

# elm creek Watershed Management Commission

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ADMINISTRATIVE OFFICE  
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[www.elmcreekwatershed.org](http://www.elmcreekwatershed.org)

May 7, 2025

Representatives

**and**

Technical Advisory Committee Members  
Elm Creek Watershed Management Commission  
Hennepin County, Minnesota

*The meeting packet for this meeting may be found on the Commission's website:*  
<http://www.elmcreekwatershed.org/minutes-meeting-packets.html>

Dear Representatives and Members:

A regular meeting of the Elm Creek Watershed Management Commission will be held on **Wednesday, May 14, 2025, at 11:30 a.m.** at Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN. We will meet in the Aspen Room on the main level.

The Commission will suspend its regular meeting at 11:30 a.m. for the purpose of conducting a public meeting on a proposed Minor Plan Amendment to adopt revisions to its Capital Improvement Program. The regular meeting will resume immediately after the public meeting concludes.

The Technical Advisory Committee (TAC) will meet at **10:30 a.m.**, prior to the regular meeting.

Please email me at [judie@jass.biz](mailto:judie@jass.biz) with any comments on the proposed Minor Plan Amendment and to confirm whether you or your Alternate will be attending the regular meeting.

Thank you.



Judie A. Anderson

Administrator

JAA:tim

Encls: Meeting Packet

cc:	Alternates	Erik Megow	Diane Spector	Rebecca Carlson	City Clerks
	TAC Members	Karen Galles	Amy Riegel	Kevin Ellis	Brian Vlach
	DNR	BWSR	Met Council	MPCA	
	Reviewing Agencies			Official Newspaper	

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CHAMPLIN - CORCORAN - DAYTON - MAPLE GROVE - MEDINA - PLYMOUTH - ROGERS

May 14, 2025 TAC Agenda and Meeting Packet page 1

# elm creek

## Watershed Management Commission

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### AGENDA Technical Advisory Committee May 14, 2025 | 10:30 a.m.

1. Call to Order.
  - a. Approve agenda.\*
  - b. Approve minutes of last meeting.\*
2. Proposed Minor Plan Amendment.\*
3. Draft 2026 Budget.\*
4. Fourth Generation Plan.
  - a. Revisions to Rules – follow-up.\*
  - b. Updates.\*
    - 1) CAC Meetings.
    - 2) Public Survey.\*  
The survey is now live at: <https://www.surveymonkey.com/r/JZZG92V>
    - 3) Informal Review Draft.
5. Website Platform.\*
6. Other Business.
7. Next TAC meeting – June 11, 2025.
8. Adjournment.

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\*in meeting packet  
\*\*available at meeting

# elm creek Watershed Management Commission

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## Technical Advisory Committee Meeting Minutes | April 9, 2025

I. A meeting of the **Technical Advisory Committee (TAC)** of the Elm Creek Watershed Management Commission was called to order at 10:33 a.m., Wednesday, April 9, 2025, in the Plymouth Community Center, 14800 34th Avenue North, Plymouth, MN, by Chair Derek Ashe.

Present: Steven Touney, Champlin; Lauren Letsche, Corcoran; Josh Accola, Stantec, Dayton; Derek Ashe, Maple Grove; Ben Scharenbroich, Plymouth; Mike Albers, Rogers; Kevin Ellis, Hennepin County Environment and Energy (HCEE); Diane Spector and Erik Megow, Stantec; and Judie Anderson, JASS.

Not represented: Medina.

II. Motion by Accola, second by Touney to approve the **April 9, 2025, meeting agenda**. *Motion carried unanimously.*

Motion by Scharenbroich, second by Touney to approve the **minutes of the March 12, 2025, meeting**. *Motion carried unanimously.*

### III. 2025 CIP.

Included in the meeting packet is the **preliminary CIP\*** reflecting comments received to date.

The City of Dayton has proposed a revision to a project added to the CIP for 2025: a Diamond Lake drawdown/alum treatment. The revision eliminates the option for a whole lake drawdown and focuses only on alum treatment and associated SAV management and monitoring.

The City of Maple Grove requests consideration of a project to restore a reach of Rush Creek from Rush Creek Hollow to Fernbrook Lane. This is adjacent to the Rush Creek at Rush Creek Hollow project ordered in 2024.

The City of Corcoran has requested adding to the 2025 CIP cost share to purchase a new street sweeper. The Commission's Cost Share Policy allows this if the equipment provides enhanced street sweeping as a BMP.

If the Commission proceeds according to the CIP as submitted, the potential levy in 2025 would be \$1.1 million, exceeding the annual \$750,000 maximum guideline. At a minimum, Staff recommends no levy in 2025 for the cost share programs as those have adequate fund balances. That would reduce the proposed levy to \$960,000. An option to consider is levying the Diamond Lake project over two years. This would reduce the levy to \$630,000, as shown in the 2025 Recommended column in Staff's memo.

These CIP revisions would require a Minor Plan Amendment.

Motion by Scharenbroich, second by Letsche to recommend the projects in the 2025 Recommended Column for the 2025 levy and that the Commission proceed with the Minor Plan Amendment process at the May 14, 2025, meeting. *Motion carried unanimously.*

#### IV. FOURTH GENERATION WATERSHED MANAGEMENT PLAN.\*

**A.** A **second draft** of the plan and the appendices is available and has been uploaded to the website at [elmcreekwatershed.org/watershed-management-plan.html](http://elmcreekwatershed.org/watershed-management-plan.html). There are a few odds and ends to finish but at this time it is anticipated the draft plan should be ready to be sent out to the cities for INFORMAL review at the May meeting. This is an opportunity for cities to submit comments for consideration before the formal 60-Day Review period begins in June. Staff are also prioritizing obtaining public review and input in April-May. Members are asked to take time before the May meeting to read through the documents and note their questions and comments. They can be forwarded to the Administrative office at any time.

