

## AGENDA

Upper Rum River Watershed Management Organization  
Tuesday, January 4, 2011 at 7:00pm

Call to Order

Roll Call

Approval of Minutes for 11/9/10

New Business

A. 2011 Work Contract with ACD

Old Business

- A. Joint Powers Agreement (JPA) – review comments received from East Bethel
- B. Bid requests for professional services update – Todd Miller
- C. Audit information sent to BWSR update – Ed Faherty

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for January 4, 2011

Chair Todd Miller called the meeting to order at 7:06pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico and Jared Trost. Absent were Melanie Kern, Greg Hunter and John Wangenstein. Also present was Jamie Schurbon of Anoka Conservation District (ACD).

APPROVAL OF MINUTES

**Ed Faherty moved and Mary Ann Empson seconded to approve the November 9, 2010 meeting minutes as presented. All in favor, motion carried.**

OLD BUSINESS

B. Bid requests for professional services update – Chair Miller reported a legal advertisement for bids ran twice in the Anoka Union; Jamie Schurbon noted that it was posted on the website also. No responses have been received. Cost billed to the City of Bethel for the ad placement was \$71.75. **Ed Faherty moved and Orval Leistico seconded to approve payment of \$71.75 to EMC Publications (rather than the City of Bethel) for the legal advertisement that ran in the Anoka Union. All in favor, motion carried.**

NEW BUSINESS

A. 2011 Work Contract with ACD – Reviewed and discussed a revised Contract for Services. Fees were edited to reflect ACD's 2011 fee schedules, however, this did not change the approved budget amount. ACD recommended adding lake level monitoring on Coopers and Minard Lakes due to dramatic water level drops in recent years. Funding for this work would come out of the Water Quality Cost Share Grant Fund; discussed lowering the 2012 contribution amount to this fund. Discussed possible topics for the annual newsletter. **Jared Trost moved and Mary Ann Empson seconded to approve the revised 2011 Contract for Services with Anoka Conservation District for \$10,907.00. All in favor, motion carried.**

OLD BUSINESS

C. Audit information sent to BWSR – An email was received from Melissa Lewis at BWSR stating the needed 2009 URRWMO info was received.

A. Joint Powers Agreement (JPA) – Discussed amending the JPA. Reviewed Ham Lake's requested change and changes proposed by East Bethel. By unanimous consensus it was decided to submit an amended 2011 JPA to all parties for review and approval. Proposed amendments are: 1) Section 2.2 second line to read “Each representative of a *party to this agreement who is current in the payment of their share of operating expenses* shall have one (1) vote.”, 2) Section 2.2 third line to read “Representatives *appointed* to the Organization...”, 3) Section 3.3 first line remove repeat wording *may contract services*, 4) Section 3.8, Subd. 3 last sentence to read “...such services *within 15 days...*”, 5) Section 3.12 B. first paragraph to be changed to read “...of the benefits to be realized, (period inserted, new paragraph) The

Organization shall...”, 6) Chair Miller will contact the insurance company to see if there is a charge to change the certificate of insurance to list each party to the Agreement as an additional insured. If there is a charge, no change will be made. If there is not a charge, Section 3.14 last paragraph to read “...of insurance listing *each party to the Agreement as an additional insured.*” Chair Miller will send a copy of the proposed 2011 Amended JPA to all board members and cities with the intent that it be approved at the March 1st meeting.

#### MAIL

A. LMC letter noting coverage changes.

B. Letter from Bolton & Menk, Inc. asking for comment from URRWMO regarding path installation in St. Francis. No comment from the URRWMO.

#### OTHER

A. Chair Miller noted the email sent to the City of Oak Grove from Jamie Schurbon providing information regarding the URRWMO and wanted to thank Jamie for giving credit to the current board members.

