205 141780 25899						57.08 2.03	57.08 59.11	
	W C021621 FEBRUARY CTC & 1/21 - 1/21 LD CONSOLIDATED TELECOM								
21/02	596 02/16/21 API 006205 141780 25899						.25	59.36	
	W C021621 FEBRUARY CTC & 1/21 - 1/21 LD CONSOLIDATED TELECOM								
21/02	1199 02/26/21 PRJ PR0226 1210226 1210226				1210		55.00	114.36	

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2021 02 TO 2021 02

P
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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
PAY022621 WARRANT=210226 RUN=1 BI-WEEKL									
	LEDGER BALANCES --- DEBITS:			114.36	CREDITS:		.00	NET:	114.36
74830	62680	Non-Employee Per Diems			REVISED BUDGET				.00
21/02	139 02/02/21 API 003257			140866	25803		50.00	50.00	
	W A020221 MHB PER DIEM			GAASVIG, CRAIG					
21/02	139 02/02/21 API 003356			140867	25804		50.00	100.00	
	W A020221 TED VANKEMPEN MHB PER DIEM			HUBBARD COUNTY TREAS					
21/02	139 02/02/21 API 100532			140868	1929020		50.00	150.00	
	W A020221 MIKE WILSON MHB PER DIEM			MORRISON COUNTY AUDI					
21/02	139 02/02/21 API 001099			140869	25805		50.00	200.00	
	W A020221 MHB PER DIEM			MARCOTTE, ANNE					
	LEDGER BALANCES --- DEBITS:			200.00	CREDITS:		.00	NET:	200.00
74830	62990	Prof. & Tech. Fee - Other			REVISED BUDGET				.00
					PER 01		10,692.83	10,692.83	
21/02	1533 02/28/21 GEN						525.00	11,217.83	
	RECURRING FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:			11,217.83	CREDITS:		.00	NET:	11,217.83
74830	64090	Office Supplies			REVISED BUDGET				.00
					PER 01		37.20	37.20	
21/02	1366 02/28/21 GNI JAN						2.80	40.00	
	BREM PCARD mailing of guidebook								
	TIM TERRILL - USPS PO 2611000401								
21/02	1366 02/28/21 GNI JAN						3.20	43.20	
	BREM PCARD Beltrami Pamphlets								
	TIM TERRILL - USPS PO 2611000401								
21/02	1366 02/28/21 GNI JAN						8.30	51.50	
	BREM PCARD TNC Pamphlets								
	TIM TERRILL - USPS PO 2611000401								
	LEDGER BALANCES --- DEBITS:			51.50	CREDITS:		.00	NET:	51.50
	GRAND TOTAL --- DEBITS:			30,050.81	CREDITS:		-60,300.00	NET:	-30,249.19

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Crow Wing County
ACCOUNT DETAIL HISTORY FOR 2021 02 TO 2021 02

P 4
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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
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28 Records printed

** END OF REPORT - Generated by Korie Wiggins **



Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

March 8, 2021

The Honorable Paul Gazelka
95 University Avenue W.
Minnesota Senate Bldg., Room 3113
St. Paul, MN 55155

Subject: Support of Senate File 166 2020 Environmental Natural Resource Trust Funds Appropriations

Dear Senator Gazelka:

The City of Baxter, Mississippi Headwaters Board (MHB), and the Crow Wing Soil and Water Conservation District are requesting that the Senate pass Senate File 166 which includes the 2020 Environmental Natural Resources Trust Fund (ENRTF) appropriations. These funds are essential for the City of Baxter to move forward on a 20-year project to reduce 50 tons of sediment and 212 pounds of phosphorous out of the Mississippi River. The \$500,000 ENRTF grant funds will aid the City to purchase 13.8 acres of land to develop a regional wetland stormwater treatment system.

In December 2020, the Board of Water of Soil Resources awarded the partnership \$890,000 funds to build the stormwater runoff project that will filter 400 acres of mostly impervious surface including State Highway 371 and 210 corridors. The City has committed \$300,000 to the project. This project is located in the City of Baxter and will reduce containments to Whiskey Creek and eventually the Mississippi River. This project ranked in the top three for 2020 Minnesota Clean Water Fund grant applications (32 projects funded). However, before the City can build the system, we need to finalize the purchase agreement with Good Samaritan.

