



**Mississippi Headwaters Board  
Meeting Agenda  
Cass County Courthouse  
Walker, MN  
<https://us02web.zoom.us/j/83065055410>**

**January 26, 2024  
10:00 am**

**10:00 AM**

- **Call to Order/Pledge of Allegiance**
- **Officer Election- 2023 Officers:** Chair- Ted Van Kempen (Hubbard), Vice Chair- Craig Gaasvig (Beltrami), Sec./Treasurer- Steve Barrows (Crow Wing).

**10:05 AM Approve/Amend**

- Agenda
- Consent Agenda – December '23 Minutes & Expenses

**Correspondence**

- January Press Release

**Planning and Zoning (Actions)**

- None

**Action / Discussion Items:**

- MHB Letter of Support for MNFish Platform
- Minnesota Traditions videos
- MCIT Open Meeting Law Review
- Executive Directors report-Discussion

**Closed Meeting for Executive Director's Annual Performance Evaluation**

- Performance Review Summary
- Resolution 2024-01 (enclosed in Packet)

Misc: Legislature Update (if any), County Updates

**Meeting Adjourned - Thank you**

**Mtgs:**

February 23, 2024 10:00 AM- MHB Monthly Meeting, Backus, MN

**Attachment**

Draft Minutes

Monthly Expenses

Mississippi Headwaters Board  
December 22, 2023  
Cass County Board Room Walker, MN  
Optional interactive technology: <https://us02web.zoom.us/j/81260576777>

MEETING  
MINUTES

Members present by Roll Call: Ted VanKempen (Hubbard), Craig Gaasvig (Beltrami), Michael Kearney (Aitkin), Bobby Kasper (Morrison), Dean Newland (Clearwater), and Tim Terrill (Executive Director).

Others Present: Garry Leaf (MNFISH), Marcel Noyes (Hubbard SWCD)

Pledge of Allegiance

Chair Van Kempen asked if there were any additions to the agenda.

**M/S (Kearney/Gaasvig) to approve of the agenda. Motion carried unanimously.**

Chair Van Kempen asked for approval to the consent agenda. **M/S (Newland/Gaasvig) to approve of the Consent agenda. Motion carried unanimously.**

### Correspondence

1. Tim provided the board with a news release about the biennial conference.
2. Tim discussed the Association of Minnesota Counties' outstanding economic development award for resourcetainment, with Aitkin County and MHB winning the award.

### Planning and Zoning

None

### Action/Discussion:

1. MNFish discussion- Gary Leaf described the role of MNFish and the discussion revolved around the development and implementation of advocacy campaigns aimed at promoting clean lakes and increasing outdoor activities, particularly fishing. The objective is to enhance the health of lakes, educate stakeholders about their responsibility in maintaining lake cleanliness, and engage younger generations in outdoor activities. A legislative platform paper was passed out to MHB board members showing that MN-Fish supports investing in the fish hatchery system and Public Water Access (PWA's) rehabilitation. Hopefully the funding could be given to counties in a competitive format so counties could prioritize their accesses. He also talked about the Keep It Clean Campaign and thought that Minnesota Traditions could use that as a winter campaign; and also talked about supporting funding for fishing and recreation at the retail level. Discussion ensued and Comm. Van Kempen said that Zach Gutknecht from beltrami county presented the Keep it Clean campaign to Hubbard county and lakeshore residents learned about the problems associated with ice fishing waste. Comm. Gaasvig pointed out that more than education is needed for the Keep it Clean campaign because garbage and human waste are being generated and the county doesn't have enough funding to separate or build disposal

infrastructure to support the amount of waste being generated. Beltrami county has data on the thousands of pounds of waste being generated on Red Lake, and says there are small cities being created on ice fishing lakes due bigger and comfortable ice fishing RV's being produced now. Garry emphasized the need for an open and competitive system to tackle this problem, allowing for different counties to contribute their ideas. He said this will need to be explained in the legislature, but would like to get some data on the amount of trash being generated on destination lakes in their county. The MHB advised Executive Director Tim Terrill to develop a letter of support for these initiatives and present it at the January board meeting.

2. Aitkin and MHB social media resourcetainment contract- Tim provided a history of how the idea of promoting economic development through natural resources has been presented at the MHB summer board meeting, the biennial conference, and now is being presented as a contract today. A new initiative to promote Resourcetainment events through Minnesota traditions was introduced, with a particular focus on Aitkin County. The plan includes providing social media and digital advertising, and organizing events for Aitkin county with the total cost to be \$30,000. Discussion ensued and board members asked if this is an annual payment or multi-year payment. Tim stated that this is an annual payment. **M/S (Gaasvig/Kearney) to approve of the contract . Motion carried unanimously.** A meeting with Grand Rapids is planned for February to further discuss the initiative, and Tim would like to do a pilot project with Aitkin first in 2024, and then offer it to other cities in 2025.
3. MHB program review- Tim presented the project management Gantt chart to the board and reviewed the different programs with them. Board members were pleased to see that this allows them to look at the programs more thoroughly so progress can be monitored and tracked on a quarterly basis.
4. High School Powerpoint- Tim provided a mock presentation of what he presents to high school students and asked the board for any comments. The board was pleased with the presentation and had no comments.
5. MHB Personnel Review Reminder- Tim noted that the personnel review was sent out this week and board members have until Jan. 15<sup>th</sup> to fill it out and get it to Crow Wing Personnel Director Amy Fisher.

