









VLAWMO TECHNICAL COMMISSION MEETING

8:15 AM December 11, 2024

Vadnais Heights City Hall, Council Chambers, 800 County Road E East, Vadnais Heights, MN 55127

Action items: 

- I. Call to Order – **8:15 am** – Chair Tessier
- II. Approval of Agenda 
- III. Approval of Minutes (Nov. 13, 2024) 
- IV. Administration & Operations
 - A. Introduce Angela Hugunin – New Communication and Outreach Coordinator **Pg. 15**
 - B. December Financial Report and Consider Authorization for Payment– Phil  **Pg. 7**
 - C. December TEC Report to the Board of Directors - Phil  **Pg. 14**
- V. Programs - Lauren
 - A. Update on Water Conservation Partnership with City of Vadnais Heights **Pg. 15**
- VI. Projects – Dawn
 - A. Consider Temporary Access Agreement for Continued Tamarack Alum Project  **Pgs. 15, 18**
 - B. Consider Agreement for Phase 3 of Rotary Park with City of WBL  **Pgs. 16, 20**
 - C. Consider Maintenance and Ongoing Program Contracts  **Pgs. 16, 23-41**
 - D. Update on WMP – TEC + Anticipated to be Scheduled for Jan 8, 2025 **Pg. 17**
- VII. Commissioner Reports
- VIII. NOHOA
- IX. Ramsey Soil & Water Conservation Division
- X. St. Paul Regional Water Services
- XI. Public Comment
- XII. Next meetings: TEC : January 8, 2025; Board Meeting: December 11, 2024 (tonight)
- XIII. Adjourn 

Upcoming Events: Visit [vlawmo.org/events](https://www.vlawmo.org/events)

**Vadnais Lake Area Water Management Organization
Technical Commission (TEC) Minutes
November 13, 2024
Vadnais Heights City Hall, Council Chambers
800 County Road E East, Vadnais Heights, MN 55127**

Commission Members Present:

Gloria Tessier	Gem Lake (GL)
Nick Ousky	Vadnais Heights (VH)
Jami Philip	White Bear Township (WBT)
Susan Miller	North Oaks (NO)
Terry Huntrods	City of White Bear Lake (WBL)
Tom Hoffman	City of Lino Lakes (LL)

Others in attendance: Phil Belfiori, Dawn Tanner, Lauren Sampedro, Brian Corcoran (VLAWMO staff); Jeremy Erickson (SPRWS)

I. Call to Order

Chair Tessier called the meeting to order at 8:15 am.

II. Approval of Agenda

Chair Tessier added introductions to the agenda and the new Lino Lakes Commissioner Hoffman was introduced. Administrator Belfiori described the role of the TEC and meeting logistics.

It was moved by Chair Tessier and seconded by Commissioner Huntrods to approve the November 13, 2024, TEC agenda. Vote: all aye. Motion passed.

III. Approval of Minutes (October 9, 2024)

It was moved by Commissioner Ousky and seconded by Commissioner Miller to approve the October 9, 2024, meeting minutes as presented. Vote: all aye. Motion passed.

IV. Administration & Operations

A. November Financial Report and Consider Authorization for Payment

Administrator Belfiori summarized the November financial statement as included in the packet. Notable items included payments for year-end lake and creek monitoring, watershed management planning, the Lambert Creek sheet pile loan, the Tamarack Lake alum project, grant program reimbursements, and maintenance work for existing grant projects.

Staff recommended approval of the financial report and bills for November.

It was moved by Commissioner Huntrods and seconded by Commissioner Miller to approve the November Financial Report and authorize for payment. Vote: all aye. Motion passed.

- B. Consider Moving Regular TEC Meetings Start Time to 8:15 a.m. for All Upcoming TEC + Meeting Days

Administrator Belfiori provided an update that Chair Tessier suggested an adjusted TEC meeting start time of 8:15 a.m. to reduce the gap between the TEC meeting and the TEC+ meeting that starts at 9:00 a.m. He recommended approval of the adjusted time for TEC+ meeting days and to continue starting the meetings at 8:00 a.m. for regular TEC meetings. Chair Tessier and Commissioner Miller suggested revising all of the TEC meeting start times to 8:15 a.m.

It was moved by Chair Tessier and seconded by Commissioner Miller to revise the TEC meeting start time to 8:15 am going forward. Vote: all aye. Motion passed.

- C. Reminder – TEC + Meeting at 9 a.m. Today. TEC + Meeting Packet Information Sent in Separate Email on Nov. 6th

Administrator Belfiori provided a reminder of the 9:00 a.m. TEC+ meeting held after the TEC meeting. He noted it will include plan review agencies with a presentation and group discussions. Written comments will be requested after the meeting. He added that there will be about three to five TEC+ meetings for the watershed management plan update process.

- D. Update on Communication and Outreach Coordinator Position

Administrator Belfiori provided an update that Angela Hugunin was hired for the Communication and Outreach Coordinator position. He stated she will be present at the next TEC meeting to meet TEC members.

V. Programs

- A. Consideration of 2025 Proposed Grant Program Updates

Sampedro summarized the proposed grant program changes for the Soil Health, Landscape Level 1, and Landscape Level 2 grant programs. One of the main proposed changes was allowing funding to be shifted between any of the grant programs to be more efficient and flexible to meet public demand. Another proposed change for the Landscape Level 1 grant program was clarifying raingarden eligibility and that downspout raingardens are only eligible for the Soil Health grant program. She discussed one of the main proposed changes to the Landscape Level 2 grant program is clarifying that enhanced street sweeping technology is eligible under the program. She recommended approval of the changes to the Board of Directors.

Commissioner Miller stated she likes the added flexibility of the proposed changes. Commissioner Hoffman asked if calculating impervious surfaces should be completed to determine eligibility of raingardens for the Soil Health and Landscape Level 1 grant programs. Sampedro responded that distinguishing the raingardens by downspout raingardens and raingardens that capture runoff beyond roofs would simplify the application process.

Commissioner Hoffman asked if chloride reduction technology should also be added to the Landscape Level 2 grant program policy. Sampedro responded it could be eligible under the existing policy, but it could be added directly if the TEC would like to highlight it, similar to the proposed street sweeping technology change. The Commissioners further discussed and reached consensus to add chloride reduction language to the proposed program revisions to make the program eligibility more explicit. Sampedro responded she will add chloride reduction language to the proposed changes for the Board of Directors.

It was moved by Commissioner Ousky and seconded by Commissioner Philip to approve the proposed 2025 grant program changes, including adding chloride reduction language as was discussed, to the Board of Directors. Vote: all aye. Motion passed.

VI. Projects

A. Update on MPCA Grant Application Partnerships with City of Vadnais Heights

Sampedro provided background on two MPCA grant program opportunities that staff are partnering on with the City of Vadnais Heights; Sewer Overflow and Stormwater Reuse Municipal Grant (OSG) and Planning for Stormwater, Wastewater, and Community Resilience Grant. She noted that the grants are focusing on reducing localized flood risk or improving stormwater resiliency. She discussed staff are assisting the City with one OSG application for additional design work for a possible flood reduction and water quality project in the area behind City Hall. Staff are also assisting the City with a Planning for Stormwater Resilience grant application for a resiliency study focused on the remainder of the City that was not included in the completed East Vadnais Lake Subwatershed Resiliency Study.

B. Update on Gully Repair Outfalls Construction

Corcoran presented an update on County Ditch 14 outfall repairs that address gully and erosion issues identified in a VLAWMO ditch report. He described the repair locations including near the Lambert Creek wetland on Edgerton Street and on the Ramsey County-owned section of Koehler Road further west. He noted the Edgerton Street repairs were completed with the City of Vadnais Heights' Koehler Road trail project. Commissioner Ousky noted the other repair is currently underway with Ramsey County's Koehler Road project.

