

May 4, 2023

Commissioners **and**  
Technical Advisory Committee Members  
Shingle Creek and West Mississippi  
Watershed Management Commissions  
Hennepin County, Minnesota

*The agenda and meeting packets are available on  
the Commission's web site.*

<http://www.shinglecreek.org/minutes--meeting-packets.html> **and**

<http://www.shinglecreek.org/tac-meetings.html>

Dear Commissioners and Members:

Regular meetings of the Shingle Creek and West Mississippi Watershed Management Commissions will be held Thursday, May 11, 2023, in the Aspen Room at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Lunch will be served at 12:00 noon and the meetings will convene concurrently at 12:45.

The Technical Advisory Committee (TAC) will convene at **11:00**, prior to the regular meeting.

Please make your meal choice from the items below and email me at [judie@jass.biz](mailto:judie@jass.biz) to confirm your attendance and your meal selection by **noon, Tuesday, May 9, 2023**. Thank you.

Regards,

Judie A. Anderson  
Administrator

cc: Alternate Commissioners      Member Cites      Troy Gilchrist      TAC Members  
Stantec Consulting Services      BWSR      MPCA      HCEE

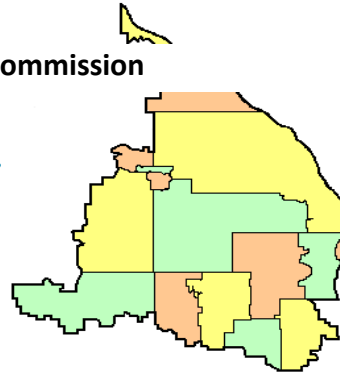
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**Order your deli sandwich box lunch. Sandwiches come with lettuce, tomato and mayo. As an alternative you may specify your sandwich with **wheat bread** or as an **unwich** (lettuce wrapped).**

- |  |                                |
|--|--------------------------------|
| <b>1</b> Pepe – Ham and cheese   | <b>2</b> Big John – Roast beef |
| <b>3</b> Totally Tuna – Tuna salad and cucumber  | <b>4</b> Turkey Tom – Turkey   |
| <b>5</b> Vito – salami, capocollo, cheese, onion, oil and vinegar, oregano-basil (no mayo) |                                |
| <b>6</b> The Veggie – double cheese, avocado spread, cucumber                              |                                |
| <b>14</b> Bootlegger Club – Roast beef and turkey  |                                |

**Please also indicate**

**if you would like a beverage: (W) Water (P) Pepsi (DP) Diet Pepsi (S) Sprite (N) No thank you.**

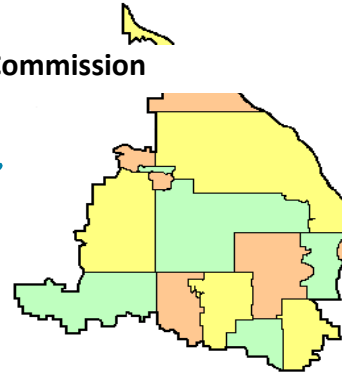


A meeting of the joint Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions is scheduled for **11:00 a.m., Thursday, May 11, 2023**, at the Plymouth Community Center.

## AGENDA

1. Call to Order.
  - a. Roll Call.
  - b. Approve Agenda.\*
  - c. Approve Minutes of Last Meeting.\*
2. Proposed 2024 Operating Budgets.
  - a. Shingle Creek.\*
  - b. West Mississippi.\*
3. Revised CIP.\*
4. Revised Cost Share Policy.\*
  - a. Crystal City Cost Share Application .\*
5. Gaulke Pond SWA Update – presented at meeting.
6. Other Business.
7. Next TAC meeting is scheduled for \_\_\_\_\_.
8. Adjournment.

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**Technical Advisory Committee  
MINUTES | April 13, 2023**

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Vice Chair Mark Ray at 11:00 a.m., Thursday, April 13, 2023, at the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present: James Soltis, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Heather Nelson, Champlin; Mark Ray and Ben Perkey, Crystal; Derek Asche, Maple Grove; Katie Kowalczyk, Minneapolis; Nick Macklem, New Hope; Amy Riegel, Plymouth; Mike Sorensen, Robbinsdale; Diane Spector, Todd Shoemaker, Katie Kemmitt, and Kurt Krautmann, Stantec; and Judie Anderson, JASS.

Not represented: Osseo.

Also present: Burt Orred, Jr., Crystal, Andy Polzin, Plymouth; and Maureen Hoffman, Metropolitan Council.

I. Motion by Asche, second by Riegel to **approve the agenda**. \* *Motion carried unanimously.*

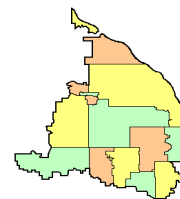
II. Motion by Sorensen, second by Riegel to **approve the minutes**\* of the February 9, 2023, meeting. *Motion carried unanimously.* [Ray noted that the Minutes included extensive verbiage regarding the Highway 252/I-94 Scoping Document, which did not occur at the meeting. Anderson responded that she includes in the Minutes relevant information from documents included in the meeting packet, regardless of whether that information is discussed during the meeting.]

III. **Cost Share Cap**. \* During the Fourth Generation Plan 60-day review comment period, the Commissions received a comment from the City of Minneapolis wondering if the \$50,000 cap on the Commissions' share of small city projects could be considered for increase.

Both WMOs established City Cost Share Programs in 2013 as part of the Third Generation Plan. Each was to be funded with an annual \$50,000 levy. In 2015 Shingle Creek increased that annual levy to \$100,000, with a cap of \$50,000 per project. Since 2014 Shingle Creek has shared in the cost of 12 small projects, totaling just over \$405,000 from levy and \$68,000 from Watershed-based Implementation Funding (WBIF). West Mississippi has not funded any cost-share projects from levy but contributed \$35,442 from WBIF to a project in Brooklyn Park.

Half of the funded projects received the maximum cost share of \$50,000. In most cases, the total cost of the BMP exceeded \$100,000, so the cities' share was more than \$50,000. The Commissions do encourage cities to submit projects greater than \$100,000 to the CIP, but one of the advantages of the Cost Share program is that it is much nimbler than the CIP. Sometimes the ability to incorporate a voluntary BMP isn't evident or can't be determined if it is feasible until well into the design process.

In addition, there is a "penalty range" for small projects on the CIP. The CIP funding policy limits the Commissions' cost share to 25% of the total project cost. For projects that cost between \$100,000 and \$200,000, it is more financially advantageous to pursue Cost Share funding rather than CIP funding. A



\$160,000 project would be limited to \$40,000 Commission funding on the CIP, but eligible for \$50,000 funding from the Cost Share program.

While the Shingle Creek Commission has been funding one or two projects per year, it has continued to levy \$100,000 annually and has accumulated a balance estimated at \$350,000. West Mississippi continues to levy \$50,000 per year and has accumulated a similar balance.

If there is still a desire to operate such a city cost-share program, there is enough balance to support increasing the participation cap from \$50,000 to some larger amount, at a minimum to accommodate cost increases since 2013 when the programs were established. This is offered today for discussion and direction. The program guidelines were included in Staff's April 6, 2023, memo.

