



September 8, 2016

Representatives  
Pioneer-Sarah Creek Watershed  
Management Commission  
Hennepin County, Minnesota

*The meeting packet for this meeting  
may be found on the Commission's website:  
[http://www.pioneersarahcreek.org/minutes--  
meeting-packets.html](http://www.pioneersarahcreek.org/minutes--meeting-packets.html)*

Dear Representatives:

A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission will be held Thursday, September 15, 2016, at 6:00 p.m., at the Discovery Center, 5050 Independence Street, Maple Plain, MN.  
**PLEASE NOTE THIS CHANGE IN MEETING SITE AND TIME.**

A light supper will be served. **RSVPs are requested** so that the appropriate amount of food is available. At the time of your response, please let us know if you will be eating supper with us.

In order to ensure a quorum for this meeting, please telephone 763.553.1144 or email Kerstin at [kerstin@jass.biz](mailto:kerstin@jass.biz) to indicate if you or your Alternate will be attending. It is your responsibility to ascertain that your community will be represented at this meeting.

Regards,

Judie A. Anderson  
Administrator

JAA:tim

cc:	Alternates	City Clerks	MPCA
	Jim Kujawa, HCES	Met Council	BWSR
	Joel Jamnik, Attorney	official newspapers	DNR
	Rich Brasch, TRPD	Diane Spector, Wenck Associates	

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ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447  
763.553.1144 • Fax: 763.553.9326 • judie@jass.biz • www.pioneersarahcreek.org

**REGULAR MEETING AGENDA**  
**September 15, 2016 • 6:00 pm**  
**Maple Plain City Hall @ The Discovery Center**  
**5050 Independence Street, Maple Plain (*note new location*)**

*The meeting packet can be found on the Commission's website:  
<http://pioneersarahcreek.org/pages/Meetings/>*

1. Approve Agenda.\*
2. Consent Agenda.
  - a. July regular meeting minutes.\*
  - b. Monthly Claims/Treasurers Report.\*
3. Action Items.
  - a. Project Review 2016-04 Pheasant Meadows Site Plan, Greenfield.\*
  - b. Project Review 2016-05 Proto Labs Parking Lot Expansion, Maple Plain.\*
4. Open Forum.
  - a. Steve Christopher, BWSR, will provide updates on the following:
    - 1) State Buffer Initiative.
    - 2) North Fork Crow River One Watershed, One Plan.
  - b. Randy Anhorn, HCEE, will also be present to join the discussion.
5. Old Business.
  - a. Third Community Conversation.
    - 1) Select date.
    - 2) Promotion.
  - b. CIP review.\*
  - c. Livestock Management Ordinance. *Will be considered at the October meeting.*
  - d. Final Process to Bring Forward CIPs.\*
  - e. Chuck Alcon Email Chain.\*
6. New Business.
7. Staff Report.
8. Education.
9. Communications.
10. Commissioner Reports.
11. Other Business.
  - a. 2015-2017 CIPs. (see below)
12. Adjournment. (*Next meeting-October 20, 2016 at 6:00 pm, Maple Plain*)

\* Included in meeting packet.

Year	Project	Project Name	Est Cost	Actual Cost	Est Comm Share	Actual Comm. Share	Notes
2014-2015	ME-1	Lake Ardmore infiltration basin	67,826		3,470.10		\$33,125 MPCA grant
	IN-1	Lake Sarah curlyleaf pondweed treatment	40,000		4,000	5,332.52	
	IN-2	Hydrologic restoration: HR 67	200,000		20,000		
		Hydrologic restoration: HR 68					
		Hydrologic restoration: HR 29					
		Hydrologic restoration: HR 33					
	ME-2	Lake Independence curlyleaf pondweed treatment	122,000		12,200		No request in 2015
2016	GR-3	Dance Hall Creek BMPs	200,000		10,000		
	GR-4	Feedlot improvements: Dance Hall Creek	35,000		1,750		
	GR-9	Buffer strips: Dance Hall Creek	35,000		1,750		
	GR-11	Control carp population: Lake Sarah	10,000		500		
	GR-11	Control carp population: other lakes	10,000		500		
	IN-3	Lake Sarah curlyleaf pondweed treatment	32,000		3,200		
	IN-4	Gully restorations: GS50 (design)	120,000		12,000		Study \$20,638; Comm share = \$5,159.50
	ME-4	Lake Ardmore neighborhood projects	80,000		8,000		
2017	IN-5	Lake Sarah curlyleaf pondweed treatment	26,000		2,600		
	IN-7	Raingardens in targeted areas	75,000		7,500		
	IN-9	Shoreline restoration – Sarah and Independence	125,000		12,500		
	GR-4	Feedlot improvements: Dance Hall Creek	35,000		1,750		
	GR-9	Buffer strips: Dance Hall Creek	35,000		1,750		
<b>SPECIAL STUDIES</b>							
2015	MP-4	Ravine study	3,000		300		
2015	ME-3	Lake Independence Subwatershed Assessment	15,000		1,500		
2018	GR-1	Subw Assess-Hafften, Schendel, Schwauppau	20,000		1,000		
<b>No Year Assigned</b>							
	CIP-7	Lindgren Lane Pond	100,000		10,000		
	CIP-8	Koch's/Mill's Creek Inlet Ponds (now HR 97 and 29)	200,000		20,000		
	CIP-11	Manure Management Cost-Share Projects	250,000		25,000		
	LO-1	Chippewa Road Drainage	21,000		2,100		
	LO-2	Creekview Road Drainage	21,000		2,100		
	LO-3	Retention Pond mapping and cleanup	10,000		1,000		
	LO-4	Ditch Cleaning at Ballpark	10,000		1,000		
	LO-5	Sediment Pond Cleanout	25,000		2,500		
	LO-6	Sediment Pond Cleanout	80,000		8,000		
	MP-1	Drainageway Cleaning –E of Budd	55,000		5,500		
	MP-2	Rock checks, Main St Ravine	23,700		2,370		
	MP-3	Washout, Main St Ravine	8,000		800		
	MP-5	North Ravine Cleanup	286,000		28,600		



# Pioneer-Sarah Creek Watershed Management Commission

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Project	Project Name	Total Cost	Comm Share	2014	2015	2016	2017
ME-1	Lake Ardmore infiltration basin	30,000	3,000	3,000			
IN-1	Lake Sarah curlyleaf pondweed treatment	40,000	4,000		4,000		
IN-2	Hydrologic restoration: HR 67	200,000	20,000		20,000		
	Hydrologic restoration: HR 68						
	Hydrologic restoration: HR 29						
	Hydrologic restoration: HR 33						
ME-2	Lake Independence curlyleaf pondweed treatment	122,000	12,200		12,200		
GR-3	Dance Hall Creek BMPs	200,000	10,000			10,000	
GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750			1,750	
GR-9	Buffer strips: Dance Hall Creek	35,000	1,750			1,750	
GR-11	Control carp population: Lake Sarah	10,000	500			500	
GR-11	Control carp population: other lakes	10,000	500			500	
IN-3	Lake Sarah curlyleaf pondweed treatment	32,000	3,200			3,200	
IN-4	Gully restorations: GS50 (design)	120,000	12,000			5,160	
ME-4	Lake Ardmore neighborhood projects	80,000	8,000			8,000	
IN-5	Lake Sarah curlyleaf pondweed treatment	26,000	2,600				2,600
IN-7	Raingardens in targeted areas	75,000	7,500				7,500
IN-9	Shoreline restoration – Sarah and Independence	125,000	12,500				12,500
GR-4	Feedlot improvements: Dance Hall Creek	35,000	1,750				1,750
GR-9	Buffer strips: Dance Hall Creek	35,000	1,750				1,750
MP-4	Ravine study	3,000	300				
ME-3	Lake Independence Subwatershed Assessment	15,000	1,500				
GR-1	Subw Assess-Hafften, Schendel, Schwauppau	20,000	1,000				
CIP-7	Lindgren Lane Pond	100,000	10,000				
CIP-8	Koch's/Mill's Creek Inlet Ponds (now HR 97 and 29)	200,000	20,000				
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LO-1	Chippewa Road Drainage	21,000	2,100				
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LO-6	Sediment Pond Cleanout	80,000	8,000				
MP-1	Drainageway Cleaning –E of Budd	55,000	5,500				
MP-2	Rock checks, Main St Ravine	23,700	2,370				
MP-3	Washout, Main St Ravine	8,000	800				
MP-5	North Ravine Cleanup	286,000	28,600				
				3,000	36,200	30,860	26,100

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## REGULAR MEETING MINUTES

July 21, 2016

1. **CALL TO ORDER.** A regular meeting of the Pioneer-Sarah Creek Watershed Management Commission was called to order at 6:00 p.m., Thursday, July 21, 2016, by Chair Mike DeLuca at Maple Plain City Hall, 5050 Independence Street, Maple Plain, MN.

Present: Mike Hoekstra, Greenfield; Joe Baker, Independence; Brenda Daniels, Loretto; Mike DeLuca, Maple Plain; Mike McLaughlin, Medina; Lisa Whalen, Minnetrista; James Kujawa, Hennepin County Environment and Energy (HCEE); Rich Brasch, Three Rivers Park District (TRPD); and Judie Anderson and Amy Juntunen, JASS.

Also present: Scott Johnson, Medina; and Rachel Olmanson, MPCA.

2. **AGENDA.\*** Motion by Whalen, second by Daniels to approve the revised agenda as presented. *Motion carried unanimously.*

3. **CONSENT AGENDA.** Motion by Whalen, second by McLaughlin to approve the consent agenda. *Motion carried unanimously.*

a. **May 19, 2016 Meeting Minutes.**

b. **Monthly Claims/Treasurer's Report.\*** Monthly claims total \$4,572.77.

### 4. ACTION ITEMS.

a. **2016-02W Budd Avenue Improvement Project, Maple Plain.\*** The City of Maple Plain is proposing the reconstruction of Budd Avenue between Independence Street on the south to the city limits on the north. The roadway work will replace 1165 feet of street. The project also includes updating storm sewer, sanitary sewer and water main utilities. New impervious areas are 0.3 acres. Construction site disturbance will be approximately 1.2 acres. Minor wetland fill in two wetland basins is proposed. The Commission standards require the review of grading and erosion controls and compliance with the MN Wetland Conservation Act. A wetland replacement will occur in the BWSR road construction wetland bank at a 2:1 ratio. Staff recommends approval of the project.