Corcoran noted the Edgerton Street repair included extending an existing culvert under the road, adding a new drop structure, and installing stabilization methods on the banks of Lambert Creek. The Koehler Road repair will similarly include extending the existing culvert, install a new drop structure, and stabilizing the banks of Lambert Creek to address erosion concerns.

C. Update on Tamarack Lake Alum Project

Tanner presented the first phase of the Tamarack Lake alum project that has been completed. She shared photos of the project and discussed some of the project logistics, including how the alum was applied. Tanner stated Lake Restorations, Inc., provided an invoice for this first phase and the Board authorized payment at its October meeting. She noted that 20,000 pounds of alum was applied out of the 78,580 total pounds for the project. Staff are working on extending the temporary access agreement with Ramsey County Parks and Recreation to allow Lake Restorations, Inc., to start the next phase after ice out next year.

D. Update on Oak Knoll Spent Lime Interim Report/Memo

Tanner highlighted that the Oak Knoll spent lime project has been completed. Barr Engineering provided a report containing the initial results of the project. She shared that Barr Engineering determined the amount of phosphorus has been reduced by half, and the pond's transparency has improved. She noted that the total phosphorus reduction estimate is 16 pounds per year and monitoring of the project will continue into next year.

VII. Commissioner Reports

None

VIII. NOHOA

None

IX. Ramsey Soil & Water Conservation Division

None

X. St. Paul Regional Water Services

None

XI. Public Comment:

None

XII. Next Meetings:

Next TEC meeting December 11, 2024 at 8:15 a.m. Board Subcommittee Meeting 6:00 p.m. on November 20, 2024, Special BOD Meeting 7:00 p.m. on November 20, 2024, and Regular BOD meeting December 11, 2024.

XIII. Adjourn

It was moved by Commissioner Philip and seconded by Commissioner Huntrods to adjourn the meeting at 9:00 am. Vote: all aye. Motion passed.

DRAFT

VLAWMO Finance Summary: December 2024

Dec-24		Actual 12/1/24	Actual to Date	2024 Budget (June 2023 Board Approved)	Carry over from 2023 to 2024	Remaining in Budget	2024 Available (Dec. 2023 Board approved)	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility		\$673,987	\$1,145,431	\$0	\$471,444	\$1,145,431	59%
5.12	Service Fees			\$1,000	\$0	\$1,000	\$1,000	0%
5.13	Interest + mitigation acct	\$12,574	\$66,923	\$30,000	\$0	(\$36,923)	\$30,000	223%
5.14	Misc. income - WCA admin & other	\$10,481	\$135,173	\$3,000	\$0	(\$132,173)	\$3,000	4506%
5.15	Other Income Grants/loan		\$56,456	\$365,000	\$0	\$308,544	\$365,000	15%
5.16	Transfer from reserves			\$791,380	\$193,062	\$984,442	\$984,442	0%
	TOTAL	\$23,055	\$932,539	\$2,335,811	\$193,062	\$1,596,334	\$2,528,873	40%
EXPENSES								
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,163	\$25,006	\$32,239	\$0	\$7,233	\$32,239	78%
3.120	Information Systems	\$1,571	\$22,292	\$33,850	\$0	\$11,558	\$33,850	66%
3.130	Insurance	\$175	\$11,504	\$10,050	\$0	(\$1,454)	\$10,050	114%
3.141	Consulting - Audit		\$20,171	\$12,000	\$7,000	(\$1,171)	\$19,000	106%
3.142	Consulting - Bookkeeping	\$569	\$1,065	\$1,500	\$0	\$435	\$1,500	71%
3.143	Consulting - Legal	\$2,343	\$8,078	\$7,000	\$0	(\$1,078)	\$7,000	115%
3.144	Consulting - Eng. & Tech.	\$1,325	\$16,294	\$30,000	\$20,000	\$33,706	\$50,000	33%
3.150	Storm Sewer Utility		\$10,807	\$22,500	\$0	\$11,693	\$22,500	48%
3.160	Training (staff/board)	\$125	\$8,599	\$14,250	\$0	\$5,651	\$14,250	60%
3.170	Misc. & mileage	\$41	\$3,767	\$6,930	\$0	\$3,163	\$6,930	54%
3.191	Administration - staff	\$27,591	\$386,234	\$435,554	\$0	\$49,320	\$435,554	89%
3.192	Employer Liability	\$8,493	\$110,676	\$129,869	\$0	\$19,193	\$129,869	85%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$265	\$23,744	\$18,000	\$0	(\$5,744)	\$18,000	132%
3.220	Equipment		\$145	\$3,000	\$0	\$2,855	\$3,000	5%
3.230	Wetland assessment & management	\$22,500	\$28,400	\$15,000	\$0	(\$13,400)	\$15,000	189%
3.240	Watershed planning /special study	\$12,967	\$59,387	\$100,000	\$15,000	\$55,613	\$115,000	52%
3.3	Education and Outreach							
3.310	Public Education		\$2,026	\$6,000	\$0	\$3,974	\$6,000	34%
3.320	Comm., Outreach & Marketing		\$7,824	\$20,000	\$2,000	\$14,176	\$22,000	36%
3.330	Community Blue Ed Grant		\$739	\$8,000	\$0	\$7,261	\$8,000	9%
<i>Total Core functions: Ops, Monitoring, Education</i>		\$80,128	\$746,758	\$905,742	\$44,000	\$202,984	\$949,742	79%
Capital Improvement Projects and Programs								
3.4	Subwatershed Activity							
3.410	Gem Lake			\$25,000	\$10,000	\$35,000	\$35,000	
3.420	Lambert Creek	\$700	\$12,595	\$90,000	\$0	\$77,405	\$90,000	14%
3.421	Lambert Lake Loan		\$38,568	\$38,569	\$0	\$1	\$38,569	100%

3.425	Goose Lake		\$64,281	\$85,000	\$0	\$20,719	\$85,000	76%
3.430	Birch Lake		\$1,150	\$48,000	\$0	\$46,850	\$48,000	2%
3.440	Gilf Black Tam Wilk Amelia	\$4,842	\$180,912	\$345,000	\$60,000	\$224,088	\$405,000	45%
3.450	Pleasant Charley Deep		\$62,721	\$145,000	\$0	\$82,279	\$145,000	43%
3.460	Sucker Vadnais		\$50,191	\$90,000	\$33,000	\$72,809	\$123,000	41%
3.48	Programs							
3.480	Soil Health Grant		\$10,376	\$10,500	\$4,500	\$4,624	\$15,000	69%
3.481	Landscape 1		\$9,364	\$40,000	\$16,263	\$46,899	\$56,263	17%
3.482	Landscape 2/BWSR WBF		\$62,991	\$60,000	\$25,299	\$22,308	\$85,299	74%
3.483	Project Research & feasibility			\$5,000	\$0	\$5,000	\$5,000	0%
3.485	Facilities Maintenanc/ Pub. Ditch Main.	\$1,695	\$24,506	\$78,000	\$0	\$53,494	\$78,000	31%
3.5	Regulatory							
3.510	Engineer Plan review			\$5,000	\$0	\$5,000	\$5,000	0%
	<i>Total CIP & Program</i>	\$7,237	\$517,655	\$1,065,069	\$149,062	\$696,476	\$1,214,131	43%
	Total of Core Operations & CIP	\$87,365	\$1,264,413	\$1,970,811	\$193,062	\$899,460	\$2,163,873	58%

Fund Balance	11/1/2024	12/1/2024
4M Account	\$689,470	\$872,300
4M Plus Savings	\$250,836	\$251,801
Total	\$940,306	\$1,124,101

