



800 County Road E East, Vadnais Heights, MN 55127
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VLAWMO October 28, 2020 Regular Board Meeting Notice

Meeting will be held in-person at City of Vadnais Heights City Hall Council Chambers,
800 County Road E East, Vadnais Heights, MN 55127

**COVID-19 safety requirements, masks & social distancing Per VLAWMO approved
preparedness policy.**

Meeting also available via Zoom Teleconference:

<https://us02web.zoom.us/j/82316597197?pwd=V09yU1FnUnNQVHBoVFZzeGxLZnRpdz09>

Meeting passcode: 155974

NOTICE OF PARTICIPATION IN REGULAR BOARD MEETING BY INTERACTIVE TECHNOLOGY

PLEASE TAKE NOTICE that Board Member *Patricia Youker* will be participating in the October 28, 2020 Vadnais Lake Area Water Management Organization Board of Directors regular meeting by interactive technology as permitted by Minnesota Statutes, section 13D.02. The meeting is scheduled to begin at 7:00 p.m. and will be held at the City of Vadnais Heights City Hall Council Chambers, 800 County Road E East, Vadnais Heights, MN. The member participating via interactive technology will be at 5482 Co Rd 35, Lutsen, MN 55612 and interested members of the public may attend the meeting at that location. Please contact the VLAWMO office for additional information if you are interested in attending at the member's remote site. The interactive technology will allow the member to be seen and heard during the meeting. As provided in the law, the member will be considered present for the purposes of determining a quorum and for participating in the discussion and vote on matters coming before the Board.

Please contact Phil Belfiori at 651-204-6073 or Tyler Thompson at 651-204-6071 for any information or questions.

VLAWMO – Vadnais Heights City Hall
800 County Road E East
Vadnais Heights, MN 55127

Phil.belfiori@vlawmo.org
Tyler.thompson@vlawmo.org

VLA WMO BOARD OF DIRECTORS MEETING AGENDA

7:00 PM October 28, 2020












Meeting will be held in-person at City of Vadnais Heights City Hall Council Chambers, 800 County Road E East, Vadnais Heights, MN 55127

COVID-19 safety requirements, masks & social distancing Per VLA WMO approved preparedness policy.

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Meeting passcode: 155974

- I. Call to Order, Chair, Jim Lindner
- II. Approval of Agenda
- III. Visitors and Presentations
 - A. Public visitors – non agenda items
 - B. TEC Report and Financial – October –Phil
- IV. Consent Agenda 
 - A. Approval of Minutes August 26, 2020
 - B. Project Reports and Updates
 1. S.E.H Wetland Inventory Report Sucker/Vadnais Subwatershed
 2. Pleasant Lake Sedimentation/Internal Load Study
 3. Wilkinson Feasibility Study
 4. Small Watershed 319 Process (Wilkinson Subwatershed)
 5. Watershed Partner Award call for nominations
 6. Payment of workers compensation premium due to annual audit
- V. Business
 - A. Administration
 1. Consider storm sewer utility certification lists for 2021 – Res. 06-2020- Phil 
 2. Consider Office Lease for 2021 – 2023- Res. 11-2020- Phil 
 - B. Projects and Programs
 1. Lambert Lake Meander and Sheetpile Replacement Project- Dawn
 - a. Consider contract award for the Lambert Lake Project – Res. 07-2020 
 - b. Consider SEH construction inspection scope of work 
 2. Consider VLA WMO Cost Share Program Policy Update – Res. 08-2020 – Phil/Tyler 
 3. Consider East Goose Lake Adaptive Lake Management Public Engagement – Phil 
 4. Consider Ditch 14 Maintenance Project E. Vadnais Lake to Oak Creek Dr. – Brian 
 - C. Operations
 1. Consider Birch Lake Animal Hospital Buffer Variance Request – Res. 09-2020 – Brian 
 2. Consider Moore’s Vincent Estates (Staeheli) Buffer Variance Request – Res. 10-2020 – Brian 
 3. Anderson Woods Replacement Plan Amendment – Brian 
- VI. Discussion /Updates
- VIII. Administration Communication –MAWD Annual meeting
- XI. Adjourn Next regular meeting: December 9, 2020

TEC Report to the Board
October 2020

Programs & Projects	Effort Level	Completion Date	Comments
	LOW		
	MED		
	HIGH		
Projects			
East Goose Lk. Adaptive Mgnt. - Boat Launch		late 2020	Upon Board approval for E. Goose Adaptive Lake Management Project in May, boat launch construction complete, planning for future work still ongoing
East Goose Lk Adaptive Mgnt. - subshed project		2020- 21	Anticipated stakeholder meeting for East Goose Lk. Adaptive Management Project - scheduled later in 2020/early 2021.
Lambert Creek - Ditch 14, branches		2021	MN DNR and USACE permits are in place. S.E.H. is finalizing specs and anticipating going out for bid following the August Board meeting. Ditch 14 maintenance from E. Vadnais to Oak Creek Dr. is moving forward with possible work starting this fall.
Birch Lake		2017-20	Construction has been closed out, Blackstone paid. Working with BWSR to finalize grant closeout, and finalizing project O&M.
Wetland Assessment - Vadnais Sucker		2020	SEH has finished the report
Whitaker Wetlands		2020	Final report was received, still working on reimbursements
Programs			
Outreach		April-June	Watershed Steward Award seeking nominations, the program will divide into two awards this year: Watershed Partner Award (City-level partnerships) and Watershed Steward Award (volunteer/residential/cost-share partnerships). Anoka County webinar partnership for outreach to Northern/Anoka County region of watershed (Oct 6th).
Education		April-July	Jr Watershed Steward booklet is now live and available to the public. Birch Lake education sign installed.
Website		Ongoing	HDR web contractors have moved our website onto a new server for increased performance, however the website is showing signs of age. New neighborhood spotlight posted in September. Lambert Lake project page updated monthly.
WAV		May-July	End-of year meeting occurring October 8th to recap 2020, set sights for 2021, and discuss roles, programs, and efforts that VLAWMO's volunteering will pursue in the future. VLAWMO recruiting two new Minnesota Water Stewards (formerly known as Master Water Stewards) for 2021.
Cost Share		ongoing	Subcommittee provided a recommendation for policy change at their 9/23/20 meeting. Staff will be bringing Policy updates for approval.
GIS		ongoing	Programs support and beginning to update VLAWMO 2020 database.
Monitoring		ongoing	2020 season is underway
WCA		ongoing	administering WCA as needed

TEC Report to the Board
October 2020

Administration & Operation			
SLMPs		2021	Lake surveys are completed for 2020, and planning is underway for Amelia in 2021.
Budget		2020-21	Administrator continues to manage 2020 budget funds and track anticipated 2020 budget carry over amounts.
Administration		Oct 2020	Staff has initiated discussion with City of Vadnais Heights staff re: renewal of VLAWMO co-location office lease. The Finance committee as recommended to pursue renewal of existing lease terms with a few changes and a apx /roughly 3% annual adjustment in rent.
SSU		ongoing	Board will consider approval of storm sewer utility certification lists for 2021 at October meeting
Administration/ HR		ongoing	Anticipate discussion with Personnel Committee Re: 2021 health care and employee benefits renewal in late Oct.

FINANCIAL SUMMARY as of 10/1/2020			CD's		4M Term Series	
					Maturity	Rate
4M Account (1.10)	4M Plus (1.23)	Total		Term series		
\$132,868	\$524,037	\$656,905				

Budget Summary	Actual Expense YTD	2020 Budget amended	Remaining in Budget	% YTD
Operations	\$476,918	\$697,800	\$220,882	68%
CIP	\$376,143	\$666,695	\$290,552	56%
Total	\$853,061	\$1,364,495	\$511,434	63%

October-20		Actual 10/1/20	Actual to Date	2020 Budget	2019 carry over/Grants	Remaining in Budget	2020 Available	Act vs. Budget
BUDGET #	INCOME							
5.11	Storm Water Utility	\$0	\$502,738	\$890,800	\$0	\$388,062	\$890,800	56%
5.12	Service Fees	\$300	\$600	\$200	\$0	(\$400)	\$200	300%
5.13	Interest + mitigation acct	\$24	\$4,193	\$5,000	\$0	\$807	\$5,000	84%
5.14	Misc. income - WCA admin & other	\$0	\$5,150	\$3,000	\$0	(\$2,150)	\$3,000	172%
5.15	Other Income Grants	\$20,000	\$93,358	\$0	\$0	(\$93,358)	\$0	
5.16	Transfer from reserves	\$0	\$250,000	\$0	\$0	(\$250,000)	\$0	
	TOTAL	\$20,324	\$856,039	\$899,000	\$0	\$42,961	\$899,000	95%
	EXPENSES							
3.1	Operations & Administration							
3.110	Office - rent, copies, post tel supplies	\$2,273	\$19,883	\$25,200	\$0	\$5,317	\$25,200	79%
3.120	Information Systems	\$1,687	\$10,830	\$20,000	\$2,000	\$11,170	\$22,000	49%
3.130	Insurance	\$0	\$5,985	\$5,800	\$0	(\$185)	\$5,800	103%
3.141	Consulting - Audit	\$0	\$6,893	\$6,700	\$0	(\$193)	\$6,700	103%
3.142	Consulting - Bookkeeping	\$0	\$0	\$1,500	\$0	\$1,500	\$1,500	0%
3.143	Consulting - Legal	\$0	\$1,015	\$4,000	\$2,500	\$5,485	\$6,500	16%
3.144	Consulting - Eng. & Tech.	\$0	\$4,153	\$30,000	\$0	\$25,847	\$30,000	14%
3.150	Storm Sewer Utility	\$0	\$4,565	\$14,000	\$0	\$9,435	\$14,000	33%
3.160	Training (staff/board)	\$255	\$690	\$4,500	\$1,500	\$5,310	\$6,000	12%
3.170	Misc. & mileage	\$290	\$3,657	\$5,500	\$800	\$2,643	\$6,300	58%
3.191	Administration - staff	\$26,616	\$298,933	\$347,200	\$50,000	\$98,267	\$397,200	75%
3.192	Employer Liability	\$7,671	\$81,594	\$89,600	\$12,000	\$20,006	\$101,600	80%
3.2	Monitoring and Studies							
3.210	Lake and Creek lab analysis	\$2,479	\$12,177	\$22,000	\$10,000	\$19,823	\$32,000	38%
3.220	Equipment	\$6	\$276	\$4,000	\$0	\$3,724	\$4,000	7%
3.230	Wetland assessment & management	\$3,739	\$12,600	\$10,000	\$0	(\$2,600)	\$10,000	126%
3.3	Education and Outreach							
3.310	Public Education	\$50	\$2,450	\$8,500	\$1,000	\$7,050	\$9,500	26%
3.320	Marketing	\$0	\$2,205	\$7,500	\$0	\$5,295	\$7,500	29%
3.330	Community Blue Ed Grant	\$0	\$9,012	\$10,000	\$2,000	\$2,988	\$12,000	75%
	<i>Total Core functions: Ops, Monitoring, Education</i>	<i>\$45,067</i>	<i>\$476,918</i>	<i>\$616,000</i>	<i>\$81,800</i>	<i>\$220,882</i>	<i>\$697,800</i>	<i>68%</i>
	Capital Improvement Projects and Programs							
3.4	Subwatershed Activity							
3.410	Gem Lake	\$0	\$0	\$0	\$0	\$0	\$0	
3.420	Lambert Creek	\$8,076	\$89,376	\$120,000	\$63,275	\$93,899	\$183,275	49%
3.425	Goose Lake	\$2,160	\$41,444	\$60,000	\$150,316	\$168,872	\$210,316	20%
3.430	Birch Lake	\$3,188	\$152,701	\$10,000	\$39,067	(\$103,634)	\$49,067	311%
3.440	Gilf Black Tam Wilk Amelia	\$1,273	\$13,378	\$30,000	\$50,000	\$66,622	\$80,000	17%
3.450	Pleasant Charley Deep	\$0	\$19,331	\$10,000	\$9,000	(\$331)	\$19,000	102%
3.460	Sucker Vadnais	\$0	\$3,164	\$12,000	\$10,000	\$18,836	\$22,000	14%
3.48	Programs							
3.481	Landscape 1	\$3,667	\$23,278	\$24,000	\$11,500	\$12,222	\$35,500	66%
3.482	Landscape 2	\$0	\$22,621	\$20,000	\$11,361	\$8,740	\$31,361	72%
3.483	Project Research & feasibility	\$0	\$9,725	\$0	\$0	(\$9,725)	\$0	#DIV/0!
3.470	Facilities Maintenance	\$202	\$1,125	\$5,000	\$29,176	\$33,051	\$34,176	3%
3.5	Regulatory							
3.510	Engineer Plan review	\$60	\$0	\$2,000	\$0	\$2,000	\$2,000	0%
	<i>Total CIP & Program</i>	<i>\$18,626</i>	<i>\$376,143</i>	<i>\$293,000</i>	<i>\$373,695</i>	<i>\$290,552</i>	<i>\$666,695</i>	<i>56%</i>
	Total of Core Operations & CIP	\$63,694	\$853,061	\$909,000	\$455,495	\$511,434	\$1,364,495	63%

Fund Balance	9/1/2020	10/1/2020
4M Account	\$183,689	\$132,868
4M Plus Savings	\$624,015	\$524,037
Total	\$807,704	\$656,905

Restricted funds	10/1/2020
Mitigation Savings	\$21,035
Term Series (3/28/19)	\$0

Vadnais Lake Area Water Management Orga
Profit & Loss
September 12 through October 9, 2020

11:28 AM

10/01/2020

Cash Basis

Sep 12 - Oct 9, 20

Ordinary Income/Expense

Income

5.1 · Income

5.12 · Service Fees 300.00

5.13 · Interest 24.42

5.15 · Other Income Grants

Birch Lake 20,000.00

Total 5.15 · Other Income Grants 20,000.00

Total 5.1 · Income 20,324.42

Total Income 20,324.42

Gross Profit 20,324.42

Expense

3.1 · Administrative/Operations

3.110 · Office

Copies 73.96

Phone/Internet/Machine Overhead 275.00

Postage 82.50

Rent 1,540.00

Supplies 301.98

Total 3.110 · Office 2,273.44

3.120 · Information Systems

IT Support 959.00

WEB 728.17

Total 3.120 · Information Systems 1,687.17

3.160 · Training (staff/board) 255.00

3.170 · Misc. & mileage 290.19

3.191 · Employee Payroll

payroll 26,616.01

Total 3.191 · Employee Payroll 26,616.01

3.192 · Employer Liabilities

Admin payroll processing 44.92

Administration FICA 1,843.74

Administration PERA 1,996.20

Insurance Benefit 3,786.24

Total 3.192 · Employer Liabilities 7,671.10

Total 3.1 · Administrative/Operations 38,792.91

3.2 · Monitoring and Studies

3.210 · Lake & Creek lab analysis 2,479.00

3.220 · Equipment 6.43

3.230 · Wetland Asses. & Manage 3,738.75

Total 3.2 · Monitoring and Studies 6,224.18

3.3 · Education and Outreach

3.310 · Public Education 50.00

Total 3.3 · Education and Outreach	50.00
3.4 · Capital Imp. Projects/Programs	
3.420 · Lambert Creek Restoration	
Ditch authority	300.00
LL VLAWMO cash match	7,776.18
Total 3.420 · Lambert Creek Restoration	<u>8,076.18</u>
3.425 · Goose Lake	2,160.47
3.430 · Birch Lake	
4th & Otter project	3,187.50
Total 3.430 · Birch Lake	<u>3,187.50</u>
3.440 · Gilfillan Black Tamarack Wilkin	1,273.18
3.470 · Facilities & Maintenance	202.21
Total 3.4 · Capital Imp. Projects/Programs	<u>14,899.54</u>
3.48 · Programs	
3.481 · Landscape 1 - cost-share	3,667.25
Total 3.48 · Programs	<u>3,667.25</u>
3.5 · Regulatory	
3.510 · Engineer Plan review	59.70
Total 3.5 · Regulatory	<u>59.70</u>
Total Expense	<u>63,693.58</u>
Net Ordinary Income	<u>-43,369.16</u>
Net Income	<u><u>-43,369.16</u></u>

Vadnais Lake Area Water Management Organization
Check Detail

11:24 AM

10/01/2020

September 12 through October 9, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check eft		09/17/2020	Reliance Standard		Checking - 1987		-201.70
				Insurance Benefit		-201.70	201.70
TOTAL						-201.70	201.70
Check AudAJE27	09/16/2020				Checking - 1987		-200.00
				4M Account		-200.00	200.00
TOTAL						-200.00	200.00
Check 5019		10/09/2020	City of Vadnais Heights		Checking - 1987		-1,971.46
				Rent		-1,540.00	1,540.00
				Phone/Internet/Machine Overhead		-200.00	200.00
				Phone/Internet/Machine Overhead		-75.00	75.00
				Postage		-82.50	82.50
				Copies		-73.96	73.96
TOTAL						-1,971.46	1,971.46
Check 5020		10/09/2020	Innovative Office Solutions		Checking - 1987		-106.02
				Supplies		-75.14	75.14
				Supplies		-30.88	30.88
TOTAL						-106.02	106.02
Check 5021		10/09/2020	City of White Bear Lake		Checking - 1987		-34,085.41
				payroll		-26,616.01	26,616.01
				Administration FICA		-1,843.74	1,843.74
				Administration PERA		-1,996.20	1,996.20

		Insurance Benefit	-3,584.54	3,584.54
		Admin payroll processing	-44.92	44.92
TOTAL			-34,085.41	34,085.41
Check 5022	10/09/2020 RMB Environmental Laboratories, Inc.	Checking - 1987		-2,479.00
		3.210 · Lake & Creek lab analysis	-605.00	605.00
		3.210 · Lake & Creek lab analysis	-246.00	246.00
		3.210 · Lake & Creek lab analysis	-1,160.00	1,160.00
		3.210 · Lake & Creek lab analysis	-468.00	468.00
TOTAL			<u>-2,479.00</u>	<u>2,479.00</u>
Check 5023	10/09/2020 FastSigns	Checking - 1987		-50.00
		3.310 · Public Education	-50.00	50.00
TOTAL			<u>-50.00</u>	<u>50.00</u>
Check 5024	10/09/2020 SEH	Checking - 1987		-12,191.11
		3.440 · Gilfillan Black Tamarack Wilkin	-1,273.18	1,273.18
		LL VLAWMO cash match	-7,179.18	7,179.18
		3.230 · Wetland Asses. & Manage	-3,738.75	3,738.75
TOTAL			<u>-12,191.11</u>	<u>12,191.11</u>
Check 5025	10/09/2020 Brock White	Checking - 1987		-2,092.06
		3.425 · Goose Lake	-1,900.00	1,900.00
		3.425 · Goose Lake	-192.06	192.06
TOTAL			<u>-2,092.06</u>	<u>2,092.06</u>
Check 5026	10/09/2020 Kennedy & Graven, Chartered	Checking - 1987		-1,213.90
		3.510 · Engineer Plan review	-59.70	59.70
		3.470 · Facilities & Maintenance	-119.40	119.40
		4th & Otter project	-318.40	318.40

			4th & Otter project	-119.40	119.40
			LL VLAWMO cash match	-59.70	59.70
			LL VLAWMO cash match	-537.30	537.30
TOTAL				<u>-1,213.90</u>	1,213.90
	Check 5027	10/09/2020 Barr Engineering Co	Checking - 1987		-2,711.50
			4th & Otter project	-2,711.50	2,711.50
TOTAL				<u>-2,711.50</u>	2,711.50
	Check 5028	10/09/2020 City Of Roseville	Checking - 1987		-959.00
			IT Support	-959.00	959.00
TOTAL				<u>-959.00</u>	959.00
	Check 5029	10/09/2020 ESRI	Checking - 1987		-707.00
			WEB	-707.00	707.00
TOTAL				<u>-707.00</u>	707.00
	Check 5030	10/09/2020 Nisha Johnson	Checking - 1987		-1,667.25
			3.481 · Landscape 1 - cost-share	-1,667.25	1,667.25
TOTAL				<u>-1,667.25</u>	1,667.25
	Check 5031	10/09/2020 Katie Kelsey	Checking - 1987		-2,000.00
			3.481 · Landscape 1 - cost-share	-2,000.00	2,000.00
TOTAL				<u>-2,000.00</u>	2,000.00
	Check 5032	10/09/2020 Dawn Tanner	Checking - 1987		-63.25
			3.170 · Misc. & mileage	-63.25	63.25
TOTAL				<u>-63.25</u>	63.25

Check 5033	10/09/2020 Tyler J Thompson	Checking - 1987	-116.23
		3.170 · Misc. & mileage	-78.03 78.03
		4th & Otter project	-38.20 38.20
TOTAL			<u>-116.23 116.23</u>
Check 5034	10/09/2020 Nicholas Voss	Checking - 1987	-102.25
		3.170 · Misc. & mileage	-17.25 17.25
		3.160 · Training (staff/board)	-85.00 85.00
TOTAL			<u>-102.25 102.25</u>
Check 5035	10/09/2020 Brian Corcoran	Checking - 1987	-206.50
		3.170 · Misc. & mileage	-131.66 131.66
		3.425 · Goose Lake	-64.89 64.89
		3.220 · Equipment	-6.43 6.43
		3.425 · Goose Lake	-3.52 3.52
TOTAL			<u>-206.50 206.50</u>

Vadnais Lake Area Water Management Organization
Custom Transaction Detail Report
 August 1 through October 1, 2020

11:21 AM

10/01/2020

Accrual Basis

Type	Date	Num	Name	Memo	Account	Clr	Split	Amount	Balance
Aug 1 - Oct 1, 20									
Credit Card Charge	08/03/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	36.00
Credit Card Charge	08/10/2020		adobe *photography plan		US Bank CC	√ Software		9.99	45.99
Transfer	08/20/2020			Funds Transfer	US Bank CC	√ Checking - 1987		-429.27	-383.28
Credit Card Charge	08/25/2020		Zoom	subscription	US Bank CC	√ Software		16.09	-367.19
Credit Card Charge	08/26/2020		Prairie Moon Nursery	seed for VH city hall 4th & Otter	US Bank CC	√ 4th & Otter project		128.50	-238.69
Credit Card Charge	08/26/2020		Adobe "Creative Cloud		US Bank CC	√ Software		32.20	-206.49
Credit Card Charge	08/28/2020		Landscape Restoration	buckthorn removal chemicals	US Bank CC	√ 3.220 · Equipment		34.00	-172.49
Credit Card Charge	09/03/2020		Google*SVCAPPS_VLAWM		US Bank CC	√ WEB		36.00	-136.49
Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	drugs for otter project	US Bank CC	3.230 · Wetland Asses. & Manage		6.85	-129.64
Credit Card Charge	09/04/2020		Midwest Veterinary Supply, Inc	supplies for otter project	US Bank CC	3.230 · Wetland Asses. & Manage		261.59	131.95
Credit Card Charge	09/10/2020		Ace Hardware	supplies 4 & otter	US Bank CC	4th & Otter project		28.39	160.34
Credit Card Charge	09/12/2020		Go Daddy	domain renewal	US Bank CC	WEB		21.17	181.51
Credit Card Charge	09/18/2020		University of Minnesota	mn water resource conferenced - phil	US Bank CC	3.160 · Training (staff/board)		85.00	266.51
Credit Card Charge	09/18/2020		Fresh Thyme	correction crew snacks	US Bank CC	3.470 · Facilities & Maintenance		34.77	301.28
Credit Card Charge	09/19/2020		subway	lunch Corrections crew	US Bank CC	3.470 · Facilities & Maintenance		48.04	349.32
Credit Card Charge	09/21/2020		Vista Print	office supplies	US Bank CC	Supplies		195.96	545.28
Credit Card Charge	09/21/2020		MN Department of Natural Resources	ditch 14 E. Vad to Oak creek permit	US Bank CC	Ditch authority		300.00	845.28
Credit Card Charge	09/21/2020		University of Minnesota	mn water resource conferenced - dawn	US Bank CC	3.160 · Training (staff/board)		85.00	930.28
								930.28	930.28
Aug 1 - Oct 1, 20									



MINUTES OF THE BOARD OF DIRECTORS – June 2020 REGULAR BOARD MEETING
August 26th, 2020

Attendance		Present	Absent
Jim Lindner, Chair	City of Gem Lake	X	
Marty Long, Vice Chair	City of North Oaks		X
Rob Rafferty, Secretary-Treasurer	City of Lino Lakes	X	
Ed Prudhon	White Bear Township		X
Dan Jones	City of White Bear Lake	X	
Patricia Youker	City of Vadnais Heights	X	
Phil Belfiori	Administrator	X	
Brian Corcoran	Water Resources Mgr.	X	
Dawn Tanner	Program Development Coord.	X	
Nick Voss	Education & Outreach Coord.	X	
Tyler Thompson	GIS Watershed Tech.	X	

Others in attendance: Emily Jennings (SEH); Paul Duxbury (VLAWMO TEC)

I. Call to Order

The meeting was called to order at 7:43 pm by Chair Lindner.

II. Approval of Agenda

The agenda for the August 26, 2020 Board meeting was presented for approval, Chair Lindner asked for any additions or corrections.

A motion was made by Rafferty and seconded by Jones to approve the August Board meeting agenda, as presented. Vote: all aye. Motion passed.

III. Visitors and Presentations

A. Public Visitors – non-agenda items

None.

IV. Consent Agenda

Chair Lindner asked if any Board members wished to speak on the project updates; none.

A. Approval of Minutes: June 24, 2020

The minutes from the June 24th, 2020 Board meeting are placed on the consent agenda for approval, as presented.

B. Project Updates

Staff prepared updates for projects and programs in the August Board meeting packet. No comments or discussion.

C. Ramsey County GIS Users Group 2021-2025 JPA

The 2021-2025 RCGISUG JPA was placed on the consent agenda for approval, as presented.

A motion was made by Rafferty and seconded by Jones to approve the August Board meeting consent agenda, as presented. Vote: all aye. Motion passed.

V. **Business**

A. **Administration**

1. **Approval of storm sewer utility rates for 2020 – Resolution 04-2020**

Belfiori presented the proposed 2021 storm sewer utility rates for discussion and approval. Staff recommends for the approval of Resolution 04-2020, setting the storm sewer utility rates for 2021.

Discussion: Jones appreciated the presentation and asked to see a similar presentation in 2021.

A motion was made by Jones and seconded by Youker to approve Resolution 04-2020, approving VLAWMO's Storm Sewer Utility Rates for 2021. Vote: all aye. Motion passed.

RESOLUTION 04-2020

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

August 26, 2020

The Board of Directors of the Vadnais Lake Area Water Management Organization met in a regular meeting at the Vadnais Heights City Hall on Wednesday, the 26th day of August, 2020 at 7:00 o'clock p.m.

The following members were present: *Lindner, Jones, Rafferty, Youker*

The following members were absent: *Long, Prudhon*

Resolution 04-2020 was moved by Director Jones and seconded by Director Youker :

RESOLUTION NO. 04-2020

A RESOLUTION APPROVING THE STORMSEWER UTILITY RATES FOR 2021.

WHEREAS, the 2021 Budget of the Vadnais Lake Area Water Management Organization (VLAWMO) has been approved by the VLAWMO Board of Directors and

WHEREAS, Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, has been applied to the properties within the boundary,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION, The SSU Rates for 2021 will be as follows:

Classification	Total Amount	R.E.F.	Rate
Residential 1- 3 units	\$543,568.08	1.00	\$53.16/ Unit
Residential 4 or more	\$36,193.30	2.72	\$77.04/ Acre

Commercial	\$135,527.32	4.23	\$77.04/ Acre
Industrial	\$118,470.93	3.30	\$77.04/ Acre
Institutional	\$77,714.80	3.30	\$77.04/ Acre
Golf courses	\$12,670.93	0.74	\$77.04/ Acre
Agricultural	8,547.83	0.25	\$77.04/ Acre
Vacant/Road/RR/Water	\$0	Exempt	\$0.00

The resolution was declared passed and adopted.

James Lindner, Chair

Date

Attest:

Phil Belfiori, Administrator

Date

2. Consider WBCA – Watershed Boundary Petition

Belfiori presented the request for boundary change from the Rice Creek Watershed District for relinquishing of parcels 14-30-22-11-0049, 14-30-22-11-0051, 14-30-22-11-0050, and 14 30-22-11-0052 to RCWD for the purpose of parcel combination and development. Staff recommends the VLAWMO Board concur in the proposed boundary change between the VLAWMO and RCWD.

Discussion: Youker asked for more information on the project and the current parcels' land use.

A motion was made by Jones and seconded by Rafferty to move that for the reasons stated therein, the Vadnais Lakes Area Watershed Management Organization (VLAWMO) concurs in the petition of the Rice Creek Watershed District, pursuant to Minnesota Statutes §103B.215, to adjust the common boundary between the VLAWMO and RCWD so that the following parcels are moved from the VLAWMO to the RCWD: 14 30 22 11 0049, 14 30 22 11 0050, 14 30 22 11 0051, 14 30 22 11 0052. Vote: all aye. Motion passed.

3. Consider East Mississippi River Collaborative Project List

VLAWMO staff has been actively involved in discussion with other metro watersheds, SWCDs, counties, and cities for the implementation of BWSR Watershed-Based Funding for fiscal year 2020/21. After much discussion, the Group is planning to recommend to BWSR that the funds be equally distributed to the seven watersheds within the Mississippi East Watershed. Staff agrees and recommends this funding strategy. If this funding recommendation is approved by BWSR, VLAWMO staff recommends using VLAWMO's funding to implement activities identified in the Wilkinson Lake Feasibility Study. Belfiori noted that this project list could change based on final findings of the feasibility report and or BWSR feedback. Staff recommends that the VLAWMO Board approve the Mississippi East Collaborative Project List table and authorize submittal of the table to BWSR.

Discussion: None.

A motion was made by Youker and seconded by Rafferty to approve the attached Mississippi East Collaborative Project List table and authorize the submittal of the table to the BWSR with any non-material changes. Vote: all aye. Motion passed.

B. Projects

1. Consider approval of the Lambert Lake Project Plans and Spec and consider authorize of staff to go out for Bid – Resolution 05-2020

Tanner presented the project plans and specs have been finalized, final permits have been secured from the MnDNR and USACE, and the project is now ready to be released for bid for implementation and construction. Due to the unique nature of the project and environmental and habitat sensitivity, a pre-bid meeting will be held on September 23rd for all interested bid applicants. Applying contractors are asked to provide reference projects of sheetpile installation and meander construction to be considered qualified bidders as part of their formal bid. Staff is recommending the Board ratify Resolution 05-2020 and authorize staff to release for bid for construction the Lambert Lake Pond sheetpile replacement and meander project.

Discussion: Youker asked about the anticipated start date. Tanner answered preliminary work is anticipated to begin fall 2020.

A motion was made by Jones and seconded by Youker for the approval of Resolution 05-2020 ratifying the order accepting plans and specifications; directing the solicitation of bids, and allowing costs for construction of the Lambert Lake Pond sheetpile replacement and meander construction. Vote: all aye. Motion passed.

Resolution 05-2020

Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Order accepting plans and specifications; directing the solicitation of bids, and allowing costs for construction of the Lambert Lake Pond sheetpile replacement and meander construction

Resolution 05-2020 was moved by Director Jones and seconded by Director Youker :

Whereas, the Board of the Vadnais Lake Area Water Management Organization (the “Board”) is proceeding with the Lambert Lake VLAWMO Bacteria, Sediment, and Nutrient Reduction Project as agreed upon in the grant and loan contracts agreed upon and signed with MPCA in 2019;

Whereas, the Board approved the Finding of Fact for the Lambert Lake VLAWMO Bacteria, Sediment, and Nutrient Reduction Project Environmental Assessment Worksheet (EAW) with Resolution 03-2020 on June 24, 2020;

Whereas, pursuant to the Board's direction, the Project Engineer has prepared plans and specifications, including the full contract section, for the construction of the project;

Whereas, the Board's practice is to review and approve the plans and a summary of specifications prior to directing the solicitation of bids for any project;

Whereas, the Board has reviewed anticipated project costs as part of the June, 2020, Board meeting; the plans and a summary of specifications in the current/August, 2020, Board packet; and the Engineer's recommendation;

Whereas, VLAWMO's attorney has reviewed and approved contract language included in the specifications;

Whereas, based upon the Board's review, the Board finds the plans and summary of specifications for the project to be complete and to represent the Board's intent for the Lambert Lake Pond Project;

Whereas, in conjunction with the development of plans and specifications, the Board's staff and engineer have worked with various state and federal agencies to secure regulatory approvals for the project;

Therefore be it resolved that the VLAWMO Board accepts the plans and specifications from 8/20/2020 for the Lambert Lake Pond sheetpile replacement and meander construction and directs the solicitation of bids according to the Engineer's recommendation for implementation of the project as required by law.

The Board authorizes modifications of the construction plans and specifications by the Engineer, including delay of bidding, contract award or notice to proceed, as may be required during the bid submission timeframe.

The Board further authorizes expenditures for sheetpile replacement and meander construction.

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>
<i>Dan Jones</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Ed Prudhon</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Rob Rafferty</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	√
<i>Patricia Youker</i>	√	<input type="checkbox"/>	<input type="checkbox"/>
<i>Jim Lindner</i>	√	<input type="checkbox"/>	<input type="checkbox"/>

_____ Board Chair Date

_____ Attest Date

2. Birch Lake 4th & Otter Project - Summary of Project Outcomes and Project Completion Actions

Thompson presented the completion of the Birch Lake iron-enhanced sand filter, and the items necessary for approval to begin closing out the project and to begin receiving final grant and partner assistance funds.

A. Authorization of final payment to Blackstone Contractors, LLC

Construction of the IESF was completed on June 9th, 2020, with final construction and punch list items taken care of. Barr Engineering has issued a project completion memo, as-builts, and final project cost. With this, staff is recommending approval of payment to Blackstone Contractors, LLC for completion of the Birch Lake IESF and construction costs in the amount of \$114,703.00.

Discussion: none.

A motion was made by Jones and seconded by Rafferty to approve final payment to Blackstone Contractors, LLC in the amount of \$114,703.00 for construction and completion of the Birch Lake 4th & Otter Iron-Enhance Sand Filter. Vote: all aye. Motion passed.

B. Consider Operations & Maintenance Agreement Approval

Along with project completion, staff has worked with the City of White Bear Lake and Ramsey County to produce an Operations & Maintenance Agreement that includes those partners and the Birch Lake Improvement District. To assist with the 25-year maintenance that is mandated by BWSR within the grant agreement and workplan for accepting Clean Water Fund dollars, this O&M strengthens and provides funding assistance to maintain the project during its 25 year life. The Agreement has been reviewed by VLAWMO's attorney, Kennedy & Graven, and suggested changes have been adopted. Staff is recommending entering into the Agreement and execution of the Birch Lake 4th & Otter Iron-Enhance Sand Filter Operations & Maintenance Agreement (PW2019-14) with any non-material changes and upon advice of counsel.

