

Minutes of the regular Board meeting of the Town of Normanna, Minnesota, St. Louis County, held in the Normanna Town Hall, on Monday, September 17<sup>th</sup>, 2018 at 7:00 p.m. The meeting was called to order by Chair Daniel Johnson at 7:00 p.m.

**Members Present:** Chair-Supervisor Daniel Johnson, Supervisor Dennis Gunsolus, Supervisor Tammy Courrege, and Clerk/Treasurer Ellen Hanson.

**Others in Attendance:** Bill Mohler and Mrs. Mohler.

**Pledge of Allegiance:** The Pledge of Allegiance to the Flag of the United States of America was recited.

**Approval of Agenda:** Johnson presented the agenda. Motion by Johnson to accept the agenda as presented, seconded by Gunsolus. Motion carried unanimously.

**Approval of Board Minutes:** The Board of Supervisors meeting of August 20<sup>th</sup>, 2018 minutes were presented and reviewed. Motion by Johnson to approve the August 20<sup>th</sup>, 2018 Board minutes as presented and seconded by Courrege. Motion carried unanimously.

**Normanna Fire Department (NFD):** Johnson received an update from the fire department. The turnout gear arrived; and the DNR grant was denied.

**Normanna Land Use Committee Report:** Gunsolus reported there was nothing new to report.

**Buildings and Grounds Report:** Johnson reported ground needs are slowing down for the season; however there may be a need for one more mowing. There was a discussion about furnace maintenance. It was decided there was no need for it this year. The Superior Fuel Company propane contract is due this fall. Gunsolus will talk with Ryan Gunderson (Superior Fuel owner) about their rates.

**Fire Department Liaison:** Johnson reported there was nothing new to report.

**Road Report:** Johnson reported the grading was done on most of the township roads. The turnaround was completed at Lookout Road. Work on the turnaround on the Koski Road/Durfee's property should be completed by the end of the season. The roadside mowing was completed.

**Clerk's Report:** Hanson reported there was nothing new to report.

### **Old Business**

**Duluth Urban Water Shed Advisory Committee (DUWAC):** Courrege presented the Memorandum of Understanding (MOU) (see attached) of support for the Duluth Urban Water Shed Advisory Committee. Motion by Johnson to sign the DUWAC MOU, seconded by Gunsolus. Motion carried unanimously.

**Cloquet Valley Internet Initiative (CVII):** Gunsolus reported there was nothing new to report.

### **New Business**

**Normanna 5K Run/Walk-October 13<sup>th</sup> – 9 a.m.:** Johnson discussed the business and logistics of the 5K. To date total donations have been \$180 plus 2 \$25 Menard gift certificates.

**Snow Plow Quotes:** The Board had a discussion about requiring the snow plower pull snow off the roof of

the fire hall. Johnson will check in to a new roof rake.

**Treasurer's Report:** Clerk Hanson distributed the Cash Control Statement, Net Pay Account Distribution Report, and Claims List for approval to the Supervisors. The claims list is attached and the other reports are in the Clerk's book.

Beginning Balance –8/1/2018-\$88,787.05

Total Receipts - \$4,334.33

Total Disbursements - \$5,121.92

Outstanding Checks - \$71.50

Total per Bank Statement –8/31/2018 - \$88,070.96

September claims 2555-2562 totaled \$15,205.96 were presented for approval.

September payroll checks 3094-3097 totaled \$672.62.

Motion by Johnson to pay the September claims as presented and accepted the August cash control statement, seconded by Gunsolus. Motion carried unanimously.

**Petitions from the Floor:** None.

**Newsletter:** The next newsletter will go out after the next meeting.

Checks were signed.

Correspondence was read.

Motion by Johnson to adjourn the meeting at 7:59 p.m., seconded by Gunsolus. Motion carried unanimously.

