



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

<https://us02web.zoom.us/j/81725382400>

**February 25, 2022
10:00 am**

10:00 AM

- **Call to Order/Pledge of Allegiance**
- **2022 Officers-** Chair- Ted Van Kempen (Hubbard), Vice Chair- Davin Tinquist (Itasca)
Sec./Treasurer- Steve Barrows.

10:05 AM Approve/Amend

- Agenda
- Consent Agenda – January '22 Minutes & Expenses

Correspondence

- February Press Release

Planning and Zoning (Actions)

- none

Action / Discussion Items:

- Annual Workplan and Budget- Action
- 2022 Performance Review document- Action
- Letter of Support for Northern Township- Action
- Executive Directors report- Discussion

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

Meeting Adjourned - Thank you

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

Attachment

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board
January 28, 2022
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 interactive) Steve Barrows (Crow Wing), Scott Bruns (Cass), Mike Wilson (Morrison), Craig Gaasvig (Beltrami), and Tim Terrill (Executive Director).

Others Present: Tony Brough Hennepin county AIS coordinator

Pledge of Allegiance

Election of Officers: The 2021 officers were printed on the agenda and there was a call by the chair to open up nominations for Chair. **M/S (Gaasvig/Wilson) to open up nominations for Chair. Motion carried unanimously.** After much discussion, Ted VanKempen agreed to become Chair. **M/S (Barrows/Marcotte) to appoint VanKempen as Chair. Motion carried unanimously.** Discussion ensued amongst the board about changing of vice chair and sec./treasurer. The members decided to keep Tinquist as vice chair and Barrows as sec./treasurer. **M/S (Wilson/Gaasvig) to keep Tinquist and Barrows as vice chair and sec/treasurer respectively. Motion carried unanimously.** Board members tanked Comm. Marcotte for her leadership in 2021.

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

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

Correspondence

Tim noted that the article was sent out on 1/1/22 to all the county newspapers. Tim said that this article had a twist in that it showed the reasoning ability of the board to not approve of the cultural resource opportunity. Tim also explained how the DNR Assist. Commissioner, Bob Meier, attended the biennial conference and spoke to the public on a webinar about how the DNR should be doing what MN Traditions is doing in regards to AIS.

Letter to Betty McCollum- Comm. Gaasvig expressed concern over the letter to Congresswoman Betty McCollum as he read through the bill and noted that there was no explanation as to who would be the authority and how rulemaking would be conducted. Chair Van Kempen said that it was still open ended, and Comm. Barrows stated that the MHB needs to be open and involved in the discussion to leverage an effort to receive dollars. Tim stated that this was brought before the board in December, and guidance was given on what to write, and it was written as a letter of interest but not support. The issue is that the Chair or board was not given an opportunity to review the letter before it was sent out. The board discussed a process to handle letters of support or inquiry, and it was decided that the process is that Tim should present it to the Chair- the Chair decides if it needs to go on the agenda- if approved by the board for a letter, Tim should

write it and then send it out to the board for comment. Comm. Wilson added that the board should be respectful and provide comment in a reasonable time frame.

Planning and Zoning

None

Action/Discussion:

1. LakePledge- Tim said that he was charged last year to find another AIS opportunity in addition to Minnesota Traditions to help counties with this issue. Tim presented LakePledge which is an online tool to help organizations and agencies work together on a common goal. LakePledge allows the user to click on specific activities that they do on their lake and watch a series of videos that pertain to it. After watching the videos the user can keep track of their progress. Tony Brough, Hennepin AIS coordinator and inventor of LakePledge, presented the online tool and showed how it worked and could gather data on lake use by providing statistical data. Tim ended the presentation that this has many uses besides just lake associations. Discussion ensued and Comm. Wilson stated that it should be presented to the ESD and from there see if there is interest. He relies on Amy for feedback on these matters. Craig said that it is interesting concept, but he doesn't think lake owners are the problem. Tony added that the tool was created to educate lake owners on their property on uses that aren't brought on by out-of-towners, but other pathways that have a direct affect on the lake. Comm. Barrows said that he doesn't feel that this falls under the purview of the MHB, but that MHB could present it to the MHB counties and then let them decide if it is applicable to them. By consensus, the board agreed for Tim to present this to the counties and then comeback with feedback on the outcome of those discussions.
2. Budget Committee- Tim stated that we need a motion to appoint members to a budget committee to review the sfy2023 budget. After much discussion on who would like to be on the committee: **M/S (Wilson/Marcotte) to appoint VanKempen, Barrows, and Gaasvig to the committee. Motion carried unanimously.**
3. Budget Restructure- Tim said that he looked into the option of putting some reserve money into a savings account to help accrue interest. After speaking with the Crow Wing finance person, he discovered that the rate was so low that it really wouldn't benefit much unless the rate was 3-4 percent. Tim stated that this is not an action, but is more informative at this point.
4. Resourcetaiment Phone Technology- Tim had the board use their smartphones to go to a newly created webpage that showed an event that allowed users to add it to the iphone or android phone. Commissioners thought since it was hosted on the MHB website that it would improve traffic to it, and allow users to place events on their phone calendar to help them remember events in the distant future. Comm. Gaasvig said it would help bring awareness to the Mississippi river. **M/S (Barrows/Gaasvig) to approve of the cost to create and provide the dashboard to MHB. Motion carried unanimously.** Comm. Marcotte asked if the town of Jacobson could be considered in any future resourcetaiment events and Tim said he would talk with Aitkin economic development director about this.
- 5.