The SWCD and City initiated the project back in 2013 to look at the entire area that drains into Whiskey Creek. The City developed a feasibility study to refine the conceptual design, treatment, performance, and cost for the site at the Whiskey Creek on the northside of Excelsior Road.

This project also has broader statewide benefits that include:

- This project is located within the City of Minneapolis Drinking Water Source Water Protection Watershed. **Over two million people drink water out of the Mississippi River every day.**
- This stretch of the river currently does not meet water quality standards for total suspended solids, aquatic life, and aquatic consumption.
- The MHB ranked this project 2nd highest for removal of phosphorus out of 59 projects cumulative best management practice study in the entirety of the upper 400 miles of the Mississippi River.
- Out of the upper Mississippi River (first 400 miles), this specific subwatershed has the highest percent of developed land use.
- The project is located in heart of the City adjacent to the Paul Bunyan State Trail and upstream

of the Northland Arboretum.

- The US Forest Service ranked the Mississippi Brainerd Watershed (07010104-656) in the top five of all Minnesota watersheds for the ability to produce cold and clean water for downstream drinking water users. **The City of Minneapolis draws over 21 billion gallons of water per year from the Mississippi River.**

As Majority Leader of the Senate, we ask that you do everything in your power to assure the adoption of Senate File 166 before April 2, 2021. The deadline for the 2022 ENRTF Grant Application is April 2, 2021. Failure to adopt the bill will result in a lost opportunity to make a significant environmental improvement to a very important waterway in our State. Please let us know if we can be of any assistance to you in this effort, whether it be testifying at a hearing(s) or calling on others to gain their support.

Thank you for your time, consideration, and all the work you do on behalf of our region/state.

Sincerely,

<i>Tim Terrill</i> Tim Terrill (Mar 8, 2021 11:25 CST)	<i>Melissa Barrick</i>	<i>Bradley Chapulis</i> Bradley Chapulis (Mar 8, 2021 11:42 CST)
Tim Terrill Executive Director Mississippi Headwaters Board 322 Laurel St. Suite 34 Brainerd, MN 56401	Melissa Barrick District Manager Crow Wing Soil and Water Conservation District 322 Laurel St. Suite 22 Brainerd, MN 56401	Bradley Chapulis City of Baxter City Administrator 13190 Memorywood Dr Baxter, MN 56425
		



Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

March 9, 2021

The Honorable Bill Ingebrigtsen
95 University Avenue W.
Minnesota Senate Bldg., Room 3207
St. Paul, MN 55155

Subject: Support of Senate File 166 2020 Environmental and Natural Resource Trust Funds
Appropriations

Dear Senator Ingebrigtsen:

The City of Baxter, Mississippi Headwaters Board (MHB), and the Crow Wing Soil and Water Conservation District (SWCD) are requesting that the Senate pass Senate File 166 which includes the 2020 Environmental and Natural Resources Trust Fund (ENRTF) appropriations. These funds are essential for the City of Baxter to move forward on a 20-year project to reduce 50 tons of sediment and 212 pounds of phosphorous out of the Mississippi River. The \$500,000 ENRTF grant funds will aid the City to purchase 13.8 acres of land to develop a regional wetland stormwater treatment system. In December 2020, the Board of Water of Soil Resources awarded the partnership \$890,000 funds to build the stormwater runoff project that will filter 400 acres of mostly impervious surface including State Highway 371 and 210 corridors. The City has committed \$300,000 to the project. This project is located in the City of Baxter and will reduce containments to Whiskey Creek and eventually the Mississippi River. This project ranked in the top three for 2020 Minnesota Clean Water Fund grant applications (32 projects funded). However, before the City can build the system, we need to finalize the purchase agreement with Good Samaritan.

The SWCD and City initiated the project back in 2013 to look at the entire area that drains into Whiskey Creek. The City developed a feasibility study to refine the conceptual design, treatment, performance, and cost for the site at the Whiskey Creek on the northside of Excelsior Road.

