UPPER RUM RIVER
Watershed Management Organization

Regular Meeting for **Tuesday, May 7, 2026, 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, Ken Glaser, Andrew Wood, Patrick Sullivan, Tim Miller, and Radja Lohse.

   Absent: Sarah Udvig, Ryan Seguin, and Brian Kirkham.

   Audience: Jamie Schurbon (ACD).

2. Adopt Agenda

   Mr. Tradewell noted a second invoice for TimeSaver may need to be added to the bills. That bill had been on the previous meeting's agenda, which was believed to not have a quorum. Upon further investigation, that meeting did have a quorum and the payment had been approved but a check not yet issued. The item does not need to be added to this agenda.

   Mr. Breyen made a motion to adopt the agenda with the addition. Mr. Sullivan seconded. Motion approved unanimously.

3. Annual Meeting Items

   a. Election of Officers

      Mr. Schurbon reviewed the currently appointed officers. All current Officers confirmed that they would continue to serve.

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

   b. Set Meeting Dates

      Mr. Schurbon stated that the group typically meets on the first Tuesday, but there are a number of conflicts for the upcoming year. He reviewed proposed meeting dates and discussion ensued.

      Mr. Breyen made a motion to set the following meeting dates: July 7, 2026, September 1, 2026, November 17, 2026, January 5, 2027, March 11, 2027, and May 6, 2027. Mr. Tradewell seconded. Motion approved unanimously.

   c. Hear Any Recommended Changes to the JPA or Watershed Plan

      Mr. West asked for any proposed changes. None were heard.

d. Select Newspaper of Record

Mr. West reviewed the recommended newspaper of record.

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

4. Approval of Minutes for March 3, 2026

Mr. Breyen made a motion to approve the minutes for March 3, 2026. Mr. Glaser seconded. Motion approved unanimously.

5. Treasurer's Report
   a. Financial report

Mr. Tradewell provided an overview and stated the balance is $66,138.08 as of April 30, 2026.

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

6. Unfinished Business
   a. Lake George Pontoon Tour

Mr. West stated that the Oak Grove Councilmembers will be invited to the tour planned for June 1. He stated that he had a conflict and will not be in attendance, but stated that Mr. Breyen will be attending. He recommended that members attend if they are available.

7. New Business
   a. Authorization to Request Quotes on Watershed Plan Update

Mr. Schurbon stated that the Watershed Plan expires at the end of 2028, and the typical timeline for a new plan is 18 to 24 months. He stated that he would need input on who to send the request for quotes (RFQ) to and members of the Board who would be interested in reviewing the submittals. He explained that ACD will be providing a quote, and therefore, he does not want to be involved in the final RFQ, distributing it, or review of the proposals. He stated that all of the digital, editable information from the last plan, except the maps, would be available for the consultant to use in the next plan. He provided additional information on the RFP process, the preparation that he would do for that, the tasks for those who volunteer, and the recommended timeline for the RFP process to make a consultant selection prior to the end of 2026.

Mr. Wood and Mr. Tradewell volunteered to assist with finalizing the RFQ, distributing it, and reviewing proposals.

Mr. Breyen made a motion to authorize the preparation and distribution of a request for quotes for update of the URRWMO ten-year Watershed Management Plan. Mr. Tradewell seconded. Motion approved unanimously.

   b. Insurance Renewal

Mr. Breyen made a motion to authorize the Chair to a) sign the 2026-2027 insurance documents to bind and finalize coverages with the League of Minnesota Cities Insurance Trust, b) not waive tort liability limits, and c) authorize payment of the insurance invoice, when received, not to exceed the budgeted amount of $2,734. Mr. Miller seconded. Motion approved unanimously.

8. Mail
   a. None.

9. Other
    a. Upcoming Meeting Dates: July 7, 2026, September 1, 2026, and November 17, 2026.
    b. Donation
    It was noted that Veit will be donating $750 to the URRWMO for the Rum River water biomonitoring. The program provided water monitoring and an educational experience for St. Francis high school students. The board expressed its appreciation.

10. Invoice(s)
    a. TimeSaver Off Site Secretarial, Inc. $ 178
    TimeSaver Off Site Secretarial, Inc. $ 178
    The board noted that the first of these two invoices had been approved at the previous meeting, but a check not yet prepared. For clarity on its intent, the board decided to approve both payments.
    Mr. Lohse moved to approve the invoices for the recording secretary for $178 and $178. Mr. Sullivan seconded. Motion approved unanimously.

    b. Anoka Conservation District Invoice Payment 1 of 3 $ 13,864
    Mr. Glaser moved to approve the invoice for ACD for $13,864. Mr. Sullivan seconded. Motion approved unanimously.

11. Adjourn
    Mr. Tradewell made a motion for adjournment at 6:56 p.m. Mr. Lohse seconded. Motion approved unanimously.