


## Shingle Creek Watershed Management Commission Treasurer's Report

		2020 Budget	Jan 2021	Feb 2021	%age YTD	2020 YTD
<b>REVENUE</b>	%age					
Application Fees		23,000	7,700.00		88.70	20,400.00
Member Assessments		363,590	363,590.00		100.00	363,590.00
Blue Line Extension		1,000			-	-
Interest and Dividends		15,000	13.75		22.28	3,342.67
Education Reimbursement		33,000			54.55	18,000.00
Rain Garden Workshops		8,000			-	-
<i>Transfer to (from) Grants (see following pages)</i>			-	-		149,047.20
<i>Transfer to (from) CIPs</i>			1,715.09			322,201.98
<i>Transfer to (from) Closed Projects Account</i>						-
<b>TOTAL REVENUE</b>		<b>443,590</b>	<b>373,018.84</b>			<b>876,581.85</b>
<b>EXPENSES</b>			<b>2020 Activity</b>			
<b>ADMINISTRATION</b>						
Administrative Services		71,000	4,676.75	4,225.87	91.66	65,080.10
Engineering Support		17,000	159.46	695.45	57.66	9,801.95
Project Reviews		1,500	367.35	256.37	119.99	1,799.81
Blue Line Extension		500				-
<b>ENGINEERING</b>						
Administration		62,000	2,538.80	6,490.50	111.21	68,952.26
Grant Application Writing		11,500	360.00	1,095.00	102.31	11,765.50
Project Reviews/WCA		45,000	2,348.60	1,781.25	63.34	28,500.90
Blue Line Extension		500				-
TMDL 5 Year Reviews		12,000			72.61	8,713.70
LEGAL - Legal Services		6,000		241.20	80.26	4,815.40
<b>MISCELLANEOUS</b>						
Bookkeeping		7,000	607.75	529.75	106.93	7,485.35
Audit		6,500			92.31	6,000.00
Insurance & Bonding		3,100			91.65	2,841.00
Meeting Expense		5,000			23.14	1,157.01
<b>PROGRAMS</b>						
Stream Monitoring		35,000	1,652.66	549.75	94.71	33,148.61
Stream Monitoring (USGS)		4,500			84.44	3,800.00
Lake Monitoring		24,000	234.90	145.00	106.86	25,645.61
Citizen Assisted Lake Monitoring (CAMP)		3,800	2,885.00	225.25	128.87	4,897.24
Volunteer Wetland Monitoring (WHEP)		2,000			-	-
Volunteer Stream Monitoring (River Watch)		1,000			-	-
Annual Monitoring Report		16,000		4,440.63	104.74	16,759.19
Water Quality Education						
Education Program		15,000	1,030.02	1,790.93	101.27	15,189.86
Education Grants		500			-	-
WMWA General Programs		20,000	200.00	511.17	36.12	7,223.88
WMWA Special Projects		6,500			-	-
WMWA Ed/Watershed Prep		18,000	572.55		34.00	6,119.25
Rain Garden Workshops		8,000			-	-
Management Plan/Amendments		1,000			29.21	292.09
Subwatershed BMP Assessment		20,000	1,170.00			1,170.00
Flood Modeling and Mapping		0				51,504.70
<i>Transfer to (from) Grants (see following pages)</i>			2,914.58	1,995.88		245,059.83
<i>Transfer to (from) CIPs</i>			29.10			58,863.48
<i>Transfer to (from) Partnership BMP Retrofits Fund</i>			30,000.00	33,200.00		73,510.00
<i>Transfer to (from) Closed Projects Account</i>						10,474.68
<i>To/From Reserves</i>		19,690				
<b>TOTAL OPERATING EXPENSE</b>		<b>443,590</b>	<b>51,747.52</b>	<b>58,174.00</b>		<b>770,571.40</b>
<b>CASH SUMMARY</b>						
<b>4M Fund Balance at 12/31/19</b>						<b>463,980.58</b>
<b>Plus Revenue Received 2020 to date</b>						<b>1,426,123.41</b>
<b>Minus Claims Approved to Date</b>						<b>(743,387.60)</b>
<b>Minus Claims Presented Current Month</b>						<b>(58,174.00)</b>
<b>Fund Balance</b>			<b>1,088,783.59</b>			<b>1,088,542.39</b>

## Shingle Creek Watershed Management Commission Treasurer's Report

Claims Presented	General Ledger Acct No	January	February		Total
Kennedy & Graven					241.20
Legal - General	52001		241.20		
Crescent Cove - Partnership Cost Share Project			33,200.00		33,200.00
Sharon Meister - WMWA Ed Services	57011				-
Sharon Meister - WMWA Ed Reimbursement	57012				
Wenck Associates					18,595.76
General Engineering	51001		6,490.50		
Grant Writing	51005		1,095.00		
Project Reviews	51002		1,781.25		
Flood Modeling and Mapping	51015				
CAMP	56002		225.25		
Stream Monitoring	56004		549.75		
Lake Monitoring	56010		145.00		
TMDL 5-Year Reviews	56011				
Education	57008		1,672.50		
Education - WMWA	57009		200.00		
Annual Water Quality Report	58002		4,440.63		
Minneapolis SWA					
Bass/Pomerleau Alum Trmt Grant	70727				
SRP Reduction Grant	70729		893.88		
Meadow Lake Mgt Plan Grant	70731				
Crystal Lake Management Plan Grant	70732		1,102.00		
Twin Lake Carp Management Follow-up	70809				
BioChar Filters Ongoing Management	70812				
Bass Creek Stream Restoration Feasibility Study	20910				
Judie Anderson's Secretarial Service					311.17
WMWA General Expense	57009		311.17		
WMWA Educators/WS Prep	57011				
Judie Anderson's Secretarial Service					5,825.87
Administration	53001		4,225.87		
Project and WCA Review Support	53002		256.37		
Bookkeeping / Audit Prep	54002		529.75		
Education Programs	57008		118.43		
Engineering Support	53004		695.45		
<b>Total Claims</b>					<b>58,174.00</b>
					
<b>Judie A Anderson, Deputy Treasurer</b>					

## Shingle Creek Watershed Management Commission Treasurer's Report

	Total Grant	Jan 2021	Feb 2021	%age YTD	YTD
<b>GRANTS</b>					
Bass/Pomerleau Lakes Internal Load Reduction (BWSR C18)	267,040				
Revenue					106,816.00
Expense		261.90			181,636.50
Balance		(261.90)	-		(74,820.50)
BWSR Watershed Based Funding	103,571				
Revenue					-
Expense					-
Balance		-	-		-
SRP Reduction Project	72,170				
Revenue					12,005.24
Expense		326.08	893.88		27,639.63
Balance		(326.08)	(893.88)		(15,634.39)
Crystal Lake Management Plan (MPCA)					
Revenue					22,803.06
Expense		2,326.60	1,102.00		35,783.70
Balance		(2,326.60)	(1,102.00)		(12,980.64)
MN DNR Floodplain Modeling & Mapping	50,000				
Revenue					5,922.90
Expense					-
Balance		-	-		5,922.90
<b>TOTAL GRANTS</b>					
Revenue		-	-		<b>147,547.20</b>
Expense		<b>2,914.58</b>	<b>1,995.88</b>		<b>247,055.71</b>
Balance		<b>(2,914.58)</b>	<b>(1,995.88)</b>		<b>(99,508.51)</b>

**Kennedy & Graven, Chartered**

150 South Fifth Street, Suite 700  
Minneapolis, MN 55402

(612) 337-9300

41-1225694

January 26, 2021

Statement No. 159163

Shingle Creek Watershed Management Commission

Judie Anderson

JASS - Watershed Administrators  
3235 Fernbrook Lane  
Plymouth, MN 55447

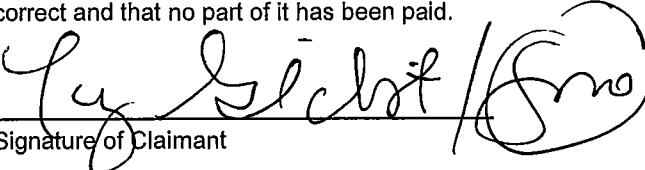
Through December 31, 2020

SH220-00001      General

241.20

**Total Current Billing:** 241.20

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

  
\_\_\_\_\_  
Signature of Claimant

**Kennedy & Graven, Chartered**

150 South Fifth Street, Suite 700  
Minneapolis, MN 55402

Shingle Creek Watershed  
Judie Anderson

December 31, 2020

SH220-00001    General

Through December 31, 2020

For All Legal Services As Follows:

