

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 HAYWARD AVENUE, OAKDALE, MINNESOTA 55082
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



Regular Meeting of the Middle St. Croix Watershed Management Organization

Remotely held as posted on www.mscwmo.org

Physical location - Washington Conservation District, 455 Hayward Ave N

Thursday, January 11th, 2023

6:00PM

1. Call to Order – 6:00PM
 - a. Approval of Agenda
2. Approval of Minutes
 - a. Draft minutes – November 10th, 2022 **pg. 1-6**
3. Treasurer's Report
 - a. Report of savings account, assets for January 11th, 2023
 - b. Approve payment of bills for January 11th, 2023
4. Public Comment
5. Old Business
 - a. Request for Professional Services **pg. 7-8**
6. New Business
 - a. 2022 Inspections and Maintenance Summary **pg. 9-10**
 - b. 2022 Cost Share Implementation Summary
 - c. 2022 Adopt a Drain Summary **pg. 11-15**
 - d. 2022 Year End Budget Summary **pg. 16**
 - e. Community First Half Contribution Requests
 - f. Officer Appointments
 - g. 2023 Liability Insurance **pg. 17-18**
 - h. Lakeland Beach Restoration **pg. 19**
 - i. 2022 Savings Deposit **pg. 20**
7. Grant and Cost Share Applications
8. Plan Reviews/Submittals
 - a. Plan Review and Submittal Summary **pg. 21-25**
 - i. Hinderaker Garage-**ACTION**
 - ii. Baylon Boathouse/Home Reconstruct-**INFORM**
 - b. Erosion and Sediment Control Inspection Reports
9. Staff Report **pg. 26-28**
10. 1W1P Updates

Middle St. Croix Watershed Management Organization Member Communities

Afton, Bayport, Baytown, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, & West Lakeland

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- a. Appoint Policy Committee Representative
11. Other
12. Adjourn

Regular Meeting of the Middle St. Croix Watershed Management Organization
Washington Conservation District, 455 Hayward Ave N
Thursday, November 10th, 2022
6:00PM

Present: Beth Olfelt-Nelson, St. Mary's Point; Mike Runk, Oak Park Heights; Dan Kylo, West Lakeland Township; Dawn Bulera, Lake St. Croix Beach Alternate; Avis Peters, Baytown; John Dahl, Bayport; Administrator Matt Downing; Amanda Herbrand, WCD. Audience: Brian Zeller

Call to Order

Manager Olfelt-Nelson called the meeting to order at 6:00PM.

Approval of Agenda

Manager Runk motioned to approve the agenda, Manager Kylo seconded the motion. The motion carried with all in favor.

Approval of Minutes

Manager Kylo motioned to approve the draft October 6th, 2022 board meeting minutes, and Manager Runk seconded the motion. The motion carried with all in favor.

Treasurer's Report

Manager Kylo presented the Treasurer's Report. The remaining checking account balance on November 10th was \$111,410.61. First Bank CDs were valued at \$38,549.15. The ending balance on the RBC savings account was \$82,919.53 for September, and \$83,043.12 for October.

There are three bills to approve this month for the Washington Conservation District totaling \$8,437.97.

There are no invoices to approve this month.

There are contribution amounts from Lakeland and Oak Park Heights still outstanding for 2022.

Manager Runk motioned to accept the Treasurer's Report and pay the bills to the Washington Conservation District totaling \$8,437.97. Manager Peters seconded the motion, the motion carried with all in favor.

Public Comment

There was no public comment.

Old Business

Future Meeting Format

At the October 6th meeting, the Board directed staff to seek legal guidance regarding potential remote/hybrid meetings in the future. Administrator Downing presented the information from the

MSCWMO attorney, which highlighted seven criteria for electronic participation in board meetings by members. The criteria for electronic participation in a meeting by a board member are:

1. Notice. Notice of the meeting must be provided in the same manner as it would any other meeting. This requires three days' posted notice at the regular meeting location. The notice must state the location of the regular meeting and any location where a member will be participating remotely by interactive technology. This means the Board would need to know the precise location of the member taking part remotely when the notice is posted.
2. Accessibility. Each location at which a member is present must be open and accessible to the public. This means that in addition to the regular meeting space being open and accessible, the member participating remotely must also ensure that the remote location is open and accessible to the public. There is no guidance on what constitutes open and accessible. Paragraph (b) was added to the statute during the pandemic, but it now only applies to military members who cannot attend the meeting in person.
3. Regular Meeting Location. At least one member of the Board must be physically present at the regular meeting location. Usually all but one member is present, but the law does allow multiple members to participate remotely.
4. Ability of Members to See and Hear. All members of the Board participating in the meeting, wherever their location, must be able to hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present.
5. Ability of Public to See and Hear. All members of the public present at the regular meeting location must be able to hear and see all discussion and testimony and all votes of members of the Board.
6. Monitoring From Remote Site. If interactive technology is used, to the extent practical, the Board would need to allow a person to monitor the meeting electronically from a remote location. This means the link to participate in the meeting remotely must be provided to the public as part of the notice for the meeting.
7. Roll Call Votes. All votes must be taken by roll call vote.

Administrator Downing then asked board members for their thoughts and how they would like to proceed. Manager Olfelt-Nelson suggested trying hybrid meetings temporarily and reevaluating in a few months, or whenever the Bayport Library becomes available again when construction is complete. Manager Olfelt-Nelson mentioned that winter weather can be a cause for lack of attendance, and that remote attendance could help ensure a quorum. Administrator Downing agreed, but reminded the board that they would have to give proper notice for remote attendance, and would therefore have to decide prior to the day of the meeting if winter weather would be a problem.

Manager Kylo asked if the public would be able to participate remotely. Administrator Downing states that the criteria would also apply to members of the public, meaning they would have to be seen to participate.

