



## Bassett Creek Watershed Management Commission

### A g e n d a

11:30 a.m., Thursday, April 19, 2012

Golden Valley City Hall Council Chambers – 7800 Golden Valley Road, Golden Valley 55427

1. CALL TO ORDER
2. APPROVAL OF AGENDA AND CONSENT AGENDA - Items marked with an asterisk ( \* ) will be acted on by one motion. There will be no discussion of the Consent Agenda items unless a commissioner requests.
3. CITIZEN INPUT ON NON-AGENDA ITEMS
4. ADMINISTRATION
  - A. Presentation of February 16<sup>th</sup> meeting minutes \*
  - B. Presentation of Financial Statements \*
  - C. Presentation of Invoices for Payment Approval
    - i. Kennedy & Graven – Legal Services through February 29, 2012
    - ii. Barr Engineering – Engineering Services through March 30, 2012
    - iii. Amy Herbert – March Secretarial Services
    - iv. D'amico-ACE Catering – April 2012 Meeting Catering
    - v. MMKR Certified Public Accountants- FY2011 Audit Work
  - D. Reimbursement Request from City of Plymouth for Plymouth Creek Restoration Project (*see letter from City of Plymouth*)
  - E. "Greening" BCWMC Meetings (*verbal*)
  - F. Participation in Golden Valley Days (*verbal*)
  - G. Motion to Not Waive Monetary Limits on Municipal Tort Liability (*see LMCIT form*)
  - H. Approval of MMKR's Audit of BCWMC's Fiscal Year 2011 (*see MMKR letter and report*)
5. NEW BUSINESS
  - A. Discussion with Doug Snyder, Director of the Mississippi Watershed Management Organization
  - B. 228 Peninsula Road Floodplain Mitigation: Medicine Lake (*see 4/11/12 Barr Engineering Memo & map*)
6. OLD BUSINESS
  - A. City of Medicine Lake Request for Medicine Lake Dam Inspection (*see 4/9/12 letter from Medicine Lake*)
  - B. TAC Recommendations (*see TAC memo*)
  - C. Next Generation Watershed Management Plan (*handout will be provided at meeting*)
  - D. 2011 Water Quality Monitoring Activities (*see Barr Engineering memo*)
  - E. Task Cost Estimates for Activities Discussed at the March BCWMC Meeting (*see 4/11/12 Barr Engineering Memo*)
  - F. Policy Manual Revisions Presented in January 2012 (*see Policy Manual excerpt: 3.2.2 CIP Funding*)
  - G. Capstone Project: Does Commission Want a Presentation? (*verbal*)
7. COMMUNICATIONS
  - A. Chair
  - B. Commissioners
  - C. Committees
  - D. Counsel \*
  - E. Engineer
8. ADJOURNMENT

## **Bassett Creek Watershed Management Commission Minutes of the Meeting of March 15, 2012**

### **1. CALL TO ORDER**

The Bassett Creek Watershed Management Commission (BCWMC) was called to order at 11:33 a.m., on Thursday, March 15, 2012, at Golden Valley City Hall by Chair Black. Ms. Herbert called roll.

ROLL CALL		Counsel	Charlie LeFevere
Crystal	Commissioner Dan Johnson	Engineer	Karen Chandler
Golden Valley	Commissioner Stacy Hoschka, Treasurer	Recorder	Amy Herbert
Medicine Lake	Commissioner Ted Hoshal, Secretary		
Minneapolis	<i>Not represented</i>		
Minnetonka	<i>Not represented</i>		
New Hope	Commissioner John Elder		
Plymouth	Commissioner Ginny Black, Chair		
Robbinsdale	<i>Not represented</i>		
St. Louis Park	Commissioner Jim de Lambert, Vice Chair		

*Note:* Commissioner Michael Welch, City of Minneapolis, arrived after roll call.

**Also present:** Laura Adler, BCWMC Technical Advisory Committee, City of St. Louis Park  
Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth  
Jeannine Clancy, BCWMC Technical Advisory Committee, Golden Valley  
Christopher Gise, Golden Valley Resident  
Dave Hanson, Alternate Commissioner, City of Golden Valley  
Gary Holter, AMLAC (Association of Medicine Lake Area Citizens)  
Linda Loomis, Golden Valley Resident  
Tom Mathisen, BCWMC Technical Advisory Committee, City of Crystal  
Richard McCoy, BCWMC Technical Advisory Committee, City of Robbinsdale  
Scott Marks, Medicine Lake Resident  
Jeff Oliver, BCWMC Technical Advisory Committee, City of Golden Valley  
Liz Stout, BCWMC Technical Advisory Committee, City of Minnetonka  
Pete Willenbring, WSB & Associates  
Mary Anne Young, Mayor, Medicine Lake



## 2. APPROVAL OF AGENDA AND CONSENT AGENDA

Chair Black requested that the Commission switch the order of presentation of Old Business agenda items 6A and 6B so that 6B – AMLAC Request – is heard first. Commissioner Elder moved to approve the agenda and the Consent Agenda as amended. Commissioner Hoshal seconded the motion. The motion carried unanimously with six votes in favor [Cities of Minneapolis, Minnetonka, and Robbinsdale absent from vote].

## 3. CITIZEN INPUT ON NON-AGENDA ITEMS

No citizen input on non-agenda items

## 4. ADMINISTRATION

4A. Presentation of February 16, 2012, Meeting Minutes. The meeting minutes were approved as part of the Consent Agenda.

4B. Presentation of Financial Statements. The BCWMC's March 2012 financial report was approved as part of the Consent Agenda.

The general and construction account balances reported in the March 2012 Financial Report are as follows:

Checking Account Balance	\$821,927.02
<b>TOTAL GENERAL FUND BALANCE</b>	<b>\$821,927.02</b>
<b>TOTAL CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,437,330.62</b>
Revenue	(\$45.05) bank charges
Current Expenses	(\$6,467.87)
<b>TOTAL ON-HAND CONSTRUCTION CASH &amp; INVESTMENTS</b>	<b>\$2,430,817.70</b>
<b>CIP Projects Levied – Budget Remaining</b>	<b>(\$2,262,714.46)</b>
<b>Closed Projects Remaining Balance</b>	<b>\$168,103.24</b>
<b>2011 Anticipated Tax Levy Revenue</b>	<b>\$9,450.41</b>
<b>Anticipated Closed Project Balance</b>	<b>\$177,553.65</b>

#### **4C. Presentation of Invoices for Payment Approval.**

- i. Kennedy & Graven – Legal Services through January 31, 2012 – invoice for the amount of \$2,282.45.
- ii. Barr Engineering Company – Engineering Services through February 24, 2012 – invoice for the amount of \$29,904.86.
- iii. Amy Herbert – February Secretarial Services – invoice for the amount of \$1,790.73.
- iv. D'amico - ACE Catering – March BCWMC meeting catering – invoice for the amount of \$324.88.
- v. MMKR – FY Audit Work through January 31, 2012 – invoice for the amount of \$1,600.

*[Commissioner Welch arrives.]*

Commissioner Elder moved to approve payment of all of the invoices. Commissioner de Lambert seconded the motion. By call of roll the motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

#### **5. NEW BUSINESS**

- A. Approval of 2012 BWSR Grant Agreement. Ms. Chandler reminded the Commission that the grant is for the Bassett Creek Main Stem restoration project in the cities of Golden Valley and Minneapolis. She said the agreement is very similar to the 2011 grant agreement and contains a few changes. Mr. LeFevere said that the agreement looked fine. Ms. Chandler said that the Commission needs to approve and sign the grant agreement and return it to the Minnesota Board of Water and Soil Resources and the Commission needs to get some information about the grant up on the Commission's Web site. Commissioner Elder moved to approve executing the grant agreement. Commissioner Welch seconded the motion.

Commissioner Welch brought up a comment about a statement in paragraph 15 of the agreement regarding the language "supplement". He questioned if the language is supposed to read, "supplant." He also asked the Commission Engineer to make sure the prevailing wage requirement is clearly communicated to the City as it needs to be included in the contract documents for the construction project. Commissioner Welch said he did not want the Commission to hold up signing the agreement over the wording of supplement versus supplant but would like the Commission to clarify with BWSR its intention. Chair Black said that she would talk to Brad Wozney of BWSR about it. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

#### **6. OLD BUSINESS**

- B. AMLAC Request to Create a Document Regarding the Medicine Lake Dam and Lake Level. Gary Holter, board member of AMLAC – the Association of Medicine Lake Area Citizens, said the group has listened to concerns of the citizens around the lake regarding the lake level. He said that AMLAC would like the Commission to do what it can to keep water in Medicine Lake as long as possible during the summer. Mayor Mary Anne Young asked the Commission to move forward with a process to alter the current dam on Medicine Lake even on a temporary basis such as for three years to allow for



documentation, as a way to keep more water in the lake through the summer. Scott Marks, City Council member for Medicine Lake, said that he supports the requests made by AMLAC and Mayor Young. He added that the lake is a heavily used recreation lake and that in the past several years by late July it has been hard to get boats in and out of the lake.

Chair Black clarified that it sounds like the issue being brought in front of the Commission is not a water quality issue but is a recreation issue. Mr. Holter, Mayor Young, and Mr. Marks agreed.

Ms. Chandler explained that as the Commission has previously informed AMLAC, as well as Medicine Lake residents, if anything is done to the Medicine Lake outlet so that it holds water back above the current elevation, the flood level around the lake will be raised, which is a serious undertaking especially since people around the lake do live in the floodplain. She said that the low level of the lake has seemed to be very recurrent. Ms. Chandler said that the Commission Engineer has presented to AMLAC and the city residents who attended a public meeting on this topic the data showing the precipitation amounts and the lake water level and that these items are very closely tied.

Commissioner Welch asked for clarification of the request from AMLAC since the memo from AMLAC asks for information and today the verbal requests have been for action. Mr. Holter said that AMLAC is looking for an end result.

Ms. Clancy brought up the fact that the precedent is that the City pays for the costs of such a project. She provided the example of a Golden Valley project involving a structure that controlled the time of water retention on the Golden Valley golf course. She said that the city wanted the water to drain off the golf course quicker. Ms. Clancy said that the City was responsible for the modifications of the weir and all of the costs of the project.

Commissioner Johnson asked for clarification on whether this request is within the Commission's jurisdiction or if not, in whose jurisdiction does it fall?

Mr. LeFevere responded that it would probably fall within the BCWMC's authority to do something since there is language in the Metropolitan Surface Water Management Act regarding preserving and enhancing water resources. He said that the issue is more a question of the BCWMC's priorities. Mr. LeFevere said this sounds like a very big project requiring a lot of analysis, title work, easements, changing of the flood map and so on with the administrative process, which is in addition to the bricks and mortar side of the project. He described other ways that the project could be organized such as through the formation of a lake improvement district and then taxes could be levied within a special area to pay for the project, or a special storm sewer tax district that would tax the properties around the lake.

Mr. Mathisen brought up the currently ongoing process of the updating of TP40, which is the source of all the rainfall data for flood plain elevation determinations. He said the update probably won't be released until the end of the year and after its release would be the time to redo floodplain elevations such as for Medicine Lake.

Chair Black summarized that she is hearing that the project would not be as simple as just doing the construction work to raise the dam and that the Commission has typically focused its efforts on flooding issues and water quality issues. She asked for comments or feedback from the Commission.

Commissioner Hoshal suggested a letter be prepared and send to Kate Drewry of the Minnesota Department of Natural Resources to ask her for information about a process that a citizen group could undertake for such a project. Commissioner Elder recommended that such a letter be prepared



directly from the group instead of from the Commission but that the group could certainly share the information with the Commission.

Mr. Asche noted that the BCWMC has significant investments adjacent to Medicine Lake and encouraged the Commission to study the impacts that any project would have to the three regional ponds adjacent to the lake.

After some discussion Chair Black said that she agreed with the idea of AMLAC or the City of Medicine Lake taking the lead to write a letter to the DNR for information. Commissioner Elder commented that the Commission would be interested in the information received back from the DNR if the group is willing to share it with the Commission.

Commissioner Hoshal said that he would be happy to help AMLAC and the City of Medicine Lake with preparing that letter and he will send a copy to the Commission.

Mayor Young asked if the information that the Commission is capturing with its SWMM model process could be shared with the City of Medicine Lake. The Commission said yes. Mayor Young noted that the dam on Medicine Lake is in the City of Plymouth and that the City of Medicine Lake couldn't move forward on a project without the City of Plymouth.

Mr. Holter stated that AMLAC has been in touch with the DNR, which recommended the group get a petition. Mr. Holter provided the Commission with a copy of the petition and said that AMLAC has gathered 600 signatures and of those only 60 or so are lakeshore owners and the rest are recreational users of the lake.

Chair Black directed the Commission Engineer to distribute to the Commission, AMLAC, and the City of Medicine Lake the information that the Engineer had previously presented and distributed on the topic of the lake level of Medicine Lake.

- A. **Cooperative Agreement for Feasibility Study for the Pond Dredging Project in the Northwood Lake Watershed.** Mr. Asche reported that the reimbursement amount to be listed in the Cooperative Agreement is \$49,893.00. Chair Black moved approval of the agreement. Commissioner Elder seconded the motion. Commissioner Welch commented on the partnership approach with the Four Seasons Mall Project. He said he is concerned about the Commission spending public funds to treat water from a commercial facility, which will potentially undergo redevelopment, without a mechanism in place for the Commission to recover those funds.

Mr. Asche said the project will not assist on the Commission's dime the redevelopment of the Four Seasons Mall. He said that he will be happy to draft summaries of proposals that come in to the Four Seasons Mall site to keep the Commission informed of the process occurring on that site.

Commissioner Welch said that he remains uncomfortable with the degree to which the Commission funds projects and then is disconnected from the way that the projects roll out. Mr. Asche said that the Commission does not have involvement that is representative of the Commission's investment to the projects. He recommended that the Commission discuss where, when, and how the Commission wants to review the projects.

Chair Black provided background on the project for the Commission.

The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- B. **AMLAC Request to Create a Document Regarding the Medicine Lake Dam and Lake Level.** See



minutes of the discussion addressed as the first business item under Old Business.

**C. TAC Recommendations on BCWMC CIP for 2014 – 2018.**

- i. **Annual CIP Review: Develop a Draft Five-Year BCWMC CIP for 2014-2018.** Mr. Asche summarized the TAC's recommended modifications to the Five-Year CIP for 2014 – 2018. He stated that the TAC recommended that the Commission add to the TAC's April agenda a review of the preliminary modifications to the CIP and to draft a final recommendation for Commission review at its April meeting. Mr. Asche reported that the TAC also recommended making modifications to the format of the CIP table such as creating a new table that would list the BCWMC's completed CIP projects and also creating a map to accompany the tables. The Commission discussed the idea of the table format modifications and how they could enhance communication about the CIP.

Commissioner Welch suggested that in regard to enhanced communication the Engineer Memo start including a section that would list "Past Commission Actions" regarding CIP projects. Mr. Asche added that along that same line, the TAC suggested that the CIP table include information on what type of Plan Amendment would be needed for each CIP project.

Commissioner Welch moved to approve the TAC's recommendations as listed in the March 7, 2012, TAC memo. Commissioner de Lambert seconded the motion. The motion carried unanimously with seven votes in favor [Cities of Minnetonka and Robbinsdale absent from vote].

- D. **Discuss BCWMC Procedure of Review of Final Plans and Specs of CIP Projects.** Chair Black asked if the Commission has a flow chart of the project approval process. Ms. Chandler replied no. Chair Black asked if the Commission is interested in having one. Commissioners indicated that they were interested. Chair Black said that the Commission could designate this task to the TAC.

Commissioner Welch said that it is a good idea but he wanted to clarify the issue. He said that the issue that he was trying to raise here is how can the Commission identify those places in the process where the Commission has the opportunity to say, "Go," or "No go," to components of the project. Commissioner Welch said that the standard agreement the Commission enters into with a member city for project construction has the city bring the plans and specs to the Commission Engineer for review and approval. He remarked that it is not practical that the Commission page through the plans and specs so the Commission needs to consider how it could make sure that funds it has approved levying from taxpayers are going toward building the projects that the Commission wants to construct. He added that the Commission has to provide appropriate feedback and the Commission needs to design a system that is transparent and accountable.

Ms. Clancy remarked that she thinks the Commission does have input during the process and that the City of Golden Valley does not see the process as disjointed. She volunteered to work with the Commission Engineer to document the process in a flow chart.

Chair Black commented that she needed the visual of the flow chart to provide a framework for the discussion and suggested that the Commission direct staff to put together the flow chart as a starting point to the discussion.

Commissioner Welch brought up the fact that a project's feasibility report is a conceptual document and that pieces of the project will change from that concept. He noted that a component of the project's



process is prioritizing and he said that the Commission historically hasn't given good direction on prioritizing.

Chair Black asked Ms. Clancy if she could prepare a draft flow chart for the TAC's review. Ms. Clancy said yes, if she could bounce a draft off of the Commission Engineer. Ms. Loomis brought up the fact that so far during the meeting the Commission brought up five tasks that hadn't been budgeted for during the 2012 budgeting process. Chair Black suggested that since the Commission does have a budget this year for the Next Generation Plan the Commission could use that budget for some of the previously discussed tasks or if the Commission wants then it could ask staff to review the recently added tasks in light of the budget and provide information on what budgeted tasks may be displaced as a result of the additional tasks. Ms. Chandler said that the Commission Engineer could come back with an estimate. Chair Black added that this Ms. Loomis' comment was a good reminder to the Commission to keep track of its budget.

Mr. LeFevere noted that the Commission's process has been that once it approves a feasibility report the project has been out of the Commission's hands unless the Commission Engineer brings it back in front of the Commission. He said that the Commission could add a step to the process to have the Commission approve projects' plans and specifications, or the Commission could add a process for change order approval. Commissioner Welch said that the Commission could provide criteria at the time of approval of a feasibility report. Chair Black reiterated that having the flow chart created could help with the discussion and decision-making process. Ms. Clancy said that her biggest concern about a change order approval process is that change orders tend to arise in the middle of construction and would need to be handled in a timely manner. Chair Black reiterated that the draft flow chart will be prepared as discussed for the TAC's review and also that the Commission would like the TAC's input on the flow chart and information on whether there are any additional costs to the Commission for doing those tasks and if so then what the costs are.

- E. Bassett Creek Restoration Project: Wisconsin Avenue to Crystal Border (2011 CR). Ms. Chandler provided a summary of the project and its funding. She said this project is coming in front of the Commission because the approach of the project as described in the feasibility study, which was approved by the Commission, was strongly bioengineering. Ms. Chandler said that the plans and specs for the project show more riprap than the approach in the feasibility report due to City concerns about easements for maintenance, access to sites, ability for plantings to establish in certain shady areas, and landowner objection to certain bioengineering approaches. Ms. Chandler said that technically the engineering solutions will work, they will just look different than approaches described in the feasibility report. She said this project update is in front of the Commission because the project does look different than how it was presented in the feasibility report and so the Commission Engineer wanted to communicate the differences to the Commission. Ms. Chandler said that the Commission Engineer does have some minor recommended changes.

Jeff Oliver of the City of Golden Valley commented that the project is adding to the bioengineering approach with solutions that make the project more durable and longer lasting, as well as cause less impact such as less grading. Mr. Oliver and Pete Willenbring presented information to the Commission about the plans and specs of the project and details as to why the project has been designed as submitted to the Commission. The Commission discussed the feasibility report and asked questions about the project.

Commissioner Welch moved to communicate to the City of Golden Valley the three recommendations as listed in the March 7<sup>th</sup> Engineer Memo along with a fourth recommendation that vegetation and



bioengineering solutions should be added to the project where appropriate and feasible. Commissioner Elder seconded the motion. The motion carried with six votes in favor [City of Medicine Lake opposed the motion. Cities of Minnetonka and Robbinsdale absent from vote].

- F. Next Generation Watershed Management Plan. The Commission decided there wasn't time to discuss this issue today and decided to schedule a meeting for the Commission to address this issue prior to the Commission's April meeting. The Commission directed Ms. Herbert to coordinate the meeting of the Commission.

## 7. COMMUNICATIONS

### Chair:

1. Chair Black said that she has the Capstone project mentioned at last month's meeting and would have Ms. Herbert distribute it.
2. Chair Black said that the Plymouth City Attorney put together information for members of the City's Boards and Commissions and it would be helpful information for the BCWMC members as well. She said that she would have Ms. Herbert distribute it.
3. Chair Black asked for the Commission's consent to have the Vice Chair sign on the Commission's behalf the BCWMC agreement with the City of Plymouth that the Commission approved earlier in the meeting. The Commission indicated consent.

### Commissioners:

1. Commissioner Hoshal updated the Commission on CAMP volunteers for Medicine Lake and noted that he did not find a volunteer for Hidden Lake. Mr. Asche said that he found a CAMP volunteer for Parkers Lake.
2. Commissioner Hoshal updated the Commission about details about the pressure transducer in Medicine Lake.
3. Commissioner Hoshal informed the Commission that the BCWMC Education display is now being stored at the New Hope public works building instead of at City of Crystal storage facilities.
4. Commissioner Hoshal reminded the Commission that its display will be at the upcoming Plymouth Environmental Quality Fair and the Plymouth Yard and Garden Expo and asked for interested volunteers to contact him.
5. Commissioner Hoschka reported that the draft fiscal year 2011 audit has been prepared and the final will be ready for the Commission in April.
6. Commissioner Hoschka asked that at its April meeting the Commission consider being a presence in this year's Golden Valley Days.
7. Commissioner Hoshal asked about a project review on a private residence in Medicine Lake at 228 Peninsula Road. Ms. Chandler said that she would follow up on it.