			Hours	Amount
12/10/2020	TJG	Prepare for and participate in commission meeting	1.20	241.20
			<b>Total Services:</b>	<b>\$ 241.20</b>
			<b>Total Services and Disbursements:</b>	<b>\$ 241.20</b>

**Invoice**

February 3, 2021  
Invoice No: 12100369



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001240-21-501 2021 General Engineering - Shingle Creek

**Professional Services Through January 31, 2021**

Phase 01 2021 General Engineering  
2021 General Engineering

**Professional Personnel**

	Hours	Rate	Amount
Hyams, Aaron	1.50	103.00	154.50
Kemmitt, Katie	6.50	115.00	747.50
Matthiesen, Edward	9.00	205.00	1,845.00
Mullen, Ross	.50	165.00	82.50
Omodt, Nicholas	1.00	103.00	103.00
Shoemaker, Todd	2.00	205.00	410.00
Spector, Diane	15.00	200.00	3,000.00
Stone, Alicia	1.00	103.00	103.00
Walden, Brittany	.50	90.00	45.00
Totals	37.00		6,490.50

**Total Labor 6,490.50**

**Phase Total \$6,490.50**

**Total Invoice Amount \$6,490.50**

Billing Summary	Current	Prior	Total
	6,490.50	0.00	6,490.50

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

**Invoice**

February 3, 2021  
Invoice No: 12100373



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-21-507 2021 Grant Writing - Shingle Creek

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Spector, Diane	5.25	200.00	1,050.00	
Walden, Brittany	.50	90.00	45.00	
Totals	5.75		1,095.00	
<b>Total Labor</b>				<b>1,095.00</b>
		<b>Total Invoice Amount</b>		<b>\$1,095.00</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>1,095.00</b>	<b>0.00</b>	<b>1,095.00</b>

**Invoice**

February 3, 2021  
Invoice No: 12100370



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001240-21-502 2021 Project Reviews - Shingle Creek

**Professional Services Through January 31, 2021**

Phase 01 General Project Reviews  
General Project Reviews

**Professional Personnel**

	Hours	Rate	Amount
Kemmitt, Katie	1.00	115.00	115.00
Matthiesen, Edward	3.00	205.00	615.00
Spector, Diane	.50	200.00	100.00
Walden, Brittany	.50	90.00	45.00
Totals	5.00		875.00

**Total Labor**

**875.00**

**Phase Total**

**\$875.00**

Phase 02 WCA  
WCA

**Professional Personnel**

	Hours	Rate	Amount
Dietrich, Meaghan	3.75	141.00	528.75
Totals	3.75		528.75

**Total Labor**

**528.75**

**Phase Total**

**\$528.75**

Phase 03 Wild Wings Wetland  
Wild Wings Wetland

**Professional Personnel**

	Hours	Rate	Amount
Dietrich, Meaghan	1.25	141.00	176.25
Kemmitt, Katie	.25	115.00	28.75
Totals	1.50		205.00

**Total Labor**

**205.00**

**Phase Total**

**\$205.00**

Phase 04 Brooklyn Park – Osseo Interceptor  
Brooklyn Park – Osseo Interceptor



**Professional Personnel**

	Hours	Rate	Amount
Kemmitt, Katie	1.50	115.00	172.50
Totals	1.50		172.50
<b>Total Labor</b>			<b>172.50</b>
		<b>Phase Total</b>	<b>\$172.50</b>
		<b>Total Invoice Amount</b>	<b>\$1,781.25</b>

	Current	Prior	Total
<b>Billing Summary</b>	<b>1,781.25</b>	<b>0.00</b>	<b>1,781.25</b>

**Invoice**

February 3, 2021  
Invoice No: 12100371



Responsive partner.  
Exceptional outcomes.

Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Project Manager Katie Kemmitt

Project B001240-21-505 2021 CAMP

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Stone, Alicia	1.75	103.00	180.25	
Walden, Brittany	.50	90.00	45.00	
Totals	2.25		225.25	
<b>Total Labor</b>				<b>225.25</b>
		<b>Total Invoice Amount</b>		<b>\$225.25</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>225.25</b>	<b>0.00</b>	<b>225.25</b>

**Invoice**

February 3, 2021  
Invoice No: 12100374



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Katie Kemmitt

Project B001240-21-508 2021 Stream Monitoring

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	.75	115.00	86.25	
Spector, Diane	.25	200.00	50.00	
Stone, Alicia	2.50	103.00	257.50	
Walden, Brittany	.50	90.00	45.00	
Totals	4.00		438.75	
<b>Total Labor</b>				<b>438.75</b>

**Outside Services**

RMB Environmental Laboratories, Inc.			61.00	
<b>Outside Services Total</b>			<b>61.00</b>	<b>61.00</b>

**Unit Billing**

01-Data Sonde - Hydrolab				<b>50.00</b>
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**Total Invoice Amount \$549.75**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>549.75</b>	<b>0.00</b>	<b>549.75</b>

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**Invoice**

February 3, 2021  
Invoice No: 12100375



Responsive partner.  
Exceptional outcomes.

Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Project Manager Katie Kemmitt

Project B001240-21-509 2021 Lake Monitoring

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Spector, Diane	.50	200.00	100.00	
Walden, Brittany	.50	90.00	45.00	
Totals	1.00		145.00	
<b>Total Labor</b>				<b>145.00</b>
		<b>Total Invoice Amount</b>		<b>\$145.00</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>145.00</b>	<b>0.00</b>	<b>145.00</b>

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

**Invoice**

February 3, 2021  
Invoice No: 12100372



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-21-506 2021 Education and Outreach

**Professional Services Through January 31, 2021**

Phase 01 General Education  
General Education

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Spector, Diane	16.50	200.00	3,300.00	
Walden, Brittany	.50	90.00	45.00	
Totals	17.00		3,345.00	
<b>Total Labor</b>				<b>3,345.00</b>
				<b>Phase Total \$3,345.00</b>

Phase 02 WMWA  
WMWA

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Spector, Diane	1.00	200.00	200.00	
Totals	1.00		200.00	
<b>Total Labor</b>				<b>200.00</b>
				<b>Phase Total \$200.00</b>

**Total Invoice Amount \$3,545.00**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>3,545.00</b>	<b>0.00</b>	<b>3,545.00</b>

SC Education 1,672.50  
 WMWA 200.00  
 -----  
 1,872.50

Wm Education 1,672.50

**Invoice**

February 3, 2021  
Invoice No: 12100368



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-21-500 2021 Annual WQ Report

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Hyams, Aaron	10.75	103.00	1,107.25	
Kemmitt, Katie	7.75	115.00	891.25	
Omodt, Nicholas	12.75	103.00	1,313.25	
Stone, Alicia	29.00	103.00	2,987.00	
Walden, Brittany	.50	90.00	45.00	
Totals	60.75		6,343.75	
<b>Total Labor</b>				<b>6,343.75</b>
		<b>Total Invoice Amount</b>		<b>\$6,343.75</b>

<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>6,343.75</b>	<b>0.00</b>	<b>6,343.75</b>

SC - 4,440.63  
WM - 1,903.12

**Invoice**

February 3, 2021  
Invoice No: 12100366



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-19-212 Shingle Creek SRP Reduction Project

**Professional Services Through January 31, 2021**

Phase 02 Filter Installation  
Filter Installation

**Professional Personnel**

	Hours	Rate	Amount	
Scientist III				
Kallo, Brian	.50	137.52	68.76	
Totals	.50		68.76	
<b>Total Labor</b>				<b>68.76</b>
				<b>Phase Total \$68.76</b>

Phase 06 Semiannual/Annual Reports  
Semiannual/Annual Reports

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager				
Spector, Diane	6.00	137.52	825.12	
Totals	6.00		825.12	
<b>Total Labor</b>				<b>825.12</b>
				<b>Phase Total \$825.12</b>

**Total Invoice Amount \$893.88**

	Current	Prior	Total
<b>Billing Summary</b>	<b>893.88</b>	<b>118,141.95</b>	<b>119,035.83</b>

# Billing Backup

Wednesday, February 3, 2021

WAI - Wenck Associates, Inc.