Discussion: Board members questioned specifics of O&M tasks and which parties are responsible.

A motion was made by Rafferty and seconded by Jones to enter into Agreement, signing, and execution of the Birch Lake 4th & Otter Iron-Enhance Sand Filter Operations & Maintenance Agreement (PW2019-14) with any non-material changes and upon advice of Counsel. Vote: all aye. Motion passed.

C. Consider MAWD Award Application

The Minnesota Association of Watershed Districts has released its application for the 2020 Project of Year Award. Due to unique partner involvement, funding resources, and significance of the project for VLAWMO, staff is recommending Board consideration and approval to submit the Birch Lake 4th & Otter IESF application for the 2020 MAWD Project of the Year.

Discussion: Rafferty questioned if there was an application cost. Belfiori answered the award application has no cost and the award program is included in VLAWMO's MAWD annual dues, of which, VLAWMO is an active member. No formal motion for approval, though Board gave approval to submit the application for MAWD Project of the Year.

3. Consider Appointment of Subcommittee to Update Cost Share Program Policy

Staff is recommending the Board authorize and appoint members to a Cost Share Program Policy Review & Update subcommittee. After June Board discussion, staff has been researching regional watershed cost share grant programs, and will prepare policy comparisons for the Subcommittee to make policy change recommendation to the Board for adaptation. Staff is recommending the Board authorize the Cost Share Program Policy Review & Update Subcommittee creation and member appointment for meeting in September 2020.

Discussion: Jones discussed organizing a meeting of the Policy & Personnel Committee to meet on this, along with interested TEC Commissioners, in lieu of a Subcommittee formation. A motion was made by Jones and seconded by Lindner for the authorization for the meeting of the VLAWMO Policy & Personnel Committee, along with interested TEC Commissioners for the review and recommendations for Cost Share Program Policy and updating. Vote: all aye. Motion Passed.

VI. Operations and Administration

1. Whitaker Wetland Report Summary

Corcoran gave a summary of the LCCMR-funded Whitaker Treatment Wetlands project that was designed and contracted with Burns & McDonnell, and partnered with the UMN to design and build artificial treatment wetlands for stormwater treatment. Corcoran summarized the results of the final report.

Discussion: Lindner asked if further partnership with the UMN for student learning or experience could be a possibility. Corcoran answered yes, that's a possibility, as part of the partnership.

VII. Discussion/Updates

A. Update on Spent Lime Research Project

Belfiori updated on Barr Engineering's spent lime research project. Belfiori also wanted to thank Director Youker for making it to the meeting for a quorum, as she was originally not going to be able to make the meeting, due to a scheduling conflict.

VII. Administration Communication

Belfiori updated on MAWD Resolution ideas and status of the annual meeting. Belfiori proposed audio taping of meetings to better clarify minutes and improve communication.

Discussion: Jones and Lindner agreed that audio taping of the meetings would be beneficial and gave their recommendation to proceed with future Board meetings.

XI. Adjourn

A motion was made by Rafferty and seconded by Youker to adjourn at 8:52 pm. Vote: all aye. Motion passed. Minutes compiled and submitted by Tyler Thompson.



800 County Road E E, Vadnais Heights, MN 55127
www.vlawmo.org; Office@vlawmo.org

To: VLAWMO Board of Directors

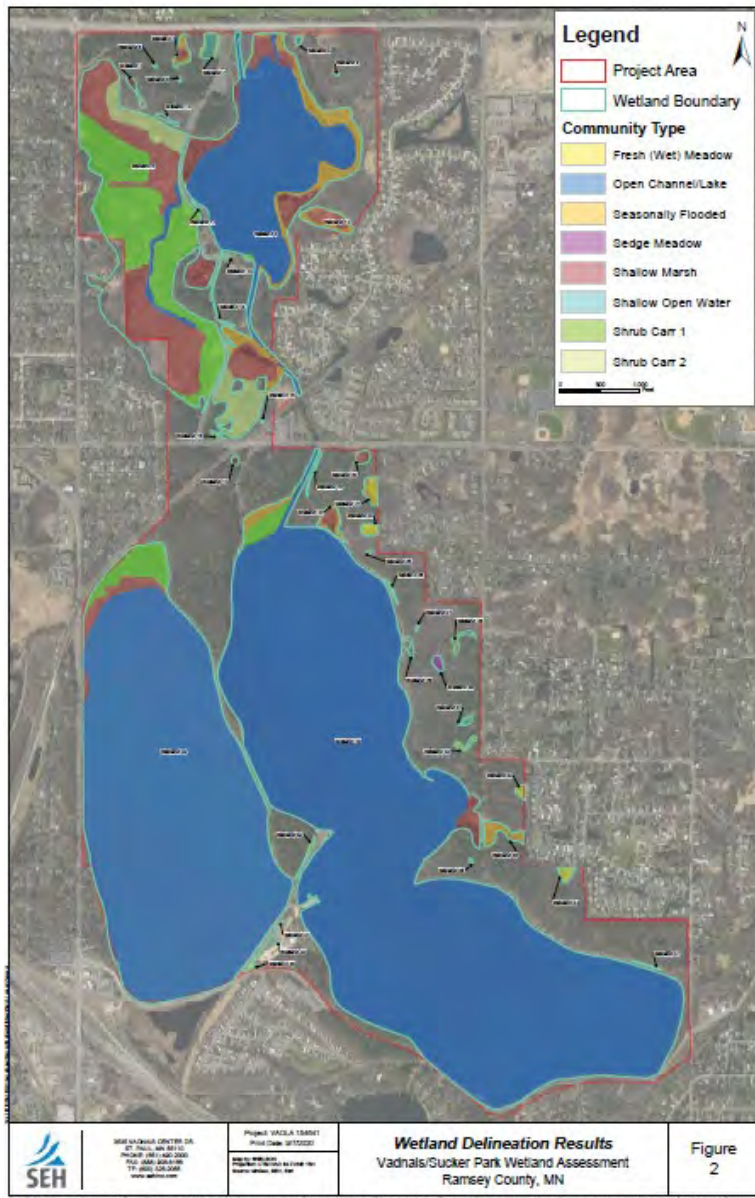
From: Brian Corcoran

Date: October 28, 2020

Re: IV. B. 1. S.E.H Wetland Inventory Report Sucker/Vadnais Subshed

VI. 1. S.E.H Wetland Inventory Report Sucker/Vadnais Subshed

A wetland assessment was completed by S.E.H in 2020 for the Vadnais/Sucker Park subwatershed. 41 wetlands were identified. Wetlands quality and habitat were quantified using MN Routine Assessment Methodology (MNRAM) as well as field data sheets. All wetlands were identified via GPS as well as areas of invasive phragmites and rare species. Each wetland includes a brief write-up on wetland classification as well as diversity and restoration potential. VLAWMO plans to continue this wetland assessment on the 5 other subwatersheds within the VLAWMO boundary. This information is vital for future restoration and development planning within the watershed. Full report can be found [here](#).





To: VLAWMO Board of Directors

From: Dawn Tanner

Date: October 28, 2020

Re: IV. B. 2-4. Project Updates

2. **Pleasant Lake Sedimentation/Internal Load Study:** The final memo from Barr Engineering was received by VLAWMO and is posted on the [VLAWMO website](#). A summary document is in review with Barr Engineering for sharing by NOHOA on their website.
3. **Wilkinson Lake Feasibility Study:** SEH completed the feasibility study that has been underway in partnership with Ramsey County Soil and Water Conservation Division. Consultation with partners to identify prime BMP locations included North Oaks Company, White Bear Township, Ramsey County, Anoka County, and others. The final report is available on the [VLAWMO website](#).
4. **319 Priority Watershed process continuing:** VLAWMO and MPCA have continued working together to prepare for the 319 funding round for 2021. Preliminary documentation has been shared with EPA. We are awaiting confirmation from EPA for provided formatting and content prior to continuing to develop information for remaining priority areas.



800 County Road E E, Vadnais Heights, MN
55127 www.vlawmo.org;
Office@vlawmo.org

Date: October 28, 2020

To: Board of Directors

From: Phil Belfiori, Administrator

Re: **V. A. 1.** Storm Sewer Utility Certification to Ramsey and Anoka Counties

This is the final step in our annual process to complete the Storm Sewer Utility for 2021. The Budget with its anticipated income from the SSU was set in June that drove the rates for residential and non-residential properties which were approved in August. Staff has been working with our SSU consultant and the counties to review property divisions and other updates since then. The charges to each non-exempt parcel are now ready to be certified as we do each October.

Please note the Parcel lists for each county will be sent as a separate attachment /separate file which will only be included in the electronic packet as they are very lengthy. The Resolution for Certification and 3 page summary table are included in both the hard copy and electronic packet.

Attachments:

In Board meeting packet (electronic and hard copies):

1. Resolution 06-2020
2. Summary of pay 2021 Divisions – 1 page
3. Pay 2021 Storm Water Board Summary- 2 pages

In separate attachment /file as sent as part of the electronic packet only:

4. **Storm Water Utility Certification lists Anoka and Ramsey County –158 pages.**



Vadnais Lake Area Water Management Organization
 Parcels to be certified to Anoka and Ramsey Counties
 For Taxes Payable in 2021

City Name	Land Use Description	Parcel Count	Annual Fee
ANOKA COUNTY			
Lino Lakes	Residential 1-3 units	93	\$ 4,943.88
	Residential 4 or more units	0	-
	Commercial	1	266.64
	Industrial	0	-
	Institutional	0	-
	Airports / Golf Course	0	-
	Agricultural	18	5,306.81
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	0	-
	Manual Override	19	-
	Total Lino Lakes		131
Total Anoka County		131	\$ 10,517.33
RAMSEY COUNTY			
Gem Lake	Residential 1-3 units	185	\$ 9,834.60
	Residential 4 or more units	0	-
	Commercial	13	9,688.81
	Industrial	4	1,000.12
	Institutional	1	749.13
	Airports / Golf Course	8	3,133.65
	Agricultural	1	337.92
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	0	-
	Other Exempt	2	-
	Manual Override	1	-
	Total Gem Lake		215
North Oaks	Residential 1-3 units	1,923	\$ 102,226.68
	Residential 4 or more units	7	5,234.91
	Commercial	17	10,024.03
	Industrial	0	-
	Institutional	4	16,124.85
	Airports / Golf Course	1	9,537.28
	Agricultural	5	2,206.14
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	0	-
	Wetlands / Lakes / Streams	15	-
	Other Exempt	117	-
	Manual Override	82	-
	Total North Oaks		2,171

City Name	Land Use Description	Parcel Count	Annual Fee
Vadnais Heights	Residential 1-3 units	3,600	\$ 191,376.00
	Residential 4 or more units	16	7,219.09
	Commercial	80	49,183.71
	Industrial	19	18,460.59
	Institutional	18	16,855.93
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	8	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	36	-
	Manual Override	132	-
	Total Vadnais Heights		3,911
White Bear Lake	Residential 1-3 units	3,044	\$ 161,819.04
	Residential 4 or more units	34	22,728.52
	Commercial	132	48,190.32
	Industrial	31	27,297.01
	Institutional	60	38,983.21
	Airports / Golf Course	0	-
	Agricultural	0	-
	Parks / Cemeteries / Vacant Land	2	-
	Road / Railroad Right of Way	7	-
	Wetlands / Lakes / Streams	1	-
	Other Exempt	30	-
	Manual Override	37	-
	Total White Bear Lake		3,378
White Bear Township	Residential 1-3 units	1,493	\$ 79,367.88
	Residential 4 or more units	1	1,010.78
	Commercial	33	18,173.81
	Industrial	38	71,713.21
	Institutional	7	5,001.68
	Airports / Golf Course	0	-
	Agricultural	3	696.96
	Parks / Cemeteries / Vacant Land	0	-
	Road / Railroad Right of Way	12	-
	Wetlands / Lakes / Streams	2	-
	Other Exempt	70	-
	Manual Override	53	-
	Total White Bear Town		1,712
Total Ramsey County		11,387	\$ 928,175.86
Total VLAWMO		11,518	\$ 938,693.19

RESOLUTION 06-2020

A RESOLUTION CERTIFYING STORM SEWER UTILITY CHARGES TO THE COUNTY AUDITOR TO BE ASSESSED ON REAL ESTATE TAXES PAYABLE IN 2021.

WHEREAS, Minnesota Law 2008, Chapter 366, Article 6, Section 47 provides that the Vadnais Lake Area Water Management Organization may certify to the County Auditors the amounts of storm sewer utility charges to be collected on said premises the ensuing year; and

WHEREAS, the Storm Sewer Utility (SSU) Rule of the Vadnais Lake Area Water Management Organization, provides that the watershed may certify to the County Auditors the amounts of unpaid utility charges to be collected as part of the tax levy/special assessments on said premises the ensuing year;

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

1. Attachments 1 and 2 attached hereto and made a part thereof by reference is a list of parcels of real property lying within the VLAWMO limits of which have surface water runoff and on which there are service charges payable in 2021.
2. The Board hereby certifies said list and requests the Ramsey County Auditor and Anoka County Auditor to include in the real estate taxes/assessments due the amount set forth in Attachments 1 and 2 with taxes/assessments due and payable in 2021.
3. The VLAWMO Administrator is directed to tender a certified copy of this Resolution to the Ramsey and Anoka County Departments of Property Records and Revenue.

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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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
James Lindner, Chair _____ Date _____

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

I, the undersigned, Administrator of the Vadnais Lake Area Water Management Organization, hereby certify that I have carefully compared and attached the foregoing extract of minutes of a regular meeting of the Board of Directors of said watershed held on the 28th day of October 2020, with the original thereof on file in my office.

WITNESSED BY the Watershed Administrator this 28th day of October 2020.

Phil Belfiori, Administrator

To: Board of Directors

From: Phil Belfiori

Re: **V.A. 2.** 2021 – 2023 Office space lease agreement

Background

VLAWMO has leased office space in the Vadnais Heights City Hall for the last 12.5 years. This new lease would extend that agreement for another three years.

This lease agreement affords VLAWMO the main VLAWMO office, four cubicles, internet and telephone, storage space and access to conference rooms and other common space. The lease language is generally the same as the last three years (other than financial components as identified below).

The proposed attached lease agreement would see an average overall annual increase of just under 3% over the next three years (assuming that staffing office space needs don't change). Currently (2020), VLAWMO pays apx. \$1,850 per month to the City of Vadnais Heights for office space, use of commons areas, use of conference/meeting rooms, and storage. The 2021 costs are consistent with the approved 2021 budget.

The above mentioned financial terms were discussed with the VLAWMO Finance and Personnel Subcommittee on Sept, 23, 2020 and there was consensus for staff to move forward and finalize the lease agreement for Board consideration. The City of Vadnais Heights City Council voted to approve the attached lease agreement at their Oct. 20, 2020 meeting.

Staff Recommendation

Approval of Resolution 11-2020 regarding the 2021- 2023 Office space lease agreement with the City of Vadnais Heights.

Attachments :

Resolution 11-2020

Proposed Office Lease agreement document- Redlined version (approved by Vadnais Heights City Council on Oct. 20, 2020) and Clean copy.

**Agreement Between the City of Vadnais Heights
and Vadnais Lake Area Water Management Organization
for Office Space at Vadnais Heights City Hall
Effective January 1, 2021 through December 31, 2023**

Whereas, the Vadnais Lake Area Water Management Organization (hereafter called “VLAWMO”) wishes to lease office space in the City Hall at 800 East County Road E from the City of Vadnais Heights (hereafter “City”); and

Whereas, the City is one of the participating communities in VLAWMO and currently has available space in its City Hall; and

Whereas, the City believes that VLAWMO would provide other positive contributing factors to the Vadnais Heights Community by locating their office at the Vadnais Heights City Hall.

Now, therefore, for valuable consideration, the City and VLAWMO agree as follows:

The City will:

1. Provide to VLAWMO an approximately 192 sq. ft. office space, also referred to as the “Council Workroom” and provide a maximum of four additional office cubicle spaces in the City’s Administrative Pool Office area, the size and location to be decided by the City. If one intern/project position staff is needed, it will be discussed with the City prior and he/she will work out of the Administrative Pool Office area (if available) and will pay at same cubical rate/mo. as other cubicles and other fees /mo. as other employees. If Administrative Pool Office area is not available, the VLAWMO office would be the next option. The City retains the right to move any VLAWMO staff to another cubicle if the City deems necessary. This has been discussed with and agreed to by the VLAWMO Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City’s need for such space, and all conflicts will be resolved by the City.
4. Provide access to use the City’s copy, fax, and postage machines at a cost to be mutually agreed upon.
5. Allow VLAWMO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
6. Provide typical receptionist service to VLAWMO customers.
7. Provide use of other customary City Hall service areas for VLAWMO employees, such as the employee lunchroom, restrooms, etc.
8. Provide current janitorial services to the areas proposed to be used by VLAWMO in

the same manner as the City receives, including removal of regular trash and recycling products. VLAWMO will pay for any special fees for disposal of computers, or the like.

9. Allow existing parking areas to be used by VLAWMO employees and visitors.
10. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
11. Provide fire and general liability insurance on the building.

VLAWMO will:

- a. Make all leasehold improvements to the existing “Council Workroom” at their expense and in a manner that is approved by the City.
- b. Pay the City rent, on the 1st of each month, for such office space in the following amounts:

	VLAWMO office	1st cubicle	2nd cubicle	3rd cubicle	4th cubicle
2021	\$615.00	\$250.00	\$250.00	\$250.00	\$250.00
2022	\$625.00	\$260.00	\$260.00	\$260.00	\$260.00
2023	\$635.00	\$270.00	\$270.00	\$270.00	\$270.00

- c. Pay for any costs associated with additional access/security improvements as it or the City desires.
- d. Reimburse the City for costs associated with the use of copy/postage/fax machines or other City supplies.
- e. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Metro-Inet for IT services. VLAWMO is independent of the City, therefore VLAWMO must provide any and all of their own IT support.
- f. . Contribute to the City toward the use of the copy/postage/fax machines AND for use of individual computer connections/phones/internet as follows:
 - \$58 per employee/mo. in 2021
 - \$59 per employee/mo. in 2022
 - \$61 per employee/mo. in 2023
- g. Maintain a certificate of insurance as required by the Vadnais Heights City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City’s insurers by reason of VLAWMO’s presence.
- h. Not make any permanent improvements or changes to the interior of its office space without prior City approval.
- i. Limited storage for VLAWMO will be contained in areas to be determined by the City and as agreed upon. If additional space is needed, VLAWMO may

request additional storage space but the City makes no guarantee of availability.

Duration and Termination

- (1) This agreement shall be for a period through December 31, 2023, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day notice to the other party.

VADNAIS LAKE AREA WATER MANAGEMENT
ORGANIZATION

Dated: _____

By _____

Jim Lindner

It's Chairperson

By _____

Phil Belfiori

It's Administrator

CITY OF VADNAIS HEIGHTS

Dated: _____

By _____

Heidi Gunderson

It's Mayor

By _____

Kevin Watson

It's City Administrator

Memorandum:

TO: Mayor Gunderson and City Council Members

FROM: Tim Sandvik, Assistant City Administrator

DATE: October 20, 2020

SUBJECT: Lease Agreement between the City of Vadnais heights and Vadnais Lake Area Water Management Organization (VLAWMO) effective January 1, 2021 – December 31, 2023

Recommended Council Action

Approve the three year lease agreement between the City of Vadnais heights and Vadnais Lake Area Water Management Organization (VLAWMO)

Background

The City of Vadnais Heights and VLAWMO have a long-established, positive working relationship. This includes the City facilitating office space for VLAWMO back to 2006. The City remains happy with the existing arrangement that is beneficial to both the City and VLAWMO.

City staff have been in negotiations with VLAWMO staff over the past couple months to best understand opportunities for a continued, successful partnership that includes the proposed (attached) lease. Staff believes this lease is beneficial for the City, VLAWMO, and also promotes shared interests.

VLAWMO staff will present the proposed lease to their Board of Directors later in October.

**Agreement Between the City of Vadnais Heights
and Vadnais Lake Area Water Management Organization
for Office Space at Vadnais Heights City Hall
Effective January 1, 2021~~18~~ through December 31, 2023~~30~~**

Whereas, the Vadnais Lake Area Water Management Organization (hereafter called “VLAWMO”) wishes to lease office space in the City Hall at 800 East County Road E from the City of Vadnais Heights (hereafter “City”); and

Whereas, the City is one of the participating communities in VLAWMO and currently has available space in its City Hall; and

Whereas, the City believes that VLAWMO would provide other positive contributing factors to the Vadnais Heights Community by locating their office at the Vadnais Heights City Hall.

Now, therefore, for valuable consideration, the City and VLAWMO agree as follows:

The City will:

1. Provide to VLAWMO an approximately 192 sq. ft. office space, also referred to as the “Council Workroom” and provide a maximum of four additional office cubicle spaces in the City’s Administrative Pool Office area, the size and location to be decided by the City. If one intern/project position staff is needed, it will be discussed with the City prior and he/she will work out of the Administrative Pool Office area (if available) and will pay at same cubical rate/mo. as other cubicles and other fees /mo. as other employees. If Administrative Pool Office area is not available, the VLAWMO office would be the next option. ~~-(not a cubicle)-to avoid disruption to City Hall and staff.~~ The City retains the right to move any VLAWMO staff to another cubicle if the City deems necessary. This has been discussed with and agreed to by the VLAWMO Administrator.
2. Permit security access outside regular City working hours.
3. Provide reasonable access to use the City Council Chambers or a conference room on an as needed basis, but only when such use does not conflict with the City’s need for such space, and all conflicts will be resolved by the City.
4. Provide access to use the City’s copy, fax, and postage machines at a cost to be mutually agreed upon.
5. Allow VLAWMO to have an identity sign, etc. on the premises, the size and location to be approved by the City.
6. Provide typical receptionist service to VLAWMO customers.
7. Provide use of other customary City Hall service areas for VLAWMO employees, such as the employee lunchroom, restrooms, etc.

8. Provide current janitorial services to the areas proposed to be used by VLAWMO in the same manner as the City receives, including removal of regular trash and recycling products. VLAWMO will pay for any special fees for disposal of computers, or the like.
9. Allow existing parking areas to be used by VLAWMO employees and visitors.
10. Provide electric, heating/cooling, water and sanitary sewer at no additional cost.
11. Provide fire and general liability insurance on the building.

VLAWMO will:

- a. Make all leasehold improvements to the existing “Council Workroom” at their expense and in a manner that is approved by the City.
- b. Pay the City rent, on the 1st of each month, for such office space in the following amounts:

	<u>VLAWMO office</u>	<u>1st cubicle</u>	<u>2nd cubicle</u>	<u>3rd cubicle</u>	<u>4th cubicle</u>
<u>2018</u>	<u>\$570.00</u>	<u>\$235.00</u>	<u>\$235.00</u>	<u>\$235.00</u>	<u>\$235.00</u>
<u>2019</u>	<u>\$580.00</u>	<u>\$240.00</u>	<u>\$240.00</u>	<u>\$240.00</u>	<u>\$240.00</u>
<u>2020</u>	<u>\$590.00</u>	<u>\$245.00</u>	<u>\$245.00</u>	<u>\$245.00</u>	<u>\$245.00</u>
	<u>VLAWMO office</u>	<u>1st cubicle</u>	<u>2nd cubicle</u>	<u>3rd cubicle</u>	<u>4th cubicle</u>
<u>2021</u>	<u>\$615.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>	<u>\$250.00</u>
<u>2022</u>	<u>\$625.00</u>	<u>\$260.00</u>	<u>\$260.00</u>	<u>\$260.00</u>	<u>\$260.00</u>
<u>2023</u>	<u>\$635.00</u>	<u>\$270.00</u>	<u>\$270.00</u>	<u>\$270.00</u>	<u>\$270.00</u>

- c. Pay for any costs associated with additional access/security improvements as it or the City desires.
- d. ~~Contribute \$70 in 2018/mo. \$75 in 2019/mo. and \$80 in 2020/mo. toward the use of the copy/postage/fax machines plus reimburse the City for costs associated with the use of these machines or other City supplies. Reimburse the City for costs associated with the use of copy/postage/fax machines or other City supplies.~~
- e. Furnish its own computer system; however, the City will provide internet connections only. The City currently has an agreement with Metro-Inet for IT services. VLAWMO is independent of the City, therefore VLAWMO must provide any and all of their own IT support.
- f. ~~Contribute to the City for use of individual computer connections/phones/internet as follows: \$40 per employee/mo. in 2018, \$40 per employee/mo. in 2019 and \$40 per employee/mo. in 2020. Contribute to the City toward the use of the copy/postage/fax machines AND for use of individual computer connections/phones/internet as follows:~~

- [\\$58 per employee/mo. in 2021](#)
- [\\$59 per employee/mo. in 2022](#)
- [\\$61 per employee/mo. in 2023](#)

- g. Maintain a certificate of insurance as required by the Vadnais Heights City Attorney to cover its employees, liability, and personal property, and pay any additional premium required by the City’s insurers by reason of VLAWMO’s presence.
- h. Not make any permanent improvements or changes to the interior of its office space without prior City approval.
- i. Limited storage for VLAWMO will be contained in areas to be determined by the City and as agreed upon. If additional space is needed, VLAWMO may request additional storage space but the City makes no guarantee of availability.

Duration and Termination

- (1) This agreement shall be for a period through December 31, 2023~~0~~, and may be continued thereafter on terms acceptable to both parties.
- (2) Either party shall have the right to terminate this agreement upon written 90-day ~~[PB1]~~ notice to the other party.

VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION

Dated: _____

By _____

~~Dan Jones~~ Jim Lindner

It’s Chairperson

By _____

~~Stephanie McNamara~~ Phil Belfiori

It’s Administrator

CITY OF VADNAIS HEIGHTS

Dated: _____

By _____

~~Bob Fletcher~~ Heidi Gunderson

It’s Mayor

By _____

Kevin Watson

It’s City Administrator

Resolution 11-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Office Lease

Resolution 11-2020 was moved by Director _____ and seconded by Director _____:

A RESOLUTION FOR APPROVAL OF THE 2021 - 2023 OFFICE LEASE with the City of Vadnais Heights.

Whereas, VLAWMO must maintain an office, with required facilities within the VLAWMO jurisdiction and the accommodations within the Vadnais Heights city hall meet those needs, and

Whereas, VLAWMO finds the location, accommodations and personnel at city hall to be a good fit with VLAWMO needs,

Therefore be it resolved to approve the 2021 - 2023 lease agreement with the City of Vadnais Heights with any non-material changes and upon advise of Counsel.

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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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: Board of Directors
From: Dawn Tanner
Date: October 28, 2020

Re: V. B. 1. a. Lambert Lake Pond Sheetpile Replacement and Meander Construction: Request for authorization of bid and preparation of conformed contract

Since the August Board meeting, the Lambert Lake Improvement Project went out for bid as planned. SEH facilitated the bid process. The bid advertisement was published in the Vadnais Heights and City of White Bear Lakes Press; Minnesota League of Cities' Marketplace; the VLAWMO, City of Vadnais Heights, and SEH websites, and on QuestCDN. A required pre-bid construction meeting was held onsite at the Lambert Project site on Sept. 23. The meeting was attended by ~20 potential contractors. The City of Vadnais Heights prepared the site by mowing and trimming shrubs to allow larger vehicles easy access on the easement road. The parking areas were filled, and prep from the City was very much appreciated.

The bid opening was held on Oct. 1 at 2:00 pm. The formal bid opening and reading was held digitally and hosted by SEH. Ten contractors submitted bids. Bids ranged from a high of \$922,976.90 to a low of \$539,824.00. The bid summary is included in Attachment V. B. 1. a-1. (Bid Summary and Recommendation from SEH provided to VLAWMO on Oct. 13, 2020).

SEH has reviewed submitted bid components and bond requirements and provided a formal recommendation to VLAWMO to accept the bid from Sunram Construction, Inc. for \$539,824.00. Sunram has been notified by email by SEH of this recommendation. A Notice of Award is included for signature in the packet (Attachment V. B. 1. a-2).

Upon authorization of the bid by the VLAWMO Board, SEH will prepare the conformed contract, which includes the contract documents included in the specifications presented to the Board at the August, 2020, Regular Board meeting, with the winning bid details and itemized costs included. The contract will be reviewed and signed by Sunram Construction, Inc. prior to authorization by VLAWMO. VLAWMO staff requests authorized for the VLAWMO Administrator to sign the conformed contract after it is signed by Sunram Construction, Inc. and upon advise from counsel.

Board Resolution 07-2020 is included in the packet (Attachment V. B. 1. a-3).

Recommendation: Staff requests that the Board ratify Resolution 07-2020 that formally approves the bid recommendation to Sunram Construction, Inc.; approves the notice of award; authorizes SEH to prepare the conformed contract; and authorizes the VLAWMO Administrator to sign the contract upon receipt from Sunram Construction, Inc. and upon advise from counsel.

Re: V. B. 1. b. Lambert Lake Pond Sheetpile Replacement and Meander Construction: Request for SEH construction inspection scope of work

VLAWMO staff have been working closely with MPCA on grant reporting and budgeting for the project. Based on the engineer recommendation, we were expecting a need to amend the loan to accommodate full costs of sheetpile replacement. Submitted bids were favorable. At this time, an amendment is not needed.

Table #1: Lambert Improvement Project Grant/Cash Match Finances to Date

Grant Workplan Category	Grant funds spent	Cash match spent	Remaining in budget
Engineering and Technical Assistance	\$34,000	\$17,468.91	\$7,531.09
BMP Installation	\$3,000	\$0	\$291,670
Design and Install Biochar	\$12,509	\$6,415.36	\$3,584.64
Monitoring Design and Install Biochar	\$0	\$0	\$35,000
Monitoring and Analysis Biochar	\$0	\$0	\$62,080

Table #2: Lambert Improvement Project Loan

Loan	Remaining in budget
Sheetpile Replacement	\$400,000

The winning bid from Sunram Construction, Inc., as described above, includes \$152, 997 for meander construction and \$386,827 for sheetpile replacement. BMP Installation will include SEH engineering oversight and inspection services. SEH has provided a not-to-exceed estimate of \$41,750. This also includes 3 drone flights with operating and editing time to provide high-quality footage of the construction process and final meander result. See Attachment V. B. 1. b-1. (Engineering oversight and inspection services memo provided to VLAWMO on Oct. 20, 2020).

A Supplemental Letter Agreement with SEH for construction services is included in the packet (Attachment V. B. 1. b-2).

Emily Jennings, Engineer of Record for the project from SEH, will be available at the Board meeting to respond to questions.

Note: Loan funds have not yet been requested by VLAWMO. Staff intend to request authorization to request funds at the December regular Board meeting. MPCA has provided VLAWMO staff with the request form and is able to process and send payment within 2-3 days. This turnaround makes it possible to wait to request loan funds until such time as they are needed and invoice totals are known.

Recommendation: Staff requests that the Board approve the scope of work and not-to-exceed total of \$41,750 for construction services including oversight, inspection, and documentation. Staff also requests that the Board authorize signing the Supplemental Letter Agreement by the VLAWMO Administrator for SEH construction services.

October 13, 2020

RE: Vadnais Lake Area Water Management
Organization
Lambert Lake Improvements
SEH No. VADLA 153931

Dawn Tanner, Program Development Coordinator
VLAWMO
800 East Co Rd E
Vadnais Heights, MN 55127

On 2:00 p.m., Thursday, October 1, 2020, 10 bids were received for the above-referenced project. The bids ranged from a high of \$922,976.90 to a low of \$539,824.00. The low bid received was submitted by Sunram Construction, Inc., of Corcoran, MN in the amount of \$539,824.00.

Contractor	Total Bid	
Sunram Construction, Inc.	\$ 539,824.00	
Atlas Foundation Co., LLC	\$ 542,483.95	
Carl Bolander & Sons LLC	\$ 550,000.00	
Kevitt Excavating, LLC	\$ 565,257.27	
Peterson Companies, Inc.	\$ 630,556.10	
Ramsey Excavating Company, Inc.	\$ 684,996.32	**
Meyer Contracting, Inc.	\$ 695,248.98	
G. F. Jedlicki, Inc.	\$ 719,813.30	
Veit & Company, Inc.	\$ 807,169.90	
Blackstone Contractors, LLC	\$ 922,976.90	
Engineer's Estimate	\$ (875,757.46)	

** Denotes corrected figure

Utilizing used sheet pile as an alternate item to new sheet pile was included as an option in bidding. Four total bidders included an alternate unit price for the alternate item, with cost savings ranging from \$6,200.00 to \$12,400.00, and a cost increase of \$80,600.00.

Contractor	Total Bid w/ Alternate Item
Peterson Companies, Inc.	\$ 618,156.10
Ramsey Excavating Company, Inc.	\$ 678,796.32
G. F. Jedlicki, Inc.	\$ 800,413.30
Veit & Company, Inc.	\$ 794,769.90

In reliance on our experience with Sunram Construction, Inc. and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Sunram Construction, Inc. in the amount of \$539,824.00, which compares favorably with the engineer's estimate shown above.

Sincerely,

A handwritten signature in black ink that reads "Emily Jennings". The signature is written in a cursive, flowing style.

Emily Jennings, PE
Project Manager

dmk

c: JW

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NOTICE OF AWARD

To: Sunram Construction, Inc
20010 75th Avenue North
Corcoran, Minnesota 55340

Date: October 29, 2020

Contract: Lambert Lake Improvements
Vadnais Lake Area Water Management Organization (VLAWMO)
Vadnais Heights, Minnesota

SEH Project No.: VADLA 153931

You are notified that your Bid dated October 1, 2020 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a Contract for the above referenced project.

The Contract Price is \$ 539,824.00.

Meander Total Bid	\$ <u>152,997.00</u>
Sheetpile Total Bid	\$ <u>386,827.00</u>
TOTAL	\$ <u>539,824.00</u>

Copies of the proposed Agreement accompany this Notice of Award. Additional sets of Project Manuals and Drawings will be sent to you under separate cover and are not part of this Notice.

You must comply with the following conditions precedent within fifteen days of the date of this Notice of Award; that is by November 13, 2020.

1. Deliver the following documents to the ENGINEER:
 - 2 Notice of Award
 - 3 Agreements
 - 2 Performance Bonds and Payment Bonds
 - 2 Certificates of Insurance
2. (List other conditions). N/A

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award, and to declare your bid security forfeited.

Within fifteen days after you comply with the above conditions, OWNER will return to you one fully-executed counterpart of the Contract Documents.