### Committees:

1. Commissioner Welch reported that Doug Snyder, Director/ Executive Administrator of the Mississippi Watershed Management Organization would be attending the BCWMC's April meeting.

**Counsel Communications: No Counsel Communications.**

**Engineer Communications: No Engineer Communications.**

## **9. ADJOURNMENT**

**The meeting adjourned at 2:25 p.m.**

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**Chair**

**Date**

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**Amy Herbert, Recorder**

**Date**

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**Secretary**

**Date**



# Bassett Creek Watershed Management Commission 2012 Administrative Calendar

<b>January 2012</b>	<b>February 2012</b>	<b>March 2012</b>	<b>April 2012</b>
<b>MEETING – JANUARY 19</b> <ul style="list-style-type: none"> <li>January 5 – TAC meeting, 1:30 p.m.</li> <li>January 31 - End of Fiscal Year</li> <li>Direct auditor to prepare audit report</li> <li>Terms end for Crystal, Golden Valley, and Medicine Lake</li> <li>Resolution to appoint official depositories;</li> <li>Discuss CIP projects' admin expenses reimbursement</li> </ul>	<b>MEETING – FEBRUARY 16</b> <ul style="list-style-type: none"> <li>February 14 – Admin Cmtee meeting; 8:00 a.m.</li> <li>BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons</li> <li>Assessment payments from member-cities due February 1</li> </ul>	<b>MEETING – MARCH 15</b> <ul style="list-style-type: none"> <li>March 7 –TAC mtg, 1:30 p.m.</li> <li>March 22 – Plymouth Env. Quality Fair</li> <li>March 29 – BCWMC Special Mtg – Next Generation Plan</li> </ul>	<b>MEETING – APRIL 19</b> <ul style="list-style-type: none"> <li>April 5 – TAC mtg, 1:30 p.m.</li> <li>April 13-14 – Plymouth Yard/Garden Expo</li> <li>Audit Report to State Auditor</li> </ul>
<b>May 2012</b>	<b>June 2012</b>	<b>July 2012</b>	<b>August 2012</b>
<b>MEETING – MAY 17</b> <ul style="list-style-type: none"> <li>Receive/ file Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities</li> </ul>	<b>MEETING – JUNE 21</b> <ul style="list-style-type: none"> <li>Budget must be approved by Commission by July 1 to meet 30-day city review; Budget sent to member cities by July 1 for 30-day review</li> </ul>	<b>MEETING – JULY 19</b> <ul style="list-style-type: none"> <li>LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> </ul>	<b>MEETING – AUGUST 16</b>
<b>September 2012</b>	<b>October 2012</b>	<b>November 2012</b>	<b>December 2012</b>
<b>MEETING–SEPTEMBER 20</b> <ul style="list-style-type: none"> <li>Submit maximum levy ad valorem tax request to Hennepin County</li> </ul>	<b>MEETING – OCTOBER 18</b> <ul style="list-style-type: none"> <li>Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season</li> </ul>	<b>MEETING–WEDNESDAY, NOVEMBER 15</b>	<b>MEETING – DECEMBER 20</b> <ul style="list-style-type: none"> <li>Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> </ul>

**Monthly Meeting**

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 15) at the City of Golden Valley City Hall, Council Conference Room (2<sup>nd</sup> floor), 7800 Golden Valley Road, Golden Valley, MN 55427

**Commissioner**

**Alternate Commissioner**

**Technical Advisory Committee Member**

**Crystal – 2015**

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**Vacant**

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**Golden Valley – 2015**

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**Medicine Lake – 2015**

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**John O'Toole**  
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**Minneapolis – 2013**

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**Minnetonka – 2013**

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**Tony Wagner**  
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**Lee Gustafson**, 14600 Minnetonka Blvd.  
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**New Hope – 2013**

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**Chris Long**, Bonestroo  
[Chris.long@bonestroo.com](mailto:Chris.long@bonestroo.com)

**Plymouth – 2014**

**Ginny Black, Chair**  
Plymouth City Hall  
3400 Plymouth Blvd., Plymouth 55447  
763-509-5004  
[Ginny.black@q.com](mailto:Ginny.black@q.com)

**Judy Johnson**  
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**Derek Asche**  
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**Web site: [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)**

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
<b>Robbinsdale – 2014</b> <b>Wayne Sicora</b> 3706 Abbott Ave. North Robbinsdale, MN 55422  763-522-8165 Wayne.sicora@gmail.com	<b>Vacant</b>	<b>Richard McCoy *</b> City of Robbinsdale 4100 Lakeview Ave. N. Robbinsdale, MN 55422  763-531-1260      763-531-7344 (fax) rmccoy@ci.robbinsdale.mn.us
<b>St. Louis Park – 2014</b> <b>Jim de Lambert, Vice Chair</b> 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 jimd@liesch.com	<b>Justin Riss</b> 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 justinriss@yahoo.com	<b>Laura Adler, Engrg. Program Coord. *</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690      952-924-2663 (fax) ladler@stlouispark.org <b>Jim Vaughan, Envl. Coord. * (alternate)</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699      952-924-2663 (fax)

**Deputy Treasurer:** Susan Virnig, \* Financial Director, 7800 Golden Valley Road, Golden Valley 55427; 763-593-8010 (Fax: 763-593-3969). E-mail: [SVirnig@goldenvalleymn.gov](mailto:SVirnig@goldenvalleymn.gov)

**Counsel:** Charlie LeFevre, \* Kennedy & Graven, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, 55402; 612-337-9215 (Fax: 612-337-9310); general firm number: 612-338-1177. E-mail: clefevere@kennedy-graven.com

**Engineer:** Karen Chandler, 952-832-2813, E-mail: [kchandler@barr.com](mailto:kchandler@barr.com); Len Kremer, 952-832-2781, E-mail: [lkremer@barr.com](mailto:lkremer@barr.com); Jim Herbert, 952-832-2784, E-mail: [jherbert@barr.com](mailto:jherbert@barr.com), \* Barr Engineering Company, 4700 West 77<sup>th</sup> Street, Minneapolis 55435-4803; (Fax: 952-832-2601).

**Recorder:** Amy Herbert, \* Barr Engineering Company, 4700 W 77th Street, Minneapolis 55435-4803; 952-832-2652 (Fax: 952-832-2601). E-mail: bcra@barr.com

### Administrative Personnel (Municipalities)

## Crystal

Tom Mathisen, City Engineer  
Anne Norris, City Manager  
Chrissy Serres, City Clerk  
4141 North Douglas Drive 763-531-1000 (general)  
Crystal 55422 763-531-1188 (fax)

### ***Minnetonka***

Lee Gustafson, Director of Engineering 952-939-8239  
John Gunyou, City Manager  
David Maeda, City Clerk ([dmaeda@eminnetonka.com](mailto:dmaeda@eminnetonka.com))  
14600 Minnetonka Blvd 952-939-8200 (general)  
Minnetonka 55345 952-939-8244 (fax)

## Golden Valley

Jeannine Clancy	763-593-8035
Director of Public Works	763-593-3988 (enrg. fax)
Tom Burt, City Manager **	763-593-8002
Jeff Oliver, City Engineer	763-593-8034
Sue Virnig, City Clerk	763-593-8010
7800 Golden Valley Road	763-593-8109 (admin. fax)
Golden Valley 55427	763-593-8000 (general)

## ***New Hope***

Guy Johnson, Director of Public Works  
5500 International Prkwy 763-592-6766  
Kirk McDonald, Interim City Mgr \*\* 763-531-5119  
Valerie Leone, City Clerk (vleone@ci.new-hope.mn.us)  
4401 Xylon Avenue North 763-531-5100 (general)  
New Hope 55428 763-531-5136 (fax)

## Medicine Lake

Mary Anne Young, Mayor  
145 Peninsula Rd. 55441 763-544-3285  
Nancy Pauly, City Clerk (nancy.pauly@gmail.com)  
10609 South Shore Drive  
Medicine Lake 55441 763-542-9701

**Plymouth**

Doran Cote, Director of Public Works  
Laurie Ahrens, City Manager  
Sandra Engdahl, City Clerk  
3400 Plymouth Boulevard 763-509-5000 (general)  
Plymouth 55447 763-509-5060 (fax)

## Minneapolis

Steven Kotke, Director of Public Works and City Engineer  
350 South 5<sup>th</sup> Street, Room 203 612-673-2443

Casey J. Carl, City Clerk  
350 S 5<sup>th</sup> St, Room 304 612-673-2216  
(All Minneapolis 55415) 612-673-3812 (fax)  
612-673-3000 (general)

**Robbinsdale**

Robbinsdale  
Marcia Glick, City Manager  
Richard McCoy, City Engineer

Tom Marshall, City Clerk 763-531-1252  
4100 Lakeview Avenue N. 763-537-4534 (general)  
Robbinsdale 55422 763-537-7344 (fax)

### St. Louis Park

Mike Rardin 952-924-2551  
 Director of Public Works 952-924-2663 (fax)  
 Tom Harmening, City Manager \*\*  
 Scott Brink, City Engineer  
 Nancy Stroth, City Clerk  
 5005 Minnetonka Blvd 952-924-2500 (general)  
 St. Louis Park 55416 952-924-2170 (fax)

<b>BEGINNING BALANCE</b>	<b>7-Mar-12</b>	<b>821,176.41</b>
<b>ADD:</b>		
General Fund Revenue:		
Interest (Bank Charges)	(9.72)	
Have not received St Louis Park Assessment		
Permits:		
Elk River Ford	BCWMC 2012-7	2,000.00
David Perdue	BCWMC 2012-8	300.00
Reimbursed Construction Costs		49,920.74
	<b>Total Revenue and Transfers In</b>	<b>52,211.02</b>
<b>DEDUCT:</b>		
Checks:		
2427 Barr Engineering	March Engineering Serv	34,582.24
2428 D'Amico	April Meeting	329.66
2429 Amy Herbert	March Secretarial	2,403.48
2430 Kennedy & Graven	Feb Legal	1,821.16
2431 Hamline University	Watershed Partners	3,000.00
2432 MMKR	Audit Services	2,850.00
2433 City of Plymouth	Ply Creek Restoration	42,258.09
	<b>Total Checks</b>	<b>87,244.63</b>
Outstanding from previous month:		
Meadowbrook School	2009 Exp-Grant	992.08
	<b>Total Expenses</b>	<b>87,244.63</b>
<b>ENDING BALANCE</b>	<b>10-Apr-12</b>	<b>786,142.80</b>

	2012/2013 BUDGET	CURRENT MONTH	YTD 2012/2013	BALANCE
<b>OTHER GENERAL FUND REVENUE</b>				
INTEREST (BANK CHARGES)		(9.72)	(21.51)	
ASSESSMENTS	461,045	0.00	443,742.00	17,303.00
PERMIT REVENUE	48,000	0.00	8,000.00	40,000.00
REVENUE TOTAL	509,045	(9.72)	451,720.49	57,303.00
<b>EXPENDITURES</b>				
ENGINEERING				
ADMINISTRATION	120,000	11,689.60	22,464.10	97,535.90
PLAT REVIEW	60,000	2,947.39	9,149.39	50,850.61
COMMISSION MEETINGS	14,250	983.16	2,397.32	11,852.68
SURVEYS & STUDIES	10,000	0.00	0.00	10,000.00
WATER QUALITY/MONITORING	20,000	912.00	1,137.50	18,862.50
WATER QUANTITY	11,000	432.75	889.11	10,110.89
WATERSHED INSPECTIONS	7,000	0.00	0.00	7,000.00
ANNUAL FLOOD CONTROL INSPECTIONS	9,000	0.00	0.00	9,000.00
REVIEW MUNICIPAL PLANS	2,000	0.00	0.00	2,000.00
ENGINEERING TOTAL	253,250	16,964.90	36,037.42	217,212.58
PLANNING				
WATERSHED-WIDE SP-SWMM MODEL	70,000	798.00	965.50	69,034.50
WATERSHED-WIDE P8 WATER QUALITY MODEL	135,000	7,781.00	9,782.00	125,218.00
NEXT GENERATION PLAN	40,000	1,082.50	2,416.50	37,583.50
PLANNING TOTAL	245,000	9,661.50	13,164.00	231,836.00
ADMINISTRATOR	50,000	0.00	0.00	50,000.00
LEGAL COSTS	18,500	1,076.26	1,076.26	17,423.74
AUDIT, INSURANCE & BONDING	15,225	2,850.00	4,550.00	10,675.00
FINANCIAL MANAGEMENT	3,045	0.00	0.00	3,045.00
MEETING EXPENSES	2,750	329.66	994.98	1,755.02
SECRETARIAL SERVICES	40,000	2,775.57	5,428.27	34,571.73
PUBLICATIONS/ANNUAL REPORT	2,000	666.00	666.00	1,334.00
WEBSITE	2,500	0.00	0.00	2,500.00
PUBLIC COMMUNICATIONS	3,000	0.00	0.00	3,000.00
WOMP	10,000	0.00	0.00	10,000.00
EDUCATION AND PUBLIC OUTREACH	5,775	3,000.00	3,750.61	2,024.39
WATERSHED EDUCATION PARTNERSHIPS	13,000	0.00	0.00	13,000.00
EROSION/SEDIMENT (CHANNEL MAINT)	25,000	0.00	0.00	25,000.00
LONG TERM MAINTENANCE (moved to CF)	25,000	0.00	0.00	25,000.00
TMDL STUDIES (moved to CF)	10,000	0.00	0.00	10,000.00
GRAND TOTAL	724,045	37,323.89	65,667.54	658,377.46



Cash Balance 3/7/12

Cash

1,918,757.87

Investments:

Total Cash &amp; Investments

1,918,757.87

Add:

Interest Revenue (Bank Charges)

4,961.81

RBC Investment Called

500,000.00

Total Revenue

504,961.81

Less:

CIP Projects Levied - Current Expenses - TABLE A

(49,920.74)

Proposed &amp; Future CIP Projects to Be Levied - Current Expenses - TABLE B

0.00

Total Current Expenses

(49,920.74)

Total Cash &amp; Investments On Hand 04/10/12

2,373,798.94

Total Cash &amp; Investments On Hand

2,373,798.94

CIP Projects Levied - Budget Remaining - TABLE A

(3,145,202.42)

Closed Projects Remaining Balance

(771,403.48)

2012 Anticipated Tax Levy Revenue - TABLE C

998,000.00

Anticipated Closed Project Balance

226,596.52

2013 Proposed &amp; Future CIP Project Amount to be Levied - TABLE B

196,000.00

TABLE A - CIP PROJECTS LEVIED

	Approved Budget	Current Expenses	2012 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
Twin Lake-expected completion 2006	140,000.00	0.00	0.00	5,724.35	134,275.65
West Medicine Lake Park Pond	1,100,000.00	0.00	0.00	744,633.58	355,366.42
Plymouth Creek Channel Restoration (2010)	965,200.00	42,342.09	42,393.59	928,569.11	36,630.89
Main Stem Crystal to Regent (2010)	636,100.00	425.00	526.50	259,002.52	377,097.48
Wisc Ave/Duluth Street-Crystal (2011 CR)	580,200.00	3,917.38	7,141.88	51,055.35	529,144.65
North Branch-Crystal (2011 CR-NB)	834,900.00	0.00	0.00	41,967.86	792,932.14
Plymouth Pond NB-07(NL-2)	0.00	448.85	1,177.72	9,866.09	(9,866.09)
Wirth Lake Outlet Modification (WTH-4)(2012)	180,000.00	341.00	1,049.00	26,278.34	153,721.66
Main Stem Irving Ave to GV Road (2012 CR)	856,000.00	1,620.45	3,273.95	76,641.92	779,358.08
Schaper Pond Enhancement Feasibility (SL-1)	37,000.00	825.97	825.97	40,458.46	(3,458.46)
	5,329,400.00	49,920.74	56,388.61	2,184,197.58	3,145,202.42

TABLE B - PROPOSED &amp; FUTURE CIP PROJECTS TO BE LEVIED

	Approved Budget - To Be Levied	Current Expenses	2012 YTD Expenses	INCEPTION To Date Expenses	Remaining Budget
2013					
Lakeview Park Pond (2013)	196,000.00	0.00	0.00	2,113.50	193,886.50
2013 Project Totals	196,000.00	0.00	0.00	2,113.50	193,886.50
Total Proposed & Future CIP Projects to be Levied	196,000.00	0.00	0.00	2,113.50	193,886.50

TABLE C - TAX LEVY REVENUES

	County Levy	Abatements / Adjustments	Adjusted Levy	Current Received	Year to Date Received	Inception to Date Received	Balance to be Collected	BCWMO Levy
2012 Tax Levy	998,000.00		998,000.00			0.00	998,000.00	998,000.00
2011 Tax Levy	863,268.83	(2,871.91)	860,396.92			850,946.51	9,450.41	862,400.00
2010 Tax Levy	935,298.91	(4,927.05)	930,371.86			927,004.63	3,367.23	935,000.00
2009 Tax Levy	800,841.30	(8,054.68)	792,786.62			792,142.93	643.69	800,000.00
2008 Tax Levy	908,128.08	(4,357.22)	903,770.86			903,546.00	224.86	907,250.00
2007 Tax Levy	190,601.74	(657.93)	189,943.81			189,939.15	4.66	190,000.00
2006 Tax Levy	531,095.47	(2,736.30)	528,359.17			528,512.20	(153.03)	519,000.00
				0.00			1,011,537.82	

Approved Budget	Current Expenses / (Revenue)	2012 YTD Expenses / (Revenue)	INCEPTION To Date Expenses / (Revenue)	Remaining Budget
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Total Other Projects	1,767,373.00	0.00	0.00	218,140.95	1,549,232.05
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0.00

1,305,978.20

Less:		Current (Expenses)/Revenue		0.00	
Ending Cash Balance		04/10/12		<u>1,305,978.20</u>	



# Bassett Creek Construction Project Details

4/11/2012

CIP Projects Levied								
Total			2010	2010	2011	2011	2011	2012
CIP Projects Levied	Twin Lake	West Medicine Lake Park Pond (2008-1)	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Original Budget	5,329,400	140,000	1,100,000	965,200	636,100	580,200	834,900	180,000
Expenditures:								
Feb 2004 - Jan 2005	1,983.50	1,983.50						
Feb 2005 - Jan 2006	1,716.70	1,716.70						
Feb 2006 - Jan 2007	2,164.95	375.70	1,789.25					
Feb 2007 - Jan 2008	1,871.70	36.00	1,835.70					
Feb 2008 - Jan 2009	39,346.36		18,392.11	20,954.25				
Feb 2009 - Jan 2010	23,188.45	1,612.45	687.00	9,319.95	11,569.05			
Feb 2010 - Jan 2011	835,966.15		721,929.52	30,887.00	11,590.80	34,803.97	31,522.86	602.00
Feb 2011 - Jan 2012	1,221,571.16			825,014.32	235,316.17	9,109.50	10,445.00	8,086.37
Feb 2012 - Jan 2013	56,388.61			42,393.59	526.50	7,141.88	1,177.72	1,049.00
Total Expenditures:	2,184,197.58	5,724.35	744,633.58	928,569.11	259,002.52	51,055.35	41,967.86	9,866.09
Project Balance	3,145,202.42	134,275.65	355,366.42	36,630.89	377,097.48	529,144.65	792,932.14	(9,866.09)

Total			2010	2010	2011	2011	2011	2012
CIP Projects Levied	Twin Lake	West Medicine Lake Park Pond (2008-1)	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Project Totals By Vendor								
Barr Engineering	304,781.63	3,758.10	7,004.91	42,743.60	25,808.00	46,245.20	30,790.21	8,891.99
Kennedy & Graven	14,347.25	1,966.25	1,427.15	2,120.10	2,435.25	792.65	792.65	974.10
City of Golden Valley	222,788.32				222,788.32			
City of Plymouth	1,597,345.38		736,201.52	861,143.86				
Com of Trans								
S E H								
Misc								
2.5% Admin Transfer	44,935.00			22,561.55	7,970.95	4,017.50	10,385.00	
Total Expenditures	2,184,197.58	5,724.35	744,633.58	928,569.11	259,002.52	51,055.35	41,967.86	9,866.09

Total			2010	2010	2011	2011	2011	2012
CIP Projects Levied	Twin Lake	West Medicine Lake Park Pond (2008-1)	Plymouth Creek Channel Restoration (CR)	Main Stem Crystal to Regent (CR)	Wisc Ave (Duluth Str)- Crystal (GV)	North Branch - Crystal (CR-NB)	Plymouth Pond NB-07 (NL-2)	Wirth Lake Outlet Modification (WTH-4)
Levy/Grant Details								
2009/2010 Levy	935,000		902,462	32,538				
2010/2011 Levy	862,400			286,300	160,700	415,400		
2011/2012 Levy	775,000							175,000
Construction Fund Balance	904,000		62,738	2,262	419,500	419,500		
BWSR Grant- BCWMO	435,000		212,250	147,750				75,000
Total Levy/Grants	3,911,400		1,177,450	468,850	580,200	834,900		250,000
BWSR Grants Received			191,025	132,975				67,500

# Bassett Creek Construction Project Details

			Proposed & Future CIP Projects (to be Levied)	
	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
Original Budget	856,000	37,000	196,000	196,000
Expenditures:				
Feb 2004 - Jan 2005			637.50	637.50
Feb 2005 - Jan 2006				
Feb 2006 - Jan 2007				
Feb 2007 - Jan 2008				
Feb 2008 - Jan 2009				
Feb 2009 - Jan 2010				
Feb 2010 - Jan 2011	1,720.00			
Feb 2011 - Jan 2012	71,647.97	39,632.49	1,476.00	1,476.00
Feb 2012 - Jan 2013	3,273.95	825.97		
Total Expenditures:	76,641.92	40,458.46	2,113.50	2,113.50
Project Balance	779,358.08	(3,458.46)	193,886.50	193,886.50