Manager Peters suggested the Baytown Community Center as a more central location. Manager Olfelt-Nelson mentioned that a different location could increase the potential for technical difficulties, and Administrator Downing mentioned that at a previous meeting at Lakeland Town Hall there were technical difficulties. Keeping the Washington Conservation District as the meeting location would help minimize potential for technical difficulties as it is already set up for hybrid meetings for the WCD Board.

Manager Runk motioned to conduct hybrid meetings for three months, then reevaluating in February. Manager Peters seconded the motion. The motion carries with all in favor.

New Business

2023 Review Fees

Administrator Downing presented the Permit Review Fees proposed for 2023. Manager Dahl motioned to approve the fees as presented, Manager Runk seconded the motion. The motion passed with all in favor.

Request for Professional Services

The MSCWMO is required to solicit for legal and engineering services every two years. The organization's current legal provider is Kennedy and Graven and current engineering firm is Emmons and Olivier Resources. Staff will provide the request for quotes to the existing contractors as well as post the request on the public register. Administrator Downing is seeking input and approval to advertise for services.

Manager Runk motioned to approve advertising for legal and engineering services for the MSCWMO. Manager Kyllo seconded the motion. The motion passed with all in favor.

Lily Lake Basin Final Payment Request

Miller Excavating has requested final payment for their work on the Lily Basin. EOR has reviewed the payment application is recommending a payment of \$2,010.82 to Miller Excavating as part of final closeout procedures.

Manager Dahl motioned to approve the payment of \$2,010.82 to Miller Excavating for final payment of the Lily Lake Infiltration Basin project. Manager Peters seconded the motion. The motion passed with all in favor.

Lily Lake Delisting Signage Scope

After completion of the stormwater improvement project at Lily Lake, an educational and interpretive sign would be helpful to convey the scope and benefits of the project to site visitors. This sign would serve to both educate people about stormwater and water quality issues in the Lily Lake watershed and advertise the work that has been done by MSCWMO in cooperation with City of Stillwater and State of MN funding to improve water quality in Lily Lake. An educational sign, 24" x 36" in size, is proposed to be placed along the trail by the stormwater

basin. EOR will work with MSCWMO staff to choose an appropriate sign location and prepare design files for manufacturing. EOR will coordinate sign manufacture and install with Vacker Signs.

An extension of the grant is needed in order to use grant funds to pay for the sign as the grant expires at the end of the year. Manager Runk motioned for Administrator Downing to apply for a 6-month grant extension. Manager Dahl seconded the motion. The motion carried with all in favor.

Manager Runk motioned to approve the scope of services (sign design, sign revisions, sign preparation, sign production) for an estimated cost of \$4,937.00. Manager Olfelt-Nelson seconded the motion. The motion carried with all in favor.

2023 Insurance Renewal

MSCWMO insurance coverage is expiring. This item is to renew insurance coverage for 2023.

Manager Bulera motioned to renew the insurance agreement for 2023. Manager Peters seconded the motion. The motion carried with all in favor.

2022 Inspections and Maintenance Summary

This item was tabled due to WCD staff being unable to attend the meeting.

2023 Technical Services Agreement

Administrator Downing presented the 2023 service agreement between the WCD and MSCWMO. The total cost of the agreement is \$121,264.00 and includes administrative services, technical services, and water monitoring services.

The agreement as presented at this time has the wrong year indicated on pages 5-7 of the agreement. Administrator Downing confirms he will correct the years to all say 2023.

Manager Runk motioned to approve the 2023 Technical Services Agreement with the corrected dates. Manager Dahl seconded the motion. The motion carried with all in favor.

Grant and Cost Share Applications

Goeltl Turf to Prairie

On May 12th the MSCWMO Board of Managers approved cost share encumbrance of \$1000 for the Goeltl Turf-to-Prairie project. The landowner has submitted receipts for work conducted in the spring/summer of 2022, totaling \$5,156.66 in materials and labor.

Technical staff have confirmed the work and expenses and recommend reimbursing costs of \$1,000.

Manager Kylo motioned to approve reimbursement of \$1,000 for the Goeltl Turf-to-Prairie project located at 820 Rainbow Ct., Stillwater, MN 55082. Manager Dahl seconded the motion, and the motion carried with all in favor.

Townsend Native Planting

On June 9th the MSCWMO Board of Managers approved cost share encumbrance of \$250 for the Townsend Native Planting project. The landowner has submitted receipts for work conducted in the summer of 2022, totaling \$263.75 in material costs.

Technical staff have confirmed the work and expenses and recommend reimbursing costs of \$250.

Manager Runk motioned to approve reimbursement of \$250 for the Townsend Native Planting project located at 16810 25th St. S., St. Mary's Point, MN 55043.

Plan Reviews/Submittals

St. Croix Prep Trail--Action

The Middle St. Croix Watershed Management Organization (MSCWMO) received revised submittals on November 3rd, 2022 for the proposed St. Croix Prep Nature Trail, located within MSCWMO boundaries in the Township of Baytown. The proposed project qualifies for full review under the MSCWMO 2015 Watershed Management Plan (WMP).

The project, as revised, provides sufficient information to determine compliance with applicable Performance Standards contained within Section 7.0 of the 2015 MSCWMO WMP. The MSCWMO staff recommend the approval with the following two conditions:

1. Receipt of a fully executed maintenance agreement, which may be in the format of Appendix K, or other form approved by the township, and
2. Flowage easements up to the 100-year flood level for the stormwater management facility have been secured and recorded.

Manager Peters motioned to approve the project with the two conditions. Manager Runk seconded the motion. The motion carried with all in favor.

Hinderaker Garage—Inform

An application for project review was submitted on October 1st, 2022 for the construction of a garage at 1218 6th Ave S in Stillwater. A variance from the City was granted on the condition that the applicant meets MSCWMO standards for stormwater mitigation. The application for review is incomplete and the remaining items needed have been communicated to the applicant. They are planning on having a complete package for review at the December meeting.