This project also has broader statewide benefits that include:

- This project is located within the City of Minneapolis Drinking Water Source Water Protection Watershed. **Over two million people drink water out of the Mississippi River every day.**
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- Out of the upper Mississippi River (first 400 miles), this specific subwatershed has the highest percent of developed land use.
- The project is located in heart of the City adjacent to the Paul Bunyan State Trail and upstream

of the Northland Arboretum.

- The US Forest Service ranked the Mississippi Brainerd Watershed (07010104-656) in the top five of all Minnesota watersheds for the ability to produce cold and clean water for downstream drinking water users.
- **The City of Minneapolis draws over 21 billion gallons of water per year from the Mississippi River.**

As Chair of the Environmental and Natural Resource Finance, we ask that you do everything in your power to assure the adoption of Senate File 166 before April 2, 2021. The deadline for the 2022 ENRTF Grant Application is April 2, 2021. Failure to adopt the bill will result in a lost opportunity to make a significant environmental improvement to a very important waterway in our State. Please let us know if we can be of any assistance to you in this effort, whether it be testifying at a hearing(s) or calling on others to gain their support.

Thank you for your time, consideration, and all the work you do on behalf of our state.

Sincerely,

 Tim Terrill (Mar 9, 2021 08:44 CST)		 Bradley Chapluis (Mar 9, 2021 08:42 CST)
Tim Terrill Executive Director Mississippi Headwaters Board 322 Laurel St. Suite 34 Brainerd, MN 56401	Melissa Barrick District Manager Crow Wing Soil and Water Conservation District 322 Laurel St. Suite 22 Brainerd, MN 56401	Bradley Chapluis City of Baxter City Administrator 13190 Memorywood Dr Baxter, MN 56425
		

Planning and Zoning

None

Action/Discussion

MHB SFY 2022 budget

MHB SFY 2022 Work Plan

Challenge Partnership Agreement between MHB and Army Corps of Engineers

MHB Resource retention coordination graph

Executive Director's Report- discussion

SFY ANNUAL BUDGET '22

July 1, 2021 to June 30, 2022

Expenses	Budgeted Annually
Salary (Insur,active insur, Exec. Director PERA&FICA)	\$ 103,866.00
Travel & Training Expenses	\$ 100.00
Insurance Liability (Work Comp)	\$ 3,216.00
Phone Services	\$ 700.00
MHB Per Diem	\$ 3,567.00
MHB Mileage (IRS rate)	\$ 500.00
Staff Mileage	\$ 1,000.00
Office Operations:	\$720.00
Prof. Service most of this is pass through except CW financial, , science fair, web hosting, audit	\$ 651,455.00 *
EXPENSE TOTAL	\$ 765,124.00

Revenue	Income
State/DNR	\$ 124,000.00
Grant Revenue	\$ 613,800.00
County Appropriations	\$ 12,000.00
County in-kind Support \$231,462	
Reserve Funding	
Misc. Revenue (AIS,MCIT divd.)	\$ 424.00
Guidebook Sales	\$ 200.00
Sub-total	\$ 750,424.00
Grants/Other	Approximate Admin. Revenue
Outdoor Heritage Fund	\$6,700
AIS MN Traditions	\$3,000
CWF Bemidji PMA 25	\$1,000
Miss. River signage	\$3,000
LCCMR Whiskey Creek	1,000
Sub-total	\$14,700
REVENUE TOTAL	\$ 765,124.00

Reserve funding could be used from the MHB fund balance account to fund the Program Specialist position, but should not be considered a committed fund. It is the desire of the MHB Board that the base funding of the State/DNR allocation be increased to fund the program specialist position.

*\$500,000 from the LCCMR grant is pass through.

Mississippi Headwaters Board Work Plan

July 1st, 2021 to June 30th, 2022

SFY 2022

This Work Plan is submitted as required by Minnesota Statute 103F.361 to 103F.377 and the MNDNR. The Work Plan is to be implemented by the joint powers board member counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca and Morrison in conjunction with the attached budget. This proposed budget recognizes the work that has been accomplished the last couple of years, and looks forward to full funding of what we can accomplish with ever increasing responsibility to protect the first 400 miles of the Mississippi River.

