

A meeting of the joint Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions is scheduled for **8:30 a.m., Thursday, September 24, 2020. This will be a virtual meeting.** To join the Zoom Meeting: <https://us02web.zoom.us/j/87659246193>

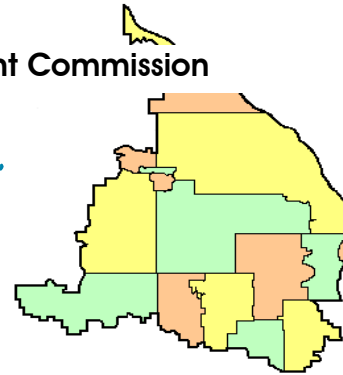
Or dial by your location:

+1 301 715 8592 US (Germantown)	+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)	+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)	+1 669 900 6833 US (San Jose)

Meeting ID: 876 5924 6193

AGENDA

1. Call to Order.
 - a. Roll Call.
 - b. Approve Agenda.*
 - c. Approve Minutes of Last Meeting.*
2. Project Review Fees.*
3. Cost Share Programs – discussion.
4. Other Business.
5. Next TAC meeting is scheduled for 8:30 a.m., Thursday, October 22, 2020.
6. Adjournment.



MINUTES
July 23, 2020

A virtual meeting of the Technical Advisory Committee (TAC) of the Shingle Creek and West Mississippi Watershed Management Commissions was called to order by Chairman Richard McCoy at 8:43 a.m., Thursday, July 23, 2020.

Present were: Andrew Hogg, Brooklyn Center; Mitch Robinson, Brooklyn Park; Mark Ray, Crystal; Derek Asche, Maple Grove; Megan Hedstrom, New Hope; Amy Riegel, Plymouth; Richard McCoy and Marta Roser, Robbinsdale; Ed Matthiesen, Diane Spector, and Brian Kallio, Wenck Associates, Inc.; and Judie Anderson and Amy Juntunen, JASS.

Not represented: Champlin, Minneapolis, and Osseo.

Also present: Eric Alms, MPCA.

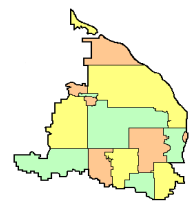
- I. Motion by Ray, second by Riegel to **approve the agenda as revised.*** *Motion carried unanimously.*
- II. Motion by Ray, second by Hogg to **approve the minutes*** of the June 25, 2020 meeting. *Motion carried unanimously.*
- III. **Project Review Fees.**

The members of the TAC and the Commissioners are interested in reviewing the current fee schedule to ascertain that it covers the cost of project reviews and that the fees are in line with those of other joint powers WMOs in the area. As part of the 2021 budget process Staff looked at the project review fees to see if they are adequately covering costs. Tables 1 and 2 of Staff's July 20, 2020 memo* compare the review fees received to the costs of performing the project reviews. Those costs may also include meetings with developer's representatives, agencies, etc. While it often varies, especially in Shingle Creek, the review fees are not adequate to recapture all those costs.

Projects that are part of regional developments, such as Arbor Lakes or northern Brooklyn Park along the 610 corridor, tend to cost less to review because treatment and rate control are being provided as part of regional systems or multi-development systems and the review is less extensive. In four of those cases, the review fee exceeded the actual cost by more than \$1,000; but more typically where the fee exceeded the cost it was by less than \$500.

On the other hand, in 2018-2019 in Shingle Creek there were eight reviews that cost more than the review fee by an average of \$350; and four that exceeded the fee by an average of \$2,200. There was no single reason why, but projects with floodplain impacts, stream crossings, or complicated, lengthy highway projects generally require more effort to review.

Staff looked at what other joint powers organizations do for project review fees. Basically, they identified two options: (1) continuing the same basic structure but tweaking to add fees for factors that add complexity to the review; or (2) charging the actual cost to conduct the review.



Option 1: Continue current fee structure but increase fees across the board (examples were included in Staff's memo).

a. Consider add-on fees for more complex projects that include floodplain, wetland, and stream crossing impacts.

b. Consider a higher fee for linear projects

Option 2: Charge a base fee. When costs exceed the base fee, invoice another increment. Refund any balance >\$50-\$100 (the cost to process the check) when the applicant has completed all the conditions of approval.

Option 3: Other.

