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**Technical Advisory Committee
MINUTES | July 10, 2025**

(Discussion pertaining to the SCWMC appears in blue, to the WMWMC in green and shared discussion in black.)

A meeting of the joint Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chair Richard McCoy at 11:09 a.m., Thursday, July 10, 2025, at the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present: Touyia Lee, Brooklyn Center; Nate Musial, Brooklyn Park; Steven Touney, Champlin; Nico Cantarero, Minneapolis; Nick Macklem, New Hope; Talori Dunsworth, Plymouth; and Richard McCoy, Robbinsdale.

Not represented: Crystal, Maple Grove, and Osseo.

Also present: Burt Orred, Crystal; Max Coe, New Hope; Andy Polzin, Plymouth; Jenna Wolf, Robbinsdale; Todd Shoemaker and Grace Neumiller, Stantec; and Judie Anderson, JASS.

- I. Motion by Macklem, second by Musial to **approve the agenda**,* swapping items 3. and 4. in sequence and correcting the date of the agenda. *Motion carried unanimously.*
- II. Motion by Macklem, second by Musial to **approve the minutes*** of the May 8, 2025, meeting. *Motion carried unanimously.*

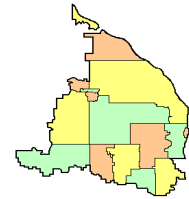
[Cantarero arrived 11:12 a.m.]

III. OVERVIEW OF 2024 FUND BALANCES.*

A. Restricted for Capital Projects. These are funds that were levied for specific capital projects. The Shingle Creek Commission holds these funds until the member cities have completed the work and requested reimbursement for their costs incurred.

Table A. Shingle Creek funds restricted for capital improvements.

Project	Amount Held
New Hope Meadow Lake Management Plan	238,747
Plymouth Palmer Creek Estates Stream Restoration	632,095
Brookdale Park Natural Channel	653,494
Pike Creek Stabilization	109,779
2024 levy expense	-206
2024 Funds restricted for CIPs	\$1,633,909
Levied in 2024 for receipt in 2025:	
Brookdale Park Natural Channel	662,813
Minneapolis Shingle Creek Regional Park	424,200



At the end of 2024, Plymouth requested reimbursement for the Palmer Creek Estates Project in the amount of \$407,799, but the expense occurred in 2025 after the books were closed for 2024, so it is not reflected on the 2024 audit. The excess levy of \$224,296 will be transferred to the Closed Projects Fund in 2025.

B. Cost Share Projects. The Shingle Creek Commission operates two cost share projects, one for city projects and one for partnership projects on private property. There is one outstanding city cost share project and one partnership cost share project for which reimbursement has not yet been requested.

Table B-1. Shingle Creek city cost share projects.

Project	Balance
Year End 2024 per audit	\$451,915
Encumbrance: Mpls. Shingle Creek Rain Gardens	-50,000
Encumbered Account Balance YE 2024	\$401,915
Levy funds expected 2025	+100,000
Estimated 2025 available balance	\$501,915

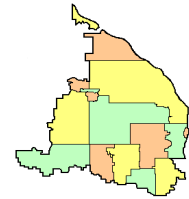
Table B-2. Shingle Creek partnership cost share projects.

Project	Balance
Year End 2024 per audit	\$161,971
-Encumbrance:	-0
Encumbered Account Balance YE 2024	\$161,971
-Encumbrance: FAIR School	-10,000
Levy funds expected 2024	+50,000
Estimated 2025 available balance	\$201,971

C. Closed Projects Account. The Shingle Creek Commission’s Closed Projects Account (CPA) houses levy funds that remain after reimbursing final project costs. In addition, if a project is cancelled, the levy funds are then transferred to this fund. These funds are to be used for capital improvement projects, including the cost of undertaking feasibility studies to preliminarily scope a future project.

Table C. Shingle Creek closed project account funds.