Respectfully submitted,

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Ellen Hanson, Clerk

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Daniel Johnson, Chair

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Town of Normanna

Claims List for Approval

9/15/2018

Date Range : 9/1/2018 To 9/30/2018

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/17/2018	CenturyLink	2018:August Telephone	2555	\$36.83	100-41940-321-	General Government Buildings and Plant	\$36.83
09/17/2018	UDAC	Inv.19174 & 19177:Newsletter & Rummage Sale mailings (July 2018)	2556	\$253.69	100-41420-325-100-41420-325-	Recording and Reporting Recording and Reporting	\$131.68 \$122.01
09/17/2018	Fire Safety USA, Inc.	Inv.113878 & 114912:Four-Leather-Shield(9); Coats (\$1200 ea) & Pants (\$800 ea) (4 ea)	2557	\$8,415.00	225-42220-240-225-42220-240-	Fire Fighting Fire Fighting	\$375.00 \$8,040.00
09/17/2018	Plunkett's Pest Control	Inv.6043048:Treatment for fall invading insects	2558	\$189.28	100-43270-401-	Pest Control	\$189.28
09/17/2018	Eagle Lake Excavating, LLC	Prepared Lookout Road for turnaround	2559	\$3,500.00	201-43122-403-	Unpaved Streets	\$3,500.00
09/17/2018	Minnesota Power	2018:August Electric	2560	\$99.73	100-41940-381-225-42280-381-	General Government Buildings and Plant Fire Stations and Buildings	\$50.46 \$49.27
09/17/2018	Rodda Grading & Excavating	Inv.1224 & 12:Road work (7/7/18)Lady Nicole, Troy Brett, KK, Lookout, Hagen (Grader/Blading)	2561	\$2,610.00	201-43122-403-201-43122-403-	Unpaved Streets Unpaved Streets	\$112.50 \$2,497.50

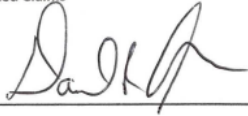
Town of Normanna

Claims List for Approval

9/15/2018

Date Range : 9/1/2018 To 9/30/2018

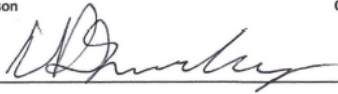
Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
Total For Selected Claims				\$15,104.53			\$15,104.53



9/17/18

Daniel R Johnson Chair, Town Supervisor

Date



9/17/18

Dennis Gunsolus Vice Chair, Town Supervisor

Date



9/17/18

Tammy J Courge Town Supervisor

Date

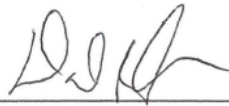
Town of Normanna

Claims List for Approval

9/16/2018

Date Range : 9/1/2018 To 9/30/2018

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
09/17/2018	Dan Johnson	Reimburse for Road Supervisor Signs & Cemetery Sign	2562	\$101.43			
					201-41901-810-	Other General Government	\$45.30
					220-41901-810-	Other General Government	\$56.13
Total For Selected Claims				\$101.43			\$101.43



9/17/18

Daniel R Johnson Chair, Town Supervisor

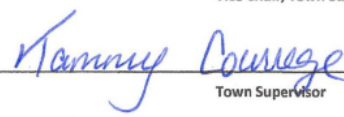
Date



9/15/18

Dennis Gunsolus Vice Chair, Town Supervisor

Date



9/17/18

Tammy J Courge Town Supervisor

Date

Town of Normanna

Cash Control Statement

9/15/2018

For the Period : 8/1/2018 To 8/31/2018

Name of Fund	Beginning Balance	Total Receipts	Total Disbursed	Ending Balance	Less Deposits In Transit	Plus Outstanding Checks	Total Per Bank Statement
General Fund	\$25,120.08	\$548.54	\$1,775.52	\$23,893.10	\$0.00	\$71.50	\$23,964.60
Road and Bridge	\$20,254.83	\$920.00	\$0.00	\$21,174.83	\$0.00	\$0.00	\$21,174.83
Building	\$11,208.68	\$0.00	\$0.00	\$11,208.68	\$0.00	\$0.00	\$11,208.68
Cemetery	\$2,593.20	\$36.14	\$0.00	\$2,629.34	\$0.00	\$0.00	\$2,629.34
Fire Department	\$29,343.90	\$2,822.42	\$3,346.40	\$28,819.92	\$0.00	\$0.00	\$28,819.92
Impress Fund	\$266.36	\$7.23	\$0.00	\$273.59	\$0.00	\$0.00	\$273.59
<b>Total</b>	<b>\$88,787.05</b>	<b>\$4,334.33</b>	<b>\$5,121.92</b>	<b>\$87,999.46</b>	<b>\$0.00</b>	<b>\$71.50</b>	<b>\$88,070.96</b>

  
 Dan H. H. 9/17/18  
 Tammy Courge 9/17/18

MEMORANDUM OF UNDERSTANDING  
to establish the  
DULUTH URBAN WATERSHED ADVISORY COMMITTEE

**A. Introduction**

This Memorandum of Understanding (MOU) formalizes formation of the Duluth Urban Watershed Advisory Committee (referred to as DUWAC, or "the Committee" below), a voluntary cooperation organization of communities and agencies, established in 2018.

