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June 27, 2025

City Clerks
Member Cities
Shingle Creek Watershed Management Commission
Hennepin County, Minnesota

[via email](#)

RE: Shingle Creek Watershed Management Commission
2026 Operating Budget and Member Assessments

At its May 8, 2025, meeting, the Shingle Creek Watershed Management Commission adopted its operating budget for calendar year 2026. The budget is in the amount of \$413,230 and can be viewed in Table 1 of this letter. The 2026 budget continues the same activities at the same level of effort as in 2025. Table 2 describes the line items in more detail.

The budget is separated into operating and project budgets. The operating budget revenue source is primarily city assessments and funds the Commission's core activities.

Projects and studies are funded through a variety of grants and other sources, most of which do not proceed on an annual fiscal year basis. Tracking these budgets separately provides more clarity as to the activities the cities are funding directly from their annual budgets.

The 2026 assessments to the member cities are shown in Table 3. The 2026 budget assumes an assessment of \$378,230, an increase of 1.7% over the 2025 assessment. The 2025 assessment was a less than 1% increase over 2024, well below the current inflation rate.

Article VIII, Subd. 4 of the Joint Powers Agreement (JPA) establishing the Commission provides that a member city may object to the budget by giving written notice to the Commission before August 1, 2025. If any objections are received, the Commission will hear the objections at its August 14, 2025, meeting and may modify the budget.

The Shingle Creek Watershed Management Commission requests approval of its 2026 Operating Budget. Your support in continuing the important work of the Commission is greatly appreciated. Questions may be directed to this office or to your representative.

Sincerely,

A handwritten signature in black ink that reads "Judie A. Anderson".

Judie A. Anderson
Administrator
JAA:tim

Cc via email: Commissioners
TAC Members
Commission Staff

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Table 1. Approved Shingle Creek WMC 2026 operating budget.

		2024 Budget	Unaudited 2024	2025 Budget	Approved 2026
REVENUE					
1	Application Fees	\$15,000	\$15,600	\$15,000	\$15,000
2	Member Assessments	370,000	370,000	372,000	378,230
3	Reserves-Highway 252/94 EIS Review				
4	Interest	20,000	166,522	20,000	20,000
	TOTAL REVENUE	\$405,000	\$552,122	\$407,000	\$413,230
EXPENSES					
ADMINISTRATION					
5	Administrative Services	\$70,000	\$64,239	\$70,000	\$72,000
6	Engineering Support	15,000	11,291	15,000	15,300
7	Project Reviews/WCA	1,500	584	1,200	1,220
	Subtotal	\$86,500	\$76,114	\$86,200	\$88,520
ENGINEERING					
8	Engineering Services	\$80,000	\$79,286	\$87,000	\$88,740
9	Grant Application Writing	12,000	20,385	12,000	12,240
10	Project Reviews/WCA	35,000	40,041	37,500	38,250
	Highway 252/94 EIS Review		173		
	Blue Line Extension		8,648		
11	TMDL 5 Year Reviews	5,000	4,425	5,000	5,100
	Subtotal	\$132,000	\$152,958	\$141,500	\$144,330
LEGAL					
12	Legal Services	\$6,000	\$5,675	\$6,500	\$6,630
	Highway 252/94 EIS Review				
	Blue Line Extension				
	JPA Update		4,230		
	Subtotal	\$6,000	\$9,905	\$6,500	\$6,630
MISCELLANEOUS					
13	Bookkeeping	8,000	8,824	10,500	10,710
14	Audit	7,500	6,400	7,500	7,650
15	Insurance & Bonding	3,200	3,300	3,400	3,470
16	Meeting Expense	6,000	6,674	6,500	6,630
	Subtotal	\$24,700	\$25,198	\$27,900	\$28,460
PROGRAMS					
Monitoring					
17	Stream Monitoring	\$36,000	\$41,017	\$36,000	\$40,410
18	Stream Monitoring-USGS	4,200	3,800	4,200	4,200
19	Commission Lake Monitoring	30,000	31,008	28,000	41,000
20	Citizen Assisted Lake Monitoring	5,000	3,991	6,500	5,000
21	Vol Wetland Monitoring	0	0	0	0
22	Vol Stream Monitoring	2,000	0	0	0
23	Annual Monitoring Report	16,500	16,638	18,100	14,500
	Subtotal	\$93,700	\$96,454	\$92,800	\$105,110
Education					
24	Education Program	24,000	\$13,143	\$24,000	\$14,480
25	WMWA SC Share	11,500	11,000	17,000	15,000
	Subtotal	\$35,500	\$24,143	\$41,000	\$29,480

		2024 Budget	Unaudited 2024	2025 Budget	Approved 2026
	MANAGEMENT PLAN				
26	Plan Amendments	1,000	0	500	500
27	Subwatershed BMP Assessment	0	0	0	0
	Subtotal	\$1,000	\$0	\$500	\$500
	PROJECTS				
28	Contribution to 5 th Generation Plan	\$0	\$0	\$10,000	\$10,200
29	To/(From) Reserves	25,600	167,500	600	0
	Subtotal	\$25,600	\$167,500	\$10,600	\$10,200
	TOTAL OPERATING EXPENSE	\$405,000	\$552,122	\$407,000	\$413,230

