

## REGULAR MEETING MINUTES

October 9, 2025

(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 meeting of the Shingle Creek Watershed Management Commission and the West Mississippi Watershed Management Commission was called to order by Shingle Creek Chairman Andy Polzin at 12:45 p.m. on Thursday, October 9, 2025, at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN.

Present for Shingle Creek: David Mulla, Brooklyn Center; Steve Antolak, Brooklyn Park; Burt Orred, Jr., Crystal; Chuck Lenthe, Maple Grove; Nicole Lovold-Egar, Minneapolis; Robert Grant, New Hope; John Roach, Osseo; Andy Polzin, Plymouth; and Wendy Scherer, Robbinsdale.

Present for West Mississippi: David Mulla, Brooklyn Center; Steve Antolak, Brooklyn Park; Gerry Butcher, Champlin; Chuck Lenthe, Maple Grove; and John Roach, Osseo.

Also present: Nate Musial, Brooklyn Park; Kaitlen Osburn and Nico Cantarero, Minneapolis; Nick Macklem, New Hope; Karen Jaeger, Maple Grove; James Kelly, Osseo; Lilly Bowman, Plymouth; Richard McCoy, Robbinsdale; Todd Shoemaker and Diane Spector, Stantec; Troy Gilchrist, Town Law Center; and Judie Anderson, JASS.

Also present: Ryan Toot, Minnesota DNR.

### II. AGENDAS AND MINUTES.

A. Motion by Scherer, second by Lenthe to approve the **Shingle Creek agenda\*** as presented. *Motion carried unanimously.*

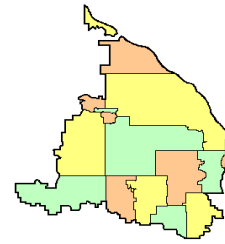
B. Motion by Antolak, second by Roach to approve the **West Mississippi agenda\*** as presented. *Motion carried unanimously.*

C. Motion by Scherer, second by Antolak to approve the **minutes of the September 10, 2025, regular meeting.\*** *Motion carried unanimously.*

D. Motion by Antolak, second by Roach to approve the **minutes of the September 10, 2025, regular meeting.\*** *Motion carried unanimously.*

### III. FINANCES AND REPORTS.

A. Motion by Scherer, second by Orred to approve the Shingle Creek **October Treasurer's Report\* and claims** totaling \$63,857.33. Voting aye: Mulla, Antolak, Orred, Jaeger, Lovold-Egar, Roach,



Polzin, and Scherer; voting nay: none; absent: New Hope.

**B. Motion by Butcher, second by Antolak to approve the West Mississippi **October Treasurer's Report\* and claims** totaling \$18,131.20. Voting aye: Mulla, Antolak, Butcher, Jaeger, and Roach; voting nay: none.**

*[Grant arrived 12:52 p.m.]*

#### **IV. OPEN FORUM.**

**Ryan Toot** introduced himself as the new Area Hydrologist for Anoka and Hennepin counties. In this role, he is responsible for the administration, decision-making, and authorization of permitted activities related to Minnesota Public Waters. Commission staff and the Area Hydrologist will often collaborate when projects occur within or adjacent to Public Waters. Toot previously served as a Watershed Forester at the USDA Forest Service.

#### **V. OLD BUSINESS.**

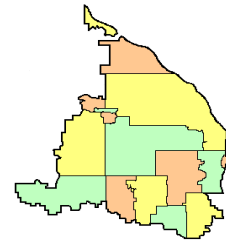
**A. Bass Creek Stabilization Project.\*** The Bass Creek Stabilization Project will repair select areas of erosion within a 2,900-foot corridor using a combination of hard armoring along the lower banks where tree thinning is not feasible and tree removal where currently obstructing the channel. These measures aim to reduce the transport of sediment-bound phosphorus to downstream water bodies. The Commission has completed a feasibility study, preliminary design plans, and public engagement services for the project.

The next step to implement the project is for the cities of Brooklyn Park and New Hope and the Commission to execute a cooperative agreement, which details the terms and conditions related to the project and reimbursement of project costs. The proposed agreement\* will be considered at upcoming City Council meetings, and is consistent with previous Commission cooperative agreements.

Motion by Antolak, second by Scherer to approve the agreement subject to review by the Commission's attorney. *Motion carried unanimously.*

**B. WMO Website – Memo of Understanding.\*** As discussed previously, the Commissions' website is currently hosted on the platform Weebly, which is transitioning its service to ecommerce. This is an opportunity to migrate and update the website. The websites for Elm Creek and Pioneer-Sarah Creek are in the same position. These sites are all very similar and primarily maintained by JASS and Commission staff. It makes sense to collectively work together and hire a single consultant to accomplish the update work for all three, since there are likely some economies of scale. A small group of representatives of the four WMOs and technical staff prepared an RFP for this work. That RFP has been distributed to select vendors recommended by the partners, and responses are due October 15, 2025. It is expected that a contract for services will be considered at the November 13 meeting.

