

**Technical Advisory Committee
MINUTES | May 9, 2024**

A meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chair Richard McCoy at 11:03 a.m., Thursday, May 9, 2024, at the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present: James Soltis, Brooklyn Center; Mitchell Robinson, Brooklyn Park; Heather Nelson, Champlin; Liz Stout, Minneapolis; Nick Macklem, New Hope; Amy Riegel, Plymouth; and Richard McCoy, Robbinsdale.

Not represented: Crystal, Maple Grove, Osseo.

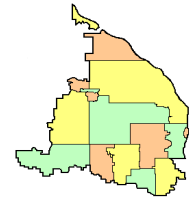
Also present: Burt Orred, Crystal; Nico Cantarero, Minneapolis; James Kelly, Osseo; Ben Scharenbroich and Andy Polzin, Plymouth; Jenna Wolf, Robbinsdale; Mike Sorensen, Minneapolis Park and Recreation; Jen Dullum, Board of Water and Soil Resources (BWSR); Todd Shoemaker and Katie Kemmitt, Stantec; Troy Gilchrist, Kennedy & Graven; and Amy Juntunen, JASS.

- I. Motion by Riegel, second by Robinson to **approve the agenda**. *Motion carried unanimously.*
- II. Motion by Robinson, second by Riegel to **approve the minutes*** of the April 11, 2024, meeting. *Motion carried unanimously.*
- III. **2025 OPERATING BUDGETS.*** The proposed 2025 Operating Budgets for both the Shingle Creek and West Mississippi Commissions are shown at the conclusions of these minutes.

The Joint Powers Agreements (JPAs) of the Commissions require a budget and the resulting proposed city assessments for the coming year to be reported to the member cities by July 1. The operating budget covers the core of Commission activities, including administration, engineering, legal, technical services, monitoring, education/outreach programs and basic operations of the Commission. Capital and cost-share projects are handled separately from the operating budget.

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

The JPAs include a cost cap that limits the increases in annual city assessments to the *cumulative* increase in the Consumer Price Index, using the assessment in 2004 as a base. This is



not an annual cap, so if the Commission chooses not to increase the assessment or increases less than inflation, it has the ability in the future to increase the assessment by more than the annual rate of inflation to “catch up.”

The Shingle Creek Commission has not increased its assessment every year and had a minimal increase between 2020 and 2024. The recommended draft 2025 budget assumes an assessment of \$372,000, which is less than a 1% increase. Other sources of funding are project review fees and interest, shown later in Table 1. The Commission’s interest earnings in 2023 were quite sizable and 2024 is also on track to be significant. While Staff expect interest earnings will be sizable in 2025, for budget purposes they kept that expectation moderate and consider those earnings to be a windfall rather than something that will continue. With a few notable exceptions the proposed budget shown in Table 1 generally continues the same activities at the same level of effort as 2024. Table 2 shows the proposed member assessments by city.

In 2025 the West Mississippi Commission could increase assessments to as much as \$203,090 and still stay within the JPA cap. The recommended budget assumes an assessment of \$160,000, which is no increase following years of no or minimal change. Again, for budget purposes. Staff kept interest expectations moderate. As with Shingle Creek, the proposed West Mississippi budget shown in Table 3 continues the same activities at the same level of effort as 2024. Table 4 shows the proposed member assessments by city.

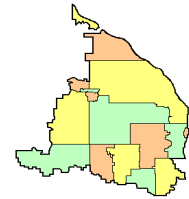
1. Interest – line 4. The Commission has a significant balance in its 4M account of levy and grant proceeds, waiting for reimbursement requests from cities. As inflation has increased in the last 12-18 months, interest rates have also increased, leading to the windfall of interest in 2023. Earnings in 2024 are also on the same pace. However, the 2025 budget assumes that the fund balance will decrease in the near future as projects are completed.

2. Engineering Services - lines 8-11. There has been an increase in the general level of service to the cities, as well as the number of planning meetings regarding potential future projects and studies. While the Commission has been successful at receiving grants, there is a reporting obligation associated with each. Where we can incorporate that into the grant budget we do. These line items are proposed to be adjusted in 2025 to better reflect the actual cost and level of service.