Executive Directors Report

1. Tim said that he is working with the Brainerd YMCA and Smiles for Jake, and they are planning a event race where we could potentially bring in 200 to 300 people to experience the Mississippi river. Tim provided some vague details and said that there will be a planning session in two weeks with the partners.

2. Tim said that at the biennial conference he was able to talk with former senator Saxhaug who is on the LSOHC council and offered his help to review our MHHCP application before it is submitted to the council. Tim said it will help keep us aware of any issues that the council might be involved with and allow us to write the grant to avoid any future problems.

PERFORMANCE REVIEW

M/S (Barrows/Wilson) to close the meeting. Motion carried unanimously.

M/S (Barrows/Wilson) to open the meeting. Motion carried unanimously.

The board expressed gratitude for Tim's work in the 2022 season and they agreed to give him a rating of Out Performing which carries a total of 5% increase in salary. Barrows said that he would like to take the resolution before the Crow Wing HR director and have the Chairman of the MHB Board sign it using DocuSign software.

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

Ted Van Kempen Chair

Executive Director Tim Terrill

January SFY'22 Budget Summary

		YTD spending/rei mbursement	Projected Budget	% of budget spent	
Revenues:	Monthly Amount				Explanation
Governor's DNR grant (53290)	\$28,145.39	\$75,055.22	\$124,000.00	60.53%	non competitive quarterly reimbursement
LSOHC grant (53290)	\$5,168.57	\$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	84.90%	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)	\$9,000.00		\$12,000.00	0.00%	8 county support
BWSR Grant Stormwater (53090)				#DIV/0!	This will not be reimbursed due to change of grant conditions.
LCCMR acquisition			\$1,000.00	0.00%	competitive reimbursement
Total	\$42,313.96	\$7,537.89	\$28,477.00		
Expenses:	Monthly Amount				Explanation
Salaries/Benefits FICA/Med/PERA/LIFE/LTD/Hlth/ WC(61000)	\$ 8,029.12	\$54,547.44	\$103,866.00	52.52%	reimbursed by Gov. DNR grant
MCIT insurance/work comp/liability (61500)	\$ 3,022.00		\$3,220.00	0.00%	reimbursed by Gov. DNR grant
MHB board Per Diem (62680)		\$1,100.00	\$2,700.00	40.74%	reimbursed by Gov. DNR grant
Hotel/Meals/travel exp. (63340)	\$ 303.48	\$542.29	\$500.00	108.46%	MACLC meal and AMC hotel cost
Commissioner Mileage (62720)		\$632.79	\$2,800.00	22.60%	reimbursed by Gov. DNR grant
Employee Mileage (63320)	\$ 239.96	\$1,479.76	\$4,400.00	33.63%	reimbursed by Gov. DNR grant
Professional Services (62990)	\$ 1,024.00	\$5,661.05	\$45,000.00	12.58%	CW account. Kiwanis Park registration, Mediation center.
Office supplies/operations (64090)	\$ 57.37	\$859.46	\$1,400.00	61.39%	telephone
Training & Registration Fees (63380)		\$375.00	\$300.00	125.00%	reimbursed by Gov. DNR grant- AMC conf. registration
Total	\$12,675.93	\$65,197.79	\$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 2022 01 TO 2022 01

