

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

MAY 16, 2019

CALL TO ORDER

Chairman Todd Haas called the meeting to order at 8:00 a.m. in the Committee Room of Anoka City Hall.

ROLL CALL

Voting members present were: Debra Musgrove, Ramsey; Elizabeth Barnett, Anoka; and Todd Haas, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Brenda Smith, Ramsey Civil Engineer IV Leonard Linton, Ramsey City Engineer Bruce Westby, Anoka Engineering Technician Ben Nelson, Dan Fabian, Board of Water and Soil Resources, Greg Williams of Barr Engineering, Leo Speltz, Board of Water and Soil Resources, Roshaan Grieme, Wenck, Dave Wiggins of ACE Solid Waste, Jamie Schurbon of Anoka Conservation District, and John Enstrom of Enstrom Organic Dirt.

APPROVE AGENDA

Motion was made by Barnett, seconded by Musgrove to approve the May 16, 2019 agenda as presented. Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

April 18, 2019 Regular Meeting

Motion was made by Musgrove, seconded by Barnett, to approve the April 18, 2019 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Smith presented the Treasurer's Report for the period ending April 30, 2019. Account balances for the period were: Checking, \$238,918.64; less permit account balance of (\$58,953.50); less 2018 4th Generation Plan Reserve (\$110,000), for a total balance of \$69,965.14.

Barnett referenced the revenues and confirmed that only one permit has been received year to date thus far.

Musgrove asked for additional information on accounts with negative balances. Smith stated that invoices are sent to those applicants.

Haas noted that there was discussion in the past on charging interest after a certain timeframe. He stated that perhaps in the future interest begins to accrue on balances after 30 days.

It was the consensus of the Board that an item should be placed on the next agenda to discuss accrual of interest on overdue permits.

It was noted that the Kwik Trip permit is listed as Ramsey but should be listed as Anoka.

Motion was made by Musgrove, seconded by Barnett, to accept the Treasurer's Report for the period ending April 30, 2019. Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Smith presented the payment of bills for TimeSaver in the amount of \$757.15 (April professional services).

Motion was made by Musgrove, seconded by Barnett, to authorize payment as presented and indicated above. Vote: 3 ayes, 0 nays. Motion carried.

Insurance Liability Coverage Waiver

Smith stated that this is the annual action to approve the insurance liability coverage waiver.

Motion was made by Barnett, seconded by Musgrove, to approve the insurance liability coverage waiver. Vote: 3 ayes, 0 nays. Motion carried.

NEW BUSINESS

LRRWMO Permit #2018-21 ~ Sonstebly Properties ~ Andover

Haas reviewed the May 13, 2019 memo from Barr Engineering in which Barr Engineering states that the application is still incomplete until the aerial imagery is received.

Barnett noted that notifications have been sent since December and asked what the delay is. Haas stated that perhaps this should be considering incomplete indefinitely and moved to pending until the applicant submits the necessary information.

Motion was made by Barnett, seconded by Musgrove, to consider Permit #2018-21, Sonstebly Properties, Andover, incomplete as detailed in the Barr Engineering memorandum dated May 13, 2019 and to move the application to the pending list until the necessary information is submitted. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2019-01 ~ ACE Transfer Station Expansion ~ Ramsey

Haas reviewed the May 14, 2019 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to seven conditions detailed in the memorandum.

Dave Wiggins, ACE Solid Waste, stated that ACE has a transfer station on site, but with the closing of the Great River Energy station in Elk River, there is a need to expand the Ramsey site. He stated that ACE owns the adjacent parcel and has combined the lots. He noted that a mirrored building will be constructed on the new site.

Roshaan Grieme, Wenck, stated that in terms of stormwater management there will be a lined wet pond on the northeast corner of the site.

Barnett referenced a removal rate of 100 percent stated in the memorandum from the applicant.

Grieme stated that the stormwater would meet the standards but believed the 100 percent rate was a discrepancy.

Linton stated that infiltration is not allowed on this site and therefore the City of Ramsey will provide infiltration credits for the project through The COR Infiltration Basin project.

Motion was made by Musgrove, seconded by Barnett, to approve Permit #2019-01, ACE Transfer Station Expansion, Ramsey, subject to seven (7) conditions as detailed in the Barr Engineering memorandum dated May 14, 2019. Vote: 3 ayes, 0 nays. Motion carried.

Level II Performance Review and Assistance Program ~ BWSR

Leo Speltz, BWSR, stated that this program resulted from the legislative auditor in 2006. He explained that 240 plans are approved statewide by BWSR and this program was developed as a means to monitor and assess the performance of local water management entities. He stated that this is a level two review, which is done once every ten years. He distributed the performance review standards which will be reviewed and noted that a survey will also be sent to the Board members and staff. He stated that partners of the WMO will also be consulted to determine the working relationship and noted that some files will be reviewed to determine how the WMO is working as an LGU. He stated that typically these reviews are completed within 60 to 90 days.

and provided a draft timeline. He stated that recommendations are provided following the review.

Dan Fabian, BWSR, stated that the WMO is starting the 10-year plan update and this process can be helpful as the recommendations from this review can be addressed in the plan update.

Speltz agreed that the review is helpful in reviewing the implementation of the previous plan and identifying things that may assist in development of the plan update.

Consider Support of Rum River Grant ~ ACD

Barnett stated that the request seems to ask for support and not funding. She noted that she has grammatical changes to provide to Schurbon but would support the letter.

