

# LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

OCTOBER 20, 2022

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## 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; and Valerie Holthus, Andover.

Voting members absent were: Jeff Weaver, Anoka.

Also present were: Deputy Treasurer Lori Yager, Ramsey Civil Engineer IV Leonard Linton, Anoka Public Works Director Mark Anderson, Andover Natural Resources Technician Kameron Kytönen, Lydia Voth of Anoka Conservation District, Becky Wozney of Anoka Conservation District, and Colleen Werdien of Anoka Conservation District.

## APPROVE AGENDA

Musgrove requested to add an item under Other Business, Reporting Attendance.

**Motion was made by Holthus, seconded by Musgrove, to approve the October 20, 2022 agenda as amended. Vote: 2 ayes, 0 nays. Motion carried.**

## RESIDENT'S FORUM

None.

## APPROVE MINUTES

September 15, 2022 Regular Meeting

**Motion was made by Holthus, seconded by Musgrove, to approve the September 15, 2022 Regular Meeting minutes as presented. Vote: 2 ayes, 0 nays. Motion carried.**

## FINANCE MATTERS

### Treasurer's Report

Yager presented the Treasurer's Report for the period ending September 30, 2022. Account balances for the period were: Checking, \$154,599.57; less permit account balance of (\$42,032.51); less 2018 4<sup>th</sup> Generation Plan Reserve balance of (\$29,493.43), for a total balance of \$83,073.63.

Yager provided an update on the QuickBooks software and recommendation for higher security checks for printing. Musgrove asked if there are other checks leftover. Yager confirmed that there are handwritten checks but those cannot be used with QuickBooks.

**Motion was made by Holthus, seconded by Musgrove, to accept the Treasurer's Report for the period ending September 30, 2022, order the high security checks, and authorize use of QuickBooks as a client.**

Further discussion: Musgrove asked if all payments from the cities have been received. Yager confirmed that all payments from the cities have been received.

**Vote: 2 ayes, 0 nays. Motion carried.**

Linton stated that if the payment for #2021-19 is not received prior to the next meeting, he would like to know. He noted that applicant will be coming forward with a permit and that should be paid prior.

#### Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$852.02 (September secretarial services), Barr Engineering in the amount of \$4,914.50 (August 12 – September 9, 2022), Anoka Conservation District in the amount of \$2,023 (third quarter LRRWMO admin), RTY Consulting in the amount of \$1,912.50 (third quarter Deputy Treasurer), and Kennedy and Graven in the amount of \$54.90 (May legal services).

**Motion was made by Holthus, seconded by Musgrove, to authorize payment as presented and indicated above. Vote: 2 ayes, 0 nays. Motion carried.**

#### OUTSTANDING ITEMS/TASK CHECKLIST

##### Citizen Advisory Committee

Lydia Voth reviewed the different outreach ideas they have considered and then reviewed with the CAC members. She noted that input was received from the CAC, ACD and City technical staff in order to rank the list of outreach options. She reviewed the different options as ranked and asked the Board for input. She noted that the next step would be to create a final plat with a scheduled calendar format for subsequent years.

Musgrove commented that she would find it helpful to know the number of attendees and votes. She asked for additional input on the expectation of the CAC to accomplish some of these goals. She wanted to ensure there was clear understanding of the role and capacity of the WMO. She asked if the Board would be invited to the CAC meetings, or whether the desire is not to have the Board attend. Voth believed that about ten people attended the CAC meeting. She commented that she does have the number of votes as well but left that out of the presentation in order to keep it shorter. She explained how the prioritization was done and noted that she could send the spreadsheet to the Board if desired. She commented that she does not have a problem with the Board attending the CAC meetings. She stated that they did discuss the scope of the WMO during the CAC meeting.

Wozney agreed the role of the WMO is limited and that was explained and refocused towards education. She commented that this would be over a ten-year period.

Musgrove agreed that the biggest things will be education based.

Voth noted this will be back in November with a more concise version of the final plan.

#### NEW BUSINESS

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

Linton reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO hold off on a WCA decision until a complete application is received. There is no need to issue an extension since a complete application has not yet been

received and a WCA Notice of Application has not yet been submitted. He noted that he will follow up with the applicant to determine if they would like to withdraw the application.

**Motion was made by Holthus, seconded by Musgrove, to table Permit #2022-07, 54 Tiger Street, Ramsey, as detailed in the Barr Engineering memorandum dated October 14, 2022. Vote: 2 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2022-13 ~ Dutch Investment Summergate ~ Ramsey

Linton reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the wetland boundaries and revised types as documented in the draft WCA Notice of Decision.

