

**MINUTES**  
**February 10, 2022**

(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 12:50 p.m. on Thursday, February 10, 2022.

Present for Shingle Creek were: David Vlasin, Brooklyn Center; Alex Prasch, Brooklyn Park; Burt Orred, Jr., Crystal; Karen Jaeger, Maple Grove; Ray Schoch, Minneapolis; Robert Grant, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; Wayne Sicora, Robbinsdale; Ed Matthiesen, Diane Spector, Katie Kemmitt, and Todd Shoemaker, Stantec; Troy Gilchrist, Kennedy & Graven; and Amy Juntunen and Judie Anderson, 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, Stantec; Troy Gilchrist, Kennedy & Graven; and Amy Juntunen and Judie Anderson, JASS.

Also present were: Andrew Hogg, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Heather Nelson, Champlin; Mark Ray, Crystal; Derek Ashe, Maple Grove; Liz Stout and Katie Kowalczyk, Minneapolis; Nick Macklem, New Hope; Leah Gifford, Amy Riegel and Ben Scharenbroich, Plymouth; Richard McCoy, Robbinsdale; and Laura Scholl, Jennifer Moeller, Lilah White, and Erika Schlaeger dos Santos, Metro Blooms, for the Brooks Gardens presentation.

II. **Agendas and Minutes.**

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

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

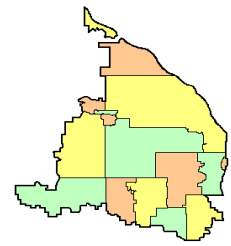
Motion Schoch, second by Grant to approve the **minutes of the January 13, 2022, regular meeting.\*** *Motion carried unanimously.*

Motion by Roach, second by Jaeger to approve the **minutes of the January 13, 2022, regular meeting.\*** *Motion carried unanimously.*

III. **Finances and Reports.**

A. Motion by Jaeger, second by Schoch to approve the Shingle Creek **February Treasurer's Report\* and claims** totaling \$13,897.48. Voting aye: Vlasin, Prasch, Orred, Jaeger, Schoch, Grant, Roach, Polzin, and Sicora; voting nay – none.

B. Motion by Butcher, second by Jaeger to approve the **West Mississippi February Treasurer's Report\* and claims** totaling \$5,525.68. Voting aye: Vlasin, Prasch, Butcher, Jaeger, and Roach; voting nay – none.



#### IV. Open Forum.

Scholl, Metro Blooms, Project Manager for the **Brooks Gardens Apartments and Townhomes Community** in Brooklyn Park, and her team presented a visual tour of the community. As a result of their work with the residents, together they have created 4,282 square feet of new habitat and annually capture 1.17 million gallons of runoff, 2,000 lbs. of solids and 4.5 lbs. of total phosphorus. Planting will continue in 2022. The Shingle Creek Commission provided \$30,000 cost-share funding for the \$86,107 project.

#### V. Election of Officers and Annual Appointments.

##### A. Shingle Creek.

1. Hearing no further nominations, motion by Shoch, second by Jaeger to elect the following as officers for 2022: Andy Polzin, Plymouth, Chair; Wayne Sicora, Robbinsdale, Vice Chair; Karen Jaeger, Maple Grove, Secretary; and Burt Orred, Jr., Crystal, Treasurer. *Motion carried unanimously.*

2. Motion by Jaeger, second by Schoch to make the following appointments for 2022: Official Newspaper – *Osseo-Maple Grove Press*; Deputy Treasurer – Judie Anderson; Official Depositories – U.S. Bank, 4M Fund; and Auditor – Johnson & Company, Ltd. *Motion carried unanimously.*

##### B. West Mississippi.

1. Hearing no further nominations, motion by Butcher, second by Roach to elect the following as officers for 2022: Gerry Butcher, Champlin, Chair; David Vlasin, Brooklyn Park, Vice Chair; and Karen Jaeger, Maple Grove, Secretary/Treasurer. *Motion carried unanimously.*

2. Motion by Butcher, second by Jaeger to make the following appointments for 2022: Official Newspaper – *Osseo-Maple Grove Press*; Deputy Treasurer – Judie Anderson; Official Depositories – U.S. Bank, 4M Fund; and Auditor – Johnson & Company, Ltd. *Motion carried unanimously.*

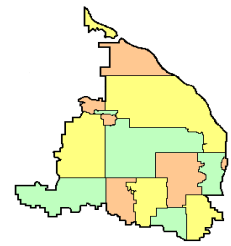
#### VI. Project Review.