SEH

By: *Emily Jennings*
Title: Project Engineer

ACCEPTANCE OF NOTICE

Receipt of the above Notice of Award is hereby acknowledged
by Sunram Construction, Inc, this ____ day of _____, 2020.

By _____

Title _____

c: Phil Belfiori, Administrator
Dawn Tanner, Program Development Coordinator
Vadnais Lake Area Water Management Organization (VLAWMO)

Resolution 07-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)

Order recommended bid; approve the notice of award; authorize SEH to prepare the conformed contract; and authorizes the VLAWMO Administrator to sign contract upon receipt from contractor for Lambert Lake Pond sheetpile replacement and meander construction

Resolution 07-2020 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization (the “Board”) is proceeding with the Lambert Lake VLAWMO Bacteria, Sediment, and Nutrient Reduction Project as agreed upon in the grant and loan contracts agreed upon and signed with MPCA in 2019;

Whereas, the sheetpile replacement and meander construction portions of the project are referenced as “Lambert Lake Improvements” in the formal request for bids and project specification;

Whereas, the Board has reviewed anticipated project costs as part of the June, 2020, Board meeting; reviewed the plans and a summary of specifications during the August, 2020, Board meeting; authorized solicitation of bids for Lambert Lake Improvements during the August, 2020, Board meeting;

Whereas, in accordance with applicable legal requirements, VLAWMO duly advertised for sealed bids for construction of the Lambert Lake Improvements, and on October 1, 2020 via QuestCDN, bids were opened and read aloud, with 10 bids being received for the Project;

Whereas, SEH has submitted a memorandum dated October 13, 2020, in which it reports that the low bid was submitted by Sunram Construction, Inc., in the amount of \$539,824.00, that the bid is responsive and that Sunram Construction, Inc., is a responsible bidder, and recommends awarding the bid accordingly;

Therefore be it resolved that the VLAWMO Board that:

1. The contract for the Lambert Lake Improvement Project is awarded to Sunram Construction, Inc. for the contract price of \$539,824.00;
2. The VLAWMO Board authorizes SEH to sign and transmit the Notice of Award, SEH to prepare the conformed contract, the VLAWMO Administrator to sign the construction agreement and issue the notice to proceed on advice of SEH and counsel and when prerequisites for issuance have been met by the contractor;

3. The VLAWMO Board authorizes the VLAWMO Administrator to sign change orders increasing the contract price in an aggregate net amount not exceeding 15 percent of the contract price

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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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



Building a Better World
for All of Us®

MEMORANDUM

TO: Phil Belfiori, Administrator
Dawn Tanner, Program Development Coordinator
Vadnais Lake Area Water Management Organization

FROM: Emily Jennings, Water Resources Engineer
SEH

DATE: October 20, 2020

RE: Lambert Lake Improvements Project Construction Observation
SEH No. VADLA 153931 14.00

Background

The Lambert Lake Improvements project was advertised for bidding on September 9th, 2020. Bidding was closed at 2:00 p.m., on Thursday, October 1, 2020. A total of 10 bids were received and SEH has made a recommendation to the VLAWMO Board for the award of the project. Construction activities are planned to occur in the 2020-2021 winter season with potential preparations for construction activity this fall.

Construction Services

Construction services are paramount to an efficient and well managed project. The onsite Resident Project Representative's (RPR) duties include:

- Visual oversight to ensure that removals and construction are performed in accordance to the construction plans and specifications
- Verification that work is performed satisfactory for payment
- Preparation of pay requests

The risks associated without an SEH RPR onsite for observation may include:

- The contractor may not adequately interpret the scope of the plans and specifications
- The contractor may perform extra or additional work which could result in a change order

Although full time construction services are always encouraged, part time construction services are proposed for the Lambert Lake Improvements project in part due to the nature of the work and proximity and availability of SEH staff. The purpose of this memo is summarize the estimated construction services schedule and effort. It should be noted that during times without SEH RPR or Engineers onsite, it is recommended that VLAWMO representation be onsite or available.

The following list is a breakdown of key project activities. The order presented is not necessarily the order in which construction will occur.

- Erosion and Sediment Control Installation
- Staging
- Access

- Sheetpile Removal
- Sheetpile Installation
- Meander Excavation
- Temporary Fill Placement
- Meander Stabilization
- Meander Brought Online
- Fill Placement Start
- Fill Placement Finish
- Vegetative Mats
- Fill Restoration
- Shrubs
- Sheetpile Restoration
- Wetland Restoration

Additionally, the following administrative duties will occur before, during, and after construction.

- Pre-Construction Reviews
- Kickoff
- Punch List
- Project Close Out (Start PEP)

Two construction services scenarios were investigated, including:

- Scenario 1
 - Critical Activities: Sheetpile Removal, Sheetpile Installation, Meander Excavation, Meander Brought Online, Vegetative Mats, Shrubs.
 - Non-Critical Activities – Drop in visits to accept work
 - Critical Activities – Daily Visits, 2-4 hours per day
 - Senior level oversight for key meander and sheetpile activities
 - **Total Cost \$25,500**
- Scenario 2
 - Critical Activities: Sheetpile Removal, Sheetpile Installation, Meander Excavation, Temporary Fill Placement, Meander Stabilization, Meander Brought Online, Fill Placement Start, Fill Placement Finish, Vegetative Mats, Fill Restoration, Shrubs, Sheetpile Restoration, Wetland Restoration
 - Non-Critical Activities – Daily Visits, 2 hours per day
 - Critical Activities – Daily Visits, 4 hours per day
 - Senior level oversight for key meander and sheetpile activities
 - **Total Cost \$38,750**

It is recommended that VLAWMO pursue Scenario 2 for construction oversight. The increased level of construction oversight will reduce risk to the project. Additionally, as bids came in lower than estimated, the increased oversight is still within the overall project budget.

Drone Services

Three drone flights will be included in addition to the observation budget at a 'per flight' cost of \$1,000. This cost includes equipment fees, drone operator time, and video editing. The electronic video files will be made available to VLAWMO following flight and editing completion.

Assumptions

The construction oversight estimates assume that construction will occur over a 12 week span. Observation services above do not include any time for pre-construction surveys associated with the sheet pile installation and any time for the Plant Establishment Period (PEP).

Next Steps

SEH will prepare a supplemental letter agreement for construction services.

EKJ

c: JW

S:\UZIV\ADLA\153931\5-final-dsgn\50-final-dsgn\50-Hydro

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between Vadnais Lake Area Water Management Organization (VLAWMO) ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective February 28, 2019, this Supplemental Letter Agreement dated October 20, 2020 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: BMP Installation Construction Services for the Lambert Lake Improvements Project.

Client's Authorized Representative: Phil Belfiori, Administrator
Address: 800 East Co Road E
Vadnais Heights, Minnesota 55127
Telephone: 651.204.6073 email: phil.belfiori@vlawmo.org

Project Manager: Emily Jennings
Address: 3535 Vadnais Center Drive
St. Paul, Minnesota 55110
Telephone: 651.302.7669 email: ejennings@sehinc.com

Scope: The Basic Services to be provided by Consultant:

Task 1: BMP Installation Construction Services

Construction services consist of preconstruction coordination, on-site observation by Resident Project Representatives (RPRs), construction administration, pay request applications, and project close out. We have estimated a 12 week construction period. RPR observation will be part time, with increased presence during critical activities.

Critical activities may include all or portions of sheetpile removal, sheetpile installation, meander excavation, temporary fill placement, meander stabilization, meander brought online, fill placement start, fill placement finish, vegetative mats, fill restoration, shrubs, sheetpile restoration, and wetland restoration.

RPR services will be provided in accordance with attached Exhibit B.

Task 2: Drone Services

This task includes up to three drone flights during construction and any video editing following drone flight. The electronic video files will be made available to VLAWMO following flight and editing completion.

Schedule: A tentative schedule is included below.

Project Award	October 28 th , 2020
Grading and Earthwork Completion	March 1 st , 2021
Sheetpile Removal and Installation Completion	March 1 st , 2021
Project Substantial Completion	June 1 st , 2021

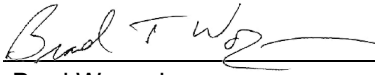
Payment: The fee is hourly estimated to be \$41,750 including expenses and equipment. This fee will not be exceeded without review and authorization by VLAWMO. Services will be invoiced monthly on the basis of actual hours spent at current billing rates plus the actual cost of reimbursable expenses.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

S:\UZIV\ADLA\153931\1-gen\10-setup-cont\03-proposal\Construction Services

Short Elliott Hendrickson Inc.

Vadnais Lake Area Water Management Organization
(VLAWMO)

By: 
Brad Woznak
Title: Client Service Manager

By: _____
Title: _____

Exhibit B
to Supplemental Letter Agreement
Between Vadnais Lake Area Water Management Organization (VLAWMO) (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated October 20, 2020

**A Listing of the Duties, Responsibilities and
Limitations of Authority of the Resident Project Representative**

Through more extensive on site observations of the construction work in progress and field checks of materials and equipment by the Resident Project Representative (RPR), Consultant shall endeavor to provide further protection for Client against defects and deficiencies in the work of contractor (Work); but, the furnishing of such services will not make Consultant responsible for or give Consultant control over construction means, methods, techniques, sequences or procedures or for safety precautions or programs, or responsibility for contractor's failure to perform the Work in accordance with the Contract Documents. Contract Documents are the documents that govern or are pertinent to contractor's Work including but not limited to the agreement between Client and contractor, the contractor's bid, the bonds, specs, drawings, field orders, addenda, clarifications, interpretations, approved shop drawings and reports collectively called the Contract Documents. The duties and responsibilities of the RPR are further defined as follows:

A. General

RPR is an agent of Consultant at the site, will act as directed by and under the supervision of Consultant, and will confer with Consultant regarding RPR's actions. RPR's dealings in matters pertaining to the on site work shall in general be with Consultant and contractor keeping the Client advised as necessary. RPR's dealings with subcontractors shall only be through or with the full knowledge and approval of contractor. RPR shall generally communicate with Client with the knowledge of and under the direction of Consultant.

B. Duties and Responsibilities of RPR

1. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Consultant concerning acceptability.
2. Conferences and Meetings: Attend meetings with contractor, such as preconstruction conferences, progress meetings, job conferences and other project-related meetings, and prepare and circulate copies of minutes thereof.
3. Liaison:
 - (a) Serve as Consultant's liaison with contractor, working principally through contractor's superintendent and assist in understanding the intent of the Contract Documents; and assist Consultant in serving as Client's liaison with contractor when contractor's operations affect Client's on-site operations.
 - (b) Assist in obtaining from Client additional information, when required for proper execution of the Work.
4. Shop Drawings and Samples*:
 - (a) Record date of receipt of shop drawings and samples.
 - (b) Receive samples furnished at the site by contractor, and notify Consultant of availability of samples.
 - (c) Advise Consultant and contractor of the commencement of any Work requiring a shop drawing or sample if the submittal has not been approved by Consultant.
5. Review of Work, Observations and Tests:
 - (a) Conduct on-site observations of the Work in progress to assist Consultant in determining if the Work is in general proceeding in accordance with the Contract Documents.
 - (b) Report to Consultant whenever RPR believes that any Work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Consultant of

Work that RPR believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval.

- (c) Determine if tests, equipment and systems start-ups and operating and maintenance training are conducted in the presence of appropriate personnel, and that Contractor maintains adequate records thereof; and observe, record and report to Consultant appropriate details relative to the test procedures and start-ups.
 - (d) Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the results of these inspections and report to Consultant.
 6. Interpretation of Contract Documents: Report to Consultant when clarification and interpretations of the Contract Documents are requested by contractor and transmit to contractor clarifications and interpretations as issued by Consultant.
 7. Modifications: Consider and evaluate contractor's suggestions for modifications in drawings or specifications and report with RPR's recommendations to Consultant. Transmit to contractor decisions as issued by Consultant.
 8. Records:
 - (a) Maintain at the job site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original Contract Documents including all addenda, change orders, field orders, additional drawings issued subsequent to the execution of the construction contract, Consultant's clarifications and interpretations of the Contract Documents, progress reports, and other related documents.
 - (b) Keep a diary or log book, recording contractor hours on the job site, weather conditions, data relative to questions of change orders, or changed conditions, list of job site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Consultant.
 - (c) Record names, addresses and telephone numbers of all contractors, subcontractors and major suppliers of materials and equipment.
 9. Reports:
 - (a) Furnish Consultant periodic reports as required of progress of the Work and of contractor's compliance with the progress schedule and schedule of shop drawing and sample submittals.
 - (b) Consult with Consultant in advance of scheduled major tests, inspections or start of important phases of the Work.
 - (c) Draft proposed change orders and Work, obtaining backup material from contractor and recommend to Consultant change orders, and field orders.
 - (d) Report immediately to Consultant and Client upon the occurrence of any accident.
 10. Payment Requests: Review applications for payment with contractor for compliance with the established procedure for their submission and forward with recommendations to Consultant, noting particularly the relationship of the payment requested to the schedule of values, Work completed and materials and equipment delivered at the site but not incorporated in the Work.
 11. Certificates, Maintenance and Operation Manuals: During the course of the Work, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by contractor are applicable to the items actually installed and in accordance with the Contract Documents, and have this material delivered to Consultant for review and forwarding to Client prior to final payment for the Work.
 12. Completion:
 - (a) Before Consultant issues a certificate of substantial completion, submit to contractor a list of observed items requiring completion or correction.
 - (b) Conduct final inspection in the company of Consultant, Client, and contractor and prepare a final list of items to be completed or corrected.
 - (c) Observe that all items on final list have been completed or corrected and make recommendations to Consultant concerning acceptance.

C. Limitations of Authority

Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by Client.
2. Shall not exceed limitations of Consultant's authority as set forth in the Agreement for Professional Services.
3. Shall not undertake any of the responsibilities of contractor, subcontractors or contractor's superintendent.
4. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the Work.
5. Shall not accept shop drawing or sample submittals from anyone other than contractor.
6. Shall not authorize Client to occupy the Project in whole or in part.
7. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by Consultant.

S:\UZ\WADLA\153931\1-gen\10-setup-cont\03-proposal\Construction Services

To: VLAWMO Board of Directors

From: Tyler Thompson, Phil Belfiori

Date: October 23, 2020

Re: V. B. 2. Consider VLAWMO Cost Share Program Policy Update – Res. 08-2020

At the August 26th Board meeting, the Board voted to approve and assemble a Cost Share Program Policy subcommittee that comprised of the VLAWMO Policy & Personnel Committee, along with several TEC Commissioners. Staff developed several Policy update options for consideration, with Option 1 targeting VLAWMO’s mission goals and the Board’s June 2020 budget discussion. At their September 23rd meeting, the subcommittee provided great discussion and thoughts on the Policy update, as well as recommending “Option 1” for moving forward with approval, and implementation in 2021. At their October 9th, 2020 meeting, staff presented the subcommittee-recommended Option 1, and the TEC recommended approval of Option 1 to the Board, with a few minor comments and suggested changes.

Staff appreciates the time and attention the subcommittee, TEC, and Board have given the Cost Share Program Policy update. We also thank everyone for their comments and ideas that staff had not considered. A short PowerPoint will be presented to the Board at the October 28th meeting.

There are several key attachments staff has included in the Board packet. These include:

Attachment 1: Board PowerPoint presentation

Attachment 2: Current VLAWMO Cost Share Program Policy table

Attachment 3: Recommended “Option 1” Cost Share Program Policy table

Attachment 4: DRAFT 2021 Rain Barrel Grant

Attachment 5: DRAFT 2021 (new) Soil Health Grant

Attachment 6: DRAFT 2021 Level 1 Grant Policy

Attachment 7: DRAFT 2021 Level 2 Grant Policy

Attachment 8: Example LL2-City-VLAWMO Contract

Attachment 9: Resolution 08-2020: Cost Share & Community Blue Policies Update

Staff greatly appreciates discussion and comments regarding the Cost Share Program Policy “Option 1”, either before or at the 10/28 meeting. Staff is recommending approval and execution of Resolution 08-2020, approving the Cost Share Policy updates for 2021.

Consider approval of subcommittee and TEC-recommended “Option 1” for updating of the VLAWMO Cost Share Program, signing of VLAWMO Resolution 08-2020.

Proposed motion: A motion was made by _____ and seconded by _____ for the authorization and approval of the VLAWMO Cost Share Program Policy, as presented, as Resolution 08-2020. Vote:

Though the crucial Cost Share Policy update documents are included in the 10/28/20 Board packet, a more comprehensive Policy document packet is available to view on VLAWMO’s website. Please follow this link:

https://www.vlawmo.org/files/1516/0338/1800/10-28-20_Board_V.B.2.Comprehensive_Cost_Share_Policy_Update_Packet.pdf

Documents on the weblink (and not within the Board packet) include: draft application scoring sheet, draft grant applications, maintenance application, WBL Street Recon brochure, landowner Statement of Intent

VLAWMO Cost Share Program Policy Review **(Attachment 1)**

10/28/20 Board Meeting

October 28, 2020

Phil Belfiori, Administrator

Tyler Thompson, GIS Watershed Technician



VLAWMO

Vadnais Lake Area
Water Management Organization

Board Packet Attachment List

- **Attachment 1:** Board PowerPoint presentation
- **Attachment 2:** Current VLAWMO Cost Share Program Policy table
- **Attachment 3:** Recommended “Option 1” Cost Share Program Policy table
- **Attachment 4:** DRAFT 2021 Rain Barrel Grant
- **Attachment 5:** DRAFT 2021 (new) Soil Health Grant
- **Attachment 6:** DRAFT 2021 Level 1 Grant Policy
- **Attachment 7:** DRAFT 2021 Level 2 Grant Policy
- **Attachment 8:** Example LL2-City-VLAWMO Contract
- **Attachment 9:** Resolution 08-2020: Cost Share & Community Blue Policies Update



Background:

- Board, TEC Discussions and Cost Share Policy Review Subcommittee /Actions to date
- Subcommittee & TEC Consensus Recommendation of “Option 1”
- Fiscal Analysis of Past Program Costs

Overview of recommended option of the Cost Share Policy Review Subcommittee and TEC:

- **Option 1:** New 4-Tiered Cost Share Program
- **Option 1:** Takeaways of recommended Policy update
- **Option 1:** 2021 Program process outlook, if approved

Board Discussion & Next Steps

- **Discussion, comments, questions**
- **Requested Board Action:** consider & approve recommended VLAWMO Cost Share Program Policy update, as recommended, with Res. 08-2020



Background - Board, TEC and Cost Share Policy Review Subcommittee & TEC Discussions/Actions

- June 2020 Board meeting - Several Board members identified the need to review the current VLAWMO cost share policy and related program budget.
- August TEC meeting - Staff updated the committee and the TEC nominated three cost share subcommittee members:
 - Tessier, Ferrell and Duxbury
- August 2020 Board meeting - Board authorized the creation of this subcommittee to include Policy & Personnel Committee and 3 TEC Commissioners
- September 23, 2020 - Cost Share Policy Review Subcommittee Meeting held. Consensus Recommendation for **Option 1**
- October 9, 2020 - TEC recommended **Option 1** for to the Board for approval



Background

Proposed goals of this policy review process:

- Consider options for maximizing cost share program efficiency
- Find the most efficient use of program budget
- Focus on larger projects / “bigger bang-for-the-buck”
- Achieve water quality goals
- Continue strong community support and program momentum
- **Option 1 developed to cater to these goals**



Cost Share Policy Review Subcommittee & TEC Consensus Recommendation

Option 1: New 4-Tiered Cost Share Program

Achieves the program elements discussed at June Board meeting:

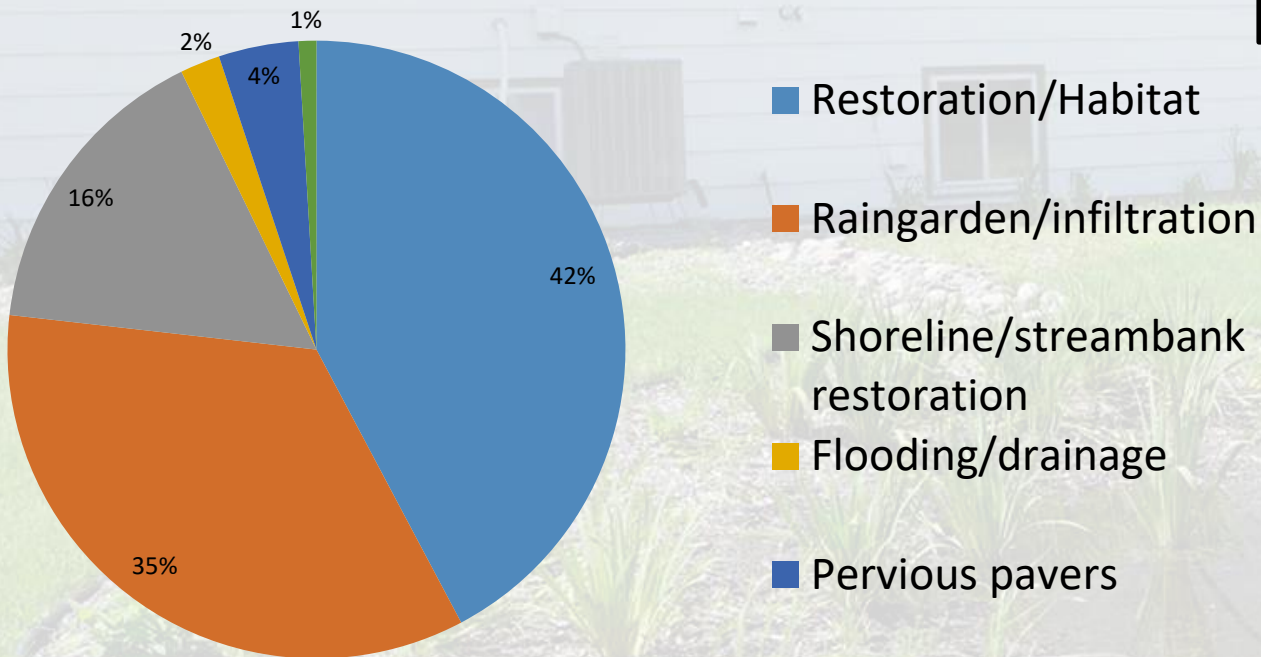
- Considers cost share program efficiencies and budget
- Focuses on larger “bang-for-the-buck” projects
- Focuses on water quality projects
- Less of an “outreach” focus and more of a “project” focus
- Builds on the strong program momentum
- Includes project screening and scoring



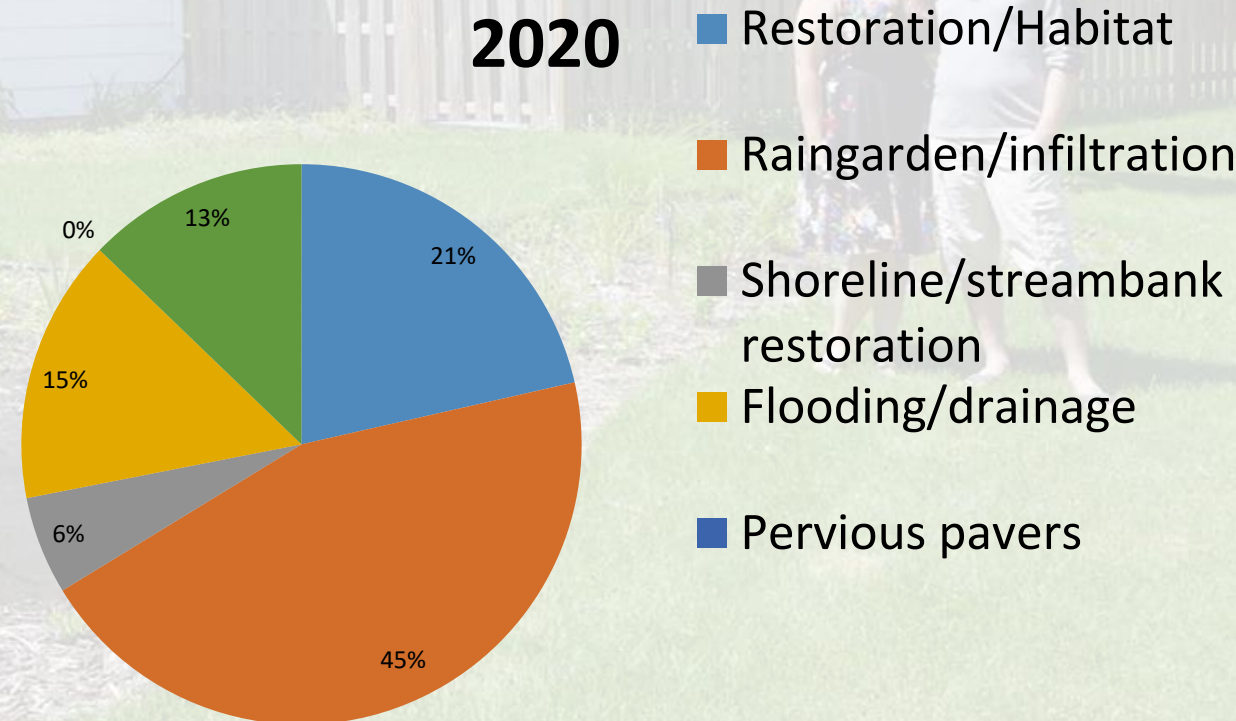
Staff and Cost Share Policy Review Subcommittee & TEC Consensus Recommendation

Light Blue will be moved to new Soil Health Grant

LL1 Funding Per Project Type: 2016-2020



LL2 Funding Per Project Type: 2016-2020



Option 1: New 4-Tiered Cost Share Program

- 4 tiers based upon project type, size, and water quality benefit
 - Tier 1: Rain Barrel Grant (updated)
 - Tier 2: Soil Health Grant (New)
 - Tier 3: LL1 (updated)
 - Tier 4: LL2 (updated)
- **Tier 1- Rain Barrel Grants** (allocate funding from the Community Blue Grant Program)
 - Total program budget in 2021 : \$500
 - 50% grant match of rain barrel purchase- cap of \$100 per rain barrel (maximum of 2 rain barrels per year)



Option 1: New 4-Tiered Cost Share Program (continued)

Tier 2- Soil Health Grant (SHG) (*new VLAWMO grant program*)

- Draws funding from VLAWMO's Community Blue Grant program (transfer \$4,500);
- Type of eligible projects: native plantings, restorations, buffers, MPCA-compliant permeable pavers and downspout raingardens;
- Capped at \$750 per project (\$1,000 if in Priority Zones);
- requires at least a 25% match;
- “education incentives” required
- Requires every-other-year waiting period on grant applications
- Waiting period may be waived if completed 3 of 4 education incentives



Option 1: New 4-Tiered Cost Share Program (continued)

Tier 3: Landscape Level 1 (LL1)

- LL1 funding approved for 2021 : \$16,000
- Scoring chart (new)- Determines eligible projects with a minimum score total
- Eligible projects:
 - Shoreline restorations below 100-yr flood elevation,
 - curb cut raingardens and stormwater infiltration projects
 - PCA-compliant permeable pavers w/ 1500 SF impervious area
 - degraded wetland restoration
- 50% cost share up to a maximum of \$5,000. (75% cost share, up to \$7,500 for “highly beneficial” projects such as a curb-cut raingardens.



Option 1: New 4-Tiered Cost Share Program (continued)

Tier 4: Landscape Level 2 (LL2)

- LL2 funds approved for 2021: \$28,000
- “Reserves” budget for coordinating with municipalities on stormwater improvement projects (mostly street reconstruction) and working with landowners within project areas
 - See Attachment 8- Logistics will be a bit different in different Cities.
- Eligible projects must show nutrient load or runoff reduction
- VLAWMO covers 100% design costs (average /est. \$1,500/raingarden)
 - Possibility that project may not be constructed after design.
- Landowner O&M Agreement & obligation for 10 years
- Not first come first serve, cost share agreements will be brought forward as a group if possible.
- Grant funding of \$5,000 > per grant, with no upper limit (per budget)
- 75% VLAWMO project match (or remaining budget) *and up to 90% of the project if more than 75% of the contributing drainage to the project comes from offsite*



Key Takeaways of Cost Share Policy Update: Option 1

- Creation of new Soil Health “Mini” Grant, utilizing Community Blue Grant funding. \$4,500 in 2021 budget, up to \$1,000 of funding per project
- LL1 & LL2 grants no longer accept projects solely native and habitat restorations, MUST have water quality improvement
- Project scoring chart implementation
- LL1 funding increased up to \$7,500 for stormwater projects
- LL2 funding now “reservable” to work with municipalities
- LL2 hands-on project development with municipalities and landowners



Anticipated LL2 City Project Process Outlook – 2021

- Outreach to street project residents for CC raingardens (fall/winter)
- After working with municipalities, determine LL2 funding split per city street reconstruction project (April)
- Resident Letters of Intent for projects due, VLAWMO Board decision on project list (June)
- Final design and project construction quotes. Will know final grant funding amounts (August)
- *Note : Revisions to the LL 2 policy and related documents may be necessary as staff works through the first year of partnership with the different Cities /City staff and residents.*



Board Discussion & Next Steps

- Board Comments and Questions regarding Subcommittee and TEC-recommended Option 1
- **Requested Board Action** : Consider and approve the 2020 Cost Share Policy Update (Option 1), as recommended per Subcommittee & TEC consensus, as Resolution 08-2020.

Next steps:

- Board consideration of approval Resolution 08-2020
- LL1 & SHG applications go live on January 1, 2021
- LL2 – Fall /Winter 2020 - Begin working with partners on landowner communication and 2021 projects



CURRENT VLAWMO COST SHARE PROGRAM STRUCTURE

GRANT PROGRAM	TARGET APPLICANT	TYPE OF PROJECTS	REQUIRED CRITERIA	VLAWMO COST SHARING %	MAXIMUM \$
Rain Barrel Grant (disbursed from LL1)	Residents, commercial, municipal, non-profit, institutional	Rain barrels	Must be installed in-line with gutter system or handle stormwater drainage	50%	\$125 (1) \$250 (2) (max. of 2 per year)
Landscape Level 1	Residents, commercial, municipal, non-profit, institutional	Native restorations, "downspout" raingardens, native buffers, turf replacement, permeable pavers, shoreline restorations, erosion & drainage projects		Up to 75%	\$2,000
		Native & pollinator habitat plantings	Project located in THPZ, incentivizing small pocket pollinator plantings	90%	\$750
		Raingarden or infiltration basin	Project located in TVRZ, must reduce 40% or more of on-site annual runoff volume	Up to 75%	\$4,000
Landscape Level 2	Municipal, commercial, non-profit, institutional	Shoreline restorations, large-scale native restorations, degraded wetland improvements, streambank restorations, retrofit stormwater BMPs, drainage issues, curb cut raingardens/infiltration, pollutant reduction	Below 100-yr flood elevation with actively-eroding banks; erosion stabilization not caused by landowner; restoration of NWI or VLAWMO-identified wetlands	Up to 75%	\$5,000 - \$20,000

PROPOSED VLAWMO 4-TIERED COST SHARE PROGRAM STRUCTURE

Attachment 3

(Option 1)

10/28/20

GRANT PROGRAM	TARGET APPLICANT	TYPE OF PROJECTS	REQUIRED CRITERIA	COST SHARING %	MAXIMUM \$
Rain Barrel Grant	Residents, commercial, municipal, non-profit, institutional	Rain barrels	Must be installed in-line with gutter system or handle stormwater drainage	50%	\$100 (1) \$200 (2) (max. of 2 per year)
Soil Health Grant	Residents, non-profit, institutional	Native restorations, "downspout" raingardens, native buffers, turf replacement		75%	\$750
		Native restorations, "downspout" raingardens, native buffers, turf replacement	Project located in TVRZ or THPZ	75%	\$1,000
Landscape Level 1	Residents, commercial, municipal, non-profit, institutional	PCA-compliant permeable pavers, rain gardens/infiltration with hard surface drainage	Reduction in hard surface drainage to storm sewer system (curb & gutter)	50%	\$5,000
		Shoreline restorations, restoration of degraded wetlands, agricultural practices, erosion restoration	Actively-eroding banks or shoreline; erosion stabilization not caused by landowner; restoration of NWI or VLAWMO-identified wetlands	50%	\$5,000
		Curb cut raingarden or infiltration	Must implement a curb cut and show reduction in storm sewer runoff	Up to 75%	\$7,500
Landscape Level 2	Municipal, commercial, non-profit, institutional, landowners within municipal project areas	Large-scale water quality retrofits, improvement best management practices, reconstruction projects, pollutant reduction	Projects must have large reduction of pollutants, nutrients, or stormwater volume downstream to targeted waterbodies or subwatersheds	25-75%, up to 90%	\$5,000+

10/28/20



RAIN BARREL COST SHARE GRANT APPLICATION

Send completed application to: Tyler Thompson, GIS Watershed Technician;
 800 County Road E East, Vadnais Heights, MN 55127
Scanned, completed applications and proof of purchase may also be emailed to tyler.thompson@vlawmo.org

For any questions, please contact Tyler Thompson at (651) 204-6071 or tyler.thompson@vlawmo.org

Through this program, residents or landowners may purchase and receive cost share reimbursement up to two (2) rain barrels per grant year. VLAWMO will reimburse up to 50% of the cost, up to \$100 for each rain barrel. The total reimbursement cannot be more than \$200. Copies of receipts of payment for the rainbarrels must be submitted to receive reimbursement. Rainbarrel purchased must be clearly stated on the receipt as proof of purchase. Proof of purchase may not be more than 2 years past the day the application is received or post-marked. Reimbursement will come on a first come, first serve basis until the annual funds are exhausted.

Staff reserves complete discretion upon materials that qualify as a “rain barrel”, qualifying cost share percentages, and reimbursement amounts. VLAWMO staff reserves the right to inspect rain barrel grant award projects for up to 5 years after grant approval. Rain barrels that receive VLAWMO funding must stay within VLAWMO’s boundary. With their signature, the grantee agrees and certifies that the reimbursement-approved rain barrel will be implemented as a rain water capture device or cistern in its intended purpose, within VLAWMO boundaries. VLAWMO staff reserves the right to refuse future grant funding applications, for all grant programs, if these criteria are not met.

APPLICANT LANDOWNER INFORMATION

Name:
Address of property where rain barrel(s) will be implemented:
City, State, Zip:
Phone:
EMAIL:
SIGNATURE & DATE:

Amount of Request (50% total purchase price): \$	Number of rain barrels purchased:
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SOIL HEALTH GRANT APPLICATION

What is VLAWMO's Soil Health Grant?

The Soil Health Grant is a reimbursement grant program to inspire, assist, and enable residents to install small-scale watershed best management practices that improve water quality and native habitat within VLAWMO. Applicants may apply for up to \$750 in Soil Health Grant funding, with a 25% applicant project match (example: total applicable project cost is \$1,000, where \$750 would be available for grant funding, and the applicant is responsible for paying \$250 of the project cost). If a project is in either a Targeted Habitat or Volume Reduction Zone, the applicant may apply for up to \$1,000 in grant funding.

