



# 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

**URRWMO Board members and city affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Harrington (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Denno (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)			

**AGENDA** *Agenda to be finalized at meeting*

1. Call to Order & Roll Call
2. Adopt Agenda
3. Approval of Minutes for November 1, 2022
4. Treasurer’s Report
  - a. Financial report
  - b. Member community invoicing update
5. Unfinished Business
  - a. Bethel reviews of URRWMO-required ordinances
  - b. URRWMO joint powers agreement updates
  - c. URRWMO Watershed Plan review
  - d. Projects updates
6. New Business
  - a. Request for proposals for 2023 professional services
  - b. 2024 draft budget
7. Mail
8. Other
9. Invoice(s)
  - a. Recording Secretary services for 11-1-2022 meeting \$ 175.00
10. Adjourn

Upcoming meetings: 2023 – March 7, May 2



# 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 225<sup>th</sup> Lane and 226<sup>th</sup> 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)



# UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, March 7, 2023 6:30 pm**

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

---

**URRWMO Board members and city affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

---

## AGENDA *Agenda to be finalized at meeting*

1. Call to Order & Roll Call
2. Adopt Agenda
3. Approval of Minutes for January 3, 2023
4. Treasurer’s Report
  - a. Financial report
  - b. Member city invoicing update
5. Unfinished Business
  - a. Bethel reviews of URRWMO-required ordinances
  - b. URRWMO joint powers agreement updates
  - c. Projects updates
  - d. 2022 work results from ACD
  - e. 2022 project funds
  - f. Website platform update
  - g. Request for proposals for 2023 professional services
  - h. 2024 draft budget
6. New Business
7. Mail
8. Other
9. Invoice(s)
  - a. Recording Secretary services for 1-3-2022 meeting \$ 175.00
10. Adjourn

Upcoming meetings: May 2 (annual meeting)



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, March 7, 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 6:29 p.m. Mr. West asked the members present to introduce themselves and what city they represent.

Present: John West, Dan Breyen, Patrick Sullivan, Troy Wolens, Shanni Fladebo, Jeff Entsminger, Andrew Wood, Radja Lohse, Tim Miller.

Absent: Ryan Seguin, Paul Tradewell, Chris Beyett.

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

### 2. Adopt Agenda

Mr. Schurbon requested to add item “i. watershed plan amendment” under unfinished business and item “a. annual report to cities” under new business.

**Mr. Breyen made a motion to adopt the agenda including items requested by Mr. Schurbon. Ms. Fladebo seconded. Motion approved unanimously.**

### 3. Approval of Minutes for January 3, 2023

**Mr. Breyen made a motion to approve the minutes for January 3, 2023. Mr. Lohse seconded. Motion approved unanimously.**

### 4. Treasurer’s Report

#### a. Financial report

Mr. Sullivan stated the balance in the bank as of 2/28/23 was \$31,391.45. **Mr. Breyen made a motion to approve the financial report. Mr. Wood seconded. Motion approved unanimously.**

#### b. Member city invoicing update

Mr. Sullivan reported on checks received in the mail. Mr. Schurbon noted that all cities are paid up for the first half. 2<sup>nd</sup> half invoices will be sent out in June.

### 5. Unfinished Business

#### a. Bethel reviews of URRWMO-required ordinances

Mr. Schurbon discussed this recurring issue and updated new members. He spoke with the Bethel city

administrator and she will be reaching out to their city planner to get this resolved.

b. URRWMO joint powers agreement updates

Mr. Schurbon stated that elected officials, city administrators, state officials, and attorneys met last week. Most recently Ham Lake has explored leaving the URRWMO. At that meeting there was agreement by all including City of Ham Lake officials that their city should stay in the WMOs. There was discussion about funding formulas and unanimous ratification of budgets. Mr. West stated he trusts the Ham Lake Mayor and other officials will find resolutions. Future updates are expected.

c. Projects updates

Mr. Schurbon gave an update on the Lake George shoreline stabilization, Rum Riverbank stabilizations, Dellwood Community Park, and stormwater projects. Ms. Fladebo inquired about how these projects are paid for and what the watersheds role is. Mr. Schurbon described that most projects are funded by grants with matching funds from the URRWMO. The Anoka Conservation District coordinates the projects. Mr. Schurbon also reported on recent outreach and education efforts. He highlighted a recently developed video titled “Our River Connection” which explains reasons for watershed management. Mr. West suggested that ACD share the video at an upcoming meeting.

d. 2022 work results from ACD

Mr. Schurbon demonstrated a “projects dashboard” on the Anoka Conservation District (ACD) website. It shows project locations, photos, and details.

Mr. Schurbon explained that the ACD does an annual report of work done in the URRWMO by ACD. It includes work both paid by the URRWMO and paid by others. Mr. Schurbon noted some recommendations of these work results, number one thing would be to work on phosphorus on the Rum River and Lake George.

e. 2022 project funds

Mr. Schurbon stated that of the \$15,759 the URRWMO provided to ACD in 2022 for projects, \$11,958 was previously allocated to match the Rum metro Watershed Based Implementation Funding grant projects. He noted \$3,801 remains. Mr. Schurbon recommended allocating this funding to the same projects because the original grant budget did not anticipate the magnitude of inflation that has been seen recently. Mr. Wood stated that in his construction profession actual prices have been 20% over the engineer’s estimate. Mr. West suggested delaying this decision until other financial matters later on the agenda are discussed first.

