

LOWER RUM RIVER WATERSHED MANAGEMENT ORGANIZATION

MAY 16, 2024

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 Engineering Technician Ben Nelson, Heather Lau of Barr Engineering, Jared Wagner of Anoka Conservation District, Andover Natural Resources Technician Kameron Kytonen, Becky Wozney of Anoka Conservation District, and Colleen Werdien of Anoka Conservation District.

APPROVE AGENDA

Motion was made by Holthus, seconded by Musgrove, to approve the May 16, 2024 agenda as presented. Vote: 2 ayes, 0 nays. Motion carried.

RESIDENT'S FORUM

None.

APPROVE MINUTES

April 18, 2024 Regular Meeting

Motion was made by Holthus, seconded by Musgrove, to approve the April 18, 2024 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 April 30, 2024. Account balances for the period were: Checking, \$152,606.02; less permit account balance of (\$29,834.92), less Generation Plan reserves balance of (\$32,493.43); for a total balance of \$90,277.67.

Musgrove asked if interest is charged on past due accounts. Yager confirmed that interest is charged for late payments after a certain timeframe and provided more details on that process.

Motion was made by Holthus, seconded by Musgrove, to accept the Treasurer's Report for the period ending April 30, 2024. Vote: 2 ayes, 0 nays. Motion carried.

Payment of Bills

Yager presented the payment of bills for TimeSaver in the amount of \$1,027.08 (April secretarial services), Barr Engineering in the amount of \$12,969.10 (March engineering services), and Anoka Conservation District in the amount of \$41,765 (Annual service agreement).

Musgrove noted that in the past the LRRWMO has split the ACD payment, whereas this would be the annual payment. She stated that in the past the split has worked well and asked for input from ACD. Yager stated that ACD did not request the full balance, but the cash was available and therefore she paid the full payment. Musgrove stated that she is fine making the full payment as this time but would like to retain the ability to split the payment in the future if needed.

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

Discuss 2025 Budget

Yager noted that her memo in the packet included the revenue and expenses as proposed for 2025. She reviewed the proposed budget items, highlighting the increases and decreases proposed for both expenses and revenue. She stated that she will provide the detailed information to the Board prior to the next meeting when the Board will be asked to consider approval of the budget.

Musgrove asked what would happen to dollars if after 2024, there is a positive balance remaining, as she did not believe the LRRWMO had a fund balance policy of that type. Yager replied that at the end of the year if there is a positive balance that is added to the fund balance, in the same manner that if there were a negative balance that would be deducted from the fund balance.

Musgrove asked about potential increases to the permit fees. Yager stated that it would be helpful to have a review of the permits to determine how often the balance held is coming up short, noting that a higher escrow could then be required. She stated that the administrative permit fee of \$150, does not cover the time required by herself and Wozney and therefore would see it appropriate to increase that to \$200 or \$250 to better account for staff time.

Musgrove agreed that it would be appropriate to increase the administrative permit cost, because if that time is not covered, the cities will be asked to cover the cost that should be paid by the developer. She suggested that they review the permit fee of other similar entities for comparison. Yager provided additional details on things that would seem to be developer costs compared to those that would fall more under the cost of doing business and therefore would make sense for taxpayers to fund.

Musgrove commented that the budget itself looks good as proposed and she would like to have additional discussion on the administrative permit fee, including a comparison of the fees for similar organizations. Yager confirmed that she can bring that information back with the budget at the next meeting.

NEW BUSINESS

LRRWMO Permit #2024-03 ~ Light Bridge Academy ~ Ramsey

Linton reviewed the May 10, 2024 memo from Barr Engineering. Linton stated that the City has been working with Barr on the design of a regional stormwater pond that has the potential to provide treatment for this site. The City is holding a meeting next week to discuss the proposed pond. In the May 10, 2024 memo, Barr Engineering recommends that the LRRWMO continue its review to the June meeting as they await additional information to be provided.

Motion was made by Holthus, seconded by Musgrove, to continue Permit #2024-03, Light Bridge Academy, Ramsey, as detailed in the Barr Engineering memorandum dated May 10, 2024. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2024-10 ~ Harmony Farms ~ Ramsey

Linton reviewed the May 10, 2024 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve of the permit for this project subject to ten conditions detailed in the memorandum.

Musgrove commented that this developer has worked with Ramsey staff and Council through several iterations to come to this proposal.

Motion was made by Holthus, seconded by Musgrove, to approve Permit #2024-10, Harmony Farms, Ramsey, subject to ten (10) conditions as detailed in the Barr Engineering memorandum dated May 10, 2024. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2024-15 ~ Transform Church ~ Andover

Kytonen reviewed the May 10, 2024 memo from Barr Engineering in which Barr Engineering recommends that the LRRWMO approve the WCA no-loss application with conditions, as documented in the draft Notice of Decision.

Motion was made by Holthus, seconded by Musgrove, to approve the WCA no-loss application with conditions for Permit #2024-15, Transform Church, Andover, as detailed in the Barr Engineering memorandum dated May 10, 2024 and within the Notice of Decision. Vote: 2 ayes, 0 nays. Motion carried.

LRRWMO Permit #2024-16 ~ Rum River Channel Restoration Phase II ~ City of Anoka

Nelson reviewed the May 10, 2024 memo from Barr Engineering in which Barr Engineering stated that because the proposed project does not involve a land disturbance of greater than one acre, a LRRWMO erosion control permit is not required. Barr Engineering has reviewed the submitted plans and provided comments related to proposed erosion control measures for consideration by the applicant's engineer. It was noted that the project will require a permit from the MN Department of Natural Resources and the Army Corps of Engineers.

OTHER BUSINESS

Rum Riverbank Stabilization Project Funding

Wagner stated that in 2019, the plan was developed to pursue multiple grant opportunities to pursue a multiphase stabilization project, which included a contribution from the LRRWMO. He stated that there is one segment of the river, 400 feet of severely eroded riverbank, near the recreational access near the Anoka high school that needs repair. He stated that the grant budget was included in the memorandum, which would again include a contribution from the LRRWMO, noting that the funds are available in the LRRWMO matching funds balance. He stated that the project has been fully designed, permitted, and is out for bid.

Musgrove commented that she would be interested in watching some of the work. Wagner stated that is possible, as long as they do not interfere with construction activity. He noted that he can keep the Board informed on the construction timeline.

NEW BUSINESS (Continued)

Consider Data Practices Policy

Wozney stated that Schurbon has drafted a Data Practices Policy, as the LRRWMO is currently lacking that policy, noting that the policy has been reviewed by a WMO Attorney. She explained that there will be a form placed on the website that people could fill out and the request would then go forward to her.

Musgrove agreed that this would be a good addition to the Records Retention Policy.

CONSIDER COMMUNICATIONS ~ None

REPORT OF OFFICERS & WAC ADMINISTRATION REIMBURSEMENT ~ None

ACD REPORT ~ None

OLD BUSINESS ~ None

OUTSTANDING ITEMS/TASK CHECKLIST

Wozney reviewed the outstanding items and task checklist.

OTHER BUSINESS (Continued)

JPA Update ~ Legal Review

Musgrove appreciated the updated draft which is easy to follow but noted some changes that were made, such as changing LRRWMO to Commission. She commented that it was a significant change to the format as well which made it more difficult to review. She suggested that the Board take the next month to review and then discuss at the June meeting with the intent to forward it to the member cities by July.

ADJOURNMENT

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

Time of adjournment: 9:02 a.m.

Respectfully submitted,



Amanda Staple
Administrative Secretary