



# 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

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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)