The wetland replacement bank is in the Crow River Watershed in Stearns County. Commissioners noted that wetlands should be replaced within the watershed for future projects. County and private projects are required to replace within the watershed.

Motion by McLaughlin, second by Daniels to approve project 2016-02W with no conditions. *Motion carried unanimously.*

b. **CIP Process Policy.\*** Whalen asked the Minnetrista attorney to review the policy and the determination was that a public hearing is only required if the Commission, not a City, orders the project, or if the project will be funded by tax levy. The way the CIPs are currently handled is that a City acts as the lead and orders the project, the Commission reviews for a cost-share of the project. Items F.1. and F.2. should be stricken from the policy. Motion by Whalen, second by Daniels to approve the CIP Process Policy striking items F.1. and F.2. *Motion carried unanimously.*

c. **2016 CAMP Agreement.\*** The Commission approved CAMP monitoring of Haften Lake and has funded the monitoring in the 2016 budget. Motion by McLaughlin, second by Hoekstra to approve the 2016 CAMP agreement. *Motion carried unanimously.*

### 5. OPEN FORUM.

Greenfield • Independence • Loretto • Maple Plain • Medina • Minnetrista

\*Included in meeting packet.

**6. OLD BUSINESS.**

**a. Third Community Conversation.\*** Only 11 attendees were registered for the June 29 Community Conversation by June 25, most of which were Commissioners and Staff. The Commission made the decision to cancel the event and reschedule for later in the year. The contract with MPCA runs through June 30, 2017. The event will be rescheduled for the end of October/beginning of November. Staff will return at the August meeting with a proposed date and publicity plan.

**b. TAC CIP review.** No cities have submitted projects for TAC review other than the projects identified in the Ardmore Subwatershed Assessment in Medina. Staff will schedule a TAC meeting in the second week of August to review those projects and re-solicit the cities for additional projects.

**c. Livestock Management Ordinance.** Due to a few unresolved items, the ordinance will be finalized for approval at the July meeting. Anderson will request language from Brasch. Whalen noted that she will not be present for the August meeting and requested that the full ordinance be sent to her alternate prior to the meeting. All items on the agenda will be included in the regular meeting packet for all Commissioners and alternates.

**7. NEW BUSINESS.**

An information update re the **New Buffer Law** will be included in the August meeting. Enforcement of the law will be provided by the Board of Soil and Water Resources.

**8. STAFF REPORT.\***

**a. WRAPS.** Brasch submitted a review draft of the TMDL to MPCA and will receive comments prior to submitting the TMDL for the next stage of review.

**b. Ravine Stabilization Project.** A draft feasibility report is now available. Brasch will meet with Baker, McLaughlin, and Wenck Staff to review. There are two projects that will reduce loading by approximately 328 lbs/year at a total cost of \$350,000 for one and \$70,000 for the second project, which is very cost effective. The feasibility study will allow the pursuit of grant funding.

**c. Rural Conservationist.** The County has interviewed five applicants, but has not hired yet. The position was republished this week.

**d. Project Reviews.** Staff is handling a few minor wetland violations and a new project, Pheasant Meadows Estates was recently received but has not yet been reviewed. The Commission expressed appreciation for the County's enforcement of the Wetland Conservation Act.

**e. Website.** Due to issues with the current website platform not allowing updates, and the cost to move to a new platform with the existing company, Staff has redesigned the website using Weebly, which will save the Commission about \$600 per year in hosting fees. The new website has been launched. Feedback for changes or improvements are welcome.

[Baker arrived 6:44 p.m.]

**9. EDUCATION.**

**a. Pledge to Plant rack cards.\*** The West Metro Water Alliance has launched its Pledge to Plant campaign, asking citizens to replace some turf in their yards with native plants.

**b. 2016 Clean Water Summit.\*** The Summit will be held on Thursday, September 22 from 9:00 a.m. – 4:30 p.m. at the Minnesota Landscape Arboretum. Cost to attend is \$80. The focus will be on green infrastructure practices.

**c. NEMO Workshop on the Water.\*\*** The NEMO Workshop on the Water will be hosted by the Minnehaha Creek Watershed District on Wednesday, August 3.

**10. COMMUNICATIONS.** The Commission discussed Chuck Alcon's request and visit to view the Commission's storage area. Staff allowed the visit after discussion with DeLuca and charged Alcon for the time. The Commission

determined that future requests should be made during a Commission meeting or in writing, and not allowed until the Commission has met and made a determination. In the future, specific documents or information may be requested, but not an open visit. Staff will include the full stream of communication with Alcon in the August meeting packet for transparency.

**11. COMMISSIONER REPORTS.**

- a. **DeLuca, Daniels and Whalen** had nothing to report.
- b. **Hoekstra** reported that, at its July 7 Council meeting, Greenfield approved the joint agreement with Independence, Lake Sarah Improvement Association, and TRPD for the Lake Sarah outlet maintenance. He expressed appreciation to all the parties involved that worked on the maintenance proposal and agreement and believes Greenfield and Independence will work well together on this project.
- c. **McLaughlin.** James Johnson, the Freshwater Scientific Services Limnologist, met with the Lake Independence Citizens Association (LICA) Board to talk about curlyleaf pondweed and provided insights on the results of treatments at other lakes. LICA presented an award to Brad Spencer for his involvement with projects on the lake.
- d. **Baker.** The Selstads have a 1,000 acre subwatershed flowing through their 80 acre property. Hakanson Anderson performed a feasibility study on the largest-ever proposed iron enhanced filter bench. However, since nothing of that size has yet been done and due to the prohibitive cost, the project is too expensive to self-fund, for both the Commission and the City. Information on iron-enhanced filters will continue to be monitored. Unfortunately, the land is for sale and the new owner may not be as interested in such projects. Anderson commented that Ed Matthiesen at Wenck is working on a DER research grant for bio filters for the Shingle Creek watershed. Baker will reach out to Wenck. Baker and Brasch visited the Lake Minnetonka Regional Park and Wayzata High School projects, which also use iron-enhanced filters, to better understand how they work.

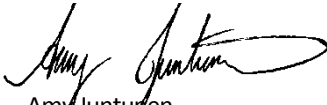
Baker noted that the new buffer law should be incorporated in the next Community Conversation or another event to raise awareness of the law and how the Commission works with other agencies.

**12. OTHER BUSINESS.**

- a. **2015-2017 CIPs.\***
- b. The **next meeting** is scheduled for August 18, 2016.

**13. ADJOURNMENT.** There being no further business, motion by Whalen, second by McLaughlin to adjourn. *Motion carried unanimously.* The meeting was adjourned at 7:15 p.m.

Respectfully submitted,



Amy Juntunen  
Recording Secretary  
AAJ:tim

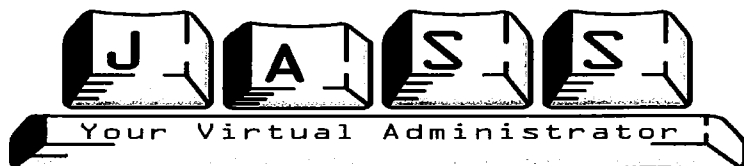
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**Pioneer-Sarah Creek Watershed****Cash Disbursements Journal****For the Period From Sep 1, 2016 to Sep 30, 2016**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
9/9/16	1438	51100	Administration	666.15	
		51100	Meetings	572.36	
		51100	Bookkeeping	171.55	
		51400	Website	9.35	
		51120	Project Reviews	78.04	
		51130	WCA	4.50	
		51100	CIPs	148.27	
		63200	WRAPS	23.91	
		64004	Ardmore	35.49	
			Subwatershed Assmt		
		10100	Judie Anderson's		1,709.62
			Secretarial Service		
Total				1,709.62	1,709.62





3235 Fernbrook Lane  
Plymouth MN 55447

Pioneer-Sarah Creek Watershed Management Commission  
3235 Fernbrook Lane Plymouth, MN 55447

September 9, 2016

**Total Project Area**

**General Administration**

Administrative	0.17	55.00	9.350	
Administrative	6.18	60.00	370.800	
Office Support	2.17	60.00	130.200	
Public storage	1.00	104.72	104.720	
Data Processing/File Mgmt	0.75	55.00	41.250	
Reimbursable Expense	9.83	1.00	9.830	666.150 Administration

**Meeting packets, attendance, Minutes and Meeting follow-up**

Administrative	1.00	55.00	55.000	
Administrative	8.17	60.00	490.200	
Admin - Offsite		65.00	0.000	
Reimbursable Expense	27.16	1.00	27.160	572.360 Meeting related activit

**Bookkeeping**

Bookkeeping		55.00	0.000	
Bookkeeping, budget, audit requests	2.34	60.00	140.400	
Treasurer's Reports	0.25	60.00	15.000	
Audit Prep		50.00	0.000	Bookkeeping/TRs
Reimbursable Expense	16.15	1.00	16.150	171.550 Audit Prep

**Website**

Weebly hosting - 2 years		1.00	0.000	
Pages, links, uploads	0.17	55.00	9.350	
Administrative		60.00	0.000	9.350 Website

**Project Reviews**

Administrative		55.00	0.000	
Administrative	0.68	60.00	40.800	
Reimbursable Expense	37.24	1.00	37.240	78.040 Project Reviews

**WCA/Wetland Projects**

Administrative		55.00	0.000	
Administrative		60.00	0.000	
Reimbursable Expense	4.50	1.00	4.500	4.500 WCA/Wetland

**CIPs, BBR**

Administrative		50.00	0.000	
Administrative	2.33	60.00	139.80	
Reimbursable Expense	8.47	1.00	8.470	148.270 CIPs, BBR

**WRAPS**

Secretarial		55.00	0.000	
Administrative	0.38	60.00	22.800	
Offsite		65.00	0.000	
Reimbursable Expense	1.11	1.00	1.110	23.910 WRAPS

**Ardmore Subwatershed Assessment**

Secretarial		50.00	0.000	
Administrative	0.50	60.00	30.000	
Reimbursable Expense	5.49	1.00	5.490	35.490

1,709.620 1,709.620

## MEMORANDUM

**TO:** Pioneer-Sarah Creek Watershed Management Commission  
**FROM:** James Kujawa, Hennepin County Dept. of Environment and Energy  
**DATE:** September 9, 2016  
**SUBJECT:** Staff Report

**2013-04 Franklin Hills Second Addition, Independence.** This is a 41-acre site located at the westerly terminus of Franklin Hills Road approximately one mile south of CR 11 on the west side of CR 90. There is currently one home site on this parcel. It is proposed to be subdivided into six residential lots. Grading is proposed for the extension of Franklin Hills Road into two cul-de-sacs, or approximately 1100 feet of public street access to the new lots. An existing pond will also be expanded during the grading process. Each home site will be graded individually when building permits are issued. At their September 2013 meeting, the Commission approved site plans with three conditions. These conditions have been met with the exception of the Commission's receipt of the final O&M plan recorded document. The developer and City are still working on finalizing the plat and recording of all documents, including the O&M plan. The City stated they will be recording the document and will provide a copy to the Commission.