Later in the meeting the board agreed to use \$1,300 of these funds to obtain a new website. No decision was made on the remainder.

f. Website platform update

Mr. Schurbon explained that the website is over ten years old and lacks an SSL certificate. The current platform, Joomla3, will no longer be supported in the second half of 2023. If not updated, there will be further security vulnerabilities. Some risks of not upgrading could be: the website is hacked, ransomware, the website could redirect to an inappropriate website, or viruses when accessing files. Mr. Schurbon went over options and prices to fix this. Mr. Sullivan stated he would be for upgrading to WordPress. Ms. Fladebo asked about the traffic on the website. Mr. Schurbon stated there is no counter on the current website platform. Mr. Wolens stated he was in favor of WordPress with a traffic counter. Mr. Entsminger stated it’s something that needs to be done. Mr. Lohse stated he would be in favor with the WordPress upgrade. Mr. Miller stated he doesn’t want to overspend the budget however, if there was a way to amend the budget to do so. Mr. West stated he would not be in favor of the upgrade unless the funding, within approved budgets, is identified.

**Mr. Entsminger made a motion to authorize ACD to release \$1,300 of the \$3,802 2022 project funds to upgrade the URWRMO website with the WordPress platform. Mr. Sullivan seconded. Motion approved unanimously.**

g. Request for proposals for 2023 professional services

Mr. West and Mr. Schurbon discussed the RFP for 2023 professional services. ACD is the only organization that responded. The proposal is \$513 below the 2023 budget for the those items. **Mr. Sullivan made a motion to accept the ACD proposal of \$40,362 and authorize the Chair to sign a contract for the same. Mr. Wolens seconded. Motion approved unanimously.**

h. 2024 draft budget

Mr. Schurbon discussed the changes that were made from last meeting (website, Ham Lake departure) and noted the addition of a line item for JPA updates. It was noted that a previous line item of \$5,520 for a five-year watershed plan amendment can be changed to \$0 based on recent conversations with the Board of Water and Soil Resources.

The board discussed funding for JPA amendments. There are recommended amendments regardless of whether Ham Lake departs the URRWMO. Mr. Schurbon noted that the neighboring Sunrise River WMO chose to exclude this item from its regular budget and instead make a separate funding request to the member cities at the appropriate time. Mr. West agreed that he felt this should not be included in the URRWMO budget because it is the work of the cities, not of the WMO. The item was removed by consensus.

Mr. Breyen asked to add the website SSL certificate yearly charge (\$100) on the budget. No objections to adding it were heard.

Discussion ensued that the budget is now similar to recent years and \$1,718 below the amount in the watershed management plan.

The board discussed the timing of budget ratifications from the cities. Discussions about JPA amendments are ongoing, and those will need more time. The concensus of the board that the budget ratifications should happen before the next URRWMO meeting to allow for any comments to be addressed and the budget to be adopted so cities can set their preliminary levies in a timely way.

**Mr. Wolens made a motion to send the 2024 draft budget of \$41,814.00 to cities with ratifications due by end of April 2023. Mr. Sullivan seconded. Motion approved unanimously.**

i. Watershed plan amendment

Mr. Schurbon discussed that the 2019 state approval of the URRWMO Plan included a requirement for a plan amendment by year five. He has discussed this with Board of Water and Soil Resources (BWSR) staff and there is agreement that the URRWMO's 2021 amendment met the requirement with the exception that BWSR felt a discussion of budget adequacy was still needed to ensure compliance. The question to be discussed is whether the URRMWO is spending enough money to meet plan goals. Mr. Schurbon he felt the answer was "yes" because planned amounts are being spent, many grants have been secured by partners, new Watershed Based Implementation Funding is available instead of less certain competitive grants, and those grants have lower match requirements. Mr. Breyen, Mr. West, and others voiced agreement. At the next URRWMO meeting BWSR Board Conservationist Michelle Jordan has been invited to give a presentation about watershed law, and thereafter would like to discuss this question with the board.

6. New Business

Mr. Schurbon will be sending out the annual mini-report to city administrators in a few days. He welcomed the board to look at it and give edits if needed. Mr. West stated that this is a good tool for your city councils to use and it's very important to keep them in the loop on what's happening in the URRWMO.

7. Invoice(s)

- a. Recording Secretary services for 1-3-2022 meeting \$ 175.00

**Mr. Breyen made a motion to approve invoice #12 for recording secretary services for \$175.00. Mr. Wood seconded. Motion approved unanimously.**



8. Adjourn

**Ms. Fladebo made a motion for adjournment at 8:12 p.m. Mr. Miller seconded. Nays: Mr. Breyen. Ayes: All other members present. Motion passed.**

Respectfully submitted by: Katie Kalland (Recording secretary)



# UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, May 2, 2023 6:30 pm**

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

**Meeting be in the senior center room.** Use N entrance, then first left.

### URRWMO Board members and city affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

## AGENDA

*Agenda to be finalized at meeting*

1. Call to Order & Roll Call
2. Adopt Agenda
3. Annual meeting items
  - a. Election of officers
  - b. Set meeting dates
  - c. Hear any recommended changes to the JPA or watershed plan
  - d. Select newspaper of record
4. Approval of Minutes for March 7, 2023
5. Treasurer's Report
6. Informational Items
  - a. Presentation about watershed mangement by Michelle Jordan of the MN BWSR
7. Unfinished Business
  - a. Watershed plan amendment
  - b. Bethel reviews of URRWMO-required ordinances
  - c. URRWMO joint powers agreement updates
  - d. Projects updates
  - e. 2022 project funds
  - f. Website platform update
  - g. 2024 budget ratifications
8. New Business
  - a. Financial polices development
  - b. Board member tour planning
9. Mail

10. Other

11. Invoice(s)

a. Recording Secretary services for 3-7-2022 meeting \$ 175.00

b. Anoka Conservation District invoice 1 of 3 \$13,454.00

12. Adjourn

Upcoming meetings: TBD



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for Tuesday, May 2, 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 6:30 p.m.