**B. Rules.** Two TAC members volunteered to review the proposed housekeeping changes to the Rules and pointed out provisions that they'd like to discuss further. They are included in Staff's April 3, 2025, memo. The marked-up rules are available at [Minutes & Meeting Packets - Elm Creek Watershed](#).

**1.** Thresholds for land disturbance adjacent to or containing a lake, wetland or watercourse or floodplain – any size or exempt single family homes? It was agreed to refine the definition of a development activity to disturbances over one acre.

**2.** Should single family homes not part of common development be exempt from watershed rules altogether? *Unless constructing a single family home is disturbing more than one acre, it is already exempt. There are two cases where SFH disturbing less than one acre could trigger the rules: where there are potential floodplain impacts and development containing or adjacent to wetlands, lakes, or streams. There was discussion that floodplain impacts are already regulated under Rule F and removing the mandatory application of Rule D for sites less than one acre will exempt them from Rule D requirements. Similarly, Rule G would apply to sites disturbing less than 1.0 acre without triggering Rule D.*

**3.** If Rule E (erosion control) is the only rule triggered should the Commission defer review to the city? *Erosion rule is only triggered if stormwater rule is triggered. However, there are cases such as grading-only reviews that don't require any other BMPs.*

**4.** Should abstraction details, low elevation details, etc., be moved out of the rules and into a design standards document? *There was support for creating a design standards document, but concern it would be considered "guidance" rather than "requirements."*

#### **C. Rules regarding Floodplain.**

**1.** Use of the "Commission's flood study" and how and why do we use it and should we? It appears to refer to 2007 modeling done by SEH. Is that superseded by the HUC-8 model?

**2.** Should floodplain compensatory storage be computed and provided at each contour of fill? *Discussion consensus was that the current guidance is adequate, but cities are free to*

*require a stricter interpretation.*

3. Revisit the rules revised in 2022 regarding minimum low floor/low opening elevations for properties adjacent to ponds or waterbodies where there is not regulatory-defined floodplain. Dig up Ross' old flow chart? *Discussion consensus was that the current guidance is adequate.*

4. How does the applicant demonstrate floodplain alteration or filling does not cause a net decrease in storage or alter timing of flooding unless it can be shown that if everyone did something similar there would not be new flooding or high water or restricted flows? *Discussion consensus was that the current guidance is adequate.*

**D. Rules regarding Wetland Buffers.**

1. There is a lot of language in the wetland buffer rule regarding short- and long-term maintenance and encroachment that is better suited to the cities to enforce. Can it be removed and just leave the 'this is what constitutes an acceptable buffer'? *There was support for creating a design standards document, but concern it would be considered "guidance" rather than "requirements."*

2. Since most wetland replacement plans are purchases of wetland credits and very rarely mitigation, should the rules specify that is the preferred method and delete all the mitigation language and sequencing? *Consensus was to leave the language in as mitigation is still legally available, even if rarely practiced.*

**E. Other Rules.**

1. Eliminate requirement for the maintenance agreement to indemnify the Commission from claims arising because of the project review? *Yes.*

2. Eliminate references to "encourage the use of natural resources for storing runoff." *Yes.*

**F. CAC Meetings**

Staff have met with the Dayton Parks and Recreation Commission. Five more meetings are scheduled in April, with the final meeting scheduled for May 13 in Medina. CAC members are encouraged to use the comment form on the website to convey questions and input.

**G. Public Survey**

As part of the public outreach for the Plan, an online survey will be made available. Included in the meeting presentation is a rough draft of some survey questions. There is a limit of ten questions when using the free version of Survey Monkey. Members were asked to review and suggest revisions or other questions for inclusion. Many valuable comments were made and additional questions suggested at the meeting.

**V. OTHER BUSINESS.**

**A. Website Platform.** Discussion on this topic has been rescheduled to the May meeting.

**B. The next meeting** of the Technical Advisory Committee is scheduled for Wednesday, May 14, 2025.


**elm creek Watershed Management Commission**

TAC Meeting Minutes | April 9, 2025

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There being no further business, the meeting was adjourned at 11:33 a.m.

Respectfully submitted,



Judie A. Anderson

Recording Secretary

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**To:** Elm Creek WMO Commissioners  
Elm Creek TAC

**From:** Erik Megow, PE  
Diane Spector

**Date:** May 7, 2025

**Subject:** Proposed Minor Plan Amendment

**Recommended TAC/  
Commission Action**

**TAC:** Review proposed Minor Plan Amendment and make a recommendation to the Commission.  
**Commission:** Consider a resolution adopting a Minor Plan Amendment to add projects to the CIP.

The Elm Creek Watershed Management Commission on April 9, 2025 initiated a Minor Plan Amendment to the Third Generation Watershed Management Plan. This revision would add two projects to the CIP and revise the cost of one existing project. This proposed revision is set forth in the attached Notice of Minor Plan Amendment.