It was a consensus that projects costing \$200,000 or more should be added to the CIP. Motion by Ray, second by Macklem to recommend to the Commissions to increase the cost share cap to \$100,000 and to revisit the cap annually. *Motion carried unanimously.*

**IV. 2023 Preliminary CIP.\*** The Commissions each revised their Capital Improvement Programs (CIP) as part of the Fourth Generation Watershed Management Plan. The Shingle Creek CIP includes four stream projects, five lake projects, four stormwater BMPs, as well as the city and partnership cost share programs and the Maintenance Fund. Total project costs from 2023-2028 are \$1,995,000, \$2,068,000, \$6,450,000, \$924,000, \$650,000, and \$3,405,000, respectively. The Commission's shares are \$1,555,000, \$1,432,000, \$550,000, \$343,500, \$500,000, and \$2,013,800, respectively.

The West Mississippi total project costs for the same period are \$480,000, \$300,000, \$300,000, \$300,000, \$300,000, and \$1,500,000. The Commission's shares are \$195,000, \$150,000, \$150,000, \$150,000, \$150,000, and \$750,000, respectively. The projects include one rain garden and the city and partnership cost share programs.

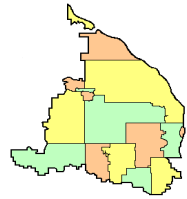
Members are asked to review the CIP and amend it as necessary to add, delete, or revise projects as opportunities arise, priorities change, or costs are re-evaluated. The Commissions can move projects between years, delete a project, or update the cost estimates without needing to undergo the plan amendment process. However, if the updated cost of any project increases more than 25%, or if a City requests adding a new project to the CIP, a Minor Plan Amendment will be required.

That process requires notifying various agencies and the member cities of the proposed amendment, allowing them 30 days to comment, and then considering and adopting the amendment at the following public meeting. If any proposed revisions are requested, the Commissions would, at their May meeting, initiate the Minor Plan Amendment and consider adopting the amended CIP at their June meeting. For projects to be ordered in 2023 for levies in 2024, a public hearing would be called in August and held in September.

It was suggested to recommend to the Shingle Creek Commission to levy half of the Brooklyn Park Natural Channel project in 2023 and the remaining half in 2024. In addition, in Shingle Creek, the Maple Grove Stormwater BMP projects will be re-ordered to better match their anticipated construction dates.

## **V. Other Business.**

**A. DLI Interpretation.** Stantec staff recently learned of a new interpretation of the plumbing code by the Minnesota Department of Labor and Industry (*DLI, Attachment A, Notice of Final Interpretation*). This interpretation allows DLI to regulate storm sewer design in communities where plumbing plan review



agreements are not in place (*DLI, Attachment B, Municipalities authorized to perform plumbing plan review in lieu of a review by the DLI*). The interpretation will likely impact public and private projects statewide.

**B.** The **next TAC meeting** is scheduled for Thursday, May 11, 2023.

There being no further business, the TAC meeting was adjourned at 11:58 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Judie A. Anderson".

Judie A. Anderson  
Recording Secretary  
JAA:tim

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**To:** Shingle Creek WMO Commissioners

**From:** Todd Shoemaker PE  
Diane Spector  
Judie Anderson

**Date:** May 5, 2023

**Subject:** Preliminary 2024 Budget

**Recommended  
Commission Action**

This report presents a proposed 2024 budget for discussion and comment. If comfortable you may adopt a proposed budget at the 5/11 meeting or wait until the 6/8 meeting. The budget must be finalized prior to July 1.

The Joint Powers Agreement (JPA) governing operations of the Commission requires a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. This memo is the first step in the 2024 budget process. This is the operating budget, which covers the core of Commission activities, including administration, engineering, legal, technical services, monitoring, education/outreach programs and basic operations of the Commission. Capital and cost-share projects are handled separately from the operating budget. Below we will first discuss the sources of revenue to fund operations, and then the proposed expenditures for 2024 compared to previous years.

## Revenue Sources

The primary source of funds for operations is from assessments on the cities having land in the watershed. The cities share proportionally in that cost based 50% on their area within the watershed and 50% on their net tax capacity in the watershed. Tax capacity serves as a proxy for level and density of development. Most, but not all, of the cities fund these assessments from their Storm Utility Funds.

The JPA includes a cost cap that limits the increases in annual city assessments to the *cumulative* increase in the Consumer Price Index, using the assessment in 2004 as a base. This is *not* an annual cap, so if the Commission chooses not to increase the assessment or increases less than inflation, it has the ability in the future to increase the assessment by more than the annual rate of inflation to “catch up.”

As Table 1 shows, the Commission has not increased assessment every year, and had a minimal increase between 2020 and 2023. However, the *ability* to increase continues to accumulate with inflation. The draft 2024 budget recommended to you assumes *an assessment of \$370,000*, which is no increase. Table 1 shows that under cap, the Commission could have increased the annual assessments to cities over the years by 64.3% over 2004. However, the total assessment increase was only 40.8%, which shows that the Commission has been a careful steward of the cities’ resources over the years.

Other sources of funding are project review fees and interest. These are shown later in this memo, in Table 2. The Commission’s interest earnings in 2022 were quite sizable and 2023 is also on track to be significant. While we assume an increase in interest, we kept that expectation moderate and consider those earnings to be a windfall rather than something that will continue.

The proposed allocations to each city are in Table 3 at the end of this memo. At this point they are based on the areas and valuations using the current boundaries. We are working with Hennepin County to determine when we can obtain updated valuations by city using the new watershed boundaries.

## Preliminary 2022 Budget Performance

The 2022 annual expenses, pre-audit, were an estimated \$81,407 less than the total actual revenue. On the revenue side, interest received was significantly more than budgeted due to higher interest rates and the bank balance of levy and grant funds held on behalf of cities prior to project completion.

Administrative costs were well below budget, slightly offset by general engineering costs exceeding the budget. Project review activity was less than expected. WMWA has a pay-as-you-go approach and bills the WMOs in installments based on activity. COVID-19 greatly reduced outreach and education opportunities, although it is back on track now. Rather than build up a big account balance, WMWA elected not to invoice for the full amount budgeted. Once the audit is complete, the actual surplus will be used to replenish the unrestricted cash reserve, which at the end of 2021 was relatively low.

**Table 1. Calculation of allowable member city assessments according to the JPA assessment cap.**

	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	SC Allowed	SC Actual	Cumul. Assmnt % Change
2003	183.7					
2004	189.7			\$262,750	\$262,750	
2005	194.5	3.3%	3.3%	271,330	268,190	2.1%
2006	202.9	2.5%	5.9%	278,200	276,500	5.2%
2007	208.352	4.3%	10.5%	290,210	285,900	8.8%
2008	218.815	2.7%	13.4%	298,010	292,760	11.4%
2009	215.693	5.0%	19.1%	312,980	304,470	15.9%
2010	217.965	-1.4%	17.4%	308,510	304,400	15.9%
2011	225.722	1.1%	18.7%	311,760	304,400	15.9%
2012	229.478	3.6%	22.9%	322,850	321,400	22.3%
2013	233.504	1.7%	24.9%	328,230	321,400	22.3%
2014	238.343	1.8%	27.1%	333,990	329,600	25.4%
2015	238.638	2.1%	29.7%	340,910	337,970	28.6%
2016	241.018	0.1%	29.9%	341,330	337,970	28.6%
2017	243.801	1.0%	31.2%	344,730	340,610	29.6%
2018	251.989	1.6%	33.3%	350,360	348,710	32.7%
2019	254.202	1.9%	37.2%	360,430	356,900	35.8%
2020	258.115	0.9%	39.4%	366,370	363,590	38.4%
2021	264.877	0.6%	40.5%	369,190	363,590	38.4%
2022	287.504*	5.4%	47.9%	378,860	363,590	38.4%
2023	301.836*	9.1%	56.5%	411,220	370,000	40.8%
2024		1.9%	64.3%**	431,720	<b>370,000</b>	40.8%