Gilchrist has drafted a Memorandum of Understanding\* (MOU) defining the project and setting forth how the work will be accomplished. This MOU has been reviewed and approved by the Elm Creek and Pioneer-Sarah Creek attorney. Key provisions include:



1. Shingle Creek WMO will award and manage the contract, designating a staff member to serve as Project Manager.
2. Each WMO will appoint at least one staff member and one Commissioner to serve as a Steering Committee to provide guidance in selecting and working with a vendor.
3. It is expected that the base work will include initial visioning and design of the basic page structure and navigation. The cost of this work will be split evenly. Any site customization and the cost of migrating files and updating content will be the responsibility of each WMO. The Project Manager will work with the vendor to track that work separately and will bill that work to the respective WMO.

Plymouth TAC member Ben Scharenbroich and Elm Creek Commissioner Catherine Cesnik (Plymouth) have volunteered to serve on the Steering Committee. Additional volunteers are welcome to join.

Staff recommend approval of the MOU.

Motion by Lenthe, second by Lovold-Egar to approve the joint MOU on behalf of the Shingle Creek Commission. *Motion carried unanimously.*

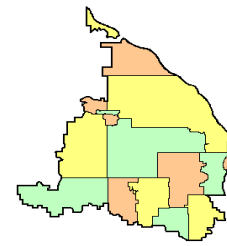
Motion by Mulla, second by Butcher to approve the joint MOU on behalf of the West Mississippi Commission. *Motion carried unanimously.*

**C. WMWA Website – Memo of Understanding.\*** The West Metro Water Alliance (WMWA) also plans to refresh and update its website. A small group of representatives of the four WMOs in WMWA (Elm, Bassett, and Shingle Creeks, and West Mississippi), technical staff, and Hennepin County worked to prepare an RFP for this work. That RFP has also been distributed to select vendors recommended by the partners, and responses are due October 15, 2025. It is expected that a contract for services will be considered at the November 13 Shingle Creek meeting, Shingle Creek being the fiscal agent for WMWA.

The cost of this work is expected to be \$15,000-20,000, paid for by funds accumulated in WMWA’s Special Projects account. The original funding agreements approved by the WMOs require that special projects above and beyond the regular work of WMWA be approved by all four WMOs. Because of the magnitude and nature of this work, Gilchrist has drafted a Memorandum of Understanding (MOU) defining the project and setting forth how the work will be accomplished. This MOU has been reviewed and approved by the Bassett Creek and Elm Creek attorneys. Key provisions include:

1. Shingle Creek WMO will award and manage the contract, designating a staff member to serve as Project Manager.
2. Each WMWA partner will appoint at least one staff member and one Commissioner to serve as a Steering Committee to provide guidance in selecting and working with a vendor.
3. If additional funding is needed beyond the current balance in WMWA’s Special Projects fund, that additional funding will require the written approval of each Party.

Scharenbroich and Cesnik will also serve on this Steering Committee and additional volunteers are welcome to join.



Staff also recommend approval of this MOU.

Motion by Lovold-Egar, second by Lenthe to approve the WMWA MOU on behalf of the Shingle Creek Commission. *Motion carried unanimously.*

Motion by Butcher, second by Roach to approve the WMWA MOU on behalf of the West Mississippi Commission. *Motion carried unanimously.*

## VI. NEW BUSINESS.

**Shingle Creek/Bass Creek Biota and Dissolved Oxygen TMDL Five-Year Review.\*** Many of the Shingle Creek Watersheds' 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 (DO). After waterbodies were added to the Impaired Waters List, a Total Maximum Daily Load (TMDL) report was required, which identified 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 Biota and Dissolved Oxygen TMDL, which is in progress.

This TMDL was completed in 2011. Since publication of the report and the Implementation Plan, the Commission and member cities have completed many projects to improve the habitat of the stream, including stream restorations, bank stabilizations, in-stream habitat enhancements projects, and stormwater treatment BMPs. Biotic integrity and DO trends in Shingle and Bass Creeks do not show evidence of improvement since implementation of the TMDL. The Commission should continue to implement projects that reduce stormwater loading to the creeks, improve habitat, and restore stream geomorphology to support a high-quality habitat.