## Executive Directors Report

1. Tim said that Crow Wing county is potentially considering moving the MHB office to another location in the Land Services building. Tim said that he is going through old files from the 2000's and earlier and seeing what can be retained and what can be thrown away. Meeting minutes, variances, and personnel records must be kept permanently, but most records have a 10 to 20 year expiration on them.
2. Tim is working on creating a Resourcetainment event with CW historical society and visit Brainerd. He would like to hold a conversation with them about how this event can lead to people visiting downtown Brainerd.
3. Tim stated that as of December 12, 2023, DNR funding was restored back to \$124k.
4. A potential variance for a senior living center in Bemidji faced some opposition. Tim had a phone call with an employee of Rebound Nile that is engineering the senior living center noted that this may or may not be in MHB's jurisdictional area, but provided them with MHB rules should it be in their jurisdiction.

## County & Legislative Updates

Comm. Gaasvig discussed the dissolution of the Greater Bemidji Area Joint Planning Board. Northern Township will be taking over its own planning and zoning and the GBAJPB staff will now work for the city of Bemidji. Additionally, plans for a comprehensive sewer system to collect waste on the north end of Lake Bemidji was discussed. Plans for a potential acquisition of the School Trust land by Northern Township and/or a land exchange of equal value between Beltrami county and DNR could potentially happen. DNR is still in discussion with staff about this, and this is a critical piece that needs to get resolved because highway construction in the area will take place in 2025, and efficiencies can be gained by doing the project all at once. Zach Gutknecht will be leaving Beltrami county and begin a new job at the MPCA. He will be missed and was a great asset to Beltrami county with the 1W1P planning process.

Comm. Kearney said that there was land in private ownership going into a tax-forfeit process, and asked if Aitkin could keep the newly tax forfeited land without offering it for sale. Discussion ensued and Commissioners provided various

instances in which they are familiar with. They thought that if the county board wanted to keep it in tax forfeit status, then Aitkin wouldn't need to put it for public sale. Comm. Gaasvig said that it is a matter to discuss with the state to make sure the process is clear.

**M/S (Kearney/Gaasvig) to adjourn to the biennial conference. Motion carried unanimously.**

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Ted Van Kempen, Chairman of the Board

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Executive Director Tim Terrill

**November SFY'24 Budget Summary**

|  |                       | YTD<br>spending/rei<br>mbursement | Projected<br>Budget  | % of budget<br>spent |   |
|--|-----------------------|-----------------------------------|----------------------|----------------------|---|
| <b>Revenues:</b>   | <b>Monthly Amount</b> |                                   |                      |                      | <b>Notes</b>                            |
| Governor's DNR grant (53290)                                   |                       | \$ 64,479.89                      | \$ 117,800.00        | 54.74%               | non competitive quarterly reimbursement |
| LSOHC grant (53290)  |                       | \$ 3,192.39                       | \$ 8,000.00          | 39.90%               | LSOHC reimbursement                     |
| Guidebook sales (58400)  |                       | \$ 126.00                         | \$ 200.00            | 63.00%               | reimbursement for Guidebook sales       |
| Enbridge program (58300)                                       | \$ 10,409.92          |                                   | \$ 11,000.00         | 0.00%                | enbridge reimbursement                  |
| Miscell. Other revenue (58300)                                 |                       | \$ 780.00                         | \$ 9,000.00          | 8.67%                | LCCMR acquisition                       |
| MCIT Dividend (58300)  |                       | \$ 42.00                          | \$ 42.00             | 100.00%              | MCIT refund                             |
| County Support (52990)   |                       |                                   | \$ 12,000.00         | 0.00%                | 8 county support                        |
| LCCMR acquisition  |                       |                                   | \$ 1,780.00          | 0.00%                | competitive reimbursement               |
| <b>Total</b>   | <b>\$ 10,409.92</b>   | <b>\$ 4,140.39</b>                | <b>\$ 40,242.00</b>  |                      |   |
| <b>Expenses:</b>   | <b>Monthly Amount</b> |                                   |                      |                      | <b>Notes</b>                            |
| Salaries/Benefits<br>FICA/Med/PERA/LIFE/LTD/Hlth/<br>WC(61000) | \$ 12,082.58          | \$ 44,052.84                      | \$ 116,691.00        | 37.75%               | reimbursed by Gov. DNR grant            |
| MCIT insurance/work<br>comp/liability (61500)                  |                       |                                   | \$ 2,563.00          | 0.00%                | reimbursed by Gov. DNR grant            |
| MHB board Per Diem (62680)                                     | \$ 250.00             | \$ 1,250.00                       | \$ 2,300.00          | 54.35%               | reimbursed by Gov. DNR grant            |
| Hotel/Meals/travel exp. (63340)                                | \$ 10.18              | \$ 304.81                         | \$ 1,000.00          | 30.48%               | reimbursed by Gov. DNR grant            |
| Commissioner Mileage (62720)                                   | \$ 179.47             | \$ 1,380.77                       | \$ 2,500.00          | 55.23%               | reimbursed by Gov. DNR grant            |
| Employee Mileage (63320)                                       | \$ 114.23             | \$ 2,219.09                       | \$ 3,500.00          | 63.40%               | reimbursed by Gov. DNR grant            |
| Professional Services (62990)                                  | \$ 525.00             | \$ 10,433.07                      | \$ 35,000.00         | 29.81%               | CW financial                            |
| Office supplies/operations<br>(64090)                          | \$ 125.35             | \$ 2,076.50                       | \$ 2,500.00          | 83.06%               | telephone, printer ink                  |
| Training & Registration Fees<br>(63380)                        | \$ 400.00             |                                   | \$ 800.00            | 0.00%                | AMC conference                          |
| <b>Total</b>   | <b>\$ 13,686.81</b>   | <b>\$ 61,717.08</b>               | <b>\$ 166,854.00</b> |                      |   |

