







BOARD OF DIRECTORS MEETING AGENDA

7:00 PM

June 17, 2026

Vadnais Heights City Hall, Council Chambers; 800 County Road E, East, Vadnais Heights

 = requested Board action

- I. **Call to Order** Chair, Jim Lindner
- II. **Approval of Agenda** 
- III. **Approval of April 22, 2026 Board Meeting Minutes**  **3**
- IV. **Visitors and Presentations**
 - A. TEC Report to the Board for June & Finance Report– June 2026– Susan Miller **11**
 - B. Public visitors – Non-Agenda Items
- V. **Consent Agenda**  - *Directors may request to move any item to business agenda for discussion*
 - A. Consider VLAWMO Water Management Policy **21**
 - B. Consider VLAWMO 2027–2029 Salary Structure Table **23**
 - C. Consider VLAWMO Records Retention Schedule **25**
 - D. Consider Standards of Conduct regarding Conflict of Interest Policy **31**
 - E. Consider Administration of SSU Fee Policy **37**
 - F. Consider LMCIT Liability Waiver Form **45**
 - G. Consider Rotary Park Wetland Restoration Project Scope of Work #2 **48**
 - H. Consider Cooperative Agreement for Maintenance of Vadnais-Snail Regional Park Restoration Project **53**
 - I. Update on EPA 319 Grant - Proposed Project #2 **55**
 - J. Update on City of Vadnais Heights LCCMR Proposal and Award **57**
- VI. **Business**
 - A. **Budget**
 - 1. Consider Proposed 2027 Budget- Resolution 03-2026 – Phil  (20 mins.) **59**
 - B. **Projects and Studies/Plans**
 - 1. Consider VLAWMO Watershed Management Plan - Resolution 04-2026 Phil /Dawn  (10 mins) **85**
 - 2. Consider Landscape Level 2 2026-01 Grant Application for City of Vadnais Heights Greenhaven Drive Stormwater BMPs - Lauren  (15 mins) **91**
- VII. **Discussion**
- VIII. **Adjourn:** Next Regular Meeting: August 26, 2026

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MINUTES OF THE BOARD OF DIRECTORS – April 22, 2026, REGULAR BOARD MEETING

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	X	
Rob Rafferty	City of Lino Lakes	X	
Sara Shah	City of North Oaks	X	
Ed Prudhon	White Bear Township		X
Andrea West	City of White Bear Lake	X	
Katherine Doll Kanne	City of Vadnais Heights	X	
Phil Belfiori	Administrator	X	
Dawn Tanner	Program Development Coord.	X	
Brian Corcoran	Water Resources Mgr.	X	
Lauren Sampedro	Watershed Tech & Program Coord.	X	
Angela Hugunin	Communication & Outreach Coord.	X	

*= with prior notice

**= alternate

Others in attendance: Chris Knopik and Frost Bowen-Bailey, CLA, Susan Miller (TEC).

I. Call to Order

The regular Board meeting was called to order at 7:00 pm by Board Chair Lindner.

II. Approval of Agenda

The agenda for the April 22, 2026 Board meeting was presented for approval. Administrator Belfiori said staff requested adding a new agenda item VI. B. 3. for: the Consideration of a Motion Authorizing the Board Subcommittee to consider a letter to Ramsey-Washington Metro Watershed District (RWMWD) Regarding the Shared Boundary.

A motion was made by Director West and seconded by Director Shah to approve the April Board meeting agenda as amended. Vote: all: aye. Motion passed.

III. Approval of Minutes

The minutes from the February 25, 2026 Board meeting were placed on the agenda for approval, as presented.

A motion was made by Director Doll Kanne and seconded by Director West to approve the February 25, 2025 minutes. Vote: Lindner: aye; Doll Kanne: aye; Shah: aye; West: aye; Rafferty: abstained. Motion passed.

IV. Visitors and Presentations

A. TEC Report to the Board for April & Finance Report

TEC member Susan Miller shared that the 2025 audit was completed and budget planning has started for next year. She noted that there are six major projects under development

and highlighted three: the Wilkinson Lake Phase 2 project and the City of Vadnais Heights' whole-city resiliency study and East Vadnais Lake subwatershed resiliency study. She discussed the complexity of the Wilkinson project due to the number of entities involved and complimented the City of Vadnais Heights' work in taking the time to complete the resiliency studies.

Susan Miller discussed the 2025 annual report and water monitoring report and highlighted that they provide a comprehensive overview of the Vadnais Lake Area watershed, how it functions, and VLAWMO's major projects from the year. She encouraged the Board to refer community members to the water monitoring report for current and long-term information on the health of VLAWMO's lakes.

B. Public Visitors - Non-agenda items

None.

V. Consent Agenda 

Chair Lindner asked if any Board members wished to take items off the consent agenda for discussion.

Consent items on the agenda and included in the April Board packet were as follows:

- A. Consider 2025 Annual Report & Annual Water Monitoring Report
- B. Consider Gallagher Inc. Scope of Work for Salary Survey/Compensation Analysis
- C. Consider Lease Agreement with City of Vadnais Heights for Office Space
- D. Consider 2026 Public Drainage Inspection Report
- E. Consider HEI Technical Memos on Recommended Stabilization at Two Locations on RCD 14 and Consider Engineering Task Orders for Engineering Services
- F. Consider HEI Updated Task Order Preliminary Engineering for Phase 2 of 319 Project
- G. Consider Barr Engineering Technical Memo on E Goose Lake Monitoring
- H. Consider VLAWMO Bylaws
- I. Consider MOU with City of Vadnais Heights for Vadnais Lake Prairie Site
- J. Consider Authorizing Subcommittee to Approve BWSR Bridging Conservation Grant Potential Work Plan and Board Chair to Sign Potential Grant Agreement
- K. Update on MN Watershed Resolutions Process
- L. Update on VLAWMO Watershed Award
- M. Consider Pay Request from LRI for Completed Phase 4 Alum Application in Tamarack Lake
- N. Consider Pleasant Lake Monitoring Partnership

A motion was made by Director Rafferty and seconded by Director Shah to approve the consent agenda as presented. Vote: all: aye. Motion passed.

VI. Business

A. Administration

1. Consider 2025 Audit

Chris Knopik and Frost Bowen-Bailey provided a presentation on the 2025 audit.

They highlighted audit deliverables and results, financial results, required communications, and engagement finalization. Knopik noted that this year is the second year that VLAWMO has reported under the regulatory basis (cash basis) of accounting and that it was a smoother process as a result. The audit deliverables included: a report on financial statements, a required communications letter, internal control letter, and Minnesota legal compliance letter.

Frost Bowen-Bailey discussed the financial reserves in comparison with VLAWMO's fund balance policy and the total 2025 disbursements and receipts. Knopik stated that there were no changes, disagreements, or difficulties to report in the governance communication letter and everything was in good shape. Knopik explained the last step for the Board is to approve the 2025 audit. After it is approved, it will be released to the State.

Discussion:

Chair Lindner thanked Knopik and Bowen-Bailey for their presentation.

A motion was made by Director Rafferty and seconded by Director West to approve the 2025 Financial Report and audit documents and direct them to be distributed to the appropriate state and local agencies. Vote: all aye. Motion passed.

2. Discussion on High Level 10-year Budget PPT & Discussion on 2027 Rough Draft Budget

Administrator Belfiori provided a presentation on a high level 10-year budget overview to look at long-range projections and first cut of the 2027 budget. He stated that the Watershed Management Plan implementation table provides the most accurate snapshot of the long-range budgets. He noted that the amounts in this table will not always match the yearly budget amounts.

Administrator Belfiori discussed four long-range budget scenarios to compare project budgets with implemented project costs and the required SSU revenue per year. He noted that there are several partnership projects that may require future budget increases depending on if the projects are able to move forward, such as the East Vadnais Lake resiliency project. Staff requested Board review of the presented material before the next Board meeting.

Administrator Belfiori presented the 2027 draft budget table that was reviewed at the March 31st Subcommittee meeting. He noted that management of several uncertainty factors like technical feasibility, project timing, partnerships uncertainty, and outcome of possible state grant applications are key to the 2027 budget process. He said funding is still allocated for uncertain projects in the draft budget to help VLAWMO remain part of

partnership discussions. Specific budget amounts will be provided at the June Board meeting.

Administrator Belfiori described the next steps including discussing the budget at the May 20th Board Subcommittee meeting and consideration of the budget at the June 17th Board meeting.

Discussion:

A motion was made by Director West and seconded by Director Shah to authorize the Subcommittee to review the draft 2027 budget materials and provide the full Board recommendation(s) at the June 17 meeting. Vote: all aye. Motion passed.

B. Projects, Planning, and Programming

1. Consider Partnership with City of Vadnais Heights on Fire Station Design Services for Trail Connection

Sampedro presented a Memorandum of Understanding (MOU) for consideration to partner with the City of Vadnais Heights on design services for a fire station trail connection. Sampedro explained that the City is currently in the early design process for redeveloping the proposed fire station and is interested in partnering on a trail that would connect the City campus to the potential resiliency project area behind City Hall. Sampedro explained that the current design cost estimate is \$56,340 and the MOU proposes the City and VLAWMO equally split the costs, with VLAWMO's cost not exceeding \$28,170. The MOU specifies that the City would serve as the project lead and manage the design process.

Discussion:

None.

Director Rafferty moved and Director Shah seconded to approve the MOU with the City of Vadnais Heights with any non-material changes and on advice of counsel, and to authorize the Board Chair and Administrator to sign. Vote: all aye. Motion passed.

2. Consider Wilkinson 319 Project Phase 2 Easement Documents and Consider Wilkinson 319 Project Phase 2 Engineering Scope for Project Design Services

Tanner presented that since the last Board meeting, the 319 grant contract with the Minnesota Pollution Control Agency, funded by EPA, was executed on March 3rd for the Wilkinson Phase 2 project. She explained that the MOU and maintenance agreement for the project has also been fully executed and returned to NOC.

Tanner said a conceptual project design for the project continues to be updated and refined. The current engineering contract to complete remaining design through taking the project out for bid is \$98,840. She stated that a temporary construction easement and extended-

temporary maintenance agreement are included in the packet and have been signed by NOC and MLT.

Staff recommended the execution of the project easement as included in the proposed Board motion.

Discussion:

Director Shah asked if the easement is an extension. Tanner responded there are two components of the project easement: temporary construction, which includes 3 figures, and extended-temporary, which includes 1 figure, for maintenance.

A motion was made by Director Shah and seconded by Director Doll Kanne to take the following actions regarding the Wilkinson Project Phase 2:

1. Approves and authorizes VLAWMO staff to move forward and sign the contract between HEI and VLAWMO for engineering services for \$98,840 with non-material changes and upon advice of counsel;
2. Authorize a 15% contingency (\$14,826) for the VLAWMO Administrator to approve if unforeseen changes occur;
3. Requests that VLAWMO staff continue working with HEI to proceed with development of the Wilkinson BMP Project;
4. Approves and authorizes for the Board to sign the attached project easement and authorize staff to provide the fully executed easement to VLAWMO's attorney for filing with Ramsey County.

Vote: all aye. Motion passed.

3. Consideration of a Motion Authorizing the Board Subcommittee to Share a Letter with Ramsey-Washington Metro Watershed District (RWMWD) Regarding a Shared Boundary

Administrator Belfiori provided background on the various communications that have occurred between RWMWD and VLAWMO on this topic and that this was a process that RWMWD initiated in 2022. He noted that VLAWMO added a small amount of budget for possible joint boundary discussions/work in the Watershed Management Plan (WMP) in response. He said RWMWD requested comments from stakeholders last February as they began their WMP update process. At that time, VLAWMO provided a comment requesting a meeting to discuss the joint boundary.

RWMWD is now working on the issue identification portion of their WMP, which will be discussed at a scheduled Technical Advisory Committee meeting. Staff determined another comment regarding the joint boundary may be necessary and wish to be proactive since their comment period may end before the June 17th Board meeting.

Staff recommended authorizing the Board subcommittee to approve a comment letter from VLAWMO regarding the shared boundary.

Discussion:

Director Doll Kanne said it was her understanding that RWMWD originally requested for the West Vadnais Lake area to be moved into RWMWD’s boundary and removed from VLAWMO’s boundary due to the scientific rationale they provided. She said she thinks it would be beneficial to both organization’s missions and the City of Vadnais Heights residents to pursue this boundary change.

Director Shah asked if RWMWD approached VLAWMO initially. Administrator Belfiori replied yes, in 2022. Director Shah asked if staff has changed. Chair Lindner replied that the RWMWD Board has changed since the initial discussions and it is his understanding that the current RWMWD Board hasn’t prioritized the boundary change. Director Shah asked if VLAWMO’s proposed communication would be a letter. Administrator Belfiori confirmed.

Director Rafferty asked about the RWMWD WMP process and if this letter was part of the formal plan development process. Administrator Belfiori responded that this proposed letter to RWMWD was part of the review by the Planning TAC which VLAWMO is a member.

Director Shah motioned and Director West seconded to authorize the VLAWMO Subcommittee to approve a comment letter from VLAWMO to RWMWD regarding the shared boundary between the two entities and their WMP draft priority issues/issue statements/draft goals and to approve sending the letter to RWMWD and a copy to the City of Vadnais Heights. Vote: all aye. Motion passed.

VI. Discussion May 20, 2026 VLAWMO Subcommittee Meeting

Administrator Belfiori said the Board Subcommittee meeting will be a busy meeting including the discussion of the proposed salary survey/analysis, draft 2027 budget, and the proposed RWMWD letter. He said the meeting will be held at 6:30pm on May 20th in the Lakes Room and Terry Huntrods from the TEC will be there.

VII. Administration Communication

1. Update on BWSR Meeting on 4/6 and or 4/22
2. Reminder on June VLAWMO Board Meeting One Week Earlier Next Month (6/17)

Administrator Belfiori announced that the Board of Water and Soil Resources (BWSR) provided unanimous approval of VLAWMO’s WMP and thanked Director West for her attendance at the BWSR Metro Subcommittee meeting on April 6th. He said BWSR was complimentary of the plan, which is especially meaningful because they review many local plans across the State. He added that VLAWMO’s plan is formally approved by BWSR and the final step is for the Board to approve it. He noted the plan approval will be on the June 17th Board meeting agenda.

Administrator Belfiori reminded the Board the meeting is one week earlier than usual in June; June 17th. He noted the meeting packet will be provided on June 10th.

Discussion:

Director West said it was exciting to see the different watershed district plans at the BWSR meeting and hear BWSR staff’s feedback. At the 4/6 BWSR Metro subcommittee meeting she found that VLAWMO’s WMP stood out and received overwhelmingly positive feedback.

Chair Lindner asked if the other watershed districts represented at the BWSR meeting are in the metro area. Administrator Belfiori confirmed.

XI. Adjourn

A motion was made by Director West and seconded by Director Shah to adjourn at 8:02 pm. Vote: all aye. Motion passed.

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TEC Report to Board -June 2026

Programs & Projects	Effort Level	Completion Date	Comments				
	LOW						
	MED						
	HIGH						
Projects				Administration & Operation			
E. Vadnais Lake Subwatershed Resiliency Study	Ongoing		Staff are continuing to work with the City of Vadnais Heights on exploring construction of the recommended project from the study, additional partnership development, and state grant management. The City of Vadnais Heights received notice that the LCCMR proposal for the recommended project has been awarded funding. Staff will be working with the City to move forward with implementation activities.	Audit		2026	Board approved the 2025 VLAWMO Audit at the April 22, 2026 Board meeting
Vadnais Heights Resiliency Study (Whole City)	Ongoing		Staff are continuing to work with the City of Vadnais Heights on the study. Modeling work is complete and the final report is underway. A final stakeholder meeting to discuss results will be held this month.	Budget		for 2027 budget	The VLAWMO Board will be considering the VLAWMO Subcommittee recommended 2027 draft budget at the June 17, 2026 meeting.
MPCA 319 /Wilkinson Lake BMPs	Ongoing		Project easement filed and recorded. HEI working on soil sampling and tree survey.	SSU		2027	VLAWMO parcels reviewed as needed.
Pleasant Lake Carp Management	Ongoing		Spring removal likely completed. Transition to maintenance beginning.	2027-2036 Watershed Mgmt. Plan		2026	The VLAWMO Board will consider the BWSR approved WMP at the June 17, 2026 meeting.
Rotary Park partnership	2025-29		Task Order 1 complete in July; Task order 2 will carry project through the end of the year.				
CD14 Stabilization	2026-27		Engineer and staff have started preliminary work on Koehler and Oakmede stabilization projects				
Programs				FINANCIAL SUMMARY as of 6/1/2026			
City/Township MS4	Ongoing		Public participation opportunities continue to be regularly shared with partners.	4M Account (1.10)	4M Plus (1.23)	Total	
Communication & Outreach	Ongoing		Outreach materials continue to be updated and event season is underway. A Planting for Clean Water workshop was hosted locally in May. The Birch Lake Elementary field day was held at the Rotary Nature Preserve as a partnership between the City of WBL, Rotary Club of WBL, and VLAWMO. Neighborhood Garden Tours will take place on June 30th and August 25th.	\$416,208	\$267,577	\$683,785	
Cost Share & BWSR WBIF	Ongoing		Site visits have ramped up for the season. Interest remains strong in turfgrass replacement projects, especially focused on increasing pollinator habitat. 2025 projects continue to be closed out as final site visits are completed. VLAWMO is working with the City of Vadnais Heights on a street reconstruction project at Greenhaven Drive. Planning work for BWSR WBIF 25-27 continues.				
GIS	Ongoing		Updating online GIS viewer as needed.				
Monitoring	Ongoing		2026 regular monitoring is underway. Special monitoring projects are also underway.				
WAV	Ongoing		First WAV meeting of the year was held in April. Volunteers have signed up to support summer event efforts. Planning is underway for MN Water Stewards action steps.				
WCA	Ongoing		Administering WCA as needed.				
Website	Ongoing		New website (still at www.vlawmo.org) is live, with content updated as needed.				

