



UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, January 2, 2024 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"/>	Brian Kirkham (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 November 14, 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. Select representative for Rum metro WBIF grants process
 - b. 2025 budget
8. Mail
9. Other
10. Invoice(s)
 - a. TimeSaver Off Site Secretarial, Inc. \$ 159.00
11. Adjourn

Upcoming meetings: March 5, May 7

Reminder: Each board member’s Campaign Finance report is due to the state Jan 29.



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, January 2, 2024 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, Andrew Wood, Tim Miller, Radja Lohse, and Jeff Entsminger.

Absent: Shanni Fladebo, Chris Beyett, Ryan Seguin, Patrick Sullivan, and Brian Kirkham.

Audience: Jamie Schurbon (ACD) and Jim Lindahl (ACD).

2. Adopt Agenda

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

3. Approval of Minutes for November 14, 2023

Mr. Tradewell made a motion to approve the minutes for November 14, 2023. Mr. Wood seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$21,843 as of November 30, 2023 and provided a brief overview.

Mr. Schurbon provided a brief overview of the year, comparing the deposits received from the city contributions to the actual expenses. He stated that there is a total of \$1,482 left from 2023 along with the current undesignated balance of \$11,909. He stated that currently the target for the undesignated reserve balance is \$11,130 therefore the balance of the two items currently exceeds that target. He stated that extra balance is included in the proposed budget to then be returned to the cities.

Mr. West commented that he is happy that they will be able to return money to the cities this year. He thanked staff and the new support staff that assist in making the organization run more efficiently.

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

5. Unfinished Business

a. URRWMO Joint Powers Agreement Updates

Mr. Schurbon reviewed the different options before the Board related to the JPA and whether to update it at this time as well as the estimated costs for each option.

Mr. West stated that he would lean towards leaving the JPA as is but was interested to know the information that was cleaned up in the Sunrise River WMO JPA. Mr. Schurbon reviewed the updates that were made to comply with state statute as well as the other changes that were incorporated. Support was expressed for several of these revisions, and no objections were voiced.

Mr. Tradewell asked if the URRWMO has been paying \$2,000 to \$3,000 year each for an audit. Mr. Schurbon replied that they have not. While the JPA anticipates an annual audit, the URRWMO has been following the state law requirement of one every five years.

It was asked if the Sunrise River WMO has adopted its new JPA and whether bylaws have been created. Mr. Schurbon replied that Sunrise did adopt the JPA and are still drafting the bylaws, which he believed were about 95 percent complete.

Mr. West acknowledged that the URRWMO has never had bylaws.

It was asked if URRWMO would need to copy the bylaws of Sunrise if they used the Sunrise JPA as the template.

Mr. West replied that they could, but they would not have to and could even change the JPA to not require bylaws. He stated that he does agree with some of the changes in the JPA and therefore believes there would be value in updating the JPA, using the Sunrise template as that would provide for a smoother budget process. He agreed that it would be helpful to clean up the language to match state statute as well. Mr. Schurbon stated that the wording could be written to allow the Board to create bylaws, and the group could choose not to do so.

The consensus of the Board supported option two, to update the URRWMO JPA using the Sunrise JPA as the template.

Mr. Entsminger asked for additional details on the Sunrise funding formula. Mr. Schurbon stated that Sunrise River WMO adopted the percentage contributions from each community that were calculated using their old funding formula, then removed the formula from the JPA.

Mr. West commented that it would seem that the next step would be for the Board to review the Sunrise JPA and discuss how the JPA update would be funded. He commented that it could be broken up into sections to review over the course of a few months as there is no looming timeline.

Mr. Schurbon stated that on the next agenda, he will have time to review all or part of the Sunrise JPA. It was confirmed that the document was included in the current Board packet and members could review that document prior to that time as well.

b. Bethel Reviews of URRWMO-Required Ordinances

Mr. Schurbon stated that there has been no new activity, but Bethel is hoping to have its ordinances up to date this next month to meet the URRWMO requirements. He stated that he spoke with staff from

Bethel twice in the past two weeks to ensure they are aware of the ordinance requirements.

Mr. West commented that the Bethel representatives have not been at the meetings and asked if they have been provided directions not to attend. Mr. Schurbon stated that Mr. Sullivan was ill tonight, otherwise would have attended. He stated that city officials have inquired about the attendance of their representatives and he understands Mr. Seguin and expressed a possibility that he may resign.

c. Projects Updates

Mr. Schurbon provided an overview on upcoming and recently completed projects.