**Motion was made by Holthus, seconded by Musgrove, to approve the wetland boundaries and revised types as documented in the WCA Notice of Decision for Permit #2022-13, Dutch Investment Summergate, as detailed in the Barr Engineering memorandum dated October 14, 2022. Vote: 2 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2022-15 ~ Rum River Woodbury House Riverbank Stabilization ~ City of Anoka

Anderson reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the no wetland determination with the revised evaluation area as documented in the draft WCA Notice of Decision.

**Motion was made by Holthus, seconded by Musgrove, to approve the no wetland determination with the revised evaluation area as documented in the WCA Notice of Decision for Permit #2022-15, Rum River Woodbury House Riverbank Stabilization, as detailed in the Barr Engineering memorandum dated October 14, 2022. Vote: 2 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2022-16 ~ Lil Explorers Daycare ~ Ramsey

Linton reviewed the October 13, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to six conditions detailed in the memorandum.

**Motion was made by Holthus, seconded by Musgrove, to approve Permit #2022-16, Lil Explorers Daycare, Ramsey, subject to six (6) conditions as detailed in the Barr Engineering memorandum dated October 13, 2022.**

Further discussion: Musgrove asked for details on traffic. Linton stated that Anoka County provided input on the traffic related to Bunker and Ramsey Boulevard, noting that there would be right-in/right-out entrance and exit.

**Vote: 2 ayes, 0 nays. Motion carried.**

LRRWMO Permit #2022-17 ~ Kelsey Round Lake Park ~ City of Andover

Kytonen reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO decision be made at the November meeting after the comment period ends.

LRRWMO Permit #2022-18 ~ Dalske Woodlands Boardwalk ~ City of Andover

Kytonen reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO decision be made at the November meeting after the comment period ends.

LRRWMO Permit #2022-19 ~ 161<sup>st</sup> Avenue Reconstruction ~ City of Andover

Kytonen reviewed the October 14, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO decision be made at the November meeting after the comment period ends.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT

Kytonen presented the Year 2022 Third Quarter Report for the City of Andover.

Anderson presented the Year 2022 Third Quarter Report for the City of Anoka.

Linton presented the Year 2022 Third Quarter Report for the City of Ramsey.

**Motion was made by Holthus, seconded by Musgrove, to approve the Year 2022 Third Quarter Report for the City of Anoka, City of Andover, and City of Ramsey, as presented.**

**Vote: 2 ayes, 0 nays. Motion carried.**

ACD QUARTERLY REPORT

2022 Third Quarter Report

Wozney reviewed the Year 2022 Third Quarter Report for ACD. She noted the low water levels because of the drought conditions.

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST (Continued)

Wozney reviewed the outstanding items and task checklist.

Musgrove commented on all the work that was accomplished this year.

Linton stated that it would be nice to have pictures at the next meeting of the work that was done on Rum and Mississippi.

OTHER BUSINESS

Update Rum River Watershed Plan

Wozney stated that this group continues to meet, and she was including this for information purposes so that the Board can stay informed on what they are doing.

Retention Policy

Wozney reported that they will begin loading things onto the Google Cloud next week beginning with financial statements.

Musgrove asked if the retention policy could be updated onto the website. Wozney confirmed she could do that.

#### Reporting Attendance

Musgrove commented on the importance of attending the LRRWMO meetings as there are impacts to developer schedules if the monthly meeting cannot be held. She noted that in Ramsey it is the responsibility of the appointed member to alert the alternate if they are unable to attend a meeting. She asked for clarification on the regulations related to those that can be appointed to the Board.

Linton provided clarification, explaining that in the past staff members were the members of the Board but at some time there was a change to not allow staff members. He believed that elected officials or a resident could be appointed to the Board. He agreed that it is very important that the Board meets regularly monthly in order for development projects to continue to move forward.

Musgrove asked for clarification on the State law that relates to those that can be appointed to the Board. Wozney confirmed that she would add that to the next agenda for follow up.

Holthus noted that she will no longer be an elected official at the end of the year as she is not running for reelection. She asked if it has been considered to expand the number of members on the Board. Wozney replied that there are three member cities, therefore there should only be three members. She asked if Holthus would be interested in staying on the Board. Holthus replied that she would be interested, but that would be dependent upon the appointments made by the Andover City Council.

Wozney stated she will gather information and bring this back to the next meeting for continued discussion.

#### ADJOURNMENT

A motion was made by Holthus, seconded by Musgrove, to adjourn the meeting. Vote: 2 ayes, 0 nays. Motion carried.

Time of adjournment: 9:18 a.m.

Respectfully submitted,



Amanda Staple  
Administrative Secretary