



**Mississippi Headwaters Board
Meeting Agenda
Cass County Board Room Walker, MN**

<https://us02web.zoom.us/j/81090542542>

**January 28, 2022
10:00 am**

10:00 AM

- **Call to Order/Pledge of Allegiance**
- **Officer Election- 2021 Officers-** Chair- Anne Marcotte (Aitkin), Vice Chair- Davin Tinquist (Itasca) Sec./Treasurer- Steve Barrows.

10:05 AM Approve/Amend

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

Correspondence

- January Press Release
- DNR recognition of Minnesota Traditions
- Letter to Betty McCollum

Planning and Zoning (Actions)

- none

Action / Discussion Items:

- Lakepledge in the MHB region- consensus
- Schedule Budget Committee Meeting- action
- Budget Restructure- action
- Resource retention phone technology-action
- Executive Directors report- Discussion

Closed Meeting for Executive Director's Annual Performance Evaluation

- Performance Review Summary
- Resolution 2022-01 (enclosed in Packet)

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

Meeting Adjourned - Thank you

Mtgs: February 25, 2022 10:00 AM- Cass County Courthouse, Walker, MN

Attachment

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
December 17, 2021
Miss. Headwaters Board Conference Room
322 Laurel St.
Brainerd, MN

Optional interactive technology: <https://us02web.zoom.us/j/87012103052>

MEETING
MINUTES

Members present by Roll Call: Ted Van Kempen (Hubbard), Ann Marcotte (Aitkin) Steve Barrows (Crow Wing), Davin Tinquist (Itasca), Neal Gaalswyk (Cass), Mike Wilson (Morrison), Dean Newland (Clearwater) Craig Gaasvig (Beltrami), and Tim Terrill (Executive Director).

Pledge of Allegiance

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

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

Correspondence

Tim noted that the article was sent out on 12/1 to all the county newspapers. Comm. Marcotte mentioned that she saw the article in the Grand Rapids Herald. Tim also said that he had the MHB living history video placed on the MN Traditions social media program and sent out to over 55,000 users.

Planning and Zoning

None

Action/Discussion:

1. Pay Equity Report- Tim said this report is needed by the state every 3 years, and that it compares and provides analysis on female and male employees pay. Since the MHB only has one employee, it is pretty easy to fill out. **M/S (Gaalswyk/Barrows) to approve of the pay equity report. Motion carried unanimously.**
2. Mississippi River Restoration and Resilience Initiative- Tim said he was asked by Comm. Marcotte at the AMC conference to follow up on this initiative. He said it is a Bill drafted by Rep. Betty McCollum that will provide funding at a federal level to states and agencies for different focus areas. He said it would probably be structures similarly like the Great Lakes or Chesapeake Bay Initiatives that are currently funded. Comm. Gaalswyk explained that he viewed it from the lens of the formation of the MHB and federal control, but read in other paragraphs that it would be non-regulatory if passed. Comm. Marcotte was curious why the MHB wasn't contacted about this. Comm. Gaalswyk suggested that Tim send a letter from the MHB to Betty McCollum's office to please keep us informed on this matter.

Cultural Resources Inventory Grant- Tim provided a summary of what was discussed at the last meeting and said that he talked with Cass, Morrison, and Crow Wing Environmental Service Directors about how this grant may affect planning and zoning and the variance process. Each ESD thought it wouldn't affect it at all because most of the lots are developed on the Mississippi river. Tim then met with county land commissioners to talk about the grant and discovered that each commissioner has a different experience when trying to get this information from SHiPO. Land Commissioners use information from the state archeology office and SHiPO to determine the presence of cultural resources on timber sale land. Also, some counties utilize a database that displays cultural resource shape files at the 40 acre level which allows them greater knowledge about determination of cultural resources. Discussion ensued and Comm. Newland thought that other entities could do this besides the MHB. Comm. Gaalswyk supported Newland's comments. **M/S (Newland/Gaalswyk) to NOT approve of pursuing this grant opportunity due to other entities ability to pursue it. Motion carried unanimously.**