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
Project Totals By Vendor				
Barr Engineering	75,066.17	40,420.26	2,068.50	2,068.50
Kennedy & Graven	1,575.75	38.20	45.00	45.00
City of Golden Valley				
City of Plymouth				
Com of Trans				
S E H				
Misc				
2.5% Admin Transfer				
Total Expenditures	76,641.92	40,458.46	2,113.50	2,113.50

	2012 Main Stem Irving Ave to GV Road (2012CR)	2012 Schaper Pond Enhancement Feasibility (SL-1)	Total Proposed & Future CIP Projects (to be Levied)	2013 Lakeview Park Pond (ML-8)
Levy/Grant Details				
2009/2010 Levy				
2010/2011 Levy				
2011/2012 Levy	600,000		196,000	196,000
Construction Fund Balance				
BWSR Grant- BCWMO				
Total Levy/Grants	600,000		196,000	196,000
BWSR Grants Received				



# Bassett Creek Construction Project Details

Other Projects							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
Original Budget	1,717,373.00	125,000.00	119,000.00	500,000.00	773,373.00 (250,000.00)	200,000.00	7,242,773.00
MPCA Grant From GF	163,870.64		163,870.64		250,000.00		163,870.64
	50,000.00			25,000.00		25,000.00	50,000.00
Expenditures:							
Feb 2004 - Jan 2005							2,621.00
Feb 2005 - Jan 2006							8,665.89
Feb 2006 - Jan 2007	6,949.19	637.20		3,954.44		2,994.75	12,414.04
Feb 2007 - Jan 2008	10,249.09			9,611.89			115,013.14
Feb 2008 - Jan 2009	113,141.44	23,486.95	89,654.49				156,801.69
Feb 2009 - Jan 2010	117,455.33	31,590.12	47,041.86			38,823.35	99,373.09
Feb 2010 - Jan 2011	76,184.64	31,868.63	44,316.01				881,341.40
Feb 2011 - Jan 2012	45,375.25	15,005.25	25,920.00		4,450.00		1,235,703.81
Feb 2012 - Jan 2013	12,656.65	168.00	5,290.50		7,198.15		56,388.61
Total Expenditures:	382,011.59	102,756.15	212,222.86		13,566.33	41,818.10	2,568,322.67
Project Balance	1,549,232.05	22,243.85	70,647.78	500,000.00	534,806.67	238,351.85	4,888,320.97

Project Totals By Vendor							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
Barr Engineering	214,564.19	99,879.70	94,948.17		10,187.00		521,414.32
Kennedy & Graven	5,907.54	1,164.30	2,902.59	9,549.32	1,461.15	354.75	20,299.79
City of Golden Valley	2,640.00			24.75		2,640.00	225,428.32
City of Plymouth	38,823.35					38,823.35	1,636,168.73
Com of Trans	3,992.26			3,992.26			3,992.26
S E H	101,598.10		101,598.10				101,598.10
Misc	14,486.15	1,712.15	12,774.00				14,486.15
2.5% Admin Transfer							44,935.00
Total Expenditures	382,011.59	102,756.15	212,222.86		13,566.33	41,818.10	2,568,322.67

Levy/Grant Details							
Total					2012		Totals - All Projects
Other Projects	TMDL Studies	Sweeney Lake TMDL	Flood Control Emergency Maintenance	Flood Control Long-Term Maintenance	Sweeney Lake Outlet (FC-1)	Channel Maintenance	
MPCA Grant	163,870.64		163,870.64				935,000
From GF	50,000.00			25,000		25,000	912,400
2009/2010 Levy							971,000
2010/2011 Levy							904,000
2011/2012 Levy							435,000
Construction Fund Balance							
BWSR Grant- BCWMO							
Total Levy/Grants	213,870.64		163,870.64		25,000	25,000	4,157,400
BWSR Grants Received							

## Kennedy & Graven, Chartered

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

(612) 337-9300

March 20, 2012

Statement No. 107289

Bassett Creek Water Management Commission

Sue Virnig  
7800 Golden Valley Road  
Golden Valley, MN 55427

Through February 29, 2012

BA295-00001	General	1,076.26
BA295-00032	Schaper Pond Improvements	38.20
BA295-00034	Main Stem Restoration - Irving to Golden Valley Rd. 2012 CR	257.85
BA295-00036	Northwood Lake Wetland Dredging NL-2	448.85

Total Current Billing: 1,821.16

I declare, under penalty of law, that this  
account, claim or demand is just and correct  
and that no part of it has been paid.



Signature of Claimant

RECEIVED  
MAR 22 2012  
CITY OF GOLDEN VALLEY



**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

February 29, 2012

BA295-00001 General

Through February 29, 2012

For All Legal Services As Follows:

			Hours	Amount
2/6/2012	CLL	Work on review of minutes and agenda; email A. Herbert on agenda	0.20	38.20
2/7/2012	CLL	Continue review of minutes; email to K. Chandler and A. Herbert on agenda; send edits to A. Herbert; email to M. Welch	0.65	124.15
2/9/2012	CLL	Review additional agenda materials	0.10	19.10
2/13/2012	CLL	Review agenda materials	0.70	133.70
2/16/2012	CLL	Prepare for and attend commission meeting	3.95	754.45
<b>Total Services:</b>			<b>\$</b>	<b>1,069.60</b>

For All Disbursements As Follows:

1/19/2012	Charles L. LeFevre; Mileage expense	6.66
<b>Total Disbursements:</b>		<b>\$ 6.66</b>

**Total Services and Disbursements: \$ 1,076.26**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

February 29, 2012

BA295-00032 Schaper Pond Improvements

Through February 29, 2012

For All Legal Services As Follows:

			Hours	Amount
2/11/2012	CLL	Review Sharper Pond feasibility study	0.20	38.20
<b>Total Services:</b>			<b>\$</b>	<b>38.20</b>

**Total Services and Disbursements: \$ 38.20**



**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

February 29, 2012

BA295-00034 Main Stem Restoration - Irving to Golden Valley Rd. 2012  
CR

Through February 29, 2012

For All Legal Services As Follows:

			Hours	Amount
2/2/2012	CLL	Phone call from M. Welch regarding Main Stem contract changes; email to L. Eberhart regarding same	0.45	85.95
2/14/2012	CLL	Review proposed changes to agreement; email revised agreement to A. Herbert	0.50	95.50
2/17/2012	CLL	Work on Main Stem contract revisions; email to G. Black	0.40	76.40
<b>Total Services:</b>			<b>\$</b>	<b>257.85</b>

**Total Services and Disbursements: \$ 257.85**

**Kennedy & Graven, Chartered**

200 South Sixth Street  
Suite 470  
Minneapolis, MN 55402

Bassett Creek Water  
Sue Virnig

February 29, 2012

BA295-00036 Northwood Lake Wetland Dredging NL-2

Through February 29, 2012

For All Legal Services As Follows:

			Hours	Amount
2/3/2012	CLL	Phone call from K. Chandler regarding timeline for minor plan amendment process	0.60	114.60
2/4/2012	CLL	Email to A. Herbert regarding feasibility report contract	0.35	66.85
2/9/2012	CLL	Email from K. Chandler regarding minor plan amendment timeline for Northwood Lake; check rules and email to K. Chandler regarding same	0.70	133.70
2/11/2012	CLL	Check statute and work on email to K. Chandler regarding need to follow minor plan amendment process	0.45	85.95
2/13/2012	CLL	Complete email to K. Chandler on need for minor plan amendment	0.15	28.65
2/15/2012	CLL	Email D. Asche regarding feasibility study cost	0.10	19.10
<b>Total Services:</b>			<b>\$</b>	<b>448.85</b>

**Total Services and Disbursements: \$ 448.85**





Bassett Creek WMO  
7800 Golden Valley Road  
Golden Valley, MN 55427

Page # 1  
Invoice # 23270051-2012-2  
Project # 23/27-0051  
Client # 59  
April 6, 2012

Invoice of Account with  
BARR ENGINEERING COMPANY

For professional services during the period of  
February 25, 2012 through March 30, 2012

**ENGINEERING**

TECHNICAL SERVICES

Calls/emails to or from the Commissioners, recording administrator, watershed communities, developers in the watershed, Minneapolis Park and Recreation Board (MPRB), Three Rivers Park District (TRPD), Mississippi Watershed Management Organization, Minnesota Department of Transportation (Mn/DOT), Hennepin County, Minnesota Board of Water and Soil Resources (BWSR), Metropolitan Council Environmental Services (MCES), Minnesota Pollution Control Agency (MPCA), Corps of Engineers and interested citizens; coordination with recording administrator regarding post-meeting tasks; coordination regarding Medicine Lake issues; communications with recording administrator regarding domain name; 2012 budget review; communications with Hennepin County and BWSR staff regarding minor plan amendments; prepared preliminary information for a draft amendment; inquiry from Commissioner Hoshal regarding Medicine Lake outlet structure; CIP update - review past studies regarding future main stem project in Minneapolis; communications with Hennepin County staff regarding BCWMC 2013 CIP projects; reviewed and prepared updated CIP cost estimates; provided Sweeney Lake data to Alternate Commissioner Hanson.

Leonard J. Kremer, Principal Engineer/Scientist	
3.5 hours @ \$160.00 per hour .....	\$ 560.00
James P. Herbert, Principal Engineer/Scientist	
1.2 hours @ \$145.00 per hour .....	\$ 174.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
16.5 hours @ \$145.00 per hour .....	\$ 2,392.50
Technicians/Administrative.....	\$ 516.00
Expenses (postage).....	\$ 1.10
<i>Subtotal, Technical Services.....</i>	<i>\$ 3,643.60</i>

PRELIMINARY SITE REVIEW/CORRESPONDENCE

Telephone conversations regarding proposed developments; provided watershed hydraulic information, flood profiles and BCWMC development requirements to applicants; coordination with Terra Engineering regarding single family development in Golden Valley; phone call regarding Medicine Lake property; coordination with Golden Valley staff regarding Sweeney Lake boathouse; coordination with AJA regarding 911 facility in Plymouth; phone call from AJA regarding proposed development; call from/to Plymouth resident regarding BCWMC requirements for replacing retaining wall on Medicine Lake.

James P. Herbert, Principal Engineer/Scientist	
3.5 hours @ \$145.00 per hour .....	\$ 507.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
1.8 hours @ \$145.00 per hour .....	\$ 261.00
<i>Subtotal, Preliminary Site Review/Correspondence .....</i>	<i>\$ 768.50</i>

MONTHLY MEETING PREPARATION

Reviewed draft BCWMC meeting minutes, agenda and packet materials and discussed comments with Bassett Creek recording administrator; communications with chair and recording administrator; internal meetings and coordination with recording administrator regarding agenda, to-do list and meeting packet for March 2012 meeting; prepared memo for Commission meeting regarding 2011 water quality monitoring.

Leonard J. Kremer, Principal Engineer/Scientist	
2.0 hours @ \$160.00 per hour .....	\$ 320.00
James P. Herbert, Principal Engineer/Scientist	
9.8 hours @ \$145.00 per hour .....	\$ 1,421.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
12.7 hours @ \$145.00 per hour .....	\$ 1,841.50
<i>Subtotal, Monthly Meeting Preparation.....</i>	<i>\$ 3,582.50</i>

TAC MEETING PREPARATION

Coordination with recording administrator and TAC members regarding March/April, 2012 TAC meeting and preparation of TAC materials; contacted member cities and gathered stormwater requirements, reviewed and prepared comparative matrix; reviewed web based ordinances and completed performance standards table; provide background information to TAC members regarding CIP projects; prepared draft TAC CIP recommendations table and email to TAC members; prepared TAC memo for March Commission meeting; prepared April TAC agenda and emailed meeting announcement and background materials to TAC members; prepared email to Commissioners/alternate Commissioners regarding liaison to April TAC meeting.

Leonard J. Kremer, Principal Engineer/Scientist	
2.5 hours @ \$160.00 per hour .....	\$ 400.00
James P. Herbert, Principal Engineer/Scientist	
4.0 hours @ \$145.00 per hour .....	\$ 580.00



Karen L. Chandler, Engineer/Scientist/Specialist III	
13.1 hours @ \$145.00 per hour .....	\$ 1,899.50
Timothy P. Brown, Engineer/Scientist/Specialist II	
0.7 hours @ \$115.00 per hour .....	\$ 80.50
Daniel R. Petrik, Engineer/Scientist/Specialist II	
7.0 hours @ \$105.00 per hour .....	\$ 735.00
<i>Subtotal, TAC Meeting Preparation .....</i>	<i>\$ 3,695.00</i>
 <i>Subtotal Technical Services .....</i>	 <i>\$ 11,689.60</i>

#### PLAT REVIEW

Note: Projects in **Bold** have provided review fees to offset review costs. Projects not in Bold are either in a preliminary stage or were submitted prior to implementation of the fee schedule.

#### **So Shore Dr Emergency Utility Repair**

Coordination with city staff; reviewed riprap placement and sent email to city.

James P. Herbert, Principal Engineer/Scientist	
2.0 hours @ \$145.00 per hour .....	\$ 290.00
<i>Subtotal, So Shore Dr Emergency Utility Repair .....</i>	<i>\$ 290.00</i>

#### **Crossroads Commons – Frontage Road**

Telephone conversations and emails with applicant and city staff; reviewed final grading, drainage and erosion control plans and prepared letter of approval to City of Plymouth.

Rita W. Weaver, Engineer/Scientist/Specialist II	
0.9 hours @ \$100.00 per hour .....	\$ 90.00
<i>Subtotal, Crossroads Commons-Frontage Road .....</i>	<i>\$ 90.00</i>

#### **Crossroads Commons – Senior Housing**

Telephone conversations and emails with applicant and city staff; reviewed revised grading, drainage and erosion control plans.

James P. Herbert, Principal Engineer/Scientist	
0.8 hours @ \$145.00 per hour .....	\$ 116.00
Rita W. Weaver, Engineer/Scientist/Specialist II	
0.3 hours @ \$100.00 per hour .....	\$ 30.00
<i>Subtotal, Crossroads Commons – Senior Housing .....</i>	<i>\$ 146.00</i>

**12955 Highway 55 Parking Exp.**

Telephone conversations and emails with applicant and city staff; reviewed revised grading, drainage and erosion control plans; prepared letter of approval to City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
0.8 hours @ \$145.00 per hour .....	\$ 116.00
Rita W. Weaver, Engineer/Scientist/Specialist II	
1.0 hours @ \$100.00 per hour .....	\$ 100.00
<i>Subtotal, GV 2012 PMP .....</i>	<i>\$ 216.00</i>

**West Health Addition**

Telephone conversations and emails with applicant and city staff; reviewed revised grading, drainage and erosion control plans and prepared letter of approval to City of Plymouth.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
1.5 hours @ \$100.00 per hour .....	\$ 150.00
Expenses (Iron Mountain) .....	\$ 37.89
<i>Subtotal, West Health Addition .....</i>	<i>\$ 260.39</i>

**GV 2012 PMP**

Telephone conversations and emails with applicant and city staff; reviewed revised grading, drainage and erosion control plans and prepared letter of approval to City of Golden Valley.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
0.9 hours @ \$100.00 per hour .....	\$ 90.00
<i>Subtotal, GV 2012 PMP .....</i>	<i>\$ 162.50</i>

**Robbinsdale 2011 St. Reconstruction**

Telephone conversations and emails with city staff; reviewed street reconstruction plans and prepared letter of recommendation to City Robbinsdale.

James P. Herbert, Principal Engineer/Scientist	
3.7 hours @ \$145.00 per hour .....	\$ 536.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
3.5 hours @ \$100.00 per hour .....	\$ 350.00
<i>Subtotal, Robbinsdale 2011 St. Reconstruction .....</i>	<i>\$ 886.50</i>

**Cornerstone Auto Resource**

Telephone conversations and emails with applicant and city staff; reviewed grading, drainage and erosion control plans and prepared comments to applicant; reviewed revised grading, drainage and erosion control plans and prepared letter of approval to City of Plymouth.



James P. Herbert, Principal Engineer/Scientist	
3.8 hours @ \$145.00 per hour .....	\$ 551.00
Rita W. Weaver, Engineer/Scientist/Specialist II	
2.0 hours @ \$100.00 per hour .....	\$ 200.00
<i>Subtotal, Cornerstone Auto Resource .....</i>	<i>\$ 751.00</i>

#### Parade Parkway Reconstruction

Telephone conversations and emails with applicant; reviewed preliminary plans and provided comments to applicant.

James P. Herbert, Principal Engineer/Scientist	
1.0 hours @ \$145.00 per hour .....	\$ 145.00
<i>Subtotal, Parade Parkway Reconstruction .....</i>	<i>\$ 145.00</i>

***Subtotal Plat Review .....*** ***\$ 2,947.39***

#### COMMISSION AND TAC MEETINGS

Attended March 15, 2012 Commission and March 1, 2012 TAC meeting.

Karen L. Chandler, Engineer/Scientist/Specialist III	
6.7 hours @ \$145.00 per hour .....	\$ 971.50
Expenses (Mileage) .....	\$ 11.66
<i>Subtotal, Commission Meetings .....</i>	<i>\$ 983.16</i>

#### WATER QUALITY MONITORING

Prepared PowerPoint presentation for March Commission meeting; finalized and prepared PDF copy of Westwood/Crane Lake 2011 Lake Monitoring Reports; completed Medicine Lake trend analysis using 2011 data; communication with staff regarding Medicine Lake trend analysis.

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.6 hours @ \$145.00 per hour .....	\$ 87.00
Christopher J. Bonick, Engineer/Scientist/Specialist II	
2.0 hours @ \$105.00 per hour .....	\$ 210.00
Margaret R. Rattei, Engineer/Scientist/Specialist II	
3.5 hours @ \$115.00 per hour .....	\$ 402.50
Technicians/Administrative .....	\$ 212.50
<i>Subtotal, Water Quality Monitoring .....</i>	<i>\$ 912.00</i>

#### WATER QUANTITY

Measured and reviewed lake level elevations as part of the lake-gauging program.

Technicians/Administrative.....	\$	382.50
Expenses (Mileage/2WD vehicle) .....	\$	50.25
<i>Subtotal, Water Quantity.....</i>	<i>\$</i>	<i>432.75</i>

**TOTAL ENGINEERING.....\$ 16,964.90**

## SECRETARIAL SERVICES

### SECRETARIAL SERVICES EXPENSES

Administrative expenses requested by Amy Herbert including: copies, color copies for meeting packet; postage, CD duplication.

Expenses (B&W/color copies/postage).....	\$	372.09
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**TOTAL SECRETARIAL SERVICES EXPENSES .....\$ 372.09**

## PLANNING

### WATERSHED-WIDE XP-SWMM MODEL

Coordination regarding watershed-wide XP-SWMM model; data management and preparation of watershed divides in Golden Valley and along Main Stem in New Hope.

Rita W. Weaver, Engineer/Scientist/Specialist II		
2.0 hours @ \$100.00 per hour .....	\$	200.00
Ross S. Mullen, Engineer/Scientist/Specialist I		
9.2 hours @ \$65.00 per hour .....	\$	598.00
<i>Subtotal, XP-SWMM Modeling.....</i>	<i>\$</i>	<i>798.00</i>

### WATERSHED-WIDE P8 WATER QUALITY MODEL

Coordination regarding watershed-wide P8 water quality model; reviewed Bassett Creek watershed data and pond dead storage data; organized GIS data; coordination with Minneapolis, Hennepin County, Golden Valley and New Hope regarding GIS data request; responded to P8 model request from City of Plymouth; acquired MnDOT storm sewer data; communications regarding Northwood Lake P8 data and reviewed modeling files; performed watershed delineation and reviewed watershed divides around Turtle Lake, Northwood Lake, Medicine Lake, Plymouth Creek, Parkers Lake and Bassett Creek Main Stem; revised P8 model for Plymouth portion of Northwood Lake and provided results to City of Plymouth.

Gregory J. Wilson, Engineer/Scientist/Specialist III		
11.2 hours @ \$140.00 per hour .....	\$	1,568.00



Margaret R. Rattei, Engineer/Scientist/Specialist II	
13.1 hours @ \$115.00 per hour .....	\$ 1,506.50
Aaron M. Mielke, Engineer/Scientist/Specialist II	
0.5 hours @ \$105.00 per hour .....	\$ 52.50
Ross S. Mullen, Engineer/Scientist/Specialist I	
71.6 hours @ \$65.00 per hour .....	\$ 4,654.00
<i>Subtotal, Watershed-Wide P8 Water Quality Model.....</i>	<i>\$ 7,781.00</i>

#### NEXT GENERATION PLAN

Coordination regarding Next Generation Plan tasks; internal meeting regarding review of city requirements and city standards; prepared member city standards comparison table; prepared for and attend special Commission meeting regarding Next Generation Plan.

James P. Herbert, Principal Engineer/Scientist	
0.5 hours @ \$145.00 per hour .....	\$ 72.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
5.3 hours @ \$145.00 per hour .....	\$ 768.50
Daniel R. Petrik, Engineer/Scientist/Specialist II	
2.3 hours @ \$105.00 per hour .....	\$ 241.50
<i>Subtotal, Next Generation Plan.....</i>	<i>\$ 1,082.50</i>

**TOTAL PLANNING.....\$ 9,661.50**

<b>ANNUAL REPORT</b>
----------------------

Preparation of 2011 annual report.