Present: John West, Dan Breyen, Patrick Sullivan, Jeff Entsminger, Andrew Wood, Radja Lohse, Tim Miller, Ryan Seguin, Paul Tradewell, Chris Beyett, Troy Wolens , Shanni Fladebo (joined 6:42 p.m.)

Audience: Jamie Schurbon (ACD), Katie Kalland (Recording secretary), Michelle Jordan (BWSR)

### 2. Adopt Agenda

**Mr. Breyen made a motion to approve the agenda as presented. Mr. Sullivan seconded. Motion approved unanimously.**

### 3. Annual meeting items

#### a. Election of officers

**Mr. Breyen nominated Mr. West as chair. Mr. Tradewell seconded. Motion passed unanimously. Mr. West accepted the chair position.**

**Mr. West nominated Mr. Breyen as vice chair. Mr. Sullivan seconded. Motion passed unanimously. Mr. Breyen accepted the vice chair position.**

Mr. Sullivan stated he would like to step down as treasurer. Mr. Sullivan noted he couldn't make it work to pick up the mail, which is a requirement of the treasurer's position. Mr. Sullivan noted he would be willing to stay on as the treasurer if picking up the mail wasn't a requirement. **Mr. Sullivan made a motion for Mr. Tradewell to become the treasurer. Mr. Lohse seconded. Motion passed unanimously. Mr. Tradewell accepted the treasurer position.**

**Mr. Breyen made a motion to remove Mr. Sullivan as a check signer and add Mr. Tradewell as an authorized check signer. Also, to transfer the online banking credentials to Mr. Tradewell. Mr. Wolens seconded. Motion approved unanimously.**

**Mr. Tradewell made a motion to approve Ms. Kalland for the contracted recording secretary position. Mr. Sullivan approved. Motion passed unanimously.**

b. Set meeting dates

Mr. Schurbon outlined the recommended dates as stated in the packet. **Mr. Wolens made a motion to approve the meetings dates as presented. Mr. Lohse seconded. Motion passed unanimously.**

c. Hear any recommended changes to the JPA or watershed plan

Mr. Schurbon stated this is an annual opportunity to voice any suggested changes to the JPA or watershed plan. No comments were heard.

d. Select newspaper of record

**Mr. Breyen made a motion to select the Star Tribune as the newspaper of record. Mr. Wolens seconded. Motion approved unanimously.**

4. Approval of Minutes for March 7, 2023

Mr. West commended Ms. Kalland's detailed work of the minutes. **Mr. Breyen made a motion to approve the minutes from March 7, 2023. Mr. Lohse seconded. Motion approved unanimously.**

5. Treasurer's Report

Mr. Sullivan presented the treasurer's report to the board. Mr. Sullivan stated no new activity. Mr. West asked Mr. Sullivan to send the last report to Mr. Tradewell as new treasurer. Mr. Schurbon described the new format of the treasurer's report going forward. **Ms. Fladebo made a motion to approve the treasurer's report. Mr. Lohse seconded. Motion approved unanimously.**

6. Informational Items

a. Presentation about watershed management by Michelle Jordan of the MN BWSR

Ms. Jordan gave the board a presentation on watershed management organizations in Minnesota. Ms. Jordan stated how important it is to tell your watershed if you have projects so you don't miss out on funding.

7. Unfinished Business

a. Watershed plan amendment

Mr. Schurbon discussed the 5 year plan amendment requirement in the BWSR board order for approval of the current watershed plan. Ms. Jordan described information that Mr. Schurbon shared with her about work the URRWMO has done to meet the requirement, including the 2021 plan amendment. The board discussed this information and feels the requirement has been met. Ms. Jordan agreed, and further needs to finalize decisions with her supervisor. Ms. Fladebo asked if the board could get a letter of record stating the URRWMO has met the requirement. Ms. Jordan added she will provide a letter after speaking with her supervisor. Ms. Jordan recommended keeping the plan updated and adding new projects as needed. Mr. Breyen asked Ms. Jordan to update "Burns Township" to "Nowthen" on the state's map of watershed organizations.

b. Bethel reviews of URRWMO-required ordinances

Mr. Schurbon stated he consulted with Nate Sparks, city planner of Bethel. Mr. Schurbon stated there was confusion about the shoreland ordinance, which is not required by the URRWMO. Bethel still needs to update URRWMO stormwater, wetland, and landlocked basin standards. Mr. Schurbon stated the city planner will put this into upcoming ordinance updates.

c. URRWMO joint powers agreement updates

Mr. Schurbon discussed the JPA amendment recommendations which were previously prepared but put on hold. Mr. Schurbon stated the Sunrise River WMO has not yet resolved its JPA issues, upon which

the URRWMO was waiting to see the outcome. It appears likely that the SRWMO will disband and then reorganize with just 3 cities.

d. Projects updates

Mr. Schurbon gave the board updates on the current projects. Mr. Schurbon stated 2 new shoreline stabilizations projects at Lake George are in the works.

