

## REGULAR MEETING MINUTES

January 14, 2021

(Action by the SCWMC appears in blue, by the WMWMC in green and shared information in black.)

\*indicates items included in the meeting packet.)

I. A joint virtual meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:45 p.m. on Thursday, January 14, 2021.

Present for Shingle Creek were: David Vlasin, Brooklyn Center; Adam Quinn, Brooklyn Park; Burton Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Ray Schoch, Minneapolis; Bill Wills, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Ed Matthiesen and Diane Spector, Wenck, a Stantec Company; Troy Gilchrist, Kennedy & Graven; and Judie Anderson and Amy Juntunen, JASS.

Present for West Mississippi were: David Vlasin, Brooklyn Center, Alex Prasch, Brooklyn Park; Gerry Butcher, Champlin; Karen Jaeger, Maple Grove; John Roach, Osseo; Ed Matthiesen and Diane Spector, Wenck, a Stantec Company; Troy Gilchrist, Kennedy & Graven; and Judie Anderson and Amy Juntunen, JASS.

Also present were: Andrew Hogg, Brooklyn Center; Mitch Robinson, Brooklyn Park; Todd Tuominen, Champlin; Mark Ray, Crystal; Derek Asche, Maple Grove; Bob Grant and Megan Hedstrom, New Hope; Ben Scharenbroich and Amy Riegel, Plymouth; Richard McCoy and Marta Roser, Robbinsdale; and Stephen Mastey, Landscape Architecture, Inc.

### II. Agendas and Minutes.

Motion by Jaeger, second by Schoch to approve the **Shingle Creek agenda\*** as amended. *Motion carried unanimously.*

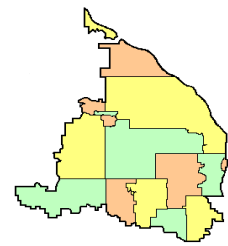
Motion by Butcher, second by Jaeger to approve the **West Mississippi agenda.\*** *Motion carried unanimously.*

Motion by Schoch, second by Wills to approve the **minutes of the December 10, 2020 regular meeting.\*** *Motion carried unanimously.*

Motion by Roach, second by Butcher to approve the **minutes of the December 10, 2020 regular meeting.\*** *Motion carried unanimously.*

### III. Finances and Reports.

A. Motion by Jaeger, second by Schoch to approve the Shingle Creek **January Treasurer's Report\* and claims** totaling \$51,747.52. Voting aye: Vlasin, Quinn, Orred, Jaeger, Schoch, Wills, Roach, Polzin, and Sicora; voting nay – none.



**B.** Motion by Butcher, second by Roach to approve the **West Mississippi January Treasurer's Report\* and claims** totaling \$6,013.55. Voting aye: Vlasin, Prasch, Butcher, Jaeger, and Roach; voting nay – none.

**IV. Open Forum.**

Stephen Mastey provided an update on the **Crescent Cove Partnership Cost Share project**. He also announced that, as a thank you, Crescent Cove is extending virtual tickets to their upcoming 9th Annual Gala to the Shingle Creek Commissioners and Staff. The Gala will be broadcast live on Saturday, January 30, from 8-8:45 p.m. To register for a ticket, go to [CrescentCove.org/Gala](https://CrescentCove.org/Gala) and use the promo code WEBLINK for a complimentary ticket. Any ticket purchased by January 22 will receive information mailed to that address as well as a chance in a prize drawing for a diamond necklace.

**V. Project Reviews.**

**A. SC2020-013 Wild Wings Western Wetland Improvement Project, Plymouth.\*** Recreation of a wetland channel and installation of an emergency overflow structure to protect against flooding on a 0.9- acre site located at 5220 Yorktown Lane. There are no proposed changes to the impervious area on site. A complete project review application was received on December 4, 2020.

The proposed project is the alteration of a natural wetland by reconstructing a channel and installing an emergency overflow structure. The project proposes to excavate a depth of about 4 feet of sediment along the channel. 3,040 cubic yards of material are proposed to be excavated.

The erosion control plan includes a rock construction entrance, inlet protection, floating silt curtain at the wetland outlet, and erosion control blanket on side slopes. The erosion control plan meets Commission requirements.

The wetland on site is a DNR Public Water so there is no WCA jurisdiction. A permit for installation of rip-rap and removal of wetland soils is being handled by the DNR and comments are being received until February 4, 2021.

There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements.

No public hearing was conducted for the project; instead, mailers were sent out to notify residents of the project. The applicant meets Commission public notice requirements.