Eligible Projects include:

- Native plantings & pollinator gardens
- Pollinator-friendly yards or turf replacement
- Downspout or yard raingardens
- Native planting buffer strips
- Erosion control or stabilization with native species

Ineligible Projects include:

- Purely landscaping or decorative projects
- Rock or block decorative retaining walls
- Surface water chemical treatment of nuisance vegetation

Soil Health Grant Process

Soil Health Grant funding is available to residents for projects within the VLAWMO watershed boundary, and the grant program is first-come, first-serve, with limited program funding available for 2021. If you are interested in applying for a grant, please contact Tyler Thompson to schedule a site visit on your property to discuss your proposed project and to ask and answer questions regarding the Soil Health Grant process. Applications must be submitted by the 4th Friday of the month for review of eligibility, and applications will be considered for funding at VLAWMO's monthly Technical Commission meetings on the 2nd Friday of each month on the Commission's Consent Agenda.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application
2. After discussing with VLAWMO staff, please move forward with completing your grant application, along with the required attachments
3. Staff will confirm receipt of your submitted application and will begin the review process, or will inform the applicant if more information or detail is needed
4. Staff will inform the applicant if their application has passed application scoring criteria and will be heard for approval at the next VLAWMO Technical Commission meeting on the 2nd Friday of the month

Funding Agreement

Each project selected and approved for funding must enter into an agreement with VLAWMO defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all permits for the work. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed, and work that was included for funding in the VLAWMO-approved grant application. **Questions regarding the grant program and completed applications can be sent to:**

Tyler Thompson, VLAWMO GIS Watershed Technician

(651) 204-6071

Email: tyler.thompson@vlawmo.org

Vadnais Lake Area Water Management Organization

800 County Rd E East

Vadnais Heights, MN 55127

Grant Program Details

- Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and drainage infrastructure. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects (rented equipment IS an eligible expense).
- Eligible labor costs must be those expenses associated with a qualified landscaper/contractor and are subject to approval by VLAWMO staff. Ineligible labor would include the use of friends or a volunteer group helping to implement the project. VLAWMO reserves the right to adjust costs submitted for reimbursement, based upon final receipts and invoices.
- For all projects, at least 50% of the plants used must be native to this ecoregion. Hybrids of native plants are not counted as native. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff. Native restoration projects must be 100% native species.
- Projects completed or in progress are not eligible for funding. A grant application must be approved for funding and grant agreement must be signed by the applicant and VLAWMO prior to the commencement of work to be eligible for VLAWMO grant funds. However, the landowner may begin project site preparation before grant approval, but will not be reimbursed for any associated expenses.
- A site visit by VLAWMO staff is required once the project is complete before a reimbursement check is released to the Grantee.
- Grantee must complete project and submit reimbursement request within one (1) year from date of grant approval.
- **Grantee must agree to maintain the project area for a minimum of 5 years.** Common maintenance includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance. VLAWMO staff may provide technical assistance and resources for project maintenance.
- Property owners may receive one grant every 2 years, unless opting into education incentives (below). If wanting to apply over the course of multiple years to complete projects in phases, your current project must be complete prior to the approval of a subsequent grant.

Applicant Landowner Information

Name:
Address of property where project will be implemented:
City, State, Zip:
Phone:
Email address:

Grant Specifics

ESTIMATED TOTAL COST OF YOUR PROJECT: \$ _____ AMOUNT OF GRANT REQUESTED: (\$750 MAXIMUM) \$ _____
(\$1,000 Maximum if within Targeted Priority Zone)

WHEN DO YOU PLAN TO COMPLETE YOUR PROJECT? _____

PROJECT TYPE:

- Raingarden Native Restoration/Pollinator Planting Turf Replacement Other

If other, please describe proposed project: _____

Project Background

Describe your property: Does your property connect to a lake, stream, ditch, or wetland in VLAWMO? What is the purpose of your project?

Describe how your project will support the goals of the Soil Health Grant Program (see guidance page for more information). Does your proposed project directly reduce, capture, or treat stormwater?

Please briefly describe anticipated maintenance activities of your project:

Project Specifications

In order to determine the water quality benefit of your project (amount of stormwater and pollutants captured), specific information is required for VLAWMO staff to perform the calculations. If you are working with a professional landscaper, they should be able to provide you with this information.

TOTAL PROPERTY AREA
(Acres): _____

TOTAL PROJECT
SIZE (SQ.FT.): _____

IMPERVIOUS AREA
DRAINING TO PROJECT
(SQ.FT.): _____

PERVIOUS AREA
DRAINING TO
PROJECT (SQ.FT.): _____

IF YOUR PROJECT INCLUDES INFILTRATION, PLEASE PROVIDE THE FOLLOWING INFORMATION

SOIL INFILTRATION
RATE (INCHES/HR): _____

DEPTH OF RAINGARDEN BASIN
(INCHES): _____

Additional Required Attachments

To complete your application, please include:

- Detailed drawing or plan of the proposed project, drafted by either the landowner or a contractor.
- Detailed project budget estimate with clear cost and material breakouts that equate to your total project cost estimate.

****This information, along with the application, may be scanned and emailed to VLAWMO GIS Watershed Technician, Tyler Thompson (tyler.thompson@vlawmo.org)****

Opting in to the education incentives would allow reapplying for Soil Health Grant funds the consecutive year after being awarded grant funding. Incentives entail committing to three of the following four options for 2 years:

1. Documenting seasonal photos, organizing them, and sending them to VLAWMO via jump drive or email, to show the progress and growth of the project.
2. Provide a neighborhood spotlight article featuring a photo of participants posing in front of the project, as well as a mini-interview 1-2 years after the project was installed to speak to their experience in install, maintenance, any problems, and enjoyment for others to learn from.
3. Participate as a host site for VLAWMO’s annual neighborhood BMP tour working in conjunction with VLAWMO Master Water Stewards.
4. Help coordinate VLAWMO’s annual native plant swap with Master Water Stewards. This entails saving seeds, dividing and potting mature plants for sharing with other residents or public raingardens, or taking plants from the plant swap for the home project as needed.

VLAWMO Soil Health Grant Operations & Maintenance Requirements:

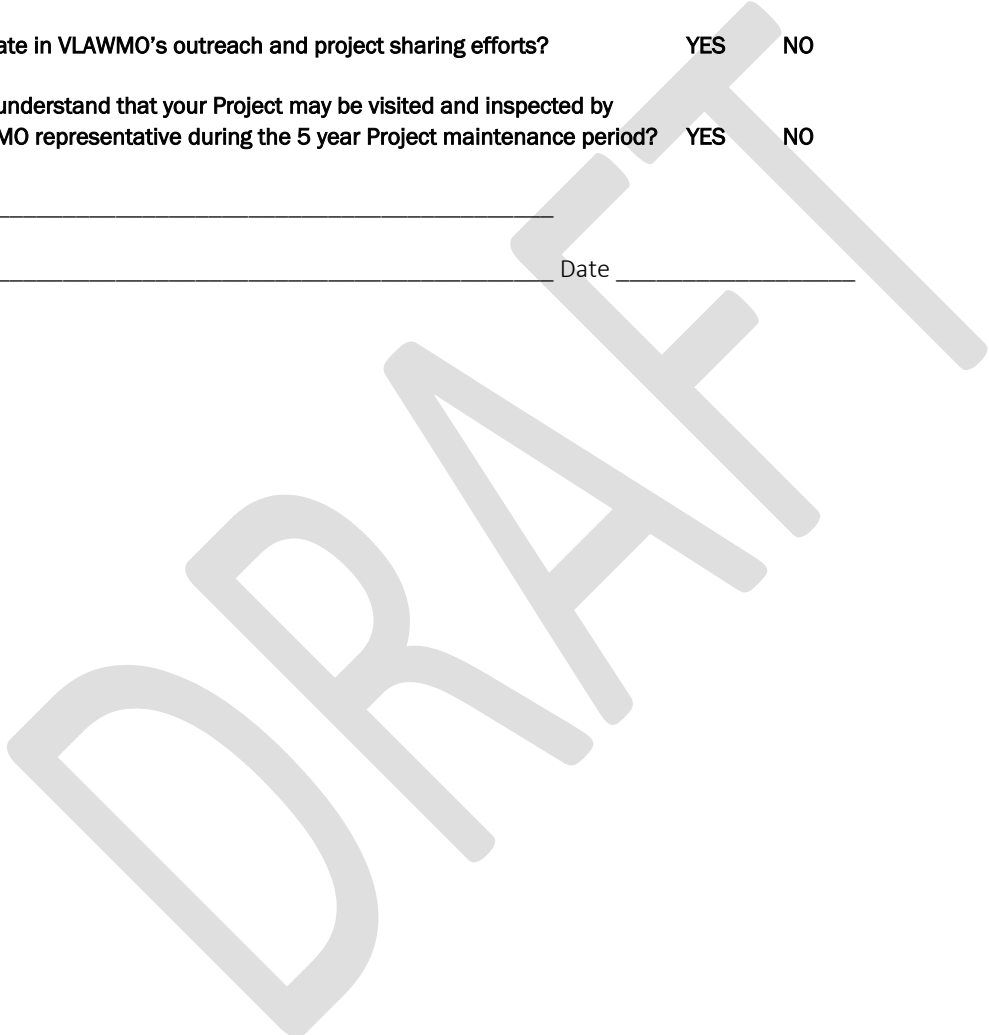
Projects must be maintained for a minimum of 5 years, and applicants must be willing to participate in VLAWMO's Education & Outreach and project sharing efforts. The applicant is responsible for Project maintenance items referenced in the Soil Health Grant Guidance document for a 5 year period, after Project completion. VLAWMO is not responsible for completing maintenance activities, but will assist with staff guidance. A project may be visited and inspected by VLAWMO staff during the 5 year maintenance period. Please inform VLAWMO if you move within the 5 years of project implementation so we may provide the new owners with information and guidance on Project.

Are you willing to commit to the following Soil Health Grant requirements:

- **Maintain the project for at least 5 years after its implementation?** YES NO
- **Participate in VLAWMO's outreach and project sharing efforts?** YES NO
- **Do you understand that your Project may be visited and inspected by a VLAWMO representative during the 5 year Project maintenance period?** YES NO

Print Name _____

Signature _____ Date _____



DRAFT

VLAWMO LANDSCAPE LEVEL 1 COST GRANT GUIDANCE

Program Purpose

The Vadnais Lake Area Water Management Organization's (VLAWMO) mission is to protect, preserve, and improve natural surface and groundwater within the Watershed. VLAWMO's Cost Share Program aims to assist in sharing costs to complete water quality improvement projects.

VLAWMO's Landscape Level 1 (LL1) Cost Share Program is targeted towards assisting landowners within the Watershed to implement water quality projects. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding.

Applicable Landscape Level 1 grant projects aim to accomplish the following:

- Stormwater runoff volume or nutrient loading reduction (volume control and/or total phosphorus)
- Restoration of actively-eroding shoreline
- Streambank restoration of actively-eroding banks for sediment release reduction
- Water quality improvement or increase in watershed storage capacity
- Protection and preservation of groundwater quality and/or quantity

This is a REIMBURSEMENT grant program. If your project is approved for grant funding, your grant award will be dispersed once a project is **fully completed and is inspected by VLAWMO staff and deemed complete to approved project design**. Available funds will vary each year. Grants are available to those who are property owners within the VLAWMO legal boundary. This is a first-come, first-serve grant program. For most projects, VLAWMO may offer to fund up to 50% of the cost of approved materials and contracted labor at a maximum of \$5,000, though projects that are highly beneficial towards stormwater nutrient and volume reduction (example: raingardens with hard surface drainage, larger shoreline restorations with active erosion, or high volume reduction in Targeted Volume Reduction Zones) may receive up to 75% VLAWMO cost sharing, up to \$7,500. Applications will be evaluated and considered at VLAWMO's monthly Technical Commission (TEC) meetings (second Friday of each month). VLAWMO may elect to offer a full grant or may offer a partial grant, based on the evaluation process, project scoring chart, and program funding availability. Items that are taken into consideration include: connectivity to a water body, impervious surface runoff capture, estimated pollutant and volume reduction, wildlife habitat improvement, and others.

Project Eligibility

Examples of eligible projects include:

- Raingardens or volume reduction and runoff treatment projects (infiltration basins and trenches, cisterns, green roofs)
- Stormwater filtration, retention, and reuse
- Shoreline and streambank restorations of actively-eroding banks, or obvious sedimentation to downstream waterbody
- Flooding prevention projects with measurable water quality benefits, meeting WCA rules
- Erosion control projects with measurable water quality benefits
- Gully erosion repair and stabilization projects that directly affect or threaten water quality
- Qualifying permeable paver or pavement projects, meeting MPCA design and size guidelines

Examples of *ineligible* projects include:

- Landscaping or decorative projects
- Rock or block decorative retaining walls
- Surface water chemical treatment projects (*not* including alum or spent lime)
- Vegetation restoration with no stormwater treatment
- Erosion control or stabilization with no demonstrated water quality benefit

Evaluation Criteria

Projects will be scored on the following:

- Are the activities and goals of the project clearly stated and support one or more of the Landscape Grant Program purposes?
- Does the proposed project directly benefit a VLAWMO waterbody or
- Will the project have a direct effect on water resources (lakes, streams, wetlands)? What water resources border or are downstream of the proposed project?
- Has the applicant provided enough detail to determine measurable results (see the project specifications section on the application)? What are the estimated pollutant reductions?
- Has a reasonable budget, work plan, and time line been submitted?
- How much runoff and pollutants (nutrients, sediment, volume of water) will this project capture?
- Other benefits, such as wildlife habitat improvement are considered as well.

Grant Program Details

- Eligible materials are those which stay on the property such as plants, erosion control blanket, mulch, and drainage infrastructure. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects (rented equipment IS an eligible expense).
- Eligible labor costs must be those expenses associated with a qualified landscaper/contractor and are subject to approval by VLAWMO staff. Ineligible labor would include the use of friends or a volunteer group helping to implement the project. VLAWMO reserves the right to adjust costs submitted for grant reimbursement, based upon final receipts and invoices total cost. Final project design costs (after application approval) are considered eligible towards grant reimbursement total.
- Permeable paver projects applying for funding must meet MPCA installation guidelines, treat at least 1,500 sq. ft. of hard surface runoff, and agree to additional maintenance clause in the project grant Agreement.
- For all projects, at least 50% of the plants used must be native to this ecoregion. Hybrids of native plants are not counted as native. You must provide a list of plants that will be used to allow for review and comment by VLAWMO staff.
- Submitted applications are subject to VLAWMO's project scoring chart to determine funding eligibility.
- **Projects completed or in progress of installation are not eligible for funding.** A grant application must be approved for funding and grant agreement must be signed by the applicant and VLAWMO prior to the commencement of work to be eligible for VLAWMO grant funds. However, the landowner may begin project site preparation before grant approval, but may not be reimbursed for any associated expenses.

- Projects that are installed to meet the requirements of a permit from any organization do not qualify for grants. However, projects that go above and beyond minimum standards will be considered for funding (example: a reconstruction permit requires 200 sq. ft. of infiltration area, though the project is expanded to 300 sq. ft. That extra 100 sq. ft. may qualify for Landscape Level 1 grant funding.)
- Dependent upon the application and project, VLAWMO may pay and cover design costs through the Ramsey County Soil & Water Conservation Division, or the applicant may count design costs from another contractor, up to \$1,500, towards eligible grant costs.
- At least 2 bids for construction or implementation must be submitted with the application.
- A site visit by VLAWMO staff is required once the project is complete to ensure work has been completed, as agreed in the Grant Agreement, before a reimbursement check may be released to the Grantee.
- Grantee must complete project and submit reimbursement request within one (1) year from date of grant approval.
- Costs towards future maintenance elements (work after construction is inspected as complete to approved plans) are not eligible towards grant funding or the grant project total cost.
- **Grantee must agree to maintain the project area for a minimum of 5 years.** Common maintenance includes removal of sediment, weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, and other duties to ensure that the project is providing the intended water quality benefit. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance. VLAWMO staff may provide technical assistance and resources for project maintenance.
- Property owners may receive one Landscape Level 1 grant, every 2 years. If wanting to apply over the course of multiple years to complete projects in phases, your current project must be complete and properly maintained prior to the approval of a subsequent grant.
- Please note that any submitted information (applications, designs, specifications, cost estimates, bid tabulations, permits, studies, reports, and proof of expenditures) becomes part of the public record.
- VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.
- VLAWMO reserves the right to reject any project design or submitted bid, for any reason.
- The VLAWMO Board of Directors may shift grant funding amounts between Landscape Level 1 and Landscape Level 2 program budgets.

Selection Process & Deadlines

The VLAWMO Technical Commission (TEC) will consider Landscape Level 1 grant applications at their monthly meetings, held on the 2nd Friday of each month, until annual grant funds are expended. **Completed applications must be received by the 4th Friday of the month to be reviewed and considered for funding before the next monthly Technical Commission meeting date** to allow for ample review time for application recommendation. This is a competitive grant program and proposals that are incomplete will not be considered for funding.

1. Please contact Tyler Thompson to schedule a site visit of your property to discuss your project *before* submitting a grant application

2. After consulting with VLAWMO staff, please move forward with completing your grant application, along with the required project drawings or plans and project budget breakout attachments.
3. Dependent upon the complexity of some projects, VLAWMO may require final design by a qualified professional and/or Engineer. VLAWMO reserves the right for final project design review and approval by consulting Engineer and staff to ensure design standards, specifications, and pollution reduction values.
4. Staff will confirm receipt of your submitted application and will begin the review process, or will inform the applicant if more information or detail is needed.
5. Staff will inform the applicant if their application has passed application scoring criteria and will be heard for approval at the next VLAWMO Technical Commission meeting on the 2nd Friday of the month.

Grant Funding Agreement

Each project selected and approved for funding must enter into an agreement with VLAWMO defining the obligations of the applicant and VLAWMO. This includes, but is not limited to, such items as terms of the agreement, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. Applicant is responsible for securing any and all required permits. Permitting, surveying, or easement costs may be considered towards total project cost and grant reimbursement award amount. This agreement must be signed by both parties prior to commencement of work on the project; funding will only cover work done after the agreement has been signed, and work that was included for funding in the VLAWMO-approved grant application.

Please do not hesitate to contact Tyler Thompson with any questions regarding VLAWMO's Landscape Level 1 grant program:

Tyler Thompson, VLAWMO GIS Watershed Technician
(651) 204-6071
Email: tyler.thompson@vlawmo.org

Vadnais Lake Area Water Management Organization
800 County Rd E East
Vadnais Heights, MN 55127

VLAWMO LANDSCAPE LEVEL 2 GRANT GUIDANCE

Updated October 2020

Program Purpose

The Vadnais Lake Area Water Management Organization's (VLAWMO) mission is to protect, preserve, and improve natural surface and groundwater within the Watershed. VLAWMO's Cost Share Program aims to assist in sharing costs to complete water quality improvement projects.

The goal of the VLAWMO's Landscape Level 2 (LL2) Cost Share Program is to be an effective tool to coordinate with partnering communities and municipalities to support and implement water quality best management practices and improvement projects within the Watershed. Applicable projects *must* show measurable water quality improvements to be considered for VLAWMO grant funding.

Applicable Landscape Level 2 grant projects aim to accomplish the following:

- Stormwater nutrient or volume loading reduction
- Water quality improvement or increase in watershed storage capacity
- Shoreline and streambank restoration of actively-eroding banks
- Protection and preservation of groundwater quality and quantity
- Reducing input strains on surface waters or the storm sewer system, or flooding mitigation
- Address Goals and Policies identified in Chapter 2 of the 2017-2026 VLAWMO Comprehensive Watershed Management Plan.
- High visibility or educational value and/or local citizen support, including neighborhood involvement.
- Priority given to projects within targeted areas listed in VLAWMO's Watershed Management Plan, in Sustainable Lake Management Plans or other feasibility reports. These plans and Reports are available on the VLAWMO website.

Landscape Level 2 Grant Program & Policy Updates

For 2021, the VLAWMO Landscape Level 2 Grant Program Cost Share Policy has been updated and transitioned to no longer include a first-come/ first-serve approach (like LL1), but rather has been transformed into a "reserve" grant program to coordinate with municipal and public VLAWMO community partners and work with landowners located within municipal project areas. These updates have been made to provide flexibility to work with applicants to implement partnership- based watershed improvement projects that achieve a high level of water quality protection. These updates also provide for a responsible use of public funds by focusing on coordination with ongoing municipal projects, and will implement a 1-year demonstration of Program policy change in 2021.

In most cases, the Landscape Level 2 Grant may provide funding for up to 75% of the total cost of a project, with the remaining match amount to be paid by the applicant, depending upon remaining available VLAWMO grant funds and municipal partner projects. In some cases, up to 90% of the project may be covered by VLAWMO LL2 funding if more than 75% of the contributing drainage to the project comes from offsite. Grant funding amounts are also dependent upon remaining grant funds for the year, and VLAWMO may fund grant projects at a lesser cost share percentage, depending upon available

funds. VLAWMO may elect to fund a portion, or all of project site design and engineering to foster program goals and implement eligible projects. Depending upon the individual Project, applicants may receive a portion of the approved grant funding after grant approval and signing of the Project grant Operations & Maintenance Agreement.

Project Eligibility

Examples of eligible projects include the following:

- Raingardens or stormwater infiltration basin implementation, with priority given to targeted subwatersheds
- Redirect water runoff or reuse projects
- Reconstruction projects that improve stormwater volume reduction and runoff treatment
- Shoreline or streambank restoration of actively-eroding banks with obvious sedimentation to lake, stream or wetland
- Gully erosion repair and stabilization projects that directly affect or threaten water quality
- Pervious pavement and pavers conforming to MPCA guidelines and reducing storm sewer input

Example of non-eligible projects includes the following:

- Landscaping or restoration projects with little or no demonstrated water quality benefit
- Aeration systems for ponds installed mainly for aesthetics with limited water quality benefits
- Surface water chemical treatment (*not* including alum or spent lime)
- Restoration work or erosion control which the applicant has been required to complete.

Grant Application Process

Aspiring applicants of the Landscape Level 2 grant program are strongly encouraged to contact Tyler Thompson before grant application submission. Due to limited fund amounts, approved applications may only receive a portion of funds requested. VLAWMO also reserves the right to work with community partners on organizing and fostering possible grant projects for funding and implementation. Landscape Level 2 grant applications will be scored and reviewed by VLAWMO staff, and if applicable, a VLAWMO consulting engineer, to be considered for funding. If the application meets scoring criteria, they may proceed for a VLAWMO Technical Commission recommendation for funding approval by the VLAWMO Board of Directors.

Approved Landscape Level 2 grants will proceed by signing of a grant Operations & Maintenance Agreement by both the grantee and VLAWMO that constitutes an executed grant agreement. Dependent upon the grant project, VLAWMO may disburse *up to* 85% of their grant allotment upon grant agreement execution, VLAWMO's approval of a project work plan, and a signed grantee contract for construction with the project contractor, designer, or engineer. Each project is different and therefore the payment plan will be arranged once the specifics and schedules are known, and may adapt accordingly. The final 15% of the grant payment will be approved upon a VLAWMO representative has conducted a site visit to certify the project has been completed according to the approved grant agreement, design standards, specifications, and pollution reduction values, and all receipts and invoices have been submitted, reviewed and approved by VLAWMO staff. Please note that VLAWMO generates and approves bill and check payments monthly, so there may be a delay. Grantees must complete their grant-approved project and submit a grant reimbursement request within one and a half (1.5) years from date of grant approval.

Grants are available for projects located within the boundaries of VLAWMO. Applicants may be landowners within or associated with a municipal project, municipalities, government agencies, and public entities within VLAWMO. Program grant funds may be received by private landowners if the project is in association with a public project, or identified by a municipality or public agency. Applicants may receive ONE grant per year per property. Therefore, you may not receive a Landscape Level 1 AND a Landscape Level 2 Grant in the same year.

2021 VLAWMO Landscape Level 2 (LL2) Grant Program – updated October 2020

Grant Conditions & Requirements

- Total project cost must be **at least \$5,000**, and the total grant award for qualifying projects may be \$5,000 or greater
- Projects already completed or in progress (construction) are not eligible for grant funding. Grant applications **must** be submitted before installation begins for costs to be eligible for grant funding.
- Materials eligible for reimbursement are those which stay on the property such as infrastructure materials, plants, erosion control blanket, mulch and top soil. The rental of necessary equipment is also eligible. Eligible labor costs must be contracted and are subject to approval by VLAWMO staff. Ineligible materials would include work gloves, shovels, tools and equipment used to implement the project but may be used again for future projects.
- Permeable paver projects applying for funding must meet MPCA installation guidelines, treat at least 1,500 sq. ft. of hard surface runoff, and agree to additional maintenance clause in the project grant Agreement.
- Submitted applications are subject to VLAWMO's project scoring chart and /or ranking criteria to determine funding eligibility.
- At least 2 bids for construction or implementation must be submitted with the application.
- Dependent upon the application and project, VLAWMO may pay and cover design costs through the Ramsey County Soil & Water Conservation Division, or the applicant may count design costs from another contractor, up to \$1,500, towards eligible grant costs.
- Design, technical, and installation labor of crucial infrastructure must be performed by an experienced professional or Engineer, dependent upon the complexity of the project, and at the discretion of VLAWMO. Final plans are subject to professional review and approval by consulting VLAWMO Engineer to ensure design standards, specifications, and pollution reduction values.
- Landscape Level 2 funds may fund municipal projects that implement projects on private property, allowing payment to private property owners.
- Project design, easement, or surveying costs are considered eligible towards grant reimbursement.
- If a project includes erosion or stabilization, at least 50% of the plants must be native to this ecoregion. VLAWMO encourages all vegetation used for stabilization be native species.
- Submitted projects must be for items above and beyond VLAWMO's Development Standards & Rules.
- Costs towards future maintenance elements (work after construction is inspected as complete to approved plans) are not eligible towards grant funding or the grant project total cost.
- The Landscape Level 2 Cost Share Application must be approved and the Cost Share Agreement executed between both parties prior to commencement of work for applicable costs to be considered towards grant reimbursement (not including project plan design or engineering).
- Grantee is responsible for securing any and all permits, easements, or land permissions for the project. VLAWMO shall not be held liable and may terminate the executed grant agreement.

- Grantee must agree to maintain the project area for a minimum of 10 years. Maintenance often includes weeding, watering, removal of invasive species, replacement of plants, repair of inlets/outlets, repair or clearing of infrastructure, and other duties to ensure that the project is providing the intended water quality benefit. The site may be inspected by VLAWMO staff on an annual basis to ensure compliance.
- Please note that any submitted information (applications, designs, specifications, cost estimates, bid tabulations, permits, studies, reports, and proof of expenditures) becomes part of the public record.
- VLAWMO reserves the right to withdraw or withhold funding for any project not completed in accordance with these guidelines.
- VLAWMO reserves the right to reject any project design or submitted bid, for any reason.
- The VLAWMO Board of Directors may shift grant funding amounts between Landscape Level 1 and Landscape Level 2 program budgets.

Selection & Review Process

VLAWMO reserves the right to screen and hold submitted applications, dependent upon priority, available or projected budget, and ongoing municipal partner projects and applications that are in-process. Applications are reviewed and scored by staff and/or consulting VLAWMO Engineer, if necessary to determine project eligibility for funding. Funding recommendations are submitted to the VLAWMO Technical Commission (TEC) as timing allows. They will make recommendations regarding approval to the VLAWMO Board of Directors which meets bi-monthly (February, April, June, August, October, and December).

If the application is approved by the Board, the grantee will enter into an agreement with VLAWMO defining the obligations of each partner. This agreement includes, but is not limited to, responsibilities and terms for each party, Operations & Maintenance, use of funds, cost overruns, and cancellation. The agreement also allows VLAWMO access to the project area for evaluation and promotion of the project. The agreement must be signed by both parties prior to commencement of work on the project. Funding will only cover work done after the agreement is signed.

Applications may be submitted via email to Tyler Thompson at tyler.thompson@vlawmo.org or via US Mail to:
Tyler Thompson, GIS Watershed Technician
Vadnais Lake Area Water Management Organization
800 East County Rd E
Vadnais Heights, MN 55127
651-204-6071

**VLAWMO LANDSCAPE LEVEL 2 GRANT
PROGRAM APPLICATION AND CONTRACT**

GENERAL INFORMATION

Contract Number V21-01	Individual / Group Group	Other Grant Award Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Amendment <input type="checkbox"/> Canceled <input type="checkbox"/>
		Date:	Date:

APPLICANT INFORMATION

Applicant City of White Bear Lake	Phone 651-429-8587	Email ctaillon@whitebearlake.org	
Mailing Address 4701 Highway 61	City White Bear Lake	State MN	Zip 55110

CONSERVATION PRACTICES / PROJECT LOCATIONS

Physical Addresses (Curbcut recipient addresses)			Municipality White Bear Lake		
County					
Ramsey	Township 30	Range 22	Section 13	X, X NW, NW	Parcel IDs
Nearest lake, stream or wetland that the proposed practice drains to Lambert Creek (Ditch 13)				Approximate distance to nearest waterbody	

PROJECT INFORMATION

Project Description (Attach additional sheets if necessary)

This project is in collaboration with VLAWMO, the City of White Bear Lake, and the Ramsey County Parks & Recreation Department - Soil and Water Conservation Division. The project is a collaboration between partners and coincides with street reconstruction by the City. The project installs X curb-cut raingardens on X different properties. The streets are being repaved, along with installation of curb & gutter and storm sewers. The city has installed the curb-cuts for each raingarden free of charge to the landowner, and the cost-share requested will go towards installing the raingarden pre-treatment structures, basins, and native plantings.

These projects will intercept water from the streets before it enters the storm sewers and ultimately empties into Lambert Creek. Lambert Creek is identified in VLAWMO Watershed Mgmt Plan under the restore/protect classification. The gardens will capture a large amount of polluted runoff from these impervious surfaces, infiltrate the water and filter out the pollutants, as well as create great pollinator habitat in this neighborhood. They also serve as an example of how organizations can work together to get projects installed along with city projects, as well as to promote further projects with White Bear Lake. This is an excellent way to get additional storm water management practices in the ground from the beginning of these types of projects. These gardens are the second round of installing raingardens in collaboration with White Bear Lake's street reconstruction.

Total catchment area treated by the project is XX,XXX square feet [~X.XXacres]. Once established, these raingardens will be an effective measure to filter runoff, reduce sediment movement, and reduce the rate and volume of stormwater that would otherwise runoff into Lambert Creek. It will also be a good precedent for future projects of this manner.

CONTRACT INFORMATION

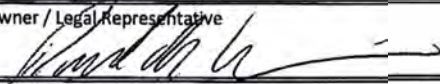
I (we), the undersigned, do hereby request grant assistance from the Rice Creek Watershed District (RCWD) to help defray the cost of installing the following practice(s) listed in this contract within City Right of Way and with the consent of the landowners. This Grant Award Contract is for support of water resource protection and education efforts between the RCWD, a public body with powers set forth at Minnesota Statutes 103B and 103D, and City of White Bear Lake (City). It is understood that:

1. Best management practices must be planned and installed in accordance with the technical standards and specifications of the Ramsey County Parks & Recreation SWCD.
2. This contract, upon approval by the VLAWMO board, will remain in effect for 18 months unless canceled by mutual agreement XX/XX/21. This contract will be automatically terminated on that date unless this contract is amended by mutual consent to reschedule the work and funding.
3. Items of cost for which reimbursement is claimed on the Voucher and Practice Certification Summary Form are to be supported by Invoices/receipts for payments and will be verified by the VLAWMO board as practical and reasonable. The VLAWMO board has the authority to make adjustments to the costs submitted for reimbursement. Reimbursement will be made only upon execution of a VLAWMO-approved Operation and Maintenance Agreement with each individual landowner and the construction of the raingardens are completed according to the approved plan.
4. City will permit the VLAWMO at its cost and discretion, to place reasonable signage within City Right of Way at the project locations. City will not disturb the project area for the effective life, a minimum of 10 years, unless approved in writing to the WMO. Any disturbance for purposes of maintaining city infrastructure or utilities must restore the project area to the original condition.
5. City is responsible for complying with all permits and/or other legal requirements applicable to the work. In performing the work that is subject to this contract, City will ensure that no person is excluded from full employment rights or participation in or benefits of any program, service, or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status, or national origin, and that no person protected by applicable federal or state laws, rules, or regulations against discrimination is subject to discrimination.
6. City agrees to indemnify, defend, and hold harmless the VLAWMO from any claims, costs, damages or liabilities that may arise from the construction of the practices located on the Properties.

APPLICANT SIGNATURES

The City's signature indicates their agreement to:

1. Grant the VLAWMO and its representative(s) access to the parcel where the conservation practice will be located and authority to perform monitoring and/or sampling of the practice.
2. Obtain all permits and approvals required in conjunction with the installation and establishment of the practice prior to starting construction of the practice.

Landowner / Legal Representative 		Date	
Mailing Address 4701 Hwy 61	City White Bear Lake	State MN	Zip 55110

CONSERVATION PRACTICE

Eligible recognized practice(s) Curb-Cut Raingardens	Other practice(s)	Total Cost Estimate \$XX,XXX.XX
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TECHNICAL ASSESSMENT AND COST ESTIMATE

I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

Conservation District Technical Representative	Date
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AMOUNT AUTHORIZED FOR GRANT (ENCUMBRANCE)

Grant award is not to exceed \$XX,XXX.XX or 75 percent of the total eligible cost, whichever is less.

VLAWMO Board Representative

	Board Meeting Date
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Resolution 08-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
To clarify and update the use of VLAWMO Cost Share & Community Blue Program Funds

Resolution 08-2020 was moved by Director _____ and seconded by Director _____:

Whereas, The VLAWMO Board established a Cost-share program to contribute funding to eligible projects where an application has been approved by the VLAWMO Board or VLAWMO Technical Commission, and

Whereas the VLAWMO cost share program has been subsequently updated with past resolutions 08-2009, 02-2012, and 01-2014, to become the current Program, which currently includes the rain barrel, Landscape Level 1, and Landscape Level 2 grant programs, and

Whereas, Funds for the Cost Share Program are established and budgeted on an annual basis, with projects recommending \$5,000.00 or more in VLAWMO grant funds require approval from the VLAWMO Board of Directors, and grant funding in lesser amounts requiring approval from the VLAWMO Technical Commission, and

Whereas, at the June 2020 VLAWMO Board meeting, the Directors discussed the need to review the current VLAWMO cost share policy and related program budget, and

Whereas, at the August 2020 VLAWMO Board meeting, the Board authorized a Cost Share Program Policy Review & Update Subcommittee creation and agreed to schedule a subcommittee meeting in September 2020, and

Whereas, the Cost Share Program Policy Review Subcommittee met on Sept. 23, 2020 and reach unanimous consensus to pursue “option 1” which included proposed program changes to clarify and update the eligibility for the VLAWMO Landscape Cost Share Grant Program, Level 1 & Level 2, as well as the partial program and funding integration of VLAWMO Education and Outreach Community Blue Education Grant Program to create the Soil Health Grant, and

Whereas, at the October TEC meeting the Commissioners approved the Cost Share Program Policy Review Subcommittee Recommendation to the VLAWMO Board, and

Whereas, The Board intends to evaluate these Program changes after one year.