Budget Summary	Actual Expense YTD	2026 Budget "working"	Remaining in Budget	% YTD
Operations	\$396,507	\$1,150,796	\$754,289	34%
CIP	\$114,813	\$1,708,894	\$1,594,081	7%
Total	\$511,320	\$2,859,690	\$2,348,370	18%

VLAWMO Finance Summary: June 2026

Jun-26		Actual 6/1/26	Actual to Date	2026 Budget (June 2025 Board Approved)	Carry over from 2025 to 2026	Remaining in Budget	2026 Available (Dec. 2025 Board approved)	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility		\$27,867	\$1,335,000	\$0	\$1,307,133	\$1,335,000	2%
5.12	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
5.13	Interest + mitigation acct	\$2,463	\$21,035	\$30,000	\$0	\$8,965	\$30,000	70%
5.14	Misc. income - WCA admin & other			\$3,000	\$0	\$3,000	\$3,000	0%
5.15	Other Income Grants/loan		\$7,500	\$180,000	\$0	\$172,500	\$180,000	4%
5.16	Transfer from reserves			\$1,138,245	\$172,445	\$1,310,690	\$1,310,690	0%
	TOTAL	\$2,463	\$56,402	\$2,687,245	\$172,445	\$2,803,288	\$2,859,690	2%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,263	\$10,644	\$35,544	\$0	\$24,900	\$35,544	30%
3.120	Information Systems	\$2,750	\$13,821	\$37,150	\$0	\$23,329	\$37,150	37%
3.130	Insurance			\$12,000	\$0	\$12,000	\$12,000	0%
3.141	Consulting - Audit	\$738	\$16,238	\$29,900	\$0	\$13,662	\$29,900	54%
3.142	Consulting - Bookkeeping		\$188	\$1,500	\$0	\$1,312	\$1,500	13%
3.143	Consulting - Legal		\$1,978	\$9,000	\$0	\$7,022	\$9,000	22%
3.144	Consulting - Eng. & Tech.		\$435	\$50,000	\$0	\$49,565	\$50,000	1%
3.150	Storm Sewer Utility	\$420	\$30,078	\$22,500	\$93,619	\$86,041	\$116,119	26%
3.160	Training (staff/board)	\$190	\$694	\$18,000	\$0	\$17,306	\$18,000	4%
3.170	Misc. & mileage	\$371	\$975	\$7,276	\$0	\$6,301	\$7,276	13%
3.191	Administration - staff	\$38,808	\$211,892	\$511,724	\$0	\$299,832	\$511,724	41%
3.192	Employer Liability	\$12,743	\$66,484	\$169,583	\$0	\$103,099	\$169,583	39%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$2,943	\$3,163	\$25,000	\$0	\$21,837	\$25,000	13%
3.220	Equipment			\$3,000	\$0	\$3,000	\$3,000	0%
3.230	Wetland assessment & management			\$0	\$0	\$0	\$0	#DIV/0!
3.240	Watershed planning /special study	\$11,051	\$18,390	\$80,000	\$0	\$61,610	\$80,000	23%
3.3	Education and Outreach							
3.310	Public Education			\$8,000	\$0	\$8,000	\$8,000	0%
3.320	Comm., Outreach & Marketing	\$2,039	\$13,588	\$25,000	\$0	\$11,412	\$25,000	54%
3.330	Community Blue Ed Grant		\$7,939	\$12,000	\$0	\$4,061	\$12,000	66%
<i>Total Core functions: Ops, Monitoring, Education</i>		<i>\$74,316</i>	<i>\$396,507</i>	<i>\$1,057,177</i>	<i>\$93,619</i>	<i>\$754,289</i>	<i>\$1,150,796</i>	<i>34%</i>
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake			\$10,000	\$0	\$10,000	\$10,000	0%
3.420	Lambert Creek			\$455,000	\$0	\$455,000	\$455,000	0%

3.421	Lambert Lake Loan		\$19,284	\$38,568	\$0	\$19,284	\$38,568	50%
3.425	Goose Lake		\$4,377	\$40,000	\$0	\$35,623	\$40,000	11%
3.430	Birch Lake			\$102,500	\$20,000	\$122,500	\$122,500	0%
3.440	Gif Black Tam Wilk Amelia	\$5,412	\$67,763	\$383,000	\$0	\$315,237	\$383,000	18%
3.450	Pleasant Charley Deep		\$6,970	\$115,000	\$0	\$108,030	\$115,000	6%
3.460	Sucker Vadnais		\$437	\$271,000	\$20,000	\$290,563	\$291,000	0%
3.48	Programs							
3.480	Soil Health Grant	\$1,870	\$1,973	\$25,000	\$15,530	\$38,557	\$40,530	5%
3.481	Landscape 1	\$7,450	\$7,450	\$50,000	\$11,558	\$54,108	\$61,558	12%
3.482	Landscape 2/BWSR WBF		\$1,468	\$80,000	\$11,738	\$90,270	\$91,738	2%
3.483	Project Research & feasibility			\$5,000		\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$1,287	\$5,091	\$50,000		\$44,909	\$50,000	10%
3.5	Regulatory							
3.510	Engineer Plan review			\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP & Program</i>	\$16,019	\$114,813	\$1,630,068	\$78,826	\$1,594,081	\$1,708,894	7%
	Total of Core Operations & CIP	\$90,335	\$511,320	\$2,687,245	\$172,445	\$2,348,370	\$2,859,690	18%

Fund Balance	5/1/2026	6/1/2026
4M Account	\$601,213	\$416,208
4M Plus Savings	\$266,757	\$267,577
Total	\$867,970	\$683,785

Restricted funds		6/1/2026
Mitigation Savings		\$0
Term Series		\$300,000

Vadnais Lake Area Water Management Organization
Check Detail
 May 14 through June 10, 2026

2:13 PM
 06/02/2026

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	05/14/2026	further		Checking - 1987		-7.00
				Insurance Benefit		-7.00	7.00
TOTAL						-7.00	7.00
Check	eft	05/19/2026	Reliance Standard		Checking - 1987		-231.22
				Insurance Benefit		-231.22	231.22
TOTAL						-231.22	231.22
Check	6173	05/14/2026	Ramsey County		Checking - 1987		-46.00
				3.440 · Gilfillan Black Tamarack Wilkin		-46.00	46.00
TOTAL						-46.00	46.00
Check	6174	06/10/2026	Dawn Tanner		Checking - 1987		-150.20
				3.170 · Misc. & mileage		-110.20	110.20
				3.440 · Gilfillan Black Tamarack Wilkin		-40.00	40.00
TOTAL						-150.20	150.20
Check	6175	06/10/2026	Angela Hugunin		Checking - 1987		-88.45
				3.170 · Misc. & mileage		-88.45	88.45
TOTAL						-88.45	88.45
Check	6176	06/10/2026	Lauren Sampedro		Checking - 1987		-52.35
				3.170 · Misc. & mileage		-52.35	52.35
TOTAL						-52.35	52.35
Check	6177	06/10/2026	Brian Corcoran		Checking - 1987		-119.97
				3.170 · Misc. & mileage		-119.97	119.97
TOTAL						-119.97	119.97
Check	6178	06/10/2026	City of Vadnais Heights		Checking - 1987		-2,262.99
				Rent		-1,865.00	1,865.00
				Phone/Internet/Machine Overhead		-335.00	335.00
				Postage		-15.44	15.44
				Copies		-47.55	47.55
TOTAL						-2,262.99	2,262.99
Check	6179	06/10/2026	CliftonLarsonAllen		Checking - 1987		-738.10
				3.141 · Audit		-738.10	738.10
TOTAL						-738.10	738.10

	Check 6180 06/10/2026 RMB Environmental Laboratories, Inc.	Checking - 1987	-2,942.72
		3.210 · Lake & Creek lab analysis	-762.85 762.85
		3.210 · Lake & Creek lab analysis	-79.42 79.42
		3.210 · Lake & Creek lab analysis	-1,912.35 1,912.35
		3.210 · Lake & Creek lab analysis	-94.05 94.05
		3.210 · Lake & Creek lab analysis	-94.05 94.05
TOTAL			<u>-2,942.72 2,942.72</u>
	Check 6181 06/10/2026 Ehlers & Associates, Inc.	Checking - 1987	-420.00
		3.150 · Storm Sewer Utility	-420.00 420.00
TOTAL			<u>-420.00 420.00</u>
	Check 6182 06/10/2026 Metro - Inet	Checking - 1987	-2,200.00
		IT Support	-2,200.00 2,200.00
TOTAL			<u>-2,200.00 2,200.00</u>
	Check 6183 06/10/2026 Houston Engineering, Inc	Checking - 1987	-9,512.75
		3.485 · Facilities & Maintenance	-1,286.75 1,286.75
		3.240 · Watershed Plan Amendment	-2,756.25 2,756.25
		3.240 · Watershed Plan Amendment	-5,469.75 5,469.75
TOTAL			<u>-9,512.75 9,512.75</u>
	Check 6184 06/10/2026 Angela Novotny	Checking - 1987	-870.20
		3.480 · Soil Health Grant	-870.20 870.20
TOTAL			<u>-870.20 870.20</u>
	Check 6185 06/10/2026 David Addis	Checking - 1987	-1,000.00
		3.480 · Soil Health Grant	-1,000.00 1,000.00
TOTAL			<u>-1,000.00 1,000.00</u>
	Check 6186 06/10/2026 Katie Ballering	Checking - 1987	-7,449.77
		3.481 · Landscape 1 - cost-share	-7,449.77 7,449.77
TOTAL			<u>-7,449.77 7,449.77</u>
	Check 6187 06/10/2026 HDR Engineering, Inc.	Checking - 1987	-1,476.52
		3.320 · Marketing	-1,476.52 1,476.52
TOTAL			<u>-1,476.52 1,476.52</u>
	Check 6188 06/10/2026 Barr Engineering Co	Checking - 1987	-5,326.25
		3.440 · Gilfillan Black Tamarack Wilkin	-5,326.25 5,326.25
TOTAL			<u>-5,326.25 5,326.25</u>
	Check 6189 06/10/2026 Gallagher	Checking - 1987	-2,825.00

		3.240 · Watershed Plan Amendment	-2,825.00	2,825.00
TOTAL			<u>-2,825.00</u>	<u>2,825.00</u>
	Check 6190 06/10/2026 City of White Bear Lake	Checking - 1987		-51,312.90
		payroll	-38,808.29	38,808.29
		Administration FICA	-2,838.36	2,838.36
		Administration PERA	-2,910.64	2,910.64
		Insurance Benefit	-6,294.76	6,294.76
		Admin payroll processing	-266.05	266.05
		Employer PFML	-194.80	194.80
TOTAL			<u>-51,312.90</u>	<u>51,312.90</u>
	Check 6191 06/10/2026 Press Publications	Checking - 1987		-20.00
		3.320 · Marketing	-20.00	20.00
TOTAL			<u>-20.00</u>	<u>20.00</u>

Vadnais Lake Area Water Management Organ
Profit & Loss
May 14 through June 10, 2026

2:16 PM

06/02/2026

Cash Basis

May 14 - Jun 10, 26

Ordinary Income/Expense	
Income	
5.1 · Income	
5.13 · Interest	2,462.95
Total 5.1 · Income	2,462.95
Total Income	2,462.95
Gross Profit	2,462.95
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	47.55
Phone/Internet/Machine Overhead	335.00
Postage	15.44
Rent	1,865.00
Total 3.110 · Office	2,262.99
3.120 · Information Systems	
IT Support	2,200.00
IT Systems - Hardware	550.00
Total 3.120 · Information Systems	2,750.00
3.141 · Audit	738.10
3.150 · Storm Sewer Utility	420.00
3.160 · Training (staff/board)	189.69
3.170 · Misc. & mileage	370.97
3.191 · Employee Payroll	
payroll	38,808.29
Total 3.191 · Employee Payroll	38,808.29
3.192 · Employer Liabilities	
Admin payroll processing	266.05
Administration FICA	2,838.36
Administration PERA	2,910.64
Employer PFML	194.80
Insurance Benefit	6,532.98
Total 3.192 · Employer Liabilities	12,742.83
Total 3.1 · Administrative/Operations	58,282.87
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	2,942.72
3.240 · Watershed Plan Amendment	11,051.00
Total 3.2 · Monitoring and Studies	13,993.72
3.3 · Education and Outreach	
3.320 · Marketing	2,038.88

Total 3.3 · Education and Outreach	2,038.88
3.4 · Capital Imp. Projects/Programs	
3.440 · Gilfillan Black Tamarack Wilkin	5,412.25
Total 3.4 · Capital Imp. Projects/Programs	<u>5,412.25</u>
3.48 · Programs	
3.480 · Soil Health Grant	1,870.20
3.481 · Landscape 1 - cost-share	7,449.77
3.485 · Facilities & Maintenance	1,286.75
Total 3.48 · Programs	<u>10,606.72</u>
Total Expense	<u>90,334.44</u>
Net Ordinary Income	<u>-87,871.49</u>
Net Income	<u><u>-87,871.49</u></u>

Vadnais Lake Area Water Management Organization

Custom Transaction Detail Report

April 1 through June 1, 2026

2:12 PM

06/02/2026

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Apr 1 - Jun 1, 26									
Credit Card Charge	04/01/2026		Adobe "Creative Cloud		US Bank CC	√	Software	21.66	21.66
Credit Card Charge	04/02/2026		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	24.38	46.04
Credit Card Charge	04/13/2026		Zoom	subscription april26-april27	US Bank CC	√	Software	149.90	195.94
Transfer	04/20/2026			Funds Transfer	US Bank CC		Checking - 1987	-236.32	-40.38
Credit Card Charge	04/27/2026		Canva	design software renewal	US Bank CC	√	Software	120.00	79.62
Credit Card Charge	04/28/2026		hologram	account refill	US Bank CC	√	Software	30.00	109.62
Credit Card Charge	04/30/2026		L.L. Bean	staff gear	US Bank CC	√	3.320 · Marketing	120.85	230.47
Credit Card Charge	04/30/2026		Adobe "Creative Cloud		US Bank CC	√	Software	21.66	252.13
Credit Card Charge	05/01/2026		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	21.00	273.13
Credit Card Charge	05/12/2026		WalMart	Rotary field day supplies	US Bank CC		3.310 · Public Education	55.95	329.08
Credit Card Charge	05/18/2026		Amazon.com	tent	US Bank CC		3.320 · Marketing	542.36	871.44
Credit Card Charge	05/26/2026		MN Department of Natural Resources	lodging Dawn	US Bank CC		3.160 · Training (staff/board)	189.69	1,061.13
Credit Card Charge	05/28/2026		ESRI	ArcGIS26-27 renewal	US Bank CC		IT Systems - Hardware	550.00	1,611.13
								1,611.13	1,611.13

Apr 1 - Jun 1, 26

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To: VLAWMO Board **Date:** June 10, 2026
From: Phil Belfiori & Brian Corcoran
Subject: V. A. Consideration of the VLAWMO Water Management Policy

Background

VLAWMO initiated a process of updating its Water Management Policy to complement the 2027-2036 VLAWMO Watershed Management Plan. Member communities are required to adopt the standards identified in the ultimately approved updated Policy into its official control pursuant to MR 8410.0160 and MS 103B.235.

The focus of this proposed Policy update is to require member communities to follow Minnesota Law regarding stormwater, erosion, wetlands, floodplain, shoreline, groundwater and buffers without placing additional regulatory requirements on communities beyond what is already required by state law. Member communities are able to develop stricter standards in the jurisdiction if desired, and are responsible for issuing permits, variances, and violations regarding regulations and ordinances. As you are aware, VLAWMO is not a permitting or enforcement entity with exception of the WCA. VLAWMO provides advisory technical review support to its member communities upon request.

Staff sent the draft Policy to each of our six member communities on May 1, 2026 for review and comment. Gem Lake, White Bear Lake and Lino Lakes responded with no comment. Vadnais Heights had a few minor comments that were addressed. No comments were received from North Oaks or White Bear Township.

At the May 20, 2026 VLAWMO Subcommittee meeting, Phil Belfiori presented an overview of the draft Water Management Policy. The VLAWMO Subcommittee recommended approval of the draft Water Management Policy pending receipt of significant comments provided by member community staff.

Requested Board Action

Per the Subcommittee recommendation from the May 20, 2026 meeting, Staff recommends Board approval of the attached April 2026 VLAWMO Water Management Policy.

