

elm creek Watershed Management Commission

ADMINISTRATIVE OFFICE
3235 Fernbrook Lane
Plymouth, MN 55447
PH: 763.553.1144
email: judie@jass.biz
www.elmcreekwatershed.org

TECHNICAL OFFICE
Barr Engineering
4300 Market Point Drive, Suite 200
Minneapolis, MN 55435
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AGENDA Technical Advisory Committee Meeting August 10, 2020 • 1:00 – 3:00 p.m.

Until further notice, all meetings will be held online to reduce the spread of COVID-19. To join a meeting, click <https://us02web.zoom.us/j/88012181743> or go to www.zoom.us and click Join A Meeting. The meeting ID is 880 1218 1743. No password is needed.

If your computer is not equipped with audio capability, you need to dial into one of these numbers:

1 929 205 6099 US (New York)

1 312 626 6799 US (Chicago)

1 253 215 8782 US (Tacoma)

1 301 715 8592 US (Germantown)

1 669 900 6833 US (San Jose)

1 346 248 7799 US (Houston)

1. Call to Order.
2. Approve Agenda.
3. Approve Minutes of last TAC meetings – *if available*.
4. Draft Policy on Project Review Fees.*
5. Draft Application Form.*
6. Draft Fee Schedule.*
7. Other Business.
 - a. Recommend to Commission Call for Public Hearing – certify 2020 Ad Valorem Levy.*
 - b. Other?
8. Next Meeting
9. Adjournment

Attachments: Draft Policy on Project Review Fees
Draft Application Form
Draft Fee Schedule
Table 4.5 April 8, 2020

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ELM CREEK WATERSHED MANAGEMENT COMMISSION
DRAFT POLICY ON PROJECT REVIEW FEES

I. PURPOSE

The Elm Creek Watershed Management Commission (Commission) desires to:

- 1) Conserve, protect, and manage water resources through sound scientific principles consistent with State statutes; and
- 2) Minimize public capital expenditures needed to correct water quality problems; and
- 3) Minimize or eliminate member community subsidies for project review costs.

Land alteration and utilization can affect the rate and volume and degrade the quality of surface water runoff. The Elm Creek Watershed Management Commission has developed Rules and Standards to protect the public health, welfare, and natural resources of the watershed by regulating the alteration of land and waters in the watershed to 1) reduce the severity and frequency of high water, 2) preserve floodplain and wetland storage capacity, 3) improve the chemical and physical quality of surface waters, 4) reduce sedimentation, 5) preserve the hydraulic and navigational capacities of waterbodies, 6) promote and preserve natural infiltration areas, and 7) preserve natural shoreline features.

This policy on project review fees shall serve as the basis for the collection of funds to cover the cost of project reviews.

II. MINIMUM QUALIFYING CRITERIA FOR PROJECT REVIEWS

- 1) Plans of any land development or site development that disturbs more than 1 acre of land.
- 2) Linear projects that create one acre or more of new impervious surface.
- 3) Plans of any land development or individual site development adjacent to or containing a lake, wetland, or a natural or altered watercourse as listed in the Hennepin County wetland inventory or the final inventory of Protected Waters and Wetlands for Hennepin County, as prepared by the DNR.
- 4) Any culvert installation or replacement, bridge construction, stream cross-section alteration, or activity requiring a DNR Waters Permit on Elm, Rush, North Fork Rush, or Diamond Creeks or their tributaries.
- 5) Plans for any land development or site development within the 1% chance (100-year) floodplain as defined by the Flood Insurance Study for the member city or the Commission's flood study.
- 6) Plans of any land development or site development regardless of size, if such review is requested by a member city.
- 7) Land disturbing activity that drains to more than one watershed, for that portion of the site draining into the Elm Creek Watershed.