Baylon Boathouse—Inform

The applicant has been implementing their approved plan for the reconstruction of a boathouse located at 165 Lakeland Shores Rd. There have been inquiries made on the installation of riprap and the construction of a new home. The applicant has been informed that these activities would require an additional review by MSCWMO.

Erosion and Sediment Control Inspection Reports

None

Staff Report

Administrator Downing presented the staff report. As mentioned earlier in the meeting, a grant extension is being requested for the Lily Lake project to implement signage about the basin. Fencing was installed around the basin to prevent visitors from entering it. Bluff toe stabilization work for Phase II of the Lake St. Croix Small Communities Phosphorus Reduction Grant has begun, tree removal has commenced.

Lake and stream monitoring by WCD staff has wrapped up field work for the season. Thirteen lake samples were collected on McKusick Lake and fourteen were collected on Lily Lake. Two storm samples and one base sample were collected at the Greeley St monitoring site, and one snowmelt, nine storm, and five base flow samples were collected at the Perro Diversion site. Equipment has been removed from the field and maintenance, testing, repair, and cleaning will follow.

Other updates of the staff report include BMP maintenance, erosion and sediment control inspections, and small-scale habitat and water quality enhancement projects.

1W1P Updates

No updates from Manager Runk. The next meeting is scheduled for the end of January.

Adjourn

Manager Runk motioned to adjourn the meeting and Manager Kyllö seconded. The meeting adjourned at 7:02PM.

**REQUEST FOR QUALIFICATIONS
FOR
ENGINEERING SERVICES**

**ISSUED BY
MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION**

November 16th, 2022

1. Introduction

The Middle St. Croix Watershed Management Organization (MSCWMO) is the governmental unit with primary responsibility for protecting the water resources of the Middle St. Croix watershed. The MSCWMO is a Joint Powers Watershed Management Organization composed of ten member communities.

The WMO covers approximately 19.8 square miles of small, parallel watersheds that all drain into the St. Croix River. The watershed includes two lakes and numerous wetlands. The WMO includes portions of the communities of Afton, Bayport, Lakeland, Lakeland Shores, Lake St. Croix Beach, Oak Park Heights, St. Mary's Point, Stillwater, Baytown Township and West Lakeland Township.

2. Solicitation

The Middle St. Croix Watershed Management Organization contracts with the Washington Conservation District (WCD) for engineering services for development reviews and retains a consulting engineering firm to assist with construction document development on select projects through the biennial contracting process. The MSCWMO is soliciting bids to provide engineering services to the MSCWMO as needed. The selected engineering firm may not serve as the contracting City Engineer for any of the member communities listed above.

3. Requested Services:

The selected firm will provide services and assistance to the MSCWMO in the following areas (not an exclusive list, services needed may evolve):

- Assist in the implementation of Clean Water Fund projects primarily focused on the implementation of green infrastructure stormwater management and bioengineering riverbank and slope stabilization projects.

4. General Instructions

Firms interested in providing interim services to MSCWMO shall submit an electronic copy of their qualifications to the Administrator of the Middle St. Croix Watershed Management Organization on or before **4:30 P.M., February 3rd, 2023.**

Electronic submittals should be sent to:

**Middle St. Croix
Watershed Management Organization
Attention: Matt Downing
mdowning@mnwcd.org**

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this “Request for Qualifications” may contact Matt Downing, (651) 330-8220 ext 22.

5. Submittal of Qualifications:

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. An executive summary of qualifications (two page limit)
- b. Description of firm and background information
- c. Description of related experience
- d. Resumes for key personnel that will be assigned to provide engineering services to the MSCWMO, including years of experience, availability, and office location.
- e. Schedule of hourly rates and other expenses
- f. Contact information for a minimum of three references

6. Selection Process:

The MSCWMO Board of Managers anticipates making a decision by February 9, 2023. At their discretion, the board may choose to conduct interviews after reviewing the proposals.

Evaluation Criteria:

- Experience and qualifications of the consultant with ability to show success in providing similar services to other entities; experience and success in coordination with watersheds or related entities.
- Demonstrated ability to fulfill requested service needs as identified in the proposal, demonstrated ability to fulfill service needs which arise during the timeframe and ability to fulfill service needs in a timely and cost effective fashion.
- The cost/rates for requested services.

Nothing herein is intended to act as an offer to contract. The MSCWMO reserves the right to reject any and all proposals.



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Cameron Blake, Washington Conservation District
DATE: January 5, 2023
RE: **BMP Maintenance Program 2022 Summary**

Agreement Summary:

Inlet cleanout on 10 raingardens in OPH Area D. Vegetative maintenance of the Perro Creek Shoreline Planting (Girl Scout Troop). Vegetative and inlet maintenance of the Stillwater Country Club BMP, and Perro Creek Water Quality Improvement Project Basin 3 (native planting basin completed in 2020). Inlet cleanout, installation, and watering support for the Lily Lake Basin (2022).

- a) Maintenance activities include inlet cleanout, weed removal, supplemental planting, minor structural repairs, and litter removal.
- b) Material costs included composting and equipment rental.
- c) The MSCWMO provided match for Golden Creeper eradication efforts in the Mulberry Ravine and MCC Coordination for MCC CWF awarded projects.

