

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

NOVEMBER 17, 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; and Jeff Weaver, Anoka.

Voting members absent were: Valerie Holthus, Andover.

Also present were: Deputy Treasurer Lori Yager, Ramsey Civil Engineer IV Leonard Linton, Anoka Engineering Technician Ben Nelson, Bob Obermeyer of Barr Engineering, Andover Natural Resources Technician Kameron Kytönen, Becky Wozney of Anoka Conservation District, and Colleen Werdien of Anoka Conservation District.

APPROVE AGENDA

Motion was made by Weaver, seconded by Musgrove, to approve the November 17, 2022 agenda as presented. Vote: 2 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

October 20, 2022 Regular Meeting

Weaver noted that he was not present at the October meeting and therefore did not believe action could be taken at this meeting.

Motion was made by Weaver, seconded by Musgrove, to table the October 20, 2022 Regular Meeting minutes to the next meeting. Vote: 2 ayes, 0 nays. Motion carried.

FINANCE MATTERS

Treasurer's Report

Yager presented the Treasurer's Report for the period ending October 31, 2022. Account balances for the period were: Checking, \$161,927.03; less permit account balance of (\$43,021.31); less 2018 4th Generation Plan Reserve balance of (\$29,493.43), for a total balance of \$89,412.29.

Musgrove asked if the insurance premium increased, noting that is showing higher than the amount budgeted. Yager confirmed that is correct. She noted that she adjusted that amount in the 2023 budget to reflect the new cost.

Musgrove referenced a water restoration cost of \$625 and asked for details. Wozney commented that was the LRRWMO portion of the streambank restoration project completed. Yager will provide additional details at the next meeting. Musgrove referenced the Rum River water quality monitoring which shows a negative balance in the year-to-date amount and asked for details. Yager noted that there must have been a credit of some sort and noted that she could also provide additional details on that item.

Motion was made by Weaver, seconded by Musgrove, to accept the Treasurer's Report for the period ending October 31, 2022. Vote: 2 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$1,043.31 (October secretarial services) and Barr Engineering in the amount of \$3,158.75 (September 10 – October 7, 2022).

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

Discuss RFPs for Engineering, Legal, and Water Monitoring/Management Work Plan

Yager provided details on the three RFPs that would be put out as required biannually. She stated that they would be posted on November 28th and welcomed any changes the Board may suggest.

Musgrove asked why four written proposals would be required for professional services, noting that the Board has requested electronic submissions. Yager confirmed that could be changed. Musgrove noted language related to 3rd and 4th Generation Plans and advised that language should be updated. She noted on the request for water monitoring, the page numbers are not correct and provided additional grammatical suggestions. Wozney suggested that she, Yager, and Schurbon meet to review the language.

Yager provided details on the timelines for the RFPs. She noted that the legal and professional services should move forward, while the water monitoring could be postponed to the next meeting.

Motion was made by Musgrove, seconded by Weaver, to approve the RFP for legal and professional services with the noted changes and direct staff to bring back the RFP for water monitoring to the December meeting. Vote: 2 ayes, 0 nays. Motion carried.

Obermeyer stated that there will be a change in the Barr Engineering team going forward, as he has been stepping back over the past few years. He noted that the new staff members would be highly capable in handling the engineering duties for the LRRWMO.

NEW BUSINESS

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

Linton reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering stated that if the applicant is not planning to submit revised plans soon, and because they have not

received any updated information for several months, it might be helpful to place this permit application in the pending section of the agenda until a revised application is received.

Motion was made by Musgrove, seconded by Weaver, to move Permit #2022-07, 54 Tiger Street, Ramsey, to the pending list as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

FINANCE MATTERS (Continued)

TimeSaver 2023 Addendum

Yager presented the proposed 2023 addendum.

Musgrove asked if an RFP is required for this service. Yager did not believe this service was required to follow that process. Wozney commented that TimeSaver has done a great job loading things into the cloud and these seem to be reasonable increases.

Weaver commented that TimeSaver does an outstanding job.

Motion was made by Weaver, seconded by Musgrove, to approve the TimeSaver 2023 Addendum. Vote: 2 ayes, 0 nays. Motion carried.

NEW BUSINESS (Continued)

LRRWMO Permit #2022-09R ~ Legacy at Peterson Farms ~ Andover

Kytonen reviewed the November 10, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue this item and to extend the review period by 60 days.

Obermeyer commented that the Board should formally continue the application and extend the 60-day review period.

Motion was made by Weaver, seconded by Musgrove, to continue Permit #2022-09R, Legacy at Peterson Farms, Andover, and extend the review period by 60 days as detailed in the Barr Engineering memorandum dated November 10, 2022. Vote: 2 ayes, 0 nays. Motion carried.

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

Kytonen reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the wetland boundaries and types as documented in the draft WCA Notice of Decision.

Musgrove asked when this project would occur. Kytonen stated that would depend upon the review process, design, and cost. He noted that the City of Andover received a grant for this project and may begin on some of the work this winter.

Weaver referenced the boardwalk along Crosstown and asked the lifespan of that type of structure. Kytonen commented that was built in a similar process and the lifespan would exceed 30 years. Weaver asked how people are kept on the boardwalk. Kytonen commented that there is a slight rise on the edges to keep people on the boardwalk.