**2015-02 Serenity Hills, Independence.** This is a 56-acre agriculture parcel that straddles both sides of Koch's Crossing just west of Independence Road. The applicant is proposing to subdivide the property into a cluster type development with 14 single-family residential lots (29.5 acres) and two large outlots (26.5 acres). As part of this project, Koch's Crossing is proposed to be vacated and relocated 700 feet south of the current road. This development triggers the Commission's review for stormwater management (quantity and quality), grading and erosion control. The project review and findings were included in the February packet. This project was approved by the Commission at their July meeting contingent upon: 1) The appropriate pipe or rock rip rap channel being designed for water flows over the stream bank in the NE corner of Outlot A, and 2) the City of Independence agreeing to maintain the stormwater facilities, or a stormwater management agreement and operation and maintenance plan being approved by the City and the Commission and recorded on the property deed. The recorded document must be provided to the Commission. Item 1 has been resolved, Item 2 is still pending. No new information has been received.

**2015-07w 7325 Pioneer Trail Wetland Violation, Greenfield.** Contacts from the property owner have been limited. After approximately five phone messages and two site visits, he finally provided Staff with his email contact. Staff sent him an email outlining the process to resolve a filling violation. After a call from the DNR, the property owner has been in contact with our office and has requested a PSCWMC application for an exemption. Instead of an exemption, the landowner has decided to voluntarily remove the fill and restore the wetland impacts. Correspondence outlining the details and timelines gave him until May 15, 2016 to complete the work. **As of this update the work has not been started.**

**2015-10 Highway 55 Mini-Storage, Medina.** At the October 2015 Commission meeting the applicant requested a waiver to our fee schedule on this project. The Commission denied the request. Revisions to the site plans were received in October. At their November 2015 meeting the Commission approved this project contingent upon 1) the soil amendment areas and iron enhanced filtration basin being protected by a drainage and utility easement and included in the site's utility maintenance agreement, and 2) the buffer areas having a conservation easement recorded over them. Easement and maintenance agreement language was provided in the developer's agreement put together by the City of Medina. **On September 9 the City informed Staff that the recorded documents have been filed with the County and will be submitted to the Commission . This item will be removed from the report.**

**Potential Wetland Violation, 5275 County Road 11, Independence.** A complaint was received concerning some ditching and a potential wetland violation on the south side of CSAH 11 near Lake Sarah. Staff's initial drive-by and office investigations indicated the ditch was constructed to drain a wetland. The City of Independence was made aware of the situation. Independence is the LGU in charge of administering the WCA for this site. The TEP met on site April 20 and determined that if the landowner restores the site to pre-existing conditions there would be no violation. This was his intent. The City will follow up with him once the restoration is completed. A one month timeline was given. Due to health issues, the deadline for restoration was extended to August 31, 2016. **This site was restored to the pre-existing conditions in July. This item will be removed from the report.**

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*Language in red indicates current updates*

\* indicates enclosure

Staff Report September 9, 2016

**2016-02W Budd Avenue Utility and Street Improvement Project, Maple Plain.** The City is proposing to reconstruct Budd Avenue between Independence Street and their north border with Independence (approximately 1300 feet). The Commission reviewed this site based on 583 SF of wetland impacts (wetland replacement plan) and for compliance with the Commissions Third Generation Management Plan. The Commission approved the wetland replacement plan and project at their July meeting. This item will remain on the agenda until the wetland banking credits are purchased from BWSR.

**2016-03 Pheasant Meadows Wetland Delineation, Greenfield.\*** This site is an 80 acre parcel located on the west side of Greenfield Road about one-half mile north of CSAH 50. Staff viewed the site and requested clarification on a couple of points. **One more wetland area was added to the delineation and approved by Staff. This item will be removed from the report.**

**2016-04 Pheasant Meadows Site Plan, Greenfield.\*** The applicant is proposing 16 single family lots on his 80-acre parcel. Each lot averages about three acres of buildable area. **Staff recommends approval of site plans dated August 26, 2016 contingent upon:**

- 1) **Buffer and preservation easement documentation must be provided for preliminary approvals from the City and Commission. These documents must be recorded on the land title of the property and a copy of the recorded documents must be provided to the Commission.**
- 2) **Additional buffer/conservation easement signage must be provided with the site plan (per item 14 of the findings dated September 2, 2016..**
- 3) **Pond and outlet pipes and riprap must be extended to the edge of the NWL of the wetlands. An O and M plan for the native seeding must be provided.**

**2016-05 Proto Labs Parking Lot Expansion, Maple Plain.\*** Proto Labs is expanding their parking area into two vacant lots just east of their existing facility in the Maple Plain Industrial Park. The site is located just north of Highway 12. 2.79 acres of new impervious areas will be created with this expansion. Based on the Commission's stormwater management plan, this site must be reviewed for compliance to our stormwater management, grading and erosion control standards. No wetlands or floodplains are located in the expansion lots. Staff recommends approval contingent upon:

- 1) **Operation and maintenance agreement on the biofiltration basin per Staff findings dated September 6, 2016.**
- 2) **Establishment and maintenance plan for the Biofiltration basin.**
- 3) **Erosion control construction sequencing clarification per Staff findings dated September 6, 2016.**

## **PIONEER-SARAH CREEK WRAPS**

Phase 2 of the Pioneer Sarah Creek WRAPS project extends to June 30, 2017 and is the final phase of the project. The overall outcome of this project will be a WRAPS Plan and TMDL Study that provides quantitative pollutant load reduction estimates and a set of pollutant reduction and watershed management strategies to achieve water quality standards for impairments within the watershed. **The third Community Conversation, scheduled for June 29, 2016, was canceled and will be rescheduled for the end of October or beginning of November.**

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ADMINISTRATIVE OFFICE: 3235 Fernbrook Lane N • Plymouth, MN 55447  
763.553.1144 • Fax: 763.553.9326 • judie@jass.biz

TECHNICAL ADVISOR: Hennepin County Environment and Energy Department  
701 Fourth Avenue S. MC 609 • Minneapolis, MN 55415  
612.348.7338 • james.kujawa@hennepin.us

## **Pheasant Meadows Estates** **Greenfield, Project #2016-04**

**Project Overview:** This site is an 80 acre parcel located on the west side of Greenfield Road about ½ mile north of CSAH 50. The applicant is proposing 16 single family lots on the property. Each lot averages about 3 acres of buildable area. Our review will be for conformance with the Commission's third generation management plan.

**Applicant:** Shawn Peterson, 2434 Meadow Oak Avenue, Monticello, MN 55362. Phone: 612-221-0183. Email: shawnpete@yahoo.com

**Engineer/Agent:** Otto Associates Engineers & Land Surveyors, Attn: Cara Schwahn Otto, 9 West Division Street, Buffalo, MN 55313. Phone: 763-682-4727. Email: cara@ottoassociates.com

### **Exhibits:**

- 1) 2016-04 PSCWMC Request for Plan Review and fee submittal, received July 12, 2016.
- 2) 2016-03 PSCWMC Request for Wetland Delineation review and approval with fee submittal, received June 20, 2016.
- 3) Preliminary Plat of Pheasant Meadows Estates by Otto Associates dated May 15, 2016, revised August 26, 2016.
- 4) Pheasant Meadows Estates Stormwater Construction Plans by Otto Associates dated August 26, 2016.
  - a. Sheet 1 of 9, Cover Sheet.
  - b. Sheets 2 & 3 of 9, Street Plan and Profile
  - c. Sheets 4 to 7 of 9, SWPPP
  - d. Sheets 8 & 9 of 9, Details
- 5) Hydrology Report for Pheasant Meadows Estates by Otto Associates dated June 29, 2016 with latest revision date of August 11, 2016.
- 6) Greenfield Road Site Wetland Delineation Report, by Kjolhaug Environmental Services Co. dated June 14, 2016.
  - a. Notice of MN WCA Application for boundary/type determination dated July 11, 2016.
  - b. Notice of MN WCA Decision for boundary/type determination dated August 12, 2016.

### **Findings:**

- 1) A complete application was received July 12, 2016. The initial 60-day review period for a decision by the Commission, per MN Statute 15.99, expires September 10, 2016.
- 2) This property drains into three large wetlands that drain to the north. These wetlands are connected into County Ditch #9 that drains into the Crow River just north of the intersection of Vernon Avenue at CSAH 10.

- 3) Per the PSCWMC 3<sup>rd</sup> Generation SWMP, Rule D, section 2 this site must be reviewed and approved by the Commission for development;
  - a. On land that disturbs more than one acre (stormwater management, erosion and sediment control rule D),
  - b. On land adjacent to wetlands and watercourses where no impacts will occur (Buffer Strips and wetlands) and
  - c. On land within the 1% chance (100 year) floodplain (rule F)

**Rule D, Stormwater Management**

- 4) One street, ending in a temporary cul-de-sac at the north edge of this site will bisect this property. Rural ditch sections will be constructed to collect street and front yard water from the site, routing it into three stormwater ponds.
- 5) Three ponds are proposed to collect and treat the majority of the street and front yard water of this development.
  - a. The ponds will be constructed to National Urban Runoff Program (NURP) pond requirements
    - i. The City of Greenfield has agreed to undertake the future operation and maintenance to all the ponds in this development.
- 6) Water Rate Flows; Post development runoff flows will meet the Commission standard for 2, 10 and 100 year rates at or less than pre-development. They are as follow;

	2-Year (2.85")	10-Year (4.23")	100-year (7.13")
	Runoff Rate (cfs)	Runoff Rate (cfs)	Runoff Rate (cfs)
Pre-Development	62.7	119.3	244.8
Post-Development	36.4	85.4	199.1

- 7) Pond Operation and Maintenance. The City of Greenfield has agreed to operate and maintain the ponds in this development.
- 8) Nutrient and TSS loads will meet the Commission standards.
  - a. The three ponds will be utilized to control nutrients and TSS,
  - b. Pre-development phosphorus loads are approximately 50 lbs/year. Post development loads are modeled at 16.3 lbs/year
  - c. Pre development TSS loads are estimated at 17,600 lbs/year (based on 44 acres of cropland @ 400#/year). Post development TSS is 4,618 lbs/year.
- 9) Volume abstraction will meet the Commission requirements.
  - a. Abstraction necessary = 6,189 cubic feet.
    - i. After subtracting disconnected areas (based on 75' of permanent grass/buffer for overland flow or 300' of grass for channel flows) there will be 1.55 acres of impervious area that must meet the Commission 1.1" abstraction requirements.
  - b. Abstraction provided = 6,831 cubic feet.
    - i. 163,959 sq. ft.(3.76 acres) of added buffer and preservation easement areas are proposed for abstraction credits (0.5" credit over buffer/preservation areas)
    - ii. The areas proposed to be preserved as undisturbed forest must remain undisturbed during construction and must be protected by a permanent conservation easement prescribing allowable uses and activities on the parcel and preventing future development. A long-term vegetation

management plan describing methods of maintaining the conservation area in a natural vegetative condition must be submitted with the stormwater management plan. The permanent easement must be submitted to the City of Greenfield in a form acceptable to both the City and Commission.