B. Melanie Kern submitted her resignation on 1/4/11 to the URRWMO via email.

#### ADJOURN

**Jared Trost moved and Mary Ann Empson seconded to adjourn. All in favor, meeting adjourned at 10:00 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 1/6/11

## AGENDA

Upper Rum River Watershed Management Organization  
Tuesday, March 1, 2011 at 7:00pm

Call to Order

Roll Call

Introductions

Approval of Minutes for 1/4/11

New Business

- A. 2010 ACD Draft Work results – Jamie Schurbon
- B. 2012 ACD Work proposal – Jamie Schurbon
- C. Draft 2012 budget

Old Business

- A. Joint Powers Agreement (JPA)

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for March 1, 2011

Chair Todd Miller called the meeting to order at 7:06pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico, LeRoy Schaffer and Steve Voss. Absent were Jared Trost and John Wangenstein. Also present was Jamie Schurbon of Anoka Conservation District (ACD).

Introduction were made with LeRoy Schaffer and Steve Voss welcomed.

APPROVAL OF MINUTES

**Ed Faherty moved and Mary Ann Empson seconded to approve the January 4, 2011 meeting minutes as presented. Motion passed with Steve Voss abstaining.**

NEW BUSINESS

A. 2010 ACD Draft Work results – Jamie Schurbon reviewed the results. Of special note were: 1) Stream Water Quality – Chemical Monitoring. This is a joint effort between URRWMO, LRRWMO, ACD and Metropolitan Council. The Rum River is monitored at three strategic locations to detect water quality trends and problems, and diagnose the source of problems. ACD provided recommendations and measures to maintain the Rum River's good water quality. 2) Rum River Erosion Field Survey of the entire length of the Rum River in the WMO. This survey was conducted to document and correct riverbank erosion and to correct violations of scenic river rules. Maps, photos, and other information collected has been compiled in a stand-alone report produced by ACD for the WMO. 3) Water Quality Grant Fund. This fund is a partnership between the URRWMO and ACD to be used as cost share grants for projects that improve water quality in lakes, streams, and rivers within the MWO area. Work results recommendations are promote groundwater conservation; correct water quality issues discovered during the 2010 Rum River survey; consider a St. Francis stormwater assessment; encourage public works departments to implement measures to minimize road deicing salt applications; investigate the condition of Ditch 19, the only inlet to Lake George; facilitate resident efforts to control aquatic plant growth on Rogers Lake; continue coordinating Rum River monitoring; promote water quality improvement projects; and monitor water quality of Lake George and East Twin Lake every three years.

Separate note – The local work for the Anoka County Geological Atlas project has been completed and it is now at the State level.

B. 2012 ACD Work proposal – Jamie Schurbon reviewed the proposal. He encouraged continuation of the Rum River Water Quality Monitoring joint partnership and suggested adding a 30 second web video at a cost of \$1,050. Discussed how the web videos could be viewed by a larger population and shared with other WMO's and organizations. The cost to develop a 2013-2017 monitoring plan was reduced from \$865 down to \$455, since an amendment to the watershed management plan is not needed per Melissa Lewis of BWSR. The estimated total for the 2012 ACD contract is \$6,705.

C. Draft 2012 Budget – Reviewed the administrative portion of the budget. It was asked how Oak Grove does the cost breakout for billing purposes and are, or will, the Water Quality Cost Share Grant Funds be kept at Oak Grove? Gail Gessner read her notes from a previous meeting with Oak Grove staff. Member communities are billed once yearly, usually in late November or early December based on the total amount paid out during the year. Each community is billed \$50 for administrative fees for a total of \$300. The City of Oak Grove will not keep/monitor funds to be budgeted for matching participation on future grant opportunities; each member community should budget their individual portion accordingly at its city. Ms. Gessner was asked to verify the billing procedure, find out how much was spent on copies and postage in 2010 and ask if the administrative fee will increase, and to report that information back to the board members via email. Ms. Gessner offered to prepare both a draft budget breakout and a final budget breakout for member communities at a cost of \$25. **Steve Voss moved and LeRoy Schaffer seconded to pay Gail Gessner to create of a draft budget breakout for member communities to view prior to the May meeting and to create a final budget breakout after the May meeting, with the cost not to exceed \$25.00. All in favor, motion passed.** Ms. Gessner was asked to include previous years' budget amounts on the report to show fiscal responsibility by the WMO.

#### OLD BUSINESS

A. Joint Powers Agreement (JPA) – Board members were reminded to have their respective community review and approve the amended JPA and to sign a new signature page. Ms. Gessner was asked to send an email to member cities asking them to mail the new signature page to Oak Grove City Hall and to track receipt of same.