**WM2022-01 Champlin Park High School, Brooklyn Park.\*** Construction of new artificial turf athletic field, new baseball field, trails and associated amenities on a site located at 6025 109th Avenue North. The project proposes to disturb approximately 6.2 acres of the 75-acre parcel. Following development, the site will be approximately 36 percent impervious, an increase of 0.19 acres. A complete Project Review application was received on January 28, 2022.

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 - 80-85% TSS removal and 50-60% TP removal. 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 pervious areas and a new infiltration basin. The applicant meets Commission water quality treatment requirements.

Commission rules require that site runoff be limited to predevelopment rates for the 2-, 10-, and 100-year storm events. Runoff from the school campus is managed within an existing pond northeast of the parcel. For this project, rate control is achieved using an existing low area within the athletic fields and a new infiltration basin adjacent to the new artificial turf field. The applicant meets the Commission's rate control requirements.



Commission rules require the site to infiltrate 1.0” of runoff from new impervious area within 48 hours. The new and reconstructed impervious area on this site is 0.48 acres, requiring that 1,740 cubic feet be infiltrated within 48 hours. The applicant proposes to use impervious disconnection and an infiltration basin to provide 2,420 cubic feet of abstraction. Both have the capacity to infiltrate the required volume within 48 hours, which meets Commission requirements.

The NWI does not identify any wetlands on site. There are no Public Waters on this site. There is no floodplain on this site. Freeboard requirements are satisfied as there are no buildings adjacent to the proposed infiltration basin.

An erosion control plan was submitted with the project review, and includes rock construction entrance(s), perimeter silt fence, and slope checks. The proposed revegetation plan does not specify native seed within the infiltration basin. The erosion control plan does not meet Commission requirements.

A public hearing on the project is not required by the City of Brooklyn Park Planning Commission because there is no change in use within the project area.

Motion by Jaeger, second by Prasch to advise the City of Brooklyn Park that approval of project WM2022-01 is granted with the following condition:

Specify a native seed mixture for permanent stabilization of the infiltration basin. For the basin bottom, consider potted plants or plugs because seed can be eroded or mobilized by runoff before germination.

*Motion carried unanimously.*

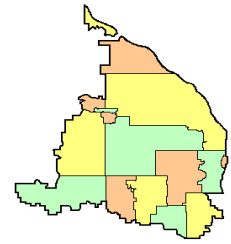
## **VII. Fourth Generation Watershed Management Plan.\***

Kemmitt provided an overview of the progress on the Plan update.

**A. Maintenance Funding Guidelines.\*** Staff drafted a Maintenance and Resiliency Funding policy for TAC and Commission review. The policy addresses the types of work that may be eligible for funding, including work resulting from capital projects that doesn't fall neatly into either operations or brick and mortar projects. At their January meeting, members of the Technical Advisory Committee spent considerable time discussing the draft policy and requested Staff to return in February with suggested revisions for further discussion.

Under the February draft policy, projects that will be considered for Commission funding under the Maintenance Funding policy fall into two categories as follows:

- 1.** Actions to maintain water quality benefits following Commission-led projects such as but not limited to:
  - a.** Annual rough fish maintenance management
  - b.** Rough fish barrier cleaning, repair, and maintenance
  - c.** Whole-lake invasive aquatic vegetation management treatments performed for water quality, excluding those for recreation, aesthetics, or navigation and with DNR concurrence
  - d.** Alum treatment touch-up
  - e.** In-lake vegetation transplanting efforts
  - f.** Research BMP maintenance (e.g., biochar and iron-enhanced sand filters constructed under Watershed projects)



2. Other actions that do not fall within the above category, evaluated on a case-by-case basis by the TAC and recommended to the Commission.

