

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

JUNE 16, 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 Valerie Holthus, Andover.

Voting members absent were: None.

Also present were: Deputy Treasurer Lori Yager, Ramsey Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, Anoka Public Works Director Mark Anderson, Andover Natural Resources Technician Kameron Kytonen, Jamie Schurbon, of Anoka Conservation District, Becky Wozney of Anoka Conservation District, and Colleen Werdien of Anoka Conservation District.

APPROVE AGENDA

Motion was made by Holthus, seconded by Weaver, to approve the June 16, 2022 agenda as presented. Vote: 3 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

May 19, 2022 Regular Meeting

Motion was made by Holthus, seconded by Weaver, to approve the May 19, 2022 Regular Meeting minutes as presented. Vote: 3 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending May 31, 2022. Account balances for the period were: Checking, \$144,143.01; less permit account balance of (\$45,047.61); less 2018 4th Generation Plan Reserve (\$35,635.33), for a total balance of \$63,460.07.

Motion was made by Weaver, seconded by Holthus, to accept the Treasurer's Report for the period ending May 31, 2022.

Further discussion: Musgrove referenced Permit #21-02 and asked if that is a new owner noting that she believes that property has gone through multiple owners. Linton replied that is a current project and advised that he sent an email reminder to the applicant within the last month.

Vote: 3 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$802.35 (May secretarial services), Kennedy and Graven, Chartered in the amount of \$54.90 (April attorney services), and City of Anoka in the amount of \$828.76 (April attorney services).

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

QuickBooks Cost

Yager stated she provided a quote within the packet information. She noted that she does have a new checking account and if QuickBooks is approved, she would order laser checks rather than continue to use paper checks.

Musgrove stated the cost appears to be \$864 annually. Yager noted that the full year would begin from the time of purchase rather than run with a calendar year.

Musgrove asked if this was previously budgeted through the fees to the cities. Yager noted this was not budgeted for and therefore would come from the contingency funds. She noted that the financial charges for the organization have changed this year and going forward because the service moved from using city staff to using her as a consultant.

Holthus asked if there would be a learning curve to QuickBooks. Yager confirmed that she has experience with QuickBooks and it would be a cleaner way to track the costs to individual permits. She stated that it would also be helpful for laser printing of checks and to attach things to the file within QuickBooks. She noted that there could also be multiple users that would have access to the information. She commented that it is a better tracking method than using Excel spreadsheets and provides efficiency as well.

Musgrove asked if the use of QuickBooks would reduce the overall time of Yager. Yager commented that there would be some reduction but was unsure if it would be significant enough to offset the \$864.

Weaver stated that QuickBooks has an annual cost but believed that the positives outweigh the negatives. He noted that it would also make sense to follow the industry standard.

Holthus agreed and noted that the High School Activities Director uses QuickBooks.

Yager noted that the auditors could also have access to QuickBooks which would be more efficient. She stated that a decision does not need to be made today.

It was the consensus of the Board to bring this discussion back in the budget discussions.

NEW BUSINESS

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

Linton reviewed the June 10, 2022 memo from Barr Engineering in which Barr Engineering states that they are still working with the City of Ramsey, Wetland Conservation Act Technical Evaluation Panel, Minnesota Department of Natural Resources, and the applicant's consultants regarding the proposed storm sewer discharge to the rare natural communities of Wetland 5 associated with the proposed Trott Brook Crossing housing development. A decision on the wetland replacement plan cannot be made until the applicant has shown that potential indirect impacts to the rare natural communities of Wetland 5 have been avoided.

Motion was made by Holthus, seconded by Weaver, to table Permit #2021-19, Trott Brook Crossing, Ramsey, detailed in the Barr Engineering memorandum dated June 10, 2022.

Further discussion: Wozney asked the status of the project. Linton stated that the project is still in preliminary plat as there were some issues related to the change in zoning with the Metropolitan Council.

Wozney noted that eventually the permit will need to be denied so that the LRRWMO does not continue to table/continue the permit and run up against the review deadline. Linton stated that Obermeyer had also stated that the City could write a letter to withdraw the permit for the time being.

Weaver asked if the applicant would lose the funds paid thus far. Linton commented that the permit fee has been paid and the escrow funds have continued to be used by the continual review by Barr Engineering. It was noted that BWSR and the DNR still have questions as well and have provided comments that continue not to be addressed by the applicant. Linton stated that it should be tabled today and at the next meeting there should be a memorandum from Barr Engineering recommending denial.

Musgrove confirmed that the Board would follow this path and communication should occur with the applicant that if progress is not made during the next month, the Board would consider denial at the next meeting.

Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-07 ~ 54 Tiger Street ~ Ramsey

Linton reviewed the June 10, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO delay action on the permit until a complete application is received.