Restricted funds		12/1/2024
Mitigation Savings		\$21,030
Term Series		\$0

Vadnais Lake Area Water Management Organization

Check Detail

10:28 AM

12/03/2024

November 14 through December 11, 2024

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	eft	11/20/2024	Reliance Standard		Checking - 1987		-299.03
				Insurance Benefit		-299.03	299.03
TOTAL						-299.03	299.03
Check	eft	12/02/2024	US Bank		Checking - 1987		-44.06
				3.142 · Bookkeeping help		-44.06	44.06
TOTAL						-44.06	44.06
Check	5900	12/11/2024	Dawn Tanner		Checking - 1987		-40.87
				3.170 · Misc. & mileage		-40.87	40.87
TOTAL						-40.87	40.87
Check	5901	12/11/2024	Town Law Center, PLLP		Checking - 1987		-2,343.30
				3.143 · Legal		-2,343.30	2,343.30
TOTAL						-2,343.30	2,343.30
Check	5902	12/11/2024	Sandstrom		Checking - 1987		-700.00
				3.420 · Lambert Creek Restoration		-700.00	700.00
TOTAL						-700.00	700.00
Check	5903	12/11/2024	Metro - Inet		Checking - 1987		-1,571.00
				IT Support		-1,571.00	1,571.00
TOTAL						-1,571.00	1,571.00
Check	5904	12/11/2024	City of White Bear Lake		Checking - 1987		-35,785.84
				payroll		-27,591.41	27,591.41
				Administration FICA		-1,978.64	1,978.64
				Administration PERA		-2,069.34	2,069.34
				Insurance Benefit		-3,902.12	3,902.12
				Admin payroll processing		-244.33	244.33
TOTAL						-35,785.84	35,785.84
Check	5905	12/11/2024	Gallagher		Checking - 1987		-1,875.00
				3.240 · Watershed Plan Amendment		-1,875.00	1,875.00
TOTAL						-1,875.00	1,875.00
Check	5906	12/11/2024	City of Vadnais Heights		Checking - 1987		-2,163.37
				Rent		-1,765.00	1,765.00
				Phone/Internet/Machine Overhead		-315.00	315.00

	Postage	-19.59	19.59
	Copies	-63.78	63.78
TOTAL		<u>-2,163.37</u>	<u>2,163.37</u>
Check 5907 12/11/2024 Pat Goff	Checking - 1987		-22,500.00
	3.230 · Wetland Asses. & Manage	-22,500.00	22,500.00
TOTAL		<u>-22,500.00</u>	<u>22,500.00</u>
Check 5908 12/11/2024 Houston Engineering, Inc	Checking - 1987		-11,030.50
	3.240 · Watershed Plan Amendment	-11,030.50	11,030.50
TOTAL		<u>-11,030.50</u>	<u>11,030.50</u>
Check 5909 12/11/2024 Barr Engineering Co	Checking - 1987		-6,166.90
	3.440 · Gilfillan Black Tamarack Wilkin	-2,824.00	2,824.00
	3.440 · Gilfillan Black Tamarack Wilkin	-2,017.90	2,017.90
	3.144 · Eng. & Tech.	-1,325.00	1,325.00
TOTAL		<u>-6,166.90</u>	<u>6,166.90</u>
Check 5910 12/11/2024 CliftonLarsonAllen	Checking - 1987		-525.00
	3.142 · Bookkeeping help	-525.00	525.00
TOTAL		<u>-525.00</u>	<u>525.00</u>
Check 5911 12/11/2024 League of MN Cities Insurance Trust WC	Checking - 1987		-175.00
	3.130 · Insurance	-175.00	175.00
TOTAL		<u>-175.00</u>	<u>175.00</u>
Check 5912 12/11/2024 RMB Environmental Laboratories, Inc.	Checking - 1987		-265.43
	3.210 · Lake & Creek lab analysis	-62.70	62.70
	3.210 · Lake & Creek lab analysis	-202.73	202.73
TOTAL		<u>-265.43</u>	<u>265.43</u>

Vadnais Lake Area Water Management Orga
Profit & Loss
November 14 through December 11, 2024

10:32 AM

12/03/2024

Cash Basis

Nov 14 - Dec 11, 24

Ordinary Income/Expense	
Income	
Misc.	10,480.50
5.1 · Income	
5.13 · Interest	12,574.47
Total 5.1 · Income	<u>12,574.47</u>
Total Income	<u>23,054.97</u>
Gross Profit	23,054.97
Expense	
3.1 · Administrative/Operations	
3.110 · Office	
Copies	63.78
Phone/Internet/Machine Overhead	315.00
Postage	19.59
Rent	1,765.00
Total 3.110 · Office	<u>2,163.37</u>
3.120 · Information Systems	
IT Support	1,571.00
Total 3.120 · Information Systems	<u>1,571.00</u>
3.130 · Insurance	175.00
3.142 · Bookkeeping help	569.06
3.143 · Legal	2,343.30
3.144 · Eng. & Tech.	1,325.00
3.160 · Training (staff/board)	125.00
3.170 · Misc. & mileage	40.87
3.191 · Employee Payroll	
payroll	27,591.41
Total 3.191 · Employee Payroll	27,591.41
3.192 · Employer Liabilities	
Admin payroll processing	244.33
Administration FICA	1,978.64
Administration PERA	2,069.34
Insurance Benefit	4,201.15
Total 3.192 · Employer Liabilities	<u>8,493.46</u>
Total 3.1 · Administrative/Operations	44,397.47
3.2 · Monitoring and Studies	
3.210 · Lake & Creek lab analysis	265.43
3.230 · Wetland Asses. & Manage	22,500.00
3.240 · Watershed Plan Amendment	12,966.51
Total 3.2 · Monitoring and Studies	<u>35,731.94</u>
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	700.00

3.440 · Gilfillan Black Tamarack Wilkin	4,841.90
Total 3.4 · Capital Imp. Projects/Programs	<u>5,541.90</u>
3.48 · Programs	
3.485 · Facilities & Maintenance	1,695.00
Total 3.48 · Programs	<u>1,695.00</u>
Total Expense	<u>87,366.31</u>
Net Ordinary Income	<u>-64,311.34</u>
Net Income	<u><u>-64,311.34</u></u>

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 October 1 through December 1, 2024

10:26 AM

12/03/2024

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Oct 1 - Dec 1, 24									
Credit Card Charge	10/02/2024		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	42.00
Credit Card Credit	10/08/2024		pdl ccapsconf3	Dawn 2024 WR Conf. \$200 refund	US Bank CC	√	3.160 · Training (staff/board)	-200.00	-158.00
Credit Card Charge	10/10/2024		Prairie Moon Nursery	city hall seed	US Bank CC	√	3.485 · Facilities & Maintenance	1,562.00	1,404.00
Transfer	10/21/2024			Funds Transfer	US Bank CC	√	Checking - 1987	-498.98	905.02
Credit Card Charge	10/25/2024		Adobe "Creative Cloud		US Bank CC	√	Software	32.50	937.52
Credit Card Charge	10/29/2024		fedex	flyers	US Bank CC	√	Oak Knoll	57.51	995.03
Credit Card Charge	10/29/2024		US Post Office	flyers	US Bank CC	√	Oak Knoll	17.52	1,012.55
Credit Card Charge	10/30/2024		Ace Hardware	5 qt buckets	US Bank CC	√	3.220 · Equipment	19.56	1,032.11
Credit Card Charge	11/04/2024		Google*SVCAPPS_VLAWM		US Bank CC	√	WEB	42.00	1,074.11
Credit Card Charge	11/14/2024		The Finnish Bistro	TEC + mtg	US Bank CC		3.240 · Watershed Plan Amendment	28.97	1,103.08
Credit Card Charge	11/14/2024		Tim & Toms Market	TEC + mtg	US Bank CC		3.240 · Watershed Plan Amendment	32.04	1,135.12
Credit Card Charge	11/14/2024		University of Minnesota	Lauren training	US Bank CC		3.160 · Training (staff/board)	125.00	1,260.12
Credit Card Charge	11/25/2024		Prairie Moon Nursery	city hall seed	US Bank CC		3.485 · Facilities & Maintenance	1,695.00	2,955.12
								<u>2,955.12</u>	<u>2,955.12</u>
Oct 1 - Dec 1, 24									