WORK PLAN:

The Mississippi Headwaters Board (MHB) participates with and provides leadership and staff support to citizens and partners within the Upper 400 mile Mississippi River corridor, as funding permits, in four program areas:

- A.1. Protect and Enhance Scientific Values
- A.2. Protect and Enhance Natural Values
- A.3. Protect and Enhance Historic/Cultural Values
- A.4. Protect and Enhance Recreational Values
- A.5. Administration

The Mississippi Headwaters Board has made river protection a priority, and remains ready to champion the development of this cause. The funding necessary to complete this will require utilizing many revenue streams such as: Clean Water Legacy, general appropriation, Outdoor Heritage funding, and private funding opportunities. The work plan and budget constitute an effective plan to coordinate Mississippi Headwaters Board efforts with the Minnesota's water protection initiatives. This organization is up to the challenge with and through the on-going support of the state of Minnesota, our eight member counties, various local agencies, and private partners. Below are key initiatives that the Mississippi Headwaters Board plans to execute, followed by the four program area details as mentioned above.

SFY 2023 INITIATIVES

I. Storm water Implementation

The Executive Director will implement the LCCMR grant to help acquire approximately 14 acres for Baxter. Work on the Bemidji project will begin and be completed by 12/31/21

Measureable: Land will be acquired in the city of Baxter to help secure a place for a storm water prevention practice to be installed later. Complete the Bemidji project.

Result:

II. Aquatic Invasive Species (AIS)

Implement funding for Social Media campaign.

Measurable: Leverage approximately \$70,000 to increase 8,000-10,000 followers on Facebook and Twitter.

Result:

III. Natural Resource Protection

The MHB will continue to implement previous appropriation from the Outdoor Heritage Fund, including a new appropriation to begin on July 1, 2021.

Measurable: Projected to protect in fee-title acquisition and easement an additional 1,300 acres and an additional 5 miles of shoreland.

Result:

IV. Recreational signage

Implement signage on different stretches of the Mississippi River.

Measurable: signage will be implemented in the following stretches.

Result: Aitkin Aitkin City Park to Aitkin County Campground

Itasca Steamboat Park to Blackberry Bridge

Morrison Belle Prairie Park to LeBourget Park

PROGRAM AREAS

A.1.To Protect and Enhance Scientific Values

Goal: Organize agencies and organizations to promote protection of the Mississippi River regarding water monitoring and scientific data accumulation and modeling.

The MHB will:

—use data to identify and prioritize water quality issues pertaining to stormwater, groundwater, and source water protection;

—promote the use of best available technologies and develop processes to ensure that data is incorporated into state and county planning efforts.

A.2.To Protect and Enhance Natural Values

Goal: To preserve and protect the habitat and water quality of the Mississippi River and watersheds that drain into it by coordinating partnerships that meet the goals of the MHB.

The MHB will:

—form partnerships to promote the leadership of the MHB while leveraging resources to protect the river;

—protect and restore parcels along the Corridor and catchments to enhance the habitat and water quality of the catchment in cooperation with government and non-profit agencies;

—work with federal, state, and local agencies to ensure consistent communication between multi-jurisdictional entities;

- continue regional planning and implementation of stormwater protection practices with cities to help preserve the Mississippi River and continue developing regional and statewide awareness and education efforts about aquatic invasive species;
- maintain and enforce the Plan and minimum zoning standards to promote consistent performance-based zoning; mitigate impervious lot expansion through BMPs and plans; and maintain public land ownership in the Corridor.

A.3.To Protect and Enhance Historic/Cultural Values

Goal: Create partnerships and strategies with organizations to develop, protect, promote, store, display, and increase awareness about the Mississippi River’s valuable history and cultural areas.

The MHB will:

- utilize its website and the best available technologies to collect, store, and disseminate historical and cultural information;
- coordinate partners and tribes to gain and disseminate information of culturally significant areas and encourage the preservation of historic maps, photographs, and documents.