Invoice 12100366 Dated 2/3/2021

4:10:08 PM

Project	B001240-19-212	Shingle Creek SRP Reduction Project	
Phase	02	Filter Installation	
Filter Installation			

**Professional Personnel**

			Hours	Rate	Amount	
	Scientist III					
1021	941 - Kallio, Brian	1/14/2021	.50	137.52	68.76	
	replies to grant information request					
	Totals		.50		68.76	
	<b>Total Labor</b>					<b>68.76</b>

**Phase Total                    \$68.76**

Phase	06	Semiannual/Annual Reports	
Semiannual/Annual Reports			

**Professional Personnel**

			Hours	Rate	Amount	
	Project Manager					
219	951 - Spector, Diane	1/25/2021	2.00	137.52	275.04	
	reporting					
219	951 - Spector, Diane	1/27/2021	4.00	137.52	550.08	
	reporting and invoicing					
	Totals		6.00		825.12	
	<b>Total Labor</b>					<b>825.12</b>

**Phase Total                    \$825.12**

**Project Total                    \$893.88**

**Total this Report                \$893.88**



**Invoice**

February 3, 2021  
Invoice No: 12100367



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-20-216 Crystal Lake Management Plan

**Professional Services Through January 31, 2021**

Phase 01A Dosing

Dosing

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	3.75	110.00	412.50	
Totals	3.75		412.50	
<b>Total Labor</b>				<b>412.50</b>
				<b>Phase Total \$412.50</b>

Phase 02A Carp Assessment & Tracking

Carp Assessment & Tracking

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	.75	110.00	82.50	
Omodt, Nicholas	.50	99.00	49.50	
Spector, Diane	1.00	200.00	200.00	
Totals	2.25		332.00	
<b>Total Labor</b>				<b>332.00</b>
				<b>Phase Total \$332.00</b>

Phase 04 Semi-annual & Final Report

Semi-annual & Final Report

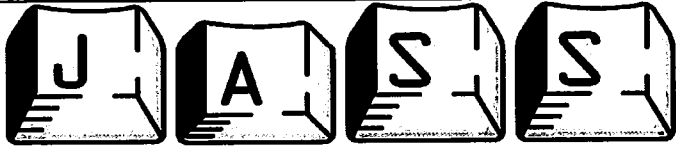
**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	3.25	110.00	357.50	
Totals	3.25		357.50	
<b>Total Labor</b>				<b>357.50</b>
				<b>Phase Total \$357.50</b>

**Total Invoice Amount \$1,102.00**

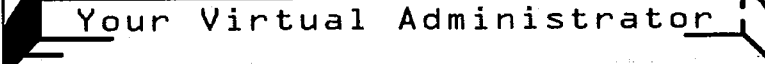
<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>1,102.00</b>	<b>35,783.70</b>	<b>36,885.70</b>

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com



3235 Fernbrook Lane Plymouth MN  
55447

3235 Fernbrook Lane Plymouth MN  
55447

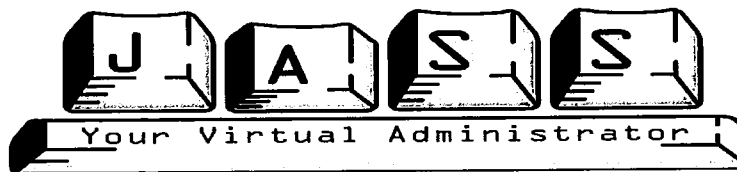


Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth MN 55447

8-Feb-21

**Re: 2021 WMWA General Expense and Watershed PREP**

Description	Rate	Hours/ No.	Amount	Total
<b>General Expense</b>				
Secretarial	60.00		-	
Administrative	65.00	2.95	191.75	
Administrative - website, Facebook, Twitter	65.00		-	
Offsite, WMWA meetings, Blue Thumb, Watershed Partners, Home Expo, Henn County, city events	70.00	1.67	116.90	
Website hosting, domain registration two year	1.00		-	
Reimbursables	1.00	2.52	2.52	
<b>Total General Expense</b>				<b>311.17</b>
<b>Watershed PREP</b>				
Secretarial	60.00		-	
Administrative	65.00		-	
Offsite	70.00		-	
Reimbursables	1.00		-	
<b>Total Watershed PREP</b>				<b>-</b>
<b>Total this invoice</b>				<b>311.17</b>
<b>Partner Share</b>				<b>77.79</b>



3235 Fernbrook Lane  
Plymouth MN 55447

Shingle Creek / West Mississippi Watershed Management Commissions  
3235 Fernbrook Lane  
Plymouth, MN 55447

February 8, 2021

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative		53001	0.12	60.00	7.20	0.62	60.00	37.20		
Administrative	70-30	53001	1.41	65.00	64.16		65.00	27.50		
Administrative		53001	2.88	65.00	187.20	1.25	65.00	81.25		
Administrative	70-30	53001	21.11	65.00	960.51		65.00	411.65		
Annual Reporting		53001		65.00	-		65.00	-		
Admin - Offsite		53001		70.00	-		70.00	-		
Admin - virtual meeting	70-30	53001	4.20	70.00	205.80		70.00	88.20		
Office Support	70-30	53001	12.00	200.00	1,680.00		200.00	720.00		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001	1.25	60.00	75.00	0.17	60.00	10.20		
Data Processing/File Mgmt	70-30	53001	1.25	65.00	56.88		65.00	24.38		
Admin Reimbursables		53001	989.14	1.00	989.14	686.18	1.00	686.18	4,225.875	2,086.545
Bookkeeping		54022	8.15	65.00	529.75	4.53	65.00	294.45		
Audit Prep		54022		60.00	-		60.00	-		
Audit Prep		54022		65.00	-		65.00	-	529.750	294.450
Project / WCA Reviews - Admin		53002	1.26	65.00	81.90	0.33	65.00	21.45		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002	174.47	1.00	174.47	55.54	1.00	55.54	256.370	76.990
Education - Admin	50-50	57008	2.96	65.00	96.20		65.00	96.20		
Education - Admin - virtual	50-50	57008		70.00	-		70.00	-		
Education Grant	50-50	57007		65.00	-		65.00	-		
Website	50-50	57008		60.00	-		55.00	-		
Website	50-50	57008	0.33	65.00	10.73		60.00	10.73		
Renew website domain	50-50	57008	23.00	1.00	11.50		1.00	11.50		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	118.425	118.425
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004	2.08	65.00	135.20		65.00	-		
Engineering Support - Offsite		53004		70.00	-		70.00	-		
Engineering Support - Secre	70-30	53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	11.98	65.00	545.09		60.00	233.61		
Engineering Support - virtual	70-30	53004		70.00	-		70.00	-		
Engineering Support Reimbursable:	70-30	53004	15.16	1.00	15.16	6.50	1.00	6.50	695.450	240.110
					5,825.87			2,816.52	5,825.870	2,816.520



**MAKING MOMENTS COUNT  
FOR KIDS & FAMILIES**

# Invoice

Date: February 8, 2021  
INVOICE # 2051

To Shingle Creek Watershed  
Management Commission  
3235 Fernbrook Lane N  
Plymouth, MN 55447

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Qty	Description	Unit Price	Line Total
1	Grant Approved Tasks		\$33,200
		<b>Subtotal</b>	\$33,200
		<b>Sales Tax</b>	
		<b>Total</b>	\$33,200

Make all checks payable to Crescent Cove  
***Thank you for your support!***





**LANDSCAPE ARCHITECTURE, INC.**  
2360 Bayless Place Saint Paul, MN 55114  
stephen@landarcinc.com 651.646.1020 landarcinc.com

PROJECT NAME

# Crescent Cove

REVISION HISTORY:


I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the state of Minnesota.

Signature: \_\_\_\_\_  
Typed or Printed Name: STEPHEN MASTEY  
Date: 00-00-0000 Reg. No. 49529

Copyright 2020, Landscape Architecture, Inc.  
All Rights Reserved under Law.