3 Meeting Expense - line 16. The new meeting location at the Plymouth Community Center charges a monthly room rental, which together with the lunch cost are the primary meeting expenses. This cost is split between Shingle Creek at 70% and West Mississippi at 30%. The budget assumes that in 2025 the Commission will continue to meet in that location.

4. Contribution to 5th Generation Plan – line 28. While it is several years away, it is recommended that the Commission begin to save funds to be used in developing the 5th gen plan.

Discussion centered on supporting Education, both for WMWA and the Hennepin County Educator; and whether increases in expenses should be offset by an increase in membership dues or be taken from reserves. Motion by Riegel, second by Macklem directing Staff to formulate a



final Shingle Creek budget for approval in June based on the comments received here and with the inclusion of a memo explaining the boundary shifts that affected the membership assessments. *Motion carried unanimously.*

Motion by Robinson, second by Nelson directing Staff to formulate a final West Mississippi budget for approval in June based on the comments received here and with the inclusion of a memo explaining the boundary shifts that affected the membership assessments. *Motion carried unanimously.*

IV. 2024-2025 CIP.

Staff has made its annual call to the cities for potential revisions to the 2024 and 2025 CIP. No new projects were added. Cities with projects on the current CIP can request they be moved or removed from the CIP at any time. Projects less than \$200,000 will be submitted to the cost-share program.

The current CIPs for Shingle Creek and West Mississippi are shown in Tables 1 and 2 of Staff's May 3, 2024 memo and include projects that have been on the CIP for years and keep getting pushed back until such time as they are ready for implementation. With no changes proposed, no action will be recommended to either Commission

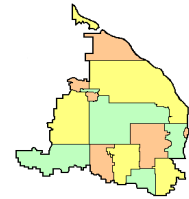
V. BROOKDALE PARK SHINGLE CREEK REMEANDER AND REGIONAL TRAIL BANK STABILIZATION & FISH ACCESS IMPROVEMENTS.

A. Stantec analyzed two segments of Shingle Creek within the City of Brooklyn Park, upstream and downstream of Xerxes Avenue for stream restoration purposes. Segment 1 is approximately 5,500 feet in length and starts 700 feet downstream of Noble Avenue to Xerxes Avenue; Segment 2, is approximately 2,000 feet in length and runs from Xerxes Avenue to the pedestrian bridge north of Palmer Lake.

The primary project objectives for Segment 1 are to remeander a previously straightened segment of the creek using natural channel design techniques, reduce soil loss to improve water quality and fish and wildlife habitat through biological enhancements and integrate proposed improvements within the park for user educational and recreational opportunities. The primary project objectives for Segment 2 are to develop feasible solutions for bank stabilization and fishing access improvements within this reach. Restoration of these channel segments were an implementation action in the Shingle Creek Biotic and DO TMDL and the Fourth Generation Plan.

The project area for both segments is within a Minnesota Pollution Control Agency (MPCA) environmental justice area of concern based on the US Census Bureau's survey data for both proportion of low-income residents and people of color. This furthers the need for incorporation of an inclusive and equitable engagement process early and throughout this project's design.

B. Stantec used field and desktop base data and field survey information to develop channel design iterations in AutoCAD. The proposed low flow channel is a trapezoidal channel



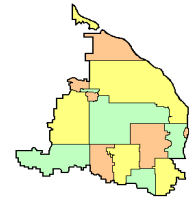
with 5-ft bottom width and 1-ft channel depth based on survey data and the bankfull channel width and cross-sectional areas are based on regional curve data obtained from the MnDNR. The preliminary channel cross-section has an overall width of 36 feet, which is narrower than the existing channel condition. Banks of the existing and proposed channel are proposed to be regraded and stabilized with deep rooted vegetation and wood toe wherever possible. In areas where sloping is not feasible, hard armoring practices may be utilized.