James P. Herbert, Principal Engineer/Scientist	
3.5 hours @ \$145.00 per hour .....	\$ 507.50
Karen L. Chandler, Engineer/Scientist/Specialist III	
0.8 hours @ \$145.00 per hour .....	\$ 116.00
Technicians/Administrative.....	\$ 42.50
<i>Subtotal, Technical Services.....</i>	<i>\$ 666.00</i>

**TOTAL ANNUAL REPORT .....\$ 666.00**

<b>WATERSHED OUTLET MONITORING PROGRAM (WOMP)</b>
---

**TOTAL WOMP.....\$ 0.00**

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through tax levy)</b>
---

PLYMOUTH CREEK RESTORATION PROJECT (2010 CR)

Performed grant information review and documentation; published new reports and updated Bassett Creek website to meet BWSR requirements.

Daniel R. Petrik, Engineer/Scientist/Specialist II	
0.8 hours @ \$105.00 per hour .....	\$ 84.00
<i>Subtotal, Plymouth Crk Restoration Project .....</i>	<i>\$ 84.00</i>

CRYSTAL-REGENT AVENUE (2010 CR)

Performed grant information review and documentation; internal meeting and communications with BWSR regarding grant reporting requirements; published new reports and updated Bassett Creek website to meet BWSR requirements.

Karen L. Chandler, Engineer/Scientist/Specialist III	
0.3 hours @ \$145.00 per hour .....	\$ 43.50
Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
2.6 hours @ \$100.00 per hour .....	\$ 260.00
Daniel R. Petrik, Engineer/Scientist/Specialist II	
0.8 hours @ \$105.00 per hour .....	\$ 84.00
Technicians/Administrative .....	\$ 37.50
<i>Subtotal, Crystal-Regent Avenue .....</i>	<i>\$ 425.00</i>

WISCONSIN AVENUE – CRYSTAL (2011 CR)

Communication with City staff and its consultant; prepared cost estimate for proposed work; prepared for and attended meeting with Golden Valley staff regarding CIP project; reviewed revised plans submitted by Golden Valley's consultant and provided comments; prepared memorandum to the BCWMC regarding review of design plans; prepared letter of recommendation to City of Golden Valley.

Leonard J. Kremer, Principal Engineer/Scientist	
3.2 hours @ \$160.00 per hour .....	\$ 512.00
James P. Herbert, Principal Engineer/Scientist	
11.0 hours @ \$145.00 per hour .....	\$ 1,595.00
Karen L. Chandler, Engineer/Scientist/Specialist III	
3.7 hours @ \$145.00 per hour .....	\$ 536.50
Rita W. Weaver, Engineer/Scientist/Specialist II	
0.7 hours @ \$100.00 per hour .....	\$ 70.00
Jeffrey D. Weiss, Engineer/Scientist/Specialist II	
7.9 hours @ \$100.00 per hour .....	\$ 790.00
Amy R. Mikus, Engineer/Scientist/Specialist I	
5.0 hours @ \$80.00 per hour .....	\$ 400.00



Expenses (Mileage).....	\$	13.88
<i>Subtotal, Wisconsin Avenue - Crystal.....</i>		

\$ 3,917.38

#### WIRTH LAKE OUTLET MODIFICATION (WTH-4)

Performed grant information review and documentation; internal meeting and communications with BWSR regarding grant reporting requirements; published new reports and updated Bassett Creek website to meet BWSR requirements.

Karen L. Chandler, Engineer/Scientist/Specialist III		
0.3 hours @ \$145.00 per hour .....	\$	43.50
Jeffrey D. Weiss, Engineer/Scientist/Specialist II		
2.6 hours @ \$100.00 per hour .....	\$	260.00
Technicians/Administrative.....	\$	37.50
<i>Subtotal, Wirth Lake Outlet Modification.....</i>		

\$ 341.00

#### IRVING AVE (CONDUIT ENTR) TO GOLDEN VALLEY RD (2012 CR)

Coordination with BWSR; prepared revised work plan for BWSR grant and follow-up; reviewed 2012 grant agreement and compared against 2011 agreement for changes; response to citizen inquiry regarding project; internal communications regarding 2012 BWSR grant agreement; prepared memo for Commission meeting regarding status of 2012 BWSR grant; prepared transmittal letter and mailed signed agreement to BWSR; responded to request from Alternate Commissioner Goddard regarding proposed 2012 main stem project work and resident concerns.

Jeffrey T. Lee Principal Engineer/Scientist		
0.3 hours @ \$130.00 per hour .....	\$	39.00
Karen L. Chandler, Engineer/Scientist/Specialist III		
5.6 hours @ \$145.00 per hour.....	\$	812.00
Daniel R. Petrik, Engineer/Scientist/Specialist II		
2.1 hours @ \$105.00 per hour .....	\$	220.50
Jeffrey D. Weiss, Engineer/Scientist/Specialist II		
2.9 hours @ \$100.00 per hour .....	\$	290.00
Expenses (postage).....	\$	1.10
<i>Subtotal, Irving Avenue to Golden Valley Rd (Admin) .....</i>		

\$ 1,362.60

#### SCHAPER POND ENHANCEMENT

Coordination regarding Schaper Pond enhancements; attended meeting with Alternate Commissioner Hanson regarding the Shaper Pond CIP and proposed pond alterations.

James P. Herbert, Principal Engineer/Scientist		
0.5 hours @ \$145.00 per hour .....	\$	72.50
Karen L. Chandler, Engineer/Scientist/Specialist III		
2.0 hours @ \$145.00 per hour .....	\$	290.00
Keith M. Pilgrim, Engineer/Scientist/Specialist III		
3.3 hours @ \$125.00 per hour .....	\$	412.50

Expenses (Mileage).....\$ 12.77  
*Subtotal, Schaper Pond Enhancement .....*\$ 787.77

**TOTAL CAPITAL IMP PROJECTS (Tax Levy) .....\$ 6,917.75**

<b>CAPITAL IMPROVEMENT PROJECTS (Funded through Flood Control Project Long-term Maintenance Funds)</b>
--

**TOTAL CAPITAL IMPROVEMENT PROJECTS  
(Maintenance Funds) .....\$ 0.00**

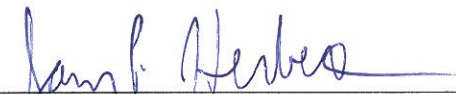
<b>TMDL STUDIES</b>
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**TOTAL TMDL STUDIES.....\$ 0.00**

<b>SUMMARY TOTALS</b>
-----------------------

**Total Engineering.....\$ 16,964.90**  
**Total Secretarial Services Expenses .....\$ 372.09**  
**Total Planning.....\$ 9,661.50**  
**Total Annual Report .....\$ 666.00**  
**Total WOMP .....\$ 0.00**  
**Total Capital Improvement Projects (Tax Levy) .....\$ 6,917.75**  
**Total Capital Improvement Projects (Maintenance Funds) .....\$ 0.00**  
**Total TMDL Studies .....\$ 0.00**  
  
**TOTAL PAYABLE .....\$ 34,582.24**

Barr declares under the penalties of law  
that this account, claim or demand is just  
and that no part of it has been paid.

  
\_\_\_\_\_  
Leonard J. Kremer



# Amy Herbert · Virtual Administrator Services

bcra@barr.com · 952-832-2652

April 7, 2012

Bassett Creek Watershed Management Commission (BCWMC)  
Attn: Sue Virnig, Deputy Treasurer  
7800 Golden Valley Road  
Golden Valley, MN 55427

*For contracted services March 1, 2012, through March 31, 2012*

## **Administrative Services to BCWMC**

- Organized the March 15<sup>th</sup> BCWMC packet materials for copying; copied and assembled meeting packets, delivered packets to Barr Engineering mail room for weighing, adding postage, and mailing; posted meeting materials online and e-mailed link to the Commission and TAC.
- Maintained BCWMC files; Communicated with BCWMC attorney, engineers, Deputy Treasurer, Chair, commissioners, and committee members.
- Organized BCWMC monthly invoices; Distributed invoice payments.
- Prepared the March meeting minutes; provided City of Minneapolis with a copy of the BCWMC resolution 12-05 approving the Cooperative Agreement for the Bassett Creek Main Stem restoration project; Sent the TAC a reminder e-mail about the March 1<sup>st</sup> TAC meeting; Sent updated BCWMC roster to BWSR; Communicated with Brian Johnson of the Metropolitan Council regarding the BCWMC's 2012 CAMP participation; Scheduled BCWMC's March 29<sup>th</sup> "Next Generation Plan" meeting.
- Created meeting notice for the March 29<sup>th</sup> BCWMC Special Meeting and the April 5<sup>th</sup> TAC meeting.

36.75 hours @ \$57.00 per hour ..... \$2,094.75

## **BCWMC Meetings**

Set up and attended the March 15<sup>th</sup> BCWMC meeting (coordinated room reservations, ordered/ received catering, coordinated agenda, prepared and provided handouts not in meeting packet; recorded meeting)

5.00 hours @ \$57.00 per hour ..... \$285.00

**CIP Administrative Services**

Photocopied for meeting packet the Cooperative Agreement for the CIP Project in the Northwood Lake Watershed in Plymouth

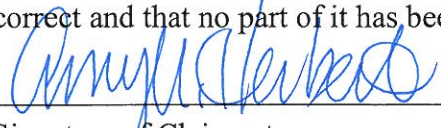
0.25 hour @ \$57.00 per hour..... \$14.25

**Mileage**

Roundtrip mileage between Chanhassen and Golden Valley City Hall for March 15<sup>th</sup> BCWMC meeting (17.08 miles x 0.555 = \$9.48)..... \$9.48

Subtotal Administrative Services	\$2,389.23
Subtotal CIP Administrative Services	\$14.25
<b>Total Current Billing:</b>	<b>\$2,403.48</b>

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

  
\_\_\_\_\_  
Signature of Claimant

# ACE Drop-Off Catering

# Invoice

VB Box 132  
PO Box 9202  
Minneapolis, MN 55480-9202  
612/238-4016 ahooffer@damico.com

INVOICE #

51872

## SHIP TO

Golden Valley City Hall-2nd fl Conf  
7800 Golden Valley Road  
Site Contact: Judy N 763/593-3991  
PO#23270512008300  
952/832-2652 fax: 832-2601

## BILL TO

Barr Engineering  
Amy Herbert  
4700 W 77th Street  
Edina, MN 55435-4803

P.O. NUMBER	TERMS		DELIVERY DATE	DAY	PPL	DELIVERY TIME
see above	Due on receipt		4/19/2012	Thursday	19	11 AM (10:45-11:15)

QUATY	DESCRIPTION	PRICE EA...	AMOUNT
19	Executive Sandwich and Wrap Buffet with the Sauce On the Side	12.45	236.55T
1	Vegetarian Asian Wrap with Napa Cabbage, Red Peppers, Scallions, Carrots, Sunflower Seeds with Sweet & Spicy Sauce on the Side	0.00	0.00T
3	Greek Turkey Wrap with Roasted Peppers, Olives, Spinach, Feta Cheese and Cucumber Yogurt Sauce on the Side	0.00	0.00T
5	Smoked Turkey Caesar Wrap with Chopped Romaine Lettuce, Parmesan Cheese and Caesar Dressing on the Side	0.00	0.00T
5	Santa Fe Chicken Wrap with Black Beans, Roasted Corn, Shredded Cheese, Onions, Lettuce, Salsa and Chipotle Ranch Sauce on the Side	0.00	0.00T
3	Roast Beef Fajita Wrap with Onions, Peppers, Cheddar Cheese and Chipotle Sauce on the Side	0.00	0.00T
2	Sliced Ham and Mozzarella Wrap	0.00	0.00T
19	Gourmet Pasta Salad	0.00	0.00T
19	Seasonal Fresh Fruit	0.00	0.00T
12	Potato Chips	0.75	9.00T
19	Assorted Bars & Cookies	0.00	0.00T
1	Dozen-Assorted Bars & Cookies	18.00	18.00T
19	Assorted Sodas- 4 Diet Coke, 4 Coke & 6 Sprites	1.25	23.75T
	Subtotal		287.30
	Delivery Charge * See Below	20.00	20.00T
	Metro Sales Tax	7.275%	22.36

Disposable Papergoods & Serving Pieces Included

**Total**

**\$329.66**

\*\*\*Delivery charges do not include any tip or gratuity to the driver. They are used to defer the additional expense of vehicles, insurance, packaging and other items associated with making a delivery. Please make checks payable to "D'Amico Catering".

Reference the invoice # and delivery date on your check, unless paid by credit card.

Thank you for your business.

Agreed to by (customer)\_\_\_\_\_





CERTIFIED PUBLIC  
ACCOUNTANTS

5353 Wayzata Boulevard • Suite 410 • Minneapolis, MN 55416  
Telephone: 952-545-0424

MALLOY  
MONTAGUE  
KARNOWSKI  
RADOSEVICH  
& Co., P.A.  
Fax: 952-545-0569

Ms Sue Virnig  
Bassett Creek Water Management Commission  
City of Golden Valley  
7800 Golden Valley Road  
Golden Valley, MN 55427

Invoice No. 30426

Date 02/29/2012  
Client No. 6355

---

**FOR PROFESSIONAL SERVICES**

Progress billing for services completed through 02/29/2012 on audit of financial statements for the year ended 01/31/2011.

\$ 2,850.00

RECEIVED  
MAR 15 2012  
CITY OF GOLDEN VALLEY



April 9, 2012

*Adding Quality to Life*

Ms. Amy Herbert, Recording Administrator  
BASSETT CREEK WATERSHED MANAGEMENT COMMISSION  
c/o Barr Engineering Company  
4700 West 77<sup>th</sup> Street  
Minneapolis, MN 55435-4803

SUBJECT: PLYMOUTH CREEK STREAM BANK RESTORATION  
CITY PROJECT NO. 8128  
REQUEST FOR REIMBURSEMENT

Dear Ms. Herbert,

The current cost of the Plymouth Creek Stream Bank Restoration project is \$1,016,143.86. The City has received reimbursement from the Bassett Creek Watershed Management Commission (Commission) in the amount of \$818,885.77 and the City has received reimbursement from Hennepin County in the amount of \$155,000.

The attached Table 1 indicates all invoices received through April 9, 2012. Items indicated with an asterisk are included in this request for reimbursement. The City is requesting a reimbursement of **\$42,258.09** from the Commission per the terms of the Cooperative Agreement for the Plymouth Creek Improvements dated September 17, 2009.

Construction is complete and the City has hired a long term maintenance contractor, however, permitting requirements require monthly wetland monitoring and annual monitoring reports through 2015. The estimated costs for this reporting are anticipated to total \$10,000. Because some project costs can linger several years past the end of construction, Chair Black would like some discussion by the Commission on the appropriate time for Cities to request final reimbursement for capital projects funded by the Commission.

Reimbursement in the amount of **\$42,258.09** to the City should be sent to my attention at:

**Derek Asche**  
**Engineering Department**  
**Plymouth City Hall**  
**3400 Plymouth Blvd.**  
**Plymouth, MN 55447**

Thank you again for your support on this project. If you have any questions regarding the submission, please contact me at 763-509-5526.

Sincerely,

Derek Asche  
Water Resources Manager

enc: Invoices Summary  
Invoices from 12/6/11 through 3/31/12  
Cooperative Agreement

3400 Plymouth Blvd • Plymouth, Minnesota 55447-1482 • Tel: 763-509-5000 • [www.plymouthmn.gov](http://www.plymouthmn.gov)



**Table 1. Design and Construction Costs through April 6, 2012.****Design Costs**

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
10/19/2009	Arrowhead Environmental	Wetland Delineation	\$2,600.00
12/31/2009	Wenck Associates	Professional Services	\$15,455.30
1/31/2010	Wenck Associates	Professional Services	\$19,845.07
2/28/2010	Wenck Associates	Professional Services	\$20,323.50
2/28/2010	Wenck Associates	Wetland Monitoring	\$3,538.41
3/31/2010	Wenck Associates	Professional Services	\$25,134.34
4/30/2010	Wenck Associates	Professional Services	\$35,326.60
4/30/2010	Wenck Associates	Wetland Monitoring	\$534.20
5/31/2010	Wenck Associates	Wetland Monitoring	\$414.80
5/31/2010	Wenck Associates	Professional Services	\$11,429.60
6/30/2010	Wenck Associates	Wetland Monitoring	\$578.50
6/30/2010	Wenck Associates	Professional Services	\$6,816.90
7/31/2010	Wenck Associates	Wetland Monitoring	\$133.50
7/31/2010	Wenck Associates	Professional Services	\$14,586.79
8/31/2010	Wenck Associates	Wetland Monitoring	\$588.00
8/31/2010	Wenck Associates	Professional Services	\$4,849.60
9/30/2010	Wenck Associates	Wetland Monitoring	\$44.04
9/30/2010	Wenck Associates	Professional Services	\$6,398.43
10/31/2010	Wenck Associates	Professional Services	\$9,089.80
11/23/2010	Construction Bulletin	Ad for Bids	\$143.26
11/30/2010	Wenck Associates	Professional Services	\$11,451.05
11/30/2010	Wenck Associates	Wetland Monitoring	\$133.50
11/30/2010	Construction Bulletin	Ad for Bids	\$143.26
12/2/2010	Sun Newspapers	Ad for Bids	\$135.85
12/31/2010	Wenck Associates	Professional Services	\$49.02
12/31/2010	Wenck Associates	Wetland Monitoring	\$267.00
1/25/2011	ARC (ERS Digital)	Clean Water, Land, Legacy Signage	\$130.80
1/31/2011	Wenck Associates	Wetland Monitoring	\$337.20
2/28/2011	Wenck Associates	Wetland Monitoring	\$702.00
3/30/2011	Wenck Associates	Wetland Monitoring	\$1,341.85
5/31/2011	Wenck Associates	Wetland Monitoring	\$1,021.90
6/23/2011	Wenck Associates	Wetland Monitoring	\$764.00
9/30/2011	Wenck Associates	Wetland Monitoring	\$519.30
12/6/2011	Wenck Associates	Wetland Monitoring	\$89.00 *
2/9/2012	Arrowhead Environmental	Year 1 Project Monitoring	\$900.00 *
3/31/2012	Wenck Associates	Wetland Monitoring	\$1,419.00 *
<b>Total Design Costs:</b>			<b>\$197,235.37</b>

**Construction Costs**

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2/8/2011	Tree Trust	Tree Removals	\$55,632.17
2/15/2011	Sunram Construction Inc.	Stream Restoration	\$210,349.81
3/8/2011	Tree Trust	Tree Removals	\$49,102.45
3/8/2011	Sunram Construction Inc.	Stream Restoration	\$217,357.58
5/17/2011	Sunram Construction Inc.	Stream Restoration	\$146,786.65
6/28/2011	Sunram Construction Inc.	Stream Restoration	\$90,576.69
6/30/2011	Tree Trust	Tree Removals	\$5,512.35
10/7/2011	Tree Trust	Tree Replacement	\$3,740.70
2/14/2012	Sunram Construction Inc.	Stream Restoration	\$39,850.09 *
<b>Total Construction Costs:</b>			<b>\$818,908.49</b>

<b>Grand Total:</b>	<b>\$1,016,143.86</b>
---------------------	-----------------------



# SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- a. *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- b. *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- c. *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

\_\_\_\_\_ accepts liability coverage limits of \$ \_\_\_\_\_ from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- ☐ The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- ☐ The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

*Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044*



4H.

**PRINCIPALS**

Thomas M. Montague, CPA  
Thomas A. Karnowski, CPA  
Paul A. Radosevich, CPA  
William J. Lauer, CPA  
James H. Eichten, CPA  
Aaron J. Nielsen, CPA  
Victoria L. Holinka, CPA

March 30, 2012

Board of Commissioners  
Bassett Creek Watershed Management Commission

The following is a summary of our audit work, key conclusions, and other information that we consider important or that is required to be communicated to the Board of Commissioners, administration, or those charged with governance of the Bassett Creek Watershed Management Commission (the Commission).

**OUR RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES OF AMERICA AND *GOVERNMENT AUDITING STANDARDS***

We have audited the financial statements of the governmental activities and each major fund of the Commission as of and for the year ended January 31, 2012. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you verbally and in our audit engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

**PLANNED SCOPE AND TIMING OF THE AUDIT**

We performed the audit according to the planned scope and timing previously discussed and coordinated in order to obtain sufficient audit evidence and complete an effective audit.

**AUDIT OPINION AND FINDINGS**

Based on our audit of the Commission's financial statements for the year ended January 31, 2012:

- We have issued an unqualified opinion on the Commission's financial statements. The Commission has elected not to present management's discussion and analysis, which accounting principles generally accepted in the United States of America has determined necessary to supplement, although not required to be a part of, the basic financial statements.
- We reported no deficiencies in the Commission's internal control over financial reporting that we considered to be material weaknesses.
- The results of our testing disclosed no instances of noncompliance required to be reported under *Government Auditing Standards*.
- We reported no findings based on our testing of the City's compliance with Minnesota laws and regulations.



### **SIGNIFICANT ACCOUNTING POLICIES**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Commission are described in Note 1 of the notes to basic financial statements. For the year ended January 31, 2012, the Commission has implemented Governmental Accounting Standards Board (GASB) Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions." This statement established new fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds. It also clarifies existing governmental fund type definitions to improve the comparability of governmental fund financial statements.

We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

### **CORRECTED AND UNCORRECTED MISSTATEMENTS**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Where applicable, management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management, when applicable, were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

### **ACCOUNTING ESTIMATES AND MANAGEMENT JUDGMENTS**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that they are reasonable in relation to the basic financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The financial statement disclosures are neutral, consistent, and clear.

### **DIFFICULTIES ENCOUNTERED IN PERFORMING THE AUDIT**

We encountered no difficulties in dealing with management in performing and completing our audit.