PROJECT LOCATION:  
**4201 58th Ave N**

Brooklyn Center, Minnesota  
55429

DRAWING TITLE:  
**Site Plan**

SCALE: \_\_\_\_\_  
DRAWN BY: SPM  
CHECKED BY: SPM


# SP1.0



**West Mississippi Watershed Management Commission  
Treasurer's Report**

	2020 Budget	Jan 2021	Feb 2021	%age YTD	2020 YTD
<b>REVENUE</b>					
Application Fees	18,000			73.89	13,300.00
Member Assessments	153,600	153,600.00		100.00	153,600.00
Blue Line Extension	1,000				-
Interest & Dividend Income	5,000	10.87		49.44	2,471.99
Miscellaneous Income					-
<i>Transfer to (from) CIPs (see CIP Tracker page)</i>		327.61			53,768.91
<i>To (From) Reserve</i>					-
<b>TOTAL REVENUE</b>	<b>177,600</b>	<b>153,938.48</b>	<b>-</b>		<b>223,140.90</b>
<b>EXPENSES</b>					
		<b>2020 Activity</b>			
<b>ADMINISTRATION</b>					
Administrative Services	31,000	2,409.25	2,086.54	104.19	32,297.58
Engineering Support	4,500	68.33	240.11	71.06	3,197.73
Project Reviews	1,500		76.99	77.04	1,155.60
Blue Line Extension	500				
<b>ENGINEERING</b>					
Administration	31,000	1,287.90	2,311.25	112.40	34,844.90
Grant Application Writing	1,000			56.35	563.50
Project Review	27,600	673.60	1,143.75	76.70	21,168.40
Blue Line Extension	500			0.00	-
<b>LEGAL</b>					
Legal Services	5,000		241.20	64.55	3,227.50
<b>MISCELLANEOUS</b>					
Bookkeeping	3,000	460.20	294.45	105.40	3,161.95
Audit	5,500			81.82	4,500.00
Insurance & Bonding	2,800			101.68	2,847.00
Meeting Expense	2,700			18.37	495.86
<b>PROJECTS</b>					
Volunteer Wetland Monitoring (WHEP)	2,000			100.00	2,000.00
Macroinvertebrate Monitoring (River Watch)	1,000			0.00	-
Outfall and Stream Monitoring	20,000	84.25	95.00	104.65	20,929.51
Annual Water Quality Report	8,000		1,903.12	89.78	7,182.51
<b>Water Quality Education</b>					
Education	15,000	1,030.02	1,790.93	101.27	15,189.86
Education Grants	500			0.00	-
WMWA General Programs	5,000			60.00	3,000.00
WMWA Special Projects	2,000			50.00	1,000.00
WMWA Educators/Watershed Prep	4,500			44.44	2,000.00
Rain Garden Workshops	2,000			31.25	625.00
Management Plan/Amendments	1,000			12.52	125.18
Flood modeling and mapping	0				-
<i>Transfer to (from) CIPs</i>					289.42
<i>To (from) Reserves</i>					-
<b>TOTAL OPERATING EXPENSE</b>	<b>177,600</b>	<b>6,013.55</b>	<b>10,183.34</b>		<b>159,801.50</b>
<b>CASH SUMMARY</b>					
<b>4M Fund Balance at 12/31/19</b>					<b>543,439.02</b>
<b>Plus Revenue Received to Date</b>					<b>376,869.29</b>
<b>Minus Claims Approved to Date</b>					<b>(159,972.73)</b>
<b>Minus Claims Presented Current Month</b>					<b>(10,183.34)</b>
<b>Fund Balance</b>		<b>750,393.44</b>			<b>750,152.24</b>

**West Mississippi Watershed Management Commission  
Treasurer's Report**

Claims Presented	General Ledger Acct No	January	February		
					<b>Total</b>
Kennedy & Graven					<b>241.20</b>
Legal - General	52001		241.20		
Wenck Associates					<b>7,125.62</b>
General Engineering	51001		2,311.25		
Project Reviews	51002		1,143.75		
Grant Applica/Research	51005				
Education Program	57008		1,672.50		
Water Monitoring Program	58011		95.00		
Annual Water Quality Report	58002		1,903.12		
Judie Anderson's Secretarial Service					<b>2,816.52</b>
Administration	53001		2,086.54		
Bookkeeping / Audit Prep	54002		294.45		
Project and WCA Review Support	53002		76.99		
Education Programs	57008		118.43		
Engineering Support	53004		240.11		
<b>Total Claims</b>					<b>10,183.34</b>
_____					
					
Judie A Anderson, Deputy Treasurer					
_____					
_____					
_____					

**Kennedy & Graven, Chartered**

150 South Fifth Street, Suite 700  
Minneapolis, MN 55402

(612) 337-9300

41-1225694

January 26, 2021

Statement No. 159173

West Mississippi Watershed Management Commission

JASS - Watershed Administrators  
3235 Fernbrook Lane  
Plymouth, MN 55447

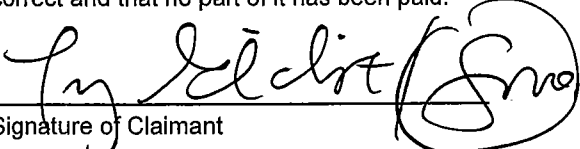
Through December 31, 2020

WE405-00001      General

241.20

**Total Current Billing:** 241.20

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

  
\_\_\_\_\_  
Signature of Claimant



**Kennedy & Graven, Chartered**

150 South Fifth Street, Suite 700  
Minneapolis, MN 55402

West Mississippi Watershed

December 31, 2020

WE405-00001 General

Through December 31, 2020

For All Legal Services As Follows:

			Hours	Amount
12/10/2020	TJG	Prepare for and participate in commission meeting	1.20	241.20
			<b>Total Services:</b>	<b>\$ 241.20</b>
			<b>Total Services and Disbursements:</b>	<b>\$ 241.20</b>

**Invoice**

February 3, 2021  
Invoice No: 12100376



Ms. Judie Anderson  
West Mississippi Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001241-21-500 2021 General Engineering - West Mississippi

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Kemmitt, Katie	3.25	115.00	373.75	
Matthiesen, Edward	1.25	205.00	256.25	
Omodt, Nicholas	.25	103.00	25.75	
Spector, Diane	6.25	200.00	1,250.00	
Stone, Alicia	3.50	103.00	360.50	
Walden, Brittany	.50	90.00	45.00	
Totals	15.00		2,311.25	
<b>Total Labor</b>				<b>2,311.25</b>
		<b>Total Invoice Amount</b>		<b>\$2,311.25</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>2,311.25</b>	<b>0.00</b>	<b>2,311.25</b>

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

**Invoice**

February 3, 2021  
Invoice No: 12100377



Ms. Judie Anderson  
West Mississippi Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Edward Matthiesen

Project B001241-21-501 2021 Project Reviews - West Mississippi

**Professional Services Through January 31, 2021**

Phase 01 General Project Reviews

General Project Reviews

**Professional Personnel**

	Hours	Rate	Amount
Hyams, Aaron	.75	103.00	77.25
Kemmitt, Katie	.25	115.00	28.75
Matthiesen, Edward	1.25	205.00	256.25
Walden, Brittany	.50	90.00	45.00
Totals	2.75		407.25

**Total Labor**

**407.25**

**Phase Total**

**\$407.25**

Phase 02 WCA

WCA

**Professional Personnel**

	Hours	Rate	Amount
Dietrich, Meaghan	4.00	141.00	564.00
Totals	4.00		564.00

**Total Labor**

**564.00**

**Phase Total**

**\$564.00**

Phase 03 Highview 610

Highview 610

**Professional Personnel**

	Hours	Rate	Amount
Kemmitt, Katie	.75	115.00	86.25
Totals	.75		86.25

**Total Labor**

**86.25**

**Phase Total**

**\$86.25**

Phase 04 Northpark Building V & VI

Northpark Building V & VI

**Professional Personnel**

	Hours	Rate	Amount
Kemmitt, Katie	.75	115.00	86.25
Totals	.75		86.25

**Total Labor**

**86.25**

INVOICES ARE DUE UPON PRESENTATION. Subject to 1-1/2% 18% Annum interest/finance charge. Please reference the invoice number when sending payment. Federal Tax ID #41-1520095 -Wenck Associates, Inc.-1800 Pioneer Creek Center PO Box 249- Maple Plain, MN 55359-0249 Toll Free:800-472-2232 Main:763-479-4200 E-mail:accounting@wenck.com Web www.wenck.com

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Project	B001241-21-501	2021 Project Reviews - West Mississippi	Invoice	12100377
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<b>Phase Total</b>	<b>\$86.25</b>
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<b>Total Invoice Amount</b>	<b>\$1,143.75</b>
-----------------------------	-------------------

<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>1,143.75</b>	<b>0.00</b>	<b>1,143.75</b>

**Invoice**

February 3, 2021  
Invoice No: 12100378



Ms. Judie Anderson  
West Mississippi Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Katie Kemmitt

Project B001241-21-502 2021 Monitoring - West Mississippi

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Spector, Diane	.25	200.00	50.00	
Walden, Brittany	.50	90.00	45.00	
Totals	.75		95.00	
<b>Total Labor</b>				<b>95.00</b>
		<b>Total Invoice Amount</b>		<b>\$95.00</b>

<b>Billing Summary</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
	<b>95.00</b>	<b>0.00</b>	<b>95.00</b>

**Invoice**

February 3, 2021  
Invoice No: 12100368



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-21-500 2021 Annual WQ Report

**Professional Services Through January 31, 2021**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Hyams, Aaron	10.75	103.00	1,107.25	
Kemmitt, Katie	7.75	115.00	891.25	
Omodt, Nicholas	12.75	103.00	1,313.25	
Stone, Alicia	29.00	103.00	2,987.00	
Walden, Brittany	.50	90.00	45.00	
Totals	60.75		6,343.75	
<b>Total Labor</b>				<b>6,343.75</b>
		<b>Total Invoice Amount</b>		<b>\$6,343.75</b>

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
<b>Billing Summary</b>	<b>6,343.75</b>	<b>0.00</b>	<b>6,343.75</b>

SC - 4,440.63  
WM - 1,903.12

**Invoice**

February 3, 2021  
Invoice No: 12100372



Ms. Judie Anderson  
Shingle Creek Watershed Management Commission  
3235 Fernbrook Lane  
Plymouth, MN 55447

Responsive partner.  
Exceptional outcomes.