Proposed Board Motion:

Director _____ moves and Director _____ seconds to approve the April 2026 VLAWMO Water Management Policy.

Attachment - VLAWMO Water Management Policy

Linked at: https://www.vlawmo.org/download_file/82815406-a410-4b1a-a876-6c49663a884f/9

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To: VLAWMO Board **Date:** June 10, 2026
From: Phil Belfiori, Administrator
Subject: V. B. Personnel Subcommittee Recommended Salary Structure Table for 2027-29

Background

At the May 20, 2026 VLAWMO subcommittee, Jaime Parker from Gallagher Human Resources Inc. (HR consultant) presented and summarized the outcome of the Gallagher analysis of salary market data. Jaime and her team developed the analysis from review and survey of dozens of job titles for each grade level and then assigned a minimum and maximum salary value based on the market analysis. Zones were then developed based on splitting the range into four quartile groupings with the midpoint zone (zone 2) taking quartile 2 and 3. Per the Personnel Subcommittee previous request, the analysis was based on being valid for the next three years (2027-29) and therefore the salary data analysis of comparable job titles was adjusted or “aged” to 7/2028.

The final product of the above-mentioned salary structure analysis is included as **Attached-2027 - 29 Salary Structure** table.

Upon further discussion, the VLAWMO Personnel Subcommittee reached consensus to approve the attached the 2027 - 29 salary structure table. If approved by the VLAWMO Board, this table would be incorporated into the VLAWMO adopted salary administration policy as outlined in the Employee Handbook.

Requested Board Action

Per the Personnel Subcommittee recommendation from the May 20, 2026 meeting, Staff recommends Board approval of the attached 2027 -2029 Salary Structure table.

Proposed Board Motion:

Director _____ moves to approve the VLAWMO 2027-2029 Salary structure table.

Attachment - Subcommittee Recommended VLAWMO 2027 - 29 Salary Structure table.

Proposed VLAWMO 2027 - 2029 Salary Structure

Pay Grade	Zone 1		Zone 2	Zone 3	
	Range Minimum (Annual)	Range Midpoint (Annual)	Range Midpoint (Annual)	Range Minimum (Annual)	Range Maximum (Annual)
4	\$51,937	\$58,429	\$64,921	\$71,413	\$77,905
5	\$62,317	\$70,106	\$77,896	\$85,686	\$93,475
6	\$74,780	\$84,128	\$93,475	\$102,823	\$112,170
7	\$89,740	\$100,957	\$112,174	\$123,392	\$134,609
8	\$107,694	\$121,156	\$134,618	\$148,079	\$161,541
9	\$129,226	\$145,380	\$161,533	\$177,686	\$193,839

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To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator and Angela Hugunin, Communication & Outreach Coordinator

Date: June 8, 2026

Re: **V.C.** Consider VLAWMO Records Retention Schedule

Introduction

As a local government unit, VLAWMO is subject to Minnesota Statutes [138.17](#), which outlines record retention requirements for government organizations. As such, VLAWMO must maintain a state-approved records retention schedule specifying the retention period for its various records.

Background

MS 138.17 outlines the steps required before a records retention schedule may be officially implemented. First, the head of the governmental unit must establish a time period for the retention or disposal of each of its series of records. The schedule must then be sent to the state's records disposition panel, where it must be unanimously approved, before the governmental unit having custody of the records may dispose of any records.

Existing watershed retention schedules have been reviewed in preparation for the development of VLAWMO's schedule. Legal counsel has been consulted throughout the development process for this attached draft schedule.

Next Steps

Board approval of the schedule is the first step toward officializing the records retention schedule. After Board approval, the schedule must be sent to the State Records Disposition Panel in accordance with Minnesota Statutes 138.17, where it must receive unanimous approval before the schedule can be implemented. It is possible that the State Records Disposition Panel may require revisions and if so, staff would attempt to address those comments and then bring back the final revised schedule for Board approval.

Staff Recommendation

Staff recommend that the Board approve Resolution 05-2026 adopting the attached records retention schedule.

Proposed Board Motion

Director _____ moves and Director _____ seconds approval of Resolution 05-2026 adopting the attached Records Retention Schedule.

Attachments

1. Records Retention Schedule for Board Consideration
2. Resolution 05-2026 adopting the Records Retention Schedule

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION RECORDS RETENTION SCHEDULE

Record Retention Instructions

The following categories of records must be retained for the full Retention Period identified in the Watershed’s approved Records Retention Schedule. At the conclusion of the applicable Retention Period:

1. **State-Designated Archival Records.** If a record category is designated “Archival” by the State of Minnesota, the records shall not be destroyed. After the Retention Period has expired, such records may be transferred to the State Archives in accordance with state archival procedures once they are no longer needed locally for reference.
2. **Non-Archival Records.** If a record category is not designated “Archival” by the State, the records may be destroyed at any time following the expiration of the Retention Period. Deletion of Non-Archival documents is discretionary. A list of records disposed of pursuant to this schedule shall be maintained.

Drafts, duplicates, notes, and other documents that are not part of an official transaction, and that are not otherwise scheduled herein, shall be retained only for the period necessary to complete the work for which they were created. These materials may be destroyed at any time once they have served their administrative purpose.

Administration

Item No.	Record Series Title and Description	Retention Period	Essential? (Yes/no)	Archival? (Yes/no)
ADM 1000	Agenda packets (Board & Commission) – includes agendas, packets, public notices, and background reports	10 years	Yes	
ADM 1100	Annual reports – final	Permanent	Yes	
ADM 1200	Attorney records – including correspondence, memorandums, and opinions regarding questions of legal rights or liabilities	10 years	No	
ADM 1300	Audio recordings – open meetings	1 year after approval of minutes	No	
ADM 1400	Audio recordings – closed meetings	3 years for labor negotiations and personnel reviews; 4 years for security information; 8 years for purchase or sale of real property	No	
ADM 1500	Authority to dispose of records – state approvals and schedule	Permanent	No	
ADM 1600	Bylaws, policies, governance manuals	6 years after superseded	No	

ADM 1700	Official Correspondence – including correspondence with constituents, municipalities, and agencies (excluding project-specific correspondence)	3 years	No	
ADM 1800	Transitory Messages – including email, social media, or phone messages of short-term interest which are considered incidental and non-vital correspondence. Messages directly related to the transaction of WMO business should be retained for the period identified for the applicable category in this schedule.	Until read	No	
ADM 1900	Drainage authority records – including inspection reports, maintenance records, repair reports, transfer records, engineering reports, drainage inventory and policies	10 years	No	
ADM 2000	Easements - perpetual	Permanent	No	
ADM 2100	Easements - temporary	3 years after easement expires	No	
ADM 2200	Employee personnel & payroll records – employee files	6 years after employee termination	No	
ADM 2300	Employment policies & manuals	Retain until superseded	No	
ADM 2400	Grants - Received	10 years after grant agreement expires	No	
ADM 2500	Grants – Issued/Administration	3 years after completion of maintenance period	No	
ADM 2600	Inventory records	Retain until superseded	No	
ADM 2700	Lawsuits	6 years after last activity	No	
ADM 2800	Volunteer participation and liability waivers	6 years	No	
ADM 2900	Membership association documentation	3 years	No	
ADM 3000	Minutes - approved	Permanent	Yes	
ADM 3100	Newsletter – WMO generated	Permanent	Yes	
ADM 3200	Oath of Office	10 years after service of appointed position	No	

Financial/Accounting Statements

Item No.	Record Series Title and Description	Retention Period	Essential? (Yes/no)	Archival? (Yes/no)
FIN 1000	Annual audit reports – final	7 years	Yes	
FIN 1100	Appraisers' reports	6 years	No	
FIN 1200	Assessments – originals (Storm Sewer Utility Fee)	6 years	Yes	
FIN 1300	Assessments – operation & maintenance	6 years after final payment	No	
FIN 1400	Accounts Payable (Money Out) – Includes bills, invoices, payment vouchers, charge slips, cancelled checks, and notice publication affidavits.	6 years	No	

FIN 1500	Accounts Receivable (Money In) -- Includes receipts, receipt books, deposit slips, and bank statements.	6 years	No	
FIN 1600	Budget – record copy	Permanent	Yes	
FIN 1700	Budget – support/working papers	2 years	No	
FIN 1800	General ledgers	Permanent	Yes	
FIN 1900	Investment documents – record of investments made	4 years after maturity	Yes	
FIN 2000	Receipts and receipt books	6 years	Yes	
FIN 2100	Legal Claims filed by or against WMO	6 years	No	
FIN 2200	Insurance Records – Policies, Certificates, Applications, and Supporting Documents	6 years after final disposition	No	

Bonds

Item No.	Record Series Title and Description	Retention Period	Essential? (Yes/no)	
BON 1000	Fidelity bonds - Directors	6 years after completion of service by manager	No	
BON 1100	Permit Financial Assurances – bonds, letters of credit	6 years after permit closure	No	

Program and Project Activities

Item No.	Record Series Title and Description	Retention Period	No	
PPA 1000	Watershed management plan - final	Permanent	Yes	
PPA 1100	Project files (Capital & Non-Capital) -- including MOUs, cooperative agreements, contracts, accepted bids, reports, engineer records, correspondence, special meeting minutes, performance bonds, and related papers	10 years after completed	No	
PPA 1200	Rules, Regulations & Standards	Retain 6 years after being superseded	No	
PPA 1300	Monitoring data	Permanent	No	
PPA 1400	Technical reports – WMO generated final reports	10 years	No	
PPA 1500	Technical reports – not WMO generated	Destroy when no longer needed	No	
PPA 1600	Non-project technical reports	10 years	No	
PPA 1700	Representative project and program photographs and videos – WMO generated	10 years	No	
PPA 1800	Boundary documentation – Final approval	Permanent	No	
PPA 1900	Board documents – including adopted resolutions, findings, and conclusions	Permanent	Yes	

PPA 2000	Engineer records – including final project memos, plans, slides, and representative photos and videos (excluding final WMO-adopted technical reports)	10 years	No	
PPA 2100	Hazardous materials reports	Permanent	No	

VADNAIS LAKE AREA WATERSHED MANAGEMENT ORGANIZATION

Resolution No. 05- 2026

**RESOLUTION ADOPTING A
RECORDS RETENTION SCHEDULE**

WHEREAS, the Board of Directors (“Board”) of the Vadnais Lake Area Watershed Management Organization (“VLAWMO”) creates and receives a variety of records as part of conducting VLAWMO’s business and activities;

WHEREAS, under Minnesota’s records retention law in Minnesota Statutes, section 138.17 (“Act”), government entities may only destroy government records in its possession in accordance with a records retention schedule unanimously approved by the Minnesota Records Disposition Panel (“Panel”);

WHEREAS, the Board desires to comply with the requirements of the Act and to manage VLAWMO’s records in an efficient and appropriate way, including being able to destroy records that exceed the retention period established in the approved retention schedule; and

WHEREAS, there is no approved general records retention schedule for water management organizations, and so VLAWMO staff worked with the VLAWMO Attorney to develop the attached records retention schedule (“Retention Schedule”) for consideration by the Board.

NOW, THEREFORE, BE IT RESOLVED, by the Board as follows:

1. The attached Retention Schedule providing for the retention and destruction of the government records in VLAWMO’s possession is hereby adopted.
2. The VLAWMO Administrator and VLAWMO Attorney are hereby authorized and directed to submit the Retention Schedule to the Minnesota Records Disposition Panel for approval and, if necessary, to make such changes and resubmit the Retention Schedule as may be needed to obtain final approval.
3. If changes to the Retention Schedule are required to obtain state approval, the VLAWMO Administrator shall resubmit it to the Board for final approval at its first meeting following state approval.

Adopted this _____ day of June 2026.

BY THE BOARD OF DIRECTORS

Board Chair

Attest:_____

To: VLAWMO Board of Directors

From: Phil Belfiori and Dawn Tanner

Date: June 10, 2026

Re: V. D.: Consider Standards of Conduct regarding Conflict of Interest Policy

A requirement of recent VLAWMO State grants is that:

“The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.”

VLAWMO staff worked with VLAWMO’s legal counsel to prepare the attached Standards of Conduct regarding Conflict of Interest Policy to meet this requirement.

Proposed Board Motion

Director _____ moves and Director _____ Seconds to authorize the Standards of Conduct regarding Conflict of Interest Policy.

Attachment:

- VLAWMO Standards of Conduct regarding Conflict of Interest Policy

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION STANDARDS OF CONDUCT REGARDING CONFLICTS OF INTEREST

1. **Purpose.** The purpose of these Standards of Conduct Regarding Conflicts of Interest (“Standards”) is to establish certain standards for Vadnais Lake Area Water Management Organization (“VLAWMO”) Directors and Employees to help identify and avoid conflicts of interest affecting VLAWMO’s business and activities. These Standards are intended to ensure the VLAWMO conducts its business in an objective and transparent way, and that satisfies its obligation under grant programs to maintain written standards of conduct covering conflicts of interest.
2. **Policy Objectives.** To clarify the duty of Directors and Employees to recognize actual, potential, or apparent conflicts of interest as they may arise and to respond accordingly as provided in these Standards and applicable laws.
3. **Application.** These Standards apply to VLAWMO Directors and Employees in their respective roles in carrying out the duties and business of VLAWMO including, but not limited to, letting contracts and administering projects funded in part by federal or state grants. These Standards apply in addition to any personnel policies and procedures that may be in effect.
4. **Definitions.** For the purposes of these Standards, the following terms shall have the meanings given them in this section.
 - (a) **Actual Conflict of Interest.** “Actual conflict of interest” means a situation where a person’s decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.
 - (b) **Administrator.** “Administrator” means the person hired by the Board to serve as the administrator of VLAWMO.
 - (c) **Appearance of a Conflict of Interest.** “Appearance of a conflict of interest” means any situation that would cause a reasonable person, with knowledge of the relevant facts, to question whether a person’s personal interest, affiliation, or relationship did, or could, inappropriately influence the person’s actions or decisions, even though there may be no actual conflict of interest.
 - (d) **Board.** “Board” means the Board of Directors of the Vadnais Lake Area Water Management Organization.
 - (e) **Director.** “Director” means a member of the Board of Directors of the Vadnais Lake Area Water Management Organization.
 - (f) **Employee.** “Employee” means a person who is employed by the Vadnais Lake Area Water Management Organization.

- (g) Immediate Family Member. “Immediate family member” means a spouse, domestic partner, parent, sibling, child, in-law, or other relative living in the home or with whom there is a close personal or significant financial relationship.
- (h) Potential Conflict of Interest. “Potential conflict of interest” means that a person’s own interests, or the interests of an immediate family member of the person, could create an inappropriate influence on the person’s judgment in the exercise of their duties if the person is called upon to make a decision or recommendation that would affect one or more of those interests.
- (i) Standards. “Standards” means the most current enactment of these Standards of Conduct Regarding Conflicts of Interest.
- (j) Vendor. “Vendor” means a corporation, company, partnership, person, or other entity proposing to contract with VLAWMO to provide it goods, products, work, or other services.
- (k) VLAWMO. “VLAWMO” means the Vadnais Lake Area Water Management Organization, which is a joint powers established under Minnesota Statutes, sections 103B.201 – 103B.253.

5. Conflicts of Interest.

- (a) General Policy. Directors and Employees must recognize and avoid any action which might result in an actual conflict of interest. Directors and Employees should avoid, to the greatest extent reasonably possible, a potential conflict of interest and the appearance of a conflict of interest in carrying out their respective duties for VLAWMO. If an Employee is uncertain whether a particular situation creates an actual, potential, or apparent conflict of interest, they are encouraged to discuss the matter with the Administrator and, as may be needed, with VLAWMO’s attorney. If a Director is uncertain whether a particular situation creates an actual, potential, or apparent conflict of interest, the Director is encouraged to discuss the matter with VLAWMO’s attorney. Nothing in these Standards prohibits a Director from participating in a discussion on a matter, or from voting on a matter, unless an actual conflict of interest exists.
- (b) Employee Responsibilities. Employees are responsible for reporting any actual, potential, or apparent conflicts of interest they may have to the Administrator. The Administrator shall determine the best course of action to address the conflict of interest, which may include excluding the Employee from any direct role in the particular matter. If the Administrator has an actual, potential, or apparent conflicts of interest, he or she shall report it to the Board chair and to the VLAWMO attorney.
- (c) Statutory Prohibition. Directors are prohibited by Minnesota Statutes, section 471.87 from taking part in any manner in making any sale, lease, or contract in official capacity if they have a personal financial interest in that sale, lease, or contract, or personally benefit financially therefrom. There is no “nominal value” exception to conflict-of-

interest restrictions. This means that an actual, potential, or apparent conflict of interest can exist even where the benefit, privilege, exemption, advantage, or financial interest in question is nominal. In addition, when a Director or Employee attempts to use their position for private gain or advantage, a conflict of interest exists even if the person is not successful in obtaining the private gain or advantage.