Mr. Wood expressed concern with the hydroseeding at the Rum River Blvd Swale Stabilization project and whether that will hold up. He noted that the contractor would have been expecting snowfall, but instead there has been rain in late December that would be tougher on the hydroseeding.

6. New Business

a. Select Representative for Rum Metro WBIF Grants Process

Mr. Schurbon explained that an URRWMO representative is needed, as well as two city representatives which may come from anywhere in the Anoka County portion of the Rum River watershed. He commented that Mr. West and Mr. Breyen have expressed interest in serving. He provided an overview of the purpose of the Rum Metro WBIF Grant, and the organizations involved in how those funds will be spent. He explained that group will then decide how those funds will be spent and provided some of the projects that were completed with the last allocation of funding.

Mr. Breyen commented that if the meetings are going to be held during the day, he would recommend Mr. Wood be selected as he would have a tough time attending during the day.

Mr. Tradewell commented that he would be able to attend during that time.

Mr. Breyen noted that if the meetings were late in afternoon, he could attend.

Mr. West noted that he would be one of the representatives for sure and the other representative could be selected based on the date/time of the meeting.

Mr. Tradewell suggested that he be the last option in order to avoid having over representation by the City of Oak Grove. Both he and Mr. West are on the Oak Grove city council.

Mr. Wood made a motion to appoint Mr. West as the Board representative and Mr. Breyen as a city representative for the Rum Metro WBIF Grant process, with Mr. Wood and Mr. Tradewell identified as alternates. Mr. Tradewell seconded. Motion approved unanimously.

b. 2025 Budget

Mr. Schurbon provided an overview of the budget process for 2025 and stated that he would be presenting the draft budget tonight. He highlighted items that are additional or new compared to the last budget, and the draft total of \$49,752.80. He recognized the funds included in the draft for the JPA update, noting that could be zeroed for 2025 as that will most likely be addressed in 2024 and funding could come from reserves.

Mr. West asked for more information on the budgeted studies. Mr. Schurbon stated that the studies are to identify and rank water quality projects, and are used to support funding requests for projects. He stated that \$6,000 is in the draft budgeted and that could potentially be reduced. He noted that the

URRWMO has completed or is completing most of its planned studies. He recently learned that Bethel is not ready for a study in their city, and therefore funding might be reduced. He recommended retaining \$2,500 in the budget for enhanced street sweeping studies and provided additional information on the results that are being shown from those types of studies. Mr. Schurbon, with board support, reduced the line item for studies from \$6,000 to \$2,500.

Mr. West confirmed that the JPA line item should be removed. It was changed from \$2,570 to \$0.

Mr. Schurbon asked if the JPA update as discussed tonight would be funded by the money that was anticipated to give back to the cities. Mr. Breyen commented that he would think that cost would be deducted from that excess undesignated reserve balance before returning funds to the cities. Mr. West agreed that would make sense. Mr. Tradewell asked if the funds could be provided back to the cities as discussed and the cost for the JPA update could then be budgeted. Mr. West commented that could be done but it would basically be the same result in the end. Mr. Miller commented that the funds are being spent in a fiscally responsible manner and therefore would not have a problem with either option. It was the consensus of the Board to use the excess balance of 2024 and previous years funds to cover the JPA update cost. With this approach, the undesignated reserve will fall below its targeted amount and there will not be funds to return to the cities at this time.

The board reviewed the budget as a whole. Mr. Breyen noted it is 25% lower than the watershed plan amount for 2025. The board discussed the total is similar to recent years.

Mr. Bryen made a motion approve the 2025 budget as modified and discussed in the amount of \$45,946. Mr. Tradewell seconded. Motion approved unanimously.

7. Mail

- a. None.

8. Other

- a. No comments.

9. Invoice(s)

- a. TimeSaver Off Site Secretarial, Inc. \$ 159

Mr. Breyen moved to approve the invoice for the recording secretary for \$159. Mr. Tradewell seconded. Motion approved unanimously.

10. Adjourn

Mr. Entsminger made a motion for adjournment at 7:25 p.m. Mr. Wood seconded. Motion approved unanimously.



UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, March 19, 2024 6:30 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN
Meeting 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"/>	Brian Kirkham (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 January 2, 2024
5. Treasurer’s Report
6. Unfinished Business
 - a. Bethel reviews of URRWMO-required ordinances
 - b. 2025 budget
 - c. Projects updates
 - d. URRWMO joint powers agreement updates
 - e. Rum metro WBIF grant process update
7. New Business
 - a. Biomonitoring funding update
 - b. Data practices policy
 - c. 2023 work results – ACD
 - d. 2024 work contract - ACD
8. Mail
9. Other
10. Invoice(s)
 - a. TimeSaver Off Site Secretarial, Inc. \$ 167.00
11. Adjourn

Upcoming meetings: May 7 (annual meeting)



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, March 19, 2024 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 Beyen, Shanni Fladebo, Andrew Wood, Chris Beyett, Patrick Sullivan, Radja Lohse, and Brian Kirkham.

Absent: Ryan Seguin, Tim Miller, and Jeff Entsminger.

Audience: Jamie Schurbon (ACD).

2. Adopt Agenda

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

3. Approval of Minutes for January 2, 2024

Mr. Kirkham made a motion to approve the minutes for January 2, 2024. Mr. Tradewell seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Tradewell provided a general summary of the report. The balance is \$50,522.01 as of February 29, 2024.

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

5. Unfinished Business

a. Bethel Reviews of URRWMO Required Ordinances

Mr. Schurbon stated that Bethel has notified him that their ordinance is up to date and passed but noted that he has not yet received a copy. Mr. West noted that once the copy of the ordinance is received, the item can be removed from future agendas.

b. 2025 Budget

Mr. Schurbon stated that all six cities have ratified the proposed 2025 budget presented to them and therefore the Board can now adopt the 2025 budget in the amount of \$45,946.

Mr. Kirkham made a motion to approve the 2025 budget in the amount of \$45,946. Ms. Fladebo seconded. Motion approved unanimously.

c. Projects Updates

Mr. Schurbon gave the Board a brief update on the projects.

d. URRWMO Joint Powers Agreement Updates

Mr. Schurbon stated that at the last meeting the Board provided direction to review the updated Sunrise JPA at this meeting to determine if that could be used as a template for updating the URRWMO by simply changing the organization name and applicable information within the document. He stated that there is not an urgency or deadline, and therefore this is not time sensitive.

Mr. West commented that the review could start tonight but he would like to continue the discussion when the large screen in the meeting room is available for more in-depth conversation about language. Mr. Schurbon began the review, highlighting items that would be a change from the current URRWMO JPA.

Mr. Schurbon noted Section 2.3 would be a change in membership requirements, although is something the Board is already doing with the exception of one or two cities. It would now require that one of each city's URRWMO representatives be the mayor or a council member. Mr. West commented that it is helpful to have either the mayor or a councilmember on the Board from each city as it makes it easier for the members to provide updates to their city council.

Mr. Schurbon referenced the authority for a member to vote and how that could be suspended if a city were to not pay their dues and stated that would be a new addition for this Board.

Mr. Schurbon referenced Section 2.10 related to how quorum is established. Presently a quorum is a majority of the cities represented. The document being reviewed defines a quorum as a majority of the board members.

Mr. Schurbon provided details on the officer positions for the WMO, more specifically the position of secretary which the WMO has decided against in the past. Mr. Breyen asked that clarification be added to the document regarding which duties the secretary would do and which the secretary would delegate to others, such as taking minutes by the recording secretary.

The board reviewed new information related to conduct of meetings, noting that the WMO currently does not have the authority to create bylaws, which this would provide that authority. He summarized things that Sunrise River WMO adopted into their new bylaws as an example.

Mr. Schurbon referenced language which would provide authority for the Board to work cooperatively with other watersheds. It would require unanimous consent of the member cities before joining such as group.

Mr. Schurbon reviewed differences related to the budget process. Mr. Kirkham provided additional background information on the reasoning behind some of the language and processes within the Sunrise JPA. Mr. Breyen asked that language be changed from cities "shall" make payments in two installments to "may." Thereby, a city would not be penalized for making one payment rather than two.

Mr. Schurbon commented that the funding formula would not be proposed to change and therefore that section would not be copied from the Sunrise JPA. He stated that the requirement for audits would change to match the frequency required by law. The current JPA calls for an audit every year which is not required by law.

Mr. West asked that Mr. Schurbon highlight the items discussed tonight and show the changes. The draft document review will continue at the next meeting.

e. Rum Metro WBIF Grant Process Update

Mr. Schurbon commented that Mr. West is the delegate for this Board with Mr. Tradewell as the city representative. He noted that group will meet on April 16th to discuss how the funds will be allocated. He stated that updates will be provided to the Board.