Therefore, be it resolved: The VLAWMO Board of Directors adopts the attached language and documents dated 10-28-2020 to update the VLAWMO Cost Share & Community Blue Grant Programs eligibilities and funding amounts as presented and with non-material changes to Program documents allowed, upon approval.

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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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

Update on the Adaptive Management Program for East Goose Lake



Summer / Fall 2020 work items:

- Discussed possible City partnership framework with City staff, City Manager and CM Jones including stakeholder engagement, financial partnership.
- Investigated ALM in neighboring watersheds – CRWD (Como Lake), RWMWD (Kolhman Lk.) and RPBCWD (Normandale Lake).
- Constructed boat launch.
- Presentation to City Council on October 13. The Council did not have reservations on partnership, engagement approach or building a financial partnership to implement.



Steps to implement ALM approach

Step 1:
Input sought, compiled, synthesized

- City Council/ VLAWMO Board
- East Goose Lake Neighborhood Conversation
- Web hub tour and preview
- Survey kick-off and follow-up mailing
- Community conversation meeting

Step 2:
Continue developing ALM approach and authorize initial projects

- Goals and projects established, selected
- Proposed and agreed upon financial partnership
- Phases of plan considered by WBL City Council and VLAWMO Board; initial projects authorized

Step 3:
Implement initial projects

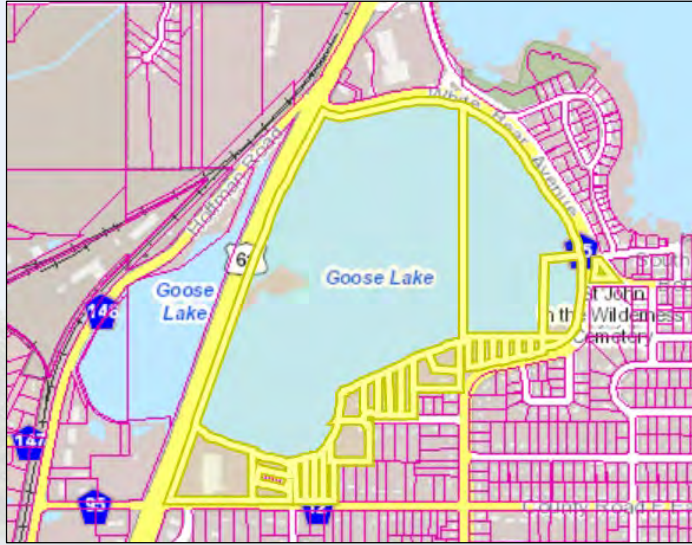
- Feedback and evaluation of project implementation

Step 4:
Based on feedback and results,
91continue implementing ALM projects

- Feedback and evaluation of project implementation



Step 1: Input and listening



Neighborhood meetings, individual contacts

Stakeholder open house

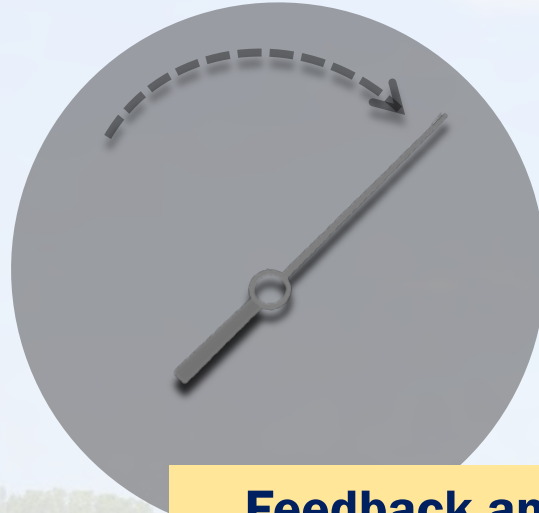


**Goose Lake
Adaptive
Management
Web Hub**

Survey, web hub, and media engagement

Steps 2 - 4: Possible ALM actions

**Fish
Management**

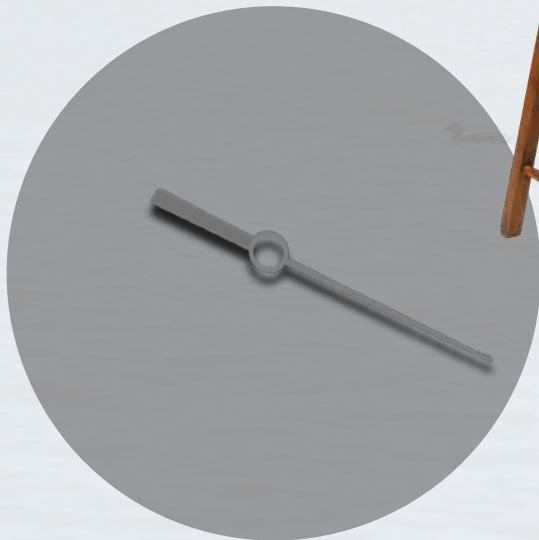


**Vegetation
Management**



**Feedback and evaluation informs
project selection and intensity**

**Subwatershed
BMPs**



**Internal load
management**



Early draft for financial partnership to develop ALM and implement initial projects (as presented to the City Council)

2021 Possible Actions	Estimated Cost Range	50/50 Partnership
Fish removal/ demonstration (in partnership with DNR)	\$10,000-\$20,000	\$5,000-\$10,000
Fish stocking & plan (as recommended by DNR /VLAWMO purchased)	\$5,000-\$10,000	\$2,500-\$5,000
ALM development & Stakeholder engagement (media/COVID)	\$15,000 – \$30,000	\$7,500 – \$15,000
Estimated costs for 2021:	~\$30,000 - \$60,000	~\$15,000 - \$30,000

Early draft for financial partnership to develop ALM and implement initial projects (as presented to the City Council)

Future Anticipated Projects 2022 and later (3 to 5 year outlook) <i>Implement authorized projects that may be supported through ALM development</i>	TOTAL Estimated Cost (all years combined)	50/50 Partnership
Grant-dependent subwatershed BMP Project/ Match cost only (other regional BMP's also possible)	\$138,000-\$240,000	\$69,000- \$120,000
Veg. surveys, Possible annual CLP treatments and/or Veg. harvests	\$60,000- \$120,000	\$30,000- \$60,000
Implement aeration demonstration, continued fish removal and fish stocking	TBD	TBD
Internal Load Management -Possible Alum Treatment * Dependent on if 1 or 2 treatments is needed	\$216,000 -\$350,000*	\$108,000 - \$175,000

Anticipated Next steps with engagement process

- **Step 1 – Stakeholder engagement**
 - Dec. 1, 2020 East Goose Lake Neighborhood conversation
 - Community conversation meeting
 - Survey kick-off and follow-up mailing
 - Web hub tour and preview
- **Step 2 - Compile result for stakeholder engagement in step 1.**
- **Step 3- Draft the stakeholder input summary**
- **Step 4- Request comments on draft summary**
- **Step 5- Finalize report based on comments received.**

Requested Board Action

- **Staff Recommendation:** Authorize staff to proceed with scheduling the East Goose Lake Neighborhood Conversation for Dec. 1, 2020 at 6:30 and authorize the distribution of the invitation letter for this meeting with any non-material changes.

East Goose Lake Neighborhood Conversation
Draft Agenda
12/1/20 6:30 pm Zoom

1. Introductions and welcome

Housekeeping for webinar format - Nick
Introductions, communication etiquette, desired meeting outcomes – Ellen/Dan?

2. Introduction to ALM- Phil

3. Facilitated input session- Ellen?

Each participant will be asked if they wish to provide a short response to each of the 3 questions:

- *What do you appreciate about East Goose Lake?*
- *What issues or concerns do you have concerning East Goose Lake?*
- *What are your hopes for the future of East Goose Lake?*

4. Next steps for stakeholder engagement

Web hub tour and preview
Survey kick-off and follow-up mailing
Community conversation meeting

DRAFT

Join us for a Neighborhood Conversation on East Goose Lake

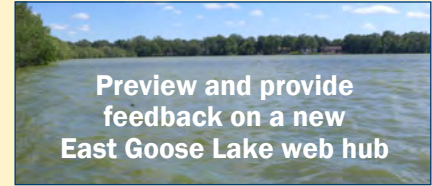
Dear shoreline resident,

You're invited to learn about potential water quality projects for East Goose Lake and provide input. Your input is valuable in guiding how the City of White Bear Lake and the Vadnais Lake Area Water Management Organization (VLAWMO) develop management goals and prioritize water quality actions for the Lake.

When: Tuesday, December 1st, 2020 6:30 pm – 7:30 pm

Where: Online virtual zoom forum (*due to COVID-19*)

https://us02web.zoom.us/join/tZlIduqhrTkrHNO_naLd5dkRSD-stlFRtK19



Thank you and we look forward to seeing you online.

For any questions please contact:

Connie Taillon
651-429-8587
ctaillon@whitebearlake.org



DRAFT

To: VLAWMO Board of Directors

From: Brian Corcoran

Date: October 28, 2020

Re: V. B. 4. Ditch 14 Maintenance Project E. Vadnais to Oak Creek Dr.

V. B. 4. Ditch 14 Maintenance Project E. Vadnais to Oak Creek Dr.

Staff is continuing to work on the proposed maintenance of approximately 700 linear feet of Ditch 14 downstream of Oak Creek Dr. W. in Vadnais Heights. The work is anticipated to go down to the ACSIC profile (determined via 2018 Houston Engineering Ditch Repair Report) including lowering the downstream culvert and removal of the downstream SPRWS weir. Dredged material will be side cast on site, bank will be seeded with native BWSR seed mix and erosion blanket installed.

Below is a summary of status of the work and permits to date:

- US Army Corp of Engineers- after project review a permit from the CORPS for the culvert maintenance was not needed and VLAWMO received a letter of exemption from the CORPS for project.
- MN DNR- The permit process is in 30 day review with the DNR.
- SPRWS- Staff has spoken to Jim Bode at the SPRWS on this project. They are fine with the proposed work, currently working on a liability contract with the SPRWS. City – Staff has spoken with Vadnais Heights, no permits needed from City.
- Ramsey County- currently working on a liability contract and permit
- Homeowners - The two homeowners on Oak Creek Dr (west side) were notified of the project via the MPARS application. Letter will go out to these residents once project date is finalized
- WCA- ditch maintenance exemption is currently in 15 day review with TEP
- Contractor- contractor has given a verbal commitment to start project in mid to late November pending permit status. Contract will be finalized with contractor once date for work is set

Because of the unique timing related to receipt of required pending permits, Staff is asking for a number of Board actions:

1. Approve attached contract (including attached scope of work and plan sheets) with Scandia Trucking for Ditch 14 maintenance project and authorize Administrator to sign the contract with non-material changes and upon advice of Council;
2. Authorize Administrator to sign liability waivers with Ramsey County and St. Paul Regional Water service.
3. Authorize to move up this 2021 budgeted work into the 2020 budget for possible construction yet this year (pending receipt of permits, weather or other variables) and authorize spending up to \$15,000 for project costs.

Recommendation: Staff requests that the Board approve the above three (3) actions; contract with Scandia Trucking for Ditch 14 maintenance project with any non-material changes and upon advice of Counsel; the VLAWMO Administrator to sign liability waivers with Ramsey County and St. Paul Regional Water Service; authorization to move up 2021 budgeted work into 2020 budget for possible construction yet this year and increase authorized spending up to \$15,000 for project costs

Contracted Services Agreement

Vadnais Lake Area Water Management Organization and Roger Rydeen Scandia Trucking & Excavating LLC

CONTRACT entered into between the **Vadnais Lake Area Water Management Organization**, a political subdivision of the State of Minnesota (“**VLAWMO**”), and **Scandia Trucking & Excavating LLC** (“**CONTRACTOR**”), in effect from [contract term], The VLAWMO and CONTRACTOR agree as follows:

1. Scope of Work

CONTRACTOR will lower existing 42” by 46’ HDPE culvert to ACSIC profile, remove existing St. Paul Regional Water Service concrete weir and dredge approximately 700’ of Ditch 14 to ACSIC profile from East Vadnais Lake to Oak Creek Dr. in Vadnais Heights. All work will be completed on a “time and materials” basis. Additional detail on the Scope of Work is provided in Exhibit A. At its discretion, the VLAWMO may in writing suspend or delete the work or a part thereof. Authorized work by CONTRACTOR will be compensated in accordance with Paragraph 5. **This contract is terminable by either party, for any reason, upon receipt of written notice.**

2. Independent Contractor

CONTRACTOR is an independent contractor under this agreement. CONTRACTOR will select the means, method and manner of performing the work. CONTRACTOR is not the agent, representative or employee of the VLAWMO in any manner. Personnel performing the work on behalf of CONTRACTOR, including volunteer personnel the CONTRACTOR may utilize, will not be considered employees of the VLAWMO and will not be entitled to any compensation, rights or benefits of any kind from the VLAWMO.

3. Subcontract and Assignment

CONTRACTOR will not assign, subcontract or transfer any obligation or interest in this contract or the work without the written consent of the VLAWMO.

4. Indemnification

CONTRACTOR will indemnify, defend and hold harmless the VLAWMO, its officers, board members, employees and agents from any and all actions, costs, damages and liabilities of any nature to the degree they are the result of CONTRACTOR's negligence or other action or inaction by CONTRACTOR that is the basis for CONTRACTOR's liability.

5. Compensation

When work is completed, the VLAWMO will compensate CONTRACTOR in accordance with Exhibit A. The total payment for work directed in this contract will not exceed **\$15,000**. Payment for undisputed work will be due within 30 days of receipt of invoice.

Final payment requires that CONTRACTOR comply with applicable state income tax withholding requirements under Minnesota Statutes § 270C.66.

CONTRACTOR will maintain records concerning fees or costs incurred in connection with the work for six years from the date the work is completed and agrees that the VLAWMO or the State Auditor may examine, audit, and copy any such records during normal business hours.

6. Insurance

At all times during the performance of the work, CONTRACTOR will have and keep in force the following insurance coverage:

- A. Commercial general liability (CGL): **\$2,000,000** each occurrence and aggregate, covering completed operations and contract indemnification.
- B. Automobile liability: combined single limit each occurrence coverage for bodily injury and property damage covering all vehicles, **\$1,500,000.**
- C. Workers' compensation: in accordance with legal requirements applicable to CONTRACTOR.

Insurance coverage will be on an occurrence basis.

7. Compliance with Laws

CONTRACTOR will comply with the laws and requirements of all federal, state, local and other governmental units in connection with performing the work, and will procure all licenses, permits and other rights necessary to perform the work.

In performing the work, CONTRACTOR will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

IN WITNESS WHEREOF, intending to be legally bound, the parties hereto execute and deliver this contract.

Roger Rydeen Scandia Trucking & Excavating LLC

By _____ Date: _____
Owner

Vadnais Lake Area Water Management Organization

By _____ Date: _____
Phil Belfiori, Administrator

Exhibit A – Scope of Work and Compensation for Contracted Services Agreement, Vadnais Lake Area Water Management Organization and Scandia Trucking & Excavating LLC

Description of Work

Scandia Trucking & Excavating LLC (“Contractor”) will lower existing 42” by 46’ HDPE corrugated culvert pipe under Ramsey County Parks trail to ACSIC profile as shown in the 2018 Houston Engineering Ditch 14 Repair Report. Upstream concrete St. Paul Regional Water Service weir will be removed (approximately 25’ upstream of 42” culvert). Approximately 700’ of Ditch 14 (between East Vadnais Lake & Oak Creek Dr.) will be dredged to the ACSIC profile per 2018 Houston Engineering Ditch 14 Repair Report and dredged material side cast on either side of ditch (on existing spoil piles). Possible minor tree removal for access to ditch. Elevations will be shot to confirm ACSIC profile is met. Native BWSR seed mix and erosion fabric/blanket will be placed on disturbed areas as needed. Proper sediment and erosion control will be in place for duration of project.

The Contractor will select the means, methods, and manner for performing the work. The project location, rough plans and all necessary permits/contracts are attached below. More precise instruction will be provided onsite by VLAWMO.

Timing of Work

The deadline for completion of the work is _____. The timing of the work will be determined by the VLAWMO, in consultation with the Contractor.

Compensation


Payment is on a “time and materials” basis. The contractor shall provide an itemized invoice for completed work. The total maximum payment for work under this contract shall not exceed **\$15,000.**

Ditch 14 Access & Staging



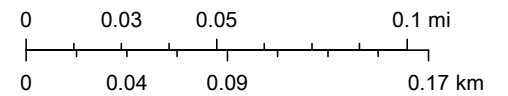
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 VLAWMO Boundary

 Ditch 14 alignment

 Neighboring watershed organizations

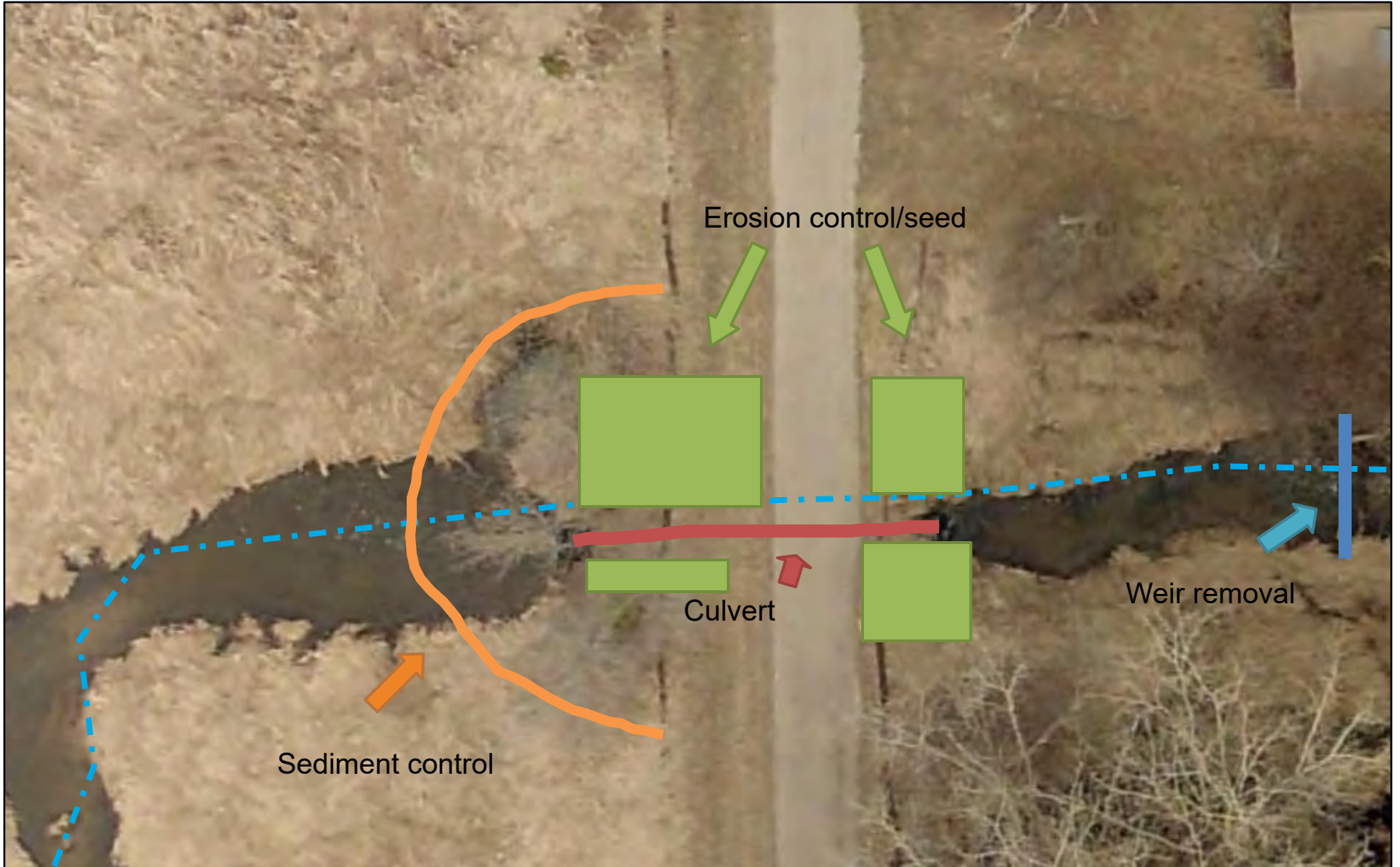
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Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user


ArcGIS Web AppBuilder

Ditch 14 Culvert Work



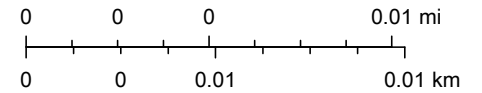
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 VLAWMO Boundary

 Ditch 14 alignment

 Neighboring watershed organizations

1:282



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user

ArcGIS Web AppBuilder



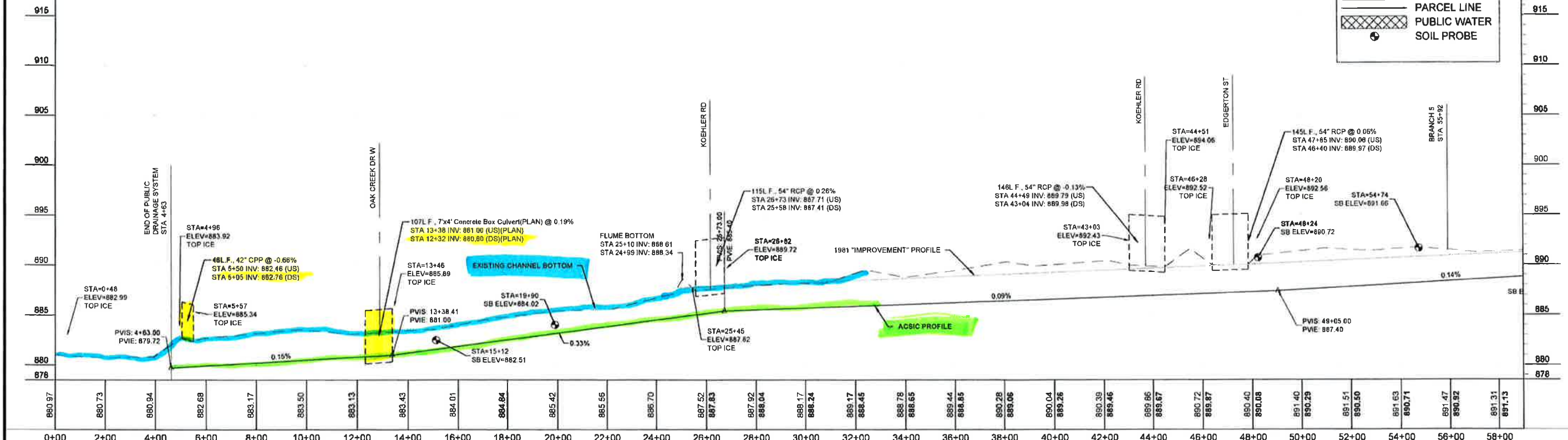
NOTE: ACSIC AT OAK CREEK DR W (STA 13+38) IS PER 1986 CONSTRUCTION PLANS

MAIN TRUNK

LEGEND

- PARCEL LINE
- PUBLIC WATER
- SOIL PROBE

NO. 200



H:\Maple Grove\IBN\7057-006\CAO\LAMMO.dwg pp.3/15/2018 11:45 AM:(hrollin)


<p>PRELIMINARY Not for Construction</p>			Maple Grove	Drawn by JEN	Date 03/08/18	RAMSEY COUNTY DITCH 14 VADNAIS LAKE AREA WATER MANAGEMENT ORGANIZATION	PLAN AND PROFILE MAIN TRUNK PROJECT NO. 7057-006	SHEET 1 of 5
			P: 763.493.4522 F: 763.493.5572	Checked by NS	Scale AS SHOWN			
No.	Revision	Date	By					

Ditch 14 Sidecast Locations



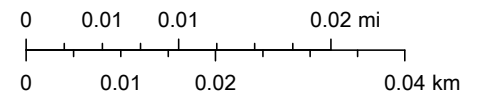
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 VLAWMO Boundary

 Ditch 14 alignment

 Neighboring watershed organizations

1:1,128



Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user

ArcGIS Web AppBuilder



800 County Road E E, Vadnais Heights, MN 55127
www.vlawmo.org; Office@vlawmo.org

To: VLAWMO Board of Directors

From: Nick Voss

Date: October 28th, 2020

Re: V. B. 5. Watershed Partner Award Call for Nominations

VLAWMO is excited to host its second year of its annual award programs. This year, the award program has split into two separate awards. These are the Watershed Steward Award (which was the award given in 2019), and the Watershed Partner Award.

The Watershed Partner Award is a new award that focuses on municipalities and other state or county agencies who exhibit initiative in watershed leadership in conjunction with a VLAWMO partnership.

Board members are asked to inform their City and Township council communities to help recruit nominations and raise awareness on the award program. Staff are excited to continue this effort in recognizing watershed excellence, initiative, and supportive partnerships. We aspire to build on last year's inaugural award and increase our ability to tell meaningful watershed stories as well as thank our valuable partners who work hard to support VLAWMO's mission.

More information and nomination forms can be found on the VLAWMO website here:

<https://www.vlawmo.org/get-involved/awards/>

Nominations are due by November 12th, 2020. A winner will be selected at the November VLAWMO TEC meeting, and the award will be presented at the December, 2020 VLAWMO Board meeting.



Watershed Partner Award Nomination

Nominee name and affiliation:

Project: Ex. “BMP installation, business partnership event, volunteer recruitment event.” Include the goals of the effort, location, and nearby waterbody if applicable.

Hours and time duration: Start of project to end of project (mo/yr), estimate of hours dedicated to effort (prep, implementation, meetings, etc.)

Description of watershed impact: What was the result for water quality (education message portrayed, event attendance numbers, volume of water infiltrated, lbs of road salt reduced annually, acres of turf converted, innovative project construction and specs, grant completion, unique partnership description, etc.)

Quote or summary statement: Based on the memory or experience of the effort, what’s the “take-home” summary that the community should hear about this individual/team and their effort? Are there any additional notable skills, dedication, attention to detail, or creative applications?

Criteria:

- Nomination has direct connection to a VLAWMO project partnership or use of VLAWMO programs and resources, including one of the following:
 - Capital improvement project or installation
 - Reference to the VLAWMO water plan or water policy
 - Use of VLAWMO education or website content
 - Use of VLAWMO programming such as workshops or MS4 programming
 - Other partnerships with VLAWMO staff, Minnesota Water Stewards, or volunteers

To: VLAWMO Board of Directors

From: Brian Corcoran

Date: October 28, 2020

Re: V. C. 1. Birch Lake Animal Hospital Buffer Variance Request

V. C. 1. Birch Lake Animal Hospital Buffer Variance Request

Birch Lake Animal Hospital in the City of White Bear Lake is requesting a wetland buffer variance to expand their parking lot to better suit their clients and reduce the amount of on-street parking. They are requesting to add 5 additional stalls and relocate the trash/recycling enclosure. The City of White Bear Lake has reviewed and accepted the additional stalls pending the buffer variance decision.

As part of the parking stall addition the client is adding an infiltration basin in the front of their building to capture runoff to reduce overall drainage to the wetland.

The wetland on site is a Manage 2 wetland. Buffer setback for a Manage 2 wetland is 30ft with minimum of 24ft. A delineation was approved on 10/12/2020 identifying the wetland boundary. A retaining wall is proposed just outside of the wetland line to reduce grading issues. Trash and recycling enclosure will be approximately 5ft off of wetland line. Dashed lines on plan indicate 30Ft and 25Ft setbacks from wetland line.

Staff recommends approval of wetland buffer variance request for the parking stall addition contingent on installation of infiltration basin.

Vadnais Lake Watershed Area,

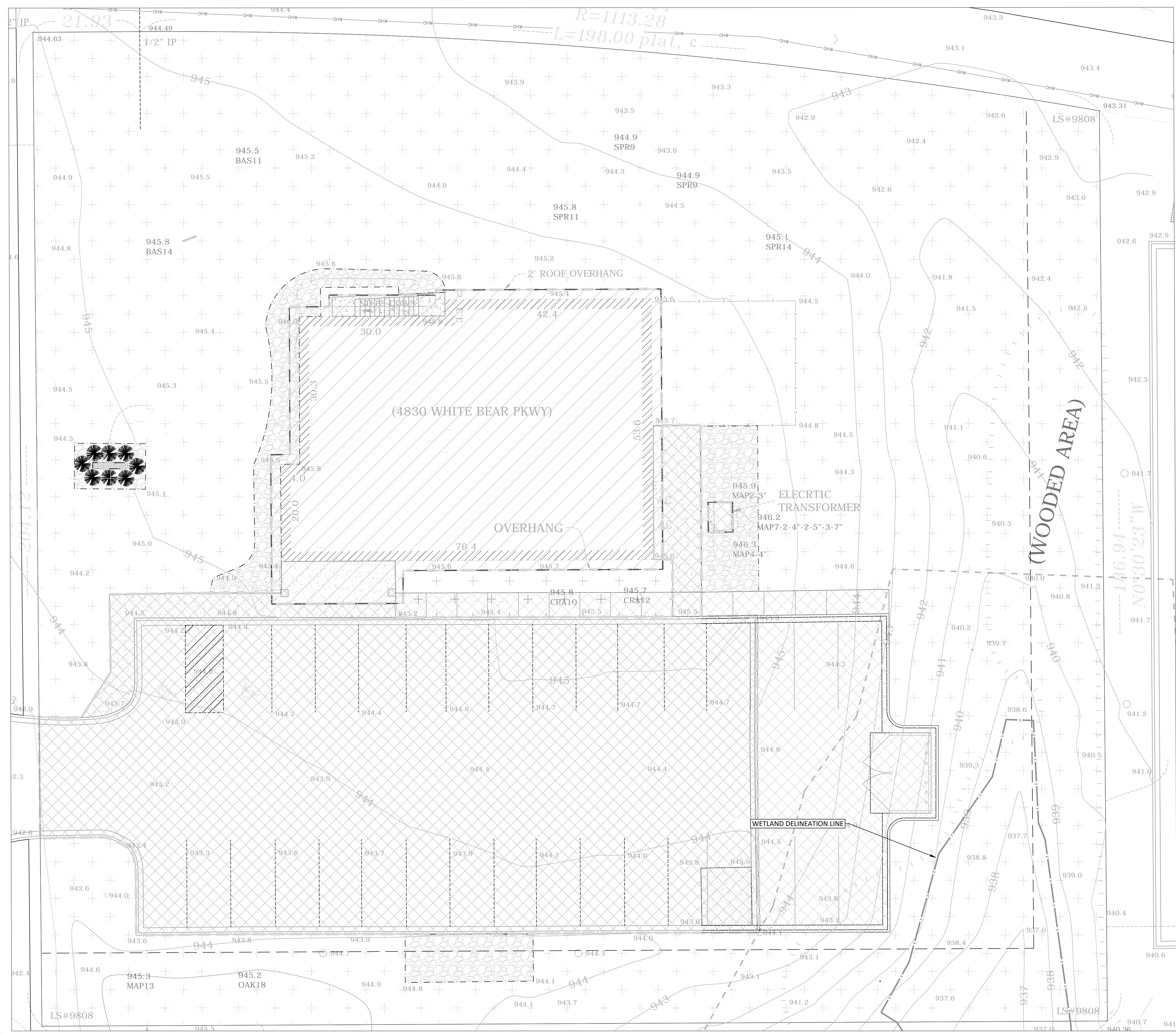
Birch Lake Animal Hospital would like to expand their parking to better suit their clients and reduce the amount of on-street parking. They are requesting to add 6 additional parking stalls and relocate their trash / recycling enclosure. The city of White Bear Lake has reviewed and accepted the additional stalls pending a site wetland analysis. Manage 2 drainage area was found on site and is adjacent to the proposed parking. We have reduced the impact of the manage 2 area by adding a retaining wall.

Per the current ordinances, we are within the proposed manage 2 setback for both the current and proposed design. We are asking for a variance to complete the work and help the overall functionality and beautification of the project site.

Per the city's request we have added an infiltration area in the front of the building that will capture roof water runoff. These steps will help reduce the overall drainage to the adjacent manage 2 drainage area. Birch Lake Animal Hospital is working with the city to help enhance the infiltration area with plantings which in turn will help with both beautification and function of the basin. We feel this is a positive change for the property in both functionality and enhancement.

Regards,

Jim Kalkes, RLA
Dr. Tim Kuhnmeunch, DVM, MBA



EXISTING CONDITIONS

EXISTING IMPERVIOUS SURFACE CALCULATIONS
TOTAL LOT AREA (ABOVE OHWL) 43,561 S.F.

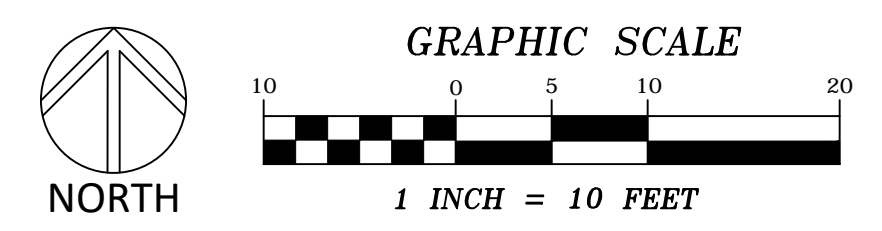
EXISTING BUILDING	4,626 S.F.
EXISTING PARKING/WALK	9,465 S.F.
EXISTING SIGN	9 S.F.
EXISTING ELECTRIC PAD	31 S.F.
TOTAL IMPERVIOUS SURFACE	14,131 S.F.
PERCENT IMPERVIOUS	32.4%

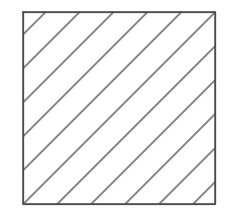
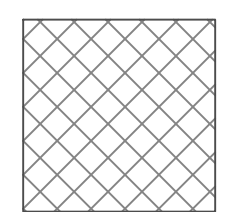
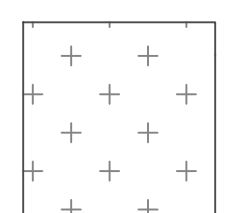
PROPOSED SITE PLAN

PROPOSED IMPERVIOUS SURFACE CALCULATIONS
TOTAL LOT AREA (ABOVE OHWL) 43,561 S.F.