- (d) Exceptions. The conflict of interest exceptions set out in Minnesota Statutes, section 471.88 apply to Directors and may be relied upon to the extent it is unanimously approved by the other Directors by resolution in accordance with the statute.
- (e) Abstain from Discussion and Voting. A Director shall be deemed to have an actual conflict of interest, and shall be prohibited from participating in the discussion as a member of the Board and from voting on the matter before the Board, if:
- (1) The Director has a personal financial interest in a proposed contract, sale, or lease with VLAWMO;
 - (2) The Director has a direct interest, pecuniary or otherwise, in the matter based on consideration of the following factors:
 - The nature of the decision being made;
 - The nature of the pecuniary interest;
 - The number of officials making the decision who are interested;
 - The need, if any, to have interested persons make the decision; and
 - The other means available, if any, such as the opportunity for review, that serve to ensure that the members will not act arbitrarily to further their selfish interests; or
 - (3) An immediate family member of the Director has a personal financial interest in a proposed contract, sale, or lease with VLAWMO

If an actual conflict of interest exists, the Director shall leave the dais and may speak to the matter as a member of the public, to the extent the Board opens the matter to comments by the general public. A Director shall be considered to have a conflict of interest if the outcome of a matter could substantially affect the financial interests of the Director, the Director's immediate family member, or of the Director's associated business. The Board may act to determine if a Director has an actual conflict of interest regarding a particular matter before the Board. The interested Director may speak to the matter, but shall abstain voting on the issue of whether they have an actual conflict of interest. The Board is encouraged, to the extent reasonably practicable, to seek the opinion of VLAWMO's attorney on the matter before acting.

- (f) Selecting and Administering Vendors. No Director or Employee with an actual conflict of interest shall be directly involved in the selection, award, or administration of a contract with a Vendor.

- (g) Vendor Conflicts. VLAWMO shall consider potential conflicts of interest when reviewing quotes, bids, or other proposals from Vendors proposing to provide work or other services for VLAWMO. VLAMWO shall avoid entering into a contract with a vendor that has an actual or potential conflict of interest. VLAWMO will not award any contract to a Vendor that is suspended or disbarred from doing business in the state of Minnesota or with the federal government.
6. **Duty to Report**. Under Minnesota Statutes, section 609.456, Directors and Employees are required to make a report to the State Auditor’s Office and local law enforcement if they discover evidence of theft, embezzlement, unlawful use of public funds or property, or misuse of public funds.
7. **Acceptance of Gifts**. VLAWMO directors and Employees are prohibited from accepting a gift from an interested person under Minnesota Statutes, section 471.895, except as provided in subdivision 3 of the statute.

Adopted this __ day of _____, 2026.

BY THE BOARD OF DIRECTORS

Chair

Attest: _____
Secretary

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To: VLAWMO Board

From: Phil Belfiori

Date: June 10, 2025

Re: V. E. Consideration of Storm Sewer Utility (SSU) Administration Policy pursuant to Resolution 10-2025

Background

Resolution 10-2025 was passed at the December 2025 VLAWMO Board meeting. This resolution including three components including: refunding historic SSU charges for three parcels (out of the approximately 2500 parcels that were reviewed) that were found to have been charged in error; directed Houston Engineering to review future parcel revisions and whenever the wetland database had changed; and to work with VLAWMO's attorney to propose policy updates to address administration of the VLAWMO SSU and to be used if similar situations from December 2025 board action may arise in the future. The attached policy addresses this third component of resolution 10-2025.

Summary of the Proposed Policy

The overall purpose of the proposed attached policy is to establish certain policies and procedures regarding the administration of the VLAWMO Storm Sewer Utility Fee. It summarizes legal authority for VLAWMO to impose the SSU Fee. It also addresses how the SSU Fee is calculated for each of the more than 11,000 properties within the watershed based on stormwater runoff contribution and references the technical memo from Houston from August 2025 which describes the analysis used for calculating the charges. The policy also discusses that VLAWMO will review parcels whenever updated mapped wetland datasets become available or if VLAWMO discovers or is otherwise made aware of, the need to correct the classification of a property for the purposes of calculating the SSU Fee. The policy also defines the logistics for if an error in the SSU charge has been determined for a parcel and addresses how a property can file an appeal with the VLAWMO Board.

Recommendation

Pursuant to Board approved Resolution 10-2025, The VLAWMO Attorney and staff recommend that the Board approve the attached VLAWMO policy regarding the administration of the storm sewer utility fee.

Requested Board Action

Director _____ moves and Director _____ Seconds to approve the VLAWMO Policy Regarding the Administration of the Storm Sewer Utility Fee

Attached:

1. Proposed VLAWMO Policy Regarding the Administration of the Storm Sewer Utility Fee
2. Resolution 10-2025- Approved by the VLAWMO Board in December 2025

POLICY REGARDING THE ADMINISTRATION OF THE STORM SEWER UTILITY FEE

1. Purpose. The purpose of this Policy Regarding the Administration of the Storm Sewer Utility Fee (“**Policy**”) is to establish certain policies and procedures regarding the administration of the Storm Sewer Utility Fee (“**SSU Fee**”) established by the Vadnais Lake Area Water Management Organization (“**VLAWMO**”). VLAWMO collects the SSU Fee to fund its work it does to protect and enhance water resources within the watershed.
2. Authority. The Minnesota Legislature adopted special legislation (2008 Minn. Laws Chap. 366, Art. 6, Sec. 47) to provide VLAWMO the authority to impose the SSU Fee and related charges under Minn. Stat. §§ 103B.211 or 444.075. Under the special law, VLAWMO certifies the SSU Fee to the county auditors by November 30 each year and the county auditors place the fee on the property taxes of the properties within VLAWMO’s boundaries. If a property owner fails to pay the SSU Fee, it is subject to the same penalties and interest as property taxes.
3. Storm Sewer Utility Fee. Pursuant to the authority provided by the special legislation, Minn. Stat. §§ 103B.211 or 444.075, and VLAWMO’s joint powers agreement, VLAWMO adopted the Storm Sewer Utility Rule (“**SSU Rule**”), which is incorporated herein by reference, to impose a SSU Fee within VLAWMO’s boundaries. In accordance with the SSU Rule, the SSU Fee is calculated for each of the more than 11,000 properties within the watershed based on stormwater runoff contribution associated with the land use descriptions provided by the counties, as is further described in the technical memorandum prepared by Houston Engineering dated August 5, 2025 (“**Technical Memo**”), which is incorporated herein by reference. As provided in the SSU Rule, and as explained in the Technical Memo, certain properties are exempt from the SSU Fee. For example, VLAWMO also does not apply the SSU Fee to the portions of a property that are within a wetland (as identified in the most current National Wetland Inventory (NWI) GIS layer), or public waters (as identified in the Minnesota Department of Natural Resources Public Waters Inventory (PWI) GIS layer). Managing the list of exempt properties, wetland inventories, and the divisions of property that occur in a year involves a great deal of work and creates a potential for over or under charges.
4. Updates to Land Use Classifications and Land Divisions. VLAWMO reviews parcels whenever updated NWI or PWI datasets become available. VLAWMO reviews the property divisions it receives from Ramsey County and Anoka County during the year so it can divide and allocate the SSU Fee appropriately across the divided parcels.
5. Fee Adjustments. Given the total number of properties within VLAWMO’s boundaries, and the scope of development and other changes to land uses that occur over time, it is possible for a property’s classification to be misidentified or to no longer be current. If VLAWMO discovers, or is otherwise made aware of, the need to correct the classification of a property for the purposes of calculating the SSU Fee, VLAWMO will address it in accordance with this section.

- (a) Lookback Period. The total lookback period for determining a fee adjustment is three years.
- (b) Overcharge. If VLAWMO determines there has been an overcharge of the SSU Fee of at least \$100/year during the lookback period, it will issue a refund as follows:
 - (1) VLAWMO will issue a refund for the entire amount of the overpayment over the lookback period, plus interest at a rate of 4%. The refund will be issued to the person or entity that owned the property during the lookback period. VLAWMO will include a letter to the owner explaining the basis for the refund.
 - (2) If ownership of the subject property has changed, VLAWMO will attempt to locate the forwarding address of the owner that made the overpayment. If VLAWMO is not able to identify a forwarding address, the refund will be sent to the Unclaimed Property Division of the Minnesota Department of Commerce.
- (c) Underpayment. If VLAWMO determines an owner should have been charged a higher SSU Fee over the lookback period, the amount of the SSU Fee will be adjusted going forward. However, VLAWMO will not attempt to retroactively apply and collect an additional SSU Fee from the owner for the prior years.

6. Appeals.

- (a) Notice of Appeal. A property owner that disputes the amount of the SSU Fee imposed on their property may file an appeal with the VLAWMO Board of Directors. To file an appeal, a property owner must submit a written notice of appeal to the VLAWMO office. The notice of appeal must contain a detailed statement setting out the factual basis for the appeal, the alleged error in setting the SSU Fee for the property, and the requested relief.
- (b) Timing. To dispute a SSU Fee that has already been certified to the county auditor for collection in the current year, an owner must submit the notice of appeal to VLAWMO by May 1st. To dispute a SSU Fee to be imposed for the upcoming year, an owner must submit the notice of appeal to VLAWMO by June 1st. All claims related to a SSU Fee beyond those timelines will be deemed waived.
- (c) Staff Review. The VLAWMO Administrator will review the notice of appeal and prepare a report setting out the information regarding the property and the amount of the SSU Fee imposed on it. The Administrator shall forward the notice of appeal and the report to the Board of Directors.
- (d) Decision. The Board of Directors shall consider the appeal at a regular meeting and make the final decision on the appeal. The Board of Directors may uphold the amount of the SSU Fee, order the fee be adjusted going forward, authorize a partial refund, or take such other action as it determines is appropriate. VLAWMO will provide the property

owner a written notice of the Board of Directors' decision. Such decision shall constitute a final decision of VLAWMO on the appeal.

7. Amendments. The Board of Directors may amend this Policy by resolution at any regular meeting.

Adopt this ___ day of _____ 2026.

BY THE BOARD OF DIRECTORS

Chair

Attest: _____
Secretary-Treasurer



RESOLUTION NO. 10-2025
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

A RESOLUTION APPROVING THE REFUND OF VLAWMO STORMSEWER UTILITY CHARGES COLLECTED IN ERROR ON 3 PARCELS

Resolution 10-2025 was moved by Director Doll Kanne and second by Director Shah

WHEREAS, Minnesota Laws 2008, Chapter 366, Article 6, Section 47 authorized the Vadnais Lake Area Water Management Organization ("VLAWMO") to establish and certify to the county auditors a storm sewer utility charge ("SSU Charge") for collection together with the property taxes imposed on the properties within the watershed;

WHEREAS, VLAWMO established the SSU Charge and adopted a rule ("SSU Rule") setting out property classifications and rates for imposing the SSU Charge on the thousands of properties within the watershed;

WHEREAS, the SSU Rule identifies several land use classification as being exempt from the SSU Charge, including wetlands and public waterbodies;

WHEREAS, VLAWMO has completed an analysis of approximately 2,500 parcels that where land use divisions and reapportionments have occurred to determine if more recent changes in mapped wetland data changed the exempt area on those parcels;

WHEREAS, the updated wetland data showed 11 parcels with changes in fees +/- \$100 for Pay 2026, which was 0.4% of total parcels reviewed;

WHEREAS, changes in eight of the 11 parcels were the result of updated wetland data and the changes in the remaining three were due to error; and

WHEREAS, the VLAWMO Board Subcommittee reviewed this matter at its November 17, 2025 meeting and recommended that VLAWMO issue a refund for the three properties that were mistakenly overcharged, including payment of a four percent interest rate.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION AS FOLLOWS:

1. VLAWMO shall issue refunds of the SSU Charge in the amounts listed below for all years for the 3 parcels with errors, which includes 4% interest:


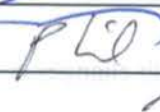
Parcel ID	Owner	Over Billed (includes Interest)
23.30.22.42.0019	City of White Bear Lake	\$76,063.61
33.30.22.22.0037	Arcade Mob Partners LLC	\$5,136.86
34.31.22.44.0008	Anoka Holdings, LLC North Oaks Company	\$462.43 \$1,955.92
TOTAL		\$83,618.82

2. Authorizes Houston Engineering to do each of the following:
 - a. Review all VLAWMO parcels for Pay 2027 with 2019 NWI data;
 - b. Provide upland vs. wetland acreage for all future divisions; and
 - c. Review parcels whenever updated NWI & PWI data becomes available.

3. Authorizes staff to work with VLAWMO's attorney to propose policy updates to address any similar situations that may arise in the future.

The question was on the adoption of the resolution and there were 4 yeas and 0 nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Andrea West	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ed Prudhon	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rob Rafferty	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sara Shah	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Katherine Doll-Kanne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jim Lindner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


 _____ 12-10-25 Board Chair Date

 _____ 12/10/25 Attest Date

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To: VLAWMO Board of Directors

From: Phil Belfiori

Date: June 10, 2026

Re: **V.F. Consent** – Consider LMC Liability Waiver Form for Insurance Renewals

Consistent with past years, staff is working on submission on LMC Liability Insurance application. As part of this process, the application asks if VLAWMO wishes to waive statutory tort limits. Per the recommendation of the VLAWMO insurance representative, the proposed motion below identifies the that the Board wish to NOT waive its monetary limits on liability. Last year the Board did not waive.

Proposed Motion

Director_____ moves that VLAWMO wishes to **NOT WAIVE** the monetary limits on municipal tort liability established by Minn.Stat. § 466.04.

Attached:

- LMC Liability waiver form



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could 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 the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member 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 all claimants could 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.

LMCIT Member Name:

Check one:

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____

To: VLAWMO Board of Directors

From: Dawn Tanner and Phil Belfiori

Date: June 10, 2026

Re: V. G.: Consider Rotary Park Wetland Restoration Project Scope of Work #2

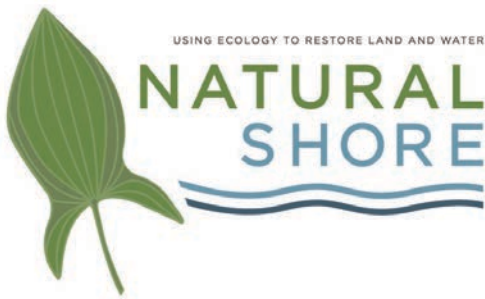
At its June meeting, the TEC provided a recommendation to the Board to approve Task Order 2 for the Rotary Nature Preserve Restoration. Task 1 runs through the end of July. Task Order 2 is being presented in June to allow the project to proceed without interruption through the end of the year. The cost for Task Order 2, consistent with the 2026 budget for the CPL grant is \$15,299. VLAWMO staff will request a new task order in the fall to begin in 2027, to facilitate continued adaptive management of the plant community.

Proposed Board Motion

Director _____ moves and Director _____ Seconds to authorize Task Order 2 with NST in the amount of \$15,299 to allow restoration work to proceed at the Rotary Nature Preserve wetland area through the end of 2026.

Attachments:

1. Rotary Park Wetland Restoration – Task II
2. NST - Rotary Nature Preserve Assessment, pages 17-20, (Restoration Management and Prioritization) [Linked at: https://www.vlawmo.org/download_file/e28a79dc-4aa8-422b-85ba-f081f76a3358/9](https://www.vlawmo.org/download_file/e28a79dc-4aa8-422b-85ba-f081f76a3358/9)



Date: May 25, 2026

To: Dawn Tanner, PhD, Ecologist, VLAWMO

Project name: Rotary Park Wetland Restoration – Task II

Description: Main restoration elements detailed in a Natural Shore report titled, “Rotary Nature Preserve Wetland – Plant Community Assessment and Management Recommendations” are listed below. Please refer to page 18 of the report for a summary of restoration tasks. When conducting this project, we will adhere to the Minnesota Department of Labor’s prevailing wage schedule and submit all necessary reports.

Methods summary and timeline:

Year	Task #	Plant Community	Restoration Elements
2026	II	RCG	Plant a 4,400 SF area in front of the observation platform with aggressive wetland species, including showy forbs – 1,100 3-4” containers @ 2’ spacing.
	II	RCG	Site preparation – high profile RCG segment to the west of the parking lot (see map below) Mow RCG in early summer. Treat in fall. This is in preparation for intensive seeding and planting in 2027.

Cost: \$15,299.00

If you would like to proceed with the above outlined project, please sign the contract below.

Client name: _____

Signed: _____ Date _____

Contractor: *Natural Shore Technologies, Inc.*

Signed:

Contract Date: Contract Date for 30 Day term



William M. Bartodziej, M.S., Senior Restoration Ecologist

Please return a signed copy of this contract and a check to:

Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359



45,000 SF – Reed canary grass segment west of the parking lot – fall 2026 treatment area.

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To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 8, 2026

Re: **V. H. Consent** Cooperative Agreement for Maintenance of Vadnais-Snail Regional Park Restoration Project

Introduction

VLAWMO is seeking Board approval and authorization to execute a cooperative agreement between VLAWMO, Ramsey County, and Saint Paul Regional Water Services to complete maintenance activities for the next three years to continue restoration of native plant communities at the Vadnais-Snail Lakes Regional Park.