**Rule E, Grading, Erosion and Sediment Control.**

- 10) The pond outlets must be extended to the NWL of the wetland areas.
- 11) Home construction will be graded on a site by site basis when the home is built.
  - a. The City of Greenfield must ensure erosion and sediment is controlled during the building process.

**Rule I Buffer** requirements.

- 12) Acceptable buffer strip design, planting methods and maintenance must be provided. A 2 to 5 year maintenance plan and responsible individual for said maintenance must be specified on the site plan.
- 13) The applicant must submit to the member city, in a form acceptable to the City and Commission, a recordable conservation easement for protection of approved buffer strips. The easement shall describe the boundaries of the watercourse or wetland and buffer strips, identify the monuments and monument locations, and prohibit any of the alterations (as set forth in paragraph 5, Rule I, Appendix C PSCWMC 3<sup>rd</sup> Generation Watershed Management Plan).
- 14) Additional buffer markers are necessary at the following locations;
  - i. Approximately 100' south of the north lot line of lot 2, block 1.
  - ii. Approximately 150' north of the south lot line of lot 3, block 1.
  - iii. Approximately 50' south of the north lot line of lot 7, block 1.
  - iv. Approximately 125' south of the north lot line of lot 8, block 2.
  - v. Approximately 50' south of the north lot line of lot 6, block 2.
  - vi. Approximately 70' north of the south lot line of lot 6, block 2.
  - vii. Approximately 75' south of the north lot line of lot 5, block 2.
  - viii. Approximately 100' south of the north lot line of lot 4, block 2

**Rule F, Floodplains**

- 15) The large wetlands are designated by FEMA as Zone A floodplain areas. These are areas considered as special flood hazard areas subject to inundation by the 1% annual flood chance. There are no base flood elevations for Zone A floodplain areas.
- 16) Because this site will be utilized for single family residential homes and because in most cases mortgage companies require flood insurance when property has a floodplain designation, we recommend the City and applicant determine the 1% chance flood elevations for the floodplains on this parcel and obtain a letter of map amendment on the properties located in the floodplains in this development.

**Other**

- 17) A wetland delineation was submitted for review and approval on July 5, 2016. A WCA notice of application was sent for public review, requesting comments until August 1, 2016. Subsequent site visits by staff identified one additional small wetland area. This will be added to the site plans and the delineation will be approved after the comment period closes.
- 18) The Commission recommends the City of Greenfield to establish animal unit, storage and siting standards for livestock on this site.



Pheasant Meadows Estates, Greenfield  
2016-04  
September 2, 2016

**Recommendation: Approval contingent upon;**

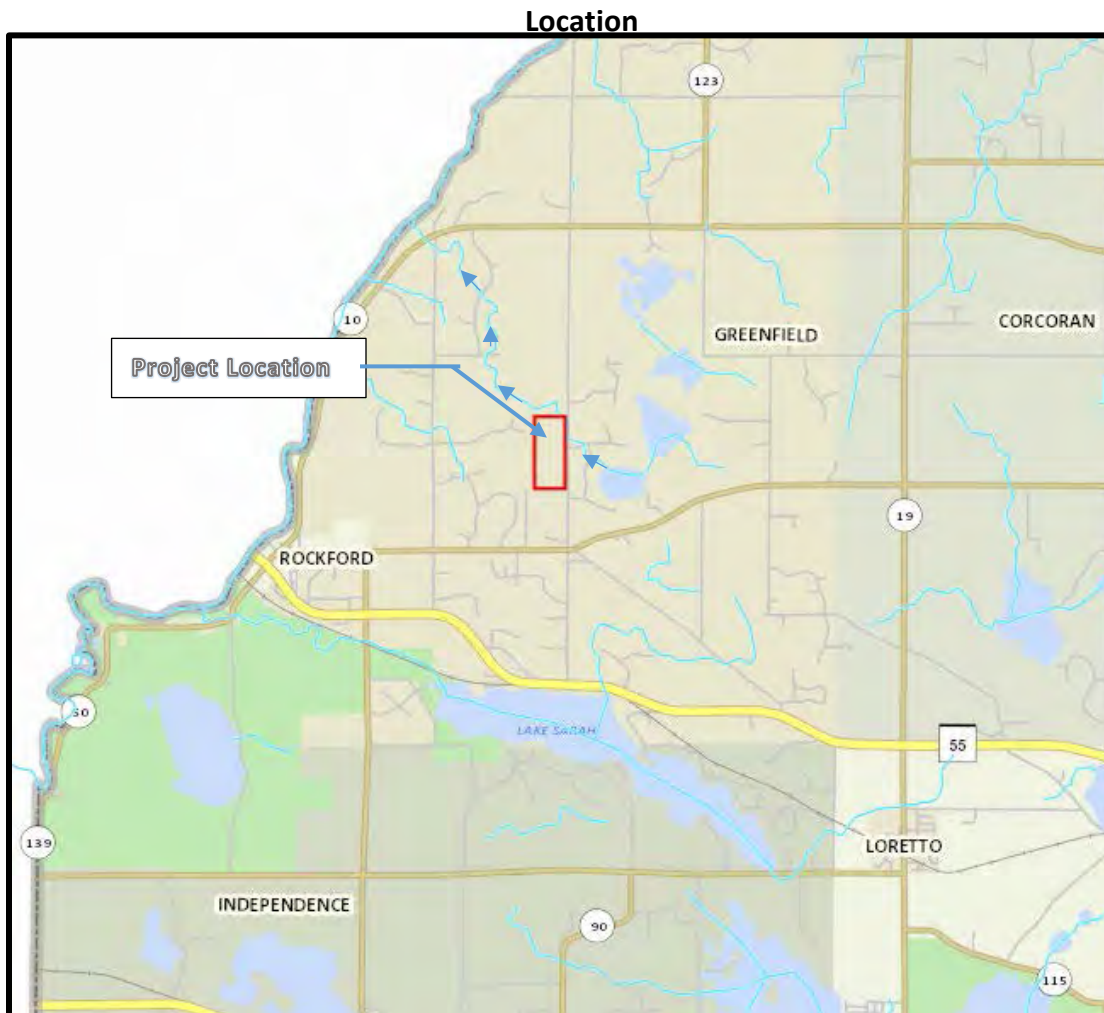
- 1) Buffer and preservation easement documentation must be provided for preliminary approvals from the City and Commission. These documents must be recorded on the land title of the property and a copy of the recorded documents must be provided to the Commission.
- 2) Additional buffer/conservation easement signage per item 14 must be provided with the site plan.
- 3) Per item 10, pond outlet pipes and riprap must be extended to the edge of the NWL of the wetlands.
- 4) O and M plan for the native seeding must be provided per item 12.

Hennepin County  
Department of Environment and Energy  
Advisor to the Commission



James C. Kujawa

September 2, 2016  
Date



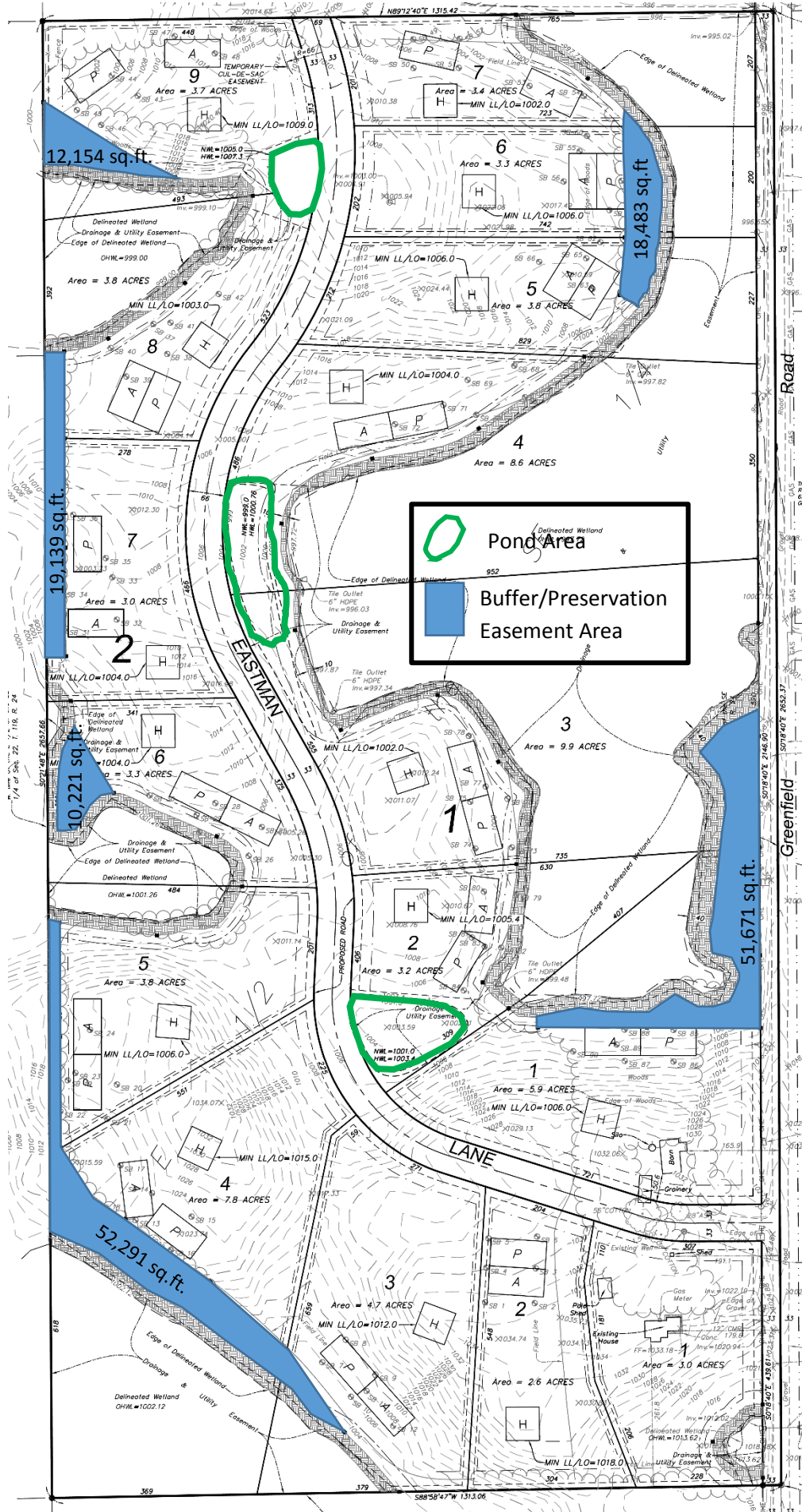
Pheasant Meadows Estates, Greenfield  
2016-04  
September 2, 2016