A.4.To Protect and Enhance Recreational Values

Goal: Facilitate and maintain new and existing partnerships with stakeholders to promote, develop, and protect the recreational opportunities that complement the Mississippi River.

The MHB will:

- work with local, county, and state partners to coordinate efforts and improvements to the Great River Road and the Mississippi River Trail to help people experience the river in a meaningful way;
- help coordinate multi-purpose water and recreational trail plans to encourage planning and implementation consistency at a regional level.
- work with local, county, and state partners to coordinate efforts to protect the member counties from invasive species.

A.5. Administration:

Consistent with the MCIT (Minnesota County Trust Insurance) and other government policies, Mississippi Headwaters Board will administer, coordinate, and communicate efficiently and ethically in the public interest, to provide cost efficient, reliable and courteous public service to the best of its ability. This will be accomplished in compliance with the enabling statute and the Comprehensive Land-use Plan. The computer programs will be used to the maximum potential within the abilities of staff, taking into consideration that many constituents rely on traditional means of communication and cannot be neglected.

1. Provide technical support, staff support, comment, training and review as needed.
2. Ensure consistent, administered action of minimum standards through zoning procedures and a prioritized risk assessment methodology for specific river focused objectives.
3. Provide review and comment of conditional use projects in the corridor.
4. Certify county actions on variances, ordinances, and amendments to zoning ordinances; or utilize process for appeal.
5. Work with applicants (and/or local zoning personnel) prior to the board meeting in order to improve application quality and compliance.

6. Meetings (External Operations)

- a. The Mississippi Headwaters Board will meet monthly or as necessary to review and certify zoning variances, amendments and ordinances from the eight member counties.
- b. Prepare testimony as needed.
- c. Provide an agenda that provides information on budget, correspondence, actions, and pertinent issues.
- d. Meet with the Technical Advisory Committee as deemed necessary to review over the Comprehensive plan and area zoning requirements.
- e. Mississippi Headwaters Advisory Committee will meet according to the by-laws and as deemed necessary.
- f. Assemble a Project Review Committee to assist the board with filtering area zoning/environmental projects for board involvement.
- g. Administer and maintain professional services and contracts as needed.

7. Internal Operations

- a. The Executive Director with the direction of the Mississippi Headwaters Board will oversee activities in compliance with the Crow Wing Personnel Policy and continue the planning process to acquire funding for the position to oversee day to day operations and ensure funding sustainability.
 - i. Define duties & obligations.
 - ii. Assure eight county participation with the Mississippi Headwaters Board activities.
 - iii. Locate/strengthen ties with other partners and legislative agencies.
 - iv. Formal planning process for continued development of Mississippi Headwaters Board role.
- b. The Fiscal Agent with the direction of the Executive Director will perform office duties in compliance with the Personnel Policy.
 - i. Maintain office and computer network.
 - ii. Maintain website and mailing list files.
 - iii. Archive old files.
 - iv. Address needs in compliance with the MCIT, OSHA, and other recommendations.
 - v. Maintain financial system and provide:
 - Revenue accounts, invoices, contracts and expenditures.
 - Monthly financial reports to the Mississippi Headwaters Board.
 - Assistance for audits.
 - Prepare annual and FY budget, materials, and requests for each county.
 - Coordinate annual budget.
- c. Staff Development
 - 1. Continued professional education of staff.
 - 2. Fulfill federal, state, local and Mississippi Headwaters Board requirements for employees as discussed in the Crow Wing County Personnel Policy.

CHALLENGE PARTNERSHIP AGREEMENT
BETWEEN
THE DEPARTMENT OF THE ARMY
AND
Mississippi Headwaters Board

THIS AGREEMENT, entered into this day of ____, 20____, by and between the Department of the Army (hereinafter the "Government"), represented by the District Commander, U.S. Army Engineer St. Paul District and the Mississippi Headwaters Board, (hereinafter the "Partner").