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 2023 12 TO 2023 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   |    | 5,802.46       | 5,802.46           |                    |
|           |                             |                            |           |                | PER 02   |    | 6,107.35       | 11,909.81          |                    |
|           |                             |                            |           |                | PER 03   |    | 5,976.54       | 17,886.35          |                    |
|           |                             |                            |           |                | PER 04   |    | 5,976.54       | 23,862.89          |                    |
|           |                             |                            |           |                | PER 05   |    | 5,976.55       | 29,839.44          |                    |
|           |                             |                            |           |                | PER 06   |    | 8,964.81       | 38,804.25          |                    |
|           |                             |                            |           |                | PER 07   |    | 5,976.54       | 44,780.79          |                    |
|           |                             |                            |           |                | PER 08   |    | 5,976.55       | 50,757.34          |                    |
|           |                             |                            |           |                | PER 09   |    | 5,976.54       | 56,733.88          |                    |
|           |                             |                            |           |                | PER 10   |    | 5,976.54       | 62,710.42          |                    |
|           |                             |                            |           |                | PER 11   |    | 5,976.54       | 68,686.96          |                    |
| 23/12     | 296 12/01/23                | PRJ pr1201                 | 1231201   | 1231201        | 1231     |    | 2,988.27       | 71,675.23          |                    |
|           | pay120123                   | WARRANT=231201             |           | RUN=1 BI-WEEKL |          |    |                |                    |                    |
| 23/12     | 613 12/15/23                | PRJ pr1215                 | 1231215   | 1231215        | 1231     |    | 2,988.28       | 74,663.51          |                    |
|           | pay121523                   | WARRANT=231215             |           | RUN=1 BI-WEEKL |          |    |                |                    |                    |
| 23/12     | 1990 12/29/23               | PRJ PR1229                 | 1231229   | 1231229        | 1231     |    | 2,988.27       | 77,651.78          |                    |
|           | Pay122923                   | WARRANT=231229             |           | RUN=1 BI-WEEKL |          |    |                |                    |                    |
|           | LEDGER BALANCES --- DEBITS: |                            | 77,651.78 |                | CREDITS: |    | .00            | NET:               | 77,651.78          |
| 74830     | 61200                       | Active Insurance           |           |                |          |    |                |                    |                    |
|           |                             |                            |           |                |          |    | REVISED BUDGET |                    | .00                |
|           |                             |                            |           |                | PER 01   |    | 1,792.38       | 1,792.38           |                    |
|           |                             |                            |           |                | PER 02   |    | 1,793.46       | 3,585.84           |                    |
|           |                             |                            |           |                | PER 03   |    | 1,668.46       | 5,254.30           |                    |
|           |                             |                            |           |                | PER 04   |    | 1,543.46       | 6,797.76           |                    |
|           |                             |                            |           |                | PER 05   |    | 1,544.54       | 8,342.30           |                    |
|           |                             |                            |           |                | PER 06   |    | 1,543.46       | 9,885.76           |                    |
|           |                             |                            |           |                | PER 07   |    | 1,543.46       | 11,429.22          |                    |
|           |                             |                            |           |                | PER 08   |    | 1,543.46       | 12,972.68          |                    |
|           |                             |                            |           |                | PER 09   |    | 3,168.46       | 16,141.14          |                    |
|           |                             |                            |           |                | PER 10   |    | 1,793.46       | 17,934.60          |                    |
|           |                             |                            |           |                | PER 11   |    | 1,793.46       | 19,728.06          |                    |
| 23/12     | 296 12/01/23                | PRJ pr1201                 | 1231201   | 1231201        | 1231     |    | 885.71         | 20,613.77          |                    |
|           | pay120123                   | WARRANT=231201             |           | RUN=1 BI-WEEKL |          |    |                |                    |                    |
| 23/12     | 613 12/15/23                | PRJ pr1215                 | 1231215   | 1231215        | 1231     |    | 907.75         | 21,521.52          |                    |
|           | pay121523                   | WARRANT=231215             |           | RUN=1 BI-WEEKL |          |    |                |                    |                    |
|           | LEDGER BALANCES --- DEBITS: |                            | 21,521.52 |                | CREDITS: |    | .00            | NET:               | 21,521.52          |

ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 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         | 837.54             | 837.54             |  |
|           |                             |                         |           |         |                      |        | PER 02         | 883.74             | 1,721.28           |  |
|           |                             |                         |           |         |                      |        | PER 03         | 867.74             | 2,589.02           |  |
|           |                             |                         |           |         |                      |        | PER 04         | 871.56             | 3,460.58           |  |
|           |                             |                         |           |         |                      |        | PER 05         | 871.57             | 4,332.15           |  |
|           |                             |                         |           |         |                      |        | PER 06         | 1,324.30           | 5,656.45           |  |
|           |                             |                         |           |         |                      |        | PER 07         | 871.57             | 6,528.02           |  |
|           |                             |                         |           |         |                      |        | PER 08         | 871.57             | 7,399.59           |  |
|           |                             |                         |           |         |                      |        | PER 09         | 871.57             | 8,271.16           |  |
|           |                             |                         |           |         |                      |        | PER 10         | 871.56             | 9,142.72           |  |
|           |                             |                         |           |         |                      |        | PER 11         | 871.56             | 10,014.28          |  |
| 23/12     | 296 12/01/23                | PRJ pr1201              | 1231201   | 1231201 | 1231                 |        | 435.79         | 10,450.07          |                    |  |
|           | pay120123                   | WARRANT=231201          |           | RUN=1   | BI-WEEKL             |        |                |                    |                    |  |
| 23/12     | 613 12/15/23                | PRJ pr1215              | 1231215   | 1231215 | 1231                 |        | 435.78         | 10,885.85          |                    |  |
|           | pay121523                   | WARRANT=231215          |           | RUN=1   | BI-WEEKL             |        |                |                    |                    |  |
| 23/12     | 1990 12/29/23               | PRJ PR1229              | 1231229   | 1231229 | 1231                 |        | 452.73         | 11,338.58          |                    |  |
|           | Pay122923                   | WARRANT=231229          |           | RUN=1   | BI-WEEKL             |        |                |                    |                    |  |
|           | LEDGER BALANCES --- DEBITS: |                         | 11,338.58 |         | CREDITS:             |        | .00            | NET:               | 11,338.58          |  |
| 74830     | 62100                       | Telephone               |           |         |                      |        |                |                    |                    |  |
|           |                             |                         |           |         |                      |        | REVISED BUDGET |                    | .00                |  |
|           |                             |                         |           |         |                      |        | PER 01         | 61.73              | 61.73              |  |
|           |                             |                         |           |         |                      |        | PER 02         | 61.97              | 123.70             |  |
|           |                             |                         |           |         |                      |        | PER 03         | 61.72              | 185.42             |  |
|           |                             |                         |           |         |                      |        | PER 04         | 61.75              | 247.17             |  |
|           |                             |                         |           |         |                      |        | PER 05         | 61.77              | 308.94             |  |
|           |                             |                         |           |         |                      |        | PER 06         | 61.84              | 370.78             |  |
|           |                             |                         |           |         |                      |        | PER 07         | 61.71              | 432.49             |  |
|           |                             |                         |           |         |                      |        | PER 08         | 61.63              | 494.12             |  |
|           |                             |                         |           |         |                      |        | PER 09         | 61.69              | 555.81             |  |
|           |                             |                         |           |         |                      |        | PER 10         | 61.68              | 617.49             |  |
|           |                             |                         |           |         |                      |        | PER 11         | 61.89              | 679.38             |  |
| 23/12     | 613 12/15/23                | PRJ pr1215              | 1231215   | 1231215 | 1231                 |        | 55.00          | 734.38             |                    |  |
|           | pay121523                   | WARRANT=231215          |           | RUN=1   | BI-WEEKL             |        |                |                    |                    |  |
| 23/12     | 614 12/11/23                | API 006205              |           | 207534  |                      | 364856 | 6.74           | 741.12             |                    |  |
|           | W C121923                   | COUNTY WIDE PHONE BILL  |           |         | CONSOLIDATED TELECOM |        |                |                    |                    |  |
|           | LEDGER BALANCES --- DEBITS: |                         | 741.12    |         | CREDITS:             |        | .00            | NET:               | 741.12             |  |



ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

| ORG YR/PR | OBJECT PROJ JNL 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 01  |          | 100.00  | 100.00             |                    |  |
|           |                          |                                |      |                      | PER 02  |          | 200.00  | 300.00             |                    |  |
|           |                          |                                |      |                      | PER 03  |          | 213.97  | 513.97             |                    |  |
|           |                          |                                |      |                      | PER 04  |          | -113.97 | 400.00             |                    |  |
|           |                          |                                |      |                      | PER 05  |          | 550.00  | 950.00             |                    |  |
|           |                          |                                |      |                      | PER 08  |          | 500.00  | 1,450.00           |                    |  |
|           |                          |                                |      |                      | PER 09  |          | 300.00  | 1,750.00           |                    |  |
|           |                          |                                |      |                      | PER 10  |          | 200.00  | 1,950.00           |                    |  |
|           |                          |                                |      |                      | PER 11  |          | 250.00  | 2,200.00           |                    |  |
| 23/12     | 2164 12/31/23            | API 002534                     |      | 208634               |         | 36654    | 50.00   | 2,250.00           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM           |      | NEWLAND, DEAN        |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 003257                     |      | 208635               |         | 36651    | 50.00   | 2,300.00           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | GAASVIG, CRAIG       |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 006952                     |      | 208636               |         | 36653    | 50.00   | 2,350.00           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | MICHAEL KEARNEY      |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 003356                     |      | 208637               |         | 36652    | 50.00   | 2,400.00           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | HUBBARD COUNTY TREAS |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 100532                     |      | 208638               |         | 1953066  | 50.00   | 2,450.00           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM           |      | MORRISON COUNTY AUDI |         |          |         |                    |                    |  |
|           |                          | LEDGER BALANCES --- DEBITS:    |      | 2,563.97             |         | CREDITS: | -113.97 | NET:               | 2,450.00           |  |
| 74830     | 62720                    | Non-Employee Mileage           |      |                      |         |          |         |                    |                    |  |
|           |                          |                                |      |                      |         |          |         |                    | REVISED BUDGET .00 |  |
|           |                          |                                |      |                      | PER 01  |          | 104.80  | 104.80             |                    |  |
|           |                          |                                |      |                      | PER 02  |          | 203.05  | 307.85             |                    |  |
|           |                          |                                |      |                      | PER 03  |          | 229.69  | 537.54             |                    |  |
|           |                          |                                |      |                      | PER 04  |          | 113.97  | 651.51             |                    |  |
|           |                          |                                |      |                      | PER 05  |          | 572.47  | 1,223.98           |                    |  |
|           |                          |                                |      |                      | PER 08  |          | 434.92  | 1,658.90           |                    |  |
|           |                          |                                |      |                      | PER 09  |          | 353.70  | 2,012.60           |                    |  |
|           |                          |                                |      |                      | PER 10  |          | 372.69  | 2,385.29           |                    |  |
|           |                          |                                |      |                      | PER 11  |          | 217.46  | 2,602.75           |                    |  |
| 23/12     | 2164 12/31/23            | API 003257                     |      | 208635               |         | 36651    | 66.81   | 2,669.56           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | GAASVIG, CRAIG       |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 006952                     |      | 208636               |         | 36653    | 75.98   | 2,745.54           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | MICHAEL KEARNEY      |         |          |         |                    |                    |  |
| 23/12     | 2164 12/31/23            | API 003356                     |      | 208637               |         | 36652    | 36.68   | 2,782.22           |                    |  |
|           | W A010224                | MHB MEETING PER DEIM & MILEAGE |      | HUBBARD COUNTY TREAS |         |          |         |                    |                    |  |
|           |                          | LEDGER BALANCES --- DEBITS:    |      | 2,782.22             |         | CREDITS: | .00     | NET:               | 2,782.22           |  |

ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

| ORG YR/PR | OBJECT JNL | PROJ EFF DATE | SRC REF1   | REF2 | REF3                 | CHECK # | OB       | AMOUNT     | NET LEDGER BALANCE | NET BUDGET BALANCE |
|-----------|------------|---------------|--|------|----------------------|---------|----------|------------|--------------------|--------------------|
| 74830     | 62990      |               | Prof. & Tech. Fee - Other                                  |      |                      |         |          |            |                    |                    |
|           |            |               |  |      |                      |         |          |            |                    | REVISED BUDGET .00 |
|           |            |               |  |      |                      | PER 01  |          | 9,315.53   | 9,315.53           |                    |
|           |            |               |  |      |                      | PER 02  |          | 625.00     | 9,940.53           |                    |
|           |            |               |  |      |                      | PER 03  |          | 1,745.00   | 11,685.53          |                    |
|           |            |               |  |      |                      | PER 04  |          | 14,756.43  | 26,441.96          |                    |
|           |            |               |  |      |                      | PER 05  |          | 779.59     | 27,221.55          |                    |
|           |            |               |  |      |                      | PER 06  |          | 525.00     | 27,746.55          |                    |
|           |            |               |  |      |                      | PER 07  |          | 15,430.45  | 43,177.00          |                    |
|           |            |               |  |      |                      | PER 08  |          | 150,537.75 | 193,714.75         |                    |
|           |            |               |  |      |                      | PER 09  |          | 497,025.00 | 690,739.75         |                    |
|           |            |               |  |      |                      | PER 10  |          | 18,151.84  | 708,891.59         |                    |
|           |            |               |  |      |                      | PER 11  |          | 525.00     | 709,416.59         |                    |
| 23/12     | 533        | 12/12/23      | API 003534   |      | 207424               |         | 1952686  | 2,432.75   | 711,849.34         |                    |
|           | W A121223  | 2024          | SIGNAGE  |      | FISHING THE WILDSIDE |         |          |            |                    |                    |
| 23/12     | 2437       | 12/31/23      | GEN  |      |                      |         |          | 525.00     | 712,374.34         |                    |
|           |            |               | RECURRING  |      | FINANCIAL SERVICE    |         |          |            |                    |                    |
|           |            |               | LEDGER BALANCES --- DEBITS:                                |      | 712,374.34           |         | CREDITS: | .00        | NET:               | 712,374.34         |
| 74830     | 63320      |               | Employee Mileage   |      |                      |         |          |            |                    |                    |
|           |            |               |  |      |                      |         |          |            |                    | REVISED BUDGET .00 |
|           |            |               |  |      |                      | PER 01  |          | 395.81     | 395.81             |                    |
|           |            |               |  |      |                      | PER 02  |          | 310.48     | 706.29             |                    |
|           |            |               |  |      |                      | PER 03  |          | 621.82     | 1,328.11           |                    |
|           |            |               |  |      |                      | PER 04  |          | 565.68     | 1,893.79           |                    |
|           |            |               |  |      |                      | PER 05  |          | 200.63     | 2,094.42           |                    |
|           |            |               |  |      |                      | PER 06  |          | 138.41     | 2,232.83           |                    |
|           |            |               |  |      |                      | PER 07  |          | 667.43     | 2,900.26           |                    |
|           |            |               |  |      |                      | PER 08  |          | 345.20     | 3,245.46           |                    |
|           |            |               |  |      |                      | PER 09  |          | 658.74     | 3,904.20           |                    |
|           |            |               |  |      |                      | PER 10  |          | 373.74     | 4,277.94           |                    |
|           |            |               |  |      |                      | PER 11  |          | 216.29     | 4,494.23           |                    |
| 23/12     | 1915       | 12/26/23      | GNI  |      |                      |         |          | 44.80      | 4,539.03           |                    |
|           | WF OOP     |               | Aitkin County Trails Comm Mtg                              |      |                      |         |          |            |                    |                    |
|           |            |               | TIM TERRILL - OOP - Aitkin County Trails committee meeting |      |                      |         |          |            |                    |                    |
| 23/12     | 1915       | 12/26/23      | GNI  |      |                      |         |          | 69.43      | 4,608.46           |                    |
|           | WF OOP     |               | MHB November meeting                                       |      |                      |         |          |            |                    |                    |
|           |            |               | TIM TERRILL - OOP - MHB November meeting                   |      |                      |         |          |            |                    |                    |
|           |            |               | LEDGER BALANCES --- DEBITS:                                |      | 4,608.46             |         | CREDITS: | .00        | NET:               | 4,608.46           |

ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

| ORG YR/PR | OBJECT PROJ JNL EFF DATE | SRC REF1  | REF2       | REF3   | CHECK #  | OB      | AMOUNT         | NET LEDGER BALANCE | NET BUDGET BALANCE |
|-----------|--------------------------|---|------------|--------|----------|---------|----------------|--------------------|--------------------|
| 74830     | 63340                    | Hotel & Meals Travel Expense                          |            |        |          |         |                |                    |                    |
|           |                          |   |            |        |          |         | REVISED BUDGET |                    | .00                |
|           |                          |   |            |        | PER 01   |         | 7.95           | 7.95               |                    |
|           |                          |   |            |        | PER 02   |         | 10.89          | 18.84              |                    |
|           |                          |   |            |        | PER 03   |         | 9.03           | 27.87              |                    |
|           |                          |   |            |        | PER 04   |         | 20.35          | 48.22              |                    |
|           |                          |   |            |        | PER 05   |         | 36.75          | 84.97              |                    |
|           |                          |   |            |        | PER 06   |         | 12.50          | 97.47              |                    |
|           |                          |   |            |        | PER 07   |         | 68.88          | 166.35             |                    |
|           |                          |   |            |        | PER 08   |         | 45.67          | 212.02             |                    |
|           |                          |   |            |        | PER 09   |         | 190.66         | 402.68             |                    |
| 23/12     | 1916 12/26/23            | GNI   |            |        |          |         | 2.68           | 405.36             |                    |
|           | BREMPCARD                | breakfast meal  |            |        |          |         |                |                    |                    |
|           |                          | TIM TERRILL - HOLIDAY STATIONS 0196 - breakfast meal  |            |        |          |         |                |                    |                    |
| 23/12     | 1916 12/26/23            | GNI   |            |        |          |         | 7.50           | 412.86             |                    |
|           | BREMPCARD                | parking fee for AMC conf.                             |            |        |          |         |                |                    |                    |
|           |                          | TIM TERRILL - 5840 LORING - parking fee for AMC conf. |            |        |          |         |                |                    |                    |
|           |                          | LEDGER BALANCES --- DEBITS:                           | 412.86     |        | CREDITS: | .00     | NET:           | 412.86             |                    |
| 74830     | 63380                    | Training & Registration Fees                          |            |        |          |         |                |                    |                    |
|           |                          |   |            |        |          |         | REVISED BUDGET |                    | .00                |
|           |                          |   |            |        | PER 06   |         | 355.00         | 355.00             |                    |
| 23/12     | 723 12/19/23             | API 102987  |            | 207934 | 36540    |         | 400.00         | 755.00             |                    |
|           | W A121923                | 2023 AMC ANNUAL CONFERENCE- TE ASSOCIATION OF MN      |            |        |          |         |                |                    |                    |
|           |                          | LEDGER BALANCES --- DEBITS:                           | 755.00     |        | CREDITS: | .00     | NET:           | 755.00             |                    |
| 74830     | 64090                    | Office Supplies                                       |            |        |          |         |                |                    |                    |
|           |                          |   |            |        |          |         | REVISED BUDGET |                    | .00                |
|           |                          |   |            |        | PER 01   |         | 12.59          | 12.59              |                    |
|           |                          |   |            |        | PER 02   |         | 71.93          | 84.52              |                    |
|           |                          |   |            |        | PER 03   |         | 14.94          | 99.46              |                    |
|           |                          |   |            |        | PER 05   |         | 18.93          | 118.39             |                    |
|           |                          |   |            |        | PER 07   |         | 948.71         | 1,067.10           |                    |
|           |                          |   |            |        | PER 08   |         | 469.43         | 1,536.53           |                    |
|           |                          |   |            |        | PER 10   |         | 64.05          | 1,600.58           |                    |
|           |                          |   |            |        | PER 11   |         | 167.32         | 1,767.90           |                    |
| 23/12     | 1916 12/26/23            | GNI   |            |        |          |         | 63.61          | 1,831.51           |                    |
|           | BREMPCARD                | printer ink   |            |        |          |         |                |                    |                    |
|           |                          | TIM TERRILL - BEST BUY 00005223 - printer ink         |            |        |          |         |                |                    |                    |
|           |                          | LEDGER BALANCES --- DEBITS:                           | 1,831.51   |        | CREDITS: | .00     | NET:           | 1,831.51           |                    |
|           |                          | GRAND TOTAL --- DEBITS:                               | 836,581.36 |        | CREDITS: | -113.97 | NET:           | 836,467.39         |                    |

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ACCOUNT DETAIL HISTORY FOR 2023 12 TO 2023 12

| ORG  | OBJECT | PROJ     |     |      |      |      |         |    |        | NET LEDGER | NET BUDGET |
|--|--------|----------|-----|------|------|------|---------|----|--------|------------|------------|
| YR/PR  | JNL    | EFF DATE | SRC | REF1 | REF2 | REF3 | CHECK # | OB | AMOUNT | BALANCE    | BALANCE    |
| ** END OF REPORT - Generated by Korie Wiggins ** |        |          |     |      |      |      |         |    |        |            |            |

## Aitkin County and Mississippi Headwaters Board Receive Award for Utilizing ‘Resourcetaintment’ to Retain Workers and Encourage Economic Development

**FOR IMMEDIATE RELEASE**

December 7, 2023

(St. Paul, MN) – The Minnesota Association of Professional County Economic Developers (MAPCED) selected **Aitkin County and Mississippi Headwaters Board’s “Utilizing ‘Resourcetaintment’ to Retain Workers and Encourage Economic Development”** to receive the association’s annual award for exceptional economic development projects. The award was presented December 5, 2023, at the Association of Minnesota Counties (AMC) Annual Conference in Minneapolis by 2023 AMC President and Ramsey County Commissioner Mary Jo McGuire.