Project Manager Diane Spector

Project B001240-21-506 2021 Education and Outreach

**Professional Services Through January 31, 2021**

Phase 01 General Education  
General Education

**Professional Personnel**

	Hours	Rate	Amount	
Spector, Diane	16.50	200.00	3,300.00	
Walden, Brittany	.50	90.00	45.00	
Totals	17.00		3,345.00	
<b>Total Labor</b>				<b>3,345.00</b>
		<b>Phase Total</b>		<b>\$3,345.00</b>

Phase 02 WMWA  
WMWA

**Professional Personnel**

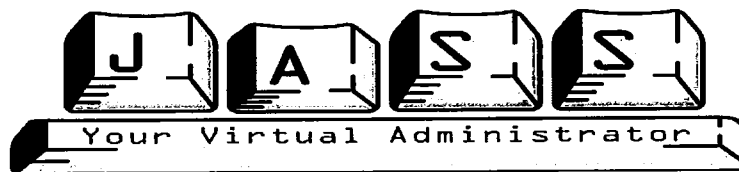
	Hours	Rate	Amount	
Spector, Diane	1.00	200.00	200.00	
Totals	1.00		200.00	
<b>Total Labor</b>				<b>200.00</b>
		<b>Phase Total</b>		<b>\$200.00</b>

**Total Invoice Amount \$3,545.00**

Billing Summary	Current	Prior	Total
	3,545.00	0.00	3,545.00

SC Education 1,672.50  
 WMWA 200.00  
 -----  
 1,872.50

Wm Education 1,672.50



3235 Fernbrook Lane  
Plymouth MN 55447

Shingle Creek / West Mississippi Watershed Management Commissions  
3235 Fernbrook Lane  
Plymouth, MN 55447

February 8, 2021

	Share	G/L	Shingle Creek			West Mississippi			Total Project Area	
			SC	WM		SC	WM	SC	WM	
Administrative		53001	0.12	60.00	7.20	0.62	60.00	37.20		
Administrative	70-30	53001	1.41	65.00	64.16		65.00	27.50		
Administrative		53001	2.88	65.00	187.20	1.25	65.00	81.25		
Administrative	70-30	53001	21.11	65.00	960.51		65.00	411.65		
Annual Reporting		53001		65.00	-		65.00	-		
Admin - Offsite		53001		70.00	-		70.00	-		
Admin - virtual meeting	70-30	53001	4.20	70.00	205.80		70.00	88.20		
Office Support	70-30	53001	12.00	200.00	1,680.00		200.00	720.00		
Data Processing/File Mgmt		53001		55.00	-		55.00	-		
Data Processing/File Mgmt		53001	1.25	60.00	75.00	0.17	60.00	10.20		
Data Processing/File Mgmt	70-30	53001	1.25	65.00	56.88		65.00	24.38		
Admin Reimbursables		53001	989.14	1.00	989.14	686.18	1.00	686.18	4,225.875	2,086.545
Bookkeeping		54022	8.15	65.00	529.75	4.53	65.00	294.45		
Audit Prep		54022		60.00	-		60.00	-		
Audit Prep		54022		65.00	-		65.00	-	529.750	294.450
Project / WCA Reviews - Admin		53002	1.26	65.00	81.90	0.33	65.00	21.45		
Project Reviews - File Mgmt		53002		55.00	-		55.00	-		
Reimbursable Expenses		53002	174.47	1.00	174.47	55.54	1.00	55.54	256.370	76.990
Education - Admin	50-50	57008	2.96	65.00	96.20		65.00	96.20		
Education - Admin - virtual	50-50	57008		70.00	-		70.00	-		
Education Grant	50-50	57007		65.00	-		65.00	-		
Website	50-50	57008		60.00	-		55.00	-		
Website	50-50	57008	0.33	65.00	10.73		60.00	10.73		
Renew website domain	50-50	57008	23.00	1.00	11.50		1.00	11.50		
Education Reimbursables	50-50	57008		1.00	-		1.00	-	118.425	118.425
Engineering Support - Admin		53004		55.00	-		55.00	-		
Engineering Support - Admin		53004	2.08	65.00	135.20		65.00	-		
Engineering Support - Offsite		53004		70.00	-		70.00	-		
Engineering Support - Secre	70-30	53004		60.00	-		60.00	-		
Engineering Support - Admin	70-30	53004	11.98	65.00	545.09		60.00	233.61		
Engineering Support - virtual	70-30	53004		70.00	-		70.00	-		
Engineering Support Reimbursable!	70-30	53004	15.16	1.00	15.16	6.50	1.00	6.50	695.450	240.110
					5,825.87			2,816.52	5,825.870	2,816.520



**WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION**

**PROJECT REVIEW WM2021-001:** Highview 610

**Owner:** Louisiana Property, LLC and Endeavor Development, LLC  
**Address:** 5116 Skyline Drive  
Edina, MN 55436

**Engineer:** Erik Miller  
**Company:** Sambatek  
**Address:** 12800 Whitewater Drive Suite 300  
Minnetonka, MN 55343  
**Phone:** 763-476-6010  
**Email:** emiller@sambatek.com

**Purpose:** Construction of a multi-tenant industrial building on 5.7 acres.

**Location:** 9501 Louisiana Ave, Brooklyn Park, MN (Figure 1).

- Exhibits:**
1. Project review application received 1/28/2021. Project review fee of \$2,200, dated 1/27/2021, received 2/1/2021.
  2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans dated 1/26/2021, received on 1/28/2021 and updates received on 2/9/2021.
  3. Hydrologic calculations by Sambatek, dated 1/26/2021, received on 1/28/2021 and updates received on 2/9/2021.

- Findings:**
1. The proposed project is the construction of a 75,000 square foot building. The site is 5.6 acres. Following development, the site will be 75 percent impervious with 4.4 acres of impervious surface, an increase of 4.2 acres.
  2. The complete project application was received on 1/28/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 3/11/2021 meeting. Sixty calendar-days expires on 3/28/2021.
  2. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

The applicant proposes to meet the water quality treatment requirements by infiltrating runoff from a 1.3-inch event. Most runoff from the site is proposed to be routed to an infiltration basin on the eastern portion of the site outfitted with an outlet control structure to the MnDOT pond offsite. Prior to discharging to the pond, runoff is routed through sump manholes outfitted with SAFL Baffle for additional pre-treatment. Small portions of pervious area on the NE and NW side of the site drain uncontrolled offsite. A small berm area east of the

**WM 2021-001: Highview 610**

infiltration basin will be left undisturbed and drains into Louisiana Ave. The applicant meets Commission water quality treatment requirements.

3. Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the site is proposed to be routed through an infiltration basin with an outlet control structure that overflow to the MnDOT pond. There is runoff from the site to the MnDOT pond during the 2, 10, and 100-year events; however, runoff rates are lower than pre-development rates. The applicant meets Commission rate control requirements (Table 1).

**Table 1. Runoff from site (cfs).**

Drainage Area	2-year event		10-year event		100-year event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-
To MnDOT Pond	4.8	0.5	10.1	4.4	32.2	11.3
To East	1.4	1.2	2.6	1.9	5.2	3.4
Total Site	6.2	1.7	12.7	4.0	37.3	13.9

4. Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The applicant proposes to infiltrate 1.3 inches of runoff within 48 hours to meet Commission infiltration and water quality requirements. The new impervious area on this site is 4.2 acres, requiring infiltration of 0.46 acre-feet within 48 hours. The applicant proposes that the newly constructed stormwater basin on site has the capacity to infiltrate the required volume within 48 hours. The applicant meets Commission volume control requirements.
5. Erosion control plan includes a rock construction entrances, perimeter silt fence, silt fence surrounding the infiltration basins, inlet protection, rip rap at inlets, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.
6. The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
7. There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
8. There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements.
9. The site is located in a Drinking Water Management Area (DWSMA), but is outside of the Emergency Response Area. The applicant proposes to amend the infiltration basin with soil per MPCA Stormwater Manual Requirements. Groundwater must be at least 3 feet below the infiltration basin bottom to ensure proper filtration of water. The applicant meets Commission drinking water protection requirements.
10. A public notice has been sent out for the project as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.