Actions that will not be considered include any city actions for meeting National Pollutant Discharge Elimination System (NPDES) permit requirements; other activities that are clearly city responsibilities including pond dredging, street sweeping, and removing terrestrial invasive vegetation; and project-related operations and maintenance to which the city previously agreed such as debris removal and bank stabilizations related to stream restoration projects.

All candidate actions will be reviewed by the TAC and recommended to the Commission for approval. Unallocated funds will carry over from year to year and be maintained in a designated fund account.

Motion by Schoch, second by Grant to approve the revised policy. *Motion carried unanimously.*

**B.** Spector recapped the discussion that occurred at the Technical Advisory Committee meeting that preceded this meeting regarding revisions to the Commissions' **Rules and Standards**. TAC members are reviewing a marked-up version of the 2013 Rules. The updated rules will align with the new MS4 general permit and the latest guidance in the Minnesota Stormwater Manual. They will also add clarity to how the Commissions will review certain project elements to align with City and surrounding Watershed requirements.

The Rules will be revised to replace the current Water Quality requirement of providing 60% TP and 85% TSS removal or infiltrating 1.3 inches, to the new standard of 1.1 inches of volume management through infiltration or abstraction, or a combination of abstraction and filtration.

The revised rules will also adopt the new requirements for linear projects, potentially establishing an upper dollar limit per pound of TP removal to define "cost effective."

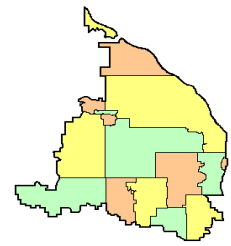
Other updates are mainly housekeeping revisions.

**C. Monitoring program framework.\*** Members of the TAC and Commissions are being asked by Staff to consider the following regarding changes to the Monitoring Program for the 4th Generation Plan:

1. How can monitoring efforts be best coordinated between cities and the WMO?
2. Consider changes to the West Mississippi outfall monitoring schedule and frequency to best address current data needs.
3. Equipment replacement and technology upgrade costs. The Shingle Creek Commission has invested significant money in equipment, which requires occasional replacement and upgrades.
4. Hennepin County has reduced their biological monitoring efforts in recent years due to COVID-19 restrictions. Hennepin County programs may not be a consistent source of data moving forward.

**D.** Kemmitt displayed the recent updates to the **online story map** that will accompany the Fourth Generation Plan. Work on the story map will continue, with updates to layers and data shown. The story map is intended to be used as a visual, data-driven tool; the Commissions' website will continue to be the main source for watershed information. The story map will link back to the website where possible for in-depth information on projects, Commission processes, and more.

**E. Public Input and Review.** Member cities are being contacted to determine which of their active commissions would best serve as a Citizen Advisory Committee to provide input and review of the draft plan as it moves through the development process and to establish a schedule. The request is for two meetings, with a homework assignment prior to the first meeting.



## VIII. Water Quality.

**Creekview Park Area, Minneapolis.\*** This project is a collaboration with the City of Minneapolis and the Minneapolis Park Board to repurpose the Humboldt pond filter by pumping water from the creek into the pond and discharging the water through the filter. This project aligns with Minneapolis' goal of reducing the bacteria level in the stream down to a safe level. Construction is likely a couple of years out.

Motion by Schoch, second by Orred to approve \$5,000 from the Closed Project Account to help fund this project. *Motion carried unanimously.*

## IX. Grant Opportunities.

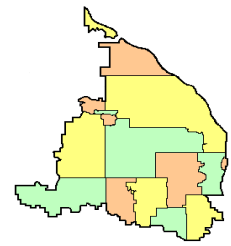
**A. Palmer Creek Estates.\*** Included in the meeting packet is a copy of grant agreement C22-0255\* in the amount of \$384,000 between the Board of Water and Soil Resources (BWSR) and the Commission for the recently awarded Palmer Creek Estates Stream Stabilization project in the city of Plymouth. This project is a stream restoration of a portion of what used to be the Bass Creek channel upstream of Bass Lake, and installation of underground treatment devices to treat stormwater before being discharged into the channel and into the lake. The Administrator executed the draft agreement and sent it back to BWSR to work its way through its approval process. The requested action is ratification of that administrative signature. It should be noted that this grant agreement is similar to many of the BWSR grant agreements the Commission has executed in the past.

