

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JANUARY 20, 2022

CALL TO ORDER

Chairman Debra Musgrove 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; Jeff Weaver, Anoka; and Val Holthus, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Brenda Springer, Ramsey Civil Engineer IV Leonard Linton, Greg Williams of Barr Engineering, Anoka Engineering Technician Ben Nelson, Andover Natural Resources Technician Kameron Kytonen, Colleen Werdien of Anoka Conservation District, Becky Wozney of Anoka Conservation District, Carla Wirth of TimeSaver.

APPROVE AGENDA

Motion was made by Weaver, seconded by Holthus, to approve the January 20, 2022 agenda as presented. Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

December 16, 2021 Regular Meeting

Motion was made by Holthus, seconded by Weaver, to approve the December 16, 2021 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Springer presented the Treasurer's Report for the period ending December 31, 2021. Account balances for the period were: Checking, \$208,402.08; less permit account balance of (\$63,925.03), less 2018 4th Generation Plan Reserve balance of (\$40,235.33), for a total balance of \$104,241,72.

Musgrove asked if the fiscal year statements included the correct dates, noting the change that was made to the end of the fiscal year. She confirmed that the new fiscal year dates would be reflected in the statements for the next month.

Musgrove asked about Misc. Funding. Springer commented that each year the League of Minnesota Cities provides dividend reimbursements, if there are funds available, which is reflected in the statement.

Motion was made by Weaver, seconded by Holthus, to accept the Treasurer's Report for the period ending December 31, 2021. Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Springer presented the payment of bills for TimeSaver in the amount of \$796.49 (December professional services), Barr Engineering in the amount of \$5,643.96 (engineering), and Anoka Conservation District in the amount of \$977.75 (administrator).

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

TimeSaver Secretarial Addendum

Musgrove noted that an addendum was provided in the packet which better clarifies the rate and reflects an adjustment to the meeting attendance title. She asked if the LRRWMO would be offering Zoom attendance going forward. Wozney stated that it was discussed at the last meeting and confirmed that she could offer that option going forward. She confirmed that the Zoom link could be posted to the LRRWMO website going forward for those who choose to participate through that method.

Nelson noted that going forward the conference call in feature will be removed, even though it was offered for this meeting and Zoom will be used to offer virtual participation and to record the meeting.

The Board supported to the change to Zoom.

Musgrove referenced the prices in the memorandum and asked if that reflects the proposed increase. Wirth confirmed that the increase was shown as proposed for the 2022 fiscal year.

Motion was made by Holthus, seconded by Weaver, to approve the TimeSaver Secretarial Addendum. Vote: 3 ayes, 0 nays. Motion carried.

Wirth commented that TimeSaver enjoys working with the Board and looks forward to continuing that relationship.

NEW BUSINESS

LRRWMO Permit #2021-19 ~ Trott Brook Crossing ~ Ramsey

Linton reviewed the January 14, 2022 memo from Barr Engineering in which Barr Engineering stated that a decision on the WCA application cannot be made until there is more clarification on the project's potential for indirect wetland impacts. According to MN Rule 8420.0515 subpart 3, the wetland replacement plan cannot be approved if the proposed activities will permanently adversely affect the rare natural communities of Wetland 5.

Musgrove stated that no boxes were checked on the application, a signature is missing from the property owner, and there was no start/end date included. She stated that a 60-day extension was noted from January 7th and asked if that would provide enough time. Wozney commented that the

60-day extension would most likely not provide enough time. She noted that at that time the LGU would request an additional 60-day extension from the applicant. She stated that the applicant can deny the extension request, but the LGU could then just deny the application, therefore the applicant would most likely agree to another extension. She noted that no action is necessary at this time.

LRRWMO Permit #2021-23 ~ HOM Addition ~ Anoka

Nelson reviewed the January 4, 2022 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.

Motion was made by Weaver, seconded by Holthus, to approve Permit #2021-23, HOM Addition, Anoka, subject to seven (7) conditions as detailed in the Barr Engineering memorandum dated January 4, 2022. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2021-29 ~ Riverstone South ~ Ramsey

Linton reviewed the January 13, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO consider the application as incomplete until the requested information has been provided.