WITNESSETH, THAT:

WHEREAS, the Government manages lands and waters within the Mississippi Headwaters Project (consisting of Leech Lake, Winnibigoshish, Pokegama, Sandy Lake, Cross Lake and Gull Lake project sites) which includes recreational opportunities, environmental stewardship, and water safety information for the public, and

WHEREAS, the installation of interpretive signage at Mississippi Headwaters project site boat launches and/or water access points will increase knowledge and safety for visitors wishing to engage in paddling (canoe, kayak, etc.) opportunities from Corps of Engineers facilities and provide educational stewardship of the Mississippi River and associated waterways, and

WHEREAS the Partner is interested in promoting and assisting the Government in providing interpretive signage at Government owned and operated boat landings and water access areas to inform users of the Mississippi River, and associated tributaries, of waterway paddling information to include safety, maps, and local area history as it relates to the paddle routes.

WHEREAS, it is mutually beneficial to the Government and the Partner to work cooperatively to make Mississippi River paddling (canoe, kayak, etc.) interpretive signage available to the public, and

WHEREAS, the Partner, in order to assist the Government in this project has voluntarily agreed to pay a portion of the cost, and

WHEREAS, Section 225 of the Water Resources Development Act of 1992, PL 102-580, (Oct 31, 1992), authorizes the Secretary of the Army to accept contributions from the Partner and apply those contributions to the Project, and

WHEREAS, the Government and the Partner have the full authority and capability to perform as hereinafter set forth and intend to cooperate in financing and challenge cost-sharing in accordance with the terms of this agreement;

NOW THEREFORE, the Government and the Partner agree as follows:

ARTICLE I - DEFINITIONS AND GENERAL PROVISIONS

For purposes of this agreement:

a. The term "Project" shall mean a kiosk or sign post(s) displaying three 24" x 36", ¼" solid acrylic aluminum laminate interpretive signs discussing the waterway paddling route and water safety considerations from the Government boat landing to the next designated water access point. It shall be the responsibility of the Mississippi Headwaters Board to develop partnerships with the landowner or manager of the next designated water access point. At U.S. Army Corps of Engineers Headwaters sites the kiosk will be installed near the appropriate boat landing or area agreed upon between the respective site's lead staff and the Headwaters Board.

b. The term "total project costs" shall mean all costs incurred by the Government and the Partner directly related to construction of the project.

c. This agreement in no way restricts the Government from participating in similar activities or arrangements with, or accepting contributions from, other public and private agencies, organizations, and individuals.

d. All donated property, facilities and improvements placed on Government land as well as any work accomplished under this agreement shall become the property of the Government.

ARTICLE II - OBLIGATIONS OF THE PARTIES

a. The Government, subject to and using funds appropriated by the Congress of the United States (hereinafter the "Congress"), and using funds provided by the Partner, shall expeditiously construct the Project, applying those procedures usually applied to Federal projects, pursuant to Federal laws, regulations, and policies. The award of contracts, modifications or change orders, and performance of all work on the Project (whether the work is performed under contract or by the Government personnel) shall be exclusively within the control of the Government.

b. The Government shall provide materials and labor to create a kiosk and install the interpretive signage. The Government agrees to maintain the installed interpretive signage for a period of 5 years.

c. The Partner shall provide research, content, graphic design, and fabrication of signage for the project. Content and design of the signage must be approved by the Government prior to fabrication.

d. The Government shall perform a final accounting to determine the contributions provided by all parties to this agreement and to determine whether each has met its obligations under paragraphs b and c of this Article.

e. No Federal funds may be used to meet the Partner's total project costs under this Agreement.

ARTICLE IV - DISPUTE RESOLUTION

As a condition precedent to a party bringing any suit for breach of this Agreement, that party must first notify the other party in writing of the nature of the purported breach and seek in good faith to resolve the dispute through negotiation. If the parties cannot resolve the dispute through negotiation, they may agree to a mutually acceptable method of non-binding alternative dispute resolution with a qualified third party acceptable to both parties. The parties shall each pay 50 percent of any costs for the services provided by such a third party as such costs are incurred. The existence of a dispute shall not excuse the parties from performance pursuant to this Agreement.