At the time the Commissioners ordered the project last September 2021, they authorized developing and executing a cooperative agreement with the City of Plymouth to construct the project. Staff held off on developing that agreement because the grant application was still pending. BWSR subsequently awarded the grant, and that cooperative agreement should now be a cooperative and subgrant agreement. In a cooperative and subgrant agreement, the City agrees to take on responsibility for the project and Commission agrees to reimburse the City for costs from the grant as well as other sources (such as levy) as necessary. The City agrees to be bound by the requirements of the BWSR grant agreement. These are standard agreements drafted by the attorney that we routinely use for CIP projects.

Motion by Schoch, second by Grant to ratify the administrative execution of the grant agreement. *Motion carried unanimously.*

**B. Bass Lake Vegetation Improvements.** At the January 2022 Commission meeting Staff was directed to move forward with a DNR Conservation Partners Legacy Grant application\* to fund aquatic vegetation transplants to Bass Lake. Conservation Partners Legacy Grants fund conservation projects that restore, enhance, or protect forests, wetlands, prairies, and habitat for fish, game, and wildlife in Minnesota. Staff have begun writing the application with a focus on the habitat improvements that will be made in the lake. Staff is also in the process of obtaining Letters of Support from the City of Plymouth and the Bass Lake Improvement Association to accompany the grant application. A 10% match will be required and will be provided by a combination of Bass Lake Improvement Association in-kind labor and cash match from the reserve funds left over from the Bass and Pomerleau Lakes alum treatment project. The grant request will be \$22,890; a minimum of \$2,489 will be required for match. At their earlier meeting today, the TAC recommended that the Commission approve this application.

Motion by Schoch, second by Jaeger directing Staff to complete and submit the application. *Motion carried unanimously.*



**C. 2022-23 WBIF Grants.\*** The Board of Water and Soil Resources (BWSR) biennially appropriates funding for a program called Watershed-Based Implementation Funding (WBIF). The WBIF funding is allocated to targeted watersheds to be distributed according to guidelines agreed upon by the eligible entities in the allocation area (“the Partnership”). The BWSR Board approved allocations for fiscal year 2022, including \$95,501 to the Shingle Creek allocation area and \$75,000 to the West Mississippi allocation area, which will become available July 1, 2022. A minimum 10% match is required.

The BWSR Funding Policy for the program specifies that each Partnership will include one decision-making representative from each watershed district and/or watershed management organization, soil and water conservation district, county with a current groundwater plan, and up to two decision-making representatives from municipalities within the allocation area. For these two allocation areas, that would include the respective commission, Hennepin County in its capacity as the county SWCD, and up to two cities. Other parties may participate in discussions regarding the use of the funding, but only the decision-making representatives may make the final recommendation to BWSR. The city and watershed representatives may be TAC members or Commissioners.

At today’s Technical Advisory Committee meeting, Amy Riegel from Plymouth and Mitchell Robinson from Brooklyn Park volunteered to represent the cities. Kris Guentzel will represent Hennepin County.

Schoch and Jaeger agreed to represent the Commissions.

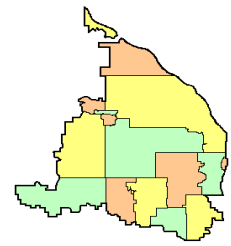
The first official convene meeting will be held at the end of the March 10, 2022, TAC meeting, just prior to the regular March meetings of the Commissions. At that meeting the group will begin discussing options for the use of the funds.