Motion by Jaeger, second by Schoch to advise the City of Plymouth that project SC2020-013 is approved with no conditions. *Motion carried unanimously.*

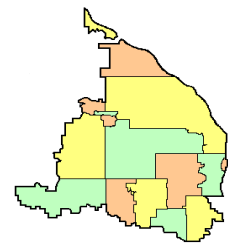
**B.** The Commissioners discussed the need for a policy regarding **document retention/format and length of retention** as it pertains to Commission documents. Gilchrist was directed to prepare a resolution regarding the option to store documents electronically. Commissioners will also discuss adoption of a records retention schedule if not already defined by Minnesota statute.

**VI. Watershed Management Plan.**

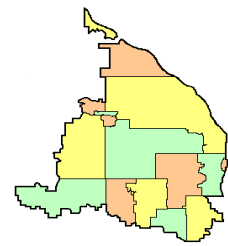
**A.** Accompanying their January 8, 2021 memos,\* Staff gave a presentation of the Commissions' proposed **2021 Work Plans**. Most of the activities in the 2021 Work Plans are ongoing, although some rotate around the watersheds.

**Shingle Creek**

**A. Continue to implement TMDLs.**



1. Complete the 5-year performance review for the Bass and Shingle Creek Biotic and DO TMDL.
  2. Complete aquatic vegetation surveys on Bass and Upper Twin Lake and provide aquatic invasive species treatment as necessary.
  3. Partner with the City of Robbinsdale to continue implementing the Crystal Lake Management Plan, including carp removal, aquatic vegetation management, and alum treatment.
  4. Partner with the City of New Hope to implement the Meadow Lake Management Plan, including a lake drawdown in fall and winter 2021.
  5. Partner with the Cities of Brooklyn Park and Brooklyn Center to undertake Connections II streambank improvements for Shingle Creek from Regent Avenue to Brooklyn Boulevard.
  6. Partner with the City of Brooklyn Park to undertake Bass Creek Park streambank improvements from Cherokee Drive to I-694.
  7. If the Hennepin County grant application is funded, extend the SRP Reduction filter along the Wetland 639W overflow channel. If not funded, then submit a CWF grant application for partial funding.
  8. Continue to pursue grant funding for TMDL implementation projects.
  9. Expand the Directly Connected Untreated Areas geodatabase to include boundaries of the untreated areas directly connected to the lakes in the watershed. (Streams were completed in 2017.)
  10. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in Shingle Creek and the Mississippi River.
  11. Stay abreast of other regional and state TMDLs.
- B. Partner with other organizations to increase reach and cost effectiveness.**
1. Participate in the West Metro Water Alliance joint education and outreach group.
  2. Continue to partner with the USGS to operate the Queen Avenue monitoring site.
  3. Partner with the USGS, DNR, and other interested parties to stay abreast of groundwater issues.
  4. Complete the HUC study in partnership with the DNR.
- C. Continue ongoing administration and programming.**
1. Conduct routine Commission lake water quality monitoring and aquatic vegetation and fish surveys on Success and Cedar Island Lakes and grant funded monitoring on Bass, Pomerleau, and Crystal Lakes.
  2. Conduct Commission routine flow and water quality monitoring at SC-0 and SC-3 on Shingle Creek and Bass Creek Park (BCP) on Bass Creek as well as two DO longitudinal studies as part of the Shingle and Bass Creeks Dissolved Oxygen (DO) and Biotic Integrity TMDL 5 Year Review.
  3. Sponsor volunteer stream monitoring through RiverWatch and wetland monitoring through WHEP (Hennepin County).
  4. Sponsor volunteer lake monitoring through CAMP (Met Council) on Eagle, Pike, Schmidt, and Magda Lakes.
  5. Complete reviews of development and redevelopment projects as necessary.
  6. Prepare an annual water quality report.
  7. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$100,000 levy and the Partnership Cost Share Fund and the annual \$50,000 levy.



8. Review feasibility studies for 2021 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.
9. Prepare a 2022 annual budget and begin the Fourth Generation Management Plan, which will be completed in 2022-2023.
10. Invite three guest speakers to make lunchtime water resources presentations.
11. Tour project sites in the watershed.