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
22/01	269	01/13/22	GNI 339495	Lisak	43497			-1,500.00	-1,500.00	
	iNovah	CW COUNTY AID								
22/01	269	01/13/22	GNI 339496	Lisak	43497			-1,500.00	-3,000.00	
	iNovah	CLEARWATER COUNTY AID								
22/01	554	01/24/22	GNI 340086	Lisak	43593			-1,500.00	-4,500.00	
	iNovah	BELTRAMI COUNTY SUPPORT								
22/01	554	01/24/22	GNI 340085	Lisak	43593			-1,500.00	-6,000.00	
	iNovah	HUBBARD COUNTY SUPPORT								
22/01	554	01/24/22	GNI 340129	Lisak	43593			-1,500.00	-7,500.00	
	iNovah	AITKIN COUNTY SUPPORT								
22/01	554	01/24/22	GNI 340128	Lisak	43593			-1,500.00	-9,000.00	
	iNovah	MORRISON COUNTY SUPPORT								
LEDGER BALANCES --- DEBITS:					.00	CREDITS:		-9,000.00	NET:	-9,000.00
74830	53290		Natural Resources							
REVISED BUDGET										.00
22/01	674	01/25/22	GEN					-8,524.23	-8,524.23	
	ST OF MN	4								
22/01	674	01/25/22	GEN					-7,957.34	-16,481.57	
	ST OF MN	5								
22/01	674	01/25/22	GEN					-28,145.39	-44,626.96	
	ST OF MN	DNR2Q-22								
LEDGER BALANCES --- DEBITS:					.00	CREDITS:		-44,626.96	NET:	-44,626.96
74830	61000		Salaries & Wages - Regular							
REVISED BUDGET										.00
22/01	246	01/14/22	PRJ PR0114 1220114	1220114	1220			2,761.51	2,761.51	
	PAY011422	WARRANT=220114	RUN=1	BI-WEEKL						
22/01	717	01/28/22	PRJ PR0128 1220128	1220128	1220			2,761.50	5,523.01	
	PAY012822	WARRANT=220128	RUN=1	BI-WEEKL						
LEDGER BALANCES --- DEBITS:					5,523.01	CREDITS:		.00	NET:	5,523.01

ACCOUNT DETAIL HISTORY FOR 2022 01 TO 2022 01

ORG YR/PR	OBJECT JNL	PROJ EFF DATE	SRC REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
74830	61200	Active Insurance								
										REVISED BUDGET .00
22/01	246	01/14/22	PRJ PR0114	1220114	1220114	1220		866.21	866.21	
	PAY011422	WARRANT=220114	RUN=1	BI-WEEKL						
22/01	717	01/28/22	PRJ PR0128	1220128	1220128	1220		843.05	1,709.26	
	PAY012822	WARRANT=220128	RUN=1	BI-WEEKL						
		LEDGER BALANCES --- DEBITS:		1,709.26		CREDITS:		.00	NET:	1,709.26
74830	61300	Employee Pension & FICA								
										REVISED BUDGET .00
22/01	246	01/14/22	PRJ PR0114	1220114	1220114	1220		398.43	398.43	
	PAY011422	WARRANT=220114	RUN=1	BI-WEEKL						
22/01	717	01/28/22	PRJ PR0128	1220128	1220128	1220		398.42	796.85	
	PAY012822	WARRANT=220128	RUN=1	BI-WEEKL						
		LEDGER BALANCES --- DEBITS:		796.85		CREDITS:		.00	NET:	796.85
74830	61500	Worker's Compensation								
										REVISED BUDGET .00
22/01	9	01/04/22	API 101939		161428	1936277		3,022.00	3,022.00	
	W C010422	MCIT INSURANCE	PC RENEWAL			MN COUNTIES INTERGOV				
		LEDGER BALANCES --- DEBITS:		3,022.00		CREDITS:		.00	NET:	3,022.00
74830	62100	Telephone								
										REVISED BUDGET .00
22/01	268	01/18/22	API 006205		162349	29190		1.80	1.80	
	W C011822	JANUARY CTC & 01/22-01/22	LD C CONSOLIDATED TELECOM							
22/01	268	01/18/22	API 006205		162349	29190		.57	2.37	
	W C011822	JANUARY CTC & 01/22-01/22	LD C CONSOLIDATED TELECOM							
22/01	717	01/28/22	PRJ PR0128	1220128	1220128	1220		55.00	57.37	
	PAY012822	WARRANT=220128	RUN=1	BI-WEEKL						
		LEDGER BALANCES --- DEBITS:		57.37		CREDITS:		.00	NET:	57.37