6. New Business

a. Biomonitoring Funding Update

Mr. Schurbon stated that the American Legion is once again funding this program for Saint Francis High School in the amount of \$1,250. He expressed appreciation.

b. Data Practices Policy

Mr. Schurbon commented that the WMO does not have a data practices policy, which is required by law. He stated that he created a draft policy for the Board to review, using the template available from the State and consistent with other similar organizations. He provided an overview of the draft policy and suggested that the Board send the policy to the attorney for review.

Mr. Kirkham asked if the policy could be sent to the attorney for review when the JPA is sent, in attempt to save funds. Mr. Schurbon replied that the WMO Attorney charges in ten-minute increments, so there would not be benefit in delaying to package it with the JPA. It was noted that the funding would come from the reserve balance and therefore would not impact anything planned within the budget.

Mr. Tradewell moved to send a draft of the data practices policy to the WMO attorney for review. Mr. Beyett seconded. Motion approved 6 - 3 (Fladebo, Beyen, and West opposed).

c. 2023 Work Results - ACD

Mr. Schurbon presented an overview of the 2023 work results from ACD including recommendations and water monitoring.

d. 2024 Work Contract - ACD

Mr. Schurbon presented the proposed contract from ACD, noting that it covers the same tasks and at the same costs identified in the budget.

Mr. Breyen moved to approve the contract for services between the URRWMO and ACD for 2024 Water Monitoring and Management for \$37,054. Ms. Fladebo seconded. Motion approved unanimously.

7. Mail

- a. None.

8. Other

- a. No comments.

9. Invoice(s)

- a. TimeSaver Off Site Secretarial, Inc.

\$ 167

Mr. Breyen moved to approve the invoice for the recording secretary for \$167. Ms. Fladebo seconded. Motion approved unanimously.

10. Adjourn

Mr. Breyen made a motion for adjournment at 7:46 p.m. Mr. Tradewell seconded. Motion approved unanimously.



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, May 7, 2024 6:30 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN
Meeting 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"/>	Brian Kirkham (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. 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
5. Approval of Minutes for March 19, 2024
6. Treasurer’s Report
7. Unfinished Business
 - a. Bethel reviews of URRWMO-required ordinances
 - b. Data practices policy
 - c. URRWMO joint powers agreement update
 - d. Rum metro WBIF grant process update
 - e. Projects updates
8. New Business
 - a. Projects or lake tour
9. Mail
10. Other
11. Invoice(s)
 - a. TimeSaver Off Site Secretarial, Inc. \$ 206.50
 - b. ACD invoice payment 1 of 3 \$12,351.33
12. Adjourn Upcoming meetings: TBD



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, May 7, 2024 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, Shanni Fladebo (arrived at 6:33 p.m.), Andrew Wood, Tim Miller, Radja Lohse, and Jeff Entsminger.

Absent: Chris Beyett, Ryan Seguin, Patrick Sullivan, and Brian Kirkham.

Audience: Jamie Schurbon (ACD).

2. Adopt Agenda

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

3. Annual Meeting Items

a. Election of Officers

Mr. Breyen nominated John West for Chair.

Mr. Breyen nominated Dan Breyen for Vice-Chair.

Mr. Breyen nominated Paul Tradewell for Treasurer.

There were no other nominations.

Mr. Breyen made a motion to elect John West as Chair, Dan Breyen as Vice-Chair, and Paul Tradewell as Treasurer. Mr. Tradewell seconded. Motion approved unanimously.

Ms. Fladebo arrived.

b. Set meeting dates

Mr. Tradewell made a motion to set the meeting dates as July 9, 2024, September 3, 2024, November 12, 2024, January 7, 2025, March 4, 2025, and May 6, 2025. Mr. Wood seconded. Motion approved 7 – 1 (Breyen opposed).

c. Hear any recommended changes to the JPA or Watershed Plan

No comments.

d. Select newspaper of record

No changes were made, and the *Star Tribune* remains the newspaper of record.

4. Approval of Minutes for March 19, 2024

Mr. Breyen made a motion to approve the minutes for March 19, 2024. Mr. Tradewell seconded. Motion approved unanimously.

5. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$50,355.01 as of April 30, 2024.

It was noted that the second billings to the cities would be sent in June, to be paid in July.

