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**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

MEETING MINUTES

Date: Tuesday, November 10, 2009

Time: 2:00 pm – 4:30 pm

Location: Boardroom

City of Lauderdale, 1831 Walnut Street, Lauderdale, MN 55113

Commissioners in Attendance:

Jerry Faust, St Anthony; Scott Vreeland, MPRB; Paul Ostrow, Minneapolis, Karlyn Eckman, St. Paul, Karen Gill-Gerbig, Lauderdale, Matt Hass, Alternate Commissioner, St. Paul, and Diane Hofstede, Alternate Commissioner, Minneapolis

Staff and Guests: Doug Snyder (MWMO), Dan Kalmon, Zhenya Stone (MWMO), Jenny Winkelman (MWMO), Nancy Dilts (MWMO), Brian Jastram (MWMO), Kari Oquist (MWMO), Rachel Olmanson (MWMO), Sarah Nettleton (New Facility Consultant), Teresa Sterns (New Facility Consultant), and Nick Eoloff (Minneapolis Park and Recreation Board)

The meeting was called to order at 2:07 p.m. by Commissioner Ostrow.

Approval of Agenda

The agenda, including the consent agenda, was approved as written.

Open Public Comment

There were no public comments.

Old Business

New Facility—Sarah Nettleton

Sarah Nettleton, Architect, spoke briefly on the possibilities for green design of the new facility. Issues which are present include the manipulation of stormwater runoff, energy management, and how to get close to the “best available” techniques and products for the new building and still remain within budget. Specific suggestions will be presented at the design meeting on December 21st.

Contracts, Budget, and Bank Interest—Douglas Snyder

Doug Snyder explained that contracts for Sarah Nettleton and Teresa Sterns, which have no major changes, will be completed by attorneys in the coming week. Changes would only be made if parties cannot agree on terms within the contracts.

Snyder explained that the budget remains the same as presented at the September meeting. Land Acquisitions were rounded “up,” contingency was rounded “down,” and programmatic support and consultants were reduced by \$50,000. Salary staff and benefits include an additional \$50,000 for a new position. Commissioner Ostrow commented that the MWMO spends less than it could by law. Commissioner Eckman asked about the two million dollars in the fund for SEMI; Snyder stated that land purchasing had been problematic for the program, and he will meet with that group next week.

The board voted to approve the budget and certify the levy to the counties.

There are new rules that cover the MWMO’s relationship with banks. Northeast bank can no longer give us more than an additional .5 % interest, so it is proposing to roll over funds on a three-month cycle with funds not currently in use for projects. This would involve working closely with the board treasurer to stagger CDs and balance projects. Commissioner Faust suggested that Ehlers handle that type of accounting; Snyder stated that he had already talked with Ehlers, and their fees are very high, so it is probably better to deal with the bank directly. When asked about liquidity and safety of the funds at the bank, Snyder commented that the funds would be very liquid and that all bank funds are collateralized. More investment information will be provided at the January business meeting.

Land Acquisition Policy

Snyder explained that the board has previously expressed a desire to create a land acquisition policy. Moneys were set aside in the first plan for land acquisition, and in 2006, some guidelines for property selection were created. The proposed policy expands the use of MWMO funds at the board’s discretion and includes a conceptual suggestion—to improve urban ecological systems and habitats—which was not previously indicated. The one million dollar cap is removed in the current proposal. Ostrow indicated that the MWMO needs to be ready to act when properties become available; he also believes that the MWMO should have some role in determining design standards for properties purchased by other entities who partner with the MWMO. Commissioner Gill-Gerbig suggested removing the third bullet from the bottom, “Preference is given to properties where the MWMO is not the titleholder.”

The board indicated that a land acquisition committee could review possible land purchases and then bring those to the full board for approval. Timing of land purchases is a significant problem; Snyder acknowledged, but the chairman can always call a special board meeting if a possible real estate transaction needs a quick turnaround. The board voted to remove the phrase, “Preference is given to property transactions where the MWMO is not the titleholder.”

Board discussion on land acquisition continued. Nick Eloff, of the Minneapolis Park and Recreation Board and Commissioner Vreeland noted that the Above the Falls Plan was included in the original MWMO plan. Snyder agreed, but that area was not considered a critical area. The board concluded that properties could be purchased that met the MWMO criteria and that improved water quality on purchased properties needed to be maintained and controlled over time. After the proposing and discarding several amendments, the board voted to approve the land acquisition policy.