III. PROJECT REVIEW SURETY STRUCTURE

The Elm Creek Watershed Management Commission requires a surety to fund the cost of project reviews. Time and materials spent by the Commission reviewing an application shall be charged against the surety. If the surety is exhausted, review will cease until the surety is replenished in an amount satisfactory to the Commission Engineer. Unused surety funds shall be returned to

the applicant upon project approval. The surety shall be the sum of each individual rule requiring review, plus the cost of pre-project reviews and assistance provided by the Commission Engineer (if any), a 10% contingency, and a 10% non-refundable administrative fee per the following schedule:

		<u>Est. Cost</u>
1)	Pre-Project Review Reimbursement	\$400.00
2)	Rule D Stormwater Management	\$2,000.00
3)	Rule E Erosion and Sediment Control	\$500.00
4)	Rule F Floodplain Alteration	\$1000.00
5)	Rule G Wetland Alteration	\$0.00
6)	Rule H Bridge & Culvert Crossings	\$1000.00
7)	Rule I Buffer Strips	\$500.00
8)	Contingency	10%
9)	Administration (non-refundable)	10%

EFFECTIVE DATE: _____

POLICY HISTORY: _____

(Initial Approval)
 (Revision 1)
 (Revision 2)

Elm Creek Watershed Management Commission

Request for Plan Review and Approval

Administrative Office

3235 Fernbrook Lane
 Plymouth, MN 55447
 Ph: 763-553-1144 | Fax: 763-553-9326
 Email: judie@jass.biz

for Commission use only

Project No. _____
 Date Received _____
 Fee Received _____

Date: _____
 Fee Submitted: \$ _____

Please Print Clearly

Applicant: _____

Address: _____

City: _____ Zip Code: _____

Phone: () _____ Fax: () _____ Email: _____

Agent: _____

Address: _____

City: _____ Zip Code: _____

Phone: () _____ Fax: () _____ Email: _____

- Rule D – Stormwater
- Rule E – Erosion and Sediment Control
- Rule F – Floodplain Alteration

- Rule G – Wetland Alteration
- Rule H – Bridge & Culvert Crossings
- Rule I – Buffer Strips

Project Name: _____

Project Location - City or Town: _____ PID#: _____

Total Acres: _____ Acres Disturbed: _____

Acres Impervious Before Development: _____

Acres Impervious After Development (incl. gravel roads and parking areas): _____

Anticipated Project Start Date: _____

Remarks: _____

Applicant's Signature:

Print Name: _____ **x** _____

In order for a project to be considered by the Commission, a complete application packet must be received in the Commission's administrative office at least TEN BUSINESS DAYS prior to the Commission's next regular meeting. Action by the Commission will be predicated on factors such as completeness of the application documents and complexity of the project, etc. The Commission normally meets on the second Wednesday of the month.

Submit this form to the City along with one paper and one electronic copy of the required plans and the appropriate fee (check made payable to "Elm Creek Watershed Management Commission").

The City will forward these documents and the fee payment to the Commission. The Commission will transmit a letter to the applicant following approval.

Submittal requirements, this form and the fee schedule can be downloaded from:
<http://www.elmcreekwatershed.org/project-reviews-overview.html>

AUTHORIZATION - to be prepared by City	
Requested by City of _____	
Signature _____	
Name _____	
Title _____	
Phone _____	
Date _____	

The following projects require review: Any land-disturbing activity or the development or redevelopment of land meeting the triggers listed in Appendix O of the Commission's Watershed Management Plan. **The review period will not begin until the Commission has received a completed application form bearing city authorization to proceed, all appropriate materials, and fees.**

			Amount Due
I.	Pre-Project Review Reimbursement		\$400.00
II.	Project Review		ESCROW
	A.	Rule D - Stormwater Management	\$2,000
	B.	Rule E - Erosion and Sediment Control	\$500
	C.	Rule F - Floodplain Alteration	\$1,000
	D.	Rule G - Wetland Alteration	NA
	E.	Rule H - Bridge & Culvert Crossings	\$1,000
	F.	Rule I - Buffer Strips	\$500
			TOTAL
			\$400.00
III.	Contingency (10% of Pre-Project Review & Project Review Total)		\$40.00
IV.	Non-refundable Administration Fee (10% of Pre-Project Review & Project Review Total)		\$40.00
			TOTAL ESCROW
			\$480.00

(for office use only)

