

COTTONWOOD-MIDDLE MINNESOTA ONE WATERSHED, ONE PLAN (1W1P)

POLICY COMMITTEE MEETING MINUTES

APRIL 11, 2023 – 2:00 PM

University of MN Southwest Research and Outreach Center – Lamberton, MN

Committee Members Present:

Jeff Veerkamp & Tony Berg - Brown County, Mark Wellner - Brown SWCD, Tom Appel & Norm Holmen - Cottonwood County, Clark Lingbeek - Cottonwood SWCD, Rick Anderson & Todd Draper - Lyon County, John Lanoue & Steve Prairie - Lyon SWCD, Lori Gunnink - Murray County, Jason Miller - Murray SWCD, Rick Wakefield - Redwood County, Larry Anderson - Area II, Bill Eckstein & Paul Posthuma - RCRC, and Nick Klisch - City of Springfield.

Steering Team Present:

Nick Brozek - Redwood County/SWCD, Al Gleisner - Brown SWCD, Kay Gross - Cottonwood County/SWCD, Allison Kletscher-Brown County, Kerry Netzke-RCRC/Area II, Devin Ryan-Murray SWCD, Courtney Snyder-Lyon County/SWCD, Sarah Soderholm-Murray County and Joe Stremcha-City of Springfield.

BWSR: John Shea & Mark Hiles.

Netzke, as coordinator, welcomed everyone and asked for introductions to be made. There are several individuals new to 1W1P so education will be offered along the way.

The agenda was adopted as no additions were suggested.

Policy Committees Roles & Responsibilities

A list of Steering Team members was provided and the role of this Team. As staff members representing the partners, the Steering Team provides guidance to the Policy Committee on the logistical and process decision-making in the plan development, making recommendations to the Policy Committee.

The Policy Committee makes final decisions on plan contents, its submittal to BWSR, and the expenditure of funds allocated to plan development. The committee's membership and decision-making process are part of the Memorandum of Agreement and associated bylaws. The Committee generally meets monthly for about the first six months of the planning effort, goes to bimonthly meetings during the plan writing stage, and then goes back to monthly towards the end of the process.

BWSR has short (5-7 minutes) videos on their website which explain the roles and responsibilities as well as the history of water planning and other topics. This can be found at bwsr.state.mn.us under the Water Planning tab, and under One Watershed, One Plan.

A list of the currently-appointed Policy Committee delegates and alternates was provided. This list is not final as some reappointments are necessary, including the City of Springfield (the delegate must be an elected official), and the Murray SWCD as the delegate may be unable to attend. These reappointments will be reported to Netzke when they occur in April.

Three-ring binders were provided to Policy Committee members containing the printed materials covered today. This includes the executed Memorandum of Agreement, grant budget, timeline, and Guiding Principles (BWSR document) which explains what 1W1P is and is not.

Election of Officers

Netzke called for nominations for chairman. Commissioner Appel nominated Rick Anderson. Nominations were called three more times. Motion by Veerkamp, seconded by Gunnink, to cease nominations and cast a unanimous ballot for Rick Anderson for chairman. Motion carried unanimously.

Chairman Anderson took over the meeting and called for nominations for vice chairman. Chairman Anderson nominated Mark Wellner. Nominations were called three more times. Motion by Gunnink, seconded by Wakefield, to cease nominations and cast a unanimous ballot for Mark Wellner for vice chairman. Motion carried unanimously.

The Chairman called for nominations for secretary. Commissioner Veerkamp nominated Larry Anderson. Nominations were called three more times. Motion by Wellner, seconded by Draper, to cease nominations and cast a unanimous ballot for Larry Anderson for secretary. Motion carried unanimously.

The Executive Committee consists of:

Commissioner Rick Anderson, Chairman
Supervisor Mark Wellner, Vice Chairman
Commissioner Larry Anderson, Secretary

Draft Bylaws

Bylaws for the Policy Committee were drafted by the Steering Team for consideration. The draft included language added to the BWSR template by the Des Moines 1W1P. Netzke reviewed the draft bylaws with the Policy Committee and highlighted the added language.

Chairman Anderson wanted to clarify Article IV: Meetings, Item 4. To abide by the open meeting statute:

- 1) Any member who is joining virtually must disclose their location (public or private) which is to be noticed with the Agenda.
- 2) Any member who is joining virtually from a private location cannot vote but may participate in the meeting.
- 3) Any member joining by telephone only, without visual connection, cannot vote but may participate in the meeting.
- 4) All votes will be conducted by roll call.

Members are asked to have their attorneys review the bylaws and seek authorization to approve at the next Policy Committee meeting.

Hiring of a Consultant

Options to hire a consultant include: a) RFP, b) RFQ, and c) direct hire without RFP or RPQ. There is no requirement to accept the low bid. To date, Houston Engineering and ISG have been in frequent contact with Netzke regarding the planning status. Members shared their experiences with consultants and the Committee would like to use the RFQ process with a cost proposal. The City of Springfield utilizes Bolton & Menk and would like to include them if they provide 1W1P planning services. Netzke will inquire with Bolton & Menk and get the RFQ out by the end of the week.

Public Kickoff Meetings

Given the size and shape of the Cottonwood-Middle Minnesota plan boundary, the Steering Team is suggesting hosting two Kickoff meetings. One meeting would be held in the later morning on one side of the watershed, while the second meeting be held late afternoon/early evening on that same day on the opposite side of the watershed. This will take advantage of the consultant's travel and time.

Stremcha offered the Springfield Community Center (with a view of the Cottonwood River) as there is no charge for nonprofit organizations. Walnut Grove Community Center was suggested for the western side of the watershed. Members reviewed schedules for dates in early June. Thursday, June 1, 2023 at the Springfield Community Center from 5-7 PM (light supper served) and Friday, June 2, 2023 at the Walnut Grove Community Center from 10 AM to Noon (light lunch served) were the two dates chosen.

Other planning efforts have offered an online survey to collect issues/priorities from the public which have worked very well.

The RFQ should specifically mention these set dates/locations for the consultants.

Standing Date for Policy Committee Meetings


Netzke compiled a list of days/weeks of the month with standing meetings (ex. Commissioners' meetings, SWCD Board meetings, etc.). The Steering Team identified the 3rd Wednesday of the month as a good option, followed by Mondays and most Fridays. Discussion followed. A Health & Human Services meeting takes place in Marshall on the morning of the 3rd Wednesday; however the afternoon would be available. The Committee felt that Springfield was a more central location in the watershed and would like to meet at the Springfield Community Center at 2:00 PM. The Steering Team will plan to meet that morning to best utilize the consultant's time and travel.

Standing meeting date: 3rd Wednesday of the month at 2:00 PM at Springfield Community Center

Next Meeting

The next meeting for the Policy Committee will be Wednesday, May 17, 2023 at 2:00 PM at the Springfield Community Center.

The Chairman declared the meeting adjourned at 3:00 PM.



Larry Anderson, Secretary