C. Based on initial evaluation and analysis, Stantec developed two concept design alternatives for consideration. Based on City and community input received, Stantec refined the alternatives into one revised concept and further refined this concept into 30-percent preliminary design plans and opinion of probable cost. The final preliminary design of the project area consists of:

1. Removal and replacement of the existing concrete weir structure with a series of pools and riffles.
2. Incorporating channel narrowing and stabilization wherever widening is present.
3. Remeandering approximately 2,700 linear feet of existing straightened stream channel. Installing cover boulders within existing straightened channel segments where remeandering is not recommended or feasible.
4. Incorporating wetland restoration opportunities within existing channel areas where remeandered.
5. Enhancing habitat opportunities with instream pools, wood toe stabilization and back water pools.
6. Incorporating three fishing access points along the creek connected to the existing bituminous path with a soft-surface path.
7. Stabilizing storm pipe outfalls adjacent to the creek.
8. Evaluating three opportunity sites for stormwater BMP improvements prior to discharging into the stream channel.

D. Potential stormwater BMP opportunity sites for pollutant removal are located on the plans based on preliminary review of existing stormwater outfalls, parcel boundaries, and grades.

1. BMP Opportunity 1 – north of Shingle Creek adjacent to the dog park within Brookdale Park. Existing stormwater BMP that may provide modification opportunities to improve nutrient and bacteria filtration.
2. BMP Opportunity 2 – south of Shingle Creek within Brookdale Park. Reroute neighborhood storm sewer pipe outfall to a proposed filtration basin or forebay for additional stormwater treatment prior to discharging into the creek.



3. BMP Opportunity 3 – north of Shingle Creek within Brookdale Park. Improve existing ditch prior to discharging into the creek.

E. Stantec envisions this to be a collaborative design process with input from city residents and various City offices including parks, engineering, and public works as well as Three Rivers Park District and the Minnesota Department of Natural Resources. Since this work aims to achieve positive outcomes on ecological, recreational, environmental justice, and aesthetic levels, they recommend a deliberate, inclusive, and robust outreach and engagement process for feedback during design.

F. Schedule considerations prior to final design:

1. Further environmental review

2. Wetland delineation

3. MnDNR public waters work exclusion dates for Shingle Creek are from March 15 to June 15 when in-water work is prohibited.

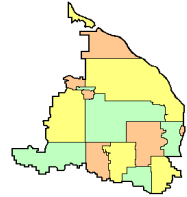
4. Agency permitting activities have been taking longer than usual, so communications with regulatory agencies should begin as soon as possible to maintain the project timeline.

5. Winter construction and phasing of work for stabilization prior to bringing creek remainder segments online should be considered.

G. Based on the preliminary plans, an opinion of probable cost was developed and is summarized below. A full, line-item breakdown is included in Staff’s May 1, 2024, memo.

	Segment 1 (Upstream of Xerxes)	Segment 2 (downstream of Xerxes)
Estimated Construction Costs (w/o contingencies)	\$ 1,279,375	\$ 355,475
Legal and Admin Fees (10%)	\$ 128,000	\$ 35,600
Design, Permitting, and Constr Engineering (25%)*	\$ 319,900	\$ 88,900
Contingency (25%)	\$ 319,900	\$ 88,900
Est Construction Costs (incl contingencies)	\$ 2,047,175	\$ 568,875

VI. Eagle Lake SWA. Discussion postponed to June meeting.




VII. JPA. Gilchrist reviewed comments received from city staff. Several of these comments address items that were included in the original JPA while others covered new language meant for clarification. A separate workshop to discuss the JPA and make changes based on comments received will be scheduled on the afternoon of May 21, 2024 with the intention to finalize the JPA at the June meeting and send to cities for formal review.

VIII. Other Business.

The **next TAC meeting** is scheduled for Thursday, June 13, 2024, at 10:00 a.m.

There being no further business, the TAC meeting was adjourned at 12:06 p.m.

Respectfully submitted,


Amy Juntunen
Recording Secretary
AAJ:tim

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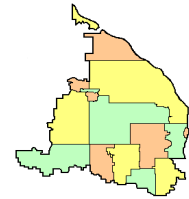
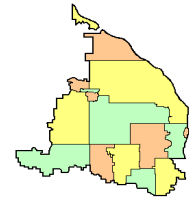


Table 1. Proposed Shingle Creek 2025 operating budget.