TEC Report to Board - December 2024

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
Projects			
E. Vadnais Lake Subwatershed Resiliency Study		ongoing	Staff are continuing to work with the City of Vadnais Heights on Phase 2 of the study. Currently partnering on a MPCA Planning for Stormwater Resilience grant application for further investigation and construction plan development for the recommended BMPs identified in the study.
Rotary Park partnership		2025-26	Phase 3 of partnership agreement with City of White Bear Lake is being considered at December TEC meeting
Polar Lake Park Reuse Study		2025	Continuing to work with WB Township to investigate possible grant application opportunities
MPCA 319 /Wilkinson Lake BMPs		ongoing	WQ monitoring ongoing, enhancement underway with NST. Planning underway for next round grant project.
Pleasant Lake Carp Management		ongoing	Planning for 2025 is being considered at December TEC meeting
Tamarack Alum Project		2024	Phase 1 of the project was completed in Oct. 2024. Temp. Access Agreement with Ramsey County considered at Dec. TEC meeting. Planning ongoing for spring when project resumes.
Programs			
City/Township MS4		On hold	Activities on hold until onboarding of new Communication and Outreach Coordinator.
Education/Outreach		On hold	Activities on hold until onboarding of new C and O Coordinator.
Website		On hold	Current website continues to be updated as needed. New website activities on hold until onboarding of new C and O Coordinator.
WAV		On hold	Activities on hold until onboarding of new C and O Coordinator.
Cost Share & BWSR WBIF		ongoing	Site visits are done for the season until spring 2025. Work on projects for the BWSR WBIF grant program continues with partners; Elmwood Park raingarden in VH and 5 curb cut raingardens in WBL are constructed and will be planted in spring 2025. A feasibility study and draft plans continues for a water quality BMP at the White Bear Lake Sports Center.
GIS		ongoing	Updating the online GIS viewer as needed.
Monitoring		ongoing	End of year reporting started.
WCA		ongoing	Administering WCA as needed.

Administration & Operation			
Audit		2024	Anticipating initiating work on 2024 audit with CLA in Jan. 2025.
Budget		for 2025 budget	The "working" budget for 2025 will be considered at the 12/11/24 VLAWMO Board meeting
Personnel /HR		ongoing	Angela H. to be introduced at the December TEC meeting
SSU		ongoing	The approved 2024 SSU certifications have been submitted to Anoka and Ramsey County.
2027-2036 Watershed Mgmt. Plan		2023-2025	Draft phase and associated reviews underway.

FINANCIAL SUMMARY as of 12/1/2024		
4M Account (1.10)	4M Plus (1.23)	Total
\$872,300	\$251,801	\$1,124,101

Budget Summary	Actual Expense YTD	2024 Budget "working"	Remaining in Budget	% YTD
Operations	\$746,758	\$949,742	\$202,984	79%
CIP	\$517,655	\$1,214,131	\$696,476	43%
Total	\$1,264,413	\$2,163,873	\$899,460	58%

TEC Staff Memo – December 11, 2024

IV. Administration & Operations

A. Introduce Angela Hugunin – New Communication and Outreach Coordinator

Phil will introduce Angela to the TEC. Angela joins us from the MPCA where she worked on the We Are Water MN program and exhibit. Please join in welcoming Angela to the VLAWMO staff team!

B. December Financial Report and Consider Authorization for Payment

Please find the December financial report and authorization to pay bills in the ePacket for consideration and approval.

C. December TEC Report to the Board of Directors

Please find the December TEC report to the Board attached in the ePacket for review and approval.

V. Programs

A. Update on Water Conservation Partnership with City of Vadnais Heights

The City of Vadnais Heights and VLAWMO are interested in continuing to partner on water conservation efforts in the City, building on our current partnership of installing smart irrigation controllers and raingardens in City parks. City staff received support to move forward with a program to provide EPA WaterSense pre-rinse sprayers to Vadnais Heights businesses and institutions at the November 19, 2024 City Council Workshop. These sprayers are used daily by businesses and institutions to clean dishes prior to loading in dishwashers. Replacing a pre-rinse spray valve with a more water-efficient WaterSense sprayer can save more than 7,000 gallons a year. The anticipated cost of each sprayer is \$75-100. VLAWMO would work with the City to develop relationships with the local businesses and institutions, send water conservation information, and provide reimbursement for the purchase of WaterSense pre-rinse sprayers. This work could lead to additional water conservation projects and grant program participation, such as installing smart irrigation controllers and converting irrigated turf grass areas to native plant/pollinator gardens if the businesses and institutions are interested. VLAWMO staff are presenting this partnership to the Board of Directors at the December 11, 2024 Board meeting and will have more updates on this work in the future.

VI. Projects

A. Consider Temporary Access Agreement for Continued Tamarack Alum Project

VLAWMO received the signed renewed temporary access agreement with Ramsey County Parks and Tamarack Nature Center from Ramsey County. With this agreement in place, VLAWMO is prepared to work with Barr and Lake Restorations,

Inc., on the upcoming amendment to the project contract for upcoming phases that will resume in the spring.

Requested action: VLAWMO staff request a recommendation to the Board to sign the temporary access agreement and authorize VLAWMO staff to return the fully executed agreement to Ramsey County.

Attachment: Temporary access agreement signed by Ramsey County (pages 1-2). The full agreement is linked here: https://www.vlawmo.org/index.php/download_file/5063/

B. Consider Agreement (MOU) for VLAWMO Support for Phase 3 of Rotary Park Restoration with the City of White Bear Lake

VLAWMO received the signed Memorandum of Understanding (MOU) with the City of White Bear Lake for ongoing financial support for the Rotary Park restoration that is being led by the City and Rotary Club. VLAWMO allocated \$5,000 in support for this project for 2024.

Requested action: VLAWMO staff request a recommendation to the Board to sign the MOU with the City of White Bear Lake for ongoing Rotary Park restoration, and authorize staff to return the fully executed MOU to the City of WBL and request an invoice for 2024.

Attachment: MOU with the City of White Bear Lake for VLAWMO support for the ongoing/Phase 3 Rotary Park restoration.

C. Consider Maintenance and Ongoing Program Contracts

VLAWMO staff have worked with consultants for ongoing program/project work and maintenance. Work with these consultants in previous years has been successful and achieved the stated goals and results for their work with VLAWMO.

Attachments are included with this agenda item with a request to approve the batch of ongoing contracts:

Contract/Letter Agreement	Total Amount in 2024
Ramsey County Soil and Water Conservation Division- Lake Surveys	\$9,425-\$12,195
Natural Shore Technologies - Restoration and Project Site Maintenance	\$14,500 (Partner support anticipated to include \$800 BL shoreline w/ WBL, \$1,000 IESF w/ WBL, \$3,000 invasive yellow iris removal w/ NOHOA). VLAWMO total = \$9,700
Natural Shore Technologies – Wilkinson deep-water wetland site enhancement	\$3,685 (Partner support w/ NOC for \$1,842.50). VLAWMO total = \$1,842.50
Sandstrom Land Management - Biochar Filter Maintenance	\$2,100 + \$75 per hour if additional work is requested by VLAWMO

Carp Solutions - Invasive Common Carp Removal	\$46,467 (consistent with Pleasant subwatershed budget)
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Requested Action: VLAWMO staff request a recommendation to the Board for approval of the batch of contracts provided in the packet with dollar amounts summarized in the table above with: RCSWCD, NST, Sandstrom Land Management, and Carp Solutions.

Attachments:

1. Quote from RCSWCD
2. Letter agreement from NST for multiple sites
3. Letter agreement from NST for Wilkinson deep-water wetland
4. Letter agreement from Sandstrom Land Management
5. Minor services agreement with Carp Solutions

D. Update on WMP - TEC + Scheduled for Jan 8, 2025

VLAWMO staff and HEI continue work on the WMP, sections 1-4. Section 3 will be the focus of the next TEC+ meeting, which is scheduled for Jan. 8, 2025. The draft section and comment table will be provided at least a week in advance of the meeting. Completed comment tables are requested by Jan. 15, 2025.

