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June 30, 2022

City Clerks

Member Cities

via email

West Mississippi Watershed Management Commission

Hennepin County, Minnesota

RE: West Mississippi Watershed Management Commission  
2023 Operating Budget and Member Assessments

At its May 12, 2022, meeting, the West Mississippi Watershed Management Commission adopted an operating budget for calendar year 2023. The budget is in the amount of \$176,300 and is outlined in Table 1 on the following page.

The 2023 budget generally continues the same activities at the same level of effort as in 2022. Each line item is explained in the 2023 Budget Explanation (Table 2).

Table 3 shows the 2023 assessments to the member cities. The 2023 budget provides for an assessment of \$156,200, a zero increase over the 2022 total assessment.

Article VIII, Subdivision 4 of the Joint Powers Agreement (JPA) that established the Commission provides that a member city may object to the budget by giving written notice to the Commission before August 1, 2022. If any objections are received, the Commission will hear the objections at its August 11, 2022, meeting and may modify the budget.

The West Mississippi Watershed Management Commission requests approval of its 2023 Operating Budget. Your cooperation in continuing the important work of the Commission is greatly appreciated. Questions may be directed to this office or to your representative.

Sincerely,

A handwritten signature in black ink that reads "Judie A. Anderson".

Judie A. Anderson

Administrator

JAA:tim

Cc via email: City Managers

Commissioners

TAC Members

Commission Staff

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**Table 1. Approved West Mississippi Watershed Management Commission 2023 operating budget.**

		Approved 2021 Budget	2021 Pre- Audit	Approved 2022 Budget	Approved 2023 Budget
<b>INCOME</b>					
1	Application fees	\$18,000	\$23,200	\$18,000	\$20,000
2	Interest income	7,000	94	2,500	100
3	Assessment	153,600	153,600	156,200	156,200
4	Blue Line Extension	0		0	0
5	Reserve - General	0		5,000	0
	<b>TOTAL INCOME</b>	<b>\$178,600</b>	<b>\$176,894</b>	<b>\$181,700</b>	<b>\$176,300</b>
<b>EXPENSES</b>					
	<i>Administration:</i>				
6	Administrative services	\$30,000	\$27,618	\$32,000	\$32,000
7	TAC/engineering support	5,000	2,975	4,000	4,000
8	Project reviews/WCA	1,500	1,207	1,500	1,500
9	Blue Line Extension	0	0	0	0
	<b>Subtotal</b>	<b>\$36,500</b>	<b>\$31,800</b>	<b>\$37,500</b>	<b>\$37,500</b>
	<i>Engineering:</i>				
10	Engineering services	\$31,500	\$28,574	\$33,500	\$32,300
11	Grant writing	1,000	0	500	0
12	Project reviews/WCA	30,000	19,541	30,000	25,000
13	Blue Line Extension	0	0	0	0
	<b>Subtotal</b>	<b>\$62,500</b>	<b>\$48,115</b>	<b>\$64,000</b>	<b>\$57,300</b>
	<i>Legal:</i>				
14	Legal services	\$4,000	\$3,112	\$4,500	\$5,000
	<b>Subtotal</b>	<b>\$4,000</b>	<b>\$3,112</b>	<b>4,500</b>	<b>\$5,000</b>
	<i>Miscellaneous:</i>				
15	Accounting	\$3,000	\$3,193	\$3,300	\$3,400
16	Audit	5,500	4,500	5,000	6,500
17	Insurance & bonding	2,800	2,258	3,100	3,000
18	Meeting expense	2,700	90	2,700	3,000
	<b>Subtotal</b>	<b>\$14,000</b>	<b>\$10,041</b>	<b>\$14,100</b>	<b>\$15,900</b>
	<i>Monitoring:</i>				
19	Vol stream monitoring	\$0	\$0	\$0	\$0
20	Vol wetland monitoring	2,000	0	2,000	0
21	Outfall & stream monitoring	22,600	11,393	22,600	24,600
22	Annual monitoring report	8,000	6,873	8,000	7,500
	<b>Subtotal</b>	<b>\$32,600</b>	<b>\$18,236</b>	<b>\$32,600</b>	<b>\$32,100</b>
	<i>Education:</i>				
23	Education program	\$15,000	\$14,030	\$16,500	\$17,000
24	Rain garden workshops	2,000	0	0	0
25	WMWA implementation activities	11,500	5,000	11,500	11,500
26	Education grants	500	0	0	0
	<b>Subtotal</b>	<b>\$29,000</b>	<b>\$19,030</b>	<b>\$28,000</b>	<b>\$28,500</b>
	<i>Management Plans:</i>				
27	3 <sup>rd</sup> Gen Plan/plan amendments	0	\$0	1,000	0
28	Subwatershed BMP assessment	0	0	0	0
	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$0</b>
29	Contribution to 4th Gen Plan	0	0	0	0
30	To (from) reserves	0	46,560	0	0
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$178,600</b>	<b>\$176,894</b>	<b>\$181,700</b>	<b>\$176,300</b>

**Table 2. Budget Line Item Descriptions**

**Income**

Line	Explanation
1	The application fee structure is intended to recover the cost of completing current project reviews. While the fees do not fully fund that activity, they are set and periodically reviewed and adjusted to recover a majority of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy.
3	Annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned 50 percent based on land area within the watershed and 50 percent based on tax capacity of land within the watershed. Assessments did not increase 2019-2021. The 2022 assessment was an increase of 1.7%; no increase is proposed for 2023.
4	The Blue Line Extension project will be built through the watershed, and there will be a number of wetland and floodplain impacts and stream crossings. While currently on hold, the Metropolitan Council will reimburse the Commission for the cost of the Watershed Engineer’s participation in planning meetings.
5	The Commission has in the past maintained a very healthy cash reserve. In previous years, those reserves were used to subsidize the assessments. As the reserves have been drawn down, the assessments are now funding most of the operating expenses. In 2022, the Commission used \$5,000 from cash reserves to hold down the assessment increase.