#### MAIL

A. EMC Publications - A second invoice was received for the legal advertisement for bids. Chair Miller asked Ms. Gessner to check on the payment of the bill and report her findings back to the Board.

B. Bolton & Menk, Inc. - Letter of information was received regarding a new Rum River crossing at 221<sup>st</sup> or expansion of the bridge on Viking Blvd.

#### OTHER

#### ADJOURN

**Ed Faherty moved and Mary Ann Empson seconded to adjourn. All in favor, meeting adjourned at 8:55 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 3/3/11

## AGENDA

Upper Rum River Watershed Management Organization  
Tuesday, May 3, 2011 at 7:00pm

Call to Order

Roll Call

Approval of Minutes for March 1, 2011

New Business

- A. Election of officers
- B. Hear recommendations on amendments to JPA and/or the Watershed Management Plan
- C. Set meeting dates through May 2012
- D. Financial System – Mary Ann Empson
- B. ACD Invoice #2011024 – Approval needed for \$3,635.66 payment

Old Business

- A. Finalize 2012 budget
- B. Joint Powers Agreement (JPA) update

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for May 3, 2011

Ed Faherty called the meeting to order at 7:03 pm with the following members present Mary Ann Empson, Orval Leistico, LeRoy Schaffer, Lan Tornes, Richard Walstrom and John Wangenstein. Absent were Todd Miller, Jared Trost and Steve Voss. Also present Arlo Greenberg, Nowthen resident.

Introductions were made with Lan Tornes and Richard Walstrom welcomed.

APPROVAL OF MINUTES

**Mary Ann Empson moved and Orval Leistico seconded to approve the March 1, 2011 meeting minutes as presented. All in favor, motion passed.**

NEW BUSINESS

Burns Lake outlet ditch - Arlo Greenberg requested direction from the URRWMO on what could be done or who he should contact regarding flooding of his mother's farm property located at 21917 Sugarbush Rd. in Nowthen. Mr. Greenberg stated the flooding is due to too small of a culvert in the ditch and that he has talked with Anoka County Commissioner Matt Look. Ed Faherty explained that the URRWMO has no jurisdiction in this type of matter and suggested Mr. Greenberg contact the DNR, Anoka Conservation District and continue dialog with Commissioner Look. Jamie Schurbon sent an email on April 29, 2011 to URRWMO board members notifying them of this situation and that ACD is investigating the issue to determine if an issue exists and if so, what solutions might be available.

LeRoy Schaffer asked if he could distribute brochures and tree seedlings on behalf of the URRWMO to residents in St. Francis that live on the Rum River. The purpose would be to provide information and trees in an effort to prevent land erosion along the Rum River. Because this effort would be directed to St. Francis residents only, the consensus of the Board was that this project should go through the City of St. Francis.

A. Election of Officers – Ed Faherty opened the floor for nominations for chairperson. **Mary Ann Empson moved and Orval Leistico seconded to nominate Todd Miller for chairperson.** There were no other nominations for chairperson. Ed Faherty opened the floor for nominations for vice chairperson. **Ed Faherty moved and Orval Leistico seconded to nominate Mary Ann Empson as vice chairperson.** There were no other nominations for vice chairperson. **All in favor, motions passed.**

B. Hear recommendations on amendments to JPA and/or the Watershed Management Plan – The City of East Bethel, along with its original JPA signature page, submitted a letter requesting the URRWMO discuss the amendment of Paragraph 2.12 as an agenda item at a membership meeting. The Board reviewed Paragraph 2.12 as currently written and East Bethel's proposed amendment, and discussed the definition of “super majority”. **Richard Walstrom moved and Mary Ann Empson seconded to keep Paragraph 2.12 of the Amended January 2011 Joint Powers Agreement as written. All in favor, motion passed.**



C. Set meeting dates through May 2012 – **Richard Walstrom moved and Mary Ann Empson seconded to set the following meeting dates: July 5, September 6, November 1, 2011 and January 3, March 6 and May 1, 2012. All in favor, motion passed.**