e. 2022 project funds

Mr. Schurbon gave the board an update on potential uses for \$2,501 of 2022 that have not been allocated. **Mr. Sullivan made motion to use the remaining \$2,501 “projects as detailed in the 10-year Plan” for Rum metro WBIF activities including St. Francis stormwater retrofit projects, wetland restorations, agricultural practices and grant admin. Ms. Fladebo seconded. Motion passed unanimously.**

f. Website platform update

Mr. Schurbon noted the new website is up and running.

g. 2024 budget ratifications

Mr. Schurbon stated East Bethel, Ham Lake, Nowthen, and Oak Grove have ratified the budget. St. Francis was to consider it at their May 1 meeting last night; we have not heard the outcome but the City Administrator anticipated no concerns. Mr. Sequin stated Bethel will not ratify this budget until the URRWMO funding formula is changed so that operating costs are not split equally. Mr. West expressed concern that this had not been previously communicated by Bethel. Mr. West stated that the URRWMO needs to receive communication in writing from Bethel regarding not ratifying the budget. Mr. Sequin will follow up with Bethel to get that communication to Mr. Schurbon. Mr. Schurbon noted that if a city wants to make a change in the funding formula, that city would need to lead the process of proposing a change to the other five member communities.

8. New Business

a. Financial polices development

Mr. Schurbon developed resolution 23-01, a written policy on financial procedures. Mr. Schurbon suggested having a target of 15-30% of reserve funds in the account as well as the water monitoring reserves per the watershed plan. The board discussed the different ways to use the reserves. Mr. Schurbon stated the URRWMO has never budgeted funds to put into the reserves. The reserve funds come from insurance dividends, underbid contracts, etc. The board had a consensus of keeping 20% of undesignated reserves and the water monitoring reserves per the watershed plan. The board that funds in excess of this target amount could be placed in a new account for the every-ten-years costs of the watershed plan update, thereby reducing the budget increase in those years, but elected not to do so. The board wishes that when the undesignated reserve exceeds the target amount, the difference will be applied to the next annual budget, thereby reducing the amount requested of the member communities. Mr. West asked Mr. Schurbon to revise the resolution for the next meeting.

b. Board member tour planning

Mr. Schurbon discussed the pontoon tour with Lake George Improvement District or visiting upcoming project sites. There was discussion to see project sites in 2023 and do pontoon tours. The board gave Mr. Schurbon direction to plan a tour of the projects prior to the meeting on September 5.

9. Invoice(s)

- a. Recording Secretary services for 3-7-2022 meeting \$ 175.00

**Mr. Breyen made a motion to approve invoice #13 for recording secretary services for \$175.00. Mr. Sullivan seconded. Motion approved unanimously.**

- b. Anoka Conservation District invoice 1 of 3 \$13,454.00

**Mr. Breyen made a motion to approve the invoice for the Anoka Conservation District for \$13,454.00. Mr. seconded. Motion approved unanimously.**

10. Adjourn

**Ms. Fladebo made a motion for adjournment at 8:21 p.m. Mr. Breyen seconded. Motion passed unanimously.**

Respectfully submitted by: Katie Kalland (Recording secretary)

Upcoming meetings: June 27, September 5



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, June 27, 2023 6:30 pm**

**Meeting location:** Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN  
Meeting be in the senior center room. Use N entrance, then first left.

**URRWMO Board members and city affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

**AGENDA** *Agenda to be finalized at meeting*

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for May 2, 2023
5. Treasurer’s Report
6. Unfinished Business
  - a. Financial polices
  - b. Watershed plan amendment
  - c. 2024 budget ratifications
  - d. URRWMO joint powers agreement updates
  - e. Bethel reviews of URRWMO-required ordinances
  - f. Projects updates
7. New Business
  - a. Recording secretary resignation and recruitment
8. Mail
9. Other
10. Invoice(s)
 

a. Recording Secretary services for 3-7-2022 meeting	\$ 175.00
b. Anoka Conservation District invoice 1 of 3	\$13,454.00
11. Adjourn

Upcoming meetings: Sept. 5 (board member projects tour prior to meeting), Nov 14





# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, June 27, 2023 6:30 pm**

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

## APPROVED MINUTES

---

1. Call to Order & Pledge of Allegiance

Mr. West called the meeting to order at 6:30 p.m. The Pledge of Allegiance was recited.

2. Roll Call

Present: John West, Dan Breyen, Jeff Entsminger, Radja Lohse, Paul Tradewell, Chris Beyett, Troy Wolens.

Audience: Jamie Schurbon (ACD), Paul Carpenter (City of St. Francis Public Works Director)

Absent: Patrick Sullivan, Andrew Wood, Tim Miller, Ryan Seguin, Shanni Fladebo

3. Adopt Agenda

Mr. Schurbon requested an agenda addition: 7b insurance renewal. **Mr. Breyen moved to approve the agenda with the recommended addition. Mr. Tradewell seconded. Motion approved unanimously.**

4. Approval of Minutes for May 2, 2023

**Mr. Breyen moved to approve the minutes from May 2, 2023. Mr. Tradewell seconded. Motion approved unanimously.**

5. Treasurer's Report

Mr. Tradewell reported two transactions since the last meeting. The current balance is \$37,538.68. Mr. Breyen asked whether invoices need to be sent for unpaid second half of 2024 contributions from Bethel, Oak Grove, and St. Francis. Mr. Schurbon stated those invoices were sent June 5. **Mr. Breyen moved to approve the treasurer's report. Mr. Tradewell seconded. Motion approved unanimously.**