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

6. Unfinished Business

a. Bethel reviews of URRWMO-required ordinances

Mr. Schurbon stated that he received a copy of the adopted ordinance, which uses the URRWMO language verbatim. He stated that this item will be removed from future agendas.

b. Data practices policy

Mr. Schurbon stated that by statute all entities of this nature must have a data practices policy, which the URRWMO is currently lacking. He stated that this policy identifies how data requests should be submitted and how the organization would respond. He reviewed the duties of the different parties identified in the policy. He explained how he drafted the proposed policy, which has been reviewed by the URRWMO Attorney.

Mr. Schurbon stated that the attorney suggested that the Watershed Coordinator (Schurbon) in thoe designated role to respond to data requests.. Mr. West commented that the Board is already directing informal questions they receive to Mr. Schurbon, and this is working well so he has no concerns.

Ms. Fladebo made a motion to approve the data practices policy. Mr. Lohse seconded. Motion approved unanimously.

c. URRWMO Joint Powers Agreement update

Mr. Schurbon provided a brief background on the discussion that has occurred on this topic over the past few meetings. He briefly reviewed the draft JPA updates as discussed thus far.

Ms. Fladebo provided additional input on board alternates and whether someone not on the city council could be selected as an alternate. Mr. Schurbon replied that one of the two primary appointees to the Board must be a member of the city council or the mayor, but a resident at large could be the second appointee, as could the alternate. Mr. West commented he would want at least one WMO board appointee from each city to be a member of each city council. Mr. West also favors a council member or mayor present at each WMO meeting. Mr. Tradewell commented that if the a primary WMO board member was a member of the city council but not able to attend, then the alternate would have to be a city council member.

Mr. Schurbon questioned whether Mr. West was saying at-large WMO board members could not vote if a city council member representative was not present? He noted that if the requirement is for a city to have a council member appointee present, and other board members and alternates cannot vote in the absence of a council member, then the city would be unrepresented whenever the council member is absent. Mr.

Tradewell commented that if a resident is appointed to the WMO Board, they should be allowed to vote because they have been trusted and appointed by the city council.

Mr. Schurbon commented that he is not reading the current JPA language to mean that a member of the city council or the Mayor must be present at every meeting. Rather, one of each city's two primary WMO board appointees must be a city council member or mayor. The alternate need not be so, and can vote in the absence of one of the two primary members.

Mr. Schurbon noted that achieving a quorum could become a problem if a city's board members only count and are able to vote if there is also a city council member present.

There was additional discussion relating to the appointment process for representatives and alternates. It was clarified that there is a formal process for appointing all board members, including representatives. City councils cannot send just anyone as a substitute for an absent WMO board member.

Mr. West commented that in order to provide representation you must actively attend. He clarified his intent that each city should have a regularly participating city council member or Mayor. If there is going to be an extended absence by that person, the city should replace them with another council member or mayor. In a short-term absence, a resident appointed at-large as an alternate could take the place of the member of a primary WMO board member even if that person is from the city council. Cities do not need to have a WMO board member who is a council member or mayor present at every meeting, but they should be regularly attending.

Mr. Wood asked what would happen if no members of a city council wanted to serve on this Board? Mr. West, Mr. Breyen, Mr. Tradewell, and Ms. Fladebo, who are all city council members, made comments emphasizing the benefit of having a council member on the WMO board to ensure good communication. Mr. West noted that cities also have council liaisons for their other boards and commissions to ensure they stay informed. Ms. Fladebo commented that as a member of the city council, being on the Board has provided her with an additional layer of understanding as to what the URRWMO does. Mr. Entsminger and Mr. Wood noted their cities do not do this for all committees.

Mr. Schurbon recognized that this would be a change for Saint Francis and Bethel, the only two cities who do not currently have a city council member or mayor on the WMO board. Mr. West stated he is always happy to talk to other city councils or mayors to describe the benefits of having a council member on the WMO board.

Mr. Entsminger commented on the low amount of fees that Ham Lake pays and therefore it would seem odd to have a member of the Council or Mayor attend when the financial involvement is low. Mr. West commented that although Ham Lake pays the least, they have had the biggest problems with the JPA and membership fees therefore it would make sense for them to have a councilmember on the WMO board.

It was the consensus to move this document forward as drafted to determine if there will be any comments from the member cities.

Mr. Schurbon continued to review the draft JPA changes. It was noted that the Board customarily does not appoint a Secretary and those duties could be delegated to others, including the Recording Secretary and Watershed Coordinator. He continued to review the other proposed changes and updates as agreed upon in previous discussions. He noted that ultimately each of the member cities will need to approve the JPA updates.