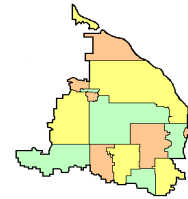
		2023 Budget	Unaudited 2023	2024 Budget	Proposed 2025
REVENUE					
1	Application Fees	\$15,000	\$21,000	\$15,000	\$15,000
2	Member Assessments	370,000	370,000	370,000	372,000
3	Reserves-Hwy 252/94 EIS Review		9,250		
4	Interest	250	166,054	20,000	20,000
TOTAL REVENUE		\$385,250	\$566,304	\$405,000	\$407,000
EXPENSES					
ADMINISTRATION					
5	Administrative Services	\$70,000	\$63,328	\$70,000	\$70,000
6	Engineering Support	15,000	13,444	15,000	15,000
7	Project Reviews/WCA	1,500	733	1,500	1,200
Subtotal		\$86,500	\$77,505	\$86,500	\$86,200
ENGINEERING					
8	Engineering Services	\$77,000	\$76,621	\$80,000	\$87,000
9	Grant Application Writing	11,000	12,60	12,000	12,000
10	Project Reviews/WCA	30,000	37,844	35,000	37,500
	Highway 252/94 EIS Review		8,239		
	Blue Line Extension		2,857		
11	TMDL 5 Year Reviews	5,000	4,215	5,000	5,000
Subtotal		\$123,000	\$142,378	\$132,000	\$141,500
LEGAL					
12	Legal Services	\$6,000	\$6,221	\$6,000	\$6,500
	Highway 252/94 EIS Review		1,011		
	Blue Line Extension		108		
	JPA Update		409		
Subtotal			\$7,749		\$6,500
MISCELLANEOUS					
13	Bookkeeping	8,000	9,101	8,000	10,500
14	Audit	7,500	6,300	7,500	7,500
15	Insurance & Bonding	3,200	3,142	3,200	3,400
16	Meeting Expense	5,000	6,300	6,000	6,500
Subtotal		\$23,700	24,843	\$24,700	\$27,900
PROGRAMS					
Monitoring					
17	Stream Monitoring	\$34,000	\$35,582	\$36,000	\$36,000
18	Stream Monitoring-USGS	4,200	0	4,200	4,200
19	Commission Lake Monitoring	28,000	28,709	30,000	28,000
20	Citizen Assisted Lake Monitoring	5,200	2,346	5,000	6,500
21	Vol Wetland Monitoring	0	0	0	0
22	Vol Stream Monitoring	2,000	0	2,000	0
23	Annual Monitoring Report	17,500	19,579	16,500	18,100
Subtotal		\$90,900	\$86,216	\$93,700	\$92,800



		2023 Budget	Unaudited 2023	2024 Budget	Proposed 2025
	<i>Education</i>				
24	Education Program	17,000	\$16,296	\$24,000	\$24,000
25	WMWA SC Share	11,500	9,000	11,500	11,500
	Subtotal	\$28,500	\$25,296	\$35,500	\$35,500
	MANAGEMENT PLAN				
26	Plan Amendments	0	1,600	1,000	500
27	Subwatershed BMP Assessment	5,000	0	0	0
	Subtotal	\$5,000	1,600	\$1,000	\$500
	PROJECTS				
28	Contribution to 5 th Gen Plan	\$0	\$0	\$0	\$10,000
29	To/(From) Reserves	21,650	200,717	25,600	6,100
	Subtotal	\$21,650	\$200,717	\$25,600	\$16,100
	TOTAL OPERATING EXPENSE	\$385,250	\$566,304	\$405,000	\$407,000

Table 2. Proposed 2025 member city assessments compared to previous years.