Schurbon stated that ACD is looking to submit applications for Rum River bank stabilization projects. He hoped that the LRRWMO would support the application, noting that the County would provide the match and therefore the LRRWMO would not be asked for financial support on this application.

Motion was made by Barnett, seconded by Musgrove, to approve support of the Rum River grant. Vote: 3 ayes, 0 nays. Motion carried.

CONSIDER COMMUNICATIONS

2040 Comprehensive Plan Update ~ City of Andover

Haas noted that these items are informational and do not require action.

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Consider Permit Fee Reimbursement Letters ~ City of Ramsey

Haas reviewed the letters submitted by Ramsey that requests closing of certain permits and release of any remaining escrow.

Motion was made by Musgrove, seconded by Barnett, to close the following permits and release any remaining escrow: #2015-03, #2015-13, #2015-17, #2016-04, #2016-17, #2016-24, #2017-08, #2017-11, #2017-23, #2017-24, #2017-26, and #2018-12. Vote: 3 ayes, 0 nays. Motion carried.

ACD QUARTERLY REPORT ~ None

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Haas reviewed the outstanding items and task checklist.

OTHER BUSINESS

Update on Fourth Generation Plan

Greg Williams, Barr Engineering, stated that the official notification for plan update was sent out a few months ago and asked the issues that were priority and should be addressed in the plan. He noted that comments were received from five entities and advised that he is compiling those comments and will send a memorandum to the Board prior to the next meeting. He stated that the next step would be to hold an elected officials meeting and kickoff meeting for the general public. He noted that the draft schedule showed the meeting taking place in June or July but stated that it could be helpful to delay that date until the review from BWSR is completed, noting that the information from the review could be used for the meeting. He noted that the meeting could be setup in an open house format or could be done in a structured format with small groups. He stated that in order to make the structure format worthwhile, there would need to be a larger group of attendees.

Haas asked for details on the elected officials meeting. Williams stated that the elected officials meeting is not required but was included in the RFP from the LRRWMO. He stated that the elected officials meeting could be combined with the general public meeting.

Haas stated that perhaps there is an evening meeting that begins with a short presentation and then has a question and answer portion. He noted that the small roundtable discussion could be included, depending on the number of people that attend.

Fabian stated that perhaps it would be helpful to personally invite the Councilmembers to gain additional attendance.

Barnett agreed with combining the two into one meeting. She stated that the City Council receive a lot of input from residents and therefore if there is good attendance from the City Councils, that should help to provide a fair amount of comment from the public.

Schurbon provided details on a public meeting that occurred for another WMO that is going through the same process. He noted that there were two back to back meetings, the first was a bus tour for elected officials and then following there was a discussion portion at the gathering place where members of the public joined.

Musgrove asked if the WMO has enough projects in the area to facilitate a tour. Schurbon stated that there have been some raingardens and the river and water bodies could be shown. He noted that it is helpful if there are meaningful things to see.

Haas noted that there are some projects that could be interesting but would require a walk.

Musgrove stated that she would favor combining the two meetings. She stated that rather than conducting a bus tour, she would support having displays with pictures of the projects.

Schurbon stated that the river float could also be used in this process.

Haas noted that there is limited space on the pontoons for the float.

Barnett stated that QCTV has created videos on raingardens that could be used at the meeting.

Fabian stated that the idea is to gather additional input from different stakeholders outside of just the Board members.

Haas stated that the information could be shared with each of the cities and then it would be up to the cities to further publish notice for the meeting in attempt to gain additional participation.

Williams stated that there would also be an online survey element that residents could complete.

Haas stated that he would suggest moving ahead with the meeting as planned rather than waiting for the BWSR review to be completed. He suggested that a date be chosen to ensure that sufficient notice could be provided to the City Council members.

Haas confirmed the consensus of the Board to schedule the public meeting for June 26, 2019 at 7:00 p.m.

Westby confirmed that he would check the availability of rooms at Ramsey City Hall for that date.

Barnett asked and received confirmation that there would be a notice that would be easily shareable for the City's social media accounts and websites, along with the survey link.

Williams stated that he will be back in June to present the summarized results of the compilation of comments that were received during the 60-day notice period.

Consider Records Retention Policy

Haas stated that information was included in the packet.

Linton stated that the LRRWMO would fall under the same retention requirements of cities.

Haas stated that the decision would then need to be made on who should scan the files.

Linton stated that in Ramsey the duties fall to the administrative assistants.

Haas stated that TimeSaver is the most familiar with the files and perhaps she could be consulted.

Nelson noted that a large scanner would be needed for the full-sized plans.

Haas stated that the large plans could be kept, and the smaller files could be scanned, which would reduce the size of the files kept on hand.

Nelson noted that Anoka has used a company in Brooklyn Park to scan files.

Barnett suggested that a quote be obtained.

Nelson stated that it would be most efficient to have the company scan all files. He confirmed that he would share that contact with TimeSaver to obtain a quote.

Schedule River Float

Nelson stated that the water level is still high. He suggested that the float be discussed at the next meeting.

Consider LRRWMO Logo

Haas stated that the LRRWMO logo has never formally been adopted.

Schurbon stated that the logo came with the template for the new website. He stated that it could become the logo or could be replaced with something else.

It was the consensus of the Board to make that the official logo of the LRRWMO. It was noted that the logo could be placed on the LRRWMO letters and other documents.

ADJOURNMENT

A motion was made by Musgrove, seconded by Barnett, to adjourn the meeting. Vote: 3 ayes, 0 nays. Motion carried.

Time of adjournment: 9:03 a.m.

Respectfully submitted,

Amanda Staple
Administrative Secretary