The next step will be to allow attorney review of the Board's edits, and then review and comment by the

cities. Then a final draft can be created and sent to cities for signature.

Mr. Wood made a motion to send the JPA Agreement updates as proposed to the member cities. Mr. Tradewell seconded. Motion approved unanimously.

d. Rum Metro WBIF grant process update

Mr. Schurbon provided an update on the most recent meeting of the Rum Metro WBIF group noting that the list of 20+ projects has been narrowed down and at the next Rum River WBIF meeting, that group will identify the projects that will move forward. He provided a brief summary of some of the projects being considered in different communities.

e. Project updates

Mr. Schurbon gave the Board a brief update on the projects.

7. New Business

a. Projects or lake tour

Mr. Schurbon reviewed the different options the Board could consider for a tour. It was noted that the Board would like to see the projects. Mr. Schurbon was directed to attempt to schedule a tour of the projects and if that is not possible, they could do the lake tour. The event would likely be immediately before the September board meeting.

8. Mail

a. None.

9. Other

a. None.

10. Invoice(s)

a. TimeSaver Off Site Secretarial, Inc. \$ 206.50

Ms. Fladebo moved to approve the invoice for the recording secretary for \$206.50. Mr. Lohse seconded. Motion approved unanimously.

b. ACD invoice payment 1 of 3 \$ 12,351.33

Ms. Fladebo moved to approve the invoice for ACD for \$12,351.33. Mr. Lohse seconded. Motion approved unanimously.

11. Adjourn

Mr. Entsminger made a motion for adjournment at 7:33 p.m. Ms. Fladebo seconded. Motion approved unanimously.



UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, July 9, 2024 6:30 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN
Meeting 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"/>	Brian Kirkham (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 7, 2024
5. Treasurer’s Report
6. Unfinished Business
 - a. Rum metro WBIF grant process update
 - b. Projects updates
7. New Business
 - a. Attorney change
 - b. Insurance renewal
8. Mail
9. Other
10. Invoice(s)

a. TimeSaver Off Site Secretarial, Inc.	\$ 167.00
b. ACD invoice payment 2 of 3	\$12,351.33
c. Kennedy & Graven	\$ 88.00
11. Adjourn

Upcoming meetings: Sept 3, Nov 12



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, July 9, 2024 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, Andrew Wood, Chris Beyett, Radja Lohse, and Jeff Entsminger.

Absent: Dan Beyen, Shanni Fladebo, Ryan Seguin, Patrick Sullivan, Tim Miller, and Brian Kirkham.

Audience: Jamie Schurbon (ACD).

2. Adopt Agenda

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

3. Approval of Minutes for May 7, 2024

Mr. Tradewell made a motion to approve the minutes for May 7, 2024. Mr. Lohse seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$37,797.18 as of June 30, 2024.

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

5. Unfinished Business

a. Rum Metro WBIF Grant Process Update

Mr. Schurbon stated that within the packet was a summary of how the Convene Committee decided the FY25 funds would be used within the URRWMO and LRRWMO areas. He highlighted the mix of projects that were selected.

b. Projects Updates

Mr. Schurbon gave the board an update on the projects. He stated that the Dellwood Community Park riverbank stabilization is substantially complete and working well. the 225th Lane rain garden in St. Francis should be constructed by the end of September.

6. New Business

a. Attorney Change

Mr. Schurbon explained that Troy Gilchrist has been the URRWMO attorney through Kennedy and Graven. He stated that Mr. Gilchrist and a partner have amicably split from Kennedy and Graven to create their own firm, Town Law Center. He stated that the Board would need to decide whether they would like to stay with Kennedy and Graven or transition with Mr. Gilchrist. He stated that the URRWMO would continue not to use a contract and instead be billed on an hourly basis. He recommended that the Board stay with Troy Gilchrist as he is familiar with the WMO business.

Mr. Entsminger moved to select Mr. Troy Gilchrist of Town Law Center at the WMO's attorney effective immediately. Mr. Lohse seconded. Motion approved unanimously.

b. Insurance Renewal

Mr. Schurbon stated that the Chair would need authorization to sign the documents and approve the decision not to waive the monetary limits on tort liability. He also requested the Board to authorize payment of the invoice when it comes in, as it could be received between meetings.