Scherer Brothers Property Purchase

The board voted to close the meeting to the public for a discussion of the purchase of the property owned by Scherer Brothers. Fifteen minutes later, the meeting was re-opened.

Staff Updates

Education Program Update/Jenny Winkelman

Stewardship Fund

There are six planning action grants due in one to two weeks. There is not enough money to fund all projects, but some could be reduced.

General Education Program

Snow and ice workshops are part of a 310 grant and have changed through the use of monitoring data. There are very high chloride levels in St. Anthony. The workshops are presently focusing on St. Anthony and North Minneapolis. The MWMO is working on developing connections and partnerships; RSP is interested in doing workshops with Ryan Companies.

LCCMR

Fishing on the river can be used as a gateway to reach diverse populations.

Interpretive Consulting

The Education Technical Advisory Committee went on a tour of features in areas outside the MWMO and discussed how to provide interpretive and educational information to constituents of the watershed.

Committees/Doug Snyder

Marshall Terrace

Snyder attended the last Marshall Terrace AFCAC meeting and will return after the schematic design for the new facility is approved by the board.

LCAC

The LCAC will be wrapping up next week; they have done a lot of work which they should be taking credit for but are not; applications need to be more robust.

Commissioner Ostrow complemented the MWMO staff for the successful open house held in their new office.

The next meeting, in December, will focus on the schematic design of the new building.

Adjourn

The meeting was adjourned at 3:58 p.m.

MWMO Board of Commissioners Meeting
Recorded Motions: November 10, 2009

Motion to approve the agenda, including the consent agenda, which included approval of the current agenda, minutes of the September 8, 2009 meeting, and a position description for a new hire program manager (see the following):

Moved: Commissioner Vreeland

Second: Commissioner Eckman

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye—Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Position Title: Program Coordinator, full-time

Reports to: Program Manager

Classification: Exempt

Date: January 2010

PRIMARY OBJECTIVE:

The Program Coordinator works in partnership with member communities and staff to integrate and implement MWMO programs with local programs in land acquisition and development, non-point pollution prevention, sourcewater protection, and integrated water resource planning. The Program Coordinator works to strategically implement the programs of the MWMO, to provide input to other regulatory agencies, and to ensure that MWMO goals and standards are consistent with new federal and state water quality regulations. This position is responsible for implementing MWMO programs, as assigned, and will assist the lead staff person for planning and plan review.

MAJOR AREAS OF ACCOUNTABILITY/ESSENTIAL JOB FUNCTIONS:

1. Participates in staff/consultant team to identify needed changes and modify the MWMO Watershed Management Plan. Assists Program Manager in updating the MWMO Watershed Management Plan as required by 103B and directed by the Commissioners of the Watershed.
2. Coordinates and manages assigned programs of the MWMO. Manages the activities of these programs including developing preliminary budget for each program, administering program budgets and contracts, record keeping, and grantee reporting to ensure that program grant funding is effectively maintained and programs are efficiently implemented.
 - Coordinates and contributes to the preparation of reports, case studies, research efforts and mapping projects for presentation of program accomplishments to elected/appointed officials, joint powers agreement member staff, outside government agencies and the board of commissioners.
3. Provides coordination, facilitation or mediation, as requested or needed, for assigned programs. Develops management strategies to address programmatic issues identified in the watershed management plan, which conflict with member or client priorities, to ensure that conflicts are resolved effectively.

4. Participates as a member of the staff team for watershed projects and programs by cooperating with other staff, contributing ideas, providing comments when requested to ensure effective communication and collaboration.

- Works collaboratively with and provides program direction as needed to the watershed staff; also provides work direction to consultants and interns or volunteers as needed.

5. Reviews local surface water management plans, land use plans, and projects as needed, to comply with responsibilities identified in the MWMO Watershed Management Plan and 103B.

6. May serves as the MWMO's representative to partner committees on a local and regional basis to ensure coordination of planning and assigned programs with other entities.

7. Develops annual position work plan in consultation with Program Manager to ensure understanding and agreement on position responsibilities and expectations. Contributes information to the budget planning process regarding program activities. Contributes to organizational planning process to ensure that programs are carried out efficiently.