Background

In 2022, VLAWMO, Ramsey County, Saint Paul Regional Water Services (SPRWS), and Great River Greening entered into a Joint Power Agreement (JPA) for the restoration of over 30 acres of wetland and upland areas within the Vadnais-Snail Lakes Regional Park in Vadnais Heights. Great River Greening received funding from the State's Outdoor Heritage Fund to complete restoration activities in the park including buckthorn and garlic mustard treatment and removal, other herbaceous and woody invasive species removal, and reseeding and planting native species. Great River Greening's work completed in 2025. Partners discussed maintenance responsibilities under the existing JPA and determined a simplified cooperative agreement would help clearly define the responsibilities of the partners for maintenance activities and allow for future flexibility over a period of three years, ending in 2029. Partners worked together to draft the cooperative agreement, which includes Ramsey County hiring a contractor to perform maintenance activities and contributing \$10,000 over the term of the agreement, SPRWS providing access to the Park land for completion of the maintenance activities, and VLAWMO providing \$10,000 to Ramsey County for the maintenance activities over the term of the agreement. Ramsey County signed the agreement on June 1, 2026 and SPRWS is in the process of signing it. The last step before maintenance work can begin for the season is VLAWMO's execution of the agreement.

Staff Recommendation

VLAWMO staff recommend the Board of Directors approve the cooperative agreement for Vadnais-Snail Lakes Regional Park Restoration Project Maintenance and authorize the VLAWMO Board Chair and Administrator to execute the agreement.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the cooperative agreement for the Vadnais-Snail Lakes Regional Park Restoration Project Maintenance and authorize the VLAWMO Board Chair and Administrator to execute the agreement.

Attachment

- Cooperative Agreement for Vadnais-Snail Lakes Regional Park Restoration Project Maintenance

Linked at: https://www.vlawmo.org/download_file/ce291f9f-b15f-4aaf-b179-ccb2fa764a27/9

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To: VLAWMO Board of Directors

From: Dawn Tanner and Phil Belfiori

Date: June 10, 2026

Re: V. I.: Update EPA 319 Grant -Proposed Project #2

The easement for the Phase 2 project has been recorded by the Ramsey County Recorder's Office and shared with partners. An article announcing the project was published in the June issue of North Oaks News. HEI is working on scheduling soil sampling and a tree survey at the time of packet preparation.

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To: VLAWMO Board of Directors

From: Phil Belfiori, Administrator and Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 8, 2026

Re: **V. J. Consent** Update on City of Vadnais Heights LCCMR Proposal and Award

Introduction

VLAWMO staff is thrilled to announce that the Legislative-Citizen Commission on Minnesota Resources (LCCMR) Environment and Natural Resources Trust Fund (ENRTF) grant application proposal submitted in partnership with the City of Vadnais Heights for the Regional Resiliency Partnership Project behind Vadnais Heights City Hall was approved for funding by the MN State Legislature and Governor Walz.

Background

The LCCMR finalized legislative bill language for 2026 funding recommendations last December and presented this project and the other ENRTF proposals to the MN State Legislature this year. The Legislative Session adjourned on May 18, 2026, and the City of Vadnais Heights was soon after informed that the LCCMR proposal, that the City and VLAWMO co-authored, received final approval from the Legislature and it was signed into law as an appropriations bill by Governor Walz. The project was part of a \$102.03 million bill that funded 107 other projects for education and outdoor recreation, fish and wildlife, and water and conservation. The City will receive \$2,842,000 to construct a water quality improvement, water quantity reduction, and recreation project in the undeveloped land behind City Hall that will improve the City's resiliency to flooding events in the future, among many other benefits. The expected completion date for the project is June 30, 2030.

Next Steps

The City will be in the process of signing a grant agreement with the MN Department of Natural Resources for the pass-through funds. VLAWMO and the City will then draft an agreement for partnering on the implementation of the project and define matching funds. Additional funding sources will continue to be pursued to assist with matching funds. Data collection and site investigation work for the project will continue for the City's Minnesota Pollution Control Agency Sewer Overflow and Stormwater Reuse Municipal Grant to develop design plans for the project. After the agreements are completed, we will also begin planning the community engagement campaign for proactive outreach and community involvement on the project. Staff will continue to inform the Board of project progress as implementation moves forward.

Attachment

- Draft concept of awarded project

Draft Concept for Vadnais Lake: Nature-based Recreation and Drinking Water Protection

Size and shape of ponds and placement of trails, educational signage, and amenities subject to change with project development



East Vadnais Lake
SPRWS drinking water reservoir

City Hall Campus

Educational kiosk

Centerville Road

County Road E

Arcade Street

- Hard Surface Trail
- Soft Surface Trail
- Boardwalk
- Existing Trail

- Viewing Platform
- Gathering Space

- Educational Signage
- Nature-based Play
- Art

- Pg. 58
- Proposed Ponds



VLA/MO BOD - June 2026

Video of the project site (4 minutes)



Date: June 10, 2026
To: VLAWMO Board
From: Phil Belfiori, Administrator
Re: **VI. A. 1. 2027 Budget Consideration**

Background / Introduction

Pursuant to the consensus recommendation from the VLAWMO Subcommittee at their meeting on May 20, 2026, and consistent with the long-term project planning discussion and preliminary 2027 budget discussion at the April 22, 2026 VLAWMO Board meeting, please find for your review and consideration the attached information related to the VLAWMO Subcommittee recommended 2027 VLAWMO budget.

As was approved at the Feb. 2026 Board meeting, the VLAWMO Subcommittee was comprised of Directors Lindner, Doll Kanne and West. The Board also approved TEC representative Terry Huntrods at this May 20th Budget Subcommittee discussion. The VLAWMO Board Subcommittee recommendation on the attached 2027 proposed budget was unanimous.

Summary of the Recommended 2027 Budget

The attached VLAWMO Subcommittee recommended proposed 2027 budget continues the focus on a more accelerated and comprehensive project implementation approach over the next several years per the recently BWSR approved VLAWMO Watershed Management Plan (WMP) and the approved WMP implementation partnership project table.

It should be noted that the draft 2027 budget includes some level of uncertainty related project timing and /or implementation feasibility connected to several proposed 2027 projects including (but not limited to):

- East Vadnais Lake Subshed Resiliency Project (scale and final partnerships);
- Polar Lakes Park Water Reuse Project (pending WBT partnership and grant application);
- Resiliency Study- Vadnais Heights City-wide partnership (feasibility and timing and grants);
- Local match for 2nd 319 small watershed grant project design -(timing and partnership) ;
- Water quality pretreatment project (upstream of Birch Lake IESF) – (feasibility and timing and scale);

- Creek maintenance and restoration at 1 or 2 locations (pending feasibility, cost, timing)
- Pleasant Lake planning and/or partnerships (VLAWMO role based on focus of planning, partner implementation and timing);
- Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
- Number of voluntary raingarden cost share applications in City street reconstruction projects in the watershed. Overall voluntary cost share programs budget uncertainty;

This project timing /results of studies (which is also mentioned in the attachment 3 footnotes document) may require budget revision /updates in the “working budget” proposed budget in December 2026 or in next year’s budget process.

A few key highlights of the draft 2027 budget as identified in attachment 1, 2, 3 include:

1. Consistent with the 2027 Budget Subcommittee recommendation from their May 20, 2026 meeting, the proposed 2027 budget includes an 8% increase in SSU rate. The 8% increase provides for adequate funding of the 2027 proposed projects and program while also allowing for:
 - Anticipated necessary year end fund balance range in the amount to fund some of the projects listed with uncertain timing/ analysis above;
 - Pursuing a number of the partnership projects and programs within the recently BWSR approved WMP including the WMP’s 10-year project implementation table as presented at the April 22 Board meeting;
 - Overall project cost and program inflation.
2. If the Board were to approve the VLAWMO Subcommittee recommended 8% increase in SSU rate compared to the 2026 rate, the average residential SSU rate would be apx. \$80.22/ yr. for the Residential 1-3 units classification for 2027 (2026 SSU rate for residential was \$74.28). The SSU rate for all other classifications in 2027 (including but not limited to commercial, industrial and institutional land use classifications) would be apx. \$116.25/acre (2026 SSU rate for all other classifications was \$107.64/acre). The above-mentioned estimated % increase in SSU rate compared to 2026 SSU rate will be defined more specifically at the Aug. 2025 Board meeting given staff and Ehlers are currently analyzing updated parcel data and other necessary landuse data updates.

3. Continuing progress towards implementation of CIP type projects like (including but not limited to):
 - Pursuing engineering and design work for implementation of East Vadnais Lake Subwatershed Resiliency Project;
 - Planning, design and /or working towards implementation of the resiliency study in Vadnais Heights City-wide partnership;
 - Local match for 2nd 319 small watershed grant project design and or implementation;
 - Water quality pretreatment project (upstream of Birch Lake IESF);
 - Pleasant Lake management including continued work on Lake planning, carp management, possible AIS and water quality projects and or related partnership;
 - Pursuing competitive grants and working towards implementation of Polar Lakes Park Water Reuse Project;
 - Debt Service for Lambert sheet pile portion of the project;
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities.

4. Implementation of key watershed programs including (but not limited to): water quality monitoring, cost-share program including partnership on groundwater conservation and water quality project, project communication and education/ outreach, regulatory/ engineering, ditch inspection work, and MS 4 partnerships.

5. Continuing a strong operations & administration program including the employee payroll (based on Board approved performance based salary adjustment policy and personnel subcommittee recommended updated 2027 - 29 Salary Structure table- which is on the consent agenda for the June 17, 2026 board meeting tonight) and approved employee benefits package. This information was reviewed and recommended approved by the VLAWMO Personnel Subcommittee as part of the VLAWMO subcommittee meeting on May 20, 2026. At this meeting, the Personnel Subcommittee did reach consensus to recommend and approve the budget identified on Rows 15 and 16 in Attachment 2 (lines “3.191 Employee Payroll” and line “3.192 Employee liability -benefits”) which included specific salary and benefits budget for all five of the VLAWMO employees.

Options

The projects /programs listed in these attachments and as summarized in the attached PowerPoint presentation could be used by the Board to discuss possible options to either add projects/programs not included in the proposed 2027 budget and/or to make budget reductions if it wishes.

Recommendation

Consistent with unanimous 2027 Budget VLAWMO Subcommittee recommendation from their May 20, 2026 meeting and the discussion/direction provided by the Board members at the 2027 preliminary draft budget discussion and the BWSR approved WMP including the WMP's 10 year project implementation table, Staff recommends that the Board approve the attached 2027 VLAWMO Budget.

Attachments

Attachment 1 – Powerpoint presentation- proposed 2027 Budget

Attachment 2 - Spreadsheet identifying proposed 2027 budget

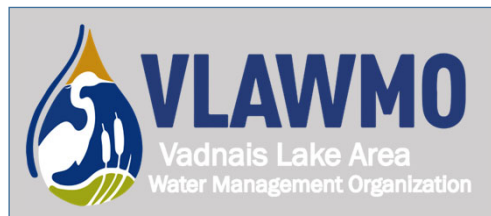
Attachment 3 – Footnotes of the key draft budget items identified in Attachment 2.

Attachment 4 - Background slides (3) related to historical stormwater rates and comparable watersheds in Ramsey County

Attachment 5 - Proposed Resolution 03-2026 adopting the 2027 Budget

Discussion and Consideration of the Proposed 2027 Budget

Attachment 1



Board Meeting – June 17, 2026

1

1

Items Covered in this Presentation

- Background related to Recommended 2027 Budget
- Summary of recommended proposed budget for each fund (also see attachment 2 & 3 Spreadsheet and footnotes)
 - Operations / Administration
 - Programs
 - Projects
- Feedback from 2027 Budget Subcommittee from their meeting on May 20, 2026.
Board members:
 - Lindner (Gem Lake), Doll Kanne (Vadnais Heights), West (White Bear Lake) and TEC member Huntrods
- The VLAWMO Board Subcommittee recommendation on the attached 2027 proposed budget was unanimous



Board meeting
June 17, 2026

2

2

Background- 2027 budget development process – how did we get here?

- As was presented at the April VLAWMO Board meeting, the 2027 VLAWMO budget development process started in Feb. 2026 when the 10 year project partnership implementation table from the now BWSR approved WMP was sent to 11 city /partner staff from:
 - City of White Bear Lake (Connie T)
 - City of Vadnais Heights (Jim H.)
 - City of Gem Lake (Jim L. and Sara)
 - City of Lino Lakes (Tom and Mike G.)
 - City of North Oaks (Kevin K.)
 - White Bear Township (Larry P.)
 - NOHOA (Damien L., Susan M. and Andrew H.)
 - St. Paul Water (Jeremy and Justine)
 - Ramsey County Public Works (Molly C.)
 - Ramsey Conservation Division (Brian O.)
 - North Oaks Company (Don P. and Lauren)
- Staff then held separate meetings with each of the above-mentioned staff in March 2026.

3

3

Background- 2027 budget development process – how did we get here?

- The attached implementation table from the WMP was also reviewed and discussed by the Board subcommittee on March 31, 2026 they also agreed that this WMP implementation table is a good tool for long range project partnership and budget planning.
- The Full VLAWMO Board review and discussed the early draft 2027 budget at the April 22, 2026 meeting and approved the VLAWMO Subcommittee to review the 2027 budget materials and provide the full Board their recommendation at this meeting.
- On May 20, 2026 the VLAWMO Subcommittee (Board members Lindner, Doll Kanne, West and TEC member Huntrods) met to review the draft 2027 budget.
- Upon further discussion, the Subcommittee came to a unanimous consensus recommendation to approve of the 2027 budget included in this board packet/ being presented tonight.

4

4

Background- 2027 budget highlights

- The attached 2027 budget also strikes a balance between the long range project budgeting and fund balance management needed for the high level project implementation identified in the BWSR approved WMP including the WMP's 10-year project partnership implementation table as presented at the April 22 Board meeting;
- Consistent with the unanimous consensus recommendation at the May 20, 2026 budget includes an 8% increase in SSU rate compared to the 2026 rate (apx. \$80.22 /yr. for residential 1-3 unit classification for 2027).
- The SSU rate for all other classifications in 2027 (including but not limited to commercial, industrial and institutional) would be apx. \$116.25/Acre/year (2026 SSU rate for all other classifications was \$107.64/Ac).
- *The above-mentioned estimated 2027 SSU rates may be revised at the Aug. 2026 Board meeting after Ehlers landuse data reviews are completed.*

5

5

Background- 2027 budget highlights:

- The recommended 2027 budget continues progress towards implementation of high impact, larger CIP type partnership projects (including but not limited to):
 - Pursuing engineering and design work for implementation of East Vadnais Lake Subwatershed Resiliency Project;
 - Planning, design and /or working towards implementation of the resiliency study in Vadnais Heights City-wide partnership;
 - Local match for 2nd 319 small watershed grant project design and or implementation;
 - Water quality pretreatment project (upstream of Birch Lake IESF);
 - Pleasant Lake management including continued work on Lake planning, carp management, and water quality projects and or related partnership;
 - Pursuing competitive grants and working towards implementation of Polar Lakes Park Water Reuse Project;
 - Debt Service for Lambert sheet pile portion of the project;
 - BWSR Watershed Based Fund grant implementation – cost-share program partnership with member communities.

6

6

Background- 2027 budget highlights

- Anticipates approximately \$220,000 in outside grant and other partnership revenue /income (in addition to the SSU).
- A projected year end 2027 fund balance range (at the end of the year December 31, 2027) is estimated between \$800,000 to \$1,300,000 (within the range of Board policy for fund balance).
- Recommended adjustments in employee payroll and benefits based on the Personnel Subcommittee approval and Board approved salary policy.

7

7

Background- 2027 budget highlights

- The following are some of the bigger proposed 2027 projects have a high level of uncertainty including (but not limited to) – *[I will not present given time]* :
 - East Vadnais Lake Subshed Resiliency Project (timing and partnerships);
 - Polar Lakes Park Water Reuse Project (pending WBT partnership, if grant application awarded);
 - Resiliency Study– Vadnais Heights City-wide partnership (feasibility and timing and grants);
 - Local match for 2nd 319 small watershed grant project design -(timing and scale) ;
 - Water quality pretreatment project (upstream of Birch Lake IESF) – (feasibility and timing and scale);
 - Creek maintenance and restoration at 1 or 2 locations (pending feasibility, cost, timing)
 - Pleasant Lake planning and or partnerships (VLAWMO role based on focus of planning, partner implementation and timing);
 - Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
 - Number of voluntary raingarden cost share applications in City street reconstruction projects in the watershed. Overall voluntary cost share programs budget uncertainty;

This timing and other factors may require later budget revision /updates and will potentially and likely change the fund balance predictions in the future.

