



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.