ACCOUNT DETAIL HISTORY FOR 2022 01 TO 2022 01

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	
22/01	306 01/18/22	API 006007		162408	29266		1,056.20	1,056.20		
	W A011822	TNC INVOICE #5		THE NATURE						
22/01	614 01/25/22	API 004357		162826	29310		70.00	1,126.20		
	W A012522	MHB event 7/30/22		Brainerd Parks and R						
22/01	976 01/31/22	GNI DEC					429.00	1,555.20		
	BREM PCARD	expenses for planning session								
		TIM TERRILL - IN *MEDIATION CENTER, INC								
22/01	1206 01/31/22	GEN					525.00	2,080.20		
	RECURRING	FINANCIAL SERVICE								
	LEDGER BALANCES --- DEBITS:		2,080.20	CREDITS:		.00	NET:	2,080.20		
74830	63320	Employee Mileage								
							REVISED BUDGET		.00	
22/01	977 01/31/22	GNI DEC					34.94	34.94		
	WF PCARD	1434 - MHB monthly mtg								
		TIM TERRILL - OOP								
22/01	977 01/31/22	GNI DEC					171.36	206.30		
	WF PCARD	1434 - AMC Conf								
		TIM TERRILL - OOP								
22/01	977 01/31/22	GNI DEC					33.66	239.96		
	WF PCARD	1434 - MACLC mtg								
		TIM TERRILL - OOP								
	LEDGER BALANCES --- DEBITS:		239.96	CREDITS:		.00	NET:	239.96		
74830	63340	Hotel & Meals Travel Expense								
							REVISED BUDGET		.00	
22/01	976 01/31/22	GNI DEC					17.16	17.16		
	BREM PCARD	MACLC MTG meal								
		TIM TERRILL - BLOCK NORTH								
22/01	976 01/31/22	GNI DEC					286.32	303.48		
	BREM PCARD	AMC Hotel								
		TIM TERRILL - DOUBLE TREE BLOOMINGTO								
	LEDGER BALANCES --- DEBITS:		303.48	CREDITS:		.00	NET:	303.48		
	GRAND TOTAL --- DEBITS:		13,732.13	CREDITS:		-53,626.96	NET:	-39,894.83		

28 Records printed

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



PROTECTING THE FIRST 400 MILES

IMMEDIATE PRESS RELEASE 2/1/22

Media Contact

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Mississippi Headwaters Board Sends Letter of Inquiry to Congresswoman Betty McCollum's office

At the December 2021 Mississippi Headwaters Board (MHB) meeting, the board discussed the Mississippi River Restoration & Resilience Initiative Act of 2021. The director, Tim Terrill, explained that the MRRRI initiative was drafted by Rep. Betty McCollum and is intended to provide funding at a federal level to states and agencies for different focus areas like drinking water, wildlife, reducing runoff pollution, and community resilience to flooding along the Mississippi river. He stated that this is similar to the Great Lakes or Chesapeake Bay initiatives and could provide up to \$500 billion annually for the Mississippi river basin. The board viewed the initiative favorably because the initiative was non-regulatory in the language, and felt this was not an over-reach of federal control. After much discussion, they realized that the MHB would be a prominent partner if the legislation were to pass, so they instructed their director to write a letter of inquiry to congresswoman McCollum's office and request any updates on the progress of the MRRRI legislation as it progresses. The MHB looks at all types of funding and opportunities available to support the protection of our natural resources and uses its political voice to encourage partnerships and passage of legislation.