### **DISAGREEMENTS WITH MANAGEMENT**

For purposes of this report, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.



#### MANAGEMENT REPRESENTATIONS

We have requested certain representations from management that are included in the management representation letter dated March 30, 2012.

#### MANAGEMENT CONSULTATIONS WITH OTHER INDEPENDENT ACCOUNTANTS

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Commission's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no consultations with other accountants.

#### OTHER AUDIT MATTERS

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Commission's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### CLOSING

We would be pleased to further discuss any of the information contained in this report or any other concerns that you would like us to address. We would also like to express our thanks for the courtesy and assistance extended to us during the course of our audit.

This report is intended solely for the information and use of those charged with governance of the Commission, management, and those who have responsibility for oversight of the financial reporting process. It is not intended to be, and should not be, used by anyone other than these specified parties.

*Mallory, Montague, Karnowski, Radosevich & Co., P.A.*

MALLOY, MONTAGUE, KARNOWSKI, RADOSEVICH & CO., P.A.

## Request for Proposals

### Project Background

The Bassett Creek Watershed Management Commission (BCWMC) is a joint powers organization formed by the member cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park. Initially organized to provide flood control, the BCWMC's primary emphasis is now on improving surface water quality.

The BCWMC is governed by a nine-member Board of Commissioners with a representative appointed by each member community. Technical matters are addressed with assistance from a nine-member Technical Advisory Committee (TAC) with each member community appointing a staff representative to the committee.

The Board functions as a "working" board with subcommittees responsible for administration, education, and other BCWMC activities. Three consultants work at the board's direction: Barr Engineering, which provides engineering services; Kennedy & Graven, which provides legal services and Amy Herbert, who provides recording and administrative support services.

In 2008, the BCWMC completed an organizational analysis and has been working since then to implement the recommendations of the study. These recommendations include:

- Increasing the organization's administrative capacity to coordinate and lead strategic planning and implementation, establish effective administrative procedures, provide project oversight, and facilitate communications among the Commission's members and stakeholders
- Clarifying roles, responsibilities, and relationships of the Board, TAC, contractors and consultants
- Ensuring alignment between the Commission's mission and strategic plan and annual work plans
- 

The BCWMC first contracted with an administrator in 2010 to begin to implement these recommendations. The commission is now seeking to contract with a uniquely talented, flexible and creative individual to continue this effort.

### Scope of Services

The Commission is seeking proposals from independent contractors to provide administrative leadership and coordination.

The services to be provided by the independent contractor are:

- Facilitate the development and implementation of an updated watershed management plan to set strategic direction, goals, policies and work plans for the next 10 years.
- Establish processes to increase the organization's efficiency and to reduce duplication of effort
- Serve as the primary point of contact for Commission business and coordinate activities among consultants
- Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups
- 
- Identify opportunities to secure grant funding and develop partnerships to accomplish the Commission's Watershed Management Plan
- Track implementation of Watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met
- Other duties or activities as may be directed by the Commission.

The successful independent contractor will be asked to develop an annual work plan and reporting system in consultation with the Commission's Administrative Committee.



## **Proposal Requirements**

Proposals must contain the following information:

1. Your name, address, telephone number and e-mail and experience working as an independent contractor
2. A statement detailing your understanding of the work and the approach you would use to provide the requested services
3. A summary of comparable projects and relevant experience in the following areas:
  - a. providing administrative direction and coordination services for a governing body
  - b. interacting with local government agencies on matters involving water management, planning, and civil engineering
  - c. developing and implementing administrative and financial processes
  - d. securing and managing grant funding
4. The resumes of the individual(s) who will be providing the requested services, noting any special or unique experiences and/or qualifications that the proposer brings to this assignment
5. Your availability to start this work and the resources you have available to take on this contract. Please comment on other projects currently under contract and your ability to commit to a 12-month service contract with the BCWMC
6. The names and contact information for four professional references and a statement for each reference explaining how this individual is familiar with your work.
7. The hourly rate that will be in effect for the *12-month* term of a contract.
8. A professional writing sample.

## **Evaluation and Selection Criteria**

1. The BCWMC reserves the right to reject and/or award any or all proposals or parts thereof and to waive any technicalities or formalities according to the best interests of the Commission.
2. The BCWMC reserves the right to interview any or all proposers at its discretion.
3. The BCWMC reserves the right to negotiate an agreement with the selected proposer, including refining the scope of services to be provided and hourly rate.
4. The BCWMC will review the proposals based on the following criteria:
  - a. The proposer's understanding of the scope of services requested
  - b. The proposer's experience and qualifications
  - c. Experience with similar projects, especially watershed-related work
  - d. Ability to meet project requirements as outlined in this Request for Proposals.



## Timeline and Submission Procedures

The deadline for proposals is, by no later than 4:30 p.m.

All proposals must be submitted electronically to Sue Virnig [svirnig@ci.golden-valley.mn.us](mailto:svirnig@ci.golden-valley.mn.us) in a single PDF document.

## Questions

Please direct all questions to:

*Ms. Ginny Black, Chair  
Bassett Creek Watershed Management Commission  
c/o City of Plymouth  
3400 Plymouth Boulevard  
Plymouth, MN 55447  
E-mail: [gblack@ci.plymouth.mn.us](mailto:gblack@ci.plymouth.mn.us)  
Telephone number: 763-370-5618 (cell)*



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5B – 228 Peninsula Road – Medicine Lake  
BCWMC April 19, 2012 Meeting Agenda  
**Date:** April 11, 2012  
**Project:** 23270051 2012 233

### 5B. 228 Peninsula Road Floodplain Mitigation: Medicine Lake

#### Summary

**Proposed Work:** Demolition of Existing Home, Single Family Home Construction

**Basis for Commission Review:** Fill and Compensating Storage in the Floodplain

**Change in Impervious Surface:** 3,300 square feet increase

**Recommendation:** Conditional Approval

#### General Background & Comments

A request was received for review of a proposed single family home at the referenced address in the City of Medicine Lake. BCWMC review of the above referenced property is required due to the proposed fill and required compensating storage in the Medicine Lake floodplain. Construction is proposed to be completed in two phases. Phase 1, to be completed in 2012, includes demolition of the existing single family home and garage, and grading and construction of a new single family home and garage. Phase 2, to be completed in 2013, includes construction of rainwater gardens to reduce runoff volume as required by the city.

The project will involve a total of 0.5 acres of grading and result in an increase in impervious area of approximately 3,300 square feet due to a larger footprint of the home and garage. The application states that regrading the lot will result in 81.2 cubic yards (2,200 cubic feet) of fill in the floodplain.

#### Floodplain

The 100-year floodplain of Medicine Lake is 890.3 feet, and the normal water level of Medicine Lake is 887.7 ft. Based on existing conditions, the referenced parcel provides 12,000 cubic feet of floodplain storage. The proposed project will provide 10,300 cubic feet of floodplain storage. The applicant has identified an additional 1,300 cubic feet of floodplain storage within the French drain and at the bottom of the rain garden, however since this area may not drain under proposed conditions, it cannot be considered compensating floodplain storage.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 5B – 228 Peninsula Road Floodplain Mitigation: Medicine Lake BCWMC  
**Date:** April 11, 2012  
**Page:** 2  
**Project:** 23270051 2012 233

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## **Wetlands**

The BCWMC is the Local Government Unit (LGU) responsible for review of the project for conformance to the MN Wetland Conservation Act (WCA). The applicant must provide evidence indicating wetlands do not exist on the site or that project is in conformance with the WCA.

## **Stormwater Management**

The proposed work on the site will not significantly change stormwater drainage. Local stormwater issues will be reviewed by the City. Generally, the entire lot drains to Medicine Lake.

## **Water Quality Management**

Under existing conditions, runoff from impervious surfaces drains untreated to the lake. Under proposed conditions, the impervious surfaces will drain to vegetated swales or French drains to two proposed rainwater gardens. Because of its relatively small size, this project is not required to provide Level I water quality treatment and is not required to meet the BCWMC's non-degradation policy. Therefore the proposed rainwater gardens design and construction were not evaluated by Commission staff and will be reviewed by the City.

## **Erosion and Sediment Control**

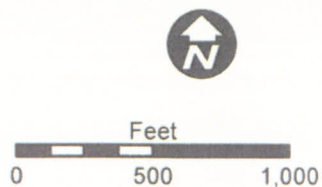
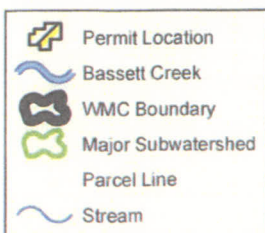
Temporary erosion control features include silt fence surrounding the area to be graded.

## **Recommendation**

Conditional approval based on following comments:

1. The project results in a decrease in floodplain storage of 1,700 cubic feet (63 cubic yards). Additional floodplain storage must be provided to compensate for all floodplain fill.
2. The lowest floor elevation must be two-feet higher than the 100-year water surface elevation. The low floor elevation of the proposed structure must be noted on the plan sheets.
3. The 890.3 ft. floodplain elevation should be included on the site plan.
4. Floodplain mitigation must be constructed at the time fill is placed in the floodplain (Phase 1).
5. The applicant must provide evidence indicating wetlands do not exist on the site or that project is in conformance with the WCA.





LOCATION MAP  
APPLICATION 2012-08  
228 Peninsula Road  
Single Family Residence Construction  
Medicine Lake, MN



6A.



## City of Medicine Lake

10609 South Shore Drive • Medicine Lake, Minnesota 55441 • (763) 542-9701 • (763) 746-0142 fax

April 9, 2012

Ms. Ginny Black  
Chairperson  
Bassett Creek Watershed Management Commission  
7800 Golden Valley Road  
Golden Valley, MN 55427

**RE: Request for investigation and repair of a possible leak on the Bassett Creek dam and removal of rip rap stabilization over the Met Council trunk sewer line crossing Bassett Creek, City of Plymouth**

Dear Ms. Black:

I am making a two-fold request as Commissioner of the City of Medicine Lake. First, I am asking the Bassett Creek Watershed Management Commission (BCWMC) to promptly investigate a probable leak at the Medicine Lake outlet structure, also known as the Bassett Creek dam, and, if confirmed, assign the jurisdictional authority so that a repair may be directed as soon as possible. Second, I am asking that the BCWMC direct that the riprap recently placed atop the Met Council trunk sewer line that crosses the creek bed immediately south of the Bassett Creek bridge at South Shore Drive be removed, and; that the Commission engineers devise a better solution to prevent possible scouring of the creek bottom here without causing an obstruction of the creek or change in elevation of the pooling area below the dam.

**Background**

On Sunday, March 18, 2012, the ice went out on Medicine Lake. With very low water levels at freeze-up last fall and very little snow pack this past winter, any remaining water between the shore of the lake (mouth of the creek) and the dam completely disappeared over winter. Virtually the same thing happened below the dam, where only a small pool of water was left to freeze to the bottom below the adjacent Bassett Creek bridge. By Tuesday, March 20, there was a noticeable change to the area. The ice dam at the mouth of the creek had thawed with the rest of the lake ice, which allowed rising water to pool into the channel up to the dam. The water level in the channel rose to the lake level—within about two inches of the bottom of the weir. No water was flowing over the dam. But in those same two days, the area below the dam also filled with water and created a new pool at a sustained higher level than the relatively dry creek bed South of the bridge. Late last fall, I believe the Met Council placed a riprap obstruction across Bassett Creek immediately to the South of the bridge to stabilize a scour area developing on top of the concrete encased sanitary sewer line that crosses the creek (you'll recall the BCWMC originally granted the Met Council an emergency exemption from Commission review to repair/replace their sewer line

while the bridge was being constructed in 2010). The riprap now forms a second smaller dam that allowed for the pool to form between it and the outlet structure, which led me to suspect a leak in the dam. In walking the site, water could be seen flowing through the riprap into the lower creek channel. There was no way to account for this water flow, as there had been no rain events and no recent melt water discharge to this basin. To further the investigation, I spoke to one of the adjacent property residents and mentioned to him my suspicions that the dam just might be leaking. Dick Farveau claimed that the dam has been leaking for about three years. In fact, he said, you can see the water seeping under the West wing of the dam under certain conditions. To date, no water has yet flowed across the weir of the dam, but positive water flow continues to flow down the creek from below the dam.

### **Recommendations**

Again, on behalf of the City, I am concerned that both of these issues be attended to quickly while low water levels present an opportunity for work at the site. Medicine Lake area residents have expressed their concerns about low water levels on Medicine Lake for several years. It is not known presently what volume is leaking from the dam or for how long. However, any amount of leakage may be viewed as a contributory impact of receding lake levels and could become a public relations issue for the Commission if left unaddressed. More seriously, the leak may be revealing a deeper design flaw or a structural anomaly that, under the right set of circumstances, might cause a greater failure of the structure. Perhaps the installation of the new bridge and setting of sheet pilings caused a crack in the structure, or something more significant.

The riprap placement is a whole other issue. I believe any such partial obstruction added to the channel of a stream would require certain permitting from the MnDNR and review and approval by BCWMC, regardless of prior permissions for work to repair/replace the sewer line. The Commission should investigate and report what permissions were sought and granted for the placement of the riprap.

The Commission engineers should make four additional findings:

- **Is there indeed a leak at the Bassett Creek dam?** If so, to what degree is it leaking and what solutions are available to the Commission or other assigned LGUs to fix the leak or otherwise repair the dam?
- **Does the newly added rip rap significantly reduce the available flow of water able to pass beneath the bridge during a flood event?** As an eyeball estimate, the new riprap reduces the opening by about 12 to 14 inches from the normal creek bed level to the underside of the bridge. The new bridge was designed with a broader passageway than the old bridge but the deck was lowered to facilitate the road design on both approaches. Anything additionally restricting the opening, like this obstruction, should be removed.
- **If left in place, does the riprap elevate the normal pool level of the creek between the bottom of the dam and the riprap?** If so, this deepens the water beneath the bridge to nearly five feet in places, which may become an unexpected deep water hazard to children or adults playing and fishing in and around the bridge.
- **Would a new higher-level pool created below the dam but above the riprap provide rough fish easier passage into Medicine Lake?** While some rough fish do appear to be



able to breach the dam into the lake during high waters, this new higher pool may considerably lengthen the opportunity for more rough fish to enter Medicine Lake.

I have taken a number of photographs showing the existing and prior conditions and have attached them here for your review.

Please include this request as an April 2012 Commission meeting new business agenda item so that the Commission may direct further action by its engineers and/or technical advisory committee as may be warranted.

Sincerely,

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

Ted Hoshal  
BCWMC, Commissioner, Medicine Lake

Enclosures

cc Mayor Mary Anne Young, Medicine Lake



Photo 1: View Northeast from Bassett Creek Bridge on South Shore Drive. Notice how waters have receded to lake shoreline and area below dam is virtually dry. These conditions persisted through the winter months. Photo taken November 2, 2011.





Photo 2: Channel approach fills to dam one day after ice out. Notice how area below the dam is also filled with water. No water appeared on either side of dam as late as March 17, 2012. Photo taken March 19, 2012.





Photo 3: View of weir and lake level measuring gage. Notice that lake water level is about two to three inches short of cresting over the weir. Photo taken March 19, 2012.





Photo 4: South side of Bassett Creek Bridge at South Shore Drive showing creek bed before placement of additional granite rip rap across Met Council sanitary sewer line. Notice gorge below the bridge is still retaining some water (one to two feet deep). Photo taken November 2, 2011.





Photo 5: South side of bridge showing creek bed with new granite riprap placed over sanitary sewer line. Notice the amount of constriction in opening under the bridge. Photo taken March 19, 2012.



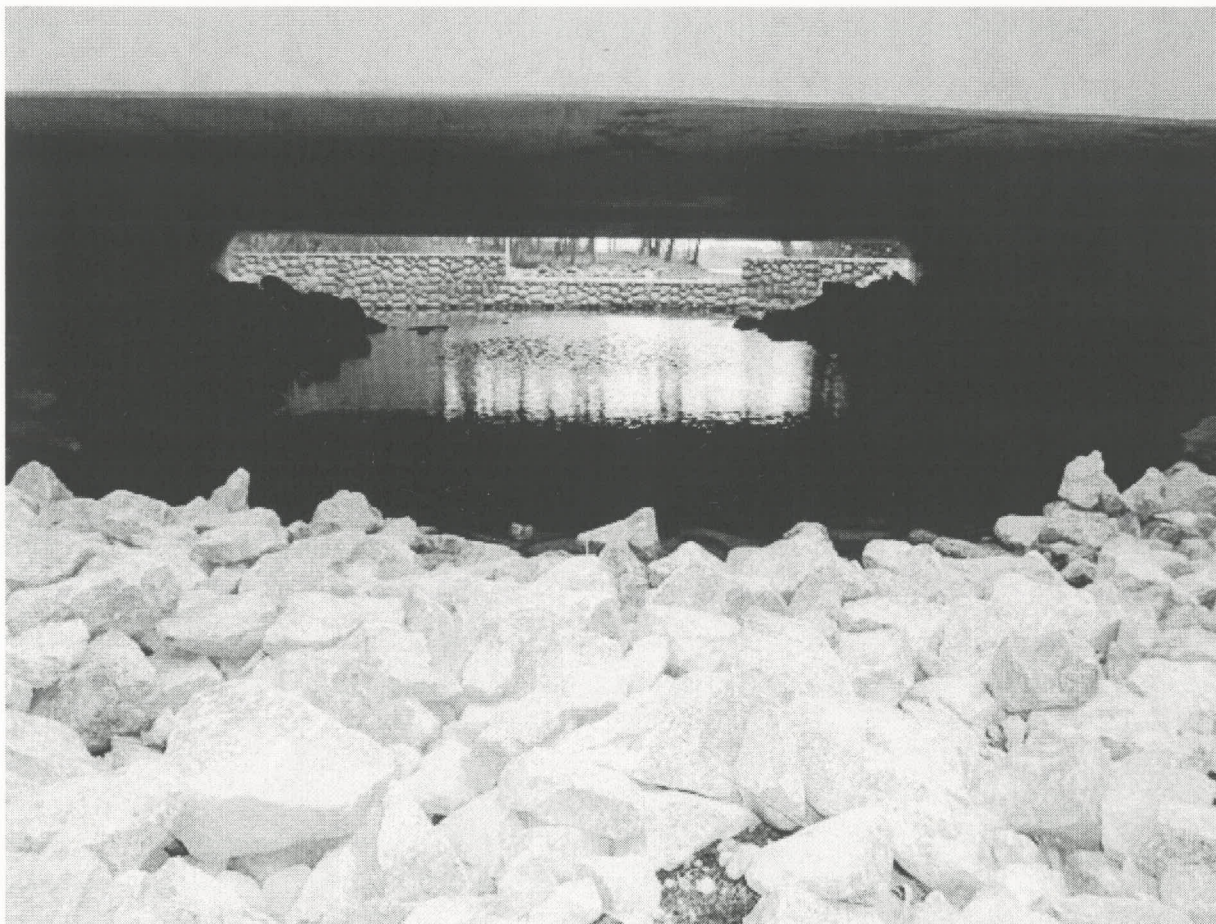


Photo 6: View from South side of bridge looking under bridge towards dam. Notice extent of pool formed from leaking water passing through or beneath dam. Photo taken March 19, 2012.





Photo 7: View looking south down creek from atop newly placed granite riprap. Notice some water is leaking through riprap obstruction and is flowing into creek. Photo taken March 19, 2012.



6B.

## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Technical Advisory Committee  
**Subject:** April 5, 2012 Technical Advisory Committee Meeting  
**Date:** April 11, 2012

The Technical Advisory Committee (TAC) met on April 5, 2012. The following TAC members, city representatives, BCWMC commissioners, and BCWMC staff attended the meeting:

City	TAC Members/Alternates	Other City Representatives
Crystal	Tom Mathisen	Commissioner Dan Johnson
Golden Valley	Jeff Oliver	
Medicine Lake	Absent	
Minneapolis	Lois Eberhart Pat Byrne	
Minnetonka	Liz Stout	
New Hope	Chris Long	
Plymouth	Derek Asche	
Robbinsdale	Richard McCoy	
St. Louis Park	Laura Adler	
BCWMC Staff	Karen Chandler	

Also in attendance were Linda Loomis and Chris Gise, City of Golden Valley residents.

The Technical Advisory Committee (TAC) forwards the following recommendations to the Commission for its consideration. This memorandum presents the recommendations relating to 1) the annual review of the Commission's CIP and developing a draft five-year CIP for 2014 – 2018; 2) the member cities' post-construction best management practices requirements (and review "triggers"), and potential changes to water quality policies pertaining to nutrient loading increases and a water quality banking/trading program; and 3) the Next Generation Watershed Management Plan.

### 1. Annual CIP Review: Develop a Draft Five-Year BCWMC CIP for 2014 – 2018

At their June 2011 meeting, the Commission approved the following changes to the annual CIP process, starting in 2012:



- Direct TAC to meet in April of each year to make recommendations for the CIP two years out – e.g., in April 2012 the TAC will make recommendations for the 2014 CIP. At a subsequent Commission meeting (e.g., April or May), the Commission would then adopt the 2014 CIP.
- Direct the TAC to recommend a 5-year CIP (starting two years out) for the Commission to adopt at a subsequent meeting, and which would be revised every April as part of the TAC meeting. Thus, the 5-year CIP recommended in 2012 would cover the years 2014 – 2018.

At their April 5 meeting, the TAC reviewed the draft CIP for 2014 – 2018 that was developed based on discussion at the March 1 TAC meeting. The table was also updated to show completed vs. uncompleted projects, etc. Attached for Commission consideration is the TAC's recommended CIP.