\*March 2023 CPI-U is the latest available \*\*June 2022 to March 2023

## 2024 Budget

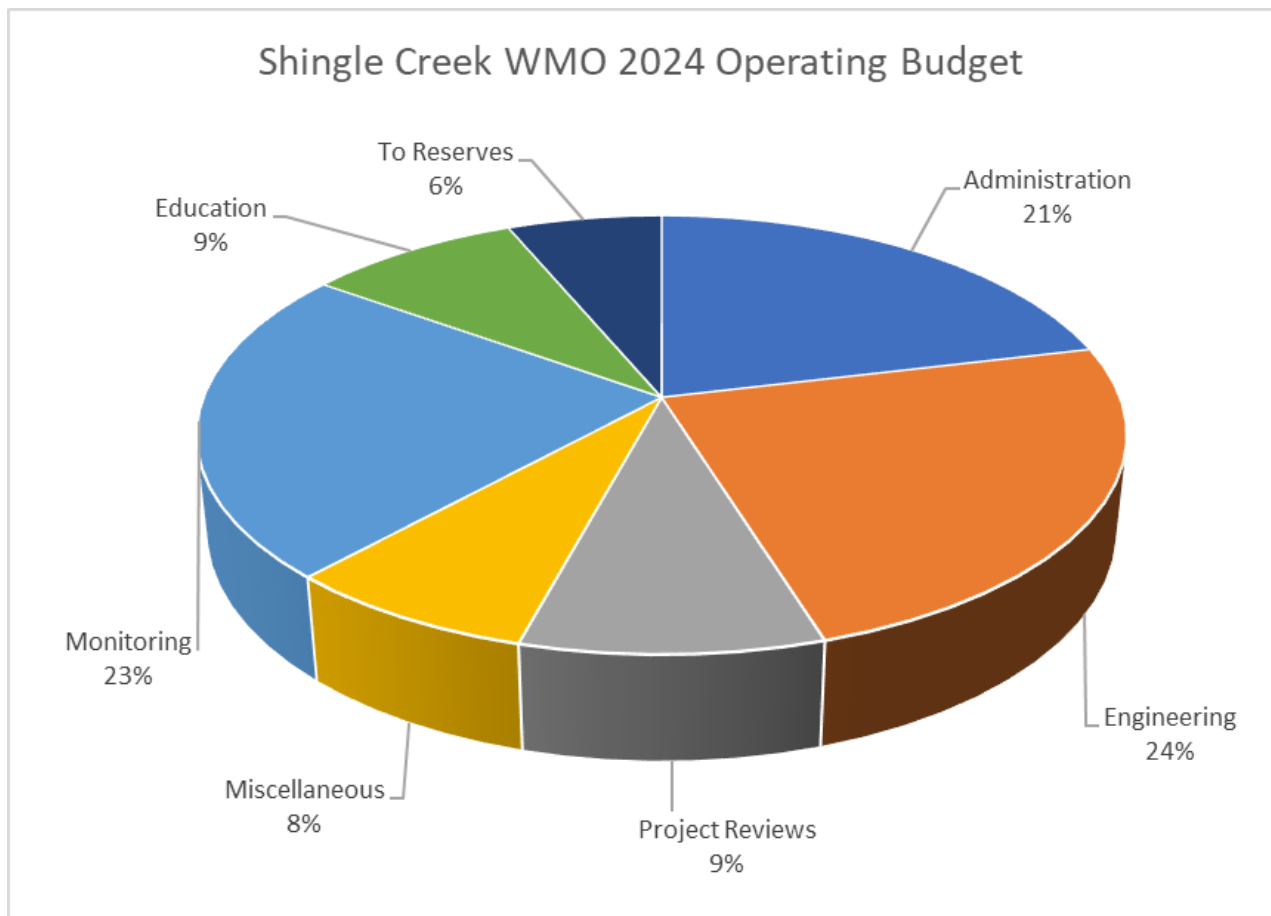
With a few notable exceptions the proposed budget shown in Table 2 generally continues the same activities at the same level of effort as 2023. Each line item is explained in the 2024 Budget Explanation below. Table 3 shows the proposed member assessments by city. Figure 1 shows the proposed 2024 expenditures by category. A few lines require more explanation:

*Interest (line 3).* As noted above, the Commission has a significant balance in its 4M account of levy and grant proceeds, waiting for reimbursement requests from cities. As inflation has increased in the last 12-18 months, interest rates have also increased, leading to the windfall of interest in 2022. Earnings in 2023 are also on the same pace. However, the 2024 budget assumes that fund balance will decrease in the near future as projects are completed and paid out.

*Meeting Expense (line 15).* The new meeting location at the Plymouth Community Center charges a monthly room rental, which together with the lunch cost are the primary meeting expenses. This cost is split between Shingle Creek at 70% and West Mississippi at 30%. The budget assumes that in 2024 the Commission will continue to meet in-person.

*Stream and Lake Monitoring (lines 16-18).* Lake monitoring has expanded to include fish surveys and zoo- and phytoplankton. As we move to a balanced lake ecology focus, these other parameters become important diagnostic tools in determining overall lake health, rather than just focusing on total phosphorus concentration. Stream monitoring includes two dissolved oxygen longitudinal studies.

*Education Program (line 20).* The Fourth Generation Plan placed a renewed emphasis on education and outreach, especially in two areas: outreach to underserved communities and education regarding chloride management. We recommend the Commission increase its 2024 budget to take on these new activities.



**Figure 1. Proposed Shingle Creek 2024 operating budget by category.**

Note: "Miscellaneous" includes legal, bookkeeping, insurance, audit, and meeting costs