D. Financial System – Mary Ann Empson proposed that the URRWMO get its own checking account to be administered by the City of Oak Grove. Benefits to having an account are the ability to collect monies for the 2012 budget line item Water Quality Cost Share Grant fund, to accrue monies for future matching grant funds, monthly bank statements, etc. Discussed the need for an annual audit. The SRWMO just went through the process of determining that the annual report submitted to BWSR satisfies the State Auditor; currently, the City of Oak Grove submits a page from its audit to the State Auditor. Discussed the number of signatures that would be required on each check and the need to appoint a Treasurer. **LeRoy Schaffer moved and Lan Tornes seconded to table this item to the July 5 meeting, allowing Mary Ann Empson time to research checking accounts and for Gail Gessner to talk with Sherry Fiskewald, Oak Grove City Clerk, about administering the account, what bills have already been paid out in 2011, billing to local governmental units, etc. All in favor, motion passed.**

E. Anoka Conservation District Invoice #2011024 – Richard Walstrom asked if payment to ACD is made in the year prior, as written on the invoice? That is a typo, it should read “The URRWMO will pay these respective invoices in April, July, and October 2011,...”. **LeRoy Schaffer moved and Orval Leistico seconded to approve payment of ACD Invoice #2011024 for #3,635.66. All in favor, motion passed.**

#### OLD BUSINESS

A. Finalize 2012 budget – It was noted that the budget total has gone done over the last four years due to the completion of the 3<sup>rd</sup> Generation Watershed Management Plan and the Geological Atlas Project. **Lan Tornes moved and LeRoy Schaffer seconded to approve the 2012 budget as presented for \$12,415.00. All in favor, motion passed.**

B. Joint Powers Agreement (JPA) – All parties have approved the Amended January 2011 JPA. Copies of original signature pages will be distributed so that each local governmental unit and board member will have a completed JPA.

#### MAIL

A. Original JPA signature page from City of East Bethel, along with cover letter. (See New Business B.)

#### OTHER

Troy Bednarz, 21520 Cleary Road, Nowthen, MN 55303 contacted Orval Leistico regarding Ford Brook overflowing and flooding his property. Mr. Bednarz believes it is due to

dead/fallen trees in the brook and was wondering if he could remove the trees in an effort to reduce the flooding. Orval Leistico presented maps showing where the flooding is occurring. Because the URRWMO has no jurisdiction in this type of matter, it was recommended Mr. Bednarz contact Anoka County.

ADJOURN

**Mary Ann Empson moved and LeRoy Schaffer seconded to adjourn. All in favor, meeting adjourned at 8:52 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 5/5/11

## AGENDA

Upper Rum River Watershed Management Organization  
Tuesday, July 5, 2011 at 7:00pm

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes for May 3, 2011

New Business

A. ACD Invoice #2011024 – Approval needed for \$3,635.66 payment 2 of 3

Old Business

A. Checking Account – Mary Ann Empson

B. Joint Powers Agreement (JPA) – Distribution of signature pages copies

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for July 5, 2011

Todd Miller called the meeting to order at 7:06 pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico, Lan Tornes, Richard Walstrom and John Wangenstein. Absent were LeRoy Schaffer, Jared Trost and Steve Voss.

APPROVAL OF AGENDA

This was added to allow for additional items to be included on or removed from the agenda. John Wangenstein noted he has a comment for under OTHER. **Mary Ann Empson moved and Lan Tornes seconded to approve the agenda as presented. All in favor, motion passed.**

APPROVAL OF MINUTES

**Mary Ann Empson moved and Lan Tornes seconded to approve the May 3, 2011 meeting minutes as presented. All in favor, motion passed.**

NEW BUSINESS

A. ACD Invoice #2011024 – **Mary Ann Empson moved and Lan Tornes seconded to approve payment of Anoka Conservation District Invoice #2011024 for \$3,635.66 (payment 2 of 3). All in favor, motion passed.**

OLD BUSINESS

A. Checking Account – Mary Ann Empson stated the WMO should have its own checking account so that monies collected for the budget line item “Budget for URRWMO matching participation on future grant opportunities” can be held in an account. Oak Grove bills only for actual expenditures incurred in a budget year, so no funds have been collected and maintained for this line item. Presently, if a project were to come up, the maximum the WMO would have in matching funds would be \$1000. In order to collect and maintain a balance for matching funds, the WMO would have to establish its own account.