The purpose of the May 14, 2025 meeting is to discuss the proposed minor plan amendment and any comments received prior to or at a public meeting. (Note this is not a formal public hearing.) After that discussion, the Commission may consider a resolution adopting the Minor Plan Amendment contingent on County Board approval of the CIP portion of Minor Plan Amendment, which will be heard at a County Board hearing in June-July 2025. As of this date, one comment has been received from the Met Council, commending the Commission for keeping its CIP up to date.

#### Requested Amendments

The City of Dayton has proposed a revision to a project added to the CIP for 2025: a Diamond Lake drawdown/alum treatment. The revision eliminates the option for a whole lake drawdown and focuses only on alum treatment and associated SAV management and monitoring.

The City of Maple Grove requests consideration of a project to restore a reach of Rush Creek from Rush Creek Hollow to Fernbrook Lane. This is adjacent to the Rush Creek at Rush Creek Hollow project ordered in 2024.

The City of Corcoran has requested adding to the 2025 CIP cost share to purchase a new street sweeper. The Commission's Cost Share Policy allows this if the equipment provides enhanced street sweeping as a BMP.

#### Recommendation and Future Actions

A resolution adopting this Minor Plan Amendment is attached.

Future actions in the 2025 CIP process include:

- June: adopt a maximum levy and report that to Hennepin County
- August: call for a public hearing on proposed 2025 projects
- September: hold a public hearing to adopt the projects and certify a levy to Hennepin County

**Notice of Minor Plan Amendment  
Elm Creek Watershed Management Commission**

The Elm Creek Watershed Management Commission proposes to amend its *Third Generation Watershed Management Plan* to adopt revisions to Table 4.5 of that document - the Capital Improvement Program (CIP) – to add two projects and update the estimate cost of another, and to revise Appendix G, to add a description of the added projects.

The proposed minor plan revision is shown as additions (underlined) or deletions (~~strike outs~~).

**Table 4.5. Elm Creek WMC Third Generation Plan Capital Improvement Program is hereby revised as follows:**

Description	Location	Priority	Project Cost	Partners	Funding Source(s)	Commission Share	Commission Share
						2025	2026
Diamond Lake <del>Drawdown</del> / <u>Alum Treatment</u>	Dayton	H	<del>\$1,104,670</del> <u>\$660,000</u>	Dayton	Levy	<del>\$1,104,670</del> <u>\$330,000</u>	<u>\$330,000</u>
<u>Rush Creek - Rush Hollow to Fernbrook</u>	<u>Maple Grove</u>	<u>H</u>	<u>\$800,000</u>	<u>Maple Grove</u>	<u>City, levy</u>	<u>\$200,000</u>	
<u>Corcoran Sweeper</u>	<u>Corcoran</u>	<u>H</u>	<u>400,000</u>	<u>Dayton</u>	<u>City, levy</u>	<u>\$100,000</u>	

**Appendix G, CIP Descriptions is hereby revised as follows:**

*Diamond Lake ~~Drawdown and Alum Treatment~~. ~~Whole lake drawdown followed by a~~ Alum treatment and aquatic vegetation management in Diamond Lake to consolidate sediments, reduce nutrient release from sediments, and control invasive curly-leaf pondweed.*

*Rush Creek – Rush Hollow to Fernbrook. Stream restoration and erosion repair of 1,600 linear feet of Rush Creek downstream of Rush Hollow to Fernbrook Lane. Estimated phosphorus reduction of 100 lbs per year, improved riparian environment, improved floodplain connectivity, and improved recreation and access to the creek.*

*Corcoran Sweeper. Cost participation in the purchase of a street sweeper to begin a systematic municipal street sweeping program*

**To:** Elm Creek WMO Commissioners/TAC  
**From:** Budget Committee  
**Date:** May 7, 2025  
**Subject:** Proposed 2026 Budget

**Recommended  
Commission Action**

Review and discuss. You may move adoption of the proposed 2026 budget with any proposed revisions from the floor or hold over for action at the June 11 meeting.

According to the Joint Powers Agreement, the Commission must on or before June 15 of each year adopt a budget for the coming year. Typically, the Commission considers a preliminary budget in May of each year, either adopting it at the May meeting or holding over action to the June meeting. The budget must be transmitted along with notice of the apportionment of costs to each city by July 1. Member cities then have until August 15 to comment on or raise objections to the budget. If no objections are submitted, the budget proceeds as adopted. If objections are submitted in writing, then the Commission must hold a public hearing to consider modifying the budget or proceeding with no change.

The draft budget is presented to you for your review and discussion. If you are comfortable, you may elect to adopt the budget with any revisions agreed to at the May 14 meeting, or you may hold over approval until the June 11 meeting.

The proposed budget shown in Table 1 separates the operating expenses from the capital and other non-operating expenses and revenues, which are accounted for separately and which will be reviewed in June. This separation allows you to more clearly determine if your assessments and project review fees are adequately funding operating expenses, or whether you are operating a deficit or surplus. It is analogous to a governmental General Fund budget rather than an all funds, balance sheet style.

The 2026 budget as proposed is a continuation of the programs and activities undertaken in 2025, with some slight modifications. Figure 1 shows the proposed operating budget by expenditure category, while Table 1 shows the proposed operating budget by line item. The overall proposed 2026 operating budget is about a \$10,300 increase over the 2026 budget, mainly due to some assumptions about project review costs, but **no increase is proposed** for 2026 member city assessments. However, some budget modifications are proposed:

1. The budget includes a proposed increase in the administrative budget, which has only been modestly increased in the past several years. In the meantime, there has been an increase in the number of TAC, WBIF, and other meetings and project and grant accounting has grown more complex. This is partly offset by eliminating the separate line item for grant writing. In the past, that expense has been funded through the General Technical Services budget.
2. The costs and revenues shown for project reviews in 2026 are based on the revised fee structure and our experience over the last few years. For budget purposes we assumed 40 project reviews in 2026.