Staff recommends that the TAC and Commissioners start thinking about their priorities and objectives for the funding. Activities eligible for funding span a very wide range of options, but all must be focused on prioritized and targeted cost-effective actions with *measurable water quality results*. Funding is not limited to capital projects; anything in the Third Generation Plan’s Implementation Plan may be eligible as long as its end goal is the protection and improvement of water quality. The Implementation Plan included several broad areas, including:

1. Keeping the Rules and Standards up to date
2. Maintaining a robust monitoring program
3. Implementing an education and outreach program
4. Implementing TMDL management actions
5. Completing subwatershed assessments and follow-up implementation cost share
6. Matching grants
7. Maintaining an ongoing and periodically updated capital improvement program (CIP)

The Partnerships may choose to award the funds to one high-priority project or make numerous awards for varying objectives. Tables 1 and 2 in Staff’s February 3, 2022, memo\* show the current CIPs for each Commission. You may add one or more projects to the CIP by Minor Plan Amendment for eligibility for the WBIF funding if that is approved prior to submitting a work plan.

Along with designating the required representatives, the secondary purpose of this discussion is to provide some broad guidance and direction to the designees to consider during the Convene meeting. For example, the Commissions may want to make it known to the Partnership their funding preference.



At the March 10 Convene meeting the Partnerships will complete some procedural details and then discuss the desired objectives and outcomes from the use of the funding before diving into determining how fundable activities will be solicited and selected. Recommended activities approved by BWSR may then be detailed in a work plan starting approximately June 2022. Funding would be available July 1, 2022, following submittal and approval of the work plan. Recommended Convene meeting objectives include:

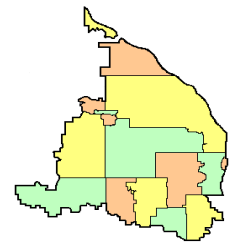
1. Choose a decision-making process.
2. Decide how to select activities for funding. Note that partnerships may also want to choose funding targets for various categories (e.g., projects, studies, education).
3. Partnerships may select activities by:
  - a. Developing a list of potential activities from eligible plans,
  - b. Dividing funding among eligible entities in an equitable manner,
  - c. Selecting a few priority waterbodies (lake, streams) and/or groundwater areas to prioritize activities,
  - d. Using agreed upon criteria to select activities, or
  - e. Using a process approved by the BWSR Central Region Manager.
4. Select the highest priority, targeted, measurable, and eligible activities to be submitted to BWSR as a budget request.
5. Confirm which entity will serve as grantee and/or fiscal agent for each selected activity and decide on the source of the 10% required match.

**X. Education and Public Outreach.**

- A. The West Metro Water Alliance (WMWA) met on February 8, 2022.
- B. **Blue Thumb/Metro Blooms.** WMWA will be forwarding to the cities in the four member WMOs (Bassett Creek, Elm Creek, Shingle Creek, and West Mississippi) information about 2022 potential resilient yards workshops that Metro Blooms now offers virtually. City sponsorship may fulfill an MS4's obligation to provide workshops or other learning opportunities to their residents.
- C. **Flyer Update.** The pet waste and water softener flyers have been completed and work is nearly done on the proper ice melt use flyer. These will be available to all the MS4s in the WMOs to help meet their NPDES permit obligations.
- D. **Watershed PREP.** The new educator, Jessica Sahu Teli, is working with the retiring educator to solicit classroom opportunities for this spring.
- E. The **next meeting** will be held via Zoom at 8:30 a.m., March 8, 2022.

**XI. January Staff Report.\***

- A. **Grant Closeouts.** Staff completed the final reporting for two BWSR grants that expired December 31, 2021: the Bass and Pomerleau Alum Treatments and the 2019 Watershed Based Implementation Funding (WBIF). The WBIF funding helped to cost share in four projects: Acquisitions and installation of a brining system at the Brooklyn Center Central Garage; an underground treatment system for an adjacent catchment area constructed opportunistically with the reconstruction of New Hope's Civic Center Park; the initial Meadow Lake drawdown; and Brooklyn Park's River Park Stormwater Improvements.
- B. **Grant Follow-up.** Periodically BWSR prepares and features project writeups highlighting successful grant-funded projects. Staff, Andy Polzin, and Mitch Robinson were all interviewed recently for a writeup on the original Connections project, which also notes that it is one of a series of projects that



ultimately is creating a 2.5 mile corridor of restored urban stream. When the final version is published, we will forward it on to you as well as post a link on the website and social media.