Discussed if the JPA needed to be amended to include election of a treasurer at the annual meeting. It was thought that the chair, vice chair or secretary could handle the checking account reporting, thus no need to amend the JPA.

It was asked if a savings account could be opened to hold the matching grant monies and not open a checking account? Members thought it would be more of an “open bookkeeping system” with a checking account.

Mary Ann is also a member of the SRWMO which has its own checking account through People's Bank. There have not been any problems with the account that she knows about. The checkbook is maintained by Rita Pierce, City of East Bethel Fiscal & Support Services Director. After an invoice is approved and given to Rita, she writes a check, signs it and has two authorized SRWMO members also sign the check.

Discussed how many URRWMO members would be authorized to sign the checks and to authorize an Oak Grove employee also be a signer. It was thought that three members could be authorized, with only two signatures being required – one URRWMO member and one Oak Grove employee.

Would the checkbook be at meetings for checks to be written? The consensus was to have only the number of blank checks needed per approved invoices at each meeting; allowing for the checks to be signed at the meeting and eliminating the need for the signers to go to Oak Grove city hall to sign checks written out by the employee. The board usually knows in advance of an invoice that needs to be approved and for what amount. Exception is the annual insurance bill that is mailed to Oak Grove and opened at a meeting.

A bank would need to be chosen. It was asked what bank the City of Oak Grove uses? Gail Gessner will find out and email Todd Miller that information. It was noted that the SRWMO pays a monthly fee for its account. By having a running balance of \$1,000+, could an account be opened that does not incur monthly charges? The City of Bethel banks with People's Bank, so Todd will talk with them regarding having a checking account there and possible fees, etc.

Via telephone and email correspondence, members Steve Voss and Jared Trost (on behalf of East Bethel) shared that they have no concerns with the URRWMO having a checking account.

A federal ID # is needed to open an account. Todd Miller will gather more ID information.

A deposit is also needed to open an account. When the SRWMO account was opened, the Chair used her own money to open the account and invoiced the SRWMO for the money she used.

Discussed the timelines for billing the cities. According to the JPA, “After ratification the chair or vice-chair shall certify the recommended budget to each party on or before June 1 of each year together with a statement showing the amounts due from each party. Each party shall pay over to the Organization the amount owing in two equal installments, the first on or before January 1 and second on or before July 1 in accordance with the tax year for which the amount due is being paid.” What that means is in November/December of this year, Oak Grove will bill each city its portion of all invoices paid from January 2011 to present, plus \$166.66 for its portion of the 2011 budgeted matching grant funds line item. IN ADDITION, cities will also be expected to pay ½ of their 2012 budget amount which is due January 1, 2012.

Currently, the URRWMO does not pay for an annual audit because it falls under Oak Grove's audit. For the 2013 budget, a dollar amount will need to be included in the audit line item; \$500 was suggested.

A determination would need to be made on a maximum dollar amount that would be maintained for the matching grants fund and what to do when the maximum is reached.

This item was table to the September meeting, at which time more information should be available.

B. Joint Powers Agreement (JPA) – Copies of original signature pages were distributed so that each party to the agreement will have a completed JPA.

#### MAIL

A. MN Campaign Finance and Public Disclosure Board requested a current public official listing. Todd Miller will send in a copy of the current directory.

#### OTHER

Burns Lake outlet ditch – John Wangenstein commented that after the last meeting he went and looked at the ditch; the culvert was open with no obstructions. Dennis Rodacker of Anoka Conservation District sent an email stating the City of Nowthen will take needed action regarding the flooding in this area.

Gail Gessner noted that she will not be able to attend the September 6 meeting. **Lan Tornes moved and Todd Miller seconded to reschedule the meeting to September 13. All in favor, motion passed.** Gail will check with Sherry Fiskewald regarding availability of the meeting room for that date.