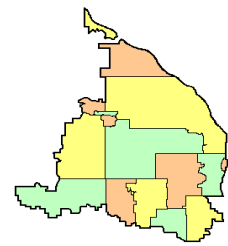
Motion by Schoch, second by Orred to accept the 2021 Single Creek Work Plan. *Motion carried unanimously.*

**West Mississippi.**

- A. **Continue to stay abreast of regional TMDLs.**
  1. Continue to identify, pursue grant funding for, and implement projects and programs addressing the bacterial impairment in the Mississippi River.
  2. Stay abreast of other regional and state TMDLs.
  3. Identify boundaries of the untreated areas directly connected to the Mississippi River or other conveyances.
- B. **Partner with other organizations to increase reach and cost effectiveness.**
  1. Participate in the West Metro Water Alliance joint education and outreach group.
  2. Partner with the USGS, DNR, and other interested parties to stay abreast of groundwater issues.
  3. Partner with the MWMO to undertake monitoring at the 65<sup>th</sup> Avenue outfall.
  4. Partner with a member city to complete a subwatershed BMP analysis.
- C. **Continue ongoing administration and programming.**
  1. Undertake routine flow and water quality monitoring at two outfalls into the Mississippi River.
  2. Sponsor volunteer stream monitoring through RiverWatch and wetland monitoring through WHEP (Hennepin County).
  3. Complete reviews of development and redevelopment projects as necessary.
  4. Prepare an annual water quality report.
  5. Solicit cost-share projects from member cities funded from the Cost Share Fund and the annual \$50,000 levy.
  6. Review feasibility studies for 2021 proposed capital projects, undertake Plan Amendments, hold public hearings, order projects and certify levies.
  7. Prepare a 2022 annual budget and begin the Fourth Generation Management Plan, which will be completed in 2022-2023.
  8. Invite three guest speakers to make lunchtime water resources presentations.
  9. Tour project sites in the watershed.

Motion by Butcher, second by Jaeger to accept the 2021 West Mississippi Work Plan. *Motion carried unanimously.*

The 2021 proposed Shingle Creek and West Mississippi Monitoring Plans will be presented at the February meeting.



**B. Responses to Solicitation of Interest Proposals for 2021-2022.\*** Six proposals were received for Shingle Creek – four from engineering firms, and one each from legal and administrative providers. Proposals from the six same firms were received for West Mississippi. The members considered the proposals in closed session.

Motion by Polzin, second by Jaeger to retain the current consultants for 2021-2022. *Motion carried unanimously.* They are Wenck, now part of Stantec, for technical services; Kennedy Graven Chartered for legal services, and Judie Anderson’s Secretarial Services, Inc. for administrative services.

Motion by Butcher, second by Jaeger to retain the current consultants, named above, for 2021-2022. *Motion carried unanimously.*

**C. Annual Appointments.**

1. Official newspaper, Osseo-Maple Grove Press
2. Official depositories, US Bank, the 4M Fund
3. Deputy Treasurer, Judie Anderson
4. Auditor, Johnson & Company, Ltd.

Motion by Jaeger, second by Schoch to approve the forementioned appointments for 2021. *Motion carried unanimously.*

Motion by Butcher, second by Prasch to approve the forementioned appointments for 2021. *Motion carried unanimously.*

**D. Election of officers** will occur at the February meeting. The current officers are:

- |                |                 |               |
|----------------|-----------------|---------------|
| 1. Chair:      | Andy Polzin     | Gerry Butcher |
| 2. Vice Chair: | Wayne Sicora    | David Vlasin  |
| 3. Secretary:  | Karen Jaeger    | Karen Jaeger  |
| 4. Treasurer:  | Harold Johnson* | Karen Jaeger  |

*\*Johnson is no longer a SC Commissioner*

Officers wishing to continue to serve (or not continue to serve) as well as Commissioners who wish to serve in an officer position should advise Anderson by February 2, 2021.

In response to queries from the members, Staff has ascertained that, beginning January 1, 2000, Commissioners cannot be employed by the cities they represent.

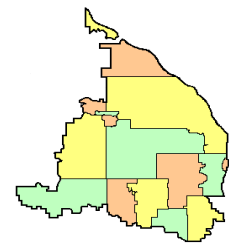
**VII. Water Quality.**

**VIII. Grant Opportunities.**

**IX. Education and Public Outreach.**

**A.** The **West Metro Water Alliance (WMWA)** will meet on Tuesday, February 9, 2021. The WMWA Zoom number is <https://us02web.zoom.us/j/922390839> or call in at any of these numbers using meeting ID **922 390 839**: (1) +1 301 715 8592 US (Germantown); (2) +1 312 626 6799 US (Chicago); (3) +1 929 205 6099 US (New York); or (4) +1 253 215 8782 US (Tacoma). The passcode is **water**.