Asche provided an update of the Elm Creek Commission's progress in revising and updating its application and fee schedule. (Elm Creek Commission fees are generally based on size, with a flat rate per acre; Bassett Creek Commission fees are generally based on flat amounts, with a base rate and other flat add-on rates for special analyses.)

Spector noted that it would be a goal to have any revised fee schedule become effective January 1, 2021, thus a recommendation to the Commissions should be made at their September meetings.

Staff will integrate the fees proposed under Option 1 into the 2019 and 2020 projects for comparison. They will also continue to monitor Elm Creek's progress in revising their fee schedule.

IV. SRP Reduction Project – Year Two.

Kallio provided a presentational update of the Soluble Reactive Phosphorus Reduction Project* comparing 2020 data with the 2019 data. Staff have collected six sets of samples so far this year; 16 sets were collected in 2019. Samples were collected from the upstream pool, from the outlets from each of the three filter boxes, and from the downstream channel of Wetland 639W and field-screened for dissolved oxygen (DO), pH, temperature, specific conductivity, and ORP (oxidation reduction potential).

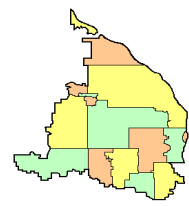
In the laboratory the samples were analyzed for Total Phosphorus, Total Dissolved Phosphorus, and Soluble Reactive Phosphorus (dissolved inorganic phosphorus). Selected samples were also analyzed for Total Iron.

In summary, the filters successfully removed DO with reductions of up to 92% and 83% using the Alcan and IES media in 2019. Removal rates appear to remain consistent for Alcan and somewhat lower for IES in 2020. The removal efficiency of the Phosphorus Sponge was considerably lower in both years. Ph concentrations in the wetland and at the inlet have been lower in 2020 than in 2019. Staff observed an increase in TP as flow passed through the IES and P-sponge in 2020. The reason for the increase is being evaluated.

Alms noted that this presentation will be helpful when he conducts his mid-term review of the grant project.

V. Filamentous Algae Fact Sheet.*

Included in the meeting packet was the first draft of an informational fact sheet about these non-toxic common aquatic plants. The fact sheet describes the algae blooms, the benefits and problems associated these plants, and ways to control their growth. The intended audience is lakeshore owners and other interested parties. Spector will add a suggested revision to the sheet and make it immediately available for distribution.



VI. Mississippi Riverbank Stabilization Project in Brooklyn Park.

The City of Brooklyn Park and Hennepin County have been working on a plan to stabilize portions of the Mississippi Riverbank for both public and private parcels. Robinson is seeking to determine how the West Mississippi Commission can be involved with this project as it moves forward.

Hennepin County is leading this project, with anticipated construction costs totaling \$500,000-\$750,000. The City would be seeking \$400,000-\$500,000. If it were to be added to the Commission's CIP, it would be heard in 2021, with levy funds available in 2022.

The Commission currently has about \$250,000 in cost share funds available. This project would not be eligible as an in-lake project for 100 percent funding.

VII. Meadow Lake Drawdown.

Staff provided a presentational update of this project. Staff are currently preparing the DNR permit application for the drawdown, have completed one submerged aquatic vegetation (SAV) survey, and will conduct a fish/wildlife/second SAV survey in early August. Volunteers have been monitoring water quality through Metropolitan Council's CAMP program. The Meadow Lake Watershed Association has been gathering signatures in support of the project and a City Council public hearing is scheduled for August 10.

VIII. Other Business.

A. Ryan Creek.

Roser contacted Matthiesen regarding a proposed vegetation and debris clean-out of Ryan Creek from the outlet of Lower Twin Lake through Ryan Creek to the outlet of Ryan Lake. The City received no responses to its request for bids on this project last winter and are now working to "repackage" the proposal. She questioned whether such a project would fall within the guidelines for a Shingle Creek Commission project. The project involves Brooklyn Center property as well as Robbinsdale, and the Ryan Lake outlet is located within Minneapolis boundaries. City Staff have reached out to the DNR and will contact the railroad regarding this project.

B. Holiday Car Wash.

In his July 17, 2020 letter, Matthiesen responded to Hogg's concerns regarding this project at 1080 Shingle Creek Crossing. He agreed with the City staff assessment that the water used inside the car wash must flow to the sanitary sewer and not to Shingle Creek and that exterior stormwater that comes off the pavement must flow to stormwater treatment ponds prior to flowing into Shingle Creek.