In 2007, Minnesota adopted a watershed approach to assess the condition of the state's 80 major watersheds. This approach looks at entire drainage areas as a whole instead of focusing on individual lakes and streams, to increase effectiveness and efficiency. Duluth-area streams are divided by two major watersheds - Lake Superior-South and St. Louis River. Duluth-area streams - from Mission Creek to Lester River - are more similar to each other in land use, geology and landform, than their counterparts in the surrounding major watersheds. Starting in 2015, efforts began to evaluate the potential for managing these urban watersheds as their own major watershed unit.

Minnesota's watershed approach incorporates the following activities into a 10 year cycle: monitor water bodies and collect data; assess the data; develop Watershed Restoration and Protection Strategies (WRAPS) for all water bodies and Total Maximum Daily Load (TMDL) studies for those found to be impaired; and, conduct restoration and protection projects in the watershed. Monitoring and assessment for the Duluth Urban-area Watershed were conducted in 2015-2016. As a result, 10 trout streams in the Duluth-area were found to be impaired for aquatic life beneficial use and/or aquatic recreation beneficial use. Pollutants identified as the causes of these impairments include chloride, *E. coli* bacteria, total suspended solids, and temperature.

The Duluth-area watersheds cover portions of 10 communities:

- City of Duluth
- City of Hermantown
- City of Proctor
- City of Rice Lake
- Gnesen Township
- Lakewood Township
- Midway Township
- Normanna Township
- Thomson Township
- St. Louis County

The Minnesota Pollution Control Agency partnered with Minnesota Sea Grant and the University

of Minnesota Duluth Natural Resources Research Institute to facilitate organization of the Duluth Urban Watershed Advisory Committee (DUWAC) in 2015. Representatives from each of the 10 communities in these watersheds, as well as several relevant state and local agencies, were invited to participate. The original objectives were to:

1. Share information on the sampling, hydrologic modeling, and water quality impairments being assessed.
2. Foster collaboration and engagement between the participating communities and agencies on water issues.
3. Explore watershed management frameworks and develop recommendations for how these 10 communities could collaborate on watershed management.

The vision the Committee developed to guide the group's efforts is: "our water resources and associated ecosystems become healthier and more resilient through public engagement and local government collaboration." The vision is realized by the need to protect, restore, and manage the shared water resources of these watersheds for multiple purposes, including meeting the goals of the Clean Water Act, ensuring high-quality water resources for the enjoyment of residents and visitors, and reducing damage from, and improving our community's resilience to, flooding. Protection and management objectives are advanced through agency and community collaboration, knowledge and resource sharing, ordinance and policy review, and project prioritization.

Benefits of working together include offering a focal point for watershed and water resource protection and management; reducing expenses by sharing resources, prioritizing projects, and minimizing duplication efforts; facilitating agency-community interactions; and, increasing grant application success - all of which will help to enhance the protection of these watersheds, their headwaters, streams and tributaries, as well as Lake Superior and the St. Louis River and associated Estuary.

In the spirit of these objectives and benefits, the communities and agencies represented by the signatories on this document, herein referred to as "stakeholders", agree to maintain a cooperative working relationship to promote healthier and more resilient water resources.

This MOU does not create enforceable legal obligations, but rather is an expression of intent by the signatories to work together as partners to protect and manage local watersheds and their associated water resources and ecosystems.

Nothing in this agreement is intended, nor shall it act in any way to alter, impede, or interfere with the authorities and procedures of the member stakeholders involved in carrying out their regulatory and law enforcement responsibilities or their individual missions.



## B. Purpose

Through this document, the members of the Duluth Urban Watershed Advisory Committee establish a common agenda to work together on watershed protection and management objectives, and specific goals, in a respectful, efficient and consistent manner. Successful implementation of this collaborative effort will help to:

- Incorporate protection of water quality and associated ecosystems, as well as proactive land-use, watershed and habitat management, into stakeholder policy and planning.
- Improve communication, information sharing, and interrelationships among stakeholders, relevant to protecting and enhancing regional water resources.
- Prioritize, and collaborate on, projects within the watershed area to maximize water quality, habitat protection, resilience and protection from flooding, restoration efforts and ecosystem services.
- Work to enhance stakeholder knowledge of local water resources, impairments, community vulnerabilities, and options and resources for addressing these issues through education and training, in order to build local capacity for managing water resource issues.
- Provide a platform for application, management, and execution of multi-stakeholder grants and projects focused on protection, preservation, and/or restoration of water quality and associated ecosystems, as outlined within the scope of the associated TMDL and WRAPS documents.

