

Planning Workgroup for Root River One Watershed One Plan

Monday, August 8, 2016

9:00 am

Conservation Building, 912 Houston Street NW, Preston

MEETING NOTES

Jennifer Ronnenberg, Skip Langer, David _____ (Mower CCM apprentice), Tim Ruzek, Bob Scanlan, Daryl Buck, Natalie Siderius, Adam Beilke, Donna Rasmussen

1. Discuss needs for September public hearings and open houses
 - a. Agenda: Notification requirements (websites, newspapers):
 - i. *Notices must be published in the counties' official papers at least 10 days prior to the public hearings so before August 26th in the Public Notice section. Adam will send a template to Donna and Jennifer for the official notice for them to prepare and send out to the PWG.*
 - ii. *Tim will write up a news release to go into the papers the same week. PWG will send to their respective papers.*
 - iii. *The Houston County Auditor must also receive the notice for the Crooked Creek WD. Root River SWCD can send the notice to them.*
 - b. Facility needs: tables, chairs, sound system:
 - i. *In Stewartville, the room is set up with tables and chairs for 60, and we can use more room if needed.*
 - ii. *The Houston County Criminal Justice Center has a meeting room set up for meetings with microphones.*
 - iii. *Winona County has table easels for holding the maps. We need 6-8.*
 - iv. *An audio recording is recommended. Caledonia site has equipment. Skip will check on the sound system at the Stewartville Civic Center. Fillmore SWCD has a portable microphone and speaker that can be used. There is a smart phone app that can be used for recording.*
 - c. Advertising/media blitz/direct mailings and emails:
 - i. *Tim will develop a 2 column x 6" ad that can be sent to the PWG to distribute to their local papers for publication the week before the public hearings (August 29-Sept. 2). Need to send to some papers at least a week prior (August 22nd).*
 - ii. *He will also provide a media invite that the PWG can send to the papers to report on the event. He will send that to the television stations.*
 - iii. *Winona has HBC that can put the announcement out on cable.*
 - iv. *Jennifer and Donna will send a mailing to the cities and townships. Tim will check with Farm Bureau about sending out to their postcard list.*
 - v. *PWG should send the information to their respective county water committee. Donna will email to the public kickoff meeting list and the Root River Conversations list.*
 - vi. *Tim will post an event ad on Facebook targeted to a radius around specific cities, and we receive a report of how many viewed it. The consensus was to set a limit of \$300 for this.*
 - vii. *Radio ads will be run the week before on local stations: KQYB, KFIL, KVGO, and Winona stations (up to \$500 per station).*
 - viii. *Post public hearing notice on county and SWCD websites.*
 - d. Open house: maps, comment cards, other materials, staffing:
 - i. *Two copies of the plan will be available at the meeting. There is a printer in Winona County that is reasonable. Donna will check with the local printer again.*
 - ii. *Agency comments will be summarized and copies made available.*
 - iii. *Comment cards should be available to those who may not wish to stay for the public hearing. We will use the same containers used at the kickoff meeting. Comments can also be submitted online via the email addresses listed on the website and at the public hearing.*

- iv. *A 2' x 3' poster with a scenic photo in the center with multiple photos in a collage will be printed for the entry area. Winona County Planning has a plotter for printing larger materials. Send pictures to Donna.*
- v. *A running power point with the planning process, pictures and maps will run continuously. Natalie will send Donna the power point used for their county board meeting as something to start with. Donna will prepare it; PWG send pictures to her.*
- vi. *Staff attending in Stewartville: Jennifer, Donna, Sheila, Tim, Justin, Adam, Skip; in Caledonia: Jennifer, Donna, Sheila, Bob.*
- e. Refreshments: *Lemonade, coffee, and cookies.*
- f. Other: *Jennifer will do a short overview of the planning process at the beginning of the public hearing. The agenda was finalized to send out. Jennifer will send a reminder to the Policy Committee about the public hearing dates and that all should attend both hearings to assure a quorum. Include information about the September 19th Policy Committee meeting.*
- 2. Discuss final steps for plan approval and adoption: *see below*
- 3. Next meetings, facilitator(s), agenda items
 - a. September 19th Policy Committee meeting: Review all comments. Final review of the JPA. Make plans for adopting plan and the JPA; can be done at the same meeting. PWG will meet September 12th at 9 am in the Conservation Building in Preston to put together suggested responses to the public comments in preparation for the Sept. 19th Policy Committee meeting. PWG will also meet after the Sept. 19th Policy Committee meeting.

Timeline remaining for 1W1P

- State agency review – 60 days (June 14 to August 14)- also public review and comments
- Next meeting after state agency review

August 14: State Agency review comments due back

Post comments on Fillmore SWCD website; links on county and SWCD websites for public to access
Have public hearing information posted also

September 19 : Policy Committee review all state agency and public comments

Submit plan to BWSR for their approval? Or schedule a follow up meeting to approve submitting plan?

September 28th or October 26th BWSR Board meeting presentation. There is no BWSR Board meeting in November.

December 15 or before: BWSR has 90 days to approve; other agencies are given 30 days to look at the responses to their comments.

December 31: Fillmore County and SWCD boards adopt plan; others must adopt within 120 days of BWSR's approval.

January 2017: Implementation begins after all boards adopt the plan