EXISTING BUILDING	4,626 S.F.
PROPOSED PARKING/WALK	11,900 S.F.
EXISTING SIGN	9 S.F.
EXISTING ELECTRIC PAD	31 S.F.
TOTAL IMPERVIOUS SURFACE	16,566 S.F.
PERCENT IMPERVIOUS	38.0%

SF OF IMPERVIOUS OVER 30%..... 3484sf



-  **BUILDING/SIGN IMPERVIOUS SURFACE**
-  **PARKING IMPERVIOUS SURFACE**
-  **PERVIOUS SURFACE**

PARKING CALCULATIONS

BUILDING FINISHED FLOOR	3,728 S.F.
1 STALL PER 200SF OF FINISHED FLOOR AREA	18.64
TOTAL STALLS	19
1 ACCESSIBLE STALL PER 25 STALLS	1

DreamScapes
Landscape & Design, Inc.
7087 20th Ave S.
Centerville, MN 55038
651451000
www.DreamScapesMN.com

GOODMANSON
CONSTRUCTION
SINCE 1971
www.GoodmansonConstruction.com

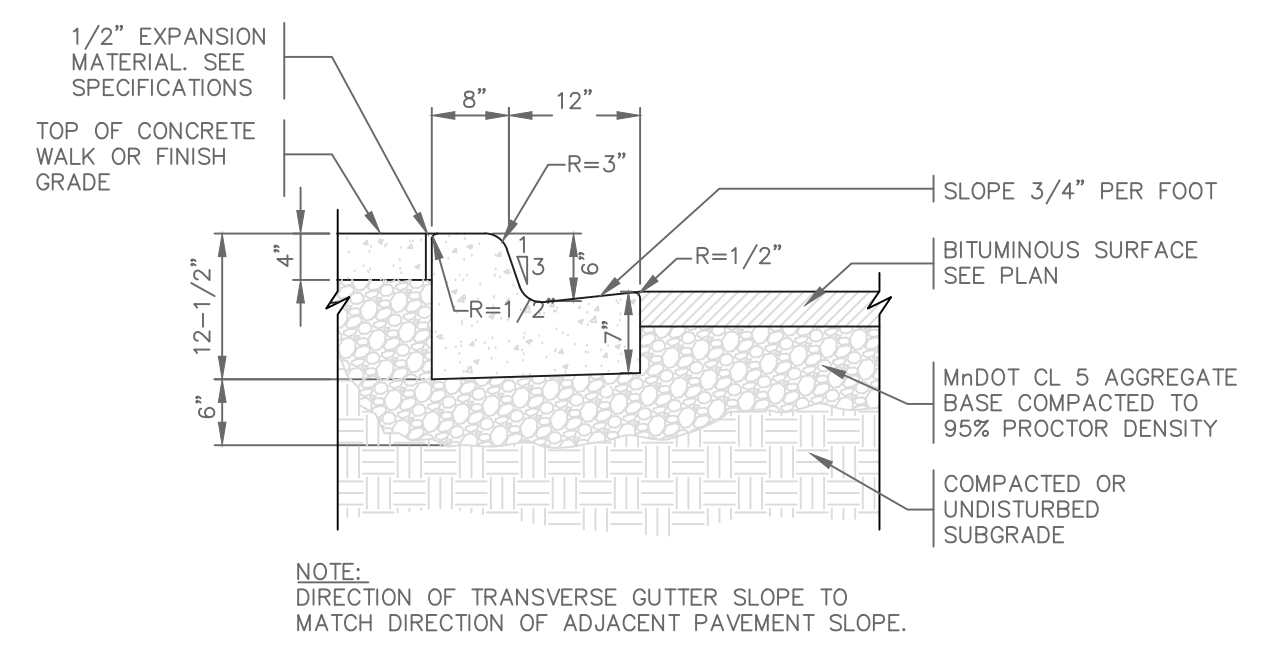
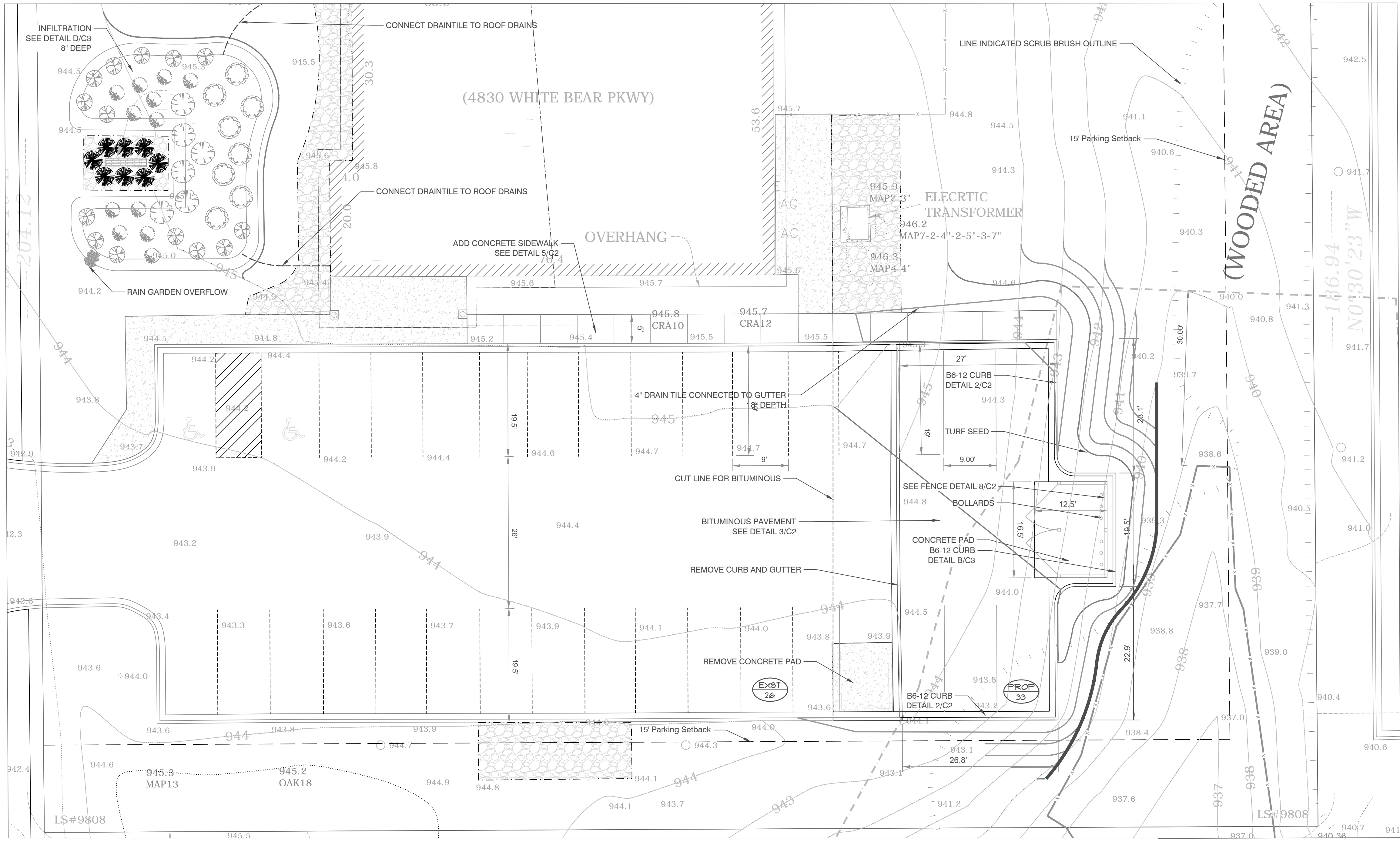
I hereby certify that this plan or report was prepared by me or under my direct supervision and that I am a duly Registered Landscape Architect under the laws of the State of Minnesota.
James A. Faller
James A. Faller, RLA, AIA
Date: 04/08/2020 License No. 45071

BIRCH LAKE ANIMAL HOSPITAL
4830 WHITE BEAR LAKE PKWY
WHITE BEAR LAKE, MN 55110

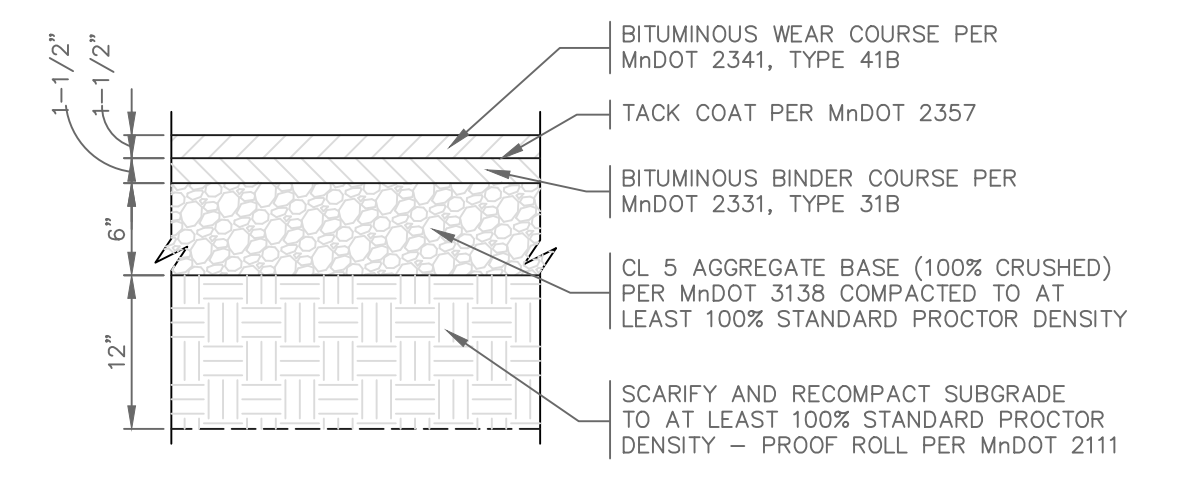
NO.	DATE	DESCRIPTION	BY
1	04/08/20	PARKING LOT EXPANSION	JAK
2	05/12/20	CITY SUBMITTAL	JAK
3	06/18/20	CITY COMMENTS	JAK
4	07/15/20	CITY COMMENTS	JAK
5			
6			
7			

EXISTING / PROPOSED IMPERVIOUS

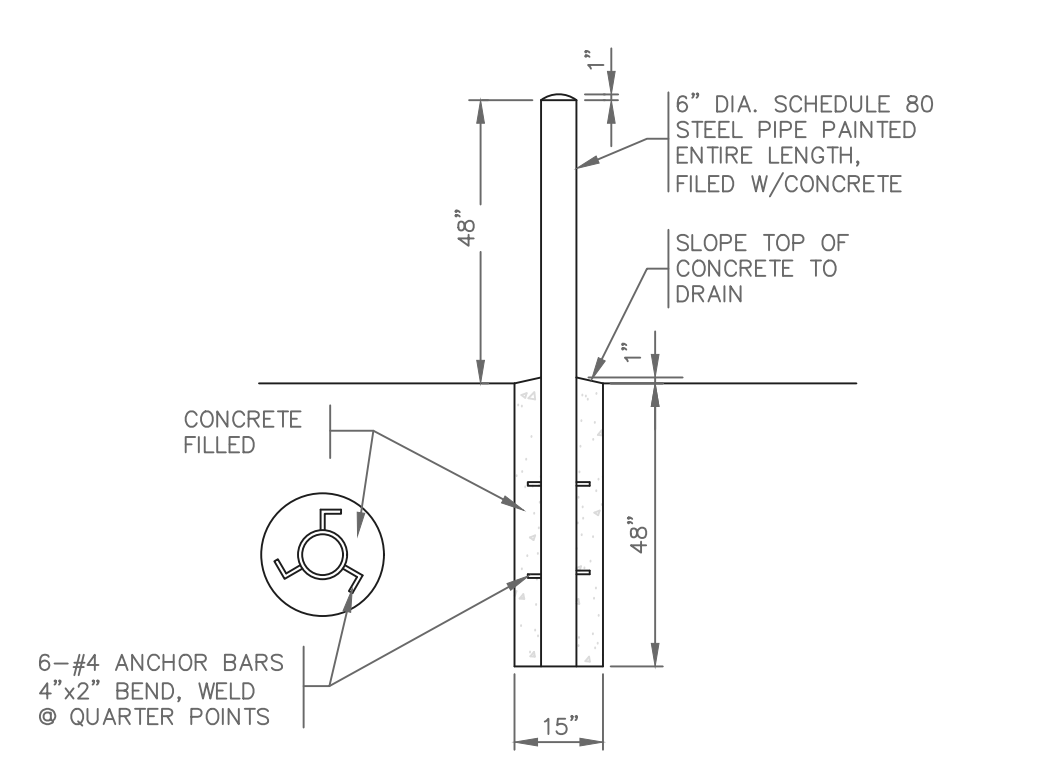
C1



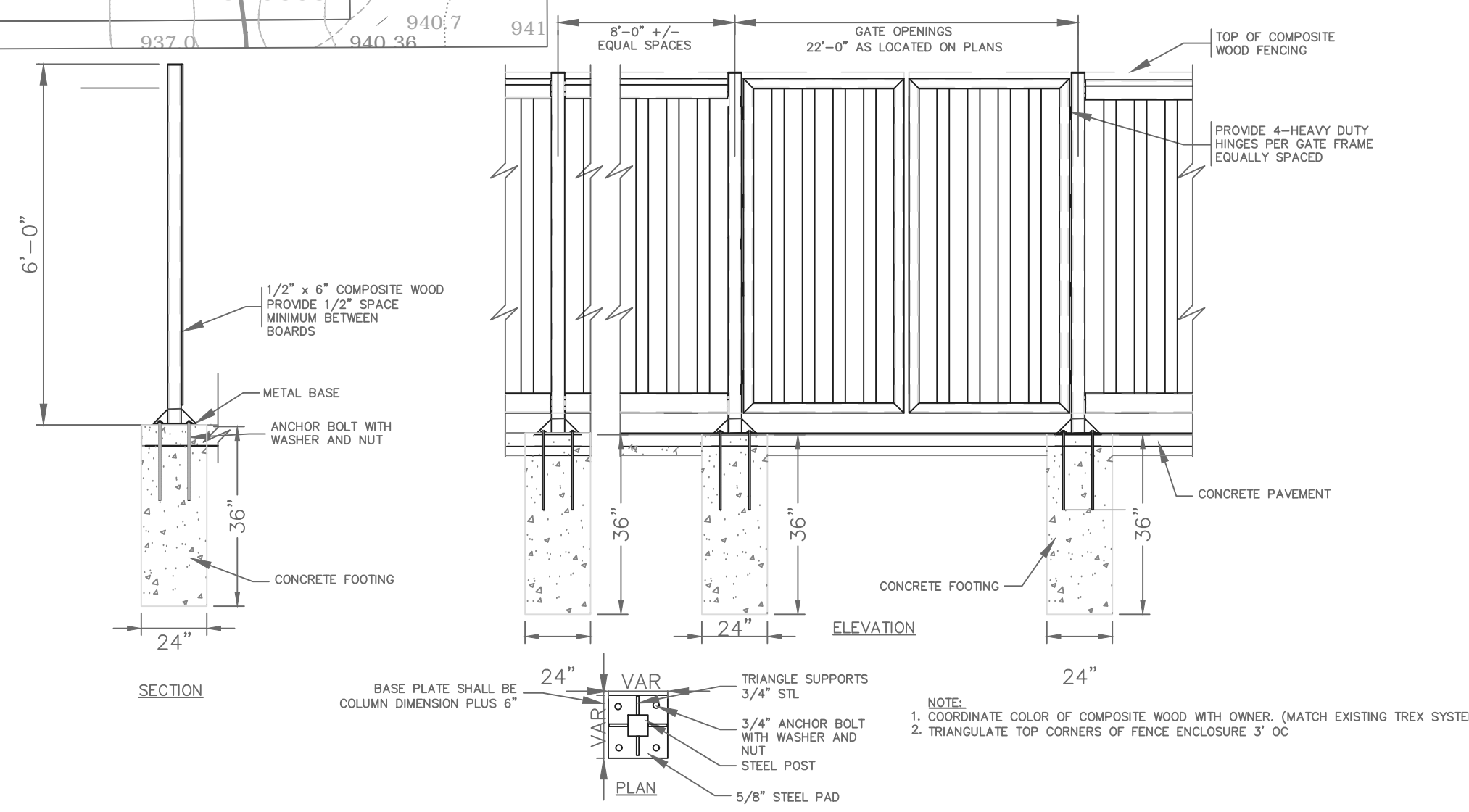
2 CONCRETE CURB AND GUTTER
C2 B6-12 TYPE CURB



3 BITUMINOUS PAVEMENT
C2 MEDIUM DUTY

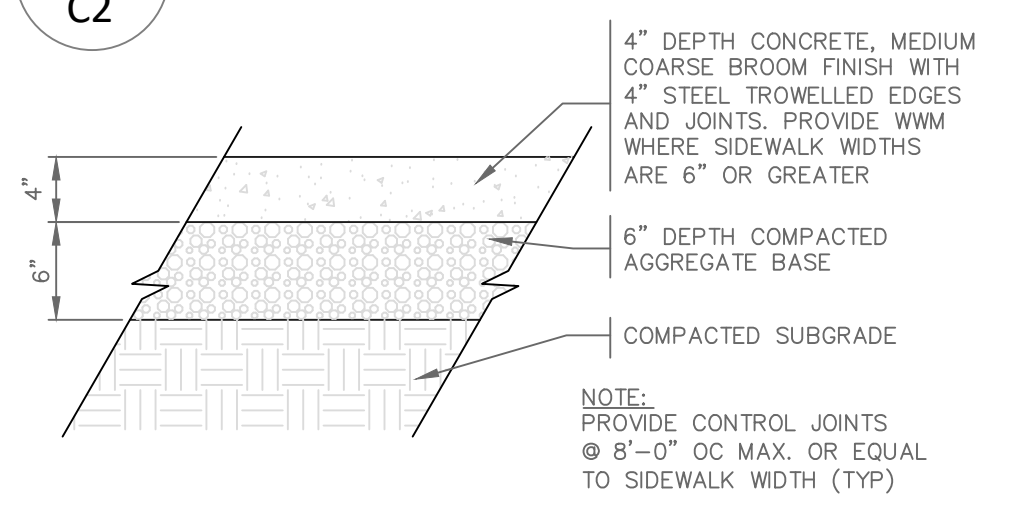


4 STEEL BOLLARD
C2

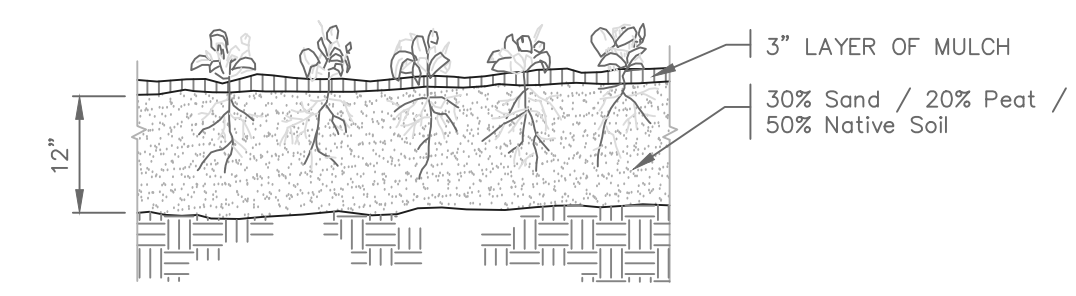


8 WASTE ENCLOSURE DETAIL
C2 MATCH FENCE AT DOG RUN
S-0010g

1 BIRCH LAKE ANIMAL HOSPITAL - SITE PLAN
C2



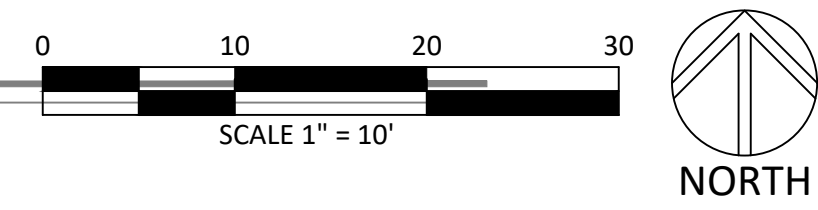
5 CONCRETE SIDEWALK
C2



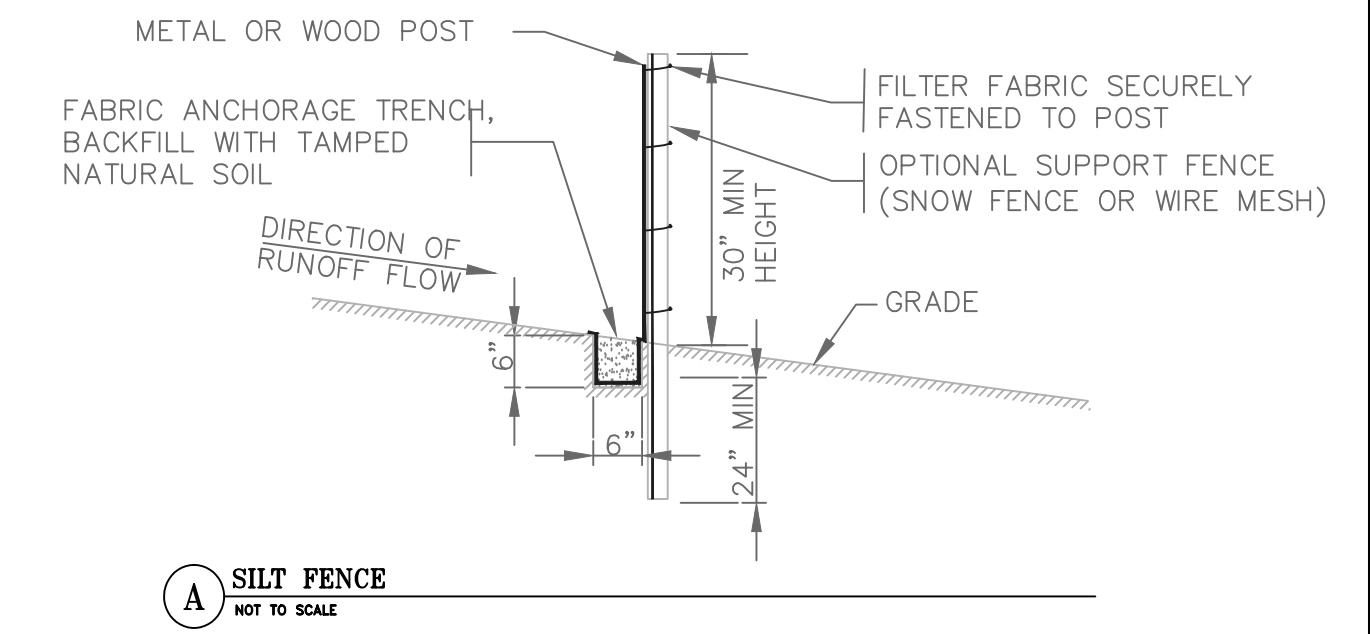
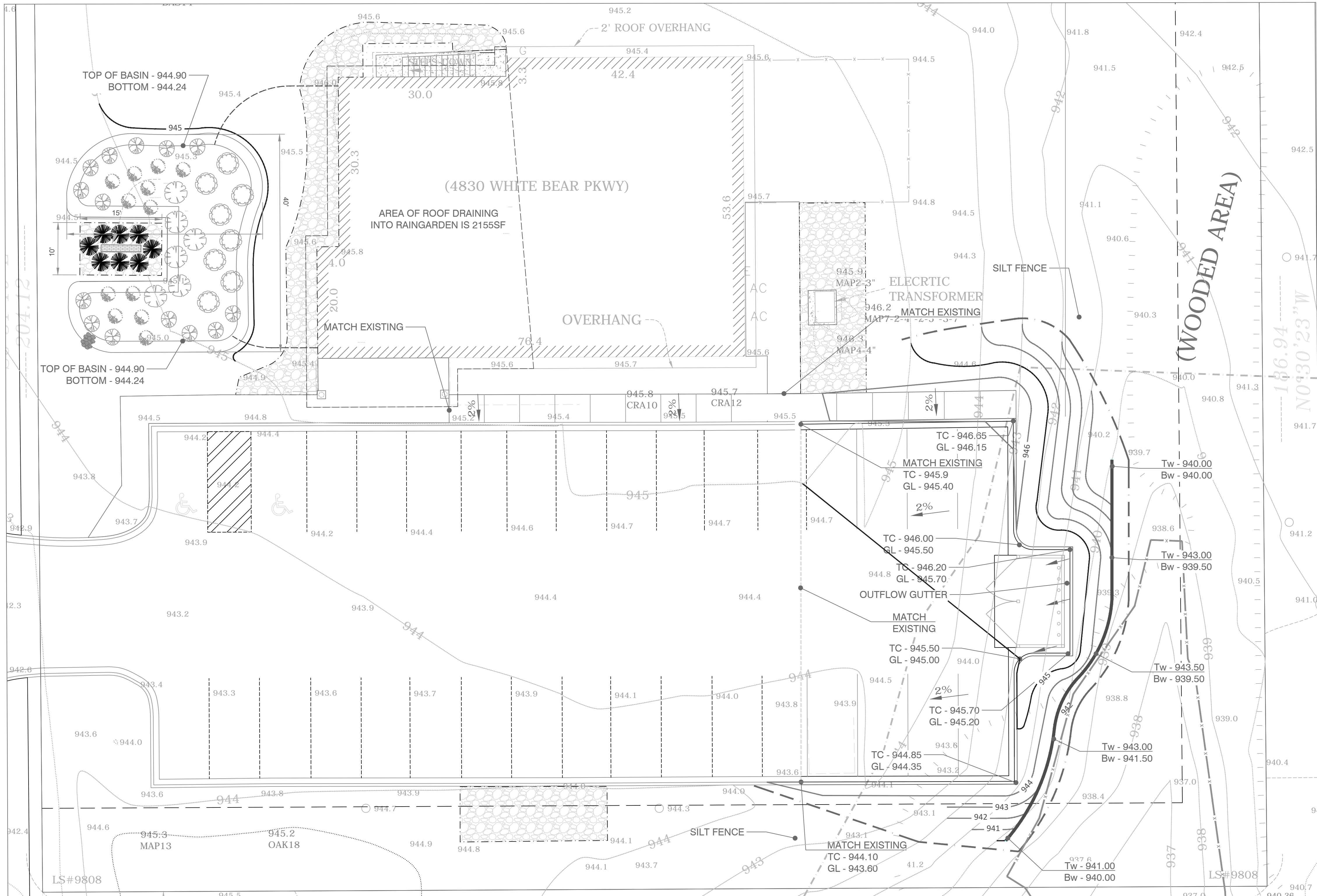
6 INFILTRATION
C2



7 WASTE ENCLOSURE TO MATCH EXISTING FENCE
C2 ON-SITE FENCE (TREX FENCE)

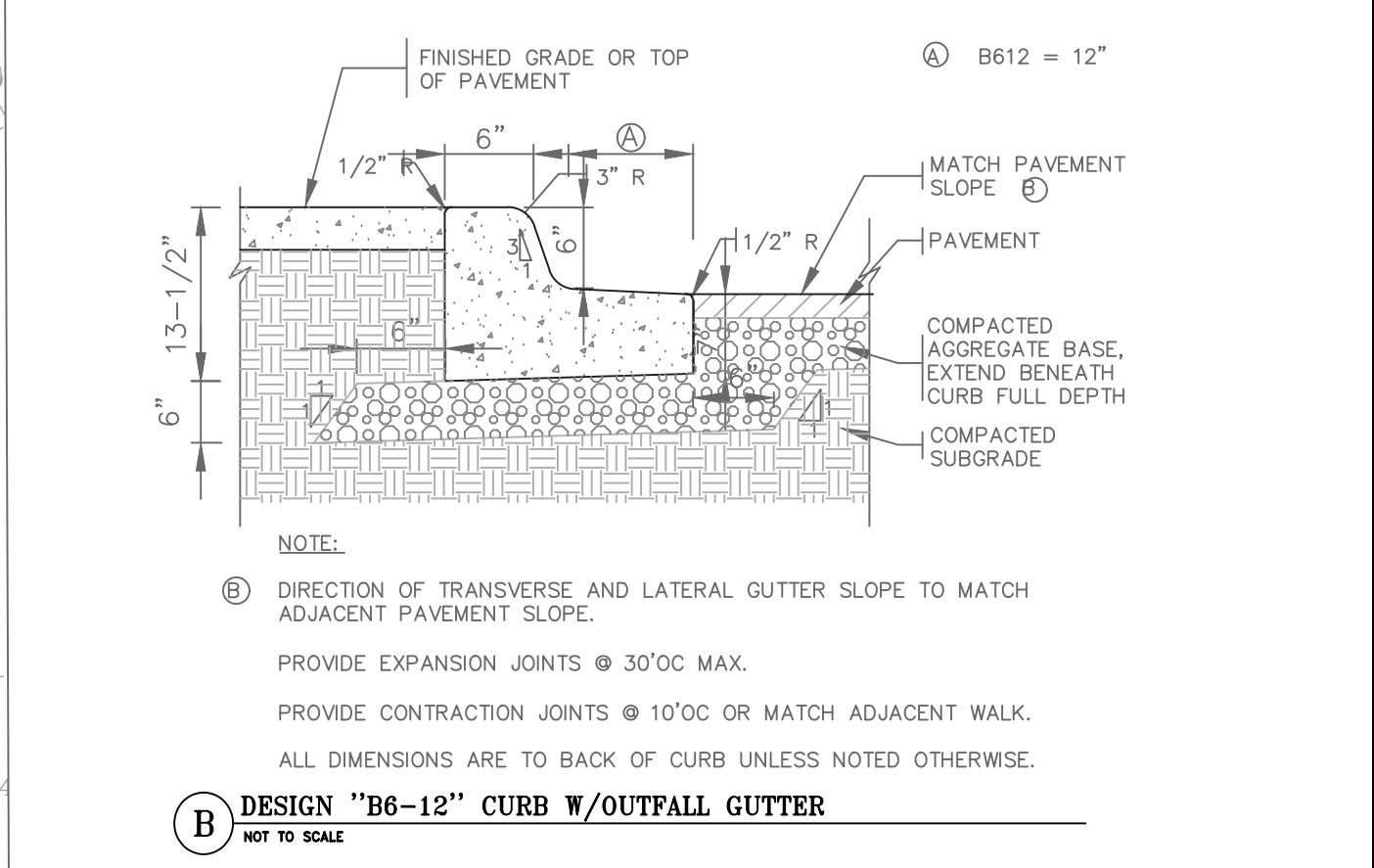


NO.	DATE	DESCRIPTION	BY
1	04/08/20	FIELD CREW: Rude & Sons	JAK
2	05/12/20	PARKING LOT EXPANSION	JAK
3	06/18/20	CITY SUBMITTAL	JAK
4	07/15/20	CITY COMMENTS	JAK
5			
6			
7			

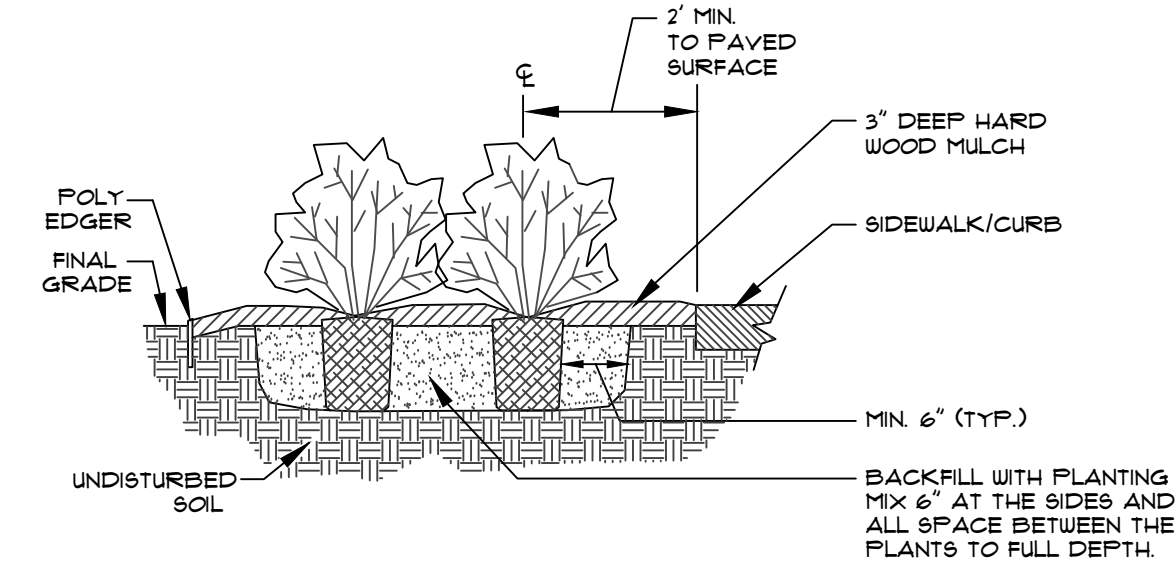


LANDSCAPE LEGEND									
KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL HEIGHT	MATURE HEIGHT		
SHRUBS									
DBW	Salix purpurea 'Nana'	DWARF BLUE ARCTIC WILLOW	#5	CONT.	6	1'	3'x4'		
RTD	Cornus Sericea 'Bailey'	RED TWIG DOGWOOD	#5	CONT.	8	1.5'	5'x5'		
BCB	Aronica melonocarpa elata	BLACK CHOKEBERRY	#5	CONT.	5	1.5'	4'x4'		
JDW	Ilex verticillata 'Jim Dandy'	JIM DANDY WINTERBERRY	#5	CONT.	14	1.5'	3'x3'		
RSW	Ilex verticillata 'Red Sprite'	RED SPRITE WINTERBERRY	#5	CONT.	12	1.5'	3'x3'		

SOD / SEED MIX LEGEND		
SYM.	TYPE	SEED MIX
[Symbol]	NATIVE WET PRAIRIE	MN SEED MIX 34-271 (OLD BWSR W2)
[Symbol]	COMMERCIAL TURF - SOD	HIGHLAND SOD