Date Application Received by Commission
Project No.
Fee Received

Table 4.5. Elm Creek Third Generation Plan Capital Improvement Program																				Line						
Levy Proj #	Description	Location	Priority	Est Proj Cost	Partners	Funding Source(s)	Estimated Commission Cost													2020	2021	2022	2023	2024		
							2014	2015	2016	2017	2018	2019	Total Levied thru 2018	Levy Amt 2019	2020-2024											
1	2014-01	Tower Drive Improvements	Medina	\$3,437,300			68,750								68,750						1					
2	2014-02	Elm Creek Dam at Mill Pond	Champlin	350,000			62,500								62,500						2					
Special Studies																										
3		TMDL implementation special study	Watershed	\$225,000.00	Cities, HCEED	Operating budget	0	25,000	25,000	25,000	25,000									PLACEHOLDER, doesn't add	3					
4		Stream segment prioritization	Watershed	\$20,000.00	Cities, HCEED, TRPD	Operating budget		10,000	0	0	0				10,000					0	PLACEHOLDER, doesn't add	4				
High Priority Stream Restoration Projects																										
5	2015-01	Elm Cr Reach E	Plymouth	\$1,086,000.00	Commission, Plymouth	County Levy - levied in 2015	250,000								250,000						5					
6	2016-01	CIP-2016-RO-01 Fox Cr, Creekview	Rogers	\$321,250.00	Commission, Rogers	County Levy - levied in 2016	0	80,312	0	0	0				80,312					0	6					
7	2016-02	Mississippi Point Park Riverbank Repair	Champlin	\$300,000.00		County Levy - levied in 2016	0	75,000	0	0	0				75,000					0	7					
8	2016-03	Elm Creek Dam	Champlin	\$7,001,220.00		County Levy - levied in 2016	0	187,500	0	0	0				187,500					0	8					
9		Tree Thinning and Bank Stabilization Project	Watershed	\$50,000.00			0		50,000	50,000	50,000									0	PLACEHOLDER, doesn't add	9				
10	2017-01	Fox Cr, Hyacinth	Rogers	\$450,000.00		County Levy - levied in 2017	0	0	90,000	112,500	0				112,500					0	10					
11		Fox Cr, South Pointe, Rogers MOVED TO 2021	Rogers	\$90,000.00			0	0	22,500	0	22,500										22,500	11				
12		Other High Priority Stream Project	Watershed	\$500,000.00			0	0	0	125,000	125,000										PLACEHOLDER	12				
13	2016-04 2018-01 2019-01	CIP-2016-MG-02 Rush Creek Main	Maple Grove	\$1,650,000.00		County Levy - levied in 2016, 2018			75,000	75,000	75,000				150,000	26,513					25,000	13				
14		CIP-2016-MG-03 Rush Creek South REMOVED 2020	Maple Grove	\$675,000.00							168,750											14				
15	2018-02	CIP-2017-PL-01 EC Stream Restoration Reach D	Plymouth	\$850,000.00	City, County, Comm	County Levy - levied in 2018					212,500				212,500							15				
High Priority Wetland Improvements																										
16		DNR #27-0437	Maple Grove	\$75,000.00			0	0	0	0	0									18,750	have no information on this item	16				
17		Stone's Throw Wetland REMOVED 2019	Corcoran				0	0	112,500	112,500	112,500									0		17				
18		Other High Priority Wetland Projects	Watershed	\$100,000.00			0	0	0	0	0									25,000	PLACEHOLDER	18				
19	2019-02	CIP-2016-MG-01 Ranchview Wetland Restoration MOVED TO 2019	Maple Grove	2,500,000.00					250,000	250,000	250,000				250,000	125,563					250,000	19				
Lake TMDL Implementation Projects																										
20	2017-03	Mill Pond Fishery and Habitat Restoration	Champlin	\$5,000,000.00		County Levy - levied in 2017	0	0	250,000	0	0				250,000					0		20				
21		Other Priority Lake Internal Load Projects	Watershed	\$100,000.00			0	0	0	0	0									25,000	PLACEHOLDER	21				
22	2016-05	CIP-2016-MG-04 Fish Lake Alum Treatment-Phase 1	Maple Grove	\$300,000.00	City, TPRD, Comm, lake assn	County Levy - levied in 2016			75,000						75,000							22				
