

# elm creek Watershed Management Commission

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## Minutes Technical Advisory Committee Meeting May 10, 2023

I. A meeting of the **Technical Advisory Committee (TAC)** of the Elm Creek Watershed Management Commission was called to order at 10:42 a.m., Wednesday, May 10, 2023, in the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN, by Vice Chair Ben Scharenbroich.

Present: Heather Nelson, Champlin; Nico Cantarero, Dayton; Mark Lahtinen, Maple Grove; Rebecca Haug, WSB, Medina; Ben Scharenbroich, Plymouth; Andrew Simmons, Rogers; Diane Spector and Erik Megow, Stantec; James Kujawa, Surface Water Solutions; Brian Vlach, Three Rivers Park District; Kris Guentzel and Roz Davis, Hennepin County Environment and Energy (HCEE); and Judie Anderson, JASS.

Not represented: Corcoran.

Also present: Ken Guenther, Corcoran, and Catherine Cesnik, Plymouth.

II. Motion by Cantarero, second by Simmons to approve the **Agenda** as presented. *Motion carried unanimously.*

III. Motion by Simmons, second by Cantarero to approve the **Minutes of the March 8, 2023, meeting**. *Motion carried unanimously.*

IV. **2023 CIP.\*** The preliminary CIP was considered by the Commissioners at their April meeting, following which it was circulated to the cities, who proposed revisions and requested one addition. The Commission's Third Generation Plan provides for certain types of revisions to the CIP to be done without formally amending the plan, such as moving projects between years or deleting projects. However, adding a new project to the CIP does require that the Commission proceed with a Minor Plan Amendment.

The City of Maple Grove has requested that one new project be added to the CIP for 2024: Rush Creek Stabilization-Rush Hollow. This is a proposed restoration of about 4,000 LF of Rush Creek between Orchid Lane and Fernbrook Lane, just upstream of the Elm Creek Park Reserve. The estimated cost of this project is \$1,600,000, with the Commission's share being \$400,000. Exhibit A\* describes the project in more detail. Derek Asche will be at the June TAC meeting to answer members' questions regarding this project.

If the TAC recommends to the Commission that it moves forward with the Minor Plan Amendment, Staff recommend setting June 14, 2023, as the **public meeting** at which it would be discussed. At that meeting, the Commission would discuss the proposed 2023 CIP and establish a maximum levy for 2023. The Minor Plan amendment and maximum levy would then be forwarded to Hennepin County for consideration by the County Board.

Included in Staff's May 2, 2023, memo\* is the proposed Notice of Minor Plan Amendment. The Commission must send a copy of the proposed minor plan amendment to the member cities, Hennepin County, Met Council, and the state review agencies for review and comment, and must hold a public meeting to explain the amendment. This meeting must be public noticed twice, at least seven and 14 days prior to the meeting.

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This revision would not impact the proposed 2023 CIP. The draft 2023 CIP shown below includes the second half of the South Fork Rush Creek Restoration Project initiated by Maple Grove last year; the Commission's contribution toward work on two major ravines along CSAH 12; and a pond expansion project in downtown Rogers. The Commission has previously received feasibility projects for the first two projects, and Rogers will present findings prior to the Public Hearing later this year.

### Proposed 2023 CIP and levy

Project	City	Commission Share	Levy
S Fork Rush Creek Stream Restoration	Maple Grove	\$406,250	\$430,828
CSAH 12/Dayton Rd Ravine Stabilization	Dayton	110,000	116,655
Downtown Pond Expansion and Reuse	Rogers	101,500	107,640
City Cost Share	Various	100,000	106,500
Partnership Cost Share	Various	50,000	53,250
<b>TOTAL</b>		<b>\$767,750</b>	<b>\$814,873</b>

The table below shows the current proposed Capital Improvement Program as amended and revised:

Table 1. Elm Creek Third Generation Plan CIP as of May 2023.