8

Summary of recommended 2027 budget

Operations / Administration

- \$950,269

- **Employee Payroll:** recommends Increases and market adjustments for VLAWMO employees based on Board approved Policy and 27-29 Salary Structure Table. Recommended by Personnel Subcommittee on May 20, 2026.
- **Employee benefits :** consistent with the approved updated employee benefits package.
- Other operational funds Include: 1) Office, 2) Information systems, 3) Insurance, 4) Audit, 5) Bookkeeping, 6)Engineering 7) Legal 8) SSU 9) Training, 10)Mileage and Noticing



9

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Summary of recommended 2027 budget

Projects (page 1 of 4)

Continuing progress towards critical implementation of partnership projects and technical work:

- **Lambert Creek Subwatershed Budget - \$320,000**
 - Resiliency partnership design
 - Resiliency partnership Project(s)
 - City street project BMP partnerships
 - Whitaker wetland/Columbia Park retrofit water quality planning /study
 - water qual project or wetland project on or upstream of pub ditch /creek
 - City partnership BMPs and or environmental initiative /project
 - City Groundwater conservation partnership
 - water quality project in public spaces /parks etc.
 - Street sweeping demonstration partnership
- Lambert Pond project Loan Debt Service- **\$38,568**
- **Maintenance and Operation (including RCD 14) - \$50,000**
 - RCD 14 main stem ditch maintenance per the pub. drainage policy
 - Inspection and feasibility report development - Branch and/or main stem
 - Required maintenance for previously grant-funded projects (not ditch)



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10

Summary of recommended 2027 budget

Projects (page 2 of 4)

- **Gilfillan Black Tamarack Wilkinson Amelia Subwatershed- \$335,000**
 - Local match for 2nd 319 small watershed grant project (Wilkinson).
 - Wilkinson Lk. Deep Water Wetland project ongoing maintenance
 - Township /City BMP retrofits
 - Polar Lakes Park water reuse project
 - City/Township/NOHOA /NOC partnership water qual /GW conservation projects
 - Feasibility study for regional treatment options



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Summary of recommended 2027 budget

Projects (page 3 of 4)

- **Pleasant Charley Deep Subwatershed \$95,000**
 - Pleasant Shoreline /subshed partnerships
 - Lake Management partnerships projects /studies
 - Infrastructural planning /partnerships
 - Oxygenation system expanded dosing partnership
 - Carp mgnt. implementation (Pleasant)

- **Sucker Vadnais Subwatershed. \$450,000**
 - E Vadnais subshed Resiliency partnership design and or projects
 - Resiliency technical work /planning
 - City of Vadnais Heights environmental initiatives
 - Trail project - Vadnais Blvd to County Road E study and or project partnerships
 - Vadnais-Sucker Lake Park ongoing restoration work
 - Boundary Review and Inter-boundary partnership
 - Firestation /trailhead partnership planning and or project/interpretive educational



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Summary of recommended 2027 budget

Projects (page 4 of 4)

- **Birch Lake Subwatershed-\$125,000**
 - Water quality pretreatment project (upstream of IESF)
 - Rotary Park partnerships and restoration and signage Subwatershed BMP's
 - Street Sweeping demonstration partnership
- **Gem Lake Subwatershed-\$10,000**
 - implementation for a City partnership project and or subwatershed BMP
- **Goose Lake Subwatershed- \$48,800**
 - Polar Chev/61 channel restoration /sediment in lake removal engineering and design work
 - City Street Partnership /Neighborhood Subshed BMPS
 - Regional partnership /Lake management
 - Oak Knoll Pond evaluation partnership



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Summary of recommended 2027 budget

Programs

- Water quality monitoring and studies - \$30,000
- Cost Share – soil health, landscape level 1 and 2 and groundwater conservation program- \$145,000
- Education and Outreach and MS 4 partnerships – possible addition street sweep demo and /or interpretive activities as part of possible LCCMR project - \$63,000
- Special studies /analysis (watershed modeling?) and local water planning - \$40,000



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Summary of recommended 2027 budget

Fund Balances

- \$1.53M was be carried over from 2025 into 2026 budget (per audit)
- Predicted fund balance range at end of 2026 is apx. \$1.1M - \$1.4M
- The predicted fund balance range at next year end (December 31, 2027) is apx. \$800,000 – \$1.3M (generally in line with approved fund bal. policy)



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Recommendation from 2027 Budget Subcommittee

- On May 20, 2026 the VLAWMO Subcommittee (Board members Lindner, Doll Kanne, West and TEC member Huntrods) met to review the draft 2027 budget.
- Staff provided a summary of specific fund project and programs budgets.
- After this discussion, the Personnel Subcommittee also approved the budget for salary adjustments and benefits for VLAWMO employees as recommended and based on the recommended 27-29 salary structure table.
- Upon further discussion, the Subcommittee came to a unanimous consensus recommendation to approve of the 2027 budget included in this board packet/ being presented tonight.
- *Comments from Subcommittee member?*



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Board consideration

- Proposed Board motion :

- Proposed Motion – _____ moves to approve Resolution 03-2026 related to approval of the 2027 VLAWMO Budget. Second by _____.



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2027 VLAWMO Subcommittee Recommended Budget --For Consideration at the June 17, 2026 Board Meeting - ATTACHMENT 2

VLAWMO BUDGET		Approved 2026 "working" Budget	Projected/ Estimated 2026 expenditures (using May TEC financial packet/table to estimate)	Subcommittee Recommended 2027 Budget
EXPENSE				
3.1	Operations & Administration	\$997,796	\$860,539	\$950,269
3.110	Office	\$35,544	\$33,851	\$35,544
3.120	Information systems	\$37,150	\$33,213	\$38,149
3.130	Insurance	\$12,000	\$11,000	\$14,000
3.141	Consulting -Audit	\$29,900	\$15,500	\$20,160
3.142	Consulting - Bookkeeping	\$1,500	\$1,000	\$1,500
3.143	Consulting - Legal	\$9,000	\$7,000	\$10,000
3.144	Consulting - Eng. & Tech.	\$50,000	\$20,000	\$50,000
3.150	Storm Sewer Utility	\$116,119	\$40,000	\$22,500
3.160	Training - staff, board,TEC	\$18,000	\$13,500	\$18,000
3.170	mileage and noticing	\$7,276	\$5,000	\$7,276
3.191	Employee payroll	\$511,724	\$519,252	\$546,036
3.192	Employee liability (benefits)	\$169,583	\$161,223	\$187,104
3.2	Monitoring & Studies	\$108,000	\$48,000	\$70,000
3.210	Lake & creek program lab analysis	\$25,000	\$22,000	\$27,000
3.220	Equipment	\$3,000	\$3,000	\$3,000
3.230	Wetland assessment & management	\$0	\$0	\$0
3.240	Special studies /technical analysis and local planning	\$80,000	\$23,000	\$40,000
3.3	Education & Outreach	\$45,000	\$41,000	\$63,000
3.310	Public Education	\$8,000	\$5,000	\$11,000
3.320	Communication, Outreach and marketing	\$25,000	\$25,000	\$40,000
3.330	Community Blue education grant	\$12,000	\$11,000	\$12,000
3.4	Capital Improvement Projects	\$1,703,894	\$856,069	\$1,622,368
	<i>Subwatershed Activity</i>			
3.410	Gem Lake subwatershed	\$10,000	\$0	\$10,000
3.420	Lambert Creek subwatershed (Does NOT include Debt Service)	\$455,000	\$230,000	\$320,000
3.421	Lambert Pond Project Loan Debt Service	\$38,568	\$38,569	\$38,568
3.425	Goose Lake subwatershed	\$40,000	\$10,000	\$48,800
3.430	Birch Lake subwatershed	\$122,500	\$59,000	\$125,000
3.440	Giffillan Black Tamarack Wilkinson Amelia sub	\$383,000	\$137,000	\$335,000
3.450	Pleasant Charley Deep subwatershed	\$115,000	\$50,000	\$95,000
3.460	Sucker Vadnais subwatershed	\$291,000	\$141,000	\$450,000
3.48	<i>Programs</i>			
3.481	Soil Health Grant	\$40,530	\$35,000	\$25,000
3.482	Landscape 1 - cost-share	\$61,558	\$38,000	\$40,000
3.483	Landscape 2	\$91,738	\$60,000	\$80,000
3.484	Project research and MS 4 partnership work	\$5,000	\$2,500	\$5,000
3.485	Maintenance and operations (Facilities maintenance & Ditch maintenance)	\$50,000	\$55,000	\$50,000
3.5	Regulatory	\$5,000	\$1,500	\$5,000
3.510	Engineering plan review	\$5,000	\$1,500	\$5,000
	Total budget	\$2,859,690	\$1,807,108	\$2,710,637
	INCOME			
5.1				
5.11	Storm Sewer Utility	\$1,335,000	\$1,335,000	\$1,441,800
5.12	Fees for Service	\$1,000	\$1,000	\$1,000
5.13	Interest	\$30,000	\$40,000	\$40,000
5.14	Misc. income - WCA admin grant	\$3,000	\$5,000	\$8,000
	Total VLAWMO income	\$1,369,000	\$1,381,000	\$1,490,800
5.15	TOTAL- 2026 Other funding sources - grants, partnerships	\$180,000	\$200,000	\$220,000
	BWSR WBF 25 - 27	\$60,000	\$60,000	\$60,000
	Proposed MPCA 319 Wilkinson Lake BMP	\$50,000	\$50,000	\$50,000
	NOC	\$20,000	\$20,000	\$30,000
	County /City	\$20,000	\$30,000	\$30,000
	DNR CPL Rotary		\$10,000	\$30,000
	SPRWS	\$30,000	\$30,000	\$20,000
	Range for predicted fund balance at end of 2026 & 2027	Apx. \$1,100,000- \$1,400,000	Apx. \$1,100,000- \$1,400,000	Apx. \$800,000- \$1,300,000
	Minimum fund balance required per Board Policy (assume 35% of total general fund budget)	\$1,000,000	\$1,000,000	\$929,212 - \$1,145,843

Per proposed 2027 Projected Recommended Salary Adjustments memo
Per Proposed benefits and wages summary table for 2027

Assumes 8% per previous subcom recommendation - pending subcommittee final recommendation

2027 possible funding sources.
BWSR WBF grant (grant cycle 25-27)
319 MPCA grant implementation (2nd project of 4
NOC Partnership for 319 project
City /County for project partnerships
MN DNR for Rotary CPL grant
SPRWS

VLAWMO Subcommittee Recommended 2027 Budget

Footnotes for the recommended 2027 VLAWMO Budget- This document is meant to be read at the same time as Attachment 2 spreadsheet table titled “2027 VLAWMO Subcommittee Recommended Budget --For Consideration at the June 17, 2026 Board Meeting”

- 1. 3.110 - \$35,544. Office.** The 3 year 2027 – 2029 office lease was approved on May 5, 2026 with the City of Vadnais Heights. The proposed 2027 rent is based on this recently approved lease with the City. Details are in the table below. Rent includes the main office, 4 cubicles, storage space and access to conference rooms, Postage, copies and supplies are estimated.

Office expense	Proposed 2027
Rent	\$23,492
Tel /Internet/ machine use	\$4,249
Postage	\$762
Copies	\$1,289
Supplies	\$2,517
Contingency (10%)*	\$3,235
Total	\$35,544

- 2. 3.12 - \$38,149. Information systems.** -This covers the critical IT annual maintenance costs, hardware updates and software licenses. Increases and contingency anticipated given some advanced GIS work and or website related technical services may be necessary.

Information systems	2027 Budget	Notes
Metro INET.	\$ 30360	Metro INET – assume \$2200/mo. + 15% contin.
Google apps for government	\$260	
GIS web hosting & update to the GIS mapping system	\$1500	May include work with Houston Eng or RCD
ESRI ArcView license renewal & GIS User group	\$965	
Software updates	\$1184	For new/existing systems
Hardware updates (including laptops)	\$3500	For one new system with all accessories and labor
Adobe software	\$380	
Total	\$38,149	

- 3. 3.13 - \$14,000. Insurance-** Includes cost of the League of MN Cities insurance including worker’s compensation and property /casualty insurance and

VLAWMO Subcommittee Recommended 2027 Budget

membership. Worker's compensation insurance tracks with payroll costs so may see slight increase from 2027.

4. **3.141- \$20,160. Consulting - Audit.** VLAWMO has hired CLA to conduct the 2026 audit in early 2027. As has been documented, the cost for audits has been quoted by CLA at \$20,160 for 2027.
5. **3.142 \$1,500. Consulting - Bookkeeping.** Continue to do quickbook effectively in house. It has proven very useful to ask for special Quick books assistance at year-end.
6. **3.143 \$10,000. Consulting – Legal-** Increased from \$9,000 in 2026. Legal assistance and review of possible project partnership agreements and related work.
7. **3.144 \$50,000. Engineering and Technical.** In 2027 staff would propose to use this fund for work with the various engineering firms in the approved VLAWMO engineering “pool” to 1)“assign” small and or limited technical assistance tasks to any of the pre-qualified firms in the pool and 2) utilize the list of firms in the pool for professional services solicitations or selection with Board authorization.
8. **3.150 \$22,500. Storm Sewer Utility.** - This budget item provides consultant assistance to translate our annual budget into SSU fees for each of 11,000+ parcels within VLAWMO and assistance certifying those parcels to two Counties. This assistance is critical to the SSU, the main source of VLAWMO funding. Consulting fees vary slightly from year to year based on amount of changes in landuse and resulting analysis by Ehlers and possibly engineering consultant if wetlands review /other tech review is needed.
9. **3.160 \$18,000. Training: staff, Board, TEC.** Five staff and some volunteers taking advantage of occasional excellent workshops. \$2000 is included the training budget to provide the beginning of the educational assistance. At average of \$1250 /staff person for training. 2027 budget include \$7,500 for MW dues.
10. **3.170. \$7,276. Mileage and Noticing.** Mileage at federal rates, legal notices and other expenses are paid with this budget item.
11. **3.191 & 3.192. Administration or staff payroll: = \$ 546,036 + \$187,104**
(employer liability – FICA, PERA, health insurance)
Employee Payroll: - \$546,036. Includes recommended projected salary adjustment for the 2027 budget. Increases/ adjustments based on Board approved policy and 2027-29 proposed draft salary structure table from Gallagher.

Employee Liability:– \$187,104 . Per health benefits package approved by the Board in previous years. Paying staff is our biggest single expense, but critical to all other programs. VLAWMO benefits include vacation and sick leave (based on length of service), paid holidays, health /dental /vision insurance & HSA, PERA (required public pension), life insurance and short term disability.
12. **3.21. \$27,000. Lake and creek lab analysis.** This budget has gone up from 2026 due to additional specific project monitoring. 2026 budget was \$25,000.

VLAWMO Subcommittee Recommended 2027 Budget

13. 3.22. **\$3,000. Equipment.** This pays for maintenance, replacement costs on essential water quality equipment, bacteria processing supplies, ice & dry ice for transport and other supplies.
14. 3.23. **\$0. Wetland assessment & management.** No work is anticipated in this fund for 2027.
15. 3.240 **\$40,000. Special studies /Tech. analysis and local water planning.** This fund provides funding for special studies/reports /technical work related to watershed modeling, local water plan updates and development and or partnership requests.
16. 3.310 **\$11,000. Public Education -** This budget item provides funding for MS 4 partnership for education, training and outreach. It pays dues to partner organizations such as Blue Thumb, and Watershed Partners. This is for expenses associated with the Annual Report.
17. 3.320 **\$40,000. Communication, Outreach and marketing.** This portion of the budget would fund brochures, community event materials, and project-related signage. Flyers, e-news distribution, educational resources, Outreach assistance, and branding material are included. Could include project specific interpretive features and displays or pilot studies including street sweeping demonstration. Budget also includes funding to continue updates and maintenance of the VLAWMO website.
18. 3.330 **\$12,000. Community Blue Education grant.** An education grant program that partners with community groups within the watershed to promote water resource stewardship. Fund also includes funding for water stewards program.
19. 3.410 **\$10,000 Gem Lake Subwatershed.** Budget includes funding subwatershed BMPs and or implementation for a City partnership project.
20. 3.420 **\$320,000. Lambert Creek Subwatershed (does NOT include debt service).**
21. This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending scope or work cost /partnership amount for resiliency partnership project(s), Whitaker wetland repurpose /retrofit, and/ or status of BMPs work and or other necessary work in subwatershed.

Proposed Subwatershed Projects	Budget	Notes
Resiliency Partnership Project – Planning/design	\$30,000	City partnership funding
Resiliency partnership Project(s) - implementation	\$150,000	City partnership funding
City street project BMP partnerships	\$60,000	City partnership funding

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Whitaker wetland/Columbia Park retrofit water quality planning /study	\$20,000	City partnership funding
water qual project or wetland project on or upstream of pub ditch /creek	\$10,000	City partnership funding
City partnership BMPs and or environmental initiative /project	\$10,000	City partnership funding
City Groundwater conservation partnership	\$10,000	City partnership funding
water quality project in public spaces /parks etc.	\$10,000	County /city partnership
Street sweeping demonstration partnership	\$20,000	City partnership funding
Total	\$320,000	

22. 3.421 \$38,568. Lambert Pond Project Loan Debt Service. Thru 2032

23. 3.425 \$48,800. Goose Lake Subwatershed. This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending results of possible Polar Chev. Project, and/ or status of BMPs work and or other necessary work in subwatershed.

Proposed Subwatershed Projects	Budget	Notes
Polar Chev/61 channel restoration /sediment in lake removal engineering and design work	\$20,000	MNDOT/City /County partnership
City Street Partnership /Neighborhood Subshed BMPS	\$10,000	City partnership funding
Regional partnership /Lake management	\$10,000	City partnership funding
Oak Knoll Pond evaluation partnership	\$8,800	City partnership funding
Total	\$48,800	

VLAWMO Subcommittee Recommended 2027 Budget

24. 3.430 \$125,000. Birch Lake Subwatershed. This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending results of possible partnership with City for pretreatment BMP project located upstream of IESF, raingarden project(s), street sweeping demonstration project and or restoration projects in Rotary Park.