**Expenditures**

Line	Explanation
6-9	These line items are to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any Commission, TAC, or other meetings that require support, as well as general administrative duties such as notices, mailings, and correspondence. The Engineer continues to request the administrator to take on tasks that she can perform more cost effectively.
10-11	This line item includes general engineering support, including preparation for and attendance at Commission and TAC meetings, general technical and engineering assistance, minor special projects, writing and administering grants, etc. There has been an increasing amount of work including more frequent TAC meetings, more technical assistance to the member cities, managing the CIP process, etc., so this line item is proposed for increase.
12-13	These line items are for project reviews, review of Local Water Management Plans and Comprehensive Plan amendments and updates, environmental assessments, large projects such as the Blue Line Extension and general inquiries about past and upcoming projects. This activity has noticeably increased in the past few years, as there have been more planning and pre-submittal meetings and reviews. It is difficult to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received.
14-18	Legal: general counsel: preparing for and attending meetings, drafting policies and variances, reviewing contracts and agreements. Misc: annual audit, bookkeeping services, insurance and bonding, and meeting expenses. The cost of the required annual audit has increased.
19-20	At this time we are not recommending changes to the volunteer stream or wetland monitoring budgets. No stream sites have been evaluated through the RiverWatch program the last few years. The Wetland Health Evaluation Program has been discontinued.
21	Routine flow and water quality monitoring at two stream and/or outfall sites each year on a rotating basis. No increase proposed for 2023.
22	This line is the Commission’s contribution to the Annual Shingle Creek and West Mississippi Water Quality Report that presents data gathered in the previous year and evaluates whether water quantity and quality goals are being achieved
23-26	General public information and NPDES education program: target one or two messages per year; coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; Great Shingle Creek Watershed Cleanup; work with Watershed Partners; coordinate Education and Public Outreach Committee (EPOC); coordinate with the West Metro Water Alliance (WMWA) (with Shingle, Bassett, and Elm WMOs); work with area schools; maintain Web site. The cost of the Education program is split 50/50 between Shingle Creek and West Mississippi. No education grants have been awarded for several years despite efforts to market the program. Staff recommends discontinuing the program.



24-25	The Commission participates in the West Metro Water Alliance (WMWA), contributes to funds to support rain garden workshops, classroom activities, and special projects on a regional basis.
27	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments.
28	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment as recommended in the Third Generation Plan. No assessments have been requested for 2023, thus no funds are budgeted.
29	No contributions are proposed to a dedicated 4 <sup>th</sup> Generation Watershed Management Plan account.
30	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

**Table 3. 2021-2023 Member Assessments**

2021		2020 Tax Capacity	Cost Allocation		Cost Based		Total Cost	
Community	Acreage		Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	1,660	9,158,330	10.46%	8,033	10.92%	8,387	10.69%	16,420
Brooklyn Park	9,880	49,614,398	62.26%	47,813	59.16%	45,436	60.71%	93,248
Champlin	3,620	20,767,803	22.81%	17,518	24.76%	19,019	23.79%	36,537
Maple Grove	530	2,911,603	3.34%	2,565	3.47%	2,666	3.41%	5,231
Osseo	180	1,410,734	1.13%	870	1.68%	1,292	1.41%	2,163
<b>Totals</b>	<b>15,870</b>	<b>83,862,868</b>	<b>100.00%</b>	<b>76,800</b>	<b>100.00%</b>	<b>76,800</b>	<b>100.00%</b>	<b>153,600</b>
2022		2021 Tax Capacity	Cost Allocation		Cost Based		Total Cost	
Community	Acreage		Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	1,660	9,968,236	10.46%	8,169	11.10%	8,666	10.78%	16,835
Brooklyn Park	9,880	53,164,616	62.26%	48,623	59.18%	46,220	60.72%	94,843
Champlin	3,620	21,941,714	22.81%	17,815	24.42%	19,076	23.62%	36,891
Maple Grove	530	3,264,297	3.34%	2,608	3.63%	2,838	3.49%	5,446
Osseo	180	1,495,320	1.13%	885	1.66%	1,300	1.40%	2,185
<b>Totals</b>	<b>15,870</b>	<b>89,834,183</b>	<b>100.00%</b>	<b>78,100</b>	<b>100.00%</b>	<b>78,100</b>	<b>100.00%</b>	<b>156,200</b>
2023		2022 Tax Capacity	Cost Allocation		Cost Based		Total Cost	
Community	Acreage		Based on Area		on Tax Capacity			
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	1,660	12,143,055	10.46%	8,169	10.41%	8,128	10.43%	16,298
Brooklyn Park	9,880	70,196,684	62.26%	48,623	60.16%	46,988	61.21%	95,611
Champlin	3,620	28,305,110	22.81%	17,815	24.26%	18,947	23.54%	36,762
Maple Grove	530	4,218,843	3.34%	2,608	3.62%	2,824	3.48%	5,432
Osseo	180	1,811,681	1.13%	885	1.55%	1,213	1.34%	2,098
<b>Totals</b>	<b>15,870</b>	<b>116,675,373</b>	<b>100.00%</b>	<b>78,100</b>	<b>100.00%</b>	<b>78,100</b>	<b>100.00%</b>	<b>156,200</b>