**Motion was made by Weaver, seconded by Holthus, to table Permit #2022-07, 54 Tiger Street, Ramsey, as detailed in the Barr Engineering memorandum dated June 10, 2022.
Vote: 3 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2022-08 ~ 7633 161st Avenue NW ~ Ramsey

Linton reviewed the June 10, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the wetland boundary and type as documented in the draft WCA Notice of Decision.

Motion was made by Weaver, seconded by Holthus, to approve of the wetland boundary and type as documented in the WCA Notice of Decision for Permit #2022-08, 7633 161st Avenue NW, Ramsey, as detailed in the Barr Engineering memorandum dated June 10, 2022. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-09 ~ Peterson Farms Phase 3 ~ Andover

Kytonen reviewed the June 10, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the revised wetland boundaries and types as documented in the draft WCA Notice of Decision.

Motion was made by Holthus, seconded by Weaver, to approve the revised wetland boundaries and types as documented in the WCA Notice of Decision for Permit #2022-09, Peterson Farms Phase 3, Andover, as detailed in the Barr Engineering memorandum dated June 10, 2022. Vote: 3 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-11 ~ Rivenwick 4th Addition ~ Ramsey

Linton reviewed the June 8, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to eight conditions detailed in the memorandum. He noted that the City received a revised application the previous day with revised stormwater information and therefore recommended that the permit be tabled to allow additional time to review the new information.

Musgrove asked if that would impact the project timeline. Linton stated that he is unsure where the applicant is within the City process but noted that if an applicant submits changes, they should not expect to follow the same schedule.

Motion was made by Weaver, seconded by Holthus, to table Permit #2022-11, Rivenwick 4th Addition, Ramsey. Vote: 3 ayes, 0 nays. Motion carried.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT ~ None

ACD QUARTERLY REPORT ~ None

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Wozney reviewed the outstanding items and task checklist.

Musgrove commented she likes that the tasks in the project list were updated.

OTHER BUSINESS

Consider Rum River Watershed Partnership Plan Adoption, JPA, and Bylaws

Schurbon stated that since the last meeting, the full BWSR Board met and approved the Watershed Management Plan. He stated the JPA has been finalized and moved forward to the appropriate parties. He commented that the attorney group has met once to go through the bylaws and therefore

there is still a lot of work to be done on that. He noted that most likely the bylaws and operating procedures will be separated by that group. He commented that the LRRWMO has 60 days from the BWSR approval to join, which would allow the Board to consider the decision at its June and July meetings. He stated that the LRRWMO could also decide to join at a later time.

Weaver stated that he spoke with the City Attorney for both Anoka and Andover the previous day and he asked that the Board be patient and let the attorney group continue to work on the bylaws prior to making the decision on whether to join. He stated that the attorney was much more comfortable with the DNR language in the plan as long as the municipal consent language is kept within the bylaws.

Schurbon asked if there is anything else that the LRRWMO attorney has been involved in. Musgrove commented that she has not seen anything from that firm.

Weaver commented that he noticed that Anoka County has decided not to join. Schurbon confirmed that Anoka County decided that they are not well positioned to participate because of staffing shortages. He noted that the County was also not involved in the planning process.

Werdien commented that she has gotten the impression that Anoka County is not incredibly concerned with natural resources. Weaver commented that may be the case of the County Board, but there are some great staff members at the County that are concerned with natural resources.

Schurbon agreed that there are some high performing staff members, but the County Commissioners may not share those same priorities.

Werdien stated that it was noted that Wozney could serve as the staff representative. Schurbon commented that there would be different levels of participation. He noted that he will most likely participate in representation of ACD, and Wozney would be an option for the staff representative to represent the interests of the LRRWMO.

Werdien asked who would attend if Wozney were unable to attend. Schurbon stated that Wozney could choose to submit her thoughts prior to a meeting if she were unable to attend, or another staff member could attend in her place. He also explained how voting would occur in terms of the representative or alternate attending.

Update on Retention Policy and File Access

Wozney commented that she will be working with the engineers and Yager as they are still receiving hardcopies of the applications rather than digital submission. She provided an update on the communication that has been received related to access to the Laserfiche files as well as the potential, or lack thereof, to reorganize those scanned files.

Musgrove commented that the Board recognizes that this is a long-term project and there is not a short deadline to accomplish this.

Wozney stated that there would be a method for ACD to post a full packet onto the website with a required password which would allow Board access.

Musgrove suggested that a section be tackled every month or so to develop a policy. It was determined that finance would be the first section of the policy.

ADJOURNMENT

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

Time of adjournment: 8:58 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amanda Staple". The signature is fluid and cursive, with a long horizontal stroke at the end.

Amanda Staple
Administrative Secretary