Executive Directors Report

1. Tim said that he is working with Aitkin county on a potentially new recreational campground on the Miss. river and sent them Comprehensive Plan language on our rules and requirements for campgrounds.
2. Tim said that he is still involved with the land exchange between Bill Heig and the Chippewa National Forest and did a follow up call with Bill to see if he received the necessary paperwork to begin the exchange process.
3. Tim said that the LSOHC funding of \$4.7M just got upgraded to \$5.329M because of the economic forecast. Comm. Gaalswyk stated that he discussed this with the Cass county board and provided them the funding that the MHB is bringing to the local area and they are pleased how the MHB has grown over the past few years. Comm. Marcotte and others agreed.
4. Tim met with YMCA director Shane Riffle and they are planning a joint venture together to create a Miss. river experience with paddleboard, canoe, and kayak races. There would also be a historical tour for non- racers who want to learn more about it from a historical perspective. Resourcetainment activities would follow.
5. The ED's performance review will take place at the January board meeting and Tim said he would follow the same process as last year. Comm. Marcotte said to make sure that the personnel review is sent out twice because Commissioners are busy around this time of year.
6. Resourcetainment Digital Tool- Tim said he noticed two issues when helping with Resourcetainment events. One is that the participant doesn't know about other events in other counties even when they are given a flyer at an event, and counties focus more on their event than other events because their structure is county focused rather than regional focused. Tim said that the MHB could create a community resourcetainment calendar by which participants could scan a QR code and be sent to a webpage which shows all the monthly events and allows you to add it to your phone, Gmail, or Facebook events calendar. This would promote greater awareness and participation of events at a regional scale because a conscious choice would be made to attend or not attend. Comm. Marcotte supported the concept and other board members thought it was a helpful idea.

County Updates: Comm. Gaalswyk said that he was elected to 2nd Vice President for AMC and other board and county members congratulated him. Gaalswyk further explained that Cass county is talking with Sourcewell to look into support or training for mental health issues associated with law enforcement. Those two issues go hand in hand and is looking for ways to work together and abate some of the problems associated with it. Comm. Gaasvig asked what the conflict was in Beltrami county that was stated on the ED's report. Tim said that it was quite a while ago, but he thinks it was about tree removal or structure height. Craig said he would follow up with Brent at the next planning and zoning meeting.

M/S (Gaasvig/Tinquist) to adjourn. Motion carried unanimously.

Chair Anne Marcotte

Executive Director Tim Terrill

December SFY'22 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)		\$75,055.22	\$124,000.00	60.53%	non competitive quarterly reimbursement
LSOHC grant (53290)		\$1,217.97	\$6,000.00	20.30%	LSOHC reimbursement
Guidebook sales (58400)			\$200.00	0.00%	reimbursment for Guidebook sales
Enbridge program (58300)	\$5,942.92		\$7,000.00	0.00%	enbridge reimbursement
Miscell. Other revenue (58300)		\$100.00	\$3,000.00	3.33%	AIS reimbursement & muskie donation
MCIT Dividend (58300)		\$277.00	\$277.00	100.00%	MCIT refund
County Support (52990)			\$12,000.00	0.00%	8 county support
BWSR Grant Stormwater (53090)			\$300.00	0.00%	competitive reimbursement
LCCMR acquisition			\$1,000.00	0.00%	competitive reimbursement
Total	\$5,942.92	\$1,594.97	\$28,777.00		
<u>Expenses:</u>	<u>Monthly Amount</u>				<u>Explanation</u>
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 11,268.22	\$43,279.22	\$103,866.00	41.67%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)			\$3,220.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)	\$ 300.00	\$800.00	\$2,700.00	29.63%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)		\$542.29	\$500.00	108.46%	Biennial Conference hotel rooms for 3 commissioners
Commissioner Mileage (62720)		\$632.79	\$2,800.00	22.60%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 128.58	\$1,351.18	\$4,400.00	30.71%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 2,825.00	\$2,836.05	\$45,000.00	6.30%	CW account. Services, audit
Office supplies/operations (64090)	\$ 57.08	\$802.38	\$1,400.00	57.31%	telephone
Training & Registration Fees (63380)		\$375.00	\$300.00	125.00%	reimbursed by Gov. DNR grant- AMC conf. registration
Total	\$14,578.88	\$50,618.91	\$164,186.00		

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.