Services Provided:

Date	Activity	Time spent (hours)
1/25/22	2022 maintenance planning meeting	1
2/11/2022	SCC maintenance planning	1
2/18/2022	SCC vegetative management strategy meeting	1.5
2/24/2022	SSMN raingarden coordination meeting	.5
4/6/2022	SMP and Lily Projects update and scheduling	.5
4/12/2022	SCC and Lily Basin site visit	1.75
4/15/2022	SCC Coordination	1
4/19/2022	SCC Coordination	1
4/29/2022	OPH inlet cleanout	2
5/12/2022	Lily Basin inlet cleanout	2



5/13/2022	SCC Inlet cleanout	1.75
5/19/2022	Lily Basin inlet ESC placement	2
5/23/2022	MCC crew agreements and scheduling	1
6/1/2022	1201 Willard raingarden maintenance site visit	1
6/8/2022	Lily Basin watering capability investigation and SCC Vegetative maintenance	13
6/9/2022	MCC coordination meeting	1
6/10/2022	Meadowlark and Perro veg cleanout and Perro planting coordination	3.5
6/14/2022	Perro creek vegetative maintenance	4
6/15/2022	Perro creek vegetative maintenance	3
6/16/2022	Perro creek planting and MCC crew coordination	1
6/24/2022	Lily Basin watering	9
7/12/2022	Budget review and communication	1
7/14/2022	Lily Basin watering	10.75
7/20/2022	Lily Basin watering	5.5
7/25/2022	Perro basin vegetative maintenance	4.25
7/29/2022	Lily Basin watering and coordination	8.5
8/5/2022	Lily Basin watering	8
8/11/2022	Golden Creeper treatment with MCC crew	7
8/17/2022	Lily Basin watering	5.5
8/18/2022	Supplemental plant ordering	1
9/12/2022	SCC vegetative maintenance	3.25
9/15/2022	2023 maintenance budget meeting and Riviera visit	2
9/16/2022	Perro creek vegetative maintenance	.5
9/29/2022	2023 maintenance budget proposal	.5
10/6/2022	Meadowlark, Wikins maintenance	3
10/14/2022	Lily Basin oversight	1
10/21/2022	Lily Basin watering	4.25
11/2/2022	SCC Inlet Cleanout	7.5
11/3/2022	Perro Creek RCG treatment	4.25
11/4/2022	2022 Maintenance presentation and Lily basin watering	5.5

Expenditure Totals (Maintenance Program): \$3,679.25 for time (65.75 hours)

Expenditure Totals (Cash-in-Lieu) \$4,154.25 for time (87 hours)

When possible the WCD maintenance program leverages other conservation resources to assist in BMP maintenance activities.

ADOPT A STORM DRAIN



2022 ANNUAL REPORT Middle St. Croix



We're Making a Difference!

6

participants
2022

10

drains adopted
2022

102

participants
TOTAL

167

drains adopted
TOTAL

Drain Cleaning & Collection Data

28 Middle St. Croix participants reported cleanings, which represents 27.5% of all participants in the watershed.

Middle St. Croix participants collected 496.1 lbs of debris from their adopted storm drains in 2022.



Debris Type	Amount (lbs)
Brown leaves	253.1
Grass and green leaves	44.7
Sediment and dirt	198.4
Trash	0
Salt	0

Month	New participants	Drains adopted	Debris collected (lbs)	Time spent (hrs)
January				
February			78.2	4.1
March			5.5	0.8
April	1	1	5.6	0.3
May			15.9	4.3
June		1	23.0	0.5
July				
August	2	2	213.2	1.3
September	3	5	1.8	0.5
October			38.8	2.2
November		1	114.1	4.7
December				
TOTALS	6	10	496.1	18.7



GEOGRAPHIC BREAKDOWN

Annual Report
2022 Middle St. Croix

City and Subwatershed

Drains adopted: Cumulative total

Debris collected: 2022 data only

City	Drains adopted	Debris collected (lbs)	Time spent (hours)
Stillwater	129	477.2	16.1
Oak Park Heights	20	14.4	1.8
Bayport	11	0	0.2
West Lakeland Twp.	7	4.5	0.8

Subwatershed	Drains adopted	Debris collected (lbs)	Time spent (hours)
Lake St Croix Direct North	67	141.6	8.2
McKusick Lake	34	149.6	6.6
Lily Lake	30	192.0	1.8
Lake St Croix	19	8.4	1.3
Middle St. Croix Wetlands	9	4.5	0.9
Perro Creek	7	0.0	0.0
Market Place Pond	1		

Minnesota Data



3,192 Minnesota participants reported cleanings this year, which represents 30.8% of all participants in the state.

Minnesota participants collected 118,186.1 lbs of debris from their adopted storm drains in 2022.

Debris Type	Amount (lbs)
Brown leaves	73,596.6
Grass/green leaves	4,846.4
Sediment/dirt	36,862.7
Trash	3,470.1
Salt	390.9

Month	New participants	Drains adopted	Debris collected (lbs)	Time spent (hrs)
January	24	32	7,524.1	246.4
February	35	274	6,602.8	267.8
March	146	308	5,264.0	202.9
April	159	347	12,437.4	244.0
May	123	307	10,452.6	214.1
June	96	203	7,927.4	210.1
July	97	190	5,362.5	145.8
August	319	474	4,981.4	132.7
September	333	510	5,012.7	131.7
October	142	241	15,112.1	345.8
November	65	149	37,509.2	890.1
December				
TOTALS	1,539	3,035	118,186.1	3,031.4

METRO WATERSHED PARTNERS



MINNESOTA WATER
LET'S KEEP IT CLEAN

INVOICE

651-523-2812
jabere01@hamline.edu

Attention: Matt Downing
Middle St Croix WMO
455 Hayward Avenue
Oakdale, MN 55128
Date: 12/7/22

Metro Watershed Partners
Hamline University
1536 Hewitt Ave. MS-A1760
Saint Paul, MN 55104

Project Title: Clean Water Minnesota

Description	Cost
2023 Membership: Clean Water MN and Adopt-a-Drain	\$500.00
TOTAL	\$500.00