LRRWMO Permit #2021-30 ~ Andover Crossing Multi-Family Apartments ~ Andover

Kytonen provided details on the project, which has three components that include multi-family apartments, senior housing, and commercial development. He reviewed the January 13, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO consider the application as incomplete until the requested information has been provided.

LRRWMO Permit #2021-31 ~ Andover Crossing Commercial Sites ~ Andover

Kytonen reviewed the January 13, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO consider the application incomplete until the requested information is provided.

LRRWMO Permit #2021-32 ~ Andover Crossing Senior Housing ~ Andover

Kytonen reviewed the January 13, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO consider the application incomplete until the requested information has been provided.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Kytonen presented the Year 2021 Fourth Quarter Report for the City of Andover.

Nelson presented the Year 2021 Fourth Quarter Report for the City of Anoka.

Linton presented the Year 2021 Fourth Quarter Report for the City of Ramsey.

Weaver asked why there are still permits open from 2015 and 2016. Linton explained that the

permit remains open until the last home is constructed. He noted that sometimes it is just one or two open lots that were less desirable. It was explained that the permit remains open to ensure that enforcement can occur if there are any issues that arise.

Motion was made by Holthus, seconded by Weaver, to approve the Year 2021 Fourth Quarter Report for the City of Andover, as presented, and authorize release of unused escrow for Permits #18-21 and #20-05. Vote: 3 ayes, 0 nays. Motion carried.

Motion was made by Holthus, seconded by Weaver, to approve the Year 2021 Fourth Quarter Report for the City of Anoka as presented. Vote: 3 ayes, 0 nays. Motion carried.

Motion was made by Holthus, seconded by Weaver, to approve the Year 2021 Fourth Quarter Report for the City of Ramsey as presented. Vote: 3 ayes, 0 nays. Motion carried.

ACD QUARTERLY REPORT

2021 Fourth Quarter Report

Wozney provided an overview of the ACD fourth quarter report. She stated that she reformatted the task checklist and started that fresh.

Musgrove noted that the meeting dates for the 2022 meetings have not been updated on the website. She referenced the lake monitoring work and asked if that data is available on the website. Wozney confirmed that the 2021 data is available, and they will also provide a final report for the year.

Holthus asked if the lake level readings are done by volunteers, similar to what is done by the DNR. Wozney stated that volunteers complete those readings. She reviewed a memorandum related to 1W1P and noted that Schurbon could come to a future meeting to provide additional details on the watershed based implementation funding grants.

Motion was made by Holthus, seconded by Weaver, to approve the Year 2021 Fourth Quarter Report for ACD with the noted changes. Vote: 3 ayes, 0 nays. Motion carried.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Musgrove reviewed the outstanding items and task checklist.

OTHER BUSINESS

Update on Fourth Generation Plan

Williams commented that the Plan has been printed.

Update on Rum River 1W1P JPA

Wozney commented that the members for the new implementation have been chosen and have begun to receive emails.

Musgrove confirmed that she has received emails and asked if Linton and Nelson are going to be participating as well in addition to the representative from Andover.

Linton confirmed that he would be participating.

Kytonen confirmed that he will also be participating.

Musgrove highlighted the upcoming meeting dates. She advised of upcoming actions that will be considered, noting that the LRRWMO will consider the item at its February meeting and then the representative from the LRRWMO would be empowered to vote on behalf of the WMO at the 1W1P meeting.

Weaver stated that he wants to ensure that there is an exception to the removal of obstructions or that the Anoka Dam is not listed. He stated that he did not want something left in the plan that is left to interpretation. Werdien noted that will be included in the list of comments.

Nelson stated that he is not familiar with the JPA document for 1W1P and asked if that could be incorporated into the JPA. Linton stated that there was a committee meeting today for 1W1P and it was stated that the representative from each Board would need a resolution of support from their Board empowering them to vote at the February meeting.

Musgrove believed that the 1W1P group is currently meeting under a memorandum of understanding while the JPA is being crafted.

Weaver asked who the “watchdog” for the WMO is in this process. Wozney noted that ultimately that would be Schurbon. She stated that she will have Schurbon provide an email to the group answering those questions.

Musgrove stated that this item should be on the agenda for the next month, specifically appointing a designated person that will vote on behalf of the WMO.