3. Some adjustments have been made to individual line items based on past experience and based on the increasing cost of doing business.
4. One source of revenue that has in the past helped to subsidize the member assessments is investment interest. A combination of higher interest rates and a significant fund balance resulted in significant interest income in past years. As projects are completed and the Commission pays out levy and grant funds for those projects, interest earnings will fall.

As noted, the 2026 budget as proposed includes no increase in city assessments. There was no increase in 2024 and a 3% increase in 2025. The 2026 budget assumes a \$21,910 contribution from cash reserves to limit any increase in assessments.

The Commission’s Comprehensive Fund Balance Policy requires that the Commission maintain a cash reserve equal to either 50% of annual operating revenues or five months of operating expenses (Table 2). While the 2024 year-end balance is still under audit, it appears likely that the Commission currently maintains more than adequate cash reserves, especially since it appears at year end the budget ended with a \$79,000+ surplus due to interest earnings. We expect to have updated balance figures at the June meeting.

**Table 2. Estimated year end 2024 unrestricted reserves target.**

<b>Component</b>	<b>Operating Expenses</b>	<b>Operating Revenues</b>
2024 operating year end (unaudited)	\$481,225	\$560,342
Less project reviews	188,153	207,573
Net amount	293,072	352,769
5/12ths of yearly expenses	\$122,113	
50% of yearly revenues		\$176,385
<b>YE 2024 Estimated Unrestricted Balance</b>	<b>\$243,614</b>	<b>\$243,614</b>
<b>YE 2024 Audited Unrestricted Balance</b>	<b>Not available yet</b>	<b>Not available yet</b>

**City Assessments**

Table 3 details the proposed member city assessments for 2026 compared to previous years. Assessments are based on each city’s share of taxable market value.

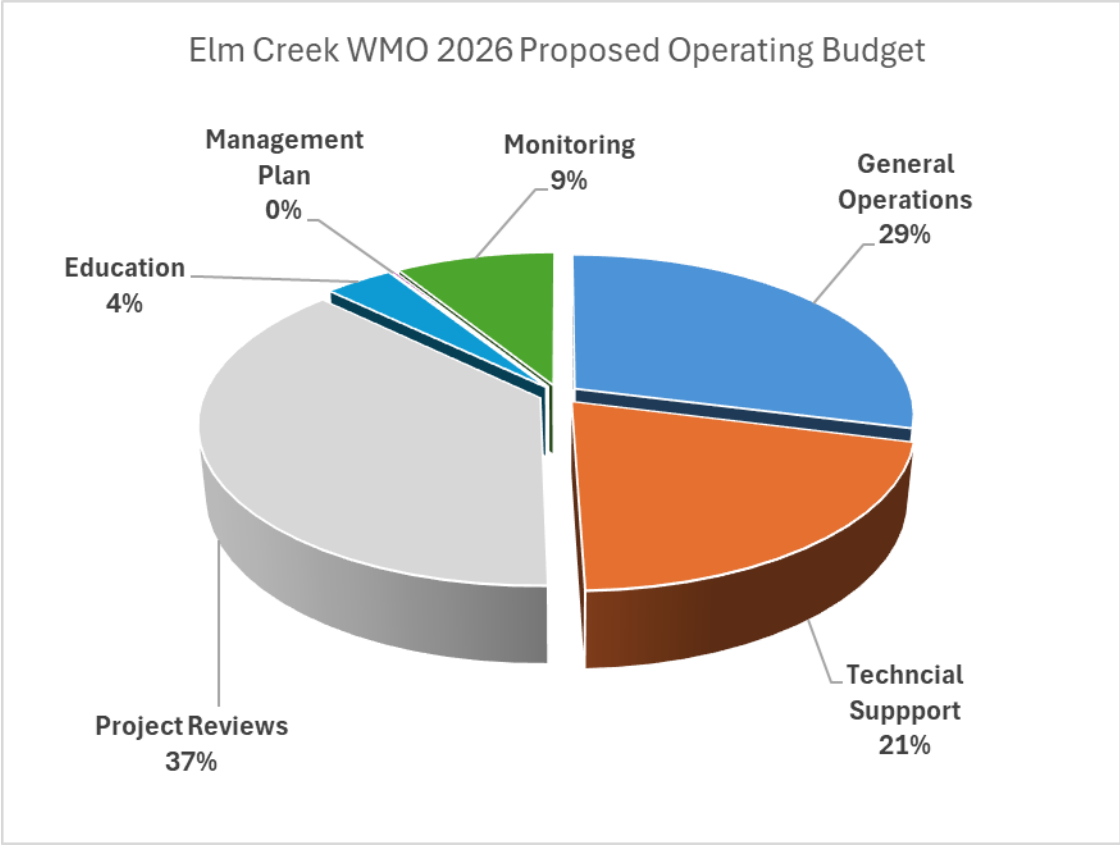


Figure 1. Proposed 2026 operating budget by expenditure category.