Benefits of membership

- You and your colleagues are invited to attend our **monthly meetings**, to network and share information with other watershed education professionals, and to hear monthly speakers on topics relevant to our work. The Watershed Partners meet via Zoom on the second Wednesday of the month from 9:30–11am.
- Join our **listserv on Mobilize** to receive meeting notifications and partner updates, and send messages to, and receive announcements from, other partners. To be added to Mobilize, please email Ann Zawistoski (azawistoski01@hamline.edu) and request to be added.
- Your organization will be **listed as a supporting partner** on cleanwatermn.org/about-us, and on adopt-a-drain.org when someone clicks on a drain in your service area, and on email communication to adopters in your area.
- Access to an **administrative portal** that allows you to view and download data about adopted drains and program participants in your area. Log in mn.adopt-a-drain.org/nova. Contact Jenni Abere (jabere01@hamline.edu) to get admin access.
- A customized **annual report** that includes summary data about adopted drains and program participants in your area.
- Access to **print resources to promote Adopt-a-Drain** to residents in your area. View the marketing guide here: ms4.adopt-a-drain.org/marketing-guide. Download promotional materials from the Google Drive folder here: drive.google.com/drive/folders/1b6cLsITfI6xs9xHz2ZZTt8tLJ63rN0Bd?usp=sharing
- Access to the **CWMN photo gallery** with hundreds of high-quality photographs: docs.google.com/document/d/1D5uxlkAuZUNj-SJZOSexNbAn_ExcjvXaafDN9WLVe8/edit?usp=sharing
- Portable **educational exhibits** are available for free checkout. Find more at cleanwatermn.org/partners/exhibit-check-out/
- For an additional fee, Adopt-a-Drain participants in your area can receive **yard signs and a printed "welcome kit"** in the mail. Please contact Jenni Abere (jabere01@hamline.edu) for more information.

Duration of service: January 1 - December 31st, 2023. Unspent funds will rollover to support program activities in 2024.

MSCWMO 2022 Budget Tracker

MSCWMO 2021 Budget Tracker	2021 MSCWMO Budget	2022 MSCWMO Budget	January	February	March	April	May	June	July	Aug	Sept	October	November	December	Encumbered	Total to date	% to date
Administration - General	\$31,160	\$31,160	2,796.00	2,895.00	3,424.00	2,354.00	3,428.00	2,114.00	2,624.00	2,576.00	3,698.50	2,348.00	3,174.00	1,137.00		32,568.50	105%
Accounting	\$1,550	\$1,550			362.00		222.00	296.00	148.00		222.00	148.00	148.00			1,546.00	100%
Legal Fees - General	\$1,000	\$1,000				91.50							54.90			146.40	15%
Audit	\$2,100	\$2,100							3,300.00							3,300.00	157%
Insurance & Bonds	\$2,600	\$2,600						2,764.00						-627.00		2,137.00	82%
Office supplies/equipment/postage	\$625	\$625														0.00	0%
Minutes/Clerical	\$1,180	\$1,180	198.00		68.00	34.00	170.00	136.00		306.00		136.00	136.00			1,184.00	100%
Copying/printing/reproduction/minutes	\$625	\$625														0.00	0%
Subtotal Expenditures	\$40,840	\$40,840	2,994.00	2,895.00	3,854.00	2,479.50	3,820.00	5,310.00	6,072.00	2,882.00	3,920.50	2,632.00	3,512.90	510.00		40,881.90	100%
PROJECT FUNDS																	
Project Contingency	\$2,000	\$2,000										353.27				353.27	18%
Engineering - Project	\$5,700	\$5,700														0.00	0%
Development Plan Reviews	\$5,040	\$5,040	1,830.00	3,597.00	2,871.50	2,336.00	2,514.00	1,488.00	2,079.50	2,483.00	2,518.50	1,644.00	1,808.50	1,294.50		26,464.50	227%
Erosion Monitoring Program	\$2,250	\$2,250			153.00	34.00	272.00		459.00	391.00	442.00	102.00	102.00			1,955.00	87%
BMP Cost-Share (general)	\$20,000	\$20,000			804.41		250.00	243.43				750.00	1,250.00		5,250.00	8,547.84	43%
BMP Program Administration	\$27,768	\$27,768	2,010.00	2,885.00	1,412.50	2,714.00	1,672.50	4,074.25	6,537.16	3,465.99	2,663.00	686.00	697.75	136.00		28,954.15	104%
Community TA	\$3,000	\$3,000	396.00		454.69					160.00	174.00	68.00	180.00			1,432.69	48%
Water Resource Educator	\$6,300	\$6,300			1,671.40			1,671.40			1,671.40					5,014.20	80%
Website	\$800	\$800	198.00	153.00	311.40	34.00	102.00	68.00	51.00	17.00	34.00	34.00	68.00	91.00		1,161.40	145%
Inspection and Track Database	\$900	\$900														0.00	0%
Total Water Monitoring	\$22,000	\$22,000			5,032.80			4,956.00			5,039.57					15,028.37	68%
<i>Future projects</i>																	
Savings-Water Monitoring - Set aside for equipment replacement & Monitoring Costs	\$750	\$750														0.00	0%
Savings-WMP Update	\$5,000	\$5,000														0.00	0%
Subtotal Expenditures	\$101,508	\$101,508	4,434.00	6,635.00	12,711.70	5,118.00	4,810.50	12,501.08	9,126.66	6,516.99	12,542.47	3,637.27	4,106.25	1,521.50		88,911.42	88%
TOTAL ANNUAL BUDGET	\$142,348	\$142,348															

RECIEVABLES	21 Roll Over	22 Allocated	January	February	March	April	May	June	July	August	September	October	November	December	Undeposited	Total
Development Review Fees			1,050.00	700.00			1,600.00		350.00	1,100.00	1,100.00	350.00		350.00		\$6,600
3M PFAS										422.50						\$423
CWF Lake St. Croix Direct South			17,846.60													\$17,847
CWF Lake St. Croix Direct South P2																\$0
Lily Lake Delisting				5,000.00					70,000.00							\$75,000
WBF 2019			7,876.00													\$7,876
																\$0
																\$0
Subtotal Recievables			\$26,773	\$5,700	\$0	\$0	\$1,600	\$0	\$70,350	\$1,523	\$1,100	\$350	\$0	\$350	\$0	\$107,745