**PROPERTY ACCESS AGREEMENT
VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**

PROPERTY OWNER NAME(S): County of Ramsey, a political subdivision of the State of Minnesota, through Ramsey County Parks and Recreation and Ramsey County Soil and Water Conservation Division (“Owner”)

PROPERTY ADDRESS: Tamarack Nature Center, 5287 Otter Lake Rd, White Bear Township, MN 55110 (“Property”)

PROPERTY ID NUMBER (PID): Parcel ID: 103022330003

SECTION 10 TOWN 30 RANGE 22 SUBJ TO RDS THE FOL; EX W 697 FT OF E ...OF W 1/2 OF SEC 10 TN 30 RN 22

EFFECTIVE DATE: February 1, 2025 **TERMINATION DATE:** December 31, 2025

By executing this Property Access Agreement (“Agreement”), the Owner understands that the Vadnais Lake Area Water Management Organization (“VLAWMO”) desires to enter onto the above-listed Property to carry out certain work, as described generally below. This temporary access agreement is an extension of the original access agreement that was approved and executed by all parties as of April 24, 2024. That temporary access agreement covered phase 1 of the alum project and ended during 2024. Phase 1 included an updated proposed access route to the staging area, which is included in **Exhibit A**.

The work consists of an alum treatment, divided into up to four phases, to treat internal phosphorus loading in Tamarack Lake. Tamarack Lake is an impaired water as designated by the Minnesota Pollution Control Agency (MPCA) for nutrients. The work is the result of a preceding feasibility study that is included in the attached contract documents, which is included in **Exhibit B**.

Phase 1 of the alum treatment was completed during fall 2024. Additional phases may be possible during the following year (2025), based on early post monitoring data collected as of October 2024. The decision for timing of remaining phases of the application will be a result of monitoring conducted by VLAWMO and upon recommendation by the project engineer. The Owner is willing to grant access to the Property on the terms and conditions provided by this Agreement and with ongoing collaboration between both parties. A focus of ongoing communication, especially regarding site access and staging specifics, will be regular updates and accommodation of potential nature center activities. An important and sensitive activity window will happen October 24-November 1 because Tamarack Nature Center has a high-attendance activity. VLAWMO and the Owner will coordinate around this window of time with additional sensitivity to ensure that the project activities are not interfering with the event. The right of entry granted herein shall apply to VLAWMO, its employees, agents, and contractors, collectively referred to herein as VLAWMO. Owner and VLAWMO agree as follows:

-
1. Right of Entry. Owner hereby grants to VLAWMO, its employees, agents, and contractors a temporary and non-exclusive license to enter upon the Property for the purpose of performing the following work (collectively, the “**Work**”):

The work consists of staging and conducting an alum treatment in Tamarack Lake in up to four phases. Phase 1 was completed during fall 2024. **Exhibit A** shows the updated access route to the staging area, while **Exhibit B** includes the use area for product delivery, staging, and application. The final use area will be defined by the contractor and is anticipated to be the same as what was completed in phase 1. Staging may include temporary parking of vehicles, use of carts to deliver product to the observation platform, and set up and loading from the observation platform. Chemical delivery and maintenance will be conducted consistent with contract documents. Conducting the alum treatment will include a contractor using the parking lot area and vehicle access trails to bring one or more small boats (e.g., pontoon or other similar watercraft) near the application location. Once supplies are close to the application area, they will be transported along the boardwalk using wheeled carts or hand-carried. The small watercraft will be launched at or near the observation platform. Product will be loaded onto the watercraft and applied to the lake in accordance with the description provided by the contractor in the contract documents. Staging will begin prior to each phase of the alum treatment, with communication and coordination between VLAWMO and the Owner. The application of alum during each phase is anticipated to take a few days over the course of 1-2 weeks, dependent upon weather and pH response in the lake. Monitoring will be conducted by the project engineer during the alum application as per MPCA requirements, and VLAWMO will conduct ongoing monitoring once the application has been completed. Additional phases will be conducted in the same manner as phase 1 and will be timed according to recommendations made by the project engineer.

The Owner authorizes VLAWMO, at VLAWMO’s reasonable discretion, to enter upon and temporarily bring onto the Property such equipment and materials as may be reasonably needed to perform the Work. Owner represents and warrants that it is the fee owner of the Property and has the authority and right to enter into this Agreement on behalf of all owners of the Property.

2. Term. This Agreement shall commence as of the Effective Date and terminate on the Termination Date as indicated above unless extended by mutual written agreement of the parties. Following completion of the Work, VLAWMO agrees to reasonably

**PROPERTY ACCESS AGREEMENT
VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION**

restore the Property to its prior condition in the event that it is damaged as a result of the work. All such restoration work shall be completed before the indicated termination date.

3. Fees and Costs. VLAWMO shall be solely responsible for the costs of all labor, services, equipment, and materials used in conducting the Work at the Property and shall not permit any lien or encumbrance upon the Property resulting from its activities thereon. VLAWMO is also responsible for all costs associated with restoring the Property.
4. Property Damage. If VLAWMO causes damage to the Property or Owner's personal property while performing the Work, VLAWMO shall repair the Property or replace the damaged item at its own cost.
5. Insurance. VLAWMO shall require the contractor completing the work to maintain workers' compensation insurance (unless exempt under law) and commercial general liability insurance with coverage limits of no less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 products/completed operations total limit, \$1,000,000 personal injury, and advertising liability. An umbrella or excess liability policy over primary liability insurance coverages is an acceptable method to provide the required commercial general liability and employer's liability insurance amounts.

Additional insurance requirements include:

Auto Liability: If the contractor is driving on behalf of the county but not transporting clients as part of the contractor's services under this contract, a minimum of \$500,000 combined single limit auto liability, including hired, owned and non-owned.

Work Comp: Workers' Compensation as required by Minnesota Law. Employer's liability with limits of \$500,000/\$500,000/\$500,000.


Additional Insured: The County must be named as an additional insured on all policies and no work can commence until certificates of insurance are delivered to the County.

If requested, the Contractor shall provide the VLAWMO and the Owner a certificate of insurance showing all insurance coverages it has in effect. The Contractor shall have the Owner named as an additional insured on its commercial general liability policy.

6. Indemnify. VLAWMO will, and will cause its contractors to, indemnify, hold harmless, and defend Owner and its respective officials, agents, and employees against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's and expert witness's fees, which Owner or its officials, agents, or employees may sustain, incur, or be required to pay, arising out of or by reason of any act or omission of VLAWMO, its contractors, officials, agents, or employees, arising directly or indirectly from VLAWMO's or its contractor's or contractors' presence on the Property, activities on the Property, acts and/or omissions with respect to the Property and/or Work, and/or from the performance, or failure to adequately or safely perform the Work.
7. Binding Effect. This Agreement shall be binding upon, and inure to the benefit of, the parties' respective successors and assigns.
8. Governing Law. This Agreement shall be interpreted in accordance with and be governed by the laws of the state of Minnesota.
9. Entire Agreement. This Agreement is the full, complete, and entire agreement of the parties with respect to the subjects hereof, and any and all prior writings, representations, and negotiations with respect to those subjects are superseded by this Agreement. This Agreement may only be amended by the parties hereto by a written and signed instrument.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement as of the dates indicated below.

OWNER:



Signature

Mark McCabe

Printed Name

11/26/2024

Date

Approved as to form:



Assistant County Attorney

VLAWMO:

Signature

Printed Name

Date

**Memorandum of Understanding Between
The City of White Bear Lake and Vadnais Lake Area Water Management Organization**

This Memorandum of Understanding (“**MOU**”) is made and entered into by and between the City of White Bear Lake (“**City**”) and the Vadnais Lake Area Water Management Organization (“**VLAWMO**”) each acting by and through its duly authorized governing bodies.