**Table 1. Proposed 2026 budget.**

Line	Category	2024 Budget	2024 Pre-Audit	2025 Budget	Proposed 2026 Budget
<b>EXPENSES</b>					
<b>GENERAL OPERATING EXPENSES</b>					
1	Administrative	100,000	112,931	118,500	124,000
2	Grant Writing	3,000	0	3,000	0
3	Website	2,000	1,012	2,000	2,000
4	Legal Services	2,000	62	2,000	1,500
5	Audit	7,000	6,800	7,200	7,400
6	Insurance	4,000	3,424	4,000	4,000
7	Meeting Expense	4,800	5,877	6,000	6,000
	<b>Subtotal General Operating Expenses</b>	<b>\$122,800</b>	<b>\$130,106</b>	<b>\$142,700</b>	<b>\$144,900</b>
<b>TECHNICAL SUPPORT</b>					
8	Tech support - HCEE	22,000	21,543	25,000	25,000
9	General Technical Services	75,000	73,253	78,000	78,000
	<b>Subtotal Technical Support</b>	<b>\$97,000</b>	<b>\$94,796</b>	<b>\$103,000</b>	<b>\$103,000</b>
<b>PROJECT REVIEWS</b>					
10	Technical Reviews	184,000	173,883	162,000	170,000
11	Administrative Support	21,500	14,270	20,000	18,000
	<b>Subtotal Project Reviews</b>	<b>\$205,250</b>	<b>\$188,153</b>	<b>\$182,000</b>	<b>\$188,000</b>
<b>EDUCATION</b>					
12	Education - City/Citizen Programs	2,000	873	2,000	4,000
13	West Metro Water Alliance	11,500	11,000	15,000	15,000
	<b>Subtotal Education</b>	<b>\$13,500</b>	<b>\$11,873</b>	<b>\$17,000</b>	<b>\$19,000</b>
<b>WATERSHED MANAGEMENT PLAN</b>					
14	Plan Amendments	2,000	0	500	1,000
15	Contribution to 4th Generation Plan	12,500	12,500	0	0
	<b>Subtotal Watershed Management Plan</b>	<b>\$14,500</b>	<b>\$12,500</b>	<b>\$500</b>	<b>\$1,000</b>
<b>WATER MONITORING PROGRAMS</b>					
	<i>Stream Monitoring</i>				
16	USGS Site Share	12,500	23,100	21,520	23,350
17	TRPD-Routine Monitoring	10,020	11,250	11,730	12,240
18	Biological Monitoring	0	0	0	0
19	DO Longitudinal Survey	2,400	0	2,400	2,400
20	Partnership Biomonitoring	0	0	0	0
21	Gauging Station - Electric Bill	480	399	480	450
	<b>Subtotal Stream Monitoring</b>	<b>\$25,400</b>	<b>\$34,749</b>	<b>\$36,130</b>	<b>\$38,440</b>
	<i>Lake Monitoring</i>				
22	CAMP	840	760	840	760
	TRPD				
23	Sentinel Lakes + Additional Lake	10,412	8,288	12,360	9,745
24	Aquatic Vegetation Surveys	1,365	0	1,365	1,365
	<b>Subtotal Lake Monitoring</b>	<b>\$12,617</b>	<b>\$9,048</b>	<b>\$14,565</b>	<b>\$11,870</b>
	<i>Other Monitoring</i>				

Line	Category	2024 Budget	2024 Pre-Audit	2025 Budget	Proposed 2026 Budget
25	Macroinvertebrate Monitoring-River Watch	3,000	0	0	0
	<b>Subtotal Other Monitoring</b>	<b>\$3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Subtotal Monitoring Expense</b>	<b>\$41,017</b>	<b>\$43,797</b>	<b>\$50,695</b>	<b>\$50,310</b>
<b>TOTAL GEN OPERATING EXP</b>		<b>\$494,067</b>	<b>\$481,225</b>	<b>\$495,895</b>	<b>\$506,210</b>
<b>REVENUE</b>					
<b>GENERAL OPERATING REVENUE</b>					
26	Membership Dues	250,000	250,000	257,000	257,000
27	Interest Income	10,000	96,042	30,000	30,000
28	Dividend Income	0	0	0	0
29	From Cash Reserves	0	0	20,395	21,910
30	TRPD Cooperative Agreement	6,500	6,727	6,500	6,500
	<b>Subtotal General Operating Revenue</b>	<b>\$266,500</b>	<b>\$352,769</b>	<b>\$313,895</b>	<b>\$315,410</b>
<b>PROJECT REVIEW REVENUE</b>					
31	Project Review Fees	184,000	185,343	162,500	170,000
32	Nonrefundable Admin	21,250	8,550	7,500	8,000
33	Nonrefundable Tech	27,600	13,680	12,000	12,800
	<b>Subtotal Project Review Revenue</b>	<b>\$232,850</b>	<b>\$207,573</b>	<b>\$182,000</b>	<b>\$190,800</b>
<b>TOTAL GEN OPERATING REVENUE</b>		<b>\$499,350</b>	<b>\$560,342</b>	<b>\$495,895</b>	<b>\$506,210</b>
<b>OPERATING SURPLUS OR (DEFICIT)</b>		<b>\$5,283</b>	<b>\$79,117</b>	<b>\$0</b>	<b>0</b>