**Table 2. Proposed Shingle Creek WMC 2024 operating budget.**

		<b>2022 Budget</b>	<b>Unaudited 2022</b>	<b>2023 Budget</b>	<b>Proposed 2024</b>
<b>REVENUE</b>					
1	Application Fees	\$20,000	\$16,000	\$15,000	\$15,000
2	Member Assessments	363,590	363,590	370,000	370,000
3	Interest	5,000	41,435	250	20,000
	<b>TOTAL REVENUE</b>	<b>\$388,590</b>	<b>\$421,025</b>	<b>\$385,250</b>	<b>\$405,000</b>
<b>EXPENSES</b>					
	<b>ADMINISTRATION</b>				
4	Administrative Services	\$71,000	\$51,175	\$70,000	\$70,000
5	Engineering Support	17,000	12,930	15,000	15,000
6	Project Reviews/WCA	1,500	929	1,500	1,500
	<b>Subtotal</b>	<b>\$89,500</b>	<b>\$65,034</b>	<b>\$86,500</b>	<b>\$86,500</b>
	<b>ENGINEERING</b>				
7	Engineering Services	75,000	81,046	77,000	80,000
8	Grant Application Writing	12,000	11,981	11,000	12,000
9	Project Reviews/WCA	43,000	38,932	30,000	35,000
10	TMDL 5 Year Reviews	5,000	4,976	5,000	5,000
	<b>Subtotal</b>	<b>\$135,000</b>	<b>\$136,935</b>	<b>\$123,000</b>	<b>\$132,000</b>
	<b>LEGAL</b>				
11	Legal Services	\$5,500	5,404	\$6,000	6,000
	<b>MISCELLANEOUS</b>				
12	Bookkeeping	8,000	6,757	8,000	8,000
13	Audit	6,500	6,200	7,500	7,500
14	Insurance & Bonding	3,200	2,671	3,200	3,200
15	Meeting Expense	5,000	3,208	5,000	6,000
	<b>Subtotal</b>	<b>\$22,700</b>	<b>\$118,836</b>	<b>\$23,700</b>	<b>\$24,700</b>
	<b>PROGRAMS</b>				
	<i>Monitoring</i>				
16	Stream Monitoring	35,000	34,707	34,000	36,000
17	Stream Monitoring-USGS	4,200	7,600	4,200	4,200
18	Commission Lake Monitoring	28,000	27,833	28,000	30,000
19	Citizen Assisted Lake Monitoring	4,800	3,850	5,200	5,000
20	Vol Wetland Monitoring	2,000	0	0	0
21	Vol Stream Monitoring	1,000	0	2,000	2,000
22	Annual Monitoring Report	16,000	16,045	17,500	16,500
	<b>Subtotal</b>	<b>\$91,000</b>	<b>\$90,035</b>	<b>\$90,900</b>	<b>\$93,700</b>
	<i>Education</i>				
23	Education Program	16,500	13,979	17,000	24,000
24	WMWA SC Share	11,500	8,387	11,500	11,500
	<b>Subtotal</b>	<b>\$28,000</b>	<b>\$22,366</b>	<b>\$28,500</b>	<b>\$35,500</b>
	<b>MANAGEMENT PLAN</b>				
25	Plan Amendments	1,000	1,008	0	1,000
26	Subwatershed BMP Assessment	0	0	5,000	0
	<b>Subtotal</b>	<b>\$1,000</b>	<b>\$1,008</b>	<b>\$5,000</b>	<b>\$1,000</b>
	<b>PROJECTS</b>				
27	Contribution to 5 <sup>th</sup> Generation Plan	0	0	0	0
28	To/(From) Reserves	15,890	81,407	21,650	25,600
	<b>Subtotal</b>	<b>\$15,890</b>	<b>\$81,407</b>	<b>\$21,650</b>	<b>\$25,600</b>
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$443,590</b>	<b>421,025</b>	<b>\$388,590</b>	<b>\$405,000</b>

## 2024 Budget Explanation

### Revenue (see Table 2)

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 most of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy.
2	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. No increase is proposed for the 2024 assessments.
3	The Commission earns interest on its fund balance, which is held in the secure 4M Fund managed by the League of Minnesota Cities. Earnings depend on the interest rate and the fund balance, which varies throughout the year, e.g. city assessments are received early in the year and then expended throughout the year, and levy and grant funds are received and held until project work is complete and the participating cities request reimbursement.

### Expenditures (see Table 2)

Line	Explanation
4-6	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.
7-8	These line items include 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. technical and engineering assistance, minor special projects, writing and administering grants, etc.
9	The Commission conducts reviews of development projects; 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. 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.
11-15	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.
16-17	The Commission's routine stream monitoring program. Flow and water quality are monitored at two sites– SC-0 at Webber Park in Minneapolis and SC-3 at Brooklyn Boulevard in Brooklyn Park, and one site on Bass Creek – BC-1 in Bass Creek Park in Brooklyn Park. This also includes the Commission's share of operating the USGS real-time monitoring site at Queen Avenue in Minneapolis.
18	This line item is the routine lake water quality monitoring and aquatic vegetation surveys as set forth in the Fourth Generation Monitoring.
19-21	Volunteer monitoring. Lake monitoring is through the Met Council's Citizen Assisted Monitoring Program (CAMP), and the stream macroinvertebrate and wetland monitoring is coordinated by Hennepin County Environmental Services. The lake monitoring cycle is set forth in the Management Plan. The stream monitoring program is being reconfigured and we hope to sponsor two sites in 2024.
22	This line item is the annual water quality report, which provides a record of all the monitoring results for the year as well as analysis of water quality trends and an overview of progress toward the TMDLs. West Mississippi also budgets funds for this report.
23	General public information and NPDES education program: develop and coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; work with Watershed Partners; coordinate with the West Metro Water Alliance (WMWA) (with West Mississippi, Bassett, and Elm WMOs); work with area schools; maintain Web site. The cost of the Education program is split 50/50 with West Mississippi.
24	The Commission participates in the West Metro Water Alliance (WMWA), contributes to funds to support classroom activities, joint education messaging, and special projects on a regional basis.
25	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments.
26	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment. Two subwatershed assessments are being completed in 2023-20224 though grant funding.
27	No contributions are proposed yet to a dedicated 5 <sup>th</sup> Generation Watershed Management Plan account.
28	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

**Table 3. Proposed 2024 member city assessments compared to previous years.**

<b>2022 Community</b>	<b>Acreage</b>	<b>2021 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
Brooklyn Center	3,720	20,453,640	13.07%	23,762	10.58%	19,230	11.82%	42,993
Brooklyn Park	7,080	44,158,668	24.88%	45,225	22.84%	41,518	23.86%	86,743
Crystal	2,480	14,200,096	8.71%	15,842	7.34%	13,351	8.03%	29,192
Maple Grove	5,020	38,788,473	17.64%	32,066	20.06%	36,469	18.85%	68,535
Minneapolis	1,950	13,204,556	6.85%	12,456	6.83%	12,415	6.84%	24,871
New Hope	2,070	17,617,989	7.27%	13,223	9.11%	16,564	8.19%	29,787
Osseo	300	2,345,474	1.05%	1,916	1.21%	2,205	1.13%	4,121
Plymouth	4,380	31,478,480	15.39%	27,978	16.28%	29,596	15.83%	57,574
Robbinsdale	1,460	11,112,638	5.13%	9,326	5.75%	10,448	5.44%	19,774
<b>Total</b>	<b>28,460</b>	<b>193,360,014</b>	<b>100%</b>	<b>181,795</b>	<b>100%</b>	<b>181,795</b>	<b>100%</b>	<b>363,590</b>
<b>2023 Community</b>	<b>Acreage</b>	<b>2022 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
Brooklyn Center	3,720	24,644,155	13.07%	24,181	10.46%	19,344	11.76%	43,525
Brooklyn Park	7,080	53,297,576	24.88%	46,022	22.61%	41,835	23.75%	87,857
Crystal	2,480	17,648,187	8.71%	16,121	7.49%	13,853	8.10%	29,973
Maple Grove	5,020	47,582,121	17.64%	32,632	20.19%	37,349	18.91%	69,980
Minneapolis	1,950	15,730,473	6.85%	12,676	6.67%	12,347	6.76%	25,023
New Hope	2,070	21,261,174	7.27%	13,456	9.02%	16,688	8.15%	30,144
Osseo	300	2,799,609	1.05%	1,950	1.19%	2,197	1.12%	4,148
Plymouth	4,380	38,250,294	15.39%	28,472	16.23%	30,024	15.81%	58,495
Robbinsdale	1,460	14,476,873	5.13%	9,491	6.14%	11,363	5.64%	20,854
<b>Total</b>	<b>28,460</b>	<b>235,690,462</b>	<b>100%</b>	<b>185,000</b>	<b>100%</b>	<b>185,000</b>	<b>100%</b>	<b>370,000</b>
<b>2024 Community</b>	<b>Acreage</b>	<b>2023 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
Brooklyn Center	3,720	25,567,389	13%	24,181	10%	18,689	12%	42,871
Brooklyn Park	7,080	56,705,102	25%	46,022	22%	41,451	24%	87,473
Crystal*	2,480	18,739,269	9%	16,121	7%	13,698	8%	29,819
Maple Grove*	5,020	53,080,785	18%	32,632	21%	38,801	19%	71,433
Minneapolis	1,950	16,419,161	7%	12,676	6%	12,002	7%	24,678
New Hope	2,070	22,759,451	7%	13,456	9%	16,637	8%	30,093
Osseo	300	3,099,165	1%	1,950	1%	2,265	1%	4,216
Plymouth*	4,380	41,524,951	15%	28,472	16%	30,354	16%	58,826
Robbinsdale	1,460	15,187,729	5%	9,491	6%	11,102	6%	20,593
<b>Total</b>	<b>28,460</b>	<b>253,083,002</b>	<b>100%</b>	<b>185,000</b>	<b>100%</b>	<b>185,000</b>	<b>100%</b>	<b>370,000</b>