IX. Next Meeting.

The next Technical Advisory Committee meeting is scheduled for 8:30 a.m., Thursday, August 28, 2020. This also will be a virtual meeting.

The meeting was adjourned at 10:00 a.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

Z:\Shingle Creek\TAC\2020 TAC\07-23-2020 TAC minutes.docx

Technical Memo



Responsive partner.
Exceptional outcomes.

To: Shingle Creek/West Mississippi WMC TAC

From: Ed Matthiesen, P.E.
Diane Spector

Date: September 17, 2020

Subject: Project Review Fees

As we've previously discussed, as part of the 2021 budget process we looked at the project review fees to see if they are adequately covering costs. Tables 1 and 2 below compare the review fee received to the cost of performing the project review. That cost may also include meetings with developer's representatives, agencies, etc. The review fee structure is intended to *on average* recapture all those costs and limit overcharging individual projects.

The TAC has discussed the project review fee structure a few times, looking at the schedules for Bassett Creek and Elm Creek as well for comparison. We also looked more closely at the effort to complete the reviews where the cost exceeded the fee received. There was no one reason why, but projects with floodplain impacts, stream crossings, or complicated, lengthy highway projects generally required more effort to review. In addition, there are just some projects that require the applicant to rework and resubmit details. That can very quickly up the time required.

The TAC had previously discussed two options: a structure that charges a base fee and then adds additional fees for specialized reviews such as Bassett; and an escrow structure where the applicant pays the actual cost to complete the review such as Elm Creek. The TAC had leaned toward the former.

The following table shows the current fee structure and staff's recommendations.

1. Condense the top two tiers for both residential and commercial sites to a single tier. Most of the very largest developments left in the watersheds are in areas such as Arbor Lakes or the 610 Corridor, where there is significant regional treatment. Those project reviews tend to be simpler so that the cost of completing the review usually is much less than the review fee.
2. Separate city street and county/state linear projects into separate tiers. The county and state projects often require one or more meeting with those agencies at various design stages, requiring more work than city projects.
3. Add separate add on fees for projects needing analysis of manufactured treatment devices, floodplain impacts or crossings that may require H & H modeling and verification.

This is on the agenda for discussion and eventual recommendation to the Commissions with the goal of having the new fees in place by January 1.

CURRENT REVIEW FEES, Effective October 1, 2014

Project Fees		Current	Suggested
Single Family Lot		\$300	\$300
Single Family Residential Development, density less than 3 units per acre			
	Total Site <15 acres	1,500	1,800
	Total Site 15-29.99 <u>15+</u> acres	1,800	2,000
	Total Site ≥30 acres	-2,500	
All Other Development			
	Total Site <5 acres	1,700	1,800
	Total Site 5-9.99 acres	2,200	2,200
	Total Site 10-19.99 <u>10+</u> acres	2,200	2,500
	Total Site ≥20 acres	-3,000	
Variance Escrow		2,000	2,000
City street or utility project		1,100	1,100
<u>County or state highway project</u>			<u>2,000</u>
<u>Add-ons:</u>			
<u>Projects using Manufactured Treatment Devices</u>			<u>500</u>
<u>Projects with floodplain impacts</u>			<u>300</u>
<u>Projects with stream crossings</u>			<u>1,000</u>

Table 1. Shingle Creek project review fees compared to actual costs.