ACCOUNT DETAIL HISTORY FOR 2021 12 TO 2021 12

ORG YR/PR	OBJECT PROJ JNL EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61000	Salaries & Wages - Regular							
					REVISED BUDGET				.00
					PER 01		5,362.08	5,362.08	
					PER 02		5,651.74	11,013.82	
					PER 03		5,523.01	16,536.83	
					PER 04		5,523.00	22,059.83	
					PER 05		5,523.00	27,582.83	
					PER 06		5,523.00	33,105.83	
					PER 07		8,284.53	41,390.36	
					PER 08		5,523.01	46,913.37	
					PER 09		5,523.01	52,436.38	
					PER 10		5,523.01	57,959.39	
					PER 11		5,523.01	63,482.40	
21/12	256 12/03/21	PRJ PR1203	1211203	1211203	1211		2,761.50	66,243.90	
	PAY120321	WARRANT=211203 RUN=1 BI-WEEKL							
21/12	649 12/17/21	PRJ PR1217	1211217	1211217	1211		2,761.50	69,005.40	
	PAY121721	WARRANT=211217 RUN=1 BI-WEEKL							
21/12	1618 12/31/21	PRJ PR1231	1211231	1211231	1211		2,761.50	71,766.90	
	PAY123121	WARRANT=211231 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:			71,766.90	CREDITS:		.00	NET:	71,766.90
74830	61200	Active Insurance							
					REVISED BUDGET				.00
					PER 01		1,685.31	1,685.31	
					PER 02		1,686.81	3,372.12	
					PER 03		1,686.06	5,058.18	
					PER 04		1,686.06	6,744.24	
					PER 05		1,686.06	8,430.30	
					PER 06		1,701.66	10,131.96	
					PER 07		1,699.82	11,831.78	
					PER 08		1,699.82	13,531.60	
					PER 09		1,699.82	15,231.42	
					PER 10		1,699.82	16,931.24	
					PER 11		1,699.82	18,631.06	
21/12	256 12/03/21	PRJ PR1203	1211203	1211203	1211		861.49	19,492.55	
	PAY120321	WARRANT=211203 RUN=1 BI-WEEKL							
21/12	649 12/17/21	PRJ PR1217	1211217	1211217	1211		891.99	20,384.54	
	PAY121721	WARRANT=211217 RUN=1 BI-WEEKL							
21/12	1618 12/31/21	PRJ PR1231	1211231	1211231	1211		13.30	20,397.84	
	PAY123121	WARRANT=211231 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:			20,397.84	CREDITS:		.00	NET:	20,397.84

ACCOUNT DETAIL HISTORY FOR 2021 12 TO 2021 12

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		772.64	772.64	
					PER 02		816.54	1,589.18	
					PER 03		797.03	2,386.21	
					PER 04		797.04	3,183.25	
					PER 05		803.15	3,986.40	
					PER 06		797.04	4,783.44	
					PER 07		1,215.42	5,998.86	
					PER 08		797.03	6,795.89	
					PER 09		797.04	7,592.93	
					PER 10		797.04	8,389.97	
					PER 11		797.03	9,187.00	
21/12	256 12/03/21	PRJ PR1203	1211203	1211203	1211		398.51	9,585.51	
	PAY120321	WARRANT=211203 RUN=1 BI-WEEKL							
21/12	649 12/17/21	PRJ PR1217	1211217	1211217	1211		400.05	9,985.56	
	PAY121721	WARRANT=211217 RUN=1 BI-WEEKL							
21/12	1618 12/31/21	PRJ PR1231	1211231	1211231	1211		418.38	10,403.94	
	PAY123121	WARRANT=211231 RUN=1 BI-WEEKL							
	LEDGER BALANCES --- DEBITS:			10,403.94	CREDITS:		.00	NET:	10,403.94
74830	62100	Telephone							
						REVISED BUDGET			.00
					PER 01		57.08	57.08	
					PER 02		57.28	114.36	
					PER 03		57.32	171.68	
					PER 04		57.28	228.96	
					PER 05		57.22	286.18	
					PER 06		57.16	343.34	
					PER 07		56.86	400.20	
					PER 08		57.17	457.37	
					PER 09		57.36	514.73	
					PER 10		57.55	572.28	
					PER 11		57.07	629.35	
21/12	649 12/17/21	PRJ PR1217	1211217	1211217	1211		55.00	684.35	
	PAY121721	WARRANT=211217 RUN=1 BI-WEEKL							
21/12	662 12/21/21	API 006205		160724		28961	1.78	686.13	
	W C122121	DECEMBER CTC & 12/21-12/21 LD CONSOLIDATED TELECOM							
21/12	662 12/21/21	API 006205		160724		28961	.30	686.43	
	W C122121	DECEMBER CTC & 12/21-12/21 LD CONSOLIDATED TELECOM							
	LEDGER BALANCES --- DEBITS:			686.43	CREDITS:		.00	NET:	686.43