ARTICLE V - FEDERAL AND STATE LAWS

In exercise of their respective rights and obligations under this Agreement, the Government and the Partner agree to comply with all applicable Federal and State laws and regulations, including, but not limited to, Section 601 of Title VI of the Civil Rights Act of 1964, PL 88-352, and the Department of Defense Directive 5500.11 issued pursuant thereto and published in Part 300 of Title 32, Code of Federal Regulations, as well as Army Regulations 600.7, entitled "Non-discrimination on the Basis of Handicap in Programs and Activities Assisted or Conducted by the Department of the Army."

ARTICLE VI - RELATIONSHIP OF PARTIES

a. In the exercise of their respective rights and obligations under this Agreement, the Government and the Partner each act in an independent capacity, and neither is to be considered the officer, agent, or employee of the other.

b. In the exercise of its rights and obligations under this Agreement, neither party shall provide, without the consent of the other party, any contractor with a release that waives or purports to waive any rights such other party may have to seek relief or redress against such contractor either pursuant to any cause of action that such other party may have or for violation of any law.

ARTICLE VII - OFFICIALS NOT TO BENEFIT

No member of or delegate to the Congress, or resident commissioner, shall be admitted to any share or part of this Agreement, or to any benefit that may arise therefrom.

ARTICLE VIII - INDEMNIFICATION

The Partner shall hold and save the Government free from all damages arising from

services it performs or provides for the construction, operation, maintenance, repair, replacement, and rehabilitation of the Project, except for damages due to the fault or negligence of the Government or its contractors.

ARTICLE IX - TERMINATION OR SUSPENSION

a. If at any time the Partner fails to fulfill its obligations under this Agreement, the District Commander shall terminate this Agreement or suspend future performance under this Agreement unless he/she determines that continuation of work on the Project is in the interest of the United States or is necessary in order to satisfy agreements with any other non-Federal interests in connection with the Project.

b. If the Government fails to receive annual appropriations in amounts sufficient to meet Project expenditures for the then-current or upcoming fiscal year, the Government shall so notify the Partner, and 60 calendar days thereafter either party may elect without penalty to terminate this Agreement or to suspend future performance under this Agreement. In the event that either party elects to suspend future performance under this Agreement pursuant to this paragraph, such suspension shall remain in effect until such time as the Government receives sufficient appropriations or until either the Government or the Partner elects to terminate this Agreement.

c. In the event that either party elects to terminate this Agreement pursuant to this Article, both parties shall conclude their activities relating to the Project.

ARTICLE X - NOTICES

a. Any notice, request, demand, or other communication required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally or by telegram, or mailed either by first-class, registered, certified mail, or certified/digitally signed email as follows:

If to the Partner: Mississippi Headwaters Board
 Tim Terrill
 322 Laurel St
 Brainerd, MN
 timt@mississippiheadwaters.org

If to the Government: U.S. Army Corps of Engineers
 Mississippi Headwaters Project Office
 PO Box 652
 Grand Rapids, MN 55744
 tamryn.frauenshuh@usace.army.mil

b. A party may change the address to which such communications are to be directed by giving written notice to the other party in the manner provided in this Article.

c. Any notice, request, demand, or other communication made pursuant to this Article

shall be deemed to have been received by the addressee at the earlier of such time as it is actually received or seven calendar days after it is mailed.

ARTICLE XI - CONFIDENTIALITY

To the extent permitted by the laws governing each party, the parties agree to maintain the confidentiality of exchanged information when requested to do so by the providing party.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective upon the date it is signed by the U.S. Army Corps of Engineers St. Paul District.