Project	Balance
Encumbered Account Balance YE 2023	\$113,490
2024: Transfers in and (out)	
Connections II	+371,666
Bass Creek	+234,388
SRP channel	+131,649
SC Daylighting Tech Assistance	-7,506
Twin and Ryan Lakes Carp Study	-12,485
Colorado Ave Trench Feasibility Match	-2,143
Eagle and Pike Lake Management Plan	-185,367
CIP 2019-03 Crystal Lake Management Plan	+1,414
2024: Authorize project from CPA rather than new levy:	
Eagle and Pike Lake Management Plan	-475,304
Encumbered Account Balance YE 2024	\$169,802
2025 transfer: excess Palmer Creek Estates funds	224,296
Estimated 2025 available balance	\$394,098



These funds may also be used to limit future capital levies for new projects. In 2024 the Commission authorized funding the Eagle and Pike Lakes Management plan, including alum treatments, from this source rather than levy new funds.

D. Assigned Funds Balances. The Commission has also in past years acted to segregate or assign some of its unrestricted reserves to be held for specific purposes, for example to fund the 4th Generation Plan. These unassigned funds may continue to be set aside for these purposes or the Commission may elect to unassign the funds and transfer them to Unrestricted Reserves. One significant Assigned Funds account is the amount set aside from previously levied project funds specifically to complete years four (2023) and five (2024) of curly-leaf pondweed treatment on Bass and Pomerleau Lakes. Pomerleau has so far not seen any appreciable curly-leaf, so the work to delineate, permit, and contract for this treatment has been limited to Bass Lake. There were also funds reserved for completion of the 4th Generation Plan. The Commission may choose to reassign the leftover funds for completing the Fifth Generation Plan.

Table D. Shingle Creek assigned accounts balances.

Assigned Account	Balance
Bass and Pomerleau Curly-leaf Pondweed Treatments	\$20,680
Fourth Generation Plan	40,133
Eagle and Pike Lake Management Plan	475,304

E. Unrestricted Reserve. The last category of funds is the Shingle Creek Commission’s Unrestricted Reserves, which is cash on hand that has not been designated for a particular use. This helps with monthly cash flow and is a “rainy day reserve” in the event of something unusual. The Commission does not have a policy establishing a desired minimum balance, but the Elm Creek WMO has adopted a policy to maintain a cash reserve equal to either 50% of annual operating revenues or five months of operating expenses.

Table E shows this calculation using 2024 year-end figures. Due to the unusual amount of interest earnings in the past few years which artificially raises the total amount of operating revenues received, Staff adjusted the assumed interest earnings in 2024 from the actual amount - \$166,522 – to the more typical \$20,000. The greater of the two different ways of calculating the minimum cash reserve is \$202,800. That is the target amount to have on hand at the end of 2024. The actual unrestricted reserve from the 2024 audit is \$402,673, which is greater than the target.

Table E. Unrestricted reserve desirable balance calculation using 2024 year end figures.

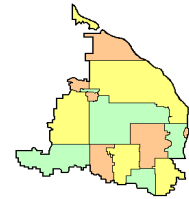
Component	Operating Expenses	Operating Revenues
2024 YE	\$410,372	\$405,600*
5/12ths of yearly expenses	170,988	
50% of yearly revenues		202,800
Unrestricted Reserves YE 2023	\$402,673	\$402,673

*Adjusted to assume a lesser amount of interest received.

F. Restricted for Capital Projects. These are funds that were levied for specific capital projects and held until completion. There are no outstanding projects in the West Mississippi CIP.

Table F. West Mississippi funds restricted for capital improvements.

Project	Amount Held
None pending.	-
Account Balance YE 2024	\$-0



G. Closed Projects Account. The West Mississippi Commission’s Closed Projects Account replicates that of Shingle Creek (item C., above). In 2023 three projects were closed and excess funds transferred into the Closed Projects Account. In October 2024 the Commission encumbered funds from this account for the Meadowood SWA, one of the two TH 252 Area Subwatershed Assessments.

Table G. West Mississippi closed project account funds.

Project	Balance
Year End 2023	\$151,306
Encumbrance: Meadowood Area SWA	\$ 21,500
Encumbered Account Balance YE 2024	\$129,806

H. Cost Share Projects. Like Shingle Creek, West Mississippi operates two cost share programs. The balance in the city cost share fund is considerable, and the Commission decided not to certify a city cost share levy in 2025. There are two pending Partnership Cost Share projects, one with Three Rivers Park District at Gateway Park, and one at Brooklyn Center Elementary School with the Trust for Public Land.