#### ADJOURN

**Ed Faherty moved and Orval Leistico seconded to adjourn. All in favor, meeting adjourned at 8:13 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 7/6/11

## AGENDA

Upper Rum River Watershed Management Organization  
Tuesday, September 13, 2011 at 7:00pm

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes for July 5, 2011

New Business

A. ACD Invoice #2011024 – Approval needed for \$3,635.66 payment 3 of 3

Old Business

A. Checking Account

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for September 13, 2011

Chair Todd Miller called the meeting to order at 7:08 pm with the following members present Mary Ann Empson, Lan Tornes, Jared Trost, Richard Walstrom and John Wangenstein. Absent were Ed Faherty, Orval Leistico, Jeff Sandoval and Steve Voss.

APPROVAL OF AGENDA

**Mary Ann Empson moved and Richard Walstrom seconded to approve the agenda as presented. All in favor, motion carried.**

APPROVAL OF MINUTES

**Lan Tornes moved and Mary Ann Empson seconded to approve the July 5, 2011 meeting minutes as presented. All in favor, motion carried.**

NEW BUSINESS

A. ACD Invoice #2011024 – **Mary Ann Empson moved and Lan Tornes seconded to approve payment of Anoka Conservation District Invoice #2011024 for \$3,635.68 (payment 3 of 3). All in favor, motion carried.**

OLD BUSINESS

A. Checking Account – Chair Miller reported that the cost for a business checking account at People's Bank would be \$.50/month and that three signatures would be required - the treasurer and two other signatures. Discussed whether it has to be a treasurer to sign or if the chair, vice-chair and a city staff person could sign the checks. As discussed at the last meeting, Richard Walstrom supported revising the JPA to include electing a treasurer at the annual meeting; then it would be taken care of for future board members. It was the general consensus that a city should hold the checking account in lieu of a board member having possession. Oak Grove staff has stated they are not interested in keeping/handling a checking account for the WMO. **Board members were directed to contact their respective cities to see if there is an interest in administering a checking account for the WMO and to report back to all board members via email.** Discussed the possible need to further revise the JPA to reflect the correct Organization Office if a new city is appointed to administer a checking account.

One of the main reasons for opening a checking account is to accumulate funds from the budget line item Matching Participation on Future Grant Opportunities. Mary Ann Empson, who is also a member of the SRWMO, noted that ACD holds Water Quality Improvement Grant Funds money in an account for the SRWMO. If that is correct, would ACD do the same for the URRWMO? Chair Miller will talk with Jamie Schurbon at ACD to clarify and report back to the Board.



Gail Gessner was directed to meet with Sherry Fiskewald, Oak Grove City Clerk to find out what, if any, funds are available to use to open an account and to report back to the Board.

Reiterated the timeline for city billings. In November/December of this year, each city will be billed for its portion of all invoices paid from January 2011 to present, plus \$166.66 for its portion of the 2011 budgeted Matching Participation on Future Grant Opportunities line item. IN ADDITION, cities will also be expected to pay ½ of their 2012 budget amount which is due January 1, 2012.

Briefly discussed an annual audit versus financial reporting. SRWMO is currently making this decision and going through the process of finding an auditor, so that information could be shared between the WMOs.

It was noted that a special meeting could be called, if needed, in order to have a checking account in place by January 2012.

Chair Miller will apply for a Federal Tax ID after the Board approves opening a checking account.

MAIL - No mail.

OTHER

A. Chair Miller reported that he provided board member start dates as requested by the State of MN for the Campaign Finance and Public Disclosure Board.

B. Discussed rescheduling the November meeting, due to elections being held on the same day. **Richard Walstrom moved and Lan Tornes seconded to approve rescheduling the November meeting to Thursday, October 27, 2011 at 7:00 pm at Oak Grove City Hall. All in favor, motion carried.**

ADJOURN

**Richard Walstrom moved and Lan Tornes seconded to adjourn. All in favor, meeting adjourned at 8:03 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 9/14/11

## AGENDA

Upper Rum River Watershed Management Organization  
**Thursday, October 27, 2011 at 7:00pm**

Call to Order

Roll Call

Approval of Agenda

Approval of Minutes for September 13, 2011

New Business

- A. LMCIT Insurance premium payment for \$2,277.00
- B. URRWMO account balance with Oak Grove – Gail Gessner
- C. End of year billing to cities update
- D. Designation of personnel for budget invoicing

Old Business

- A. Checking Account

Mail

Other

Adjourn

Upper Rum River Watershed Management Organization  
Meeting Minutes for October 27, 2011

Chair Todd Miller called the meeting to order at 7:05 pm with the following members present Mary Ann Empson, Ed Faherty, Orval Leistico, Lan Tornes, Richard Walstrom and John Wangenstein. Absent were Jeff Sandoval, Jared Trost and Steve Voss.