**Aerial View**





Pheasant Meadows Estates, Greenfield  
2016-04  
September 2, 2016





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**TECHNICAL OFFICE:** 701 Fourth Street South, Suite 700, Minneapolis,  
 MN 55415-1600 Phone: 612.348.7338 • Fax: 612.348.7338 •  
 Email: james.kujawa@co.hennepin.mn.us

## **Proto-Labs Parking Expansion** **Maple Plain, Project #2016-05**

**Project Overview:** Proto Labs is expanding their parking area into two vacant lots just east of their existing facility in the Maple Plain Industrial Park located just north of Highway 12. 2.79 acres of new impervious areas will be created with this expansion. Based on the Commission's stormwater management plan, this site must be reviewed for compliance to our stormwater management, grading and erosion control standards. No wetlands or floodplains are located in the expansion lots.

**Applicant:** Proto Labs, Attn. Brad Pfeifer, 5540 Pioneer Creek Drive, Maple Plain, MN 55359. Phone: 612-404-3806. Email: Brad.Pfeifer@protolabs.com

**Agent/Engineer:** Loucks Inc., Attn. Mike St. Martin, 7200 Hemlock Lane, Suite 300, Maple Grove, MN 55369. Phone: 763-424-5505. Email mstmartin@loucksinc.com

### **Exhibits:**

- 1) PSCWMC Request for Plan Review received August 4, 2016.
- 2) Project review fee, check 1007322 from Proto Labs, Inc. for \$1,050.
- 3) Stormwater Management Plan for Proto Labs Parking Expansion prepared by Loucks Associates dated August 9, 2016.
- 4) Proto-Labs Parking Lot Expansion Site Plans, unsigned. Watershed Submittal with a revision date of 8/12/16.
  - a. Sheet C0-1, Cover Sheet
  - b. Sheet C1-1, Existing Conditions
  - c. Sheet C2-1, Site Plan
  - d. Sheet C3-1, Grading Plan
  - e. Sheets C3-2 and C3-3, SWPPP Plan and Notes
  - f. Sheet C4-1, Utility Plan
  - g. Sheet C8-1, Details
  - h. Sheet L1-1, Landscape Plan
- 5) Summary email to John Krausert, Rehder & Associates. Parking expansion 2016 to May 2016.
- 6) PSCWMC project reviews for Maple Plain Industrial Park phases I through IV. Project #97-009, 00-006, 03-001 and project review dated 4/2/90.

### **Findings:**

- 1) A complete site plan was received August 4, 2016. The initial 60-day review period per MN Statute 15.99 expires October 3, 2016.
- 2) There are no wetlands or floodplains in this project area or adjacent to it.

- 3) This site drains into an existing stormwater pond in the lot just west of this project. From the stormwater pond the water drains into the large Pioneer Creek wetland basin located between CSAH 90 and Pagenkopf Road.
- 4) The project site is part of the regional stormwater system installed and upgraded during the construction of the Maple Plain Industrial Park phase I through IV. The pond was sized to meet the Commission's 2<sup>nd</sup> Generation water quality treatment standards for an average of 72% impervious area draining to it.
- 5) To meet the Commission's 3<sup>rd</sup> Generation SWMP 1.1" abstraction requirements, the applicant is adding a sand filtration pond to filter the water from the new parking lot impervious areas (2.79 acres).
  - a. Abstraction requirements from three previous parking lot expansions (total 0.52 acres of impervious areas) that did not trigger a Watershed review will also be added to this basin for treatment.
- 6) The new basin will be sized to filter a 1.1" storm event from the new impervious area (3.31 acres total). 13,217 cubic feet of storage is necessary over a 48 hour period in the new basin. Actual filtration will be 13,343 cubic feet in a 48 hour period.
- 7) The regional pond that this project drains to was sized to meet water quality treatment standards for an average of 72% impervious area draining to it. Actual impervious for the whole lot area (6.35 acres) will be 44% from this project.
- 8) Based on the project area itself (prior to discharge into the regional pond) pre and post development stormwater quantity will be as follows;

	2-yr Peak Flow (cfs)		10-yr Peak Flow (cfs)		100-yr Peak Flow (cfs)	
Site	Exiting	Proposed	Exiting	Proposed	Exiting	Proposed
Outflow	7.6	3.0	15.1	10.8	30.5	19.2

- 9) Pre and post development water quality (prior to discharge into the regional pond) treatment is as follows:

	TP (lbs/yr)	TSS(lbs/yr)	Filter Volume (cu.ft.)
Pre Development	8.9	2809	13,217 (required)
Post-Development w/ BMP	4.1	857	13,343

- 10) Drainage and utility easements are required around the stormwater basin.
- 11) If the City of Maple Plain does not agree to the operation and maintenance of the pond, the landowner must provide an operation and maintenance plan and agreement to the City and Commission for review and approval. This plan and agreement must be recorded on the land title with a copy of the recorded document provided to the Commission for their records.
- 12) Sediment/sand and floatables entering the storm sewer system in the parking areas will be separated out of the system by installing sump manholes with energy dissipaters and skimmers devices on the pipe system in the catch basin structure in the parking lot. As part of the operation and maintenance plan agreement, the sediment/debris in these pipes must be vacuumed out when it accumulates approximately 2.5' of sediment.
- 13) The proposed vegetation in the biofiltration must have an establishment and maintenance plan developed for the first 2 to 5 years. The responsible party for this work must be identified.



Proto-Lab Parking Lot Expansion  
PSCWMC Project 2016-05  
September 6, 2016

14) Erosion controls:

- a. Two sequencing plans for the biofiltration basin are shown, one in the SWPPP and one in the design detail. The biofiltration basin design detail sequencing plans are 'suggested'. The biofiltration basin detail sequencing plan should be required and this plan should be noted on the SWPPP sequencing plan.

**Recommendation: Approval contingent upon;**

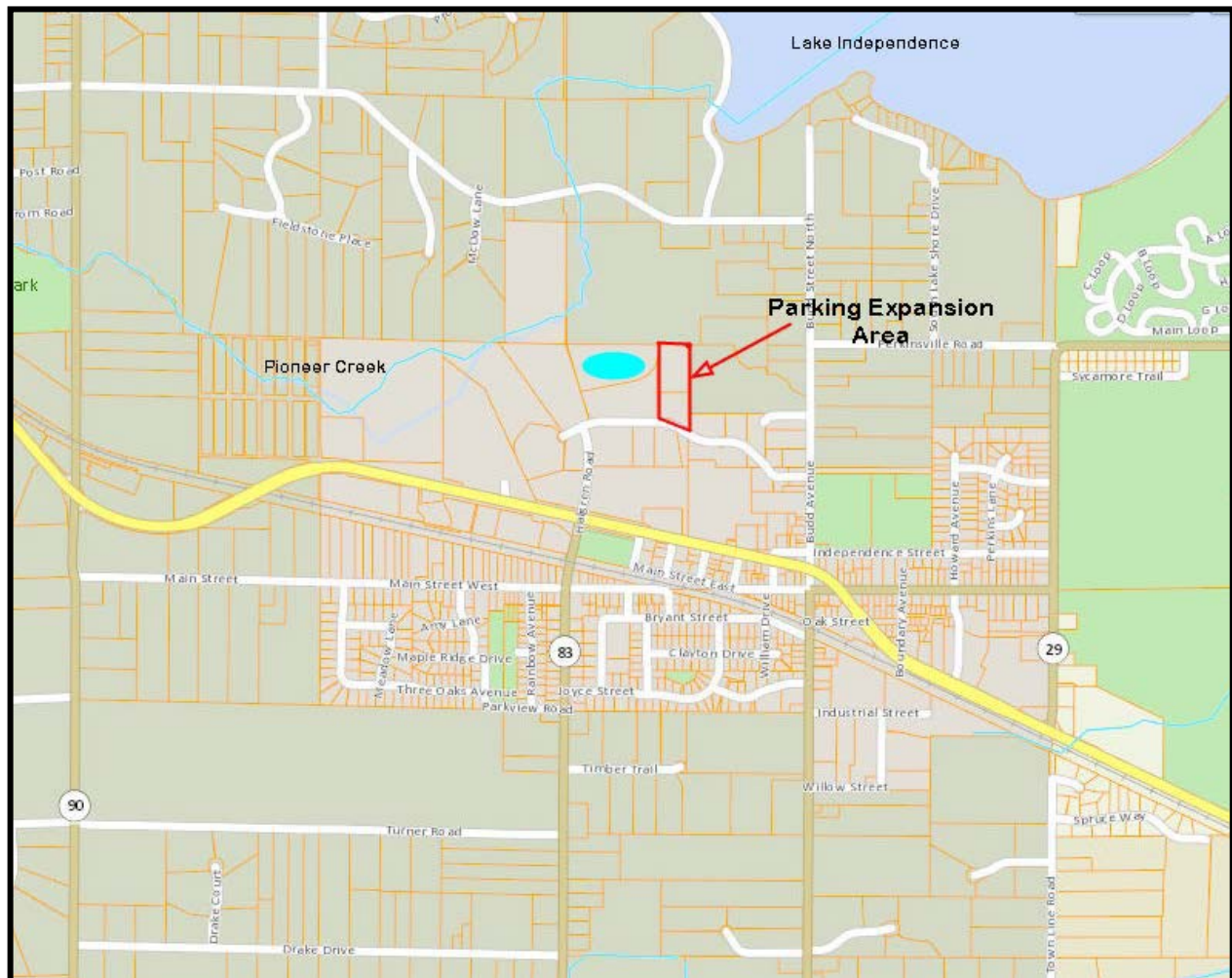
- Operation and maintenance agreement per items 11 and 12
- Establishment and maintenance of the Biofiltration basin per item 13.
- Erosion control construction sequencing clarification per item 14a.