The Department of the Army
BY: _____
Randall R. Urich
Operations Project Manager
Recreation and Natural Resources Branch
St. Paul District - US Army Corps of Engineers
DATE: _____

Mississippi Headwaters Board
BY: _____
Tim Terrill
Executive Director
DATE: _____

Aitkin Resource Retainment Planning Table

INTENTIONALITY



Aitkin Planning with Public

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
See (Attracting)							Paddle your Glass Off		Steamboat Days/Ripplesippie				
Engage (Partner)	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting	Monthly meeting



MHB Resource Retainment Planning Table

INTENTIONALITY

MHB Planning with Agencies

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
See (Attracting)				ACOE paddle time	Little Falls River Raft	Paddle your Glass off	Beltrami Dragon Boat/ Itasca event	Steamboat Days/Ripple sippie/MHB Paddling Day	Little Falls Biathalon			
Engage (Partner)												Regional Planning session



Executive Director Report

February-March 2021

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. Reviewed video and developed timeline with Dirk on showing before the board and getting comments. 6/1 will be a trailer, 9/13 will be a draft final video, and 10/4 will be final video sent to Dirk.
6. Dropped off Recreational signs to Morrison, Aitkin, and Itasca. Aitkin is going to try to use a high school student and/or Eagle scout to help build the kiosk at Aitkin City Park. So our project is slowly turning into a resource/entertainment/economic/community project.
7. Updated contact list for participating counties in MN Traditions for journalist to interview about AIS stories.

Meetings & Networking

1. Participated in Crow Wing DRT meeting with landowner. It was determined that an administrative permit was needed instead of a variance for a resort.
2. Sent email to Executive Director of the MN Parkway Commission and congratulated them on the federal designation of roads in MN becoming all-american roads. I provided pictures of the Mississippi River for them to include in their grant application. Though \$16 million for 2021 will mean a highly competitive nationwide grant program, it is the first time in several years that the program has been funded at all and so it's really promising news. This will help provide a grant opportunity for the MN Parkway commission to fund projects from their 10 yr. Comprehensive Plan that I participated in developing many years ago.
3. Held meeting with the LLBO tribal council and gave a ppt. on who the MHB is and our regulatory and voluntary grants. I gave the announcement that we will provide them with a check for the Jackson village vegetative site. I see our future work with them on developing an MOU for the MHB Comp. plan, and then future partnerships.
4. Conversation with DNR Regional manager Patty Theilen. Timber sales is high priority work. School trust lands are geared toward schools, left over land WMA goes to forestry programs regeneration. Andrew Arens.
5. Held meeting with Minn. Aquatic Invasive Species Research Center (MAISRC) associate Meg Duhr about their Stop Spiny Waterflea campaign and how MN Traditions could help with it. Exploratory work is being done by MAISRC to determine posts and cost/wk.
6. Held zoom meeting with Comm. Barrows, myself, and Andrew Arens (DNR) to talk about efficiencies in forest management between the county and the state. While at a high

level it seems profitable to have combined and/or coordinated timber sales simultaneously with the state; age, class, species, timing, certification need to be explored at a field level to see what could be coordinated. Comm. Barrows will pass the contact information on to CW personnel, Ryan Simeonson for a more detailed study.

7. Attended DNR sessions for AIS coordinators. Sessions focused on process and practices rather than value of using Best Management Practices.
8. At the request of Sen. Carrie Rudd, the MHB along with City of Baxter and Crow Wing SWCD sent a letter to Sen. Paul Gazelka and Rep. Ingebrigtsen to pass the bills related to the 2020 Environmental and Natural Resources Trust Fund appropriation (Whiskey Creek). It is our hope that this will speed up the process.
9. Had Zoom meeting with Alex Videka of Avenza Maps to talk about an update that they are doing to streamline and update the QR code process. Because the MHB uses QR codes on the Miss. River recreational signage, we were pursued for a meeting. What is interesting is that Avenza is using a standardized ppt. to talk about these QR codes to clients and uses the MHB as an example. They feature an article in the Morrison Record newspaper that explains how the MHB is using Avenza in their Miss. River Recreational campaign. This is giving national and international exposure to the MHB.
10. Held conversation with Sabrina from Little Falls Convention and Visitors Bureau to talk about Community events on the Miss. River. She is working with the Little Falls Area group to host an event from Belle Prairie to Lebourget Park where there will be fresh fruit at the beginning of the paddle at Belle Prairie, and wine tasting, music, and festivities at LeBourget Park. I explained to her the regional role of MHB in working together to promote Miss. River events and she invited me to attend a meeting with Little Falls.