TOTAL RECIEVABLES	\$107,745
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TOTAL BUDGET (Annual+ Recievables)	\$250,093
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TOTAL EXPENDITURES (Annual+Recievables)	\$ 129,793.32
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LIABILITY COVERAGE – WAIVER FORM

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

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

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

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

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

LMCIT Member Name:

Check one:

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

Date of member's governing body meeting: _____

Signature: _____ Position: _____

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N. Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Brett Stolpestad, Washington Conservation District
DATE: January 5th, 2023

RE: LSC Direct Discharge South PII (CWF Grant C21-1745) – Lakeland Beach Stabilization

In 2022, the MSCWMO and the City of Lake St. Croix Beach implemented a cooperative project stabilizing an additional 96 of failing bluff toe in addition to the 404 feet stabilized in 2020 using a combination of City and CWF grant monies secured by the WMO. The WMO also completed construction of the Riviera Treatment Train Project in 2022 in the City of Lake St. Croix Beach.

Bids for the expanded Bluff Toe Stabilization and final cost of the Riviera Treatment Train project came in lower than expected, leaving ~\$25,000 for additional project implementation guided by the Lake St. Croix Direct SWAs.

The Lakeland Beach property located at the end of Quixote Avenue N shows signs of significant erosion near the parking area and picnic benches along the bluff toe. Expanding the rip-rap revetment installed in 2011 and stabilizing the bluff toe near the seating area will reduce total phosphorus (TP) loading to Lake St. Croix by approximately 8.77 lbs/yr based on BWSR calculator modeling. This project ranks highly against other modeled practices in the LSC Direct South SWA at approximately \$342 per pound each year over a 10 year period (see project estimate below). I am recommending that we complete the stabilization work to utilize remaining CWF implementation funds and reach or exceed TP reduction goals. WCD and WMO staff have presented the conceptual plan to the Lakeland City Council and have their support to continue project development.

Preliminary Project Estimate: \$28,663

EXAMPLE BOARD MOTION FOR MINUTES:

Motion by Board Member 1, seconded by Board Member 2, to approve encumbrance of remaining grant funds for the construction of engineered bluff toe protection and parking area stabilization in Lakeland.

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MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Matt Downing, Administrator
DATE: December 29th, 2022

RE: 6i.) 2022 Budgeted Savings Deposit

The 2020 MSCWMO Budget included \$5,750 for deposit into savings for future costs including water monitoring equipment replacement and repair, and watershed management plan update costs. None of these funds were expended in 2020 and the entire balance can be deposited.

I am requesting board approval to deposit the funds into the RBC savings account.

Recommended Board Action- Approve Staff to Deposit \$5,750 from the 2022 Budget to Savings

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MEMORANDUM



TO: Matt Downing, Administrator
FROM: Rebecca Nestingen, PE
DATE: January 6, 2023

RE: 8a) Plan Reviews/Submittals

The following is a summary of recent activity on projects submittals which qualify for plan review under the MSCWMO 2015 Watershed Management Plan (WMP):

- **Hinderaker Garage Construction.** An application for project review was submitted on October 1st, 2022 for the construction of a garage at 1218 6th Ave S in Stillwater. A variance from the City was granted on the condition that the applicant meets MSCWMO standards for stormwater mitigation. A proposed bioinfiltration basin provides 63 cubic feet of volume retention. The required volume retention for 789 square feet of proposed new impervious is 73 cubic feet. *Staff recommends approval with the condition that the bioinfiltration basin footprint is expanded to meet the required volume control.*
- **Baylon Boathouse.** The applicant has been implementing their approved plan for the reconstruction of a boathouse located at 165 Lakeland Shores Rd. There have been inquiries made on the installation of riprap and the construction of a new home and swimming pool. The applicant has been informed that these activities would require an additional review by MSCWMO. An application for project review was submitted on December 20th, 2022. A preliminary review of the submitted materials was conducted and staff requested materials be revised and resubmitted on December 29th, 2022.

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January 6, 2023

Mr. Shawn Sanders
City of Stillwater
406 Fourth Street North
Stillwater, MN 55082

RE: Hinderaker Garage

Dear Mr. Sanders:

The Middle St. Croix Watershed Management Organization (MSCWMO) received submittal items on October 1st, 2022 for a new garage for the Hinderaker residence at 1218 6th Ave S located within MSCWMO boundaries and in the City of Stillwater. Revised materials were initial incomplete but a complete review package was received on December 28th, 2022. The proposed project qualifies for full review under the MSCWMO 2015 Watershed Management Plan (WMP) since it triggers a variance for impervious surface lot coverage.

Stormwater is proposed to be managed a bioinfiltration basin. The project meets the applicable Policies and Performance Standards contained within Section 7.0 of the 2015 MSCWMO WMP. **The MSCWMO recommends approval with the following one condition:**

1. The bioinfiltration basin is expanded slightly to meet the volume retention performance standards.

This recommended approval is based on the technical review of MSCWMO performance standards and does not constitute approval by the City of Stillwater. MSCWMO review process information can be downloaded from www.mscwmo.org. Please contact me at 651-275-1136 x22 or m Downing@mnwcd.org if you have any questions regarding these comments.

Sincerely,

A handwritten signature in black ink, appearing to read "Matt Downing".

Matt Downing
Administrator
Middle St. Croix Watershed Management Organization



PROJECT REVIEW FOR SINGLE LOT RESIDENTIAL

MSCWMO Review ID: 22-016

Project Name: Hinderaker Garage

Applicant: Doug Hinderaker

Purpose: Construct a garage which requires a variance from the City of Stillwater for impervious lot coverage

Location: 1218 6th Ave S, Stillwater

Review Date: 1/6/2023

Recommendation: Approval with the condition that the bioinfiltration basin is expanded to meet the required volume control amount.