ACCOUNT DETAIL HISTORY FOR 2021 12 TO 2021 12

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	62680			Non-Employee	Per Diems						
								REVISED BUDGET			.00
							PER 02		200.00	200.00	
							PER 03		600.00	800.00	
							PER 04		50.00	850.00	
							PER 05		200.00	1,050.00	
							PER 06		450.00	1,500.00	
							PER 08		100.00	1,600.00	
							PER 09		200.00	1,800.00	
							PER 11		500.00	2,300.00	
21/12	991	12/21/21	API	002809		160764		29021	50.00	2,350.00	
	W A122121	12.17.2021	MHB	PER	DIEM	TINQUIST, DAVIN C					
21/12	991	12/21/21	API	001099		160765		29008	50.00	2,400.00	
	W A122121	12.17.2021	MHB	PER	DIEM	MARCOTTE, ANNE					
21/12	991	12/21/21	API	003257		160766		29006	50.00	2,450.00	
	W A122121	12.17.2021	MHB	PER	DIEM	GAASVIG, CRAIG					
21/12	991	12/21/21	API	002534		160767		29010	50.00	2,500.00	
	W A122121	12.17.2021	MHB	PER	DIEM	NEWLAND, DEAN					
21/12	991	12/21/21	API	100532		160768		1936052	50.00	2,550.00	
	W A122121	12.17.2021	MHB	PER	DIEM	FOR MI MORRISON COUNTY AUDI					
21/12	991	12/21/21	API	003356		160769		29007	50.00	2,600.00	
	W A122121	12.17.2021	MHB	PER	DIEM	FOR TE HUBBARD COUNTY TREAS					
				LEDGER BALANCES --- DEBITS:		2,600.00		CREDITS:	.00	NET:	2,600.00
74830	62990			Prof. & Tech. Fee - Other							
								REVISED BUDGET			.00
							PER 01		10,692.83	10,692.83	
							PER 02		525.00	11,217.83	
							PER 03		96,595.00	107,812.83	
							PER 04		56,018.05	163,830.88	
							PER 05		525.00	164,355.88	
							PER 06		30,525.00	194,880.88	
							PER 07		6,971.41	201,852.29	
							PER 08		6,925.00	208,777.29	
							PER 09		525.00	209,302.29	
							PER 10		6,004.30	215,306.59	
							PER 11		547.50	215,854.09	
21/12	1769	12/31/21	API	101649		161532		1936299	4,777.50	220,631.59	
	W A010422	4TH QUARTER 2021	WEST	LSOHC		WEST COMMUNICATIONS					
21/12	1769	12/31/21	API	001802		161533		29131	2,300.00	222,931.59	
	W A010422	HEINECKE AUDIT				HEINECKE HUGH					
21/12	1830	12/31/21	GEN						525.00	223,456.59	

ACCOUNT DETAIL HISTORY FOR 2021 12 TO 2021 12

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE		
RECURRING FINANCIAL SERVICE													
LEDGER BALANCES --- DEBITS:					223,456.59		CREDITS:		.00	NET:	223,456.59		
74830	63320	Employee Mileage											
										REVISED BUDGET		.00	
										PER 04	166.10	166.10	
										PER 07	280.18	446.28	
										PER 08	497.28	943.56	
										PER 09	240.80	1,184.36	
										PER 10	214.20	1,398.56	
										PER 11	118.72	1,517.28	
21/12	1298	12/27/21	GNI	NOV						92.40	1,609.68		
	WF	PCARD	1434	-Bowen Lodge									
				TIM TERRILL - OOP									
21/12	1298	12/27/21	GNI	NOV						36.18	1,645.86		
	WF	PCARD	1434	-Advisory Committee									
				TIM TERRILL - OOP									
LEDGER BALANCES --- DEBITS:					1,645.86		CREDITS:		.00	NET:	1,645.86		
GRAND TOTAL --- DEBITS:					330,957.56		CREDITS:		.00	NET:	330,957.56		
23 Records printed													
** END OF REPORT - Generated by Korie Wiggins **													



IMMEDIATE PRESS RELEASE 1/1/22

Media Contact

Tim Terrill

218-824-1189

timt@mississippiheadwaters.org

www.mississippiheadwaters.org

322 Laurel St.

Brainerd, MN 56401

Mississippi Headwaters Board Considers a proposal for a Cultural Resource Inventory Grant

Many of us in our daily life have been exposed to the archaeology and the cultural resources field by watching movies like *Indiana Jones and the Temple of Doom* or *National Treasure*. The Mississippi Headwaters Board (MHB) received more in-depth exposure on cultural resources at their last board meeting by inviting a consultant to present an opportunity to conduct a visual survey of known cultural resources on the first 400 miles of the Mississippi river corridor. After the presentation, the Executive Director explained how this could benefit historical societies, planning and zoning, county land commissioners, and native American tribes. While the board thought the information was helpful, some didn't see the value and thought that this responsibility was placed on other state agencies. Ultimately the MHB board decided not to pursue this opportunity but were pleased they were presented the information. This is one example how the board carefully evaluates opportunities to prevent duplication of efforts and help protect the cultural values of the Mississippi river.