A table in Staff's October 2, 2025, memo\* summarizes the watershed impairments, TMDLs, and Five-year reviews completed to-date. The Shingle and Bass Creek Biota and Dissolved Oxygen TMDL Five-Year Review is the last to be completed in the Five-Year Review program. TMDLs will periodically be reviewed moving forward as part of subwatershed assessments (SWAs) and feasibility studies, as set forth in the Fourth Generation Watershed Management Plan. Also included in the meeting packet is a copy of the complete Shingle and Bass Creek Biota and Dissolved Oxygen TMDL 5-Year Review report.\*

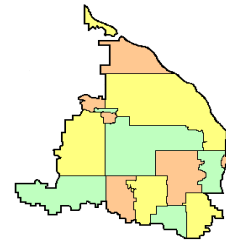
The members discussed the findings of the report and their comments will be summarized and included in next month's meeting packet.

## VII. PROJECT REVIEWS.

## VIII. GRANT OPPORTUNITIES.

## IX. EDUCATION AND PUBLIC OUTREACH.

### A. West Metro Water Alliance (WMWA). The October update from Grace Barcelow, Hennepin



County Environment and Energy Conservation Specialist, [grace.barcelow@hennepin.us](mailto:grace.barcelow@hennepin.us), was not available for this meeting.

**B. West Metro Water Alliance (WMWA)** will meet via Zoom at 8:30 a.m., Tuesday, October 13, 2025. The link to join:

<https://us02web.zoom.us/j/922390839?pwd=TkIBQW1ZNXVXdzdtTDBTSDZkZmZuQT09>

**X. COMMUNICATIONS.**

**A. October Communications Log.\*** No action required.

**B. October Staff Report.\***

**1. Highway 252/94 EIS.** A Cooperating Agency update meeting, scheduled for October 1, 2025, was postponed to November 4, 2025, due to the federal government shutdown. Topics will include:

**a.** Recommendations and outcomes of the work completed in Step 4, Phase 1, which includes the refinement and further evaluation of access types/configurations on Highway 252.

**b.** Proposed changes to the evaluation criteria for Step 4, Phase 2 for the Main-line Alternatives.

**2. Joint Chloride Management Plan.** Stantec staff have completed initial geospatial analysis of land use and impervious areas in the Shingle Creek, West Mississippi, and Elm Creek watersheds, as well as worked up chloride data from the watersheds' lakes and streams.

The first stakeholder meeting for development of the plan will occur on October 22 at 10 a.m. The first meeting is focused on chloride applicators and managers who focus on public spaces like roads, sidewalks, parking lots, parks, runways, etc. The first meeting will seek information from these stakeholders on chloride application practices, management priorities, and targeted areas for BMPs. Reach out to [katie.kemmitt@stantec.com](mailto:katie.kemmitt@stantec.com) if you did not receive the invite but would like to be present.

**3. Twin Lakes SWA.** Lake response model has been updated to include

**a.** 2025 internal loading rates for all the lakes.

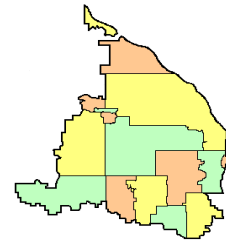
**b.** TP watershed loading based on updated P8 model.

**c.** The watershed loads previously in the lake response model appeared to be from 1999. The 2025 updated watershed loads better characterize each lake within the model at this time.

**d.** The updated lake response model estimates for surface TP in each lake are performing well against surface TP data collected from 2010-2023.

**e.** Staff have pulled and analyzed all relevant WQ data (TP, Secchi, and ChlA) for each lake to show annual variability.

**f.** They also have pulled and analyzed variability of TP by depth in all of the lakes to show evidence for internal loading of TP from the sediments.



**4. Crystal Lake Carp Management.** Six carp removals occurred in Crystal Lake in 2025, the first on August 7. The City of Robbinsdale has assisted WSB Engineering and Stantec with removals. The final removal was planned for October 6 and included a population estimate of the carp in the lake using an electrofishing survey. Nets were removed from the lake following this removal. The seven total removals are two more than expected. The team worked efficiently and had lower billing rates than budgeted, which allowed for the two additional removals.

**5.** Commission staff have processed 39 out of 107 submerged aquatic vegetation surveys conducted by the Commission over the past 20 years. Staff have uploaded 20 surveys to the University of Minnesota Point Intercept survey portal. Staff will work with the U of M to make the remaining surveys compatible with the data portal format so they can be uploaded for researchers to utilize.

**6. Grant, Cost-Share and Fund Balances** are summarized on the last page of the report.

**XI. OTHER BUSINESS.**

There being no further business, the meeting was adjourned at 2:06 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Judie A. Anderson". The signature is written in a cursive style.

Judie A. Anderson  
Recording Secretary  
JAA:tim

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