Submittal Items:

- A completed and signed project review application form and \$350 review fee.
- Grading plan showing grading limits, existing and proposed site contour elevations related to NAVD 1988 datum (preferred) or NGVD, 1929.
- Location of proposed and existing permanent structures.
- NA Ordinary High Water (OHW) elevations and location of all existing water bodies.
- NA Location of all bluff lines.
- NA Lowest floor elevations of structures built adjacent to stormwater management features and other water bodies must be a minimum of two feet above the regulator flood protection elevation.
- NA Delineation of existing wetlands, shoreland, ordinary high water levels, drain tiling, and floodplain areas.
- NA Details of proposed buffer upslope of water resources including site and vegetation characteristics (when applicable).
- NA Location of the 100-year flood elevation, natural overflow elevation, and lowest floor elevations.
- Erosion and sediment control plan demonstrating locations, specifications, and details of the following items:
 - A. Erosion Prevention
 - i. Stabilize all exposed soil areas (including stockpiles) with temporary erosion control (seed and mulch or blanket) within 7 days after construction activities in the area have temporarily or permanently ceased.
 - ii. Identify location, type and quantity of temporary erosion prevention practices.
 - iii. Identify permanent vegetation.
 - B. Sediment Control
 - i. Sediment control practices will be placed down-gradient before up-gradient land disturbing activities begin.
 - ii. Identify the location, type and quantity of sediment control practices.

- iii. Vehicle tracking practices must be in place to minimize track out of sediment from the construction site. Streets must be cleaned if tracking practices are not adequate to prevent sediment from being tracked onto the street.

C. Inspections and Maintenance

- i. Applicant must inspect all erosion prevention and sediment control practices once every 7 days or after a ½” rain event to ensure integrity and effectiveness. All nonfunctional practices must be repaired, replaced or enhanced the next business day after discovery.
- ii. Plans shall include contact information including email and a phone number of the person responsible for inspection and compliance with erosion and sediment control.

D. Pollution Prevention

- i. Solid waste must be stored, collected and disposed of in accordance with state law.
- ii. Provide effective containment for all liquid and solid wastes generated by washout operations (concrete, stucco, paint, form release oils, curing compounds).
- iii. Hazardous materials that have potential to leach pollutants must be under cover to minimize contact with stormwater.

E. Final Stabilization

- i. For residential construction only, individual lots are considered final stabilized if the structures are finished and temporary erosion protection and down gradient sediment control has been completed.
- ii. Grading and landscape plans shall include soil tillage and soil bed preparation methods that are employed prior to landscape installation to a minimum depth of 8” and incorporate amendments to meet Minnesota State Stormwater Manual predevelopment soil type bulk densities.
 - 1. Observe minimum setbacks for areas within the dripline of existing trees, over utilities within 30 in of the surface, where compaction is required by design and inaccessible slopes.

Details of proposed structural stormwater practices (Meets Minnesota Stormwater Manual guidelines)

- A. Stormwater flows are diverted away from bluffs whenever feasible.
- B. Volume control facilities must drain down within 48 hours, as required by the MPCA NPDES Construction Stormwater Permit.
 - i. The period of inundation shall be calculated using the maximum water depth below the surface discharge elevation and the soil infiltration rate.
- C. The maximum water depth for volume control facilities is 1.5 feet.
- D. Planting plan identified vegetation suitable for the hydrology of the basin.
- E. Separation from seasonally saturated soils or bedrock is 3 feet or more for bioretention and infiltration practices.
- F. Volume control facilities meet the following setback requirements:

Setback	Minimum Distance (ft.)
Property line	10
Building foundation*	10
Private well	35
Public water supply well	50
Septic system tank/leach field	35

*Minimum with slopes directed away from the building

G. Volume control is provided for the first 1.1”inch of runoff for all impervious:

Volume Retention Required (cu. ft.)	Volume Retention Provided (cu. ft.)
$798 \text{ sq. ft.} \times \frac{1.1 \text{ in}}{12 \text{ in/ft}} = 73 \text{ cu. ft.}$	BMP Volume BMP #1 63 cu. ft.
Total Required Volume Retention = 73 cu. ft.	Total Provided Volume Retention = 63 cu. ft.

H. Construction Standards

- i. To prevent soil compaction, the proposed volume control facility must be staked off and marked during construction to prevent heavy equipment and traffic from traveling over it.
- ii. Facilities may not be excavated within 2.0 feet of final grade until the contributing drainage area has been constructed and fully stabilized.
- iii. Facilities are in-place during construction activities, all sediment and runoff must be diverted away the facility, using practices such as pipe capping or diversions.
- iv. Facilities installation must occur in dry soil conditions. Excavation, soil placement and rapid stabilization of perimeter slopes must be accomplished prior to the next precipitation event.
- v. Excavation shall be performed by an excavator with a toothed bucket. Use excavator bucket to place materials. Construction equipment shall not be allowed into the basin.
- vi. Prior to the release of any remaining fee or security, the owner must provide documentation that constructed volume control facilities perform as designed.

I. Details

- i. Include a standard cross section of the infiltration device similar to those identified in the Minnesota Stormwater Manual (https://stormwater.pca.state.mn.us/index.php/Bioretenention_plan_and_section_drawings)
- ii. The cross section must detail the infiltration media used in the device. Typically, devices use Mix B as described in the Minnesota Stormwater Manual: A well-blended, homogenous mixture of 70 to 85 percent washed construction sand; and 15 to 30 percent MnDOT Grade 2 compost.

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Staff Report- November/December 2022

Administration

- Prepared January meeting materials
- Coordination of Grant and Permit Program
- Began 2023 Planning
- 2022 Year end reporting

Project Reviews

- Hinderaker Garage-ACTION
- Baylon Boathouse-INFORM

Lily Lake Phosphorus Reductions for Delisting – CWF Grant C20-6055

Description: Awarded \$513,500 for in-lake alum treatment and filtration basin to remove 120lbs of phosphorus from Lily Lake.

Activities This Month: Year-end reporting underway. EOR has been contracted to design and install interpretative signage.