Should the Commission approve the 2014 CIP projects, then the Commission will need to discuss how it wishes to move forward with feasibility studies and plan amendments (each project will likely require a plan amendment). The intent of the earlier adoption of the 2014 CIP was to allow the Commission to begin the preliminary engineering for the projects earlier than usual.

### **Recommendations**

1. The TAC recommends that the Commission approve inclusion of three projects in the Commission's 2014 Capital Improvement Plan (CIP); see attached April 5, 2012 CIP Table):
  - a. Schaper Pond diversion project, Golden Valley (BCWMC project SL-3).

This project in the Sweeney Lake watershed is per the recommendation in the 2012 feasibility study (*Feasibility Report for the Schaper Pond Improvement Project*). This project is intended to remove an estimated 81 – 156 pounds of phosphorus during the June through September period each year. This amount of phosphorus removal would go a long way towards reaching the Sweeney Lake TMDL phosphorus removal requirements of 99 pounds during the June through September period.

Estimated cost: \$550,000. The TAC recommended increasing this cost estimate to account for project unknowns, such as fluctuating fuel and construction costs and the potential that piling may be required for the project (this will be addressed during final design).

Proposed 2014 assessment: \$550,000.

- b. Water quality improvement site, Golden Valley (BCWMC project BC-7).

This project in the Main Stem watershed is located just east of T.H. 100, near the intersection of Scott Av N and Dawnview Terrace and is per the recommendations in the 2000 study Bassett Creek Main Stem Watershed Management Plan. The 2000

study assumed construction of a water quality treatment pond that would treat runoff from a 63-acre residential watershed and remove 14 pounds of phosphorus per year. However, the TAC recommended that the proposed type of project not yet be limited to a "wet" pond, as a different type of water quality treatment project besides a pond may be more appropriate at the site.

Estimated cost: \$200,000.

Proposed 2014 assessment: \$200,000.

- c. Twin Lake in-lake alum treatment, Golden Valley (BCWMC project TW-2).

This project would reduce internal phosphorus loading of Twin Lake by treating bottom sediments with alum. The one-time treatment is anticipated to reduce the internal phosphorus load by 242 pounds per year and is expected to last for at least 10 years.

Twin Lake is located directly east of Sweeney Lake and is partially within Theodore Wirth Regional Park.

Estimated cost: \$100,000.

Proposed 2014 assessment: \$100,000.

Note: the assessments for the 2013 Lakeview Park Pond project will cover two tax years – 2013 and 2014. The TAC proposes that \$57,000 be assessed for this project in 2013 and \$150,000 be assessed in 2014. Therefore, the total proposed 2014 assessments are \$1,000,000.

2. Adopt the 2014 – 2018 (5-year) CIP, as shown in the attached table.
3. Discuss how/when to move forward with feasibility studies and plan amendments (each project will likely require a plan amendment).

## **2. Member Cities' Post-Construction Best Management Practices Requirements (and Review "Triggers"), and Potential Changes to Water Quality Policies Pertaining to Nutrient Loading Increases and a Water Quality Banking/Trading Program**

The TAC reviewed a draft table comparing the member cities' and BCWMC's stormwater management standards and triggers, and the erosion and sediment control triggers. The TAC provided some edits/ corrections. The comparison tables (Table 1 and Table C) are attached.



The TAC also reviewed Commissioner Welch's following suggested changes to the BCWMC triggers (as provided in a May 11, 2011 memo from Geoff Nash):

*The commission will review any land-alteration project that will:*

- 1. disturb more than 50 cubic yards of soil or 5,000 square feet of vegetation, and*
- 2. contribute stormwater runoff and/or snowmelt to an impaired waterbody (as determined by the Minnesota Pollution Control Agency), whether or not a total maximum daily load study has been completed.*

*Plans and specifications must be submitted to allow analysis of the project's potential to exacerbate the impairment, and best management practices must be incorporated into the project plans to negate the project's contribution to the impairment of the relevant waterbody/ies.*

As part of this discussion, the TAC also considered staff's recommendation that the Commission's non-degradation policy (policy 4.2.2.4) could be expanded to apply to all projects, not just redevelopment projects (i.e., new development and linear projects).

After discussing the current city requirements, BCWMC requirements, TMDLs, and the BCWMC's role in tracking/monitoring the implementation of the Medicine Lake, Sweeney Lake and Wirth Lake TMDLs (these TMDLs were assigned categorical waste load allocations), the TAC recommended that the BCWMC requirements (and triggers) remain as they are now, for the following reasons:

- Medicine Lake, Sweeney Lake and Wirth Lake TMDLs are being/will be met with the implementation of only a few projects in each watershed
- Member cities will have significant difficulties meeting nondegradation requirements for linear projects.
- The impact of stormwater management BMPs on water quality improvement at the trigger levels of 50 cubic yards and 5,000 square feet of disturbance would be difficult if not impossible to demonstrate or model. The BCWMC does not have staff to perform the increased amount of review, inspection, and follow-up that would result from this trigger level.
- Current regulations (city and BCWMC), plus the BCWMC's CIP, member cities' CIP and education appear to effectively address water quality issues and improve water quality.

The TAC also discussed the possibility of implementing "phosphorus-budgeting" in the watershed (e.g., 0.5 lb TP/acre allowed for the Medicine Lake watershed). Phosphorus budgets could be based on approved TMDLs, thus providing the Commission with a regulatory tool to address impaired



waters and TMDLs. Plymouth is looking into this approach, which is currently in use in the State of Maine. The TAC expressed interest in exploring this further at a future TAC meeting and bringing it to the Commission.

The TAC then discussed the possibility of establishing a water quality trading/banking program. The TAC noted that the merits of a banking/trading program include the likelihood that more regional facilities rather than on-site facilities would be constructed as a result of such a program (the TAC felt this was a benefit). However, with the level of development already in place in the watershed, the TAC felt that there would be very little opportunity to construct regional facilities, as there are very few large undeveloped tracts left in the watershed. The TAC noted that the Commission's CIP list includes a number of completed and future water quality treatment BMPs (e.g., ponds) that would be considered regional water quality ponds. The TAC discussed the status of the MIDS (Minimal Impact Design Standards) initiative program – members expressed interest in the “toolbox of BMPs” and the future banking/trading recommendations that will come out of it. The TAC recommended not pursuing water quality banking or trading at this time.

#### **Recommendations**

1. The TAC recommends that the Commission leave the current BCWMC requirements and triggers in place.
2. The TAC recommends that the Commission direct the TAC to look into “phosphorus-budgeting” in the watershed at a future TAC meeting and report their findings to the Commission.
3. The TAC recommends that the Commission not pursue water quality banking or trading at this time.

### **3. Next Generation Watershed Management Plan**

The TAC reviewed the February 8 memo and tables summarizing the results of the five “issue” surveys, and the proposed planning process flow chart. The TAC saw a summary of the first four surveys at a previous TAC meeting. The TAC had no recommended changes to the summary memo or tables. With the TAC's issue identification complete, the TAC noted that the Commission's next step is to determine the planning process and then identify issues. The TAC then discussed the need for the next generation plan to include more information about what the cities are already doing with respect to stormwater management (e.g., MS4 permits, NPDES permits, WCA requirements, etc.). The TAC discussed how the plan should “marry” MS4/NPDES requirements with BCWMC requirements, and other requirements, such as WCA.

#### **Recommendations**

1. The TAC recommends that the Commission determine the planning process for the next generation plan, and that the Commission identify issues as part of that process.

To: Bassett Creek Watershed Management Committee  
From: Technical Advisory Committee  
Subject: April 5, 2012 Technical Advisory Committee Meeting  
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2. The TAC recommends that the Commission consider including more information in the next generation plan regarding the stormwater requirements that the member cities are required to meet.

#### **4. Next TAC Meeting**

Future TAC meeting agenda items to be determined.



**Recommended Bassett Creek WMC Capital Improvements Program**  
**Revised Per April 5, 2012 TAC Meeting**

Year	Project Description	Project Number	Estimated Cost	Proposed Assessment
<b>Completed Projects:</b>				
2010	Restore Main Stem Channel, Crystal Border to Regent Ave.-Golden Valley/Crystal	2010CR	\$636,000 <sup>1</sup>	Approved Assessment <sup>2</sup>
2010	Restore Plymouth Creek, Medicine Lake to 26 <sup>th</sup> Ave-Plymouth	2010CR	\$965,000 <sup>3</sup>	Approved Assessment <sup>4</sup>
<b>Projects Underway:</b>				
2011	Restore Main Stem Channel, Duluth St. to Crystal Border-Golden Valley	2011CR	\$580,200 <sup>5</sup>	Approved Assessment <sup>6</sup>
2011	Restore North Branch, 36 <sup>th</sup> Ave to Bassett Creek Park-Crystal	2011CR	\$834,900 <sup>7</sup>	Approved Assessment <sup>8</sup>
2012	Schaper Pond Enhancements, Feasibility Study – Golden Valley	SL-1	\$37,000 <sup>9</sup>	\$37,000 – 2011 <sup>10</sup>
2012	Wirth Lake Outlet Modification (TMDL Implementation Project) – Golden Valley	WTH-4	\$180,000 <sup>11</sup>	Approved Assessment <sup>12</sup>
2012	Restore Main Stem Channel, Irving Ave to Golden Valley Road-Minneapolis & Golden Valley	2012CR	\$856,000 <sup>13</sup>	Approved Assessment <sup>14</sup>
2012	Sweeney Lake Outlet Replacement – Golden Valley	FC-1	\$250,000 <sup>15</sup>	\$0 – 2012 <sup>16</sup>
<b>Projects Approved by BCWMC for 2013 CIP, But Not Yet Ordered:</b>				
2013	Dredge Pond NB-07, Northwood Lake Watershed-Plymouth	NL-2	\$943,000 <sup>17</sup>	\$943,000-2013
2013	Lakeview Park Pond Medicine Lake Watershed – Golden Valley	ML-8	\$196,000 <sup>18</sup>	\$57,000 – 2013 \$150,000 – 2014
<b>TAC-Recommended Future CIP Projects for Consideration by BCWMC:</b>				
2014	Schaper Pond Diversion Project Sweeney Lake Watershed – Golden Valley	SL-3	\$550,000	\$550,000 – 2014
2014	Water Quality Improvement Site Main Stem Watershed – Golden Valley	BC-7	\$200,000 <sup>19</sup>	\$200,000 – 2014
2014	Twin Lake In-Lake Alum Treatment Twin Lake Watershed – Golden Valley	TW-2	\$100,000	\$100,000 – 2014
2015	Restore Main Stem Channel, 10 <sup>th</sup> Ave. to St. Croix Ave. – Golden Valley	2015CR	\$1,000,000	\$1,000,000-2015
2016	Main Stem Watershed, Water Quality Improvement Sites –Minneapolis	BC-5	\$160,000 <sup>19</sup>	\$160,000-2016
2016	Main Stem Watershed, Honeywell Pond Expansion – Golden Valley	BC-4	\$285,000 <sup>20</sup>	\$285,000 – 2016
2016	Restore Plymouth Creek, 37 <sup>th</sup> Ave to 26 <sup>th</sup> Ave-Plymouth	2016CR	\$559,000 <sup>17</sup>	\$555,000-2016 \$4,000-2017
2017	Restore Main Stem Channel, Cedar Lake Road to Irving Ave – Minneapolis	2017CR	\$800,000	\$800,000 – 2017
2017	Construct Ponds NB35A,B,C and 29A,B, Northwood Lake Watershed -New Hope	NL-1	\$595,000 <sup>17</sup>	\$196,000-2017 \$399,000 – 2018
2018	Main Stem Watershed, Water Quality Improvement Sites – Golden Valley	BC-3	\$1,100,000 <sup>19</sup>	\$601,000 – 2018 \$499,000 – 2019
2019	Divert Lancaster Lane Storm Sewer Northwood Lake Watershed—Plymouth	NL-3	\$59,000 <sup>17</sup>	\$59,000-2019

<sup>1</sup> August 2009, *Feasibility Report for Bassett Creek Restoration Project*

<sup>2</sup> Approved 2010 assessment \$34,800, and approved 2011 assessment \$286,300; balance funded from grants and reserves

<sup>3</sup> July 2009, *Feasibility Report for Plymouth Creek Restoration Project*

<sup>4</sup> Approved 2010 assessment \$902,462, balance funded from reserves



<sup>5</sup>September, 2010, *Feasibility Report for Bassett Creek Restoration Project – Reach 1*

<sup>6</sup>Approved 2011 assessment \$160,700; balance funded from reserves

<sup>7</sup>September, 2010, *Feasibility Report for North Branch Bassett Creek Restoration Project*

<sup>8</sup>Approved 2011 assessment \$415,400, balance funded from reserves

<sup>9</sup>Cost update per February, 2011 Commission action

<sup>10</sup>Funded from reserves

<sup>11</sup>July, 2011 *Feasibility Report for the Wirth Lake Outlet Modification Project*

<sup>12</sup>Approved 2012 assessment \$83,111; \$21,889 funded from reserves; balance (\$75,000) funded through BWSR Clean Water Fund grant

<sup>13</sup>June, 2011, *Feasibility Report for the 2012 Bassett Creek Main Stem Restoration Project, Golden Valley Road to Irving Avenue North*

<sup>14</sup>Approved 2012 assessment \$678,599; balance (\$177,101) funded from reserves; project also received BWSR Clean Water Fund Grant (\$217,500)

<sup>15</sup>Bassett Creek CIP, 2010 cost update

<sup>16</sup>To be funded using flood control project long term maintenance funds

<sup>17</sup>Bassett Creek CIP, 2008 cost update

<sup>18</sup>June, 2011 update to August, 2004 *Lakeview Park—Proposed Water Quality Pond* feasibility study

<sup>19</sup>Bassett Creek CIP, 2012 cost update; previous version of CIP table showed a cost estimate of \$1,300,000 for all three sites (BC-3, BC-5, and BC-7), assuming construction of a pond at each site, cost shown is estimate for each pond separately, based on the relative project cost in the 2000 study *Bassett Creek Main Stem Watershed Management Plan*.

<sup>20</sup>Placeholder cost estimate (cost estimate shown was for proposed BC-8 project, which this project replaces); project cost estimate expected in mid-2012. Cost shown is the portion of the total project costs that would provide water quality treatment above and beyond the city of Golden Valley's/BCWMC's requirements.

Table 1: Comparison of Member City and BCWMC Performance Standards

	Crystal				Golden Valley		Minneapolis		Member Cities		Robbinsdale		St. Louis Park		BCWMC	
	Stormwater Management Performance Standards (Rate Control and Water Quality)															
Project size threshold triggering a Stormwater Plan or Permit	Application for a building permit, subdivision or other permit to allow land disturbing activities.	Uses BCWMC standards and Nondegradation standards.	Project site in excess of 1 acre.	Land disturbance of at least 50 c.y. of material or material from an area at least 5,000 s.f.		Land disturbance activity greater than 200 c.y. or more than 10,000 s.f. (need to verify this with city)	Uses BCWMC standards and Nondegradation standards.	Any (new development and redevelopment) land disturbance of 0.5 acres or more.	Uses BCWMC standards and Nondegradation standards. Encourages achievement of Level 1 and non-degradation standards for projects smaller than the BCWMC threshold.	Any redevelopment. Uses BCWMC thresholds for Level 1 standards and Nondegradation standards.	Threshold varies depending on land use type, size, and whether project is a new development or redevelopment (see attached Table C-General Review Requirements – excerpted from “requirements” document)					
				Subdivision into 3 or more lots	Development or redevelopment within 500 ft of OHWL of any public water or public water wetland, or below 100-year flood elevation											
Rate Control	No increase over existing condition for the 2-yr, 10-yr and 100-yr events.	No standard specified in city ordinance.	No increase in peak flows.	No increase over existing condition for the 2-yr, 10-yr and 100-yr events for all points where stormwater leaves the parcel.	No increase over existing condition for the 2-yr, 10-yr and 100-yr events.	No increase over existing condition for the 2-yr, 10-yr and 100-yr events.	No separate city requirements.	No increase over existing conditions for the 2-yr, 10-yr and 100-yr events.	No separate city requirements.	No standard specified in ordinance.	Default to member city requirements					
Volume Control	No city requirements. On-site infiltration is encouraged as a means to manage stormwater.	No city requirements.	No city requirement. Infiltration is encouraged.	Retain (or infiltrate) 1.0 inch from all impervious surface.	No city requirements.	No city requirements.	No city requirements.	Infiltrate, filter or otherwise abstract the runoff from a 2.5-inch rain event.	No separate city requirements.	No city requirement.	No requirement					
Water Quality	No separate city requirements, follows BCWMC.	No separate city requirements, follows BCWMC.	70% TSS reduction over predevelopment conditions for discharges to streams and rivers. 10-42% phosphorus reduction over predevelopment conditions for discharges to lakes. Actual amount of reduction varies by waterbody. <sup>1</sup>	60% annual removal efficiency of total phosphorus and 90% annual removal efficiency for TSS.	No separate city requirements, follows BCWMC.	No separate city requirements, follows BCWMC.	No separate city requirements, follows BCWMC.	85% TSS removal from proposed conditions and 60% phosphorus removal from proposed conditions. No increase in TSS and phosphorus from existing conditions.	No separate city requirements, follows BCWMC.	No separate city requirements, follows BCWMC.	Applies Level 1 and Non-degradation standards					
Erosion and Sediment Threshold	Application for a building permit, subdivision or other permit to allow land disturbing activities.	Land disturbance greater than 4,000 s.f. and a variety of specific activities that may disturb less area.	Land disturbance activity in excess of 500 s.f. or 5 c.y. An Erosion Control Plan is required when land disturbance activities exceed 5,000 s.f. or 500 c.y.	Land disturbance of at least 50 c.y. of material or material from an area at least 5,000 s.f.	Land disturbance activity greater than 200 c.y. or more than 10,000 s.f.	Land disturbance activity greater than 50 c.y. or 15,000 s.f.	Land disturbance greater than or equal to 50 c.y. or 10 c.y. in shoreland zone.	Land disturbance greater than 100 s.f. or more than 25 c.y. or any stockpile in excess of 5 c.y.	Land disturbance greater than 5,000 s.f. or more than 50 c.y. This is the same threshold that is used for applying post-construction standards.		Land disturbance of at least 10,000 s.f. or at least 200 c.y.					

<sup>1</sup> Reductions based on interim pollution reduction standards according to city council resolution and described in city memorandum dated 12/12/99.  
P:\Wp16\23 MN\27\327051\WorkFiles\Next Generation Plan 2014\City Stormwater Requirements\Comparison of performance standards.docx

**Table C**  
**General Review Requirements**

Review Trigger	BCWMC Review Required	Erosion and Sediment Control Required	Level 1 Standards	Nondegradation Standards
<b>All Projects</b> (except road construction/road reconstruction)				
<200 cubic yards cut/fill or < 10,000 sq. ft. grading	No	No	No	Maybe <sup>1</sup>
>200 cubic yards cut/fill or > 10,000 sq. ft. grading	Yes	Yes	Maybe <sup>1</sup>	Maybe <sup>1</sup>
<b>Commercial, Industrial, Institutional or Public Development</b> (where there is no existing commercial, industrial, institutional or public development)				
Parcel $\geq$ 0.5 acres	Yes	Yes	Yes	No
<b>Commercial, Industrial, Institutional or Public Expansion/Addition</b> (site that was partially developed prior to adoption of the Commission's Water Quality Policy - September 14, 1994)				
New disturbed area $\geq$ 0.5 acres	Yes	Yes	Yes <sup>2</sup>	No
<b>Commercial, Industrial, Institutional or Public Redevelopment</b> (where the commercial, industrial, institutional, residential or public development currently exists) <sup>3</sup>				
Parcel size < 0.5 acres and >200 cubic yards cut/fill or > 10,000 sq. ft. grading	Yes	Yes	No	No
Parcel size 0.5 to 1.0 acres and impervious surface increases by at least 1,000 sq. ft	Yes	Yes	No	Yes
Parcel size >1.0 ac. to 5.0 acres and impervious surface increases by at least 2,000 sq. ft	Yes	Yes	No	Yes
Parcel size > 5.0 acres and impervious surface increases by at least 10,000 sq. ft	Yes	Yes	Yes	Yes <sup>3</sup>
Disturbed area $\geq$ 5.0 acres	Yes	Yes	Yes <sup>4</sup>	Yes <sup>3</sup>
<b>Residential Development</b>				
Parcel > 2 acres and which contains four or more proposed living units	Yes	Yes	Yes	No
<b>Residential Redevelopment</b>				
Parcel >2 acres to 10 acres which contains four or more proposed living units	Yes	Yes	No	Yes <sup>3,5</sup>
Parcel > 10 acres where there are four or more existing living units	Yes	Yes	Yes <sup>3</sup>	Yes <sup>3</sup>
<b>Road Construction/Road Reconstruction</b> (which the site runoff is <u>not</u> currently directed to an onsite or regional treatment facility)				
Disturbed Area $\geq$ 1 acre	Yes	Yes	Recommended	Recommended

<sup>1</sup> See following requirements

<sup>2</sup> Level 1 standards required to serve the expansion/addition

<sup>3</sup> Redeveloping the entire parcel to Level 1 standards provides acceptable treatment to Nondegradation Standards

<sup>4</sup> Level 1 standards required to serve the disturbed area

<sup>5</sup> See nondegradation exemptions

< less than

> greater than

$\geq$  greater than or equal to



60.

**Bassett Creek Watershed Management Commission**  
**Minutes of the Special Meeting of March 29, 2012**

The Bassett Creek Watershed Management Commission (BCWMC) held a special meeting on March 29, 2012, to discuss its *Next Generation Watershed Management Plan*. The meeting started at 4:38 p.m. at Golden Valley City Hall and ended at 6:04 p.m.