**WM 2021-001: Highview 610**

11. A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park is in progress.
12. A Project Review Fee of \$2,200 has been received.

**Recommendation:** Recommend approval subject to the following conditions:

1. The engineer needs to verify that the bottom of the infiltration basin is at least 3 feet higher than the normal groundwater level to ensure proper filtration during infiltration.
2. Provide a complete O&M agreement between the applicant and the City of Brooklyn Park for the infiltration basin on the project site.

Wenck Associates, Inc.  
Engineers for the Commission

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Ed Matthiesen, P.E.

Date

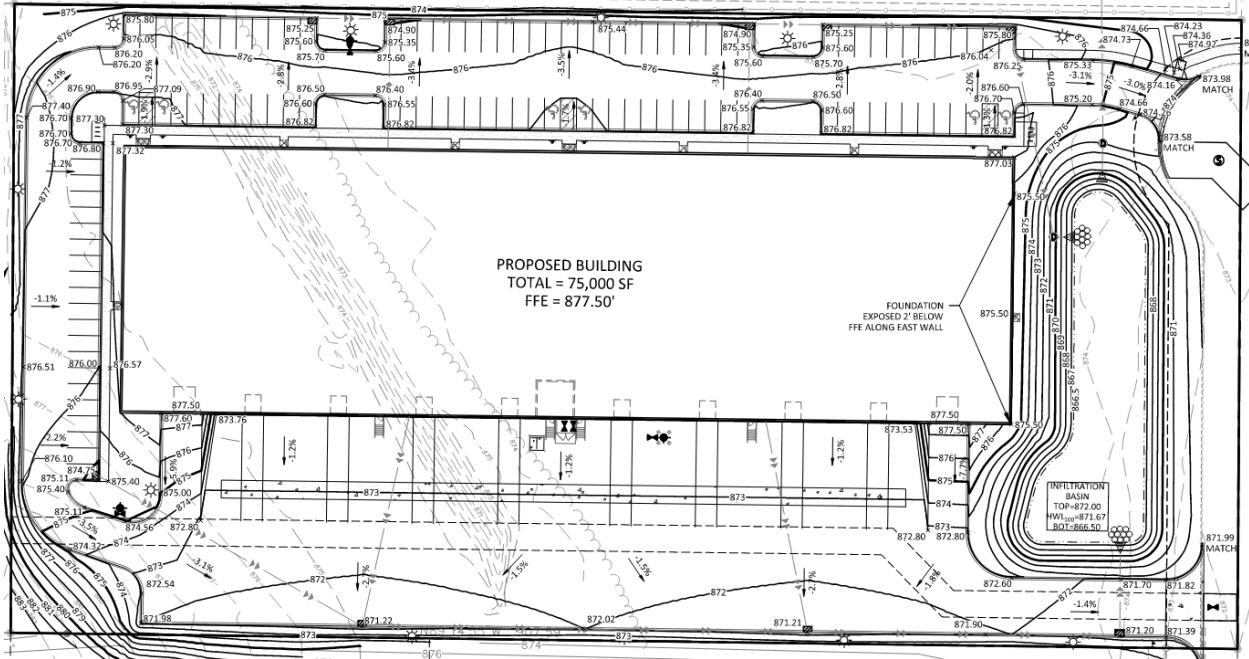
**WM 2021-001: Highview 610**

**Figure 1. Site location.**



# WM 2021-001: Highview 610

## Figure 2. Site grading plan.



**WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION**

**PROJECT REVIEW WM2021-002:** NorthPark Business Center Building V & VII

**Owner:** Scannel Properties #488/489 LLC  
**Address:** 8801 River Crossing Blvd, Suite 300  
Indianapolis, IN

**Engineer:** Ben Johnson  
**Company:** Kimley Horn & Associates  
**Address:** 767 Eustis Street, Suite 100  
St. Paul, MN 55114

**Phone:** 612-326-9506  
**Fax:**  
**Email:** Benjamin.johnson@kimley-horn.com

**Purpose:** Construction of two office-warehouse buildings on 23 acres.

**Location:** Northeast corner of Oxbow Creek Drive and Xylon Avenue in Brooklyn Park, MN (Figure 1).

- Exhibits:**
1. Project review application and project review fee of \$3,000, dated 12/17/2020, received 1/28/2021.
  2. Site plan, preliminary plat, grading (Figure 2), utility, erosion control, and landscaping plans dated 1/28/2021, received 1/28/2021. Edits to the utility plans received on 2/3/2021 and again on 2/8/2021.
  3. Hydrologic calculations by Kimley-Horn, dated 1/26/2021, received 1/28/2021. Edits to the HydroCAD calculations received on 2/3/2021 and again on 2/8/2021.

- Findings:**
1. The proposed project is the construction of two office-warehouse buildings on 25 acres. Following development, the site will be 70 percent impervious with 17.3 acres of impervious surface, an increase of 17.3 acres.
  2. The complete project application was received on 1/28/2021. To comply with the 60-day review requirement, the Commission must approve or deny this project no later than the 3/11/2021 meeting. Sixty calendar-days expires on 3/29/2021.
  2. To comply with the Commission's water quality treatment requirement, the site must provide ponding designed to NURP standards with dead storage volume equal to or greater than the volume of runoff from a 2.5" storm event, or BMPs providing a similar level of treatment - 85% TSS removal and 60% TP removal. Infiltrating 1.3-inches of runoff, for example, is considered sufficient to provide a similar level of treatment. If a sump is used the MnDOT Road Sand particle size distribution is acceptable for 80% capture.

Runoff from the site is proposed to be routed to 2 wet ponds and infiltration basins on-site. Wet pond P-G.1 flows through an infiltration basin that flows off-site to the west. Pond P-G.2 flows off-site to the west to a temporary pond. All runoff is infiltrated on-site, including after two back-to-back 100-year events. The applicant meets Commission water quality treatment requirements.

## WM 2021-002: Northpark Business Center Building V & VII

- Commission rules require that site runoff is limited to predevelopment rates for the 2-, 10-, and 100-year storm events. The applicant proposes to manage all runoff on-site. The applicant meets Commission rate control requirements (Table 1).

**Table 1. Runoff from site (cfs).**

Drainage Area	2-year event		10-year event		100-year event	
	Pre-	Post-	Pre-	Post-	Pre-	Post-
Entire site		0		0		0

- Commission rules require the site to infiltrate 1.0 inch of runoff from new impervious area within 48 hours. The new impervious area on this site is 17.3 acres, requiring infiltration of 1.9 acre-feet within 48 hours. The applicant proposes to infiltrate all runoff onsite due to highly permeable soils that have the capacity to infiltrate more than the required volume within 48 hours. The applicant meets Commission volume control requirements.
- The erosion control plan includes rock construction entrances, sediment traps during construction, perimeter silt fence, inlet protection, rip rap at pond inlets, and native seed specified on the pond slopes. The erosion control plan meets Commission requirements.
- The National Wetlands Inventory does not identify any wetlands on site. The applicant meets Commission wetland requirements.
- There are no Public Waters on this site. The applicant meets Commission Public Waters requirements.
- There is no FEMA-regulated floodplain on this site. The applicant meets Commission floodplain requirements.
- In a telephone conversation on 5/29/14 between Erik Megow of Wenck Associates and Dan Bowar of EVS Engineering, Mr. Bowar had stated that there is no known groundwater contamination on the project site. The site is located in a Drinking Water Supply Management Area (DSWMA); however, it is outside the emergency response area.
- A public hearing on the project will be conducted on 4/11/2021 as part of Planning Commission and City Council review of this project, meeting Commission public notice requirements.
- A draft Operations & Maintenance (O&M) agreement between the applicant and the City of Brooklyn Park was not provided.
- A Project Review Fee of \$3,000 has been received.

**Recommendation:** Recommend approval subject to the following conditions:

- Add silt fence surround the infiltration basins and wet ponds to the erosion control plans.

**WM 2021-002: Northpark Business Center Building V & VII**

2. Provide a complete O&M agreement between the applicant and the City of Brooklyn Park for all stormwater facilities on the project site.

Wenck Associates, Inc.  
Engineers for the Commission

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Ed Matthiesen, P.E.