Staff: Matt Downing-MSCWMO

Lake St. Croix Small Communities Phosphorus Reduction Grant – PHASE II

Description: \$158,000 grant for stormwater quality improvement south of Bayport (2021-2023). Implement practices in the LSCD South SWA area to achieve a load reduction of up to 7lbs of TP/yr.

Activities This Month: Final payment was approved and sent to Minnesota Native Landscapes for completion of the Riviera treatment train project. Lake St. Croix Beach has awarded the construction contract to Max Todo Marine Services for additional bluff toe stabilization (100 lf) north of the 2021 project area and utilization of the remaining Phase II funds. Tree removal has commenced to prepare the site for rip rap placement in spring.

Staff: Brett Stolpestad - WCD; Matt Downing - MSCWMO

Water Monitoring Program

Description: The MSCWMO water monitoring program includes the monitoring of flow at three sites. These sites have that equipment serves to collect data on the total volume of water flowing into Lily Lake at the Greeley Street Inlet, through Perro Creek at the Diversion Structure, as well as, the Perro Creek Diversion Structure Overflow. Water quality is also collected at the Greeley Street Inlet and the Perro Creek Diversion Structure on a monthly basis, as well as during storm events.

Additionally, the MSCWMO monitors two lakes, Lily and McKusick for several parameters from April-October. Data is collected on both lakes on a biweekly basis and includes: water level, clarity, pH, temperature and dissolved oxygen profiles, an aesthetics and user profile, and field conditions. Additionally, water quality samples are

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collected from the surface of the lakes and analyzed for total phosphorus, total Kjeldahl nitrogen, and chlorophyll.

Activities This Month: Two storm samples and one base sample have been collected at the Greeley St monitoring site. One snowmelt, nine storm, and five base flow samples have been collected at the Perro Diversion site. Thirteen lake water quality samples have been collected on and McKusick Lake and fourteen samples have been collect on Lily Lake. Special sampling occurred in May on Lily Lake before and after the alum treatment. Post treatment Secchi disk transparency measurements continue to show high water clarity. All MSCWMO monitoring equipment has been brought in and stored for the winter season. Equipment cleaning and testing has begun, as well as data analysis.

Staff: Rebecca Oldenburg, WCD

Erosion and Sediment Control Inspections

Description: The MSCWMO has contracted with the WCD to conduct erosion and sediment control inspections for construction projects that have been reviewed and recommended for permit approval by partner communities.

Activities This Month: 22 erosion control inspections were conducted at 13 sites in 2022. Compliance over the year was fairly high, with 59.1% of inspections receiving an A grade, 31.8% a B, 9.1% a C, and 0% a D or F. For the purposes of this summary, compliance rates for inspection items were only considered when the item was marked “compliant” or “non-compliant”, and all “not inspected” items were removed from the total number of inspections for each inspection item. The most common non-compliant items noted on sites were lack of maintenance for damaged or missing perimeter controls (29.4% of inspections) and improperly installed perimeter controls (16.7% of inspections). Lack of containment for concrete washout waste was also somewhat high (20.0% of inspections). Fortunately, compliance with adequate soil stabilization for disturbed areas not being worked (60.0% of inspections) and adequate maintenance of installed soil cover (92.9% of inspections) was relatively high. Generally, it is considered more effective to prevent erosion via soil cover and stabilization than it is to control sediment that has been eroded via perimeter controls, so this is a positive finding. Other notable items found to have a high rate of compliance were prevention and cleaning of sediment trackout onto paved surfaces, protection of proposed permanent stormwater treatment features, preservation of buffers when working near water resources, and limiting disturbance of steep slopes. No sediment discharges to water resources were recorded on any inspection in 2022.

Staff: Aaron DeRusha, WCD

BMP Maintenance

Description: The MSCWMO has a maintenance obligation for its Capital Improvement Projects and projects funded by Clean Water Fund grants. The MSCWMO partners with the Washington Conservation District to fulfill this maintenance requirement.

Activities in November/December:

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Annual BMP inspection follow up activities and maintenance reporting started and will resume in January.

Staff: Cameron Blake, WCD

Erosion and Sediment Control Inspection, BMP Project, and Plan Review Database

Description: The MSCWMO has partnered with WCD to develop a new erosion control inspection, BMP project tracking, and project plan review applicant database via ESRI's ArcGIS Online. The database will increase efficiency of erosion control and BMP project reporting, the application process for project plan reviews, and serve as a replacement to the current Mapfeeder software.

Activities this Month: None.

Staff: Rebecca Nestingen, WCD; Aaron DeRusha, WCD

Small Scale Habitat & Water Quality Enhancement Projects

Description: The WCD has requested Conservation Corps crew time on behalf of the WMO under FY23 Clean Water Funding to continue small-scale habitat and water quality enhancement projects in throughout the District. Projects will include a vegetative buffer enhancement along Perro Creek in Bayport, support for a 215-foot buffer expansion between Riviera Avenue S and the St. Croix River in Lake St. Croix Beach under the WCD FY22 Lawns to Legumes Grant, and continued support for private shoreline enhancement. The MSCWMO has partnered with WCD to develop proposals for each project.

Activities This Month: Site prep for the LSCB buffer enhancement and Perro Creek buffer expansion is underway with installation planned for the spring. The MSCWMO and WCD will solicit quotes from qualified contractors to burn the buffer enhancement area as a final site preparation measure before seeding and planting in the spring. Plant and seed material will be funded through the WCD Lawns to Legumes Demonstration Neighborhood Grant. Perro Creek buffer enhancement prep is underway, and will continue into early spring 2023.

Staff: Brett Stolpestad – WCD

Meetings

- St. Croix Trail TAC – November 16th
- EMWREP Coordination – November 29th
- St. Croix Crossing Pre-App – December 5th
- EMWREP Steering Committee – December 15th
- 165 Lakeland Shores Rd Project – January 6th