Mr. West moved to authorize the Chair to sign the 2024-25 insurance documents to bind and finalize coverages with the League of Minnesota Cities Insurance Trust; to not waive the monetary limits on municipal tort liability, and authorize payment of the insurance invoice, when received, not to exceed \$2,287. Mr. Tradewell seconded. Motion approved unanimously.

7. Mail

- a. Noted.

8. Other

- a. Mr. Tradewell asked the involvement of the Anoka Conservation District (ACD) with the Timber Ridge development.

Mr. Schurbon stated that ACD has met onsite with City staff, engineering and the DNR to discuss concerns with stormwater flowing into the river and related to lot size and other things. He stated that ACD could assist with finding solutions if asked by the City. Mr. West and Tradewell expressed that ACD's involvement would be appreciated. Mr. Schurbon also stated that in the past the City has sent plats to ACD for friendly, non-binding review and it may be worth considering that for the future.

9. Invoice(s)

- | | | |
|----|--|--------------|
| a. | TimeSaver Off Site Secretarial, Inc. | \$ 167 |
| | Mr. Tradewell moved to approve the invoice for the recording secretary for \$167. Mr. Wood seconded. Motion approved unanimously. | |
| b. | ACD Invoice Payment 2 of 3 | \$ 12,351.33 |
| | Mr. Tradewell moved to approve the invoice for ACD for \$12,351.33. Mr. Wood seconded. Motion approved unanimously. | |
| c. | Kennedy and Graven | \$ 88 |
| | Mr. Tradewell moved to approve the invoice for Kennedy and Graven for \$88. Mr. Wood seconded. Motion approved unanimously. | |

10. Adjourn

Mr. Entsminger made a motion for adjournment at 6:43 p.m. Mr. Lohse seconded. Motion approved unanimously.



UPPER RUM RIVER Watershed Management Organization

Regular Meeting for **Tuesday, November 12, 2024 5:15 pm**

Meeting location: Oak Grove City Hall. 19900 Nightingale St NW Oak Grove, MN
Meeting 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"/>	Brian Kirkham (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 July 9, 2024
5. Treasurer’s Report
6. Unfinished Business
 - a. Joint powers agreement
 - b. Projects updates
7. New Business
 - a. Ford Brook Subwatershed Analysis
 - b. Outreach plan for WBIF FY25 grant
 - c. Bylaws
8. Mail
9. Other
 - a. Board member communications
10. Invoice(s)

a. TimeSaver Off Site Secretarial, Inc.	\$ 167.00
b. ACD invoice payment 3 of 3	\$12,351.33
c. Town Law Center	\$ 22.00
11. Adjourn

Upcoming meetings: Jan 7, March 4, May 6



UPPER RUM RIVER

Watershed Management Organization

Regular Meeting for **Tuesday, November 12, 2024 5:15 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 5:17 p.m.

Present: John West, Paul Tradewell, Andrew Wood, Chris Beyett, Ryan Seguin, Patrick Sullivan, Tim Miller (arrived at 5:29 p.m.), Radja Lohse, and Brian Kirkham.

Absent: Dan Breyen, Shanni Fladebo, and Jeff Entsminger.

Audience: Jamie Schurbon (ACD) and Jim Lindahl (ACD).

2. Adopt Agenda

Mr. Schurbon requested an addition to the end of the agenda - Rain Garden Video.

Mr. Wood made a motion to adopt the agenda with the one addition. Mr. Tradewell seconded. Motion approved unanimously.

3. Approval of Minutes for July 9, 2024

Mr. Wood made a motion to approve the minutes for July 9, 2024. Mr. Tradewell seconded. Motion approved unanimously.

4. Treasurer's Report

a. Financial report

Mr. Tradewell stated the balance is \$33,612.04 as of October 31, 2024.

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

5. Unfinished Business

a. Joint Powers Agreement

Mr. Schurbon reported that five of the member cities have adopted the new Joint Powers Agreement (JPA) and Oak Grove is scheduled to consider the item at their meeting later tonight. He stated that following that action the JPA would take effect, and the Watershed Plan should then be amended to remove the JPA, or remove and replace if required by BWSR.

Mr. Tradewell made a motion to direct the Watershed Coordinator to begin the process of amending the watershed plan to remove the outdated JPA, and if required by BWSR, replace it with the new JPA. Mr. Sullivan seconded. Motion approved unanimously.

b. Project Updates

Mr. Schurbon gave the board an update on the projects. He provided some additional information and images from the 221st Avenue Rum River bank stabilization project.

