

# elm creek Watershed Management Commission

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## Technical Advisory Committee *(page 1)* and Regular Meeting *(beginning on page 2)* Minutes – January 8, 2020

I. A meeting of the **Technical Advisory Committee (TAC)** for the Elm Creek Watershed Management Commission was convened at 10:01 a.m., Wednesday, January 8, 2020, in the Mayor’s Conference Room, Maple Grove City Hall, 12800 Arbor Lakes Parkway, Maple Grove, MN.

In attendance: Kevin Mattson, Corcoran; Nico Cantarero, Wenck Associates, Dayton; Derek Asche, Maple Grove; Kaci Fisher, Hakanson Anderson, Medina; Ben Scharenbroich, Plymouth; Kris Guentzel, and Kirsten Barta, Hennepin County Dept. of Environment and Energy (HCEE); Jim Herbert and Jeff Weiss, Barr Engineering; James Kujawa, Surface Water Solutions; Brian Vlach, Three Rivers Park District (TRPD); and Judie Anderson, JASS.

Not represented: Champlin and Rogers.

Also present: Ken Guenthner, Corcoran; Doug Baines, Dayton; Liz Weir, Medina; and Fred Moore and Catherine Cesnik, Plymouth.

A. Asche was named **Chair** and Scharenbroich **Vice Chair** of the Technical Advisory Committee by acclamation.

B. Motion by Scharenbroich, second by Fischer to approve the **agenda**.\* *Motion carried unanimously.*

C. Motion by Scharenbroich, second by Mattson to approve the **minutes**\* of the December 11, 2019 Technical Advisory Committee meeting. *Motion carried unanimously.*

### II. Rules of the Commission.

Included in the meeting packet was a redlined version of the most recent Rules of the Commission\* adopted in 1993. They have been reviewed and redlined by the Commission’s attorney, Joel Jannik, and the Administrator. Most of the edits were to bring the document into conformance with the most current State Statute language and to better align the activities of the Commission described therein with the current practices of the organization. The members reviewed the document page by page and their comments will be inserted into the draft document.

### III. Member Assessments.

Staff returned to this meeting with the member assessment spreadsheet\* containing additional information. Updates show the annual fluctuations in (1) Consumer Price Indices (CPIs), (2) Tax Capacity/Market Value, and (3) total member assessments, along with the focus of each budget/reason for assessment increases. This information was also provided in graph format.\*

IV. The next meeting of the TAC is tentatively scheduled for 10:00 a.m., Wednesday, February 12, 2020, prior to the regular meeting. The meeting of the Technical Advisory Committee was adjourned at 11:29 a.m.

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RULE D - STORMWATER MANAGEMENT  
RULE E - EROSION AND SEDIMENT CONTROL  
RULE F - FLOODPLAIN ALTERATION

RULE G - WETLAND ALTERATION  
RULE H - BRIDGE AND CULVERT CROSSINGS  
RULE I - BUFFERS

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I. A regular meeting of the Elm Creek Watershed Management Commission was called to order at 11:36 a.m., Wednesday, January 8, 2020, in the Mayor’s Conference Room, Maple Grove City Hall, 12800 Arbor Lakes Parkway, Maple Grove, MN, by Chairman Doug Baines.

Present were: Bill Walraven, Champlin; Ken Guenther, Corcoran; Doug Baines, Dayton; Joe Trainor, Maple Grove; Elizabeth Weir, Medina; Fred Moore, Plymouth; Kris Guentzel, and Kirsten Barta, Hennepin County Dept. of Environment and Energy (HCEE); Brian Vlach, Three Rivers Park District (TRPD); Jim Herbert and Jeff Weiss, Barr Engineering; James Kujawa, Surface Water Solutions; and Judie Anderson, JASS.

Not represented: Rogers.

Also present: Kevin Mattson, Corcoran; Nico Cantarero, Wenck Associates, Dayton; Derek Asche and Mark Lahtinen, Maple Grove; Kaci Fisher, Hakanson-Anderson, Medina; and Catherine Cesnik and Ben Scharenbroich, Plymouth.

A. Motion by Weir, second by Walraven to approve the **agenda**. \* *Motion carried unanimously.*

B. Motion by Weir, second by Guenther to approve the **minutes**\* of the December 11, 2019, regular meeting. *Motion carried unanimously.*

C. Motion by Moore, second by Walraven to approve the January **Treasurer’s Report and Claims\*** totaling \$101,264.73. *Motion carried unanimously.*

II. **Open Forum.**

A. Baines presented Moore with a **certificate of appreciation** for his many years of service to the Commission as the representative from Plymouth.

B. **Weiss announced that he has resigned** from Barr Engineering in order to take a position at the Department of Natural Resources (DNR). This will be his last meeting as a Technical Advisor to the Commission.

The members extended their good wishes to both of these gentlemen.