**2026 Budget Explanation**

Line	Comment
<b>EXPENSES</b>	
1	This line item is to provide administrative support (scheduling, minutes, etc.) for regular Commission and TAC meetings and any other meetings that require support, as well as general administrative duties such as bookkeeping, notices, mailings, and correspondence.
2	The cost of writing grants and doing grant reporting. This separate line item has been folded in Technical Services Line 9.
3	The annual cost of hosting the Commission’s website and general content updates.
4	The legal cost of reviewing, drafting policies and variances, reviewing contracts and agreements.
5-6	The cost of the required annual financial audit and insurance.
7	The cost of room rental and lunch for the monthly meetings, which has increased when the meetings moved to the Plymouth Community Center.
8	The annual contract cost for education and outreach activities provided by Hennepin County Environment and Energy (HCEE) staff working with landowners to address erosion issues and implement conservation. Public engagement, answering landowner’s general land and water resource management questions, and best management practice (BMP) project development, design, and construction. No increase from the 2025 contracted amount of \$25,000.
9	This line item is for general engineering support, including preparation for and attendance at Commission and TAC meetings, general day to day technical and engineering assistance, special projects, the budget and CIP, etc.
10	This line item is for project reviews, review of Local Water Management Plans and Comprehensive Plan amendments and updates, and general inquiries about past and upcoming projects. It is difficult

Line	Comment
	to predict what the expense for a coming year will be, as it is based on the number of project reviews, inquiries, etc. received. The proposed budget is based on an estimated 40 project reviews each year. This expenditure is mostly offset by the project review fees.
11	This line item is for administrative support of project reviews, including correspondence, tracking, bookkeeping, and invoicing. This expenditure is mostly offset by the project review fees.
12	Ongoing outreach and education costs not undertaken through WMWA.
13	The Commission participates in the West Metro Water Alliance (WMWA), and contributes to funds to support coordinated messaging, workshops, classroom activities, and special projects on a regional basis.
14	The cost of undertaking periodic minor plan amendments, usually to revise the CIP or adjust the development rules and standards. Cost is typically publication costs and staff time to develop the amendment documents.
15	The Commission's 3 <sup>rd</sup> Generation Plan expires on October 23, 2025. Work on the 4 <sup>th</sup> Generation Plan will be complete in 2025 from funds previously budgeted for this purpose.
16	The Commission jointly funds the operation of the USGS gauging station in Elm Creek Park near Elm Creek Road. This is billed biennially but budgeted annually. Invoiced every other year, the 2026 budget is one-half the total amount.
17-19	The Commission contracts with Three Rivers Park District (TRPD), which provides flow and water quality monitoring at three locations in the watershed. There has been limited biological sampling; the current TMDL review will make recommendations for future sampling. The TRPD contract also includes funding for two longitudinal surveys of dissolved oxygen (DO) in impaired streams, to take sequence of DO readings along points in the stream to show a gradient of DO in the stream.
21	The Commission is responsible for the cost of electricity to the USGS gauging station.
24	Volunteer lake monitoring through the Met Council's Citizen Assisted Monitoring Program (CAMP). One lake is monitored per year.
23-24	The Commission contracts with TRPD to perform water quality monitoring and aquatic vegetation surveys on six lakes per year. The data is summarized in an annual report.
25	Previously volunteer macroinvertebrate monitoring coordinated by HCEE. The County is reconfiguring the program and we have not been notified whether to budget for this in 2026.
<b>REVENUES</b>	
26	Annual assessments to the member cities to pay the operating expenses of the Commission. Assessments are apportioned based on taxable market value of land within the watershed. Assessments went up 5.4% in 2023, did not increase in 2024, and increased 2.7% in 2025.
27	The amount of interest earnings varies based on interest rate and the balance carried by the Commission in its 4M Fund. Even though the interest rate is low, the current balance is substantial.
28	Income received as dividends. In recent years it has not been logged as separate income but has offset the annual insurance costs.
29	Since the Commission currently has a cash reserve in excess of its fund balance policy, it is proposed for 2026 to use some cash reserves to minimize increases in membership dues.
30	The Commission's contract with TRPD includes reimbursement from the Park District to the Commission for the value of services provided.
31	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 a majority of the cost. It is difficult to predict and budget for project review revenues and fees because it varies based on the economy. This assumes 40 project reviews in 2026.
32	The Commission's project review fee includes a \$250 baseline fee and a nonrefundable fee of 5% of the total review fee to cover the costs of administration.
33	The Commission's project review fee includes a nonrefundable fee of 8% of the total review fee to cover the costs of general technical services.