**Present**

Crystal	Commissioner Dan Johnson	Counsel	Charlie LeFevere
Golden Valley	Alternate Commissioner Dave Hanson	Engineer	Karen Chandler
Medicine Lake	Commissioner Ted Hoshal, Secretary		
Minneapolis	Michael Welch		
Minnetonka	Jacob Millner		
New Hope	Commissioner John Elder		
Plymouth	Commissioner Ginny Black, Chair		
Robbinsdale	Wayne Sicora		
St. Louis Park	Commissioner Jim de Lambert, Vice Chair		

**Also present:**

- Derek Asche, BCWMC Technical Advisory Committee, City of Plymouth
- Eric Eckman, BCWMC Technical Advisory Committee, Golden Valley
- Christopher Gise, Golden Valley Resident
- Lisa Goddard, Alternate Commissioner, City of Minneapolis

## **Notes from Bassett Creek Commission Water Management Plan Planning Session March 29, 2012**

Discussed flow chart provided to the commissions by Engineer.

Have already completed steps A and B (Tables 1 & 2 in Barr Feb 8<sup>th</sup> 2012 memo).

Possibly combine step C (Initiate plan process – notice to stake holders-request information) and G (Initial Planning Meeting). Step C/G would be come a “Notice to stake holders of the beginning of the planning process and inviting stakeholders to an initial planning meeting, submitting comments”

Eliminate Step F Planning Advisory Group (PAG). The PGA = Commissions + stakeholders such as state, county and city entities.

Stakeholder process vigorously discussed. This is a summary of the ideas put forward:

- Open house (at beginning and end of planning process)
- Virtual Open house
- Survey citizens/stakeholders (either by paper/phone call or an electronic tool like Survey Monkey)
- Lake Association Summit
- City designated Citizen Advisory Committees (some cities have Environmental or Citizen committees that could serve in this role, some do not)
- Use web site for posting planning documents, advertizing planning meetings, posting new updates, .....
- Use social media, twitter, face book..., to get word out to stakeholders
- Work with local media to get word out (Shingle Creek handout)

The above list of stakeholder involvement ideas will need to be refined with greater detail. Some may go on concurrently, others may be iterative.

A short visioning process was agreed upon. The details of that will need to be laid out.

Several commissioners expressed a desire to streamline the plan format. Focuses on what is important to the Commission and its goals as outlined in the planning process. State rule requirements that fall outside of the commissions goals, such as history of commission, can be place in less prominent parts of the document or potentially on the web site and referenced in the plan.

KLC

BCWMC Special Meeting  
March 29, 2012

4:38 PM Start

Ginny began discussion, reviewed agenda  
KLC discussed the advisory group's from 2000  
earlier planning process and what is  
req'd now.

Shingle Creek Planning Process - Dock and Wayne

Using city's planning/environmental  
commission

• Lake Association ~~at~~ Summit

Michael Welch - United group of people

• Consider <sup>end</sup> large meeting/open house at beginning

KLC explained 8410 Rules coming down the road  
and required mtgs, process

Welch - Blog posts

Olive - Do minimum for plan

Have citz bring the plan back to its citzens, staff  
for input

Asche - Survey

Agency outreach separate from citizen outreach

• Sizora -

Planning tasks for Commission } Put on meeting  
vs " " " TAC } agendas

Need road map

Welch - Concerned about following rules that  
weren't in place.



## Solicit input

Black - Request Comments from stakeholders  
and notify of open house.

Welch - Develop process in good faith and  
bring in Brad Wozney

Virtual Open House w/survey

Largely Commission-driven process

Sizora - Look at Shingle Creek process for  
public involvement - it was vetted  
by CMPCA) - PRAP

Black

Bring in city managers? (Shingle Creek)

Read off more Shingle Creek process

Reach out to people who care

Asche - Decision Resources Survey (EPOC)

Johnson - Who formulates survey (Commission)

Welch - Start with "Bassett Creek", "Medicine Lake",  
etc. rather than "BCWMC"

Hoshal - Piggyback "Open House" onto MS4  
open houses

~~Asche~~  
Welch -

May Comm. Meeting - 4:30 PM - Open House

Sizora - What is objective of Open House?

Needs to fit in with process/meet  
needs of ~~3rd~~ next gen. plan

Johnson - Use Open House to report back on what  
BCWMC activities

Gaddars - Pair "real" with "virtual" open house

Goddard - Cont'd -

Social media - twitter feed, etc.

Chandler - too soon to hold in May, need process figured out before the Open House.

Sicora - Need to spend time on the rest of the planning process besides the public input - public input is 20% remainder is 80%

Welch -

Could have open house without process laid out.

Input process - simple, easy

Black -

Step E - Visioning process - need it?

Sicora -

Need visioning process

Goddard - B to move forward w/new plan, need to see how we did with old plan

Black - Step E does not describe visioning process as she ~~see~~ thinks of it.

Visioning it should be big goals

Some consensus to do it

Hoshal - Have citizens done characters for comp. plans. Mrd. Lake did this,

Step F -

Elder - need agency input

Welch - Issues already ID'd (Tables 1+2) - lots of more



Welch - Define process by how you tackle each issue.

e.g. talk about parks, some folks will come, others won't.

Black - Commission is PAG

Let everyone know what you're talking about and they'll ~~into~~ show up if they're interested.

List of people you want to inform

Szora - Lay out schedule - TAC, Commission mtgs  
(Shingle - people have been coming out)

Already have topics laid out in tables

Black - Set mtgs on Thursday that you don't meet, in add'n to regular mtgs

Szora - Processes run in parallel

Black/Szora - Work w/ Karen to set up tasks  
in process - soon - next 1½ months

Provide - Develop schedule in next month

Bring to Commission - then out to stakeholders

Welch - Need specificity - macro vs micro

Black - Need smaller group of Commissioners to get together and develop Bartt chart

Welch - What ~~are~~ will we build?

What standards will we have?

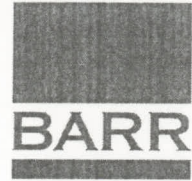
Subcommittee - who? Ginny? Wayne?

Black - Lay out plan better?

→ Meet @ <sup>of Liesch</sup> Barr - Ginny, Wayne, Tim, KLC  
or conference call Meet for one hour



early or late in the day  
Motion to adjourn - Elder  
Adjourn 6:04 PM



## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6G – 2011 Water Quality Monitoring Activities, Westwood Lake and Crane Lake  
BCWMC March 15, 2012 Meeting Agenda  
**Date:** March 7, 2012  
**Project:** 23270051 2012 003

## 6D. 2011 Water Quality Monitoring Activities, Westwood Lake and Crane Lake

### Recommendations:

- a. Accept the water quality report and authorize Amy Herbert to post the report on the BCWMC Web site.

### Background

Attached is the executive summary of the report *2011 Lake Water Quality Study, Westwood Lake and Crane Lake*. Highlights of the report will be provided at the Commission meeting. The report will be posted on the Bassett Creek web site following BCWMC authorization. Contact Amy Herbert at [bcra@barr.com](mailto:bcra@barr.com) or at 952-934-6316 if you would like a paper copy of the report.

## Executive Summary

Since 1970, water quality has been monitored in ten major lakes under the management of the Bassett Creek Watershed Management Commission (BCWMC). The main objective of this program is to detect changes or trends in lake water quality over time that will help determine the effects from changing land use patterns within the watershed as well as the BCWMC's efforts to maintain and improve water quality. The BCWMC adopted its current watershed management plan (Plan) in 2004. The Plan is 2004. The Plan is 2004. The Plan is 2004.

### **2011 Lake Water Quality Study**

#### **Westwood Lake and Crane Lake**

**Prepared by**  
**Bassett Creek Watershed Management Commission**

**January 2012**

#### **Crane Lake**

- A trend analysis of data collected during the past 17 years (i.e., 1994 through 2011) indicates no significant change in water quality.
- The good water quality observed in Crane Lake in 2011 met both the BCWMC goals and Minnesota State Water Quality Standards for shallow lakes.
- Two of the plant species present in Crane Lake during 2011 (water lily and coon) are strong natural absorbers and can act to improve water quality.





- Historical records indicate water quality has improved since 1990 and that the BCWMC goals have been met more frequently since 1990. BCWMC's phosphorus goal was only met 27 percent of the time during the 1975 through 1990 period, but was met 71 percent of the time during the 1991 through 2011 period. BCWMC's chlorophyll *a* goal was only met 64 percent of the time during the 1977 through 1990 period, but was met 86 percent of the time during the 1991 through 2011 period. BCWMC's Secchi disc goal was met 73 percent of the time during the 1977 through 1990 period and 80 percent of the time during the 1991 through 2011 period.
- Although chloride concentrations in Crane Lake during the 1990's match the pattern of increases observed in 38 Twin Cities Area lakes, current chloride concentrations in Crane Lake are three times higher than average concentrations observed in 38 Twin Cities Area lakes. Chloride concentrations (i.e., estimated from specific conductance measurements) since 1997 are above the chronic exposure chloride standard of 230 mg/l established by the MPCA for the protection of aquatic life and recreation (Minnesota R. Ch. 7050 and 7052). It appears that Crane Lake is experiencing chloride impairment.

## Westwood Lake

- A trend analysis of data collected during the past 10 years (i.e., 2002 through 2011) indicates no significant change in water quality.
- The good water quality observed in Westwood Lake in 2011 met both the BCWMC goals and Minnesota State Water Quality Standards for shallow lakes.
- Three of the plant species present in Westwood Lake during 2011 (muskgrass, stonewort, and coontail) are strong nutrient absorbers and can act to improve water quality.
- In 2011, the plant species found in the lake are tolerant to moderate disturbance.
- One non-native plant species, purple loosestrife, was observed during 2011.
- Historical records indicate the lake's water quality has met BCWMC goals and the Minnesota State Standards for shallow lakes at least three fourths of the time since

1977. BCWMC's goal for phosphorus was met 75 percent of the time and BCWMC's goals for chlorophyll *a* and Secchi disc were met 94 percent of the time from 1977 through 2011. The Minnesota State Standard for phosphorus has been met 75 percent of the time, the standard for chlorophyll *a* has been met 88 percent of the time, and the standard for Secchi disc has been met 94 percent of the time since 1977. The 2011 summer average chlorophyll *a* concentration was the lowest observed during the 1977 through 2011 period of record.

## Recommendations

It is recommended that BCWMC contact the Minnesota Department of Natural Resources (MDNR) and request that purple loosestrife-eating beetles be introduced to the areas surrounding Crane Lake and Westwood Lake that are infested with purple loosestrife. Introduction of the beetles is expected to control purple loosestrife and protect the native vegetation.

We recommend that BCWMC select one of the following options to address the apparent chloride impairment in Crane Lake:

1. Monitor Crane Lake for chloride during the next regular monitoring cycle in 2014 to determine whether or not the lake is experiencing chloride impairment. If impaired, determine management measures to reduce chloride levels in Crane Lake.
2. Submit all historical Crane Lake data and this report to the MPCA in the near future, but wait until 2014 to monitor the lake for chloride. Request that Crane Lake be included in the TCMA Chloride Management Plan to be completed by the MPCA in 2014. BCWMC would benefit from MPCA assistance to determine management measures to reduce chloride levels in Crane Lake if this option were pursued. However, implementation of the management measures would be voluntary since current chloride data are not available and the lake is not listed as impaired for chloride (i.e., not on the EPA 303d list of impaired waters).
3. Submit all historical Crane Lake data and this report to the MPCA in the near future and monitor chloride concentrations in Crane Lake four times per year (winter, spring, summer, and fall) in 2012 and 2013. If the 2012 and 2013 chloride data indicated the lake is impaired, Crane Lake would be added to the EPA 303d list of impaired waters. Request that Crane Lake be included in the TCMA Chloride Management Plan. BCWMC would benefit from MPCA assistance to determine

management measures to reduce chloride levels in Crane Lake and implementation of the management measures would be mandatory if the lake is impaired.



## 2011 Water Quality Monitoring Activities

-Crane Lake  
-Westwood Lake

Karen Chandler  
Barr Engineering  
March 15, 2012



## 2011 Lake Water Quality Study for Crane Lake and Westwood Lake



## Long Term Monitoring Program

- Detect Long Term Trends in Lake Water Quality...
  - Land use changes
  - BMP implementation
  - In-lake activities
  - Other, e.g. climate

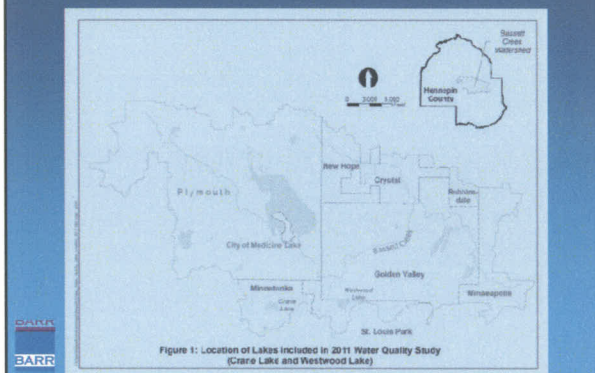


## What is Monitored

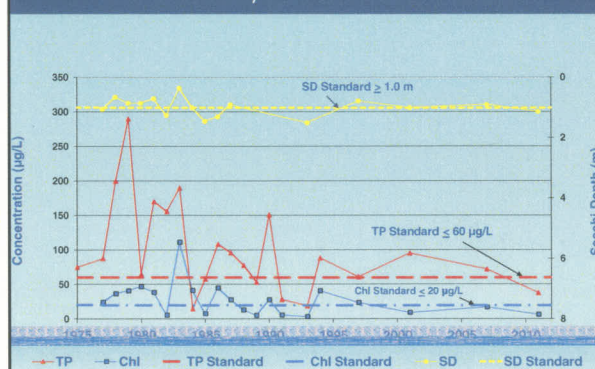
- Phosphorus
- Chlorophyll *a*
- Clarity (by Secchi disc)
- Basic lake characteristics
- Zooplankton
- Phytoplankton
- Aquatic plants



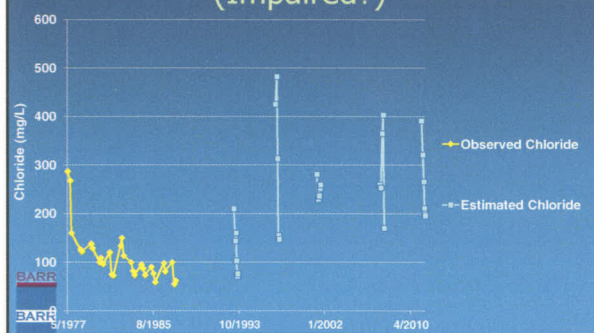
## Crane and Westwood Lake



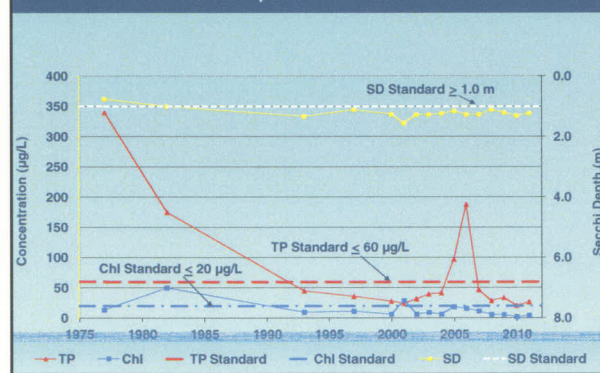
## Crane Lake – Good water quality 2011 Data Compared to State Standards



## Crane Lake – one concern... 1977-1987 Chloride Concentrations (Impaired?)



## Westwood Lake – Good water quality 2011 Data Compared to State Standards



### Recommendation: Purple Loosestrife

- Manage Purple Loosestrife at Crane Lake and Westwood Lake: Contact MN DNR to introduce purple loosestrife-eating beetles



### Recommendations: Chloride

Select 1 of 3 options:

1. Monitor Crane Lake in 2014. If Chloride impaired, determine management measures to reduce chloride levels in Crane Lake; or
2. Submit historical Crane Lake data & this report to MPCA & request that Crane Lake be included in the TCMA Chloride Management Plan to be completed by the MPCA in 2014; or

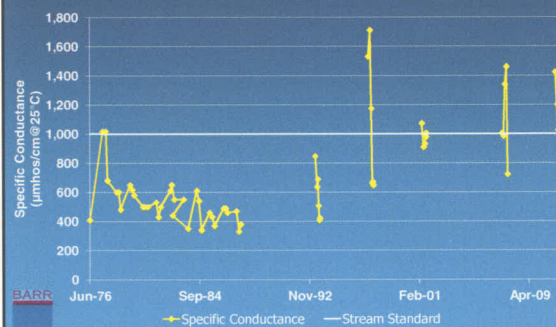


### Recommendations: Chloride

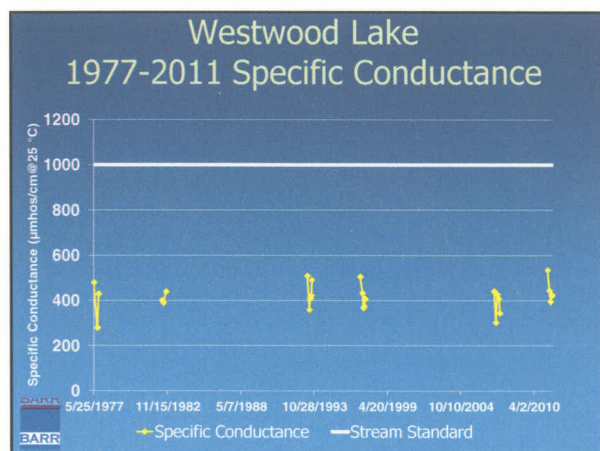
3. Submit historical Crane Lake data & this report to the MPCA; monitor chloride concentrations in Crane Lake four times per year (winter, spring, summer, and fall) in 2012 and 2013. If the 2012 and 2013 chloride data indicate the lake is impaired, Crane Lake would be added to the EPA 303d list of impaired waters. Request that Crane Lake be included in the TCMA Chloride Management Plan.



### Crane Lake 1976-2011 Specific Conductance







## Memorandum

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6E – Cost Estimate for Tasks Ordered at March 15 Commission Meeting  
BCWMC April 19, 2012 Meeting Agenda  
**Date:** April 11, 2012  
**Project:** 23270051 2012 003

## 6E. Cost estimate for tasks ordered at March 15 Commission Meeting

### Recommendations:

- a. Direct engineer to perform tasks as ordered.

### Background

At their March 15, 2012 meeting, the Commission reviewed and directed staff to prepare the following items:

1. CIP-related tasks:
  - a. New summary CIP table – Prepare a summary table of the completed, underway and proposed CIP projects; information could include project location, project costs, total phosphorus removal, etc. This could be a table similar to Table 12-2 in the BCWMC watershed management plan, with the inclusion of additional information.
  - b. Revised “current” CIP table – Once the new summary CIP table is completed, revise the current CIP table to show only currently underway and proposed CIP projects, and note whether a plan amendment is needed.
  - c. CIP map – Prepare a map showing the completed, underway and proposed Commission CIP projects. Such a map could be included in the BCWMC annual report and posted on the BCWMC website. The map could be similar to Figures 8 and 9 in the BCWMC watershed management plan.
  - d. CIP flow chart – Coordinate with Golden Valley staff to prepare a flow chart showing the process for a CIP project, from project idea to construction completion.

**To:** Bassett Creek Watershed Management Commission  
**From:** Barr Engineering Co.  
**Subject:** Item 6E – Cost Estimate for Tasks Ordered at March 15 Commission Meeting  
BCWMC April 19, 2012 Meeting Agenda  
**Date:** April 11, 2012  
**Page:** 2  
**Project:** 23270051 2012 626

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2. Budget document – Create a new budget document per the Financial Reporting Subcommittee recommendations (from August 9, 2011 subcommittee meeting), similar to what cities prepare for their budgets. In addition to any budget/financial information, the budget document would include a summary description about the project. To move this initiative forward would likely require the re-activation of the Financial Reporting Subcommittee to discuss the final product, responsibilities for preparing the final product, and the budget.

The estimated cost for Task 1 is \$5,000. Per the Commission discussion at the March 15 meeting, these tasks would be performed under the Next Generation Plan budget. As noted, more direction is needed before a cost estimate can be provided for Task 2.



### 3.2.2 Capital Improvement Program Funding

**Policy:** ~~The County will~~ Commission will certify costs of capital projects costing more than \$25,000 to Hennepin County so that the County may levy an ad valorem watershed-wide tax for capital the projects of greater than \$25,000.

**Description:** This process provides transparent oversight of Board decisions by elected representatives ~~of~~ of member cities and Hennepin County. The BCWMC has been implementing its capital improvement program (CIP) since 2004. As called for in the BCWMC's approved watershed management plan, the BCWMC funds its water quality improvement projects using an ad valorem tax levy administered by Hennepin County (~~MN~~ Minnesota Statutes, Section 103B.251). Although the BCWMC provides the funding, the member cities are responsible for constructing the CIP projects.

**Applicable funding:** Hennepin County ad valorem tax levy throughout the Bassett Creek watershed.

**Adopted:** 2004

**Citation:** Joint Powers Agreement, Section VII, Method of Proceeding, Subd. 5 and ~~MN~~ Statute Minnesota Statutes, Section 103B.251.