Planning and Zoning

None

Action/Discussion

Annual Workplan and Budget- Action
2022 Performance Review document- Action
Letter of Support for Northern Township- Action
Executive Directors report- Discussion

SFY ANNUAL BUDGET '23

July 1, 2022 to June 30, 2023

Expenses	Budgeted Annually
Salary (Insur, active insur, Exec. Director PERA&FICA)	\$ 105,064.00
Insurance Liability (Work Comp)	\$ 2,492.00
Hotel & Meals	\$ 543.00
MHB Per Diem	\$ 2,675.00
MHB Mileage (IRS rate)	\$ 2,860.00
Staff Mileage	\$ 4,400.00
Office Operations:	\$ 1,453.00
Training and Registration Fees	\$ 375.00
Sub-total	\$ 119,862.00
Prof. Service	\$ 174,480.00 *
EXPENSE TOTAL	\$ 294,342.00

Revenue	Income
State/DNR	\$ 124,000.00
Grant Revenue	\$ 130,670.00
County Appropriations	\$ 12,000.00
Reserve Funding	
Misc. Revenue (AIS, MCIT divd.)	\$ 5,372.00
Guidebook Sales	\$ 100.00
Sub-total	\$ 272,142.00
Grants/Other	Approximate Admin. Revenue
Outdoor Heritage Fund	\$6,700
AIS MN Traditions	\$3,500
Miss. River signage & Resourcetaintment	\$7,000
Lake Pledge	\$5,000
Sub-total	\$22,200
REVENUE TOTAL	\$ 294,342.00

Mississippi Headwaters Board Work Plan July 1st, 2022 to June 30th, 2023 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 work plan 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. Aquatic Invasive Species (AIS)

Implement funding for Social Media campaign.

Measurable: Leverage approximately \$70,000 to increase 6,000-10,000 followers on Facebook and Twitter.

Result:

II. 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, 2022.

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

Result:

III. Recreational signage

Implement signage on different stretches of the Mississippi river.

Measurable: signage will be implemented in the following stretches.

Result: Beltrami: Cty2r to Andrusia
Itasca State Park to Gulsvig Landing

IV. Resource Retainment Events

Hold 3 events to promote the use of the Mississippi river, and have calendar of events webpage ready to promote events.

Measurable: Aitkin, Brainerd, Grand Rapids.

Result:

V. Monthly Articles

Measurable: Develop and send out monthly articles to MHB newspapers to increase awareness about the MHB.

Result:

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.



Performance Plan

Combined Board Member feedback

Name: Tim Terrill

Job Title: Executive Director

Department:

Evaluator: MHB Board

Evaluation for Period: From: 1/1/22

To: 12/31/22

POSITION OBJECTIVE

The Executive Director serves as the chief executive officer for the organization and reports to the MHB Board which represents the counties of Aitkin, Beltrami, Cass, Clearwater, Crow Wing, Hubbard, Itasca, and Morrison. The position exist in an organization accountable for the preservation of the natural, cultural, historic, scientific, and recreational values of the first 400 miles of the Mississippi River.

- I. **Work Process:** Delivers the highest-quality programs and services which meet the needs and requirements of internal/external customers. Is committed to continuous improvement through empowerment and management by data. Seeks to reduce variances in organizational process, is willing to re-engineer processes from scratch and is open to suggestion and experimentation in an effort to identify the most efficient and effective work processes.

Performance Measure: Fiscal Management - Ensures that MHB is fiscally sound. Establishes rigorous accountability standard for grant and budget tracking. Directs financial activities and makes decisions based on plans and policies developed in concert with the Board.

Employee Comments:

1. Talked with CW finance director about setting money into a savings account to help gain interest while it is not being used. The director told me that the rate is so low that it wouldn't be worth the tracking expense to do that. I told him to call me when the rate reaches 3-4%.

Supervisor Comments:

- II. **Relationships/Customer Service:** Relates well with all kinds of people – up down, sideways, inside and outside of the organization. Builds appropriate rapport, builds constructive and effective relationships, uses diplomacy and tact and can defuse even high-tension situations comfortably. Is dedicated to meeting the expectations and requirements of internal and external customers. Acts with the customer in mind. Gets first-hand customer information and uses it for improvements in programs and services. Establishes and maintains favorable customer relationships; gains their trust and respect.

Performance Measure: Fundraising and Marketing - Develops and sustains a diverse funding base. Raises the visibility of the organization through the development and implementation of a sustainable marketing campaign geared to its various constituencies as well as the public.



Performance Plan

Employee Comments:

Supervisor Comments:

Performance Measure: Representing MHB/Partnering - Positions the MHB as an effective, vital, land preservation organization. Represents MHB at all appropriate public functions and makes effective public presentations.

Employee Comments:

Supervisor Comments:

III. Planning and Enforcement: Develops planning and programs that tie into the organizations mission and carries out protection efforts through the MHB ordinance.

Performance Measure: Program Planning and Operations Management - Together with the MHB Board, develops vision and strategy to ensure the successful achievement of the organization's mission.