Date



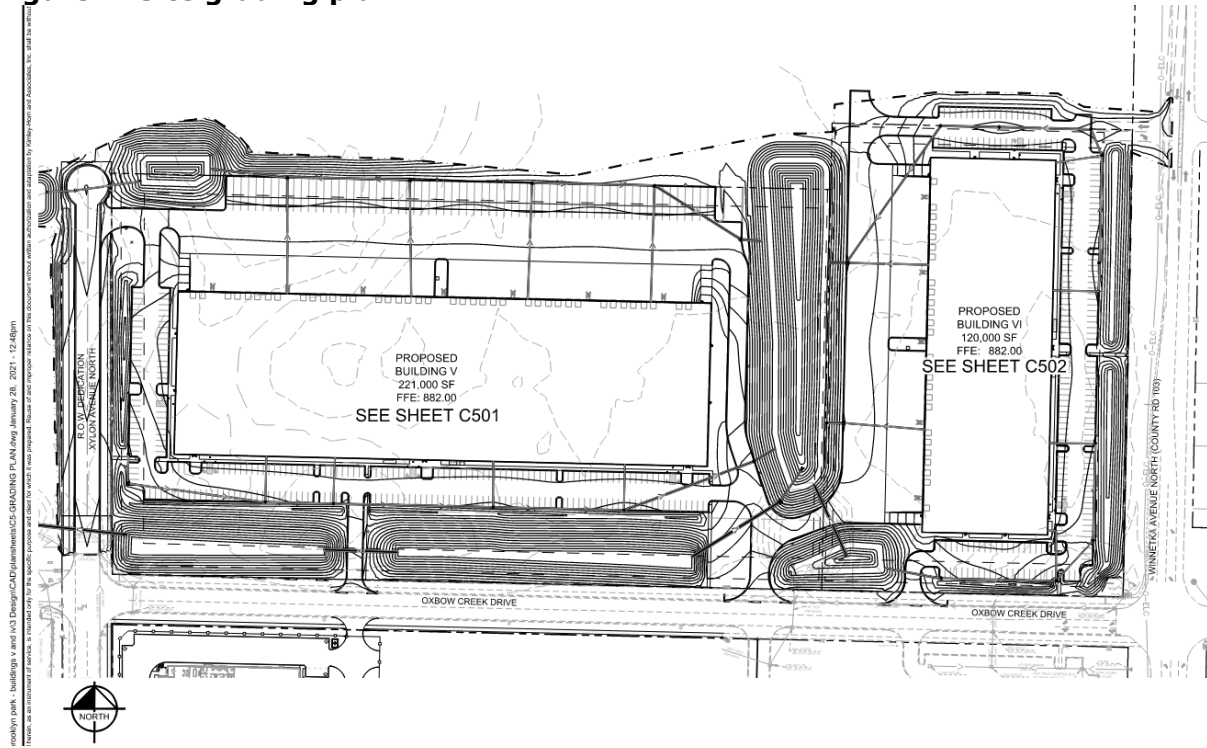
**WM 2021-002: Northpark Business Center Building V & VII**

**Figure 1. Site location.**



# WM 2021-002: Northpark Business Center Building V & VII

## Figure 2. Site grading plan.



**SHINGLE CREEK WATERSHED MANAGEMENT COMMISSION  
RESOLUTION NO. 2021-01**

**RESOLUTION AUTHORIZING THE ELECTRONIC STORAGE OF GOVERNMENT  
RECORDS, ELECTRONIC TRANSACTIONS, AND ELECTRONIC SIGNATURES**

WHEREAS, the Shingle Creek Watershed Management Commission (“Commission”) is a joint powers entity established by its member cities and carries out its duties in accordance with Minnesota Statutes, sections 103B.201 - 103B.253;

WHEREAS, the Commission finds and determines as follows:

- a. The Commission is subject to the requirements in Minnesota Statutes, section 138.17 to retain records constituting “government records” as defined in the statute;
- b. The Commission, as part of its project reviews and other activities, generates a variety of government records that need to be retained;
- c. Because the Commission does not have a central office with staff it relies on consultants to support its activities and to retain its government records;
- d. The printing and retention of government records in paper form is not always practical or efficient, and so the Commission desires to allow the retention of government records in electronic format;
- e. Minnesota Statutes, section 15.17, subdivision 1 allows the storage of government records in electronic format, including as a substitution of the original document;
- f. The Uniform Electronic Transaction Act, set out in Minnesota Statutes, chapter 325L, (“Act”) allows and promotes electronic transactions and allows the use of electronic signatures; and
- g. The Commission desires to allow for the storage of government records in electronic format and to authorize the use of electronic signatures and transactions to the extent allowed by the Act.

NOW, THEREFORE, BE IT RESOLVED, by the Shingle Creek Watershed Management Commission as follows:

1. The Commission and its consultants are authorized, but not required, to keep the government records it receives or generates in an electronic form. Such electronic records shall be retained and made available to the public in accordance with applicable laws and the Commission’s retention schedule as if they were in paper form.
2. The use of electronic documents and signatures by the Commission and its consultants conducting business on behalf of the Commission is approved and ratified, provided such use is in accordance with the Act. To the extent a person is authorized to sign documents on behalf of the Commission, that person may authorize the administrator to affix their electronic signature to a document, which shall serve as the authorizing person’s signature and is attributable to that person as their act.

Adopted by the Commissioners of the Shingle Creek Watershed Management Commission the 11<sup>th</sup> day of February 2021.

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R.A. Polzin, Chair

ATTEST:

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Judie Anderson, Administrator

**WEST MISSISSIPPI WATERSHED MANAGEMENT COMMISSION  
RESOLUTION NO. 2021-01**

**RESOLUTION AUTHORIZING THE ELECTRONIC STORAGE OF GOVERNMENT  
RECORDS, ELECTRONIC TRANSACTIONS, AND ELECTRONIC SIGNATURES**

WHEREAS, the West Mississippi Watershed Management Commission (“Commission”) is a joint powers entity established by its member cities and carries out its duties in accordance with Minnesota Statutes, sections 103B.201 - 103B.253;

WHEREAS, the Commission finds and determines as follows:

- a. The Commission is subject to the requirements in Minnesota Statutes, section 138.17 to retain records constituting “government records” as defined in the statute;
- b. The Commission, as part of its project reviews and other activities, generates a variety of government records that need to be retained;
- c. Because the Commission does not have a central office with staff it relies on consultants to support its activities and to retain its government records;
- d. The printing and retention of government records in paper form is not always practical or efficient, and so the Commission desires to allow the retention of government records in electronic format;
- e. Minnesota Statutes, section 15.17, subdivision 1 allows the storage of government records in electronic format, including as a substitution of the original document;
- f. The Uniform Electronic Transaction Act, set out in Minnesota Statutes, chapter 325L, (“Act”) allows and promotes electronic transactions and allows the use of electronic signatures; and
- g. The Commission desires to allow for the storage of government records in electronic format and to authorize the use of electronic signatures and transactions to the extent allowed by the Act.

NOW, THEREFORE, BE IT RESOLVED, by the West Mississippi Watershed Management Commission as follows:

1. The Commission and its consultants are authorized, but not required, to keep the government records it receives or generates in an electronic form. Such electronic records shall be retained and made available to the public in accordance with applicable laws and the Commission’s retention schedule as if they were in paper form.
2. The use of electronic documents and signatures by the Commission and its consultants conducting business on behalf of the Commission is approved and ratified, provided such use is in accordance with the Act. To the extent a person is authorized to sign documents on behalf of the Commission, that person may authorize the administrator to affix their electronic signature to a document, which shall serve as the authorizing person’s signature and is attributable to that person as their act.

Adopted by the Commissioners of the West Mississippi Watershed Management Commission the 11<sup>th</sup> day of February 2021.

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Gerry Butcher, Chair

ATTEST:

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Judie Anderson, Administrator

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made by and between the West Mississippi Watershed Management Commission (“WMWMC”), and the Mississippi Watershed Management Organization (“MWMO”), a Minnesota joint powers organization, for stormwater monitoring services. The WMWMC and the MWMO may hereinafter be referred to individually as a “party” or collectively as the “parties.” The parties hereby agree as follows:

### I. SCOPE OF AGREEMENT

The MWMO agrees to perform stormwater monitoring services for the WMWMC as described on Exhibit A, which is attached to and made a part of this Agreement.

### II. COMPENSATION

The MWMO will be compensated at the intervals and at the rates stated in Exhibit A. The total compensation under this Agreement will not exceed **\$11,509.73**. The MWMO shall submit itemized invoices for services rendered.

### III. EXPENSE REIMBURSEMENT

Reimbursable expenses identified on Exhibit A will be paid upon submission of itemized invoice to the WMWMC. The WMWMC agrees to pay for reimbursable expenses, if reasonably and necessarily incurred. The parties agree that in no event shall reimbursable expenses be incurred without prior written approval from WMWMC. This sum, if any, is not included in the compensation set out in Paragraph II, Compensation.