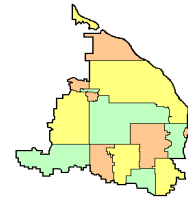
2023 Community	Acreage	2022 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,720	24,644,155	13.07%	24,181	10.46%	19,344	11.76%	43,525
Brooklyn Park	7,080	53,297,576	24.88%	46,022	22.61%	41,835	23.75%	87,857
Crystal	2,480	17,648,187	8.71%	16,121	7.49%	13,853	8.10%	29,973
Maple Grove	5,020	47,582,121	17.64%	32,632	20.19%	37,349	18.91%	69,980
Minneapolis	1,950	15,730,473	6.85%	12,676	6.67%	12,347	6.76%	25,023
New Hope	2,070	21,261,174	7.27%	13,456	9.02%	16,688	8.15%	30,144
Osseo	300	2,799,609	1.05%	1,950	1.19%	2,197	1.12%	4,148
Plymouth	4,380	38,250,294	15.39%	28,472	16.23%	30,024	15.81%	58,495
Robbinsdale	1,460	14,476,873	5.13%	9,491	6.14%	11,363	5.64%	20,854
Total	28,460	235,690,462	100%	185,000	100%	185,000	100%	370,000
2024 Community	Acreage	2023 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,720	25,567,389	13%	24,181	10%	18,689	12%	42,871
Brooklyn Park	7,080	56,705,102	25%	46,022	22%	41,451	24%	87,473
Crystal	2,480	18,739,269	9%	16,121	7%	13,698	8%	29,819
Maple Grove	5,020	53,080,785	18%	32,632	21%	38,801	19%	71,433
Minneapolis	1,950	16,419,161	7%	12,676	6%	12,002	7%	24,678
New Hope	2,070	22,759,451	7%	13,456	9%	16,637	8%	30,093
Osseo	300	3,099,165	1%	1,950	1%	2,265	1%	4,216
Plymouth	4,380	41,524,951	15%	28,472	16%	30,354	16%	58,826
Robbinsdale	1,460	15,187,729	5%	9,491	6%	11,102	6%	20,593
Total	28,460	253,083,002	100%	185,000	100%	185,000	100%	370,000



2025 Community	Acreage	2024 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,644	25,531,735	13.28%	24,704	10.02%	18,641	11.65%	43,345
Brooklyn Park	7,087	57,427,908	25.83%	48,046	22.54%	41,928	24.19%	89,974
Crystal*	2,447	18,567,549	8.92%	16,589	7.29%	13,556	8.10%	30,145
Maple Grove*	4,937	53,131,240	17.99%	33,470	20.86%	38,793	19.43%	72,263
Minneapolis	1,872	17,391,200	6.82%	12,691	6.83%	12,697	6.82%	25,388
New Hope	1,953	22,778,439	7.12%	13,240	8.94%	16,631	8.03%	29,870
Osseo	254	3,140,133	0.93%	1,722	1.23%	2,293	1.08%	4,014
Plymouth*	3,807	41,327,712	13.88%	25,809	16.22%	30,173	15.05%	55,983
Robbinsdale	1,435	15,463,104	5.23%	9,728	6.07%	11,290	5.65%	21,018
Total	27,436	254,759,020	100%	186,000	100%	186,000	100%	372,000

Table 3. Proposed West Mississippi Commission 2025 budget.

		2023 Budget	2023 Actual (pre-audit)	2024 Budget	Proposed 2025
INCOME					
1	Application fees	\$20,000	\$8,900	\$20,000	\$20,000
2	Interest income	100	61,552	5,000	5,000
3	Assessment	156,200	156,200	160,000	160,000
4	Reserve - general	0		8,000	13,450
	Reserve – Hwy 252/94 EIS Review		8,299		
	TOTAL INCOME	\$176,300	\$234,951	\$193,000	\$198,450
EXPENSES					
	<i>Administration:</i>				
5	Administrative services	\$32,000	\$29,315	\$32,000	\$32,000
6	TAC/engineering support	4,000	3,746	4,000	4,500
7	Project reviews/WCA	1,500	495	1,500	1,000
	Subtotal	\$37,500	\$33,556	\$37,500	\$37,500
	<i>Engineering:</i>				
8	Engineering services	\$32,300	\$38,664	\$35,000	\$37,000
9	Grant writing	0		500	0
	Hwy 252/94 EIS Review		7,761		
10	Project reviews/WCA	25,000	30,086	30,000	32,000
	Subtotal	\$57,300	\$76,511	\$65,500	\$69,000
	<i>Legal:</i>				
11	Legal services	\$5,000	\$4,950	\$5,000	\$5,500
	MN DOT Scoping Project		538		
	JPA Update		409		
	Subtotal	\$5,000	\$5,897	\$5,000	\$5,500
	<i>Miscellaneous:</i>				
12	Accounting	\$3,400	\$4,487	\$4,000	\$4,700
13	Audit	6,500	4,700	6,500	6,500
14	Insurance & bonding	3,000	2,709	3,000	3,100
15	Meeting expense	3,000	2,700	3,000	3,250
	Subtotal	\$15,900	\$14,596	\$16,500	\$17,550
	<i>Monitoring:</i>				
16	Vol stream monitoring	\$0		\$0	\$0