CAPITAL IMPROVEMENT PROGRAM	Location	2022	2023	2024	2025	Future	Comments
<i>Cost Share Program</i>	Varies	200,000	200,000	200,000	200,000	200,000	
Commission Contribution		100,000	100,000	100,000	100,000	100,000	
Local Contribution		100,000	100,000	100,000	100,000	100,000	
<i>Partnership Cost-Share BMP Projects</i>	Varies	50,000	50,000	50,000	50,000	50,000	
Commission Contribution		50,000	50,000	50,000	50,000	50,000	
Local Contribution		0	0	0	0	0	
<i>S Fork Rush Creek Restoration</i>	Maple Grove		3,250,000				
Commission Contribution		406,250	406,250				
Local Contribution			2,437,500				
<i>CSAH 12/Dayton River Rd Ravine Stab</i>	Dayton		1,329,400				
Commission Contribution			110,000				
Local Contribution			1,219,400				
<i>Downtown Pond Expansion &amp; Reuse</i>	Rogers		406,000				City is just starting feasibility
Commission Contribution			101,500				
Local Contribution			304,500				
<u>Rush Creek Resto- Rush Hollow</u>	<u>Maple Grove</u>			<u>1,600,000</u>			<u>Orchid Ln to Fernbrook Ln</u>
<u>Commission Contribution</u>				<u>400,000</u>			
<u>Local Contribution</u>				<u>1,200,000</u>			
<i>Fox Cr, South Pointe</i>	Rogers			90,000			Potentially a cost share project
Commission Contribution				22,500			
Local Contribution				67,500			
<i>Lowell Pond Rain Garden</i>	Champlin			400,000			
Commission Contribution				100,000			
Local Contribution				300,000			
<i>The Meadows Playfield</i>	Plymouth			5,300,000			
Commission Contribution				250,000			
Local Contribution				5,050,000			
<i>Brockton Ln WQ Improv</i>	Plymouth			150,000			
Commission Contribution				37,500			Potentially a cost share project
Local Contribution				112,500			

Scharenbroich proposed that the Brockton Lane improvement should be moved to 2025. Nelson indicated that the Lowell Pond Rain Garden project should be moved to a future year.

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CAPITAL IMPROVEMENT PROGRAM	Location	2022	2023	2024	2025	Future	Comments
Reconstruct Bridge@ Cartway/Elm Cr	Champlin			950,000			
Commission Contribution				237,500			
Local Contribution				712,500			
Oxbow Tr Rush Ck Stabil (3 Rivers)	Maple Grove			100,000			Eastman Nature Ctr
Commission Contribution				25,000			Potentially a cost share project
Local Contribution				75,000			
Ranchview Wetland Restoration	Maple Grove					2,500,000	
Commission Contribution						250,000	
Local Contribution						2,250,000	
Goose Lake Rd Area Infiltr Improv	Champlin					200,000	
Commission Contribution						50,000	
Local Contribution						150,000	
Mill Pond BMPs Water Quality Proj Area	Champlin					200,000	
Commission Contribution						50,000	
Local Contribution						150,000	
Lemans Lake Water Quality Impr	Champlin					100,000	
Commission Contribution						25,000	
Local Contribution						75,000	
<b>TOTAL PROJECT COST</b>		<b>250,000</b>	<b>5,235,400</b>	<b>7,150,000</b>	<b>250,000</b>	<b>3,250,000</b>	
<b>TOTAL COMMISSION SHARE</b>		<b>556,250</b>	<b>767,750</b>	<b>800,000</b>	<b>150,000</b>	<b>525,000</b>	
<b>TOTAL CITY SHARE</b>		<b>100,000</b>	<b>4,061,400</b>	<b>6,350,000</b>	<b>100,000</b>	<b>2,725,000</b>	

Motion by Simmons, second by Cantarero to recommend to the Commission that it proceed with the Minor Plan Amendment process and set June 14, 2023, as the public meeting date. *Motion carried unanimously.*

It was further recommended that the BMP projects identified in the Diamond Creek and Headwaters Rush Creek SWAs be brought forward through the Cost Share program, rather than the CIP, and be sponsored by the appropriate member cities.

Staff will also update the Exhibit A form .

### V. 2024 Operating Budget.

The members discussed the 2024 operating budget proposed by Staff. The overall budget as proposed is a continuation of the programs and activities undertaken in 2022 with some slight modifications and is about a \$5,000 increase over the 2023 budget. General operating expenses total \$494,067 and include a proposed \$2,000 increase in the contract amount with Hennepin County to provide outreach and technical services.

Staff are continuing to review the adequacy of the project review fees to recapture the cost of administering the new fee structure. It is likely the nonrefundable administration fee will need to be increased in 2024 to better capture those costs. Members queried the status of outstanding review fees. Administrative and technical staff will continue to work to receive these fees, with the advice to member cities that the projects are not considered to be approved until the fees are reconciled and paid.

One source of revenue that has helped to subsidize the member assessments is investment interest. A combination of higher interest rates and a significant fund balance has resulted in several thousands of dollars in interest income in past years. This will not continue as projects are completed and the Commission pays out levy and grant funds for those projects. However, in 2024 Staff recommend no increase in member assessments.

The 2024 proposed budget will be considered at today's Commission meeting and must be accepted at either the May or June meeting.

**VI. Reserve/fund Balance Policy.** The draft policy will be considered by the Commission at its meeting today.

**VII.** The **next meeting** of the Technical Advisory Committee is scheduled for 10:00 a.m., Wednesday, June 14, 2023, preceding the Commission's regular meeting.

There being no further business, the meeting was adjourned at 11:39 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Judie A. Anderson". The signature is fluid and cursive, with the first name "Judie" being more prominent.

Judie A. Anderson  
Recording Secretary  
JAA:tim

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