2018	Project	Review Fee	Actual Cost	Under (Over)
SC2018-01	Crystal MAC Nature Area	1,100.00	837.00	263.00
SC2018-02	Arbor Lakes Business Bldg C & D	3,000.00	702.90	2,297.10
SC2018-03	The Village at Arbor Lakes	-	416.40	(416.40)
SC2018-04	Park 81	3,000.00	2,821.50	178.50
SC2018-05	Luther Mazda Mitsubishi	2,200.00	1,323.90	876.10
SC2018-06	Outdoor Storage and Impound	1,700.00	1,940.10	(240.10)
SC2018-07	Lower Twin Lake Boat Launch	1,700.00	1,096.20	603.80
SC2018-08	Arbor Lakes Business Park Streets	1,100.00	841.40	258.60
SC2018-09	Public Storage, Zachary Lane	-	193.40	(193.40)
SC2018-10	Waterwalk	1,700.00	1,728.90	(28.90)
SC2018-11	Arbor Lakes Industrial	2,200.00	2,197.60	2.40
SC2018-12	Becker Park	2,200.00	2,627.10	(427.10)
SC2018-13	Northland IV	2,200.00	3,010.20	(810.20)
	TOTAL 2018	22,100.00	19,736.60	2,363.40
2019	Project	Review Fee	Actual Cost	Under (Over)
SC2019-01	New Hope City Hall-North	2,200.00	2,508.40	(308.40)
SC2019-02	Rockford Road/I 494 Interchange	1,100.00	2,462.30	(1,362.30)
SC2019-03	Windsor Ridge	2,200.00	2,348.00	(148.00)
SC2019-04	CSAH 81	1,100.00	3,963.80	(2,863.80)
SC2019-05	Park Center High School	2,200.00	2,866.10	(666.10)
SC2019-06	Twin Lake N Parking Lot	1,700.00	4,247.10	(2,547.10)
SC2019-07	Silver Creek on Main Expansion	1,700.00	904.00	796.00
SC2019-08	The Woods at Taylor Creek	1,800.00	2,195.00	(395.00)
SC2019-09	Lake Road Apartments	1,700.00	3,744.80	(2,044.80)
SC2019-10	IBEW Local Union 292 Corp. Office	2,200.00	1,613.90	586.10
	TOTAL 2019	17,900.00	26,853.40	(8,953.40)
2020	Project	Review Fee	Actual Cost	Under (Over)
SC2020-01	Crystal Airport	3,000.00	724.50	2,275.50
SC2020-02	CSAH 81 Bridges	1,100.00	963.50	136.50
SC2020-03	Webber 44	1,100.00	773.80	326.20
SC2020-04	Candlewood/Hampshire Culverts	1,100.00	1,198.60	(98.60)
SC2020-05	Crescent Cove	1,700.00	653.00	1,047.00
SC2020-06	D Line BRT Metro Transit	1,100.00	297.60	802.40
SC2020-07	Middle of the Boulevard	2,200.00	1,866.60	333.40
		11,300.00	6,477.60	4,822.40

Table 2. West Mississippi review fees compared to actual costs.

2018	Project	Review Fee	Actual Cost	Under (Over)
WM2018-001	Urbana	2,200.00	1,916.40	283.60
WM2018-002	Coon Rapids Dam Regional Park	2,200.00	1,358.00	842.00
WM2018-003	Boulder Estates	1,500.00	1,952.90	(452.90)
WM2018-004	9001 Wyoming Ave N	3,000.00	1,203.80	1,796.20
WM2018-005	Champlin Park High School Addns	1,700.00	945.60	754.40
WM2018-006	Champlin Drive HyVee	-		-
WM2018-007	North Park Business Center	-	244.80	(244.80)
WM2018-008	Brooklyn Park- Champlin Interceptor	1,100.00	661.20	438.80
	TOTAL 2018	11,700.00	8,282.70	3,417.30
2019	Project	Review Fee	Actual Cost	Under (Over)
WM2019-001	Oak Village	2,200.00	1,515.60	684.40
WM2019-002	Emery Village	1,700.00	3,662.90	(1,962.90)
WM2019-003	610 Crossings 2 nd Addition Regional Pond	2,200.00	1,105.20	1,094.80
WM2019-004	Hwy 169 and 101 st Ave Interchange	1,100.00	1,467.00	(367.00)
WM2019-005	Data Recognition Center Addition	2,200.00	2,259.00	(59.00)
WM2019-006	Pemberly	2,200.00	3,240.50	(1,040.50)
WM2019-007	MCES Brooklyn Park-Champlin Interceptor Phase II	1,100.00	1,530.90	(430.90)
WM2019-008	North Park Business Center Building 3	2,200.00	3,195.00	(995.00)
WM2019-009	Coon Rapids Dam Regional Park Phase II	2,200.00	1,080.90	1,119.10
WM2019-010	Mississippi Crossing	1,700.00	2,470.70	(770.70)
	TOTAL 2019	18,800.00	21,527.70	(2,727.70)
2020	Project	Review Fee	Actual Cost	Under (Over)
WM2020-001	River Park Improvement	2,200.00	1,743.70	456.30
WM2020-002	CBPAMES Building Addns and Renovations	1,700.00	714.80	985.20
WM2020-003	Kurita	2,200.00	764.50	1,435.50
WM2020-004	610 Junction	2,200.00	1,731.20	468.80
WM2020-005	94 th Ave N	1,100.00	852.40	247.60
	TOTAL 2020	9,400.00	5,806.60	3,593.40