**B.** Spector, Scharenbroich, and Juntunen provided an update from Tuesday’s WMWA meeting. A subcommittee has been formed to help identify educational components on which WMWA will focus in response to education requirements spelled out in the new MS4 permit.



**X. January Staff Report.\***

**A. Grant Updates**

**1. Clean Water Fund.** We have received formal notification from the Board of Water and Soil Resources that grants have been awarded to the Shingle Creek Commission for the Connections II (\$328,000) and Meadow Lake Management Plan (\$153,510) projects. Within a few weeks we will be directed by BWSR to develop and submit work plans for both. After they have been reviewed and approved by BWSR staff, grant contracts will be generated, likely in March-April 2021. Once the contracts are executed, BWSR will release 50% of the grant funds and work can begin.

**2. Watershed-Based Implementation Funding.** In putting together the work plan for the WBIF grant awarded for the Connections II project, it was determined that the Commission would not be able to meet its non-state funds grant match requirement. As discussed at the December meeting, we requested that the Mississippi River-West Watershed Partnership consider allowing that \$70,000 grant to be used for the Bass Creek Stabilization Project. The Partnership has agreed to this substitution. We've submitted work plans for both that project and the Meadow Lake Management Plan (\$40,000), and they are going through contracting at BWSR. It is expected that we will have those contracts for the Commission to consider at the February meeting.

**3. Hennepin County Opportunity Grants.** The Commissions submitted two grant applications to Hennepin County: one on behalf of the City of Robbinsdale for shoreline naturalization on Ryan Lake, and the other to expand the SRP Filter Project by extending the filter down the outlet channel. The County expects to make recommendations to the Board by late-January.

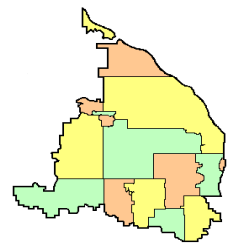
**B. Project Updates.**

**1. Crystal Lake Management Plan.** As reported at the December meeting, the updated carp population assessment results show the lake as exceeding its carrying capacity. We continue to investigate options for carp removal and hope to have a plan of action to implement prior to this spring's alum treatment. Katie Kemmitt is working on calculating the alum dosing and we will be working with the City of Crystal staff to finalize bid documents for the first application, estimated to be in May 2021.

**2. Bass and Pomerleau Lakes Alum Treatment.** The final dose was applied last fall. This year we will take a final set of sediment cores to determine if we have met our goal reduction in sediment release. We will also do curly-leaf pondweed delineations on Bass and Pomerleau, and a CLP treatment on Bass. Pomerleau has not required treatment the last two years, but if the delineation indicates treatment is necessary, that will be completed as well. We will perform follow-up water quality monitoring aquatic vegetation surveys.

**3. Meadow Lake Management Plan.** While we were not able to finish all the prep work necessary to complete the drawdown in 2020, we do expect to complete the permit application process this summer so that the drawdown can proceed in late fall-winter. We will also reconnect with the DNR biologists that we finally connected with late in the year regarding turtle and other wildlife management.

**4. Twin Lake.** We have exhausted the budget on the Twin Lake project, so we do not anticipate removing any carp this year. We will take a quick ride around Upper Twin during the curly-leaf pondweed delineation season to see if it would benefit from treatment. If so, we'll bring this to the Commission to determine how to fund that treatment. Last year the cost of completing a formal delineation, permit, and treatment was about \$3,000.



**XI. Communications.**

**A. December Communications Log.\*** No items required action.

**B.** Included in the meeting packet were letters\* addressed to the Commissions from the **Minnesota Campaign Finance Board** reminding members of their obligation to file statements of economic interest for their new terms after taking office. Re-elected Commissioners may file one statement that satisfies both the annual review and the new term requirement. Letters have also been sent directly to the Commissioners. Failure to file will result in the imposition of a late filing fee and a potential civil penalty.

**C.** Also included in the meeting packet was the **2021 Water Resources Update** from Metropolitan Council. The *Update* highlights the Council's Water Resources Staff's recent water monitoring assessment and planning efforts across the region.

**XII. Other Business.**

**XIII. Adjournment.** There being no further business before the Commissions, the joint meeting was adjourned at 2:25 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Judie A. Anderson". The signature is written in a cursive style.

Judie A. Anderson,  
Recording Secretary  
JAA:tim

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