## C. Areas of Agreement

The signatories agree to cooperate on watershed management, and pursue issues of mutual concern. In particular, the parties will strive to:

1. Understand and work with local, state, federal, tribal, and other relevant stakeholders which have a role in water management and watershed health, including:
  - a. Providing a platform for regional coordination of watershed management activities and help DUWAC at large realize its vision statement.
  - b. Sharing relevant information among stakeholders on such topics as:
    - i. Permitting processes
    - ii. Current and proposed projects and priorities
    - iii. Goals, missions and requirements/regulations
    - iv. Roles in local water(shed) management
2. Identify and prioritize projects among stakeholders, maximizing cost-effectiveness and ensuring the biggest impact from our investments.
  - a. Projects will focus on those applying the strategies identified in the most recent Duluth Urban Area Streams Watershed Restoration and Protection Strategies (WRAPS) report.

- b. Make connections between plans and on-the-ground actions, inform future plans, and target resources for the biggest impact.
  - c. Inform stakeholders of funding sources for project opportunities, and provide collaborative opportunities for multi-stakeholder grant and project applications.
    - i. Provide collaboration opportunities across stakeholders to leverage financing for relevant projects (e.g., stakeholder in-kind matches such as time and effort)
3. Improve stakeholder knowledge and capacity on local water issues.
- a. Develop common understanding of watershed management among stakeholders, including elected and appointed boards, councils, and commissions.
  - b. Provide resources and education on issues such as land use management, water quality, community vulnerability, ecosystem health, and options for water management.
  - c. Relevant activities may include:
    - i. Tours of stormwater projects across communities and landscapes
    - ii. Educational and training opportunities on topics such as green infrastructure, low-impact development and related planning tools, flood prevention, climate change adaptation, and community resilience
    - iii. Survey(s) to understand impact on public policy
4. Identify potential options to update our local codes and ordinances affecting water resources and associated ecosystems, as desired by each stakeholder.
- a. Improve water quality and resilience in communities by sharing regulations, ordinances, and policies; and, use best examples from local and outside resources to inform individual stakeholder decisions.
5. Address the existing water quality and associated ecosystem impairments in our watersheds, and work to ensure our unimpaired watersheds remain healthy.
- a. Identify, track and seek opportunities to implement Duluth Urban-area Watershed Restoration and Protection Strategies and 1Watershed1Plan objectives, as well as appropriately address local TMDLs.
  - b. Relevant activities may include:
    - i. Identify restoration needs for our impaired waterbodies
    - ii. Identify priority areas for protection, reducing the need for future restoration
    - iii. Use urban forest management tools to identify and prioritize restoration and protection areas and action items (e.g., i-Tree Hydro, EPA Stormwater Calculator, and/or MPCA MIDS calculator)
    - iv. Work with Board of Water and Soil Resources (BWSR), and relevant local units of government, to interface with, and provide input to, the local One

- Watershed, One Plan as it is developed
- v. Gather understanding on impacts to watershed health from sale and/or conversion of public lands
    - 1. Identify undeveloped publically-owned parcels in each community, and strive to understand the rules around processes for protection and development
  - vi. Identify opportunities and collaborate on projects to protect or enhance green space and/or hydrologic connectivity (e.g., trails, corridors, patches of urban forest/wetlands)
  - vii. Identify opportunities to reduce future flooding impacts (e.g., increase storage in headwaters)
  - viii. Explore creative financing mechanisms to fund projects (e.g., foundations, crowdsourcing, social obligations bonds [e.g., Coalition for Private Investment in Conservation])
  - ix. Provide public transparency of related and relevant activities through the [www.LakeSuperiorStreams.org](http://www.LakeSuperiorStreams.org) website, disseminating information as widely as possible (in addition to existing community websites and outreach information)

#### D. Organization Structure

Stakeholders shall designate at least one contact to represent them within DUWAC. These individuals shall provide input to DUWAC and participate as their community or agency sees fit in the Areas of Agreement. DUWAC will assist in coordinating stakeholder involvement in current and future activities focused on watershed protection, preservation and restoration.

DUWAC meets regularly. All ideas are encouraged and welcome. All community members are invited to meetings and events. Appropriate projects, subcommittee formations, and action items are determined by a consensus of the members.

There are no financial obligations of stakeholders for their involvement in DUWAC. No regular, or one-time fees, or membership dues, are required of stakeholders to be members of the Committee. The financing of projects related to the restoration, preservation, and/or protection of Duluth-area waterbodies and watersheds, as well as grant collaboration among stakeholders, and the determination of whether to act as a fiscal agent relative to such, is up to the discretion of the individual stakeholders. All stakeholders acknowledge that DUWAC has no right, power, or authority to require stakeholders to contribute financial or administrative resources for such projects and collaborations.