Proposed Subwatershed Projects	Budget	Notes
Rotary Park partnerships and restoration	\$10,000	City partnership
Water quality pretreatment project (upstream of IESF)	\$75,000	City partnership
Subwatershed BMP's	\$15,000	City partnership
Street sweeping demonstration project implementation or study	\$25,000	City Partnership
Total	\$125,000	

1. 3.440 \$335,000. Gilfillan Black Tamarack Wilkinson Amelia Subwatershed. This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending: timing of 319 small watershed grant project implementation, if can successfully obtain grant for the Polar Lake Park reuse project, and/ or status of BMPs work and or other necessary work in subwatershed.

Proposed Subwatershed Projects	Budget	Notes
Local match for 2nd 319 small watershed grant project design and or project implementation	\$100,000	NOC partnership
Township /City BMP retrofits	\$5,000	Township /City partnership?
Polar Lakes Park water reuse project	\$200,000	Township partnership and if grant is successfully obtained
City/Township/NOHOA /NOC partnership water qual /GW conservation projects	\$20,000	Local partner partnership
Wilkinson BMP maintenance	\$5,000	NOC partnership
Feasibility study for regional treatment options	\$5,000	
Total	\$335,000	

VLAWMO Subcommittee Recommended 2027 Budget

1. **3.450 \$95,000. Pleasant Charley Deep Subwatershed.** This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending results of Pleasant lake planning and or project /management program partnerships and implementation, and status of BMPs work and or interest of partners listed.

Proposed Subwatershed Projects	Budget	Notes
Pleasant Shoreline /subshed BMP partnerships	\$20,000	Partnership with NOHOA
Oxygenation system expanded dosing partnership study and or implementation	\$ 20,000	Partnership with SPRWS
Lake Management partnerships projects /studies	\$20,000	City /local partners funding collaboration.
Infrastructural planning /studies /partnerships	\$20,000	Partnership with City
Carp mgmt. implementation (Pleasant)	\$15,000	Partnership with NOHOA
Total	\$95,000	

2. **3.460 \$450,000. Sucker Vadnais Subwatershed.** This amount could be revised later /at the December 2026 Board meeting as part of the proposed carry over “working” budget pending if grant successfully obtained for E Vadnais subshed resiliency projects, firestation partnership project(s) and status of discussions on boundary change process, and status of Vadnais Blvd. trail project planning/bonding request.

Proposed Subwatershed Projects	Budget	Notes
E Vadnais subshed Resiliency partnership projects -planning, design and or implementation	\$250,000	County /City /SPRWS Partnership
Resiliency technical work /planning	\$25,000	City /County partnership
Boundary Review and Inter-boundary partnership	\$30,000	
City of Vadnais Heights environmental initiatives	\$20,000	
Fire station /trailhead partnership planning and or project/interpretive educational	\$50,000	City Partnership

VLAWMO Subcommittee Recommended 2027 Budget

Trail project planning &/or project partnership- Vadnais Blvd to County Road E	\$70,000	City partnership
Sucker Vadnais regional park restoration	\$5,000	Pending interest of partners
Total	\$450,000	

3. **3.481 \$25,000. Soil Health Grant** (includes \$500 for rain barrel program).
4. **3.482 \$40,000. Landscape Level 1 Grant.** This program remains effective at putting the funds directly back into BMP's in the ground. This fund also includes funding for groundwater quantity conservation cost share program.
5. **3.483 \$80,000. Landscape Level 2 Grant.** This cost share funding source is for those larger (greater than \$5,000) projects brought to VLAWMO by community partners who otherwise could not implement their best management practice. This fund also includes funding for groundwater quantity conservation cost share program. This budget could also serve as the local (min. 10%) cash match for 2025 -27 BWSR WBF grant.
6. **3.484 \$5,000. Project research, MS 4 assistance and feasibility – watershed wide.** This funding provides technical assistance to the community partners for their MS 4 program and related project research and feasibility.
7. **3.485 \$50,000. Maintenance and operations (including public ditch maintenance and management as well as VLAWMO Facilities maintenance).**

Proposed Projects	Budget	Notes
Inspection and related technical report if needed - Branch and/or main stem	\$5,000	
Existing Creek project/program maintenance and inspection	\$5,000	
Required maintenance for drainage program and or previously grant-funded projects (VLAWMO facilities)	\$40,000	
Total	\$50,000	

8. **3.510 \$5,000. Plan reviews – engineering assistance.** This review, if needed, can also utilize fund 3.114 consulting engineering and tech. fund identified above.
9. **INCOME. 5.11 \$1,490,800. Storm Sewer Utility fees.** – (see orange section of spreadsheet). 2027 recommended budget proposes a **8%** increase in SSU fees from 2026 based on the need to fund identified projects and programs listed above. The increase in SSU aligns with discussion at March 2026 VLAWMO Subcommittee meeting and the April Board meeting discussion regarding maintaining a fund balance on the larger size of the spectrum and to allow for longer-term planned partnership projects as identified on the 10year

VLAWMO Subcommittee Recommended 2027 Budget

implementation table within the approved Watershed Management Plan. Last year in 2026 the SSU revenue was \$1,335,000. (See **Attachment 4 powerpoint** for SSU rate background graphs). Last year the rate for the single family home was \$74.28. This rate for 2027 will be defined more specifically at the Aug. 2026 Board meeting, however, initial estimates are that if the Board approves an 8% increase in SSU fees for 2027, the rate for a single family home would be apx. \$80.22 for the Residential 1-3 units classification.

- 10. 5.12 Service fees (\$1000)** based on actual to date although this income varies from year to year.
- 11. 5.13 Interest (\$40,000)** has been increased to better reflect current interest rates.
- 12. 5.14 WCA subgrant & misc. income (\$8000)** – this is dependent on what development activity is happening during the year.
- 13. 5.15 Other funding sources – grants, donations.** (see peach color cells on attachment 1)
2025 actual estimated income from “other” funding sources is projected at **\$220,000** (see peach section on spreadsheet). Rough estimate and likely to change.

Grant or Partnership Income Source	Amount of Income anticipated in 2027
BWSR WBF grant (assume 1/2 of 25-27 project year)	\$60,000
NOC Partnership	\$30,000
319 MPCA grant implementation (start of 2 nd project design /implem. of 4)	\$50,000
City /County for project partnerships	\$30,000
MN DNR Rotary Park CPL grant	\$30,000
SPRWS partnerships	\$20,000
TOTAL	\$220,000

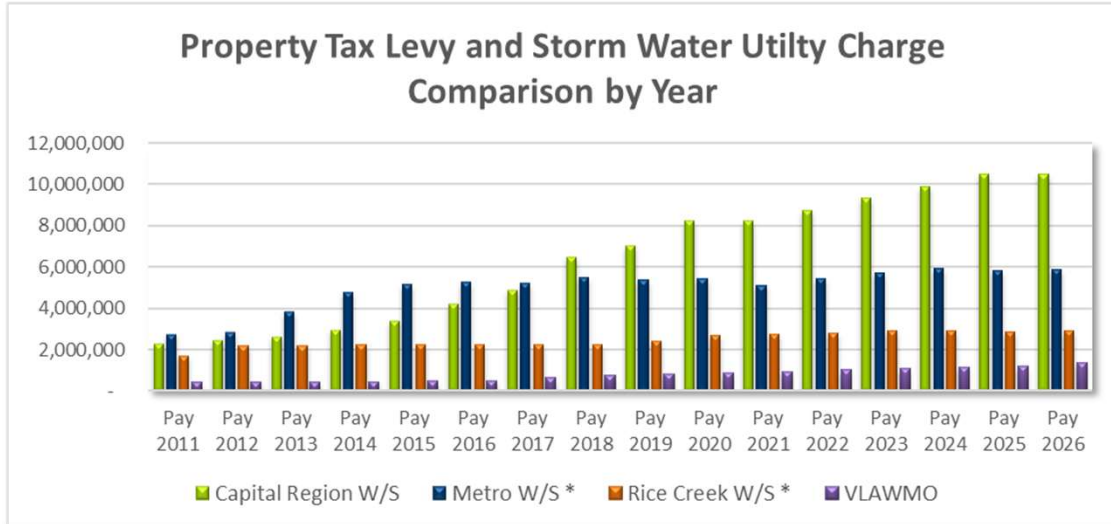
- 14. 5.17 Range of Predicted Fund Balance at year end** - The projected year end 2027 fund balance range (at the end of the year December 31, 2027) is between \$800,000 to \$1,300,000. This range of estimated fund balance is within the range of Board policy for fund balance. Some additional year end fund balance (over the minimum fund balance policy amount) is recommended due to several possible/likely future “uncertainties” (including technical feasibility, project timing, partnerships uncertainty, outcomes of possible State grant applications) associated with several partnership based project /program areas including (but not limited to):
 - East Vadnais Lake Subshed Resiliency Project (scale, timing and partnerships);

VLAWMO Subcommittee Recommended 2027 Budget

- Polar Lakes Park Water Reuse Project (pending WBT partnership and grant application);
- Resiliency Study– Vadnais Heights City-wide partnership (feasibility and timing and grants);
- Local match for 2nd 319 small watershed grant project design -(timing and partnership) ;
- Water quality pretreatment project (upstream of Birch Lake IESF) – (feasibility and timing and scale);
- Creek maintenance and restoration at 1 or 2 locations (pending feasibility, cost, timing)
- Pleasant Lake planning and or partnerships (VLAWMO role based on focus of planning, partner implementation and timing);
- Amount of public drainage maintenance needed per ongoing system inspections and City partnerships;
- Number of voluntary raingarden cost share applications in City street reconstruction projects in the watershed. Overall voluntary cost share programs budget uncertainty;

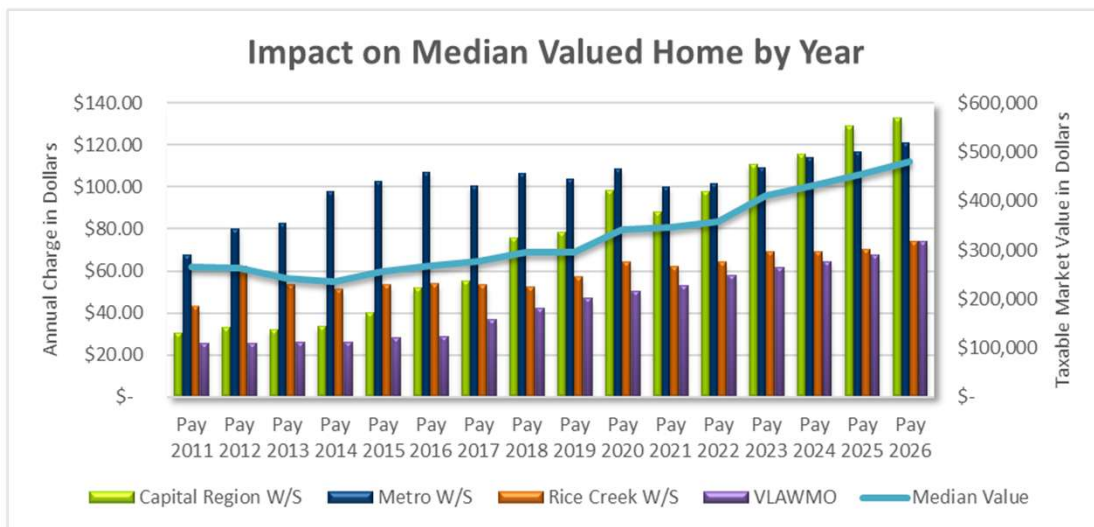
Attachment 4

Comparing Total Tax Levy Income of WD's in Ramsey County to VLAWMO's SSU income



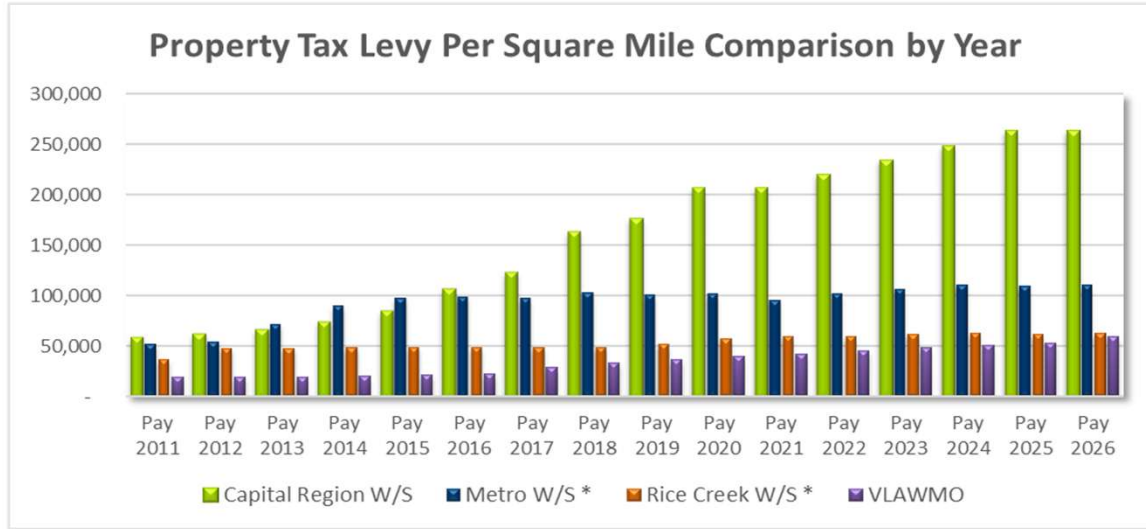
1

Comparing Tax Levy Rate on Median Value Residential Property in Ramsey County's WDs to VLAWMO's SSU Residential Rate



2

Comparing Tax Levy Rate Per Square Mile for Ramsey County's WDs to VLAWMO's SSU Residential Rate per Square Mile



3

Attachment 5

Resolution 03-2026
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Approving the 2027 Budget

Resolution 03-2026 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the 2027 Budget as recommended by the 2027 VLAWMO Subcommittee and the attendant information. The 2027 budget and footnotes are attached to this Resolution, and

Whereas, Total revenue for 2027 is projected at \$2,710,637 of which \$1,441,800 is from the VLAWMO Storm Sewer Utility and the remainder of the revenue being from a State of MN grants, partnership from local communities/partners, VLAWMO funds /fund balance carryover from 2026, and fees/investment income.

Whereas, the total expenditures for 2027 is projected at \$2,710,637 which will be paid utilizing: 1) \$2,490,637 of VLAWMO funds/ carry over funds from 2026, and 2) \$220,000 of loans, grants and partnerships funds.

Therefore be it resolved that the 2027 Budget, dated 6-17-26 is approved.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sara Shah</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kanne</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

To: VLAWMO Board of Directors

From: Phil Belfiori and Dawn Tanner

Date: June 10, 2026

Re: **VI. B. 1.:** Consider VLAWMO Watershed Management Plan - Resolution 04-2026

At the BWSR regular meeting on April 22, 2026, the VLAWMO WMP was authorized. Following this authorization, the VLAWMO Board must adopt and implement the Plan within 120 days of the date of the Order, in accordance with MN Statutes 103B.231, Subd. 10. A resolution was recommended by the TEC to the Board at their June meeting. Following authorization of Resolution 04-2026 by the Board, HEI will prepare the final WMP including the BWSR order and VLAWMO resolution. Once that is complete, the WMP will be shared with partners and posted on the VLAWMO website.

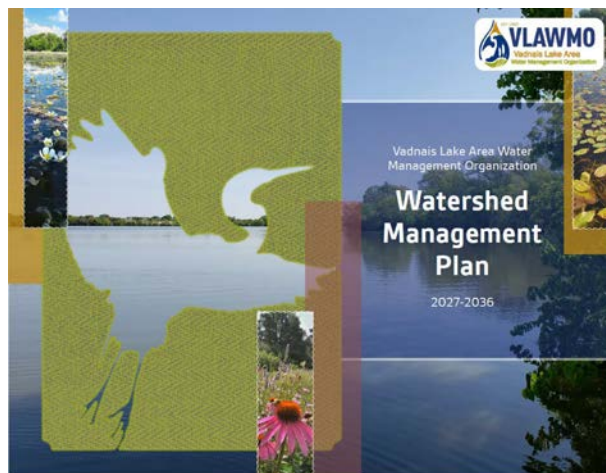
Additionally, digital accessibility in Minnesota requires state agencies and local governments to comply with WCAG 2.1 Level AA standards and amended Section 508 of the Rehabilitation Act. The updated VLAWMO WMP has not yet been updated to comply with these accessibility standards. As part of an additional service request made by VLAWMO to HEI, HEI will revise the InDesign PDF of the WMP and the WMP appendix and update it to comply with WCAG 2.1 Level AA standards. HEI will provide the updated and accessible, final WMP document and appendix to VLAWMO as digital PDF documents.