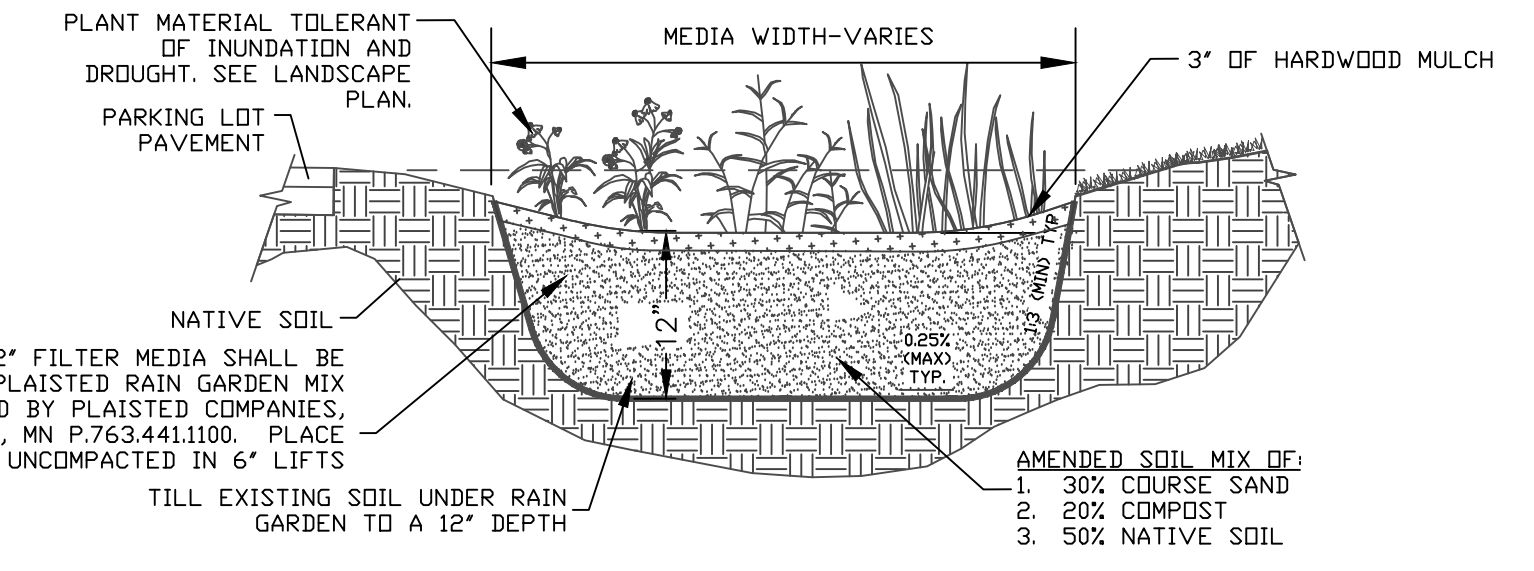


1 BIRCH LAKE ANIMAL HOSPITAL - GRADING PLAN
C3



Raingarden Calculation

- Maximum depth for rain garden is 8"
- The surface area required to meet requirements ----- 958sf
- The surface area provided to meet requirements ----- 964sf
- 3,484 x (1.1/12) x 2 = 638 CF @ 8" Depth
- Soil is in the Hydraulic Soil Group "B" - Hayden Fine Sandy Loam



*** THE BOTTOM OF THE RAINGARDEN SHALL BE GRADED FLAT AT AN ELEVATION OF 942.33
 *** PROTECT THE RAINGARDEN FROM COMPACTION. IF COMPACTION OCCURS, THE INFILTRATION AREA SHALL BE UNCOMPACTED TO A DEPTH NECESSARY TO ALIVE THE COMPACTION

DreamScapes
Landscaping & Design, Inc.
7087 20th Ave S.
Centerville, MN 55038
651451000
www.DreamScapesMN.com

GOODMANSON
CONSTRUCTION
SINCE 1971
www.GoodmansonConstruction.com

I hereby certify that this plan or report was prepared by me or under my direct supervision and that I am a duly Registered Landscape Architect under the laws of the State of Minnesota.
 James A. Faller
 License No. 45071
 Date: 04/08/2020

BIRCH LAKE ANIMAL HOSPITAL
4830 WHITE BEAR LAKE PKWY
WHITE BEAR LAKE, MN 55110

NO.	DATE	DESCRIPTION	BY
1	04/08/20	FIELD CREW: Roads & Storm	JAK
2	05/12/20	PARKING LOT EXPANSION	JAK
3	06/18/20	CITY SUBMITTAL	JAK
4	07/15/20	CITY COMMENTS	JAK
5		CITY COMMENTS	JAK
6			
7			

GRADING PLAN

C3

Resolution 09-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Buffer Variance Birch Lake Animal Hospital

Resolution 09-2020 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the buffer variance request for the Birch Lake Animal Hospital as presented by VLAWMO staff. The variance request and documents are attached to this Resolution, and

Whereas, Birch Lake Animal Hospital would like to expand their parking to better suit their clients and reduce the amount of on-street parking. They are requesting to add 6 additional parking stalls and relocate their trash / recycling enclosure. A portion of the parking stalls and the trash/recycling enclosure will be within the 30ft wetland buffer required by VLAWMO. The city of White Bear Lake has reviewed and accepted the additional stalls pending a site wetland analysis. A Manage 2 wetland is adjacent to the proposed parking. Buffer impact has been reduced by adding a retaining wall and removing a parking stall from previous designs, and

Whereas, Per the City’s and VLAWMO’s request an infiltration BMP will be added in the front of the building that will capture runoff reducing the overall drainage to the manage 2 wetland.

Therefore be it resolved that the Buffer Variance for Birch Lake Animal Hospital, dated 10-28-2020 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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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



800 County Road E E, Vadnais Heights, MN 55127
www.vlawmo.org; Office@vlawmo.org

To: VLAWMO Board of Directors

From: Brian Corcoran

Date: October 28, 2020

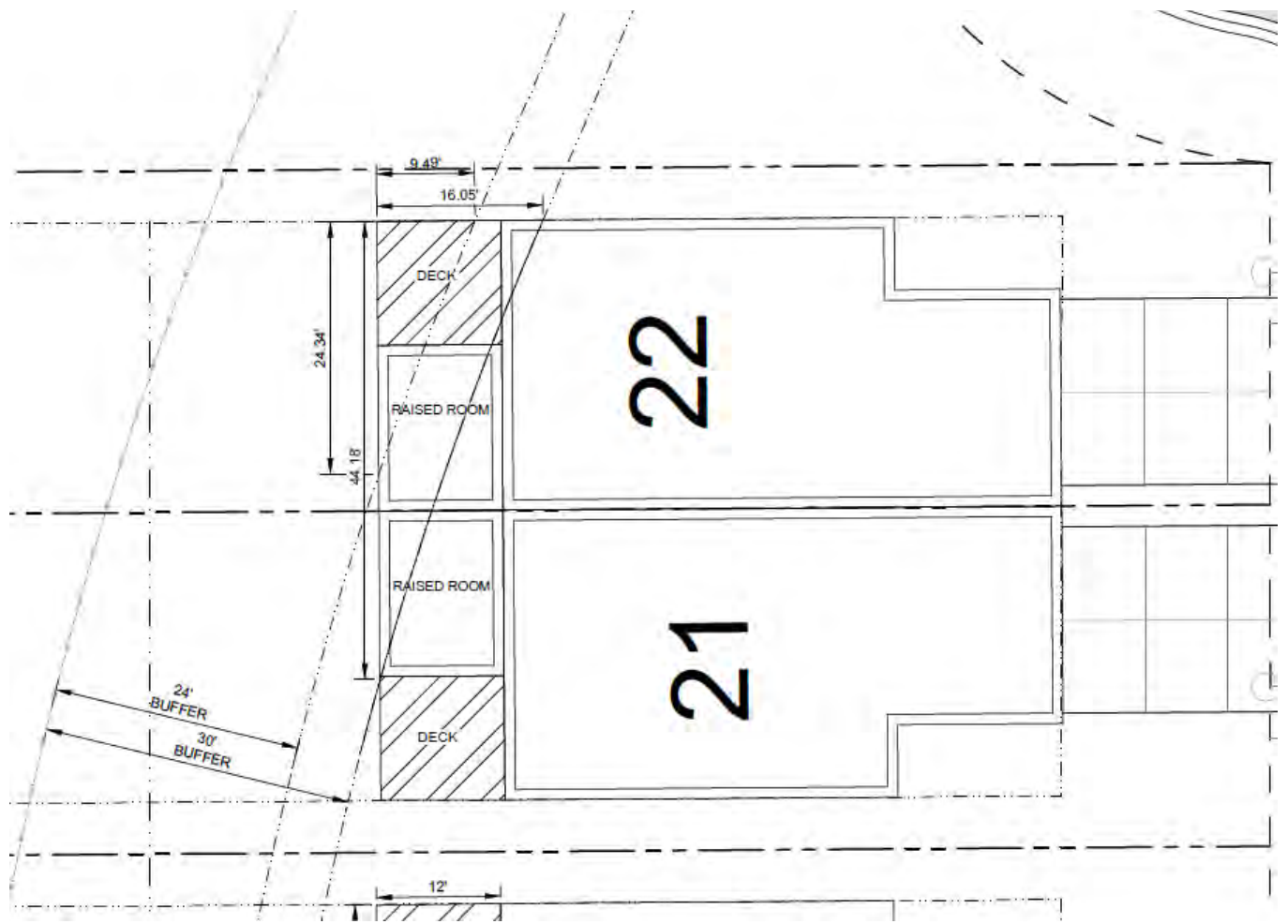
Re: V. C. 2. Moore's Vincent Estates (Staheli) Buffer Variance Request

V. C. 2. Moore's Vincent Estates (Staheli) Buffer Variance Request

Moore's Vincent Estates in the City of Vadnais Heights is requesting a wetland buffer variance to one housing unit on their proposed 22 unit development. They are proposing a max 10ft encroachment into the wetland buffer for unit 22, leaving 14ft to wetland edge. Encroachment into buffer will be for a portion of a deck and raised enclosed porch. There will be a total of 111 sq ft of structure within the wetland buffer on unit 22. See below buffer exhibit.

The wetland on site is a Manage 2 wetland. Buffer setback for a Manage 2 wetland is 30ft with minimum of 24ft. A delineation was approved on 9/24/2020 identifying the wetland boundary. Applicant has changed the development designs to reduce buffer impact by narrowing roads and cul-de-sac and clustering townhomes to allow for less impervious surface and stormwater runoff.

Staff recommends approval of wetland buffer variance request on unit 22 (111.3sqfr) for the Moore's Vincent Estates.



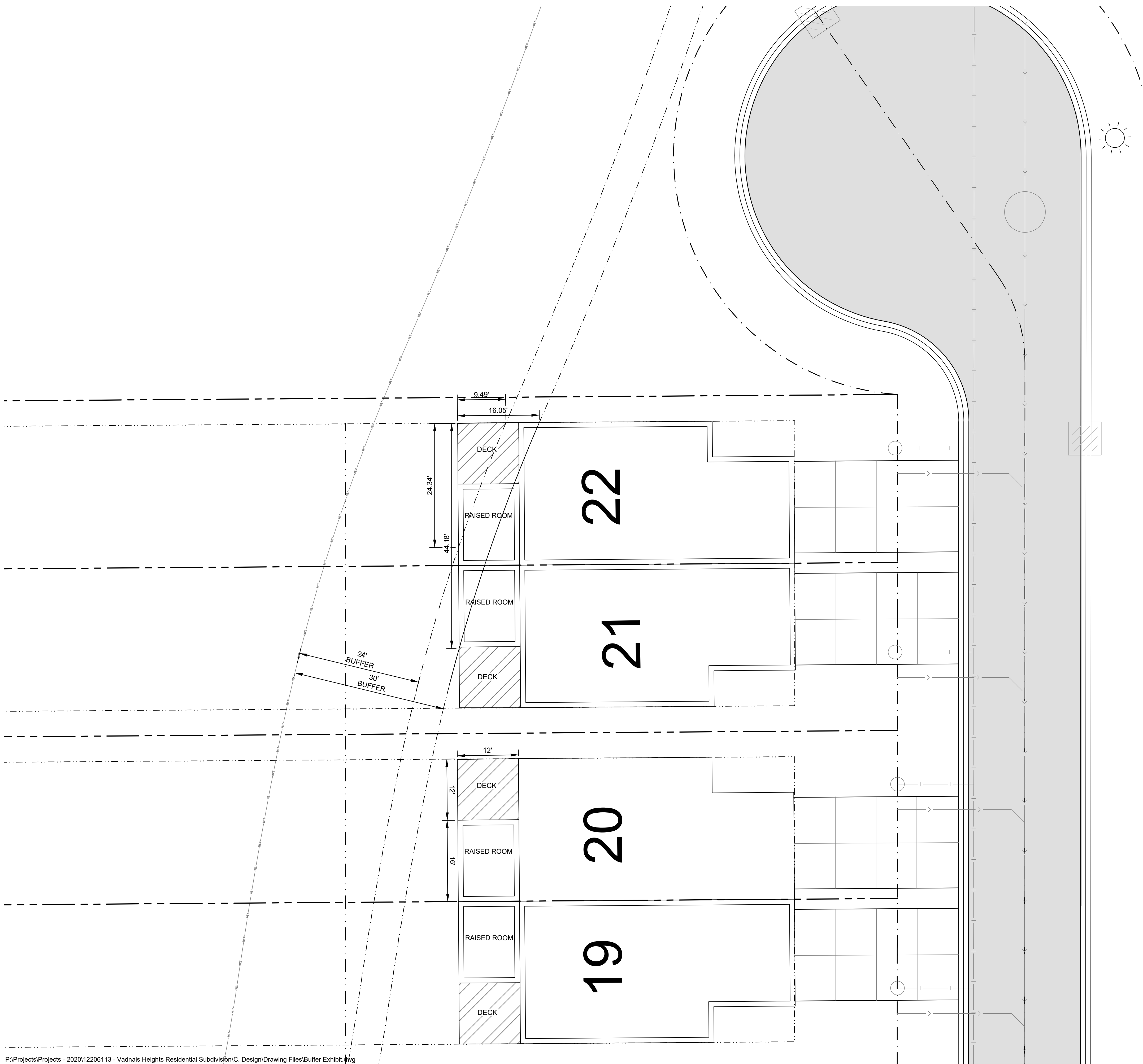
VLAWMO Board,

Thank you for considering this variance request for Moore's Vincent Estates in Vadnais Heights. We are proposing a variance to the VLAWMO wetland buffer of a max of 10' (111.3 sq ft) on unit 22 for a deck and enclosed porch, please see attached buffer exhibit.

Some of the development designs we have already done to reduce the impact on the wetlands include, narrower roads and cul-de-sac radius, clustering the townhomes to allow for less impervious surface by creating less water runoff, which will be naturally filtered by the infiltration basin, prior to becoming ground water. With the homes being connected to existing city sewer, the wastewater treatment services will protect public health and the environment while supporting regional growth. The location of the development allows for less environmental impact with the convenience of shopping, local park and ride, and parks within reasonable distance.

Thank you again for your consideration of this request,

Grant Johnson



SYMBOL LEGEND

	PROPOSED ROADWAY BITUMINOUS PAVEMENT SEE TYPICAL SECTION, DETAIL 1/C400
	NEW CONCRETE PAVEMENT
	STORM MANHOLE
	CATCH BASIN
	CURB INLET
	FLARED END
	LIGHT POLE
	SANITARY MANHOLE
	HYDRANT
	GATE VALVE & BOX
	WATER SHUTOFF
	CTV
	CABLE UNDERGROUND LINE
	ELECTRIC OVERHEAD LINE
	ELECTRIC UNDERGROUND LINE
	FIBER OPTIC UNDERGROUND LINE
	F0
	NATURAL GAS UNDERGROUND LINE
	SANITARY SEWER PIPE
	STORM SEWER PIPE
	TELEPHONE UNDERGROUND LINE
	WATERMAIN PIPE
	DRAINTILE PIPE
	PROPERTY LINE
	EASEMENT LINE
	RIGHT-OF-WAY LINE
	SETBACK LINE

BUFFER NOTES

1. Decks and Raised rooms depicted within the plans will be sitting on top of either pier footings or diamond pier footings.
2. The area within the 30' buffer is 329.6 SF.
3. The area within the 24' buffer is 111.3 SF.

Larson Engineering, Inc.
 3524 Labors Road
 White Bear Lake, MN 55110
 651.481.9120 (f) 651.481.9201
 www.larsonengr.com

JW MOORE, INC.
 714 PENNINGTON PLACE
 VADNAIS HEIGHTS, MN 55127

MOORE'S VINCENT ESTATES
 843 EAST COUNTY ROAD F
 VADNAIS HEIGHTS, MN 55127

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

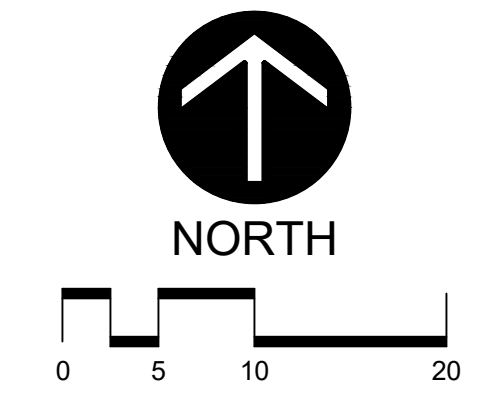
Thomas J. Herkenhoff
 Thomas J. Herkenhoff, P.E.
 Date: 09.24.20 Lic. No.: 25520

Rev.	Date	Description
1	09.28.20	Add Spot Elevations
2	10.15.20	Stormwater Comments

Project #: 12206113.000
 Drawn By: TJH
 Checked By: MJW
 Issue Date: 09.24.20
 Sheet Title:

BUFFER EXHIBIT

Sheet:



Resolution 10-2020
Of the Vadnais Lake Area Water Management Organization (VLAWMO)
Buffer Variance Birch Lake Animal Hospital

Resolution 10-2020 was moved by Director _____ and seconded by Director _____:

Whereas, the Board of the Vadnais Lake Area Water Management Organization has considered the buffer variance request for Moore’s Vincent Estates (Staehele) as presented by VLAWMO staff. The variance request and documents are attached to this Resolution, and

Whereas, Moore’s Vincent Estates (Staehele) are proposing a variance to the VLAWMO wetland buffer of a max of 10’ (111.3 sq ft) on unit 22 for a deck and enclosed porch, please see attached buffer exhibit. A Manage 2 wetland is adjacent to the proposed 22 unit development. Buffer impact has been reduced by narrowing road and cul-de-sac as well as clustering townhomes to reduce previous surface,

Therefore be it resolved that the Buffer Variance for Moore’s Vincent Estates (Staehele), dated 10-28-2020 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>Dan Jones</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>Marty Long</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Patricia Youker</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: Brian Corcoran

Date: October 28, 2020

Re: V. C. 3. Anderson Woods South Replacement Plan Amendment

V. C. 3. Anderson Woods South Replacement Plan Amendment

The Board approved the below replacement plan for the Anderson Woods South development June 24th, 2020.

“North Oaks Company is proposing a 21.43-acre 9-lot single-family residential development known as Anderson Woods South. The project will include a street and utilities. The site does not include any existing structures. Stormwater management practices will provide treatment of runoff before discharge to wetlands after development.

Anderson Woods South will require 0.1925 acre of permanent impact to one wetland. The need for a safe, efficient and functional site access street consistent with land use guidance and accepted engineering practices renders proposed wetland impacts unavoidable. The project has been designed to minimize wetland impacts to the extent practicable and includes construction practices to reduce or eliminate secondary wetland impacts. Permanent wetland impacts will be replaced by withdrawing 0.3850 acre of wetland credit from the North Oaks Company wetland bank, Account #170. This wetland bank is owned by the Applicant and located within the same County, Major Watershed, and Bank Service Area as the wetland impact.”

Since approval of original replacement plan (above) applicant engineers had to add more slope stabilization to site access which will increase the June 24th, 2020 approved wetland impact 7.4 percent (0.1925 acre to 0.2067 acre) Per WCA rule (MN Rule 8420.0255 Subp. 3. A. (1) (a)) if increase in wetland impact of an approved wetland replacement plan is less than 10 percent an updated Notice of Decision is needed to reflect the purpose and need (road design), increase in impact and increase in replacement (mitigation bank).

Recommendation: Staff is recommending to the Board for the approval of the wetland impact amendment for Anderson Woods South of an additional 0.0142 acre of permanent wetland impact, replacement at 2:1 via wetland bank credits will increase from 0.3850 (acres) to 0.4134 (acres) a 7.4 percent increase from original June 24th, 2020 approved replacement plan.

Memorandum

Date: October 20, 2020

To: Brian Corcoran, VLAWMO, brian.corcoran@vlawmo.org
Dan Reburn, USACE, daniel.c.reburn@usace.army.mil

cc: Gary Eagles, North Oaks Company, gary@northoaks.com

From: Rob Bouta, Kjolhaug Environmental Services Company



Re: **Wetland Permit Amendment for Anderson Woods South, North Oaks, MN
VLAWMO Project 5.2020; USACE File No. File No. MVP-2008-01251-DCR**

The wetland permit application for Anderson Woods South was submitted and approved under the VLAWMO and USACE project and file numbers listed above. This memo summarizes a minor amendment in wetland impacts and replacement for Anderson Woods South. We understand this amendment does not constitute a revised Wetland Replacement Plan under the Minnesota Wetland Conservation Act (WCA) because the wetland impact increase is less than 10%. We understand the project is still eligible for authorization under Nationwide Permit 29 (Residential Developments) by the USACE because the total wetland impacts are still less than 0.5 acre.

We are requesting updated written approvals from the VLAWMO and USACE for this permit application amendment.

Proposed wetland impacts have increased from 8,385 square feet (0.1925 acre) to 9,005 square feet (0.2067 acre) to provide a stable fill slope for the proposed roadway embankment. Wetland replacement will increase from 0.3850 acre to 0.4134 acre. The 0.3850 acre of wetland credit withdrawal from the North Oaks Wetland Bank was in process and an additional 0.0284 acre of wetland credit will be withdrawn from the same bank, which is owned by the Applicant and located less than 1 mile from the wetland impact.

I have attached an amended Joint Application Form for Activities Affecting Water Resources in Minnesota to this application, along with an updated Grading Plan, a wetland bank credit statement, and an additional wetland credit Transaction/Withdrawal Form. Please contact me at (952) 401-8757 Ext. 5 or robb@kjolhaugenv.com if you have questions.

Joint Application Form for Activities Affecting Water Resources in Minnesota

PART ONE: Applicant Information

If applicant is an entity (company, government entity, partnership, etc.), an authorized contact person must be identified. If the applicant is using an agent (consultant, lawyer, or other third party) and has authorized them to act on their behalf, the agent's contact information must also be provided.

Project Name: Anderson Woods South (Amendment)

Applicant/Landowner Name: North Oaks Company, LLC; Attn: Gary Eagles

Mailing Address: 5959 Centerville Road Suite 200 North Oaks, MN 55127

Phone: (651) 484-3361

E-mail Address: gary@northoaks.com

Authorized Contact (do not complete if same as above): Rob Bouta, Kjolhaug Environmental Services Co.

Mailing Address: 2500 Shadywood Road, Suite 130, Orono, MN 55331

Phone: (612) 581-0546

E-mail Address: RobB@kjolhaugenv.com

Agent Name: Rob Bouta, Kjolhaug Environmental Services Co.

Mailing Address: 2500 Shadywood Road, Suite 130, Orono, MN 55331

Phone: (612) 581-0546

E-mail Address: RobB@kjolhaugenv.com

PART TWO: Site Location Information

County: Ramsey County

City/Township: City of North Oaks

Parcel ID and/or Address: PID 043022310012

Legal Description (Section, Township, Range): SW ¼ of Section 4, T30N, R22W

Lat/Long (decimal degrees): 45.111733, -93.058382

Attach a map showing the location of the site in relation to local streets, roads, highways. See attached Figure 1.

Approximate size of site (acres) or if a linear project, length (feet): 21.43 acres

If you know that your proposal will require an individual Permit from the U.S. Army Corps of Engineers, you must provide the names and addresses of all property owners adjacent to the project site. This information may be provided by attaching a list to your application or by using block 25 of the Application for Department of the Army permit which can be obtained at:

http://www.mvp.usace.army.mil/Portals/57/docs/regulatory/RegulatoryDocs/engform_4345_2012oct.pdf

PART THREE: General Project/Site Information

If this application is related to a delineation approval, exemption determination, jurisdictional determination, or other correspondence submitted *prior to* this application then describe that here and provide the Corps of Engineers project number.

Describe the project that is being proposed, the project purpose and need, and schedule for implementation and completion. The project description must fully describe the nature and scope of the proposed activity including a description of all project elements that effect aquatic resources (wetland, lake, tributary, etc.) and must also include plans and cross section or profile drawings showing the location, character, and dimensions of all proposed activities and aquatic resource impacts.

Residential development consisting of nine single-family lots. See original Wetland Permit Application narrative for details.

PART FOUR: Aquatic Resource Impact¹ Summary

If your proposed project involves a direct or indirect impact to an aquatic resource (wetland, lake, tributary, etc.) identify each impact in the table below. Include all anticipated impacts, including those expected to be temporary. Attach an overhead view map, aerial photo, and/or drawing showing all of the aquatic resources in the project area and the location(s) of the proposed impacts. Label each aquatic resource on the map with a reference number or letter and identify the impacts in the following table.

Aquatic Resource ID (as noted on overhead view)	Aquatic Resource Type (wetland, lake, tributary etc.)	Type of Impact (fill, excavate, drain, or remove vegetation)	Duration of Impact Permanent (P) or Temporary (T) ¹	Size of Impact ² (sq.ft.)	Overall Size of Aquatic Resource ³ (acres)	Existing Plant Community Type(s) in Impact Area ⁴	County, Watershed, & Bank Service Area ⁵
Wetland 1	Wetland	Fill	P	9,005 (0.2067 ac)	6.8351	Shallow marsh / Open water / Shrub carr	Ramsey County; Watershed 20 (Miss. River, Metro); BSA 7
Wetland 2	Wetland	None	NA	0	0.9404	Shallow marsh / Shrub carr	
Wetland 3	Wetland	None	NA	0	0.0758	Wooded swamp	
Total				9,005	7.8513		

¹If impacts are temporary; enter the duration of the impacts in days next to the "T". For example, a project with a temporary access fill that would be removed after 220 days would be entered "T (220)".

²Impacts less than 0.01 acre should be reported in square feet. Impacts 0.01 acre or greater should be reported as acres and rounded to the nearest 0.01 acre. Tributary impacts must be reported in linear feet of impact and an area of impact by indicating first the linear feet of impact along the flowline of the stream followed by the area impact in parentheses). For example, a project that impacts 50 feet of a stream that is 6 feet wide would be reported as 50 ft (300 square feet).

³This is generally only applicable if you are applying for a de minimis exemption under MN Rules 8420.0420 Subp. 8, otherwise enter "N/A".

⁴Use *Wetland Plants and Plant Community Types of Minnesota and Wisconsin* 3rd Ed. as modified in MN Rules 8420.0405 Subp. 2.

⁵Refer to Major Watershed and Bank Service Area maps in MN Rules 8420.0522 Subp. 7.

If any of the above identified impacts have already occurred, identify which impacts they are and the circumstances associated with each: No impacts have occurred.

Note that impacts were previously estimated at 8,385 SF (0.1925 ac) and are now increasing to 9,005 SF (0.2067 ac), as necessary to construct stable side slopes for a roadway wetland crossing.

PART FIVE: Applicant Signature

Check here if you are requesting a pre-application consultation with the Corps and LGU based on the information you have provided. Regulatory entities will not initiate a formal application review if this box is checked.

By signature below, I attest that the information in this application is complete and accurate. I further attest that I possess the authority to undertake the work described herein.

NORTH OAKS COMPANY LLC

Signature:

Ray M. Eagles VP

Date:

10/20/2020

I hereby authorize **Kjolhaug Environmental Services** to act on my behalf as my agent in the processing of this application and to furnish, upon request, supplemental information in support of this application.

¹ The term "impact" as used in this joint application form is a generic term used for disclosure purposes to identify activities that may require approval from one or more regulatory agencies. For purposes of this form it is not meant to indicate whether or not those activities may require mitigation/replacement.

Attachment C

Avoidance and Minimization

Project Purpose, Need, and Requirements. Clearly state the purpose of your project and need for your project. Also include a description of any specific requirements of the project as they relate to project location, project footprint, water management, and any other applicable requirements. Attach an overhead plan sheet showing all relevant features of the project (buildings, roads, etc.), aquatic resource features (impact areas noted) and construction details (grading plans, storm water management plans, etc.), referencing these as necessary:

See original Wetland Permit Application narrative.

Avoidance. Both the CWA and the WCA require that impacts to aquatic resources be avoided if practicable alternatives exist. Clearly describe all on-site measures considered to avoid impacts to aquatic resources and discuss at least two project alternatives that avoid all impacts to aquatic resources on the site. These alternatives may include alternative site plans, alternate sites, and/or not doing the project. Alternatives should be feasible and prudent (see MN Rules 8420.0520 Subp. 2 C). Applicants are encouraged to attach drawings and plans to support their analysis:

See original Wetland Permit Application narrative.

Minimization. Both the CWA and the WCA require that all unavoidable impacts to aquatic resources be minimized to the greatest extent practicable. Discuss all features of the proposed project that have been modified to minimize the impacts to water resources (see MN Rules 8420.0520 Subp. 4):

See original Wetland Permit Application narrative.

Off-Site Alternatives. An off-site alternatives analysis is not required for all permit applications. If you know that your proposal will require an individual permit (standard permit or letter of permission) from the U.S. Army Corps of Engineers, you may be required to provide an off-site alternatives analysis. The alternatives analysis is not required for a complete application but must be provided during the review process in order for the Corps to complete the evaluation of your application and reach a final decision. Applicants with questions about when an off-site alternatives analysis is required should contact their Corps Project Manager.

See original Wetland Permit Application narrative.

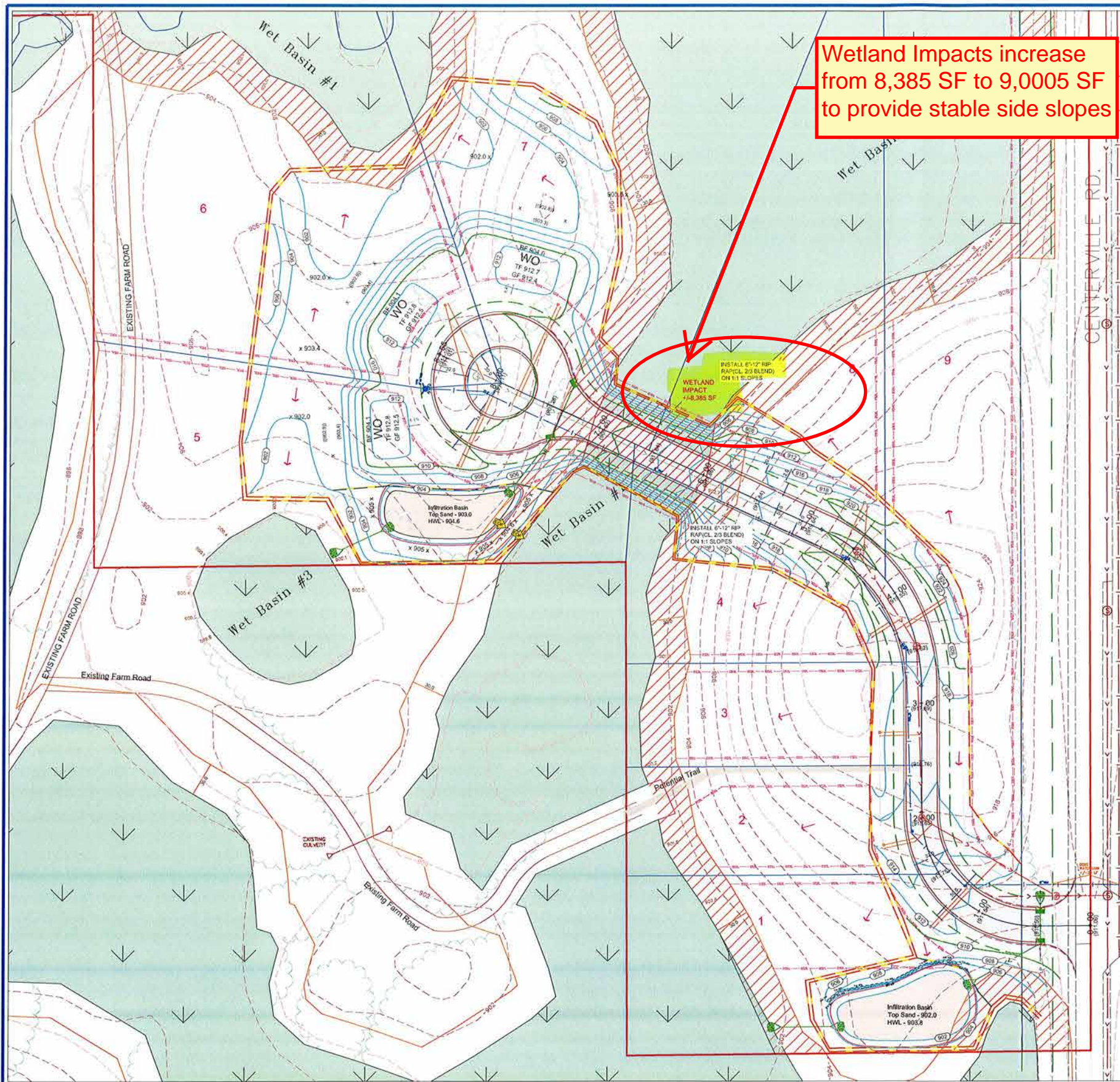
Attachment D Replacement/Compensatory Mitigation

Complete this part *if* your application involves wetland replacement/compensatory mitigation not associated with the local road wetland replacement program. Applicants should consult Corps mitigation guidelines and WCA rules for requirements.

Replacement/Compensatory Mitigation via Wetland Banking. Complete this section if you are proposing to use credits from an existing wetland bank (with an account number in the State wetland banking system) for all or part of your replacement/compensatory mitigation requirements.