Mr. Tradewell reported that bank signers have been updated as approved at the last meeting. Mr. Tradewell presently has online banking credentials and suggested a second person may be appropriate. He said that the second person could have a separate login and password. **Mr. Breyen moved and Mr. Tradewell seconded to authorize Chair West to obtain online banking credentials. Motion approved unanimously.**

6. Unfinished Business

a. Financial policies

Mr. Schurbon presented resolution 2023-1 with financial policies revised as directed by the board at the last meeting. **Mr. Breyen moved to approve resolution 2023-1 with URRWMO financial policies.**

**Mr. Tradewell seconded. Motion approved unanimously.**

b. Watershed plan amendment

Chair West informed the board that notice has been received from the MN Board of Water and Soil Resources that the URRWMO's requirement of a five year watershed plan amendment has been met.

c. 2024 budget ratifications

Ratification notices have been received from all URRWMO cities. Mr. Wolens asked if ratifications must be unanimous. Mr. West replied that yes, all cities must ratify. Mr. West noted that this budget is lower than what was anticipated in the Watershed Management Plan. **Mr. Breyen moved to approve and adopt the 2024 budget totaling \$41,814.00. Mr. Beyett seconded. Motion approved unanimously.**

Mr. Schurbon explained that the City of Bethel has concerns with the funding formula in the URRWMO joint powers agreement (JPA). He met with city council. Bethel ratified the 2024 budget because JPA changes by year-end could not be realistically accomplished. However, Bethel would not be considering ratification of future budgets until there was a discussion with the other cities about the funding formula. The board asked what was proposed. Mr. Schurbon said the two discussion points right now were:

- Change the funding formula so that operating expenses are not shared equally.
- Consider whether the next watershed plan update cost is an operating cost or not.

The board suggested that this discussion process start soon, knowing that it will take some time to get everyone together. They are expecting Bethel to coordinate the discussions. Board members were asked to inform their administrators and councils to be on the lookout for an invitation to have this discussion.

d. URRWMO joint powers agreement updates

Schurbon updated the board on JPA update processes at the Sunrise River WMO. A meeting was held May 30 with reps from all four SRWMO member cities, BWSR, the county, & the SRWMO attorney Troy Gilchrist. The purpose of the meeting is to coordinate a defined path forward and timeline. Ham Lake is still exploring options. Since that meeting two SRWMO cities have provided resolutions to exit the SRWMO and immediately reform it. That has started a 90-day notice period. The third city is expected to provide that resolution soon. As the new SRWMO re-forms, Ham Lake would have the option to join under the new terms.

Wolens and Entsminger provided further updates from the City of Ham Lake. Wolens stated that Ham Lake no longer has anything to do with this now that three communities have made a decision to dissolve the SRWMO. Ham Lake now has no decision to make, and was wishing to keep the status quo. Schurbon said he understood that the options were at least two of the other cities to leave the SRWMO, or Ham Lake to exit and then the existing SRWMO would stay intact with one less community. Schurbon noted that whatever happens will affect Ham Lake. Mr. Wolens said Ham Lake is waiting to see what BWSR (MN Board of Water and Soil Resources) does.

The URRWMO is not taking action at this time on JPA amendments, but recognized that funding formula concerns from Bethel may bring this to an actionable level in the future.

e. Bethel reviews of URRWMO-required ordinances

Mr. Schurbon stated he consulted with Nate Sparks, consulting city planner of Bethel. There has been no progress at this time. Chair West requested that this continue to be on the agenda until resolved.

f. Projects updates

Mr. Schurbon gave the board updates on the current projects.

7. New Business

a. Recording secretary resignation and recruitment

Chair West shared news of Katie Kalland's resignation as recording secretary. She was praised for her good work and will be missed.

Chair West would like to research an automated option for meeting minutes, and can do so in the near future. Mr. Schurbon has reached out to the six member cities for people who are interested in the position, but received no responses. Mr. Schurbon solicited proposals from Cameron Blake and Timesaver Secretarial, Inc.

Blake and Timesaver propose to take minutes either by attending the meeting virtually (Blake) or being provided a meeting video recording (Timesaver). Mr. Schurbon would need to provide a portable whole-room camera from the Anoka Conservation District. Mr. Breyen asked whether there might be off-site meetings, but the board decided this is unlikely.

Pros and cons of the proposals were reviewed. The board noted favorably that Timesaver would provide a staff person regardless of illnesses, vacations, or staff turnover. Timesaver can also capture detail by using a meeting recording with reverse and fast forward options.

The costs of the proposals are similar. It was discussed that Timesaver offers less or greater fees if meetings are shorter or longer. Savings may be achieved as the URRWMO attempts to keep meetings brief. Mr. Beyett noted that Timesaver may have approximately 3% fee increases annually while Blake has committed to his fees through 2024.

Mr. West anticipates having more information on the automated option within two weeks. A goal is to have a recording secretary in place for the next meeting.

**Mr. Entsminger moved to accept the Timesaver Secretarial, Inc proposal unless Mr. West finds that the automated option is of better value. Mr. Lohse seconded.** Discussion ensued about judging better value. Mr. Entsminger clarified that he would consider savings of \$100 or so would justify going with an option other than Timesaver. **Motion approved unanimously.**

b. Insurance renewal

**Mr. Breyen moved to not waive monetary limits on municipal tort liability. Mr. Tradewell seconded. Motion approved unanimously.**

**Mr. Lohse moved to authorize the Chair to sign forms to bind renewal of insurance. Mr. Tradewell seconded. Motion approved unanimously.**

8. Mail

No mail.

9. Other

Chair West called for any other business. None heard.