\*Includes WS 0: parcels with no assigned watershed



**To:** West Mississippi WMO Commissioners

**From:** Todd Shoemaker, P.E.  
Diane Spector  
Judie Anderson

**Date:** May 5, 2023

**Subject:** Preliminary 2024 Budget

**Recommended  
Commission Action**

This report presents a proposed 2024 budget for discussion and comment. If comfortable you may adopt a proposed budget at the 5/11 meeting or wait until the 6/8 meeting. The budget must be finalized prior to July 1.

The Joint Powers Agreement (JPA) governing operations of the West Mississippi Watershed Management Commission requires a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. This memo is the first step in the 2024 budget process. This is the operating budget, which includes administration, engineering, legal, technical services, education/outreach programs and basic operations of the Commission. Capital and cost-share projects are handled separately from the operating budget. Below we will first discuss the sources of revenue to fund operations, and then the proposed expenditures for 2024 compared to previous years.

## Revenue Sources

The primary source of funds for operations is from assessments on the cities having land in the watershed. The cities share proportionally in that cost based 50% on their area within the watershed and 50% on their net tax capacity in the watershed. Tax capacity serves as a proxy for level and density of development. Most, but not all, of the cities fund these assessments from their Storm Drainage Utility Funds.

The JPA includes a cost cap that limits the increases in annual city assessments to the *cumulative* increase in the Consumer Price Index (CPI-U), using the assessment in 2004 as a base. This is *not* an annual cap, so if the Commission chooses to not increase the assessment one year or increases less than the rate of inflation, it retains the ability in future years to set an increase greater than the annual rate of inflation to “catch up.”

As Table 1 shows, the Commission has not increased assessment every year. However, the *ability* to increase continues to accumulate with inflation. For 2024, the Commission could increase assessments to as much as \$196,270 and stay within the JPA cap. The draft 2024 budget recommended to you assumes *an assessment of \$160,000*, which is a 2.4% increase following several years of no or minimal change in the assessment.

Other sources of funding are project review fees and interest. These are shown later in this memo, in Table 2. The Commission’s interest earnings in 2022 were quite sizable and 2023 is also on track to be significant. While we propose an increase in expected interest, we kept that expectation moderate and consider those earnings to be a windfall rather than something that will continue.

The proposed allocations to each city are in Table 3 at the end of this memo. At this point they are based on the areas and valuations using the current boundaries. We are working with Hennepin County to determine when we can obtain updated valuations by city using the new watershed boundaries.

**Table 1. Calculation of allowable member city assessments according to the JPA assessment cap.**

	June CPI-U	Annual CPI % Change	Cumul. CPI % Change	WM Allowed	WM Actual
2003	183.7				
2004	189.7			\$119,450	\$ 76,200
2005	194.5	3.3%	3.3%	123,350	77,950
2006	202.9	2.5%	5.9%	126,470	80,350
2007	208.352	4.3%	10.5%	131,930	125,600
2008	218.815	2.7%	13.4%	135,480	125,600
2009	215.693	5.0%	19.1%	142,280	130,620
2010	217.965	-1.4%	17.4%	140,250	128,000
2011	225.722	1.1%	18.7%	141,730	128,000
2012	229.478	3.6%	22.9%	146,770	128,000
2013	233.504	1.7%	24.9%	149,220	135,700
2014	238.343	1.8%	27.1%	151,830	135,700
2015	238.638	2.1%	29.7%	154,980	135,700
2016	241.018	0.1%	29.9%	155,170	135,700
2017	243.801	1.0%	31.2%	156,720	145,000
2018	251.989	1.6%	33.3%	159,280	150,000
2019	254.202	1.9%	37.2%	163,850	153,600
2020	258.115	0.9%	39.4%	166,560	153,600
2021	264.877	0.6%	40.3%	167,840	153,600
2022	287.504	5.4%	47.9%	176,670	156,200
2023	301.836*	9.1%	56.5%	186,950	156,200
2024		1.9%	64.3%**	196,270	<b>160,000</b>

\*March 2023 CPI-U is the latest available \*\*June 2022 to March 2023

## Expenses

With a few notable exceptions the proposed budget shown in Table 2 generally continues the same activities at the same level of effort as 2023. Some of the line items have been adjusted and reallocations made. Each line item is explained in the 2024 Budget Explanation below. Figure 1 shows the proposed 2024 expenditures by category. A few lines require more explanation:

*Meeting Expense (line 15).* The new meeting location at the Plymouth Community Center charges a monthly room rental, which together with the lunch cost are the primary meeting expenses. This cost is split between Shingle Creek at 70% and West Mississippi at 30%. The budget assumes that in 2024 the Commission will continue to meet in-person.