Whereas, the City operates programs to manage lakes, wetlands and streams to preserve, protect and improve water quality and enhance fish and wildlife habitat; and

Whereas, the Rotary Nature Preserve (“**Rotary Park**”) contains a large mosaic of wetlands and buffer areas that are highly infested with invasive plant species; and

Whereas, restoration of these wetlands and buffer areas would improve ecological function and allow them to better support downstream waterbodies; and

Whereas, the City and VLAWMO mutually desire to support and expand upon wetland and buffer restoration efforts in Rotary Park; and

Whereas, the City entered into a contract with Natural Shore Technologies (“**NST**”) in 2024 to complete a 11,370 square foot wetland buffer restoration project installation (“**Project**”) in Rotary Park, at the location identified on the attached map, for a total cost of \$22,446; and

Whereas, VLAWMO included \$5,000 in funding for the Project in its approved budget for 2024; and

Whereas, both parties wish to clearly define their respective roles in completing the Project;

Now, therefore, the parties hereby agree to enter into this MOU and to comply with the following responsibilities with respect to the Project:

1. City Responsibilities. City agrees to do each of the following:
 - a. Enter into a contract with NST to complete the Project and pay for services included in the contract.
 - b. Provide for Project management and oversight.
 - c. Attend meetings and participate in discussions related to Project planning.
 - d. Remove invasive trees within the Project site.
 - e. Provide Project outreach and education.
 - f. Contract with NST for ongoing maintenance of the Project.

2. VLAWMO Responsibilities. VLAWMO agrees to do each of the following:
 - a. Attend meetings and participate in discussion related to Project planning.
 - b. Assist the City with Project outreach and education.
 - c. Reimburse the City \$5,000 towards the total Project cost.

3. Term. This MOU is effective on the date of the last party to execute it. This MOU shall terminate upon completion of the Project and VLAWMO reimbursement to the City.
4. Termination. Each party has the right to terminate this MOU at any time and for any reason by submitting written notice of the intention to do so to the other party at least thirty (30) days prior to the specified effective date of such termination.
5. Entire Agreement; Amendments. This MOU constitutes the entire agreement between the parties regarding this matter. No amendments to this MOU are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have caused this MOU to be executed by their duly authorized representatives and is effective as of the date of the last party to execute it.

City of White Bear Lake



Mayor

City Manager

**Vadnais Lake Area Watershed
Management Organization**

Chairperson

Administrator

Date: 11/26/24

Date: _____



City of White Bear Lake Rotary Park Restoration Project



2025 VLAWMO Lake Vegetation Survey Proposal

December 2, 2024

Prepared for:

Vadnais Lake Area Water Management Organization

Prepared by:

Ramsey County Parks & Recreation-Soil and Water Conservation Division (SWCD)

2025 Eurasian Watermilfoil and Curly Leaf Pondweed Delineation, Pre and Post Removal Survey Proposal Birch

Scope of Services

Delineation Surveys

Delineation surveys will be used to collect data on the abundance of aquatic vegetation, specifically Eurasian Watermilfoil (EWM) and/or Curly Leaf Pondweed (CLP), using a meandering survey method consistent with DNR requirements for permitting.

Bathymetry and Biovolume Surveys (optional)

Bathymetric surveys are completed by connecting a Lowrance unit + transducer to the boat to capture lake bottom depth data. This data is then processed, corrected using physically measured field data points where necessary, and then used to create new contour lines with the BioBase application. It may be completed in conjunction with the delineation survey if desired. SWCD staff members will also use the Lowrance unit and transducer to generate data that produces a biovolume map showing concentration of aquatic vegetation growing in the lake if desired.

BIRCH LAKE

Eurasian Watermilfoil and Curly Leaf Pondweed Pre and Post Removal
Birch Lake Survey Estimate, April-May 2025

Task	Cost/hr	Hours	Cost
Boat Use	unit	\$50/visit X 2 visits	\$100
Field Work, 2 days (2 people)*	\$80	24	\$1,920
GIS Post-processing and Mapping	\$80	4	\$320
TOTAL		28	\$2,340

*Total field work cost would be \$960 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$1,380.

Deliverables

The macrophyte report will include:

- Static map, in PDF format, of the delimitation of Eurasian Watermilfoil (EWM) and/or Curly Leaf Pondweed (CLP) shown as a survey point heat maps with rake density of EWM and CLP at each survey point.
- Shapefiles including EWM and CLP recommended removal area and point location layers.

2025 Tamarack Lake Bathymetric Survey Proposal

Scope of Services

Macrophyte Surveys

Macrophyte surveys will consist of data sampling at evenly spaced geo-referenced points throughout the lake to characterize the diversity and abundance of aquatic vegetation using a point intercept survey method. RC-SWCD staff members will also use Lowrance unit and transducer to generate data to produce a biovolume map showing concentration of aquatic vegetation growing in the lake.

Bathymetry Surveys

Bathymetric surveys are completed by connecting a Lowrance unit and transducer to the boat and following pre-determined transect lines across the lake to capture lake bottom depth data. This data is then processed, corrected using physically measured field data points where necessary, and then used to create new contour lines with ArcGIS software. It may be completed in conjunction with macrophyte surveys when there is a clear enough sonar signal in the lake.

Tamarack Lake

Bathymetry and Macrophyte Survey

Task	Cost/Hour	Hours	Cost
Boat Use	unit	-	\$50
BioBase Upload	unit	-	\$300
Lake Survey Prepwork	\$80	2	\$160
Field Work, 8 hours (2 people)*	\$80	16	\$1,280
Data entry (Species & Depths)	\$80	2	\$160
GIS Post-processing and Mapping	\$80	3	\$240
Report Completion, Contour Generation	\$80	6	\$480
TOTAL		29	\$2,720

*Total field work cost would be \$640 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$2,030.

Deliverables

The Bathymetric Report will include:

- Description of Methods;
- Tables of aquatic, emergent, native, and invasive plants surveyed;
- Bathymetry Map, BioVolume Map, numbered Survey Point map to match with aquatic species tables, and shoreline polygons; and
- Shapefiles including Biovolume, 2025 Contour Lines, and Point Intercept Location layers.

2025 Wilkinson DWW Bathymetric Survey Proposal

Scope of Services

Macrophyte Surveys

Macrophyte surveys will consist of data sampling at evenly spaced geo-referenced points throughout the lake to characterize the diversity and abundance of aquatic vegetation using a point intercept survey method. RC-SWCD staff members will also use Lowrance unit and transducer to generate data to produce a biovolume map showing concentration of aquatic vegetation growing in the lake.

Bathymetry Surveys

Bathymetric surveys are completed by connecting a Lowrance unit and transducer to the boat and following pre-determined transect lines across the lake to capture lake bottom depth data. This data is then processed, corrected using physically measured field data points where necessary, and then used to create new contour lines with ArcGIS software. It may be completed in conjunction with macrophyte surveys when there is a clear enough sonar signal in the lake.

Wilkinson Deep Water Wetland

Bathymetry and Macrophyte Survey

Task	Cost/Hour	Hours	Cost
Boat Use	unit	-	\$50
BioBase Upload	unit	-	\$300
Lake Survey Prepwork	\$80	6	\$480
Field Work, 6 hours (2 people)*	\$80	12	\$960
Data entry (Species & Depths)	\$80	2	\$160
GIS Post-processing and Mapping	\$80	3	\$240
Report Completion, Contour Generation	\$80	6	\$480
TOTAL		29	\$2,670

*Total field work cost would be \$480 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$2,190.

Deliverables

The Bathymetric Report will include:

- Description of Methods;
- Tables of aquatic, emergent, native, and invasive plants surveyed;
- Bathymetry Map, BioVolume Map, numbered Survey Point map to match with aquatic species tables, and shoreline polygons; and
- Shapefiles including Biovolume, 2025 Contour Lines, and Point Intercept Location layers.