10. Invoice(s)

**Mr. Wolens moved to approve payment of the following bills:**

- **Katie Kalland recording secretary services for 5-2-2023 meeting \$ 175.00**
- **Anoka Conservation District invoice 2 of 3 \$13,454.00**

**Mr. Tradewell seconded. Motion approved unanimously.**

11. Adjourn

**Mr. Breyen moved for adjournment at 7:20 p.m. Mr. Beyett seconded. Mr. Motion passed unanimously.**

Respectfully submitted by: Jamie Schurbon

Upcoming meetings: September 5 (with board projects tour prior to meeting)



# UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, September 5, 2023 6:30 pm**

**Meeting location:** Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN  
Meeting be in the senior center room. Use N entrance, then first left.

---

**URRWMO Board members and city affiliation:**

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

---

**4:55 - Projects tour in advance of meeting.** See information on next page.

---

## AGENDA *Agenda to be finalized at meeting*

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for June 27, 2023
5. Treasurer’s Report
6. Unfinished Business
  - a. URRWMO joint powers agreement updates
  - b. Bethel reviews of URRWMO-required ordinances
  - c. Projects updates
7. New Business
  - a. Retention schedule for meeting recordings
8. Mail
9. Other
10. Invoice(s)
  - a. Anoka Conservation District invoice 3 of 3 \$13,454.00
11. Adjourn

Upcoming meetings: Nov 14, Jan 2, March 5, May 7



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, September 5, 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 6:30 p.m.

Present: John West, Paul Tradewell, Dan Breyen, Radja Lohse, Patrick Sullivan, and Troy Wolens.

Absent: Chris Beyett, Jeff Entsminger, Tim Miller, Ryan Seguin, Shanni Fladebo, and Andrew Wood

Audience: Jamie Schurbon (Anoka Conservation District - ACD) and Jim Lindahl (ACD).

2. Adopt Agenda

**Mr. Lohse made a motion to adopt the agenda. Mr. Sullivan seconded. Motion approved unanimously.**

3. Approval of Minutes for June 27, 2023

**Mr. Breyen made a motion to approve the minutes for June 27, 2023. Mr. Sullivan seconded. Motion approved unanimously.**

4. Treasurer's Report

a. Financial report

Mr. Sullivan stated the balance is \$35,297.20 as of August 15, 2023. He reviewed the deposits that were received from the member cities.

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

5. Unfinished Business

a. URRWMO Joint Powers Agreement Updates

Mr. Schurbon stated that no action is needed at this time. He stated that Bethel expressed concerns with the budget formula as previously stated. JPA amendment discussions at the Sunrise River WMO are ongoing.

b. Bethel Reviews of URRWMO Required Ordinances

Mr. Schurbon stated that Bethel had three items that needed to be addressed to bring their ordinances up to the URRWMO minimum. He noted that two of the three steps have been completed and the City is in motion on the third step.

c. Project Updates

Mr. Schurbon gave the board an update on the projects. He highlighted new items and progress on

projects anticipated to begin.

6. New Business

a. Retention Schedule for Meeting Recordings

Mr. Schurbon stated that cities and counties have different retention policies ranging from a minimum of when the minutes are approved or up to three months, whichever is later, while others choose to keep the recordings indefinitely. Mr. West commented that they have not been recording the meetings outside of the minutes in the past and therefore would support the option to delete the recording once the minutes are approved.

**Mr. Breyen made a motion to retain meeting recordings for three months, or until minutes from that meeting are approved, whichever is later. Mr. Tradewell seconded. Motion approved unanimously.**

7. Mail

a. Mr. West noted a flyer received related to the Anoka Dam. Mr. Schurbon noted that a legislative committee will be visiting the dam on September 13<sup>th</sup> to review the project for potential funding.

8. Other

a. None.

9. Invoice(s)

a. Anoka Conservation District Invoice 3 of 3 \$ 13,454

**Mr. Breyen moved to approve the invoice for Anoka Conservation District for \$13,454. Mr. Tradewell seconded. Motion approved unanimously.**

10. Adjourn

**Mr. Lohse made a motion for adjournment at 6:44 p.m. Mr. Wolens seconded. Motion approved unanimously.**



# UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, November 14, 2023 6:30 pm**

**Meeting location:** Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN  
Meeting be in the senior center room. Use N entrance, then first left.

---

### URRWMO Board members and city affiliation:

Present	Absent		Present	Absent	
<input type="checkbox"/>	<input type="checkbox"/>	John West, Chair (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Patrick Sullivan (Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Paul Tradewell (Oak Grove)	<input type="checkbox"/>	<input type="checkbox"/>	Tim Miller (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Dan Breyen, V. Chair (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Radja Lohse (East Bethel)
<input type="checkbox"/>	<input type="checkbox"/>	Shanni Fladebo, (Nowthen)	<input type="checkbox"/>	<input type="checkbox"/>	Troy Wolens (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Andrew Wood (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Entsminger (Ham Lake)
<input type="checkbox"/>	<input type="checkbox"/>	Chris Beyett (St. Francis)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	<input type="checkbox"/>	Ryan Seguin (Bethel)	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

---

## AGENDA *Agenda to be finalized at meeting*

1. Call to Order & Pledge of Allegiance
2. Roll Call
3. Adopt Agenda
4. Approval of Minutes for September 5, 2023
5. Treasurer’s Report
6. Unfinished Business
  - a. URRWMO joint powers agreement updates
  - b. Bethel reviews of URRWMO-required ordinances
  - c. Projects updates
  - d. Anoka Dam project letter of support
7. New Business
  - a. Recording Secretary contract addendum for 2024
8. Mail
9. Other
10. Invoice(s)
 

a. League of MN Cities – Insurance	\$ 2,283.00
b. TimeSaver Off Site Secretarial, Inc.	\$ 159.00
11. Adjourn

Upcoming meetings: Jan 2, March 5, May 7



# UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for Tuesday, November 14, 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 6:30 p.m.