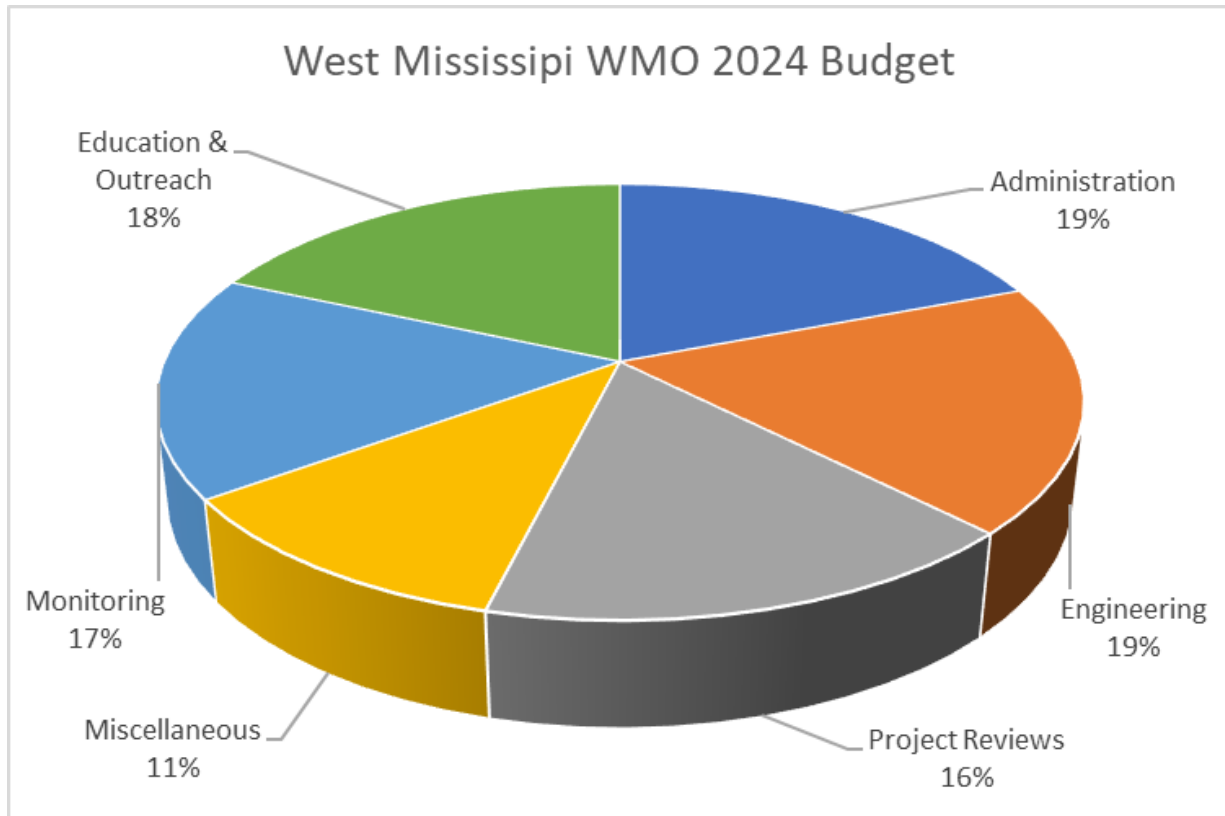
*Volunteer Stream and Wetland Monitoring (lines 16-17).* In the past one site on Mattson Brook site has been monitored for macroinvertebrates by high school students through the Hennepin County River Watch program. However, for the last few years County staff have been unable to recruit a group to participate. They are in the process of trying to recalibrate the program, and, until we know, we recommend the Commission not budget to participate in 2024. The volunteer wetland monitoring program was discontinued in 2022.

*Education Program (line 20).* The Fourth Generation Plan placed a renewed emphasis on education and outreach, especially in two areas: outreach to underserved communities and education regarding chloride management. We recommend the Commission increase its 2024 budget to take on these new activities.

*To (from) reserves (lines 4 and 25).* When setting the 2022 budget, to avoid increasing the city assessments the Commission planned to dip into the cash reserves by \$5,000 to balance budgeted costs

and revenues. At the end of 2022, the Commission collected more revenue than expected, mainly in interest earned on its significant fund balance. It also spent less than budgeted, including less on administration than expected, and less for stream monitoring. Therefore, the Commission will not need to allocate any funds from the cash reserve to balance the 2022 budget.

The 2022 actual figures shown on Table 2 are pre-audit. Following completion of the audit, the excess balance, which is estimated at \$41,892, will accrue to the cash reserves.



**Figure 1. Proposed 2024 West Mississippi operating budget by program area.**

Note: "Miscellaneous" includes legal, bookkeeping, audit, insurance, and meeting expense.

**Table 2. Proposed West Mississippi Watershed Management Commission 2024 budget.**

		2022 Budget	2022 Actual (pre-audit)	2023 Budget	Proposed 2024
<b>INCOME</b>					
1	Application fees	\$18,000	\$17,800	\$20,000	\$20,000
2	Interest income	2,500	15,029	100	5000
3	Assessment	156,200	156,200	156,200	160,000
4	Reserve - general	5,000		0	8,000
	<b>TOTAL INCOME</b>	<b>\$181,700</b>	<b>\$194,331</b>	<b>\$176,300</b>	<b>\$193,000</b>
<b>EXPENSES</b>					
	<i>Administration:</i>				
5	Administrative services	\$32,000	\$23,223	\$32,000	\$32,000
6	TAC/engineering support	4,000	5,427	4,000	4,000
7	Project reviews/WCA	1,500	570	1,500	1,500
	<b>Subtotal</b>	<b>\$37,500</b>	<b>\$29,220</b>	<b>\$37,500</b>	<b>\$37,500</b>
	<i>Engineering:</i>				
8	Engineering services	\$33,500	\$33,485	\$32,300	\$35,000
9	Grant writing	500	468	0	500
10	Project reviews/WCA	30,000	29,607	25,000	30,000
	<b>Subtotal</b>	<b>\$64,000</b>	<b>\$63,560</b>	<b>\$57,300</b>	<b>\$65,500</b>
	<i>Legal:</i>				
11	Legal services	\$4,500	\$4,099	\$5,000	\$5,000
	<b>Subtotal</b>	<b>\$4,500</b>	<b>\$4,099</b>	<b>\$5,000</b>	<b>\$5,000</b>
	<i>Miscellaneous:</i>				
12	Accounting	\$3,300	\$3,792	\$3,400	\$4,000
13	Audit	5,000	4,700	6,500	6,500
14	Insurance & bonding	3,100	2,245	3,000	3,000
15	Meeting expense	2,700	1,375	3,000	3,000
	<b>Subtotal</b>	<b>\$14,100</b>	<b>\$12,112</b>	<b>\$15,900</b>	<b>\$16,500</b>
	<i>Monitoring:</i>				
16	Vol stream monitoring	\$0	\$0	\$0	\$0
17	Vol wetland monitoring	2,000	0	2,000	0
18	Outfall & stream monitoring	22,600	14,063	22,600	24,000
19	Annual monitoring report	8,000	7,903	7,500	8,000
	<b>Subtotal</b>	<b>\$32,600</b>	<b>\$21,966</b>	<b>\$32,100</b>	<b>\$32,000</b>
	<i>Education:</i>				
20	Education program	\$16,500	\$13,957	\$17,000	\$24,000
21	WMWA implementation activities	11,500	7,000	11,500	11,500
	<b>Subtotal</b>	<b>\$28,000</b>	<b>\$20,957</b>	<b>\$28,500</b>	<b>\$35,500</b>
	<i>Management Plans:</i>				
22	Plan amendments	\$1,000	\$231	\$0	\$1,000
23	Subwatershed BMP assessment	0	0	0	0
	<b>Subtotal</b>	<b>\$1,000</b>	<b>\$231</b>	<b>\$0</b>	<b>\$1,000</b>
24	Contribution to 5th Gen Plan	0	0	0	0
25	To reserves (pre-audit)	0	\$41,892	0	0
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$181,700</b>	<b>\$194,892</b>	<b>\$176,300</b>	<b>\$193,000</b>

## 2024 Budget Explanation

### *Income (see Table 2)*

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.
2	The Commission earns interest on its fund balance, which is held in the secure 4M Fund managed by the League of Minnesota Cities. The amount of interest earned varies based on the interest rate and on the balance, which varies throughout the year as city assessments are received early in the year and then expended throughout the year, and as levy and grant funds are received and held until project work is complete and the participating cities request reimbursement.
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 2022-2023. The 2024 assessment is proposed to increase 2.4%.
4	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 budgeted \$5,000 from cash reserves to limit an assessment increase; in 2024 that amount is proposed as \$8,000.