#### E. Changes to the Agreement

Amendments or additional appendices may be developed and implemented by mutual written agreement of the signatories at any time without renegotiating the entire MOU. A party may also

terminate its participation in this agreement after providing 30 days written notice to the other parties.

**F. Effective Date of Agreement**

This agreement is effective on the date of the signature of the entity and will remain in effect for all parties for a period of 5 (five) years unless renewed or they choose to formally terminate.

**Attachment A****By-Laws****Duluth Urban Watershed Advisory Committee Structure**

The Duluth Urban Watershed Advisory Committee shall work in the following areas:

- I. Communication
  - A. Develop and maintain membership email listserv.
  - B. Maintain meeting minutes on LakeSuperiorStreams.org.
  - C. Meet every other month to discuss watershed management issues and associated strategies for Duluth Urban-area watersheds.
  - D. Communicate status of relevant local, regional, state or national activities, policies and laws.
  - E. Develop additional relationships with relevant groups and organizations.
- II. Project identification and prioritization
  - A. Maintain an interactive online map and/or list of completed, in progress and future on-the-ground projects as relevant to watershed management, restoration, and protection for the area.
- III. Ordinance and policy review
  - A. DUWAC will provide a forum for stakeholders to discuss their ordinances and policies, identify examples the committee members recognize as innovative, effective, and appropriate for our region, and use outside resources, such as the guidebook *Tackling Barriers to Green Infrastructure, An Audit of Local Codes and Ordinances* (WI Sea Grant) to inform ordinance development for stakeholders. DUWAC will make no formal proposals to change any stakeholder ordinances or policies.
- IV. Organization
  - A. Ad hoc subcommittees may be formed around particular topics or action-items as DUWAC at-large sees fit.



**Appendix I****Initial Plans for Continuity: 2019**

Minnesota Sea Grant, located in Duluth, Minnesota, will coordinate the Duluth Urban Watershed Advisory Committee through at least December 2019. Minnesota Sea Grant is able to offer its expertise and personnel to the Committee, allowing Minnesota Sea Grant to realize its mission: "to facilitate interaction among the public and scientists to enhance communities, the environment and economies along Lake Superior and Minnesota's inland waters by identifying information needs, fostering research, and communicating results."

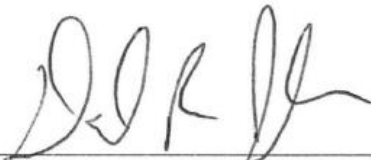
Minnesota Sea Grant will help DUWAC realize its vision and promote the above Areas of Agreement by:

- A. Communicating to stakeholders and the Committee through its email list-serve on relevant topics, as well as necessary information related to Committee meetings.
- B. Organizing and facilitating Committee meetings.
- C. Identifying collaboration and project opportunities for Committee stakeholders.
- D. Inviting relevant stakeholders with a role in water management and watershed health to collaborate with the Committee.
- E. Providing resources and education on issues such as land use management, water quality, community vulnerability, ecosystem health, and options for water management to Committee stakeholders.
- F. Organizing and facilitating opportunities for stakeholders to review, share and revise (as sees fit) their community's regulations, ordinances and policies, as they relate to protection of water quality and associated ecosystems.

Duluth Urban Watershed Advisory Committee  
Memorandum of Understanding  
Signatory Page

The Duluth Urban Watershed Advisory Committee vision is: "our water resources and associated ecosystems become healthier and more resilient through public engagement and local government collaboration." The vision is realized by the need to protect, restore, and manage the shared water resources of these watersheds for multiple purposes, including meeting the goals of the Clean Water Act, ensuring high-quality water resources for the enjoyment of residents and visitors, and reducing damage from, and improving our community's resilience to, flooding. Protection and management objectives are advanced through agency and community collaboration, knowledge and resource sharing, ordinance and policy review, and project prioritization.

By signing the Memorandum of Understanding your community or agency becomes an official member of the Duluth Urban Watershed Advisory Committee (DUWAC). You agree to maintain a cooperative working relationship to promote healthier and more resilient water resources. DUWAC will assist in coordinating stakeholder involvement in current and future activities focused on watershed protection, preservation and restoration.



\_\_\_\_\_  
Daniel Johnson, Normanna Township  
Chair of the Town Board

9/17/18

\_\_\_\_\_  
Date