Present: John West, Chris Beyett, Paul Tradewell, Radja Lohse, and Troy Wolens

Absent: Dan Breyen, Shanni Fladebo, Andrew Wood, Ryan Seguin, Patrick Sullivan, Tim Miller, and Jeff Entsminger

Audience: Jamie Schurbon (ACD), and Paul Carpenter (St. Francis Public Works Director)

2. Adopt Agenda

**Mr. Lohse made a motion to adopt the agenda. Mr. Tradewell seconded. Motion approved unanimously.**

3. Approval of Minutes for June 27, 2023

**Mr. Wolens made a motion to approve the minutes for September 5, 2023. Mr. Beyett seconded. Motion approved unanimously.**

4. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$21,843.20 as of November 7, 2023. He highlighted payments that have recently cleared the account as well as the two bills that appear on the agenda later tonight.

**Mr. Lohse made a motion to approve the treasurer's report. Mr. Tradewell seconded. Motion approved unanimously.**

5. Unfinished Business

a. URRWMO Joint Powers Agreement Updates

Mr. Schurbon stated that the URRWMO had previously developed recommended JPA updates for the cities, but suspended work until the neighboring Sunrise River WMO worked out similar issues. The conflict had been around the funding formula. He stated that the Sunrise Watershed has resolved their issues. For non-operating expenses, they have decided to use the community contribution percentages that their old funding formula produced, but dispose of the formula itself. They will continue to have the communities pay equal shares for operating expenses. The URRWMO's funding formula are the same as the SRWMO's former funding formula. Mr. Schurbon stated that SRWMO's attorney also completely revised their JPA, noting the content is largely the same while the formatting and structure has been changed.

Mr. Schurbon noted that Bethel is still concerned with the URRWMO funding formula. They have



not yet reached out to the other communities to discuss that. He stated that the Board could either begin the review of its JPA now or later. He stated that edits could be made using the current URRWMO JPA as the starting point or , or the Board could start with the newer Sunrise JPA. Prior to recent edits, the WMO's had essentially identical JPAs.

Mr. Wolens asked for input on the duties and tasks handled by the attorney for the Sunrise JPA.

Mr. Schurbon provided details on the tasks and duties for that process and estimated costs. He stated that to update the JPA for this organization would perhaps take a few hours for an attorney to review, whether the existing JPA is amended or whether the Sunrise JPA is used as the baseline.

Mr. West commented that the ball is in the court of Bethel at this time and would suggest waiting to see what happens with that community before moving forward. The Board agreed.

b. Bethel Reviews of URRWMO Required Ordinances

Mr. Schurbon stated that he spoke with the Bethel planner today and the item had been tabled and is anticipated to be discussed by the Bethel City Council in December or January.

c. Project Updates

Mr. Schurbon gave the board an update on the projects. He highlighted some of the new projects and reviewed progress on ongoing projects. He referenced the 221<sup>st</sup> Riverbank Stabilization Project, noting that up to four private properties are involved, and this is the most degraded portion of the riverbank in the URRWMO. He stated that staff has been working with the landowners and a design firm to reach a 90 percent design. He noted that one of the homeowners has run into difficult times and cannot provide the matching funds. He stated that the URRWMO has budgeted and paid ACD \$16,153 for work on riverbank projects in 2023 and noted that this project would fit the qualifications for those funds. He requested the board confirm this expenditure is acceptable to them. He stated that the URRWMO has funds allocated in the 2024 budget which could be used for 2024 projects. He reviewed the total project cost for this riverbank project and the funding that has been allocated from other entities, noting that grant funds expire next year. He stated that there have been conversations with the landowners as the contributions would not be equal and thus far it seems that everyone would be in agreement.

Mr. Wolens commented that he believes the project should sit until everyone can pay their share.

Mr. Schurbon explained that could mean that over \$600,000 in grant funds could be lost as a one-year extension has already been received on the grant and therefore most likely those funds would be returned to the State.

Mr. West commented that if the other landowners agree, he would not have a problem with it. He stated that perhaps there is a group discussion with the property owners to verify that everyone is on the same page. He noted that the funding from the URRWMO is slated for this type of work.

Mr. Wolens commented that he does not see why mercy should be given to these property owners least able to pay when it is not given to other property owners.

Mr. Schurbon commented that the goal is not private property benefit but water quality benefit. He stated that this project holds true to the watershed goals and was did not believe that less money could be spent to receive the same benefit that this project would provide.

Mr. Tradewell asked if a lien could be placed on the property that would require that amount to be

paid back if the property were sold. He noted that the other property owners would be contributing, and one property owner would not be.

Mr. Schurbon replied that would not be an option. Mr. West followed that this is a voluntary project.

Mr. West commented that if the other property owners agree with unequal contributions, he did not see an issue.

Mr. Wolens commented that he would not want to see the URRWMO provide any additional money and suggested that the other property owners increase their contribution.

Mr. West noted that the URRWMO funds have already been identified for this type of work.

Mr. Schurbon commented that there is severe damage along the riverbank and even with the contributions provided by the property owners, they are still receiving much more in return in the form of hundreds of thousands of dollars. He noted that the benefit to the river is also significant.

