



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, January 3, 2023 6:30 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN

APPROVED MINUTES

1. Call to Order & Roll Call

Mr. West called the meeting to order at 6:32 p.m.

Present: John West, Dan Breyen, Chris Beyett (via Zoom), Patrick Sullivan (via Zoom), Tim Harrington, Troy Wolens.

Absent: Ryan Seguin, Dan Denno, Jeff Entsminger, Andrew Wood, Radja Lohse

Audience: Jamie Schurbon (ACD), Katie Kalland (Recording Secretary, via Zoom), Jim Lindahl (ACD)

2. Adopt Agenda

Mr. Schurbon added the campaign finance letter under item 8a.

Mr. Harrington made a motion to adopt the agenda. Mr. Wolens seconded. Motion approved unanimously.

3. Approval of Minutes for November 1, 2022

Mr. Breyen made a motion to approve the minutes for November 1, 2022. Mr. Harrington seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Sullivan stated the balance is \$18,091.18 as of December 12, 2022.

Mr. Breyen suggested having a line item for the opening balance on the treasurer's report. Mr. Schurbon asked the board if they wanted to hide previous year's entries so it's easier to read. Mr. West suggested having a report for the current fiscal year only. Going forward Mr. Sullivan will make those changes to the financial reports.

Mr. Breyen made a motion to approve the treasurer's report. Mr. Harrington seconded. Motion approved unanimously.

b. Member community invoicing update

Mr. Schurbon stated ACD has invoiced all the communities for 2023. He doesn't have a current update as checks are coming in. Mr. Sullivan will be picking up checks to get deposited and have a more accurate update at the next meeting.

5. Unfinished Business

a. Bethel reviews of URRWMO-required ordinances

Mr. Schurbon stated he reached out to the City of Bethel and Mr. Sequin and has not received responses. Mr. Sullivan stated the only response he's received from Bethel is they didn't know what to do. Mr. West suggested having a document ready to go for Bethel to sign. Mr. Schurbon stated he is willing to continue to advise Bethel to get this accomplished, and noted there may be formal processes for ordinance adoption. Mr. West suggested that Bethel reach out to East Bethel because they recently did something similar. Mr. West asked Mr. Sullivan to attend a city council meeting to get this addressed.

b. URRWMO joint powers agreement updates

Mr. Schurbon gave the board a background of the JPA. The URRWMO board previously developed recommended JPA edits for the cities, but paused activity as the Sunrise River WMO (SRWMO) went through some similar work. He noted that Ham Lake and Bethel expressed interest changing the URRWMO funding formula. The City of Ham Lake is currently exploring leaving both the URRWMO and SRMWO. If that occurred, it would necessitate amendment to the JPA. The board discussed revisiting the topic again later, as Ham Lake determines what they will do.

Mr. Wolens stated he has reached out to the Ham Lake city administrator and has gotten no response. Mr. West suggested Mr. Wolens attend a city council meeting to get guidance from Ham Lake.

c. URRWMO Watershed Plan review

Mr. Schurbon stated that BWSR has a required 5 year amendment plan for the URRWMO. Mr. Schurbon discussed the options and stated the board should wait for BWSR's input in March.

d. Project updates

Mr. Schurbon gave the board an update on the projects. He stated the Lake George shoreline stabilization projects had extra funds to contract for vegetation establishment services. The contractor will do weeding and teach the property owner on vegetation management. Mr. Schurbon discussed the Rum Riverbank stabilization. He noted that a new Legacy grant was secured. Mr. Schurbon also discussed the St. Francis storm water projects. He stated the St. Francis High School north storm water pond project was dropped due to the pond being adequate. Being that project was canceled, it will be replaced by rain gardens at 225th Lane and 226th Ave. He noted the roadside check dams at the high school are being designed.

6. New Business

a. Request for proposals for 2023 professional services

Mr. Schurbon discussed the RFP for the URRWMO as outlined in the budget. Mr. Schurbon stated he doesn't want to be too involved in this proposal as ACD will respond to the RFP. Mr. West suggested each city should get an email with the RFP to send out to the city engineers/representatives. Mr. West will send out the email.

b. 2024 Draft budget

Mr. Schurbon outlined the 2024 draft budget which is all subject to revision. Mr. Schurbon stated the website update and organizational restructuring if Ham Lake leaves the URRWMO were two budget item in need of discussion.

Mr. Schurbon stated new website would be \$1,200 and updates are needed for security. Mr. West did not think a new website is a priority at this time. Mr. Breyen inquired if the budget for the previous year's website maintenance has been used. Mr. Schurbon stated that it has been used for ongoing upkeep including annual fees and regular postings. The consensus of the board was to direct Mr. Schurbon to revise the website update line item from \$1,200 to \$0. The board wishes to update the website only when really needed.

Mr. Schurbon described that if Ham Lake leaves the URRWMO there will be needed restructuring of the JPA, jurisdictional boundary, and watershed plan. This is separate from a routine JPA update that the URRWMO might choose to do. The board prefers that all line items associated with the

potential departure of Ham Lake be set to \$0, as it is unknown whether they will occur. If needed, a separate request for funding could be made to the cities later. Or, if it is known by March that this will be needed, Mr. West would like to see refined numbers on what will be needed and refined costs.

Mr. West had concerns that the current draft budget is approximately \$20,022 greater than the amount in the Watershed Plan for 2023. Mr. Schurbon noted this was almost mostly due to the items associated with Ham Lake's departure. With those items reduced to \$0, the draft budget will be closer to the Watershed Plan and can be further reviewed at the next meeting.

7. Mail

- a. Mr. West stated that checks from East Bethel and Ham Lake were received, along with a letter for Mr. Schurbon from the campaign finance board.

8. Other

- a. Mr. Schurbon received a letter from the MN Campaign Finance Board. Mr. Schurbon stated that each member of the board will receive an Economic Interest form and will need to complete it.

9. Invoice(s)

- a. Recording Secretary services for 11-1-2022 meeting \$ 175.00

Mr. Breyen moved to approve the invoice for the recording secretary for \$175.00. Mr. Wolens seconded. Motion approved unanimously.

10. Adjourn

Mr. Wolens made a motion to for adjournment at 7:26 p.m. Mr. Breyen seconded. Motion approved unanimously.

Respectfully submitted: Katie Kalland (Recording Secretary)