#### Strategies to Implement Policy:

1. Each year ~~in December~~, the BCWMC member cities are contacted and asked if there are any recommended changes to the BCWMC CIP.
2. In ~~January~~ April of every year, the BCWMC's Technical Advisory Committee (made up of city technical staff) reviews the projects in the BCWMC CIP and discusses any recommendations received from the member cities ~~as a result of the December solicitation~~. The TAC makes a recommendation to the Commission regarding the ~~CIP~~ five-year CIP. The five-year period commences with the calendar year two years after the recommendation (e.g. the recommendation in 2012 is for the 2014-2018 CIP).
3. ~~Also in January~~ In September, the Commission reviews and takes action on the TAC's CIP recommendation. Action includes authorization for staff to begin preliminary engineering for the first year of the five-year CIP.
4. After ordering the project, the BCWMC certifies to Hennepin County ~~the tax levy project costs that is needed for~~ will be funded by the County in the following year.
5. The procedures set forth in the joint powers agreement are similar to those followed by cities in the case of capital projects paid for by special assessments under Minnesota Statutes, Chapter 429. As in the case of 429 improvement

projects, the process begins with the preparation of a feasibility report on the proposed project.

6. Following receipt of the feasibility report, the Commission ~~would hold~~holds a hearing on the proposed project, giving at least 45 days notice to the clerk of each member city.
7. Following the hearing, the Commission ~~could order~~orders the project by a 2/3 vote of its members. That order ~~would designate~~designates the cities responsible to construct the project, ~~direct~~directs the preparation of plans and specifications, and ~~specify~~(for any projects that are not funded by the County through a watershed-wide tax levy) specifies the percentage of project costs that are to be paid by each member.
8. ~~The Commission may use one of several means to determine the amount to be paid by each member city. If the Commission does not use Minnesota Statutes, Section 103B.251 to fund a project, costs will be assessed to member cities under the joint powers agreement. Under the agreement the costs may be allocated among member cities as follows:~~
  - a. First, the funding may be provided on the basis of a negotiated settlement among member cities.
  - b. Second, the cost may be provided by member cities on the same basis as the administrative formula (50% based on net tax capacity of property within the watershed and 50% based on area within the watershed).
  - c. Third, the Commission may modify the "50/50" formula by a 2/3 vote if it determines that any member community receives a direct benefit from the capital improvement that can be defined as lateral as well as a trunk benefit (which our legal counsel assumes would generally be a concept applied to water quantity rather than water quality projects), or if the Commission determines that the project provides direct benefit to one or more cities that is so disproportionate as to require in a sense of fairness a modification to the 50/50 formula. Any city aggrieved by the determination of the cost allocation may appeal the decision and have it submitted to arbitration.
9. —Following the issuance of the order for ~~the~~an improvement, ~~that will not be funded under Minnesota Statutes, Section 103B.251,~~ each city will be given at least 90 days to determine the method it will use to raise its share of the project cost. After 90 days has elapsed, or notice has been received, by the Commission from each city that it has made such a determination, the Commission may order the advertisement for bids for the project.

The project will be constructed by the city assigned responsibility for the project. Other cities will pay, or contract for the payment of, ~~its share~~ their shares of the cost. Payment is to be made by member cities within 30 days of statements from the engineer certifying that the work has been done.



## Bassett Creek Recording Administrator

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**From:** LeFevere, Charlie L. [clefevere@Kennedy-Graven.com]  
**Sent:** Wednesday, January 25, 2012 2:56 PM  
**To:** Bassett Creek Recording Administrator  
**Cc:** Karen Chandler  
**Subject:** Policy Manual

Amy,

Please forward this to the Administrative Committee. I believe Chair Loomis said they were meeting on the 27<sup>th</sup>.

At the last Commission meeting, there was a discussion of changes to section 3.2.2 of the Policy Manual that had been prepared by staff. I noted that Karen and I felt that the Manual might be more user-friendly if the materials related to the various funds were organized together in the Manual. In some cases funds aren't mentioned in the Manual and in other cases they are described, but in unrelated sections of the Manual under EXTERNAL / OPERATONAL POLICIES. Chair Loomis asked for a short memo describing the proposed changes for the Admin Committee to consider.

I would recommend that the policy be supplemented and rearranged so that there is a new section 3.3 called "Funds and Fund Management" that would include:

- 3.3 Funds and Fund Management
  - 3.3.1 Flood Control Project Long Term Maintenance Fund
  - 3.3.2 Flood Control Emergency Repair Project Fund
  - 3.3.3 Floodproofing Fund
  - 3.3.4 Creek and Streambank Trunk System Maintenance, Repair and Sediment Removal Fund [currently section 3.5]
  - 3.3.5 Capital Improvement Program closed Project Account and Account Policy [currently section 3.4]
  - 3.3.6 Administrative Expense Charges to Capital Improvement Fund [currently section 3.3]

Perhaps there should also be some explanation of the General or Administrative Fund and individual capital project funds. The text under 3.3 could also explain that the funds and accounts are just bookkeeping categories. I don't know whether Lee Gustafson's project of simplifying financial reports would affect the Manual. If so, it might be better to wait until that process is complete.

Charles L. LeFevere  
Kennedy and Graven, Chartered  
470 U. S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
Telephone: (612) 337-9215  
Fax: (612) 337-9310  
[clefevere@kennedy-graven.com](mailto:clefevere@kennedy-graven.com)

Information Only  
- Excerpts of Report -

# **METRO WATERSHED PARTNERS & The Clean Water MN Media Campaign**

2011 Annual Program Report



**WATERSHED  
PARTNERS**



**MINNESOTA WATER  
LET'S KEEP IT CLEAN**

# Metro WaterShed Partners 2011 Report

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## Introduction

**Metro WaterShed Partners** is a coalition of more than sixty public, private and non-profit organizations in the Twin Cities metro area. Through collaborative educational outreach, the Partners promote a public understanding that inspires people to act to protect water in their watershed. Since 1997, the Partners have cooperated through educational projects, networking, and resource-sharing.



The mission of the Metro WaterShed Partners is two-fold:

- to provide and promote collaborative watershed education products with consistent messages to the general public, local government, staff, and elected officials, and
- to provide WSP Members a place and means for an information clearinghouse, a source of idea generation, and the coordination, collaboration, and support for watershed education programs.

In 2011, we remained a viable collective of mutually supporting watershed educators that create and implement effective educational programs. In response to our fund-raising letter, members contributed \$21,437.50 this year to support our monthly meetings, exhibit checkout, administrative support and state fair outreach.

## Leadership

The work of **Metro WaterShed Partners** is guided by a steering committee that includes a diverse mix of stormwater education professional from cities, watersheds, non-profit organizations, and government agencies. The 2011 Steering Committee members:

Angie Hong - Washington Conservation District  
Anne Weber - City of St. Paul  
Carrie Mack - Ramsey Washington Metro Watershed District  
Jen Dullum - City of Farmington  
Lyndon Torstenson - National Park Service, Mississippi National River & Recreation Area  
Peggy Knapp - Freshwater Society  
Trevor Russell - Friends of the Mississippi River  
Tracy J. Fredin - Hamline University

## 2011 Accomplishments

### Networking and Sharing Resources\*

The WaterShed Partners hold monthly meetings that provide members a place and means for gathering and sharing information, generating ideas, and coordinating, collaborating, and supporting watershed education programs. At each meeting, an expert in the field of watershed management, education, marketing, legislation or issues-based outreach gives a presentation on the work they are doing and how it relates WaterShed Partners' education and outreach projects

In 2011, WaterShed Partners held eleven meetings that were attended by an average of thirty-two members; an increase of 60% over 2010. We are pleased with the increase in attendance and what we perceive to be the increased energy for collaboration and information sharing among partners. The presenters at our 2011 meetings are listed below.



## 2011 Financial Report

In response to our fund-raising letters, members contributed \$21,437.50 to the WaterShed Partners to support our meetings, state fair outreach, administration, and exhibit maintenance, development and checkout. Supporting members of the Clean Water Minnesota Media Campaign gave \$64,312.50 to support media outreach in the metro area.

### Supporting Members of the Metro Watershed Partners and the Clean Water Minnesota Media Campaign

City of Andover  
Bassett Creek Watershed Management Commission  
City of Bloomington  
City of Buffalo  
Capitol Region Watershed District  
Carver County  
City of Columbia Heights  
Dakota County  
City of Eden Prairie  
City of Elk River  
City of Excelsior  
Hennepin County Transportation Department  
City of Hilltop  
Lower Mississippi Watershed Management District  
City of Minneapolis  
Minnehaha Creek Watershed District  
City of Minnetonka  
Mississippi National River and Recreation Area, National Park Service  
City of New Brighton  
City of Prior Lake  
Ramsey Washington Metro Watershed District  
Rice Creek Watershed District  
City of Rochester  
Scott County Clean Water Education Program  
City of Shoreview  
South Washington Watershed District  
City of St. Louis Park  
City of St. Paul

### Supporting Members of Clean Water Minnesota Media Campaign

City of Lauderdale  
Lower Minnesota River Watershed District

## 2011 WaterShed Partners Financial Report

REVENUE	Partner In-kind/Cash	Cash Expenditure	Total
Media Funds Rollover 1/1/2011		\$10,214.00	
1. WaterShed Partner Coordination	\$32,092.97	\$21,437.50	\$53,529.97
2. Watershed Partner Exhibit	\$20,700.00		\$20,700.00
3. Media Campaign	\$22,000.00	\$64,312.50	\$86,312.00
<b>Total Revenue</b>	<b>\$74,792.97</b>	<b>\$85,749.00</b>	<b>\$160,541.97</b>
<b>Total Assets</b>		<b>\$95,963.00</b>	
EXPENSES			
1. WaterShed Partner Coordination/Administration	Partner In-kind/Cash	Cash Expenditure	Total
Principle Investigator	\$3,500.00	\$1,500.00	\$5,000.00
Program Facilitator	\$5,000.00	\$12,000.00	\$17,000.00
Steering Committee	\$16,000.00		\$16,000.00
Web site maintenance/list serve	\$2,400.00		\$2,400.00
Materials/supplies/operating expenses	\$2,400.00		\$2,400.00
Accounting/indirect fees	\$2,793.00		\$2,793.00
Magnolia Blossom, Roundtable and Meeting Expenses		1,832.83	\$1,832.83
<b>Subtotal</b>	<b>\$32,092.97</b>	<b>\$15,332.85</b>	<b>\$47,425.82</b>
2. WaterShed Exhibit Implementation			
WaterShed exhibit coordination		\$4,800.00	\$4,800.00
Staffing of events (Including State Fair)	\$15,000.00	\$204.00	\$15,204.00
WaterShed van	\$4,000.00		\$4,000.00
Watershed Exhibit Development	\$1,200.00	\$98.50	\$1,298.50
Exhibit Maintenance	\$500.00	\$549.00	\$1,049.00
Storage/checkout	\$3,500.00	\$500.00	\$4,000.00
<b>Subtotal</b>	<b>\$20,700.00</b>	<b>\$6,151.50</b>	<b>\$26,351.50</b>
3. Clean Water MN Media Campaign			
Clean Water MN Website URL, Hosting and Maintenance		\$1,080.20	\$1,080.20
MPR Radio PSAs		\$2,000.00	\$2,000.00
Comcast Spotlight Cable Television PSAs		\$12,996.75	\$12,996.75
Twins Baseball Radio Ads		\$9,000.00	\$9,000.00
Printing & Postage		\$199.81	\$199.81
Video Duplication		\$117.50	\$117.50
Meeting Expenses		\$125.24	\$125.24
Campaign Coordination		\$7,560.00	\$7,560.00
Fiscal Agency Fee, Hamline University	\$4,000.00	\$4,000.00	\$8,000.00
Clean Water MN social media campaign planning	\$18,000.00	\$23,500.00	\$41,500.00
<b>Subtotal</b>	<b>\$22,000.00</b>	<b>\$60,579.50</b>	<b>\$82,579.50</b>
<b>TOTAL 2011 Expenditures</b>	<b>\$74,792.97</b>	<b>\$82,063.85</b>	<b>\$156,356.82</b>
2011 OVERVIEW			
2011 Revenue and beginning 2011 balance		\$95,963.00	
2011 Expenses		\$82,063.85	
2011 Ending balance and carryover to 2012		\$13,899.15	

## Bassett Creek Watershed Management Commission 2012 Administrative Calendar

<b><i>January 2012</i></b>	<b><i>February 2012</i></b>	<b><i>March 2012</i></b>	<b><i>April 2012</i></b>
<b>MEETING – JANUARY 19</b> <ul style="list-style-type: none"> <li>• <b>January 5</b> – TAC meeting, 1:30 p.m.</li> <li>• January 31 - End of Fiscal Year</li> <li>• Direct auditor to prepare audit report</li> <li>• Terms end for Crystal, Golden Valley, and Medicine Lake</li> <li>• Resolution to appoint official depositories;</li> <li>• Discuss CIP projects' admin expenses reimbursement</li> </ul>	<b>MEETING – FEBRUARY 16</b> <ul style="list-style-type: none"> <li>• <b>February 14</b> – Admin Cmttee meeting; 8:00 a.m.</li> <li>• BCWMC Organizational meeting – elect officers; Discuss BCWMC mission and goals; Discuss 2011 Commission – TAC liaisons</li> <li>• Assessment payments from member-cities due February 1</li> </ul>	<b>MEETING – MARCH 15</b> <ul style="list-style-type: none"> <li>• <b>March 7</b> –TAC mtg, 1:30 p.m.</li> <li>• <b>March 22</b> – Plymouth Env. Quality Fair</li> </ul>	<b>MEETING – APRIL 19</b> <ul style="list-style-type: none"> <li>• <b>April 5</b> – TAC mtg, 1:30 p.m.</li> <li>• <b>April 13-14</b> – Plymouth Yard/Garden Expo</li> <li>• Audit Report to State Auditor</li> </ul>
<b><i>May 2012</i></b>	<b><i>June 2012</i></b>	<b><i>July 2012</i></b>	<b><i>August 2012</i></b>
<b>MEETING – MAY 17</b> <ul style="list-style-type: none"> <li>• Receive/ file Audit; Review Draft 2012 Budget; Final Annual Report presented for approval and submitted to BWSR and member cities</li> </ul>	<b>MEETING – JUNE 21</b> <ul style="list-style-type: none"> <li>• Budget must be approved by Commission by July 1 to meet 30-day city review; Budget sent to member cities by July 1 for 30-day review</li> </ul>	<b>MEETING – JULY 19</b> <ul style="list-style-type: none"> <li>• LMCIT annual invoice; Receive first half of ad valorem tax (early July);</li> </ul>	<b>MEETING – AUGUST 16</b>
<b><i>September 2012</i></b>	<b><i>October 2012</i></b>	<b><i>November 2012</i></b>	<b><i>December 2012</i></b>
<b>MEETING–SEPTEMBER 20</b> <ul style="list-style-type: none"> <li>• Submit maximum levy ad valorem tax request to Hennepin County</li> </ul>	<b>MEETING – OCTOBER 18</b> <ul style="list-style-type: none"> <li>• Prepare letters re: deadline to receive applications for the Channel Maintenance Fund during next year's construction season</li> </ul>	<b>MEETING– WEDNESDAY, NOVEMBER 15</b>	<b>MEETING – DECEMBER 20</b> <ul style="list-style-type: none"> <li>• Prepare resolution to transfer 2011 funds from admin acct. to TMDL, Long-term maint., and channel erosion accounts.</li> </ul>



**Monthly Meeting**

Meetings are held at 11:30 am, every third Thursday of the month (except the November meeting is on Wednesday, Nov. 15) at the City of Golden Valley City Hall, Council Conference Room (2<sup>nd</sup> floor), 7800 Golden Valley Road, Golden Valley, MN 55427

Commissioner	Alternate Commissioner	Technical Advisory Committee Member
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**Crystal – 2015**

**Daniel Johnson**  
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**Vacant**

**Tom Mathisen**  
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**Golden Valley – 2015**

**Stacy Hoschka, Treasurer**  
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**Jeannine Clancy**  
Director of Public Works  
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**Medicine Lake – 2015**

**Ted Hoshal, Secretary**  
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**John O'Toole**  
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**Minneapolis – 2013**

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**Minnnetonka – 2013**

**Jacob Millner**  
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**Tony Wagner**  
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**New Hope – 2013**

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**Guy Johnson**  
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**Chris Long**, Bonestroo  
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**Plymouth – 2014**

**Ginny Black, Chair**  
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**Judy Johnson**  
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**Bassett Creek Water Management Commission – April 2012**  
**Web site: [www.bassettcreekwmo.org](http://www.bassettcreekwmo.org)**

<b>Commissioner</b>	<b>Alternate Commissioner</b>	<b>Technical Advisory Committee Member</b>
<b>Robbinsdale – 2014</b>		
<b>Wayne Sicora</b> 3706 Abbott Ave. North Robbinsdale, MN 55422  763-522-8165 <a href="mailto:Wayne.sicora@gmail.com">Wayne.sicora@gmail.com</a>	<b>Vacant</b>	<b>Richard McCoy *</b> City of Robbinsdale 4100 Lakeview Ave. N. Robbinsdale, MN 55422 763-531-1260      763-531-7344 (fax) <a href="mailto:rmccoy@ci.robinsdale.mn.us">rmccoy@ci.robinsdale.mn.us</a>

<b>St. Louis Park – 2014</b>		
<b>Jim de Lambert, Vice Chair</b> 9257 West 22 <sup>nd</sup> Lane St. Louis Park, MN 55426 763-489-3150 <a href="mailto:jimd@liesch.com">jimd@liesch.com</a>	<b>Justin Riss</b> 3732 Pennsylvania Avenue South St. Louis Park, MN 55426 612-242-6611 <a href="mailto:justinriss@yahoo.com">justinriss@yahoo.com</a>	<b>Laura Adler, Engrg. Program Coord. *</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2690      952-924-2663 (fax) <a href="mailto:ladler@stlouispark.org">ladler@stlouispark.org</a> <b>Jim Vaughan, Envl. Coord. * (alternate)</b> City of St. Louis Park 5005 Minnetonka Boulevard St. Louis Park, MN 55416 952-924-2699      952-924-2663 (fax)

**Deputy Treasurer:** Susan Virnig, \* Financial Director, 7800 Golden Valley Road, Golden Valley 55427; 763-593-8010 (Fax: 763-593-3969). E-mail: [SVirnig@goldenvalleymn.gov](mailto:SVirnig@goldenvalleymn.gov)

**Counsel:** Charlie LeFevre, \* Kennedy & Graven, 470 U.S. Bank Plaza, 200 South Sixth Street, Minneapolis, 55402; 612-337-9215 (Fax: 612-337-9310); general firm number: 612-338-1177. E-mail: [clefevere@kennedy-graven.com](mailto:clefevere@kennedy-graven.com)

**Engineer:** Karen Chandler, 952-832-2813, E-mail: [kchandler@barr.com](mailto:kchandler@barr.com); Len Kremer, 952-832-2781, E-mail: [lkremer@barr.com](mailto:lkremer@barr.com); Jim Herbert, 952-832-2784, E-mail: [jherbert@barr.com](mailto:jherbert@barr.com), \* Barr Engineering Company, 4700 West 77<sup>th</sup> Street, Minneapolis 55435-4803; (Fax: 952-832-2601).

**Recorder:** Amy Herbert, \* Barr Engineering Company, 4700 W 77th Street, Minneapolis 55435-4803; 952-832-2652 (Fax: 952-832-2601). E-mail: [bcra@barr.com](mailto:bcra@barr.com)

**Administrative Personnel (Municipalities)**

<b>Crystal</b>		<b>Minnetonka</b>	
Tom Mathisen, City Engineer		Lee Gustafson, Director of Engineering	952-939-8239
Anne Norris, City Manager		John Gunyou, City Manager	
Chrissy Serres, City Clerk		David Maeda, City Clerk ( <a href="mailto:dmaeda@eminnetonka.com">dmaeda@eminnetonka.com</a> )	
4141 North Douglas Drive	763-531-1000 (general)	14600 Minnetonka Blvd	952-939-8200 (general)
Crystal 55422	763-531-1188 (fax)	Minnetonka 55345	952-939-8244 (fax)
<b>Golden Valley</b>		<b>New Hope</b>	
Jeannine Clancy	763-593-8035	Guy Johnson, Director of Public Works	
Director of Public Works	763-593-3988 (engrg. fax)	5500 International Prkwy	763-592-6766
Tom Burt, City Manager **	763-593-8002	Kirk McDonald, Interim City Mgr **	763-531-5119
Jeff Oliver, City Engineer	763-593-8034	Valerie Leone, City Clerk ( <a href="mailto:vleone@ci.new-hope.mn.us">vleone@ci.new-hope.mn.us</a> )	
Sue Virnig, City Clerk	763-593-8010	4401 Xylon Avenue North	763-531-5100 (general)
7800 Golden Valley Road	763-593-8109 (admin. fax)	New Hope 55428	763-531-5136 (fax)
Golden Valley 55427	763-593-8000 (general)		
<b>Medicine Lake</b>		<b>Plymouth</b>	
Mary Anne Young, Mayor		Doran Cote, Director of Public Works	
145 Peninsula Rd. 55441	763-544-3285	Laurie Ahrens, City Manager	
Nancy Pauly, City Clerk ( <a href="mailto:nancy.pauly@gmail.com">nancy.pauly@gmail.com</a> )		Sandra Engdahl, City Clerk	
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<b>Minneapolis</b>		<b>Robbinsdale</b>	
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Casey J. Carl, City Clerk	612-673-2216	Tom Marshall, City Clerk	763-531-1252
350 S 5 <sup>th</sup> St, Room 304	612-673-3812 (fax)	4100 Lakeview Avenue N.	763-537-4534 (general)
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Director of Public Works	952-924-2663 (fax)		
Tom Harmening, City Manager **			
Scott Brink, City Engineer			
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