### IV. EFFECTIVE DATE AND TERMINATION DATE

This Agreement shall be in full force and effect from **January 1, 2021 through June 15, 2022**, unless otherwise extended by mutual agreement of the parties or is terminated earlier under Paragraph XVI, Cancellation, Default and Remedies.

### V. SUBSTITUTIONS AND ASSIGNMENTS

Services by the MWMO will be performed by the following person(s):

Udai B. Singh, PhD, PE, Water Resources Director,  
Brian Jastram, BS, Monitoring and Instrumentation Specialist,

Brittany Faust, BA, Water Resources Specialist,  
James Rudolph, BS, Environmental Specialist,  
John Mueller, BS, Environmental Specialist,  
and Hired interns.

Upon approval by the WMWMC, the MWMO may substitute other persons to perform the services. If substitution is permitted by the WMWMC, the MWMO shall furnish information to the WMWMC to allow proper review of the qualifications of the substituted person. No assignment of this Agreement shall be permitted without the written amendment signed by the WMWMC and the MWMO.

## **VI. CONTRACT ADMINISTRATION**

All provisions of this Agreement shall be coordinated and administered by the people identified in Paragraph XVII.

## **VII. AMENDMENTS**

No amendments may be made to this Agreement except in writing signed by both parties.

## **VIII. INDEPENDENT CONTRACTOR**

The MWMO and its employees are not employees of the WMWMC. It is agreed that the MWMO and its employees will act as an independent contractor and acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the WMWMC, its departments or agencies. The parties agree that the MWMO and its employees will not act as the agent, representative or employee of the WMWMC.

## **IX. INDEMNIFICATION**

Each party shall be responsible for its own acts and omissions and the results thereof to the extent authorized by law. Each party agrees to defend, indemnify and hold the other harmless from any and all liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from the party's negligent actions or inactions. The party seeking to be indemnified and defended shall provide timely notice to the other party when the claim is brought. The party undertaking the defense shall retain all rights and defenses available to the party



indemnified and no immunities or limits on liability are hereby waived that are otherwise available to either party.

**X. CONTRACTOR'S INSURANCE**

Each party shall be responsible for maintaining its own liability insurance with limits at least matching the liability limits established in Minnesota Statutes, section 466.04 and, to the extent required by law, workers' compensation insurance for its own employees.

**XI. DATA PRACTICES**

The parties are required to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Each party agrees to immediately report to the other party any requests from third parties for information relating to this Agreement. The parties agree to respond promptly to inquiries from the other party concerning data requests. Each party agrees to hold the other party, its officers, and employees harmless from any claims resulting from the unlawful disclosure or use of data protected under state and federal laws by the other party.

**XII. COMPLIANCE WITH THE LAW**

Each party agrees to comply with all applicable federal, state and local laws, rules, regulations, and ordinances applicable to the performance of its duties under this Agreement including, but not limited to, the laws relating to non-discrimination in hiring or labor practices.

**XIII. AUDITS**

The MWMO agrees that the WMWMC, the State Auditor or any of their duly authorized representatives, at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt and transcribe any books, documents, papers, and records that are relevant and involve transactions relating to this Agreement for a period of at least 6 years.

**XIV. APPLICABLE LAW**

The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement

will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the MWMO.

**XV. CONFLICT AND PRIORITY**

In the event that a material conflict is found between provisions in this Agreement, the MWMO's Proposal, if any, or the WMWMC's Request for Proposals, if any, the provisions in the following rank order shall take precedence: 1) Exhibit A; 2) Agreement; 3) Proposal; and last 4) Request for Proposals.

**XVI. CANCELLATION, DEFAULT AND REMEDIES**

Either party may cancel this Agreement upon thirty (30) days written notice, except that if the MWMO fails to fulfill its obligations under this Agreement in a proper and timely manner, or otherwise violates the terms of this Agreement, the WMWMC has the right to terminate this Agreement immediately, if the MWMO has not cured the default after receiving seven (7) days written notice of the default. The MWMO will be paid for services rendered prior to the effective date of termination.

**XVII. NOTICES**

Any notice or demand, authorized or required under this Agreement shall be in writing and shall be sent by certified mail to the other party as follows:

To the MWMO: Brian Jastram ([bjastram@mwmo.org](mailto:bjastram@mwmo.org)) or  
Dr. Udai B. Singh ([usingh@mwmo.org](mailto:usingh@mwmo.org))  
Mississippi Watershed Management Organization  
2522 Marshall Street NE,  
Minneapolis, MN 55418-3329

To The WMWMC: Ed Matthiesen ([ematthiesen@wenck.com](mailto:ematthiesen@wenck.com)), or  
Jeff Storm ([jstrom@wenck.com](mailto:jstrom@wenck.com)), or  
Dian Spector ([dspector@wenck.com](mailto:dspector@wenck.com))  
WENCK  
7500 Olson Memorial Highway Suite 300  
Golden Valley, MN 55427

The parties being in Agreement, have caused this Agreement to be signed as follows:

[Signature page follows]

**FOR THE MWMO:**

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

**FOR THE WMWMC:**

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Date \_\_\_\_\_

## Exhibit A

<b>SERVICE PROVIDER'S Name/ Organization:</b> MWMO	<b>Federal EIN:</b> 41-0544530
<b>Mailing Address:</b> 2522 Marshall ST NE Minneapolis, MN 55418	<b>Telephone Number:</b> 612-746-4970
<b>Work Dates:</b> January 1 <sup>st</sup> , 2021 to June 15 <sup>th</sup> , 2022 Monitoring period January 1, 2021 to December 31, 2021.	<b>Email:</b> <a href="mailto:bjastram@mwmoo.org">bjastram@mwmoo.org</a> Tel. 612-746-4985 <a href="mailto:usingh@mwmoo.org">usingh@mwmoo.org</a> Tel. 612-746-4980

### Background

The West Mississippi Watershed Management Commission (WMWMC) routinely measures flow and water quality at several stream and stormwater outfall sites throughout the West Mississippi Watershed.

WMWMC in 2020 contracted with MWMO to research, scope, design, installed, operate and maintain a stormwater outfall monitoring station to measure the quantity and quality of stormwater flowing through 65<sup>th</sup> Ave stormwater trunk line.

In 2021, the WMWMC plans to continue to monitor the outlet of the storm sewer trunk line that runs between 65<sup>th</sup> Avenue North in Brooklyn Center (referred to as the 65<sup>th</sup> Avenue Outfall). WMWMC would like to again employ the services of the MWMO to inspect, maintain, and operate the 65<sup>th</sup> Avenue stormwater trunk line stormwater outfall to monitor the stormwater quantity and water quality.

### Scope of Services

MWMO staff will continue to inspect, maintain, and operate a stormwater outfall monitoring station that was installed in 2020 to measure the quantity and quality of stormwater flowing through the 65<sup>th</sup> Ave trunk line. Monitoring will continue year-round for 2021. Monitoring activities will be conducted as follows.

- **Flow monitoring:** continuously record stage/level and velocity (if possible) at a location upstream of pipe outlet to Mississippi River
- **Frequency:**
  - Target one field grab (non-event) sample per month

- Target one storm or melt event composite sample per month
- Field parameters to be collected:
  - General site conditions
  - Stage/level
  - Temperature
  - Conductivity
  - Dissolved Oxygen
  - pH
  - Transparency
- Laboratory water quality parameters to be sampled:
  - Total phosphorus
  - Ortho-phosphate
  - Total suspended solids
  - Chloride
  - *E. coli*

**Budget**

Water quality samples will be delivered to the Metropolitan Council Environmental Services Lab for analysis.

**Table 1. Activity and cost breakdown for WMWMC 2021 Monitoring.**

<b>Activity</b>	<b>Cost</b>
Data Management	\$1,152.00
Collect samples	\$1,782.00
Equipment Maintenance	\$2148.00
Mileage – Expense	\$349.44
Analytical lab cost (Metropolitan Environmental Lab)	\$2088.00
Admin – (invoicing and annual report)	\$2072.00
Subtotal	\$9591.44
Contingency – 20%	\$1918.29
<b>Total</b>	<b>\$11,509.73</b>

**Deliverables**

1. All stormwater quantity and quality data will be delivered by 6/15/2022.
2. A monitoring report will be provided outlining the monitoring activities that were conducted and summary analysis of the data collected.

**Payment Schedule**

The cost of stormwater monitoring activities may not exceed **\$11,509.73**

A final itemized invoice must be submitted by the MWMO along with the stormwater quantity and quality data, no later than **June 15<sup>th</sup> 2022**. Payment will be made as soon as possible upon receiving the invoice and data.