8. Monitors budget for assigned program areas and obtains approval as required on budget items from Program Manager.

9. Keeps informed of current issues that other agencies, LGUs and special interest groups are dealing with related to assigned program areas. Keeps staff informed of updated information on policies, research, and trends through written and verbal communication to ensure that the organization's programs are efficiently coordinated.

10. Ensures that expertise in land acquisition and development (related to water and natural resources planning), and facilitation, mediation and communication skills are developed and maintained by conducting research. Attends training programs as approved within budgetary guidelines.

11. Performs miscellaneous office duties such as answering telephones, office support, etc. as required. Keeps office space in a clean and publicly presentable condition.

12. Performs projects and other responsibilities as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Experience:

Minimum of three (3) years of related experience including real estate/land development, project management, negotiations, construction site supervision, budget development and management, watershed-based planning, urban environmental planning, development of storm water management systems, preservation/restoration of urban ecosystems, grant writing and other funding strategies.

Education:

Master's or Bachelor's Degree in Architecture, Landscape Architecture, Construction Management, Natural Resource Management, Urban Planning, Public Administration, Business Administration or a related field and coursework with an ecological or environmental focus. Master's degree preferred, but not required. An equivalent combination of relevant education/experience/professional licenses may be considered.

Additional Skills Required:

- Able to display excellent verbal, written, organizational, and interpersonal communication skills.
- Knowledge of public process in government, land acquisition and development, urban resource management and environmental issues, storm water management practices, program management techniques, public education/public information, design and graphics, dispute resolution, and group dynamics and interactions.
- Able to analyze technical reports, and to develop/coordinate/facilitate work teams and individuals.
- Able to work successfully with considerable independence.

License:

By date of hire, must possess and maintain a valid Minnesota Drivers License.

Motion to approve the budget and certify the levy to the counties

Moved: Commissioner Vreeland

Second: Commissioner Ostrow

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to amend the Land Acquisition Policy as follows: Remove the phrase, “Preference is given to property transactions where the MWMO is not the titleholder.”

Moved: Commissioner Faust

Second: Commissioner Gill-Gerbig

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to approve the Land Acquisition Policy as follows:

LAND ACQUISITION POLICY

Intent

The intent of the Land Acquisition Program is to maintain a readily available funding source for the MWMO to use to purchase property in support of its watershed management goals and policies in a timely manner.

The program was created for the express purpose of:

- Historic and cultural resource preservation and improvement

- Recreational opportunities both passive and active
- Wetland protection, preservation, and restoration
- Habitat preservation and/or enhancement

Use of Funds

The funds may be used for the following purposes:

- Appraisals;
- Legal fees associated with the purchase;
- Option, Easement or Title; and
- Closing costs.

Priority Properties

- Property within the boundaries defined in the City of Minneapolis Critical Area Plan or in the Mississippi National River and Recreation Area Plan within the MWMO boundary.
- Property that will enhance public access to water and water related land resources.
- Property providing opportunities for water resource and habitat restoration.
- Property to preserve and protect existing water and water related land resources.

Program Guideline

- The MWMO Board will appoint a subcommittee of two members to provide initial review of all proposals and meet with staff.
- The MWMO Administrator will be the primary staff contact.
- No matching funds are required; however proposals with matching cash are given preference.
- Preference is given to property transactions in the watershed boundaries.
- The funds may not be used to reimburse any expense incurred prior to the MWMO Board of Commissioner’s approval of the purchase, or to pay the administrative or staff costs of any partner to the purchase.
- The fund will have an initial cap of \$1,000,000.00

The MWMO shall develop a set of criteria in order to identify land for this land banking program

Moved: Commissioner Vreeland

Second: Commissioner Gill-Gerbig

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to close the meeting for a discussion of the purchase of the Scherer Brothers property.

Moved: Commissioner Vreeland

Second: Commissioner Ostrow

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to re-open the meeting for a discussion of the purchase of the Scherer Brothers property.

Moved: Commissioner Faust

Second: Commissioner Vreeland

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to adjourn

Moved: Commissioner Ostrow

Second: Commissioner Gill-Gerbig

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye - Eckman

Aye – Gill-Gerbig

Aye - Ostrow