**Table 2. Proposed 2026 member city allocations compared to previous years.**

2024	2023 Taxable Market Value	2024 Budget Share		Increase over Prev Year	
		%age	Dollars	%age	Dollars
Champlin	898,761,000	4.0	9,998	1.5%	144
Corcoran	1,808,292,200	8.0	20,116	6.6%	1,252
Dayton	2,031,786,500	9.0	22,602	12.5%	2,516
Maple Grove	10,043,624,100	44.7	111,726	-4.0%	-4,711
Medina	1,680,727,800	7.5	18,697	1.1%	195
Plymouth	2,671,442,700	11.9	29,717	-3.3%	-1,023
Rogers	3,339,194,100	14.9	37,145	4.6%	1,627
<b>Totals</b>	<b>\$22,473,828,400</b>	<b>100.0</b>	<b>250,000</b>	<b>0%</b>	<b>0</b>
2025	2024 Taxable Market Value	2025 Budget Share		Increase over Prev Year	
		%age	Dollars	%age	Dollars
Champlin	1,161,197,800	5.1	13,151	31.5%	3,153
Corcoran	1,806,478,300	8.0	20,459	1.7%	344
Dayton	2,038,390,200	9.0	23,086	2.1%	484
Maple Grove	10,089,589,600	44.5	114,270	2.3%	2,544
Medina	1,684,881,900	7.4	19,082	2.1%	386
Plymouth	2,570,902,100	11.3	29,117	-2.0%	-601
Rogers	3,340,724,100	14.7	37,835	1.9%	690
<b>Totals</b>	<b>\$22,692,164,000</b>	<b>100.0</b>	<b>257,000</b>	<b>2.8%</b>	<b>7,000</b>
2026	2025 Taxable Market Value	2026 Budget Share		Increase over Prev Year	
		%age	Dollars	%age	Dollars
Champlin	1,182,156,600	4.7	12,172	-7.4%	-979
Corcoran	2,226,011,900	8.9	22,921	12.0%	2,461
Dayton	2,508,501,900	10.1	25,829	11.9%	2,744
Maple Grove	10,714,334,000	42.9	110,323	-3.5%	-3,947
Medina	1,865,585,300	7.5	19,209	0.7%	127
Plymouth	2,728,334,300	10.9	28,093	-3.5%	-1,024
Rogers	3,734,410,400	15.0	38,452	1.6%	617
<b>Totals</b>	<b>\$24,959,334,400</b>	<b>100.0</b>	<b>257,000</b>	<b>0%</b>	<b>0</b>

**To:** Elm Creek TAC

**From:** Erik Megow, PE  
Diane Spector

**Date:** May 7, 2025

**Subject:** Rules Revision Follow-up

**Recommended TAC  
Action**

Review and make final comments.

At last month's TAC meeting we discussed some outstanding issues for consideration in the Fourth Gen Plan Rules and Standards update. Based on our discussion, we have incorporated the following into the review draft, which can be found on the website ([Minutes & Meeting Packets - Elm Creek Watershed](#)):

1. The thresholds for triggering Rule D Stormwater Management have been revised to:
  - Eliminate the requirement that projects of any size that are adjacent to or contain lakes, streams, or wetlands, or that impact floodplains must meet all the volume management, rate control, and water quality requirements of Rule D. Stormwater management will only apply if the project meets the one acre of disturbance threshold. Smaller projects that propose floodplain, wetland, crossings, or buffer impacts will still be regulated under Rules F, G, H, and I.
  - Explicitly exempt stand alone single family houses from Rule D. Other rules would still apply as applicable, for example if there was a wetland of floodplain impact proposed.
2. We discussed pulling some more technical, design detail-like language out of the rules and into a separate guidance document. There was some concern that doing so might imply that those standards were voluntary guidance rather than expectations or requirements. Staff suggest tabling this idea to a future date to gather input and feedback from other WMOs who have similar guidance documents, and learning from their experience.
3. There were some other potential revisions that were discussed at the meeting, but the consensus was to make no further changes.

Any further proposed revisions to the Rules should be submitted as an Informal Comment during that review period.

**To:** Elm Creek WMO Commissioners/TAC

**From:** Erik Megow, PE  
Diane Spector

**Date:** May 7, 2025

**Subject:** Fourth Generation Plan Update

**Recommended  
Commission Action**

Discuss and provide direction. Authorize sending a request to the cities to provide informal review and comment.

We're on the home stretch of plan development. Here is an update.

**CAC Meetings**

As of this writing, we have met with every city except Medina, which is scheduled for May 13. We are encouraging the CACs to use the comment form on the website to convey questions and input. In general it has been well received and there have been a few questions about the upcoming chloride management plan and the proposed resiliency study.

**Public Survey**

As part of the public outreach for the Plan, the first online survey is now available. We will be sending out a press release and requests to the cities to post the link.

<https://www.surveymonkey.com/r/JZZG92V>

**Informal Review Draft**

A second draft of the plan and the appendices is available and has been uploaded to the website at [elmcreekwatershed.org/watershed-management-plan.html](http://elmcreekwatershed.org/watershed-management-plan.html). It is now ready to send out the plan to cities for INFORMAL review. This is an opportunity for cities to submit comments for consideration before the formal 60-Day Review period begins in June.

# elm creek

## Watershed Management Commission

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**For Release:**

May 8, 2025

### **Elm Creek Watershed Commission Seeking Input From the Public on Priorities for Lakes and Streams in Northwest Hennepin County**

Every ten years the Elm Creek Watershed Management Commission updates its Watershed Management Plan laying out strategies and actions to protect and improve lakes, streams and wetlands in seven cities in northwest Hennepin County. In the last ten years the Commission, cities, and partners such as Three Rivers Park District and Hennepin County have improved water quality in Fish Lake in Maple Grove, stabilized and restored almost six miles of Elm Creek and Rush Creek, and taught over 22,000 fourth graders about the water cycle and water quality. The Watershed Commission is now working on its “Fourth Generation” plan of priorities for the next ten years and seeks the public’s input on those proposed actions. A new public opinion survey is available online, and drafts of the watershed plan are available for public review on the Commission’s website at [www.elmcreekwatershed.org](http://www.elmcreekwatershed.org).

One priority for the coming ten years includes managing the amount of road salt used in the watershed. Elm Creek has recently been declared an Impaired Water by the State of Minnesota for high levels of chloride in the stream. Another priority is evaluating the future impacts of precipitation changes and development in the watershed to forecast how that might impact flooding potential 30-40 years from now. The Commission will continue to assist Hennepin County as it provides technical and financial assistance to the agricultural community in the watershed for voluntary actions continue and enhance their stewardship of the land.