		2023 Budget	2023 Actual (pre-audit)	2024 Budget	Proposed 2025
17	Vol wetland monitoring	2,000			
18	Outfall & stream monitoring	22,600	19,518	24,000	24,000
19	Annual monitoring report	7,500	9,643	8,000	8,900
	Subtotal	\$32,100	\$21,161	\$32,000	\$32,900
	<i>Education:</i>				
20	Education program	\$17,000	\$16,296	\$24,000	\$24,000
21	WMWA implementation activities	11,500	9,000	11,500	11,500
	Subtotal	\$28,500	\$25,296	\$35,500	\$35,500
	<i>Management Plans:</i>				
22	Plan amendments	\$0	\$265	\$1,000	\$500
23	Subwatershed BMP assessment	0	0	0	0
	Subtotal	\$0	\$265	\$1,000	\$500
24	Contribution to 5th Gen Plan	0	0	0	0
25	To reserves (pre-audit)	0	\$46,045	0	0
TOTAL OPERATING EXPENSE		\$176,300	\$234,951	\$193,000	\$198,450

Table 4. Proposed 2025 member city assessments.

2023 Community	Acreage	2022 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	1,660	12,143,055	10.46%	8,169	10.41%	8,128	10.43%	16,298
Brooklyn Park	9,880	70,196,684	62.26%	48,623	60.16%	46,988	61.21%	95,611
Champlin	3,620	28,305,110	22.81%	17,815	24.26%	18,947	23.54%	36,762
Maple Grove	530	4,218,843	3.34%	2,608	3.62%	2,824	3.48%	5,432
Osseo	180	1,811,681	1.13%	885	1.55%	1,213	1.34%	2,098
Totals	15,870	116,675,373	100.00%	78,100	100.00%	78,100	100.00%	156,200
2024 Community	Acreage	2023 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center*	1,660	12,820,589	10.46%	8,368	9.80%	7,840	10.13%	16,208
Brooklyn Park	9,880	76,834,739	62.26%	49,806	58.73%	46,987	60.50%	96,793
Champlin*	3,620	30,101,719	22.81%	18,248	23.01%	18,408	22.91%	36,657
Maple Grove*	530	6,081,491	3.34%	2,672	4.65%	3,719	3.99%	6,391
Osseo	180	4,979,253	1.13%	906	3.81%	3,045	2.47%	3,951
Totals	15,870	130,817,791	100.00%	80,000	100.00%	80,000	100.00%	160,000
2025 Community	Acreage	2024 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	1,736	12,857,776	11.68%	9,343	10.54%	8,430	11.11%	17,773
Brooklyn Park	9,870	75,766,477	66.40%	53,123	62.09%	49,675	64.25%	102,798
Champlin	2,591	26,961,713	17.43%	13,945	22.10%	17,677	19.76%	31,622
Maple Grove*	441	4,559,884	2.97%	2,374	3.74%	2,990	3.35%	5,363
Osseo	226	1,873,794	1.52%	1,215	1.54%	1,229	1.53%	2,444
Totals	14,864	122,019,644	100	80,000	100	80,000	100	160,000

*Includes WS 0: parcels with no assigned watershed