Employee Comments:

Supervisor Comments:

Performance Measure: Land Preservation and Conservation - Ensures excellence in the management and monitoring of protected lands through enforcement of the MHB ordinance and management plan.

Employee Comments:

Supervisor Comments:

IV. Results: Can be counted on to exceed goals successfully; constantly and consistently one of the top performers. Very bottom-line oriented. Steadfastly pushes self and others for results.

ENRICHMENT GOALS:

1. Attend 2 training and/or speaking conferences in 20212
2. Hold program updates at MHB board meeting for LSOHC easement and acquisition program.
3. Place monthly articles in newspaper through public notice about happenings in the MHB.

DEVELOPMENTAL INITIATIVES REVIEW OF JOB DESCRIPTION



Performance Plan

Job Descriptions are to be reviewed annually and revised if the position changes. Forward an electronic copy of the revised description to the Human Resource Department for processing.

The current job description is:

- An accurate reflection of the current responsibilities and performance standards
- Revised to reflect changes in the position

PERFORMANCE RATING

Out Performing- Highest

Performing

Under Performing- Lowest

Out Performing

Performing

Under Performing

Overall all feedback was consolidated from feedback given by MHB members and all were in agreement on the _____ rating for Tim Terrill 2021 performance.

- _____

Date: _____

Overall Summary notes:



Mississippi Headwaters Board

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

Web Site: www.mississippiheadwaters.org

2/25/22

Northern Township
445 Town Hall Rd. NW
Bemidji, MN 56601

Chairman Jess Frenzel,

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.

The MHB has learned that Northern Township and the City of Bemidji have agreed to work together to install sewer and waterlines in a section of Northern Township located near Lake Bemidji. The MHB realizes that this meets a regional planning goal of the communities in the area, and that it will help preserve and protect a Headwaters Lake of the MHB. Beltrami county will show support for this project in a formal resolution, and the Mississippi Headwaters Board voted at their 2/25/22 board meeting to provide this letter of support for the project.

Thank you for your work on this legislation and helping protect a vital Headwaters Lake in the Miss. Headwaters Board jurisdiction.

Sincerely,

Ted Van Kempen
Chairman of the Board

Executive Director Report

January - February 2022

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. Reserved pavilion at Kiwanis Park for Paddling day
8. Edited Recreational signs for 3 more paddling routes.
9. Wrote language and formatted instructions for Resource retention webpage.
10. Provided comment on First Assessment district ordinance change.

Meetings & Networking

1. Discussed Lake Pledge opportunity with Tony Brough.
2. Northern Township is requesting a letter of support from the MHB. I sent email from Northern Township to Comm. Gaasvig to gain further information about a bonding request to bring water and sewer services to the Northwest and North sides of Lake Bemidji. Comm. Gaasvig talked with the commissioner who is responsible for that district, and he was not in favor of support until the county board is included in these discussions. MHB will wait on a letter of support until the county is included in discussions and they provide a letter or resolution supporting bonding.
3. Attended Cass, Clearwater, Aitkin and Itasca board meetings to show video about MHB formation and history, and provide salt analogy.
4. Called and talked with GBAJPB about variance and CUP. The variance will most likely pass and come before the MHB in March 2022.
5. Held Kiwanis Park event meeting with Smiles for Jake, Historical society, Brainerd Parks and Rec, and YMCA. We are looking at a competitive paddle race, historical leisure paddle, Police and fire truck demo, Yoga. A doctor and mental health therapist will be there, Camp Ripley will supply canoes, YMCA will provide lifeguards, intro to paddling instruction, Free meal along with food truck options, option to buy Miss. Headwaters Beer. Bladdek will provide data to show the increase in economic sales for that day to the Brainerd/Baxter community businesses. IT IS EXPECTED THAT 1000-1500 PEOPLE WILL ATTEND THE EVENT, so Rotary Park will also need to be included as well. An app for iPhone and Android will be developed.
6. Met with Amy from Morrison county and talked about LakePledge with her. She is interested, but would like to get more counties together to look at cost efficiencies.
7. Held phone conversation with Zach Roberts who will install recreational signage for his Eagle Scout project. He asked a few questions about installation.

8. Held meeting with Lilah Crow from Itasca Historical society. She is planning the event from pokegama dam to Forest History Center. Tom Saxhaug was present.