The Elm Creek watershed includes all or parts of Champlin, Dayton, Rogers, Maple Grove, Corcoran, Plymouth, and Medina. The public opinion survey, which is open to anyone who lives, works, or recreates in the watershed, and the management plan can be found on the Commission’s website at [www.elmcreekwatershed.org](http://www.elmcreekwatershed.org). Public comments will be taken until about mid-summer 2025.

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**To:** Elm Creek WMO Commissioners  
Elm Creek TAC

**From:** Erik Megow, PE  
Diane Spector

**Date:** May 7, 2025

**Subject:** Website Update Process

**Recommended TAC/  
Commission Action**

As we've discussed in the past, our website host, Weebly, is focusing on its e-commerce operations and its e-commerce platform and will in the future provide limited support for its "traditional" website builder. Many users that have limited or no e-commerce needs are choosing to move their websites to different platforms and hosts. Based on what we understand our options to continue using Weebly are limited- it does not appear to be "going away," but our ability to add functionality is likely to be limited.

The Elm Creek website and sister websites for Shingle Creek/West Mississippi and Pioneer-Sarah Creek and WMWA are over ten years old. They are functional and have served their purpose but are missing some elements that users expect of modern websites, such as searchable document libraries and calendars. They are also not ADA-compliant nor generally user-friendly. As we've discussed previously, it is our recommendation that the Commissions use this opportunity to not only move the sites over to a new platform but also to revitalize and modernize the websites.

We had previously gotten some quotes to get a feel for the cost to do so, and simply rebuilding the sites as-is on a new platform would be anywhere from \$10,000 to \$25,000+ each, depending on how much site redesign is involved and how many files are stored in its library that need to be brought over. That does not include any cost for staff time to assist on the project or other costs such as branding or logo development. Simply recreating the existing sites on a new platform would be on the lower end of the cost range, while

We suggest the Commissions consider the following process:

1. There is some benefit for the watershed sites to be completed in tandem, by the same vendor and using the same platform. They don't have to look the same, but there would be some economy of scale to, for example, building a page structure once and using that for each site.  
**Decision #1: Do you want to work in tandem with the other two watersheds in this process?**
  - a. The WMWA site provides a different function, and while it may make sense to work with the same vendor, we recommend it follow its own process.
2. If you do decide to proceed as a group, we recommend that each WMO designate one to two Commissioners and one to two TAC members to serve as a **Steering Committee**. The primary

function of the Steering Committee is to develop the website Requirements (see attached) and review the resulting RFP that staff will develop. There will be an opportunity mid-process for the Steering Committee to review and comment on the work in progress as the website is developed. **Decision #2: Do you wish to participate in a joint Steering Committee and who are your designees?**

3. If you wish to go this route, the following is the process we envision, which we hope could be completed by the end of the year. **Decision #3: Any comments on the proposed process?**
  - a. Establish Steering Committee (SC)
  - b. SC meets 1-2 times to develop Requirements (June)
  - c. Staff uses the Requirements to prepare an RFP
  - d. The Requirements and RFP are brought to each Commission for review and approval (July meetings)
  - e. Send out the RFP to at least three vendors (July)
  - f. Steering Committee reviews proposals and makes a recommendation (late July)
  - g. Each Commission authorizes its own contract with the selected vendor (August meetings)
  - h. Work proceeds (August-November)
  - i. Interim work product reviewed by SC as available
  - j. New websites live by the end of the year

## REQUIREMENTS OUTLINE

### Project Overview

Brief project overview: an introduction to the Commissions and what they do, and the purposes served by the website – making documents available online, engaging the public, providing project updates, etc.

### Goals and Objectives

Brief overview of what you want to accomplish by refreshing the website.

### Audience

Define your target audiences and how you would like the website to serve them. There will likely be multiple different audiences, and they will have different needs. For example:

- Commissioners (meeting documents)
- TAC and other city staff (meeting documents, reporting forms, project review materials)
- Developers (applications, rules, standards)
- Agency staff (meeting documents, management plans, annual reports, project overviews)
- General public (project overviews, education and outreach, water quality information)
- Students (education and outreach)
- Public affected by an ongoing project (project overviews, project updates).

### Requirements

Define what is expected to be included or standards to be met:

- Should be easily updated by multiple support staff of varying technical abilities.
- Retain the basic page structure or be open to reorganization or rethinking.
- Support staff is responsible for all content development.
- All files on the existing sites should be made available on the new site. Assist support staff in reviewing the files to delete those that are no longer necessary.
- Must include a searchable document library that can be added to easily by support staff.
- Must meet ADA requirements:
  - **Keyboard-friendly navigation.** All interactive components are fully operable without a mouse.
  - **High-contrast visuals** to improve readability for users with low vision, color blindness, or when viewing under challenging lighting conditions.
  - **Alt text for images** so that users relying on screen readers can fully understand the context.
  - **Clear and consistent structure** to make navigation predictable and easy to follow for all visitors.
  - **Adjustable text sizes.** Allow users to easily resize text without breaking the layout.

### Exclusions

Include a section outlining any exclusions which the build team should be aware of. This may include things like:

- Any vendor-provided content development (copywriting, copy editing, video creation etc.)
- Hosting fees
- Purchase of stock imagery, visuals, illustrations and photography

### Deadlines and Timescales

Preferred deadlines and timescales for the project