Motion was made by Weaver, seconded by Musgrove, to approve the wetland boundaries and types as documented in the WCA Notice of Decision for Permit #2022-17, Kelsey Round Lake Park, City of Andover, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

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

Kytonen reviewed the November 12, 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 Weaver, seconded by Musgrove, to approve the revised wetland boundaries and types as documented in the WCA Notice of Decision for Permit #2022-18, Dalske Woodlands Boardwalk, City of Andover, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-19 ~ 161st Avenue Reconstruction ~ City of Andover

Kytonen reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the wetland boundaries and types as documented in the draft WCA Notice of Decision.

Motion was made by Musgrove, seconded by Weaver, to approve the wetland boundaries and types as documented in the WCA Notice of Decision for Permit #2022-19, 161st Avenue Reconstruction, City of Andover, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-20 ~ Tulip Street Site ~ Andover

Kytonen reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO hold off on a decision to allow for additional TEP communication while the comment period is still open, noting that the comment period expires on November 18, 2022.

Motion was made by Weaver, seconded by Musgrove, to table Permit #2022-20, Tulip Street Site, Andover, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-21 ~ Ramsey COR Wetland Analysis ~ City of Ramsey

Linton reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO hold off on a decision to allow for additional TEP review while the comment period is still open noting that the comment period expires on November 23, 2022.

Motion was made by Weaver, seconded by Musgrove, to table Permit #2022-21, Ramey COR Wetland Analysis, City of Ramsey, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2022-22 ~ Graco Anoka Plant Expansion ~ Anoka

Nelson reviewed the November 12, 2022 memo from Barr Engineering in which Barr Engineering states that the comment period is still open until December 5, 2022. A recommendation will be provided to the Board after the end of the comment period.

Motion was made by Weaver, seconded by Musgrove, to table Permit #2022-22, Graco Anoka Plant Expansion, Anoka, as detailed in the Barr Engineering memorandum dated November 12, 2022. Vote: 2 ayes, 0 nays.

Further discussion: Weaver asked why these items are appearing on the agenda when they are not ready for consideration. Wozney stated that if there were questions the Board could address them at this time before the comment period expires.

Motion carried.

LRRWMO Permit #2022-23 ~ Anoka Retail ~ Anoka

Nelson reviewed the November 10, 2022 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO continue this item until the review is completed by Barr Engineering review is completed and a recommendation is provided.

Motion was made by Weaver, seconded by Musgrove, to table Permit #2022-23, Anoka Retail, Anoka, as detailed in the Barr Engineering memorandum dated November 10, 2022. Vote: 2 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 and draft calendar.

Musgrove thanked Wozney for putting the report together and believed there was a tour to be held in 2023, noting it is shown for 2024. She noted a water monitoring shown for Andover High School and asked if both the Anoka and Andover schools conduct monitoring. She noted that Anoka is missing from that item. It was noted that both schools should be reflected.

The Board provided input on the no wake language and how that should be reflected. It was noted that enforcement does not fall to the LRRWMO.

Nelson referenced the funding shown for the tour and asked for details. He noted that typically the City of Anoka provides the boat, which is becoming harder to reserve. He asked if those funds

would be used to rent a boat. Wozney agreed that renting a boat would make sense. Musgrove also agreed that the LRRWMO should not continue to assume Anoka could provide a boat. Weaver agreed that the City of Anoka boat is not set up for tours. Wozney commented that Schurbon estimated this budget and believed it included a cost to rent at least two boats.

Motion was made by Weaver, seconded by Musgrove, to approve the calendar with the noted changes. Vote: 2 ayes, 0 nays. Motion carried.

OTHER BUSINESS

Reporting Attendance

Wozney stated that Holthus did not run for reelection and therefore appointment was discussed at the last meeting. She stated the power is delegated to the member city to appoint a representative to the Board, and therefore if appointed by the City Council, Holthus could be reappointed.

Musgrove described the process that Ramsey follows to appoint members, noting that Councilmembers are appointed to these positions. She commented that there are inconsistencies in the language as there is implication that an elected person should hold the position but recognized that is not spelled out as a requirement. She believed that having input from an attorney would make the document work better. She noted the end period noted of 2025. Linton provided additional input noting that the JPA is reviewed and extended every ten years.

Weaver stated that perhaps the attorney for Andover and Anoka should review the JPA language to provide input.

Musgrove commented that as written a city could appoint anyone as a representative noting that the person would not even have to live within the boundaries of the WMO.

Weaver stated that he would want to ensure there is language that the packet is sent to both the representative and alternative. He noted that it would also be the responsibility of the representative to alert the alternative if they cannot attend.

Nelson noted that if the City Attorney for Anoka and Andover is used, that would be billed to a member city and asked if it would be more appropriate for the WMO Attorney to review the document. Wozney confirmed that she would have the WMO Attorney review the JPA documents and report back to the Board.

Musgrove stated that she believed that this would be a six-month project, beginning in the second quarter of 2023.

Kytonen asked if Andover could move forward with the process to reappoint Holthus. Musgrove confirmed that would be fine as it is allowed in the current JPA.

Retention Policy

Wozney provided a brief update, noting that the retention policy has been uploaded to the website. She noted that permits continue to be transferred to the new cloud account by TimeSaver.

ADJOURNMENT

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

Time of adjournment: 9:27 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