### *Expenditures (see Table 2)*

Line	Explanation
5-7	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.
8-9	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.
10	The Commission conducts reviews of development projects; 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.
11-15	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.
16-17	At this time we are not recommending budgeting for the volunteer stream and wetland programs administered by Hennepin County.
18	Routine flow and water quality monitoring at two stream and/or outfall sites each year on a rotating basis.
19	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

Line	Explanation
20	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 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.
21	The Commission participates in the West Metro Water Alliance (WMWA), contributes to funds to support classroom activities, joint education messaging, and special projects on a regional basis.
22	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments.
23	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 2024, thus no funds are budgeted.
24	No contributions are proposed to a dedicated 5 <sup>th</sup> Generation Watershed Management Plan account.
25	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

**Table 3. Proposed 2024 member city assessments.**

<b>2022 Community</b>	<b>Acreage</b>	<b>2021 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
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>
<b>2023 Community</b>	<b>Acreage</b>	<b>2022 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
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>
<b>2024 Community</b>	<b>Acreage</b>	<b>2023 Tax Capacity</b>	<b>Cost Allocation Based on Area</b>		<b>Cost Based on Tax Capacity</b>		<b>Total Cost</b>	
			<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>	<b>%age</b>	<b>Dollars</b>
Brooklyn Center*	1,660	12,820,589	10.46%	8,368	9.80%	7,840	10.13%	16,208
Brooklyn Park	9,880	76,834,739	62.26%	49,806	58.73%	46,987	60.50%	96,793
Champlin*	3,620	30,101,719	22.81%	18,248	23.01%	18,408	22.91%	36,657
Maple Grove*	530	6,081,491	3.34%	2,672	4.65%	3,719	3.99%	6,391
Osseo	180	4,979,253	1.13%	906	3.81%	3,045	2.47%	3,951
<b>Totals</b>	<b>15,870</b>	<b>130,817,791</b>	<b>100.00%</b>	<b>80,000</b>	<b>100.00%</b>	<b>80,000</b>	<b>100.00%</b>	<b>160,000</b>

\*Includes WS 0: parcels with no assigned watershed

**To:** Shingle Creek/West Mississippi WMO Commissioners/TAC

**From:** Todd Shoemaker PE  
Diane Spector  
Katie Kemmitt

**Date:** May 5, 2023

**Subject:** 2023 Revised CIP

**Recommended  
Commission Action**

Review revised CIP incorporating TAC comments.

The Commissions each revised their Capital Improvement Programs (CIP) as part of the Fourth Generation Watershed Management Plan. The CIP typically is reviewed each year and amended as necessary to add, delete, or amend projects as opportunities arise, priorities change, or costs are re-evaluated. The TAC reviewed the preliminary CIP at its April 13, 2023 meeting and suggested some revisions. No new projects are proposed to be added to the CIP so there is no need to undertake a Minor Plan amendment this year. The full CIP as revised is attached for each watershed.

If there are no additional changes to the CIP, then we will proceed as shown in Tables 1 and 2 below for 2023. In June you will establish a maximum 2024 levy for 2023 projects; in August you will receive any outstanding feasibility studies for projects on the CIP and call for a public hearing in September to consider the projects and order a levy.

**Table 1. Shingle Creek 2023 CIP Projects (2024 levy).**

Project	Total Estimated Cost	City/Private	Grant	Commission Share
Cost share (city projects)	\$200,000	\$100,000	0	\$100,000
Partnership cost share (private projects)	50,000	0	0	50,000
Maintenance fund	50,000	0	0	50,000
Pike Creek Stabilization	395,000	290,000	0	105,000
Bdale Park Natural Channel ph 1	625,000	0	0	625,000
<b>Subtotal</b>	<b>\$1,320,000</b>	<b>\$390,000</b>	<b>\$0</b>	<b>\$930,000</b>
<b>5% additional for legal/admin costs</b>				<b>46,500</b>
<b>TOTAL LEVY (101% for uncollectable)</b>				<b>\$986,265</b>

**Table 2. West Mississippi 2023 CIP Projects (2024 levy).**

Project	Total Estimated	City/Private	Grant	Commission Share
Cost share (city projects)	\$100,000	\$50,000	0	\$50,000
Partnership cost share (private projects)	100,000	0	0	100,000
<b>Subtotal</b>	<b>\$200,000</b>	<b>\$50,000</b>	<b>\$ 0</b>	<b>\$150,000</b>
<b>5% additional for legal/admin costs</b>				<b>7,500</b>
<b>TOTAL LEVY (101% for uncollectable)</b>				<b>\$159,075</b>

**Table 3. Shingle Creek Fourth Generation Plan CIP.**

CAPITAL IMPROVEMENT PROGRAM	2023	2024	2025	2026	2027	2028+	Comments
City Cost Share Program	200,000	200,000	200,000	200,000	200,000	1,000,000	
Commission Contribution	100,000	100,000	100,000	100,000	100,000	500,000	
Local Contribution	100,000	100,000	100,000	100,000	100,000	500,000	
Partnership Cost-Share Program	100,000	100,000	100,000	100,000	100,000	500,000	
Commission Contribution	50,000	50,000	50,000	50,000	50,000	250,000	
Local Contribution	50,000	50,000	50,000	50,000	50,000	250,000	
Maintenance Fund	50,000	50,000	50,000	50,000	50,000	250,000	
Commission Contribution	50,000	50,000	50,000	50,000	50,000	250,000	
Local Contribution	-	-	-	-	-	0	
<b>STREAM PROJECTS</b>							
<i>Shingle Creek Brookdale Park Natural Channel</i>	625,000	625,000				0	
Commission Contribution	625,000	625,000				0	
Local Contribution	-	-				0	
<i>Bass Creek TH 169 to 63rd Avenue</i>		500,000				0	
Commission Contribution		500,000				0	
Local Contribution		-				0	
<i>Minneapolis Shingle Creek Stream Restoration</i>		400,000			300,000	0	
Commission Contribution		400,000			300,000	0	
Local Contribution		-			-	0	
<i>Shingle or Bass Creek Restoration Project</i>						400,000	
Commission Contribution						400,000	
Local Contribution						0	
<b>LAKE PROJECTS</b>							
<i>Pike Creek Stabilization-Ply/MG</i>	395,000					0	
Commission Contribution	105,000					0	
Local Contribution	290,000					0	
<i>Lake Internal Load Project-Eagle/Pike</i>		170,000				0	
Commission Contribution		170,000				0	
Local Contribution		0				0	
<i>Lake Internal Load Project-Cedar Island</i>						200,000	
Commission Contribution						200,000	
Local Contribution						0	

CAPITAL IMPROVEMENT PROGRAM	2023	2024	2025	2026	2027	2028+	Comments
<i>Wetland 639W Weir Wall Enhancement -Twin</i>			100,000			0	
Commission Contribution			100,000			0	
Local Contribution			0			0	
<i>Lake Internal Load Project-Twin</i>						200,000	
Commission Contribution						200,000	
Local Contribution						0	
<b>STORMWATER BMPs</b>							
<i>Mpls Flood Area 5 Water Quality Projects</i>			6,000,000			0	
Commission Contribution			250,000			0	
Local Contribution			5,750,000			0	
<i>Maple Grove Pond P33</i>				574,000		0	
Commission Contribution				143,500		0	
Local Contribution				430,500		0	
<i>Maple Grove Pond P57</i>					648,000	0	
Commission Contribution					162,000	0	
Local Contribution					486,000	0	
<i>Maple Grove Pond P55</i>						855,000	
Commission Contribution						213,800	
Local Contribution						641,200	
						0	
<b>TOTAL PROJECT COST</b>	<b>1,370,000</b>	<b>2,045,000</b>	<b>6,450,000</b>	<b>924,000</b>	<b>1,298,000</b>	<b>3,405,000</b>	
<b>TOTAL COMMISSION SHARE</b>	<b>930,000</b>	<b>1,895,000</b>	<b>550,000</b>	<b>343,500</b>	<b>662,000</b>	<b>2,013,800</b>	
<b>TOTAL CITY SHARE</b>	<b>440,000</b>	<b>150,000</b>	<b>5,900,000</b>	<b>580,500</b>	<b>636,000</b>	<b>1,391,200</b>	