Hennepin County Department of Environmental Services  
Advisor to the Commission



James C. Kujawa,  
Water Quality Specialist

September 6, 2016  
Date



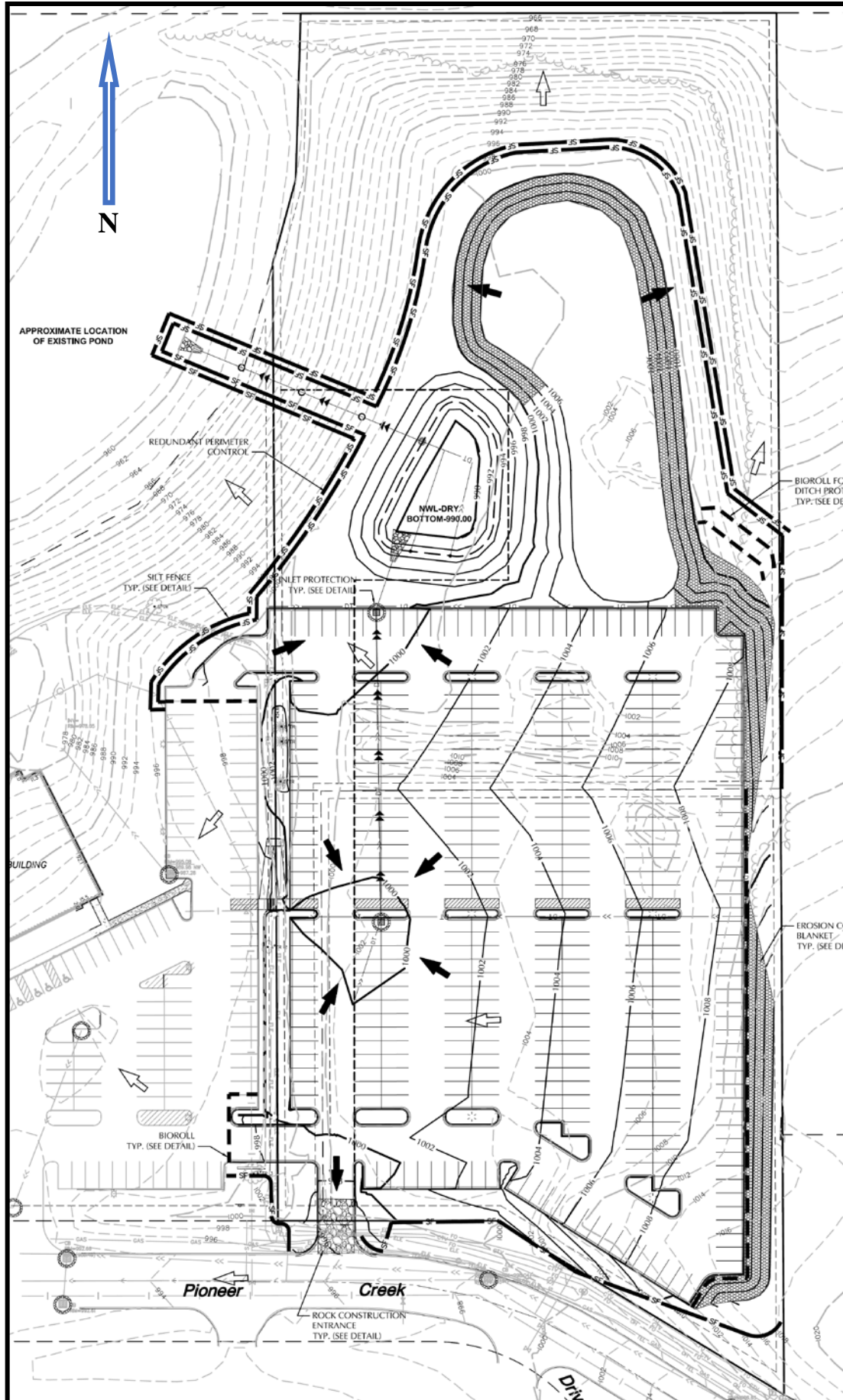


Proto-Lab Parking Lot Expansion  
PSCWMC Project 2016-05  
September 6, 2016





Proto-Lab Parking Lot Expansion  
PSCWMC Project 2016-05  
September 6, 2016



-----Original Message-----

From: James C Kujawa [mailto:James.Kujawa@hennepin.us]

Sent: Thursday, September 08, 2016 12:24 PM

To: judie@jass.biz; Amy Juntunen

Subject: Ardmore Proposed Projects. I will send you a map with the locations identified.

Scott Johnson, Steve Scherer, Dusty Finke and Mike McLaughlin, representing Medina, Rich Brasch and I met on August 11th to discuss the projects in the Lake Ardmore Subwatershed Assessment. The meeting focused on potential projects identified in the SWA to bring forward for future construction and funding considerations.

The City of Medina is exploring the option pursuing up to five projects from the Lake Ardmore SWA to be constructed in the year 2018. The projects identified by the group are as follow;

- \* GS1- A gully stabilization project north of Fern Street approximately 120 feet long. Reducing phosphorus loads into Lake Independence by 3.4 pounds per year. Project costs are estimated at \$18,850.
- \* SR1- A shoreline restoration project in Lakeshore Park approximately 160 feet long. Phosphorus reductions to Lake Independence will be 2.0 pounds per year. Project costs are estimated at \$22,000.
- \* ISF1- An iron enhanced sand filter basin to be installed at the end of the gully identified above as GS-1. This will reduce phosphorus loads into Lake Independence by 3.1 pound per year and cost approximately \$87,500.
- \* PD3- Pond cleanout and excavation with the potential for an iron enhanced sand filter berm to be installed in the existing storm water pond located east of Aspen Avenue. Phosphorus reductions for cleanout only are 1.1 lbs/year and would cost approximately \$51,500.
- \* SS1-Stream stabilization repair work along a sharp bend in the stream between Lake Ardmore and Lake Independence. The phosphorus reductions would be 0.2 pound per year and cost approximately \$13,200.

Projects from the Lake Ardmore Subwatershed Assessment currently have a place card in the Pioneer-Sarah Creek CIP project list under CIP ME4, described as Ardmore Neighborhood Projects. Projects costs for this line item in the current CIP are \$80,000 (\$8,000 being the Commission's share). Medina would like to pursue updating this CIP item to reflect these 5 specific projects together as a bundle for one line item CIP funding consideration by the Commission. The total cost for all 5 projects is estimated at \$193,100.

The group also discussed pursuing retrofit project WR-3, wetland restoration project located on the north side of Maple Lane. This project would entail raising Maple Lane and installing a new pipe under the road to store an additional 3 to 4 feet of water in the wetland area north of Maple Lane. Preliminary estimates show phosphorus reductions to Lake Ardmore at 48 pounds per year and a cost of approximately \$386,000. At this time, gauging the interest of the landowners whose properties would be affected by this project will be explored with the potential for a future PSCWMC CIP item beyond 2018.

James C. Kujawa  
Hennepin County Public Works  
Department of Environment and Energy  
701 Fourth Avenue South, Suite 700  
Minneapolis, MN 55415  
Direct Phone: 612-348-7338

Email: james.kujawa@co.hennepin.mn.us

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WR3

Maple Park

Maple Street

Aspen Avenue

Birch Avenue

Cedar Avenue

Item 563

PSC\Subwatershed Assessments\Ardmore\WR-3

County



DRAFT

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September 15, 2016

Member Cities

(via email)

Pioneer-Sarah Creek Watershed Management Commission  
Hennepin County, Minnesota

Re: Pioneer-Sarah Creek Watershed Management Commission  
Process to Bring Forward Capital Improvement Projects

Dear City Leaders:

On May 21, 2015, the Pioneer-Sarah Creek Watershed Commission adopted its Third Generation Watershed Management Plan. Appendix F of that Plan details the Commission's Capital Improvement Program (CIP). This initial CIP was prepared from projects submitted by the member cities and reviewed and prioritized by the Commission's professional Technical Advisory Committee (TAC).

It was intended that the CIP will be reviewed annually, and additional projects and studies added by major or minor plan amendment as submitted by the member cities or as recommended by the TAC. *Once included, projects increase their grant-funding eligibility as well as their eligibility for Commission cooperative funding when implementation is being considered.*

While reviewing the current CIP for the purpose of adding/revising projects and studies the Commission was desirous of clarifying the various procedures for adding new projects, revising projects already included on the CIP, and moving forward with implementation of projects.

On July 21, 2016 the Commission adopted the "Process to Bring Forward CIPs," attached. This document is divided into three sections.

The first section (I) discusses moving forward with projects already on the CIP using funding provided by the project host city(ies) and the Commission.

The second section (II) discusses moving forward with projects already on the CIP using the ad valorem taxing process.

The third section (III) discusses adding new and significantly revised projects to the CIP list using the Plan amendment process.

Please review this document carefully. It includes timelines for submitting your city's projects for inclusion on the Commission's CIP.

Questions regarding this process should be addressed to your city's representative on the Commission or the Commission's administrative office - 763-553-1144.

Regards,

Michael J. DeLuca  
Chair

MJD:JAA:tim  
Attachments

Cc: Commissioners (via email)  
Staff (via email)

Z:\Pioneer-SarahCreek\CIPs\L\_conveying Process to Bring Forward CIPs.doc

Greenfield • Independence • Loretto • Maple Plain • Medina • Minnetrista

## PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

### PROCESS TO BRING FORWARD CIPS

#### I. PROJECTS ON THE CAPITAL IMPROVEMENT PROJECT LIST

A. City advises the Commission's Administrator no later than 30 days prior to a regularly scheduled meeting that a project is ready to be presented to the Commission for funding consideration. Written applications must be meeting packet-ready. Applications must include:

1. Request for consideration from the city.
2. Detailed description of project, including:
  - a. Benefits to watershed, benefitting parties.
  - b. Expected cost of the project, including potential grant funding and cost-sharing revenue.
  - c. Request for cost-share from Commission with detailed explanation of the percentage requested. (The Commission's Cost Share Policy, adopted July 2011, specifies that the Commission will pay up to 25 percent of the cost of qualifying projects.)
  - d. Timeline for project completion.
3. Feasibility report or study.
4. Supporting design documents.