Resourcetaintment is a unique concept developed by the Mississippi Headwaters Board to promote Mississippi River paddling events that bring about awareness of the natural resource and increase local economic development. The implementation of the concept was executed by Aitkin County, the Chamber of Commerce, and the Aitkin County Water Trails committee which promotes a “Naturally Better” recreational/economic branding campaign for the cities and towns in Aitkin County. A paddle down the Mississippi was held for the general public, and a social hour was held afterwards with beer and wine tasting to promote economic development. Over the past three years, this concept generated almost \$10,000 worth of economic activity with local restaurants and craft breweries benefitting from increased patronage. The collaboration that led to implementation is a key factor in the success of Resourcetaintment, and all partners involved worked diligently to turn this concept into a successful reality.

MAPCED is a professional association for county-level economic developers in Minnesota, who champion economic growth through the advancement of county economic development professionals in Minnesota.

###

## **Planning and Zoning**

None

## **Action/Discussion**

MHB Letter of Support for MNFish Platform  
Minnesota Traditions videos  
MCIT Open Meeting Law Review  
Executive Directors report-Discussion



## Mississippi Headwaters Board

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

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

January 26, 2024

MN-Fish  
125 1<sup>st</sup> Ave. NW  
PO Box 7  
Osseo, MN 55369

RE: Letter of Support from the Miss. Headwaters Board for the MNFish Legislative Platform

Dear President Ron Schara,

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 heard from the MN-Fish representative Garry Leaf on a variety of initiatives in their 2024 supported legislative platform. MN-Fish is supporting the Governors/DNR's continued request for \$14.8M regarding investment into the statewide fishing hatchery system and \$12M for Public Water Access rehabilitation. They are also requesting new funding to be put toward the Keep It Clean Campaign to encourage a proper disposal infrastructure and a statewide education campaign for disposal of trash and human waste. The MHB supports these efforts as it will provide multiple benefits to the state, county, and people of Minnesota.

If you have any questions please do not hesitate to call our Executive Director at (218) 824-1189 or email at [timt@mississippiheadwaters.org](mailto:timt@mississippiheadwaters.org).

Sincerely,

Ted Van Kempen, MHB Chairman



# Executive Director Report

December 2023- January 2024

## 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. Reviewed monthly variances as they are brought forward by counties.
6. Submitted abstract report to LCCMR.
7. Wrote Letter of Support for MHB board to review and approve at MHB January board meeting

## Meetings & Networking

1. Attended meeting with Great River Road and Aitkin county to explore opportunities to promote natural resource recreation in the area and to co-promote events.
2. Had phone conversation with Molly Zinns from Regional Sustainable Development Program which is a University of Minnesota agency. We discussed the possibility of submitting a project brief to have a student or MN Extension personnel study the economic impacts of Resource retention events. I'm looking at various options as it is in the concept stage, but it would be great to explore the opportunity of an economic analysis or something to that effect than what I am currently doing now.
3. Invited by the DNR to the annual winter online AIS workshop where I will present on social media work.
4. Attended MCIT Open Meeting Law Training and looked for ways to improve our notice of meeting and meeting minutes.
5. Submitted an Idea Brief to Regional Sustainable Development Partnerships (RSDP) on how to study economic development from a higher level to create an economic model.
6. Attended the DNR Roundtable and talked with Sarah Strommen about the process to increase funding to the MHB.



## RESOLUTION 2024-01

### Mississippi Headwaters Board

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BE IT RESOLVED the MHB Board held an Executive Director closed performance review meeting on **January 26, 2024**.

BE IT FURTHER RESOLVED the MHB Board opened the meeting and the general rating of \_\_\_\_\_ was decided upon by the Board.

NOW THEREFORE, BE IT RESOLVED, the MHB Board adopts the Crow Wing County 2024 pay matrix and authorizes a performance rating of \_\_\_\_\_ to the Executive Director and apply the corresponding performance based pay adjustment of \_\_\_\_\_% prorated back to **January 1, 2024** as published in the performance based pay wage adjustment matrix.

This resolution was adopted by a vote, Ayes \_\_\_ Nays:\_\_\_, of the Mississippi Headwaters Board on **January 26, 2024** and will be made of record in accordance with the Minutes of same.

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I, **Tim Terrill**, Executive Director of the Mississippi Headwaters Board (MHB), do hereby certify that I have compared the foregoing with the original resolution filed in the MHB office on the **26<sup>th</sup> of January A.D. 2024**, and the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL

At Walker, Minnesota, **this 26th day of January, A.D. 2024**

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Tim Terrill- Executive Director

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