III. **Action Items.**

A. Motion by Weir, second by Walraven to approve the following **appointments for 2020**:

1. Official newspaper, Osseo-Maple Grove Press.
2. Official depositories, US Bank and the 4M Fund.
3. Deputy Treasurer, Judie Anderson.
4. Auditor, Johnson & Company, Ltd.

*Motion carried unanimously.*

B. **Project Reviews.**

1. 2015-004 Kinghorn Outlot A, Rogers.
2. 2016-040 Kinghorn 4th Addition, Rogers.
3. 2018-020 North 101 Storage, Rogers.

Staff noted that these projects have been dormant for many months. At this time Staff are seeking to have the applications denied due to lack of activity. However, since the representative from the City of Rogers is not present at this meeting, Staff are requesting the Commission to table action on these projects pending input from the City. Motion by Guenther, second by Weir to table action on these projects per Staff’s request. *Motion carried unanimously.*

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**IV. Old Business.**

**A.** Barta reminded the members that **Subwatershed Assessment (SWA) applications** are due January 15, 2020 and should be emailed to her attention.

**B. Current SWA status:** the Fish Lake SWA draft report is available now, the Diamond Lake SWA is in progress, the North Fork Rush Creek SWA is done, and the Weaver Lake SWA is under consideration.

**V. New Business.**

Members of the **Technical Advisory Committee** recapped their meeting held prior to this meeting. The committee reviewed and commented on revisions to the Commission’s Rules.\* They also received an updated member assessment spreadsheet\* showing annual fluctuations in (1) Consumer Price Index (CPI), (2) Tax Capacity/Market Value, and (3) total member assessments, along with the focus of each budget/reason for assessment increases.

**VI. Communications.**

Included in the meeting packet is a copy of a letter\* from the Minnesota Campaign Finance Board reminding the Commissioners that they are required as public officials to complete and return a **Statement of Economic Interest\*** by January 27, 2020. These documents were previously emailed to the Commissioners so that they could be returned electronically.

**VII. Education and Public Outreach.** The next meeting of the West Metro Water Alliance (**WMWA**) is scheduled for 8:30 a.m., Tuesday, January 14, 2020, at Plymouth City Hall. Please check for the location of the meeting room due to building remodeling.)

**VIII. Grant Opportunities and Project Updates.**

**IX. Other Business.**

**A.** The **projects** listed on the following page are discussed in the January Staff Report.

**B. Adjournment.** There being no further business, the meeting was adjourned at 12:01 p.m.

Respectfully submitted,



Judie A. Anderson  
Recording Secretary  
JAA:tim

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Item No.					Project No.	Project Name
					W Denotes wetland project	
ag				AR	2013-046	Woods of Medina, Medina.
ah.				AR	2014-015	Rogers Drive Extension, Rogers.
a.					2015-004	Kinghorn Outlet A, Rogers.
ai.				AR	2015-030	Kiddiegarten Child Care Center, Maple Grove.
aj.				AR	2016-002	The Markets at Rush Creek, Maple Grove.
ak.				AR	2016-005W	Ravinia Wetland Bank Plan, Corcoran.
b.					2016-040	Kinghorn 4 <sup>th</sup> Addition, Rogers.
c.					2016-047	Hy-Vee North, Maple Grove.
al.				AR	2017-014	Laurel Creek, Rogers.
am.				AR	2017-017	Mary Queen of Peace Catholic Church, Rogers.
an.				AR	2017-029	Brayburn Trails, Dayton.
d.					2017-039	Rush Creek Apartments, Maple Grove.
e.		E			2017-050W	Ernie Mayers Wetland/floodplain violation, Corcoran.
ao.				AR	2018-018	Summers Edge Phase II, Plymouth.
f.					2018-020	North 101 Storage, Rogers.
ap.				AR	2018-026	Windrose, Maple Grove.
aq.				AR	2018-028	Tricare Third Addition, Maple Grove.
ar.				AR	2018-044	OSI Phase II, Medina.
g.					2018-046	Graco, Rogers
as.				AR	2018-048	Faithbrook Church Phase 2, Dayton.
h.					2019-001	Fernbrook View apartments, Maple Grove.
at.					2019-002	Parkside Villas, Champlin.
au.					2019-021	Brenly Meadows, Rogers.
av.					2019-022	Comlink Midwest, Corcoran.
aw.					2019-023	99th Avenue Apartments, Maple Grove.
i.					2019-024	Boston Scientific, Maple Grove.
j.					2019-026	Interstate Power Systems, Rogers.
ax.					2019-027	Havenwood at Maple Grove.
k.					2019-028	Howell Meadows, Maple Grove.
l.					2019-029	South Prominence, Maple Grove.
m.		E			2019-030	Rolling Hills Acres, Corcoran.
n.					2019-031	Hassan Sand and Gravel Expansion, Rogers.
o.					2019-032	OSI Expansion, Medina.

A= Action item E = Enclosure provided I = Informational update will be provided at meeting RPF - removed pending further information  
R = Will be removed RP= Information will be provided in revised meeting packet..... D = Project is denied AR awaiting recordation

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