23		Stonebridge	Maple Grove			retrofit of addl stormwater treatment systems will not occur during st reconstruction project	0		50,000	0	0									0		23				
24	2017-04	Rain Garden at Independence Avenue	Champlin	\$300,000.00		County Levy - levied in 2017	0	0	75,000	0	0				75,000					0		24				
25		CIP-2016-CH-01 Mill Pond Rain Gardens	Champlin	\$400,000.00			0	0	100,000	100,000	100,000										100,000	25				
26		Other Priority Urban BMP Projects	Watershed	\$200,000.00			0	0	0	0	0									50,000	PLACEHOLDER	26				
Other																										
27		Livestock Excl, Buffer & Stabilized Access new 2020	Watershed	\$50,000.00	Cities, owners, U Extension, NRCS	Cities, owners, Comm, NRCS	0	0	0	50,000	0										50,000	27				
28	2019-03	Agricultural BMPs Cost Share new 2020	Watershed	\$50,000.00	Cities, owners, U Extension, NRCS	Cities, owners, Comm, NRCS	0		50,000	50,000	50,000				50,000	20,000					50,000	28				
29		EIP-2016-RO-04-CIP-2017-RO-1 Ag-BMPs-Cowley-Sylvan Connections BMPs	Rogers	\$300,000.00	City, Comm	City, Comm, BWSR					75,000											29				
30		CIP-2016-RO-03 Downtown Pond Exp & Reuse	Rogers	\$406,000.00							101,500										101,500	30				
31	2019-04	Hickory Drive Stormwater Improvement COST ADJUSTED 2019	Medina	\$307,920.00	City, Comm, Grants						56,250	76,823			81,471							31				
32		SE Corcoran Wetland Restoration	Corcoran	\$400,000.00	City, Comm, 319 Grant						100,000									100,000		32				
33	2019-05	Downtown Regional Stormwater Pond REQUIRES FEASIBILITY STUDY	Corcoran	\$105,910.00	City, Comm						10,000	26,477			28,079							33				
34	2018-03	Elm Creek Stream Restoration Phase III	Champlin	\$400,000.00		County Levy - levied in 2018					100,000				100,000							34				
35	2018-04	Downs Road Trail Raingarden	Champlin	\$300,000.00		County Levy - levied in 2018					75,000				75,000							35				
36	2019-06	Elm Creek Stream Restoration Phase IV	Champlin	\$600,000.00							150,000				159,075							36				
37		Lowell Pond Raingarden	Champlin	\$400,000.00							100,000										100,000	37				
38		Rush Creek Headwaters SWA BMP Implementation	Corcoran/ Rogers	\$200,000.00	cities, county, TRPD	cities, county, TRPD, owners														50,000		38				
39		Hydrologic & Hydraulic Modeling	Watershed	\$25,000.00	HCEE	Commission	0	0	0	25,000	0									0		39				
40		Brockton Lane Water Quality Improvements NEW 2019	Plymouth	\$150,000.00							0										37,500	40				
41		Mill Pond Easement NEW, REMOVED 2019	Champlin	\$64,000.00							16,000											41				
42		The Meadows Playfield NEW 2019	Plymouth	\$5,300,000.00																	250,000	42				
43		Enhanced Street Sweeper NEW 2019	Plymouth	\$350,000.00																	75,000	43				
44		Fourth Generation Plan	Commission	\$70,000.00		Commission	0	0	0	0	0										17,500	44				
45		Elm Road Area Stream Restoration NEW 2020	Maple Grove	\$500,000.00																	125,000	45				
46		Corcoran City Hall Parking Lot NEW 2020. RESCHEDULED FOR 2021	Corcoran	\$40,000.00																	10,000	46				
47		Elm Creek Stream Restoration Ph IV Hayden Lake Outfall NEW 2020																			152,725	47				
48																						48				
49																						49				
50																						50				
51		TOTAL STUDIES		245,000		COMM SHARE TOTAL STUDIES		10,000	25,000	25,000	25,000			35,000						0		51				
52		TOTAL CIPS		23,504,600		COMM SHARE TOTAL CIPS	131,250	250,000	492,812	437,500	1,107,750	\$	278,300								175,000	450,225	741,500	-	-	52
53		LEVY AMOUNT				LEVY AMOUNT	131,250	\$ 250,000	\$ 492,812	\$ 437,500	462,500		\$	1,774,062	\$ 295,138	\$	193,750								53	