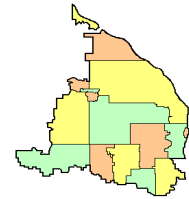
Table H-1. West Mississippi city cost share projects.

Project	Balance
Year End 2023	\$462,878
Encumbrances (none)	- 0
Encumbered Account Balance YE 2023	\$462,878
Levy funds collected 2024	+52,870
Encumbrances (none)	-0
Encumbered Account Balance YE 2024	\$515,748
Levy funds expected 2025	+50,000
Encumbrances (none to date)	-0
Estimated 2025 available balance	\$565,748

Table H-2. West Mississippi partnership cost share projects.

Project	Balance
Year end 2023	\$209,944
Encumbrances: 3 Rivers Miss Gateway Bank Stabilization	-75,000
Encumbered Account Balance YE 2023	\$134,944
Levy funds collected 2024	+105,785
Encumbrances: BC Elementary Schoolyard	-50,000
Encumbered Account Balance YE 2024	\$190,728
Levy funds expected 2025	100,000
Encumbrances (none to date)	-0-
Estimated 2025 available balance	\$290,728

I. Assigned Funds Balances. The West Mississippi Commission has also in past years acted to segregate or assign some of its unrestricted reserves to be held for a specific purpose. These unassigned funds may continue to be set aside to be used for these purposes or the Commission may elect to unassign the funds and transfer them to Unrestricted Reserves or some other purpose. The Subwatershed Assessments account houses funds that had been budgeted for the completion of those studies. In 2024 the Commission encumbered funds from this account for the Evergreen Park SWA, one of the two TH 252 Area Subwatershed Assessments.



The funds for flood model updates were set aside at the time Shingle Creek began updating its HUC8 model, pending more information from the DNR on similar flood modeling that agency was completing in West Mississippi. No information is available from the DNR on the status of that modeling.

The Grant Match funds account maintains funds previously set aside to help fund small projects. Since the Commission has now established a Closed Projects account, for simplicity's sake, the Grant Match funds could be transferred to that Account. Use of those funds would be restricted to capital projects and feasibility studies in advance of capital projects.

Table I. West Mississippi assigned accounts balances.

Assigned Account	Amount Held
Subwatershed Assessments YE 2023	\$40,000
- Encumbrance: Evergreen Park SWA	-24,400
Encumbered Account Balance YE 2024	\$15,600
Flood Model Updates YE 2024	\$25,000
Grant Match Funds YE 2024	\$89,320

J. Unrestricted Reserve. Again, this last category of funds replicates Shingle Creek's Unrestricted Reserves (item E., above). Using the 2024 year-end budget expenses and revenues, that minimum reserve balance would be the greater of the amounts in Table J., it appears West Mississippi has an adequate unrestricted reserves fund balance.

Table J. Fund balance calculation using 2025 budget.

Component	Operating Expenses	Operating Revenues
2024 year end actuals	\$203,950	\$228,655*
5/12ths of yearly expenses	84,980	
50% of yearly revenues		114,328
Unrestricted Reserves YE 2024	\$217,834	\$217,834

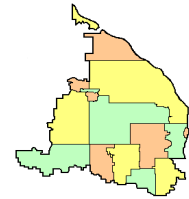
*Adjusted to limit the amount of interest considered.

IV. FIVE-YEAR TMDL REVIEW.*

Many of the Shingle Creek Watershed's waterbodies were evaluated and added to Minnesota's Impaired Waters List in the late 1990s and early 2000s. Impairments included nutrients, mercury, PFOS, bioassessments (fish, macroinvertebrates), chloride, *E. coli*, and dissolved oxygen. After waterbodies were added to the Impaired Waters List, a Total Maximum Daily Load (TMDL) report is required, which identifies pollutant sources and reduction requirements to meet water quality standards.

As part of the TMDL Implementation Plans, the Shingle Creek Commission elected to systematically review water quality and watershed modeling for each impairment in the watershed to establish progress towards meeting the TMDL requirements. Over the course of the Third Generation Management Plan, all TMDLs were reviewed under the Five-Year Review Program, except for the Shingle and Bass Creeks Dissolved Oxygen TMDL, which is still in progress.