Estimated Cost: \$2,800

Requested action: Staff request that the Board approve the TEC recommendation to implement the WMP by adopting the "Resolution to Adopt the Vadnais Lake Area Water Management Organization's (VLAWMO) Watershed Management Plan," authorize staff to share the completed WMP with local and State agencies and partners, and authorize the additional service request with HEI for \$2,800 to provide a version of the WMP that complies with accessibility standards.

Attachment:

1. Presentation for final consideration to approve the VLAWMO WMP
2. Resolution 04-2026 to Adopt the Vadnais Lake Area Water Management Organization's (VLAWMO) Watershed Management Plan
3. VLAWMO Watershed Management Plan 2027 -2036 – **Linked:**
https://www.vlawmo.org/download_file/cc415127-fb27-452c-af95-5af5de90d305/9
4. VLAWMO Watershed Management Plan Appendix – **Linked:**
https://www.vlawmo.org/download_file/07f146b5-1b4a-4646-ad78-1a24b0cdb8aa/9

VI. B. 1.**Consider VLAWMO Watershed Management Plan Resolution 04-2026**

1

Formal Adoption of WMP

- At the BWSR meeting on April 22, 2026, the VLAWMO WMP was authorized
- VLAWMO Board must adopt and implement the Plan within 120 days, in accordance with MN Statutes 103B.231, Subd. 10.
- TEC recommends authorization of Resolution 04-2026
- HEI will prepare the final WMP including the BWSR order and VLAWMO resolution for dissemination with partners, agencies, and the VLAWMO website

2

Formal Adoption of WMP

- Digital accessibility in Minnesota requires state agencies and local governments to comply with WCAG 2.1 Level AA standards and amended Section 508 of the Rehabilitation Act
- HEI prepared cost estimate to provide the updated and accessible, final WMP document and appendix to VLAWMO as digital PDF documents
- Estimated Cost: \$2,800

3

Requested Action (slide 1 of 2)

Proposed Resolution 04-2026

NOW, THEREFORE, BE IT RESOLVED, by the VLAWMO Board of Directors that the Board authorizes the that the VLAWMO Board of Managers adopts the VLAWMO Watershed Management Plan.

Director _____ moved the adoption of Resolution #04-2026, Director _____ seconded the adoption of the Resolution, and it was duly adopted by the Board on the 17th day of June, 2026.

4

Requested Action (slide 2 of 2)

Included in motion, in addition to adopting Resolution 04-2026:

Authorize staff to share the completed WMP with local/State agencies and partners, and authorize the additional service request with HEI for \$2,800 to provide a version of the WMP that complies with accessibility standards.

5



**Resolution to Adopt the Vadnais Lake Area Water Management Organization's (VLAWMO)
Watershed Management Plan**

Resolution 04-2026

WHEREAS, VLAWMO has previously approved and adopted a comprehensive Watershed Management Plan ("Plan") as defined by Minnesota Statutes §103B, and Minnesota Rules §8410; and

WHEREAS, Minnesota Statutes §103B.231 requires the Plan to be updated every 10 years; and

WHEREAS, VLAWMO has identified the need to update its Plan dated (2017-2026), amended (2019, 2021, 2022); and

WHEREAS, VLAWMO must prepare a Plan and/or update in accordance to Minnesota Statutes §103B, and Minnesota Rules §8410; and

WHEREAS, VLAWMO prepared a draft Plan update and submitted the draft for 60-day review and comment according to Minnesota Statutes 103B.231 Subd. 7; and

WHEREAS, VLAWMO responded to all received comments; and

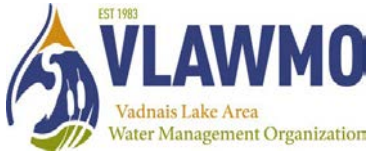
WHEREAS, VLAWMO held a public hearing on the Plan to discuss the Plan on February 25, 2026, and receive additional comment, pursuant to Minnesota Statutes 103B.231 Subd. 7 (c); and

WHEREAS, VLAWMO has completed the Plan update and prepared a 90-day review and approval copy, dated February 5, 2026, according to Minnesota Statutes 103 B.231 Subd. 9; and

WHEREAS, the Minnesota Board of Water and Soil Resources completed its review of VLAWMO's Watershed Management Plan and all relevant substantive and procedural requirements of law and rule have been fulfilled; and

WHEREAS, the Minnesota Board of Water and Soil Resources approved VLAWMO's Watershed Management Plan on April 22, 2026, pursuant to Minnesota Statutes 103B.201 to 103B.251; and

WHEREAS, VLAWMO shall adopt and implement its plan within 120 days, according to Minnesota Statutes 103B.231 Subd. 10.



NOW THEREFORE BE IT RESOLVED, that the VLAWMO Board of Managers adopts the VLAWMO Watershed Management Plan.

The question was on the adoption of the resolution and there were __ yeas and __ nays as follows:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
<i>Andrea West</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Rob Rafferty</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Sara Shah</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Katherine Doll</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Kanne</i>			
<i>Jim Lindner</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Adopted this 17th day of June 2026.

BY THE VLAWMO BOARD

Chairperson

Attest: _____

Administrator

To: VLAWMO Board of Directors

From: Lauren Sampedro, Watershed Technician & Program Coordinator

Date: June 8, 2026

Re: **VI. B. 2.** Consider Landscape Level 2 2026-01 Grant Application for City of Vadnais Heights Greenhaven Drive Stormwater BMPs

Introduction

LL2 2026-01 City of Vadnais Heights Greenhaven Drive Stormwater BMPs

- Applicant: City of Vadnais Heights
- Location: Several locations along Greenhaven Drive, Vadnais Heights
- Project Type: 7 Tree Trenches and 4 Filtration Swales
- Total Estimated Project Cost: \$151,906.48*
- VLAWMO Grant Recommendation via VLAWMO Lambert Creek Subwatershed Fund 3.420: Up to \$136,715.83*

*Listed estimated project cost and grant award are only for the stormwater best management practices (BMPs) that exceed water quality treatment requirements. The full project cost of the BMPs is \$307,508.00.

Background

This application proposes the installation of seven tree trenches and four filtration swales for a total of 11 BMPs along Greenhaven Drive in conjunction with the City of Vadnais Heights' 2026-01 Residential Street Improvement-Greenhaven Neighborhood project. The City is completing a full reconstruction and rehabilitation of Greenhaven Drive, adding water quality treatment, reducing the width of the road, and adding a shared use trail as part of the project. Vadnais Heights is interested in maximizing the water quality treatment provided as much as possible, as the stormwater runoff from the Greenhaven neighborhood is largely untreated. Nine of the 11 proposed BMPs will provide more water quality volume than is required for the project per VLAWMO's water management standards and the City's Municipal Separate Storm Sewer System (MS4) permit and is consistent with VLAWMO's Landscape Level 2 Grant policy. The proposed project drains to Lambert Creek, which is impaired for *E. coli*. The Vadnais Lake Area TMDL Implementation Plan recommends the installation of bioretention practices and new BMP technologies to help decrease bacteria loading to Lambert Creek. Prioritized emerging technologies in the Implementation Plan include low impact development and Green Streets. The project is also located within a VLAWMO priority zone for volume reduction.

A feasibility study for the proposed project was completed by SEH, Inc. earlier this year through a partnership between VLAWMO and the City of Vadnais Heights. VLAWMO assisted the City with applying for a Board of Water and Soil Resources (BWSR) Accelerated Implementation Grant and the application was successful. The feasibility study was specifically for considering stormwater BMPs for the Greenhaven Drive street improvement project that would retain, treat, and reduce stormwater beyond the minimum MS4 requirements for street projects. One of the main goals of the feasibility study was to specifically look at "Green Streets" stormwater methods including narrowing the road width, and adding stormwater curb extensions, stormwater planters, permeable pavement in parking lanes and trails, tree trenches, or other improvements within the right-of-way of Greenhaven Drive. The feasibility study found that the underlying soils in addition to several other limiting factors prevent infiltration. Tree trenches and filtration swales were determined to be the most feasible BMP options.

SEH estimated the proposed BMPs would capture and treat 6,593 cubic feet of water quality volume, with 3,257 cubic feet of volume above-and-beyond the minimum requirements. The project will also reduce total suspended solids by 492.8 pounds/year and 1.85 pounds of total phosphorus/year. Stormwater runoff will be directed to the proposed tree trenches and filtration swales through curb cuts. Rain Guardian pretreatment structures will be installed with the tree trenches. The tree trenches and swales will have filtration media and underdrains to ensure stormwater runoff filtration. Native plants will be added in the tree trenches and low-mow grass or native plants will be added to the swales depending on adjacent landowner preference.

The applicant obtained six bids for the Greenhaven Drive project below:

- Park Construction Company: \$9,920,392.30
- Dresel Contracting Inc.: \$9,761,801.23
- Bituminous Roadways Inc.: \$9,113,382.58
- S.M. Hentges & Sons, Inc.: \$8,807,665.50
- Veit & Company, Inc.: \$8,505,601.79
- Forest Lake Contracting, Inc.: \$8,338,841.34*

*The estimated project costs and proposed grant award are based on Forest Lake Contracting, Inc.'s low bid only for the water quality project components that are above-and-beyond water quality treatment requirements for the Greenhaven residential street improvement project, which totals to: \$151,906.48.

This application was reviewed at the June 10th TEC meeting, and the TEC did not express any concerns and approved the application.

Staff Recommendation

Staff recommend the VLAWMO Board of Directors approve funding for the LL2 2026-01 City of Vadnais Heights Greenhaven Drive Stormwater BMPs grant application.

Proposed Motion

It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 2 grant application 2026-01, not to exceed \$136,715.83 in accordance with VLAWMO staff's recommendations, and established VLAWMO grant program guidelines.

Attachments

1. PowerPoint Slides
2. Grant Application Packet - **Linked at:** https://www.vlawmo.org/download_file/368109fc-fa8c-4515-b6e3-772f560e1ea4/9

VI.B.2. City of Vadnais Heights Greenhaven Drive Stormwater BMPS LL2 2026-01 Grant Application

Lauren Sampedro
Board Meeting
6/17/2026



1

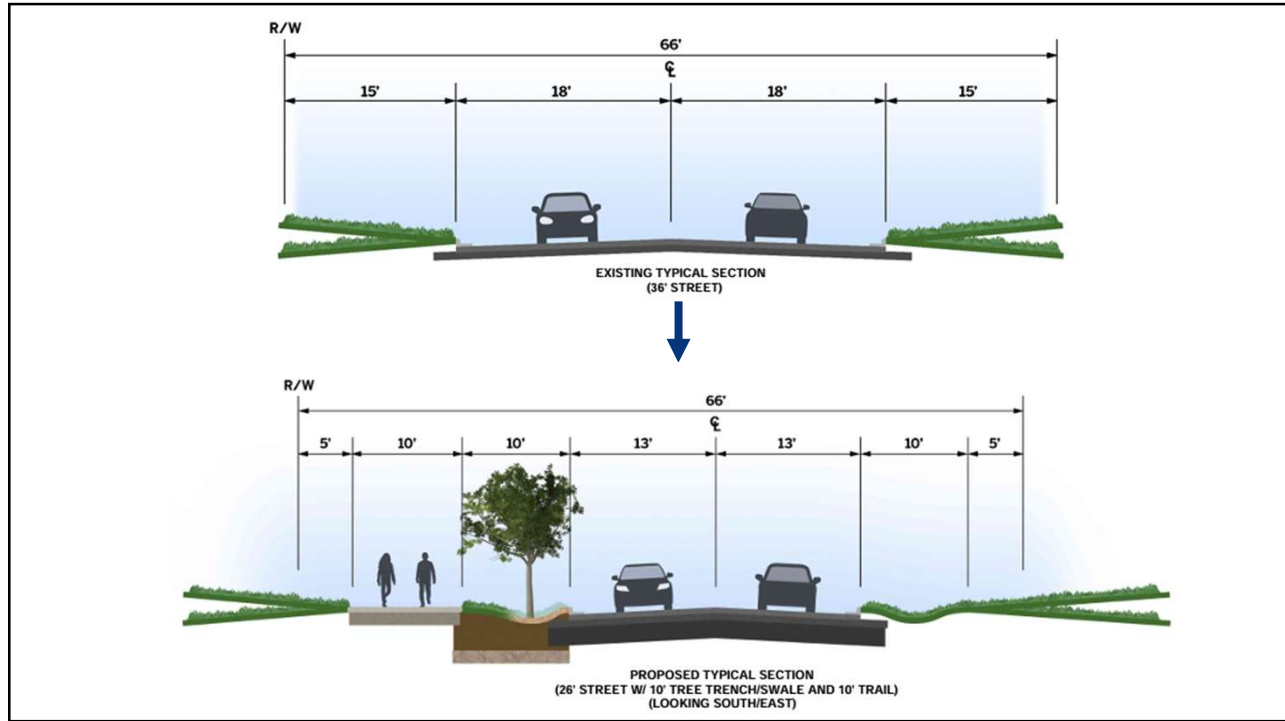
LL2 2026-01-Location Aerial



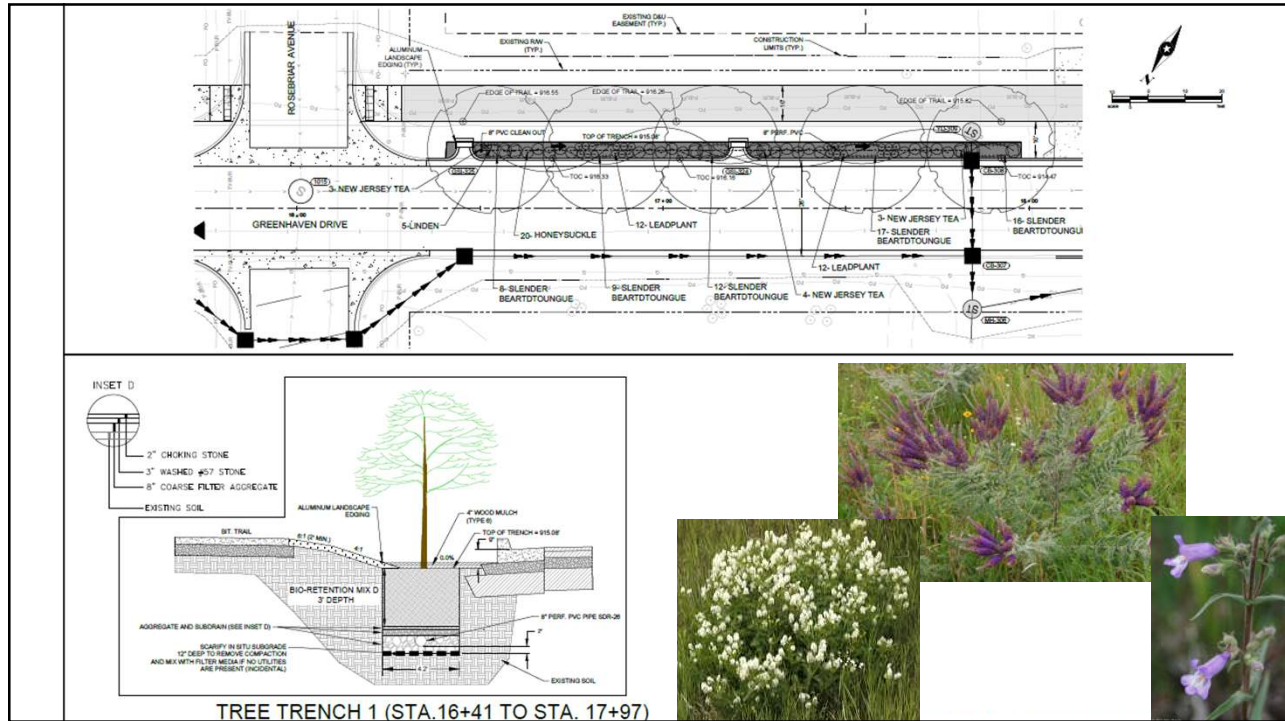
- VLAWMO Boundary 2020
- Project Location
- Flow Arrows
- ★ Approximate Tree Trench Locations
- Approximate Swale Locations

Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, County of Ramsey, Esri, HERE, Garmin, GeoTechnology, Inc., ArcGIS Web AppBuilder
County of Ramsey, Esri, HERE, Garmin, GeoTechnology, Inc., 11005 85th

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3



4

Bids Received



Park Construction Company	Dresel Contracting	Bituminous Roadways Inc.	S.M. Hentges & Sons, Inc.	Veit & Company, Inc.	Forest Lake Contracting, Inc.
\$9,920,392.30	\$9,761,801.23	\$9,113,382.58	\$8,807,665.50	\$8,505,601.79	\$8,338,841.34

Forest Lake Contracting, Inc.'s low bid costs for only stormwater BMPs= \$307,508.00

Above-and-beyond BMP costs eligible for VLAWMO grant funding= \$151,906.48

5

Staff Recommendation



VLAWMO staff recommend the Board of Directors approve funding for the Landscape Level 2 2026-01 City of Vadnais Heights Greenhaven Drive Stormwater BMPs grant application.

6

Proposed Motion



It was moved by Director _____ and seconded by Director _____ to approve the Landscape Level 2 grant application 2026-01, not to exceed \$136,715.83 in accordance with VLAWMO staff's recommendations, and established VLAWMO grant program guidelines.

7