B. The Administrator will advise the Technical Advisory Committee (TAC) that the application has been received and provide the TAC members with copies of the documentation.

C. The TAC will convene before the scheduled regular meeting to review the application and gather any additional information needed in order to make a recommendation to the Commission.

D. Final packet is prepared for distribution with the meeting packet a week prior to the Commission meeting.

E. At the meeting Commission staff will present a summary of the TAC's review of the project, a summary of the dollars available in the CIP budget, the TAC's recommendation of approval/denial of the project, and the TAC's recommended cost sharing percentage.

1. The Commission will review the application, consider the recommendation and act on the project request. The Commission may:
  - a. Approve the request as presented.
  - b. Approve the request at a different cost-sharing percentage.
  - c. Table the application and request additional information from the City.
  - d. Table the application and request further review by the TAC.
  - e. Deny the application.
2. If the request is approved, a cooperative agreement between the Commission and the [lead] City in which the project is located must be approved.

**PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION**  
**PROCESS TO BRING FORWARD CIPS**

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## PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

### PROCESS TO BRING FORWARD CIPS

#### **II. PROJECTS ON THE CIP TO BE FUNDED USING THE AD VALOREM TAXING PROCESS.** *(Assumes no significant change in project description or cost. This will be determined by BWSR.)*

A. In **January** the Administrator requests from the member cities projects that are ready to be presented to the Commission. Written applications must be meeting packet-ready. Applications should include:

1. Request for consideration from the city.
2. Detailed description of project, including:
  - a. Benefits to watershed, benefitting parties.
  - b. Expected cost of the project, including potential grant funding and cost-sharing revenue.
  - c. Request for cost-share from Commission with detailed explanation of the percentage requested. (The Commission's Cost Share Policy, adopted July 2011, specifies that the Commission will pay up to 25 percent of the cost of qualifying projects.)
  - d. Timeline for project completion.
3. Feasibility report or study.
4. Supporting design documents.

B. The Administrator will advise the Technical Advisory Committee (TAC) that the applications have been received and provide the TAC members with copies of the documentation.

C. Prior to the regular scheduled meeting in **March**, the TAC will convene to review the applications and gather any additional information needed in order to make a recommendation to the Commission.

D. Final packet is prepared for distribution with the meeting packet a week prior to the Commission meeting.

E. At the meeting Commission staff will present a summary of the TAC's review of the project, a summary of the dollars available in the CIP budget, the TAC's recommendation of approval/denial of the project, and the TAC's recommended cost-sharing percentage.

1. The Commission will review the applications, consider the recommendations, and act on the project requests. The Commission may:
  - a. Approve the requests as presented.
  - b. Approve the requests at a different levy/cost-share amount.
  - c. Table the application(s), and request additional information from the City.
  - d. Table the application(s) and request further review by the TAC.
  - e. Deny the applications.
2. Commission directs Staff to proceed with ad valorem tax levy process.

**PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION**  
**PROCESS TO BRING FORWARD CIPS**

**II. PROJECTS ON THE CIP TO BE FUNDED USING THE AD VALOREM TAXING PROCESS. *(continued)***

3. A letter is sent to the county notifying them of the Commission's intent to levy.  
**(April)**

F. Notice of the public hearing to receive public comment on the projects brought forward is published twice in two consecutive weeks at least ten days prior to the public hearing in legal newspaper of the Commission and is mailed to the clerks of the member cities. Reviewing agencies will be notified of the public hearing and receive project documentation by the transmittal medium of their choice. **(July)**

1. Public hearing is scheduled at beginning of the regular **August** meeting of the Commission to receive comment.

2. If approved for county levy by a two-thirds majority vote of all eligible members, a resolution ordering the project is adopted and a cooperative agreement between the Commission and the City in which the project is located is approved.

G. Notice certifying the costs must be mailed to the County by **September 1**.

## PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION

### PROCESS TO BRING FORWARD CIPS

### III. PROJECTS NOT ON THE CIP LIST

A. In **January** the Administrator requests from the member cities projects that they wish to have included on the CIP. Written applications must be meeting packet-ready. Applications must include

1. Request for consideration from the city.
2. Detailed description of project, including:
  - a. Benefits to watershed, benefitting parties.
  - b. Expected cost of the project, including potential grant funding and cost-sharing revenue.
  - c. Request for cost-share from Commission with detailed explanation of the percentage requested. (The Commission's Cost Share Policy, adopted July 2011, specifies that the Commission will pay up to 25 percent of the cost of qualifying projects.)
  - d. Timeline for project completion.
3. Feasibility report or study.
4. Preliminary design documents.

B. The Administrator will advise the Technical Advisory Committee (TAC) that the applications have been received and provide the TAC members with copies of the documentation.

C. Prior to the regular scheduled meeting in **March**, the TAC will convene to review the applications and gather any additional information needed in order to make a recommendation to the Commission.

D. Final packet is prepared for distribution with the meeting packet a week prior to the Commission meeting.

E. At the meeting Commission staff will present a summary of the TAC's review of the project, a summary of the dollars available in the CIP budget, the TAC's recommendation of approval/denial of the project, and the TAC's recommended cost sharing percentage.

1. The Commission will review the applications, consider the recommendations and act on the project requests. The Commission may:
  - a. Approve the requests as presented.
  - b. Approve the requests at a different levy/cost-share amount.
  - c. Table the application, and request additional information from the City.
  - d. Table the application and request further review by the TAC.
  - e. Deny the application.

**PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION**  
**PROCESS TO BRING FORWARD CIPS**

**III. PROJECTS NOT ON THE CIP LIST** *(continued)*

2. Commission directs Staff to proceed with:
  - a. Minor Plan Amendment process to add projects to CIP.
  - b. *And* ad valorem tax levy process, if appropriate.

F. The Commission must send a copy of the proposed Minor Plan Amendment to the member cities, Hennepin County, Metropolitan Council, and the state review agencies for review and comment, and must hold a public meeting to explain the amendment. This meeting must be public-noticed twice, at least seven and 14 days prior to the meeting. **(April)**

1. Hennepin County will be undertaking a parallel process of review and public hearing. The timeline for having the County Board set a public hearing date for the amendment, approve the amendment and, if the ad valorem levy is used, set maximum levies and final levies, is as follows:

April	Board Action Request (BAR) for public hearing submitted to County
May or June	BAR in committee
May or June	Board action to schedule public hearing
June	Public hearing held in committee
June	BAR for amendment approval and maximum levy submitted to County
July	BAR in committee (Commission representative must be present)
July	Board action on amendment
September	BAR for setting final levy submitted to County
October	BAR in committee
November	Board action on amendment

2. The Commission will conduct a public meeting at its regular **May** meeting. At the meeting Commission Staff will present a summary of the TAC's review of the projects, the TAC's recommendation of approval/denial of the projects, and the TAC's recommended cost sharing percentage.

3. The approved Minor Amendment pages are inserted into the Third Generation Plan and distributed to the appropriate entities.

**F. If the ad valorem taxing process is used:**

1. A letter is sent to the county notifying them of the Commission's intent to levy. **(April)**
2. Notice of the public hearing to receive public comment on the projects brought forward is published twice in two consecutive weeks at least ten days prior to the public hearing in legal newspaper of the Commission and is mailed to the clerks of the member cities. Reviewing agencies will be notified of the public hearing and receive project documentation by the transmittal medium of their choice. **(July)**



**PIONEER-SARAH CREEK WATERSHED MANAGEMENT COMMISSION**  
**PROCESS TO BRING FORWARD CIPS**

**III. PROJECTS NOT ON THE CIP LIST** *(continued)*

3. Public hearing to receive comment is scheduled at beginning of the regular **August** meeting of the Commission.

4. If approved for county levy by a two-thirds majority vote of all eligible members, a resolution ordering the project is adopted and a cooperative agreement between the Commission and the City in which the project is located is approved.

G. Notice certifying the costs must be mailed to the County by **September 1**.

**Amy Juntunen**

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**From:** Judie Anderson [judie@jass.biz]  
**Sent:** Monday, June 06, 2016 7:06 AM  
**To:** Amy Juntunen  
**Subject:** FW: FOIA/Data Practices Request

**Importance:** High

- Judie

---

Judie A. Anderson  
 WATERSHED ADMINISTRATOR | JASS | 3235 FERNBROOK LANE PLYMOUTH MN 55447  
[judie@jass.biz](mailto:judie@jass.biz) | D 763.553.1144 | F 763.553.9326  
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**From:** Michael DeLuca [mailto:michaeljohndeluca@gmail.com]  
**Sent:** Saturday, June 04, 2016 11:35 AM  
**To:** Judie Anderson; T Cook  
**Subject:** Re: FOIA/Data Practices Request

Judy and Tom, This has to stop. I get that a resident has a right to ask for information (and we have handled it by the book, thank you), but I do not believe he has a right to demand answers to every questions that he has, particularly if any of this time is going to be reflected in our bills from you. We provided him the information that he requested and that is our statutory obligation. Beyond that I would think Judie you have better things to do then dialog with individual residents

We have public comment sections in the commission meeting. And if he has an issue here he should address it to the commission. Perhaps we invite him to share his comments in that section. I want to be clear that public comments are just that, comments. (not a public debate- or an Question and Answer period).

I believe I get where he is coming from. Why do we have a line item cost in our expenses for storage. You answered that. If the commission wants to debate that cost or discuss alternatives, they can have at it. But this back and forth by Chuck is not productive.

Tom, have you had a chance to talk to Chuck and see what his beef is?

Mike

On Sat, Jun 4, 2016 at 9:42 AM, Charles Alcon <[alcon@usinternet.com](mailto:alcon@usinternet.com)> wrote:

1. The Treasurers Report in the PSCWC agenda packet notes an entry under RASS of Public Storage \$104.72, this appears to be a monthly cost element. The Treasurers Report in the Elm Creek agenda packet notes an entry under RASS of Public Storage \$175.78, this also appears to be a monthly cost element. I was unable to find a corresponding entry for Public Storage in the Shingle Creek/West Mississippi but I believe an extrapolation will be valid.