During development of the Fourth Generation Management Plan, and following the successful achievement of delisting of five lakes, the Commissions decided not to continue the set schedule but to review TMDL progress as watershed projects or studies arise. Subwatershed assessments (SWAs) in lakesheds often include a review of internal loading, watershed inputs, and current water quality and are another way to review TMDL progress. The Eagle Lake SWA and Eagle and Pike Lakes Internal Load Feasi-



bility Study have been completed, and the Twin Lakes SWA is in progress.

All approved TMDL reports, Implementation Plans, and Five-Year Reviews can be found on the Commission's website: <https://www.shinglecreek.org/tmdls.html/>. Table 1 in Staff's July 2, 2025, memo* summarizes each impairment and the reports that have been completed.

V. CRYSTAL LAKE NEXT STEPS.*

A. Staff met with Nico Cantarero, City of Minneapolis, and Jenna Wolf, City of Robbinsdale, to discuss the 38th Avenue outfall into Crystal Lake. There was consensus to initiate targeted monitoring of the outfall or a larger subwatershed assessment that includes targeted monitoring. Therefore, Staff are requesting TAC feedback on those options and, if desired, can use that feedback to prepare a work order for future TAC and Commission consideration.

Targeted monitoring could include: traditional water quality parameters, trash, volume, and rate. Monitoring rate and volume may require more advanced equipment because of potential reverse flows in the 38th Avenue pipe.

B. Similar to the Commission's approach with Twin Lakes, Cantarero, Wolf and Shoemaker discussed many features and recent actions that may warrant an updated subwatershed assessment:

1. Most of the 38th Avenue subwatershed is in Minneapolis but the outfall is in Robbinsdale.
2. Letter recently issued by the Commission to City of Minneapolis and the Minneapolis Park and Recreation Board (MPRB).
3. Lake is predominantly fed by stormwater runoff.
4. Lake is largely landlocked, which often requires pumping for flood protection.
5. Flocculation plant operational for several years; the plant removed a low amount of TP in 2024.
6. Recent carp removals.
7. Recent alum applications.

C. Discussion included: what pollutants are coming to the lake from the subwatershed?; will MPRB allow the Commission to do monitoring on their property?; would an easement for storage be available and at what cost?

VI. BASS CREEK STABILIZATION FEASIBILITY STUDY.

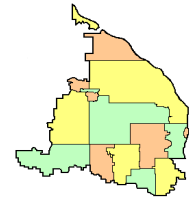
The Shingle Creek Commission authorized the Bass Creek Feasibility Study at its April 2025 meeting. Staff have studied this section of Bass Creek, developed preliminary stabilization plans, and estimated the project construction cost. These items are being presented to the TAC for discussion and, if recommended by the TAC, for consideration at the August Commission meeting.

In their July 2, 2025, memo* Staff estimates the construction cost to be approximately \$285,300. The feasibility study budget is \$22,326, so the annual CIP cost of this project totals \$307,626. The maximum levy amount set by the Commission in June included this project at \$400,000, so the TAC may choose to recommend lowering the levy amount for this project based on the feasibility study.

Motion by Macklem, second by Musial to recommend acceptance of the feasibility study report* and reduction of the CIP amount from \$400,00 to \$350,000. *Motion carried unanimously.*

VII. 2026-2032 CIP.

Included in Staff's presentation were the Shingle Creek and West Mississippi CIPs for the years



through 2028. A brief discussion put forward other tentative projects for inclusion on the CIP through the year 2032. They included:

- [Shingle Creek Crossing, Brooklyn Center](#)
- [Projects identified in Gaulke Pond Subwatershed Assessment](#)
- [Projects identified in the Twin Lakes SWA](#)
- [Projects identified in the 252/94 SWA](#)
- [Mississippi River Stabilization](#)
- Maple Grove Sweeper
- Possible Blue Line projects
- [Osseo 169 bridge](#)

VIII. OTHER BUSINESS.

- A. Polzin reported that **WMWA is doing some strategic planning**. Members will be looking for feedback.
- B. The **next TAC meeting** is tentatively scheduled for Thursday, August 14, 2025.
- C. There being no further business, the TAC meeting was adjourned at 12:31 p.m.

Respectfully submitted,

Handwritten signature of Judie A. Anderson.

Judie A. Anderson
Recording Secretary
JAA:tim

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