2025 Gem Lake to Wilkinson DWW Vegetation Transplant Proposal

Scope of Services

Aquatic Vegetation Transplant

Aquatic vegetation transplant will consist of collecting select DNR approved aquatic species from the donor water body, then dispersing the collected and packaged samples in the recipient water body. RC-SWCD staff members will use SCUBA equipment to collect aquatic species samples with roots attached from the lake bottom. Collected samples will be transported in coolers to minimize plant stress from temperature fluctuations. Materials such as burlap, pea gravel, and twine will be used to package groupings of collected samples, ensuring that samples sink to the lake bottom after being deposited throughout the recipient water body.

Gem to Wilkinson Transplant

Collection and Transplant of Aquatic Species

Task	Cost/Hour	Hours	Cost
Boat Use	unit	-	\$50
SCUBA Tank Rental	unit	-	\$35
Field Work, 8 hours (2 people) *	\$80	16	\$1,280
TOTAL		16	\$1,365

*Total field work cost would be \$640 if VLAWMO staff will be second person in the boat. Total survey cost would then be \$725.

Deliverables

- List of species collected and transplanted from Gem to Wilkinson and process photos may be provided upon request.

2025 Lake Amelia Area Flowering Rush Treatment

Lake Amelia Area Flowering Rush Treatment Estimate May-August 2025

Task	Cost/hr	Hours	Cost
Documenting absence of on lake population; ongoing treatment and planting at private property adjacent to the lake. *	\$80	30	\$2,400
TOTAL		30	\$2,400

*Seed used for planting to be provided by VLAWMO

Deliverables

- Lake Amelia will be documented in EDDMaps and the treatment site in ISMTrack



October 31st, 2024

VLAWMO 2025 Vegetative Management Bid

Dear Dawn,

Thank you for considering Natural Shore for several VLAWMO BMPs and restoration sites again next season. Please find below our cost estimates outlined below for each individual site and what those costs include:

Estimated Maintenance for 2025:

Birch Lake Shoreline- \$1,600

- Spring clean-up plus 4 visits minimum throughout the growing season
- Control and disposal of undesirable weeds
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plants to boost biodiversity

Birch Lake IESF (including inlet and sand cleaning)- \$2,000

- Spring mowing plus 4 visits minimum throughout the growing season
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native plant seed where needed
- Inlet or catch basin cleaning during site visits
- Raking top crust of sand to the adjacent retaining wall for pickup by City's vacuum truck

Koehler Bend and Flume- \$1,900

- Spring mowing
- Spring and fall herbicide treatment
- 2-3 site visits to prevent weed seed maturation (weeding/whipping)
- Small invasive tree removal and disposal (buckthorn/locust/honeysuckle/etc.)
- Inlet or catch basin cleaning (removal of debris blocking grates)
- Supplemental native seed or plants to boost biodiversity

Oakemede Lane- \$1,000

- Spring mowing
- Spring and fall herbicide treatment
- 2-3 site visits to prevent weed seed maturation (weeding/whipping)
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native seed or plants to boost diversity

Deep Lake, Pleasant Lake, and Connecting Corridor Yellow Iris Control- \$6,000

- Site Assessment-tagging & mapping by boat
- Cut seed head & herbicide treatment #1
- Herbicide treatment #2
- Follow up assessment and possible treatment #3



Vadnais City Hall Prairie- \$2,000

- Spring mowing
- Spring and fall herbicide treatment
- 2-3 site visits to prevent weed seed maturation (weeding/whipping)
- Small invasive tree removal and disposal (buckthorn/grapevine/honeysuckle/etc.)
- Supplemental native seed or plants to boost diversity

2025 VLAWMO Restoration Maintenance - \$14,500

These costs are based on site conditions observed during a site assessment and the previous years' maintenance inputs. Prices include consultations, professional monitoring, plant identification, labor, removal and proper disposal of weeds, herbicide, and transportation.

Please let me know if you have any questions or concerns regarding the above estimate.

Thank you,
Tracy Lawler
Maintenance Program Manager
Cell: 612-220-4178
tracy@naturalshore.com

2025 Maintenance Contract-
Approval of 2025 Vegetative Maintenance

Contract Value: \$14,500
Client names: VLAWMO

Signed: _____ Date _____

Contractor: Natural Shore Technologies, Inc.

Signed:

William M. Bartodziej, M.S.
Senior Restoration Ecologist
Natural Shore Technologies, Inc.
6275 Pagenkopf Rd.
Maple Plain, MN 55359

October 31th, 2024

Dear Dawn,

Thank you for giving Natural Shore the opportunity to maintain the buffer surrounding the Wilkinson wetland. Below, I have separated the site into three different areas depending on restoration type and management needs. These costs are based on site conditions and the previous years' maintenance input, our observations, and the site objectives we have discussed with you. Prices include consultations, professional monitoring, plant identification, labor, removal and proper disposal of weeds, herbicide, and transportation.



2025 Shoreline Restoration Maintenance (red- approx. 6,000 sq. ft.): \$985

- Includes area planted in 2024 and upcoming planting in 2025
- Regular site visits throughout the growing season (3 visits)
- Spring and fall selective herbicide treatments
- Volunteer tree removal (buckthorn, mulberry, honeysuckle, etc.)
- General site management, monitoring, and regular reporting after each visit



2025 Creek Channel Restoration Maintenance (blue- approx. 38,300 sq. ft.): \$1,400

- Fall buckthorn foliar treatment
- Timed selective mowings throughout the growing season (3 visits)
- Volunteer tree removal (buckthorn, mulberry, honeysuckle, etc.)
- General site management, monitoring, and regular reporting after each visit

2025 Reed Canary Grass Maintenance (Yellow- approx. 37,635 sq. ft.): \$1,300

- Timed selective mowings to prevent seed maturation (3 visits)
- Volunteer tree removal (buckthorn, mulberry, honeysuckle, etc.)
- Encouragement and release of native plant populations within reed canary grass stands in preparation for potential future restoration projects
- Regular monitoring and reporting

2025 Wilkinson Wetland Buffer Maintenance Total- \$3,685

Please feel free to email or phone us with any questions you may have regarding these estimates. We look forward to working with you again on this project next season.

Thank you,

Tracy Lawler
Maintenance Program Manager
Cell: 612-220-4178
tracy@naturalshore.com



2025 Maintenance Contract

Approval of 2025 Maintenance Service

Contract Value: \$3,685

Client names: VLAWMO

Signed: _____ Date _____

Contractor: *Natural Shore Technologies, Inc.*

Signed:

William M. Bartodziej, M.S.
Senior Restoration Ecologist, Natural Shore Technologies

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

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



Contract Proposal

October 15, 2024

To: Dawn Tanner, VLAWMO

Re: **Contract for 2025 Maintenance of Whitaker Pond Biochar Filter**

- 1) Monthly clearing of leaves and debris from May through November
- 2) Price would be \$300.00 per time (7 months = \$2,100)
- 3) Any requested additional work at this or other locations would be at \$75 per/hr per staff person
- 4) Billing would be monthly

Signing one copy and returning it to Sandstrom Land Management establishes a contractual work agreement between both parties.

Vadnais Lake Area WMO _____, Date: _____
Dawn Tanner

Sandstrom Land Management _____, Date: 11-5-24
Ryan Sandstrom, Owner

Please call me at 651-208-1379 if you have any questions or need any clarifications.