Wetland Bank Account #	County	Major Watershed #	Bank Service Area #	Credit Type (if applicable)	Number of Credits (acres)
Previously Withdrawal (In Process)					
#170 (North Oaks Company)	Ramsey	20 (Mississippi River Metro)	7	Type 3 Shallow marsh	0.1925
#170 (North Oaks Company)	Ramsey	20 (Mississippi River Metro)	7	Type 4 Deep marsh	0.1925
				Subtotal	0.3850
Additional Proposed Withdrawal					
#170 (North Oaks Company)	Ramsey	20 (Mississippi River Metro)	7	Type 4 Deep marsh	0.0284
				Subtotal	0.0284
				Grand Total	0.4134

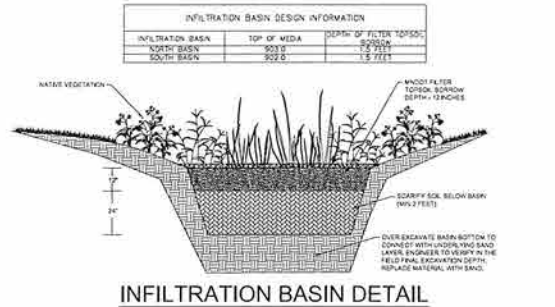
Applicants should attach documentation indicating that they have contacted the wetland bank account owner and reached at least a tentative agreement to utilize the identified credits for the project. This documentation could be a signed purchase agreement, signed application for withdrawal of credits or some other correspondence indicating an agreement between the applicant and the bank owner. *However, applicants are advised not to enter into a binding agreement to purchase credits until the mitigation plan is approved by the Corps and LGU.*



Wetland Impacts increase from 8,385 SF to 9,005 SF to provide stable side slopes

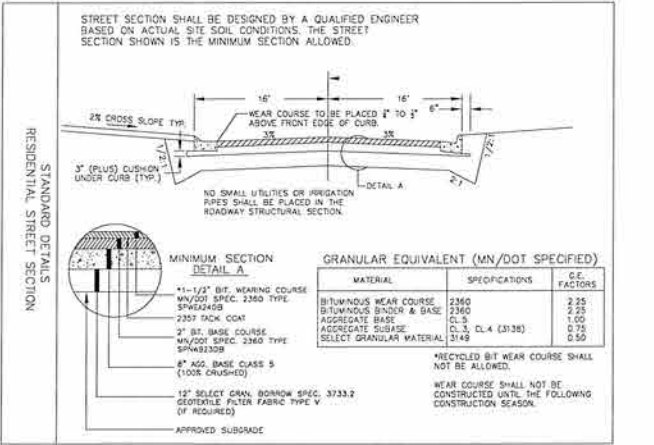
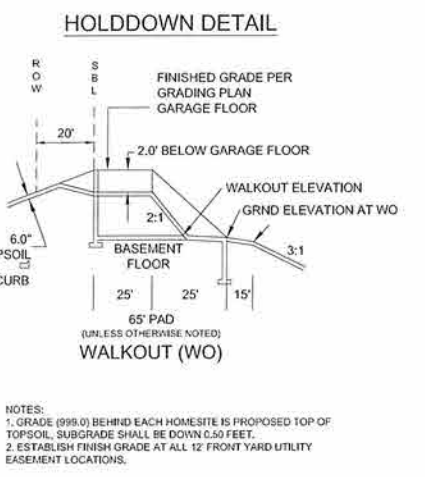
- CONSTRUCTION NOTES**
1. INSTALL SILT FENCE AS SHOWN ON PLAN, AS REQUIRED BY THE CITY OF NORTH OAKS OR DIRECTED BY THE ENGINEER.
 2. THE WATER QUALITY POND MUST BE EXCAVATED AT THE BEGINNING OF GRADING OPERATIONS TO PROVIDE TEMPORARY STORAGE WATER DETENTION. DURING CONSTRUCTION, SAND AND SILT MUST BE REMOVED FROM THE POND AS NECESSARY DURING CONSTRUCTION AND AT THE COMPLETION OF THE PROJECT.
 3. BEGIN GRADING, INSTALL PERFORATED RISER PIPE IN PONDS WHEN POND GRADING IS COMPLETE. TEMPORARY DRAINAGE PIPE SHALL BE USED FOR INTERMEDIATE DRAINAGE DURING THE CONSTRUCTION PERIOD AS NECESSARY AND DIRECTED BY THE ENGINEER, INSTALL SILT FENCE AROUND EXCAVATED PONDS.
 4. INSPECT POND, SILT FENCE, AND ROCK ENTRANCE BERM AFTER ALL RAINFALL EVENTS AS REQUIRED BY THE NPDES PERMIT.
 5. LINE ALL PONDS WITH A MINIMUM 6" ORGANIC SOILS & SEED SLOPES BETWEEN NW/4 AND 100 YR HWL WITH A WATER TOLERANT MIX, (OR AS NOTED)
 6. REMOVE PERFORATED RISER PIPE WHEN STORM SEWER AND OUTLET STRUCTURE FOR PONDS ARE INSTALLED.
 7. POND - 10:1 BENCH (1 FOOT) THEN 3:1 MAX
 8. POND & FILTER BASIN TO BE CLAY LINED, (2 MINIMUM CLAY LINER)
 9. WO PADS 3:1 MAX. ALL OTHER SLOPES 4:1 MAX (UNLESS NOTED)
 10. RESTORATION - 4.8 ACRES
 - A. RESTORE ALL DISTURBED AREAS WITH 4" TO 6" OF TOPSOIL, OR EXISTING ON-SITE ORGANIC MTRL.
 - B. SEED POND SLOPES AND DETENTION AREAS WITH MINDOT 310 OR BWSR P8 SEED MIX AT A RATE OF 100 LBS./ACRE AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. SEED WETLAND BUFFER AREAS WITH MINDOT 350-MESIC PRAIRIE (36.5 PLS LBS/AC) OR BWSR 35-241 SEED MIX AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. (REFER TO WETLAND CREATION/BANKING PLAN FOR WETLAND SEED MIX REQUIREMENTS).
 - C. SEED ALL OTHER DISTURBED AREAS WITH MINDOT 250 AT A RATE OF 100 LBS./ACRE AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. (UNLESS OTHERWISE NOTED)
 - D. ONLY PHOSPHOROUS FREE FERTILIZER IS TO BE USED ON SITE.
 - E. MULCH WITH TYPE 1 AT A RATE OF 2 TONS/ACRE AND DISC ANCHOR IMMEDIATELY AFTER PLACEMENT. USE WOODFIBER BLANKET ON ALL SLOPES 3:1 (FT) OR GREATER.
 - F. PLACE APPROVED STORM SEWER INLET PROTECTION IN OR AROUND ALL STORM SEWER INLETS AND MAINTAIN UNTIL HOME CONSTRUCTION IS COMPLETED. REFER TO DETAILS FOR APPROVED DEVICES.
 - G. MAINTAIN ALL SILT FENCE UNTIL TURF HAS BEEN ESTABLISHED.
 - H. RESTORATION WORK WILL BE COMPLETED WITHIN 72 HOURS OF GRADING COMPLETION.
 11. SILT FENCE - BEFORE GRADING - 5,110 LF
AFTER GRADING - 280 LF
 12. EROSION BLANKET - 8,600 SF

- CONSTRUCTION SEQUENCING**
1. INSTALL APPROPRIATE TEMPORARY EROSION CONTROL DEVICES TO PREVENT SEDIMENT FROM LEAVING OR ENTERING THE PRACTICE DURING CONSTRUCTION.
 2. ALL DOWN-SLOPE PERIMETER SEDIMENT CONTROL BMPs MUST BE IN PLACE BEFORE ANY UP-GRADIENT LAND DISTURBING ACTIVITY BEGINS.
 3. PERFORM CONTINUOUS INSPECTIONS OF EROSION CONTROL PRACTICES, ESPECIALLY AFTER EACH RAINFALL EVENT.
 4. INSTALL ALL UTILITIES (WATER, SANITARY SEWER, ELECTRIC, NATURAL GAS, PHONE, FIBER OPTIC, ETC) PRIOR TO SETTING FINAL GRADE OF PAVED TRAVEL BASIN.
 5. INFILTRATION AREAS ARE NOT ALLOWED TO BE USED AS TEMPORARY SEDIMENT BASINS.
 6. COMPLETE, STABILIZE, AND VEGETATE ALL OTHER SITE IMPROVEMENTS.
 7. ONLY AFTER UPSTREAM CONSTRUCTION IS COMPLETED, CAN THE INFILTRATION BASIN BE CONSTRUCTED TO FINAL GRADE. ONCE GRADING IS COMPLETED, INSTALL FILTER TOPSOIL, BORROW AND VEGETATE IN ACCORDANCE WITH THE RESTORATION PLAN.
 8. MINDOT FILTER TOPSOIL BORROW SHALL BE TILLED AFTER INSTALLATION IN THE BASIN TO REDUCE COMPACTION DURING INSTALLATION.
 9. REMOVE TEMPORARY EROSION CONTROL DEVICES AFTER THE CONTRIBUTING DRAINAGE AREA IS ADEQUATELY VEGETATED.



- GENERAL NOTES:**
1. THE DEVELOPER IS RESPONSIBLE FOR ALL STORM WATER INSPECTIONS ACCORDING TO THE MPCA STORM WATER PERMIT. THIS INCLUDES BOTH WEEKLY INSPECTIONS AND INSPECTIONS DONE AFTER A 0.5" RAIN EVENT. A COPY OF THE INSPECTION REPORT MUST BE EMAILED TO THE ENGINEER, CITY ENGINEER, AND DEVELOPER ON A WEEKLY BASIS.
 2. THE CONTRACTOR SHALL PLACE INLET PROTECTION DEVICES AS DIRECTED BY THE ENGINEER FOR ALL STORM SEWER INLETS AND MAINTAIN THEM AS AN EFFECTIVE SILT CONTROL DEVICE. INLET PROTECTION SHALL BE REMOVED WHEN ALL HOME CONSTRUCTION RESTORATION HAS BEEN COMPLETED.
 3. A 7"-2" CRUSHED ROCK ENTRANCE BERM SHALL BE PLACED AT THE SITE ENTRANCE, TO REPLACE SILT FENCE, AND MINIMIZE EROSION ON TO THE STREETS. THE ROCK BERMS SHALL BE THE WIDTH OF THE ENTRANCE AND 2 FEET HIGH WITH 4:1 SLOPES. (SEE DETAIL)
 4. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING PAD AND STREET AREAS THROUGHOUT CONSTRUCTION.
 5. THE CONTRACTOR SHALL ATTEMPT TO PREVENT SOIL MATERIALS FROM LEAVING THE SITE BY EROSION AND VEHICLE WHEEL TRACKING. HE SHALL BE RESPONSIBLE FOR CLEANING OF STREET, BOULEVARD AND UTILITY FACILITIES THAT RECEIVE ANY ERODED OR TRACKED SOIL MATERIAL OR OTHER CONSTRUCTION DEBRIS OR MATERIAL.
 6. EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES ARISING OUT OF HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL EXISTING UTILITIES.
 7. BUILDING PADS ARE 6" DEEP, UNLESS OTHERWISE NOTED. THE FRONT AND REAR BUILDING PAD LINES ARE SHOWN ON THE PLAN. THE ENGINEER SHOULD BE CONTACTED IF THE CONTRACTOR HAS ANY QUESTIONS REGARDING BUILDING PADS.
 8. A TEST ROLL SHALL BE COMPLETED. SOIL CORRECTION SHALL BE COMPLETED BY THE CONTRACTOR IF REQUIRED BY THE SOILS ENGINEER.
 9. ALL SMALL UTILITIES INCLUDING, BUT NOT LIMITED TO GAS, TELEPHONE, ELECTRIC SHALL BE PLACED UNDERGROUND IN ACCORDANCE WITH THE PROVISIONS OF ALL APPLICABLE CITY ORDINANCES.
 10. ALL UTILITIES TO BE LOCATED IN THE FLOOD PLAN SHALL BE FLOOD PROOFED IN ACCORDANCE WITH THE BUILDING CODE OR ELEVATED ABOVE THE FLOOD PROTECTION ELEVATION.
 11. SAND FILTER AND DRIBBLE FOR THE FILTER BASIN SHALL BE INSTALLED AFTER FINAL STABILIZATION.

- ON-SITE BMPs**
1. RIP RAP - RIP RAP WILL BE UTILIZED AT ALL APRONS FOR ENERGY DISSIPATION AND PROVIDE SEDIMENT CONTROL.
 2. INLET PROTECTION - INLET PROTECTION WILL BE INSTALLED AND MAINTAINED IN ALL CATCH BASINS & REAR YARD STRUCTURES. REFER TO THE DETAILS ON THE EROSION CONTROL PLAN TO DETERMINE WHICH INLET PROTECTION DEVICE IS APPLICABLE.
 3. SLOPE STABILIZATION - SILT FENCE WILL BE INSTALLED ALONG DOWN GRADIENT GRADING LIMITS AND WOODFIBER BLANKET WILL BE UTILIZED ON ALL SLOPES 3:1 OR GREATER TO PROVIDE ADEQUATE SLOPE STABILIZATION.
 4. BIOROLLS - BIOROLLS WILL BE INSTALLED ALONG REAR YARD SWALES TO PREVENT SEDIMENT FROM REACHING THE NURP POND AND ULTIMATELY DOWNSTREAM WETLANDS.
 5. INFILTRATION/RETENTION AREAS - INFILTRATION/RETENTION AREAS WILL BE UTILIZED TO REDUCE/RETAIN THE RUNOFF FROM THE INCREASED HARD SURFACE.
 6. STREET SWEEPING - STREET SWEEPING WILL BE DONE A MINIMUM OF ONCE PER WEEK OR MORE FREQUENTLY TO CONTROL DUST AND VEHICLE TRACKING.
 7. PHOSPHOROUS FREE FERTILIZER - PHOSPHOROUS FREE FERTILIZER WILL ALSO BE USED ON SITE.



DRAWING NAME	NO.	BY	DATE	REVISIONS
AW-PRELIM SHEETS				
DRAWN BY				
CHECKED BY				
DATE				
01/23/2020				

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I HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Eric R. Johnson
ERIC R. JOHNSON, P.E.
Date: 01/23/20
Lic. No. 56659

SATHRE-BERGQUIST, INC.
150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000

CITY PROJECT NO. _____

NORTH OAKS, MINNESOTA

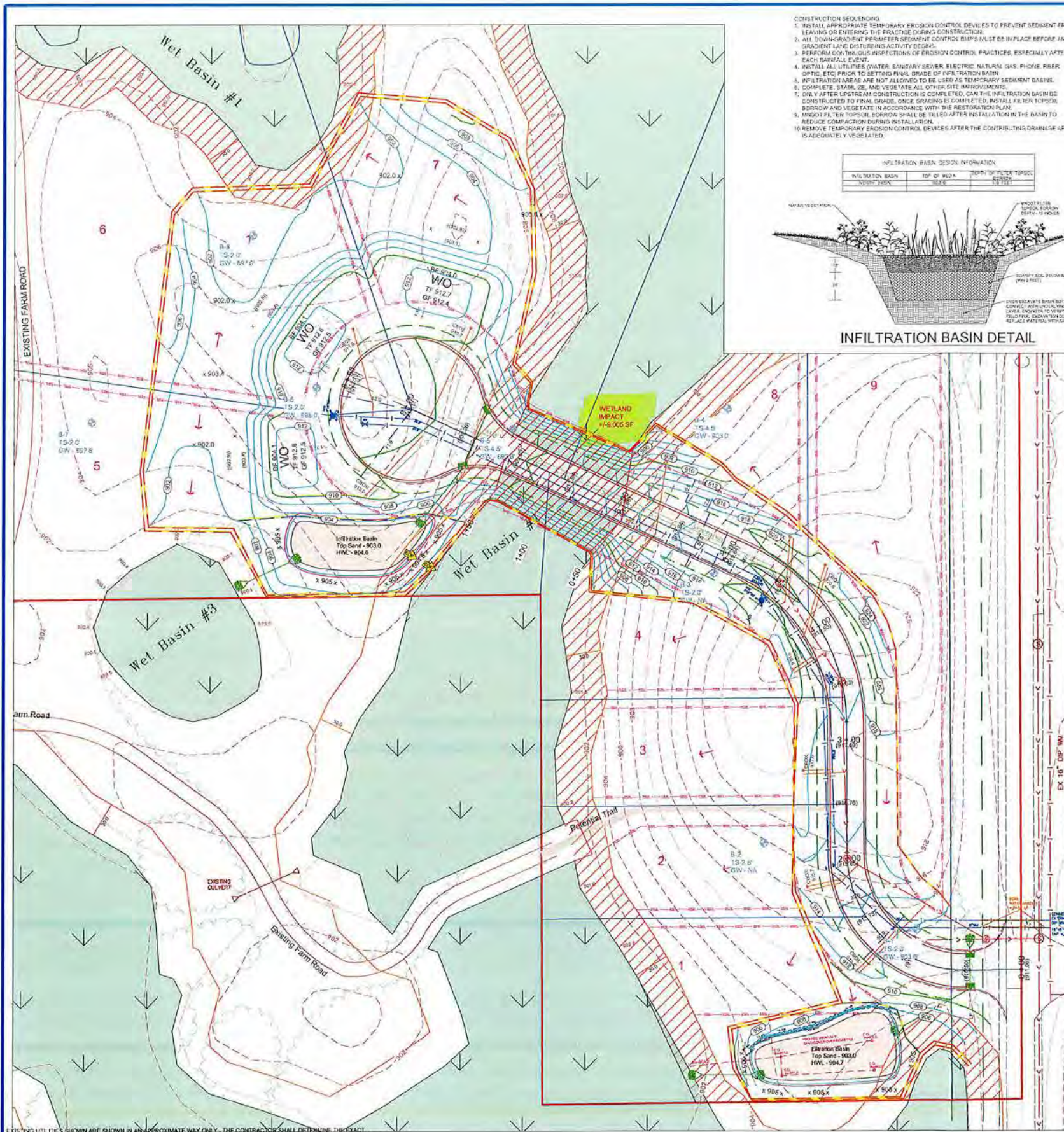
PRELIMINARY GRADING PLAN

ANDERSON WOODS NORTH OAKS

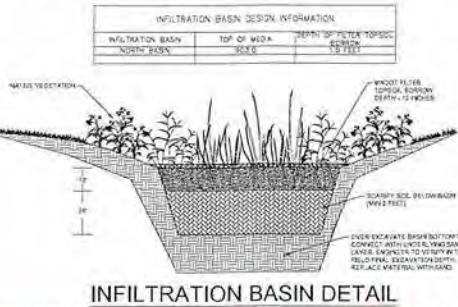
FILE NO. 64500-021

4

6



- CONSTRUCTION SEQUENCES**
1. INSTALL APPROPRIATE TEMPORARY EROSION CONTROL DEVICES TO PREVENT SEDIMENT FROM LEAVING OR ENTERING THE PRACTICE DURING CONSTRUCTION.
 2. ALL DOWN-SLOPE PERIMETER SEDIMENT CONTROL BMPs MUST BE IN PLACE BEFORE ANY UP-SLOPE DRAINAGE LAINE DISTURBING ACTIVITY BEGINS.
 3. PERFORM CONTINUOUS INSPECTIONS OF EROSION CONTROL PRACTICES, ESPECIALLY AFTER EACH SURFACE EVENT.
 4. INSTALL ALL UTILITIES (WATER, SANITARY SEWER, ELECTRIC, NATURAL GAS, PHONE, FIBER OPTIC, ETC) PRIOR TO SETTING FINAL GRADE OF INFILTRATION BASIN.
 5. INFILTRATION AREAS ARE NOT ALLOWED TO BE USED AS TEMPORARY SEDIMENT BASINS.
 6. COMPLETE, STABILIZE, AND VEGETATE ALL OTHER SITE IMPROVEMENTS.
 7. ONLY AFTER UPSTREAM CONSTRUCTION IS COMPLETED, CAN THE INFILTRATION BASIN BE CONSTRUCTED TO FINAL GRADE. ONCE GRADING IS COMPLETED, INSTALL FILTER TOPSOIL BORROW AND VEGETATE IN ACCORDANCE WITH THE RESTORATION PLAN.
 8. MANDOT FILTER TOPSOIL BORROW SHALL BE FILLED AFTER INSTALLATION IN THE BASIN TO REDUCE COMPACTION DURING INSTALLATION.
 9. REMOVE TEMPORARY EROSION CONTROL DEVICES AFTER THE CONTRIBUTING DRAINAGE AREA IS ADEQUATELY VEGETATED.

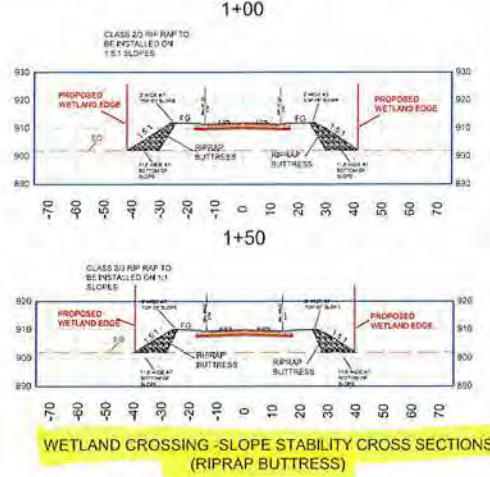


INFILTRATION BASIN DETAIL

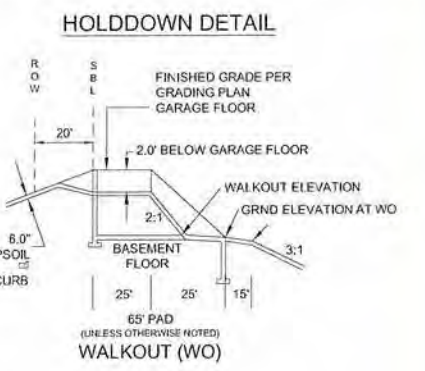
- CONSTRUCTION NOTES**
1. INSTALL SILT FENCE AS SHOWN ON PLAN, AS REQUIRED BY THE CITY OF NORTH OAKS OR DIRECTED BY THE ENGINEER.
 2. THE WATER QUALITY POND MUST BE EXCAVATED AT THE BEGINNING OF GRADING OPERATIONS TO PROVIDE TEMPORARY STORM WATER DETENTION DURING CONSTRUCTION. SAND AND SILT MUST BE REMOVED FROM THE POND AS NECESSARY DURING CONSTRUCTION AND AT THE COMPLETION OF THE PROJECT.
 3. BEGIN GRADING. INSTALL PERFORATED RISER PIPE IN PONDS WHEN POND GRADING IS COMPLETE. TEMPORARY DRAINAGE PIPE SHALL BE USED FOR INTERMEDIATE DRAINAGE DURING THE CONSTRUCTION PERIOD AS NECESSARY AND DIRECTED BY THE ENGINEER. INSTALL SILT FENCE AROUND EXCAVATED PONDS.
 4. INSPECT POND, SILT FENCE AND ROCK ENTRANCE BERM AFTER ALL RAINFALL EVENTS AS REQUIRED BY THE NPDES PERMIT.
 5. LINE ALL PONDS WITH A MINIMUM 6\"/>
 - 6. REMOVE PERFORATED RISER PIPE WHEN STORM SEWER AND OUTLET STRUCTURE FOR PONDS ARE INSTALLED.
 - 7. POND - 10:1 BENCH (1 FOOT) THEN 3:1 MAX.
 - 8. POND & FILTER BASIN TO BE CLAY LINED (2\"/>
 - 9. W/O PADS 3:1 MAX. ALL OTHER SLOPES 4:1 MAX (UNLESS NOTED).
 - 10. RESTORATION - 4.8 ACRES
 - A. RESTORE ALL DISTURBED AREAS WITH 4\"/>
 - B. SEED POND SLOPES AND DETENTION AREAS WITH MNDOT 310 OR BWSR P8 SEED MIX AT A RATE OF 100 LBS./ACRE AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. SEED WETLAND BUFFER AREAS WITH MNDOT 355-MESC PRAIRIE (30.5 PLS LBS./AC) OR BWSR 35-241 SEED MIX AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. (REFER TO WETLAND CREATION/MAINTENANCE PLAN FOR WETLAND SEED MIX REQUIREMENTS).
 - C. SEED ALL OTHER DISTURBED AREAS WITH MNDOT 250 AT A RATE OF 100 LBS./ACRE AND FERTILIZE WITH 20-0-10 AT 100 LBS./ACRE. (UNLESS OTHERWISE NOTED).
 - D. ONLY PHOSPHOROUS FREE FERTILIZER IS TO BE USED ON SITE.
 - E. MULCH WITH TYPE 2 AT A RATE OF 2 TONS/ACRE AND DISC ANCHOR IMMEDIATELY AFTER PLACEMENT. USE WOODFIBER BLANKET ON ALL SLOPES 3:1 (FT) OR GREATER.
 - F. PLACE APPROVED STORM SEWER INLET PROTECTION IN OR AROUND ALL STORM SEWER INLETS AND MAINTAIN UNTIL HOME CONSTRUCTION IS COMPLETED. REFER TO DETAILS FOR APPROVED DEVICES.
 - G. MAINTAIN ALL SILT FENCE UNTIL TURF HAS BEEN ESTABLISHED.
 - H. RESTORATION WORK WILL BE COMPLETED WITHIN 72 HOURS OF GRADING COMPLETION.
 - 11. SILT FENCE - BEFORE GRADING - 5,425 LF AFTER GRADING - 289 LF
 - 12. EROSION BLANKET - 8,600 SF

- GENERAL NOTES**
1. THE DEVELOPER IS RESPONSIBLE FOR ALL STORM WATER INSPECTIONS ACCORDING TO THE MPCA STORM WATER PERMIT. THIS INCLUDES BOTH WEEKLY INSPECTIONS AND INSPECTIONS DONE AFTER A 0.5\"/>
 - 2. THE CONTRACTOR SHALL PLACE INLET PROTECTION DEVICES AS DIRECTED BY THE ENGINEER FOR ALL STORM SEWER INLETS AND MAINTAIN THEM AS AN EFFECTIVE SILT CONTROL DEVICE. INLET PROTECTION SHALL BE REMOVED WHEN ALL HOME CONSTRUCTION RESTORATION HAS BEEN COMPLETED.
 - 3. A 12\"/>
 - 4. THE CONTRACTOR SHALL MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING PAD AND STREET AREAS THROUGHOUT CONSTRUCTION.
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 - 7. BUILDING PADS ARE 5\"/>
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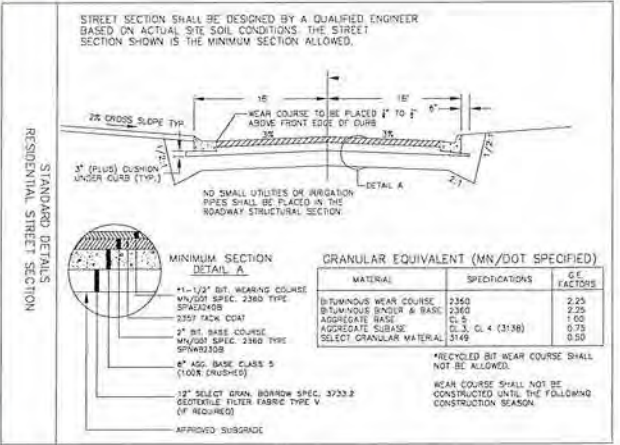
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 7. PHOSPHOROUS FREE FERTILIZER - PHOSPHOROUS FREE FERTILIZER WILL ALSO BE USED ON SITE.



- SLOPE STABILITY NOTES**
- Top Width - 2' / Bottom Width - 11.5'
 - Rip-rap Material - Class II or III (MnDOT Spec 3601)
 - Non-woven Geotextile fabric to be placed between sand and rip-rap. Must be overlapped min. 2' at each seam or sewn to produce seams. (MnDOT spec 3733, Type 7)
 - Embankment fill to be select granular (MnDOT spec 3149.2B2)
 - Any Embankment fill placed in standing water for correction must meet the following
 - Have less than 5% passing the No. 200 sieve
 - Have less than 40% passing the No. 40 sieve
 - Friction angle testing should be performed on the sand source material before construction to confirm friction angle of at least 32 degrees.



- NOTES:**
1. GRADE (999.0) BEHIND EACH HOMESITE IS PROPOSED TOP OF TOPSOIL. SUBGRADE SHALL BE DOWN 0.50 FEET.
 2. ESTABLISH FINISH GRADE AT ALL 12\"/>



FILTRATION BASIN DETAIL

DRAWING NAME	NO.	BY	DATE	REVISIONS
AW-PRELIM SHEETS				
DRAWN BY		ERJ		
CHECKED BY		RSM		
DATE			01/23/2020	

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Eric R. Johnson
ERIC R. JOHNSON, P.E.
Date: 01/23/20
Lic. No. 56659

ENGINEERS SURVEYORS DESIGNERS PLANNERS

SATHRE-BERGQUIST, INC.
150 SOUTH BROADWAY WAYZATA, MN. 55391 (952) 476-6000

CITY PROJECT NO. _____

NORTH OAKS, MINNESOTA

FINAL GRADING PLAN

ANDERSON WOODS

NORTH OAKS

FILE NO. 64500-021

7

8

Account: 170

Account Profile / Transactions Report

Minnesota Wetland Bank

April 12, 2019

Account No 170 Original Application Number 170D Date Approved 07/24/1996 Account Manager Eagles, Gary (North Oaks)
 Land Use Type/s ALL Annual Fee Paid for year: 2014 Account Established on 07/24/1996 Credits Available N

Account Holder

North Oaks Company, LLC, Land Developer 5959 Centerville Rd #200 North Oaks, MN 55127 (651) 484-3361

Replacement Site Information

Site Number	170-Ramsey	Major Watershed	20 Mississippi (metro)	Qtr T	Section	05
Site Name	Rapp Farm and Anderson Slough	Corps SA	7 Upper Mississippi River	Qtr F NW	Township	030
Last Monitored on:	08/04/2014	Corps #		Qtr Q NE	Range	22 W

Account Groups	COE	Credit Type	Wetland Type	Topography	Acres Deposited	Balance
A	Y	SWC	3	Isolated	0.5000	0.1452
B	Y	SWC	4	Isolated	5.1000	4.2670

← These Type 3 credits were previously in process for withdrawal.

Account Transactions

Trans Date	Type	Grp	Amount	App No	Landowners	Site No.	Watershed	Wetland Type(s)	Topography	IMPACT
07/24/1996	Deposit	A	0.5000	170D						
		B	5.1000							
07/24/2006	Withdrawal	A	0.0860	4257W	North Oaks Company, LLC,	170-Ramsey	20 Mississippi (metro)	1	Flow-through	
05/14/2013	Withdrawal	B	0.8330	7736W	North Oaks Company, LLC,	6212-Ramsey		R		
07/24/2014	Withdrawal	A	0.2688	8488W	North Oaks Company, LLC,	6861-Ramsey				



Transaction Form to Withdraw Credits

Minnesota Wetland Bank Program

If the layout of this form looks incorrect, click on [View, Edit Document](#), then save it to your computer.

1. Credit User		<i>This space for BWSR use only.</i>
Name: Attn: Gary Eagles	Organization: North Oaks Company, LLC.	
Address: 5959 Centerville Rd, Ste 200 North Oaks, MN 55127	Email: gary@northoaks.com	
	Phone: (651) 484-3361	
Consultant: Rob Bouta	LGU File #: TBD	
Kjolhaug Environmental; (612) 581-0546; robb@kjolhaugenv.com		

2. Wetland Impact Information	
To be completed for the project impacting wetlands intended to be replaced by this withdrawal.	
Project Name: Anderson Woods South (Amendment)	Impact Size (acres): 0.0142 additional acre
Impact County: Ramsey	Impact Wetland type: 3 Seasonally flooded basin
Impact Major Watershed/BSA: 20 / 7	Replacement Ratio: 2:1
Sec/Twp/Range: SW ¼ of Section 4, Township 30 North, Range 22 West	
*Projects with multiple locations should use the most central location in relation to the project as a whole.	
Are Federally authorized credits required for this impact? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Corps Regulatory File Number: MVP-2008-01251-DCR	
Comments:	

3. Credits to be Withdrawn To be completed by the seller of the credits (account holder)				
Account Information				
Account: #170 (North Oaks Company)		County: Ramsey	Bank Service Area: 7	
Credit Subgroup	Wetland Type/Plant Community Type	Federally Approved?	Cost per Acre Credit	Credit Amounts
B	Deep Marsh	Yes	\$NA	0.0284
Per Credit Withdrawal Fee by BSA			Total Credits:	0.0284
BSA 1 \$520	BSA 6 \$1,083	Enter the Withdrawal Rate for the BSA of the account:	<i>(Withdrawal Rate x total credits)</i>	
BSA 2 \$371	BSA 7 \$1,992		Withdrawal Fee:	\$ 56.57
BSA 3 \$725	BSA 8 \$2,577	Easement Stewardship Rate:	<i>(Easement Stewardship rate x total credits)</i>	
BSA 4 \$1,412	BSA 9 \$2,628		Stewardship Fee:	\$ 8.69
BSA 5 \$685	BSA 10 \$3,099		Total Fees:	\$ 65.26

Please make checks payable to the Minnesota Board of Water and Soil Resources. BWSR does not accept cash.

BWSR fee policy: http://www.bwsr.state.mn.us/wetlands/wetlandbanking/fee_and_sales_data/Wetland_Banking_Fee_Policy_Effective_June1_2017.pdf

Project Name: Anderson Woods South (Amendment)

Confirmation email will be emailed to the user, seller, and regulatory representative when the transaction is complete. If anyone else should be notified please indicated their emails below:

4. Regulatory Authorization

By signing below, the identified agency and authorized representative hereby certifies that they have: **a)** verified that the subject wetland credits are deposited in the account of the owner/seller, **b)** approved a wetland replacement plan or similar agreement under their jurisdiction, and **c)** approve the proposed use of the wetland bank credit described above.

WCA LGU/Agency: Vadnais Lake Area WMO

LGU Representative(s): Brian Corcoran

Email Address(es): brian.corcoran@vlawmo.org

Signature

Date

For NRCS, DNR, etc. as applicable

Agency Name and Location: NA

Representative: NA

Email Address:

Signature

Date

5. Credit User Signature

By signing below the proposed credit user attests that he/she owns or has purchased the credits identified in this form and has received approval from the regulatory authority(ies).

Signature

Date

6. Account Holder Signature

By signing below, I, the seller and holder of the aforementioned account in the State of Minnesota Wetland Mitigation Bank, certify that:

- 1) The credits described in this transaction form have been sold to the credit user or will be used for my own project;
- 2) I have received payment in full from the buyer (if applicable);
- 3) The credits described in this transaction form have not been sold or used in any way to mitigate wetland losses other than for the project and location identified in the wetland impact information block on the previous page;
- 4) The credits described in this application should be withdrawn from my account; and
- 5) I will not have a negative balance of credits after the subject credits are debited from my account.

Name/Representative: _____

Email Address: gary@northoaks.com

Signature

Date

**Send complete forms and fee payments to:
Wetland Bank Administration
Minnesota Board of Water and Soil Resources
520 Lafayette Road North
Saint Paul, MN 55155**