Weaver acknowledged that the concern related to the Anoka Dam was included in the comments but stated that he wants to see that in a formal document.

Musgrove agreed that she has concerns with a larger governing body being able to outvote a small organization and also agreed that she would like to see something formal about the Anoka Dam.

Linton stated that he was a part of the Technical Advisory Committee and at each meeting he made the comment about the Anoka Dam but acknowledged that he was just one voice in that meeting and the DNR has a louder voice.

Weaver commented that most of the representatives from farther north have no concept of what the Anoka Dam means to this region and its recreational offerings. He commented that most people are only focused on their own segments.

Watershed Based Implementation Funding (WBIF) Grants

Musgrove highlighted the upcoming meeting dates, noting that Zoom attendance is allowed. She believed that grants are available as of July 2022. It was confirmed that Schurbon is handling that activity for the WMO.

Update on Fiscal Staff Agent

Springer commented that she has been speaking with Ramsey staff to provide them with more details on the responsibilities. She commented that the LRRWMO duties are completed via a spreadsheet and does not need to be incorporated into the City's software.

Musgrove stated that she received an email from Ramsey staff stating that they would be unable to handle the task. She was unsure if the email occurred before or after Springer's discussion. She asked what would happen if no city wanted to take on the duties. Springer stated that she spoke with Andover staff and that city already handles fiscal responsibilities for QCTV and cannot take on another duty of that manner.

Musgrove asked if the services could be contracted out. Springer stated that Yager, the former Finance Director for Anoka, has her own consulting service. She stated that Yager has the experience as she handled the duties for years prior to Springer. Springer noted that the group could ask Yager for a quote for her services.

Musgrove suggested that Springer reach out to Yager to solicit a proposal that could be presented at the next meeting. She stated that perhaps that option would eliminate the need to make updates to the meeting location and mailing address and Anoka could still be used with Yager picking up the necessary documents from City Hall.

Linton commented that a number of trips during the month may be necessary because of the number of permits that are submitted by Ramsey.

Springer commented that she had suggested that Ramsey be the fiscal agent for that purpose, as Ramsey submits the majority of the permits between the three cities.

Linton provided details on the submittal deadline for the LRRWMO, which should be included in the proposal.

Springer noted that the WMO cabinets are full and was unsure what was going to be done with the paperwork. Musgrove commented that she believed the documents were going to be scanned and made electronic. Springer commented that the documents are large and there is not a scanner large enough at City Hall. She stated that quotes were obtained, and they were quite high.

Musgrove commented that perhaps that should be included in the budget. She noted that Anoka is currently also providing the storage space for the WMO, which is another burden. She stated that she would follow up again with Ramsey staff and asked that Springer follow up with Yager to obtain a quote for her services.

Wirth agreed that the WMO is running out of document storage space. She provided an update on some of the files that were scanned. She explained that it is a process to prepare files for filing and then to complete the scanning. She noted that the scanning was previously completed by an Anoka staff person.

Springer noted that the time was never billed for that service. Musgrove stated that time should be reconciled and billed to the WMO.

Springer believed that Anoka was also paying for the server space where the scanned files are stored. Musgrove commented that should also be compensated for. She asked that those items be included on the next agenda as well.

Springer confirmed the direction to bring back details related to scanning time, cost for server storage space, physical storage space, and a quote from Yager.

Wirth believed that the WMO reimbursed Anoka for the cost of the scanning at the time it was completed.

Musgrove commented that she would also like to have a discussion at the next meeting related to the transition to electronic documents. She asked who the applicable person would be to assign that task to. Nelson noted that Barr Engineering handles the applications and could provide more information on electronic application submittal.

Weaver suggested that staff have that conversation with Barr Engineering prior to the next meeting in order to have more efficient discussion at the next meeting. Wozney stated that she can reach out to staff and Barr Engineering.

Holthus referenced the email received about the Ramsey Comprehensive Plan amendment and asked if action is needed by the Board.

Musgrove noted that she forwarded the email to TimeSaver and Barr Engineering for direction on whether it would need to appear on the February agenda. It was confirmed that the entire Board received that communication.

ADJOURNMENT

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

Time of adjournment: 9:25 a.m.

Respectfully submitted,

Amanda Staple
Administrative Secretary