Ryan Sandstrom
Sandstrom Land Management
888 Burke Ave. West
Roseville, MN 55113

MINOR SERVICES AGREEMENT

THIS MINOR SERVICES AGREEMENT (“**Agreement**”) is made and entered into by and between the Vadnais Lake Area Water Management Organization (“**VLAWMO**”), a Minnesota joint powers organization, and Carp Solutions LLC (“**Contractor**”). The VLAWMO and the Contractor may hereinafter be referred to individually as a “party” or collectively as the “parties.” In consideration of the mutual promises and agreements contained herein, and intending to be legally bound, the VLAWMO and the Contractor hereby agree as follows:

1. **Services.** The Contractor shall perform the services as described in the attached Exhibit A and in accordance with the Contractor’s proposal attached as Exhibit B (collectively, the “**Services**”). The Contractor shall provide the Services in a manner consistent with industry standards for similar services and in accordance with the standards, requirements, and timelines set out in Exhibit A and Exhibit B, and below. If there is a material conflict between any of the provisions in the documents that constitute this Agreement, provisions in the following rank order shall take precedence: (1) Exhibit A; (2) this Minor Services Agreement document; and (3) Exhibit B. The Contractor shall not assign any portion of this Agreement or subcontract any of the Services without prior written agreement of the VLAWMO.
2. **Compensation.** The VLAWMO shall compensate the Contractor for the Services as provided in Exhibit B and as may be more specifically defined in Exhibit A. Unless expressly provided otherwise in Exhibit B, the total amount or rate of compensation is an all-inclusive amount that includes all labor, materials, expenses, fees, costs, taxes, and other amounts the Contractor incurs or pays to provide the Services. The VLAWMO shall not be responsible for paying any additional amounts than those expressly provided for in Exhibit B, and as may be modified or further detailed in Exhibit A, for the completion of the Services.
3. **Payment.** Contractor shall submit invoices no more frequently than once a month for the Services, which shall provide a detailed description of the Services provided. All invoices are subject to verification by the VLAWMO. The VLAWMO shall make payment on invoices within 30 days of receipt, provided they contain sufficient detail to be verified and processed.
4. **Term and Termination.** This Agreement shall be effective as of the date of the last party to execute it and it shall continue in effect until the Services are completed, but in no case later than December 31st, 2025. This Agreement may be terminated by either party at any time, and for any reason, on 30 days’ written notice of termination provided to the other party. The VLAWMO shall only be responsible for paying for Services satisfactorily completed prior to termination as well as any non-cancelable fees (e.g., rental or purchase of equipment or supplies).
5. **Amendments.** This Agreement, together with the attached exhibits and any attachments thereto, constitutes the entire agreement between the parties and no modifications of its terms shall be valid unless reduced to writing and signed by both parties.
6. **Independent Contractor.** The Contractor is providing the Services as an independent contractor, not an employee of the VLAWMO. Contractor shall acquire no rights to tenure, workers’ compensation benefits, unemployment compensation benefits, medical and life benefits, sick and

vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the VLAWMO. The Contractor shall have no authority to enter into any contracts, create any obligations, or make any warranties or representations on behalf of the VLAWMO.

7. **Indemnification.** Each party shall be responsible for any personal injury or property damage attributable to the negligent acts or omissions of that party and the officers, employees, and agents thereof in connection with the performance of this Agreement. Nothing contained herein shall be deemed an express or implied waiver of the immunities of the Contractor. The liability of the Contractor is as established by Minn. Stat. §3.736 and is subject to the limitations therein.
8. **Insurance.** The Contractor shall, during the entire term of this Agreement, maintain workers' compensation insurance (unless exempt under law) and commercial general liability insurance with coverage limits of at least \$500,000 per occurrence. The coverage limit may be obtained using excel or umbrella coverages.
9. **Data Practices and Records.** The Contractor shall manage all data created, collected, received, stored, used, maintained, or disseminated by the Contractor pursuant to this Agreement in accordance with, and subject to the requirements of, the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("Act"). The Contractor shall immediately notify the VLAWMO if it receives a request for data related to the Services and shall work with the VLAWMO to respond to the request in accordance with the Act. All records, information, materials and other work product, in written, electronic, or any other form, developed in connection with providing Services under this Agreement shall be the exclusive property of the VLAWMO.
10. **Compliance with Laws.** The Contractor shall comply with all applicable federal, state and local laws, rules, regulations, and ordinances in performance of Contractor's duties hereunder, such laws including but not limited to those relating to non-discrimination in hiring or labor practices. The Contractor shall be responsible for obtaining all permits that may be required to provide the Services at its own cost, unless expressly provided otherwise in Exhibit A.
11. **Liability.** Each party is responsible for its own acts and the results thereof to the extent authorized by law and a party is not responsible for the acts of the other party or the results thereof. Nothing in this Agreement shall constitute a waiver by the VLAWMO of any limits on or exclusions from liability available to it under Minnesota Statutes, chapter 466 or other law. Liability of the Contractor is subject to the terms and limitations of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736.
12. **Audit.** Pursuant to Minnesota Statutes, section 16C.05, subdivision 5, the books, records, documents, and accounting procedures of Contractor relevant to the Work are subject to examination by Owner and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.
13. **Prompt Payment of Subcontractors.** To the extent the use of subcontractors is authorized under this Agreement, the Contractor shall comply with the prompt payment to subcontractor requirements of Minnesota Statutes, section 471.425, subdivision 4a.

14. **Applicable Law.** The law of the State of Minnesota shall govern all interpretations of this Agreement, and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in and under those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence, or incorporation of Contractor.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date of the last party to execute it.

CONTRACTOR

By: _____

Its: _____

Date: _____

VLAWMO

By: _____

Its: _____

Date: _____

EXHIBIT A
Special Provisions and Standards

1. **Special Provisions**. The following special provisions, if any, shall control over any materially different provisions in the text of the Agreement or the proposal in Exhibit B.

2. **Standards**. The Services provided by the Contractor under this Agreement shall be in accordance with the following as described in Exhibit B.

EXHIBIT B
Contractor's Proposal

Begins on the next page.



Proposal for carp removal and assessment in 2025

December 2, 2024

Prepared For: Dawn Tanner

VLAWMO

Prepared by:

Carp Solutions LLC

www.carpsolutionsmn.com

We propose the following activities for 2025:

1. Re-install the carp barrier and Deep Lake outlet early in the spring in preparation for carp migration and removal. This will include closing of the sections that were intentionally opened to kayak movement in summer 2024 and re-installation of the remotely controlled carp gate
2. Installation of a PIT antenna and camera with online access at the Deep Lake barrier to inform us about the timing of carp migrations so that we can mobilize quickly to remove them; early April through early June (2 months).
3. Installation of a temporary barrier and block net at Pleasant Lake inlet.
4. Installation of a PIT antenna and camera with online access at Pleasant Lake barrier to inform us about the timing of carp migrations so that we can mobilize quickly to remove them; early April through early June (2 months).
5. Installation of a PIT antenna and camera with online access at Charley Lake to determine if that site should be used for carp removal in 2026; early April through early June (2 months).
6. Removal of carp from the stream using backpack electrofishers; 9 days at Deep Lake and 3 at Pleasant or 12 days overall.
7. Disposal of harvest carp
8. Post-removal carp population estimate in Pleasant Lake using boat electrofishing.
9. At the conclusion, we will provide a report summarizing the observed spring carp migration (how many carp detected by the antenna and when), and the number of carp captured and removed. Each harvested carp will be scanned for PIT tags to estimate removal efficacy, which will be also included in the report. The report will be provided by January 31, 2026 but preliminary results can be communicated as needed.

Cost

This work will be conducted at a not-to-exceed budget of \$46,467. Detailed budget is presented below.

	People/Units	Hours/Units	Rate	\$
Deep Lake outlet barrier, gate, remote tripping system re-install	2	8	110	\$1,760
Deep Lake outlet PIT for monitoring spring migrations (2 months)				\$2,800
Deep Lake carp removal and disposal (9 events)	3	54	110	\$17,820
Pleasant Lake PIT monitoring system for monitoring spring migrations (2 months)				\$2,800
Block net install	3	8	110	\$2,640
Carp removal and disposal (up to 3 events)	3	24	110	\$7,920
Charley Lake PIT monitoring system for monitoring spring migrations (2 months)				\$2,800
Mileage (21 round trips)				\$647
Population estimate in Pleasant (3d boat electrofishing)				\$5,280
Data analysis and report				\$1,000
Coordination				\$1,000
Total				\$46,467