APPROVAL OF AGENDA

**Lan Tornes moved and Mary Ann Empson seconded to approve the agenda as presented. All in favor, motion carried.**

APPROVAL OF MINUTES

**Lan Tornes moved and Mary Ann Empson seconded to approve the September 13, 2011 meeting minutes as presented. All in favor, motion carried.**

NEW BUSINESS

A. LMCIT Insurance Invoice – **Ed Faherty moved and Richard Walstrom seconded to approve the LMCIT Insurance invoice for \$2,277.00. All in favor, motion carried.**

B. URRWMO account balance with Oak Grove – Gail Gessner reviewed the accounting balance sheet provided by Oak Grove. After all 2011 invoices are paid and 2011 payments are received from member cities, the URRWMO should get a reimbursement check from the City of Oak Grove for approx. \$2,458.00.

C. End of year billing to cities update – Chair Miller will send a revised letter to Sherry Fiskewald, Oak Grove City Clerk, asking her to expedite the invoices to member cities in accordance with the 2011 budget.

D. Designation of personnel for budget invoicing – Discussed who will do the invoicing to member cities for the first installment of the 2012 budget, which is due on or before January 1. **Richard Walstrom moved and Lan Tornes seconded to authorize and direct Gail Gessner to invoice member cities for the first installment of the 2012 budget by November 16, 2011, and that her invoicing for services stay within the 2012 budgeted amount for Recording Secretary. All in favor, motion carried.**

With the recording secretary taking on additional duties, Chair Miller expressed the need to back up URRWMO information and files; it was suggested a “jump drive” be purchased to back up information and to allow files to be shared with board members. Discussed personal computer protection and the idea of having a computer to use solely for WMO business.

OLD BUSINESS

A. Checking Account – Discussed the logistics of where the checkbook will be kept and who will bring it to URRWMO meetings. City of Oak Grove will keep the checkbook in its vault for security purposes. The person who picks up the key for the meeting will also need to pick

up the checkbook at the same time. **Mary Ann Empson moved and Lan Tornes seconded to direct Chair Miller to establish a checking account at People's Bank of Commerce. All in favor, motion carried.** It was discussed and decided that the URRWMO would be the entity to manage the checking account. **John Wangensteen moved and Ed Faherty seconded to designate the Upper Rum River Watershed Management Organization as the entity to manage the People's Bank of Commerce checking account. All in favor, motion carried.** Discussed funds to be used to open a checking account. **Mary Ann Empson moved and Ed Faherty seconded to requisition a \$300 check from the City of Oak Grove to open a checking account at People's Bank of Commerce. All in favor, motion carried.** Discussed and decided three (3) board members will be authorized to sign checks - the Chair, Vice-chair and another board member as designed, with only two (2) signatures required on a check. **John Wangensteen moved and Orval Leistico seconded to designate Chair, Todd Miller, Vice-chair, Mary Ann Empson and board member Richard Walstrom as signees on the checking account. All in favor, motion carried.**

Chair Miller will apply for a Federal Tax ID to open the checking account.

MAIL – MAWD 40th Annual Mtg. and Trade Show Dec. 1-3, 2011.

#### OTHER

A. Lake George shoreline restoration project - Lan Tornes has questions regarding chemicals to be used for this project; he will contact Jamie Schurbon at Anoka Conservation District.

#### ADJOURN

**Lan Tornes moved and Richard Walstrom seconded to adjourn. All in favor, meeting adjourned at 8:45 pm.**

Gail E. Gessner, Recording Secretary  
Submitted via email on 10/28/11