Mississippi Headwaters Board

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

Web Site: www.mississippiheadwaters.org

12/29/21

The Honorable Betty McCollum
2256 Rayburn House Office Building
Washington, DC 20515

Congresswoman McCollum,

The **Mississippi Headwaters Board (MHB)** is an eight-county (Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison) joint-powers board which was united in 1980 with the signing of the Joint-Powers Agreement (Appendix 5). In 1981, the Minnesota legislature duly authorized MHB to preserve and protect the outstanding and unique natural, scientific, historical, recreational, and cultural values of the first 400 miles of the Mississippi River. (See Minn. Stat. § 103F.361, Subd. (1) and (2); Minn. Stat. § 103F.361-377, Appendix 6.). The MHB's mission is to enhance and protect outstanding and unique natural, scientific, historical, recreational, and cultural values in the first 400 miles of the Mississippi River from its source at Lake Itasca in Clearwater County to the southerly boundary of Morrison County. To learn more about our formation and history, please go to <https://www.mississippiheadwaters.org/> and click on the Living History video.

It has come to the MHB's attention that Congresswoman Betty McCollum has sponsored a bill (MN-04) titled the Mississippi River Restoration & Resilience Initiative Act of 2021 to help establish goals of systematic, large-scale restoration of the Mississippi corridor. We understand that the National Association of Counties and the Association of Minnesota Counties support this bipartisan effort, and we would appreciate any updates on progress of the MRRRI legislation as they occur. We realize that if this legislation were to pass that the MHB would be a prominent partner in it.

Thank you for your work on this legislation and let us know if we can be helpful to you as you guide it through Congress.

Sincerely,

Tim Terrill
Executive Director

Planning and Zoning

None

Action/Discussion

Lakepledge in the MHB region- consensus
Schedule Budget Committee Meeting- action
Budget Restructure- action
Resource retention phone technology-action
Executive Directors report- Discussion

Executive Director Report

December - January 2021

Personnel, Budget, Administration, Information & Education, Correspondence

1. Reviewed monthly budget.
2. Prepared monthly agenda packet.
3. Sent in monthly expense report.
4. Sent press release to newspapers.
5. Sent press release to Minnesota Traditions.
6. Reviewed potential variances that may be coming before the Board next month.
7. Scheduled audit with Hugh Heineke.
8. Sent Letter to Congresswoman Betty McCollum office requesting to be kept informed of MRRRI that is going through congress.
9. Updated billing rate according to budget increase.
10. Worked on updating budget for sfy2023
11. Received most of the edits for signage back from administrators.
12. Received appraisal from Whiskey Creek project. It came in under budget!
13. Working with the city of Brainerd to secure Kiwanis Park for our Paddling Day event.
We need to list the city as additional insured for the event to occur.
14. Sent out AIS invoices to county's and SWCD's that have a confirmed commitment to MN Traditions.
15. 2022 AIS videos posted online.
16. Talked with Aitkin, USDA, and Itasca State park about paddling programs for this year.
17. Received certificate from MCIT for Paddling day and sent to city of Brainerd to reserve Kiwanis Park for Paddling Day.

Meetings & Networking

1. Worked with IT specialist to develop a resourcetaiment webpage to the MHB website.
We are currently working out the "bugs" to make it consistent with all phones.
2. Wrote letter to Congresswoman Betty McCollum to request updates on the MRRRI legislation as it progresses through congress in 2022.
3. Talked with Katie from the Initiative Foundation about a Little Falls resourcetaiment event. There is a new board and they will discuss in February insurance and profitability of another event.
4. Sent email to Assist. DNR Commissioner Bob Meier thanking him for mentioning us at a listening session, and requesting a meeting with DNR leadership.
5. Provided comment on letter from Bowlen Lodge the Chippewa National Forest regarding a land exchange.
6. Working with the city of Brainerd to secure Kiwanis Park for our Paddling Day event.
7. Attended MN Pollution Control Agency cycle 2 Leech Lake River watershed monitoring meeting.