2. If PSCWC pays \$104.72/month and they are allocated 28% of the rental cost, then the monthly storage locker cost would be \$374.00; if Elm Creek pays \$175.78/month and they are allocated 47% of the rental cost, then the monthly storage locker cost is again \$374.00; Shingle Creek would pay  $\$374 \times 14\%$  or \$52.36 and West Mississippi would pay  $\$374 \times 11\%$  or \$41.14.

3. I called Public Storage and was quoted \$187/month for a second floor 10 x 10 climate controlled locker (\$24 one time admin charge upfront) and \$205/month for a 10 x 10 climate controlled locker on the first floor, their website notes a monthly rental rate of \$220. I do not know what the 2008 rate was but these rates can be adjusted monthly according to their reps and lockers are on a month to month basis.

4. So the question is, if \$374 is being collected from the watersheds each month and the locker rental rate is \$220 or less per month, is there another cost element in play that accounts for the \$154/month overage in collections versus rental payments from the watersheds?

Chuck

On 6/3/2016 3:15 PM, Judie Anderson wrote:

The watersheds are charged based upon volume percentage of records stored. The percentages were based on the materials stored when storage facilities were first rented in 2008. Those percentages have remained constant throughout the years. They are: Elm Creek, 47%; Shingle Creek, 14%; West Mississippi, 11%; and Pioneer-Sarah Creek, 28%. As time and budget allow, records from 2012 and earlier will be catalogued and moved from our offices to the storage facility.

- Judie

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Judie A. Anderson

WATERSHED ADMINISTRATOR | JASS | 3235 FERNBROOK LANE PLYMOUTH MN 55447

[judie@jass.biz](mailto:judie@jass.biz) | D [763.553.1144](tel:763.553.1144) | F [763.553.9326](tel:763.553.9326)

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-----Original Message-----

From: Charles Alcon [<mailto:alcon@usinternet.com>]

Sent: Friday, June 03, 2016 12:54 PM

To: Judie Anderson

Cc: 'Bonnie Ritter'; 'Michael J. DeLuca'; 'Tom Cook'; Amy Juntunen

Subject: Re: FOIA/Data Practices Request

Judie- Tour was completed on time, I will remit the cost of the tour per invoice received on-site; one question- It was mentioned that there were 4 watersheds sharing the storage locker. Can you provide me with the monthly cost each watershed incurs and the rationale for the division of rental costs??

Chuck

On 5/25/2016 3:05 PM, Judie Anderson wrote:

Amy Juntunen would be available next Friday morning from 10:00 to 11:00 to meet with you. Our storage unit is Public Storage, 3205 Ranchview Lane, in Plymouth. She will meet you outside the facility. We do charge portal to portal.

- Judie

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Judie A. Anderson

WATERSHED ADMINISTRATOR | JASS | 3235 FERNBROOK LANE PLYMOUTH MN

55447 [judie@jass.biz](mailto:judie@jass.biz) | D [763.553.1144](tel:763.553.1144) | F [763.553.9326](tel:763.553.9326) ( Please

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notify the sender of the transmission error and then promptly delete this message and/or any attachments from your computer system.

-----Original Message-----

From: Charles Alcon [mailto:[alcon@usinternet.com](mailto:alcon@usinternet.com)]

Sent: Wednesday, May 25, 2016 2:54 PM

To: Judie Anderson

Cc: 'Bonnie Ritter'; 'Michael J. DeLuca'; 'Tom Cook'; Amy Juntunen

Subject: Re: FOIA/Data Practices Request

Let's schedule up to one hour next week, location of storage unit??? Do you charge portal to portal?? I'll bring a camera to memorialize the event.

Chuck

On 5/24/2016 3:52 PM, Judie Anderson wrote:  
Mr. Alcon.

You are correct, the amount you noted is for Pioneer-Sarah Creek's share of our storage unit, which also contains records from the three other watershed organizations JASS administers. In the case of PSC, these records go back to 1986. They include financial records, project reviews, meeting packets, WCA-related projects, grant projects, inventories and stream assessments, first and second generation plans, flood hazard analyses, and more. Some are in electronic format or on microfiche. They also include technical documents and plans created by Hennepin County on behalf of PSC.

Option 2a. would be very onerous and the fees to provide the copies would be payable by you.  
Option 2b. a member of my staff can review the inventory on hand and provide you with an up-to-date list of the documents residing in the storage unit. This work would be done at the rate of \$60/65/hour, payable by you.  
Option 2c. a member of my staff can be made available to visit the storage unit with you and describe the contents of the various containers. This work would be done at the rate of \$65/hour, payable by you.

Please let me know how you would like to proceed.

- Judie

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Judie A. Anderson

WATERSHED ADMINISTRATOR | JASS | 3235 FERNBROOK LANE PLYMOUTH MN  
55447 [judie@jass.biz](mailto:judie@jass.biz) | D 763.553.1144 | F 763.553.9326 ( Please  
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-----Original Message-----

From: Charles Alcon [mailto:[alcon@usinternet.com](mailto:alcon@usinternet.com)]

Sent: Tuesday, May 24, 2016 2:37 PM

To: [judie@jass.biz](mailto:judie@jass.biz)

Cc: Bonnie Ritter

Subject: FOIA/Data Practices Request

1. In reviewing the Commission packets over the past several months I noticed a continuing payables charge of \$104.72 per month for public storage; this is a lot of money to pay each month for what I must assume is Commission records.

2. In accordance with the subject statutes please provide the following:

a. Copies of all Commission correspondence, memos, meeting reports, watershed studies, grant applications and final expenditure accounting, meeting minutes, x generation plans, and any other pertinent info in paper or electronic format.

b. If as I suspect this request represents a huge and expensive undertaking, then I would like a copy of the storage inventory by box or subject matter.

c. If the para b request is not possible then I would like to have the storage inventory made available for my personal examination at a time and place that is mutually agreeable.

Chuck Alcon, [612-201-7139](tel:612-201-7139)



# Minnesota Wetland Conservation Act

## Notice of Decision

Local Government Unit (LGU) <b>Pioneer-Sarah Creek Watershed Management Commission.</b>	Address <u>Technical Office:</u> Hennepin County Department of Environmental Services 701 Fourth Avenue South, Suite 700 Minneapolis, MN 55415-1600 <u>Administrative Office:</u> 3235 Fernbrook Lane, Plymouth, MN 55447
--	--

### 1. PROJECT INFORMATION

Applicant Name <b>Shawn Peterson</b>	Project Name <b>Pheasant Meadows Estates</b>	Date of Application <b>July 5, 2016</b>	Application Number <b>2016-03W</b>
<input checked="" type="checkbox"/> Attach site locator map.			

Type of Decision:

<input checked="" type="checkbox"/> Wetland Boundary	<input type="checkbox"/> No-Loss	<input type="checkbox"/> Exemption	<input type="checkbox"/> Sequencing
<input type="checkbox"/> Replacement Plan	<input type="checkbox"/> Banking Plan (road replacement)		

Technical Evaluation Panel Findings and Recommendation (if any):

<input type="checkbox"/> Approve	<input type="checkbox"/> Approve with conditions	<input type="checkbox"/> Deny
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6

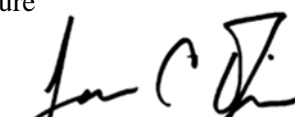
### 2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: August 12, 2016		
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Approved with conditions (include below)	<input type="checkbox"/> Denied

LGU Findings and Conclusions (attach additional sheets as necessary):

The Greenfield Road Delineation Report dated June 14, 2016 as updated on August 8, 2016 was office and field reviewed and approved by the Pioneer-Sarah Creek Watershed Management Commission staff. This approval includes the revised wetland 2 field boundary. Five wetlands were delineated within the site boundaries.
--

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.		
Name <b>James C. Kujawa</b>	Title <b>Technical Advisor to the Commission</b>	
Signature 	Date <b>8/12/16</b>	Phone Number and E-mail <b>612-348-7338</b> <b>James.kujawa@co.hennepin.mn.us</b>



**THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT.** <sup>Item 7-1</sup>  
Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

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### 3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

<input checked="" type="checkbox"/> Appeal of an LGU staff decision. Send petition and \$0 fee (if applicable) to: <u>Pioneer-Sarah Creek Watershed Management Commission</u> <u>Administrative Office:</u> <u>3235 Fernbrook Lane</u> <u>Plymouth, MN 55447</u>	<input type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to: Executive Director Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155
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### 4. LIST OF ADDRESSEES

<input checked="" type="checkbox"/> SWCD TEP member: (email only) Stacey. <a href="mailto:Lijewski@co.hennepin.mn.us">Lijewski@co.hennepin.mn.us</a> <input checked="" type="checkbox"/> BWSR TEP member: (email only) <a href="mailto:ben.meyer@state.mn.us">ben.meyer@state.mn.us</a> <input type="checkbox"/> LGU TEP member (if different than LGU Contact): <input type="checkbox"/> DNR TEP member: <input checked="" type="checkbox"/> DNR Regional Office (email only) <a href="mailto:Leslie.Parris@state.mn.us">Leslie.Parris@state.mn.us</a> <input type="checkbox"/> WD or WMO (if applicable): <input checked="" type="checkbox"/> Applicant (notice only) and Landowner <b>Shawn Peterson</b> <a href="mailto:shawnpete@yahoo.com">shawnpete@yahoo.com</a> <input checked="" type="checkbox"/> Members of the public who requested notice (notice only): <b>Ben Carlson</b> <a href="mailto:ben@kjolhaugenv.com">ben@kjolhaugenv.com</a> , <b>City of Greenfield, Bonnie Ritter.</b> <a href="mailto:britter@cigreenfield.mn.us">britter@cigreenfield.mn.us</a> <input checked="" type="checkbox"/> Corps of Engineers Project Manager (email only) <a href="mailto:Melissa.M.Jenny@usace.army.mil">Melissa.M.Jenny@usace.army.mil</a> <input type="checkbox"/> BWSR Wetland Bank Coordinator (wetland bank plan applications only)
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### 6. ATTACHMENTS

In addition to the site locator map, list any other attachments: <input checked="" type="checkbox"/> <b>updated wetland boundary (figure 2)</b> <input checked="" type="checkbox"/> <b>Location map</b> <input type="checkbox"/> <input type="checkbox"/>
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