



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