Table 2 - 2026 Budget Explanation

Line	Explanation
1	The application fee structure is intended to recover the cost of completing current project reviews. While the fees do not fully fund that activity, they are set and periodically reviewed and adjusted to recover most of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy.
2	Annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned 50 percent based on land area within the watershed and 50 percent based on tax capacity of land within the watershed. A 1.7% increase is proposed for the 2026 assessments.
4	The Commission earns interest on its fund balance, which is held in the secure 4M Fund managed by the League of Minnesota Cities. Earnings depend on the interest rate and the fund balance, which varies throughout the year, e.g. city assessments are received early in the year and then expended throughout the year, and levy and grant funds are received and held until project work is complete and the participating cities request reimbursement.
5-7	These line items are to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any Commission, TAC, or other meetings that require support, as well as general administrative duties such as notices, mailings, and correspondence. The Engineer continues to request the administrator to take on tasks that she can perform more cost effectively.
8-9	These line items include general engineering support, including preparation for and attendance at Commission and TAC meetings, general technical and engineering assistance, minor special projects, writing and administering grants, etc. There has been an increasing amount of work including more frequent TAC meetings, more technical assistance to the member cities, managing the CIP process, etc. This line item is proposed for increase.
10	The Commission conducts reviews of development projects; Local Water Management Plans and Comprehensive Plan amendments and updates; environmental assessments; large projects such as the Blue Line Extension and general inquiries about past and upcoming projects. It is difficult to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received.
12-16	Legal: general counsel: preparing for and attending meetings, drafting policies and variances, reviewing contracts and agreements. Misc: annual audit, bookkeeping services, insurance and bonding, and meeting expenses.
17-18	The Commission's routine stream monitoring program. Flow and water quality are monitored at two sites—SC-0 at Webber Park in Minneapolis and SC-3 at Brooklyn Boulevard in Brooklyn Park, and one site on Bass Creek – BC-1 in Bass Creek Park in Brooklyn Park. This also includes the Commission's share of operating the USGS real-time monitoring site at Queen Avenue in Minneapolis.
19	This line item is the routine lake water quality monitoring and submerged aquatic vegetation surveys as set forth in the Fourth Generation Monitoring Plan.
20-22	Volunteer monitoring. Lake monitoring is through the Met Council's Citizen Assisted Monitoring Program (CAMP), and the stream macroinvertebrate and wetland monitoring is coordinated by Hennepin County Environmental Services. The lake monitoring cycle is set forth in the Management Plan, with 2 lakes set for monitoring in 2026. The stream monitoring program is being reconfigured.
23	This line item is the annual water quality report, which provides a record of all the monitoring results for the year as well as analysis of water quality trends and an overview of progress toward the TMDLs. West Mississippi also budgets funds for this report.
24	General public information and NPDES education program: develop and coordinate messages with cities; prepare materials for distribution by member cities; work with lake associations; work with Watershed Partners; coordinate with the West Metro Water Alliance (WMWA) (with West Mississippi, Bassett, and Elm WMOs); work with area schools; maintain Web site. The cost of the Education program is split 50/50 with West Mississippi.
25	The Commission participates in the West Metro Water Alliance (WMWA), contributes to funds to support classroom activities, joint education messaging, and special projects on a regional basis.
26	The Commission reviews its Capital Improvement Program (CIP) annually, and periodically formally revises the CIP through major and minor plan amendments.
27	Completion of subwatershed BMP assessments systematically in the areas of the watershed that could benefit from additional treatment.
28	A contribution to a dedicated 5 th Generation Watershed Management Plan account.
29	When expenses are less than collected revenues, the balance is transferred to the cash reserves.

Table 3. Approved 2026 member city assessments compared to previous years.

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
2026 Community	Acreage	2025 Tax Capacity	Cost Allocation Based on Area		Cost Based on Tax Capacity		Total Cost	
			%age	Dollars	%age	Dollars	%age	Dollars
Brooklyn Center	3,644	25,307,881	13.28%	25,117.91	9.91%	18,744.33	11.60%	43,862
Brooklyn Park	7,087	57,622,746	25.83%	48,850.34	22.57%	42,678.41	24.20%	91,529
Crystal	2,447	18,001,673	8.92%	16,867.05	7.05%	13,332.98	7.98%	30,200
Maple Grove	4,937	55,002,656	17.99%	34,030.50	21.54%	40,737.83	19.77%	74,768
Minneapolis	1,872	17,224,220	6.82%	12,903.60	6.75%	12,757.15	6.78%	25,661
New Hope	1,953	22,666,126	7.12%	13,461.93	8.88%	16,787.71	8.00%	30,250
Osseo	254	3,141,750	0.93%	1,750.81	1.23%	2,326.94	1.08%	4,078
Plymouth	3,807	41,201,881	13.88%	26,241.46	16.14%	30,516.26	15.01%	56,758
Robbinsdale	1,435	15,166,888	5.23%	9,891.38	5.94%	11,233.39	5.59%	21,125
Total	27,436	255,335,821	100%	189,115	100%	189,115	100%	378,230