6. New Business

a. Ford Brook Subwatershed Analysis

Mr. Schurbon explained that this study was reviewed at the last meeting which provided potential projects and ranked those projects. He commented that the study should be adopted as a guidance document and should also be added to the Watershed Plan with the other guidance documents.

Mr. West asked if adding this study as a guidance document results in a cost obligation to the organization. Mr. Schurbon replied that there is not an obligation to do projects in guidance documents, but projects in Watershed Plan guidance documents are eligible for certain state grants.

Mr. Kirkham asked who completes the studies. Mr. Schurbon replied that in this case the Anoka Conservation District (ACD) completed the study.

Mr. Beyett made a motion to adopt the Ford Brook, Pickerel Lake and East Twin Lake Subwatershed Analysis as an URRWMO guidance document. Mr. Kirkham seconded. Motion approved unanimously.

Mr. Tradewell made a motion to direct staff to begin the process to amend the URRWMO Watershed Management Plan to include this study in the list of guidance documents in Appendix F. Mr. Sullivan seconded. Motion approved unanimously.

b. Outreach Plan for WBIF FY25 Grant

Mr. Schurbon stated that there is no action needed on this item and it is simply an opportunity for the Board to provide input. He provided background information on the WBIF funding and how the decision was made by the URRWMO, ACD, Lower Rum River Water Management Organization (LRRWMO) to allocate those funds, explaining that funding was allocated to outreach with direction for staff to create an outreach draft plan. He presented the details of the draft outreach plan and welcomed input from the Board.

Mr. Tradewell commented that he agrees with the importance of outreach messaging.. He also mentioned the approach of speaking to high school and college students in order to spread the message to the younger generation.

Mr. Kirkham asked for details on the Adopt a Drain program. Mr. Schurbon explained that the person adopting the drain would clean off the debris from the top of the drain.

Mr. West asked if this plan needs to be adopted. Mr. Schurbon replied that the URRWMO and LRRWMO, as well as the WBIF convene committee will review and provide comments. That is the only action needed. He stated that ACD will be implementing this work using the funds allocated for outreach from the WBIF.

c. Bylaws

Mr. Schurbon stated that the new JPA allows the Board to adopt bylaws. He explained that the URRWMO has never had bylaws, and it is a choice of the Board. He commented that the Sunrise WMO created bylaws which were drafted by their attorney, noting that Sunrise and the URRWMO use the same attorney. He explained that the Sunrise bylaws could easily be amended to fit the

URRWMO. He asked if the Board would like him to spend a few hours amending the bylaws and bringing them back for consideration of the Board.

Mr. West recalled a previous discussion but could not remember if the Board consensus was in support of bylaws. He asked about the benefit of having bylaws, as the organization has historically not had bylaws. He asked what issues were of most important to the Sunrise WMO in their bylaws. Mr. Schurbon provided a brief outline of the Sunrise bylaws. He stated the issues of greatest importance for the Sunrise WMO were to provide clear methods of dealing with any issues of Board attendance or behavior. Mr. West and Mr. Kirkham questioned whether bylaws are needed, and noted there have not been problems. Mr. Tradewell commented that this may be something that should be put in place before a problem arises.

Mr. West asked to table this due to limited time at this meeting. There were no objections.

7. Mail

- a. No mail.

8. Other

- a. Board Member Communications

Mr. Schurbon stated that if anyone has a need for him to communicate in a method other than email, they should let him know so that he can continue to operate as efficiently as possible.

9. Invoice(s)

- | | |
|---|-------------|
| a. TimeSaver Off Site Secretarial, Inc. | \$ 167.00 |
| b. ACD Invoice Payment 3 of 3 | \$12,351.33 |
| c. Town Law Center | \$22.00 |

Mr. Kirkham moved to approve payment of the invoice for the recording secretary for \$167, ACD for \$12,351.33, and Town Law Center for \$22. Mr. Sullivan seconded. Motion approved unanimously.

10. Rain Garden Video

Mr. Schurbon played a short video describing the recent 225th Lane rain garden project in St. Francis. Mr. West commented that this was an expensive project to treat stormwater from two acres. Mr. Schurbon stated that in terms of cost effectiveness, this project ranks towards the top. He also noted that in built-out neighborhoods, smaller dispersed practices must be retrofitted into place.

11. Adjourn

Mr. Kirkham made a motion to for adjournment at 5:49 p.m. Mr. Tradewell seconded. Motion approved unanimously.