Mr. West noted that the total project cost is between \$600,000 and \$800,000 and no property owner would do that on their own.

Mr. Beyett asked if this contribution of funds would ensure project success.

Mr. Schurbon commented that it would be possible that the funds are contributed and for some reason the project does not move forward. He stated that when he thinks of success, it involves the riverbank and there are guarantees in place because of the grant dollars and engineering services.

Mr. West noted that this would not set precedent for the URRWMO allowing unequal funding by landowners as those funds have already been allocated for this type of purpose to ACD. He stated that the other property owners most likely do not see an issue with fairness because they will be receiving \$600,000 to \$800,000 in work in return for their smaller contribution to the project.

Mr. Lohse commented that the cost range seems like a large spread.

Mr. Schurbon explained that range is whether the fourth property is involved or not. He stated that the three homes are critical to the project, but the fourth property is the least critical and does not have a home on it.

**Mr. Beyett made a motion to approve project funding approval in the amount of \$16,153 for the 221<sup>st</sup> Riverbank Project. Mr. Tradewell seconded. Motion approved (Wolens opposed).**

d. Anoka Dam Project Letter of Support

Mr. Schurbon stated that the City of Anoka has a proposal to rehab the Anoka Dam and has asked for a letter of support from this organization. He provided a draft letter the Board could approve if desired.

Mr. West commented that he is in favor of the project and believes it would provide benefit, but acknowledged that it would not impact this entity. It was confirmed that there was not a funding request from this entity, nor would there be.

**Mr. Beyett made a motion to approve the Anoka Dam Project letter of support. Mr. Wolens seconded. Motion approved unanimously.**

6. New Business

- a. Recording Secretary Contract Addendum for 2024  
Mr. West asked how the service has been working.

Mr. Schurbon commented that it has been working well and is a good value.

Mr. West noted that this is less expensive than the previous service.

Mr. Schurbon reviewed the proposed addendum for services and compared that to the existing fees, noting that the proposed increase is minor.

**Mr. Lohse made a motion to approve the Recording Secretary Contract Addendum for 2024. Mr. Wolens seconded. Motion approved unanimously.**

7. Mail

- a. No mail.

8. Other

- a. Mr. Schurbon asked that campaign finance letters be filled out by board members when received, typically in January meeting, as those are required to be submitted to ensure fines would not be incurred.

Mr. Schurbon noted the recent Lake George annual meeting which had a good turnout. He stated that the group had concerns about the connector ditch which runs between the lake and ditch 19. He stated that the concern has been that it is clogged with sediment.

Mr. Wolens commented that there will be a serious problem with any ditch work because his family owns that private property.

Mr. West noted that is a public waterway.

Mr. Wolens noted that he sold that land to his sister and they will not provide access onto the property.

Mr. West noted that issue will need to continue to be talked about because if that is blocked that creates an issue with water coming and going from the lake.

Mr. Wolens commented that the City of Oak Grove stole the dirt off that property to use in the soccer field at City Hall. He stated that he purchased the property in 1992 which he won through a poker game.

Mr. Wolens commented that is a private ditch and not a public waterway.

Mr. Schurbon identified the location of the weir and stated that the concern of the residents is the ability for water to come and go for the lake.

Mr. Wolens stated that when he owned the property, he obtained the necessary permits to construct a home. He also identified lots that his sister had purchased, which contain the mentioned ditch. He stated that his permit was revoked, which made his family angry. He believed that his permit was revoked because the City of Oak Grove and the DNR want his property. He stated that the DNR lied to his family about the property.

Mr. Schurbon stated that the records that he recalled seeing were from the 1980s showed the same owner last name as the current owners, indicating ownership had not changed. He commented that the residents at the meeting were concerned and saw a need for the sediment to be cleared.

Mr. Lohse stated that if there were corrections to the ditch to help water flow in both directions and keep it working as intended, that would seem to improve the value of Mr. Wolens's sister's property.

Mr. Wolens commented that he believes that it would negatively impact his sister's property as they need to go over the ditch to access the property. He stated that it is a private ditch and the DNR lied to him about that.

Mr. Wolens stated it was determined that the Anoka Conservation District had no jurisdiction over the ditch.

Mr. Schurbon commented that ACD is not a regulatory agency and does not have authority over property.

Mr. Wolens provided clarification on the property owned by his sister and identified the issues with access that they have with the property. He stated that there is an option to have access from Raven Street, noting that they also own property off that street. He also identified a large area of property that he owns in that area which was previously a government lot and therefore was not plotted by Oak Grove. He commented that he and his family know the ditch will fill with sediment, sooner or later, or be blocked by an ice ridge at the lake. Once that happens he feels the lake will drain which is what his family wants. He reiterated his frustration with the DNR and City, and dislike of people around Lake George. He stated the ditch issue has been to the State Supreme Court and there won't be anyone accessing that ditch to do work.

9. Invoice(s)

- a. League of Minnesota Cities - Insurance \$ 2,283

**Mr. Tradewell moved to approve the invoice for League of Minnesota Cities in the amount of \$2,283. Mr. Lohse seconded. Motion approved unanimously.**

- b. TimeSaver Off Site Secretarial \$159

**Mr. Tradewell moved to approve the invoice for TimeSaver in the amount of \$159. Mr. Wolens seconded. Motion approved unanimously.**

10. Adjourn

**Mr. Tradewell made a motion for adjournment at 7:22 p.m. Mr. Lohse seconded. Motion approved unanimously.**