**Table 4. West Mississippi Fourth Generation Plan CIP.**

<b>CAPITAL IMPROVEMENT PROGRAM</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028+</b>	<b>Comments</b>
City Cost Share Program	200,000	200,000	200,000	200,000	200,000	1,000,000	
Commission Contribution	100,000	100,000	100,000	100,000	100,000	500,000	
Local Contribution	100,000	100,000	100,000	100,000	100,000	500,000	
Partnership Cost-Share Program	100,000	100,000	100,000	100,000	100,000	500,000	
Commission Contribution	100,000	100,000	100,000	100,000	100,000	500,000	
Local Contribution	0	0	0	0	0	0	
<b>PROJECTS</b>							
New Project							
Commission Contribution							
Local Contribution							
New Project							
Commission Contribution							
Local Contribution							
<b>TOTAL PROJECT COST</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>300,000</b>	<b>1,500,000</b>	
<b>TOTAL COMMISSION SHARE</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,000,000</b>	
<b>TOTAL CITY SHARE</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>500,000</b>	

**To:** Shingle Creek/West Mississippi WMO Commissioners/TAC

**From:** Todd Shoemaker PE  
Diane Spector

**Date:** May 5, 2023

**Subject:** Revised City Cost Share Program Guidelines

**Recommended TAC/  
Commission Action**

For TAC review and recommendation. Each Commissions should by motion approve revising the guidelines.

During the Fourth Generation Plan process, the Commissions received a comment from one of the cities that the current \$50,000 cap on city cost share projects hadn't increased since the program inception in 2013, and requested that it be considered for review. The TAC at its April 13, 2023 meeting reviewed the awards made to date and noted that nearly two-thirds were either for exactly \$50,000 or just less than that. Given each Commissions' account has a robust balance of over \$350,000 it was agreed to recommend increasing the cap to \$100,000 and evaluate the results in a year or two.

Attached are revised Cost Share Program Guidelines making that change. It will be final reviewed by the TAC at its May 11 meeting, with a recommendation for your consideration.



### **Shingle Creek and West Mississippi Watershed Management Commissions Cost-Share Program Guidelines**

The Shingle Creek and West Mississippi Watershed Management Commissions will from time to time make funds available to its member cities to help fund the cost of Best Management Practices (BMPs) projects that cost less than ~~\$100,000~~\$200,000. The following are the guidelines for the award of cost-share grants from this program:

1. Projects must be for water quality improvement and must be for improvement above and beyond what would be required to meet Commission rules. Only the cost of “upsizing” a BMP above and beyond is eligible.
2. Priority is given to projects identified in a subwatershed assessment or TMDL.
3. Projects should cost less than ~~\$100,000~~\$200,000; projects costing more than ~~\$100,000~~\$200,000 should be submitted to the CIP. Projects cannot receive funding from both the CIP and the Cost-Share Program.
4. Commission will share in funding projects on a 1:1 basis.
5. The cost of land acquisition may be included as City match.
6. The minimum cost-share per project is \$10,000 and the maximum is ~~\$500,000~~\$100,000.
7. Projects must be reviewed by the Technical Advisory Committee (TAC) and recommended to the Commissions for funding.
8. The Commissions will call for projects in December of each year, with potential projects reviewed by the TAC at its end of January meeting.
9. Cost-share is on a reimbursable basis following completion of project.
10. The TAC has discretion on a case-by-case basis to consider and recommend to the Commissions projects that do not meet the letter of these guidelines, including projects submitted mid-year.
11. Unallocated funds will carry over from year to year and be maintained in a designated fund account.
12. The standard Commission/Member Cooperative Agreement will be executed prior to project construction.

Adopted February 2015  
 Revised February 2019  
Revised May 11, 2023



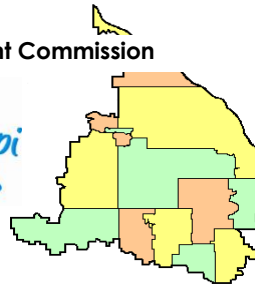
**Shingle Creek Watershed Management Commission**



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**Shingle Creek and West Mississippi  
Watershed Management Commissions  
Cost-Share Program Application**

City:	
Contact Name:	
Contact Phone:	
Contact Email:	
Project Name:	
Year of Construction:	
Total Project Cost:	
Amount Requested:	
Project Location:	

1. Describe the BMP(s) proposed in your project. Describe the current condition and how the BMP(s) will reduce pollutant loading and/or runoff volume. Note the estimated annual load and volume reduction by parameter, if known, and how they were calculated. Attach figures showing project location and BMP details including drainage area to the BMP(s).

2. If this request is for cost share in "upsizing" a BMP, explain how the upsize cost and benefit were computed.

3. Show total project cost, amount of cost share requested, and the amount and source of matching funds.

4. What is the project schedule, when will work on the BMP(s) commence and when will work be complete?

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**To:** Shingle Creek WMC TAC

**From:** Todd Shoemaker, PE, CFM

**Date:** May 3, 2023

**Subject:** City of Crystal Community Center Cost Share Request

**Recommended  
Commission Action**

For discussion.

The City of Crystal requests \$50,000 from the Commission City Cost Share Fund to expand an underground infiltration system at the Crystal Community Center (Figures 1 and 2). The underground infiltration system is being installed per Commission stormwater management requirements due to the total reconstruction of the south parking lot. If approved, the \$50,000 will allow the City to further expand the underground system to capture storm water runoff in excess of the minimum requirements. The existing proposed infiltration system has a design volume of 17,451 cubic feet (130,542 gallons). The expansion would increase the volume by 15% to 20,137 cubic feet (150,625 gallons).

The catchment area that drains to this system is only the 1.96-acre parking lot. No additional storm pipes connect to this system as it is basically the headwaters for the storm pipe network leaving this area.

Stantec has reviewed the proposal with Mark Ray (City of Crystal) and the City's design consultant (SRF Consulting). They note the following aspects of the expansion:

- Increasing the volume of runoff captured from the equivalent to 1.39-inches over the impervious surfaces within the construction limits to 1.57-inches (an increase of 0.18-inches).
- Increasing total phosphorus removal by 0.02 lb/yr.
- Negligible additional maintenance cost because it's an addition to the required system.
- Runoff from this site drains to Twin Lake and then to Ryan Lake. Therefore, maximizing infiltration in this watershed reduces runoff and potential flooding on Ryan Lake.

**Table 1. Water quality benefits of the proposed project.**

	Additional Volume Reduction (cf)	Volume Reduction (\$/cf)	TP Reduction (lb/yr)	30-Year Normalized Cost (\$/lb TP)
Additional Storage	2,686	\$18.61	0.02	\$83,333

The City Cost Share Fund has a balance of approximately \$330,000, not including the \$100,000 levy it will receive this year.

**Figure 1. Project Location**



Figure 2. Design plan showing cost share request area (labeled and shaded gray).