**C. Future Projects.**

**1. Brooklyn Park.** On January 12 staff met with Mitch Robinson and Jesse Struve from the City of Brooklyn Park regarding a potential future stream restoration project in Brookdale Park, downstream from the Connections I and Connections II projects. Because this potential project is mostly though a wide area of parkland, there is an opportunity to restore a more natural, meandering channel. City staff were interested in exploring this project, which would likely be 2-3 years out.

**2. Minneapolis.** On January 13 Staff met with Rachel Crabb and Adam Arvidson of the Minneapolis Park and Recreation Board to talk about potential future joint projects. The Park Board anticipates making a number of improvements to the Creekview Park/Shingle Creek Park area between the Queen Avenue bridge and 49th Avenue over the next 2-4 years. While most of the improvements are within the upland park area, there is a desire to incorporate some natural area improvements as well as some in-stream work. The MPRB is interested in exploring partnership options further. Because the MPRB is not a party to the Joint Powers Agreement, any improvements will likely have to be done as part of a three-party cooperative agreement between the Commission, MPRB, and City of Minneapolis. Staff are also in talks with the MPRB and the City about the possibility of repurposing the iron-enhanced sand filter on the Humboldt Pond to divert streamflow into the pond for treatment and then release the treated water back into the creek. (See VIII., above.)

**D. Project Updates.**

**1. Crystal Lake Management Plan.** Staff has met with WSB and requested a proposal for a second year of carp removal. Staff are also putting together the paperwork to reallocate grant funds from the alum treatment activity to the carp management activity.

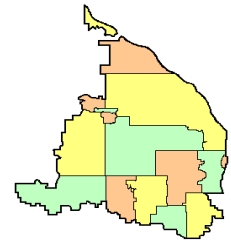
**2. Bass and Pomerleau Lakes Management Plan.** (Also see item IX.B. regarding the native vegetation restoration grant project.) Staff has been in touch with MPCA staff regarding the process for removing the lakes from the Impaired Waters List. Staff are working with them on gathering the required data and narratives. The next assessment process will initiate in fall 2022 so this is perfect timing. The assessment team will look at not only average water quality over the past ten years, but also the corrective actions that have taken place in the lake and watershed. This will help them decide if the improved water quality is likely to be sustained into the future, or whether it is simply a short-term response.

**3. Meadow Lake Management Plan.** Project is looking good with good frost depth. No additional work is anticipated until spring.

**4. Connections II and Bass Creek Restoration Projects.** Construction is underway, starting with tree removals and creation of stabilized access points. Completion is expected by spring 2022. Staff will have some slides of work currently under way.

**5. SRP Extension Project.** This project is temporarily on hold as the City of Crystal continues to work with MAC to obtain permission to construct the project on MAC property. Once that is secured it is expected that work will proceed starting approximately in March depending on the weather and be complete by mid-summer 2022.





**XII. Communications.**

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

**B.** The Commissions have been copied on a letter from the Bassett Creek Watershed Management Commission to Mike Trojan at the Minnesota Pollution Control agency thanking him for his and the MPCA's work to develop credits and guidance for **Manufactured Treatment Devices** (MTDs) in the *Minnesota Stormwater Manual*. The letter states that this new guidance "will streamline development reviews, provide consistency across jurisdictions, and provide succinct guidance to project proposers."

**XIII. Other Business.**

**A. Annual appointments of commissioners are still due from the cities of Minneapolis, and New Hope.**

**B.** Spector and Laura Jester, Administrator for the Bassett Creek WMO, are collaborating on an **Equity in Watershed Management Workshop**, tentatively scheduled for April 25. Second District County Commissioner Irene Fernando is lined up to facilitate this event. Discussion will be centered around the history of environmental justice in our area, where Bassett Creek and Shingle Creek WMOs have concentrated their resources in the past, what is the intersection between watershed work and environmental justice, how other WMOs and member cities are addressing the issue, and what role they see for the watersheds.

**XIV. Adjournment.** There being no further business before the Commissions, the joint meeting was adjourned at 3:03 p.m.

Respectfully submitted,

Handwritten signature of Judie A. Anderson.

Judie A. Anderson,  
Recording Secretary  
JAA:tim

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